

CITY COUNCIL MONTHLY MEETING CALENDAR

June-10

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Council Candidacy 1 Election Packet Available 8:00 AM Fire Bd 8pm		EDC Noon BUDGET COMMITTEE WORK SESS: SWOT ANALYSIS CANCELLED		
6	PLANNING COMM & COUNCIL JOINT WORK SESSION 7:00 pm - COMMUNITY AUDITORIUM	CCI 5:30pm Senior Ctr Bd 6:00pm Library 6:30pm		PAC 5pm	JWC Noon	
13	CITY COUNCIL 5:30 PM - WORK SESSION (B&C) 5:45 PM - WORK SESSION (CM Eval) 6:10 - WORK SESSION (Fire SWOT) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM		P&R 7am CFC 5:15pm	Fernhill Wetlands 5pm	RV Dump Station Ribbon Ceremony	
20	Planning Comm 7pm	HLB 6pm	PSAC 7:30am			
<i>Lowe out June 20 - 26</i>						
27	CITY COUNCIL 5:30 PM - EXECUTIVE SESSION (CM Eval) 6:00 PM - WORK SESSION (Timber) 6:30 PM - WORK SESSION (Purdin Rd) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM					
<i>Johnston out June 28 - August 3</i>						

July-10

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
<i>Johnston out June 28 - August 3</i>				<i>BeLusko out July 1 - July 5</i>		
4	CITY OFFICES CLOSED HOLIDAY	1ST DAY TO FILE CANDIDACY PETITION 120-Days Before Election 8:00 AM Planning Comm 7pm Fire Bd 8pm		EDC Noon PAC 5pm	JWC Noon	
11	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	CCI 5:30pm Senior Ctr Bd 6:00pm Library 6:30pm		Fernhill Wetlands 5pm	<i>Sykes out July 16 - July 26</i>	
18	Planning Comm 7pm		P&R 7am CFC 5:15pm			
<i>Sykes out July 16 - July 26</i>						
25	NO CITY COUNCIL MEETING	HLB 6pm	PSAC 7:30am	29	30	31
				<i>Mayor Truax out July 28 - August 10 & Johnston out - August 3</i>		

August-10

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Planning Comm 7pm	Fire Bd 8pm		EDC Noon		
<i>Johnston returns - August 3</i>			<i>Mayor Truax out - August 10</i>			
8	CITY COUNCIL MEETING RESCHEDULED TO AUGUST 23	CCI 5:30pm Senior Ctr Bd 6:00pm Library 6:30pm <i>Mayor Truax returns</i>		PAC 5pm		
15	Planning Comm 7pm		P&R 7am CFC 5:15pm	Fernhill Wetlands 5pm		
22	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	LAST DAY TO FILE CANDIDACY PETITION 70-Days Before Election 5:00 PM HLB 6pm	PSAC 7:30am		LAST DAY TO WITHDRAW CANDIDACY PETITION	
29						

Rob Foster Public Works Director Susan Cole Assistant Finance Director Paul Downey Administrative Services Director	6:00	<p><u>WORK SESSION: 2009 TIMBER HARVEST UPDATE AND 2010 TIMBER HARVEST PROJECTION</u></p> <p>The City Council will convene in the Community Auditorium - Conference Room to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).</p>
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Jon Holan Community Development Director	6:30	<p><u>WORK SESSION: REVIEW OF PURDIN ROAD CONCEPT PLAN</u></p> <p>The City Council will convene in the Community Auditorium - Conference Room to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).</p>
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Public Arts Commission	7:00	<p>1. <u>REGULAR MEETING:</u> Roll Call and Pledge of Allegiance</p> <p>1. A. <u>AWARD PRESENTATIONS:</u></p> <ul style="list-style-type: none"> • <i>Special Recognition Certificate, Bonnie McCabe</i> • <i>"If I Were Mayor" 2010 Student Contests</i> <p>2. <u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Council on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you.</p>
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Michael Kinkade Fire Chief	7:20	<p>3. <u>CONSENT AGENDA:</u> See Page 5</p> <p>4. <u>ADDITIONS/DELETIONS:</u></p> <p>5. <u>PRESENTATIONS:</u> None.</p> <p>6. <u>CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2010-06 ADOPTING THE CITY OF FOREST GROVE EMERGENCY OPERATIONS PLAN AS THE OFFICIAL PLAN FOR THE CITY OF FOREST GROVE AND REPEALING ORDINANCE NO. 1994-04</u></p>
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Paul Downey Administrative Services Director Susan Cole Assistant Finance Director	7:30	<p>7. <u>PUBLIC HEARINGS FOR FISCAL YEAR 2010-11 BUDGET:</u></p>
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FOREST GROVE CITY COUNCIL AGENDA
JUNE 28, 2010
PAGE 3

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| | 7. A. | <u>RESOLUTION NO. 2010-46 ADOPTING BUDGET FOR FISCAL YEAR COMMENCING JULY 1, 2010, AND ENDING JUNE 30, 2011</u> |
| | 7. B. | <u>RESOLUTION NO. 2010-47 MAKING APPROPRIATIONS FOR THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, FOR THE FISCAL YEAR COMMENCING JULY 1, 2010, AND ENDING JUNE 30, 2011</u> |
| | 7. C. | <u>RESOLUTION NO. 2010-48 LEVYING AND CATEGORIZING TAXES FOR FISCAL YEAR COMMENCING JULY 1, 2010, AND ENDING JUNE 30, 2011</u> |
| 7:40 | 8. | <u>RESOLUTION NO. 2010-49 ADOPTING FISCAL YEAR 2010-15 CAPITAL IMPROVEMENTS PROGRAM</u> |
| 7:45 | 9. A. | <u>RESOLUTION NO. 2010-50 DECLARING CITY'S ELECTION TO RECEIVE STATE REVENUES</u> |
| | 9. B. | <u>RESOLUTION NO. 2010-51 CERTIFYING SERVICES PROVIDED BY THE CITY OF FOREST GROVE</u> |
| 7:50 | 10. | <u>PUBLIC HEARING AND RESOLUTION NO. 2010-52 ADOPTING CAPITAL IMPROVEMENTS PROGRAM EXCISE TAX AND REPEALING RESOLUTION NO. 2009-43</u> |
| | | Paul Downey
Administrative Services
Director
Susan Cole
Assistant Finance Director |
| 7:55 | 11. | <u>RESOLUTION NO. 2010-53 TRANSFERRING APPROPRIATIONS WITHIN VARIOUS FUNDS FOR FISCAL YEAR 2009-10</u> |
| | | Paul Downey
Administrative Services
Director
Susan Cole
Assistant Finance Director |
| 8:00 | 12. | <u>RESOLUTION NO. 2010-54 ADOPTING SUPPLEMENTAL BUDGET AND AUTHORIZING THE EXPENDITURE OF TRANSPORTATION SERVICES FUNDS</u> |
| | | Paul Downey
Administrative Services
Director
Susan Cole
Assistant Finance Director |
| 8:10 | 13. | <u>RESOLUTION NO. 2010-55 AUTHORIZING THE EXPENDITURE OF OFFICE OF STATE FIRE MARSHAL FUNDS FOR FIREFIGHTER TRAINING IN THE GENERAL FUND</u> |
| | | Paul Downey
Administrative Services
Director
Susan Cole
Assistant Finance Director |

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- | | | |
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| Paul Downey
Administrative Services
Director
Susan Cole
Assistant Finance Director | 8:20 | 14. <u>RESOLUTION NO. 2010-56 ADOPTING SUPPLEMENTAL BUDGET AND AUTHORIZING THE EXPENDITURE OF EXCISE TAX FUNDS WITHIN THE GENERAL FUND AND SEWER SDC (SYSTEM DEVELOPMENT CHARGES) FEES WITHIN THE SEWER SDC FUND</u> |
| Rob Foster
Public Works Director
Paul Downey
Administrative Services
Director
Susan Cole
Assistant Finance Director | 8:30 | 15. <u>RESOLUTION NO. 2010-57 DIRECTING CITY ENGINEER TO PROVIDE WRITTEN REPORT ON THE STATE OF THE SIDEWALKS THROUGHOUT THE CITY</u> |
| Michael Sykes
City Manager | 9:00 | 16. <u>RESOLUTION NO. 2010-58 APPROVING TO RESCHEDULE THE AUGUST 9, 2010, CITY COUNCIL MEETING TO MONDAY, AUGUST 23, 2010</u> |
| Michael Sykes
City Manager | 9:10 | 17. <u>DETERMINE CITY COUNCIL'S TOP FOUR LEGISLATIVE ISSUES TO BE SUBMITTED TO THE LEAGUE OF OREGON CITIES FOR THE 2011 LEGISLATIVE AGENDA</u> |
| Michael Sykes
City Manager | 9:25 | 18. <u>CITY MANAGER'S REPORT:</u> |
| | 9:40 | 19. <u>COUNCIL COMMUNICATIONS:</u> |
| | 9:55 | 20. <u>ADJOURNMENT</u> |

3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve Work Session (B&C Interview) Meeting Minutes of June 14, 2010.
 - B. Approve Work Session (City Manager Evaluation Process) Meeting Minutes of June 14, 2010.
 - C. Approve Work Session (Fire Strategic Plan SWOT Analysis) Meeting Minutes of June 14, 2010.
 - D. Approve City Council Regular Meeting Minutes of June 14, 2010.
 - E. Accept Committee for Citizen Involvement Meeting Minutes of May 18, 2010.
 - F. Accept Historic Landmarks Board Meeting Minutes of May 25, 2010.
 - G. Accept Planning Commission Meeting Minutes of June 7, 2010.
 - H. Accept Public Arts Commission Meeting Minutes of May 13, 2010.
 - I. Accept Public Safety Advisory Commission Meeting Minutes of May 26, 2010.
 - J. **RESOLUTION NO. 2010-45 AUTHORIZING CITY MANAGER TO TEMPORARILY WAIVE BICYCLE LICENSE REGISTRATION FEE DURING NATIONAL NIGHT OUT EVENT.**

1A

CERTIFICATE OF APPRECIATION

Awarded to

BONNIE MCCABE

In Recognition of Dedicated Service to

**FOREST GROVE HIGH SCHOOL THEATER ARTS
1994 – 2010**

The Forest Grove City Council and Public Arts Commission sincerely thank you for the time and effort you dedicated to the promotion, encouragement and preservation of the community arts in your work with Forest Grove High School students



**city of
forest
grove**

Peter B. Truax, Mayor
Forest Grove City Council
June 28, 2010

MEMORANDUM

TO: Mayor Peter Truax and City Councilors

PROJECT TEAM: Beverly Maughan, Executive Assistant
Michael Sykes, City Manager

DATE: June 23, 2010

SUBJECT: Announcement of "If I Were Mayor" Student Contest
Winners

"If I Were Mayor" 2010 Student Contest is sponsored by the Oregon Mayors Association. The contest ran from April 1 through May 28 and was advertised through the utility bill insert and City ad in the News Times. One local winner in each of the three (3) categories was eligible to move on to the statewide competition. The three categories were:

- Poster - Elementary grades 4-6
- Essay - Middle School
- Video/PowerPoint - High School or college.

Unfortunately, there were no entries in the essay or video/PowerPoint categories. But Mayor Truax is pleased to announce that there was a tie for the winner in the poster category.

Madelyn and Chance Wallner attend Harvey Clarke Elementary School and just completed 3rd and 4th grades, respectively. Chance's favorite subject is math while Mady's is art. They both are active in sports and like to go camping. Mady and Chance were presented with \$50.00 cash prizes from the City of Forest Grove for their recognition. The posters will be submitted to the state level. The winner at the state level will be announced during the Oregon Mayor's Association Conference being held July 29-31 in Cottage Grove, Oregon.

June 28, 2010

TIMBER HARVEST 2009 UPDATE AND 2010 PROJECTION

PROJECT TEAM: Rob Foster, Director of Public Works
 Susan Cole, Assistant Director of Administrative Services
 Paul Downey, Director of Administrative Services
 Michael Sykes, City Manager

ISSUE STATEMENT: The work session this evening is to provide an update for the 2009 harvest and a look ahead to the 2010 harvest.

