

CITY OF GRANTS PASS
MEETING AGENDA
February 17, 2016
6 p.m. City Council Meeting
Council Chambers - 101 N.W. "A" Street

MAYOR: Darin Fowler

CITY COUNCIL MEMBERS:

<i>Ward 1</i> <i>Northwest Area</i>	<i>Ward 2</i> <i>Northeast Area</i>	<i>Ward 3</i> <i>Southeast Area</i>	<i>Ward 4</i> <i>Southwest Area</i>
Dan DeYoung Roy Lindsay	Valerie Lovelace Rick Riker	Ken Hannum Dennis Roler	Shonna Bouteller Jim Goodwin

Invocation

Flag Salute

Roll Call

Swear in Police Officer – Collin Poulton

1. **PUBLIC COMMENT:** This is a courtesy the Chair provides for citizens to address the Council regarding any item or issue that is not on tonight's agenda. The intent is to provide information that is pertinent to the City's jurisdiction. Each speaker will be given three minutes to address the Council as one body, not to individuals. Council may consider items brought up during this time later in our agenda during Matters from Mayor, Council and Staff.

This meeting will proceed in an effective and courteous manner. Citizens and Council members will be allowed to state their positions in an atmosphere free from slander, threats, or other personal attacks. Signs or placards, outbursts of applause, campaigning for public office, or other disruptive behavior will not be tolerated.

If you have a question regarding any government provided service or a current City policy, please contact the City Manager's office in an attempt to resolve the matter.

2. **PUBLIC HEARING**

- a. In-N-Out Burger Sign Code Appeal. **Pgs. 1-14**

Quasi-judicial

- b. Ordinance vacating the common property line between tax lots 8700 & 8801 of map number 36-05-20-CB. **Pgs. 15-20**

Legislative

- c. Ordinance amending Grants Pass Development Code Article 13 Special Purpose Districts to provide design guidelines for exterior improvements to local historic Landmarks and structures within the Historic District. **Pgs. 21-50**

3. CONSENT AGENDA (Items included are of such routine nature or without controversy so that they may be approved with a single action).
****Indicates short Staff presentation and Council comment.***
 - a. Resolution authorizing the City Manager to enter into a contract for the NE12th Street and NE Piedmont Avenue Water Main Replacement; Project No. WA6249. **Pgs. 51-54**
 - b. Motion acknowledging the receipt of the monthly and quarterly financial reports for quarter ended December 2015. **Pgs. 55-138**
 - c. Motion approving the Annexation – May 2016 Findings of Fact. **Pgs. 139-150**
 - d. Motion approving the minutes of the City Council Meeting of February 3, 2016. **Pgs. 151-154**
 - e. Motion acknowledging the minutes of the Bikeways and Walkways Committee meeting of November 10, 2015. **Pgs. 155-158**
 - f. Motion acknowledging the minutes of the Allen Creek Sports Park Task Force meeting of November 19, 2015. **Pgs. 159-160**
 - g. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of December 9, 2015. **Pgs. 161-166**
 - h. Motion acknowledge the minutes of the Urban Tree Advisory Committee meeting of December 14, 2015. **Pgs. 167-170**
4. COUNCIL ACTION
 - a. Ordinance correcting Ordinance No. 16-5668 which amends Article 17 and Article 18 regarding the review and approval for subdivision final plats and PUD final plans. **Pgs. 171-184**
 - b. Resolution adopting the City's Strategic Plan for 2016-2017. **Pgs. 185-196**
 - c. Resolution authorizing the City Manager to execute Task Order No. 28 with Murray, Smith & Associates, Inc. for environmental assessment of potential Water Treatment Plant sites. **Pgs. 197-218**
5. MATTERS FROM MAYOR, COUNCIL AND STAFF
 - a. Committee Liaison reports.

6. EXECUTIVE SESSION 192.660 (2) (Executive session is held to discuss one of the following subjects: (a) Employment of Public Officers, (b) Dismissal or discipline of Public Officers/Employees, (c) Public Medical Staff, (d) Labor negotiations (news media not allowed without specific permission), (e) Real property transactions-negotiations, (f) To consider information or records that are exempt by law from public inspection, (h) With city attorney re: rights/duties, current-likely litigation, (i) Performance Evaluations of Public Officers, (j) Public Investments...)

None anticipated

7. ADJOURN

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate person with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations at least 48 business hours prior to the meeting. To request these arrangements, please contact Karen Frerk, City Recorder at (541) 450.6000.

SUBJECT AND SUMMARY:

Appeal of the provisions of the Sign Code, Section 9.21.048, requesting that the existing sign poles on the subject property be allowed to remain in place; and requesting that the existing poles be allowed to support a future 2-sided sign of up to 300 square feet (each side), if the sign is constructed within the next three years.

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal to **ENCOURAGE ECONOMIC OPPORTUNITIES** by appropriately managing the visual impacts from the size and location of the business signs on the community and motorists.

CALL TO ACTION SCHEDULE:

Call to action schedule: N/A

BACKGROUND:

The applicant is appealing Sign Code, Section 9.21.048, requesting that the existing sign poles on the subject property be allowed to remain in place; and requesting that the existing poles be allowed to support a future 2-sided sign of up to 300 square feet (each side), if the sign is constructed within the next three years. The property is zoned General Commercial (GC). Sign Code, Section 9.21.048, requires abandoned signs and sign structures to be removed within 60 days following the date of abandonment. The code also allows for one 90-day extension, which would allow for up to 150 days to remove the sign.

The existing sign structure is 80 feet tall and currently supports a 169 square foot sign. Both the sign height and total sign area are non-conforming with Sign Code, Section 9.21.060, which allows for a maximum height of 25 feet and a maximum sign area of 100 square feet for freestanding signs in General Commercial zones. The non-conforming sign was allowed to remain on the property through the approval of a variance in March of 1993 (City file number: VAR #1-93).

There are two separate requests being made: first, the applicant is requesting the existing sign structure be allowed to remain on the property beyond the time provided in the Code; and second, the applicant is requesting a 300-square-foot sign be allowed to be placed on the existing structure.

Staff Report continued.

COST IMPLICATION:

None.

ALTERNATIVES:

- Approve one or both requests with modified conditions;
 - Approve both requests as submitted; or
 - Deny both requests.
-

RECOMMENDED ACTION:

Staff recommends the City Council **approve, with conditions** (listed in the attached staff report), the sign code appeal allowing the existing freestanding sign structure to remain on the property, unused, for a period of three years. Within the next three years, a sign of no more than 169 square feet, and up to a total height of 80 feet, can be placed on the existing structure to replace the previously permitted sign.

Staff recommends the City Council **deny** the request to place a 300-square-foot sign on the existing sign structure. If, at the time of development, the owner wishes to have a larger sign, an additional appeal may be filed after a Sign Permit application has been submitted.

POTENTIAL MOTIONS:

Motion #1: I move to approve the appeal, with the conditions stated in the attached staff report, the request allowing the existing freestanding sign structure to remain on the property, unused, for a period of three years. Within the next three years, a sign of no more than 169 square feet, and up to a total height of 80 feet, can be placed on the existing structure.

Motion #2: I move to *deny* the request to place a 300-square-foot sign on the existing sign structure.

**CITY OF GRANTS PASS
PARKS & COMMUNITY DEVELOPMENT DEPARTMENT**

**In-N-Out Burger ~ Sign Code Appeal
Staff Report**

Procedure Type:	City Council
Project Number:	305-00001-16
Project Type:	Sign Code Appeal
Address:	124 NE Morgan Lane
Map & Tax Lot:	36-05-05-CD, TL 301 (see <i>Exhibits 1 & 2</i>)
Zoning:	GC / General Commercial
Owner:	In-N-Out Burger
Planner Assigned:	Joe Slaughter
Application Submitted:	January 12, 2016
Application Complete:	January 15, 2016
Date of Staff Report:	February 9, 2016
Date of CC Hearing:	February 17, 2016

I. PROPOSAL:

The Applicant is appealing Sign Code, Section 9.21.048, requesting that the existing sign poles on the subject property be allowed to remain in place; and requesting that the existing poles be allowed to support a future 2-sided sign of up to 300 square feet (each side), if the sign is constructed within the next three years. The property is zoned General Commercial (GC). Sign Code, Section 9.21.048, requires abandoned signs and sign structures to be removed within 60 days following the date of abandonment. The code also allows for one 90-day extension, which would allow for up to 150 days to remove the sign.

II. PROCEDURE AND AUTHORITY:

Section 9.21.800 of the Municipal Code authorizes the City Council to consider Sign Code appeals. The specific language states in part . . . "The procedure for reviewing a request for a sign that involves an appeal shall require review before the City Council . . ."

Note: This is not a land use decision.

III. APPEAL CRITERIA:

The decision must be based upon the criteria contained in Section 9.21.800 (D) of the Municipal Code.

IV. GENERAL FINDINGS:

The Applicant is appealing Sign Code, Section 9.21.048, requesting that the existing sign poles on the subject property be allowed to remain in place; and requesting that the

existing poles be allowed to support a future 2-sided sign of up to 300 square feet (each side), if the sign is constructed within the next three years. The property is zoned General Commercial (GC). Sign Code, Section 9.21.048, requires abandoned signs and sign structures to be removed within 60 days following the date of abandonment. The code also allows for one 90-day extension, which would allow for up to 150 days to remove the sign.

The existing sign structure is 80 feet tall and currently supports a 169 square foot sign (see *Exhibit 3*). Both the sign height and total sign area are non-conforming with Sign Code, Section 9.21.060, which allows for a maximum height of 25 feet and a maximum sign area of 100 square feet, for freestanding signs in General Commercial zones. The non-conforming sign was allowed to remain on the property through the approval of a variance in March of 1993 (City file number: VAR #1-93).

There are two separate requests being made: first, the applicant is requesting that the existing sign structure be allowed to remain on the property beyond the time provided in the code (Request #1); and second, the applicant is requesting a 300 square foot sign be allowed to be placed on the existing structure (Request #2). The second request would represent a 78% increase in sign area over the existing and it would also allow for a sign that is 3 times the size permitted in the zone. Conformance with the applicable criteria for the two requests will be discussed separately in the section below.

V. CONFORMANCE WITH APPLICABLE CRITERIA:

1. The appeal is required to alleviate unique physical circumstances or conditions, such as lot dimensions, topography, or other physical conditions or to enhance the historic significance of a building located within the Historic District.

Request #1_Staff's Response: Satisfied: The sign and sign structure at issue were allowed to remain on the property through the approval of a variance in March of 1993 (City file number: VAR #1-93) although they were non-conforming at that time. The request to allow the sign structure to remain on the property and be reused is essentially a request to continue with the variance that was previously approved. By allowing the sign structure to remain on the property beyond the 150-days provided for in the code, and allowing a new sign to be placed on the structure to replace the previously permitted sign, the City will essentially be "grandfathering" the existing sign for a period of three years. If the request (appeal) is approved, any owner of the property could place any sign that meets the approved size, on the existing structure, provided it is done within the next three years. Since the approval will remain with the property and not be tied to any specific use, it is important to consider the property, regardless of use, when determining whether the appeal criteria are satisfied.

There used to be a Freeway Overlay section of the Sign Code that allowed for signs up to 100 feet tall and up to 250 square feet in area on properties near the freeway. This section of the code was removed in 2005 but there are several signs in the vicinity of the subject property that are taller and larger than the code currently allows (see *Exhibit 4*). The properties located near the freeway in this area are substantially lower than the freeway and 25-foot tall sign would be very difficult to see from the freeway. Because of the maximum speed limit (65 miles per hour) on the adjacent freeway, and the need for motorists to identify a business in time to exit the freeway at the off-ramp, larger signs

near the freeway benefit the traveling public. The difference in grade between the freeway and the subject property, the high speed limit on the freeway, and the existence of the interchange near the property, represent unique physical circumstances and conditions that the requested appeal will help to alleviate.

Request #2_Staff's Response: Not Satisfied: The sign and sign structure at issue were allowed to remain on the property through the approval of a variance in March of 1993 (City file number: VAR #1-93) although they were non-conforming at that time. As discussed above, the continued use of the sign is necessary to alleviate unique physical circumstances and conditions in the vicinity of the subject property. By allowing the existing sign structure to remain in place and be reused, the City is allowing for a sign that is 80 feet tall and 169 square feet in area, although the Sign Code permits a maximum height of 25 feet and a maximum sign area of 100 square feet. The permitting of a sign that is a 78% increase in sign area over the existing sign, and is 3 times the size permitted in the zone, is not necessary to overcome the unique physical circumstances and conditions in the vicinity of the subject property. These circumstances and conditions can be adequately overcome through the use of the existing sign structure.

2. The appeal is the minimum increase required to prevent unnecessary hardship or to allow reasonable use of the property.

Request #1_Staff's Response: Satisfied: The request to allow the sign structure to remain on the property and be reused is essentially a request to continue with the variance that was previously approved. By allowing the sign structure to remain on the property beyond the 150-days provided for in the code, and allowing a new sign to be placed on the structure to replace the previously permitted sign, the City is not allowing for an increase in sign height and/or area and is not requiring the removal of the non-conforming sign. Allowing the existing condition to remain is the minimum increase required to prevent unnecessary hardship.

Request #2_Staff's Response: Not Satisfied: By allowing the existing sign structure to remain in place and be reused, the City is allowing for a sign that is 80 feet tall and 169 square feet in area, although the Sign Code permits a maximum height of 25 feet and a maximum sign area of 100 square feet. The permitting of a sign that is a 78% increase in sign area over the existing sign, and is 3 times the size permitted in the zone, is not necessary to overcome the unique physical circumstances and conditions in the vicinity of the subject property. These circumstances and conditions can be adequately overcome through the use of the existing sign structure.

3. The proposal is not a substantial deviation from the standards outlined in this chapter and is consistent with the Purpose Section (9.21.010). The Review Body may require alterations to the sign or other signs on the property in order to provide a balanced exchange for the modifications being proposed.

Request #1_Staff's Response: Satisfied: According to Section 9.21.010, the purposes of the Sign Code are to:

1. *Protect the health, safety, property and welfare of the public;*
Finding: The request made through the appeal would allow for the continued use of the existing sign structure on the property. The existing

sign is similar to other signs in the vicinity and the use of these signs has not been detrimental to the health, safety and welfare of the public.

2. *Provide a neat, clean, orderly and attractive appearance of the community;*

Finding: The request made through the appeal would allow for the continued use of the existing sign structure on the property. The existing sign is similar to other signs in the vicinity and the continued use of the sign structure would remain as neat, clean, orderly, and attractive as the sign has been in the past.

3. *Improve the effectiveness of signs;*

Finding: The request made through the appeal would allow for the continued use of the existing sign structure on the property which is both taller and larger in sign area than the Sign Code allows for the zone. The existing sign is similar to other signs in the vicinity and the over-height and oversized nature of these signs increases their effectiveness along the freeway, which has a high speed limit and is located well above the grade of the subject property.

4. *Provide for safe construction, location, erection and maintenance of signs;*

Finding: The request made through the appeal would allow for the continued use of the existing sign structure on the property. As conditioned below, the placement of any sign on the property will require applicable Sign and Building permits which will provide for the safe construction, location, and erection of the sign.

5. *Prevent proliferation of signs and sign clutter, minimize adverse visual safety factors to travelers on public highways and on private areas open to public travel;*

Finding: The request made through the appeal would allow for the continued use of the existing sign structure on the property which is both taller and larger in sign area than the Sign Code allows for the zone. The existing sign is similar to other signs in the vicinity and the over-height and oversized nature of these signs increases their effectiveness along the freeway, which has a high speed limit and is located well above the grade of the subject property. The continued use of the existing sign will allow for the alleviation of these adverse conditions without adding to sign clutter.

6. *Improve the ability of business owners/lessees to identify their businesses to the community to enhance the furtherance of commerce; and*

Finding: The request made through the appeal would allow for the continued use of the existing sign structure on the property which is both taller and larger in sign area than the Sign Code allows for the zone. The existing sign is similar to other signs in the vicinity and the over-height and oversized nature of these signs improves the ability of business owners/lessees to identify their businesses to the community along the freeway, which has a high speed limit and is located well above the grade of the subject property.

7. *Achieve these purposes consistent with state and federal constitutional limits on the regulation of speech.*

Finding: The request made through the appeal would allow for the continued use of the existing sign structure on the property which is both taller and larger in sign area than the Sign Code allows for the zone. The City would not be limiting state and federal constitutional limits on the regulation of free speech by either approving or denying the appeal.

Request #2_Staff's Response: Not Satisfied: According to Section 9.21.010, the purposes of the Sign Code are to:

1. *Protect the health, safety, property and welfare of the public;*
Finding: The request made through this portion of the appeal would allow for a sign that is a 78% increase in sign area over the existing sign and 3 times the size permitted in the zone. The requested sign, if approved, would be inconsistent with other signs in the vicinity and could be detrimental to other property in the vicinity.
2. *Provide a neat, clean, orderly and attractive appearance of the community;*
Finding: The request made through this portion of the appeal would allow for a sign that is a 78% increase in sign area over the existing sign and 3 times the size permitted in the zone. The requested sign, if approved, would be inconsistent with other signs in the vicinity and would be contrary to the Sign Code's purpose of providing a neat, clean, orderly, and attractive appearance of the community.
3. *Improve the effectiveness of signs;*
Finding: The request made through this portion of the appeal would allow for a sign that is a 78% increase in sign area over the existing sign and 3 times the size permitted in the zone. The requested sign, if approved, would be inconsistent with other signs in the vicinity. While the larger sign would help to improve the effectiveness of this particular sign, it would reduce the effectiveness of other signs in the vicinity by overwhelming the visual impact of those signs.
4. *Provide for safe construction, location, erection and maintenance of signs;*
Finding: If the request was approved the placement of any sign on the property would still require applicable Sign and Building permits which will provide for the safe construction, location, and erection of the sign.
5. *Prevent proliferation of signs and sign clutter, minimize adverse visual safety factors to travelers on public highways and on private areas open to public travel;*
Finding: The request made through this portion of the appeal would allow for a sign that is a 78% increase in sign area over the existing sign and 3 times the size permitted in the zone. The requested sign, if approved, would be inconsistent with other signs in the vicinity and would add to sign clutter in the vicinity.

6. *Improve the ability of business owners/lessees to identify their businesses to the community to enhance the furtherance of commerce; and*
Finding: The request made through this portion of the appeal would allow for a sign that is a 78% increase in sign area over the existing sign and 3 times the size permitted in the zone. The requested sign, if approved, would be inconsistent with other signs in the vicinity. While the larger sign would help this particular business owner to identify their business to the community, it would not provide the same benefit to other owners/lessees in the vicinity. A sign that is three times larger than what other businesses are allowed would result in an advantage for the subject property that could negatively impact other businesses in the vicinity.

7. *Achieve these purposes consistent with state and federal constitutional limits on the regulation of speech.*
Finding: The request made through this portion of the appeal would allow for a sign that is a 78% increase in sign area over the existing sign and 3 times the size permitted in the zone. The City would not be limiting state and federal constitutional limits on the regulation of free speech by either approving or denying the appeal.

VI. RECOMMENDATION:

Staff recommends the City Council **approve with conditions** (listed below), the sign code appeal to allow the existing freestanding sign structure to remain on the property, unused, for a period of three years. Within the next three years, a sign of no more than 169 square feet, and up to a total height of 80 feet, can be placed on the existing structure to replace the previously permitted sign.

Staff recommends the City Council **deny** the request to place a 300 square foot sign on the existing sign structure. If, at the time of development, the owner wishes to have a larger sign, an additional appeal may be filed after a Sign Permit application has been submitted.

VII. CONDITIONS OF APPROVAL:

1. If the property is not occupied and a sign permit not obtained for a replacement sign on the structure, within three years, the sign structure shall be removed.
2. All applicable Sign and Building permits must be obtained prior to the placement of any new sign.

VIII. CITY COUNCIL ACTION & DECISION:

1. Positive Action: Approve the request
 - a) as recommended by staff
 - b) as submitted
 - c) with modifications or conditions

2. Negative Action: Deny the request

IX. INDEX TO EXHIBITS:

1. Location Map
2. Aerial Photo
3. Graphic of Existing Sign Structure Dimensions
4. Photos of Other Signs in the Vicinity
5. Photos of Existing Sign Structure

Exhibit 1



CITY OF GRANTS PASS

124 NE Morgan Lane
36-05-05-CD, TL 301

Legend

 Subject Parcel



30 60 120 180 240
Feet

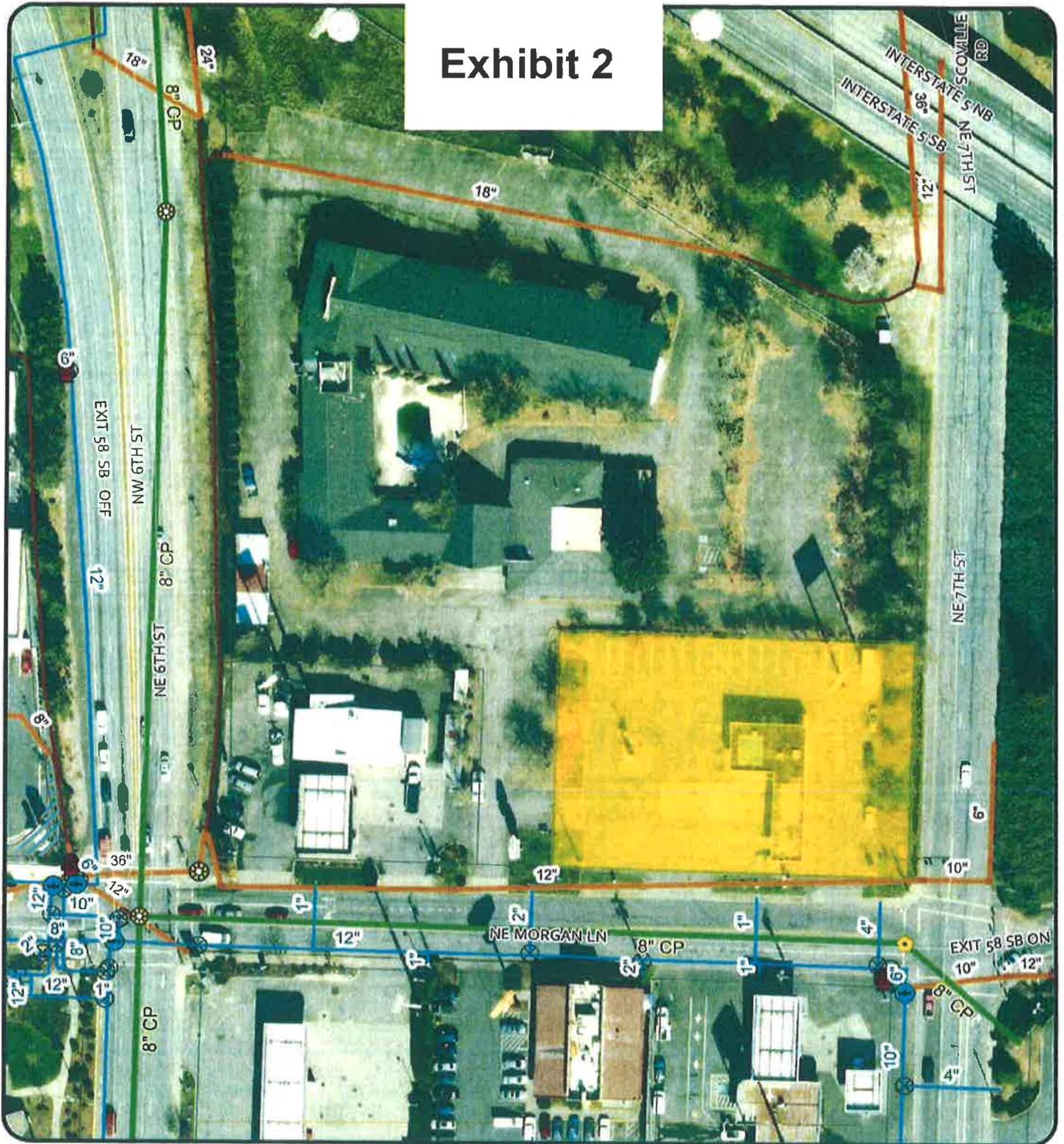
CITY OF GRANTS PASS
Parks & Community Development Dept.
101 Northwest "A" Street
Grants Pass, OR 97526
Phone: (541) 450-6060
Fax: (541) 476-9218
Web: www.grantspassoregon.gov



<<DOUBLE CLICK TO ADD NAME • DATE>>

DISCLAIMER: The Geographic Information Systems (GIS) data made available on this map are developed and maintained by the City of Grants Pass and Josephine County. Every reasonable effort has been made to assure the accuracy of the maps and associated data.

Exhibit 2



CITY OF GRANTS PASS

124 NE Morgan Lane
36-05-05-CD, TL 301



Legend

- Subject Parcel
- Water Mains
- Sewer Gravity Mains
- Storm Water Gravity Main

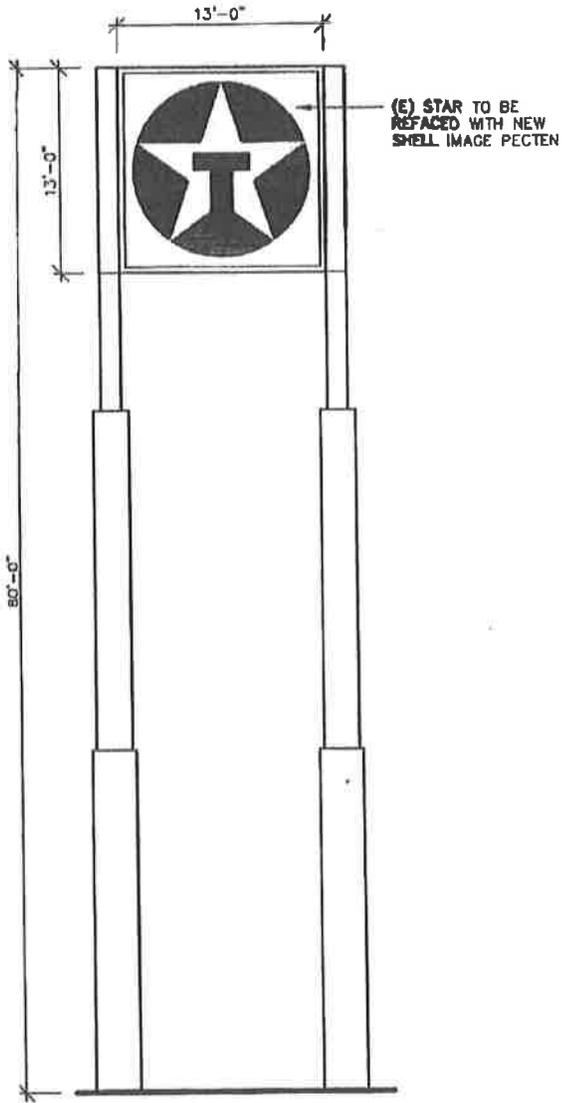


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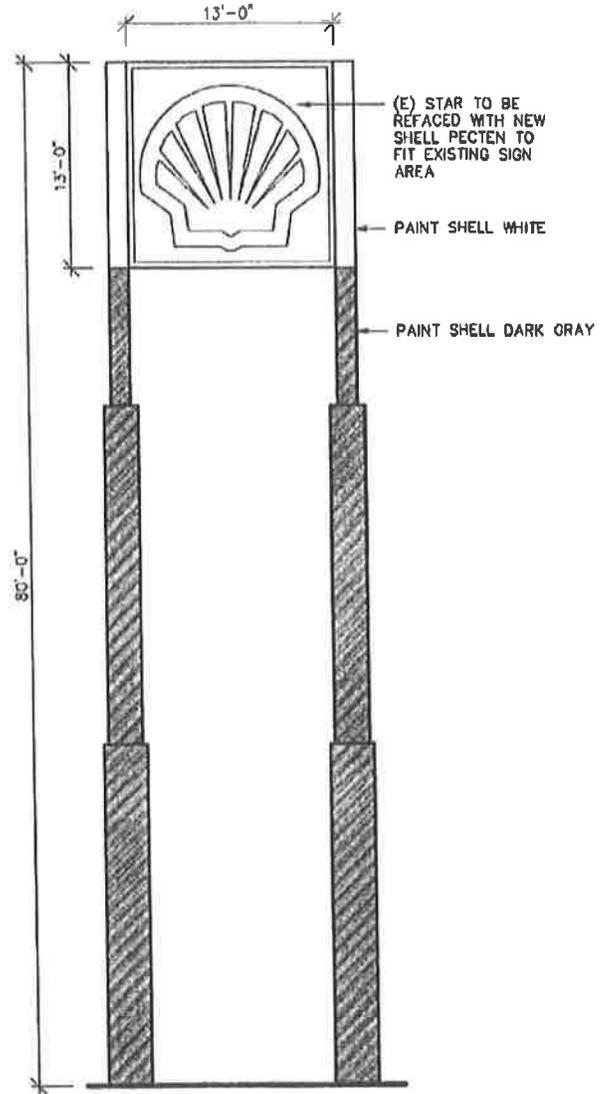
<<DOUBLECLICK TO ADD NAME • DATE>>



Exhibit 3



(E) 169 SQ. FT.



PROPOSED 169 SQ. FT.

Exhibit 4

Other Over-height/Oversized Signs in the Vicinity



Looking west from site



Looking Southwest from site

Exhibit 5

Existing Sign Structure on Subject Property



Ordinance vacating the common property line
between tax lots 8700 & 8801 of map number
Item: 36-05-20-CB.

Date: February 17, 2016

SUBJECT AND SUMMARY:

This request is to vacate the common property line between the two parcels to create a single parcel.

RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal to **FACILITATE SUSTAINABLE, MANAGEABLE GROWTH** by providing owners with the ability to better manage their property for development.

CALL TO ACTION SCHEDULE:

Final action on the application shall be taken within 120 days of the date the application is deemed complete. Call to action schedule: May 21, 2016.

BACKGROUND:

The owners plan to develop the property as a single development, with buildings and utilities crossing the existing property line between the two parcels. The proposed property line vacation would eliminate the existing property line (see Exhibit 'A'), allowing the property to be developed as planned by the owners. The new property configuration will be in compliance with the criteria contained in Section 17.112 of the *Grants Pass Development Code*. Notice of the proposal and hearing was mailed to surrounding property owners on January 27, 2016.

COST IMPLICATION:

None.

ALTERNATIVES:

- Approve the property line vacation;
- Deny the property line vacation; or
- Deny the request and require the owner submit a property line adjustment application which involves conducting a survey and recording a final plat.

ITEM: 2.b. ORDINANCE VACATING THE COMMON PROPERTY LINE BETWEEN
TAX LOTS 8700 & 8801 OF MAP NUMBER 36-05-20-CB.

Staff Report (continued):

RECOMMENDED ACTION:

It is recommended the Council approve the property line vacation.

POTENTIAL MOTION:

I move to adopt the ordinance vacating the common property line between tax lots 8700 & 8801 of map number 36-05-20-CB.



CITY OF GRANTS PASS
 660 Rogue River Highway
 36-05-20-CB, Tls 8700 & 8801

Legend
 Subject Parcels

EXHIBIT A



CITY OF GRANTS PASS
 Parks & Community Development Dept.
 101 Northwest "A" Street
 Grants Pass, OR 97526
 Phone: (541) 450-6060
 Fax: (541) 476-9218
 Web: www.grantspassoregon.gov



ORDINANCE NO.

AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS VACATING THE COMMON PROPERTY LINE BETWEEN TAX LOTS 8700 AND 8801 OF MAP NUMBER 36-05-20-CB.

WHEREAS:

1. ORS 92.017 and Section 17.100 of the City of Grants Pass Development Code provides for the City Council to vacate the property lines separating abutting properties when the property owner requests the Council to do so; and
2. The owner of the properties contained in this ordinance has submitted an application to vacate the common property line separating these properties; and
3. The vacation of the property line will not result in a substandard condition relative to the requirements of the City of Grants Pass including the abandonment of unutilized sewer laterals and relocation of public water infrastructure including water services; and
4. The vacation of the property line is not contrary to the public health, safety, welfare and convenience or any other purpose of Article 17.

NOW, THEREFORE, THE CITY OF GRANTS PASS HEREBY ORDAINS:

Section 1. The property line separating the above referenced parcels located at 660 Rogue River Highway, City of Grants Pass, Oregon, also known as Assessor's Map 36-05-23-CB, tax lots 8700 & 8801 is hereby vacated thirty (30) days from today's date pursuant to the Grants Pass Development Code. See Exhibit '1'.

Section 2. The City Recorder shall cause this ordinance to be recorded with the Josephine County Clerk within thirty (30) days of its effective date.

ADOPTED by the Council of the City of Grants Pass, Oregon, in regular session this 17th day of February, 2016.

AYES:

NAYS:

ABSTAIN:

ABSENT:

SUBMITTED to and _____ by the Mayor of the City of Grants Pass, Oregon, this ____ day of February, 2016.

Darin Fowler, Mayor

ATTEST:

Karen Frerk, City Recorder

Date submitted to Mayor: _____

Approved as to Form, Mark Bartholomew, City Attorney _____

EXHIBIT 1

PARCEL 1:

Commencing at the Quarter corner common to Sections 19 and 20, Township 36 South, Range 5 West, of the Willamette Meridian, Josephine County, Oregon; thence South along the Section line 530 feet, more or less, to the Northerly right of way line of the new Pacific Highway; thence South 79°38'30" East along said right of way line 217 feet to the true point of beginning of this description; thence North 112 feet; thence North 79°38'30" West 43.2 feet; thence North 328.5 feet to the Southerly right of way line of the California and Oregon Coast Railroad; thence North 76°18'00" East along said right of way line 150.6 feet to the East line of the Macfarlane Tract, as described in the Josephine County Deed Records in Volume 53, Page 496; thence South along said line 496 feet to the Northerly right of way line of the new Pacific Highway; thence North 79°38'30" West along said right of way line, 104.8 feet to the true point of beginning.

PARCEL 2:

A parcel of land in the Northwest Quarter of the Southwest Quarter of Section 20, Township 36 South, Range 5 West, of the Willamette Meridian, Josephine County, Oregon, being more particularly described as follows: Commencing at the West Quarter corner of said Section 20; thence South along the West line of said Section 20, a distance of 169.5 feet being the point of intersection of said West line and the South right of way line of the California and Oregon Coast Railroad; thence North 76°18'00" East along the South right of way line of the California and Oregon Coast Railroad to a point 100 feet from the West line of said Section 20 (when measured at right angles thereto) being the true point of beginning; thence South, parallel to the West line of said Section 20 to the Northerly right of way line of State Highway No. 99; thence in a Southeasterly direction along the Northerly right of way line of said State Highway No. 99 to its intersection with the most Easterly West line of that property conveyed to Harry C. Macfarlane, et ux by that certain instrument recorded September 3, 1948, in Book 142, Page 123; thence Northerly and Westerly along said West line of Macfarlane property to the South right of way line of the California and Oregon Coast Railroad; thence South 76°18'00" West along said South right of way line to the true point of beginning. EXCEPTING FROM Parcels 1 and 2 above that portion conveyed to the State of Oregon, by and through its State Highway Commission by instrument recorded in Volume 197, Page 135, Josephine County Deed Records.

93-11139
State of Oregon,) ss. No.
County of Josephine,)
I, County Clerk and ex-officio Recorder of
Conveyances, in and for said County, do here-
by certify that the within instrument was
received for record and Recorded
At Page 202-207 Vol. 197
Book of Records, Josephine County, Oregon.
GEORGETTE BROWN, COUNTY CLERK
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Ordinance amending Grants Pass Development Code Article 13 Special Purpose Districts to provide design guidelines for exterior improvements to local historic Landmarks and structures within the Historic District.

Date: February 17, 2016

SUBJECT AND SUMMARY:

Development Code Text Amendment to Article 13 Special Purpose Districts to provide design guidelines for exterior improvements to local Landmark structures and structures within the Historic District. The proposed amendment provides administrative review and approval for improvements that conform to the design guidelines.

RELATIONSHIP TO COUNCIL GOALS:

This activity contributes to the Council's goal to **FACILITATE SUSTAINABLE, MANAGEABLE GROWTH** to provide clear and consistent standards for development.

CALL TO ACTION SCHEDULE:

Call to action schedule: N/A.

BACKGROUND:

This amendment has been initiated to provide design guidelines for local Landmark structures and structures within the Historic District. The Historical Buildings and Sites Commission (HBSC) drafted the design guidelines to maintain consistent standards for exterior details that include signage, color and materials while providing flexibility to property owners for exterior improvements.

The review procedure for all exterior alterations to structures within the downtown Historic District and local Landmark structures require a Type III, HBSC Decision. This amendment provides an administrative review and approval for signage and exterior alterations that comply with the design guidelines. New construction within the Historic District that complies with the design guidelines will follow the Type I-C, Director's Decision process.

Property owners may propose exterior alterations, signage and new construction that does not comply with the design guidelines. For any improvement or alteration that does not follow the proposed guidelines, the application will follow the Type III, HBSC Decision process. Proposed demolition of a structure within the Historic District or an existing Landmark will follow the Type III, HBSC Decision process.

ITEM: 2.c. ORDINANCE AMENDING GRANTS PASS DEVELOPMENT CODE ARTICLE 13 SPECIAL PURPOSE DISTRICTS TO PROVIDE DESIGN GUIDELINES FOR EXTERIOR IMPROVEMENTS TO LOCAL HISTORIC LANDMARKS AND STRUCTURES WITHIN THE HISTORIC DISTRICT.

Staff Report (continued):

COST IMPLICATION:

None.

ALTERNATIVES:

- (1) Approve the proposal as recommended by the UAPC;
 - (2) Approve the proposal with revisions;
 - (3) Deny the request and not adopt amendment;
 - (4) Postpone the item indefinitely; or
 - (5) Postpone the item to a time certain.
-

RECOMMENDED ACTION:

It is recommended the Council approve the attached ordinance.

POTENTIAL MOTION:

I move to approve the ordinance amending Grants Pass Development Code Article 13 Special Purpose Districts to provide design guidelines for exterior improvements to local historic Landmarks and structures within the Historic District.

**CITY OF GRANTS PASS
PARKS & COMMUNITY DEVELOPMENT DEPARTMENT**

**DEVELOPMENT CODE TEXT AMENDMENT
HISTORIC DISTRICT DESIGN GUIDELINES
ARTICLE 13 ~ SPECIAL PURPOSE DISTRICTS**

STAFF REPORT – CITY COUNCIL

Procedure Type:	Type IV: Planning Commission Recommendation and City Council Decision
Project Number:	15-40500004
Project Type:	Development Code Text Amendment
Applicant:	City of Grants Pass
Planner Assigned:	Justin Gindlesperger
Application Received:	November 23, 2015
Application Complete:	November 27, 2015
Date of Staff Report:	January 6, 2016
Date of UAPC Hearing:	January 13, 2016
Date of City Council Staff Report:	February 9, 2016
Date of City Council Hearing:	February 17, 2016

I. PROPOSAL:

Development Code Text Amendment to provide design guidelines for exterior improvements to local Landmark structures and structures within the Historic District. The proposed amendment provides administrative review and approval for improvements that conform to the design guidelines.

II. AUTHORITY AND CRITERIA:

Section 4.102 of the City of Grants Pass Development Code provides that the Director, Planning Commission or City Council may initiate a text amendment. The amendment has been initiated by the Director.

Section 2.062 authorizes the Planning Commission to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for a Development Code Text Amendment, pursuant to the requirements of a Type IV procedure.

The text of the Development Code may be recommended for amendment and amended provided the criteria in Section 4.103 of the Development Code are met.

III. APPEAL PROCEDURE:

Section 10.060 provides the City Council's final decision to be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

IV. BACKGROUND AND DISCUSSION:

The review procedure for all exterior alterations to structures within the downtown Historic District and local Landmark structures require a Type III, Historic Buildings and Sites Commission (HBSC) Decision. The HBSC drafted the design guidelines to maintain consistent standards for exterior details that include signage, color and materials while providing flexibility to property owners for exterior improvements.

For signage and exterior alterations that comply with the design guidelines, the proposed amendment provides an administrative review and approval. New construction within the Historic District that complies with the design guidelines will follow the Type I-C, Director's Decision process.

Property owners may propose exterior alterations, signage and new construction that do not comply with the design guidelines. For any improvement or alteration that does not follow the proposed guidelines, the application will follow the Type III, HBSC Decision process. Proposed demolition of a structure within the Historic District or an existing Landmark will follow the Type III, HBSC Decision process.

V. CONFORMANCE WITH APPLICABLE CRITERIA:

Detailed background and discussion is provided in the Planning Commission Findings of Fact and Minutes from the January 13, 2016 public hearing.

VI. RECOMMENDATION:

The Urban Area Planning Commission finds the applicable criteria are satisfied and **RECOMMENDS APPROVAL** of the proposed Development Code to the City Council.

VII. CITY COUNCIL ACTION:

- A. Positive Action: Recommend approval of the request:
 - 1. as submitted and recommended by the Planning Commission.
 - 2. as modified by the City Council (list):
- B. Negative Action: Recommend denial of the request for the following reasons (list):
- C. Postponement: Continue item
 - 1. indefinitely.
 - 2. to a time certain.

NOTE: The application is not subject to the 120 day requirement per ORS 227.178.

VIII. INDEX TO EXHIBITS:

1. Planning Commission Findings of Fact and Attached Record:
 - A. UAPC Staff Report
 - 1 Mark up text for Section 13.434
 - 2 Mark up text for Section 13.450
 - B. Minutes from January 13, 2016 UAPC Hearing
 - C. PowerPoint Presentation

**CITY OF GRANTS PASS
PARKS & COMMUNITY DEVELOPMENT DEPARTMENT**

**DEVELOPMENT CODE TEXT AMENDMENT
HISTORIC DISTRICT DESIGN GUIDELINES
ARTICLE 13 ~ SPECIAL PURPOSE DISTRICTS**

FINDINGS OF FACT - URBAN AREA PLANNING COMMISSION

Procedure Type:	Type IV: Planning Commission Recommendation and City Council Decision
Project Number:	15-40500004
Project Type:	Development Code Text Amendment
Applicant:	City of Grants Pass
Planner Assigned:	Justin Gindlesperger
Application Received:	November 23, 2015
Application Complete:	November 27, 2015
Date of Staff Report:	January 6, 2016
Date of UAPC Hearing:	January 13, 2016
Date of UPAC Findings of Fact:	January 27, 2016

I. PROPOSAL:

Development Code Text Amendment to provide design guidelines for exterior improvements to structures within the Historic District. The proposed amendment provides administrative review and approval for improvements that conform to the design guidelines.

II. AUTHORITY AND CRITERIA:

Section 4.102 of the City of Grants Pass Development Code provides that the Director, Planning Commission or City Council may initiate a text amendment. The amendment has been initiated by the Director.

Section 2.062 authorizes the Planning Commission to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for a Development Code Text Amendment, pursuant to the requirements of a Type IV procedure.

The text of the Development Code may be recommended for amendment and amended provided the criteria in Section 4.103 of the Development Code are met.

III. APPEAL PROCEDURE:

Section 10.060 provides the City Council's final decision to be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

IV. PROCEDURE:

- A. An application for a Development Code text amendment was submitted on November 23, 2015 and deemed complete on November 26, 2015. The application was processed in accordance with Section 2.060 of the Development Code.
- B. Notice of the proposed amendment and the January 13, 2016 public hearing was mailed to the Oregon Department of Land Conservation and Development on November 23, 2015, in accordance with ORS 197.610 and OAR Chapter 660, Division 18.
- C. Public notice of the January 13, 2016 public hearing was published on the City of Grants Pass website on December 23, 2015, in accordance with Sections 2.053 and 2.063 of the Development Code.
- D. Public notice of the January 13, 2016 public hearing was published in the newspapers on January 6, 2016, in accordance with Sections 2.053 and 2.063 of the Development Code.

V. SUMMARY OF EVIDENCE:

- A. The basic facts and criteria regarding this application are contained in the staff report, which is attached as Exhibit "A" and incorporated herein.
- B. The minutes of the public hearing held by the Urban Area Planning Commission on January 13, 2016, which are attached as Exhibit "B", summarize the oral testimony presented and are hereby adopted and incorporated herein.
- C. The staff PowerPoint Presentation given at the January 13, 2016 public hearing is attached as Exhibit "C" and incorporated herein.

VI. GENERAL FINDINGS - BACKGROUND AND DISCUSSION:

The review procedure for all exterior alterations to structures within the downtown Historic District and local Landmark structures require a Type III, Historic Buildings and Sites Commission (HBSC) Decision. The HBSC drafted the design guidelines to maintain consistent standards for exterior details that include signage, color and materials while providing flexibility to property owners for exterior improvements.

For signage and exterior alterations that comply with the design guidelines, the proposed amendment provides an administrative review and approval. New construction within the Historic District that complies with the design guidelines will follow the Type I-C, Director's Decision process.

Property owners may propose exterior alterations, signage and new construction that do not comply with the design guidelines. For any improvement or alteration that does not follow the proposed guidelines, the application will follow the Type III, HBSC Decision process. Proposed demolition of a structure within the Historic District or an existing Landmark will follow the Type III, HBSC Decision process.

VII. FINDINGS IN CONFORMANCE WITH APPLICABLE CRITERIA:

The text of the Development Code may be recommended for amendment and amended provided that all of the following criteria of Section 4.103 of the Development Code are met.

CRITERION 1: The proposed amendment is consistent with the purpose of the subject section and article.

Planning Commission Response: Satisfied. The proposed amendments are consistent with the purpose of Article 13 and provide consistent standards for exterior details and alterations within the Historic District and to Landmark structures. For any exterior alteration or signage that complies with the historic review design guidelines, the proposal will provide administrative review and approval procedure. The amendment also provides direction for new construction within the Historic District. New construction within the Historic District that complies with the design guidelines will follow the Type I-C, Director's Decision process.

For any improvement or alteration that does not follow the proposed guidelines, the application will follow the Type III, HBSC Decision process. Proposed demolition of a structure within the Historic District or an existing Landmark will follow the Type III, HBSC Decision process.

CRITERION 2: The proposed amendment is consistent with other provisions of this code.

Planning Commission Response: Satisfied. The proposed text amendments will streamline the process for signage and exterior alterations that comply with the historic review design guidelines. These changes will not substantially change the code and the revised Sections will remain consistent with other provisions of the code.

CRITERION 3: The proposed amendment is consistent with the goals and policies of the Comprehensive Plan, and most effectively carries out those goals and policies of all alternatives considered.

Planning Commission Response: Satisfied. The proposed changes are consistent with Element 13, Land Use, of the Comprehensive Plan. The proposed amendments attempt to streamline the review process and provide procedures for land use actions that are clear, objective and non-arbitrary, pursuant to 13.4.2 and 13.4.3 of the Comprehensive Plan.

Most Effective Alternative

The alternative to approving the proposal is to retain the existing process for review and approval of signage, exterior alterations and new construction within the Historic District and alterations to Landmarks. The proposed amendments more effectively carry out the goals and policies stated above.

CRITERION 4: The proposed amendment is consistent with the functions, capacities, and performance standards of transportation facilities identified in the Master Transportation Plan.

Planning Commission Response: Satisfied. The proposed amendment is not expected to affect the functions, capacities, or performance standards of transportation facilities identified in the Master Transportation Plan (MTP).

VIII. RECOMMENDATION:

The Urban Area Planning Commission recommends that the City Council **APPROVE** the proposed Development Code text amendments, as presented in the staff report.

