

## May-08

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 2 3 COUNCIL WS 8am-10am Coffee Hour
	4 Planning Comm 7pm			EDC Noon		
	CITY COUNCIL WORK SESSION - TBA	Fire Bd 8pm		PAC 5pm		
<i>Truax out</i>						
	11 CITY COUNCIL	12	13	14	15	16
	5:30 PM - EXECUTIVE SESS (Labor)		City Council		Metro Council Meeting	Nyuzen Welcome
	6:00 PM - WORK SESSION (CEP)		Police Chief Presentations		2:00 PM - Comm Aud	Reception Dinner
	7:00 PM - REGULAR MEETING		6:00 PM - COMM AUD			6:30pm - Comm Aud
	9:00 PM - WORK SESSION (EnterZone)			Water Providers EC 5:30		
	COMMUNITY AUDITORIUM	CCI 4pm		<i>Nyuzen Adult Visit</i>		
<i>Truax out</i>						
	18 Planning Comm 7pm	19	20	21	22	23
	CITY COUNCIL WORK SESSION - TBA	Library 7pm		P&R 7am	FIRST BUDGET MEETING 7:00 PM - COMM AUD	
Depart		HLB 7pm		CFC 5:15pm		
25	CITY OFFICES CLOSED HOLIDAY	26	27	28	29	30
		CITY COUNCIL 6:00 PM - EXECUTIVE SESS 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM		PSAC 7:30am	Fernhill Wetlands 6pm	31

## June-08

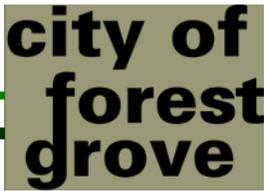
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Planning Comm 7pm	2	3	4	5	6
	CITY COUNCIL WORK SESSION - TBA	Fire Bd 8pm		Water Providers CB 7:00	SECOND BUDGET MEETING 7:00 PM - COMM AUD	7 COUNCIL WS 8am-10am Coffee Hour
				EDC Noon		
8		9	10	11	12	13
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	CCI 4pm			PAC 5pm	
15	16	17	18	19	20	21
	Planning Comm 7pm	Library 7pm	P&R 7am			
	CITY COUNCIL WORK SESSION - TBA		CFC 5:15pm			
22	23	24	25	26	27	28
	CITY COUNCIL 7:00 PM - REGULAR MEETING BUDGET - Public Hearing COMMUNITY AUDITORIUM	HLB 7pm	PSAC 7:30am (TBA)	WC Urban/Rural Reserves Open House-Comm Aud		
				Fernhill Wetlands 6pm		
29	30					

## July-08

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
		Fire Bd 7pm	CANDIDACY PETITION PACKETS AVAILABLE AT 8AM		EDC Noon	CITY OFFICES CLOSED HOLIDAY
						5 COUNCIL WS 8am-10am Coffee Hour
6	7	8	9	10	11	12
	Planning Comm 7pm	CCI 4pm		PAC 5pm		
	CITY COUNCIL WORK SESSION - TBA					
13	14	15	16	17	18	19
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Library 7pm	P&R 7am			
			CFC 5:15pm	Kyle Prop Dedication 1pm		
20	21	22	23	24	25	26
	Planning Comm 7pm	HLB 7pm	PSAC 7:30am (TBA)			
	CITY COUNCIL WORK SESSION - TBA					
27	28	29	30	31	1	2
	NO CITY COUNCIL MEETING					
<i>Mayors' Conference - Pendleton</i>						

TBA = To be announced at a later date. Please review meeting agenda for meeting time in case of change(s).

5/21/2008 Calendar CC



# FOREST GROVE CITY COUNCIL

## Tuesday, May 27, 2008

6:00 PM – Executive Session (Property & Exempt Records)

Community Auditorium

7:00 PM – Regular Meeting

1915 Main Street  
Forest Grove, OR 97116

Thomas L. Johnston  
Victoria J. Lowe  
Camille Miller

Richard G. Kidd, Mayor

Ronald C. Thompson  
Peter B. Truax  
Elena Uhing

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

→ Public Hearings – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

→ Citizen Communications – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder at 503-992-3235.

City Council meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder at 503-992-3235, at least 48 hours prior to the meeting.

## A G E N D A

- 6:00 EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC. Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision. The City Council will convene in the Community Auditorium - Conference Room at 6:00 p.m. to hold the following executive session: In accordance with ORS 192.660(2)(F) to consider information or records that are exempt by law from public inspection; ORS 40.225 relating to lawyer-client privilege; and ORS 192.660(2)(E) to deliberate with persons designated by the governing body to negotiate real property transactions.

- 7:00      1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance
- PROCLAMATION:**
1. A.      • National Historic Preservation Month
1. B.      • Eric G. Stewart Award Presentation
2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Thank you.
3. **CONSENT AGENDA:** See Page 3
4. **ADDITIONS/DELETIONS:**
5. **PRESENTATIONS:** None.
- 7:20      6. **PUBLIC HEARING CONTINUED FROM MAY 12, 2008:**  
**SECOND READING OF ORDINANCE NO. 2008-03 ADOPTING PROVISIONS TO ALLOW FOR GRAFFITI PREVENTION, PROHIBITION, AND REMOVAL, AMENDING FOREST GROVE CODE SECTION BY ADDING SECTIONS 5.150 THROUGH 5.180 RELATING TO GRAFFITI PREVENTION, PROHIBITION, AND REMOVAL**
- 7:30      7. **PUBLIC HEARING AND RESOLUTION NO. 2008-34 DESIGNATING COMMUNITY ENHANCEMENT PROGRAM (CEP) PROJECTS (EXHIBIT A) FOR FISCAL YEAR 2008-09**
- 7:50      8. **RESOLUTION NO. 2008-35 TRANSFERRING APPROPRIATIONS WITHIN GENERAL FUND FOR ENGINEERING DEPARTMENT EXPENDITURES FOR THE FISCAL YEAR 2007-08**
- 8:00      9. **CITY MANAGER'S REPORT:**
- 8:15      10. **COUNCIL COMMUNICATIONS:**
- 8:30      11. **ADJOURNMENT**

Jeff Williams  
Interim Police Chief

Paul Downey  
Administrative Services  
Director

Paul Downey  
Administrative Services  
Director

Michael Sykes  
City Manager

- 
3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Work Session (CEP Projects) Meeting Minutes of April 21, 2008.
  - B. Approve City Council Executive Session (Labor Negotiations) Meeting Minutes of May 12, 2008.
  - C. Approve City Council Work Session (CEP Projects) Meeting Minutes of May 12, 2008.
  - D. Approve City Council Regular and Work Session (Enterprise Zone Expansion) Meeting Minutes of May 12, 2008.
  - E. Accept Committee for Citizen Involvement Meeting Minutes of March 11 and April 8, 2008.
  - F. Fire Department Monthly Statistics Report for April 2008.
  - G. Library Department Circulation Statistics Report for May 2008.
  - H. Endorse Liquor License (Limited-On Premises) for Ballad Town Billiards, LLC, 2036 Pacific Avenue (Ownership Change).
-

# PROCLAMATION

National Historic Preservation Month  
May 2008

**WHEREAS**, historic preservation is an effective tool for managing growth, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

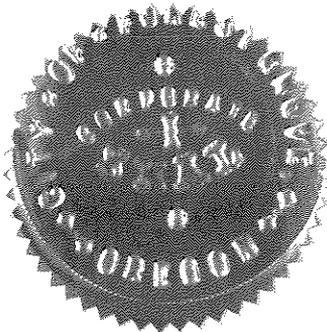
**WHEREAS**, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

**WHEREAS**, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people; and

**WHEREAS**, "*This Place Matters*" is the theme for National Historic Preservation Month 2008, co-sponsored by the City of Forest Grove Historic Landmarks Board and the National Trust for Historic Preservation.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM AS FOLLOWS:**

That the month of **May, 2008**, be proclaimed as **National Historic Preservation Month**, and call upon the people of Forest Grove to join their fellow citizens across the United States in recognizing and participating in this special observance.



**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 27<sup>th</sup> day of May, 2008.

Richard G. Kidd, Mayor

The  
ERIC G. STEWART AWARD

Is Hereby Awarded To

Mike and Brian McMenamin

In Recognition Of Their

OUTSTANDING COMMITMENT

To The Preservation  
Of  
Forest Grove's History

May 27, 2008



---

Richard G. Kidd, Mayor  
City of Forest Grove

The Eric G. Stewart Award is presented by the Historic Landmarks Board to recognize outstanding service and support of historic preservation in Forest Grove. This year we present the award to Mike and Brian McMEnamin.

The McMEnamin brothers are being recognized for their efforts not only to preserve the Grand Lodge, but also for adapting the building to a new use without significantly altering it. Always a Forest Grove landmark, it is now a popular destination for both residents and tourists alike.

It is fitting that this award is presented in conjunction with our observation of National Historic Preservation Month, May 2008, in recognizing the contributions that Mike and Brian McMEnamin have made to this community.