BACKGROUND:

2009 Harvest: All product has been sold, and City will receive all payments shortly. Below is a financial summary of the 2009 timber harvest (no change from May 10 work session):

Revenue - 2009 Timber Harvest			
Method/ Item	Volume, Board Feet	Unit Price, per 1,000	Estimated Revenue
Small Logs	48,000	\$218	\$10,464
Poles	201,000	\$750	\$150,750
Green Certified	1,048,000	\$628	\$658,144
Total	1,297,000		\$819,358

Expense - 2009 Timber Harvest		
Method/ Item		Estimated Expense
Logging/ Hauling		\$177,000
Forester		\$58,000
Pole Hauler		\$25,000
Green Certified Mill		\$234,000
Green Certified Broker		\$25,000
Total		\$519,000

NET **\$300,358**

2010 Harvest: The lumber product market remains volatile, although it is looking better than 2009. The regional log market is improved with most mills buying logs at this time. There are also new opportunities emerging in the green certified market. For example, a new distribution center has opened in Portland for green certified lumber.

The Boise/Cascade veneer mill in Willamina is a new potential customer and will likely buy FSC certified logs from the harvest.

The Hambleton mill, which the City has used in the past to process its green certified lumber, is under new management, and operational details for this summer are still emerging. The Columbia Vista mill is currently paying very competitive prices for the logs, up to \$525 per thousand board feet (MBF), compared to about \$325 per MBF in 2009. But recently, the lumber market is falling for some dimensions, and some mills are curtailing production.

This year, about 1.5 million board feet will be harvested, which is the upper range of volume outlined in the Watershed Management Plan. The mix of end product – poles, green certified, conventional – will be determined by the market for logs, hauling costs and the quality and dimensions of trees harvested. The quantity for poles is especially hard to estimate, because trees that look like good poles may have flaws that are revealed once felled, disqualifying them from the pole market.

Our local mill, Stimson, has committed to buying up to 500 MBF of the small logs produced from the harvest. The current price is \$430 per MBF, but could change. The Columbia Vista mill will purchase about 425 MBF of larger logs from the harvest. The current price for this market sector is \$525 per MBF, but could change. About 75,000 board feet will be sold for poles, at an estimate of \$750 per MBF, subject to change, depending upon the quality of the logs.

This year we have a new FCS market opportunity with Boise/Cascade. They are buying 500 MBF of our logs of various sizes in order to produce green certified plywood. The blended price, for small and large logs, is estimated to be about \$490 per MBF, subject to change. Selling to Boise/Cascade is a significant evolution in our market for green certified product, in that a large, main stream buyer is interested in green certified logs, (vs. the finished milled product) so that Forest Grove does not mill or market this product. This is a new program for Boise/Cascade and represents a new opportunity to market our timber. Other green certified market opportunities, such as logs sent to Hambleton that the City would mill and market, will depend upon market conditions, and if favorable, the City intends to take advantage of this market sector.

In summary, the log market is somewhat volatile at this time, but much stronger than in 2009.

The table below shows the City's initial thinking on the mix of product, and the estimated revenues and expenses for the 2010 harvest, assuming current market conditions:

Estimated Revenue - 2010 Timber Harvest			
Method/ Item	Volume, Board Feet	Unit Price, per 1,000	Estimated Revenue
Small Logs (Stimson)	500,000	\$430	\$215,000
Large Logs (Columbia Vista)	425,000	\$525	\$223,125
Poles	75,000	\$750	\$56,250
Green Certified logs (Boise/ Cascade)	500,000	\$490	\$245,000
Green Certified (Hambleton)	TBD	TBD	\$0
Total	1,500,000		\$739,375

Estimated Expense - 2010 Timber Harvest			
Method/ Item			Estimated Expense
Logging/ Hauling			\$214,000
Forester			\$70,000
Pole Hauler			\$0
Green Certified Mill			TBD
Green Certified Broker			TBD
Total			\$284,000

NET **\$455,375**

These figures could change significantly as the summer goes on.

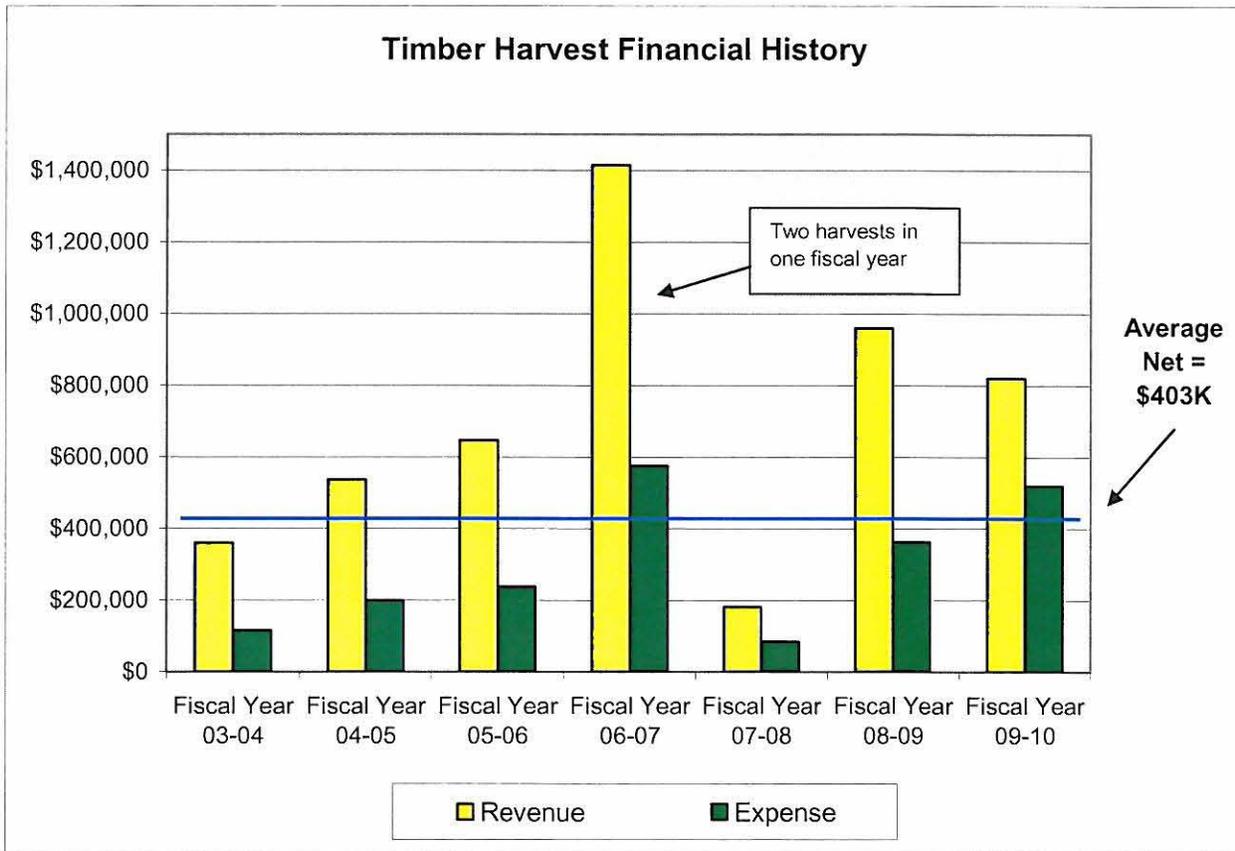
FISCAL IMPACT: Timber harvest revenue accrues to the Water Fund, and expenses pertaining to harvesting the timber are paid out of the Water Fund. The City on average has netted about \$400,000 each year, which is earmarked for debt service. (see attached table next page)

In 2003, the City issued a total of \$5 million in debt in order to fund: a) a buy back in the Joint Water Commission's water treatment plan of 2 million gallons per day; b) an update to Forest Grove's water treatment plant; and c) the second Fern Hill finished water storage tank. The annual debt service on this debt comes from the Water Fund, and is about \$415,000 per year. The City relies on the revenue from the annual timber harvests to provide funding for this debt service obligation.

RECOMMENDATION: None at this time, information only.

Timber Harvest Financial History

	Revenue	Expense	Net Revenue	% Net to Gross Rev
Fiscal Year 03-04	\$359,392	\$115,160	\$244,232	68%
Fiscal Year 04-05	\$536,362	\$198,983	\$337,380	63%
Fiscal Year 05-06	\$645,927	\$236,875	\$409,053	63%
Fiscal Year 06-07	\$1,413,933	\$575,004	\$838,929	59%
Fiscal Year 07-08	\$180,966	\$84,821	\$96,144	53%
Fiscal Year 08-09	\$958,690	\$361,586	\$597,104	62%
Fiscal Year 09-10	\$819,358	\$519,000	\$300,358	37%
Average	\$702,090	\$298,776	\$403,314	58%



Memorandum

To: City Council

From: Jon Holan, Community Development Director
Michael Sykes, City Manager

Date: June 28, 2010

Re: Follow-up on Purdin Road Work Session

ISSUE: Staff wanted to follow-up with the Council on what we heard from work session held with the Planning Commission on June 7th. The purpose of this memo is to firm-up the concept plan and confirm Council direction.

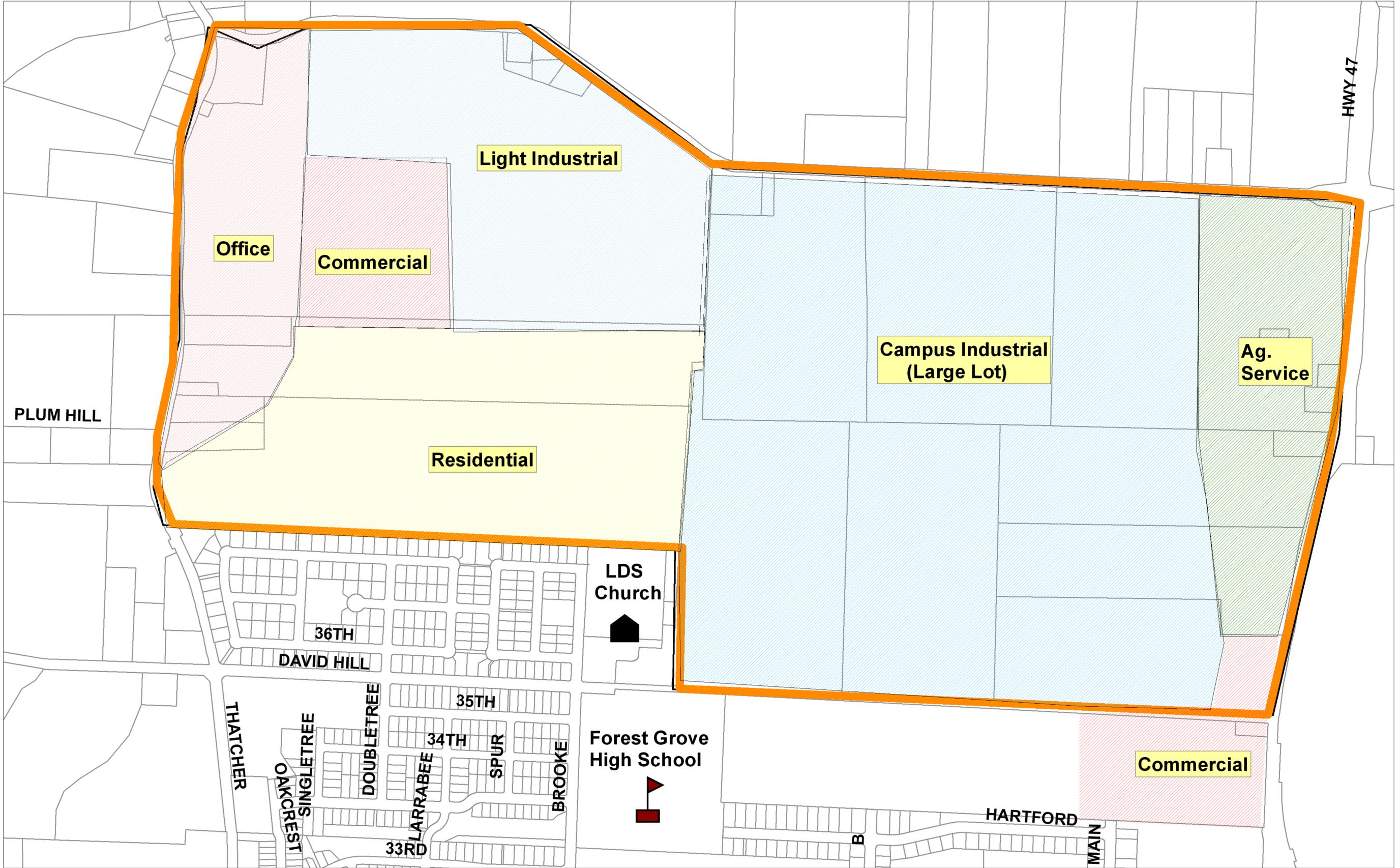
DISCUSSION: The following is a summary of changes and direction staff understood at the work session. It summarizes changes to the concept plan and circulation system (see Attachments) and Council direction on the seven policy issues noted in the work session memo.