IX. FINDINGS APPROVED BY THE URBAN AREA PLANNING COMMISSION this 27th day of January, 2016.



Gerard Fitzgerald, Chair

**CITY OF GRANTS PASS
PARKS & COMMUNITY DEVELOPMENT DEPARTMENT**

**DEVELOPMENT CODE TEXT AMENDMENT
HISTORIC DISTRICT DESIGN GUIDELINES
ARTICLE 13 ~ SPECIAL PURPOSE DISTRICTS**

STAFF REPORT - URBAN AREA PLANNING COMMISSION

Procedure Type:	Type IV: Planning Commission Recommendation and City Council Decision
Project Number:	15-40500004
Project Type:	Development Code Text Amendment
Applicant:	City of Grants Pass
Planner Assigned:	Justin Gindlesperger
Application Received:	November 23, 2015
Application Complete:	November 27, 2015
Date of Staff Report:	January 6, 2016
Date of UAPC Hearing:	January 13, 2016

I. PROPOSAL:

Development Code Text Amendment to provide design guidelines for exterior improvements to structures within the Historic District. The proposed amendment provides administrative review and approval for improvements that conform to the design guidelines.

II. AUTHORITY AND CRITERIA:

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Section 2.062 authorizes the Planning Commission to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for a Development Code Text Amendment, pursuant to the requirements of a Type IV procedure.

The text of the Development Code may be recommended for amendment and amended provided the criteria in Section 4.103 of the Development Code are met.

III. APPEAL PROCEDURE:

Section 10.060 provides the City Council's final decision to be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

IV. BACKGROUND AND DISCUSSION:

The review procedure for all exterior alterations to structures within the downtown Historic District and local Landmark structures require a Type III, Historic Buildings and Sites Commission (HBSC) Decision. The HBSC drafted the design guidelines to maintain consistent standards for exterior details that include signage, color and materials while providing flexibility to property owners for exterior improvements.

For signage and exterior alterations that comply with the design guidelines, the proposed amendment provides an administrative review and approval. New construction within the Historic District that complies with the design guidelines will follow the Type I-C, Director's Decision process.

Property owners may propose exterior alterations, signage and new construction that do not comply with the design guidelines. For any improvement or alteration that does not follow the proposed guidelines, the application will follow the Type III, HBSC Decision process. Proposed demolition of a structure within the Historic District or an existing Landmark will follow the Type III, HBSC Decision process.

V. CONFORMANCE WITH APPLICABLE CRITERIA:

The text of the Development Code may be recommended for amendment and amended provided that all of the following criteria of Section 4.103 of the Development Code are met.

CRITERION 1: The proposed amendment is consistent with the purpose of the subject section and article.

Staff Response: Satisfied. The proposed amendments are consistent with the purpose of Article 13 and provide consistent standards for exterior details and alterations within the Historic District and to Landmark structures. For any exterior alteration or signage that complies with the historic review design guidelines, the proposal will provide administrative review and approval procedure. The amendment also provides direction for new construction within the Historic District. New construction within the Historic District that complies with the design guidelines will follow the Type I-C, Director's Decision process.

For any improvement or alteration that does not follow the proposed guidelines, the application will follow the Type III, HBSC Decision process. Proposed demolition of a structure within the Historic District or an existing Landmark will follow the Type III, HBSC Decision process.

CRITERION 2: The proposed amendment is consistent with other provisions of this code.

Staff Response: Satisfied. The proposed text amendments will streamline the process for signage and exterior alterations that comply with the historic review design guidelines. These changes will not substantially change the code and the revised Sections will remain consistent with other provisions of the code.

CRITERION 3: The proposed amendment is consistent with the goals and policies of the Comprehensive Plan, and most effectively carries out those goals and policies of all alternatives considered.

Staff Response: Satisfied. The proposed changes are consistent with Element 13, Land Use, of the Comprehensive Plan. The proposed amendments attempt to streamline the review process and provide procedures for land use actions that are clear, objective and non-arbitrary, pursuant to 13.4.2 and 13.4.3 of the Comprehensive Plan.

Most Effective Alternative

The alternative to approving the proposal is to retain the existing process for review and approval of signage, exterior alterations and new construction within the Historic District and alterations to Landmarks. The proposed amendments more effectively carry out the goals and policies stated above.

CRITERION 4: The proposed amendment is consistent with the functions, capacities, and performance standards of transportation facilities identified in the Master Transportation Plan.

Staff Response: Satisfied. The proposed amendment is not expected to affect the functions, capacities, or performance standards of transportation facilities identified in the Master Transportation Plan (MTP).

VI. RECOMMENDATION:

Staff recommends the Urban Area Planning Commission recommend that the City Council **APPROVE** the proposed amendments, as presented in the Exhibits 1 & 2.

VII. PLANNING COMMISSION ACTION:

- A. Positive Action: Recommend approval of the request:
 - 1. as submitted.
 - 2. as modified by the Planning Commission (list):

- B. Negative Action: Recommend denial of the request for the following reasons (list):

- C. Postponement: Continue item
 - 1. indefinitely.
 - 2. to a time certain.

NOTE: The application is not subject to the 120 day requirement per ORS 227.178.

VIII. INDEX TO EXHIBITS:

- 1. Mark up text for Section 13.434
- 2. Mark up text for Section 13.450

¹⁷13.434

Designation and Review Procedures.

- (1) Historic Designation applications shall be processed according to Section 4.047 of this Code and the procedures in Schedule 2-1.
- (2) Historic Review applications shall be processed according to Schedule 13-2 as follows:

Schedule 13-2: Procedure for Historic Review			
<u>Application Type</u>	<u>Type I-A</u>	<u>Type I-C</u>	<u>Type III</u>
Alteration (Exterior)			
a. <u>Per Design Guidelines (Section 13.450)</u>	✓		
b. <u>Not within Guidelines</u>			✓
New Construction in District			
a. <u>Per Design Guidelines</u>		✓	
b. <u>Not within Guidelines</u>			✓
Signage			
a. <u>Per Design Guidelines</u>	✓		
b. <u>Not within Guidelines</u>			✓
Demolition in District			✓
Demolition of Landmarks			✓

Revised 2-5-92

EXHIBIT 1

¹⁹13.450 Development Review Historic District Design Guidelines

13.451 **Review Required.** Except as provided in Section 13.454, no person may alter any structure, site or signage in an Historic District, a designated structure in a Conservation District, or any Landmark in such a manner as to affect its exterior appearance, nor may any new structure be constructed in an Historic District or Conservation District, unless it has previously been reviewed by the Historical Buildings and Sites Commission in accordance with this article, following the procedure type specified in Schedule 13-2.

13.452 **Criteria for Approval.** ~~The Historical Buildings and Sites Commission, in reviewing the appropriateness decision to approve of the an~~ alteration or new construction, shall be based upon ~~consider~~ the following:

(1) Complies with the applicable development standards of this section.

~~(1)~~(2) The purpose of the Historic Districts, Section 13.411.

~~(2)~~(3) The general compatibility of the signage, exterior design, arrangement, proportion, detail, scale, color, texture and materials proposed to be used in the construction of the new building or structure;

~~(3)~~(4) The effect of the proposed new structure on the character of the district; and

~~(4)~~(5) The economic effect of the new structure on the historic value of the district.

13.453 Elements of Compatibility. These criteria are intended to create a range of appropriate options that will allow owners to proceed with as little delay as is feasible while still assuring the goals of the Historic District are met. Elements determined to be outside these approval criteria by the Director shall be reviewed by the Historic Buildings and Sites Commission.

(1) Materials. Variety of materials adds visual interest, supports compatibility, and minimizes the impact of mass.

(a) Materials Not Recommended for Building Faces. The following materials are not recommended for use on walls or vertical building surfaces:

(i) River rock, or other round rock surfaces.

(ii) Stucco

(c) The application for colors shall include no more than three individual colors, hues, or tones.

(5) Awnings. Awnings can help unify or provide interest to an otherwise undistinguished exterior.

(a) Awning must be fixed and made of canvas stretched over a metal framework that is mounted directly to the structure.

(b) Materials not recommended for awnings.

(i) Vinyl

(ii) Metal

(6) Signs. All signage applying for approval will be reviewed for compliance with the following design criteria:

(i) Placement. Signage shall be installed in appropriate sign areas, as defined by the existing architecture of the façade. See Figure 13-

(ii) Material. Sign materials shall be consistent with the traditional character of the Historic District. Appropriate materials include:

(a) Metal, including iron, steel, brass, copper, aluminum and other natural finishes

(b) Painted metal, including powder-coated or enameled metals.

(c) Wood, including painted or natural, carved or sand-blasted lettering.

(d) Vinyl or other sheet claddings for backing panels or cut lettering only.

(e) Fiberglass, high-density urethane foam and similar cast or formed materials to create 3-dimensional objects.

(iii) Illumination. Signs may be illuminated or non-illuminated and shall use forms consistent with the Historic District. Appropriate illumination includes exposed neon tubing and indirect illumination.

(iv) Shapes. Signage in the Historic District is encouraged to employ complex shapes, mixed mounting types and multiple forms in the design.

(v) Awnings. Awnings in the Historic District may incorporate signs and may project over the right-of-way.

13.453454

Historical Buildings and Sites Commission Action. The Historical Buildings and Sites Commission shall, ~~upon review, shall~~ take the role of the Urban Area Planning Commission in the Type III Procedure for historic review, pursuant to Section 2.050. The Commission shall be empowered to set the conditions of approval based on compliance with the criteria, Section 13.452, and with the purpose of this section, Section 13.411.

13.454455

Public Safety Caveat. Nothing in this ordinance shall be construed to prevent the ordinary maintenance or repair of any exterior architectural features which does not involve a change in design, material or the outward appearance of such feature. The Building Official shall certify such repair is required for the public safety because of its unsafe or dangerous condition and that time is of the essence in such repair.

- (1) Sandblasting shall be excluded as a method for cleaning the exterior of buildings unless specifically approved by the Buildings and Sites Commission.

Revised 2-5-92

**URBAN AREA PLANNING COMMISSION
MEETING MINUTES
January 13, 2016 – 6:00 P.M.
Council Chambers**

1. ROLL CALL:

The Urban Area Planning Commission met in regular session on the above date with Chair Gerard Fitzgerald presiding. Commissioners Lois MacMillan, Loree Arthur, David Kellenbeck, Dan McVay, and Robert Wiegand were present. Vice Chair Jim Coulter and Commissioner Blair McIntire were absent. Also present and representing the City was Parks & Community Development (hereafter: PCD) Director Lora Glover. City Council Liaison Rick Riker was present as well.

2. ITEMS FROM THE PUBLIC: None

3. CONSENT AGENDA:

a. MINUTES: December 9, 2015

b. FINDINGS OF FACT:

- i. 15-20100017 & 15-40200003 – McKenna Rogue River Development Comprehensive Plan Amendment, Zone Map Amendment, and Major Site Plan Review
- ii. 15-40500001 – Element 10 (Public Facilities) Comprehensive Plan Amendment
- iii. 15-40200002 – City of Grants Pass 2015 Map Amendments

MOTION/VOTE

Commissioner MacMillan moved and Commissioner Kellenbeck seconded the motion to approve the minutes from December 9, 2015 as submitted. The vote resulted as follows:

“AYES”: Chair Fitzgerald and Vice Chair Coulter and Commissioners MacMillan, Kellenbeck, McIntire, and McVay. **“NAYS”:** None. **Abstain:** Commissioners Arthur and Weigand. **Absent:** Vice Chair Jim Coulter and Commissioner Blair McIntire.

The motion passed.

4. PUBLIC HEARINGS:

**a. 15-40500004 – Development Code Text Amendment
Historic District Design Guidelines, Article 13 - Special Purpose
Districts**

Chair Fitzgerald stated, at this time I will open the public hearing to consider Application 15-40500004 – Development Code Text Amendment Historic District Design Guidelines, Article 13 – Special Purpose Districts. Is there anyone present who wishes to challenge the authority of the Commission to consider this matter? In this hearing the decision of the Commission will be based upon specific criteria. All testimony and evidence must be directed toward those criteria. The criteria which apply in this case are noted in the staff report. The hearing will now proceed with a report from staff.

- Proposing to add Historic Design Guidelines to Article 13 for Historic Review. Proposed text amendment would cover guidelines for exterior improvements including direction for color, signage, lighting, roofing and building materials. It will also cover guidelines for new construction within the Historic District.
- Proposed guidelines will streamline the review process. Exterior improvements will be handled in a similar manner to existing building permit processes. Once submitted, improvements will be reviewed at the administrative level by staff. New construction will be reviewed at a Director level with a comment period.
- Guidelines will be drafted by the HBSC, Historic Buildings and Sites Commission, and will provide a consistent standard that will apply to all landmarks within City limits and all buildings within the Historic District.
- With the existing process any proposed improvement and new construction project is put before the HBSC, which only meets once a month, the proposed process will improve timeframes for any project that meets the design guidelines put in place by the HBSC.
- No changes will be made for the processes put in place for improvements and construction that fall outside of the design guidelines or the demolition of a historic landmark or demolition of a building within the Historic District.
- Proposed guidelines will improve timeframes for citizens requesting approval for improvements falling within the guidelines and provide consistency and flexibility for owners.

- In the case of an appeal to a Director's discussion the appeal would be taken directly to City Council.
- The question of why sandblasting was not allowed was raised; it was explained that it was to preserve the integrity of the historic brick.

MOTION/VOTE

Commissioner Kellenbeck moved and Commissioner MacMillan seconded the motion to recommend the City Councilors to approve the Development Code Text Amendment Historic District Design Guidelines. The vote resulted as follows: "AYES": Chair Fitzgerald and Commissioners MacMillan, Kellenbeck, Arthur, and McVay. "NAYS": None. Abstain: Commissioner Weigand. Absent: Vice Chair Jim Coulter and Commissioner Blaire McIntire.

The motion passed.

**b. 15-4030001 – Parks and Community Development Department
Annexation May 2016 Staff Report**

- The UAPC will not be providing any recommendation on this matter, however the City is using this meeting as a forum to provide opportunities for additional public comments before the matter is brought to City Council.
- A public notice was mailed out informing the public that a Council Meeting would be held concerning the Annexation as well as informing the public of the UAPC meeting. There was also a notice placed with the newspaper. The notice included four areas, 18 tax lots, and just less than 80 acres.
- Annexation is a type 4-A procedure that typically goes only to Council with the decision being based on sections 5.02 and 5.03 in the Development Code.
- Exhibit 4.1 was added to the record showing consent for Annexation was given by Mervin Spaulding for the five properties in area one.
- The proposal is based on a potential plan to form an Urban Renewal District. The proposed Annexation will allow additional industrial properties to be included in the benefits of the Urban Renewal District.
- In order to meet the deadlines for the May ballot all decisions will need to be made by Council on February 3, 2016.

- Additional information has come in with landowners giving consent or not giving consent for Annexation. At the time of this meeting it will be recommended that Area One will be included, Area Two will be revised and then included, and Areas Three and Four will be excluded.
- Recommended to have Council place this measure on the May 7th ballot.

5. ITEMS FROM STAFF:

- Lora will give an update of the Strategic Planning Meeting on the next meeting to be held on January 27, 2016.

6. ITEMS FROM COMMISSIONERS:

- Commissioner Arthur would like to invite Council Member Lovelace to attend again in the future.
- Commissioner MacMillan recommended have Council reestablish a community leadership program to foster community involvement and support of public officials.

7. ADJOURNMENT:

Chair Fitzgerald adjourned the meeting at 6:51 P.M.



Gerard Fitzgerald, Chair
Urban Area Planning Commission

1/27. 2016
Date

These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.



Development Code Text Amendment Historic Design Guidelines

Justin Gindlesperger, Associate Planner
Parks & Community Development
January 13, 2016



Proposed Text Amendment

- The proposed amendment would:
 - Provide design guidelines
 - Colors, signage, and materials
 - New construction within Historic District
 - Streamline review process
 - Administrative review – Improvements within guidelines
 - Director's Decision – new construction within guidelines
 - Maintain consistent standards and review
 - Ensure compatibility
 - Clear and objective requirements





Background/Discussion

- **Historic Review**
 - **Existing Process:**
 - Historic Buildings and Sites Commission
 - Any proposed improvement
 - New construction with Historic District
 - Demolition
 - **Proposed Process:**
 - **Within Design Guidelines**
 - Administrative review for exterior improvements
 - Director's Decision for New Construction w/in District
 - **Outside Guidelines**
 - HBSC Review
 - **Demolition**
 - HBSC Review




Background/Discussion

- **Effect of Proposed Amendment:**
 - **Streamline approval for improvements w/in guidelines**
 - Administrative approval for exterior improvements
 - Director's Decision for new construction
 - **Provide consistency in standards**
 - Pre-Approved materials
 - Compatibility with Historic character
 - **Maintain HBSC oversight**
 - HBSC review for Demolition and improvements outside guidelines





Proposed Text Amendment

- Sign Placement
 - Figure 20-38

Figure 20-38. Building Designs That Do and Don't Include Areas for Signs

	
<p>Complies. This building design includes an area for signs for tenants. Signs are part of the building design and relate to the design and scale of the building.</p>	<p>Does Not Comply. This building design does not include an area for signs for tenants. Signs are an afterthought and do not relate to the design or scale of the building. The signs obscure design features.</p>



Call to Action

- **Alternatives:**
 - Recommend approval of the request;
 - Recommend denial of the request; or
 - Postpone the request.
- **Call to Action Date:** January 13, 2016
(The application is not subject to the 120-day rule according to ORS 227.178(7).)



ORDINANCE NO.

AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING GRANTS PASS DEVELOPMENT CODE ARTICLE 13 SPECIAL PURPOSE DISTRICTS TO PROVIDE DESIGN GUIDELINES FOR EXTERIOR IMPROVEMENTS TO LOCAL HISTORIC LANDMARKS AND STRUCTURES WITHIN THE HISTORIC DISTRICT.

WHEREAS:

1. The Grants Pass and Urbanizing Area Comprehensive Community Development Plan was adopted December 15, 1982; and
2. The ordinance amends Article 13 Special Purpose Districts of the Development Code to provide design guidelines for exterior improvements to local historic Landmarks and structures within the Historic District; and
3. The proposal is consistent with the goals and policies of the Comprehensive Plan; and
4. The applicable criteria from the Development Code are satisfied, and approval of the proposal is recommended by the Urban Area Planning Commission to the City Council.

NOW, THEREFORE, THE CITY OF GRANTS PASS HEREBY ORDAINS:

Section 1. The amendment to Development Code Article 13 Special Purpose Districts, as set forth in Exhibit '1', is hereby adopted.

ADOPTED by the Council of the City of Grants Pass, Oregon, in regular session this 17th day of February, 2016, with the following specific roll call vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

SUBMITTED to and _____ by the Mayor of the City of Grants Pass, Oregon, this ____ day of February, 2016.

Darin Fowler, Mayor

ATTEST:

Karen Frerk, City Recorder

Date submitted to Mayor: _____

Approved as to Form, Mark Bartholomew, City Attorney



EXHIBIT 1

****** These marks indicate missing text. Only the portions of the Development Code that were changed by the adopted Development Code Text amendment are included in the following text. The **** marks show where unchanged portions of text were left out.**

¹⁷13.434 Designation and Review Procedures

Schedule 13-2: Procedure for Historic Review			
Application Type	Type I-A	Type I-C	Type III
Alteration (Exterior)			
a. Per Design Guidelines (Section 13.450)	✓		
b. Not within Guidelines			✓
New Construction in District			
a. Per Design Guidelines		✓	
b. Not within Guidelines			✓
Signage			
a. Per Design Guidelines	✓		
b. Not within Guidelines			✓
Demolition in District			✓
Demolition of Landmarks			✓

¹⁹13.450 Historic District Design Guidelines

13.451 Review Required. Except as provided in Section 13.454, no person may alter any structure, site or signage in a Historic District, a designated structure in a Conservation District, or any Landmark in such a manner as to affect its exterior appearance, nor may any new structure be constructed in a Historic District or Conservation District, unless it has previously been reviewed in accordance with this article, following the procedure type specified in Schedule 13-2.

13.452 Criteria for Approval. The decision to approve an alteration or new construction shall be based upon the following:

- (1) Complies with the applicable development standards of this section.
- (2) The purpose of the Historic Districts, Section 13.411.
- (3) The general compatibility of the signage, exterior design, arrangement, proportion, detail, scale, color, texture and materials proposed to be used in the construction of the new building or structure;
- (4) The effect of the proposed new structure on the character of the district; and
- (5) The economic effect of the new structure on the historic value of the district.

13.453 Elements of Compatibility. These criteria are intended to create a range of appropriate options that will allow owners to proceed with as little delay as is feasible while still assuring the goals of the Historic District are met. Elements determined to be outside these approval criteria by the Director shall be reviewed by the Historic Buildings and Sites Commission.

- (1) Materials. Variety of materials adds visual interest, supports compatibility, and minimizes the impact of mass.
 - (a) Materials Not Recommended for Building Faces. The following materials are not recommended for use on walls or vertical building surfaces:
 - (i) River rock, or other round rock surfaces.
 - (ii) Stucco.
 - (iii) Corrugated metal panels, similar metal products, corrugate fiberglass panels, or any other material that requires corrugation, seams or similar manipulation of the exterior surface to prevent deflection of the surface.
- (2) Roofs.
 - (a) Exclusions. Re-roofing any historic structure, or structure within the Historic District, with new materials of the same type, profile, and visual qualities as the existing, subject to the requirements of

the adopted City of Grants Pass Building Code, is excluded from review under this section.

- (b) Pre-Approved Materials for Residences. The following roofing materials are pre-approved for use in the Historic District:
 - (i) Wood Shakes.
 - (ii) Wood Shingles.
 - (iii) Fiberglass Composition (Asphalt) Shingle:
 - (A) 3-Tab.
 - (B) Architectural Grade Fiberglass Composition (Asphalt).
 - (C) Asphalt Shake/Multi-Layer Asphalt.
- (3) Additions and/or New Construction. New additions, exterior alterations or related new construction shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property.
- (4) Colors. Paint and roof color represent highly visible elements of a building that can either greatly enhance, or greatly detract, from historic character.
 - (a) Colors of predominant wall surfaces shall be neutral colors from commercially available historical color palettes.
 - (b) The following colors are not recommended for building surfaces or trim:
 - (i) Unmuted, primary colors (red, blue, and yellow) and unmuted pure secondary colors (orange, green, and purple).
 - (ii) Pure black or white.
 - (c) The application for colors shall include no more than three individual colors, hues, or tones.
- (5) Awnings. Awnings can help unify or provide interest to an otherwise undistinguished exterior.

- (a) Awning must be fixed and made of canvas stretched over a metal framework that is mounted directly to the structure.
 - (b) Materials not recommended for awnings.
 - (i) Vinyl.
 - (ii) Metal.
- (6) Signs. All signage applying for approval will be reviewed for compliance with the following design criteria:
- (a) Placement. Signage shall be installed in appropriate sign areas, as defined by the existing architecture of the façade. See Figure 20-38.
 - (b) Material. Sign materials shall be consistent with the traditional character of the Historic District. Appropriate materials include:
 - (i) Metal, including iron, steel, brass, copper, aluminum and other natural finishes.
 - (ii) Painted metal, including powder-coated or enameled metals.
 - (iii) Wood, including painted or natural, carved or sand-blasted lettering.
 - (iv) Vinyl or other sheet claddings for backing panels or cut lettering only.
 - (v) Fiberglass, high-density urethane foam and similar cast or formed materials to create 3-dimensional objects.
 - (b) Illumination. Signs may be illuminated or non-illuminated and shall use forms consistent with the Historic District. Appropriate illumination includes exposed neon tubing and indirect illumination.
 - (c) Shapes. Signage in the Historic District is encouraged to employ complex shapes, mixed mounting types and multiple forms in the design.

- (d) Awnings. Awnings in the Historic District may incorporate signs and may project over the right-of-way.

13.454 Historical Buildings and Sites Commission Action. The Historical Buildings and Sites Commission shall take the role of the Urban Area Planning Commission in the Type III Procedure for historic review, pursuant to Section 2.050. The Commission shall be empowered to set the conditions of approval based on compliance with the criteria, Section 13.452, and with the purpose of this section, Section 13.411.

13.455 Public Safety Caveat. Nothing in this ordinance shall be construed to prevent the ordinary maintenance or repair of any exterior architectural features which does not involve a change in design, material or the outward appearance of such feature. The Building Official shall certify such repair is required for the public safety because of its unsafe or dangerous condition and that time is of the essence in such repair.

- (1) Sandblasting shall be excluded as a method for cleaning the exterior of buildings unless specifically approved by the Buildings and Sites Commission.

Resolution authorizing the City Manager to enter into a contract for the NE 12th Street and NE Piedmont Avenue Water Main

Item: Replacement; Project No. WA6249.

Date: February 17, 2016

SUBJECT AND SUMMARY:

This project will install approximately 813 LF of 8" ductile iron water pipe in Piedmont Drive, A Street, Oregon Avenue, 12th Street and Madrone Street.

RELATIONSHIP TO COUNCIL GOALS:

This action implements the Council's goal to maintain, operate and expand our **INFRASTRUCTURE** to meet community needs.

CALL TO ACTION SCHEDULE:

The notice of intent to award letter was issued on January 29, 2016. The Engineering Division has 30 days to award the project. Call to action schedule: February 29, 2016.

BACKGROUND:

This project will eliminate water mains crossing private property by looping mains of the appropriate service levels in the above mentioned areas with new 8" ductile iron pipe. This main installation will also increase fire and domestic water flows.

Bids for the work were advertised on the City's Website, the Grants Pass Daily Courier, and the Daily Journal of Commerce. The bid opening for this project was January 28, 2016. Four bids were received, ranging from \$158,492.50 to \$198,163.15.

The lowest responsible bidder is Stephen Stark Excavation LLC. at \$158,492.50. This bid is below the Engineers Estimate of \$159,726.00 and Staff recommends awarding the bid to Stephen Stark Excavation LLC.

COST IMPLICATION:

Revenue Source: This project is budgeted and funded as part of WA6249 Water Main Relocation in the Water Capital Fund.

ALTERNATIVES:

The preferred alternative is to install the water main lines as proposed.

The second alternative to the water main replacement is to leave the existing mains in place crossing private property.

ITEM: 3.a. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR THE NE 12TH STREET AND NE PIEDMONT AVENUE MAIN REPLACEMENT; PROJECT NO. WA6249.

Staff Report (continued):

RECOMMENDED ACTION:

It is recommended the contract for the NE 12th Street and NE Piedmont Avenue Water Main Replacement; Project No. WA6249 be awarded to the lowest responsible bidder, Stephen Stark Excavation LLC.

POTENTIAL MOTION:

I move to authorize the City Manager to enter into a contract with Stephen Stark Excavation LLC.

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR THE NE 12th STREET AND NE PIEDMONT STREET WATER MAIN REPLACEMENT; PROJECT NO. WA6249.

WHEREAS:

1. The City of Grants Pass advertised and received 4 bids for construction of the NE 12th Street and NE Piedmont Water Main Replacement; Project No. WA6249; and
2. The bid from Stephen Stark Excavation LLC has been determined to be the lowest responsible bid, its bid is complete and responsive; and
3. The City of Grants Pass has sufficient funds for the project within the Water Fund.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass that the City Manager is authorized to contract with Stephen Stark Excavation LLC for the work as described in the contract documents entitled the NE 12th Street and NE Piedmont Water Main Replacement; Project No. WA6249; in the amount of \$158,492.50 which the bid tab is attached to and incorporated herein as Exhibit "A".

EFFECTIVE DATE of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

ADOPTED by the Council of the City of Grants Pass, Oregon, in regular session this 17th day of February, 2016.

SUBMITTED to and _____ by the Mayor of the City of Grants Pass, Oregon, this _____ day of February, 2016 to be effective on the date indicated as adopted by the City Council.

Darin Fowler, Mayor

ATTEST:

Karen Frerk, City Recorder

Date submitted to Mayor: _____

Approved as to Form, Mark Bartholomew, City Attorney  _____

A

City of Grants Pass
 NE 12th St. and NE Piedmont Ave. Water Main Replacement
 Project No. WA6249

BID SUMMARY



Item No.	Description of Item	Quantity	Unit	City of Grants Pass (Engineers Estimate)		Stephen Stark Excavation, LLC		Copeland Paving, Inc.		KOGAP Enterprises, Inc.		Timber Mountain Construction, Inc.		
				Address	Phone	Address	Phone	Address	Phone	Address	Phone	Address	Phone	Address
1	Mobilization, move in of equipment and materials per APWA/ODOT Sec. 00210, complete.	1	LS	101 NW "A" Street Grants Pass, OR 97526 (541) 456-6060 (541) 476-3218 NA	7,500.00	758 Stringer Gap Road Grants Pass, OR 97527 (541) 476-1226 (541) 479-3978	19,725.00	140 Aggregate Avenue Grants Pass, OR 97527 (541) 882-2390 (541) 882-7404	24,000.00	24,000.00	PO Box 608 Medford, OR 97501 (541) 776-8527 (541) 776-8539	25,000.00	PO Box 630 Rogue River, OR 97537 (541) 956-8700 (541) 956-8646	12,500.00
2	Work Zone Traffic Control, includes TCD, TCM and TCP per approved plans M.U.T.C.D., and APWA/ODOT Sec. 00225 and 00225.90 (b), complete.	1	LS		\$4,000.00		\$5,000.00		\$8,500.00		\$10,000.00		\$17,000.00	
3	Erosion & Sediment Control, per approved plans and APWA/ODOT Sec. 00280.00, Inlet protection, Dust Control, Sediment Fence, Biofilter Bags etc. as deemed necessary, installed complete.	1	LS		\$1,500.00		\$100.00		\$300.00		\$600.00		\$350.00	
4	Asphalt Pavement Cutting for "T" Patch, per approved plans and APWA/ODOT Sec. 00310, 00405.48(c) and 00290.20(c) (Hazardous Waste), complete.	1643	LF		\$2.00		\$4,271.80		\$1.25		\$2.00		\$2.50	
5	Removal of Structures and Obstructions, includes removal and proper disposal of existing AC and temporary, curb & gutter and sidewalk and saw cutting or other methods of cutting pavement, per approved plans and APWA/ODOT Sec. 00310 and 00291.20(c), (Hazardous Waste), complete.	1	LS		\$15,000.00		\$41,000.00		\$2,000.00		\$1,500.00		\$14,500.00	
6	Pot-Hole, exploratory excavation at connection points to identify conflicts.	5	EA		\$500.00		\$0.01		\$430.00		\$500.00		\$400.00	
7	Asphalt Pavement, 1/2" dense, Level 2 mix, 3" compacted thickness, for "T" patch for trench restoration, per APWA/ODOT Sec. 00744 and GPSD #107-A, installed, complete.	120	TN		\$120.00		\$93.00		\$93.00		\$126.00		\$113.00	
8	Temporary Asphalt Paving, 2" Minimum, per approved plans and APWA/ODOT Sec. 00495, installed, complete.	65	TN		\$90.00		\$0.65		\$1.00		\$141.00		\$0.01	
9	12" Water Pipe and Fittings, CI 52 Ductile Iron, per approved plans and GPSD #304 and APWA/ODOT Sec. 00445, includes pipe, fittings, valves, straddle blocks, trench excavation, bedding and backfill per GPSD #107 and APWA/ODOT Sec. 00405, installed, complete.	813	LF		\$130.00		\$95.00		\$135.00		\$119.00		\$165.00	
Total (Bid Items 1-9):					\$159,726.00		\$159,983.75		\$159,983.75		\$163,918.00		\$198,163.15	

BIDS WERE OPENED ON 01/28/16 AT 3:05 PM IN THE CITY OF GRANTS PASS CITY MANAGERS CONFERENCE ROOM.

Item: Motion acknowledging the receipt of the monthly and quarterly financial reports for quarter ended December 2015.

Date: February 17, 2016

SUBJECT AND SUMMARY:

Monthly and quarterly financial reports are prepared and acknowledged by Council to convey information about the City's budget and current financial condition.

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal of **LEADERSHIP** by ensuring financial records and system are effective and that Council has the opportunity to access the City's financial information.

CALL TO ACTION SCHEDULE:

N/A

BACKGROUND:

A summary monthly report and a more detailed quarterly report are prepared to convey information about the City's budget, the current financial condition, and seasonal or unique financial transactions throughout the year for the various funds of the City.

COST IMPLICATION:

None.

RECOMMENDED ACTION:

It is recommended the Council acknowledge the receipt of the monthly and quarterly financial reports for December 2015.

POTENTIAL MOTION:

I move to acknowledge the monthly and quarterly financial reports.

ITEM: 3.b. MOTION ACKNOWLEDGING RECEIPT OF THE MONTHLY AND QUARTERLY FINANCIAL REPORTS FOR THE QUARTER ENDED DECEMBER 2015.

CITY OF GRANTS PASS
MONTHLY & QUARTERLY FINANCIAL REPORT
October through December 2015
Discussion & Analysis



As December marks the end of a quarter, attached in this month's financial report package are the City's monthly and quarterly reports as follows:

Quarterly Reports:

- Monthly Financial Reports for October, November, and December 2015 (by % of prorated budget) – also shows beginning and ending budgetary fund balances
- Expanded Year-To-Date Revenue Summary by Program/Activity (by % of annual budget)
- Expanded Year-To-Date Expenditure Summary by Program/Activity (by % of annual budget)
- Quarterly Capital Fund and Capital Project Report
- Investment Summary
- Budget Variances – Revenue and Expenditure Reports: For both expenditures and revenues, these reports list all major categories that varied from the prorated budget by more than \$15,000 and 15% as of the end of the quarter.

In reviewing the monthly reports, since this is a prorated budget variance report any variances significantly different from 100% would imply either seasonality or true variances. The quarterly reports are budget variance reports by the percentage of the annual budget. Therefore in reviewing the quarterly reports any budget variances significantly different from 50% would imply seasonal considerations or true variances.

Changes to the format of the monthly financial reports: This fiscal year, the monthly financial report summaries were changed slightly to break out “transfers” from the main revenue and expenditure summary lines. This allows a more clear view of actual operational revenues and expenditures compared to budget in a short easier to read format that covers all funds of the City. Transfers between operating funds and capital project funds need to be legally recorded as budgetary revenues and expenditures for each fund, but are only processed once or twice throughout the fiscal year. This year most budgeted capital project transfers were processed right away early in the fiscal year so that capital project managers have the most accurate and up to date project balance reports.

Revenues

The majority of the general fund revenues are either seasonal or come in on a quarterly basis right after the end of each quarter. Many types of franchise taxes and revenue sharing amounts are typically posted a month or a quarter in arrears except at fiscal year-end, and most of the property tax revenue comes in during November and December.

Property taxes are by far the largest revenue source for the General Fund, and provide the bulk of the funding dedicated to the Public Safety divisions. In October the City recently received the 2015 assessment report from Josephine County which showed a change to assessed values for the Fiscal Year ending June 30, 2016 very close to the amount budgeted for this fiscal year. The total assessed value increase for the current fiscal year was 6.6% versus the budgeted increase of 6.2%, which means the main revenue source for Public Safety divisions is on track this year. Approximately 1.0% of the increase was due to new construction, about 3.7% of the increase was due to the annexation approved by voters in November of 2014, while the remainder of the increase (or about 1.9%) was due to an increase in assessed values on existing properties.

The timing of the annexation approval helped balance the City's need to budget for 3 additional police officers this year and three dispatch related positions in Public Safety Support. The annexation also eliminated many service and annexation fee agreements for Public Safety and other City services, so the net increase to Public Safety revenues is less than the 3.7% increase to assessed values as a result of the annexation. Overall, the budget for Public Safety in total is still well balanced similar to previous years with the continued need to use a modest amount of other discretionary General Fund revenues to keep the current level of service in Public Safety operations.

Revenues in the Building Division are a key indicator of the level of property development happening in the City. And the first half of fiscal 2016 showed an extremely strong amount of activity in building compared to budget. As of December, the Building Division had already achieved 144.5% of its total revenue budget for the full fiscal year. This pace won't keep up for the rest of the year, but there is a significant amount of work still in the pipeline. Activity in the first half of the fiscal was also partially spurred on by a temporary rollback in transportation and parks system development charges which ended on June 30, 2015. Planning revenues and many utility SDC revenues are also trending well above budget so far this fiscal year.

The Water Fund revenue is running high (compared to prorated budget) due to late summer and early fall being the peak season billing and the season of higher water use. Utility user fee charge revenues are as follows compared to the first half of last fiscal year:

Water Utility Fees:	+3.6% (annual COLA + new accounts and increased water use)
Wastewater Utility Fees:	+6.3% (annual COLA + new accounts and increased water use)
Street Utility Fees:	+2.6% (annual COLA adjustment + new accounts)

For many internal service funds, revenue for month/year for many funds will be close to the prorated budget amounts or 50% of annual amounts for this quarter due to charging out for services at even increments throughout the year. Standard monthly charges happen throughout the year for the Administrative Services Fund, the Garage and Equipment Replacement Funds, the Information Technology Fund, the Community Development Management Fund, and the Property Management Fund. The Engineering Fund has a mix of fixed charges and variable charges based on capital project activity and development activity; the Workers Compensation Insurance Fund and Health Insurance Fund assess charges regularly throughout the year based on the payroll cycle, while the General Insurance Fund charges out annual premiums once per year.

Expenditures

As personnel expenditures are the largest component of expenditures in most operating budgets for a service organization like the City, it's important to watch the payroll cycle when reviewing monthly and quarterly budget reports. Payrolls occur every two weeks throughout the year, leaving 26 pay periods in the year and two months in the year where there are three payrolls posted in the month rather than just two payrolls posted. The month of December had three payrolls posted in the month which makes the budget report for that one month period look like expenditures were above the prorated budget for the month. But the year-to-date results as of December 31st should be a good representation of how each budget area is performing for the first six months of this fiscal year. To date, all areas are on track with the prorated year-to-date budget to come in at or below budget for this fiscal year.

It's also important to remember when looking at the expanded quarterly expenditure report that capital project funds only budget for "capital outlay" line item expenditures, but as projects move forward the expenditures are posted in a variety of expenditure categories such as supplies or contractual services. Looking at the total expenditures versus budget in the capital project funds is a better way of reviewing expenditure activities for this type of fund. Additional budget exception comments can be found at the very end of this financial statement package on the exception report.

Budget Adjustments and Other Fiscal Activity for FY'16

There were no budget adjustments made during the first or second quarters of FY'16.

Annual Financial Audit: The City's annual financial audit was completed during November and December, and the City issued the Comprehensive Annual Financial Report (CAFR) shortly after completion of the audit in December. All the City's monthly, quarterly, and annual financial reports and budget reports are available online under the Finance Department's section of the City website here:

<http://www.grantspassoregon.gov/155/Finance-Department>

We hope this discussion and analysis provided some insight into the City financial activities. Should you have additional comments or questions please feel free to contact the Finance Department.

Jay Meredith, CPA
Finance/Fleet Director
Phone: 541-450-6021

<http://www.grantspassoregon.gov>



City of Grants Pass
101 NW A Street
Grants Pass, OR 97526
Where the Rogue River Runs

CITY OF GRANTS PASS
MONTHLY FINANCIAL REPORT

October 31, 2015

unaudited Budget to Actuals

ANNUAL BUDGET	OCTOBER BUDGET	OCTOBER ACTUAL ***	% OF MONTH BUDGET	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL ***	% OF YEAR-TO-DATE BUDGET
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General Fund:

Revenues							
Beginning Balance	\$ 10,899,226			\$ 10,899,226	\$ 12,620,673		
Property Tax	\$ 16,494,350	\$ 1,374,529	\$ 72,015	5%	\$ 5,498,117	\$ 148,636	3%
Franchise & Other Taxes	\$ 3,350,944	\$ 279,245	\$ 624,060	223%	\$ 1,116,981	\$ 936,067	84%
Licenses & Permits	\$ 290,960	\$ 24,247	\$ 28,744	119%	\$ 96,987	\$ 317,031	327%
Inter-Governmental & Grants	\$ 1,660,303	\$ 138,359	\$ 158,765	115%	\$ 553,434	\$ 302,688	55%
Fees & Charges for Service	\$ 1,723,514	\$ 143,626	\$ 149,324	104%	\$ 574,505	\$ 738,548	129%
Interest Income (misc)	\$ 72,750	\$ 6,063	\$ 6,008	99%	\$ 24,250	\$ 21,063	87%
Other Revenue	\$ 174,225	\$ 14,519	\$ 5,780	40%	\$ 58,075	\$ 13,955	24%
Transfers	\$ 1,041,900	\$ 86,825	\$ -	0%	\$ 347,300	\$ 175,329	50%
TOTAL RESOURCES	\$ 35,708,172	\$ 2,067,412	\$ 1,044,696	51%	\$ 19,168,875	\$ 15,273,990	80%
Expenditures							
Council and General Operations	\$ 1,684,568	\$ 140,381	\$ 72,122	51%	\$ 561,523	\$ 267,691	48%
Public Safety	\$ 19,139,953	\$ 1,594,996	\$ 1,349,123	85%	\$ 6,379,984	\$ 5,314,079	83%
Parks & Recreation	\$ 2,101,657	\$ 175,138	\$ 160,192	91%	\$ 700,552	\$ 591,564	84%
Community Development	\$ 1,359,473	\$ 113,289	\$ 106,601	94%	\$ 453,158	\$ 403,198	89%
Economic Dev/Tourism/Downtown Dev.	\$ 985,518	\$ 82,127	\$ 67,837	83%	\$ 328,506	\$ 328,104	100%
Transfers out	\$ 2,185,500	\$ 182,125	\$ -	0%	\$ 728,500	\$ 1,795,000	246%
Contingency & Ending Balance (Budgetary)	\$ 7,884,388				\$ 7,884,388	\$ 5,587,921	
Ending Balance Building (Budgetary Basis)	\$ 367,115				\$ 367,115	\$ 986,433	
TOTAL REQUIREMENTS	\$ 35,708,172	\$ 2,288,056	\$ 1,755,875	77%	\$ 17,403,726	\$ 15,273,990	

Fund Balance End of Period GAAP Basis (Includes Interfund Loans Out \$1,460,000) \$ 8,034,354

Transient Room Tax:

Beginning Balance	\$ -	\$ -	\$ -
Revenues	\$ 1,254,500	\$ 104,542	\$ 273,971
Expenditures	\$ 10,900	\$ 908	\$ 625
Transfers out	\$ 1,193,600	\$ 99,467	\$ -
Ending Balance/Contingency (Budgetary)	\$ 50,000	\$ 50,000	\$ 432,793
			Budgetary Balance**

CITY OF GRANTS PASS
MONTHLY FINANCIAL REPORT

October 31, 2015

unaudited Budget to Actuals

ANNUAL BUDGET	OCTOBER BUDGET	OCTOBER ACTUAL ***	% OF MONTH BUDGET	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL ***	% OF YEAR-TO-DATE BUDGET
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Street Utility:							
Beginning Balance	\$ 662,426			\$ 662,426	\$ 1,360,714		
Revenues	\$ 3,048,500	\$ 254,042	\$ 273,201	108%	\$ 1,016,167	\$ 869,760	86%
Transfers in	\$ 385,500	\$ 32,125	\$ -	0%	\$ 128,500	\$ -	0%
Expenditures	\$ 2,337,793	\$ 194,816	\$ 191,297	98%	\$ 779,264	\$ 692,956	89%
Transfers out	\$ 1,310,000	\$ 109,167	\$ 109,682	100%	\$ 436,667	\$ 1,037,672	238%
Ending Balance/Contingency (Budgetary)	\$ 448,633			\$ 448,633	\$ 499,846		Budgetary Balance**

CD Block Grant / HUD:							
Beginning Balance	\$ 1,137,317			\$ 1,137,317	\$ 1,142,715		
Revenues	\$ 373,415	\$ 31,118	\$ 1,157	4%	\$ 124,472	\$ 12,527	10%
Expenditures	\$ 660,000	\$ 55,000	\$ -	0%	\$ 220,000	\$ 8,429	4%
Transfers out	\$ 211,000	\$ 17,583	\$ -	0%	\$ 70,333	\$ -	0%
Ending Balance/Contingency (Budgetary)	\$ 639,732			\$ 639,732	\$ 1,146,813		Budgetary Balance**

Debt Service, Gen Obligation and Bancroft:							
Beginning Balance	\$ 152,880			\$ 152,880	\$ 171,245		
Revenues	\$ 1,758,200	\$ 146,517	\$ 15,508	11%	\$ 586,067	\$ 21,550	4%
Expenditures	\$ 1,269,600	\$ 105,800	\$ 2,067	2%	\$ 423,200	\$ 4,566	1%
Transfers out	\$ 500,000	\$ 41,667	\$ -	0%	\$ 166,667	\$ -	0%
Ending Balance/Contingency (Budgetary)	\$ 141,480			\$ 141,480	\$ 188,229		Budgetary Balance**

Transportation Capital Projects:							
Beginning Balance	\$ 6,409,451			\$ 6,409,451	\$ 5,545,798		
Revenues	\$ 3,956,750	\$ 1,978,375	\$ 6,074	0%	\$ 7,913,500	\$ 107,510	1%
Transfers in	\$ 2,109,000	\$ 175,750	\$ 109,682	62%	\$ 703,000	\$ 1,797,672	256%
Expenditures	\$ 12,385,201	\$ 1,032,100	\$ 406,349	39%	\$ 4,128,400	\$ 1,521,749	37%
Transfers out	\$ 90,000	\$ 7,500	\$ -	0%	\$ 30,000	\$ 90,000	300%
Ending Balance/Contingency (Budgetary)	\$ -			\$ -	\$ 5,839,231		Budgetary Balance**

**CITY OF GRANTS PASS
MONTHLY FINANCIAL REPORT**

October 31, 2015

unaudited Budget to Actuals

	ANNUAL BUDGET	OCTOBER BUDGET	OCTOBER ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
Solid Waste and Capital Projects:							
Beginning Balance	\$ 1,513,671				\$ 1,513,671	\$ 1,528,777	
Revenues	\$ 645,240	\$ 53,770	\$ 35,089	65%	\$ 215,080	\$ 162,444	76%
Transfers in	\$ 5,000	\$ 417	\$ -	0%	\$ 1,667	\$ -	0%
Expenditures	\$ 1,916,858	\$ 159,738	\$ 41,372	26%	\$ 638,953	\$ 162,131	25%
Transfers out	\$ 29,000	\$ 2,417	\$ -	0%	\$ 9,667	\$ -	0%
Ending Balance/Contingency (Budgetary)	\$ 218,053				\$ 218,053	\$ 1,529,090	Budgetary Balance**
Storm Drain and Capital Projects:							
Beginning Balance	\$ 261,810				\$ 261,810	\$ 311,393	
Revenues	\$ 25,500	\$ 2,125	\$ 4,414	208%	\$ 8,500	\$ 43,046	506%
Transfers in	\$ 120,000	\$ 10,000	\$ -	0%	\$ 40,000	\$ 120,000	300%
Expenditures	\$ 407,310	\$ 33,943	\$ 8,345	25%	\$ 135,770	\$ 37,101	27%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 437,338	Budgetary Balance**
Lands and Buildings Capital Projects:							
Beginning Balance	\$ 3,537,696				\$ 3,537,696	\$ 4,155,599	
Revenues	\$ 5,011,036	\$ 2,505,518	\$ 4,623	0%	\$ 10,022,072	\$ 59,377	1%
Transfers in	\$ 2,492,700	\$ 207,725	\$ -	0%	\$ 830,900	\$ 1,072,298	129%
Expenditures	\$ 11,041,432	\$ 920,119	\$ 99,032	11%	\$ 3,680,477	\$ 301,158	8%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 4,986,116	Budgetary Balance**
Wastewater Fund:							
Beginning Balance	\$ 1,738,431				\$ 1,738,431	\$ 2,639,000	
Revenues	\$ 6,093,000	\$ 507,750	\$ 503,737	99%	\$ 2,031,000	\$ 2,134,602	105%
Expenditures	\$ 4,857,085	\$ 404,757	\$ 301,628	75%	\$ 1,619,028	\$ 1,042,587	64%
Transfers out	\$ 1,719,000	\$ 143,250	\$ -	0%	\$ 573,000	\$ 1,719,000	300%
Ending Balance/Contingency (Budgetary)	\$ 1,255,346				\$ 1,255,346	\$ 2,012,015	Budgetary Balance**
Wastewater Capital Projects:							
Beginning Balance	\$ 4,024,896				\$ 4,024,896	\$ 5,578,009	
Revenues	\$ 200,000	\$ 16,667	\$ 37,616	226%	\$ 66,667	\$ 397,306	586%
Transfers in	\$ 1,874,000	\$ 156,167	\$ -	0%	\$ 624,667	\$ 1,874,000	300%
Expenditures	\$ 6,098,896	\$ 508,241	\$ 71,876	14%	\$ 2,032,965	\$ 827,937	41%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 7,021,378	Budgetary Balance**