**FOREST GROVE CITY COUNCIL WORK SESSION  
(CEP PRESENTATIONS)  
APRIL 21, 2008 – 4:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1**

*Minutes are unofficial until approved by the Council.*

**1. ROLL CALL**

Mayor Richard Kidd called the Work Session to order at 4:00 p.m. **ROLL CALL:**  
**COUNCIL PRESENT:** Thomas Johnston, Camille Miller, Ronald Thompson, Peter Truax, Elena Uhing, and Mayor Richard Kidd. **COUNCIL ABSENT:** Victoria Lowe, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; and Beverly Maughan, Executive Assistant to City Manager.

**2. CITIZEN COMMUNICATIONS: None.**

**3. PRESENTATION OF COMMUNITY ENHANCEMENT PROGRAM (CEP) PROJECT APPLICATIONS FOR FISCAL YEAR 2008-09**

The following organizations presented their projects to be considered for CEP funds:

<b>SPONSOR</b>	<b>PROJECT</b>
Forest Grove School District	FG Community Learning Center/Boys & Girls Club Summer Program
Forest Grove School District	High School Turf Field
Adventures Without Limits	Youth Empowerment Program
Community Based Activity Program	CBAP Scholarships
West Tuality Habitat for Humanity	HfH Townhouse HVAC Project
Valley Art Association	Sidewalk Chalk Art Festival Enhancement
Adelante Mujeres	FG Farmer’s Market Activities & Events
Adelante Mujeres	Early Childhood Education for School Success
Rebuilding Together * Wash. County	Housing Rehabilitation
Theatre In The Grove	TITG Restoration Project
Community Forestry Commission	Neighborwoods & CFC Outreach/Education
Viking Booster Club	Concession Stand
Housing Development Corporation	Play Equipment: Willow Park & Elm Park Apartments
FG Little League	Harvey Clarke Field Improvements

**FOREST GROVE CITY COUNCIL WORK SESSION  
(CEP PRESENTATIONS)  
APRIL 21, 2008 – 4:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 2**

FG Foundation	Holiday Lighting LED Conversion
City Club	Downtown First Wednesday Program
Public Arts Commission	Access to the Arts
FG Junior Baseball	Tom McCall North Field
Historic Landmarks Board	Historic Landmarks Board Grant Program
WESTCO (West County Emergency Fund)	Project Safety Net
Domestic Violence Resource Center	Restraining Order Advocacy
Valley Art Association	Floor Renovation & Gallery Beautification
Friends of Historic FG	AT Smith House Foundation Stabilization
FG Community School	Ash Street Field Improvement
FG Chamber of Commerce	Main Course/NW Wine & Food on Main
FGHS Viking Plants	Hanging Flower Baskets
St. Vincent DePaul Society	Emergency Overnight Housing

The following project was submitted and will be included in the Council's evaluation but sponsor was not able to give presentation at the work session:

RSVP Washington County	Senior Disaster Preparedness & Senior Volunteer Enhancement
------------------------	---

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

**4. ADJOURNMENT**

Mayor Kidd adjourned the Work Session at 8:45 p.m.

Respectfully submitted,

---

Beverly Maughan, Executive Assistant to City Manager

33

**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION  
ORS 192.660(2)(D) LABOR  
MAY 12, 2008 – 5:30 P.M.  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

1. **ROLL CALL:**

Mayor Richard Kidd called the Executive Session meeting to order at 5:30 p.m.

**ROLL CALL: COUNCIL PRESENT:** Victoria Lowe, Thomas Johnston, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Richard Kidd. **COUNCIL ABSENT:** Peter Truax, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Pam Beery, City Attorney; Paul Downey, Administrative Services Director; Rob DuValle, Human Resources Manager; and Anna Ruggles, City Recorder.

2. **EXECUTIVE SESSION:**

The City Council met in Executive Session in accordance with:

**ORS 192.660(2)(D)** to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

3. **ADJOURNMENT**

Mayor Kidd adjourned the Executive Session at 5:53 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION  
(CEP PROJECTS)  
MAY 12, 2008 – 6:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1**

*Minutes are unofficial until approved by the Council.*

**1. ROLL CALL**

Mayor Richard Kidd called the Work Session to order at 6:06 p.m. **ROLL CALL:**  
**COUNCIL PRESENT:** Victoria Lowe, Thomas Johnston, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Richard Kidd. **COUNCIL ABSENT:** Peter Truax, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Pam Beery, City Attorney; Paul Downey, Administrative Services Director; and Anna Ruggles, City Recorder.

**2. WORK SESSION: COMMUNITY ENHANCEMENT PROGRAM PROJECT APPLICATIONS FOR FISCAL YEAR 2008-09**

Downey facilitated the above work session, noting the purpose of the work session was to discuss designating the 2008-09 Community Enhancement Program (CEP) projects and funding allocations. Downey reported the City received 29 applications for \$195,030 and the CEP funds available are \$90,107. Downey noted the following organizations presented their projects to Council on April 21, 2008, to be considered for CEP funds:

<u>SPONSOR</u>	<u>PROJECT</u>
Forest Grove School District	FG Community Learning Center/Boys & Girls Club Summer Program
Forest Grove School District	High School Turf Field
Adventures Without Limits	Youth Empowerment Program
Community Based Activity Program	CBAP Scholarships
West Tuality Habitat for Humanity	HfH Townhouse HVAC Project
Valley Art Association	Sidewalk Chalk Art Festival Enhancement
Adelante Mujeres	FG Farmer's Market Activities & Events
Adelante Mujeres	Early Childhood Education for School Success
Rebuilding Together * Wash. County	Housing Rehabilitation
Theatre In The Grove	TITG Restoration Project
Community Forestry Commission	Neighborhoods & CFC Outreach/Education
Viking Booster Club	Concession Stand
Housing Development Corporation	Play Equipment: Willow Park & Elm Park Apartments

**FOREST GROVE CITY COUNCIL WORK SESSION  
(CEP PROJECTS)  
MAY 12, 2008 – 6:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 2**

FG Little League	Harvey Clarke Field Improvements
FG Foundation	Holiday Lighting LED Conversion
City Club	Downtown First Wednesday Program
Public Arts Commission	Access to the Arts
FG Junior Baseball	Tom McCall North Field
Historic Landmarks Board	Historic Landmarks Board Grant Program
WESTCO (West County Emergency Fund)	Project Safety Net
Domestic Violence Resource Center	Restraining Order Advocacy
Valley Art Association	Floor Renovation & Gallery Beautification
Friends of Historic FG	AT Smith House Foundation Stabilization
FG Community School	Ash Street Field Improvement
FG Chamber of Commerce	Main Course/NW Wine & Food on Main
FGHS Viking Plants	Hanging Flower Baskets
St. Vincent DePaul Society	Emergency Overnight Housing

The following project was submitted and was included in the Council's evaluation but the sponsor was unable to give a presentation at the work session:

RSVP Washington County	Senior Disaster Preparedness & Senior Volunteer Enhancement
------------------------	---

**Council Discussion:**

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to designating the 2008-09 CEP projects and allocation of the CEP funds available. Mayor Kidd presented a worksheet outlining the Council's evaluation scores and proposed funding levels for each project. Discussion ensued as Council assessed each of the projects and assessed the funding levels.

At the conclusion of the above discussion, Council collectively agreed to ask staff to proceed with a resolution designating the CEP projects and allocating the funding levels, as outlining in the attached Exhibit A, for Council consideration.

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

**FOREST GROVE CITY COUNCIL WORK SESSION  
(CEP PROJECTS)  
MAY 12, 2008 – 6:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 3**

3. **ADJOURNMENT:**

Mayor Kidd adjourned the Work Session at 6:54 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