- **Land Use:** Generally, the land use configuration is appropriate. Changes that we note are as follows:
 - **Thatcher/Purdin Commercial:** Staff concurs that the commercial designation at the intersection of Thatcher and Purdin roads is inappropriate because much traffic will be focused at David Hill and also topographic considerations. This area will be redesignated to "Office Employment". After the meeting, staff discussed the need for a small neighborhood commercial area in the General Employment area to provide services and goods both for the office and general employment areas as well convenient to the residential to the south.
 - **David Hill/Highway 47 Commercial:** Redesignate the area south of the extension of David Hill Road from "Mixed Use" to "Commercial" to create a commercial node both on the north and south side of David Hill Road. To avoid a strip type of development, the commercial area would terminate "one parcel deep" west of the Main Street extension.

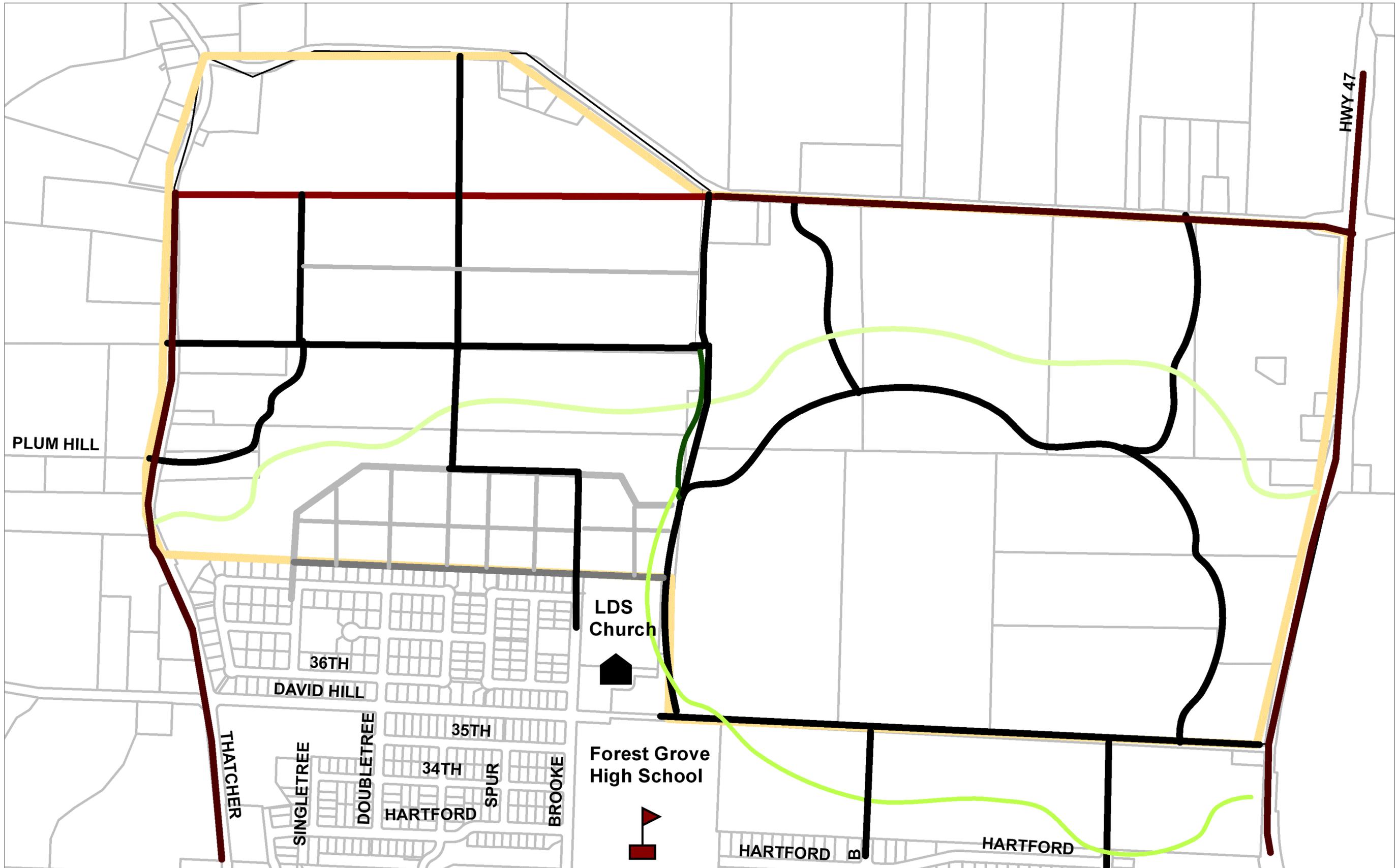
- **Circulation:** There are two proposed circulation changes based on the discussion at the work session and further review by staff.
 - **Purdin Road:** The first is to extend Purdin Road straight to Thatcher Road to eliminate the curve.
 - **Reduce Access to Thatcher Road:** There are three access points proposed onto Thatcher Road. Staff believes that the middle access should be eliminated to Thatcher Road but maintain the grid further to the east. The southern and northern (the Purdin Road extension) connections should be extended west of Thatcher to continue the circulation system into the David Hill area as it develops in the future.

- **Policy Issues:** Following is a summary of the direction staff understands concerning the seven policy issues raised in the work session memo:
 - **Extension of B and Main Streets:** The Council expressed opposition to allow truck traffic south on “B” Street through the community. Efforts need to be taken to direct traffic (and in particular truck traffic) east to Highway 47.
 - **Infrastructure Funding Strategy:** Staff will be exploring infrastructure costs and approaches for the funding of these improvements.
 - **Buffering Between Industrial and Residential Areas:** The concept plan was developed to provide buffering through existing uses (LDS Church) and the use of vegetative corridors to provide separation. The only proposed residential area in the study area is the mixed residential area north of The Parks development. This is proposed to provide a transitional area between the existing neighborhood and employment areas to the north. There was concurrence by the Council and Commission with the approach taken by staff.
 - **Potential School Impact:** Both the Council and Commissioners acknowledged this impact. However, since the emphasis of the Purdin Road area is for employment, this potential impact is minimized.
 - **Preservation of Natural Areas:** The Council and Commission supported the importance of preserving natural areas within the study area. The width of these areas will require further analysis in the future.
 - **Land Assembly and Development Incentives:** There was concurrence to consider the use of funding incentives such as Urban Renewal and Enterprise Zones.
 - **Urban Growth Boundary Request:** Submit to Metro for the entire Purdin Road area to be considered for the UGB expansion.

Purdin Road Urban Reserve Area Land Use Concept

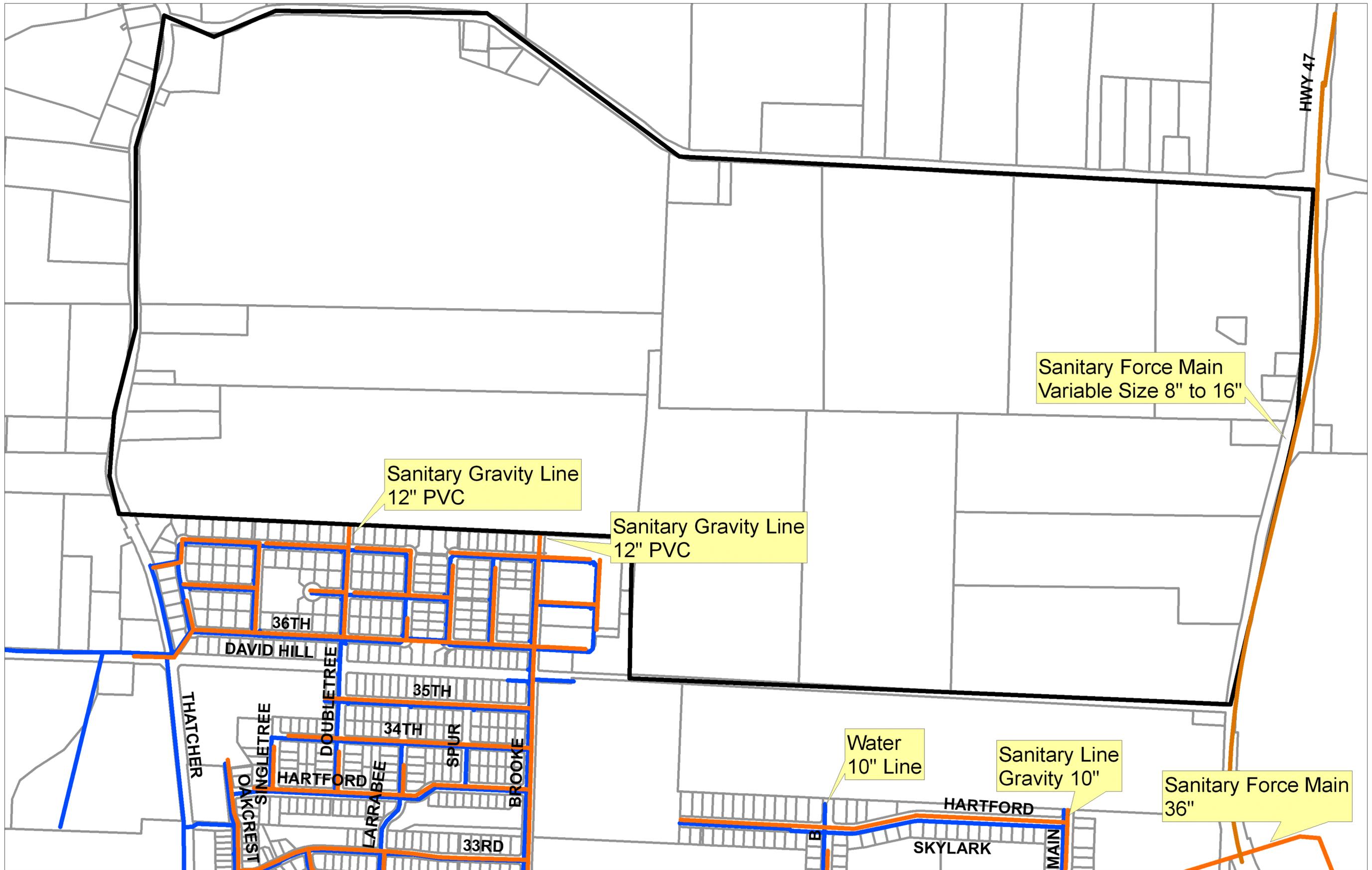


Purdin Road Urban Reserve Area Transportation Network



-  Arterial
-  Collector
-  Local Street
-  Pathway/Trail

Purdin Road Urban Reserve Area
Existing Water and Sewer Lines



- Water Lines
- Sewer Lines

Purdin Road Urban Reserve Area Natural Features



Legend

- Streams & Creeks
- Contours
- Forest
- Grass or Open Field
- Woody or Shrub

**FOREST GROVE CITY COUNCIL WORK SESSION
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW)
JUNE 14, 2010 – 5:30 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:30 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas BeLusko, Jr., Thomas Johnston, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager, and Anna Ruggles, City Recorder.

2. WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW

Council interviewed the following applicant for the following position:

- John Rinier Public Safety Advisory Commission

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the above-noted applicant interview. After deliberation, Council collectively made recommendation to appoint John Rinier to the Public Safety Advisory Commission, term expiring December 31, 2013. A resolution making formal appointment will be considered at the regular Council meeting of June 14, 2010.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 5:41 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION
(CITY MANAGER EVALUATION PROCESS)
JUNE 14, 2010 – 5:45 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:00 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas BeLusko, Jr., Thomas Johnston, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; and Anna Ruggles, City Recorder.

2. WORK SESSION: CITY MANAGER PERFORMANCE EVALUATION PROCESS

Ruggles and Sykes facilitated the work session, noting the purpose of the work session was to review the following: 1) current City Manager Performance Evaluation Form; 2) tentative target dates for completing the City Manager’s performance evaluation process; and 3) memorandum to department directors. Ruggles distributed copies of samples of performance evaluation forms from other cities for Council review as well. Ruggles explained as part of the current evaluation process, Council has provided a mechanism for Department Director input with an option to remain confidential, noting last year, the Council named the City Attorney, as the third-party person, who prohibits disclosure of information submitted in confidence as provided by ORS 192.502(4). The City Attorney compiles the submitted comments into a single document and distributes the results in a sealed envelope to Council. Council reviews the compiled responses with the City Manager, and the City Manager presents his self-evaluation to Council, which will occur in an Executive Session tentatively scheduled for June 28th. The deadline for Councilmembers to submit their individual evaluation form to Mayor is tentatively scheduled for July 7th and an Executive Session is tentatively scheduled for July 12th to discuss the finalized performance appraisal with the City Manager and return to open meeting to give a summary and discuss compensation. In conclusion, Ruggles advised that pursuant to the City Manager’s Employment Agreement, Section 6, the Council must evaluate the City Manager’s performance at least once a year and establish the performance evaluation criteria, standards, policy directives, and compensation in an open Public Hearing, noting Council will be asked to return to open session at the June 14th regular meeting to consider adopting the City Manager performance evaluation standards and criteria as presented or as amended and/or continue the matter to a later date.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the

**FOREST GROVE CITY COUNCIL WORK SESSION
(CITY MANAGER EVALUATION PROCESS)
JUNE 14, 2010 – 5:45 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 2**

current City Manager Performance Evaluation Form and process. In conclusion of the above discussion, Council collectively agreed to continue using the same evaluation form and process that allows Department Directors to provide input with an option to remain confidential. In addition, Council also collectively agreed to appoint BeLusko, Lowe, and Miller as a subcommittee to review the current evaluation application form and evaluation process and make recommendations to the entire Council.

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

3. **ADJOURNMENT**

Mayor Truax adjourned the work session at 6:25 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



**FOREST GROVE CITY COUNCIL WORK SESSION
(FIRE DEPARTMENT STRATEGIC PLAN SWOT ANALYSIS)
JUNE 14, 2010 – 6:10 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:25 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas BeLusko, Jr., Thomas Johnston, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Michael Kinkade, Fire Chief; and Anna Ruggles, City Recorder.

2. WORK SESSION: FIRE DEPARTMENT’S STRATEGIC PLAN SWOT ANALYSIS

Kinkade and Sykes facilitated the work session, noting the purpose of the work session was to conduct a SWOT Analysis (a strategic planning exercise to help identify the Strengths and Weaknesses and examine the Opportunities and Threats) and to seek input from stakeholders for the creation of the Fire Department’s Strategic Plan. Kinkade noted the Fire Department is creating a Strategic Plan under the direction of the City Manager, City Council, and Forest Grove Rural Fire Protection District Board. Kinkade explained the purpose of the SWOT Analysis exercise was to gather information on the perceptions of fire, emergency medical and rescue services and needs in the community.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council members participated in an exercise of individually identifying what they believed to be the Fire Department’s current strengths, weaknesses, opportunities and threats. At the conclusion of the above-noted exercise, the following emerged (the information indicated by italics was submitted by Councilmembers as handwritten notes).

Strengths

- Professionalism
- Organizational structure with volunteers, career and cadet program
- Training officers
- Good facilities/equipment
- Good reputation
- Good customer service
- Good response times
- Rural/City partnership
- Strong relationship with neighboring departments

**FOREST GROVE CITY COUNCIL WORK SESSION
(FIRE DEPARTMENT STRATEGIC PLAN SWOT ANALYSIS)
JUNE 14, 2010 – 6:10 P.M.
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- Multiple-service provision (EMS, fire, rescue, HAZMAT, etc.)
- Good community support
- *Willingness to explore other financial avenues (e.g., grants)*
- *Employees - sincere, dedication, kind, caring*
- *Multiple risk reduction Programs (e.g., CERT, car seats, juvenile fire setter intervention, CPR, etc.)*
- *Respected Fire Chief*
- *Pacific University*
- *The Fire Department is able to work with minimum interference from Council and from Board of Directors of Fire District*

Weaknesses

- Geographic size and response times
- Defining a call for RFD allocation
- RFD contract formula
- Overall funding
- Pension and benefits costs
- Weakness in wildland suppression abilities
- Communications during major events
- Understaffed
- Lack of understanding about response times, station locations, and future growth needs.
- Too little input from Fire on infrastructure development
- Evacuation plans (e.g., seniors)
- Relationship with Rural Fire District
- *Communications between paid and volunteer*
- *Fitness and aging of workforce*

Opportunities

- Increasing partnerships
- Technology
- Relationship with Cornelius
- Upcoming management changes in nearby departments
- Growing community
- Volunteers/interns

Threats

- Funding, money

**FOREST GROVE CITY COUNCIL WORK SESSION
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- Unfunded mandates
- Legislature
- Expanding benefits
- Increasing growth/demands for service
- Service to non-profits, universities without funding
- Economic impacts on surrounding communities and increasing demands for mutual aid services

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

3. **ADJOURNMENT**

Mayor Truax adjourned the work session at 6:59 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



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Minutes are unofficial until approved by Council.

1. **ROLL CALL:**

Mayor Peter Truax called the regular City Council meeting to order at 7:10 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; Michael Kinkade, Fire Chief; Kerry Aleshire, Police Chief; Mandy Hayes, Support Unit Supervisory; Derek Robbins, Civil Engineer; Richard Matzke, Engineer Supervisor; and Anna Ruggles, City Recorder.

1. A. **PROCLAMATION:**

Johnston read a special proclamation recognizing Police Sergeant Gregory Dunlap, who passed away June 5, 2010, for his superior performance of duty as a Forest Grove police officer and for his dedication, professionalism, and long-time devotion in serving the City and its citizens for over twenty-two years. The Council marked the special proclamation in recognition of June 5, 2010, as a day that will always be remembered in honor of Sergeant Dunlap. Sergeant Dunlap's wife accepted the proclamation, which was signed by the entire Council.

2. **CITIZEN COMMUNICATIONS:** None.

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

- A. Approve City Council Work Session (Emergency Operations Plan and Biomass Feasibility Study) Meeting Minutes of May 24, 2010.
- B. Approve City Council Regular Meeting Minutes of May 24, 2010.
- C. Accept Historic Landmarks Board Meeting Minutes of April 27, 2010.

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- D. Accept Planning Commission Meeting Minutes of March 15, 2010.
- E. Accept Public Safety Advisory Commission Meeting Minutes of April 28, 2010.
- F. Community Development Department Monthly Building Activity Informational Report for May 2010.
- G. Library Department Monthly Circulation Statistics Report for June 2010.
- H. RESOLUTION NO. 2010-39 MAKING APPOINTMENT TO PUBLIC SAFETY ADVISORY COMMISSION (JOHN RINIER, AT-LARGE, TERM EXPIRING DECEMBER 31, 2013).
- I. RESOLUTION NO. 2010-44 AUTHORIZING MAYOR TO ENDORSE THE SECOND AMENDMENT TO WATER SERVICE AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND JOINT WATER COMMISSION.
- J. *Endorse New Liquor License Application (Full-On Premises Sales - Commercial) for Bistro Stecchino, 2014 Main Street (Applicant: Christian Geffrard). ADDED TO CONSENT AGENDA*

MOTION: Councilor Miller moved, seconded by Councilor BeLusko, Jr., to approve the Consent Agenda as amended. MOTION CARRIED 7-0 by voice vote.

4. ADDITIONS/DELETIONS:

Sykes added Agenda Items: 1. A. Special Proclamation Honoring Police Sergeant Gregory Dunlap; 3. J. Endorse New Liquor License Application for Bistro Stecchino; and 5. A. Presentation by Forest Grove Community School.

5. PRESENTATIONS:

5. A. Forest Grove Community School:

A group of students from the Forest Grove Community School presented a petition titled “The Local Foods: Fast Food Fix”, noting the petition is asking Council to require local fast food restaurants to purchase seven percent of their food product from local distributors (defined as “within 150 mile radius”) and require the restaurants to keep a separate menu showing which foods were purchased locally so customers would have a choice, noting these requirements would be better for the environment and help the local economy. The student group also suggested reducing taxes by five percent to

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businesses who comply and who submit documentation showing they purchased their product locally.

5. B. Inaugural of Public Art Work Recommendation:

Maughan introduced Kathleen Leatham and Philip Thias, Public Arts Commission (PAC) members, who presented a PowerPoint presentation showing the PAC's final selection of three public art benches, noting the project is being funded as a gift from the Chamber's "Buy A Brick" Campaign II and a Community Enhancement Program grant. Leatham and Thias gave an overview of the PAC's process, including selection committee, criteria for judging submissions, and the coordination with the City regarding maintenance. In conclusion of the above presentation, Leatham and Thias addressed Council inquiries pertaining to the placement locations of the benches and material and design of the benches.

6. CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2010-03 ADOPTING PROVISIONS TO REGULATE SHOPPING CARTS, AMENDING FOREST GROVE CODE, CHAPTER 5, PUBLIC PROTECTION, BY ADDING NEW CODE SECTION 5.236, SHOPPING CARTS

The first reading of Ordinance No. 2010-03 by title and motion to adopt occurred at the meeting of May 24, 2010.

Staff Report:

Reitz had nothing further to report.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the meeting of May 24, 2010.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

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No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

Hearing no discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of May 24, 2010.

Sykes read Ordinance No. 2010-03 by title for second reading.

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

7. **CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2010-04 ADOPTING PROVISIONS IMPLEMENTING A POLICY FOR ACCESS TO AND USE OF CRIMINAL RECORDS, AMENDING FOREST GROVE CODE CHAPTER 2, GENERAL PROVISIONS, BY ADDING NEW CODE SECTION 2.400 THROUGH 2.425 RELATING TO CRIMINAL RECORDS CHECK**

The first reading of Ordinance No. 2010-04 by title and motion to adopt occurred at the meeting of May 24, 2010.

Staff Report:

Ashbaugh and Hayes had nothing further to report.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the meeting of May 24, 2010.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

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Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

Hearing no discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of May 24, 2010.

Sykes read Ordinance No. 2010-04 by title for second reading.

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

8. **CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2010-05 ADOPTING PROVISIONS IMPLEMENTING LIQUOR LICENSE ISSUANCE REVIEW GUIDELINES, AMENDING FOREST GROVE CODE CHAPTER 7, BUSINESS, BY ADDING NEW CODE SECTION 7.800 THROUGH 7.815 RELATING TO LIQUOR LICENSE ISSUANCE**

The first reading of Ordinance No. 2010-05 by title and motion to adopt occurred at the meeting of My 24, 2010.

Staff Report:

Ruggles had nothing further to report.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the meeting of May 24, 2010.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

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Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

Hearing no discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of May 24, 2010.

Sykes read Ordinance No. 2010-05 by title for second reading.