CITY OF GRANTS PASS
MONTHLY FINANCIAL REPORT

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unaudited Budget to Actuals

	ANNUAL BUDGET	OCTOBER BUDGET	OCTOBER ACTUAL ***	% OF MONTH BUDGET	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL ***	% OF YEAR-TO-DATE BUDGET
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Water Fund:							
Beginning Balance	\$ 2,136,390				\$ 2,136,390	\$ 3,426,315	
Revenues	\$ 6,734,650	\$ 561,221	\$ 548,715	98%	\$ 2,244,883	\$ 2,691,669	120%
Expenditures	\$ 4,307,537	\$ 358,961	\$ 304,472	85%	\$ 1,435,846	\$ 1,194,533	83%
Transfers out	\$ 3,413,000	\$ 284,417	\$ 500,000	176%	\$ 1,137,667	\$ 3,413,000	300%
Ending Balance/Contingency (Budgetary)	\$ 1,150,503				\$ 1,150,503	\$ 1,510,451	Budgetary Balance**

Water Capital Projects:							
Beginning Balance	\$ 3,473,468				\$ 3,473,468	\$ 4,587,394	
Revenues	\$ 167,000	\$ 13,917	\$ 51,372	369%	\$ 55,667	\$ 325,075	584%
Transfers in	\$ 3,413,000	\$ 284,417	\$ 500,000	176%	\$ 1,137,667	\$ 3,413,000	300%
Expenditures	\$ 7,053,468	\$ 587,789	\$ 112,285	19%	\$ 2,351,156	\$ 239,270	10%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 8,086,199	Budgetary Balance**

Vehicle Maintenance							
Beginning Balance	\$ 368,691				\$ 368,691	\$ 531,926	
Revenues	\$ 1,332,022	\$ 111,002	\$ 64,572	58%	\$ 444,007	\$ 245,179	55%
Expenditures	\$ 1,011,073	\$ 84,256	\$ 64,220	76%	\$ 337,024	\$ 233,938	69%
Transfers out	\$ 600,000	\$ 50,000	\$ -	0%	\$ 200,000	\$ -	0%
Ending Balance/Contingency (Budgetary)	\$ 89,640				\$ 89,640	\$ 543,167	Budgetary Balance**

Vehicle & Equipment Replacement							
Beginning Balance	\$ 3,248,463				\$ 3,248,463	\$ 3,783,170	
Revenues	\$ 591,820	\$ 49,318	\$ 50,438	102%	\$ 197,273	\$ 198,433	101%
Expenditures	\$ 1,454,200	\$ 121,183	\$ 17,746	15%	\$ 484,733	\$ 61,119	13%
Ending Balance/Contingency (Budgetary)	\$ 2,386,083				\$ 2,386,083	\$ 3,920,484	Budgetary Balance**

Information Technology:							
Beginning Balance	\$ 132,564				\$ 132,564	\$ 201,152	
Revenues	\$ 718,028	\$ 59,836	\$ 59,794	100%	\$ 239,343	\$ 239,141	100%
Expenditures	\$ 828,835	\$ 69,070	\$ 52,878	77%	\$ 276,278	\$ 263,498	95%
Ending Balance/Contingency (Budgetary)	\$ 21,757				\$ 21,757	\$ 176,795	Budgetary Balance**

CITY OF GRANTS PASS
MONTHLY FINANCIAL REPORT

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unaudited Budget to Actuals

	ANNUAL BUDGET	OCTOBER BUDGET	OCTOBER ACTUAL ***	% OF MONTH BUDGET	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL ***	% OF YEAR-TO-DATE BUDGET
Property Management:							
Beginning Balance	\$ 248,164				\$ 248,164	\$ 354,755	
Revenues	\$ 704,080	\$ 58,673	\$ 56,413	96%	\$ 234,693	\$ 231,288	99%
Expenditures	\$ 729,670	\$ 60,806	\$ 56,082	92%	\$ 243,223	\$ 185,661	76%
Transfers out	\$ 40,000	\$ 3,333	\$ -	0%	\$ 13,333	\$ 40,000	300%
Ending Balance/Contingency (Budgetary)	\$ 182,574				\$ 182,574	\$ 360,382	Budgetary Balance**
Engineering:							
Beginning Balance	\$ 286,558				\$ 286,558	\$ 539,389	
Revenues	\$ 838,750	\$ 69,896	\$ 66,079	95%	\$ 279,583	\$ 339,534	121%
Expenditures	\$ 944,039	\$ 78,670	\$ 62,499	79%	\$ 314,680	\$ 264,432	84%
Ending Balance/Contingency (Budgetary)	\$ 181,269				\$ 181,269	\$ 614,491	Budgetary Balance**
Community Dev. Management:							
Beginning Balance	\$ 141,325				\$ 141,325	\$ 270,158	
Revenues	\$ 1,024,124	\$ 85,344	\$ 87,482	103%	\$ 341,375	\$ 352,279	103%
Expenditures	\$ 1,041,786	\$ 86,816	\$ 68,086	78%	\$ 347,262	\$ 312,558	90%
Ending Balance/Contingency (Budgetary)	\$ 123,663				\$ 123,663	\$ 309,879	Budgetary Balance**
Insurance:							
Beginning Balance	\$ 4,191,418				\$ 4,191,418	\$ 3,897,230	
Revenues	\$ 1,088,955	\$ 90,746	\$ (32,602)	-36%	\$ 362,985	\$ 230,752	64%
Expenditures	\$ 1,121,379	\$ 93,448	\$ 27,473	29%	\$ 373,793	\$ 610,287	163%
Ending Balance/Contingency (Budgetary)	\$ 4,158,994				\$ 4,158,994	\$ 3,517,695	Budgetary Balance**
Administrative Services Fund:							
Beginning Balance	\$ 770,508				\$ 770,508	\$ 1,395,712	
Revenues	\$ 3,535,417	\$ 294,618	\$ 297,538	101%	\$ 1,178,472	\$ 1,188,064	101%
Expenditures	\$ 3,638,466	\$ 303,206	\$ 234,168	77%	\$ 1,212,822	\$ 996,295	82%
Transfers out	\$ 150,000	\$ 12,500	\$ -	0%	\$ 50,000	\$ 150,000	300%
Ending Balance/Contingency (Budgetary)	\$ 517,459				\$ 517,459	\$ 1,437,481	Budgetary Balance**

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	ANNUAL BUDGET	OCTOBER BUDGET	OCTOBER ACTUAL***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL***	% OF YEAR- TO-DATE BUDGET
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Jos. County/City of GP Solid Waste Agency:												
Beginning Balance	\$	2,049,312			\$	2,049,312	\$	2,132,854				
Revenues	\$	293,000	\$	24,417	\$	28,772	118%	\$	97,667	\$	87,323	89%
Expenditures	\$	458,700	\$	38,225	\$	18,487	48%	\$	152,900	\$	38,667	25%
Ending Balance/Contingency (Budgetary)	\$	1,883,612			\$	1,883,612		\$	1,883,612	\$	2,181,510	Budgetary Balance**

* Budget revenues exclude beginning balances. Budget expenditures exclude contingencies and ending balances.

** Budgetary Balance refers to total fund balance excluding capital assets, long-term debt, and interfund loans.

*** Actual columns represents the expenditures and revenues received in the month for the current fiscal year. Depending on the program these results may run approximately 1/2 month behind given the fiscal year-end accruals that will be recorded at the end of each fiscal year. For the months of August-May month-to-date results are fairly representative of a typical month (barring seasonality issues and a handful of revenue items received in August). At fiscal year-end, any revenues due at June 30th received by August 31st in Governmental Funds will be recognized as revenue in the prior fiscal year. In this same manner, all expenditures due at June 30th (which are generally paid by July 31st) are also recorded to the prior fiscal year. Thus the July and August report may not reflect a typical month and the June report will have higher than average revenues and expenditures.

Investments:					
	Average Yield				
Oregon State LGIP	\$	37,650,459		0.54%	
Bank Savings & Money Market	\$	216,305		0.10%	
Federal Government Bonds	\$	6,998,704		1.20%	
Bank Time Deposits	\$	8,214,143		1.09%	
TOTAL	\$	53,079,611		0.71%	Overall Average

Debt Outstanding:					
Public Safety General Obl. Bonds	\$	3,805,000			
City Wastewater Utility and RSSSD - 2009 Refunding Bonds	\$	3,700,000			
City Water General Obl. Bonds	\$	3,875,000			
Total Non-Bonded Debt	\$	-			
TOTAL	\$	11,380,000			
				Bonded Debt % of Legal Limit (est.)	4.11%

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ANNUAL BUDGET	NOVEMBER BUDGET	NOVEMBER ACTUAL ***	% OF MONTH BUDGET	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL ***	% OF YEAR-TO-DATE BUDGET
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NOVEMBER BUDGET	NOVEMBER ACTUAL ***	% OF MONTH BUDGET
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General Fund:	ANNUAL BUDGET	NOVEMBER BUDGET	NOVEMBER ACTUAL ***	% OF MONTH BUDGET	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL ***	% OF YEAR-TO-DATE BUDGET
Revenues							
Beginning Balance	\$ 10,899,226				\$ 10,899,226	\$ 12,620,673	
Property Tax	\$ 16,494,350	\$ 1,374,529	\$ 11,242,309	818%	\$ 6,872,646	\$ 11,390,945	166%
Franchise & Other Taxes	\$ 3,350,944	\$ 279,245	\$ 128,421	46%	\$ 1,396,227	\$ 1,064,488	76%
Licenses & Permits	\$ 290,960	\$ 24,247	\$ 32,739	135%	\$ 121,233	\$ 349,770	289%
Inter-Governmental & Grants	\$ 1,660,303	\$ 138,359	\$ 133,777	97%	\$ 691,793	\$ 436,465	63%
Fees & Charges for Service	\$ 1,723,514	\$ 143,626	\$ 152,423	106%	\$ 718,131	\$ 890,971	124%
Interest Income (misc)	\$ 72,750	\$ 6,063	\$ 5,552	92%	\$ 30,313	\$ 26,615	88%
Other Revenue	\$ 174,225	\$ 14,519	\$ 11,293	78%	\$ 72,594	\$ 25,248	35%
Transfers	\$ 1,041,900	\$ 86,825	\$ 573,667	661%	\$ 434,125	\$ 748,996	173%
TOTAL RESOURCES	\$ 35,708,172	\$ 2,067,412	\$ 12,280,181	594%	\$ 21,236,287	\$ 27,554,171	130%

Expenditures							
Council and General Operations	\$ 1,684,568	\$ 140,381	\$ 308,079	219%	\$ 701,903	\$ 575,770	82%
Public Safety	\$ 19,139,953	\$ 1,594,996	\$ 1,413,760	89%	\$ 7,974,980	\$ 6,727,839	84%
Parks & Recreation	\$ 2,101,657	\$ 175,138	\$ 151,112	86%	\$ 875,690	\$ 742,676	85%
Community Development	\$ 1,359,473	\$ 113,289	\$ 103,076	91%	\$ 566,447	\$ 506,274	89%
Economic Dev/Tourism/Downtown Dev.	\$ 985,518	\$ 82,127	\$ 62,410	76%	\$ 410,633	\$ 390,514	95%
Transfers out	\$ 2,185,500	\$ 182,125	\$ -	0%	\$ 910,625	\$ 1,795,000	197%
Contingency & Ending Balance (Budgetary)	\$ 7,884,388				\$ 7,884,388	\$ 15,828,764	
Ending Balance Building (Budgetary Basis)	\$ 367,115				\$ 367,115	\$ 987,335	
TOTAL REQUIREMENTS	\$ 35,708,172	\$ 2,288,056	\$ 2,038,437	89%	\$ 19,691,782	\$ 27,554,171	

Fund Balance End of Period GAAP Basis (Includes Interfund Loans Out \$1,460,000) \$ 18,276,098

Transient Room Tax:	ANNUAL BUDGET	NOVEMBER BUDGET	NOVEMBER ACTUAL ***	% OF MONTH BUDGET	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL ***	% OF YEAR-TO-DATE BUDGET
Beginning Balance	\$ -				\$ -	\$ -	
Revenues	\$ 1,254,500	\$ 104,542	\$ 249,794	239%	\$ 522,708	\$ 892,714	171%
Expenditures	\$ 10,900	\$ 908	\$ 625	69%	\$ 4,542	\$ 3,125	69%
Transfers out	\$ 1,193,600	\$ 99,467	\$ 679,343	683%	\$ 497,333	\$ 886,970	178%
Ending Balance/Contingency (Budgetary)	\$ 50,000				\$ 50,000	\$ 2,619	Budgetary Balance**

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	ANNUAL BUDGET	NOVEMBER BUDGET	NOVEMBER ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
Street Utility:							
Beginning Balance	\$ 662,426				\$ 662,426	\$ 1,360,714	
Revenues	\$ 3,048,500	\$ 254,042	\$ 259,790	102%	\$ 1,270,208	\$ 1,129,550	89%
Transfers in	\$ 385,500	\$ 32,125		0%	\$ 160,625		0%
Expenditures	\$ 2,337,793	\$ 194,816	\$ 171,824	88%	\$ 974,080	\$ 864,780	89%
Transfers out	\$ 1,310,000	\$ 109,167	\$ 8,992	8%	\$ 545,833	\$ 1,046,664	192%
Ending Balance/Contingency (Budgetary)	\$ 448,633				\$ 448,633	\$ 578,820	Budgetary Balance**
CD Block Grant / HUD:							
Beginning Balance	\$ 1,137,317				\$ 1,137,317	\$ 1,142,715	
Revenues	\$ 373,415	\$ 31,118	\$ 1,724	6%	\$ 155,590	\$ 14,251	9%
Expenditures	\$ 660,000	\$ 55,000		0%	\$ 275,000	\$ 8,429	3%
Transfers out	\$ 211,000	\$ 17,583		0%	\$ 87,917		0%
Ending Balance/Contingency (Budgetary)	\$ 639,732				\$ 639,732	\$ 1,148,537	Budgetary Balance**
Debt Service, Gen Obligation and Bancroft:							
Beginning Balance	\$ 152,880				\$ 152,880	\$ 171,245	
Revenues	\$ 1,758,200	\$ 146,517	\$ 758,547	518%	\$ 732,583	\$ 780,097	106%
Expenditures	\$ 1,269,600	\$ 105,800	\$ 86,633	82%	\$ 529,000	\$ 91,199	17%
Transfers out	\$ 500,000	\$ 41,667		0%	\$ 208,333		0%
Ending Balance/Contingency (Budgetary)	\$ 141,480				\$ 141,480	\$ 860,143	Budgetary Balance**
Transportation Capital Projects:							
Beginning Balance	\$ 6,409,451				\$ 6,409,451	\$ 5,545,798	
Revenues	\$ 3,956,750	\$ 1,978,375	\$ 76,837	4%	\$ 9,891,875	\$ 184,347	2%
Transfers in	\$ 2,109,000	\$ 175,750	\$ 8,992	5%	\$ 878,750	\$ 1,806,664	206%
Expenditures	\$ 12,385,201	\$ 1,032,100	\$ 493,296	48%	\$ 5,160,500	\$ 2,015,045	39%
Transfers out	\$ 90,000	\$ 7,500		0%	\$ 37,500	\$ 90,000	240%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 5,431,764	Budgetary Balance**

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	ANNUAL BUDGET	NOVEMBER BUDGET	NOVEMBER ACTUAL ***	% OF MONTH BUDGET	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL ***	% OF YEAR-TO-DATE BUDGET
Solid Waste and Capital Projects:							
Beginning Balance	\$ 1,513,671				\$ 1,513,671	\$ 1,528,777	
Revenues	\$ 645,240	\$ 53,770	\$ 29,314	55%	\$ 268,850	\$ 191,758	71%
Transfers in	\$ 5,000	\$ 417	-	0%	\$ 2,083	\$ -	0%
Expenditures	\$ 1,916,858	\$ 159,738	\$ 41,467	26%	\$ 798,691	\$ 203,598	25%
Transfers out	\$ 29,000	\$ 2,417	-	0%	\$ 12,083	\$ -	0%
Ending Balance/Contingency (Budgetary)	\$ 218,053				\$ 218,053	\$ 1,516,937	Budgetary Balance**
Storm Drain and Capital Projects:							
Beginning Balance	\$ 261,810				\$ 261,810	\$ 311,393	
Revenues	\$ 25,500	\$ 2,125	\$ 4,775	225%	\$ 10,625	\$ 47,821	450%
Transfers in	\$ 120,000	\$ 10,000		0%	\$ 50,000	\$ 120,000	240%
Expenditures	\$ 407,310	\$ 33,943	\$ 3,818	11%	\$ 169,713	\$ 40,919	24%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 438,295	Budgetary Balance**
Lands and Buildings Capital Projects:							
Beginning Balance	\$ 3,537,696				\$ 3,537,696	\$ 4,155,599	
Revenues	\$ 5,011,036	\$ 2,505,518	\$ 122,877	5%	\$ 12,527,590	\$ 182,254	1%
Transfers in	\$ 2,492,700	\$ 207,725	-	0%	\$ 1,038,625	\$ 1,072,298	103%
Expenditures	\$ 11,041,432	\$ 920,119	\$ 93,408	10%	\$ 4,600,597	\$ 394,566	9%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 5,015,585	Budgetary Balance**
Wastewater Fund:							
Beginning Balance	\$ 1,738,431				\$ 1,738,431	\$ 2,639,000	
Revenues	\$ 6,093,000	\$ 507,750	\$ 568,728	112%	\$ 2,538,750	\$ 2,703,330	106%
Expenditures	\$ 4,857,085	\$ 404,757	\$ 337,987	84%	\$ 2,023,785	\$ 1,380,574	68%
Transfers out	\$ 1,719,000	\$ 143,250		0%	\$ 716,250	\$ 1,719,000	240%
Ending Balance/Contingency (Budgetary)	\$ 1,255,346				\$ 1,255,346	\$ 2,242,756	Budgetary Balance**
Wastewater Capital Projects:							
Beginning Balance	\$ 4,024,896				\$ 4,024,896	\$ 5,578,009	
Revenues	\$ 200,000	\$ 16,667	\$ 22,544	135%	\$ 83,333	\$ 419,850	504%
Transfers in	\$ 1,874,000	\$ 156,167		0%	\$ 780,833	\$ 1,874,000	240%
Expenditures	\$ 6,098,896	\$ 508,241	\$ 37,483	7%	\$ 2,541,207	\$ 865,420	34%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 7,006,439	Budgetary Balance**

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	ANNUAL BUDGET	NOVEMBER BUDGET	NOVEMBER ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
Water Fund:							
Beginning Balance	\$ 2,136,390				\$ 2,136,390	\$ 3,426,315	
Revenues	\$ 6,734,650	\$ 561,221	\$ 597,504	106%	\$ 2,806,104	\$ 3,289,173	117%
Expenditures	\$ 4,307,537	\$ 358,961	\$ 726,858	202%	\$ 1,794,807	\$ 1,921,391	107%
Transfers out	\$ 3,413,000	\$ 284,417		0%	\$ 1,422,083	\$ 3,413,000	240%
Ending Balance/Contingency (Budgetary)	\$ 1,150,503				\$ 1,150,503	\$ 1,381,097	Budgetary Balance**
Water Capital Projects:							
Beginning Balance	\$ 3,473,468				\$ 3,473,468	\$ 4,587,394	
Revenues	\$ 167,000	\$ 13,917	\$ 34,539	248%	\$ 69,583	\$ 359,614	517%
Transfers in	\$ 3,413,000	\$ 284,417		0%	\$ 1,422,083	\$ 3,413,000	240%
Expenditures	\$ 7,053,468	\$ 587,789	\$ 61,275	10%	\$ 2,938,945	\$ 300,545	10%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 8,059,463	Budgetary Balance**
Vehicle Maintenance							
Beginning Balance	\$ 368,691				\$ 368,691	\$ 531,926	
Revenues	\$ 1,332,022	\$ 111,002	\$ 59,889	54%	\$ 555,009	\$ 305,068	55%
Expenditures	\$ 1,011,073	\$ 84,256	\$ 60,986	72%	\$ 421,280	\$ 294,924	70%
Transfers out	\$ 600,000	\$ 50,000	\$ -	0%	\$ 250,000	\$ -	0%
Ending Balance/Contingency (Budgetary)	\$ 89,640				\$ 89,640	\$ 542,070	Budgetary Balance**
Vehicle & Equipment Replacement							
Beginning Balance	\$ 3,248,463				\$ 3,248,463	\$ 3,783,170	
Revenues	\$ 591,820	\$ 49,318	\$ 49,233	100%	\$ 246,592	\$ 247,666	100%
Expenditures	\$ 1,454,200	\$ 121,183	\$ 124	0%	\$ 605,917	\$ 61,243	10%
Ending Balance/Contingency (Budgetary)	\$ 2,386,083				\$ 2,386,083	\$ 3,969,593	Budgetary Balance**
Information Technology:							
Beginning Balance	\$ 132,564				\$ 132,564	\$ 201,152	
Revenues	\$ 718,028	\$ 59,836	\$ 59,782	100%	\$ 299,178	\$ 298,923	100%
Expenditures	\$ 828,835	\$ 69,070	\$ 51,372	74%	\$ 345,348	\$ 314,870	91%
Ending Balance/Contingency (Budgetary)	\$ 21,757				\$ 21,757	\$ 185,205	Budgetary Balance**

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ANNUAL BUDGET	NOVEMBER BUDGET	NOVEMBER ACTUAL ***	% OF MONTH BUDGET	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL ***	% OF YEAR-TO-DATE BUDGET
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Property Management:						
Beginning Balance	\$ 248,164			\$ 248,164	\$ 354,755	
Revenues	\$ 704,080	\$ 58,673	101%	\$ 293,367	\$ 290,638	99%
Expenditures	\$ 729,670	\$ 60,806	58%	\$ 304,029	\$ 221,091	73%
Transfers out	\$ 40,000	\$ 3,333	0%	\$ 16,667	\$ 40,000	240%
Ending Balance/Contingency (Budgetary)	\$ 182,574			\$ 182,574	\$ 384,302	Budgetary Balance**

Engineering:						
Beginning Balance	\$ 286,558			\$ 286,558	\$ 539,389	
Revenues	\$ 838,750	\$ 69,896	97%	\$ 349,479	\$ 407,189	117%
Expenditures	\$ 944,039	\$ 78,670	83%	\$ 393,350	\$ 330,109	84%
Ending Balance/Contingency (Budgetary)	\$ 181,269			\$ 181,269	\$ 616,469	Budgetary Balance**

Community Dev. Management:						
Beginning Balance	\$ 141,325			\$ 141,325	\$ 270,158	
Revenues	\$ 1,024,124	\$ 85,344	101%	\$ 426,718	\$ 438,793	103%
Expenditures	\$ 1,041,786	\$ 86,816	96%	\$ 434,078	\$ 395,936	91%
Ending Balance/Contingency (Budgetary)	\$ 123,663			\$ 123,663	\$ 313,015	Budgetary Balance**

Insurance:						
Beginning Balance	\$ 4,191,418			\$ 4,191,418	\$ 3,897,230	
Revenues	\$ 1,088,955	\$ 90,746	71%	\$ 453,731	\$ 295,607	65%
Expenditures	\$ 1,121,379	\$ 93,448	42%	\$ 467,241	\$ 649,647	139%
Ending Balance/Contingency (Budgetary)	\$ 4,158,994			\$ 4,158,994	\$ 3,543,190	Budgetary Balance**

Administrative Services Fund:						
Beginning Balance	\$ 770,508			\$ 770,508	\$ 1,395,712	
Revenues	\$ 3,535,417	\$ 294,618	101%	\$ 1,473,090	\$ 1,484,535	101%
Expenditures	\$ 3,638,466	\$ 303,206	82%	\$ 1,516,028	\$ 1,244,740	82%
Transfers out	\$ 150,000	\$ 12,500	0%	\$ 62,500	\$ 150,000	240%
Ending Balance/Contingency (Budgetary)	\$ 517,459			\$ 517,459	\$ 1,485,507	Budgetary Balance**

CITY OF GRANTS PASS
MONTHLY FINANCIAL REPORT

November 30, 2015

unaudited Budget to Actuals

ANNUAL BUDGET	NOVEMBER BUDGET	NOVEMBER ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
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Jos. County/City of GP Solid Waste Agency:						
Beginning Balance	\$ 2,049,312			\$ 2,049,312	\$ 2,132,854	
Revenues	\$ 293,000	\$ 24,417	\$ 27,933	\$ 122,083	\$ 115,256	94%
Expenditures	\$ 458,700	\$ 38,225	\$ 1,475	\$ 191,125	\$ 40,142	21%
Ending Balance/Contingency (Budgetary)	\$ 1,883,612			\$ 1,883,612	\$ 2,207,968	Budgetary Balance**

* Budget revenues exclude beginning balances. Budget expenditures exclude contingencies and ending balances.

** Budgetary Balance refers to total fund balance excluding capital assets, long-term debt, and interfund loans.

*** Actual columns represents the expenditures and revenues received in the month for the current fiscal year. Depending on the program these results may run approximately 1/2 month behind given the fiscal year-end accruals that will be recorded at the end of each fiscal year. For the months of August-May month-to-date results are fairly representative of a typical month (barring seasonality issues and a handful of revenue items received in August). At fiscal year-end, any revenues due at June 30th received by August 31st in Governmental Funds will be recognized as revenue in the prior fiscal year. In this same manner, all expenditures due at June 30th (which are generally paid by July 31st) are also recorded to the prior fiscal year. Thus the July and August report may not reflect a typical month and the June report will have higher than average revenues and expenditures.

		Average Yield	
Oregon State LGIP	\$ 47,964,301	0.54%	
Bank Savings & Money Market	\$ 216,323	0.10%	
Federal Government Bonds	\$ 7,991,150	1.20%	
Bank Time Deposits	\$ 8,222,204	1.09%	
TOTAL	\$ 64,393,978	0.69%	Overall Average

Debt Outstanding:		
Public Safety General Obl. Bonds	\$ 3,805,000	
City Wastewater Utility and RSSSD - 2009 Refunding Bonds	\$ 3,700,000	
City Water General Obl. Bonds	\$ 3,490,000	
Total Non-Bonded Debt	\$ -	
TOTAL	\$ 10,995,000	
Bonded Debt % of Legal Limit (est.)		4.11%

**CITY OF GRANTS PASS
MONTHLY FINANCIAL REPORT**

December 31, 2015

unaudited Budget to Actuals

ANNUAL BUDGET	DECEMBER BUDGET	DECEMBER ACTUAL ***	% OF MONTH BUDGET	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL ***	% OF YEAR-TO-DATE BUDGET
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General Fund:						
Revenues						
Beginning Balance	\$ 10,899,226			\$ 10,899,226	\$ 12,620,673	
Property Tax	\$ 16,494,350	\$ 1,374,529	\$ 3,489,986	254%	\$ 8,247,175	\$ 14,880,933
Franchise & Other Taxes	\$ 3,350,944	\$ 279,245	\$ 33,598	12%	\$ 1,675,472	\$ 1,098,084
Licenses & Permits	\$ 290,960	\$ 24,247	\$ 87,657	362%	\$ 145,480	\$ 437,427
Inter-Governmental & Grants	\$ 1,660,303	\$ 138,359	\$ 193,330	140%	\$ 830,152	\$ 629,795
Fees & Charges for Service	\$ 1,723,514	\$ 143,626	\$ 192,195	134%	\$ 861,757	\$ 1,083,165
Interest Income (misc)	\$ 72,750	\$ 6,063	\$ 7,803	129%	\$ 36,375	\$ 34,418
Other Revenue	\$ 174,225	\$ 14,519	\$ 1,397	10%	\$ 87,113	\$ 26,645
Transfers	\$ 1,041,900	\$ 86,825	\$ -	0%	\$ 520,950	\$ 748,996
TOTAL RESOURCES	\$ 35,708,172	\$ 2,067,412	\$ 4,005,966	194%	\$ 23,303,699	\$ 31,560,136
Expenditures						
Council and General Operations	\$ 1,684,568	\$ 140,381	\$ 85,177	61%	\$ 842,284	\$ 660,946
Public Safety	\$ 19,139,953	\$ 1,594,996	\$ 1,953,137	122%	\$ 9,569,977	\$ 8,680,974
Parks & Recreation	\$ 2,101,657	\$ 175,138	\$ 179,978	103%	\$ 1,050,829	\$ 922,654
Community Development	\$ 1,359,473	\$ 113,289	\$ 129,579	114%	\$ 679,737	\$ 635,854
Economic Dev/Tourism/Downtown Dev.	\$ 985,518	\$ 82,127	\$ 78,414	95%	\$ 492,759	\$ 468,929
Transfers out	\$ 2,185,500	\$ 182,125	\$ -	0%	\$ 1,092,750	\$ 1,795,000
Contingency & Ending Balance (Budgetary)	\$ 7,884,388				\$ 7,884,388	\$ 17,343,793
Ending Balance Building (Budgetary Basis)	\$ 367,115				\$ 367,115	\$ 1,051,986
TOTAL REQUIREMENTS	\$ 35,708,172	\$ 2,288,056	\$ 2,426,285	106%	\$ 21,979,838	\$ 31,560,136

Fund Balance End of Period GAAP Basis (Includes Interfund Loans Out \$1,460,000) \$ 19,855,779

Transient Room Tax:						
Beginning Balance	\$ -			\$ -	\$ -	
Revenues	\$ 1,254,500	\$ 104,542	\$ -	0%	\$ 627,250	\$ 892,714
Expenditures	\$ 10,900	\$ 908	\$ 4,025	443%	\$ 5,450	\$ 7,150
Transfers out	\$ 1,193,600	\$ 99,467	\$ -	0%	\$ 596,800	\$ 886,970
Ending Balance/Contingency (Budgetary)	\$ 50,000				\$ 50,000	\$ (1,406) Budgetary Balance**

CITY OF GRANTS PASS
MONTHLY FINANCIAL REPORT

December 31, 2015

unaudited Budget to Actuals

	ANNUAL BUDGET	DECEMBER BUDGET	DECEMBER ACTUAL ***	% OF MONTH BUDGET	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL ***	% OF YEAR-TO-DATE BUDGET
Street Utility:							
Beginning Balance	\$ 662,426				\$ 662,426	\$ 1,360,714	
Revenues	\$ 3,048,500	\$ 254,042	\$ 244,470	96%	\$ 1,524,250	\$ 1,374,020	90%
Transfers in	\$ 385,500	\$ 32,125	\$ -	0%	\$ 192,750	\$ -	0%
Expenditures	\$ 2,337,793	\$ 194,816	\$ 199,072	102%	\$ 1,168,897	\$ 1,063,852	91%
Transfers out	\$ 1,310,000	\$ 109,167	\$ 8,267	8%	\$ 655,000	\$ 1,054,931	161%
Ending Balance/Contingency (Budgetary)	\$ 448,633				\$ 448,633	\$ 615,951	Budgetary Balance**
CD Block Grant / HUD:							
Beginning Balance	\$ 1,137,317				\$ 1,137,317	\$ 1,142,715	
Revenues	\$ 373,415	\$ 31,118	\$ 2,568	8%	\$ 186,708	\$ 16,819	9%
Expenditures	\$ 660,000	\$ 55,000	\$ -	0%	\$ 330,000	\$ 8,429	3%
Transfers out	\$ 211,000	\$ 17,583	\$ -	0%	\$ 105,500	\$ -	0%
Ending Balance/Contingency (Budgetary)	\$ 639,732				\$ 639,732	\$ 1,151,105	Budgetary Balance**
Debt Service, Gen Obligation and Bancroft:							
Beginning Balance	\$ 152,880				\$ 152,880	\$ 171,245	
Revenues	\$ 1,758,200	\$ 146,517	\$ 233,248	159%	\$ 879,100	\$ 1,013,346	115%
Expenditures	\$ 1,269,600	\$ 105,800	\$ 2,105	2%	\$ 634,800	\$ 93,305	15%
Transfers out	\$ 500,000	\$ 41,667	\$ -	0%	\$ 250,000	\$ -	0%
Ending Balance/Contingency (Budgetary)	\$ 141,480				\$ 141,480	\$ 1,091,286	Budgetary Balance**
Transportation Capital Projects:							
Beginning Balance	\$ 6,409,451				\$ 6,409,451	\$ 5,545,798	
Revenues	\$ 3,956,750	\$ 1,978,375	\$ 14,181	1%	\$ 11,870,250	\$ 198,528	2%
Transfers in	\$ 2,109,000	\$ 175,750	\$ 8,267	5%	\$ 1,054,500	\$ 1,814,931	172%
Expenditures	\$ 12,385,201	\$ 1,032,100	\$ 414,316	40%	\$ 6,192,601	\$ 2,429,361	39%
Transfers out	\$ 90,000	\$ 7,500	\$ -	0%	\$ 45,000	\$ 90,000	200%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 5,039,896	Budgetary Balance**

**CITY OF GRANTS PASS
MONTHLY FINANCIAL REPORT**

December 31, 2015
unaudited Budget to Actuals

ANNUAL BUDGET	DECEMBER BUDGET	DECEMBER ACTUAL ***	% OF MONTH BUDGET	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL ***	% OF YEAR-TO-DATE BUDGET
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Solid Waste and Capital Projects:						
Beginning Balance	\$ 1,513,671			\$ 1,513,671	\$ 1,528,777	
Revenues	\$ 645,240	\$ 53,770	\$ 36,704	58%	\$ 322,620	\$ 228,462
Transfers in	\$ 5,000	\$ 417	\$ -	0%	\$ 2,500	\$ -
Expenditures	\$ 1,916,858	\$ 159,738	\$ 35,494	22%	\$ 958,429	\$ 239,092
Transfers out	\$ 29,000	\$ 2,417	\$ -	0%	\$ 14,500	\$ -
Ending Balance/Contingency (Budgetary)	\$ 218,053			\$ 218,053	\$ 1,518,147	Budgetary Balance**

Storm Drain and Capital Projects:						
Beginning Balance	\$ 261,810			\$ 261,810	\$ 311,393	
Revenues	\$ 25,500	\$ 2,125	\$ 22,369	1053%	\$ 12,750	\$ 70,190
Transfers in	\$ 120,000	\$ 10,000	\$ -	0%	\$ 60,000	\$ 120,000
Expenditures	\$ 407,310	\$ 33,943	\$ 151,657	447%	\$ 203,655	\$ 192,576
Ending Balance/Contingency (Budgetary)	\$ -			\$ -	\$ 309,007	Budgetary Balance**

Lands and Buildings Capital Projects:						
Beginning Balance	\$ 3,537,696			\$ 3,537,696	\$ 4,155,599	
Revenues	\$ 5,011,036	\$ 2,505,518	\$ 6,164	0%	\$ 15,033,108	\$ 188,418
Transfers in	\$ 2,492,700	\$ 207,725	\$ -	0%	\$ 1,246,350	\$ 1,072,298
Expenditures	\$ 11,041,432	\$ 920,119	\$ 128,102	14%	\$ 5,520,716	\$ 522,668
Ending Balance/Contingency (Budgetary)	\$ -			\$ -	\$ 4,893,647	Budgetary Balance**

Wastewater Fund:						
Beginning Balance	\$ 1,738,431			\$ 1,738,431	\$ 2,639,000	
Revenues	\$ 6,093,000	\$ 507,750	\$ 524,180	103%	\$ 3,046,500	\$ 3,227,510
Expenditures	\$ 4,857,085	\$ 404,757	\$ 395,819	98%	\$ 2,428,543	\$ 1,776,393
Transfers out	\$ 1,719,000	\$ 143,250	\$ -	0%	\$ 859,500	\$ 1,719,000
Ending Balance/Contingency (Budgetary)	\$ 1,255,346			\$ 1,255,346	\$ 2,371,117	Budgetary Balance**

Wastewater Capital Projects:						
Beginning Balance	\$ 4,024,896			\$ 4,024,896	\$ 5,578,009	
Revenues	\$ 200,000	\$ 16,667	\$ 75,148	451%	\$ 100,000	\$ 494,998
Transfers in	\$ 1,874,000	\$ 156,167	\$ -	0%	\$ 937,000	\$ 1,874,000
Expenditures	\$ 6,098,896	\$ 508,241	\$ 90,742	18%	\$ 3,049,448	\$ 956,162
Ending Balance/Contingency (Budgetary)	\$ -			\$ -	\$ 6,990,845	Budgetary Balance**

CITY OF GRANTS PASS
MONTHLY FINANCIAL REPORT

December 31, 2015
unaudited Budget to Actuals

	ANNUAL BUDGET	DECEMBER BUDGET	DECEMBER ACTUAL***	% OF MONTH BUDGET	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL***	% OF YEAR-TO-DATE BUDGET
Water Fund:							
Beginning Balance	\$ 2,136,390				\$ 2,136,390	\$ 3,426,315	
Revenues	\$ 6,734,650	\$ 561,221	\$ 357,353	64%	\$ 3,367,325	\$ 3,646,526	108%
Expenditures	\$ 4,307,537	\$ 358,961	\$ 348,170	97%	\$ 2,153,769	\$ 2,269,561	105%
Transfers out	\$ 3,413,000	\$ 284,417		0%	\$ 1,706,500	\$ 3,413,000	200%
Ending Balance/Contingency (Budgetary)	\$ 1,150,503				\$ 1,150,503	\$ 1,390,280	Budgetary Balance**
Water Capital Projects:							
Beginning Balance	\$ 3,473,468				\$ 3,473,468	\$ 4,587,394	
Revenues	\$ 167,000	\$ 13,917	\$ 122,988	884%	\$ 83,500	\$ 482,602	578%
Transfers in	\$ 3,413,000	\$ 284,417		0%	\$ 1,706,500	\$ 3,413,000	200%
Expenditures	\$ 7,053,468	\$ 587,789	\$ 144,846	25%	\$ 3,526,734	\$ 445,391	13%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 8,037,605	Budgetary Balance**
Vehicle Maintenance							
Beginning Balance	\$ 368,691				\$ 368,691	\$ 531,926	
Revenues	\$ 1,332,022	\$ 111,002	\$ 59,804	54%	\$ 666,011	\$ 364,872	55%
Expenditures	\$ 1,011,073	\$ 84,256	\$ 159,928	190%	\$ 505,537	\$ 454,852	90%
Transfers out	\$ 600,000	\$ 50,000	\$ -	0%	\$ 300,000	\$ -	0%
Ending Balance/Contingency (Budgetary)	\$ 89,640				\$ 89,640	\$ 441,946	Budgetary Balance**
Vehicle & Equipment Replacement							
Beginning Balance	\$ 3,248,463				\$ 3,248,463	\$ 3,783,170	
Revenues	\$ 591,820	\$ 49,318	\$ 48,135	98%	\$ 295,910	\$ 295,801	100%
Expenditures	\$ 1,454,200	\$ 121,183	\$ 47,545	39%	\$ 727,100	\$ 108,788	15%
Ending Balance/Contingency (Budgetary)	\$ 2,386,083				\$ 2,386,083	\$ 3,970,183	Budgetary Balance**
Information Technology:							
Beginning Balance	\$ 132,564				\$ 132,564	\$ 201,152	
Revenues	\$ 718,028	\$ 59,836	\$ 59,727	100%	\$ 359,014	\$ 358,650	100%
Expenditures	\$ 828,835	\$ 69,070	\$ 74,444	108%	\$ 414,418	\$ 389,314	94%
Ending Balance/Contingency (Budgetary)	\$ 21,757				\$ 21,757	\$ 170,488	Budgetary Balance**

CITY OF GRANTS PASS
MONTHLY FINANCIAL REPORT

December 31, 2015

unaudited Budget to Actuals

	ANNUAL BUDGET	DECEMBER BUDGET	DECEMBER ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
Property Management:							
Beginning Balance	\$ 248,164				\$ 248,164	\$ 354,755	
Revenues	\$ 704,080	\$ 58,673	\$ 54,526	93%	\$ 352,040	\$ 345,164	98%
Expenditures	\$ 729,670	\$ 60,806	\$ 59,103	97%	\$ 364,835	\$ 280,194	77%
Transfers out	\$ 40,000	\$ 3,333		0%	\$ 20,000	\$ 40,000	200%
Ending Balance/Contingency (Budgetary)	\$ 182,574				\$ 182,574	\$ 379,725	Budgetary Balance**
Engineering:							
Beginning Balance	\$ 286,558				\$ 286,558	\$ 539,389	
Revenues	\$ 838,750	\$ 69,896	\$ 57,610	82%	\$ 419,375	\$ 464,799	111%
Expenditures	\$ 944,039	\$ 78,670	\$ 94,561	120%	\$ 472,020	\$ 424,670	90%
Ending Balance/Contingency (Budgetary)	\$ 181,269				\$ 181,269	\$ 579,518	Budgetary Balance**
Community Dev. Management:							
Beginning Balance	\$ 141,325				\$ 141,325	\$ 270,158	
Revenues	\$ 1,024,124	\$ 85,344	\$ 88,363	104%	\$ 512,062	\$ 527,156	103%
Expenditures	\$ 1,041,786	\$ 86,816	\$ 96,814	112%	\$ 520,893	\$ 492,750	95%
Ending Balance/Contingency (Budgetary)	\$ 123,663				\$ 123,663	\$ 304,564	Budgetary Balance**
Insurance:							
Beginning Balance	\$ 4,191,418				\$ 4,191,418	\$ 3,897,230	
Revenues	\$ 1,088,955	\$ 90,746	\$ 539,548	595%	\$ 544,478	\$ 835,155	153%
Expenditures	\$ 1,121,379	\$ 93,448	\$ 10,068	11%	\$ 560,690	\$ 659,715	118%
Ending Balance/Contingency (Budgetary)	\$ 4,158,994				\$ 4,158,994	\$ 4,072,670	Budgetary Balance**
Administrative Services Fund:							
Beginning Balance	\$ 770,508				\$ 770,508	\$ 1,395,712	
Revenues	\$ 3,535,417	\$ 294,618	\$ 299,838	102%	\$ 1,767,709	\$ 1,784,373	101%
Expenditures	\$ 3,638,466	\$ 303,206	\$ 332,944	110%	\$ 1,819,233	\$ 1,577,684	87%
Transfers out	\$ 150,000	\$ 12,500		0%	\$ 75,000	\$ 150,000	200%
Ending Balance/Contingency (Budgetary)	\$ 517,459				\$ 517,459	\$ 1,452,401	Budgetary Balance**

CITY OF GRANTS PASS
MONTHLY FINANCIAL REPORT

December 31, 2015

unaudited Budget to Actuals

	ANNUAL BUDGET	DECEMBER BUDGET	DECEMBER ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
Jos. County/City of GP Solid Waste Agency:							
Beginning Balance	\$ 2,049,312				\$ 2,049,312	\$ 2,132,854	
Revenues	\$ 293,000	\$ 24,417	\$ 25,035	103%	\$ 146,500	\$ 140,291	96%
Expenditures	\$ 458,700	\$ 38,225	\$ 28,295	74%	\$ 229,350	\$ 68,437	30%
Ending Balance/Contingency (Budgetary)	\$ 1,883,612				\$ 1,883,612	\$ 2,204,708	Budgetary Balance**

* Budget revenues exclude beginning balances. Budget expenditures exclude contingencies and ending balances.

** Budgetary Balance refers to total fund balance excluding capital assets, long-term debt, and interfund loans.

*** Actual columns represents the expenditures and revenues received in the month for the current fiscal year. Depending on the program these results may run approximately 1/2 month behind given the fiscal year-end accruals that will be recorded at the end of each fiscal year. For the months of August-May month-to-date results are fairly representative of a typical month (barring seasonality issues and a handful of revenue items received in August). At fiscal year-end, any revenues due at June 30th received by August 31st in Governmental Funds will be recognized as revenue in the prior fiscal year. In this same manner, all expenditures due at June 30th (which are generally paid by July 31st) are also recorded to the prior fiscal year. Thus the July and August report may not reflect a typical month and the June report will have higher than average revenues and expenditures.