## 2008-09 COMMUNITY ENHANCEMENT GRANT APPLICATIONS

PROJECT	PROJECT EVALUATION SUMMARY								AMOUNT REQUESTED				TOTAL
	Uhing	Kidd	Thompson	Lowe	Truax	Miller	TJ	Average	INFRA-STRUCTURE	SOCIAL & EDUCATIONAL	PROMOTION & TOURISM	BEAUTIFICATION	
Sidewalk Chalk Art Festival Enhancement	63	50	59	42	47	37	25	46.1		\$ 1,900	\$600		\$2,500
Floor Renovation & Gallery Beautification	63	45	47	50	50	30	30	45.0	\$ 6,000				\$6,000
Turf Field at High School	45	49	47	26	45	38	60	44.3	\$ 9,000				\$9,000
HLB Grant Program	60	52	56	46	42	35	17	44.0		\$ 2,000	2000	1600	\$5,600
Hanging Flower Baskets	57	52	55	36	35	29	43	43.9				\$4,080	\$4,080
Downtown First Wednesday Program	63	51	54	42	40	35	21	43.7			\$4,000		\$4,000
The Forest Grove Farmers Market	58	47	54	41	43	40	22	43.6			\$2,950		\$2,950
AT Smith House Foundation Stabilization	53	54	58	48	41	30	16	42.9		\$ 1,500	\$3,000	\$1,000	\$5,500
Main Course/Northwest Wine & Food on Main	59	48	40	43	43	41	26	42.9			\$2,500		\$2,500
Restraining Order Advocacy	61	38	47	46	41	31	33	42.4		\$ 2,500			\$2,500
FG Community Learning Center/B&GC Summer Program	54	43	49	23	44	36	47	42.3		\$ 9,000			\$9,000
Holiday Lighting LED Conversion	48	48	42	36	42	42	35	41.9				\$1,500	\$1,500
Housing Rehabilitation	66	43	54	44	36	27	22	41.7		\$ 2,500			\$2,500
Tom McCall North Field	59	28	54	29	39	34	45	41.1	\$ 4,000				\$4,000
Emergency Overnight Housing	59	37	44	44	41	34	31	41.4		\$ 2,000			\$2,000
Ash Street Field Improvement	66	55	52	47	41	24	1	40.9		\$ 500		\$500	\$1,000
Hanging Flower Baskets (Add'l baskets from DT Imprvmnt Proje	57	52	55	34	41	0	43	40.3				\$3,825	\$3,825
HfH Townhouse HVAC Project	34	50	53	38	42	29	28	39.1	\$ 8,037				\$8,037
Neighborhoods & CFC Outreach&Public Education	43	47	56	49	44	15	20	39.1			\$1,521	\$1,644	\$3,165
Backstop/Dugouts at Harvey Clarke Elementary	60	48	44	17	33	48	24	39.1		\$ 1,950			\$1,950
Project Safety Net	58	30	38	41	40	30	25	37.4		\$ 1,000			\$1,000
Youth Empowerment Program	54	40	41	0	44	30	33	34.6		\$ 2,500			\$2,500
Access to the Arts	43	44	47	41	36	16	14	34.4	\$ 1,000		\$3,000		\$4,000
Concession Stand	48	36	31	0	39	41	41	33.7					\$0
CBAP Scholarships	58	39	34	0	47	29	27	33.4					\$0
Early Childhood Education for School Success	62	42	48	0	29	29	21	33.0		\$ 1,000			\$1,000
Play Equipment at Willow Park and Elm Park Apartments	59	44	50	0	36	2	34	32.1	\$ -				\$0
TITG Restoration Project	55	34	34	9	41	31	17	31.6					\$0
Senior Disaster Preparedness & Sr. Volunteer Enhancement	32	31	38	42	25	0	26	27.7					\$0
TOTAL REQUESTS FOR 2008-09									\$ 28,037	\$ 28,350	\$ 19,571	\$ 14,149	\$ 90,107
CEP FUNDS AVAILABLE (Metro fee+25% of Fund Balance)									\$ 31,537	\$ 27,032	\$ 18,021	\$ 13,516	\$ 90,107
									35%	30%	20%	15%	

3D

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
WORK SESSION (ENTERPRISE ZONE EXPANSION)  
MAY 12, 2008 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

1. **ROLL CALL:**  
Mayor Richard Kidd called the regular City Council meeting to order at 7:03 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Victoria Lowe, Thomas Johnston, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Richard Kidd. **COUNCIL ABSENT:** Peter Truax, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Pam Beery, City Attorney; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Cal Bowersox, Public Works Superintendent; Tom Gamble, Parks and Recreation Director; Jeff Williams, Interim Police Chief; Aaron Ashbaugh, Police Captain; Jeff King, Economic Development Coordinator; and Anna Ruggles, City Recorder.
  
1. A. **POLICE DEPARTMENT - OATH OF OFFICE:**  
Williams administered the Community Services Officer (CSO) Oath of Office to Teresa Kohl and provided a brief background on the newly hired CSO. Mayor Kidd welcomed Kohl to the City.
  
1. B. **PROCLAMATION: NATIONAL PUBLIC WORKS WEEK**  
Mayor Kidd publicly proclaimed May 18 - 24, 2008, as National Public Works Week. Foster and Bowersox accepted the proclamation on behalf of the Public Works Department. Mayor Kidd expressed his appreciation to Public Works personnel present in the audience for the excellent service they provide to the community.
  
1. C. **PROCLAMATION: EMERGENCY MEDICAL SERVICES WEEK**  
Mayor Kidd publicly proclaimed May 18 - 24, 2008, as Emergency Medical Services (EMS) Week. Metro West Ambulance representatives accepted the proclamation and presented Mayor Kidd with a plaque recognizing the City for its continued support. Mayor Kidd expressed his appreciation to Fire and EMS personnel present in the audience for the excellent service they provide to the community.
  
2. **CITIZEN COMMUNICATIONS:** None.
  
3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion.

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
WORK SESSION (ENTERPRISE ZONE EXPANSION)  
MAY 12, 2008 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 2**

Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).

- A. Approve City Council Work Session (B&C Interview) Meeting Minutes of April 28, 2008.
- B. Approve City Council Work Session (Sign Regulations) Meeting Minutes of April 28, 2008.
- C. Approve City Council Regular and Work Session (Graffiti) Meeting Minutes of April 28, 2008.
- D. Accept Community Forestry Commission Meeting Minutes of March 19, 2008.
- E. Accept Economic Development Commission Meeting Minutes of December 18, 2007, January 17, February 7, and March 6, 2008.
- F. Accept Historic Landmarks Board Meeting Minutes of March 25, 2008.
- G. Accept Planning Commission Meeting Minutes of March 3, 2008.
- H. Community Development Department Monthly Building Activity Informational Report for April 2008.
- I. RESOLUTION NO. 2008-31 MAKING APPOINTMENT TO PUBLIC ARTS COMMISSION (KATHY BROOM, AT-LARGE, TERM EXPIRING DECEMBER 31, 2009).

**MOTION:** Councilor Miller moved, seconded by Councilor Uhing, to approve the Consent Agenda as presented. **ABSENT:** Councilor Truax.  
**MOTION CARRIED 6-0 by voice vote.**

- 4. ADDITIONS/DELETIONS: None.
- 5. PRESENTATIONS:
  - 5. A. KATHRYN HARRINGTON, METRO COUNCILOR DISTRICT 4  
Kathryn Harrington, Metro Councilor District 4, presented a PowerPoint presentation outlining her Quarterly Exchange District 4 Report. Harrington provided updates on Making the Greatest Place; Business Recycling Requirements Proposal; Natural Areas Purchases in District 4; and Integrating Habitats Design Competition. In addition, Harrington addressed questions pertaining to garbage recycling energy; intra-city transit service; Forest

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
WORK SESSION (ENTERPRISE ZONE EXPANSION)  
MAY 12, 2008 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 3**

Grove light rail; Fernhills Wetlands grant proposal; and the Regional Transportation System Plan.

**5. B. GREAT COMMUNITIES UPDATE**

Holan provided an update and various handouts pertaining to Metro and Washington County activities, including Making the Greatest Place Road Map; Metro's investments, performance, based growth management, neighboring cities/urban reserves/rural reserves; and the Regional Transportation System Plan.

**6. SECOND READING OF ORDINANCE NO. 2008-02 AMENDING FOREST GROVE CODE SECTION 3.525 SEGREGATION OF REVENUES FOR PARKS SYSTEM DEVELOPMENT CHARGE**

The first reading of Ordinance No. 2008-02 by title and motion to adopt occurred at the meeting of April 28, 2008.

**Staff Report:**

Gamble and Downey had nothing further to report.

**Public Hearing Closed:**

The Public Hearing closed at the meeting of April 28, 2008.

**Council Discussion:**

Hearing no discussion from the Council, Mayor Kidd asked for a roll call vote on the motion made at the meeting of April 28, 2008.

Beery read Ordinance No. 2008-02 by title for second reading.

**ROLL CALL VOTE:** AYES: Councilors Lowe, Johnston, Miller, Thompson, Uhing, and Mayor Kidd. NOES: None. ABSENT: Councilor Truax.  
**MOTION CARRIED 6-0.**

**7. PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2008-03 ADOPTING PROVISIONS TO ALLOW FOR GRAFFITI PREVENTION, PROHIBITION, AND REMOVAL, AMENDING FOREST GROVE CODE SECTION BY ADDING SECTIONS 5.150 THROUGH 5.180 RELATING TO GRAFFITI PREVENTION, PROHIBITION, AND REMOVAL**

**Staff Report:**

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
WORK SESSION (ENTERPRISE ZONE EXPANSION)  
MAY 12, 2008 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 4**

Williams presented the above-proposed ordinance for Council consideration, noting the proposed ordinance amends Forest Grove Code by adding Code Section 5.150 through 5.180, provisions for graffiti prevention, prohibition, and removal. Williams reported the proposed ordinance addresses concerns heard at the work session of April 28, 2008, and concerns heard from the Economic Development Commission (EDC) and Public Safety Advisory Commission (PSAC), noting concerns included the level of fines, re-victimization issues, graffiti removal timeline, and underlying reasons graffiti occurs. Williams noted implementation of the proposed ordinance includes public education and community outreach efforts designed to reinforce the importance of removing graffiti immediately. In addition, the ordinance allows discretionary notice and provides for allowing an extension of time for graffiti removal or alternative resolutions, such as volunteer or community service removal efforts.

Before proceed with the Public Hearing and Council discussion, Mayor Kidd asked for a motion to adopt Ordinance No. 2008-03.