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

9. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2010-06
ADOPTING THE CITY OF FOREST GROVE EMERGENCY OPERATIONS PLAN AS
THE OFFICIAL PLAN FOR THE CITY OF FOREST GROVE AND REPEALING
ORDINANCE NO. 1994-04**

Staff Report:

Kinkade presented the above-proposed ordinance for Council consideration, noting the proposed Emergency Operations Plan would replace the existing Plan, which was adopted in 1986. Kinkade reported the proposed Plan authorizes the City Manager to designate an Emergency Program Manager who is tasked to maintain and amend the Plan as necessary over the next four years, noting the Council and the Forest Grove Rural Fire Protection District will be asked to adopt the proposed Plan. In addition, Kinkade reported that staff gave an overview of each section of the Plan at the Council work session of May 24, 2010, noting the proposed Plan provides an overview of the preparedness and response strategies; describes expected hazards; outlines department roles and responsibilities; and explains how each jurisdiction will keep the Plan current, noting the Plan would be integrally linked to other Plans created by Washington County Office of Consolidated Emergency Management. The proposed Plan also documents the guidelines and agreements that have been reached in order to integrate all emergency

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response systems into a program for comprehensive emergency management. Kinkade noted the proposed Plan was created using the Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide (CPG 101, March 2009). The CPG 101 integrates concepts from National Preparedness Guidelines (NPG), National Incident Management Systems (NIMS), National Response Framework (NRF), National Strategy for Information Sharing (NSIS), and National Infrastructure Plan (NIPP). In conclusion, Kinkade affirmed the proposed Emergency Operations Plan complies with the criteria established by ORS, Chapter 401, and is divided in four phases: mitigation, preparedness, response and recovery.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2010-06.

Sykes read Ordinance No. 2010-06 by title for first reading.

MOTION: Councilor Johnston, moved, seconded by Councilor Thompson, to approve Ordinance No. 2010-06 Adopting the City of Forest Grove Emergency Operations Plan as the Official Plan for the City of Forest Grove and Repealing Ordinance No. 1994-04.

The second reading of Ordinance No. 2010-06 by title and final vote will occur at the meeting of June 28, 2010.

Public Hearing Opened:

Mayor Truax opened the Public Hearing.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no other written comments were received.

Opponents:

No one testified and no other written comments were received.

Others:

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No one testified and no other written comments were received.

Public Hearing Recessed:

Mayor Truax recessed the Public Hearing to the next Council meeting of June 28, 2010.

10. PUBLIC HEARING AND RESOLUTION NO. 2010-40 SETTING FEES AND CHARGES, EFFECTIVE JULY 1, 2010, AND REPEALING RESOLUTION NO. 2009-32

Staff Report:

Downey and Cole presented the above-proposed resolution increasing fees and charges by four percent (4%), rounded to the nearest increment, effective July 1, 2010. Downey outlined the significant changes to the fee schedule as noted in his staff report. In conclusion, Downey addressed inquiries pertaining to the emergency water meter shut-off fee, allocation of library late fees, and variation of fees assessed for sport-field rentals, and other various fees.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2010-40.

Sykes read Resolution No. 2010-40 by title.

MOTION: Councilor Lowe moved, seconded by Councilor Miller, to adopt Resolution No. 2010-40 Setting Fees and Charges, Effective July 1, 2010, and Repealing Resolution No. 2009-32.

Public Hearing Opened:

Mayor Truax opened the Public Hearing.

Proponents:

No one testified and no written comments were received.

Opponents:

Chester Epperson, Forest Grove, signed in to testify in opposition; however, Epperson waived testimony on this specific agenda item.

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Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

11. PUBLIC HEARING AND RESOLUTION NO. 2010-41 FIXING WATER RATES FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2010, AND REPEALING RESOLUTION NO. 2009-33

Staff Report:

Downey and Cole presented the above-proposed resolution proposing to increase water rates by eight percent (8%) for all customer classes, effective July 1, 2010, noting the water rate increase is necessary in order to adequately fund operations and necessary capital improvements to the water treatment plants and distribution systems. Staff noted a typical water bill for a residential customer who uses 5,984 gallons per month would increase approximately \$1.63 per month. In addition, staff advised that Section 4 of the above-proposed resolution was added as matter of housekeeping to close a loophole on charges for meters set on standby service for more than 12 months and Section 5 was added to close a loophole for meters coded as "Fire Service". In conclusion, Sykes explained the Water Fund has experienced a sharp drop in revenues caused by industrial and commercial users who have relocated, gone out of business or restructured; decline in timber harvest revenues; shortfall in paying the Water Treatment Plant facility bonds; and City losing revenues from leasing excess stored water, noting an eight percent (8%) increase is necessary to help avoid larger rate increases in the future.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2010-41.

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Sykes read Resolution No. 2010-41 by title.

MOTION: Councilor Lowe moved, seconded by Councilor Miller, to adopt Resolution No. 2010-41 Fixing Water Rates for the City of Forest Grove, Effective July 1, 2010, and Repealing Resolution No. 2009-33.

Public Hearing Opened:

Mayor Truax opened the Public Hearing.

Proponents:

No one testified and no written comments were received.

Opponents:

Chester Epperson, Forest Grove, testified in opposition of increasing any City fees and utility rates due to the overall recession, citing a high percentage of unemployment, high number of home foreclosures, and senior citizen population who live on fixed incomes.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

Lowe commented that when times are good, the City is known to give back to its citizens, noting the City has worked very hard to keep rates minimal, and Lowe stressed that the City's infrastructure is a critical obligation to the City.

Johnston commented that it bothers him that so many students are receiving free or reduce lunches, but he understands that the City has obligations to pay its bills.

Thompson commented that he was committed to supporting a six percent (6%) increase because of his concern for the senior citizen population; however, he advised that he was voting with the majority because of the

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City's future capital improvement obligations.

BeLusko commented that the City is trying to stabilize its ability to fund ongoing expenses and plan for future infrastructure needs while trying to avoid double-digit water rate increases in the future.

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

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

12. PUBLIC HEARING AND RESOLUTION NO. 2010-42 INCREASING SEWER RATES FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2010, AND REPEALING RESOLUTION NO. 2007-30

Staff Report:

Downey and Cole presented the above-proposed resolution proposing to increase the City's sanitary sewer rates by five and half percent (5.5%), effective July 1, 2010, noting the sewer rate increase is necessary in order to pay for increasing costs of regulations, labor, chemicals, and utilities. The City's surcharge will increase from \$3.15 per Equivalent Dwelling Unit (EDU) to \$3.32 per EDU above the sewer rates established by CWS (refer to Agenda Item 13).

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2010-42.

Sykes read Resolution No. 2010-42 by title.

MOTION: Councilor Miller moved, seconded by Councilor Lowe, to adopt Resolution No. 2010-42 Increasing Sewer Rates for the City of Forest Grove, Effective July 1, 2010, and Repealing Resolution No. 2007-30.

Public Hearing Opened:

Mayor Truax opened the Public Hearing.

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Proponents:

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

Opponents:

Chester Epperson, Forest Grove, testified in opposition as noted under Agenda Item 11.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

Mayor Truax pointed out that the City has not raised sewer rates in over three years, noting the last increase occurred in 2007.

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

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

13. **PUBLIC HEARING AND RESOLUTION NO. 2010-43 ESTABLISHING CERTAIN CLEAN WATER SERVICES UTILITY RATES AND CHARGES FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2010, AND REPEALING RESOLUTION NO. 2009-35**

Staff Report:

Downey and Cole presented the above-proposed resolution authorizing the City to collect sanitary sewer rates, sewer system development charges (SDC), and surface water management (SWM) rates pursuant to the Intergovernmental Agreement with Clean Water Services (CWS). Staff reported CWS' Board of Directors approved increasing its SWM utility rate by \$0.50 per Dwelling Unit Equivalent (DUE), noting the SWM fees collected cover the cost of leaf-pick up, catch basin cleaning, street sweeping, and programs to lessen the pollution in local streams and rivers. The SWM rate

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would increase from \$4.25 to \$4.75. The City currently has an adopted surcharge of \$0.75 per DUE for a combined total of \$5.50 per DUE per month. CWS increased its sanitary sewer rates by five and half percent (5.5%), increasing a typical monthly residential bill from approximately \$30.92 to \$34.46. CWS increased its sewer SDC by \$500, increasing the SDC from \$3,600 per EDU to \$4,100 per EDU. Staff noted the City retains 20 percent (20%) of the SDC revenue. In conclusion, staff advised that CWS has held public hearings notifying customers of the above-noted rate increases.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2010-43.

Sykes read Resolution No. 2010-43 by title.

MOTION: Councilor Lowe moved, seconded by Councilor Miller, to adopt Resolution No. 2010-43 Establishing Certain Clean Water Services Utility Rates and Charges for the City of Forest Grove, Effective July 1, 2010, and Repealing Resolution No. 2009-35.

Public Hearing Opened:

Mayor Truax opened the Public Hearing.

Proponents:

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

Opponents:

Chester Epperson, Forest Grove, testified in opposition as noted under Agenda Item 11.

Others:

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

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

In response to BeLusko's inquiry pertaining to the collection of the sewer

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SDC, Cole explained the City retains 20 percent (20%) of the SDC revenue collected; whereas, the other cities retain four percent (4%), noting the seven cities submit their projects to CWS and CWS prioritizes the projects over a five-year period.

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

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

14. PUBLIC HEARING TO CONSIDER ADOPTING CITY MANAGER PERFORMANCE EVALUATION STANDARDS AND CRITERIA

Staff Report:

Mayor Truax reported that pursuant to the City Manager's Employment Agreement, Section 6, the Council must evaluate the City Manager's performance at least once a year and establish the performance evaluation criteria, standards, policy directives, and compensation in an open Public Hearing. Mayor Truax reported Council collectively agreed in an earlier work session to continue using the same evaluation form and process that allows Department Directors to provide input with an option to remain confidential. Mayor Truax noted the Council assigned the City Attorney as the third-party person who will forward a compilation of the responses and comments to Council for their review. Council will review the City Manager's self-evaluation and compiled responses and comments with the City Manager in a special Executive Session tentatively scheduled for June 28, 2010. In conclusion, Mayor Truax noted the Council also collectively agreed to appoint BeLusko, Lowe, and Miller as a subcommittee to review the current evaluation application form and evaluation process and make recommendations to the entire Council.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion of consensus.

MOTION OF CONSENSUS: To adopt the City Manager Performance Evaluation Criteria and Standards as presented.

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Public Hearing Opened:

Mayor Truax 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:

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

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

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

VOICE VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

15. 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 the City was recently awarded a \$17,500 grant from Washington County Visitors Association to enhance tourism. Sykes distributed a copy of the League of Oregon Cities' 2011 Legislative Agenda Survey and asked Council to submit eight (8) issues that they would like to see the LOC focus on in the 2011 legislative session. Ruggles was asked to compile the Council responses for the meeting of June 28th so Council could select its top four (4) issues to be submitted to the LOC for consideration for the 2011 Legislative Agenda. Sykes distributed a copy of the City's proposed Communication Plan, noting staff is exploring diverse venues to improve communication techniques to-and-from the public, using tools such as Facebook and Twitter. In addition, Sykes distributed a copy of the City's Volunteer Program, noting the

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program is intended to help ease staff workload and increase citizen participation. In conclusion, Sykes reported on various meetings he attended and provided updates on various City department-related activities and projects.

16. COUNCIL COMMUNICATIONS:

BeLusko commended the Public Arts Commission for their work on the selection and acquisition of three public art benches. BeLusko suggested Council hold another joint work session with the Forest Grove School District and City of Cornelius sometime this summer. In conclusion, BeLusko reported on various meetings and events he attended and upcoming meetings he was planning to attend.

Johnston reported on the grand opening of the new Recreational Vehicle Dump Station. In addition, Johnston reported on upcoming meetings he was planning to attend. In conclusion, Johnston fondly remembered Sergeant Dunlap for his superior work on child abuse and drug enforcement cases, noting he supervised Dunlap when he was employed by the Forest Grove Police Department.

Lowe reported on the grand opening of the new Dog Park. In addition, Lowe reported on various meetings she attended and upcoming meetings she was planning to attend.