		Average Yield		Overall Average
Investments:				
Oregon State LGIP	\$ 46,979,047	0.59%		
Bank Savings & Money Market	\$ 216,341	0.10%		
Federal Government Bonds	\$ 7,967,128	1.20%		
Bank Time Deposits	\$ 8,231,396	1.09%		
TOTAL	\$ 63,393,912		0.73%	

Debt Outstanding:				
Public Safety General Obl. Bonds	\$ 3,805,000			
City Wastewater Utility and RSSSD - 2009 Refunding Bonds	\$ 3,700,000			
City Water General Obl. Bonds	\$ 3,490,000			
Total Non-Bonded Debt	\$ -			
TOTAL	\$ 10,995,000			
Bonded Debt % of Legal Limit (est.)			4.11%	

GRANTS PASS



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City of Grants Pass
YEAR TO DATE BUDGET REPORT
FY16 2ND QTR REVENUES

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FOR 2016 06

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
110 GENERAL FUND						
02 GENERAL OPERATIONS						
31 TAXES	0.00	-3,350,944.00	-1,098,083.53	0.00	-2,252,860.47	32.8%
32 LICENSES AND PERMITS	0.00	-6,940.00	-8,590.00	0.00	1,650.00	123.8%
33 INTERGOVERNMENTAL RE	0.00	-925,919.00	-324,490.89	0.00	-601,428.11	35.0%
34 CHARGES FOR SERVICES	0.00	-1,346,044.00	-714,067.07	0.00	-631,976.93	53.0%
36 INTEREST	0.00	-70,500.00	-31,727.99	0.00	-38,772.01	45.0%
49 OTHER REVENUE	0.00	-5,000.00	-9,071.42	0.00	4,071.42	181.4%
TOTAL GENERAL OPERATIONS	0.00	-5,705,347.00	-2,186,030.90	0.00	-3,519,316.10	38.3%
14 PS-FIRE RESCUE DIVISION						
31 TAXES	0.00	-5,215,904.00	-4,675,652.26	0.00	-540,251.74	89.6%
32 LICENSES AND PERMITS	0.00	0.00	-1,090.00	0.00	1,090.00	100.0%
33 INTERGOVERNMENTAL RE	0.00	-86,404.00	-16,104.95	0.00	-70,299.05	18.6%
34 CHARGES FOR SERVICES	0.00	-300.00	-970.00	0.00	670.00	323.3%
49 OTHER REVENUE	0.00	-150.00	-10.00	0.00	-140.00	6.7%
TOTAL PS-FIRE RESCUE DIVISION	0.00	-5,302,758.00	-4,693,827.21	0.00	-608,930.79	88.5%
15 PS-POLICE DIVISION						



GRANTS PASS

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City of Grants Pass
YEAR TO DATE BUDGET REPORT
FY16 2ND QTR REVENUES

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FOR 2016 06

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
31 TAXES	0.00	-8,508,452.00	-7,702,764.17	0.00	-805,687.83	90.5%
33 INTERGOVERNMENTAL RE	0.00	-94,500.00	-30,027.12	0.00	-64,472.88	31.8%
34 CHARGES FOR SERVICES	0.00	-40,150.00	-70,973.09	0.00	30,823.09	176.8%
35 FINES & FORFEITURES	0.00	-131,000.00	-76,456.70	0.00	-54,543.30	58.4%
49 OTHER REVENUE	0.00	-143,800.00	-5,560.78	0.00	-138,239.22	3.9%
50 TRANSFERS	0.00	-214,700.00	-137,973.11	0.00	-76,726.89	64.3%
TOTAL PS-POLICE DIVISION	0.00	-9,132,602.00	-8,023,754.97	0.00	-1,108,847.03	87.9%
<hr/>						
16 PS-SUPPORT DIVISION						
31 TAXES	0.00	-2,725,494.00	-2,462,444.39	0.00	-263,049.61	90.3%
33 INTERGOVERNMENTAL RE	0.00	-549,880.00	-255,572.52	0.00	-294,307.48	46.5%
TOTAL PS-SUPPORT DIVISION	0.00	-3,275,374.00	-2,718,016.91	0.00	-557,357.09	83.0%
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18 CRISIS SUPPORT						
31 TAXES	0.00	-44,500.00	-40,072.33	0.00	-4,427.67	90.1%
TOTAL CRISIS SUPPORT	0.00	-44,500.00	-40,072.33	0.00	-4,427.67	90.1%
<hr/>						
21 BUILDING AND SAFETY						
32 LICENSES AND PERMITS	0.00	-261,360.00	-419,984.46	0.00	158,624.46	160.7%



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	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
34 CHARGES FOR SERVICES	-127,980.00	0.00	-127,980.00	-143,182.37	0.00	15,202.37	111.9%
36 INTEREST	-2,250.00	0.00	-2,250.00	-2,690.40	0.00	440.40	119.6%
TOTAL BUILDING AND SAFETY	-391,590.00	0.00	-391,590.00	-565,857.23	0.00	174,267.23	144.5%
22 PLANNING							
32 LICENSES AND PERMITS							
-9,500.00		0.00	-9,500.00	-5,293.00	0.00	-4,207.00	55.7%
34 CHARGES FOR SERVICES	-68,040.00	0.00	-68,040.00	-70,760.77	0.00	2,720.77	104.0%
49 OTHER REVENUE	-300.00	0.00	-300.00	-300.00	0.00	0.00	100.0%
TOTAL PLANNING	-77,840.00	0.00	-77,840.00	-76,353.77	0.00	-1,486.23	98.1%
35 ECONOMIC DEVELOPMENT							
50 TRANSFERS	-144,200.00	0.00	-144,200.00	-103,479.83	0.00	-40,720.17	71.8%
TOTAL ECONOMIC DEVELOPMENT	-144,200.00	0.00	-144,200.00	-103,479.83	0.00	-40,720.17	71.8%
36 TOURISM PROMOTION SERVICE							
50 TRANSFERS	-358,100.00	0.00	-358,100.00	-266,091.00	0.00	-92,009.00	74.3%
TOTAL TOURISM PROMOTION SERVICE	-358,100.00	0.00	-358,100.00	-266,091.00	0.00	-92,009.00	74.3%
37 DOWNTOWN DEVELOPMENT							



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ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
32 LICENSES AND PERMITS	0.00	-13,160.00	-2,470.00	0.00	-10,690.00	18.8%
-13,160.00						
35 FINES & FORFEITURES	0.00	-10,000.00	-6,755.00	0.00	-3,245.00	67.6%
-10,000.00						
49 OTHER REVENUE	0.00	-2,250.00	-4,848.74	0.00	2,598.74	215.5%
-2,250.00						
50 TRANSFERS	0.00	-139,200.00	-103,479.83	0.00	-35,720.17	74.3%
-139,200.00						
TOTAL DOWNTOWN DEVELOPMENT						
-164,610.00	0.00	-164,610.00	-117,553.57	0.00	-47,056.43	71.4%
-164,610.00						
41 PARKS MAINTENANCE SERVICE						
33 INTERGOVERNMENTAL RE	0.00	-3,600.00	-3,600.00	0.00	0.00	100.0%
-3,600.00						
49 OTHER REVENUE	0.00	-22,125.00	-6,797.67	0.00	-15,327.33	30.7%
-22,125.00						
50 TRANSFERS	0.00	-185,700.00	-137,973.11	0.00	-47,726.89	74.3%
-185,700.00						
TOTAL PARKS MAINTENANCE SERVICE						
-211,425.00	0.00	-211,425.00	-148,370.78	0.00	-63,054.22	70.2%
-211,425.00						
42 RECREATION SERVICES						
49 OTHER REVENUE	0.00	-600.00	-56.00	0.00	-544.00	9.3%
-600.00						
TOTAL RECREATION SERVICES						
-600.00	0.00	-600.00	-56.00	0.00	-544.00	9.3%
-600.00						
TOTAL GENERAL FUND						
-24,808,946.00	0.00	-24,808,946.00	-18,939,464.50	0.00	-5,869,481.50	76.3%
-24,808,946.00						
220 TRANSIENT ROOM TAX FUND						
32 TRANSIENT ROOM TAX						



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220 TRANSIENT ROOM TAX FUND	ORIGINAL APPROP	TRANS/ADJMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
31 TAXES	-1,254,500.00	0.00	-1,254,500.00	-892,007.77	0.00	-362,492.23	71.1%
36 INTEREST	0.00	0.00	0.00	-706.23	0.00	706.23	100.0%
TOTAL TRANSIENT ROOM TAX	-1,254,500.00	0.00	-1,254,500.00	-892,714.00	0.00	-361,786.00	71.2%
TOTAL TRANSIENT ROOM TAX FUND	-1,254,500.00	0.00	-1,254,500.00	-892,714.00	0.00	-361,786.00	71.2%
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230 STREET UTILITY							
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19 STREET LIGHTS							
<hr/>							
50 TRANSFERS	-385,500.00	0.00	-385,500.00	0.00	0.00	-385,500.00	0%
TOTAL STREET LIGHTS	-385,500.00	0.00	-385,500.00	0.00	0.00	-385,500.00	0%
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31 STREET & DRAINAGE MAINT							
<hr/>							
36 INTEREST	0.00	0.00	0.00	-2.05	0.00	2.05	100.0%
49 OTHER REVENUE	0.00	0.00	0.00	-532.72	0.00	532.72	100.0%
TOTAL STREET & DRAINAGE MAINT	0.00	0.00	0.00	-534.77	0.00	534.77	100.0%
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38 GENERAL OPERATIONS-STREET							
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32 LICENSES AND PERMITS	-10,000.00	0.00	-10,000.00	-6,163.00	0.00	-3,837.00	61.6%
33 INTERGOVERNMENTAL RE	-2,095,600.00	0.00	-2,095,600.00	-898,621.35	0.00	-1,196,978.65	42.9%

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ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
34 CHARGES FOR SERVICES	0.00	-935,400.00	-464,549.38	0.00	-470,850.62	49.7%
36 INTEREST	0.00	-3,500.00	-1,343.11	0.00	-2,156.89	38.4%
49 OTHER REVENUE	0.00	-4,000.00	-2,808.27	0.00	-1,191.73	70.2%
TOTAL GENERAL OPERATIONS-STREET	0.00	-3,048,500.00	-1,373,485.11	0.00	-1,675,014.89	45.1%
TOTAL STREET UTILITY	0.00	-3,434,000.00	-1,374,019.88	0.00	-2,059,980.12	40.0%
251 CDB GRANT HUD FUND						
26 CDB GRANT-HUD						
33 INTERGOVERNMENTAL RE	0.00	-250,000.00	0.00	0.00	-250,000.00	.0%
36 INTEREST	0.00	-2,300.00	-973.34	0.00	-1,326.66	42.3%
49 OTHER REVENUE	0.00	-11,250.00	-7,690.03	0.00	-3,559.97	68.4%
TOTAL CDB GRANT-HUD	0.00	-263,550.00	-8,663.37	0.00	-254,886.63	3.3%
TOTAL CDB GRANT HUD FUND	0.00	-263,550.00	-8,663.37	0.00	-254,886.63	3.3%
252 CDBG GRANT-STATE FUND						
27 CDBG GRANT-STATE						
33 INTERGOVERNMENTAL RE	0.00	-50,000.00	-2,299.00	0.00	-47,701.00	4.6%
36 INTEREST	0.00	-180.00	-76.40	0.00	-103.60	42.4%
TOTAL CDBG GRANT-STATE	0.00	-50,180.00	-2,375.40	0.00	-47,804.60	4.7%



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252 CDBG GRANT-STATE FUND ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL CDBG GRANT-STATE FUND -50,180.00	0.00	-50,180.00	-2,375.40	0.00	-47,804.60	4.7%
262 HOUSING/URBAN DEVELOPMENT FUND						
28 INDUSTRIAL& DOWNTOWN LOAN						
33 INTERGOVERNMENTAL RE -50,000.00	0.00	-50,000.00	0.00	0.00	-50,000.00	.0%
36 INTEREST -5,535.00	0.00	-5,535.00	-3,479.90	0.00	-2,055.10	62.9%
49 OTHER REVENUE -4,150.00	0.00	-4,150.00	-2,300.14	0.00	-1,849.86	55.4%
TOTAL INDUSTRIAL& DOWNTOWN LOAN	0.00	-59,685.00	-5,780.04	0.00	-53,904.96	9.7%
TOTAL HOUSING/URBAN DEVELOPMENT FUND -59,685.00	0.00	-59,685.00	-5,780.04	0.00	-53,904.96	9.7%
410 DEBT SERVICE/GEN OBLIG BOND FU						
98 DEBT SERVICE/GEN OBLIG BD						
31 TAXES -1,096,700.00	0.00	-1,096,700.00	-980,106.59	0.00	-116,593.41	89.4%
36 INTEREST -1,500.00	0.00	-1,500.00	-575.28	0.00	-924.72	38.4%
TOTAL DEBT SERVICE/GEN OBLIG BD -1,098,200.00	0.00	-1,098,200.00	-980,681.87	0.00	-117,518.13	89.3%
TOTAL DEBT SERVICE/GEN OBLIG BOND FU -1,098,200.00	0.00	-1,098,200.00	-980,681.87	0.00	-117,518.13	89.3%
490 DEBT SERVICE/BANCROFT BOND FUN						
95 DEBT SERVICE/BANCROFT						



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490 DEBT SERVICE/BANCROFT BOND FUN ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
36 INTEREST	0.00	0.00	-170.26	0.00	170.26	100.0%
37 SPECIAL ASSMT FINANC	0.00	-160,000.00	-32,493.62	0.00	-127,506.38	20.3%
39 OTHER FINANCING SOUR	0.00	-500,000.00	0.00	0.00	-500,000.00	.0%
TOTAL DEBT SERVICE/BANCROFT	0.00	-660,000.00	-32,663.88	0.00	-627,336.12	4.9%
TOTAL DEBT SERVICE/BANCROFT BOND FUN	0.00	-660,000.00	-32,663.88	0.00	-627,336.12	4.9%
612 TRANSPORTATION CAPITAL PROJECT						
49 TRANSPORTATION PROJECTS						
33 INTERGOVERNMENTAL RE	0.00	-3,106,750.00	0.00	0.00	-3,106,750.00	.0%
36 INTEREST	0.00	0.00	-19,422.85	0.00	19,422.85	100.0%
49 OTHER REVENUE	0.00	-300,000.00	-82,645.16	0.00	-217,354.84	27.5%
50 TRANSFERS	0.00	-1,999,000.00	-2,025,000.00	0.00	26,000.00	101.3%
TOTAL TRANSPORTATION PROJECTS	0.00	-5,405,750.00	-2,127,068.01	0.00	-3,278,681.99	39.3%
TOTAL TRANSPORTATION CAPITAL PROJECT	0.00	-5,405,750.00	-2,127,068.01	0.00	-3,278,681.99	39.3%
613 ALTERNATIVE TRANSPORTATION PRO						
49 TRANSPORTATION PROJECTS						
36 INTEREST	0.00	0.00	-407.07	0.00	407.07	100.0%



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613 ALTERNATIVE TRANSPORTATION PRO ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
50 TRANSFERS	-10,000.00	-10,000.00	45,068.94	0.00	-55,068.94	-450.7%
TOTAL TRANSPORTATION PROJECTS	-10,000.00	-10,000.00	44,661.87	0.00	-54,661.87	-446.6%
TOTAL ALTERNATIVE TRANSPORTATION PRO	-10,000.00	-10,000.00	44,661.87	0.00	-54,661.87	-446.6%
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614 TRANSPORTATION CAPITAL PROJECT						
<hr/>						
49 TRANSPORTATION PROJECTS						
<hr/>						
34 CHARGES FOR SERVICES	0.00	-150,000.00	-82,737.28	0.00	-67,262.72	55.2%
36 INTEREST	0.00	0.00	-12,167.96	0.00	12,167.96	100.0%
50 TRANSFERS	200,000.00	200,000.00	165,000.00	0.00	35,000.00	82.5%
TOTAL TRANSPORTATION PROJECTS	0.00	50,000.00	70,094.76	0.00	-20,094.76	140.2%
TOTAL TRANSPORTATION CAPITAL PROJECT	0.00	50,000.00	70,094.76	0.00	-20,094.76	140.2%
<hr/>						
619 TRANSPORTATION CAPITAL PROJECT						
<hr/>						
49 TRANSPORTATION PROJECTS						
<hr/>						
36 INTEREST	0.00	0.00	-1,147.19	0.00	1,147.19	100.0%
49 OTHER REVENUE	-400,000.00	-400,000.00	0.00	0.00	-400,000.00	.0%
50 TRANSFERS	-300,000.00	-300,000.00	0.00	0.00	-300,000.00	.0%
TOTAL TRANSPORTATION PROJECTS	0.00	-700,000.00	-1,147.19	0.00	-698,852.81	.2%



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ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL TRANSPORTATION CAPITAL PROJECT	0.00	-700,000.00	-1,147.19	0.00	-698,852.81	6.2%
630 SOLID WASTE OPERATIONS						
81 SOLID WASTE OPERATIONS						
32 LICENSES AND PERMITS	0.00	-2,500.00	0.00	0.00	-2,500.00	.0%
33 INTERGOVERNMENTAL RE	0.00	-15,000.00	-7,500.00	0.00	-7,500.00	50.0%
36 INTEREST	0.00	-650.00	-481.82	0.00	-168.18	74.1%
49 OTHER REVENUE	0.00	-27,200.00	-16,123.66	0.00	-11,076.34	59.3%
50 TRANSFERS	0.00	-5,000.00	0.00	0.00	-5,000.00	.0%
TOTAL SOLID WASTE OPERATIONS	0.00	-50,350.00	-24,105.48	0.00	-26,244.52	47.9%
TOTAL SOLID WASTE OPERATIONS	0.00	-50,350.00	-24,105.48	0.00	-26,244.52	47.9%
633 LANDFILL/POST CLOSURE OP						
83 LANDFILL/POST CLOSURE OP						
34 CHARGES FOR SERVICES	0.00	-155,890.00	-64,058.83	0.00	-91,831.17	41.1%
TOTAL LANDFILL/POST CLOSURE OP	0.00	-155,890.00	-64,058.83	0.00	-91,831.17	41.1%
TOTAL LANDFILL/POST CLOSURE OP	0.00	-155,890.00	-64,058.83	0.00	-91,831.17	41.1%
635 SOLID WASTE/ENVIRON. FEES						
81 SOLID WASTE OPERATIONS						



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635 SOLID WASTE/ENVIRON. FEES ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
34 CHARGES FOR SERVICES -281,000.00	0.00	-281,000.00	-133,774.50	0.00	-147,225.50	47.6%
TOTAL SOLID WASTE OPERATIONS -281,000.00	0.00	-281,000.00	-133,774.50	0.00	-147,225.50	47.6%
TOTAL SOLID WASTE/ENVIRON. FEES -281,000.00	0.00	-281,000.00	-133,774.50	0.00	-147,225.50	47.6%
638 SOLID WASTE CAPITAL PROJECTS F						
89 SOLID WASTE CONSTRUCTION						
36 INTEREST -13,000.00	0.00	-13,000.00	-6,525.10	0.00	-6,474.90	50.2%
49 OTHER REVENUE -150,000.00	0.00	-150,000.00	0.00	0.00	-150,000.00	.0%
TOTAL SOLID WASTE CONSTRUCTION -163,000.00	0.00	-163,000.00	-6,525.10	0.00	-156,474.90	4.0%
TOTAL SOLID WASTE CAPITAL PROJECTS F -163,000.00	0.00	-163,000.00	-6,525.10	0.00	-156,474.90	4.0%
642 STORM WATER & OPEN SPACE FUND						
29 STORM DRAIN SDCs						
34 CHARGES FOR SERVICES -25,000.00	0.00	-25,000.00	-67,797.30	0.00	42,797.30	271.2%
36 INTEREST -500.00	0.00	-500.00	-1,055.12	0.00	555.12	211.0%
50 TRANSFERS 5,000.00	0.00	5,000.00	5,000.00	0.00	0.00	100.0%
TOTAL STORM DRAIN SDCs -20,500.00	0.00	-20,500.00	-63,852.42	0.00	43,352.42	311.5%



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642 STORM WATER & OPEN SPACE FUND ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL STORM WATER & OPEN SPACE FUND	0.00	-20,500.00	-63,852.42	0.00	43,352.42	311.5%
-20,500.00						
648 STORM DRAIN & OPEN SPACE CAPIT						
29 STORM DRAIN SDCS						
36 INTEREST	0.00	0.00	-1,212.44	0.00	1,212.44	100.0%
49 OTHER REVENUE	0.00	0.00	-124.64	0.00	124.64	100.0%
50 TRANSFERS	-125,000.00	-125,000.00	-125,000.00	0.00	0.00	100.0%
TOTAL STORM DRAIN SDCS	0.00	-125,000.00	-126,337.08	0.00	1,337.08	101.1%
-125,000.00						
TOTAL STORM DRAIN & OPEN SPACE CAPIT	0.00	-125,000.00	-126,337.08	0.00	1,337.08	101.1%
-125,000.00						
691 GENERAL LANDS & BUILDINGS CAPI						
59 LANDS AND BLDGS PROJECTS						
33 INTERGOVERNMENTAL RE	0.00	-300,000.00	0.00	0.00	-300,000.00	.0%
34 CHARGES FOR SERVICES	0.00	-17,000.00	0.00	0.00	-17,000.00	.0%
36 INTEREST	0.00	-43,693.00	-14,772.57	0.00	-28,920.43	33.8%
39 OTHER FINANCING SOUR	0.00	-3,000,000.00	0.00	0.00	-3,000,000.00	.0%
49 OTHER REVENUE	0.00	-1,574,343.00	-47,755.20	0.00	-1,526,587.80	3.0%
50 TRANSFERS	0.00	-2,517,179.00	-1,192,200.00	0.00	-1,324,979.00	47.4%
-2,517,179.00						
TOTAL LANDS AND BLDGS PROJECTS	0.00	-7,452,215.00	-1,254,727.77	0.00	-6,197,487.23	16.8%
-7,452,215.00						



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691 GENERAL LANDS & BUILDINGS CAPI ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL GENERAL LANDS & BUILDINGS CAPI	0.00	-7,452,215.00	-1,254,727.77	0.00	-6,197,487.23	16.8%
-7,452,215.00						
692 LANDS & BLDGS PARK LAND SDC						
59 LANDS AND BLDGS PROJECTS						
34 CHARGES FOR SERVICES	0.00	-40,000.00	-10,512.91	0.00	-29,487.09	26.3%
36 INTEREST	0.00	0.00	-1,047.06	0.00	1,047.06	100.0%
50 TRANSFERS	0.00	1,200.00	1,200.00	0.00	0.00	100.0%
TOTAL LANDS AND BLDGS PROJECTS	0.00	-38,800.00	-10,359.97	0.00	-28,440.03	26.7%
-38,800.00						
TOTAL LANDS & BLDGS PARK LAND SDC	0.00	-38,800.00	-10,359.97	0.00	-28,440.03	26.7%
-38,800.00						
693 LANDS & BLDG PARKS RM TAX						
59 LANDS AND BLDGS PROJECTS						
36 INTEREST	0.00	-1,000.00	-82.75	0.00	-917.25	8.3%
50 TRANSFERS	0.00	23,279.00	13,026.89	0.00	10,252.11	56.0%
TOTAL LANDS AND BLDGS PROJECTS	0.00	22,279.00	12,944.14	0.00	9,334.86	58.1%
22,279.00						
TOTAL LANDS & BLDG PARKS RM TAX	0.00	22,279.00	12,944.14	0.00	9,334.86	58.1%
22,279.00						
694 PARKS DEVELOPMENT SDC						
59 LANDS AND BLDGS PROJECTS						



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694 PARKS DEVELOPMENT SDC ORIGINAL APPROP	TRANS/ADJMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
34 CHARGES FOR SERVICES	0.00	-35,000.00	-8,268.49	0.00	-26,731.51	23.6%
36 INTEREST	0.00	0.00	-302.08	0.00	302.08	100.0%
TOTAL LANDS AND BLDGS PROJECTS	0.00	-35,000.00	-8,570.57	0.00	-26,429.43	24.5%
TOTAL PARKS DEVELOPMENT SDC	0.00	-35,000.00	-8,570.57	0.00	-26,429.43	24.5%
720 WASTEWATER						
71 WASTEWATER COLLECTION						
49 OTHER REVENUE	0.00	0.00	-20.00	0.00	20.00	100.0%
TOTAL WASTEWATER COLLECTION	0.00	0.00	-20.00	0.00	20.00	100.0%
72 WASTEWATER TREATMENT						
34 CHARGES FOR SERVICES	0.00	-11,900.00	0.00	0.00	-11,900.00	.0%
49 OTHER REVENUE	0.00	0.00	-282.70	0.00	282.70	100.0%
TOTAL WASTEWATER TREATMENT	0.00	-11,900.00	-282.70	0.00	-11,617.30	2.4%
76 WASTEWATER-GEN PROGRAM OP						
34 CHARGES FOR SERVICES	0.00	-6,027,600.00	-3,201,263.29	0.00	-2,826,336.71	53.1%
36 INTEREST	0.00	-11,500.00	-1,366.77	0.00	-10,133.23	11.9%



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ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
37 SPECIAL ASSMT FINANC	0.00	0.00	-3,396.21	0.00	3,396.21	100.0%
49 OTHER REVENUE	0.00	-42,000.00	-21,181.14	0.00	-20,818.86	50.4%
TOTAL WASTEWATER-GEN PROGRAM OP	0.00	-6,081,100.00	-3,227,207.41	0.00	-2,853,892.59	53.1%
TOTAL WASTEWATER	0.00	-6,093,000.00	-3,227,510.11	0.00	-2,865,489.89	53.0%
722 SEWER SDC						
79 WASTEWATER PROJECTS						
34 CHARGES FOR SERVICES	0.00	-200,000.00	-470,361.35	0.00	270,361.35	235.2%
36 INTEREST	0.00	0.00	-4,057.36	0.00	4,057.36	100.0%
50 TRANSFERS	0.00	200,000.00	200,000.00	0.00	0.00	100.0%
TOTAL WASTEWATER PROJECTS	0.00	0.00	-274,418.71	0.00	274,418.71	100.0%
TOTAL SEWER SDC	0.00	0.00	-274,418.71	0.00	274,418.71	100.0%
725 SEWER ADVANCED FINANCING						
79 WASTEWATER PROJECTS						
36 INTEREST	0.00	0.00	-145.45	0.00	145.45	100.0%
TOTAL WASTEWATER PROJECTS	0.00	0.00	-145.45	0.00	145.45	100.0%
TOTAL SEWER ADVANCED FINANCING	0.00	0.00	-145.45	0.00	145.45	100.0%



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728 WASTEWATER PROJECTS	ORIGINAL APPROP	TRANS/ADJSMIS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<hr/>							
79 WASTEWATER PROJECTS							
<hr/>							
34 CHARGES FOR SERVICES	0.00	0.00	0.00	-802.37	0.00	802.37	100.0%
36 INTEREST	0.00	0.00	0.00	-19,631.22	0.00	19,631.22	100.0%
50 TRANSFERS	-2,074,000.00	0.00	-2,074,000.00	-2,074,000.00	0.00	0.00	100.0%
TOTAL WASTEWATER PROJECTS	-2,074,000.00	0.00	-2,074,000.00	-2,094,433.59	0.00	20,433.59	101.0%
TOTAL WASTEWATER PROJECTS	-2,074,000.00	0.00	-2,074,000.00	-2,094,433.59	0.00	20,433.59	101.0%
<hr/>							
750 WATER OPERATIONS FUNDS							
<hr/>							
61 WATER TREATMENT							
<hr/>							
49 OTHER REVENUE	0.00	0.00	0.00	-200.00	0.00	200.00	100.0%
TOTAL WATER TREATMENT	0.00	0.00	0.00	-200.00	0.00	200.00	100.0%
<hr/>							
62 WATER DISTRIBUTION							
<hr/>							
34 CHARGES FOR SERVICES	-103,000.00	0.00	-103,000.00	-74,645.00	0.00	-28,355.00	72.5%
49 OTHER REVENUE	-24,000.00	0.00	-24,000.00	-23,254.29	0.00	-745.71	96.9%
TOTAL WATER DISTRIBUTION	-127,000.00	0.00	-127,000.00	-97,899.29	0.00	-29,100.71	77.1%
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66 WATER-GENERAL PROGRAM OPS							



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ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
34 CHARGES FOR SERVICES	0.00	-6,582,750.00	-3,537,903.96	0.00	-3,044,846.04	53.7%
36 INTEREST	0.00	-12,000.00	-2,419.14	0.00	-9,580.86	20.2%
49 OTHER REVENUE	0.00	-12,900.00	-8,103.52	0.00	-4,796.48	62.8%
TOTAL WATER-GENERAL PROGRAM OPS	0.00	-6,607,650.00	-3,548,426.62	0.00	-3,059,223.38	53.7%
TOTAL WATER OPERATIONS FUNDS	0.00	-6,734,650.00	-3,646,525.91	0.00	-3,088,124.09	54.1%
752 WATER SDC FUND						
69 WATER PROJECTS						
34 CHARGES FOR SERVICES	0.00	-150,000.00	-407,123.90	0.00	257,123.90	271.4%
36 INTEREST	0.00	-4,000.00	-3,819.28	0.00	-180.72	95.5%
50 TRANSFERS	0.00	200,000.00	200,000.00	0.00	0.00	100.0%
TOTAL WATER PROJECTS	0.00	46,000.00	-210,943.18	0.00	256,943.18	-458.6%
TOTAL WATER SDC FUND	0.00	46,000.00	-210,943.18	0.00	256,943.18	-458.6%
755 WATER ADVANCED FINANCING FUND						
69 WATER PROJECTS						
36 INTEREST	0.00	0.00	-744.26	0.00	744.26	100.0%
49 OTHER REVENUE	0.00	-3,000.00	-49,600.01	0.00	46,600.01	1653.3%



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755 WATER ADVANCED FINANCING FUND ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
50 TRANSFERS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0%
TOTAL WATER PROJECTS	0.00	0.00	-50,344.27	0.00	50,344.27	100.0%
TOTAL WATER ADVANCED FINANCING FUND	0.00	0.00	-50,344.27	0.00	50,344.27	100.0%
<hr/>						
758 WATER CAPITAL PROJECTS FUND						
<hr/>						
69 WATER PROJECTS						
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36 INTEREST	-10,000.00	-10,000.00	-21,315.31	0.00	11,315.31	213.2%
50 TRANSFERS	-3,616,000.00	-3,616,000.00	-3,613,000.00	0.00	-3,000.00	99.9%
TOTAL WATER PROJECTS	0.00	-3,626,000.00	-3,634,315.31	0.00	8,315.31	100.2%
TOTAL WATER CAPITAL PROJECTS FUND	0.00	-3,626,000.00	-3,634,315.31	0.00	8,315.31	100.2%
<hr/>						
811 GARAGE OPERATIONS FUND						
<hr/>						
54 GARAGE OPERATIONS						
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34 CHARGES FOR SERVICES	-715,522.00	-715,522.00	-357,760.50	0.00	-357,761.50	50.0%
36 INTEREST	-1,500.00	-1,500.00	-1,533.13	0.00	33.13	102.2%
39 OTHER FINANCING SOUR	-600,000.00	-600,000.00	0.00	0.00	-600,000.00	0.0%
49 OTHER REVENUE	-15,000.00	-15,000.00	-5,579.00	0.00	-9,421.00	37.2%
TOTAL GARAGE OPERATIONS	-1,332,022.00	-1,332,022.00	-364,872.63	0.00	-967,149.37	27.4%



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811 GARAGE OPERATIONS FUND ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL GARAGE OPERATIONS FUND	0.00	-1,332,022.00	-364,872.63	0.00	-967,149.37	27.4%
<hr/>						
812 EQUIPMENT REPLACEMENT FUND						
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55 EQUIPMENT REPLACEMENT						
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34 CHARGES FOR SERVICES	0.00	-561,820.00	-283,164.00	0.00	-278,656.00	50.4%
36 INTEREST	0.00	-20,000.00	-11,692.66	0.00	-8,307.34	58.5%
49 OTHER REVENUE	0.00	-10,000.00	-944.70	0.00	-9,055.30	9.4%
TOTAL EQUIPMENT REPLACEMENT	0.00	-591,820.00	-295,801.36	0.00	-296,018.64	50.0%
TOTAL EQUIPMENT REPLACEMENT FUND	0.00	-591,820.00	-295,801.36	0.00	-296,018.64	50.0%
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813 INFORMATION TECHNOLOGY FUND						
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56 INFORMATION TECHNOLOGY						
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34 CHARGES FOR SERVICES	0.00	-716,128.00	-358,074.00	0.00	-358,054.00	50.0%
36 INTEREST	0.00	-1,900.00	-575.87	0.00	-1,324.13	30.3%
TOTAL INFORMATION TECHNOLOGY	0.00	-718,028.00	-358,649.87	0.00	-359,378.13	49.9%
TOTAL INFORMATION TECHNOLOGY FUND	0.00	-718,028.00	-358,649.87	0.00	-359,378.13	49.9%
<hr/>						
831 PROPERTY SERVICES FUND						
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51 PROPERTY MANAGEMENT						



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831 PROPERTY SERVICES FUND	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
34 CHARGES FOR SERVICES	-647,248.00	0.00	-647,248.00	-324,246.00	0.00	-323,002.00	50.1%
36 INTEREST	0.00	0.00	0.00	-1,139.04	0.00	1,139.04	100.0%
49 OTHER REVENUE	-56,832.00	0.00	-56,832.00	-19,779.41	0.00	-37,052.59	34.8%
TOTAL PROPERTY MANAGEMENT	-704,080.00	0.00	-704,080.00	-345,164.45	0.00	-358,915.55	49.0%
TOTAL PROPERTY SERVICES FUND	-704,080.00	0.00	-704,080.00	-345,164.45	0.00	-358,915.55	49.0%
<hr/>							
832 ENGINEERING FUND							
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23 ENGINEERING							
<hr/>							
34 CHARGES FOR SERVICES	-837,250.00	0.00	-837,250.00	-463,085.79	0.00	-374,164.21	55.3%
36 INTEREST	-1,500.00	0.00	-1,500.00	-1,713.55	0.00	213.55	114.2%
TOTAL ENGINEERING	-838,750.00	0.00	-838,750.00	-464,799.34	0.00	-373,950.66	55.4%
TOTAL ENGINEERING FUND	-838,750.00	0.00	-838,750.00	-464,799.34	0.00	-373,950.66	55.4%
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833 PARKS & COMMUNITY DEVELOPMENT							
<hr/>							
24 PARKS & CD MGMT SERVICES							
<hr/>							
34 CHARGES FOR SERVICES	-1,022,024.00	0.00	-1,022,024.00	-524,241.83	0.00	-497,782.17	51.3%
36 INTEREST	-2,100.00	0.00	-2,100.00	-922.81	0.00	-1,177.19	43.9%
49 OTHER REVENUE	0.00	0.00	0.00	-1,992.74	0.00	1,992.74	100.0%
TOTAL PARKS & CD MGMT SERVICES	-1,024,124.00	0.00	-1,024,124.00	-527,157.38	0.00	-496,966.62	51.5%



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833 PARKS & COMMUNITY DEVELOPMENT ORIGINAL APPROP TRANS/ADJSMTS

	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL PARKS & COMMUNITY DEVELOPMENT	0.00	-527,157.38	0.00	-496,966.62	51.5%

861 WORKERS COMP INSURANCE

11 WORKERS COMP INSURANCE

34 CHARGES FOR SERVICES	0.00	-142,487.36	0.00	-159,512.64	47.2%
36 INTEREST	0.00	-1,235.26	0.00	-4,964.74	19.9%
49 OTHER REVENUE	0.00	-9,565.56	0.00	9,565.56	100.0%

TOTAL WORKERS COMP INSURANCE

-308,200.00

TOTAL WORKERS COMP INSURANCE

-308,200.00

862 GENERAL INSURANCE FUND

12 GENERAL INSURANCE

34 CHARGES FOR SERVICES	0.00	-389,834.00	0.00	0.00	100.0%
36 INTEREST	0.00	-405.22	0.00	-1,594.78	20.3%
TOTAL GENERAL INSURANCE	0.00	-390,239.22	0.00	-1,594.78	99.6%
TOTAL GENERAL INSURANCE FUND	0.00	-390,239.22	0.00	-1,594.78	99.6%

863 HEALTH INSURANCE FUND

13 BENEFITS ADMINISTRATION



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863 HEALTH INSURANCE FUND ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
34 CHARGES FOR SERVICES -373,921.00	0.00	-373,921.00	-282,310.08	0.00	-91,610.92	75.5%
36 INTEREST -15,000.00	0.00	-15,000.00	-9,268.00	0.00	-5,732.00	61.8%
49 OTHER REVENUE 0.00	0.00	0.00	-50.27	0.00	50.27	100.0%
TOTAL BENEFITS ADMINISTRATION -388,921.00	0.00	-388,921.00	-291,628.35	0.00	-97,292.65	75.0%
TOTAL HEALTH INSURANCE FUND -388,921.00	0.00	-388,921.00	-291,628.35	0.00	-97,292.65	75.0%
<hr/>						
890 ADMINISTRATIVE SERVICES FUND						
<hr/>						
04 HUMAN RESOURCES						
49 OTHER REVENUE -3,000.00	0.00	-3,000.00	-1,725.00	0.00	-1,275.00	57.5%
TOTAL HUMAN RESOURCES -3,000.00	0.00	-3,000.00	-1,725.00	0.00	-1,275.00	57.5%
<hr/>						
05 MANAGEMENT SERVICES						
49 OTHER REVENUE 0.00	0.00	0.00	-20.00	0.00	20.00	100.0%
TOTAL MANAGEMENT SERVICES 0.00	0.00	0.00	-20.00	0.00	20.00	100.0%
<hr/>						
07 FINANCE						
34 CHARGES FOR SERVICES -697,951.00	0.00	-697,951.00	-353,528.62	0.00	-344,422.38	50.7%
49 OTHER REVENUE 0.00	0.00	0.00	-23.50	0.00	23.50	100.0%
TOTAL FINANCE -697,951.00	0.00	-697,951.00	-353,552.12	0.00	-344,398.88	50.7%



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	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
08 GENERAL PROGRAM OPERATION							
34 CHARGES FOR SERVICES	-2,826,466.00	0.00	-2,826,466.00	-1,424,621.00	0.00	-1,401,845.00	50.4%
36 INTEREST	-8,000.00	0.00	-8,000.00	-4,456.16	0.00	-3,543.84	55.7%
TOTAL GENERAL PROGRAM OPERATION	-2,834,466.00	0.00	-2,834,466.00	-1,429,077.16	0.00	-1,405,388.84	50.4%
TOTAL ADMINISTRATIVE SERVICES FUND	-3,535,417.00	0.00	-3,535,417.00	-1,784,374.28	0.00	-1,751,042.72	50.5%
910 AGENCY FUND							
96 TRUST							
36 INTEREST	-22,000.00	0.00	-22,000.00	-12,347.12	0.00	-9,652.88	56.1%
TOTAL TRUST	-22,000.00	0.00	-22,000.00	-12,347.12	0.00	-9,652.88	56.1%
TOTAL AGENCY FUND	-22,000.00	0.00	-22,000.00	-12,347.12	0.00	-9,652.88	56.1%
970 JO CO-CITY GP SOLID AGENCY							
97 JO CO-CITY GP SOLID AGENCY							
33 INTERGOVERNMENTAL RE	-281,000.00	0.00	-281,000.00	-133,774.50	0.00	-147,225.50	47.6%
36 INTEREST	-12,000.00	0.00	-12,000.00	-6,516.88	0.00	-5,483.12	54.3%
TOTAL JO CO-CITY GP SOLID AGENCY	-293,000.00	0.00	-293,000.00	-140,291.38	0.00	-152,708.62	47.9%

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970 JO CO-CITY GP SOLID AGENCY ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL JO CO-CITY GP SOLID AGENCY	0.00	-293,000.00	-140,291.38	0.00	-152,708.62	47.9%
GRAND TOTAL	0.00	-74,624,133.00	-44,196,439.18	0.00	-30,427,693.82	59.2%

** END OF REPORT - Generated by Mindy Ellerman **



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ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
110 GENERAL FUND						
01 MAYOR AND COUNCIL						
62 OPERATING SUPPLIES	0.00	25,400.00	6,306.08	0.00	19,093.92	24.8%
63 CONTRACTUAL SERVICES	0.00	193,000.00	103,638.79	0.00	89,361.21	53.7%
64 CHARGES FOR SERVICES	0.00	45,928.00	22,962.00	0.00	22,966.00	50.0%
67 INDIRECT CHARGES	0.00	27,000.00	13,500.00	0.00	13,500.00	50.0%
TOTAL MAYOR AND COUNCIL	0.00	291,328.00	146,406.87	0.00	144,921.13	50.3%
02 GENERAL OPERATIONS						
63 CONTRACTUAL SERVICES	0.00	1,250,200.00	443,017.30	0.00	807,182.70	35.4%
64 CHARGES FOR SERVICES	0.00	143,040.00	71,521.98	0.00	71,518.02	50.0%
78 TRANSFERS	0.00	2,155,500.00	1,770,000.00	0.00	385,500.00	82.1%
TOTAL GENERAL OPERATIONS	0.00	3,548,740.00	2,284,539.28	0.00	1,264,200.72	64.4%
14 PS-FIRE RESCUE DIVISION						
61 PERSONNEL SERVICES	0.00	4,362,677.00	2,054,570.27	0.00	2,308,106.73	47.1%
62 OPERATING SUPPLIES	0.00	203,596.00	52,466.35	0.00	151,129.65	25.8%
63 CONTRACTUAL SERVICES	0.00	700,419.00	334,703.62	0.00	365,715.38	47.8%
64 CHARGES FOR SERVICES	0.00	18,750.00	9,378.00	0.00	9,372.00	50.0%



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ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
65 CAPITAL OUTLAY	0.00	20,000.00	2,541.10	0.00	17,458.90	12.7%
67 INDIRECT CHARGES	0.00	530,550.00	265,278.00	0.00	265,272.00	50.0%
TOTAL PS-FIRE RESCUE DIVISION	0.00	5,835,992.00	2,718,937.34	0.00	3,117,054.66	46.6%
15 PS-POLICE DIVISION						
61 PERSONNEL SERVICES	0.00	7,553,814.00	3,330,858.35	0.00	4,222,955.65	44.1%
62 OPERATING SUPPLIES	0.00	238,315.00	73,984.58	2,324.39	162,006.03	32.0%
63 CONTRACTUAL SERVICES	0.00	1,066,153.00	509,998.31	0.00	556,154.69	47.8%
64 CHARGES FOR SERVICES	0.00	22,839.00	11,424.00	0.00	11,415.00	50.0%
65 CAPITAL OUTLAY	0.00	18,000.00	0.00	0.00	18,000.00	.0%
67 INDIRECT CHARGES	0.00	889,910.00	444,960.00	0.00	444,950.00	50.0%
TOTAL PS-POLICE DIVISION	0.00	9,789,031.00	4,371,225.24	2,324.39	5,415,481.37	44.7%
16 PS-SUPPORT DIVISION						
61 PERSONNEL SERVICES	0.00	2,797,179.00	1,141,217.76	0.00	1,655,961.24	40.8%
62 OPERATING SUPPLIES	0.00	34,100.00	4,377.62	0.00	29,722.38	12.8%
63 CONTRACTUAL SERVICES	0.00	205,658.00	141,722.09	0.00	63,935.91	68.9%
67 INDIRECT CHARGES	0.00	303,493.00	151,746.00	0.00	151,747.00	50.0%
TOTAL PS-SUPPORT DIVISION	0.00	3,340,430.00	1,439,063.47	0.00	1,901,366.53	43.1%
18 CRISIS SUPPORT						



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ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
63 CONTRACTUAL SERVICES 44,500.00	0.00	44,500.00	21,749.06	21,749.06	1,001.88	97.7%
TOTAL CRISIS SUPPORT 44,500.00	0.00	44,500.00	21,749.06	21,749.06	1,001.88	97.7%
<hr/>						
20 PS-SOBERING CENTER						
63 CONTRACTUAL SERVICES 130,000.00	0.00	130,000.00	130,000.00	0.00	0.00	100.0%
TOTAL PS-SOBERING CENTER 130,000.00	0.00	130,000.00	130,000.00	0.00	0.00	100.0%
<hr/>						
21 BUILDING AND SAFETY						
61 PERSONNEL SERVICES 243,709.00	0.00	243,709.00	116,678.67	0.00	127,030.33	47.9%
62 OPERATING SUPPLIES 6,700.00	0.00	6,700.00	419.89	0.00	6,280.11	6.3%
63 CONTRACTUAL SERVICES 83,171.00	0.00	83,171.00	44,291.87	0.00	38,879.13	53.3%
64 CHARGES FOR SERVICES 148,686.00	0.00	148,686.00	74,346.00	0.00	74,340.00	50.0%
67 INDIRECT CHARGES 47,996.00	0.00	47,996.00	24,000.00	0.00	23,996.00	50.0%
TOTAL BUILDING AND SAFETY 530,262.00	0.00	530,262.00	259,736.43	0.00	270,525.57	49.0%
<hr/>						
22 PLANNING						
61 PERSONNEL SERVICES 418,659.00	0.00	418,659.00	181,177.90	0.00	237,481.10	43.3%
62 OPERATING SUPPLIES 9,650.00	0.00	9,650.00	1,863.01	0.00	7,786.99	19.3%
63 CONTRACTUAL SERVICES 75,980.00	0.00	75,980.00	30,610.71	0.00	45,369.29	40.3%



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ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
64 CHARGES FOR SERVICES	0.00	249,532.00	124,768.02	0.00	124,763.98	50.0%
249,532.00						
67 INDIRECT CHARGES	0.00	75,390.00	37,698.00	0.00	37,692.00	50.0%
75,390.00						
78 TRANSFERS	0.00	5,000.00	0.00	0.00	5,000.00	.0%
5,000.00						
TOTAL PLANNING	0.00	834,211.00	376,117.64	0.00	458,093.36	45.1%
834,211.00						
35 ECONOMIC DEVELOPMENT						
61 PERSONNEL SERVICES	0.00	93,862.00	14,141.18	0.00	79,720.82	15.1%
93,862.00						
62 OPERATING SUPPLIES	0.00	200.00	0.00	0.00	200.00	.0%
200.00						
63 CONTRACTUAL SERVICES	0.00	63,329.00	44,050.69	0.00	19,278.31	69.6%
63,329.00						
64 CHARGES FOR SERVICES	0.00	4,378.00	2,190.00	0.00	2,188.00	50.0%
4,378.00						
67 INDIRECT CHARGES	0.00	15,000.00	7,500.00	0.00	7,500.00	50.0%
15,000.00						
TOTAL ECONOMIC DEVELOPMENT	0.00	176,769.00	67,881.87	0.00	108,887.13	38.4%
176,769.00						
36 TOURISM PROMOTION SERVICE						
61 PERSONNEL SERVICES	0.00	8,611.00	3,249.82	0.00	5,361.18	37.7%
8,611.00						
63 CONTRACTUAL SERVICES	0.00	325,094.00	157,735.67	114,003.14	53,355.19	83.6%
325,094.00						
64 CHARGES FOR SERVICES	0.00	22,870.00	11,436.00	0.00	11,434.00	50.0%
22,870.00						
67 INDIRECT CHARGES	0.00	35,660.00	17,832.00	0.00	17,828.00	50.0%
35,660.00						
78 TRANSFERS	0.00	25,000.00	25,000.00	0.00	0.00	100.0%
25,000.00						
TOTAL TOURISM PROMOTION SERVICE	0.00	417,235.00	215,253.49	114,003.14	87,978.37	78.9%
417,235.00						



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37 DOWNTOWN DEVELOPMENT						
61 PERSONNEL SERVICES	0.00	167,264.00	84,103.31	0.00	83,160.69	50.3%
167,264.00 62 OPERATING SUPPLIES	0.00	19,900.00	8,563.08	0.00	11,336.92	43.0%
19,900.00 63 CONTRACTUAL SERVICES	0.00	182,170.00	94,536.62	31,000.86	56,632.52	68.9%
182,170.00 64 CHARGES FOR SERVICES	0.00	9,320.00	4,661.00	0.00	4,659.00	50.0%
9,320.00 67 INDIRECT CHARGES	0.00	37,860.00	18,930.00	0.00	18,930.00	50.0%
37,860.00 TOTAL DOWNTOWN DEVELOPMENT	0.00	416,514.00	210,794.01	31,000.86	174,719.13	58.1%
416,514.00 41 PARKS MAINTENANCE SERVICE						
61 PERSONNEL SERVICES						
582,811.00	0.00	582,811.00	270,759.98	0.00	312,051.02	46.5%
582,811.00 62 OPERATING SUPPLIES	0.00	111,050.00	26,878.78	0.00	84,171.22	24.2%
111,050.00 63 CONTRACTUAL SERVICES	0.00	792,557.00	342,770.70	0.00	449,786.30	43.2%
792,557.00 64 CHARGES FOR SERVICES	0.00	168,981.00	84,487.00	0.00	84,494.00	50.0%
168,981.00 65 CAPITAL OUTLAY	0.00	0.00	7,971.98	0.00	-7,971.98	100.0%
0.00 67 INDIRECT CHARGES	0.00	165,540.00	82,770.00	0.00	82,770.00	50.0%
165,540.00 TOTAL PARKS MAINTENANCE SERVICE	0.00	1,820,939.00	815,638.44	0.00	1,005,300.56	44.8%
1,820,939.00 42 RECREATION SERVICES						
61 PERSONNEL SERVICES						
18,059.00	0.00	18,059.00	8,597.40	0.00	9,461.60	47.6%
18,059.00						



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ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
63 CONTRACTUAL SERVICES	0.00	123,177.00	49,295.86	0.00	73,881.14	40.0%
123,177.00						
67 INDIRECT CHARGES	0.00	14,064.00	7,032.00	0.00	7,032.00	50.0%
14,064.00						
TOTAL RECREATION SERVICES	0.00	155,300.00	64,925.26	0.00	90,374.74	41.8%
155,300.00						
43 AQUATIC SERVICES						
61 PERSONNEL SERVICES	0.00	31,226.00	11,640.90	0.00	19,585.10	37.3%
31,226.00						
62 OPERATING SUPPLIES	0.00	26,200.00	7,697.46	0.00	18,502.54	29.4%
26,200.00						
63 CONTRACTUAL SERVICES	0.00	47,591.00	15,557.85	0.00	32,033.15	32.7%
47,591.00						
65 CAPITAL OUTLAY	0.00	9,000.00	1,494.00	0.00	7,506.00	16.6%
9,000.00						
67 INDIRECT CHARGES	0.00	11,401.00	5,700.00	0.00	5,701.00	50.0%
11,401.00						
TOTAL AQUATIC SERVICES	0.00	125,418.00	42,090.21	0.00	83,327.79	33.6%
125,418.00						
TOTAL GENERAL FUND	0.00	27,456,669.00	13,164,358.61	169,077.45	14,123,232.94	48.6%
27,456,669.00						
220 TRANSIENT ROOM TAX FUND						
32 TRANSIENT ROOM TAX						
63 CONTRACTUAL SERVICES	0.00	3,400.00	3,400.00	0.00	0.00	100.0%
3,400.00						
64 CHARGES FOR SERVICES	0.00	7,500.00	3,750.00	0.00	3,750.00	50.0%
7,500.00						
78 TRANSFERS	0.00	1,193,600.00	886,969.99	0.00	306,630.01	74.3%
1,193,600.00						
TOTAL TRANSIENT ROOM TAX	0.00	1,204,500.00	894,119.99	0.00	310,380.01	74.2%
1,204,500.00						