Beery read Ordinance No. 2008-03 by title for first reading.

**MOTION: Councilor Miller moved, seconded by Councilor Uhing, to adopt Ordinance No. 2008-03 Adopting Provisions to Allow for Graffiti Prevention, Prohibition, and Removal, Amending Forest Grove Code Section by Adding Sections 5.150 Through 5.180 Relating to Graffiti Prevention, Prohibition, and Removal.**

The second reading of Ordinance No. 2008-03 by title and final vote will occur at the meeting of May 27, 2008.

**Public Hearing Opened:**

Mayor Kidd opened the Public Hearing.

**Proponents:**

No one wished to testify and no written comments were received.

**Opponents:**

No one wished to testify and no written comments were received.

**Others:**

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
WORK SESSION (ENTERPRISE ZONE EXPANSION)  
MAY 12, 2008 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 5**

Brian and Wendy Seitz, Forest Grove, indicated they have been victimized by graffiti and voiced concern of being re-victimization. Seitz's voiced concern of the costs associated for graffiti removal, property damage and/or replacement, removal timeline, and being cited if graffiti is not removed within the allotted timeline. Seitz's suggested the City provide resources to assist victims with removal and prevention of graffiti.

Teri Koerner, Chamber of Commerce Director, testified on behalf of the Chamber of Commerce members, noting concerns submitted pertained to re-victimization, underlying reasons graffiti occurs, and posting a graffiti removal notice when victims are out-of-town. In addition, Koerner thanked staff for take into consideration input from the EDC and citizens.

**Council Discussion:**

Thompson voiced concern pertaining to re-victimization, referencing Code Section 5.170(2), permitting a property to become a graffiti nuisance, noting property owners sometimes are unable to prevent being repeatedly victimized.

Uhing thanked staff for take into consideration the EDC and PSAC comments pertaining to the graffiti removal timeline. Uhing suggested discussing as a Council ways to divert "art expression" and suggested setting aside fines assessed to establish a graffiti removal victim assistance program.

Mayor Kidd voiced concern pertaining to the graffiti removal timeline, but concurred that property owners need adequate time to remove graffiti; however, Mayor Kidd stressed the importance of ensuring graffiti is removed from City property within 24 hours or less. In addition, Mayor Kidd noted the importance of monitoring and assessing the ordinance to ensure procedures are working for the community.

**Public Hearing Left Opened:**

Mayor Kidd left the Public Hearing opened until the meeting of May 27, 2008.

8. **PUBLIC HEARING AND RESOLUTION NO. 2008-32 SETTING AQUATIC CENTER FEES AND CHARGES, EFFECTIVE JULY 1, 2008, AND REPEALING RESOLUTION NO. 2007-27**

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
WORK SESSION (ENTERPRISE ZONE EXPANSION)  
MAY 12, 2008 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 6**

**Staff Report:**

Downey and Gamble presented the above-proposed resolution for Council consideration, noting the proposed resolution would increase Aquatic Center fees and charges by four percent, rounded to the nearest increment, effective July 1, 2008. For in-City (2-17 years and 65 years and over) public and fitness swim, the fee would increase from \$2.50 to \$2.60. For in-City (18-64 years) public and fitness swim, the fee would increase from \$3.75 to \$3.90. Downey noted the reason for the fee request at this time is to allow the Aquatic Center the ability to post the new fee schedule in its summer brochure.

Before proceed with the Public Hearing and Council discussion, Mayor Kidd asked for a motion to adopt Resolution No. 2008-32.

Beery read Resolution No. 2008-32 by title.

**MOTION: Councilor Lowe moved, seconded by Councilor Thompson, to adopt Resolution No. 2008-32 Setting Aquatic Center Fees and Charges, Effective July 1, 2008, and Repealing Resolution No. 2007-27.**

**Public Hearing Opened:**

Mayor Kidd opened the public hearing.

**Proponents:**

No one wished to testify and no written comments were received.

**Opponents:**

No one wished to testify and no written comments were received.

**Other:**

No one wished to testify and no written comments were received.

**Public Hearing Closed:**

Mayor Kidd closed the public hearing.

**Council Discussion:**

Johnston suggested in the future that staff include in their staff report the actual Consumer Price Index percentage rate.

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
WORK SESSION (ENTERPRISE ZONE EXPANSION)  
MAY 12, 2008 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 7**

In response to Uhing's concern pertaining to membership loss of service at times when the pool is closed for maintenance, Gamble noted the membership fee is fair and equitable compared to the daily fee.

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

**ROLL CALL VOTE:** AYES: Councilors Lowe, Johnston, Miller, Thompson, Uhing, and Mayor Kidd. NOES: None. ABSENT: Councilor Truax.  
**MOTION CARRIED 6-0.**

9. **PUBLIC HEARING TO CONSIDER ADOPTING THE CITY MANAGER'S ANNUAL PERFORMANCE EVALUATION CRITERIA, STANDARDS, AND POLICY DIRECTIVES**

**Staff Report:**

Mayor Kidd reported the City Charter requires the City Council to evaluate the City Manager's performance at least once a year and requires Council to establish the performance evaluation criteria, standards, and policy directives in an open Public Hearing. Mayor Kidd reported Council collectively agreed to continue using the same evaluation form with the following rating categories: (1) Needs Improvement, (2) Meets Standards, (3) Exceed Standards, and Not Observed. As part of the evaluation process, Council agreed to provide a mechanism for Department Director input with an option to remain confidential. Mayor Kidd noted Council assigned the Human Resources Manager as the third-party person who will forward a compilation of the responses and comments to Council for their review. Council will review the compiled responses and comments with the City Manager in a special Executive Session tentatively scheduled for June 9, 2008.

Before proceeding with the Public Hearing and Council discussion, Mayor Kidd asked for motion to adopt the above-proposed performance evaluation criteria.

**Council Discussion:**

Uhing suggested including a mechanism for documenting goals, accomplishments, personal growth, and improvements; however, no motion

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
WORK SESSION (ENTERPRISE ZONE EXPANSION)  
MAY 12, 2008 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 8**

was made.

Johnston suggested amending the criteria to assign the City Attorney, instead of the Human Resources Manager, as the third-party person to receive the Department Director responses and comments.

In response to Mayor Kidd's inquiry, Beery advised her firm would be able to act as a third-party person to receive the Department Director responses and comments.

Hearing no further discussion from the Council, Mayor Kidd asked for a motion and vote to amend the criteria as suggested by Johnston.

**MOTION TO AMEND: Councilor Johnston moved, seconded by Councilor Lowe, to assign the City Attorney as the third-party person who will receive and forward a compilation of the Department Director responses and comments to Council for their review and to direct the City Recorder to amend accordingly the memoranda to Department Directors. ABSENT: Councilor Truax. MOTION CARRIED 6-0 by voice vote.**

Hearing no further amendments from the Council, Mayor Kidd asked for a motion to adopt the above-proposed performance evaluation criteria as amended.

**MOTION: Councilor Uhing moved, seconded by Councilor Johnston, to adopt the City Manager's Annual Performance Evaluation Criteria, Standards, and Policy Directives as amended.**

**Public Hearing Opened:**

Mayor Kidd opened the Public Hearing.

**Proponents:**

No one wished to testify and no written comments were received.

**Opponents:**

No one wished to testify and no written comments were received.

**Other:**

No one wished to testify and no written comments were received.

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
WORK SESSION (ENTERPRISE ZONE EXPANSION)  
MAY 12, 2008 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 9**

**Public Hearing Closed:**

Mayor Kidd closed the public hearing.

**Council Discussion:**

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

**ROLL CALL VOTE:** AYES: Councilors Lowe, Johnston, Miller, Thompson, Uhing, and Mayor Kidd. NOES: None. ABSENT: Councilor Truax.  
**MOTION CARRIED 6-0.**

**10. RESOLUTION NO. 2008-33 APPOINTING A COUNCIL LIAISON TO THE FOREST GROVE SENIOR CENTER BOARD**

**Staff Report:**

Sykes presented the above-proposed resolution for Council consideration, noting the Forest Grove Senior Center Board has asked the Council to consider appointing one of its members to act as a liaison representative to the Senior Center Board. Sykes noted the purpose of the liaison appointment is to provide improved coordination and communication between the City and the Senior Center. In response to Miller's inquiry, Sykes noted at this time, staff has not heard from the Senior Center about changing the Senior Center's organization name.

**Council Discussion:**

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to whom to appoint to serve as Council Liaison to the Forest Grove Senior Center Board. During discussion, Lowe expressed interest in serving as the Council Liaison.

Hearing no further discussion from the Council, Mayor Kidd asked for a motion and vote to appoint Lowe as Council Liaison to the Forest Grove Senior Center Board.

Beery read Resolution No. 2008-33 by title.

**MOTION:** Councilor Johnston moved, seconded by Councilor Uhing, to adopt Resolution No. 2008-33 Appointing Councilor Lowe as Council

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
WORK SESSION (ENTERPRISE ZONE EXPANSION)  
MAY 12, 2008 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 10**

Liaison to the Forest Grove Senior Center Board. ABSENT: Councilor Truax. MOTION CARRIED 6-0 by voice vote.