Miller reported on various meetings she attended; various upcoming meetings she was planning to attend; and various community-related events.

Thompson reported on various meetings he attended and upcoming meetings he was planning to attend.

Uhing commended Jeff King, Economic Development Coordinator, for his diligence in receiving the grant from the Washington County Visitors Association. In addition, Uhing reported on various meeting she attended and upcoming meetings she was planning to attend.

Mayor Truax reported on various local, regional, Metro, and Washington County meetings he attended and reported on various upcoming meetings and

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community-related events he was planning to attend. In conclusion, Mayor Truax reported on the Regional Transportation Plan; Wayfinders meeting; Library Commission meeting; Community Development Block Grant application scoring criteria; and reported on various ceremonies he attended.

17. **ADJOURNMENT:**

Mayor Truax adjourned the meeting at 9:33 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

APPROVED

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CITY OF FOREST GROVE
COMMITTEE FOR CITIZEN INVOLVEMENT
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET
TUESDAY, MAY 18, 2010 - 5:30 P.M.

Counselor Camille Miller

Michael Perrault (Chair)
Mo Nkiwane
Deborah Greenfield
Sebastian Bannister-Lawler

Dennis Stoddard
Josiah Bartlett
Jennifer Davis
Kristy Kottkey

All public meetings are open to the public and all persons are permitted to attend any meetings except as otherwise provided by ORS 192:

→ Citizen Communications – Anyone wishing to speak 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. Each person must state his or her name and give an address for the record.

All public 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.

Attendees:

Members: Mo Nkiwane, Deborah Greenfield, Michael Perrault, Dennis Stoddard, Kristy Kottkey, Josiah Bartlett,
Absent: Jennifer Davis, Sebastian Bannister-Lawler
City Staff: Jon Holan, Community Development Director
City Council: Camille Miller

Call To Order: The meeting was called to order at 5:35 p.m.

Minutes of Last Meeting:

Dennis Stoddard made a motion to approve the minutes from April 13, 2010, and Josiah Bartlett seconded. Motion passed.

Communication Inbox: None.

Business:

1. Ms. Kottkey reported that it was a great night at 1st Wednesday on May 5th, with 40 people attending. Ms. Kottkey received approximately 14 “Feedback” questionnaires, on which people identified their neighborhoods and indicated that they feel connected to their neighborhoods and to the City of Forest Grove. Ms. Kottkey reported that even folks from outlying areas (i.e. outside map points) felt a connection to Forest Grove, and want to get involved or be a liaison.
2. Reiteration of staff’s responsibilities:
 - Josiah-electronics
 - Mo – improve relations with communities
 - Sebastian – improve relations with communities/PU
 - Debbie – secretary and typing up minutes and submitting to Community Dev. Director.

- Dennis – help Mo and Sebastian
 - Kristy – Neighborhood Organization Outreach (NOO), 1st Wednesday ...manning booth (all helpers welcomed)
 - Jennifer – not established
3. Ms. Greenfield will email the typed minutes to the Community Development Director, so his assistant can put them in formal format.
 4. Mr. Holan was welcomed back to CCI after recovering from an illness. The CCI members were glad to see him.
 5. Mr. Holan told CCI that there is an electronic communication plan being developed, where there will be communications tools to get information out to the citizens (i.e. Twitter or Facebook). A draft commission plan will be presented and analyzed for consideration. The question was raised how the communication tools will be set up. Mr. Bartlett will contact Bev Maughn, Executive Secretary to City Manager, and Anna Ruggles, City Recorder. Ms. Maughn and Ms. Ruggles will attend next month's meeting, and are responsible for this electronic communication. Mr. Holan gave the CCI members handouts on the subject.
 6. Ms. Kottkey reported that people like to have a personal connection with their neighbors to find out what is actually happening in their communities. She suggested a "Tell-5", where each liaison contacts five people from their neighborhood about what is going on in Forest Grove. Ms. Kottkey said that most neighborhoods stated that they do not have an email list of their neighbors and prefer the personal communication instead.
 7. The CCI members discussed whether CCI has actually defined the role of a neighborhood liaison, and felt that a clear definition has not been established.
 8. Ms. Kottkey reported that six people won prizes for attending 1st Wednesday. Gifts were donated by Ms. Nkiwane, Ms. Kottkey and Starbucks. The donations were appreciated. Thank you notes are being included in the gifts, and Ms. Kottkey volunteered to send "Thank You" notes to the fourteen people who filled out questionnaires. Mr. Holan provided the notes from the city with proper the City of Forest Grove logo. Ms. Kottkey stated that she enjoys the job she chose, and does not feel over burdened. Mr. Bartlett was concerned about people being over burdened with the new responsibilities, and whether the responsibilities can be transferrable.
 9. Ms. Nkiwane suggested a retreat like CCI held last year. The CCI members discussed whether the retreat should be held at McMenamins, or at the community auditorium meeting room. It was decided to hold the retreat at the community meeting room, tentatively on Saturday, June 19, 2010.
 10. Ms. Kottkey suggested a working meeting at her home, but an agenda would need to be posted and published beforehand with questions that can be addressed.
 11. Mr. Bartlett stated that CCI has a goal, but an implementation plan has not been established. Some members were not clear about CCI's goal, which is to enhance the sense of community within Forest Grove by improving communication between CCI and City Neighborhoods.
 12. It was suggested that next month's meeting be held on June 15, 2010, at 5:30 p.m. All staff should be prepared to identify their own CCI role. Then staff should state their role with a time-line, goals and action plan.
 13. 1st Wednesday is on June 2nd, 2010. Ms. Kottkey and Mr. Perrault will man the booth, but all members are welcomed to come and help.
 14. A flip chart or a white board will be provided for people to write down what they like or dislike about their neighborhoods.

15. Mr. Perrault suggested that he go to local restaurants to see whether they would be willing to give out “twofers” as prizes for 1st Wednesday.
16. Mr. Holan handed out three handouts (Boards, Committees & Commissions Roster, City Council & Staff Action Plan Tasks, and Ashland, Oregon News.)

Next Meeting: The next meeting will be held on June 15, 2010, at 5:30 p.m.

Adjourn: The meeting was adjourned at 6:50 p.m.

Respectfully Submitted
Marcia Phillips
City of Forest Grove Permit Coordinator

APPROVED

Members Present: George Cushing, Kevin Kamberg, Neil Poulsen, Claude Romig, Larry Wade, Margie Waltz-Actor
Members Excused: Holly Tsur
Staff Present: James Reitz
Council Liaison: Elena Uhing was excused
Citizens Present: -0-

1. **Call to Order:** Poulsen called the meeting to order at 6:04 p.m. **The April 27, 2010 meeting minutes were approved with minor corrections.**

2. **Citizen Communication:** None.

3. **Action Items/Discussion:**

(a) **Walker's/Naylor's Update Project:** Reitz noted that the first information about the proposed district was sent out to the neighborhood in November 2008 when the project first began, and that he had recently sent out about 140 letters with a map of the proposed boundaries and which buildings would contribute to the district. Additional information about districts in general and the City's historic preservation ordinance were also included.

Cushing noted that Kim Fitzgerald's team had provided everyone with a timetable for the application by e-mail, stating the steps to proceed with the application. They also sent out a copy of the completed application for the Board's review and final recommendations.

The Council meeting on the proposal has been scheduled for July 12th. It was suggested that the Board invite several proponents to that meeting, including those with homes on the National Register or in the Clark or Painter's Woods districts, in addition to Walker Naylor homeowners.

(b) **CEP Grant Application:** Poulsen reported on his presentation to the Council and that it was his understanding that the Council was funding all applications at 75%; that would give the Board \$7,500 to continue the renovation grant program.

(c) **Spring (May) Newsletter:** Romig said his article on the Pacific University Lu'au needed major editing and so the May issue was being delayed a bit. Wade suggested an article promoting the website would be good as filler. Reitz also provided Romig with some content about the district nomination process and the Eric Stewart Award.

(d) **Board Retreat / Goal Setting:** Poulsen thought that the SWOT analysis may not be necessary for proceeding with the Board's goal-setting efforts. Wade agreed that the Board could work on the goals first and do the SWOT at a later time. Cushing suggested that the Board work on an outreach program immediately to educate people on window replacement, focusing on an article to include in the monthly utility bill. Wade suggested a forum instead, that would include presentations by various experts relating to energy savings, window attributes, and real estate agents as well as architectural experts. He thought it could be very newsworthy and would gain more exposure to the issues than a mere sheet of paper in the city's utility statements. Reitz said that a handout mailed to all historic contributing homes in Forest Grove would be relatively easy. He said that he will start to explore the possibility of including something in the utility bill. Cushing said he will work with Tsur to try to prepare a mailing by the next meeting.

- (e) **Website Enhancements:** Wade suggested that the Board develop more links and information for the website. He, Romig and Kamberg volunteered to form a subcommittee to evaluate the website and report back to the full Board at a future meeting.

4. Old Business/New Business:

- **Council Liaison Update:** No report due to Uhing's absence.
- **FHFG Update:** Waltz-Actor stated that the Garden Tour would be on June 6th. She also announced that the *History of Forest Grove* book should be available for distribution the first part of August.

Waltz-Actor said she would obtain a card for Kim Fitzgerald and leave it at city offices for all to sign, wishing her a speedy recovery.

- **Nike Grant:** Cushing noted that Nike had just started offering a grant program. The grant focuses on sports but there might be an angle to request as a new program might possibly be more easily obtainable. Poulsen said he had a local Nike contact and would ask her about options.
- **City Branding Process:** Poulsen said that he will try to gather more information on the Forest Grove branding process, and whether the area's history could be made more prominent in that effort.
- **Staff Update:** Reitz reported that the Hatch house @ 2338 19th Avenue was for sale. He spoke with a prospective purchaser who was very interested in restoring the house.
- **Design Guidelines:** Poulsen and Reitz have scheduled a meeting to begin modifying the design guidelines as per the Planning Commission's recommendations.
- **June 22 Meeting Agenda:** An update on the Walker's/Naylor's nomination, renovation grant applications, Summer issue newsletter, design guidelines, website evaluation subcommittee report, retreat planning, and follow-up on the window replacement informational campaign.

5. Adjournment: The May 25, 2010 meeting adjourned at 7:32 p.m.

These minutes respectfully submitted by George Cushing, Secretary

APPROVED

PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM CONFERENCE ROOM

June 7, 2010 -7:00 P.M. PAGE 1 of 6

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1. **CALL TO ORDER:**

Chairman Beck called the meeting to order at 7:05 p.m.

Planning Commission Present: Tom Beck, Fred Smith, Al Miller, Lisa Nakajima, Luann Arnott and Charles Kingston.

Absent: Carolyn Hymes

City Council Present: Mayor Pete Truax, Ron Thompson, Tom Johnson, Victoria Lowe, Tom Belusko.

Absent: Elena Uhing, Camille Miller

Staff Present: Jon Holan, Community Development Director; Dan Riordan, Senior Planner; Mike Sykes, City Manager; Marcia Phillips, Assistant Recorder.

2. **PUBLIC MEETING:** Chairman Beck called the meeting to order and announced that there was no public hearing scheduled, but a work session would be held to discuss a concept plan for the proposed Urban Reserve area referred to as the Purdin Road area.

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

2.2 **PUBLIC HEARING:** None Scheduled.

2.3 **ACTION ITEMS:** None Scheduled.

2.4 **WORK SESSION ITEMS:**

A. **Work session to discuss a concept plan for the proposed Urban Reserve area referred to as the Purdin Road area.**

Chairman Beck welcomed the City Council members to the work session, and asked staff to give their presentation.

Mr. Holan gave a brief overview of the Reserves process, and stated that the Reserves process provides an opportunity for growth in the future.

Holan: The Purdin Road area is one of three areas identified for UGB growth in the Forest Grove area, and is viable for employment due to its flatness. Forest Grove has enough land for residential growth for the next twenty years, but large lot industrial (over fifty acres in size) is an identified need for the UGB at the regional level. Staff is proposing to work through the Metro process to see if additional areas for large lot industrial can be added in this go around of Urban Growth Boundary expansion. Metro will perform an evaluation on potential expansion lands including the Purdin Road area. The City intends to offer comments to Metro to aid in their decision.