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220 TRANSIENT ROOM TAX FUND ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL TRANSIENT ROOM TAX FUND 1,204,500.00	0.00	1,204,500.00	894,119.99	0.00	310,380.01	74.2%
<hr/>						
230 STREET UTILITY						
<hr/>						
19 STREET LIGHTS						
<hr/>						
63 CONTRACTUAL SERVICES 385,500.00	0.00	385,500.00	127,586.47	0.00	257,913.53	33.1%
TOTAL STREET LIGHTS 385,500.00	0.00	385,500.00	127,586.47	0.00	257,913.53	33.1%
<hr/>						
31 STREET & DRAINAGE MAINT						
<hr/>						
61 PERSONNEL SERVICES 723,501.00	0.00	723,501.00	315,577.36	0.00	407,923.64	43.6%
62 OPERATING SUPPLIES 74,462.00	0.00	74,462.00	66,153.99	0.00	8,308.01	88.8%
63 CONTRACTUAL SERVICES 553,106.00	0.00	553,106.00	252,771.41	5,456.64	294,877.95	46.7%
TOTAL STREET & DRAINAGE MAINT 1,351,069.00	0.00	1,351,069.00	634,502.76	5,456.64	711,109.60	47.4%
<hr/>						
33 CUSTOMER SERVICE-STREETS						
<hr/>						
63 CONTRACTUAL SERVICES 39,732.00	0.00	39,732.00	21,181.93	8,910.00	9,640.07	75.7%
64 CHARGES FOR SERVICES 140,134.00	0.00	140,134.00	70,068.00	0.00	70,066.00	50.0%
TOTAL CUSTOMER SERVICE-STREETS 179,866.00	0.00	179,866.00	91,249.93	8,910.00	79,706.07	55.7%
<hr/>						
38 GENERAL OPERATIONS-STREET						



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63 CONTRACTUAL SERVICES	0.00	1,000.00	330.75	0.00	669.25	33.1%
1,000.00						
64 CHARGES FOR SERVICES	0.00	243,058.00	121,531.98	0.00	121,526.02	50.0%
243,058.00						
67 INDIRECT CHARGES	0.00	177,300.00	88,650.00	0.00	88,650.00	50.0%
177,300.00						
78 TRANSFERS	0.00	1,310,000.00	1,054,931.06	0.00	255,068.94	80.5%
1,310,000.00						
TOTAL GENERAL OPERATIONS-STREET	0.00	1,731,358.00	1,265,443.79	0.00	465,914.21	73.1%
1,731,358.00						
TOTAL STREET UTILITY	0.00	3,647,793.00	2,118,782.95	14,366.64	1,514,643.41	58.5%
3,647,793.00						
251 CDB GRANT HUD FUND						
26 CDB GRANT-HUD						
63 CONTRACTUAL SERVICES	0.00	260,000.00	6,128.57	0.00	253,871.43	2.4%
260,000.00						
78 TRANSFERS	0.00	169,000.00	0.00	0.00	169,000.00	.0%
169,000.00						
TOTAL CDB GRANT-HUD	0.00	429,000.00	6,128.57	0.00	422,871.43	1.4%
429,000.00						
TOTAL CDB GRANT HUD FUND	0.00	429,000.00	6,128.57	0.00	422,871.43	1.4%
429,000.00						
252 CDBG GRANT-STATE FUND						
27 CDBG GRANT-STATE						
63 CONTRACTUAL SERVICES	0.00	50,000.00	2,300.00	0.00	47,700.00	4.6%
50,000.00						
78 TRANSFERS	0.00	37,000.00	0.00	0.00	37,000.00	.0%
37,000.00						
TOTAL CDBG GRANT-STATE	0.00	87,000.00	2,300.00	0.00	84,700.00	2.6%
87,000.00						



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252 CDBG GRANT-STATE FUND ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL CDBG GRANT-STATE FUND 87,000.00	0.00	87,000.00	2,300.00	0.00	84,700.00	2.6%
262 HOUSING/URBAN DEVELOPMENT FUND						
28 INDUSTRIAL& DOWNTOWN LOAN						
63 CONTRACTUAL SERVICES 350,000.00	0.00	350,000.00	0.00	0.00	350,000.00	.0%
78 TRANSFERS 5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	.0%
TOTAL INDUSTRIAL& DOWNTOWN LOAN 355,000.00	0.00	355,000.00	0.00	0.00	355,000.00	.0%
TOTAL HOUSING/URBAN DEVELOPMENT FUND 355,000.00	0.00	355,000.00	0.00	0.00	355,000.00	.0%
410 DEBT SERVICE/GEN OBLIG BOND FU						
98 DEBT SERVICE/GEN OBLIG BD						
76 DEBT SERVICE 1,101,600.00	0.00	1,101,600.00	85,800.00	0.00	1,015,800.00	7.8%
TOTAL DEBT SERVICE/GEN OBLIG BD 1,101,600.00	0.00	1,101,600.00	85,800.00	0.00	1,015,800.00	7.8%
TOTAL DEBT SERVICE/GEN OBLIG BOND FU 1,101,600.00	0.00	1,101,600.00	85,800.00	0.00	1,015,800.00	7.8%
490 DEBT SERVICE/BANCROFT BOND FUN						
95 DEBT SERVICE/BANCROFT						



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490 DEBT SERVICE/BANCROFT BOND FUN ORIGINAL APPROP	TRANS/ADJSMIS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
63 CONTRACTUAL SERVICES	0.00	8,000.00	2,505.00	0.00	5,495.00	31.3%
8,000.00						
64 CHARGES FOR SERVICES	0.00	10,000.00	4,999.98	0.00	5,000.02	50.0%
10,000.00						
76 DEBT SERVICE	0.00	150,000.00	0.00	0.00	150,000.00	.0%
150,000.00						
78 TRANSFERS	0.00	500,000.00	0.00	0.00	500,000.00	.0%
500,000.00						
TOTAL DEBT SERVICE/BANCROFT	0.00	668,000.00	7,504.98	0.00	660,495.02	1.1%
668,000.00						
TOTAL DEBT SERVICE/BANCROFT BOND FUN	0.00	668,000.00	7,504.98	0.00	660,495.02	1.1%
668,000.00						
612 TRANSPORTATION CAPITAL PROJECT						
49 TRANSPORTATION PROJECTS						
61 PERSONNEL SERVICES	0.00	0.00	6,833.53	0.00	-6,833.53	100.0%
0.00						
63 CONTRACTUAL SERVICES	0.00	0.00	105,682.95	0.00	-105,682.95	100.0%
0.00						
64 CHARGES FOR SERVICES	0.00	0.00	144,443.99	0.00	-144,443.99	100.0%
0.00						
65 CAPITAL OUTLAY	0.00	9,218,639.00	708,646.06	65,331.07	8,444,661.87	8.4%
9,218,639.00						
67 INDIRECT CHARGES	0.00	0.00	18,679.00	0.00	-18,679.00	100.0%
0.00						
78 TRANSFERS	0.00	90,000.00	90,000.00	0.00	0.00	100.0%
90,000.00						
TOTAL TRANSPORTATION PROJECTS	0.00	9,308,639.00	1,074,285.53	65,331.07	8,169,022.40	12.2%
9,308,639.00						
TOTAL TRANSPORTATION CAPITAL PROJECT	0.00	9,308,639.00	1,074,285.53	65,331.07	8,169,022.40	12.2%
9,308,639.00						
613 ALTERNATIVE TRANSPORTATION PRO						
49 TRANSPORTATION PROJECTS						

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613 ALTERNATIVE TRANSPORTATION PRO ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
64 CHARGES FOR SERVICES	0.00	0.00	178.98	0.00	-178.98	100.0%
65 CAPITAL OUTLAY	0.00	130,795.00	0.00	0.00	130,795.00	.0%
67 INDIRECT CHARGES	0.00	0.00	4.00	0.00	-4.00	100.0%
TOTAL TRANSPORTATION PROJECTS	0.00	130,795.00	182.98	0.00	130,612.02	.1%
TOTAL ALTERNATIVE TRANSPORTATION PRO	0.00	130,795.00	182.98	0.00	130,612.02	.1%
614 TRANSPORTATION CAPITAL PROJECT						
49 TRANSPORTATION PROJECTS						
65 CAPITAL OUTLAY	0.00	101,257.00	0.00	0.00	101,257.00	.0%
TOTAL TRANSPORTATION PROJECTS	0.00	101,257.00	0.00	0.00	101,257.00	.0%
TOTAL TRANSPORTATION CAPITAL PROJECT	0.00	101,257.00	0.00	0.00	101,257.00	.0%
619 TRANSPORTATION CAPITAL PROJECT						
49 TRANSPORTATION PROJECTS						
61 PERSONNEL SERVICES	0.00	32,183.00	3,042.19	0.00	29,140.81	9.5%
62 OPERATING SUPPLIES	0.00	0.00	150.00	0.00	-150.00	100.0%
63 CONTRACTUAL SERVICES	0.00	289.00	29,901.53	0.00	-29,612.53	10346.6%
64 CHARGES FOR SERVICES	0.00	0.00	14,138.08	0.00	-14,138.08	100.0%



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ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
65 CAPITAL OUTLAY	0.00	2,902,038.00	1,369,065.11	6,482.00	1,526,490.89	47.4%
67 INDIRECT CHARGES	0.00	0.00	28,596.00	0.00	-28,596.00	100.0%
TOTAL TRANSPORTATION PROJECTS	0.00	2,934,510.00	1,444,892.91	6,482.00	1,483,135.09	49.5%
TOTAL TRANSPORTATION CAPITAL PROJECT	0.00	2,934,510.00	1,444,892.91	6,482.00	1,483,135.09	49.5%
630 SOLID WASTE OPERATIONS						
81 SOLID WASTE OPERATIONS						
61 PERSONNEL SERVICES	0.00	18,962.00	8,782.79	0.00	10,179.21	46.3%
62 OPERATING SUPPLIES	0.00	420.00	16.14	0.00	403.86	3.8%
63 CONTRACTUAL SERVICES	0.00	5,276.00	1,112.98	0.00	4,163.02	21.1%
64 CHARGES FOR SERVICES	0.00	12,712.00	6,406.02	0.00	6,305.98	50.4%
67 INDIRECT CHARGES	0.00	3,750.00	1,878.00	0.00	1,872.00	50.1%
TOTAL SOLID WASTE OPERATIONS	0.00	41,120.00	18,195.93	0.00	22,924.07	44.3%
TOTAL SOLID WASTE OPERATIONS	0.00	41,120.00	18,195.93	0.00	22,924.07	44.3%
633 LANDFILL/POST CLOSURE OP						
83 LANDFILL/POST CLOSURE OP						
62 OPERATING SUPPLIES	0.00	6,000.00	2,624.50	0.00	3,375.50	43.7%



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633 LANDFILL/POST CLOSURE OP ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
63 CONTRACTUAL SERVICES	0.00	98,090.00	48,907.39	44,557.00	4,625.61	95.3%
98,090.00						
64 CHARGES FOR SERVICES	0.00	37,600.00	0.00	0.00	37,600.00	.0%
37,600.00						
67 INDIRECT CHARGES	0.00	14,200.00	7,098.00	0.00	7,102.00	50.0%
14,200.00						
TOTAL LANDFILL/POST CLOSURE OP	0.00	155,890.00	58,629.89	44,557.00	52,703.11	66.2%
155,890.00						
TOTAL LANDFILL/POST CLOSURE OP	0.00	155,890.00	58,629.89	44,557.00	52,703.11	66.2%
155,890.00						
635 SOLID WASTE/ENVIRON. FEES						
81 SOLID WASTE OPERATIONS						
63 CONTRACTUAL SERVICES	0.00	281,000.00	133,774.50	0.00	147,225.50	47.6%
281,000.00						
TOTAL SOLID WASTE OPERATIONS	0.00	281,000.00	133,774.50	0.00	147,225.50	47.6%
281,000.00						
TOTAL SOLID WASTE/ENVIRON. FEES	0.00	281,000.00	133,774.50	0.00	147,225.50	47.6%
281,000.00						
638 SOLID WASTE CAPITAL PROJECTS F						
89 SOLID WASTE CONSTRUCTION						
61 PERSONNEL SERVICES	0.00	0.00	894.55	0.00	-894.55	100.0%
0.00						
63 CONTRACTUAL SERVICES	0.00	0.00	23,209.98	0.00	-23,209.98	100.0%
0.00						
64 CHARGES FOR SERVICES	0.00	0.00	591.00	0.00	-591.00	100.0%
0.00						
65 CAPITAL OUTLAY	0.00	1,438,848.00	3,234.97	0.00	1,435,613.03	.2%
1,438,848.00						



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638 SOLID WASTE CAPITAL PROJECTS F ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
67 INDIRECT CHARGES	0.00	0.00	563.00	0.00	-563.00	100.0%
78 TRANSFERS	29,000.00	29,000.00	0.00	0.00	29,000.00	.0%
TOTAL SOLID WASTE CONSTRUCTION	0.00	1,467,848.00	28,493.50	0.00	1,439,354.50	1.9%
TOTAL SOLID WASTE CAPITAL PROJECTS F	0.00	1,467,848.00	28,493.50	0.00	1,439,354.50	1.9%
<hr/>						
642 STORM WATER & OPEN SPACE FUND						
<hr/>						
29 STORM DRAIN SDCs						
<hr/>						
65 CAPITAL OUTLAY	0.00	78,813.00	0.00	0.00	78,813.00	.0%
TOTAL STORM DRAIN SDCs	0.00	78,813.00	0.00	0.00	78,813.00	.0%
TOTAL STORM WATER & OPEN SPACE FUND	0.00	78,813.00	0.00	0.00	78,813.00	.0%
<hr/>						
648 STORM DRAIN & OPEN SPACE CAPIT						
<hr/>						
29 STORM DRAIN SDCs						
<hr/>						
61 PERSONNEL SERVICES	0.00	0.00	2,842.59	0.00	-2,842.59	100.0%
63 CONTRACTUAL SERVICES	0.00	0.00	26,128.38	0.00	-26,128.38	100.0%
64 CHARGES FOR SERVICES	0.00	0.00	5,821.53	0.00	-5,821.53	100.0%
65 CAPITAL OUTLAY	328,497.00	328,497.00	153,997.51	0.00	174,499.49	46.9%
67 INDIRECT CHARGES	0.00	0.00	3,785.00	0.00	-3,785.00	100.0%
TOTAL STORM DRAIN SDCs	0.00	328,497.00	192,575.01	0.00	135,921.99	58.6%



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648 STORM DRAIN & OPEN SPACE CAPIT ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL STORM DRAIN & OPEN SPACE CAPIT 328,497.00	0.00	328,497.00	192,575.01	0.00	135,921.99	58.6%
<hr/>						
691 GENERAL LANDS & BUILDINGS CAPI						
<hr/>						
59 LANDS AND BLDGS PROJECTS						
61 PERSONNEL SERVICES	0.00	0.00	3,672.54	0.00	-3,672.54	100.0%
62 OPERATING SUPPLIES	0.00	0.00	62,511.73	19,725.01	-82,236.74	100.0%
63 CONTRACTUAL SERVICES	0.00	0.00	303,313.09	0.00	-303,313.09	100.0%
64 CHARGES FOR SERVICES	0.00	0.00	18,888.54	0.00	-18,888.54	100.0%
65 CAPITAL OUTLAY	0.00	9,389,019.00	123,953.49	0.00	9,265,065.51	1.3%
67 INDIRECT CHARGES	0.00	0.00	10,328.00	0.00	-10,328.00	100.0%
76 DEBT SERVICE	0.00	1,460,000.00	0.00	0.00	1,460,000.00	.0%
TOTAL LANDS AND BLDGS PROJECTS	0.00	10,849,019.00	522,667.39	19,725.01	10,306,626.60	5.0%
<hr/>						
692 LANDS & BLDGS PARK LAND SDC						
<hr/>						
59 LANDS AND BLDGS PROJECTS						
65 CAPITAL OUTLAY	0.00	48,234.00	0.00	0.00	48,234.00	.0%
TOTAL LANDS AND BLDGS PROJECTS	0.00	48,234.00	0.00	0.00	48,234.00	.0%
TOTAL LANDS & BLDGS PARK LAND SDC	0.00	48,234.00	0.00	0.00	48,234.00	.0%



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693 LANDS & BLDG PARKS RM TAX ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<hr/>						
693 LANDS & BLDG PARKS RM TAX						
<hr/>						
59 LANDS AND BLDGS PROJECTS						
<hr/>						
65 CAPITAL OUTLAY	0.00	108,552.00	0.00	0.00	108,552.00	.0%
108,552.00						
TOTAL LANDS AND BLDGS PROJECTS	0.00	108,552.00	0.00	0.00	108,552.00	.0%
<hr/>						
TOTAL LANDS & BLDG PARKS RM TAX	0.00	108,552.00	0.00	0.00	108,552.00	.0%
<hr/>						
694 PARKS DEVELOPMENT SDC						
<hr/>						
59 LANDS AND BLDGS PROJECTS						
<hr/>						
65 CAPITAL OUTLAY	0.00	35,627.00	0.00	0.00	35,627.00	.0%
35,627.00						
TOTAL LANDS AND BLDGS PROJECTS	0.00	35,627.00	0.00	0.00	35,627.00	.0%
<hr/>						
TOTAL PARKS DEVELOPMENT SDC	0.00	35,627.00	0.00	0.00	35,627.00	.0%
<hr/>						
720 WASTEWATER						
<hr/>						
71 WASTEWATER COLLECTION						
<hr/>						
61 PERSONNEL SERVICES	0.00	522,997.00	235,914.45	0.00	287,082.55	45.1%
522,997.00						
62 OPERATING SUPPLIES	0.00	40,180.00	9,038.25	0.00	31,141.75	22.5%
40,180.00						
63 CONTRACTUAL SERVICES	0.00	171,168.00	52,426.63	0.00	118,741.37	30.6%
171,168.00						



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720 WASTEWATER	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
64 CHARGES FOR SERVICES	51,636.00	0.00	51,636.00	25,818.00	0.00	25,818.00	50.0%
65 CAPITAL OUTLAY	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00	.0%
TOTAL WASTEWATER COLLECTION	797,981.00	0.00	797,981.00	323,197.33	0.00	474,783.67	40.5%
72 WASTEWATER TREATMENT							
61 PERSONNEL SERVICES	820,564.00	0.00	820,564.00	353,786.92	0.00	466,777.08	43.1%
62 OPERATING SUPPLIES	347,000.00	0.00	347,000.00	158,545.04	3,964.93	184,490.03	46.8%
63 CONTRACTUAL SERVICES	1,137,705.00	0.00	1,137,705.00	478,265.31	0.00	659,439.69	42.0%
64 CHARGES FOR SERVICES	2,043.00	0.00	2,043.00	1,020.00	0.00	1,023.00	49.9%
65 CAPITAL OUTLAY	1,400.00	0.00	1,400.00	0.00	0.00	1,400.00	.0%
TOTAL WASTEWATER TREATMENT	2,308,712.00	0.00	2,308,712.00	991,617.27	3,964.93	1,313,129.80	43.1%
73 JO GRO							
63 CONTRACTUAL SERVICES	0.00	0.00	0.00	-385.88	0.00	385.88	100.0%
TOTAL JO GRO	0.00	0.00	0.00	-385.88	0.00	385.88	100.0%
74 CUSTOMER SERVICE-WASTEWTR							
63 CONTRACTUAL SERVICES	38,363.00	0.00	38,363.00	11,821.90	9,180.00	17,361.10	54.7%
64 CHARGES FOR SERVICES	380,626.00	0.00	380,626.00	190,311.48	0.00	190,314.52	50.0%
TOTAL CUSTOMER SERVICE-WASTEWTR	418,989.00	0.00	418,989.00	202,133.38	9,180.00	207,675.62	50.4%



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ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
75 DEBT SERVICE-WASTEWATER						
76 DEBT SERVICE	933,713.00	933,713.00	60,279.41	0.00	873,433.59	6.5%
TOTAL DEBT SERVICE-WASTEWATER	933,713.00	933,713.00	60,279.41	0.00	873,433.59	6.5%
76 WASTEWATER-GEN PROGRAM OP						
63 CONTRACTUAL SERVICES	300.00	300.00	850.00	0.00	-550.00	283.3%
64 CHARGES FOR SERVICES	23,750.00	23,750.00	11,880.00	0.00	11,870.00	50.0%
67 INDIRECT CHARGES	373,640.00	373,640.00	186,822.00	0.00	186,818.00	50.0%
78 TRANSFERS	1,719,000.00	1,719,000.00	1,719,000.00	0.00	0.00	100.0%
TOTAL WASTEWATER-GEN PROGRAM OP	2,116,690.00	2,116,690.00	1,918,552.00	0.00	198,138.00	90.6%
TOTAL WASTEWATER	6,576,085.00	6,576,085.00	3,495,393.51	13,144.93	3,067,546.56	53.4%
722 SEWER SDC						
79 WASTEWATER PROJECTS						
65 CAPITAL OUTLAY	265,264.00	265,264.00	0.00	0.00	265,264.00	.0%
TOTAL WASTEWATER PROJECTS	265,264.00	265,264.00	0.00	0.00	265,264.00	.0%
TOTAL SEWER SDC	265,264.00	265,264.00	0.00	0.00	265,264.00	.0%
725 SEWER ADVANCED FINANCING						



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725 SEWER ADVANCED FINANCING ORIGINAL APPROP

	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
79 WASTEWATER PROJECTS						
65 CAPITAL OUTLAY	0.00	2,903.00	0.00	0.00	2,903.00	.0%
TOTAL WASTEWATER PROJECTS	0.00	2,903.00	0.00	0.00	2,903.00	.0%
TOTAL SEWER ADVANCED FINANCING	0.00	2,903.00	0.00	0.00	2,903.00	.0%

728 WASTEWATER PROJECTS

	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
79 WASTEWATER PROJECTS						
61 PERSONNEL SERVICES	0.00	33,109.00	17,117.30	0.00	15,991.70	51.7%
63 CONTRACTUAL SERVICES	0.00	280.00	151,368.23	0.00	-151,088.23	54060.1%
64 CHARGES FOR SERVICES	0.00	0.00	30,113.60	0.00	-30,113.60	100.0%
65 CAPITAL OUTLAY	0.00	5,797,340.00	738,642.74	11,978.96	5,046,718.30	12.9%
67 INDIRECT CHARGES	0.00	0.00	18,920.00	0.00	-18,920.00	100.0%
TOTAL WASTEWATER PROJECTS	0.00	5,830,729.00	956,161.87	11,978.96	4,862,588.17	16.6%
TOTAL WASTEWATER PROJECTS	0.00	5,830,729.00	956,161.87	11,978.96	4,862,588.17	16.6%

750 WATER OPERATIONS FUNDS

	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
61 WATER TREATMENT						
61 PERSONNEL SERVICES	0.00	741,752.00	376,441.48	0.00	365,310.52	50.8%
TOTAL WATER OPERATIONS FUNDS	0.00	741,752.00	376,441.48	0.00	365,310.52	50.8%



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750 WATER OPERATIONS FUNDS ORIGINAL APPROP

	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
62 OPERATING SUPPLIES	0.00	304,150.00	178,250.07	5,789.62	120,110.31	60.5%
304,150.00						
63 CONTRACTUAL SERVICES	0.00	639,434.00	325,070.54	8,933.25	305,430.21	52.2%
639,434.00						
64 CHARGES FOR SERVICES	0.00	8,044.00	4,020.00	0.00	4,024.00	50.0%
8,044.00						
65 CAPITAL OUTLAY	0.00	5,500.00	0.00	0.00	5,500.00	.0%
5,500.00						
TOTAL WATER TREATMENT	0.00	1,698,880.00	883,782.09	14,722.87	800,375.04	52.9%
1,698,880.00						

62 WATER DISTRIBUTION

61 PERSONNEL SERVICES	0.00	795,832.00	343,708.16	0.00	452,123.84	43.2%
795,832.00						
62 OPERATING SUPPLIES	0.00	178,977.00	41,115.86	140.29	137,720.85	23.1%
178,977.00						
63 CONTRACTUAL SERVICES	0.00	285,696.00	125,296.63	0.00	160,399.37	43.9%
285,696.00						
64 CHARGES FOR SERVICES	0.00	40,686.00	20,346.00	0.00	20,340.00	50.0%
40,686.00						
65 CAPITAL OUTLAY	0.00	56,000.00	51,757.73	0.00	4,242.27	92.4%
56,000.00						

TOTAL WATER DISTRIBUTION

1,357,191.00

64 CUSTOMER SERVICE-WATER

63 CONTRACTUAL SERVICES	0.00	31,044.00	12,639.68	8,910.00	9,494.32	69.4%
31,044.00						
64 CHARGES FOR SERVICES	0.00	336,317.00	168,159.96	0.00	168,157.04	50.0%
336,317.00						
TOTAL CUSTOMER SERVICE-WATER	0.00	367,361.00	180,799.64	8,910.00	177,651.36	51.6%
367,361.00						

65 DEBT SERVICE-WATER



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ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
76 DEBT SERVICE	0.00	507,170.00	437,858.39	0.00	69,311.61	86.3%
507,170.00						
TOTAL DEBT SERVICE-WATER	0.00	507,170.00	437,858.39	0.00	69,311.61	86.3%
507,170.00						
66 WATER-GENERAL PROGRAM OPS						
63 CONTRACTUAL SERVICES	0.00	10,350.00	1,595.00	0.00	8,755.00	15.4%
10,350.00						
64 CHARGES FOR SERVICES	0.00	11,875.00	5,940.00	0.00	5,935.00	50.0%
11,875.00						
67 INDIRECT CHARGES	0.00	354,710.00	177,360.00	0.00	177,350.00	50.0%
354,710.00						
78 TRANSFERS	0.00	3,413,000.00	3,413,000.00	0.00	0.00	100.0%
3,413,000.00						
TOTAL WATER-GENERAL PROGRAM OPS	0.00	3,789,935.00	3,597,895.00	0.00	192,040.00	94.9%
3,789,935.00						
TOTAL WATER OPERATIONS FUNDS	0.00	7,720,537.00	5,682,559.50	23,773.16	2,014,204.34	73.9%
7,720,537.00						
752 WATER SDC FUND						
69 WATER PROJECTS						
65 CAPITAL OUTLAY	0.00	281,585.00	0.00	0.00	281,585.00	.0%
281,585.00						
TOTAL WATER PROJECTS	0.00	281,585.00	0.00	0.00	281,585.00	.0%
281,585.00						
TOTAL WATER SDC FUND	0.00	281,585.00	0.00	0.00	281,585.00	.0%
281,585.00						
758 WATER CAPITAL PROJECTS FUND						
69 WATER PROJECTS						



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758 WATER CAPITAL PROJECTS FUND	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
61 PERSONNEL SERVICES	33,299.00	0.00	33,299.00	14,612.20	0.00	18,686.80	43.9%
63 CONTRACTUAL SERVICES	280.00	0.00	280.00	202,709.92	0.00	-202,429.92	72396.4%
64 CHARGES FOR SERVICES	0.00	0.00	0.00	41,259.06	0.00	-41,259.06	100.0%
65 CAPITAL OUTLAY	6,738,304.00	0.00	6,738,304.00	178,016.20	241,175.67	6,319,112.13	6.2%
67 INDIRECT CHARGES	0.00	0.00	0.00	8,794.00	0.00	-8,794.00	100.0%
TOTAL WATER PROJECTS	6,771,883.00	0.00	6,771,883.00	445,391.38	241,175.67	6,085,315.95	10.1%
TOTAL WATER CAPITAL PROJECTS FUND	6,771,883.00	0.00	6,771,883.00	445,391.38	241,175.67	6,085,315.95	10.1%
811 GARAGE OPERATIONS FUND							
54 GARAGE OPERATIONS							
61 PERSONNEL SERVICES	366,721.00	0.00	366,721.00	149,232.91	0.00	217,488.09	40.7%
62 OPERATING SUPPLIES	367,550.00	0.00	367,550.00	139,780.12	400.00	227,369.88	38.1%
63 CONTRACTUAL SERVICES	154,847.00	0.00	154,847.00	104,861.09	0.00	49,985.91	67.7%
64 CHARGES FOR SERVICES	30,155.00	0.00	30,155.00	15,078.00	0.00	15,077.00	50.0%
67 INDIRECT CHARGES	91,800.00	0.00	91,800.00	45,900.00	0.00	45,900.00	50.0%
78 TRANSFERS	600,000.00	0.00	600,000.00	0.00	0.00	600,000.00	.0%
TOTAL GARAGE OPERATIONS	1,611,073.00	0.00	1,611,073.00	454,852.12	400.00	1,155,820.88	28.3%
TOTAL GARAGE OPERATIONS FUND	1,611,073.00	0.00	1,611,073.00	454,852.12	400.00	1,155,820.88	28.3%
812 EQUIPMENT REPLACEMENT FUND							
55 EQUIPMENT REPLACEMENT							



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812 EQUIPMENT REPLACEMENT FUND	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
61 PERSONNEL SERVICES	0.00	0.00	0.00	66.97	0.00	-66.97	100.0%
63 CONTRACTUAL SERVICES	600,700.00	0.00	600,700.00	0.00	0.00	600,700.00	.0%
65 CAPITAL OUTLAY	853,500.00	0.00	853,500.00	108,720.20	139,582.70	605,197.10	29.1%
TOTAL EQUIPMENT REPLACEMENT	1,454,200.00	0.00	1,454,200.00	108,787.17	139,582.70	1,205,830.13	17.1%
TOTAL EQUIPMENT REPLACEMENT FUND	1,454,200.00	0.00	1,454,200.00	108,787.17	139,582.70	1,205,830.13	17.1%
813 INFORMATION TECHNOLOGY FUND							
56 INFORMATION TECHNOLOGY							
61 PERSONNEL SERVICES	600,189.00	0.00	600,189.00	275,030.47	0.00	325,158.53	45.8%
62 OPERATING SUPPLIES	7,000.00	0.00	7,000.00	1,123.28	0.00	5,876.72	16.0%
63 CONTRACTUAL SERVICES	133,994.00	0.00	133,994.00	69,330.33	575.52	64,088.15	52.2%
64 CHARGES FOR SERVICES	26,302.00	0.00	26,302.00	13,152.00	0.00	13,150.00	50.0%
67 INDIRECT CHARGES	61,350.00	0.00	61,350.00	30,678.00	0.00	30,672.00	50.0%
TOTAL INFORMATION TECHNOLOGY	828,835.00	0.00	828,835.00	389,314.08	575.52	438,945.40	47.0%
TOTAL INFORMATION TECHNOLOGY FUND	828,835.00	0.00	828,835.00	389,314.08	575.52	438,945.40	47.0%
831 PROPERTY SERVICES FUND							
51 PROPERTY MANAGEMENT							



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831 PROPERTY SERVICES FUND ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
61 PERSONNEL SERVICES	0.00	201,117.00	98,460.90	0.00	102,656.10	49.0%
201,117.00						
62 OPERATING SUPPLIES	0.00	32,900.00	10,541.89	0.00	22,358.11	32.0%
32,900.00						
63 CONTRACTUAL SERVICES	0.00	341,013.00	125,948.88	1,039.36	214,024.76	37.2%
341,013.00						
64 CHARGES FOR SERVICES	0.00	15,000.00	7,500.00	0.00	7,500.00	50.0%
15,000.00						
65 CAPITAL OUTLAY	0.00	73,300.00	4,567.09	0.00	68,732.91	6.2%
73,300.00						
67 INDIRECT CHARGES	0.00	66,340.00	33,174.00	0.00	33,166.00	50.0%
66,340.00						
78 TRANSFERS	0.00	40,000.00	40,000.00	0.00	0.00	100.0%
40,000.00						
TOTAL PROPERTY MANAGEMENT	0.00	769,670.00	320,192.76	1,039.36	448,437.88	41.7%
769,670.00						
TOTAL PROPERTY SERVICES FUND	0.00	769,670.00	320,192.76	1,039.36	448,437.88	41.7%
769,670.00						
832 ENGINEERING FUND						
23 ENGINEERING						
61 PERSONNEL SERVICES	0.00	545,955.00	247,700.23	0.00	298,254.77	45.4%
545,955.00						
62 OPERATING SUPPLIES	0.00	10,850.00	5,946.27	0.00	4,903.73	54.8%
10,850.00						
63 CONTRACTUAL SERVICES	0.00	174,391.00	64,650.17	0.00	109,740.83	37.1%
174,391.00						
64 CHARGES FOR SERVICES	0.00	212,843.00	106,374.00	0.00	106,469.00	50.0%
212,843.00						
TOTAL ENGINEERING	0.00	944,039.00	424,670.67	0.00	519,368.33	45.0%
944,039.00						
TOTAL ENGINEERING FUND	0.00	944,039.00	424,670.67	0.00	519,368.33	45.0%
944,039.00						
833 PARKS & COMMUNITY DEVELOPMENT						
24 PARKS & CD MGMT SERVICES						



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833 PARKS & COMMUNITY DEVELOPMENT TRANS/ADJSMTS

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
61 PERSONNEL SERVICES	792,979.00	792,979.00	362,146.63	0.00	430,832.37	45.7%
62 OPERATING SUPPLIES	27,100.00	27,100.00	2,311.71	0.00	24,788.29	8.5%
63 CONTRACTUAL SERVICES	143,549.00	143,549.00	89,213.84	0.00	54,335.16	62.1%
64 CHARGES FOR SERVICES	78,158.00	78,158.00	39,078.00	0.00	39,080.00	50.0%
TOTAL PARKS & CD MGMT SERVICES	1,041,786.00	1,041,786.00	492,750.18	0.00	549,035.82	47.3%
TOTAL PARKS & COMMUNITY DEVELOPMENT	1,041,786.00	1,041,786.00	492,750.18	0.00	549,035.82	47.3%

861 WORKERS COMP INSURANCE

11 WORKERS COMP INSURANCE

61 PERSONNEL SERVICES	55,246.00	55,246.00	18,281.24	0.00	36,964.76	33.1%
62 OPERATING SUPPLIES	6,200.00	6,200.00	3,122.36	0.00	3,077.64	50.4%
63 CONTRACTUAL SERVICES	403,860.00	403,860.00	185,117.92	0.00	218,742.08	45.8%
64 CHARGES FOR SERVICES	538.00	538.00	270.00	0.00	268.00	50.2%
TOTAL WORKERS COMP INSURANCE	465,844.00	465,844.00	206,791.52	0.00	259,052.48	44.4%
TOTAL WORKERS COMP INSURANCE	465,844.00	465,844.00	206,791.52	0.00	259,052.48	44.4%

862 GENERAL INSURANCE FUND

12 GENERAL INSURANCE



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862 GENERAL INSURANCE FUND ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
61 PERSONNEL SERVICES	0.00	20,774.00	9,486.06	0.00	11,287.94	45.7%
20,774.00						
62 OPERATING SUPPLIES	0.00	0.00	5,586.18	0.00	-5,586.18	100.0%
63 CONTRACTUAL SERVICES	0.00	588,080.00	433,730.71	0.00	154,349.29	73.8%
588,080.00						
64 CHARGES FOR SERVICES	0.00	684.00	342.00	0.00	342.00	50.0%
684.00						
TOTAL GENERAL INSURANCE						
609,538.00	0.00	609,538.00	449,144.95	0.00	160,393.05	73.7%
TOTAL GENERAL INSURANCE FUND						
609,538.00	0.00	609,538.00	449,144.95	0.00	160,393.05	73.7%
<hr/>						
863 HEALTH INSURANCE FUND						
<hr/>						
13 BENEFITS ADMINISTRATION						
61 PERSONNEL SERVICES	0.00	31,687.00	3,441.25	0.00	28,245.75	10.9%
31,687.00						
62 OPERATING SUPPLIES	0.00	2,900.00	27.86	0.00	2,872.14	1.0%
2,900.00						
63 CONTRACTUAL SERVICES	0.00	11,410.00	309.30	0.00	11,100.70	2.7%
11,410.00						
TOTAL BENEFITS ADMINISTRATION						
45,997.00	0.00	45,997.00	3,778.41	0.00	42,218.59	8.2%
TOTAL HEALTH INSURANCE FUND						
45,997.00	0.00	45,997.00	3,778.41	0.00	42,218.59	8.2%
<hr/>						
890 ADMINISTRATIVE SERVICES FUND						
<hr/>						
04 HUMAN RESOURCES						
61 PERSONNEL SERVICES	0.00	330,776.00	162,276.94	0.00	168,499.06	49.1%
330,776.00						



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890 ADMINISTRATIVE SERVICES FUND ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
62 OPERATING SUPPLIES	0.00	5,300.00	2,361.18	0.00	2,938.82	44.6%
63 CONTRACTUAL SERVICES	0.00	155,895.00	59,723.60	0.00	96,171.40	38.3%
64 CHARGES FOR SERVICES	0.00	13,133.00	6,564.00	0.00	6,569.00	50.0%
TOTAL HUMAN RESOURCES	0.00	505,104.00	230,925.72	0.00	274,178.28	45.7%
05 MANAGEMENT SERVICES						
61 PERSONNEL SERVICES	0.00	624,985.00	276,202.06	0.00	348,782.94	44.2%
62 OPERATING SUPPLIES	0.00	13,500.00	8,428.69	374.98	4,696.33	65.2%
63 CONTRACTUAL SERVICES	0.00	33,099.00	16,007.77	0.00	17,091.23	48.4%
64 CHARGES FOR SERVICES	0.00	34,729.00	17,364.00	0.00	17,365.00	50.0%
TOTAL MANAGEMENT SERVICES	0.00	706,313.00	318,002.52	374.98	387,935.50	45.1%
06 LEGAL SERVICES						
61 PERSONNEL SERVICES	0.00	23,196.00	6,474.49	0.00	16,721.51	27.9%
62 OPERATING SUPPLIES	0.00	2,000.00	-727.03	0.00	2,727.03	-36.4%
63 CONTRACTUAL SERVICES	0.00	276,903.00	96,748.63	0.00	180,154.37	34.9%
64 CHARGES FOR SERVICES	0.00	8,172.00	4,086.00	0.00	4,086.00	50.0%
TOTAL LEGAL SERVICES	0.00	310,271.00	106,582.09	0.00	203,688.91	34.4%
07 FINANCE						



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ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
61 PERSONNEL SERVICES	0.00	1,339,615.00	599,041.82	0.00	740,573.18	44.7%
1,339,615.00						
62 OPERATING SUPPLIES	0.00	22,750.00	4,117.06	0.00	18,632.94	18.1%
22,750.00						
63 CONTRACTUAL SERVICES	0.00	307,369.00	165,223.47	44,332.28	97,813.25	68.2%
307,369.00						
64 CHARGES FOR SERVICES	0.00	69,080.00	28,884.00	0.00	40,196.00	41.8%
69,080.00						
TOTAL FINANCE	0.00	1,738,814.00	797,266.35	44,332.28	897,215.37	48.4%
1,738,814.00						
08 GENERAL PROGRAM OPERATION						
61 PERSONNEL SERVICES	0.00	16,044.00	1,729.00	0.00	14,315.00	10.8%
16,044.00						
62 OPERATING SUPPLIES	0.00	22,100.00	5,909.41	0.00	16,190.59	26.7%
22,100.00						
63 CONTRACTUAL SERVICES	0.00	149,700.00	42,212.25	0.00	107,487.75	28.2%
149,700.00						
64 CHARGES FOR SERVICES	0.00	78,780.00	39,385.98	0.00	39,394.02	50.0%
78,780.00						
65 CAPITAL OUTLAY	0.00	40,000.00	0.00	0.00	40,000.00	.0%
40,000.00						
67 INDIRECT CHARGES	0.00	71,340.00	35,670.00	0.00	35,670.00	50.0%
71,340.00						
78 TRANSFERS	0.00	150,000.00	150,000.00	0.00	0.00	100.0%
150,000.00						
TOTAL GENERAL PROGRAM OPERATION	0.00	527,964.00	274,906.64	0.00	253,057.36	52.1%
527,964.00						
TOTAL ADMINISTRATIVE SERVICES FUND	0.00	3,788,466.00	1,727,683.32	44,707.26	2,016,075.42	46.8%
3,788,466.00						
910 AGENCY FUND						
96 TRUST						



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City of Grants Pass
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910 AGENCY FUND	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
63 CONTRACTUAL SERVICES	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00	.0%
64 CHARGES FOR SERVICES	12,500.00	0.00	12,500.00	6,250.02	0.00	6,249.98	50.0%
TOTAL TRUST	37,500.00	0.00	37,500.00	6,250.02	0.00	31,249.98	16.7%
TOTAL AGENCY FUND	37,500.00	0.00	37,500.00	6,250.02	0.00	31,249.98	16.7%
<hr/>							
970 JO CO-CITY GP SOLID AGENCY							
<hr/>							
97 JO CO-CITY GP SOLID AGENCY							
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62 OPERATING SUPPLIES	800.00	0.00	800.00	0.00	0.00	800.00	.0%
63 CONTRACTUAL SERVICES	364,000.00	0.00	364,000.00	55,016.92	273.60	308,709.48	15.2%
65 CAPITAL OUTLAY	72,000.00	0.00	72,000.00	4,570.16	0.00	67,429.84	6.3%
67 INDIRECT CHARGES	21,900.00	0.00	21,900.00	8,850.00	0.00	13,050.00	40.4%
TOTAL JO CO-CITY GP SOLID AGENCY	458,700.00	0.00	458,700.00	68,437.08	273.60	389,989.32	15.0%
TOTAL JO CO-CITY GP SOLID AGENCY	458,700.00	0.00	458,700.00	68,437.08	273.60	389,989.32	15.0%
<hr/>							
GRAND TOTAL	100,323,997.00	0.00	100,323,997.00	34,984,851.28	796,190.33	64,542,955.39	35.7%

** END OF REPORT - Generated by Mindy Ellerman **

**CITY OF GRANTS PASS
CAPITAL CONSTRUCTION FUNDS
12/31/2015**

	FUND 612-619	FUND 638	FUND 648	FUND 642	FUND 692-694	FUND 722 / 752	FUND 725 / 755	FUND 729 / 759	FUND 728	FUND 758	
Budgeted Fund Balance 7/1/2015	\$ 6,409,451	\$ 1,304,848	\$ 203,497	\$ 58,313	\$ 3,396,904	\$ 592,849	\$ 2,903	\$ -	\$ 3,756,729	\$ 3,145,883	
Actual Fund Balance 7/1/2015	\$ 5,545,799	\$ 1,343,333	\$ 223,944	\$ 87,449	\$ 4,009,143	\$ 861,143	\$ 11,457	\$ -	\$ 5,161,091	\$ 4,131,712	\$ 21,521,528
Revenues 7/1/15 to 12/31/15:											
Development Charges	\$ 82,737			\$ 67,797	\$ 18,781	\$ 877,485			\$ 802		\$ 1,047,602
Intergovernmental											\$ -
Interest	\$ 33,145	\$ 6,525	\$ 1,212	\$ 1,055	\$ 14,773	\$ 7,876	\$ 869		\$ 19,631	\$ 21,315	\$ 107,553
Other (including property sales)	\$ 82,645		\$ 125		\$ 47,755		\$ 49,600				\$ 180,125
Transfers In:											
General Fund	\$ 675,000		\$ 15,000		\$ 825,000				\$ 155,000	\$ 100,000	\$ 1,770,000
Street Utility/ Transportation	\$ 1,039,931		\$ 105,000								\$ 1,144,931
Bancroft Bond Fund											\$ -
Transient Room Tax					\$ 137,973						\$ 137,973
Lands & Buildings SDC					\$ 152,200	\$ (152,200)					\$ -
Sewer General, AFD, and SDC						\$ (200,000)			\$ 1,919,000		\$ 1,719,000
Storm Water			\$ 5,000	\$ (5,000)		\$ (200,000)					\$ -
Water General, AFD, and SDC	\$ 100,000									\$ 3,513,000	\$ 3,413,000
CDBG/HUD											\$ -
PCD Management											\$ -
Equip Replacement											\$ -
Admin Services					\$ 150,000						\$ -
Tourism					\$ 25,000						\$ -
Property Management					\$ 40,000						\$ -
Total Revenues	\$ 2,013,468	\$ 6,525	\$ 126,337	\$ 63,852	\$ 1,254,728	\$ 485,361	\$ 50,489	\$ -	\$ 2,094,433	\$ 3,634,315	\$ 9,735,484
Less expenditures 7/1/15 to 12/31/15:											
Direct Project Expenditures	\$ 2,223,322	\$ 27,340	\$ 182,968		\$ 493,450				\$ 907,128	\$ 395,339	\$ 4,229,547
Internal Engineering/GIS Charges	\$ 158,761	\$ 591	\$ 5,822		\$ 18,889				\$ 30,114	\$ 41,259	\$ 255,436
Indirect Administrative Charges	\$ 47,279	\$ 563	\$ 3,785		\$ 10,328				\$ 18,920	\$ 8,794	\$ 89,669
Total Project Expenditures	\$ 2,429,362	\$ 28,494	\$ 192,575		\$ 522,667				\$ 956,162	\$ 445,392	\$ 4,574,652
Transfers Out	\$ 90,000										\$ 90,000
Total Expenditures	\$ 2,519,362	\$ 28,494	\$ 192,575		\$ 522,667				\$ 956,162	\$ 445,392	\$ 4,664,652
Budgetary Fund Balance 12/31/2015	\$ 5,039,895	\$ 1,321,364	\$ 157,706	\$ 151,301	\$ 4,741,204	\$ 1,346,504	\$ 61,946	\$ -	\$ 6,299,362	\$ 7,320,635	\$ 26,592,360