**11. WORK SESSION: ENTERPRISE ZONE EXPANSION**

King introduced Dave Waffle, City of Cornelius City Manager, and facilitated the work session, noting the purpose of the work session was to seek Council input pertaining to extending the Forest Grove Enterprise Zone to the City of Cornelius for purposes of encouraging economic growth. King reported that when Forest Grove submitted its Enterprise Zone application in 2006, the State encouraged a joint application with the City of Cornelius; however, Cornelius was unable to participate at that time due to internal issues. King outlined the pros and cons as noted in his staff report and indicated there is a slim likelihood that Forest Grove could lose an existing business or prospect due to the added incentive. In addition, King presented a proposed Enterprise Zone map showing the extension to the City of Cornelius. Waffle noted the map shows five zone areas; however, only three zone areas are being proposed at this time.

**Council Discussion:**

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to extending the Forest Grove Enterprise Zone to the City of Cornelius. In response to Mayor Kidd's concern pertaining to costs associated to extend the Enterprise Zone, Waffle explained the City of Cornelius would enter into an intergovernmental agreement with Forest Grove and would pay for amending the Enterprise Zone application and other expenses related to managing the Enterprise Zone.

At the conclusion of the work session, Council collectively agreed to ask staff to proceed with a resolution proposing to extend the Forest Grove Enterprise Zone to the City of Cornelius. No further action was taken.

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

Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and events. Sykes reported on the budget meeting dates and invited everyone to attend the upcoming Police Chief Candidates reception. Sykes reported he is working on scheduling, sometime in June, a western Washington County joint legislative agenda meeting. In addition, Sykes reported on various street projects, transportation issues, Farmers' Market, and various upcoming local

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
WORK SESSION (ENTERPRISE ZONE EXPANSION)  
MAY 12, 2008 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 11**

events. Sykes provided an update on David Hill Road and reported over 150 citizens participated in the City's free shredding event.

**13. COUNCIL COMMUNICATIONS:**

Johnston reported on Forest Grove High School activities and events. In addition, Johnston suggested holding a mid-year Council Retreat.

Miller reported she plans to attend the upcoming Committee for Citizen Involvement meeting. In addition, Miller provided an update on the Nyuzen Adult Delegation Visit.

Thompson reported he plans to attend the upcoming Community Forestry Commission meeting. In addition, Thompson provided an update on Ride Connection.

Uhing reported she plans to attend the upcoming Historic Landmarks Board meeting. In addition, Uhing reported on the Economic Development Commission meeting, noting the Commission assigned its strategic planning sub-committees.

Mayor Kidd reported on various Metro and Washington County meetings and tours he attended and upcoming meetings and events he was planning to attend. Mayor Kidd presented a PowerPoint presentation outlining his Mayors' Institute presentation, which outlined Forest Grove's case study. In addition, Mayor Kidd reported on various regional and local issues and upcoming events and reported on various community events.

Lowe dismissed herself at 9:42 p.m.

**14. ADJOURNMENT:**

Mayor Kidd adjourned the meeting at 9:52 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

APPROVED

COMMITTEE for CITIZEN INVOLVEMENT

Tuesday, March 11, 2008

Community Auditorium Meeting Room

3E

**Attendees:**

Members: Deborah Delfs, Ed Nigbor, Aaron Savage, Dennis Stoddard, Mo Nkiwane, Michelle Ashton  
Absent: Jolynne Pena  
City Staff: Jon Holan, Community Development Director  
City Council: Camille Miller

**Call To Order:** The meeting was called to order at 4:10 p.m. There were enough members present for a quorum.

**Minutes of Last Meeting:** Minutes from the February 12, 2008, meeting were approved.

**Community Inbox:** None.

**Land Use Activities:** Building permits moving forward for Taco Bell and Jack in the Box. Thatcher Road Park has been approved.

**Old Business:** None.

**New Business:**

- Comp. Plan Update: Meetings were held every Tuesday and Thursday in February (excluding Valentine's Day). There were 3 to 6 people in attendance at each meeting.
- ATM: There is not enough time to let citizens talk in a round table type of discussion. A forum is better. Not a lot of diversity. Mid summer. CCI is to pick a topic – transportation.
- Farmer's Market: Jon is to put together a calendar of dates for sign-up committee.
- Vision Statement Implementation: CCI will take a look and see which Commissions can take parts of it. Send out topics to various committees with a quarterly update due from them.
  - Historic Preservation – Historic Landmarks Board
  - Attractions/Tourism/Recreation – Chamber of Commerce
  - Arts & Culture – Public Arts Commission
  - Sustainability – Public Arts Commission
  - Participation & Planning – CCI
  - Transportation – City Council
  - Economic Development – The Chamber of Commerce
  - Public Safety – Public Safety Committee
  - People & Community – CCI

**Other Business:** None.

**Next Meeting:** Next meeting will be held on April 8, 2008.

**Adjourn:** Meeting was adjourned at 5:15 p.m.

Respectfully Submitted  
Marcia Phillips  
City of Forest Grove Permit Coordinator

# APPROVED

## COMMITTEE for CITIZEN INVOLVEMENT

Tuesday, April 8, 2006

Community Auditorium Meeting Room

### Attendees:

Members: Ed Nigbor, Aaron Savage, Dennis Stoddard,  
Absent: Deborah Delfs, Mo Nkiwane, Michelle Ashton, Jolynne Pena  
City Staff: Jon Holan, Community Development Director  
City Council: Camille Miller

**Call To Order:** The meeting was called to order at 4:10 pm. There were not enough members present for a quorum.

**Minutes of Last Meeting:** Minutes from the March 11, 2008, meeting could not be approved due to lack of a quorum.

### Land Use Activities:

- *Comprehensive Plan Update* - The City is in the process of hiring someone to fill the vacant Senior Planner position. Jon Holan is meeting with Metro soon. Staff is looking for objectives of the community, local aspirations paired with regional goals. Density downtown will increase but not necessarily the outlying areas. There will still be some sort of cap on downtown and residential areas within existing neighborhoods in the city.
- *Metro* – Jon gave an update on the Cornelius expansion between Susbauer and Cornelius-Schefflin Roads

**Other Business:** None.

### New Business:

- *Washington County Urban & Rural Reserves Coordinating Committee* – Jon brought up the subject of CCI involvement in outreach activities - timeline - communications plan. Jon asked CCI members to look over the Public Involvement Plan for Washington County. There will be more discussion at next month's meeting. Participation is needed in Forest Grove as well as Hillsboro (where western Washington County is represented/centered).
- *Farmer's Market* - Farmer's Market sign up sheet is being sent out to other committees as well as absent CCI members.
- *Summer Town Hall Meeting* - Planning for the meeting to be discussed at a future date when members meet again. This is still in the CCI planning stage only, before it is made public.

**Next Meeting:** Next meeting will be held on May 13, 2008.

**Adjourn:** The meeting was adjourned.

Respectfully Submitted  
Marcia Phillips  
City of Forest Grove Permit Coordinator

# FIRE DEPARTMENT MONTHLY REPORT

April 2008

3F

ALARM RESPONSE	THIS MONTH			7 AM - 4:59 PM			5 PM - 6:59 AM	
TOTAL CALLS	213			113			100	
TYPES OF ALARMS	City	THIS MONTH Dist	Total	City	THIS Y-T-D DIST	Total	THIS MONTH LAST YEAR	LAST Y-T-D
Rescue & First Aid	151	12	163	549	75	624	148	614
Structure Fire	2	0	2	9	5	14	2	16
Vehicle Fire (mobile property)	1	0	1	2	1	3	1	1
Brush, Grass, Leaves	0	0	0	0	2	2	2	2
Trash, Rubbish	2	0	2	4	1	5	0	2
Smoke & Odor Investigation	5	1	6	9	3	12	1	18
Illegal Burn	1	0	1	7	2	9	5	16
Hazardous Mat/Situation	0	1	1	11	6	17	3	9
Public Service/Good Intent	19	2	21	88	11	99	20	75
Mutual Aid	0	0	5	0	0	26	4	18
False Alarm/Alarm Malfunctions	10	1	11	54	7	61	7	68
Other	0	0	0	0	0	0	0	1
TOTAL CALLS	191	17	213	733	113	872	193	841
CAUSES OF FIRES	City	Dist	Total	City	Dist	Total	Last Year	Last Y-T-D
Matches,smoking,discarded matl	-	-	-	-	1	1	-	2
Electrical, battery	2	-	2	4	2	6	1	4
Appliance Malfunction	-	-	-	1	-	1	-	-
Chimneys, flues, pellet stoves	-	-	-	3	3	6	-	5
Spontaneous Combustion,Rekindle	-	-	-	-	-	-	-	1
Machinery/Mechanical	-	-	-	-	-	-	-	-
Ignition of Hot Grease/Cooking	-	-	-	-	-	-	-	2
Explosions	-	-	-	-	-	-	-	1
Fuel System Malfunction	-	-	-	-	1	1	-	-
Sparks, Embers, Rekindle	1	-	1	1	-	1	-	-
Fireworks	-	-	-	-	-	-	-	-
Contact W/Heating Device	-	-	-	1	-	1	1	3
Incendiary/Suspicious	1	-	1	3	1	4	1	2
Undetermined	-	-	-	-	-	-	-	-
Juveniles With Fire	1	-	1	1	-	1	-	-
Burning Out of Control	-	-	-	-	1	1	2	3
Vehicle Problems, oil, trans, etc.	-	-	-	1	-	1	-	-
Other	-	-	-	-	-	-	-	-