Riordan: The Purdin Road area's boundaries are Purdin Road to the north, Highway 47 to the east, the existing UGB to the south and Thatcher Road to the

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

June 7, 2010 –7:00 P.M.

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west. The currently proposed concept divides this area into several sections (showed map included in packet). The focus is on large lot industrial land, and the Purdin Road area fits the bill.

Holan: One reason staff wanted this work session was to discuss land distribution.

Riordan: The City is limited as to how much residential it is allowed to include in the UGB expansion.

Councilor Johnson: The 9.5 acres in the northwest corner is a steep slope. Would anyone want to develop it for commercial?

Riordan: We are at a very conceptual level, so that is open for consideration.

Chairman Beck: We do not have to think of the existing roads as boundaries. These can be changed.

Holan: One possibility would be to extend Purdin Rd. straight across to Thatcher Rd. This would straighten out Purdin Rd.

Councilor Thompson: The commercial area would be a natural place for a coffee shop with all the traffic on Purdin Rd.

Riordan: The conceptual transportation system is based on four principles: maximizing the amount of land available for large lot industrial tenants, walkable residential neighborhoods, creating a pedestrian friendly environment, and minimizing impacts to the existing street network.

There are seven policy considerations requiring further discussion and analysis. The following policy questions have been identified: extension of B and Main Streets, infrastructure funding strategy, buffering between industrial and residential areas, potential school impact, preservation of natural areas, land assembly and development incentives, and the UGB amendment request. Policy considerations include the extension of B and Main Streets only to David Hill Rd. The reason for extending these streets only to that point is to avoid cutting up the employment area, and to minimize truck traffic into the residential area.

Councilor Johnson: Many years ago Forest Grove had truck routes which gave access in and out of town.

Riordan: Another policy consideration is how to fund sewer, roads, etc. in the area. We need to look at opportunities available.

Holan: When Metro evaluates an area, it is very important that in the future the local jurisdiction show some reasonable method for funding infrastructure. Metro

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has learned from past mistakes in the Damascas and North Bethany areas where the UGB was extended, but funding for infrastructure was not available.

Chairman Beck: Do not cut up the area labeled employment. It cannot be used for large-lot industrial if it is cut up.

Riordan: Another policy consideration is buffering between residential and industrial areas. The new LDS Church would provide something of a buffer.

Holan: The areas labeled employment would most probably be the first to be annexed into the city. The other areas would probably not be annexed for twenty years.

Riordan: The Economic Opportunity Analysis shows a need for one or two fifty acre lots. With this proposed concept we show more than one.

Chairman Beck: If we used the east half of the map for large lot industrial, then the west half could be designed as small commercial and general employment.

Councilor Lowe: A site of at least one hundred acres is the biggest employment draw. If we try to do lots with just a little shortage, then we give Metro a chance to say no. We need to show Metro we are focused on large lot industrial. The next question is how to get transportation to the area. I would throw everything else off this map except the buffer areas and the large lot industrial, then figure the best way to get roads to the area. I would make B and Main Streets “no truck routes”.

Chairman Beck: If you see this as the concept, then one route off of Highway 47 into the large lot industrial area is needed. Chairman Beck: A five way roundabout at the Verboort intersection would allow trucks to enter the industrial area. It makes sense. Hooking that area to the city is not so important. Staff has stated that this may be our last shot for ten to fifteen years, so let us take our best shot. Make sure Metro will accept this.

Holan: Keep in mind parcel lines. With the north-south parcel lines there are some possibilities, but the east-west parcel lines are more problematic. Suitable boundaries may be north-south rather than east-west. An extension of David Hill Rd. would perfectly align with an extension of Evergreen Parkway in Hillsboro. It is precluded at this point at the state level to put infrastructure through rural lands, but this is under discussion.

Riordan: There is the policy question of school impact and vegetative corridors. The policy question regarding vegetative corridors is how much to protect. The vegetative corridor areas to the northeast make it more difficult and more expensive to put a road through to the industrial area from Highway 47.

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

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Chairman Beck: The vegetative corridor area also precludes that area from being commercial.

Riordan: Another policy question is land assembly, and the possibility of incentives. Also if this area is inside the UGB, and if the area is annexed into the city, should the enterprise zone apply? The last policy question is should we include the commercial and residential areas or leave them out this round.

Holan: Ground zero will probably be Hillsboro, which is the most logical area for expansion and development in the next twenty years. Forest Grove's significantly lower power rates are a big selling point for development.

Sykes: Forest Grove has TIF funds for roads, and has the capability to supply water and sewer.

Holan: This area is prime for utility expansion. The 125 acres would probably be split into two fifty plus acre parcels.

Beck: Staff is looking for answers to policy questions. It would be good for each of us to state what we think.

Mayor Truax: I would say take the industrial area, the buffer of mixed density residential and LDS Church. It looks like the commercial, office employment and general employment areas will be left for discussion another day. The mixed density residential buffer makes sense.

Chairman Beck: Just cut off the top northwest corner. Keep the employment areas and the trail system. It would be very nice to add to the trail system around the city.

Mayor Truax: When you move riparian areas into urban areas, they can be better cared for, because there is a better focus.

Commissioner Miller: We are talking about giving up half of the area. What if Metro decides not to give it to us because of the residential that is included?

Holan: The west half of the area does not meet the reason for bringing the area into the UGB, but the east half does meet the purpose of UGB expansion.

Councilor BeLusko: The thing is, Washington County asked for the world, and they got more because they asked for more.

Councilor Thompson: Washington County has provided more employment in the last few years, so has a right to ask for more.

**PLANNING COMMISSION MEETING MINUTES
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Mayor Truax: The mixed use area provides opportunities for employees to cash a check or visit their insurance agent – it supports the employment area. When Metro approved area 7B, they said it should be primarily industrial, but there could be some other uses. The commercial/industrial areas separate the agricultural lands from the residential areas. We should ask for the whole thing to provide a buffer between the rich agricultural area to the north and the residential area to the south.

Councilor Johnson: We need to ask for what is shown here, and the roads can be changed later.

Councilor Lowe: We cannot justify all of it, because we do not have a large 100 acre parcel for industrial. We have one need – we cannot get a large employer out here because we do not have a large piece of land for them even though we have lower cost power, etc. With this proposal we are asking for more than we have grown in the last fifteen years. I say do not go whole hog.

Councilor Johnson: Nothing is going to happen unless someone decides to sell their land.

Chairman Beck: I agree with Councilor Lowe. There is no reason for Metro to go full bore at this point.

Holan: Metro's evaluation of the 8,000 acres will be done by the end of July. The meeting tonight has given staff direction as to what to lay on the table with Metro along with information that would lend assistance to Metro's decision.

Chairman Beck: This is really in the hands of the City Council.

Councilor Belusko: Be conservative. Go with the larger piece and negotiate.

Councilor Lowe: The 125 acres and the buffer zone would be my preference. I would defer to staff if they think they can really sell it.

The work session ended at 8:45 p.m. and the City Councilors were excused, so the Planning Commission could continue with their business meeting.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES: Commissioner Kingston made a motion to approve the minutes of the March 15, 2010, meeting as written. Commissioner Arnott seconded. Motion passed with a voice vote.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES: None.

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

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- 3.3 DIRECTOR'S REPORT:** Mr. Holan reported that at the next meeting there will be a request for a time extension for Maplewood Estates PRD, and a work session on the Transportation System Plan. The proposed TSP will be sent to DLCD for a 45-day review, and the public hearing probably will not occur until the first meeting in September.
- 3.4 ANNOUNCEMENT OF NEXT MEETING:** Next meeting will be held on June 21, 2010.
- 3.5 ADJOURNMENT:** The meeting was adjourned at 8:53 p.m.

Respectfully submitted by:
Marcia Phillips
Assistant Recorder

APPROVED

PUBLIC ARTS COMMISSION

May 13, 2010

Community Auditorium – Conference Room

Page 1

3H

Minutes approved as corrected by the PAC on June 10, 2010.

1. CALL TO ORDER: The meeting was called to order at 5:05 PM by Chair, Kathleen Leatham. Present: Kathleen Leatham, Philip Thias, Linda Taylor, Pat Truax, Kathy Broom, Vicki Pich. Council Liaison: Tom BeLusko, Jr. Staff liaison: Colleen Winters. Not Present: Ruth Anne McCullough, Jim Flory (e), Mona Ward (e), Liam Cooper (e).

2. CITIZEN COMMUNICATIONS: None

3. APPROVAL OF PUBLIC ARTS COMMISSION MEETING MINUTES OF APRIL 8, 2010: Philip Thias moved that the minutes of the previous meeting be accepted as discussed and corrected. Vicki Pich seconded. The minutes were unanimously accepted as corrected.

4. ADDITIONS/DELETIONS: None

5. BUSINESS:

A. Mini Grants

1. Forest Grove Community School: Presentation made by two students and the art teacher regarding an outdoor school project for which \$500 was requested. After discussion by the commissioners, Pat Truax moved, and Vicki Pich seconded, to grant the \$500. The vote was favorable.
2. Kim Parrett of Theatre in the Grove presented on behalf of CAST for the amount of \$500 to sponsor a free summer performance of the children's theatre production. After discussion, Phil Thias moved, and Vicki Pich seconded, a motion to fund. The vote was favorable.

B. Art Acquisition

Phil Thias reported on the process of the selection committee and requested that commission members review the final selections. Philip gave each commissioner a packet containing the artist proposals. A discussion regarding selection and the viability of each choice from a maintenance perspective was held. Commission asked Philip to present the choices to Rob Foster, City Engineer, for his evaluation. The commission thanked Philip for his outstanding work spearheading the selection process.

Commission asked Colleen if the contract had been re-worked. She stated that it had but she was not sure if it was ready to use. She will investigate.

C. Goals will be re-evaluated following completion of art acquisition.

D. Commission discussed Artist Dinners. Pich reported that she will approach Patty Schmitz who had expressed an interest in hosting last year. It was decided that we would approach previous hosts and would also pursue anyone who had expressed interest in the past.

F. Truax reported on the EDC meeting. The EDC has planned the construction of four kiosks within the city that will have maps of the area and the city with points of interest indicated. Additionally, when there is a wine tour in Forest Grove, there will be "wayfinder" signs around the city to assist those participating.

PUBLIC ARTS COMMISSION

May 13, 2010

Community Auditorium – Conference Room

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G. The commission has \$592 left of the 2009 CEP monies that must be spent prior to July 1, 2010 or be returned to the fund. Linda Taylor encouraged PAC members to contact anyone who had a need to submit a grant before the next meeting so we can allocate the money.

6. COMMISSIONERS' COMMUNICATIONS: The presence of PAC at the Farmers Market was discussed. Dates available were discussed. A decision was not made.

7. STAFF COMMUNICATIONS: Colleen spoke of Mona Ward leaving the commission and the need for Pacific to assign another commissioner. Jim Flory stated he has brought this up to the school and they are working on it.

Meeting was adjourned at 6:50 PM. Next meeting will be June 10, 2010.

Respectfully submitted:

Pat Truax

APPROVED

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PUBLIC SAFETY ADVISORY COMMISSION
FOREST GROVE FIRE STATION,
1919 ASH STREET
May 26, 2010
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1. **ROLL CALL:**

Chair Russ Redmond called the meeting to order at 7:30 am

MEMBERS PRESENT: Randall Roedl, Russell Redmond, Drue Garrison, Tim Dierickx, Chere Sandusky, Bob Mills, Susan Aguilar, and Bryan Luciani

IAISONS PRESENT: Tom Johnston

STAFF PRESENT: Police Chief Kerry Aleshire, Police Captain Ashbaugh, Fire Chief Michael Kinkade, Officer Martino, and Carol Lorenz.