**CITY OF GRANTS PASS
CAPITAL CONSTRUCTION PROJECTS
12/31/2015**

Project Number	Description	Project Cost	Mid-year budget	Cost Incurred	
		Estimate @ FY16 Budget	Changes & Notes	to 6/30/2015	7/1-12/31
TR0000	Transportation Proj - Gen'l			\$ (165)	
TR0000-619	Transportation Projects LID			\$ (279)	
TR1050	Storm Drain Repairs	\$ 20,000		\$ 131,348	\$ -
TR4719	Fruitdale Trail	\$ 460,000		\$ 263,775	\$ 740
TR4934	Redwood Ave LID-Dowell/Hubbard	\$ 4,600,000		\$ 3,126,686	\$ 1,378,093
TR5022	Master Transportation Plan Updt	\$ 300,000		\$ -	\$ 206
TR5025	ROW Purchases	\$ AS AVAILABLE		\$ 26,443	\$ 11,995
TR5083	Traffic Calming	\$ 72,000		\$ 36,616	\$ 5,502
TR6075	Lincoln Rd Sidewalk:Lower River/G ST	\$ 525,000		\$ 91,263	\$ 3,510
TR6087	Jo Co Transit Operations Grant	\$ 1,466,886		\$ 1,023,283	\$ 38,097
TR6115	Drury Lane Reconstruction	\$ 2,225,000		\$ 1,665,059	\$ 67,343
TR6116	Allen Cr. Rd. ImprV-W HB	\$ 4,641,000		\$ 11,610	\$ 1,550
TR6118	CMAQ Sidewalk Project	\$ 1,950,000		\$ 33,126	\$ 12,070
TR6158	Street Lighting/Signal Improvements	\$ 10,000		\$ 23,529	\$ 287
TR6161	Bike Lane Striping FY'13/FY'14	\$ 75,000		\$ 200,202	\$ -
TR6162	Safety Crossings G & Bridge	\$ 150,000		\$ 94,753	\$ 1,649
TR6163	Bike Boulevards	\$ 15,000		\$ -	\$ -
TR6165	Gilbert Crk Bridge Repl Savage	\$ 800,000		\$ 101,198	\$ 16,299
TR6201	Overlay/Maintenance FY15/FY16	\$ 1,200,000		\$ 174,011	\$ 278,619
TR6202	Aluminum Storm Pipe ID & Inspection	\$ 30,000		\$ 3,416	\$ -
TR6203	Redwood Ave Ph3:Pansy/Rdwd	\$ 2,200,000		\$ 134,772	\$ 24,335
TR6242	Eastern Avenue Improvements	\$ 400,000		\$ 34,397	\$ 257,380
TR6244	Elmer Nelson Bridge Replacement	\$ 1,000,000		\$ 8,469	\$ 39,355
TR6245	Edgewater/Evergreen Storm Water Eval.	\$ 500,000		\$ 7,786	\$ 2,665
TR6271	Booth & Isham Improvement	\$ 100,000		\$ -	\$ 9,660
TR6295	Terry Lane	\$ 370,000		\$ 15,915	\$ 275,158
TR8413	Sidewalk Infill and Repair Fund	\$ 50,000		\$ 138,920	\$ 4,666
TR9700	Bikeway Projects - General	\$ 100,000		\$ 667,113	\$ 183
				\$ -	\$ -
DO0000	Storm Drain & Open Space			\$ (77)	
DO6071	TMDL Implementation Plan Startup	\$ 30,000		\$ 70,731	\$ 9,272
DO6113	Storm Wtr Quality N. of Estates Ln.	\$ 245,000		\$ 15,313	\$ 153,451
DO6169	Storm Wtr Master Plan Update	\$ 395,000		\$ 352,849	\$ 29,852
				\$ -	\$ -
WA0000	Water Projects - General			\$ 35,035	
WA4742	Meadow Wood Res. 16	\$ 350,000		\$ 18,456	\$ -
WA5094	Water Distrib.Sys Mstr Pln Updt	\$ 200,000		\$ 109,524	\$ 68,251
WA5096	WTP Structural Repairs	\$ 75,000		\$ 356,181	\$ 34,695
WA6000	MSA Task Order #1	\$ 20,000		\$ 118,045	\$ 14,013
WA6001	Water Main Looping	\$ 20,000		\$ -	\$ -
WA6058	Water System Security Projects	\$ 10,000		\$ 61,468	\$ 3,374
WA6059	Pump Station Repairs	\$ 25,000		\$ 61,665	\$ -
WA6207	WTP Upgrade	\$ 56,200,000		\$ 254,289	\$ 103,481
WA6248	Purchase of Emergency Water Pump Stations	\$ 200,000		\$ 19,796	\$ 34,105
WA6249	Water Main Relocations	\$ 600,000		\$ 49,977	\$ 88,827
WA6250	Water Rate & SDC Study	\$ 70,000		\$ -	\$ -
WA6251	Purchase Portable Generator for Pump Station	\$ 75,000		\$ -	\$ 32,795
WA6252	ARC Flash Study WA and SE	\$ 100,000		\$ -	\$ -
WA6253	Small Main Replacement FY15	\$ 700,000		\$ 108,834	\$ 54,989
WA6254	Water Emergency Ops Plan Update	\$ 50,000		\$ 30,410	\$ 10,862
				\$ -	\$ -
SE0000	Sewer Projects - General			\$ (462)	
SE4964	WRP Phase 2 Expansion	\$ 12,025,000		\$ 548,795	\$ 636,466
SE5080	WRP Structural Repairs	\$ 75,000		\$ 73,389	\$ -
SE5081	Collection Sys. Master Plan	\$ 275,000		\$ 190,432	\$ 55,074
SE6012	Western Av Sewer Replcmnt	\$ 2,060,000		\$ 121	\$ -
SE6064	Sewer Main Structural Repairs	\$ 3,700,000		\$ 1,595,645	\$ 18,187
SE6111	Mill Street Sewer Reconstruction	\$ 4,340,000		\$ -	\$ -
SE6112	Sewer Rate Study SE & RS	\$ 70,000		\$ -	\$ -
SE6198	Collection System Maintenance	\$ 75,000		\$ 115,649	\$ 166,086
SE6199	Pump/Lift Station Equipment Imprvmt	\$ 10,000		\$ 5,392	\$ 16,449
SE6200	Spaulding Indust.Park WW Infrastructure	\$ 100,000		\$ 5,392	\$ -
SE6237	General Engineering Services	\$ 20,000		\$ 1,318	\$ 2,397
SE6238	Effluent Mixing Zone Dye Tracer Study	\$ 50,000		\$ -	\$ -
SE6239	WRP Equipment Improvement	\$ 50,000		\$ -	\$ 14,440
SE6240	Webster PS No. 1 Rehab	\$ 750,000		\$ 37,309	\$ 44,204
SE6241	WRP SCADA System Evaluation	\$ 50,000		\$ 7,830	\$ 2,859
				\$ -	\$ -
LA0000	Landfill Projects-General			\$ (51)	
LA2640	Landfill Remediation	\$ 3,043,000		\$ 2,932,480	\$ 28,170
LA4691	Clean-up Program	\$ 30,000		\$ 132,608	\$ -
LA6284	Jo-Gro Building Inspection/Repair	\$ 25,000		\$ 2,867	\$ 324
				\$ -	\$ -
LB0000	Lands & Bldgs Proj - General			\$ (24)	
LB1000	Debt Repayment Project			\$ 120,000	\$ -
LB4245	Muni Parking Property Acq	UNKNOWN		\$ -	\$ -
LB4377	Municipal Bldg Land Fund	UNKNOWN		\$ 168,631	\$ 955
LB4382	Indust. Financial Incentive	UNKNOWN		\$ 369,136	\$ -
LB4383	Non-Profit Infra. Incent.	\$ 50,000		\$ 59,785	\$ -

Quarterly Investment Report as of December 31, 2015

Total Cash/Investment Balance at Quarter End \$ 69,212,081

		% of Cash Balance	Investment Policy Limit	% Available (Over)
<u>Maximum Maturities</u>				
Total Investments Maturing in				
OVER 36 months	\$ -	0%	0%	0%
OVER 360 days	\$ 11,061,090	16%	30%	14%
OVER 180 days	\$ 11,061,090	16%	55%	39%
OVER 1 day	\$ 16,198,524	23%	85%	62%
<u>Per Issuer Limits</u>				
US Agencies				
TOTAL FHLB Holdings	\$ -	0%	25%	25%
TOTAL FFCB Holdings	\$ 1,000,749	1%	25%	24%
TOTAL FHLMC Holdings	\$ 4,981,859	7%	25%	18%
TOTAL FNMA Holdings	\$ 1,984,520	3%	25%	22%
Banking Institutions				
Umpqua Bank (excluding CDARS)	\$ 2,231,064	3%	35%	32%
Bank of the Cascades	\$ 45,560	0%	35%	35%
Washington Federal (excluding CDARS)	\$ 1,033,377	1%	35%	34%
Other				
Banker's Acceptance	\$ -	0%	10%	10%
A1/P1 Rated Commercial Paper	\$ -	0%	10%	10%
Repurchase Agreements	\$ -	0%	10%	10%
TOTAL LGIP Accounts	\$ 46,979,047	68%	75%	7%
<u>Per Investment Type Limits</u>				
US Treasury Obligations	\$ -	0%	85%	85%
US Agency	\$ 7,967,128	12%	75%	63%
Certificate of Deposit	\$ 8,231,396	12%	50%	38%
Bank Deposits: Savings & Money Market	\$ 216,341	0%	no limit	no limit
Banker's Acceptance	\$ -	0%	25%	25%
A1 / P1 Rated Commercial Paper	\$ -	0%	25%	25%
Repurchase Agreement	\$ -	0%	25%	25%
TOTAL LGIP Accounts	\$ 46,979,047	68%	75%	7%
<u>Performance Standards & Benchmarks</u>				
	QTR Average	October 2015	November 2015	December 2015
Average Yield for City Investments	0.71%	0.71%	0.69%	0.73%
LGIP Rate	0.56%	0.54%	0.54%	0.59%
3 Month T-Bill	0.13%	0.02%	0.13%	0.23%
The general objectives of the City's investment policy, in order of priority, are: Safety, Liquidity, and Yield.				
It is the goal of the City to maintain throughout the accounting cycle a yield that is not more than 50 basis points (1/2 percent) lower than the LGIP, and is not less than 25 basis points (1/4 percent) higher than that of the 91-Day US Treasury Bill.				

Budget Variance Report - Fiscal 2016 Revenues through December 31, 2015

DEPARTMENT	ACCOUNT DESCRIPTION	YTD REVENUES	50% of Budget	% of Prorated Budget	Variance Explanation
02 GENERAL OPERATIONS	TAXES	1,098,083.53	1,675,472.00	65.54%	Normal part of accrual/cyclical variation. Franchise tax receipts received in Jul/Aug are booked back to prior year creating a lag in receipts
02 GENERAL OPERATIONS	INTERGOVERNMENTAL RE	324,490.89	462,959.50	70.09%	Normal part of accrual/cyclical variation. Receipts received in Jul/Aug are booked back to prior year creating a lag in receipts
14 PS-FIRE RESCUE DIVISION	TAXES	4,675,652.26	2,607,952.00	179.28%	Normal part of accrual/cyclical variation. Majority of property tax receipts occur in November and December each year.
14 PS-FIRE RESCUE DIVISION	INTERGOVERNMENTAL RE	16,104.95	43,202.00	37.28%	Normal lag in the receipt of grant proceeds which are generally on a reimbursable arrangement.
15 PS-POLICE DIVISION	TAXES	7,702,764.17	4,254,226.00	181.06%	Normal part of accrual/cyclical variation. Majority of property tax receipts occur in November and December each year.
15 PS-POLICE DIVISION	INTERGOVERNMENTAL RE	30,027.12	47,250.00	63.55%	Normal lag in the receipt of grant proceeds which are generally on a reimbursable arrangement.
15 PS-POLICE DIVISION	CHARGES FOR SERVICES	70,973.09	20,075.00	353.54%	Normal seasonality. Most S&A billings & payments are received in Nov/Dec
15 PS-POLICE DIVISION	OTHER REVENUE	5,560.78	71,900.00	7.73%	This is mainly Forfeiture funds. Timing of these funds varies from year to year
16 PS-SUPPORT DIVISION	TAXES	2,462,444.39	1,362,747.00	180.70%	Normal part of accrual/cyclical variation. Majority of property tax receipts occur in November and December each year.
18 CRISIS SUPPORT	TAXES	40,072.33	22,250.00	180.10%	Normal part of accrual/cyclical variation. Majority of property tax receipts occur in November and December each year.
21 BUILDING AND SAFETY	LICENSES AND PERMITS	419,984.46	130,680.00	321.38%	Due to increase in building large commercial structures
21 BUILDING AND SAFETY	CHARGES FOR SERVICES	143,182.37	63,990.00	223.76%	Increase in building large commercial structures and other new developments.
22 PLANNING	CHARGES FOR SERVICES	70,760.77	34,020.00	208.00%	Increase in building large commercial structures and other new developments.
32 TRANSIENT ROOM TAX	TAXES	892,007.77	627,250.00	142.21%	Cyclical norm. Receipts in first two quarters reflect busier summer/fall seasons.
26 CDB GRANT-HUD	INTERGOVERNMENTAL RE	0.00	125,000.00	0.00%	Normal lag in the receipt of grant proceeds which are generally on a reimbursable arrangement.
27 CDBG GRANT-STATE	INTERGOVERNMENTAL RE	2,299.00	25,000.00	9.20%	Normal lag in the receipt of grant proceeds which are generally on a reimbursable arrangement.
28 INDUSTRIAL & DOWNTOWN LOAN	INTERGOVERNMENTAL RE	0.00	25,000.00	0.00%	Normal lag in the receipt of grant proceeds which are generally on a reimbursable arrangement.
98 DEBT SERVICE/GEN OBLIG BD	TAXES	980,106.59	548,350.00	178.74%	Normal part of accrual/cyclical variation. Majority of property tax receipts occur in November and December each year.
95 DEBT SERVICE/BANCROFT	SPECIAL ASSMT FINANC	32,493.62	80,000.00	40.62%	Semi-annual AFD/LID loan billing invoices are sent in Nov/May which triggers most of budgetary revenue.
95 DEBT SERVICE/BANCROFT	OTHER FINANCING SOUR	0.00	250,000.00	0.00%	Potential bond or internal borrowing proceeds (borrowing placeholder).
49 TRANSPORTATION PROJECTS	INTERGOVERNMENTAL RE	0.00	1,553,375.00	0.00%	Normal lag in the receipt of grant proceeds which are generally on a reimbursable arrangement
49 TRANSPORTATION PROJECTS	OTHER REVENUE	82,645	350,000.00	23.61%	Place holder for new AFD fees
89 SOLID WASTE CONSTRUCTION	OTHER REVENUE	0.00	75,000.00	0.00%	Potential Bancroft loan payment which occurs at year-end based upon payments received in Bancroft fund during the year.
29 STORM DRAIN SDCs	CHARGES FOR SERVICES	67,797.30	12,500.00	542.38%	SDC revenues: Increase in building large commercial structures and other new developments.

59 LANDS AND BLDGS PROJECTS	INTERGOVERNMENTAL RE	0.00	150,000.00	0.00%	Normal lag in the receipt of grant proceeds which are generally on a reimbursable arrangement.
59 LANDS AND BLDGS PROJECTS	CHARGES FOR SERVICES	18,781	46,000.00	40.83%	This is the result of the temporary Parks SDC rebate which carried over for all projects permitted as of June 2015.
59 LANDS AND BLDGS PROJECTS	OTHER FINANCING SOUR	0.00	1,500,000.00	0.00%	Placeholder for potential state industrial development loan
59 LANDS AND BLDGS PROJECTS	OTHER REVENUE	47,755.20	787,171.50	6.07%	Lack of activity in land sale or contributions.
79 WASTEWATER PROJECTS	CHARGES FOR SERVICES	471,164	100,000.00	471.16%	In addition to cyclical norm of SDC revenues, development that affects Sewer SDCs trending higher than budget.
62 WATER DISTRIBUTION	CHARGES FOR SERVICES	74,645.00	51,500.00	144.94%	New development activity trending higher than budget.
69 WATER PROJECTS	CHARGES FOR SERVICES	407,123.90	75,000.00	542.83%	In addition to cyclical norm of SDC revenues, development trending higher than budget.
69 WATER PROJECTS	INTEREST	25,879	7,000.00	369.70%	SDC Loan and interest on cash balances trending above original conservative estimate.
69 WATER PROJECTS	OTHER REVENUE	49,600.01	1,500.00	3306.67%	Water AFD (reimbursement district) assessment revenue higher than budget.
54 GARAGE OPERATIONS	OTHER FINANCING SOUR	0.00	300,000.00	0.00%	Borrowing placeholder pending outcome of implementing Fleet audit recommendations (facility upgrades).
12 GENERAL INSURANCE	CHARGES FOR SERVICES	389,834.00	194,917.00	200.00%	Annual payments are made in December for the year.
13 BENEFITS ADMINISTRATION	CHARGES FOR SERVICES	282,310.08	186,960.50	151.00%	PERS reserve revenues - timing difference between PERS collections through payroll and PERS payments made to the State retirement system.

Budget Variance Report Fiscal 2016 Expenditures through December 31, 2015

DEPARTMENT	ACCOUNT DESCRIPTION	50% of Budget		% of Prorated Budget		Variance Explanation
		YTD Expenditures	Budget	YTD Expenditures	Budget	
02 GENERAL OPERATIONS	CONTRACTUAL SERVICES	625,100.00	443,017.30	70.87%	Normal seasonal spending compared to previous years in this category	
14 PS-FIRE RESCUE DIVISION	OPERATING SUPPLIES	101,798.00	52,466.35	51.54%	Normal seasonal spending compared to previous years in this category	
15 PS-POLICE DIVISION	OPERATING SUPPLIES	119,157.50	73,984.58	62.09%	Normal seasonal spending compared to previous years in this category	
16 PS-SUPPORT DIVISION	CONTRACTUAL SERVICES	102,829.00	141,722.09	137.82%	Normal seasonal spending (software maint. & general insurance payments)	
20 PS-SOBERING CENTER	CONTRACTUAL SERVICES	65,000.00	130,000.00	200.00%	Paid the contract in July for entire year	
35 ECONOMIC DEVELOPMENT	PERSONNEL SERVICES	46,931.00	14,141.18	30.13%	Business Advocate position vacant in 1st quarter	
41 PARKS MAINTENANCE SERVICE	OPERATING SUPPLIES	55,525.00	26,878.78	48.41%	Normal seasonal spending compared to previous years in this category	
19 STREET LIGHTS	CONTRACTUAL SERVICES	192,750.00	127,586.47	66.19%	Normal cyclical lag of utility bills	
31 STREET & DRAINAGE MAINT	OPERATING SUPPLIES	37,231.00	66,153.99	177.69%	Normal cyclical spending. Traffic marking and crack sealing supplies purchased at the beginning of the year	
26 CDB GRANT-HUD	CONTRACTUAL SERVICES	130,000.00	6,128.57	4.71%	Ramping up first year of new CDBG program.	
27 CDBG GRANT-STATE	CONTRACTUAL SERVICES	25,000.00	2,300.00	9.20%	Normal seasonal spending compared to previous years in this category	
28 INDUSTRIAL & DOWNTOWN LOAN	CONTRACTUAL SERVICES	175,000.00	0.00	0.00%	Loan programs underutilized this year.	
98 DEBT SERVICE/GEN OBLIG BD	DEBT SERVICE	550,800.00	85,800.00	15.58%	Main debt service principal payment made in June each year	
95 DEBT SERVICE/BANCROFT	DEBT SERVICE	75,000.00	0.00	0.00%	Loan payments made at the end of the fiscal year.	
83 LANDFILL/POST CLOSURE OP	CHARGES FOR SERVICES	18,800.00	0.00	0.00%	Did not receive bills until Jan 2016	
71 WASTEWATER COLLECTION	CONTRACTUAL SERVICES	85,584.00	52,426.63	61.26%	Normal seasonal spending compared to previous years in this category	
75 DEBT SERVICE-WASTEWATER	DEBT SERVICE	466,856.50	60,279.41	12.91%	Debt service principal payment made in June each year	
61 WATER TREATMENT	OPERATING SUPPLIES	152,075.00	178,250.07	117.21%	Start of year supply purchase for water treatment	
62 WATER DISTRIBUTION	OPERATING SUPPLIES	89,488.50	41,115.86	45.95%	Normal seasonal spending compared to previous years in this category	
62 WATER DISTRIBUTION	CAPITAL OUTLAY	28,000.00	51,757.73	184.85%	Start of year supply purchases for new water accounts	
65 DEBT SERVICE-WATER	DEBT SERVICE	253,585.00	437,858.39	172.67%	Debt service principal payment made each December	
54 GARAGE OPERATIONS	OPERATING SUPPLIES	183,775.00	139,780.12	76.06%	Normal seasonal spending compared to previous years in this category and lower fuel prices.	
54 GARAGE OPERATIONS	CONTRACTUAL SERVICES	77,423.50	104,861.09	135.44%	Liability insurance paid in Dec	

55 EQUIPMENT REPLACEMENT	CONTRACTUAL SERVICES	300,350.00	0.00	0.00%	Place holder for potential interfund loan for new fleet facility. Loan won't be used until facility plan is developed.
55 EQUIPMENT REPLACEMENT	CAPITAL OUTLAY	426,750.00	108,720.20	25.48%	Larger budgeted replacement items for this fiscal year will carry over into future quarters.
51 PROPERTY MANAGEMENT	CONTRACTUAL SERVICES	170,506.50	125,948.88	73.87%	Normal seasonal spending compared to previous years in this category
51 PROPERTY MANAGEMENT	CAPITAL OUTLAY	36,650.00	4,567.09	12.46%	Normal seasonal spending compared to previous years in this category
23 ENGINEERING	CONTRACTUAL SERVICES	87,195.50	64,650.17	74.14%	Placeholder for contract City Engineer whose actual time varies throughout the year.
24 PARKS & CD MGMT SERVICES	CONTRACTUAL SERVICES	71,774.50	89,213.84	124.30%	Software maintenance fees were paid for the entire year.
12 GENERAL INSURANCE	CONTRACTUAL SERVICES	294,040.00	433,730.71	147.51%	The annual general insurance premium is always paid in the 1st quarter
04 HUMAN RESOURCES	CONTRACTUAL SERVICES	77,947.50	59,723.60	76.62%	Normal seasonal spending compared to previous years in this category
06 LEGAL SERVICES	CONTRACTUAL SERVICES	138,451.50	96,748.63	69.88%	Normal seasonal spending compared to previous years in this category
08 GENERAL PROGRAM OPERATION	CONTRACTUAL SERVICES	74,850.00	42,212.25	56.40%	Normal seasonal spending compared to previous years in this category
08 GENERAL PROGRAM OPERATION	CAPITAL OUTLAY	20,000.00	0.00	0.00%	Placeholder for potential copier replacements
97 JO CO-CITY GP SOLID AGENCY	CONTRACTUAL SERVICES	182,000.00	55,016.92	30.23%	Normal seasonal spending compared to previous years in this category
97 JO CO-CITY GP SOLID AGENCY	CAPITAL OUTLAY	36,000.00	4,570.16	12.69%	1st monitoring fees not billed until Q2
49 TRANSPORTATION PROJECTS	CAPITAL OUTLAY	6,237,601	2,522,418	40.44%	Varies due to number and timing of active projects
89 SOLID WASTE CONSTRUCTION	CAPITAL OUTLAY	733,924	28,175	3.84%	Normal seasonal spending compared to previous years in this category
59 LANDS AND BLDGS PROJECTS	CAPITAL OUTLAY	5,520,716	522,449	9.46%	Varies due to number and timing of active projects
79 WASTEWATER PROJECTS	INDIRECT CHARGES	3,049,448	954,946	31.32%	Normal seasonal spending compared to previous years in this category
69 WATER PROJECTS	INDIRECT CHARGES	3,526,734	445,797	12.64%	Normal seasonal spending compared to previous years in this category

**CITY OF GRANTS PASS
PARKS & COMMUNITY DEVELOPMENT DEPARTMENT**

**ANNEXATION-MAY 2016
FINDINGS OF FACT – CITY COUNCIL**

Project Number:	15-40300001
Project Type:	Annexation
Project Description:	Annexation – May 2016
Planner Assigned:	Tom Schauer / Lora Glover
Date of Staff Report:	January 7, 2016
Planning Commission Hearing Date*:	January 13, 2016
City Council Hearing Date:	February 3, 2016
Date of City Council Ordinance:	February 3, 2016
Date of City Council Findings:	February 17, 2016

**See note in Section II.*

I. PROPOSAL:

Annexation of approximately 18 tax lots in four areas, totaling approximately 79.8 acres. **See Exhibit 1.** This original proposal was revised in the final action. **See Exhibit 2** for the recommendation for a revised proposal.

NOTE: *Some tax lots are split by city limits. If tax lots are currently split by city limits, the calculations include only those portions of the tax lots outside city limits.*

Properties within the proposed annexation areas may continue to develop and be subdivided, so the number of tax lots and acreage may change during annexation proceedings, but the proposed boundaries have not changed.

II. AUTHORITY AND CRITERIA:

Oregon Revised Statutes Chapter 222, Articles 2 and 5 of the City of Grants Pass Development Code, and the Grants Pass City Charter provide the authority and procedures for annexing property to the City of Grants Pass, and they authorize the City Council to annex properties subject to a vote of City electors. The decision must be based on the Criteria in Sections 5.052 and 5.053 of the Development Code.

Section 2.020, Schedule 2-1, and Section 5.054 of the Development Code specify that annexation is a Type IV-A procedure, in accordance with the procedures of Section 2.060. A Type IV-A procedure is a City Council decision without a Planning Commission recommendation. Section 5.054 specifies the hearing is conducted according to the legislative hearing procedures of Article 9.

***NOTE:** *The Planning Commission hearing provided for this proceeding is in addition to the City Council hearing required by the development code and statute. The purpose of the Planning Commission hearing is to provide an additional opportunity to enter written and oral testimony into the record in advance of the City Council hearing. The Planning Commission will not make a recommendation. Written testimony and the minutes of the Planning Commission hearing are included in the record for the City Council hearing and provided to the City Council in advance of their public hearing.*

III. APPEAL PROCEDURE:

The City Council's final decision may be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written action.

IV. PROCEDURE:

- A. A work session was held with the City Council on December 7, 2015 to discuss annexation issues, outreach to property owners, and an annexation proposal. Following the December 7, 2015 work session, staff outreached to property owners and initiated the annexation land use application. A follow-up work session was held with the City Council on January 19, 2016 to update the City Council on the process, outreach, and revised proposal.
- B. The annexation land use application was initiated and filed on December 17, 2015.
- C. The City opted to hold an additional public hearing with the Planning Commission in advance of the required City Council hearing to provide additional advance opportunity for public testimony.
- D. On December 18, 2015, notice of the proposal, the January 13, 2016 Planning Commission hearing, and the February 3, 2106 City Council hearing was mailed to property owners within the proposed annexation area and to property owners within 250 feet of the proposed annexation areas.
- E. On January 13, 20, and 27, 2016, notice of the proposal and the public hearings was published in the newspaper.
- F. On or before January 13, 2016, notices of the proposal and the public hearings were posted at the Grants Pass Municipal Building, the Josephine County Courthouse, the Josephine County Planning and Building Office, the Josephine County Public Works Office, and the Grants Pass Branch Library.
- G. On January 13, 2016, the Planning Commission held a public hearing. This is in addition to the required City Council hearing, to provide an additional opportunity to take additional written and oral testimony in advance of the City Council hearing, which is made part of the record. The Planning Commission doesn't make a recommendation.
- H. On February 3, 2016, the Grants Pass City Council held a public hearing to take testimony and consider the record and the proposed annexation.

V. SUMMARY OF EVIDENCE:

- A. The basic facts and criteria regarding this application are contained in the staff report and its exhibits attached as Exhibit 'A' and incorporated herein.
 - 1. Map of Proposed Annexation Areas (Original Proposal)
 - 2. Maps of Proposed Annexation Areas as Revised (Recommended)
 - 3. Informational Materials About Annexation

4. Written Consents and Service and/or Annexation Agreements
 - 4.1. Spalding & Son Inc.
 - 4.2. Cascade Self Storage – Grants Pass
 - 4.3. First Baptist Church of Grants Pass dba River Valley Community Church
 5. Written Comments
 - 5.1. January 7, 2016 e-mail from David Roberts
 6. Minutes of January 13, 2016 Planning Commission Hearing (*No public testimony was provided at the Planning Commission hearing*).
- B. The PowerPoint presentation provided by staff at the January 13, 2016 Planning Commission hearing is attached as Exhibit 'B' and incorporated herein.
 - C. The minutes of the February 3, 2016 City Council hearing, which are attached as Exhibit 'C' are adopted and incorporated herein.
 - D. The PowerPoint presentation provided by staff at the February 3, 2016 City Council hearing is attached as Exhibit 'D' and incorporated herein.

VI. GENERAL FINDINGS – BACKGROUND AND DISCUSSION:

General

The City Council created an Urban Renewal Task Force to consider and provide recommendations on formation of an urban renewal district. Staff and the task force recommended that the district only include properties within city limits. Some industrial properties are being considered for inclusion in the potential urban renewal district. This could allow for 'tax increment financing' generated in the district to be used for infrastructure investments to serve industrial properties. In some areas, this could help fund public facilities that serve a larger area, such as a pump station, which typically exceed the 'rough proportionality' share of improvements that would be required for development of a single property, requiring financial collaboration, other funding sources, and/or upfront funding such as a reimbursement district, provided funds are available. Without another means of initially funding these facilities, development of some individual properties may not move forward past initial financial barriers to development unless other adjoining properties develop first with incremental infrastructure extensions and investments. Some intervening properties are already developed and wouldn't require extension of public facilities unless expanded or redeveloped.

This proposal is for annexation into city limits of industrial properties which are candidates for inclusion in the urban renewal district.

Typically, an annexation proposal is formed in areas with existing Service and Annexation Agreements. However, as of December 2015, none of the candidate industrial properties had Service and Annexation Agreements in place. The intent is to place a 'triple-majority' annexation on the ballot, where each proposed annexation area meets the triple-majority requirements. A triple-majority annexation is one in which a majority of property owners in an area have consented to annexation, and those properties comprise more than half of the area and more than half of the assessed value of properties within the area. Under state law, a triple-majority annexation can be approved by ordinance without a separate vote on the ballot of the territory or city voters, due to the existing majority consents in the territory. However, based on a ballot initiative approved in 2000/2001, the City Charter requires that City voters must still vote

to approve any annexation, including triple-majority annexations, which is a more stringent requirement than state law. Therefore, City Council will be voting on an ordinance that would place the annexation on the May 17, 2016 ballot for ratification by city electors.

Due to timelines associated with the urban renewal evaluation and the dates to include an annexation measure on the May 2016 ballot, the proposal was initiated concurrent with outreach to property owners and in advance of having annexation agreements in place for these properties for a 'triple-majority' annexation. Some areas were removed from the final proposal, and some areas were modified to reduce the properties included. Agreements for each area must be in place by the February 3, 2016 City Council meeting in order to place 'triple-majority' annexations on the ballot. Updated information was provided regarding the status of any annexation agreements from property owners. Staff has recommended that any properties which are not annexed would not be candidates for inclusion in the urban renewal district.

At a December 7, 2015 work session, Council provided direction to staff to contact property owners to inquire about consents for annexation and share information about the possible urban renewal district, and to provide an update to Council in advance of the February 3, 2016 City Council meeting.

Initial Annexation Proposal

Due to the above-referenced timelines, the initial annexation proposal included the maximum extent of potential areas that would be placed on the ballot, prior to responses from all of the property owners in these areas. **See Table 1 and Exhibit 1.** If majority consents for annexation agreements were provided, the proposed annexation could have included 18 tax lots in four areas. Otherwise, some areas would be removed or reduced from the proposal. As of December 2015, none of the properties had annexation consents. Triple-majority calculations were reviewed once property owners indicated whether they would provide consents for annexation.

Table 1. Initial Annexation Proposal

Area	Reference	Zoning	Tax Lots	Acres
1	Spalding	I	5	44.3
2	NW Vine	IP	6	20.6
3	NW Highland	BP	4	8.4
4	Shannon Ln	BP	3	6.5
SUM			18	79.8

*Some tax lots are split by city limits. If tax lots are currently split by city limits, these calculations include those portions of the tax lots outside city limits

Revised Annexation Proposal

Based on responses from property owners, there weren't enough property owner consents for some of the areas as originally proposed. Therefore, it was recommended that the proposal be revised to exclude some areas and modify others as follows. This recommendation was contingent on written consents for annexation from some of the property owners that hadn't yet provided consents or indicated whether they would provide written consents at the time of the staff report. **See Tables 2 & 3 and Exhibit 2.**

Table 2. Revised Annexation Proposal

Area	Reference	Zoning	Orig. Tax Lots	Orig. Acres	Recommendation	Rev. Tax Lots	Rev. Acres
1	Spalding	I	5	44.3	No Change	5	44.3
2	NW Vine	IP	6	20.6	Revise	3	12.3
3	NW Highland	BP	4	8.4	Exclude	0	0
4	Shannon Ln	BP	3	6.5	Exclude	0	0
SUM			18	79.8		8	56.6

*Some tax lots are split by city limits. If tax lots are currently split by city limits, these calculations include those portions of the tax lots outside city limits

Table 3. Triple Majority Calculations

Area	Tax Lots		Acreage		Assessed Value	
	Number	Percent	Number	Percent	Number	Percent
1	5/5	100%	44.3/44.3	100%	\$2.08M/\$2.08M	100%
2	2/3	66.7%	9.7/12.3	78.8%	\$456,280/\$769,160	59.3%

Assessed value percentages are based on actual values rather than rounded values shown in this table.

No tax exempt properties were identified in these areas, so no properties were excluded from calculations under ORS 222.170(4).

Relationship to Urban Renewal District Considerations

Excluding Areas 3 and 4 and part of Area 2 from the annexation proposal would mean these industrially zoned properties and some adjacent properties already in city limits would not be further considered for inclusion in the urban renewal district. Therefore, public improvements along the property frontages and associated facilities such as any pump stations would not be eligible for funding through use of tax increment funds.

Development and Service Issues

Exhibit 3 to this report includes informational materials about annexation. The Comprehensive Plan already applies throughout the UGB. The Development Code land use regulations and development standards also already apply to properties throughout the UGB, with the modifications of the 1998 Intergovernmental Agreements for Category 1 developments. Therefore, except for the limited exemptions for Category 1 developments, standards do not change upon annexation. Further, any legally existing nonconforming (“grandfathered”) land uses will continue to be nonconforming land uses upon annexation. Annexation doesn’t change the applicable zoning, land use laws, or development standards.

There are provisions of the Municipal Code that do not apply throughout the UGB that only apply upon annexation. These include issues such as nuisance abatement and enforcement; open burning; sale of fireworks; keeping of exotic animals, and allowing livestock and poultry to run at large. As of 2015, this also includes Municipal Code provisions governing marijuana.

The infrastructure master plans, including transportation, sewer, water, and stormwater plans already apply throughout the UGB as a whole. Planned projects, prioritization, and financing methods do not change upon annexation. Further, annexation doesn’t change when or whether facilities are extended to an area or whether properties are required to connect to services. Development of property, not annexation, determines whether properties are required to connect to services. (In some situations, a property on a failing septic system may be required to connect to sewer). For example, annexation does not change how or whether a local improvement district may be formed.

The most substantial change in public services pertains to public safety. Upon annexation, properties will receive public safety services, both police and fire. Properties with annexation agreements signed after June 2001 are already receiving these services and paying fee equivalent to the City tax rate for public safety. (Not currently applicable in the proposed annexation areas in the current proposal). Other properties will begin to receive these services and pay city property tax.

In addition, there are some services and rates that are only available to city residents, such as spring and fall yard waste pickup, and "in-city" rates for use of parks and recreation programs and reservation of facilities.

Revenues

City revenues increase in the following ways through annexation.

- The City collects additional property tax revenue which funds public safety services. **Exhibit 3** contains additional information about property tax.

The assessed value of the taxable value in the original proposed annexation areas in **Exhibit 1** is estimated at \$5,275,305. The combined city tax rate (permanent rate, voter-approved public safety operations levy, and voter-approved bonds for public safety stations) is \$6.3135/\$1,000 of assessed value. Gross city property tax revenues are estimated at \$33,306

The assessed value of the taxable value in the revised proposal in **Exhibit 2** is estimated at \$2,982,404. The combined city tax rate (permanent rate, voter-approved public safety operations levy, and voter-approved bonds for public safety stations) is \$6.3135/\$1,000 of assessed value. Gross city property tax revenues are estimated at \$18,829.

All property tax revenues are dedicated to Public Safety services. \$5.9235/\$1,000 of the tax rate goes to general public safety. As tax revenue allows, additional police and fire personnel are added to the City Public Safety system to protect area residents. The additional amount \$0.39/\$1,000 is dedicated to paying off the public safety stations, which will be paid off by 2019. The city's bond rating has allowed the tax rate for the stations to be lower than originally estimated.

- The population inside City limits is higher if there are residents in annexation areas, and the City's allocation of state revenues increases accordingly. Since this proposal is only industrial properties, there would be very little change in population. A higher percentage of the state funds comes to Grants Pass rather than being allocated to other cities. This helps fund local services with less demand on other local resources
- Utility providers pay a franchise fee to the city for use of the public right-of-way.
- The City collects a business tax for businesses that conduct business inside the City (whether or not the business location itself is within the City limits).
- The City collects a street utility for properties inside City limits. (Developed properties with "fee agreements" are already paying this).

VII. GENERAL FINDINGS - CHARACTERISTICS OF ANNEXATION AREAS:

General

Development

Of approximately 18 tax lots in the original proposed annexation areas, approximately 12 have some extent of development or improvements, and there are approximately six undeveloped tax lots.

Zoning and Land Use

The properties within the proposed annexation areas have Business Park (BP), Industrial Park (IP), or Industrial (I) zoning. Some lots are vacant, while others have existing businesses, and there are also a couple existing dwellings.

Service & Annexation Agreements

At the time of the application submittal for the annexation, none of the properties had existing Service & Annexation Agreements. Some property owners have since provided written consents to annexation. **See Exhibit 4.**

(Properties with Service & Annexation Agreements signed after June 15, 2001 pay a fee equivalent to the City tax rate and receive City Public Safety services. Properties with 'no fee' agreements signed before June 15, 2001 and properties without annexation agreements do not pay this fee and do not currently receive City Public Safety services).

Area 1

The annexation area is a "consent" annexation, with consent for annexation of all of the properties.

The area includes five tax lots (or portions) totaling approximately 44.3 acres, where parts of some tax lots are already within the city.

The properties are located in the eastern part of the Urban Growth Boundary, in the Spalding Industrial Park area, east of Ament Road and north of the railroad. It includes portions of NE Spalding Avenue and Favill Road. These properties are to the east of the first two phases of Spalding Industrial Park.

Agreements

All five properties have written consents.

Zoning

These properties are zoned Industrial (I).

Land Use

The properties in this area contain structures formerly in use for the mill near the railroad, and some storage. Some properties are vacant, and there is one residence. A building foundation remains on one property.

Street Improvements

Ament Road and Favill Road are built to rural standards without curb, gutter and sidewalk. Part of NE Spalding Avenue is also built to rural standards, and the eastern portion of that right-of-way contains a bike/pedestrian path which leads to Tom Pearce Park.

City Utility Services

Street Name	Water Main	Sewer Main	Storm Drain Line
NE Spalding Av.	None	None	None (Surface)
Favill Rd.	None	None	None (Surface)
Ament Rd.	None	None	None (Surface)

A canal runs along the east side of the property.

Area 2

Based on feedback from property owners, there were not sufficient consents from owners to include the original Area 2 as a triple-majority annexation as shown in **Exhibit 1**. The revised Area 2 shown in **Exhibit 2** was included as a triple-majority annexation in which two of the three property owners provided consent. The third owner responded that they did not wish to provide consent. For the other two properties, one has also received a land use approval and will be required to sign a Service & Annexation Agreement as a condition of approval.

The revised Area includes 3 tax lots totaling approximately 12.3 acres.

The properties are located in the northwest area of the Urban Growth Boundary, along NW Vine Street south of I-5.

The remaining information below pertains to the revised area.

Agreements

Two of three properties provided written consents to annexation.

Zoning

The properties within this area are zoned Industrial Park (IP).

Land Use

One property is predominantly vacant, the location of the former golf driving range, and has received land use approval for development of storage units. The other parcels include industrial buildings and businesses including S&P Fabricators.

Street Improvements

NW Vine Street is a 2-lane road built to rural standards.

City Utility Services

Sewer, water, and storm drain are not present along the frontage. Drainage along NW Vine is open drainage. Some open drainage from the north side of I-5 is piped under I-5 and NW Vine and portions of the properties and also runs in open ditches across the portions of properties. Any existing utility connections are presently provided through easements to sewer mains on properties to the south. The nearest water mains to the frontage are at Highland/Vine to the west and Hawthorne/Vine to the east.

Area 3

This area is along NW Highland in the northwest part of the UGB. There are insufficient consents to include this area as a triple-majority annexation. This area is excluded from the revised proposal in **Exhibit 2**. No further information is provided regarding the characteristics of this area.

Area 4

This area is along Shannon Lane south off the railroad and north of the Rogue River in the east part of the UGB. At this time, there has been no response from property owners regarding consents. Without at least two consents, this area can't be included as a triple-majority annexation. This area is excluded from the revised proposal in **Exhibit 2**. No further information is provided regarding the characteristics of this area.

VIII. FINDINGS OF CONFORMANCE WITH APPLICABLE CRITERIA:

5.052. Criteria for Property Subject to a Service and Annexation Agreement. If the proposed property is subject to an annexation agreement, all of the following must be satisfied.

Criterion 1: All of the conditions and requirements of the annexation agreement have been met.

RESPONSE: Satisfied/Not Applicable.

No properties have Service and Annexation Agreements. If properties in Area 1 and Area 2 sign Service and Annexation Agreements, there are no new requirements to be met.

Criterion 2: Any additional conditions or requirements made necessary by subsequent judicial or state or federal or legislative acts have been met.

RESPONSE: Satisfied With Referral to City Electors. The City Charter requires that annexations must be approved by the electors of the City. This will be achieved by referring proposed annexation to the May 17, 2016 ballot.

5.053. Criteria for All Other Property.

Criterion 1: The proposed property is located within the Grants Pass Urban Growth Boundary Area and the area is contiguous with the existing City Boundary.

RESPONSE: Satisfied. All of the property proposed for annexation is within the Urban Growth Boundary. The proposed annexation areas are contiguous with the existing City boundary.

Criterion 2: The proposed property is developed or will be developed consistent with City standards.

RESPONSE: Satisfied. The 1998 Intergovernmental Agreement specifies that development within the UGB shall be in accordance with the City's land use and development standards, with some provisions specific to Category 1 development. The properties proposed for annexation are currently subject to City standards and the Intergovernmental Agreement. These properties are developed to City standards, will develop to City standards at the time of development or redevelopment, or have existing development which is legally nonconforming in relation to City standards, as permitted by the Development Code.

Criterion 3: The proposal is consistent with the City's Comprehensive Plan at such time as the State has acknowledged that plan, or the proposal is consistent with LCDC Goals, prior to acknowledgment of the City's Comprehensive Plan.

RESPONSE: Satisfied. The Comprehensive Plan is acknowledged, and the proposal is consistent with the Comprehensive Plan and the implementing provisions of the Development Code. The Comprehensive Plan goals and policies do not specifically address annexation. Goals and policies pertaining to land use, development, and public services are addressed through the 1998 Intergovernmental Agreement, the Development Code, and public facility plans. The proposal is consistent with the annexation provisions and criteria of the Development Code, which is part of the acknowledged Comprehensive Plan.

Criterion 4: The proposal is consistent with this Code.

RESPONSE: Satisfied. The proposal is consistent with the provisions of Article 5, which governs annexations.

Criterion 5: The proposal is consistent with the provisions of the Oregon Revised Statutes.

RESPONSE: Satisfied. The proposal includes consent and/or triple-majority annexations. The proposal is consistent with Oregon Revised Statutes Chapter 222.

Criterion 6: The City of Grants Pass has sufficient capacity to provide the property with basic urban services, such as municipal water, sanitary sewer, fire protection, and police protection.

RESPONSE: Satisfied. The City has sufficient capacity to provide the property with basic urban services as described below.

The Comprehensive Plan and Development Code, public facility plans and capital project planning and prioritization, development standards, and urban zoning already apply throughout the UGB, and properties within the UGB already have urban zoning. Annexation doesn't change this.

Water

Properties within the UGB can develop and/or connect to water, subject to an administrative Service & Annexation Agreement. Annexation does not determine whether properties can or cannot connect to water; therefore, annexation itself doesn't place any additional demand on the water system.

If an urban renewal district is formed, it could help fund improvements to the distribution system.

Planning for the Water Treatment Plant is based on development of the Urban Growth Boundary and the additional portion of the water service area outside the UGB, which predominantly in the Merlin/North Valley area.

Some areas developed prior to standards that require municipal water, and they are served by private wells or community water systems using groundwater. Properties served by private wells are not required to connect to municipal water, and they can continue to use the existing wells for existing development.

There is sufficient capacity to serve properties in the proposed annexation areas.

Further, the City Council adopted a Water Treatment Plant Facility Plan Update in February 2014 (Resolution 14-6173). This Water Treatment Plant Facility Plan, and the Water Distribution Master Plan adopted in January 2001, plan for projected water demand based on forecast population and build-out of the Urban Growth Boundary and the rest of the water service area, including properties in Merlin/North Valley which are connected to the system or authorized to connect to the system.

The water facility plan update also identifies capital projects to meet modern seismic requirements and water treatment requirements for the future. The water distribution master plan will also be updated in conjunction with the city's UGB amendment work to serve the current service areas and expansion areas.

Sewer

Properties within the UGB can develop and/or connect to sewer, subject to signing an administrative Service & Annexation Agreement. Annexation does not determine whether properties can or cannot connect to sewer; therefore, annexation itself doesn't place any additional demand on the sewer system.

If an urban renewal district is formed, it could help fund improvements to the collection system.

Planning for the Wastewater Treatment Plant is based on development of the Urban Growth Boundary and the additional portion of the sewer service area outside the UGB in the Redwood area.

Properties served by septic systems can continue to use those systems for existing development. Properties with functioning septic systems are not required to connect to municipal sewer.

Capacity of the water restoration plant is dependent on water quality standards and pollutant limits associated with the DEQ operating permit for the plant. The plant is operating under the permit issued in 2010, and it has capacity to operate in accordance with the permit requirements.

There is sufficient capacity to serve properties in the proposed annexation areas.

Further, the City Council adopted a new Water Restoration Plant Facility Plan in June 2014 (Resolution 14-6205). This Water Restoration Plant Facility Plan, and the Collection System Master Plan, plan for projected sewer demand based on forecast population and build-out of the Urban Growth Boundary and the rest of the sewer service area, including those properties in the Redwood area outside the UGB which are connected to the system or authorized to connect to the system.

The updated water restoration plant facility plan update identifies capital projects to meet modern seismic requirements and add capacity and improvements to optimally meet current and future treatment requirements and anticipated regulatory standards. The collection system master plan will also be updated in conjunction with the city's UGB amendment work to serve the current service areas and expansion areas.

Public Safety Services, Police Protection and Fire Protection

The Development Code does not identify "capacity" standards for public safety services. The Comprehensive Plan recognizes the need to provide urban levels of police and fire protection to urban levels of development.

Any properties with Service and Annexation Agreements signed after June 15, 2001 pay the equivalent of the City tax rate and receive public safety services.

Property taxes are dedicated to Public Safety. Additional property tax revenues generated by annexation will be used to fund public safety services. City police rather than the Sheriff's Office will serve annexed properties. The City has a first response agreement with Rural/Metro for fire protection, providing fire protection services for annexed properties.

With the station locations and current staffing, it is expected that all areas within the City receive public safety response times of approximately five (5) minutes or less, for both police and fire emergency calls.

There is sufficient capacity to serve properties in the proposed annexation areas.

IX. DECISION AND SUMMARY:

Based on the above findings, the City Council found the applicable criteria were satisfied and **APPROVED** the annexation, based on the revised proposal described in Table 2 and shown in Exhibit 2 of the staff report.

The vote was 7-0 with Councilors DeYoung, Lovelace, Lindsay, Hannum, Bouteller, Riker and Roler in favor. Councilor Goodwin was absent.

X. FINDINGS APPROVED AND DECISION ADOPTED BY THE GRANTS PASS CITY COUNCIL this 17th day of February 2016.

Darin Fowler, Mayor

***NOTE:** The application is not subject to the 120 day requirement per ORS 227.178.*

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The Council of the City of Grants Pass met in regular session on the above date with Mayor Fowler presiding. The following Councilors were present: Bouteller, DeYoung, Hannum, Lindsay, Lovelace, Riker, Roler. Also present and representing the City were City Manager Cubic, Assistant City Manager Reeves, Finance Director Meredith, Public Safety Director Landis, Parks & Community Development Director Glover, Public Works Director Canady, City Attorney Mark Bartholomew, and City Recorder Frerk. Absent: Councilor Goodwin.

Mayor Fowler opened the meeting and Councilor Lovelace led the invocation followed by the Pledge of Allegiance.