LEADING CAUSE THIS MONTH: Electrical  
 LEADING CAUSE THIS Y-T-D: Various Causes

CAUSE LAST YEAR: Burning out of control  
 LAST YEAR TO DATE: Chimneys-Flues

# FIRE DEPARTMENT MONTHLY REPORT

April 2008

	This Month	This Y-T-D	Last Year	Last Y-T-D
Calls occurring at same time	22	120	20	112
<b>FIRE COSTS</b>	<b>This Month</b>	<b>This Y-T-D</b>	<b>Last Year</b>	<b>Last Y-T-D</b>
Persons Injured by Fire	0	0	0	1
Fatalities by Fire	0	0	0	0
Estimated Fire Loss	\$ 21,050	\$ 604,070	\$ 17,010	\$ 101,010
Estimated Fire Savings	\$ 654,420	\$ 2,288,400	\$ 14,790,653	\$ 23,736,223
<b>TRAINING</b>	<b>This Month</b>	<b>This Y-T-D</b>	<b>Last Year</b>	<b>Last Y-T-D</b>
Total Hours	hrs	hrs	897 hrs	3,921.90 hrs
<b>COMPANY ACTIVITIES</b>	<b>This Month</b>	<b>This Y-T-D</b>	<b>Last Year</b>	<b>Last Y-T-D</b>
Assemblies	7	23	14	68
Educational Inspections	4	20	8	32
Institutional Inspections	4	15	4	28
Residential/Apts.,Motels,etc.	2	8	21	78
Stores & Offices	9	86	19	61
Industrial & Mfg Inspection	0	4	5	15
Storage/Farm,wrhses,etc.	0	1	1	9
Special/Bridges,vacant bids	1	17	0	3
Complaint Inspections	0	4	1	4
Home Business	2	5	0	6
Driveway Inspections	2	9	3	16
Smoke Alarms	4	15	0	1
Self Inspected Businesses	0	0	3	30
Total Inspections	35	207	79	351
<b>PERSONNEL</b>		<b>This Month</b>	<b>Last Month</b>	<b>Last Year</b>
Total Paid Personnel		21	21	19
Volunteer Roster		37	41	40
Total Hours Lost for Sickness (paid)		98 hrs	69 hrs	109.50 hrs
Total Hours Lost for Injury		104 hrs	168 hrs	0 hrs
<b>APPARATUS</b>		<b>This Month</b>	<b>Last Month</b>	<b>Last Year</b>
Gasoline		gals	31.50 gals	14.80 gals
Diesel		gals	573.30 gals	574.70 gals
Total Fuel Usage		gals	604.80 gals	589.50 gals
Total Pump Hours		hrs	14.25 hrs	39.50 hrs
<b>REMARKS:</b>				
22 calls @ same time. 16 times 2 calls @ same time, 3 times 3 calls @ same time.				
38 calls to Assisted Living Facilities                      1 Firefighter on Workers Compensation				

## MONTHLY RECORD

MONTH/YEAR: APRIL 2008

NEW SMOKE ALARMS	4	COMPLAINTS	0	DRIVEWAYS	2
LOANER SMOKE ALARMS	0	INVESTIGATIONS	3	PLANS REVIEWED	
SELF INSPECTED BUSINESSES	0	JUVENILES	1	- COMMERCIAL	2
HOME OCCUPATIONS	2	ADDRESS SIGNS	0	- SUB-DIVISIONS	0

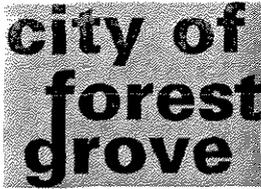
OCCUPANCY	REGULAR INSPECTION	RE-INSPECTION	SPECIAL INSPECTION	HAZARDS NOTED	HAZARDS ABATED	PUBLIC EDUCATION PROGRAMS
ASSEMBLIES Amusement, recreation, churches, restaurants, clubs, etc.	6	0	1	3	0	0
EDUCATIONAL Schools, Colleges, Trade Schools, etc.	2	1	1	12	4	2
INSTITUTIONAL Day care, Hospitals, Assisted Living, Nursing, Jails, etc.	0	2	2	1	4	2
RESIDENTIAL Apartments, Hotels, Dorms, Motels, etc.	0	1	1	3	1	0
STORES AND OFFICES Retail, equipment sales and service, offices, repair shops, etc.	3	4	2	3	2	0
INDUSTRIAL AND MANUFACTURING Labs, Farms, Metal, Wood Products, Petroleum, Textile, Chemical, etc.	0	0	0	0	0	0
STORAGE Farms, Lumber, Petroleum, Chemicals, General Warehouses, etc.	0	0	0	0	0	0
SPECIAL PROPERTIES Vacant property, equipment, vehicles, bridges, etc.	0	0	1	0	0	0



FOREST GROVE CITY LIBRARY  
CIRCULATION STATISTICS REPORT: MAY 2008

	APR 2008	MAR 2008	APR 2007
Total Check-outs:	24,851	26,662	22,278
Total Check-ins:	20,919	21,377	18,256
New Registrations:	173	190	144
Intra-library Holds To Forest Grove:	8,306	8,751	8,090
Intra-library Holds From Forest Grove:	6,796	7,003	5,490
Children's Programs:	14	8	12
Average Attendance at Children's Programs:	34	32	30
ILLs (Inter-library loans/out of county):	96	113	67
Self-Check Out* Patrons Accepted	850	950	379
Self-Check Out* Patrons Denied	169	211	191
Self-Check Out* Total Items	3,341	3,476	1,120
Self-Check Out* Items Denied	51	53	15
Self Check-Out* Items Renewed	42	25	10
Reference Questions	NA	NA	1,278
Eye Count:	15,002	15,210	16,254
Number of Days Open:	26	26	25
SAM Stats for FGL			
# of users logged	976	1,034	985
# of sessions	3,359	3,313	3,722
Total user hours	1,730	1,798	1,983
Average session time in minutes	30	32	31

**RENOVATED AREA/WHOLE LIBRARY OPENED JUNE 21, 2007**  
**\*SELF-CHECK OUT MACHINES BEGAN OPERATIONS 3-17-2007**  
 KH/FGL 5/8/08



FOR CITY USE ONLY  
(Please Return to City Recorder)

3H

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
Acct No. 100-21-10-415035 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT** Chris Christison

**NAME OF BUSINESS:** Ballad Town Billiards, LLC

**BUSINESS ADDRESS:** 2036 Pacific Avenue, Forest Grove

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Jeffrey A. Williams, INTERIM CHIEF  
Chief of Police, or Designee

5/19/08  
Date:

Police Department Recommendation Revised 12/07



# OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type Bullard Town Billiards LLC  
 Applicant Name: [Signature] Phone: 503-961-3298  
 Trade Name (dba): Bullard Town Billiards  
 Business Location Address: 2036 Pacific Ave, #  
 City: Forest Grove ZIP Code: 97116

### DAYS AND HOURS OF OPERATION

<b>Business Hours:</b>	<b>Outdoor Area Hours:</b>	<b>The outdoor area is used for:</b>
Sunday <u>12</u> to <u>12</u>	Sunday _____ to _____	<input type="checkbox"/> Food service Hours: _____ to _____
Monday <u>3</u> to <u>12</u>	Monday _____ to _____	<input type="checkbox"/> Alcohol service Hours: _____ to _____
Tuesday <u>3</u> to <u>12</u>	Tuesday _____ to _____	<input type="checkbox"/> Enclosed, how _____
Wednesday <u>3</u> to <u>12</u>	Wednesday _____ to _____	The exterior area is adequately viewed and/or supervised by Service Permittees.
Thursday <u>3</u> to <u>12</u>	Thursday _____ to _____	_____ (Investigator's Initials)
Friday <u>3</u> to <u>2</u>	Friday _____ to _____	
Saturday <u>12</u> to <u>2</u>	Saturday _____ to _____	

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

### ENTERTAINMENT

Check all that apply:

- |  |  |
|--|--|
| <input type="checkbox"/> Live Music                | <input type="checkbox"/> Karaoke                           |
| <input checked="" type="checkbox"/> Recorded Music | <input checked="" type="checkbox"/> Coin-operated Games    |
| <input type="checkbox"/> DJ Music                  | <input checked="" type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing                   | <input type="checkbox"/> Social Gaming                     |
| <input type="checkbox"/> Nude Entertainers         | <input checked="" type="checkbox"/> Pool Tables            |
|  | <input type="checkbox"/> Other: _____                      |

### DAYS & HOURS OF LIVE OR DJ MUSIC

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

### SEATING COUNT

Restaurant: \_\_\_\_\_ Outdoor: \_\_\_\_\_  
 Lounge: \_\_\_\_\_ Other (explain): Pool Hall Seating 35  
 Banquet: \_\_\_\_\_ Total Seating: 35

<b>OLCC USE ONLY</b>
Investigator Verified Seating: _____(Y) _____(N)
Investigator Initials: _____
Date: _____

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

Applicant Signature: [Signature] Date: 3/16/08

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

6.