1. PUBLIC COMMENT:
2. PUBLIC HEARING:

Legislative

- a. Ordinance annexing territory including approximately 8 tax lots, totaling approximately 57 acres, plus right-of-way, to the City of Grants Pass, Oregon.

ORDINANCE NO. 16-5670

Councilor Riker moved that the ordinance be read for the first reading, title only. The motion was seconded by Councilor Lindsay. The vote resulted as follows: "Ayes": Bouteller, DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: Goodwin. The motion passed. The ordinance is read.

Councilor Lindsay moved that the ordinance be read by title only, second reading. The motion was seconded by Councilor Lovelace. The vote resulted as follows: "Ayes": Bouteller, DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: Goodwin. The motion passed. The ordinance is read.

Councilor Lindsay moved that the ordinance be adopted. The motion was seconded by Councilor Bouteller. Mayor Fowler asked if the ordinance should be adopted, signified by roll call vote as follows: Bouteller – yes, DeYoung – yes, Goodwin – absent, Hannum – yes, Lindsay – yes, Lovelace – yes, Riker – yes, Roler – yes. The ordinance was adopted.

3. CONSENT AGENDA:

- a. Resolution authorizing the City Manager to enter into a contract for the "J" and "K" Street Alley (east and west of Pine) Sanitary Sewer Replacement Project; Project No. SE6064.

RESOLUTION NO. 16-6397

Councilor DeYoung moved and Councilor Lindsay seconded that Resolution 16-6397 be adopted and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: Goodwin. The resolution is adopted.

- b. Motion acknowledging the receipt of the monthly and quarterly financial reports for quarter ended September 2015.

Councilor DeYoung moved and Councilor Lindsay seconded to acknowledge the receipt of the monthly and quarterly financial reports for quarter ended September 2015 and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: Goodwin. The resolution is adopted.

- c. Motion approving the minutes of the City Council meeting of January 20, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded to approve the minutes of the City Council meeting of January 20, 2016 and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: Goodwin. The motion passed.

- d. Motion acknowledging the minutes of the Allen Creek Sports Park Task Force meeting of November 19, 2015.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Allen Creek Sports Park Task Force meeting of November 19, 2015 be approved and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: Goodwin. The motion passed.

- e. Motion acknowledging the minutes of the Tourism Advisory Committee meeting of December 8, 2015.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Tourism Advisory Committee meeting of December 8, 2015 be approved and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: Goodwin. The motion passed.

- f. Motion acknowledging the minutes of the Committee on Public Art meeting of December 8, 2015.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Parks Advisory Board meeting of November 19, 2015 be approved and the vote

resulted as follows: "Ayes": Bouteller, DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: Goodwin. The motion passed.

- g. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of December 8, 2015.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Urban Area Planning Commission meeting of December 8, 2015 be approved and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: Goodwin. The motion passed.

4. COUNCIL ACTION

- a. Resolution calling for a measure to be placed on the ballot for the general election on May 17, 2016 in the City of Grants Pass, Oregon, for the purpose of submitting to the voters of the City a proposed annexation of properties.

RESOLUTION NO. 16-6398

Councilor Lindsay moved and Councilor Riker seconded that Resolution 16-6398 be adopted and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: Goodwin. The resolution is adopted.

5. MATTERS FROM MAYOR, COUNCIL AND STAFF:

- a. Appoint Council Liaisons to various committees.

Allen Creek Sports Park Task Force: Mayor Fowler
Bikeways/Walkways Committee: Councilor Lovelace
Committee on Public Art: Councilor Bouteller
Grants Pass Parks Advisory Board: Councilor Lovelace
Historical Buildings & Sites Commission: Councilor Roler
Industrial Development Loan Review: Councilor Lindsay
PAVE Committee: Councilors Roler, Lindsay, Riker and Hannum
Tourism Advisory Committee: Councilor Bouteller
Urban Area Planning Commission: Councilor Riker
Urban Tree Advisory Committee: Councilor DeYoung
Board of Health: Councilor Hannum
Josephine County Emergency Management: Councilor Lindsay
LPSCC (Local Public Safety Coordinating Council): Mayor Fowler
Metropolitan Planning Organization (MPO): Mayor Fowler, Councilors Riker and DeYoung
Rogue Valley Area Commission on Transportation (RVACT): Councilor DeYoung
Rogue Valley Council of Governments (RVCOG): Councilor Lindsay
Solid Waste Agency: Councilor Riker
Southern Oregon Regional Economic Development Inc. (SORED): Councilor Roler

b. Committee Liaison reports.

6. EXECUTIVE SESSION: None

7. ADJOURN:

There being no further business to come before the Council, Mayor Fowler adjourned the meeting at 7:10 p.m.

The ordinances, resolutions and motions contained herein and the accompanying votes have been verified by:

City Recorder

BIKEWAYS AND WALKWAYS COMMITTEE
Meeting Minutes – November 10, 2015 at 12:00 PM
Courtyard Conference Room

Member Attendance:

Joel Peterson (Chair)
Paul Hart (Vice Chair)
Ken Behymer - absent
Chip Dennerlein – arrived late
Larry Turpen
Cliff Kuhlman
Mark Lansing – tardy
Leslie Orr – arrived late
Mark Acosta - absent
Dana Christensen - absent

Staff/Liaisons:

Ben Carlton
Fred Saunders (PCD Engineering)
Rob Brandes (JoCo Public Works) – arrived late
Dan Dorrell (ODOT) - absent
Officer Ed Burke (Public Safety)
City Council Liaison Mark Gatlin - absent
County Commissioner Keith Heck - absent

Guests:

Edom Gomez (RVTD)

I. Business – Continuing

A. Approval of Minutes – October 13, 2015

MOTION/VOTE

Committee Member Kuhlman moved and Committee Member Orr seconded the motion to approve the minutes from the October 13, 2015 meeting. A vote was taken and the motion passed.

B. Updates From Parks & Community Development (Fred)

1. **Eastern Ave** – was in process of being paved at last meeting, finishing up drainage issues, separating GPID and drainage
2. **Terry Lane** – project going well, curb machine may be working now, this was a Council recommended project
3. **Highland Ave** – Fred talked to Lora, talking with Public Works to look at potentially creating a sidewalk project there, installing sidewalks on west side of Highland, temporary solution could be to extend sharrow area up to where bike land ends now
4. **Pedestrian Bridge Gate** – for more info contact Jeff Nelson in Parks, Committee still opposed to and had concerns about this project (late night/early morning commuting, exercising, recreation, also the extra cost, allowing a few neighbors make this big of a decision, Committee not consulted first, etc). Officer Burke gave an explanation as to purpose of gate, discussion about if continued clearing of brush would help appease the neighbors, Committee wants to voice concerns to City Council and was advised to place emphasis on loss of connectivity, Joel will draft a letter and show it to Committee

MOTION/VOTE

Committee Member Lansing moved and Committee Member Orr seconded the motion to have Chair Peterson write a letter to City Council opposing the closing of the Pedestrian Bridge at night with the erection of a gate/fence. The vote resulted as follows: "AYES": 6 members. "NAYS": None. Abstain: 1 member. Absent: Committee Members Behymer, Acosta, and Christensen. The motion passed.

5. **Street Sweeping** – Steve Scribner has been looking at sweeping requests, didn't see glass on M St, but sweeper may have been there first, the sweeper schedule is sporadic
6. **7th/M Bike Lane Impediment** – ODOT issue, will be huge modification to island
7. **Lincoln Rd** – City considering applying for CMAC funds from ODOT for improvements to Lincoln Rd between G and Bridge, City would have to pay for all 3 lanes (\$1 million), ODOT would only pay for curb/gutter/sidewalk, City will probably not pursue this further
8. **Requests/Suggestions** (from Committee Members)
 - Water Cap in Bike Lane - below Terry Lane, on D St, on north side, in bike lane there is water cap turned upside down and it is hard to see – Fred will notify water crews to fix it
 - Bush Trimming Needed – Baker and A St., can not see approaching traffic
 - G Street – needs green paint

*** County Updates (Rob)

9. **Allen Creek Project** – plans should be available soon
10. **Chipping/Sealing** – taking place now
11. **Requests/Suggestions** (from Committee Members)
 - n/a
12. **Parking Lot** – County will be continuing with JCTransit project to develop the County owned parking lot on 5th between B St and C St, looking to do all bus transfers there in future, ODOT and City will support this application.

C. Goal Setting Discussion

1. Goal Suggestions

- **Sidewalks**
 - Good for neighborhoods, community, growth, safety, etc.
 - Important to have a goal that includes walkways since Committee is to represent both walkways and bikeways
 - Prioritize to where there will naturally be more foot traffic
- **Bike Lanes** (green paint & sharrows)
 - Haven't received any negative feedback from drivers
 - Good to use it sparingly/strategically

- **Crosswalks**
 - Wider are wonderful
 - need more of them
- **Google Maps**
 - Overlays, sharing ideas for projects, etc
 - GIS department can help with this
- **River Overlooks**
 - Improve river access
 - Connecting pedestrians to destination/attraction

D. Strategic Plan – did not discuss

II. Business – New

A. Safety

- Discussed the use of crosswalks
- City to install speed humps on 9th St.
- Speed zone request of 25mph (northern section, from Hillcrest south) from City/County jointly
- More discussion about cars parking in bike land on Highland – new signage is great (may need something like it on Cullison Lane for Allen Dale Elem)

B. Riverside Park Grant Meeting

- Cliff shared about the meeting in Council Chambers about the \$500,000 grant for Riverside Park (3:30-5:00)
- Fred shared the City is considering teaming up on this with the Active Club and utilizing City funds set aside for the Isaac Walton building and making it a larger project

Next meeting date: (no December meeting) January 12, 2015 at 12:00 pm in the Courtyard Conference Room

These minutes were prepared by contract minute taker, Becca Quimby.

ALLEN CREEK SPORTS PARK TASK FORCE
Meeting Minutes – November 19, 2015 at 5:00 pm
City Manager’s Conference Room

Attendance:

Dan Trader (Chair) - absent
Dick Matti - absent
Mark Johnson
Dan Horst - absent
Jake Musser - absent
Cory Johnston
Darren Huddleston
Ruth Berkey
Gabe Snodgrass
Little League #2

City/Staff/Council Liaisons:

Lora Glover (PCD Director)
Mayor Darin Fowler (Council Liaison)

Guests:

I. Business - Continuing

A. Approval of Minutes: no minutes for October (no quorum)

II. Business - New

A. Welcome/Acknowledgments

B. Other Business

1. Updates/Discussion

- Mayor Fowler gave brief overview/history/update of project and Committee
- Lora shared there are two spots on Committee for Little League
- James Lowe will be asked to help with this project (influential in community, school district, Active Club, etc.)
- Suggestion from City Manager Cubic at last meeting of soliciting community help in the form of a levy or going out for a bond to build the project rather than doing it in phases. He is very excited and in support of this project
- Lora explained how this task force fits in with the Parks Board
- Now that everyone is at the table on the task force it is time to raise the energy in the community to move the project forward
- Mayor Fowler suggested putting it on November 2016 ballot - there will be nothing else from County or City, it will be national election so more people will be voting, there could be potential negatives to it being a stand-a-lone item, but don't want to wait until May when it may be up against something regarding County funding.
- Staff needs to talk to Jay Meredith about back timelines
- Brief discussion about overall project cost –
 - Potentially \$3-5 million, Lora would need to double check that number.
 - The tennis facility (6 courts, indoor) cost estimated at about \$2.5 million for just the building, no land.

- Original estimate for turf fields was \$1 million each, but need to re-research that as construction materials/methods may have changed over the past couple years
- Community is overdue for this type of facility, it is really needed, tournaments bring in millions of dollars of economic impact to city
- Turf fields provide year-round play/tournaments - need at least 4 soccer fields to be adequate for tournaments
- Need to update plan to include tennis building (indoor soccer can be included in tennis facility) – discussed different options of where to move things around to accommodate all desires

2. Goal Setting

- Important for someone from task force to attend goal setting to present project to Council (Dan or Dick) – January 14-16
- Lora will discuss advantages of going out for Park bond or levy with Jay Meredith

3. Strategic Plan – did not discuss

4. Schedule Next Meeting

- Meetings to be the 1st Tuesday of the month (may not need to meet each month)
- No December meeting – next meeting would be January 5th

C. Adjournment

III. Next Meeting: Tuesday, January 5th, 2016

These minutes were prepared by contract minute taker, Becca Quimby.

URBAN AREA PLANNING COMMISSION
MEETING MINUTES
December 9, 2015 – 6:00 P.M.
Council Chambers

1. ROLL CALL:

The Urban Area Planning Commission met in regular session on the above date with Chair Gerard Fitzgerald presiding. Vice Chair Jim Coulter and Commissioners Lois MacMillan, Blaire McIntire, and David Kellenbeck were present. Commissioners Loree Arthur and Dan McVay were absent and there was one vacant position. Also present and representing the City was Parks & Community Development (hereafter: PCD) Director Lora Glover, Senior Planner Joe Slaughter, and Associate Planner Justin Gindlesperger. City Council Liaison Rick Riker was present as well.

2. ITEMS FROM THE PUBLIC: None

3. PUBLIC HEARINGS:

- a. 15-40500003 – Development Code Text Amendment Subdivision Final Plat & PUD Final Plan
 - o Article 17 – Lots/Creation of Lots
 - o Article 18 – PUD
 - o Schedule 2-1 – Application Procedures
 - o Article 3 – Development Permit Procedure

Chair Fitzgerald stated, at this time I will open the public hearing to consider Application 15-40500003. We will begin the hearing with a staff report followed by any public comment. Then, we will discuss it as Commissioners and make our decision whether to recommend to the Council. Is there anyone present who wishes to challenge the authority of the Commission to consider this matter? Seeing none do any Commissioners wish to abstain from participating in this hearing or declare a potential conflict of interest? Since this is a legislative hearing you'd have to go a way for that. Ex parte doesn't apply either since this is legislative. In this hearing the decision of the Commission will be based on specific criteria and all testimony and evidence will be directed toward those criteria. The criteria which apply in this case are noted in the staff

report. It is important to remember if you fail to raise an issue with enough detail to afford the Commission and the parties an opportunity to respond to the issue you'll not be able to appeal to the Land Use Board of Appeals based on that issue. The hearing will now proceed with a report from staff.

Associate Planner Gindlesperger stated, tonight we will hear about subdivision final plat and PUD final plan and the changing of the process for the final approvals for those. Currently our process requires after a tentative plat is approved there is a separate land use process. It typically goes through a director's decision with a comment period. If there are modifications to that tentative plat when they come in for final plat it requires they go back through the same process the tentative plat went through. For example, if a subdivision came before you and then, when they went to final plat they made some sort of modification the code doesn't specify, that would have to come back in front of this body. Otherwise, it would be a director's decision with comment period. The proposal is to amend that and streamline the process. There are a couple parts to that. We also changed the expiration date from 18 months to 24 months for tentative plats and plans. There is also a clean-up amendment we noticed as we went through the code in Section in Article 17.516. It was numbered incorrectly so we want to provide consistency with the numbering. We're trying to streamline the process. It will provide an administrative review for final plats and PUD final plans. In order to qualify for that administrative review it has to substantially conform to the tentative plan. It pretty much has to be the same. The other thing we are trying to do here is provide a process for and differentiate between the types of modifications. A minor modification, something between a tentative plat and the final plat, if they decide to phase it, something minor like that, then it would have to go back through the director's decision with comment period. That is the Type 1-C process. Major changes, such as to the utility plans, street plans, density, etc., would be a major modification and that would have to come back through the same process. For example, a 10-lot subdivision that would typically come before you here, if they change the density or change the street or utility plan, that would come back before you. Again, the timing for the expiration, because we're removing that additional land use approval process the current code reads it is 18 months for tentative plan to go to final plat so it would add 6 months to that. It would allow them an additional 6 months to get all their documentation and meet all the requirements in order to file a final plat for approval. Again, changing the numbering of that section there in Article 17, but it won't change the administration of that. It will just make it consistent with the rest of the code. The effect of this, again, is to streamline that process. The Oregon Revised Statutes do not

consider approval of a final plat a "land use decision". If it has clear and objective standards it doesn't qualify as a land use decision so something that doesn't change from tentative plat to final plat could be an administrative review and administrative approval. Establishing the two processes for the modifications and clarify that timing – add some additional time between tentative plat and final plat. This is a Type 4 procedure so your decision tonight is a recommendation to City Council. The 120-day rule does not apply to this decision. That is all I have so if you have any questions I'm free to answer them.

Commissioner MacMillan stated, on 18.034 on page 12, Exhibit 4A – I'm not understanding the appeals process. It says the final action of the review body. Which review body because you crossed out the Hearings Officer and Planning Commission?

Associate Planner Gindlesperger stated, that would depend on if they have any modifications. If you look at Article 2 on page 5, some of those modifications change so it could be the director, it could be the Hearings Officer, or it could be the Planning Commission. It depends on how the tentative plan was approved. If the Hearings Officer approved the tentative plan and then they did major modifications then it would have to go back to the Hearings Officer. If it was the Planning Commission then it would come back to the Planning Commission. Instead of listing all the review bodies we want to change it to "the review body" and that is consistent with the rest of the code.

Chair Fitzgerald stated, if you would please look at page 15 referencing 18.063 Criteria for Approval. I was wondering if the changes should read "approval or denial"?

Associate Planner Gindlesperger stated, it says "the decision to approve or deny" – the copy is a little bad.

Chair Fitzgerald asked, have we looked at how we are going to integrate CC&Rs if they are part of the conditions of approval? We ran into that before where we had CC&Rs that were a condition of approval and then later on we had where they did away with all of it. What will insure in a PUD that the criteria that has been set down in the conditions of approval if they are future what is going to maintain them if we don't integrate the CC&Rs as part of the findings of fact?

PCD Director Glover stated, realistically the way the tentative plan process was set up we have our lists A, B, and C. On the A list is always the revisions, the corrections, and the additional things they need to add. The B list is to go out and do that. The C list was technically the final plat list. Those CC&R requirements should have always been in the C list. When we were coming back over and redoing the final plat process we would lift those conditions and pull them in. They should always have been there. Now you might focus a little more on that C list. We will explain that more later on. We did have the ability to catch something at the final plat process when we took it through the director's decision, but it also left the developer vulnerable for another appeal. We also wanted to make sure we didn't have a situation where he didn't know he was going to have to do something extensive. As an example, not to pick on them, but with GPID sometimes we would get additional comments or conditions in the final plat process that hadn't been discussed in the tentative. It is really at the tentative that the applicant and staff need to be able to address those so we're not piling on additional conditions at the later date because it can be a deal killer sometimes. Then, they're so financially involved in the process they are stuck and have to go through and do something that had not been put on the table the first time. Council has directed us to streamline our processes and so we feel this is a good balance in doing that and in letting the developer know what he is going to have to deal with in the future.

Chair Fitzgerald asked, (inaudible) the idea that these CC&Rs will be integrated in a position to ensure that the conditions for future will actually (inaudible)?

PCD Director Glover stated, yes, and especially with a PUD. They have to have the CC&Rs for a PUD along with all of the other legal documents. They don't necessarily have to have them for a subdivision.

Chair Fitzgerald asked, right, but this is under 18, which is final plan, which is basically applicable to PUDs, right?

PCD Director Glover stated, yes, we will bring it all into that.

Chair Fitzgerald asked, are you all comfortable with that? Any other questions for Justin? Now we will open the hearing to anyone from the public that would like to comment. Since we don't have any we will close the public portions and turn it over to the Commission.

MOTION/VOTE

Commissioner MacMillan moved and Commissioner McIntire seconded the motion to recommend approval to City Council of Application 15-40500003 as presented. The vote resulted as follows: "AYES": Chair Fitzgerald and Vice Chair Coulter and Commissioners MacMillan, Kellenbeck, and McIntire. "NAYS": None. Abstain: None. Absent: Commissioners Arthur and McVay. The motion passed.

4. CONSENT AGENDA:

a. MINUTES: November 24, 2015

b. FINDINGS OF FACT:

15-40500003 – Development Code Text Amendment Subdivision Final Plat & PUD Final Plan

- o Article 17 – Lots/Creation of Lots
- o Article 18 – PUD
- o Schedule 2-1 – Application Procedures
- o Article 3 – Development Permit Procedure

MOTION/VOTE

Commissioner Kellenbeck moved and Commissioner MacMillan seconded the motion to approve the consent agenda as submitted. The vote resulted as follows: "AYES": Chair Fitzgerald and Vice Chair Coulter and Commissioners MacMillan, Kellenbeck, and McIntire. "NAYS": None. Abstain: None. Absent: Commissioners Arthur and McVay. The motion passed.

5. OTHER ITEMS/STAFF DISCUSSION:

PCD Director Glover stated, thank you for allowing us to flip the consent agenda as that relieves us of having to have another meeting in December. I believe we have something scheduled in January. Strategic planning and goal setting will be coming up for City Council January 14-16. At some point in that the different committee will be giving presentations. I'll be preparing your PowerPoint presentation for you of some of the goals/items we've discussed. I have a feeling it will be fairly short. We are going to add to yours some of the Community Development Block Grant discussion as we go into action year 2. Also, maybe the small manufacture crafting discussion we had the open house series and meetings for, wrapping in whether we want to

move forward on a crafter's type of text amendment to allow a little more mixed-use downtown. We will be discussing that with you. We will get that presentation ready for you to review online if we don't have a meeting before then. Also, City Council will be selecting new committee and commission members at their December 16th meeting.

Commissioner MacMillan asked, you have three applicants?

PCD Director Glover stated, I believe we have two.

Commissioner MacMillan asked, do you know who they are?

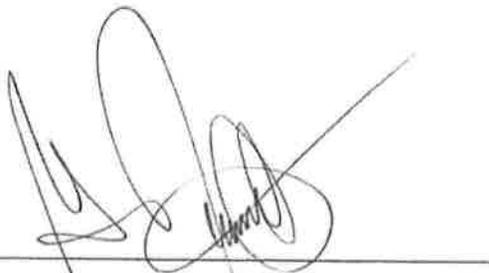
PCD Director Glover stated, one is Rob Wiggin, a former engineer and the other one is a local realtor, but I don't remember her name. We have two viable candidates.

6. ITEMS FROM COMMISSIONERS:

Chair Fitzgerald stated, I would like to thank Mr. Coulter for doing a great job and the Commission for making me feel completely parenthetic, which is good, as apparently I don't need to be here at all. I thank you. If I caused anyone any inconvenience, I apologize. Have a wonderful Christmas.

7. ADJOURNMENT:

Chair Fitzgerald adjourned the meeting at 7:20 P.M.



Gerard Fitzgerald, Chair
Urban Area Planning Commission

1/13/2016
Date

These minutes were prepared by contracted minute taker, Becca Quimby.

GRANTS PASS URBAN TREE ADVISORY COMMITTEE
Meeting Minutes – December 14, 2015 at 6:00 PM
Courtyard Conference Room

Committee Members:

Dave Russell (Chair)
James Love (Vice Chair)
Stormy Ballenger - absent
Dan McBerty
William Reinert
Clifford Ostermeier
Michael Holzinger
Vacant Position

City/Staff/Council Liaisons:

Steve Radda (Parks Dept.)

Guests:

I. Business - Continuing

A. Approval of Minutes from November 9, 2015

Corrections to minutes:

- Page 1, IIC – should read Dave “and/or” another Committee member
- Unsure who seconded the 2 motions in that meeting

MOTION/VOTE

Committee Member Russell moved and Committee Member Love seconded the motion to approve the minutes from the November 9, 2015 meeting with the stated correction. The vote resulted as follows: “AYES”: Committee Members Russell, Love, McBerty, Reinert, Ostermeier, and Holzinger. “NAYS”: None. Abstain: None. Absent: Committee Member Ballenger. The motion passed.

II. Business - New

A. Announcements

- Arbor Day Booster Grant – from the State, up to \$500, due Jan 29, must be used in conjunction with Arbor Day, Steve or Jeff might be able to use it for something they need, Dave can pass info on to any Committee member interested in applying for the grant.

B. Event Calendar Review

- Suggestion/discussion about rescheduling January 2016 meeting – need to confirm with Jayme if there is a room available at City Hall or the Parks office.

MOTION/VOTE

Committee Member Russell moved and Committee Member Reinert seconded the motion to reschedule the January 2016 meeting to Tuesday, January 12, 2016. The vote resulted as follows: “AYES”: Committee Members Russell, Love, McBerty, Reinert, Ostermeier, and Holzinger. “NAYS”: None. Abstain: None. Absent: Committee Member Ballenger. The motion passed.

C. Updates

- Committee Member Ballenger's status? Staff to contact her regarding the rescheduled January meeting.
- Dan halfway through the fall color tour map making process

D. Staff Report

- Steve was not able to meet with Jeff before the meeting
- Sidewalk/planter strip ordinances
- Storm damage – during last storm an Oak went down at Riverside in picnic grove, damaged some picnic tables, 2 more trees were then removed in the area. Most recent storm some smaller trees went down but mostly it was a lot of branches down in parks, lots of cutting up and hauling work

E. Nominations for Significant Tree/Distinguished Landscapes

- Jeff to get list of significant tree nominations to Committee members
- Michael – Cedar tree at filtration plant not on list, Oak cut down at filtration plant was not on list
- Bill – Black Oak?, huge canopy, NE corner of 8th & I, Dave commented it was already a heritage tree
- Will discuss more at January meeting – once they have the new completed list/map of trees it may be easier
- Need more of a balance of unique trees (don't all have to be big/majestic) as list is a little heavy on Redwood/Sequoia
- Can memorial trees also be significant trees? – no, it already has a special status, it could be added to the heritage list

F. Comments

- Tree Health – Dave brought up the topic of there being noticeably more dead/dying trees around town this year. Some potential actions: 1) write a City ordinance about dead/dying trees, 2) do an education piece in the paper this winter – Steve to discuss with Jeff. Dan agreed education should be ongoing possibly a quarterly activity (tips and things to look for and do during each season).
- Dan asked Steve about best means of distributing information (maps, education, etc.) and also asked about the specifics of using the Committee name/title in conjunction with the City – Steve will check with Jeff and Lora

MOTION/VOTE

Committee Member Russell moved and Committee Member McBerty seconded the motion to add “Quarterly Input in the Parks & Rec Publication” to the Committee’s list of goals. The vote resulted as follows: “AYES”: Committee Members Russell, Love, McBerty, Reinert, Ostermeier, and Holzinger. “NAYS”: None. Abstain: None. Absent: Committee Member Ballenger. The motion passed.

- Dave still waiting to hear when his presentation of goals at Council goal setting is scheduled.
- Parking Lot Canopy Standards Update – it has been turned over to staff to work on language. Jim (or Steve?) will check on status with staff. Continued discussion about what Committee wants to see in parking lots.
- Bill asked Dave to look at Sequoia tree at Fairgrounds – give his opinion on the health of the tree
- Is it acceptable for Committee members to write “Letters to the Editor” in the *Courier*? Yes, as long as comments are respectful.
- Discussion about social media and committees
- Bill brought up the sidewalk ordinances (to be discussed in January)

Meeting adjourned by chair

These minutes were prepared by contracted minute taker, Becca Quimby.

Ordinance correcting Ordinance No. 16-5668
which amends Article 17 and Article 18 regarding
the review and approval for subdivision final plats
and PUD final plans.

Date: February 17, 2016

SUBJECT AND SUMMARY:

Ordinance No. 16-5668 amending Article 17 Lots/Creation of Lots, Article 18 PUD, Article 2 Application Procedures and Article 3 Development Permit to provide administrative review and approval for Subdivision Final Plat and PUD Final Plan that substantially conforms to Tentative Plan and Preliminary Plan, was adopted by the Council January 6, 2016. A draft version of the intended text amendment was attached to the ordinance as Exhibit 1 rather than the final 'clean' copy of the changed text. The attached ordinance will amend Ordinance No. 16-5668 to include the final version of the text amendment.

RELATIONSHIP TO COUNCIL GOALS:

This activity contributes to the Council's goal to **FACILITATE SUSTAINABLE, MANAGEABLE GROWTH** to provide clear and consistent standards for development.

CALL TO ACTION SCHEDULE:

Call to action schedule: N/A.

BACKGROUND:

The Council adopted Ordinance No. 16-5668 on January 6, 2016 to provide administrative review and approval for Subdivision Final Plat and PUD Final Plan that substantially conform to Tentative Plan and Preliminary Plan. The version of the text amendment that was attached to the approved ordinance did not match the text of the amendment that was presented in the staff report. The attached ordinance will amend Ordinance 16-5668 to include the version of the text amendment that was presented in the staff report, and approved by the Council. This action is being taken to correct an error and will not result in a change to the Development Code text aside from what was previously reviewed and approved by Council.

COST IMPLICATION:

None.

ITEM: 4.a. ORDINANCE CORRECTING ORDINANCE NO. 16-5668 WHICH AMENDS ARTICLE 17 AND ARTICLE 18 REGARDING THE REVIEW AND APPROVAL FOR SUBDIVISION FINAL PLATS AND PUD FINAL PLANS.

Staff Report (continued):

ALTERNATIVES:

- (1) Approve the proposal as recommended by the UAPC;
 - (2) Approve the proposal with revisions;
 - (3) Deny the request and not adopt amendment;
 - (4) Postpone the item indefinitely; or
 - (5) Postpone the item to a time certain.
-

RECOMMENDED ACTION:

It is recommended the Council approve the attached ordinance.

POTENTIAL MOTION:

I move the Council approve the ordinance amending Ordinance No. 16-5668 amending Article 17 and Article 18 regarding the review and approval for subdivision final plats and PUD final plans.

ORDINANCE NO.

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS
CORRECTING ORDINANCE NO. 16-5668 WHICH AMENDS ARTICLE 17 AND
ARTICLE 18 REGARDING THE REVIEW AND APPROVAL FOR SUBDIVISION
FINAL PLATS AND PUD FINAL PLANS.**

WHEREAS:

1. Ordinance No. 16-5668 was adopted by the Council of the City of Grants Pass, Oregon, in regular session January 6, 2016; and
2. Ordinance No. 16-5668 amended Article 17 Lots/Creation of Lots, Article 18 PUD, Article 2 Application Procedures and Article 3 Development Permit of the Development Code to allow administrative review and approval for subdivision final plats and PUD final plans that substantially conform to tentative and preliminary plans; and
3. By error, the text of attached 'Exhibit 1' to Ordinance No. 16-5668 did not match the text of the amendment that was considered by City Council and intended to be adopted.

NOW, THEREFORE, THE CITY OF GRANTS PASS HEREBY ORDAINS:

Section 1. This ordinance is passed to amend Ordinance No. 16-5668, replacing the 'Exhibit 1' attached to that ordinance with the amendment to Development Code Article 17 Lots/Creation of Lots, Article 18 PUD, Article 2 Application Procedures and Article 3 Development Permit, as set forth in Exhibit '1', is hereby adopted.

ADOPTED by the Council of the City of Grants Pass, Oregon, in regular session this 17th day of February, 2016, with the following specific roll call vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

SUBMITTED to and _____ by the Mayor of the City of Grants Pass, Oregon, this ____ day of February, 2016.

Darin Fowler, Mayor

ATTEST:

Karen Frerk, City Recorder

Date submitted to Mayor: _____

Approved as to Form, Mark Bartholomew, City Attorney

Exhibit 1

****** These marks indicate missing text. Only the portions of the Development Code that were changed by the adopted Development Code Text amendment are included in the following text. The **** marks show where unchanged portions of text were left out.**

Article 2: Procedure Types

⁸ Schedule 2-1. Application Procedures												
		Procedure Type										
Application Type	Development Code Section	Type I-EX	Type I-AU	Type I-A	Type I-B	Type I-C	Type I-D	Type II	Type III	Type IV-A	Type IV-B	Type V
14. Subdivision	Article 17											
a. Tentative Plan (<= 9 lots)	17.410							√-p				
b. Tentative Plan (>= 10 lots)	17.410								√-p			
c. Final Plat	17.420	✓										
15. Modification to Final Plat	17.422											
a. Major Modification	17.422						Same as for Tentative					
b. Minor Modification	17.422					✓						
21. Planned Unit Development	Article 18											
a. Preliminary Plan In Residential Zone	Article 18								√-p			
b. Preliminary Plan In Commercial or Industrial Zone	Article 18							√-p				
c. Final Plan	Article 18	✓										
22. Modification to Planned Unit Development Final Plan	18.063											
a. Major Modification	18.063						Same as for Tentative					
b. Minor Modification	18.063					✓						

Article 3: Development Permit Procedures

3.075 Expiration and Extension of Land Use Approval

3.076 Expiration of Land Use Approval

- (1) Tentative/Preliminary Plans. Expiration of a land use approval for a tentative plan shall be governed by Article 17: Section 17.213 for Property Line Adjustments, Section 17.313 for Partitions, Section 17.415 for Subdivisions, and Section 18.046 for Planned Unit Development.
- (2) All Other Applications. Except as provided in Subsection (1), a land use approval shall expire 18 months from the effective date of the decision, unless:

3.077 Extension of Land Use Approval

- (1) Tentative/Preliminary Plans. Extension of a land use approval for a tentative plan shall be governed by Article 17: Section 17.213 for Property Line Adjustments, Section 17.313 for Partitions, Section 17.415 for Subdivisions, and Section 18.046 for Planned Unit Development.
- (2) All Other Applications. The Director may grant up to two extensions of the land use approval of six months each, in accordance with the provisions of this Section. The Director may grant an extension for less than six months if there are reasons a six month extension would be contrary to the purposes of this Code.

³3.090 Development Permits

3.091 Development Permit Required.

3.092 Development Permit Expiration.

- (1) Tentative/Preliminary Plans. Expiration of a Development Permit for a tentative plan shall be governed by Article 17: Section 17.213 for Property Line Adjustments, Section 17.313 for Partitions, Section 17.415 for Subdivisions, and Section 18.046 for Planned Unit Development.
- (2) All Other Development Activities. For all other activities, all development permits shall expire 18 months from the date of issuance, unless an extension has been granted as provided in Section 3.093.

3.093

Development Permit Extension.

- (1) Tentative/Preliminary Plans. Extension of a Development Permit for a tentative plan shall be governed by Article 17: Section 17.213 for Property Line Adjustments, Section 17.313 for Partitions, Section 17.415 for Subdivisions, and Section 18.046 for Planned Unit Development.
- (2) All Other Development Activities. A development permit shall expire upon the expiration date shown on the permit unless:

Article 17: Lots and Creation of Lots

¹³17.415 Expiration and Extension of Tentative Subdivision Plan.

- (1) Expiration. Except as provided in Section 17.416 for a phased development, within 24 months following the effective date of the written decision approving a tentative plan, the applicant shall fulfill all conditions necessary for a development permit, obtain a development permit, fulfill all conditions of tentative plan approval necessary to file the final plat, and submit the final plat and all required documents for final approval. For a phased development, the applicant shall obtain a development permit, complete construction, and file the final plat for each phase in accordance with the approved phasing schedule.
- (2) Extension. The Director may, upon written request by the applicant, grant up to two extensions of the expiration date of six months each. Upon granting such an extension, the Director shall make written findings that the facts upon which the approval was based have not changed to an extent sufficient to warrant refiling of the tentative plan and that no other development approval would be affected.

17.420 Final Subdivision Plat

¹³17.421 Standards for Approval. If the final plat substantially conforms to the approved tentative plan, it shall be reviewed through a non-discretionary, administrative procedure. The decision of the Director is final and is indicated through a signature on the final plat.

17.422 Modification to Final Plat. The applicant may petition for modification of the approved tentative plan.

- (1) Major Modification. When modification to an approved tentative plan is determined to be a Major Modification the final plat shall be reviewed using the same review procedure that the tentative plan required. A Major Modification constitutes one or more of the following:
 - (a) An increase in the density of the development.
 - (b) Modifications or changes to the proposed utility plan. Changes must conform to the adopted utility plans and the requirements of Article 28.

- (c) Modifications or changes to the proposed street plan. Changes must conform to the adopted street plans and the requirements of Article 27.
- (2) Minor Modification. A minor modification to an approved tentative plan, such as phasing the development, may be made by the Director provided the Director determines the modification does not constitute a major modification.

⁷17.423

Approval Standards for Final Plat.

- (1) The approved tentative plan shall be considered to have met the requirements outlined in the approval for the tentative plan if it meets all of the following:
 - (a) A letter has been submitted by the Responsible Engineer stating he/she supervised the grading and construction for the entire parcel and individual lots and the grading and construction was completed according to approved plans.
 - (b) All water, sewer and storm facilities have been installed, tested and tentatively approved per the approved plans. The final testing and acceptance of the water, sewer and storm facilities may be secured per Article 29.
 - (c) All street facilities have either been installed, tested and accepted per the approved plans, or security has been posted per Article 29.
 - (d) Notwithstanding Article 29 regarding Security, construction of all remaining improvements not including sidewalks and tree planting if required, shall be completed within seven months of the recording of the final plat. Occupancy of homes shall not be permitted until all public improvements have been installed, tested, and accepted by the City, and final inspection of the home has occurred.
 - (e) A tree re-vegetation plan has been submitted and approved in accordance with Section 11.060.

- ⁸(2) Plat Requirements. After completing the requirement for tentative subdivision plan approval, the applicant shall submit a final plat and ten (10) prints to the Director. The plat shall be prepared by a registered professional land surveyor and shall contain the following:

- (a) The plat shall be 18 inches x 24 inches. No part of the drawing shall be nearer to the edge of the sheet than one inch.

- (b) All requirements of ORS 209.250 and ORS 92 and any other applicable state or federal regulations.
- (c) Any dedications or changes required as part of tentative plan approval. Dedications shall be done in accordance with applicable local or state laws.
- (d) When a future development plan is required, a note stating that development of the property is subject to the conditions of such plan.
- (e) Any plat notes, restrictions, notices, and special conditions that was required to be placed on the final plat as part of tentative plan approval. The review body shall not require that the plat show graphically any information or requirement that is or may be subject to administrative change or variance.
- (f) Statement or certifications verifying the source of water and sewage disposal in accordance with ORS 92.090.
- (g) As a separate document, a land division guarantee from a title company.

¹⁴17.516

Commercial Properties. Any modification to a commercial property through a property line vacation, property line adjustment, partition, or subdivision shall address the following:

- (1) The applicant has demonstrated the property configuration does not preclude development in accordance with Article 20, including the building orientation standards.
- (2) The applicant has demonstrated the property configuration meets public street block length and perimeter standards of Articles 17 and 27, and has provided right-of-way and public street and pedestrian way improvements as necessary to meet these standards.
- (3) The applicant has provided, or revised as necessary, vehicular, pedestrian, and bicycle easements on and between properties to meet the connectivity requirements of Article 27.
- (4) When required by the Director, the applicant has provided a conceptual site plan to demonstrate the property configuration will enable development in compliance with the provisions of this Code.

- (5) Conditions relating to the issues in this section may be imposed as part of the decision as may be necessary to enable future coordinated development of the properties in accordance with the provisions of this Code.

Article 18: Planned Unit Development (PUD) & Alternative Development Options

18.034 Appeals. The Final Action of the review body may be appealed as provided in Article 10 of this Code.

18.045 Expiration and Extension of Preliminary Plan.

- (1) Expiration. Except as provided in Section 18.047 for phased development, within 24 months following the effective date of approval of a Preliminary Plan, the Final Plan shall be submitted to the Director and shall incorporate any modification or condition required by the approval of the Preliminary Plan.
- (2) Extension. The Director may, upon written request by the applicant, grant an extension of the expiration date of up to six months. Upon granting such an extension, the Director shall make written findings that the facts upon which the approval was based have not changed to an extent sufficient to warrant re-filing of the Preliminary Plan and that no other development approval would be affected.

18.046 Staged Development. When an applicant desires to develop Planned Unit Developments in stages, then the review body may authorize a time for the submittal of the Final Plan and development of various stages. The time period may exceed one year, but in no case shall the total time period for all stages exceed five years without resubmission of the Final Plan for review and approval. Each stage so developed shall conform to the applicable requirements of this Code. Stages developed after one year are subject to modifications in accordance with any changes in the Comprehensive Plan or this Code. For staged development of a PUD involving partitioning or subdivision of land, see Article 17.

18.060 Final Plan Review and Action

18.061 Standards for Approval. Within 24 months of Preliminary Plan approval, or not later than the extension date authorized by the Director, a Final Plan shall be submitted to the Director for review. Within 25 days of submission, the Director shall determine whether the Final Plan conforms to the approved Preliminary Plan and conditions, and conforms with the applicable requirements of this Code. If the Final Plan substantially conforms to the approved Preliminary Plan, it shall be reviewed through a non-discretionary, administrative procedure.

- 18.062 Modification of the Final Plan. When Final Plan fails to conform to the Preliminary Plan, the applicant may petition for a modification.
- (1) Major Modification. When modification to an approved Preliminary Plan is determined to be a Major Modification, the Final Plan shall be reviewed using the same review procedure that the preliminary plan required. A Major Modification constitutes one or more of the following:
 - (a) An increase in the density of the development.
 - (b) Modifications or changes to the proposed utility plan. Changes must conform to the adopted utility plans and the requirements of Article 28.
 - (c) Modifications or changes that enlarge the boundaries of the approved plan or the general location or amount of land devoted to a specific land use, including open space.
 - (2) Minor Modification. A minor modification to an approved preliminary plan may be made by the Director provided the Director determines the modification does not constitute a major modification.

18.063 Criteria for Approval. The decision to approve or deny the Final Plan shall be based upon the following criteria:

- (1) Conformance with the approved Preliminary Plan.
- (2) Compliance with conditions of approval.
- (3) Adoption of proposed Future Street Plan by the governing body, or conformance with the Official Street Map or previously adopted Street Plan.

18.064 Agreement to Meet Conditions. As part of the approving action, the developer must demonstrate to the satisfaction of the review body that all required offsite and onsite improvements and conditions of approval have been satisfied or guaranteed in accordance with the provisions of Article 28, Utility Standards

18.065 Filing an Approved Final Plat as Part of a PUD. If a subdivision of land is included as a part of the PUD, and after obtaining all required approvals and signatures as provided in Section 17.225, the applicant shall:

- (1) File the Map or Plat with the County Clerk within 30 days. Failure to file within 30 days will render the Final Plat null and void, and will require resubmission of the Preliminary Plat to the Planning Commission.

- (2) Immediately after Final Plat approval, file a report with the Real Estate Division, Department of Commerce, State of Oregon, pursuant to ORS Chapter 92.
- (3) File copy of survey with the County Surveyor and City Engineer.

18.066 Filing Approved Final Plan. Within 30 days of final approval of the Final Plan, if units of ownership not involving the subdivision or partitioning of land are to be offered for sale, the applicant shall file a report with the Real Estate Division, Department of Commerce, State of Oregon, pursuant to ORS 92. Failure to file within 30 days shall render the Final Plan null and void, and will require resubmission of the Preliminary Plan to the review body.

SUBJECT AND SUMMARY:

The adoption of this Strategic Plan will be used to establish clear staff expectations and help align department resources with common goals.

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal of **LEADERSHIP** by providing the working basis for evaluating the achievement of Council goals.

CALL TO ACTION SCHEDULE:

The schedule is defined by the need to prepare the FY 16/17 budget. Call to action schedule: March 2, 2016.

BACKGROUND:

The City Council Strategic Planning Session was held January 21-23, 2016. Prior to the Strategic Planning, Council expressed a desire to incorporate the goals of the community in their decision-making process. An important part of the Strategic Planning process is public input; this was done through the City holding a community strategic planning forum and receiving reports from Council's advisory committees and commissions and City departments. Council also submitted and discussed their own goals for the City along with discussions of long-range issues and Council effectiveness.

The Strategic Plan demonstrates how the City intends to achieve the broader goals established through policy. The Plan encourages teamwork and establishes clear targets for what needs to be accomplished and helps the City realize the community's vision and to accomplish the City's mission.

Strategic planning is a method that puts employees, management and Council on one page around common goals and objectives. The strategic planning process begins with Council setting broad, organizational goals that will serve the City for many years. Objectives and actions are then attached to the organizational goals.

The final link to the Strategic Plan is the City's Fiscal Year Budget and Capital Improvement Program. The Budget is the document that provides the allocation of resources necessary to implement the objectives and actions in the Strategic Plan.

Staff Report (continued):

COST IMPLICATION:

There is no cost associated with the adoption. The cost for capital Work Plan items will be reviewed and established through the budget process.

ALTERNATIVES:

Council may revise the Strategic Plan or delay the action for additional discussion.

RECOMMENDED ACTION:

Staff recommends the Council adopt the Strategic Plan.

POTENTIAL MOTION:

I move to adopt the City's Strategic Plan as proposed.

RESOLUTION NO.

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS
ADOPTING THE CITY'S STRATEGIC PLAN FOR 2016-2017.**

WHEREAS:

1. A Strategic Plan is a critical communication tool for the Council. It provides direction to the Staff on priorities for the next two years and tells the community what actions to expect; and
2. The Strategic Plan was developed based on Council input at the Strategic Planning Session; and
3. The Strategic Plan is being used to develop the Recommended Budget for Council review in May and June.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass that the City's Strategic Plan for 2016-2017 is adopted, which is attached to and incorporated herein as Exhibit 'A'.

ADOPTED by the Council of the City of Grants Pass, Oregon, in regular session this 17th day of February, 2016.

EFFECTIVE DATE of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

SUBMITTED to and _____ by the Mayor of the City of Grants Pass, Oregon, this ____ day of February, 2016.

Darin Fowler, Mayor

ATTEST:

Karen Frerk, City Recorder

Date submitted to Mayor: _____

Approved as to Form, Mark Bartholomew, City Attorney



City of Grants Pass Strategic Plan 2016



Mission of Council

To represent all of the citizens by providing leadership policies, ordinances and decisions necessary to meeting citizen needs and desires.

Council Vision

Grants Pass is a healthy, vibrant place to live, work and play. It is an engaging, responsive city, connecting people to people and to our natural beauty. Grants Pass meets today's needs while planning for a sustainable tomorrow with diverse economic, cultural and recreational opportunities.

Strategic Goals

Our Strategic Plan has five goals, which reflect the City's Mission and Vision.

- Keep Citizens Safe
- Provide Cooperative Shared Leadership Involving Council, Staff and Community
- Encourage Economic Opportunities
- Facilitate Sustainable, Manageable Growth
- Maintain, Operate, and Expand our Infrastructure to Meet Community Needs

To achieve our goals we have defined specific areas of focus and activities through objectives and actions. The following is a list of the Council's highest priorities:

- Partner with community to provide homeless youth shelter services
- Allen Creek Sports Park Complex (Funding)
- Maintain necessary criminal justice infrastructure (jail, DA, juvenile)
- Prepare funding package to resolve sewer issues in Spalding Park
- Light up downtown in alleyways and railroad tracks
- Expand Wastewater Plant
- Develop landscaping and parking at Park Street
- Build new Water Plant
- Explore feasibility of Fire District
- Develop the park area west of the Caveman Bridge

Strategic Goals

Keep Citizens Safe

Objective 1: Partner with community to provide homeless youth shelter services.***

Objective 2: Maintain necessary criminal justice infrastructure.***

Objective 3: Explore feasibility of Fire District.***

Objective 4: Increase school safety.**

Objective 5: Improve proactive policing.**

Action 1: Public education – traffic “don’t block the box”.*

Action 2: Improve patrol in the parks, Foundry and Hefley areas.*

Objective 6: Reduce meth/heroin use.*

Objective 7: Improve preparedness for emergencies.

Action 1: Emergency Management program coordination and collaboration.*

Action 2: Evaluate the effectiveness of services available to assure Grants Pass is prepared for disasters.*

Objective 8: Enhance a safe and secure environment.

Action 1: Light up downtown in alleyways and railroad tracks.***

Action 2: Expand use of community video cameras throughout the City.***

Objective 9: Respond to homelessness and vagrancy in our community in a proactive, comprehensive and coordinated approach.

Action 1: Continue as a ‘facilitator’ not a ‘partner’ in consolidation of homeless/transient community services.**

Action 2: Appoint a Vagrancy Task Force.*

Objective 10: Reduce transient impact to community.*

Action 1: Targeted enforcement of illegal camping.**

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 1: Evaluate/ensure financial stability of Utility Funds.**

Action 1: Comprehensive Water Treatment/Wastewater funding strategy.**

Objective 2: Provide leadership training to Council, Committees and Staff.

Objective 3: Develop and implement community communication strategies.

Action 1: Hold quarterly Town Hall meetings.**

Action 2: Encourage and seek out younger generation to volunteer on City committees.**

Action 3: Continue to explore greater use of volunteer assistance for park maintenance.*

Action 4: Increase volunteer activities for beautification cleanup projects.*

Action 5: Promote and create information programs for Cable TV with monthly frequency.*

Action 6: Neighborhood watch program to include a newsletter and provide materials for regular meetings.*

Objective 4: Ensure efficiency and effectiveness in City operations.

Action 1: Implement an E-Permitting system for building and planning.**

Action 2: Appoint Council liaisons to collective bargaining.**

Action 3: Upgrade GIS reporting for Public Works.**

Action 4: Work with the MRMPO to apply for and help administer a feasibility study on alternative fuel sources for local fleets (City, County, School District, Refuse Haulers).**

Action 5: Evaluate/implement Asset Management software across Public Works (PAVE).*

Action 6: Contribute resources to Food & Friends for the development of new facility.*

Action 7: Dark fiber connection from City Hall to Hillcrest.*

Action 8: Evaluate pros and cons of a potential City debt free financial goal and review overall debt policies.*

Action 9: Upgrade heating/cooling system in the Municipal Building.*

Action 10: Discuss facility options and prepare a recommended plan for a Fleet Maintenance Facility upgrade according to the performance audit recommendations.*

Action 11: Continue progress reflecting recommendations from strategic plans developed through PAVE.*

Action 12: Expand wireless network capabilities at City facilities.*

Action 13: Upgrade to a redundant\replicated disk based backup system.*

Action 14: Create a fast-track land use process for job creating industrial development and building permits.*

Action 15: Give assistance to prospective development entities to make their project happen.*

Action 16: Expand NEOGOV program for electronic notification and communication with applicants.

Action 17: Convert Clerk Aide position to that of a Records Call Taker for improved efficiency.

Encourage Economic Opportunities

Objective 1: Move forward with the Redevelopment Agency.*

Action 1: Prepare funding package to resolve sewer issues in Spalding Park.***

Objective 2: Facilitate an environment to encourage business prosperity and economic opportunities.

Action 1: Look into a partnership with Rogue Allure Hotel channel to promote tourism and economic development.***

Action 2: Partner to develop incubator facilities.**

Action 3: List of commercial properties – buildings available.*

Action 4: Support (implement) Small-Scale/Craft Manufacturing/Main Street.*

Action 5: Recruit businesses with living wages jobs.*

Action 6: Facilitate an environment to encourage more hotels and convention center.*

Action 7: Develop business loan program incorporating a job creation forgiveness element.*

Action 8: Find solutions for business development and remodeling.*

Action 9: Encourage businesses to develop jobs in and around the City.*

Action 10: Develop additional industrial land.*

Action 11: Vocational training for high school and college students focused on local industry needs.*

Objective 3: Adopt an Economic Development Plan.

Facilitate Sustainable, Manageable Growth

Objective 1: Strengthen current codes to help enforce and promote properly maintained commercial and residential structures.*

Action 1: Pursue code violations for those that have been reported by the citizens.*

Objective 2: Promote healthy neighborhoods.*

Action 1: More public trash cans and recycling bins around town or near problem areas.**

Action 2: Canopy Tree Program.*

Action 3: Focus on clean-up efforts in areas of blight.*

Action 4: Encourage neighborhoods to keep themselves clean.*

Action 5: Keep rec/med pot from disrupting neighborhoods.*

Objective 3: Identify and implement appropriate sustainability practices.

Action 1: Incorporate sustainable construction methods into Public Works construction projects as feasible.*

Objective 4: Develop proactive solutions to community development challenges.*

Action 1: Develop building safety/inspection/permits processes.**

Action 2: Low cost paint program funded by the commercial community.*

Action 3: Review and revise Development Code.*

Action 4: Evaluate DDA and AFD process to determine best practices for the City and property owners and clean up old DDA and AFD records on properties – possibly convert to a fee-in-lieu system.*

Action 5: Initiate “highway-dependent” industrial land text amendment (i.e., no mini-storage on prime industrial land).*

Objective 5: Review annexation policy and identify areas for annexation.

Action 1: Focused analysis on sustainability and manageability of UGB expansions and annexations.*

Action 2: Analyze/initiate charter amendment for annexation procedures.*

Objective 6: Create and sustain a city of diverse neighborhoods where all residents can find and afford the values and lifestyles they seek.

Action 1: Facilitate an environment which increases affordable housing opportunities.*

Objective 7: Improve Parkland through private / public partnerships.

Action 1: Develop Allen Creek Sports Park Complex.***

Maintain, Operate and Expand our Infrastructure to Meet Community Needs

Objective 1: Plan and develop infrastructure.

- Action 1: Explore Public Safety Station options.***
- Action 2: Complete Sewer Master Plan.***
- Action 3: Complete Water Master Plan.***
- Action 4: Update the Downtown Master Plan.*
- Action 5: Install ambient lighting on Caveman Bridge.*
- Action 6: Purchase and install two "Portland Loos".*
- Action 7: Water Distribution and Wastewater Collection - Continue pursuit of property acquisition for future reservoir and pump station sites.*
- Action 8: Complete Storm Drain Master Plan and consider funding option.*

Objective 2: Ensure water infrastructure needs are met.

- Action 1: Build new Water Plant (PAVE).***
- Action 2: Develop emergency water hook-up at City Hall well.*
- Action 3: Complete projects as part of small main replacement.*
- Action 4: Initiate the process to replace the Water Treatment Plant.*
- Action 5: Complete the update to the Water Emergency Operations Plan.
- Action 6: Initiate the process of acquiring property for a new Water Treatment Plant.

Objective 3: Ensure sewer infrastructure needs are met.

- Action 1: Expand Wastewater Plant (PAVE).***
- Action 2: Construct vector truck dumping facility.**
- Action 3: Initiate Fats, Oils and Grease (FOG) education/enforcement program.*
- Action 4: Implement manhole inflow/infiltration elimination program in the Redwood area.*
- Action 5: Upgrade sewer lines.*
- Action 6: Evaluate Wastewater Treatment Plant expansion.*
- Action 7: Design and construct the necessary Webster Wastewater Pump Station No. 1 improvement project.
- Action 8: Initiate upgrades to the Water Restoration Plant SCADA hardware and software.

Objective 4: Ensure transportation infrastructure needs are met.

- Action 1: Clean the streets – hire contractor to pressure wash sidewalks and alleyways.*
- Action 2: Improve dangerous/problem pedestrian crossings (flashing beacons).*
- Action 3: Focused approach to right of way vegetation management.*
- Action 4: Utilize college program to provide design concepts for South 'Y' interchange.*
- Action 5: Improve Willow Lane between Redwood Highway and Redwood Avenue.*
- Action 6: Improve Sun Glow Drive between Redwood Avenue and Northstar Drive.*
- Action 7: Design, bid and construct improvements to the Redwood Avenue and Allen Creek Road intersection per direction provided by City Council.*
- Action 8: Complete Transportation Master Plan.
- Action 9: Design the Allen Creek Road project.

Objective 5: Ensure storm facility infrastructure needs are met.

- Action 1: Find most cost-effective way to deal with storm water regulations.**
- Action 2: Initiate the preparation of a storm water implementation plan following adoption of the Storm Water Master Plan.
- Action 3: Create and initiate the Storm Water utility.

Objective 6: Ensure bicycle/pedestrian path needs are met.

- Action 1: Interconnect trails.**
- Action 2: Continually identify and implement additional off-street pedestrian and bikeway opportunities.**
- Action 3: Sidewalk infill.*
- Action 4: Improve trails to provide walking/biking transportation alternatives and recreation potential.*

Objective 7: Ensure park infrastructure needs are met.

- Action 1: Develop the park area west of the Caveman Bridge.***
- Action 2: Enhance Riverside Park.**
- Action 3: Develop Hillcrest Park Reserve.**
- Action 4: Remove the large barrels and debris in the river from under the 6th Street Bridge.**
- Action 5: Evaluate options at Reinhart Park for converting irrigation system to prevent future issues with pumping water from the River.**
- Action 6: Add restroom at Fruitdale Park.**
- Action 7: Increase security and lighting in Parks.*
- Action 8: Develop spray/water park.*
- Action 9: Improve the high visibility landscaping at the corner of GP Parkway & East Park Street.*
- Action 10: Landscape and irrigate the area entering the City from Redwood Highway.*
- Action 11: Create a tree walk map for Reinhart for next year's Fall Tree Walk.*
- Action 12: Provide shade screening for exposed playground areas.*
- Action 13: Expand batting/hitting tunnels near the American Legion Ball Park (Reinhart).*
- Action 14: Improve Loveless Park with dirt pump track, seating areas, restroom, bike station, sidewalk and skills area.*

Objective 8: Increase opportunities to promote character and community spirit.

- Action 1: Explore improvement of north Grants Pass coming off of Merlin Hill. Visual appeal of sight & sound to I-5.***
- Action 2: Review and refresh the City's "Branding and Marketing".**
- Action 3: Promote City Rebranding/Brand refreshing throughout the City.**
- Action 4: Develop landscaping and parking at Park Street.**
- Action 5: Improve 5th & H parking lot to promote multiple uses.**
- Action 6: Exterior building remodel for the Downtown Welcome Center.**
- Action 7: Support the development and installation of an art piece for a City parking lot each year.**
- Action 8: Expand year-round tree lights in the downtown.**
- Action 9: Replace Municipal Building sign to match entry signs.*
- Action 10: Purchase a "watering truck".*
- Action 11: Continue installing welcome signs for Grants Pass.*
- Action 12: Entrance sign for south I-5.*
- Action 13: Expand implementation of the City's Branding.*

- Action 14: Catalogue and promote the City's Public Art Collection in collaboration with CoPA, Tourism and HBSC.*
- Action 15: Expand downtown hardscape.*
- Action 16: Install downtown kiosks.*
- Action 17: Improve the street scape in 5th & H Street multiple uses.*
- Action 18: Redwood Empire sign restoration.*
- Action 19: Place a permanent GP on Beacon Hill.*

Objective 9: Provide an environment to help preserve and enhance Grants Pass' historical assets.

- Action 1: Obtain Certified Local Government Status.*
- Action 2: Update Landmark list.*
- Action 3: Evaluate expanding the Historic District.*
- Action 4: Update historic inventory.*

Resolution authorizing the City Manager to execute Task Order No. 28 with Murray, Smith & Associates, Inc. for environmental assessment of potential Water Treatment Plant sites.

Date: February 17, 2016

SUBJECT AND SUMMARY:

Consider a resolution authorizing the execution of Task Order 28 with Murray, Smith & Associates, Inc. for environmental assessment of potential Water Treatment Plant sites.

RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal to maintain, operate and expand our **INFRASTRUCTURE** to meet community needs by planning for the replacement of the Water Treatment Plant in a fiscally sound, efficient, and regulatory-compliant manner.

CALL TO ACTION SCHEDULE:

Prior to entering into any property acquisition discussions for a new Water Treatment Plant site, due diligence suggests conducting a preliminary environmental assessment of the potential sites. Call to action schedule: February 17, 2016.

BACKGROUND:

On May 20, 2013, the City of Grants Pass and Murray, Smith & Associates, Inc. entered into a 3-year Water Master Services Agreement for Professional Engineering and Permitting Services (MSA). Under this MSA, a number of individual task orders will be assigned, negotiated and executed to undertake a variety of assignments on the City's water system facilities.

As the City moves forward with the siting of a new water treatment plant, due diligence reviews with respect to past and current land use, title and boundary surveys should be completed. As proposed, a site specific Phase I Environmental Site Assessment (ESA) will be conducted to identify environmental conditions which may present a potential liability should the City purchase a subject property. Up to six sites will be evaluated. Details of the Phase I ESA are included within the attached Exhibit 'A'.

Task Order No. 28 has been negotiated in an amount not to exceed \$59,182 with Murray, Smith & Associates, Inc.

ITEM: 4.c. RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE TASK ORDER NO. 28 WITH MURRAY, SMITH & ASSOCIATES, INC. FOR ENVIRONMENTAL ASSESSMENT OF POTENTIAL WATER TREATMENT PLANT SITES.

Staff Report (continued):

COST IMPLICATION:

Revenue Source: The maximum fee for Task Order No. 28 of \$59,158 is budgeted and available within the Water Capital Fund under Project WA6207.

ALTERNATIVES:

1. Council can approve the resolution authorizing the City Manager to execute Task Order No. 28 with Murray, Smith & Associates, Inc. for the environmental assessment of potential Water Treatment Plant sites;
 2. Council could decide not to approve the resolution and direct staff to work with Murray, Smith & Associates, Inc. to revise the Task Order; or
 3. Council could decide not to perform the environmental assessments until a new Water Treatment Plant site has been acquired.
-

RECOMMENDED ACTION:

It is recommended that Council approve the resolution authorizing the City Manager to execute Task Order No. 28 with Murray, Smith & Associates, Inc.

POTENTIAL MOTION:

I move to adopt the resolution authorizing the City Manager to execute Task Order No. 28 with Murray, Smith & Associates, Inc. for environmental assessment of potential Water Treatment Plant sites.

RESOLUTION NO.

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS
AUTHORIZING THE CITY MANAGER TO EXECUTE TASK ORDER NO. 28 WITH
MURRAY, SMITH & ASSOCIATES, INC. FOR ENVIRONMENTAL ASSESSMENT OF
POTENTIAL WATER TREATMENT PLANT SITES.**

WHEREAS:

1. On May 20, 2013, the City of Grants Pass and Murray, Smith & Associates, Inc. entered into a 3 year Water Master Services Agreement for Professional Engineering and Permitting Services; and
2. The City is currently contacting owners of potential Water Treatment Plant sites; and
3. Prudent due diligence suggests conducting a Phase I Environmental Site Assessment for each potential site; and
4. Task Order No. 28 has been negotiated to provide professional services related to environmental assessment of up to six potential Water Treatment Plant sites; and
5. The City of Grants Pass has sufficient funds for the task order within the Water Capital Fund.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass that the City Manager is authorized to execute Task Order No. 28 with Murray, Smith & Associates, Inc. for the work as described in Task Order No. 28, which is attached to and incorporated herein as Exhibit 'A', in the amount of \$58,158.

EFFECTIVE DATE of this Resolution shall be immediate upon the passage by the City Council and approval by the Mayor.

ADOPTED by the Council of the City of Grants Pass, Oregon, in regular session this 17th day of February, 2016.

SUBMITTED to and _____ by the Mayor of the City of Grants Pass, Oregon, this ____ day of February, 2016.

Darin Fowler, Mayor

ATTEST:

Karen Frerk, City Recorder

Date submitted to Mayor: _____

Approved as to form Mark Bartholomew, City Attorney



SUPPLEMENT
MASTER SERVICE AGREEMENT FOR PROFESSIONAL
ENGINEERING AND PERMITTING SERVICES

City of Grants Pass

THE AGREEMENT made and entered into by and between the City of Grants Pass and Murray, Smith & Associates, Inc. dated May 20, 2013, is herewith amended as follows:

I - OBJECTIVE AND SCOPE OF WORK

The scope of professional services to be performed by the CONSULTANT shall be amended to include work outlined in the attached **Task Order No. 28 – Water Treatment Plant Siting Assistance** (Exhibit A). The intent of this work is to conduct site evaluations and due diligence of up to six potential water treatment plant sites prior to property acquisition. A memorandum documenting the site evaluation and due diligence process is attached for reference (EXHIBIT C).

II - PAYMENT

The CONSULTANT shall be paid by the CITY for any work completed in **Task Order No. 28 – Water Treatment Plant Siting Assistance**, in accordance with the attached Scope of Work, a maximum fee of \$59,182 in accordance with the attached labor resource spreadsheet attached as EXHIBIT “B”. Payment shall be made in accordance with Section VI of the Master Agreement for Professional Engineering and Permitting Services.

III - TERMS AND CONDITIONS

All other provisions in THE AGREEMENT dated May 20, 2013, shall remain in full force and effect, unless they conflict with this task order.

In WITNESS THEREOF, the parties hereto have executed this Supplement as of the day and year written below.

**MURRAY, SMITH &
ASSOCIATES, INC.**

**CITY OF GRANTS PASS,
STATE OF OREGON**

BY: _____
James L. Helton, P.E.
Senior Vice President

BY: _____
Aaron K. Cubic
City Manager

BY: _____
Brian M. Ginter, P.E.
Client Manager

Jason M. Canady
Public Works Director

DATE: _____

ATTESTED: _____
Karen Frerk
City Recorder

DATE: _____

Approved as to Form: _____
Mark Bartholomew
City Attorney

**CITY OF GRANTS PASS
WATER TREATMENT PLANT SITING ASSISTANCE**

**Task Order No. 28
Exhibit A: Scope of Work**

CONTRACT BACKGROUND

On May 20, 2013, the City of Grants Pass (City) and Murray, Smith & Associates, Inc. (MSA) executed a three-year Master Agreement for Professional Engineering and Permitting Services. With this agreement, a number of individual task orders will be executed in order to undertake and complete a variety of assignments on the City's general water facilities.

GENERAL ASSUMPTIONS

- Work would not be undertaken unless specifically directed by City staff.
- If requested, an estimate of the amount of time required to complete a specific assignment by specific personnel will be prepared and submitted by email or letter for approval prior to start of the work.

PROJECT STAFFING

City of Grants Pass

One or more of the following City staff will be directing any work completed under this task:

Jason Canady – Public Works Director
Craig Kuhnert – Interim Water Treatment Plant Superintendent
Bob Hamblin – Distribution System Superintendent
Joey Wright – Project Specialist

Murray, Smith & Associates, Inc. Key Staff

One or more of the following individuals may be involved in execution of any work required:

Brian Ginter, P.E. – Client Manager/ Principal-in-Charge
Michael McKillip, P.E. – Project Manager
Lael Alderman, P.E. – Project Engineer

TASK ORDER NO. 28 - SCOPE OF SERVICES

Detailed scope of work tasks are as follows:

- Task 1 – Project Management***
- Task 2 – Environmental Site Assessment***
- Task 3 – Geotechnical Site Assessment***

The following is a description of the activities to be conducted in each task.

Prior to undertaking engineering due diligence investigations at desirable properties, the City will want to complete a number of preliminary site due diligence matters. Due diligence reviews with respect to past and current land use, title, and boundary surveys should be completed.

Task 1: Project Management

Work under this subtask includes managing the team to maintain the project schedule and budget, providing Quality Assurance/Quality Control (QA/QC) of deliverables and preparing and submitting monthly invoices along with progress reports and schedule updates. Project activities will be monitored for potential changes and, with City approval, project tasks, task budgets and approaches will be modified to keep the overall project within budget and on schedule. This subtask also includes client and project team communications necessary to coordinate execution of the work.

Assumptions:

- No formal project kick-off meeting. Topics common to kick-off have been accomplished through prior work and project scoping.
- Site visits under this task and others will be grouped so that at least 2 sites will be evaluated with each visit.

Deliverables:

- Monthly invoices, schedule updates, timely identification of out of scope work.

Task 2 – Environmental Site Assessment

Rabe Consulting of Klamath Falls, Oregon will perform the environmental site assessment, including Phase I Environmental, Biological and Wetland Assessments, as a subconsultant to MSA.

Subtask 2.1: Phase I Environmental Site Assessment

A site specific Phase I Environmental Site Assessment (ESA) will be conducted to identify environmental conditions which may present a potential liability should the City purchase a subject property. Ground-level investigations and a review of

governing and regulatory agencies' records for both the underlying land as well as the existing physical improvements to the property will be the basis for this work.

The Phase I ESA will be performed to meet the typical requirements of local financial institutions and American Society for Testing and Materials (ASTM) Standard E1527 (Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process).

The Phase I ESA task includes the following elements:

- *Review available geologic and groundwater information.* A review of all available reporting will be used to generally characterize the geotechnical and environmental conditions of the site.
- *Examine historic aerial photography of the vicinity.* Aerial photographs, both current and historical, will be reviewed for indications of past site occupants or businesses which may have had the potential to contaminate the soil or groundwater beneath the site.
- *Examine current USGS mapping of the vicinity.* Mapping will be used to determine area topography and drainage patterns which may have the potential to affect the site.
- *Conduct file searches with public agencies for potential contaminant sources in the vicinity.* Hazardous material records from the U.S. Environmental Protection Agency (EPA) and Oregon Department of Environmental Quality (DEQ) will be compiled and reviewed for indications of recognized environmental conditions. Searches will also be conducted through other agencies having oversight relative to water quality and soil contamination issues.
- *Conduct searches for recorded environmental cleanup liens.*
- *Reviews of federal, tribal, state and local government records.* Reviews will also include examining municipal and county planning files to check prior land use and permits granted to subject property and surrounding properties within a search radius of 1/8- to 1 mile.
- *Perform a ground-level reconnaissance.* An on-site investigation will document present conditions and evaluate any likely environmental hazardous site history. Indications that the property was used in a manner which may have resulted in contamination (chemical spill residue, die-back of vegetation, presence of above-ground or underground storage tanks) will be noted and reported. A visual survey of the neighboring properties will also be conducted to note businesses or features which may have the obvious potential to affect the site.
- *Interviews with persons knowledgeable of property history.* Brief discussions with past owners, present owner, key site manager, present

tenants and neighbors, as may be available or applicable, will focus on possible knowledge of previous activities at site.

Subtask 2.2: Biological Site Assessment

A biological site assessment will be conducted to determine the possible presence of critical plant and wildlife habitat, as well as the potential for threatened or endangered plant and wildlife species, at each site.

The Biological Site Assessment task includes the following elements:

- *Review available information.* A review of all available and relevant listings from jurisdictional agencies (i.e., U.S. Fish & Wildlife, Register of Natural Heritage Resources) will be used to generally characterize the biological conditions of the site. Reviews will focus on determining the possible presence of critical plant & wildlife habitat in the area, as well as noting any threatened or endangered plant & wildlife species in the vicinity.
- *Perform a ground-level reconnaissance.* An on-site investigation will document the presence of any critical habitat and threatened or endangered species at the site.

Subtask 2.3: Wetland Site Assessment

A wetland site assessment will be conducted to determine the possible presence of wetland habitat at each site.

The Wetland Site Assessment task includes the following elements:

- *Review available information.* A review of available information (i.e., aerial photographs, City wetland inventories) will focus on determining the possible presence of wetlands in the vicinity.
- *Perform a ground-level reconnaissance.* An on-site investigation will document the presence of any wetland habitat at the site.

The results of the preliminary Phase I Environmental, Biological and Wetland site assessment will be summarized in a technical memorandum. The technical memorandum will provide preliminary conclusions regarding:

- Potential or existing environmental liabilities for each subject property
- The presence or non-presence of any critical habitat or threatened and endangered species at each site
- The presence or non-presence of any wetland habitat at each site

Assumptions:

- The City will obtain all property right-of-entry agreements, coordinate site visit scheduling with the property owner and facilitate interviews with current property ownership and/or management.

- Phase II environmental site assessments, if required, are not included in this scope of work.
- If the review or reconnaissance identify possible concerns (critical habitat or the presence of threatened/endangered species), further investigations, such as a biological survey are recommended if the City intends to pursue acquisition of the subject property, and are beyond the scope of work outlined herein.
- If the review or reconnaissance identify possible concerns (documented wetlands or visible wetland habitat), further investigations, such as a wetland delineation and survey are recommended if the City intends to pursue acquisition of the subject property, and are beyond the scope of work outlined herein.
- City will coordinate scheduling to allow for investigation of 2 to 3 sites to occur in a single visit.

Deliverables:

- Environmental Site Assessment report for up to 6 properties.

Task 3 – Geotechnical Site Assessment

Galli Group of Grants Pass, Oregon will perform the Geotechnical Site Assessment as a subconsultant to MSA.

Subtask 3.1 – Preliminary Geotechnical Site Assessment

A preliminary evaluation of the existing geotechnical conditions and geological features at each site will be conducted to provide an initial characterization the existing subsurface conditions for the development of a potential WTP.

The Preliminary Geotechnical Site Assessment task includes the following elements:

- *Review available geologic and geotechnical information.* A review of all available reporting will be used to generally characterize the subsurface conditions of the site. Reviews will examine the possible presence of liquefiable soils in the vicinity as well as the potential for old construction debris fill sites. Available seismic mapping will be reviewed.
- *Perform a ground-level reconnaissance.* An on-site investigation will document exposed materials and conditions at the site. The site visit will be used to determine areas of potential geotechnical or geological interest and establish locations of geotechnical borings.
- *Discussions with City staff.* Brief discussions will focus on staff's possible knowledge of previous activities at the site.

Subtask 3.2: Perform Geotechnical Borings

Borings will be installed at the top 2 sites. Up to 3 borings per site will be installed to a depth of approximately 25 feet to obtain a preliminary characterization of the site's subsurface conditions. With the property owner's permission, piezometers will be installed at each boring location so that the City may obtain seasonal information on the existing groundwater levels in the area.

The results of the preliminary site evaluations will be summarized in a technical memorandum. The technical memorandum will provide preliminary conclusions regarding the suitability of the site based upon geological and geotechnical considerations.

Assumptions:

- The City will obtain all property right-of-entry agreements, and coordinate drilling access with the property owner.
- A suitable location for conducting drilling activities is available and drill rig access is available without site modifications or improvements.
- Geotechnical investigations are preliminary in nature. Future geotechnical investigations, including multiple geotechnical borings, geotechnical investigations and site specific seismic analysis will be required during design to confirm site conditions.
- City will coordinate scheduling to allow for investigation of 2 to 3 sites to occur in a single visit.

Deliverables:

- Preliminary Geotechnical Site Assessment Technical Memoranda for up to 6 properties.

ESTIMATED SCHEDULE

Work under this task order will commence when the City issues a notice to proceed (NTP). It is anticipated that draft reporting for each site will be complete within three weeks of completing on-site activities. Once the City issues Notice to Proceed and identifies the specific sites to be investigated, scheduling of site visits can generally occur within four weeks or less (coordination of the drilling subcontractor for the geotechnical investigations is the longest lead time task). This task order will remain open for 12 months or until completion of tasks, whichever occurs first, from the date of signature.

**EXHIBIT B: TASK ORDER NO. 28 - WTP Siting Assistance
CITY OF GRANTS PASS
FEE ESTIMATE**

	LABOR CLASSIFICATION						ESTIMATED FEES			
	Principal Engineer I \$166	Professional Engineer VI \$135	Professional Engineer V \$127	Admin. III \$83	Total	Labor	Sub-consultants		Expenses	Total
	Ginter	Alderman	McKillip				Galli Group	Rabe Consulting		
Task 1 - Project Management	10	4	2	4	20	\$ 2,786	\$ -	\$ -	\$ 50	\$ 2,836
Task 2 - Environmental Site Assessment	8	18	2	2	30	\$ 4,178	\$ -	\$ 12,378	\$ 75	\$ 16,631
Subtask 2.1: Phase I Environmental Site Assessment										
Subtask 2.2: Biological Site Assessment										
Subtask 2.3: Wetland Site Assessment										
Task 3 - Geotechnical Site Assessment	6	18	2	2	28	\$ 3,846	\$ 28,000	\$ -	\$ 150	\$ 31,996
Subtask 3.1: Preliminary Geotechnical Site							\$ 14,000			
Subtask 3.2: Perform Geotechnical Borings, 2 Sites							\$ 14,000			
<i>Subtotal - all tasks</i>										\$ 51,463
<i>15 Percent Contingency</i>										\$ 7,719
TOTAL - ALL TASKS	24	40	6	8	78	\$ 10,810	\$ 28,000	\$ 12,378	\$ 275	\$ 59,182

For Tasks 2 & 3, cost estimate assumes 6 sites with site visits conducted in blocks of 3. Removing one or more sites will reduce overall task budget. Revised task budgets will be established when final number of sites is determined.



Murray, Smith & Associates, Inc.
Engineers/Planners

121 S.W. Salmon, Suite 900 ■ Portland, Oregon 97204-2919 ■ PHONE 503.225.9010 ■ FAX 503.225.9022

MEMORANDUM

DATE: October 26, 2015

PROJECT NO.: 13-1450.101

TO: Mr. Terry Haugen, Public Works Director
City of Grants Pass

FROM: Brian M. Ginter, P.E.
Lael L. Alderman, P.E.
Murray, Smith & Associates, Inc.

RE: City of Grants Pass – Water Treatment Plant Siting, Pre-Purchase Site Due Diligence

Purpose

The City of Grants Pass (City) has requested Murray, Smith & Associates, Inc. (MSA) prepare this memorandum to document the due diligence process recommended in acquiring a property for siting a future new water treatment plant. Included with the due diligence review are anticipated durations for completing tasks as well as budget level cost estimates for planning purposes.

Background

In 2014, the City completed a Water Treatment Plant Facility Plan Update. The key findings of the Plan are:

- 1) The existing water treatment plant (WTP) has reached the end of its useful life and is beginning to show signs of structural failure of multiple components;
- 2) The WTP lacks the capacity to meet long-term water demands; and
- 3) Rehabilitation and expansion of the WTP carries a higher risk and capital cost than construction of a new replacement WTP.

The recommended implementation plan for development of a new WTP which will meet the City's long-term water supply needs included a number of near-term actions. This

memorandum addresses activities required to support the identification and acquisition of a property for the siting of the future WTP.

Preliminary Site Due Diligence

Prior to undertaking engineering due diligence investigations at desirable properties, the City will want to complete a number of preliminary site due diligence matters. Due diligence reviews with respect to past and current land use, title, and boundary surveys should be completed.

Engineering Due Diligence

When considering acquisition of a property, the need for completing a thorough engineering due diligence investigation cannot be overstated. Avoiding potentially costly environmental cleanup costs, determining in advance possible geotechnical issues, and noting the likely presence of critical habitat on a potential WTP site may all save the City time, money and liability in the future.

Determining the potential for discovering environmental contamination at or near a site is of particular concern and a primary focus of the due diligence process. Prior to initiating an engineering due diligence review for a property, the City should request the current owners for all properties of interest provide copies of all environmental reports and studies in their possession which may have been conducted at or in the vicinity of their property. Review of this information may allow the City to eliminate a property or properties from its consideration without incurring any costs.

Once a finalized listing of desirable properties has been established, the typical program for performing Engineering Due Diligence will include the following work:

- Environmental Site Assessment;
- Geotechnical Site Assessment;
- Biological Site Assessment; and
- Wetland Site Assessment.

A stepwise approach should be considered the best practice for performing an engineering due diligence review at any particular site of interest. It is recommended due diligence activities be completed in the order presented as follows.

Environmental Site Assessment

The City will need to complete a site-specific Environmental Site Assessment (ESA) as the first step in performing its Engineering Due Diligence for any property being considered for purchase. A properly conducted ESA is the standard for financial institutions in evaluating a property for potential environmental contamination and, if any contamination is found, assessing the potential liability for that contamination present at the property. Additionally,

should the City purchase a property following completion of a Phase I ESA with no reported findings but still uncover environmental contamination at the site, a Phase I ESA will prove useful in future litigation.

Phase I Environmental Site Assessment

A site specific Phase I ESA will be conducted to identify environmental conditions which may present a potential liability should the City purchase a subject property. Ground-level investigations and a review of governing and regulatory agencies' records for both the underlying land as well as the existing physical improvements to the property will be the basis for this work.

The Phase I ESA should be performed to meet the typical requirements of local financial institutions and the most recent version of American Society for Testing and Materials (ASTM) Standard E1527 (Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process). A Phase I ESA is to be completed by an environmental professional specializing in this field of work. A preferred consultant recommended for completing the scope of work presented below is Rabe Consulting of Klamath Falls, Oregon

Process – The scope of work for a typical Phase I ESA should include, at a minimum, the following items:

- *Review available geologic and groundwater information.* A review of all available reporting will be used to generally characterize the geotechnical and environmental conditions of the site.
- *Examine historic aerial photography of the vicinity.* Aerial photographs, both current and historical, will be reviewed for indications of past site occupants or businesses which may have had the potential to contaminate the soil or groundwater beneath the site.
- *Examine current USGS mapping of the vicinity.* Mapping will be used to determine area topography and drainage patterns which may have the potential to affect the site.
- *Conduct file searches with public agencies for potential contaminant sources in the vicinity.* Hazardous material records from the U.S. Environmental Protection Agency (EPA) and Oregon Department of Environmental Quality (DEQ) will be compiled and reviewed for indications of recognized environmental conditions. Searches will also be conducted through other agencies having oversight relative to water quality and soil contamination issues.
- *Conduct searches for recorded environmental cleanup liens.*

- *Reviews of federal, tribal, state and local government records.* Reviews should also include examining municipal and county planning files to check prior land use and permits granted to subject property and surrounding properties within a search radius of 1/8- to 1 mile.
- *Perform a ground-level reconnaissance.* An on-site investigation will document present conditions and evaluate any likely environmental hazardous site history. Indications that the property was used in a manner which may have resulted in contamination (chemical spill residue, die-back of vegetation, presence of above-ground or underground storage tanks) will be noted and reported. A visual survey of the neighboring properties will also be conducted to note businesses or features which may have the obvious potential to affect the site.
- *Interviews with persons knowledgeable of property history.* Brief discussions with past owners, present owner, key site manager, present tenants and neighbors, as may be available or applicable, will focus on possible knowledge of previous activities at site.

A Phase I ESA meeting or exceeding this scope of work must be completed less than 180 days prior to the date of acquiring the property to be presumed valid by a financial institution or for use in any future litigation involving possible future discovery of environmental contamination at the property. An existing Phase I ESA for which the information was collected or updated within one year prior to the date of acquiring the property may still be considered valid once the following items are conducted and/or updated within 180 days of the date of purchase:

- Reviews of federal, tribal, state and local government records;
- Searches for recorded environmental cleanup liens;
- Perform a ground-level reconnaissance;
- Interviews with persons knowledgeable of property history; and
- The declaration by the environmental professional responsible for the assessment or update.

Outcome – A report will be prepared for the City identifying potential or existing environmental liabilities at the subject property. Based upon the reported findings of the Phase I ESA, the City may decide to conduct a Phase II ESA. Should the Phase I ESA find no concern for potential environmental liabilities, the environmental assessment portion of the Engineering Due Diligence process may be deemed complete.

Duration – Site investigations, records review and reporting should be anticipated to be complete within two to three weeks following authorization to proceed from the City.

Budget – A budgetary cost of approximately \$4,000 per site should be anticipated for conducting a Phase I ESA as detailed above.

Phase II Environmental Site Assessment

Where a Phase I ESA is a paper study conducted to find general areas and particular items of potential environmental concern on a property, a Phase II ESA is an actual screening of subsurface soils to determine if potential or suspected contamination or hazardous materials are present. If any items found in conducting the Phase I ESA work raise the concern of the City or environmental professional, and the City still wishes to pursue the potential purchase of the property, a Phase II ESA may be ordered. A Phase II ESA may also be required should contaminated materials be uncovered during construction activities at a selected site, even if those materials were not suspected to be present during the Phase I ESA. Previous site uses which could be anticipated to warrant initiation of a Phase II ESA include the presence of above-ground or underground storage tanks, automotive and machine shops, and manufacturing facilities.

It should be understood that undertaking a Phase II ESA is not an action to be taken lightly and any property warranting a Phase II ESA should be considered less desirable than another that does not. It is recommended a Phase II ESA only be pursued for a property the City is seriously considering for purchase. It is further recommended for the City to have extensive discussions with the contracted environmental professional completing Phase I work as to the risks in pursuing Phase II work. In initiating a Phase II ESA, the City will want to have a signed agreement in place with the current property owner concerning the handling and possible payment for remediation and cleanup of contaminated soil or other hazardous materials should any be uncovered. Subsequent site remediation and cleanup efforts, if deemed necessary, will need to be coordinated and completed in accordance with DEQ guidance.

The Phase II ESA should be performed to meet the typical requirements of local financial institutions and the most recent version of ASTM Standard E1903 (Standard Practice for Environmental Site Assessments: Phase II Environmental Site Assessment Process). A Phase II ESA is to be completed by an environmental professional specializing in this field of work. A preferred consultant recommended for completing the scope of work presented below is Rabe Consulting of Klamath Falls, Oregon.

Process – The work plan for a Phase II ESA will need to be tailored to the specific needs of an individual site. The scope of work for a typical Phase II ESA will include, at a minimum, the following items:

- *Perform geophysical survey.* Geophysical surveys are often included as part of a Phase II ESA to help locate subsurface objects, a reliable indicator in identifying suitable locations for soil sampling and possible installation of groundwater monitoring wells.

- *Conduct shallow soil sampling and analysis of soil samples.* Analysis of soil samples collected at the site will assist in determining if there is a presence of materials which may represent human health and/or ecological risks. Further actions may be required.

The scope of work for a Phase II ESA may expand by necessity to include some or all of the following items:

- Soil testing, profiling and disposal;
- Groundwater monitoring well installation and monitoring (this may extend to neighboring properties as well to determine the presence of contamination);
- Groundwater remediation, sampling and plume mapping;
- Remediation design and management; and
- Regulatory agency interaction and site closure.

Outcome – A report will be prepared for the City identifying the nature of existing environmental liabilities at the subject property. It should not be anticipated that reporting will include characterization of the contamination (mapping of contamination, source of contamination), nor will reporting detail the feasibility of site cleanup or remediation; however, this information may be provided if included in the City’s scope of work. The City should request reporting include possible recommendations for next steps, additional site investigation needs and a Contamination Materials Management Plan.

If a Phase II ESA is initiated, the City should be prepared to amend the scope of work as needed and to share or shoulder the full burden of costs for property preparation and cleanup if purchase of the property is still desired. Purchasing agreements may be negotiated with a seller requiring the current landowner to clean up the property prior to sale, or the City may decide to pursue purchase and be responsible for the cleanup and environmental liabilities present at the site. The City, as the initiator and owner of the Phase II ESA, not the seller, should establish cleanup standards with DEQ prior to finalizing sales agreements or beginning any cleanup efforts.

Duration – The schedule necessary to complete a Phase II ESA is difficult to estimate. A stepwise approach to the assessment and possible property preparation should be considered as the best practice. It is, again, recommended that if a Phase II ESA is initiated the City only consider completing the limited scope of work previously noted; performing the limited work may make it simpler for the City to walk away from purchasing the property. However, should the contamination uncovered be extensive, and should regulatory agencies become concerned by those findings, it will likely be difficult for the City to not continue with site cleanup efforts. Duration of cleanup efforts are dependent upon methods employed.

Budget – The budget for a Phase II ESA is dependent upon the scope of work developed by the City. The cost for a Phase II ESA can vary greatly, depending on site specific details. Typical due diligence Phase II ESA studies with no or limited property preparation for sale required may be in the \$6,000 to \$25,000 range; however, costs have been known to climb to \$200,000 or higher in the more extreme cases involving extensive testing and site cleanup.

Geotechnical Site Assessment

A geotechnical site assessment may be used in determining the suitability of existing subsurface conditions at a given site for the development of a potential WTP. A preliminary evaluation of the existing geotechnical conditions and geological features at a potential site will be conducted by either or both a registered geologist and a licensed geotechnical engineer. It is recommended the City engage those professionals which may be familiar with the local subsurface conditions in the area. A preferred consultant recommended for completing the scope of work presented below is the Galli Group of Grants Pass, Oregon.

Process – The scope of work for a typical geotechnical site assessment should include the following items:

- *Review available geologic and geotechnical information.* A review of all available reporting will be used to generally characterize the subsurface conditions of the site. Reviews will examine the possible presence of liquefiable soils in the vicinity as well as the potential for old construction debris fill sites. Available seismic mapping will be reviewed.
- *Perform a ground-level reconnaissance.* An on-site investigation will document exposed materials and conditions at the site. The site visit will be used to determine areas of potential geotechnical or geological interest and establish locations of geotechnical borings.
- *Perform geotechnical borings.* With a new WTP requiring the purchase of a 3 to 5 acre property, it is recommended that three individual borings be installed at any particular site of interest. Borings should be installed to a depth of approximately 25 feet to obtain a preliminary characterization of the site's subsurface conditions. It is further recommended to install piezometers at each boring location to obtain seasonal information on the existing groundwater levels in the area.
- *Discussions with City staff.* Brief discussions will focus on staff's possible knowledge of previous activities at the site as well as preliminary thoughts on potential orientation of the WTP facility on the property.

Outcome – The results of the preliminary site evaluations will be summarized in a technical memorandum. The technical memorandum will provide preliminary conclusions regarding the suitability of the site based upon geological and geotechnical considerations.

Duration – Site assessment and subsequent reporting may be completed within two to three weeks once authorization is provided from the City. Note scheduling of drill rigs for performing geotechnical borings may push the timeline for site assessment out as much as

another 4 weeks. Once on site, geotechnical borings will likely be completed in less than one day.

Budget – A budgetary cost of approximately \$6,000 per site should be anticipated for conducting preliminary geotechnical evaluations as detailed above. Note savings of up to \$1,000 per site investigated may be realized by the City in performing geotechnical borings at multiple sites under the same drill rig mobilization.

Biological Site Assessment

A biological site assessment may be used to determine the possible presence of critical plant and wildlife habitat, as well as the potential for threatened or endangered plant and wildlife species, at a particular site. Investigations and reporting will be conducted by environmental professional specializing in this field of work. A preferred consultant recommended for completing the scope of work presented below is Rabe Consulting of Klamath Falls, Oregon.

Process – The scope of work for a typical biological site assessment should include the following items:

- *Review available information.* A review of all available and relevant listings from jurisdictional agencies (i.e., U.S. Fish & Wildlife, Register of Natural Heritage Resources) will be used to generally characterize the biological conditions of the site. Reviews will focus on determining the possible presence of critical plant & wildlife habitat in the area, as well as noting any threatened or endangered plant & wildlife species in the vicinity.
- *Perform a ground-level reconnaissance.* An on-site investigation will document the presence of any critical habitat and threatened or endangered species at the site.

Should the review of information turn up any items for possible concern, and should the ground-level reconnaissance confirm the presence of any critical habitat or possible presence of threatened and endangered species at the site, a biological survey of the property may be requested by the City. A biological survey should only be performed if the City is still interested in purchasing the property; there is no obligation on the part of the City to conduct a biological survey if there is no further interest in purchasing the property at this point. Note scheduling of the biological survey may prove to be difficult, as the timing of this work will likely require observations take place within the typical migratory patterns of wildlife and flowering seasons for plant life.

Outcome – The results of the preliminary biological site assessment will be summarized in a technical memorandum. The technical memorandum will provide preliminary conclusions regarding the presence or non-presence of any critical habitat or threatened and endangered species at the site. Additional reporting will be provided to document the biological survey of the property, if requested. The presence of critical habitat or certain wildlife and plant

species at a property may impact its allowable uses and the extent to which the area may be developed.

Duration – A limited biological site assessment, including only a review of available information and on-site investigations, may be assumed to take approximately 3 weeks to complete and provide reporting. If a biological survey of the site is desired, an additional 9 to 12 months may be required to allow for seasonal observations as needed.

Budget – A budgetary estimate of \$3,000 per site should be considered appropriate for completing the limited biological assessment and subsequent reporting. Note there may be an opportunity for cost savings if multiple sites are examined at the same time, or if the City employs an environmental professional capable of performing a site's Phase I ESA and limited wetland site assessment concurrent with the biological site assessment.

If a biological survey is requested, depending upon the possible variety of wildlife & plants and necessary investigations into critical habitats, costs can escalate closer to \$15,000 for the complete scope of work. Note that if federal funding is anticipated to be used for any facet of the WTP design or construction, a more formalized, systematic type of reporting of findings will need to be completed and may increase costs by as much as 20 percent.

Wetland Site Assessment

A wetland site assessment may be used to determine the possible presence of wetland habitat at a particular site. Investigations and reporting will be conducted by environmental professional specializing in this field of work. A preferred consultant recommended for completing the scope of work presented below is Rabe Consulting of Klamath Falls, Oregon.

Process – The scope of work for a typical wetland site assessment should include the following items:

- *Review available information.* A review of available information (i.e., aerial photographs, City wetland inventories) will focus on determining the possible presence of wetlands in the vicinity.
- *Perform a ground-level reconnaissance.* An on-site investigation will document the presence of any wetland habitat at the site.

Should the review of information turn up any items for possible concern, and should the ground-level reconnaissance confirm the presence of wetland habitat, a wetlands delineation survey may be requested by the City for the property. A wetlands delineation should only be requested if the City is still interested in purchasing the property; there is no obligation on the part of the City to conduct a wetland delineation if there is no further interest in purchasing the property at this point. Findings from the wetlands delineation must then be provided to both the Oregon Department of State Lands (DSL) and U.S. Army Corps of Engineers

(USACE) for review and concurrence on the reported findings. Following an issuance of concurrence from both agencies, a plan for wetland mitigation will be developed.

Outcome – The results of the preliminary wetland site assessment will be summarized in a technical memorandum. The technical memorandum will provide preliminary conclusions regarding the presence or non-presence of any wetland habitat at the site. Additional reporting will be provided to document wetland delineations at the property, if requested. The presence of wetland habitat may impact the allowable uses and the extent to which areas of the property may be developed.

Duration – A limited wetland site assessment, including only a review of available information and on-site investigations, may be assumed to take approximately 3 weeks to complete and provide reporting. When a wetland delineation is requested, additional time may be required to allow for seasonal observations as needed. A conservative timeline for obtaining DSL and USACE concurrence would be 6 months following submittal of survey and reporting.

Budget – A budgetary estimate of \$3,000 per site should be considered appropriate for completing a limited wetland assessment and the subsequent reporting. Note there may be an opportunity for cost savings if multiple sites are examined at the same time, or if the City employs an environmental professional capable of performing a site's Phase I ESA and limited biological site assessment concurrent with the wetland site assessment.

If a wetland delineation is desired by the City, costs can escalate closer to \$15,000 to complete the full scope of work. Note that if federal funding is anticipated to be used for any facet of the WTP design or construction, a more formalized, systematic type of reporting of findings will need to be completed and may increase costs by as much as 20 percent.

Summary

This memorandum has been completed to document the engineering due diligence process recommended for the City in acquiring a property for siting a future WTP. It is recommended that prior to undertaking engineering due diligence investigations at desirable properties, the City complete non-engineering due diligence reviews with respect to past and current land use, title and boundary surveys. An engineering due diligence review for a property should be advanced in a stepwise manner which may be stopped should undesirable results be obtained at any point in the process.

A limited engineering due diligence review should include the items listed in the following table, with the anticipated durations and budgetary level cost estimates for each item being provided on a per site basis. Note anticipated durations for tasks and associated budgetary level cost estimates do not include advanced site assessments such as completing a Phase II ESA or wetland delineation.

Task	Duration	Cost
Environment Site Assessment, Phase I ESA only	3 weeks	\$4,000
Geotechnical Site Assessment	3 weeks	\$6,000
Biological Site Assessment	3 weeks	\$3,000
Wetland Site Assessment	3 weeks	\$3,000
Totals:	12 weeks (3 months)	\$16,000

It should be anticipated that a limited engineering due diligence review for a site will take approximately 3 months to complete at an estimated cost of \$16,000. There may be an opportunity for cost savings if multiple sites are examined at the same time, or if the City employs an environmental professional capable of performing a site's Phase I ESA and limited biological site assessment concurrent with the wetland site assessment.