**ORDINANCE NO. 2008-03**

**ORDINANCE ADOPTING PROVISIONS TO ALLOW FOR GRAFFITI PREVENTION, PROHIBITION, AND REMOVAL, AMENDING FOREST GROVE CODE BY ADDING SECTIONS 5.150 THROUGH 5.180 RELATING TO GRAFFITI PREVENTION, PROHIBITION AND REMOVAL**

**WHEREAS**, the City is experiencing frequent and repeated incidents of graffiti placed upon public and private property; and

**WHEREAS**, graffiti is often an indicator of gang-related activity for the purpose of identifying territory; and

**WHEREAS**, graffiti is an unsightly nuisance that offends community values and creates the impression of an unsafe community; and

**WHEREAS**, the property owner where the graffiti is placed is an unwilling victim that most often is cooperative in the prompt removal or covering of the offending marks, insignias and messages; and

**WHEREAS**, best practices indicate the prompt removal of the graffiti usually does not result in a repeated application of the markings; and

**WHEREAS**, the City wishes to work cooperatively with victims to have the unsightly damage removed; and

**WHEREAS**, the City Council held a duly noticed Public Hearing on the proposed ordinance.

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

Section 1. The City Council hereby adopts the graffiti prevention, prohibition, and removal provisions as defined in the attached Exhibit A.

Section 2. That Forest Grove Code Section 5 is amended by adding Sections 5.150 through 5.180, Graffiti Prevention, Prohibition, and Removal as defined in the attached Exhibit A.

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

**PRESENTED AND PASSED** the first reading the 12<sup>th</sup> day of May, 2008.

**PASSED** the second reading the 27<sup>th</sup> day of May, 2008.

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

**APPROVED** by the Mayor this 27<sup>th</sup> day of May, 2008.

\_\_\_\_\_  
Richard G. Kidd, Mayor

**ORDINANCE NO. 2008-03**

**GRAFFITI PREVENTION, PROHIBITION, AND REMOVAL**

---

**Sections:**

- 5.150 Purpose and Intent.**  
**5.155 Definitions.**  
**5.160 Graffiti Prohibited.**  
**5.165 Possession of Graffiti Implement Prohibited.**  
**5.170 Other Violations.**  
**5.175 Community Service.**  
**5.180 Graffiti Removal; Notice and Procedures.**

**5.150 Purpose and Intent:** It is the purpose and intent of this Ordinance to provide a procedure for the prevention, prohibition, and removal of graffiti on public and private property in order to promote a safe and livable community and to protect the public health and safety.

**5.155 Definitions.** As used in this Ordinance, the following words or phrases have the following meanings:

- (1) "Abate" means to remove graffiti from the public view.
- (2) "Aerosol paint container" means any aerosol container adapted or made for spraying paint.
- (3) "Etching device" means a glasscutter, awl or any device capable of scratching or etching the surface of any structure or personal property.
- (4) "Felt tip marker" means an indelible marker or similar implement with a tip which, at its broadest width, is greater than one-fourth inch.
- (5) "Graffiti" means any inscription, word, figure, or design that is marked etched, scratched, drawn, or painted on any surface with paint, ink, chalk, dye or other similar substance, regardless of content, which is visible from premises open to the public, such as public rights of way or other publicly-owned property, and that has been placed upon any real or personal property, such as buildings, fences, and structures, without authorization from the owner, occupant or responsible party.
- (6) "Graffiti implement" means an aerosol paint container, a felt tip marker, an etching device, or a graffiti stick.

(7) "Graffiti nuisance property" means a property upon which graffiti has been placed and such graffiti has been permitted to remain for more than 10 days after the property owner of record or occupant has been issued written notification.

(8) "Graffiti stick" means a device containing a solid form of paint, chalk, wax, epoxy, or other similar substance capable of being applied to a surface by pressure, and upon application, leaving a mark at least one-fourth of an inch wide.

(9) "Manager" means the Forest Grove City Manager or the manager's designee who is responsible for the administration of the graffiti nuisance abatement program under this Ordinance.

(10) "Occupant" means any person, tenant, sub-lessee, successor or assignee that has control over property.

(11) "Owner" means any person, agent, firm or corporation having a legal or equitable interest in a property and includes but not limited to a mortgagor in possession, an occupant, or a person, agent, firm or corporation that owns or exercises control over items of property, such as utility poles, drop boxes, postal collection boxes, and other types of containers.

(12) "Permit" means to knowingly allow, suffer, and acquiesce by a failure, refusal or neglect to abate.

(13) "Premises open to the public" means all public spaces, including but not limited to streets, alleys, sidewalks, parks, rights of way and public open space, and private property onto which the public is regularly invited or permitted to enter for any purpose.

(14) "Property" means any real or personal property, including but not limited to items affixed or appurtenant to real property or premises, house, building, fence, or structure, and items of machinery, drop boxes, waste containers, utility poles and vaults, and post office collection boxes.

(15) "Responsible party" means an owner, an entity or person acting as an agent for an owner by agreement that has authority over the property or is responsible for the property's maintenance or management. There may be more than one party responsible for a particular property.

(16) "Unauthorized" means without consent of the owner, occupant or responsible party.

**5.160 Graffiti Prohibited.**

(1) It is unlawful and a violation of this Ordinance for any person to place or put by any means, any drawing, inscription, figure, symbol, mark, or any type of graffiti on any public or private property without the consent of the owner, occupant or responsible party of the premises, or upon natural surfaces such as rocks, trees or any surface whatsoever. It is unlawful and a violation of this Ordinance for any person to solicit or command another person to apply graffiti or aid or abet another person in applying graffiti.

(2) A violation of subsection (1) of this section is a violation punishable by a civil penalty of up to \$500. Each wall or object upon which graffiti is placed constitutes a separate violation. Each day on which a violation occurs or continues is a separate violation.

(3) A violation of subsection (1) of this section is a violation punishable by a civil penalty of up to \$1000 if graffiti is placed on public property. Each wall or object upon which graffiti is placed constitutes a separate violation. Each day on which a violation occurs or continues is a separate violation.

**5.165 Possession of Graffiti Implement Prohibited.**

(1) No person may possess, with the intent to unlawfully apply graffiti on any real or personal property of another, any graffiti implement.

(2) Unlawful possession of a graffiti implement is a violation of this Ordinance punishable by a civil penalty up to \$500. Each day or occurrence on which a violation occurs is a separate violation.

(3) In addition to issuing a citation, a graffiti implement used or possessed in violation of this section may be immediately seized and impounded by the Manager, or manager's designee. The court, upon disposition of the issued citation, will determine whether the instrument will be returned to the defendant or deemed contraband subject to destruction under Oregon law.

**5.170 Other Violations.**

(1) Any property located in the City that becomes a graffiti nuisance property is in violation of this Ordinance and subject to abatement by the City under Code Sections 5.275, 5.280 and 5.285 and assessment of costs under Code Section 5.290.

(2) Every owner, occupant or responsible party who permits a property to become a graffiti nuisance property is in violation of this Ordinance and subject to any remedy or penalty provided by Code Chapter 5.

**5.175 Community Service.**

In lieu of a fine under this Ordinance, the court may order the violator to perform community service. The court will make a reasonable effort to require the violator to perform community service that includes removal of graffiti and is expected to have a rehabilitative effect on the violator.

**5.180 Graffiti Removal; Notice and Procedures.**

- (1) The owner, occupant or responsible party of any property within the City shall remove any graffiti from that property within 10 days of the graffiti's appearance or discovery.
- (2) Whenever the Manager, or manager's designee, determines that graffiti exists on any property in the City, the Manager, or manager's designee, may give the owner, occupant or responsible written notice of these Code requirements and request for removal of graffiti within 10 days.
- (3) Ten days after a written notice if the graffiti still exists on the property, the Manager, or manager's designee, may issue an abatement notice. The owner, occupant or responsible party has 10 days after the date of service of the notice to remove the graffiti.
- (4) The notice will be served by addressing the notice to the owner, occupant or responsible party and delivering it by personal service or by mailing it as certified mail. Service may also be accomplished by posting the notice in a clearly visible location on the subject property.
- (5) The person served with the notice who is unable to remove, or cause to remove, the graffiti within 10 days due to a hardship may apply to the Manager for an extension of time or alternate resolution such as volunteer or community service clean up. For purposes of this subsection, "hardship" means serious illness or disability, extremely inclement weather that temporarily prevents removal of the graffiti, or other extraordinary circumstance.
- (6) If graffiti is not removed within 10 days after service of notice, the Manager, or manager's designee, may issue a citation to the owner, occupant or responsible party, or all of them requiring appearance in Forest Grove Municipal Court.
- (7) Failure to remove graffiti as required by this section is a violation punishable by a civil penalty of up to \$500. Each day the graffiti remains after the notice is sent constitutes a separate offense.
- (8) The City Manager, or manager's designee, may adopt rules and procedures to implement this Ordinance.

May 27, 2008  
Agenda Item: 6

**NOTICE OF PUBLIC HEARING CONTINUANCE  
PROPOSED ORDINANCE ADDING FOREST GROVE CODE SECTIONS  
5.150 THROUGH 5.180 TO ADOPT PROVISIONS TO ALLOW FOR  
GRAFFITI PREVENTION, PROHIBITION, AND REMOVAL**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will continue the public hearing on Tuesday, May 27, 2008, at 7:00 p.m. or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting an ordinance that would amend the Forest Grove City Code to adopt provisions to allow for graffiti prevention, prohibition, and removal of graffiti. The proposed ordinance, if enacted by the City Council, would take effect on the thirtieth day (30<sup>th</sup>) after enactment.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the proposed ordinance is available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov). Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, PO Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, at 503.992.3235.

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

Published May 7, 2008

**MEMORANDUM**

**TO:** CITY COUNCIL

**FROM:** Paul Downey, Administrative Services Director  
Beverly Maughan, Executive Assistant to the City Manager  
Michael J. Sykes, City Manager

**DATE:** May 27, 2008

**SUBJECT:** Public Hearing on Community Enhancement Projects

The City Council met in a work session on May 12, 2008, to recommend funding amounts for the various projects for the CEP projects to be funded in FY 2008-09. Based on the results of that work session, a resolution designating the projects and their respective funding amounts has been prepared and is attached to this memorandum.

As a requirement of the City's contract with Metro to receive Community Enhancement money, the City is required to hold a public hearing on designated projects. That public hearing will be held on May 27, 2008, during the regular council meeting. As required, the City has notified Metro that the public hearing will be held at that time.

Staff recommends approval of the attached resolution.

May 27, 2008

Re: Agenda Item 7

**NOTICE OF PUBLIC HEARING  
PROPOSED RESOLUTION DESIGNATING COMMUNITY  
ENHANCEMENT PROJECTS FOR FISCAL YEAR 2008-09**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a public hearing on **Tuesday, May 27, 2008, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution designating the Community Enhancement Projects for Fiscal Year 2008-09.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the resolution is available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov). Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, at 503.992.3235.

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

7.

**RESOLUTION NO. 2008-34**

**RESOLUTION DESIGNATING COMMUNITY ENHANCEMENT  
PROJECTS FOR FISCAL YEAR 2008-09**

**WHEREAS**, the City has an agreement with Metro to receive \$.50 per ton for mixed waste handled at the transfer station for the purpose of mitigating impacts of the transfer station; and

**WHEREAS**, the City and Metro have established overall criteria for projects to be eligible for CEP funding; and

**WHEREAS**, the City received 29 applications for \$194,530 and has \$90,107 of Community Enhancement Fund money available to disburse; and

**WHEREAS**, the City held a Public Hearing on May 27, 2008, to receive comments on proposed projects.

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

Section 1. That the City Council sets the percentage of available funds for the categories for fiscal year 2008-09 as follows:

Infrastructure	31.1%
Social and Education	31.5%
City Promotion and Tourism	21.7%
Beautification	15.7%

Section 2. That the projects attached as Exhibit A are designated as Community Enhancement Projects for Fiscal Year 2008-09 with individual funding allocation identified as a result of the evaluation process.

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

**PRESENTED AND PASSED** this 27<sup>th</sup> day of May, 2008.

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

**APPROVED** by the Mayor this 27<sup>th</sup> day of May, 2008.

\_\_\_\_\_  
Richard G. Kidd, Mayor

**Resolution No. 2008-34**  
**EXHIBIT A**

**COMMUNITY ENHANCEMENT PROJECTS**  
**FOR FISCAL YEAR 2008-09**

PROJECT	SPONSOR	TOTAL
Sidewalk Chalk Art Festival Enhancement	Valley Art Association	\$2,500
Floor Renovation & Gallery Beautification	Valley Art Association	\$6,000
Turf Field at High School	FGSD	\$9,000
HLB Grant Program	Historic Landmarks Board	\$5,600
Hanging Flower Baskets	FGHS Viking Plants	\$4,080
Downtown First Wednesday Program	City Club	\$4,000
The Forest Grove Farmers Market	Forest Grove Farmers Market	\$2,950
AT Smith House Foundation Stabilization	Friends of Historic FG	\$5,500
Main Course/Northwest Wine & Food on Main	FG Chamber of Commerce	\$2,500
Restraining Order Advocacy	Domestic Violence Resource Ctr	\$2,500
FG Community Learning Center/B&GC Summer Program	FG School District	\$9,000
Holiday Lighting LED Conversion	FG Foundation	\$1,500
Housing Rehabilitation	Rebuilding Together * Wash Co	\$2,500
Tom McCall North Field	FG Junior Baseball	\$4,000
Emergency Overnight Housing	St. Vincent dePaul Society	\$2,000
Ash Street Field Improvement	FG Community School	\$1,000
Hanging Flower Baskets (Add'l baskets from DT Improvement Project)	FGHS Viking Plants	\$3,825
HfH Townhouse HVAC Project	West Tuality Habitat for Humanity	\$8,037
Neighborhoods & CFC Outreach&Public Education	Community Forestry Commission	\$3,165
Backstop/Dugouts at Harvey Clarke Elementary	FG Little League	\$1,950
Project Safety Net	WESTCO	\$1,000
Youth Empowerment Program	Adventures Without Limits	\$2,500
Access to the Arts	Public Arts Commission	\$4,000
Early Childhood Education for School Success	Adelante Mujeres	\$1,000
Concession Stand	Viking Booster Club	\$0
CBAP Scholarships	Community Based Activity Program	\$0
Play Equipment at Willow Park and Elm Park Apartments	HDC of NW Oregon	\$0
TITG Restoration Project	Theatre In The Grove	\$0
Senior Disaster Preparedness & Sr. Volunteer Enhancement	RSVP of Washington County	\$0



May 27, 2008

**REPORT ON RESOLUTION TRANSFERRING APPROPRIATIONS WITHIN THE GENERAL FUND FOR ENGINEERING DEPARTMENT EXPENDITURES FOR THE FISCAL YEAR 2007-08**

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

**ISSUE STATEMENT** The Engineering Department experienced a large amount of subdivision construction in FY 2007-08. The inspection services required for this construction along with other work demands exceeded the capacity of the Engineering staff to provide the services. An outside engineering firm was hired to provide construction inspection services. The budget for professional services in the Engineering Department did not anticipate this level of outside services so a budget adjustment is necessary so the Engineering Department does not overspend its budget. A resolution to transfer appropriations has been prepared for Council approval.

**DISCUSSION** Due to the number of subdivisions being constructed and the need to provide timely construction inspection services, an outside engineering firm was hired to provide construction inspection services for infrastructure for subdivisions. The fees for these construction inspection services are paid for by the developers. The City requires the developer to pay a deposit up-front and then the Engineering Department tracks the charges which are then deducted from the deposit. Any deposit remaining after all the charges are deducted is returned to the developer.

The transfer will be made from General Fund Contingency so the department's budget is not overexpended. The fees will be transferred from the Trust Fund to the General Fund, which is where the deposits are kept, so no General Fund dollars will be used to fund the construction inspection services. Since the transfer from contingency is less than 15 % of total fund expenditures, a supplemental budget is not required under ORS 294.450(2). A public hearing is not required for this appropriation transfer.

**RECOMMENDATION** Staff is recommending that the City Council approve the resolution so these funds can be expended in accordance with Local Budget Law.

**RESOLUTION NO. 2008-35**

**RESOLUTION TRANSFERRING APPROPRIATIONS WITHIN GENERAL FUND FOR ENGINEERING DEPARTMENT EXPENDITURES FOR THE FISCAL YEAR 2007-08**

**WHEREAS**, the Local Budget Law (ORS 294.480(1)(b)) allows the expenditure of funds due to a pressing necessity which was not foreseen at the time of preparation of the budget for the current year and which requires prompt action; and

**WHEREAS**, the City experienced numerous developments which exceeded the Engineering Department's staff capacity to provide timely inspection services; and

**WHEREAS**, an engineering firm was hired to provide construction inspection services and the amount of construction inspection services expenditures will exceed the budgeted amount for those expenditures: and

**WHEREAS**, these inspection services are paid for by fees charged to the developers; and

**WHEREAS**, the City Council has determined that due to unforeseen expenditures it is necessary to increase the appropriations for the operation of the Engineering Department in the General Fund.

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

The following appropriations transfers will be made:

Section 1. Transfer \$130,000 from General Fund Contingency 100-18-10-560206 to Engineering Department Professional Services 100-51-10-521150.

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

**PRESENTED AND PASSED** this 27th day of May, 2008.

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

**APPROVED** by the Mayor this 27th day of May, 2008.

\_\_\_\_\_  
Richard G. Kidd, Mayor