MEMBERS NOT PRESENT:

IAISONS NOT PRESENT: Brandon Hundley, Naomi Montelongo, Jason Philipp, Bryon Schmildkofer, and Matt Pool

2. **CITIZEN COMMUNICATIONS:**

3. **APPROVAL OF MINUTES:** May 26, 2010

4. **ADDITIONS/DELETIONS:**

5. **ACTION ITEMS/DISCUSSION:**

6. **COMMISSIONER'S REPORTS:**

7. **STAFF REPORT:**

Police:

Police monthly activity report: See attached memorandum for PSAC 05-26-10 Talking Points

Gang presentation: A presentation was given by Officer Martino regarding gangs.

Fire:

Fire monthly activity report: Attached is a copy of the Fire Chief's Monthly Report.

8. **OLD BUSINESS:**

Police:

Police Department Report: Attached is a copy of the Quarterly Department Summary from January through March 2010.

Update on cases: Rose Grove Mobile shooting - was charged. Fitzgerald case - grand jury is scheduled for June. Shots fired in the park case - there is further investigation in this case.

**PUBLIC SAFETY ADVISORY COMMISSION
FOREST GROVE FIRE STATION,
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Press Release: If any PSAC member is interested in being on the Press Log email list please let Carol Lorenz know.

Budget Committee: The budget committee meetings are scheduled in May and the department is trying to stay within the same budget as last year.

Ride-A-Longs: Citizens are always welcome to do a ride-a-long with an officer.

Fire:

Fire Department Report: Attached is a copy of the Fire Chief's Monthly Report.

Presentation: Fire Chief Kinkade gave a presentation to PSAC regarding "Understanding the Fire Service Mission"

PSAC:

Recommendation: PSAC recommended showing the fire department's presentation to the Citizen Academy graduating class. It was also mentioned to see if anyone from the Citizen's Academy would like to help with the next levy.

9. **ANNOUNCEMENT OF NEXT MEETING:** June 23, 2010

10. **ADJOURNMENT:**

Russ Redmond adjourned the meeting at 8:40 a.m.

Respectfully submitted by:

Carol Lorenz

**Public Safety Advisory Committee
Fire Chief's Report
May 26, 2010
Reporting Period: May 1-May 25, 2010**

Notable Calls and Events

1. Captain Dave Nemeyer received the Award of Excellence at the ninth annual Oregon Fire Service Meritorious Awards Banquet on Saturday.
2. An arson fire occurred downtown where a juvenile set several bushes on fire next to structures (15-20' flame lengths), damaging the printery building and overhead communications lines. Estimated loss of \$10,000.
3. Male working under his vehicle when it rolled over the wheel chocks holding the vehicle in place. Patient was trapped by the differential that was hanging from the vehicle. The patient was drug by the vehicle 150-200 down a hill where it came to an abrupt stop at a cherry tree
4. Received proclamation recognizing National EMS Week at City Council.

Training

1. Successfully conducted live fire training burn for Light and Power on C Street.
2. Completed confined space training for all shifts.
3. Chief Schneider provided training on respiratory emergencies and advanced airway management.
4. EMS training with Dr. Daya covering case reviews and the EMT decision making process.
5. 2 new volunteers completed the Western Washington County Training Association Firefighter I academy, completing 300 hours of training. These 2 and 4 others are scheduled to do their task evaluations next week so they can begin responding on calls.
6. Completed training on all three shifts on emergency operations center.

13. Met with Pacific University Facilities Manager and presented draft Incident Action Plan (IAP) for football games and discussed detailed planning for event. Received final confirmation/agreement that Forest Grove Fire will be providing medical and safety coverage for these events.
14. Negotiated with Washington County EMS for the possible installation of an oxygen cascade system in Forest Grove for internal and surrounding department use.
15. Fire department budget proposal submitted to City Manager and Finance.

Forest Grove Fire & Rescue

Incident Type Report (Summary)

Alarm Date Between {04/30/2010} And {05/26/2010}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
100 Fire, Other	1	0.56%	\$0	0.00%
111 Building fire	1	0.56%	\$300	2.54%
113 Cooking fire, confined to container	1	0.56%	\$0	0.00%
131 Passenger vehicle fire	1	0.56%	\$0	0.00%
132 Road freight or transport vehicle fire	2	1.12%	\$0	0.00%
140 Natural vegetation fire, Other	3	1.68%	\$10,000	84.74%
151 Outside rubbish, trash or waste fire	1	0.56%	\$0	0.00%
	<u>10</u>	<u>5.61%</u>	<u>\$10,300</u>	<u>87.28%</u>
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	6	3.37%	\$0	0.00%
311 Medical assist, assist EMS crew	25	14.04%	\$0	0.00%
321 EMS call, excluding vehicle accident with	89	50.00%	\$0	0.00%
322 Motor vehicle accident with injuries	4	2.24%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	1	0.56%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	0.56%	\$0	0.00%
	<u>126</u>	<u>70.78%</u>	<u>\$0</u>	<u>0.00%</u>
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	1	0.56%	\$0	0.00%
441 Heat from short circuit (wiring),	1	0.56%	\$1,500	12.71%
442 Overheated motor	1	0.56%	\$0	0.00%
444 Power line down	1	0.56%	\$0	0.00%
463 Vehicle accident, general cleanup	2	1.12%	\$0	0.00%
	<u>6</u>	<u>3.37%</u>	<u>\$1,500</u>	<u>12.71%</u>
5 Service Call				
500 Service Call, other	1	0.56%	\$0	0.00%
520 Water problem, Other	2	1.12%	\$0	0.00%
522 Water or steam leak	1	0.56%	\$0	0.00%
550 Public service assistance, Other	1	0.56%	\$0	0.00%
553 Public service	2	1.12%	\$0	0.00%
554 Assist invalid	7	3.93%	\$0	0.00%
561 Unauthorized burning	1	0.56%	\$0	0.00%
	<u>15</u>	<u>8.42%</u>	<u>\$0</u>	<u>0.00%</u>
6 Good Intent Call				
600 Good intent call, Other	3	1.68%	\$0	0.00%
611A Cancelled en route - Automatic Fire Alarm	2	1.12%	\$0	0.00%

Forest Grove Fire & Rescue

Incident Type Report (Summary)

Alarm Date Between {04/30/2010} And {05/26/2010}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
6 Good Intent Call				
611B Cancelled en route - Medical Calls	3	1.68%	\$0	0.00%
611F Cancelled en route - Mutual Aid Fire	3	1.68%	\$0	0.00%
622 No Incident found on arrival at dispatch	1	0.56%	\$0	0.00%
631 Authorized controlled burning	1	0.56%	\$0	0.00%
650 Steam, Other gas mistaken for smoke, Other	1	0.56%	\$0	0.00%
651 Smoke scare, odor of smoke	2	1.12%	\$0	0.00%
	<u>16</u>	<u>8.98%</u>	<u>\$0</u>	<u>0.00%</u>
7 False Alarm & False Call				
714 Central station, malicious false alarm	1	0.56%	\$0	0.00%
733 Smoke detector activation due to	1	0.56%	\$0	0.00%
740 Unintentional transmission of alarm, Other	1	0.56%	\$0	0.00%
743 Smoke detector activation, no fire -	2	1.12%	\$0	0.00%
	<u>5</u>	<u>2.80%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 178

Total Est Loss:

\$11,800



FOREST GROVE POLICE DEPARTMENT

Kerry P. Aleshire, Chief of Police

MEMORANDUM

To: Chief Kerry Aleshire
From: Captain Aaron R. Ashbaugh
Date: May 25, 2010
Re: PSAC 05-26-10 Talking Points

- Detectives are working on a new elder abuse case. It involves an 83 year old man who was contacted by a con-artist who offered to clean the moss off of his roof. The "workers" then proceeded to rip the gutters off of the victim's roof. The victim complained, and the suspect told him that it would cost \$5,000.00 to finish the job. The suspect accompanied the victim to the bank. The victim was handed the \$5,000.00 The suspect took the cash from the victim's hand, left the bank, and has not been seen since. The suspect has pulled the same scam in other cities in the metro area, as well as the State of Washington. The suspect is at large at this time. A warning to residents will be released following an attempt to draw the suspect back into the area.
- The rash of commercial burglaries has subsided. The burglaries began during January, and sharply increased in March and April. There were a total of 19 burglaries, all of which appear to have been committed at night. The burglar(s) entered the businesses by force, breaking windows and prying/forcing doors. In one case the business had been left unlocked.
- We are adding additional patrols during the Memorial Day weekend, targeting DUII enforcement.
- Captain Williams is on Military Leave from 5/17 through 5/28. There is a strong likelihood that he will be deployed to assist with the oil well eco-disaster. The dates and length of the deployment have not yet been determined. We are developing a plan to ensure that his duties are handled in during his absence.
- We are moving forward with the transition to PPDS. Training will begin in June, and the system will be live on July 1. This will be the first time in

the history of the Forest Grove Police Department that we will be sharing records information on-line with other agencies in the metro area. There are currently 65 agencies and over 6,000 users who share information through PPDS.

- Two of our patrol vehicles are now equipped with Panasonic Toughbooks. These computers replaced MDTs. The Toughbooks offer the advantage of portability for writing reports, and will be equipped with aircards after July 1. Two additional Toughbooks will be added to the fleet this budget year. Three more Toughbooks will be added after July 1.
- Reports of drug activity at the skate park are on the increase. We are responding through concentrated, high visibility, patrol.
- We attended the first meeting regarding application for Homeland Security grant opportunities and will included in grant application process.
- We are processing candidates for the Reserve Officer positions. Over 30 letters of interest were received. ORPAT scheduled for June. Oral boards will follow.
- Preparing to apply for upcoming COPS grant application opportunities.
- Police Week Proclamation at City Council (5/10)
- Captain Williams participated in city/countywide windstorm exercise as Logistics Section Chief
- Participated in Washington County Law Enforcement Memorial Ceremony in Hillsboro (5/14)
- Two of our officers participated in FGF&R Arson training (5/15)
- Oregon State Sheriff's Office Executive Training (Chief Aleshire/Captain Williams) - Various Topics (Excited delirium, ERB decisions, ethics, budgeting, strategic planning, labor relations).
- CSO Kohl gave a presentation, (daughter's story), at "Parent University", a program aimed at helping latino students in our area succeed, at El Centro.

- Daybreak Rotary presented the Forest Grove Police Department with 150 traffic safety vests. We are making them available to citizens who walk or bike in Forest Grove.
- Detective Herb presented Elder Abuse information to the FG Kiwanis Club. This resulted in additional requests for presentations to service clubs.

June 28, 2010

**STAFF REPORT AND RESOLUTION AUTHORIZING CITY MANAGER
TO TEMPORARILY WAIVE BICYCLE LICENSE REGISTRATION FEE
DURING 2010 NATIONAL NIGHT OUT EVENT**

PROJECT TEAM: Kerry Aleshire, Police Chief
Anna Ruggles, City Recorder
Aaron Ashbaugh, Captain

ISSUE STATEMENT: Forest Grove City Code Section 6.280 requires residents to register and license their bicycles. There is a bicycle license registration fee currently set by Council resolution of \$11.00. The information from the registrations is very valuable to have when investigating bicycle thefts. Approximately 12 residents or less a year register their bicycles. Having the registration information on file, and available to the police, substantially improves the ability of the police to recover a bicycle after it has been reported stolen.

BACKGROUND: It is unusual for citizens to record the information about their bicycles when they are purchased. When citizens register their bicycles it ensures that the information is on file. Bicycle theft is a frequently reported problem. Unfortunately, victims of bicycle theft seldom have serial numbers or other identifying information that can be entered into the Police Department's Law Enforcement Data System. This makes the recovery and return of stolen/found bicycles very difficult.

National Night Out is expected to draw over 1,000 citizens this year. It provides an opportunity for the community to come together to support crime prevention.

RECOMMENDATION: Staff recommends that City Council approve the attached resolution authorizing the City Manager to temporarily waive the bicycle license registration fee for residents who attend the 2010 National Night Out Event, which will be held Tuesday, August 3, 2010, in Forest Grove. Upon approval by City Council, the Police Department will ensure that residents are given an opportunity to register and license their bicycles at no charge during the 2010 National Night Out Event.



RESOLUTION NO. 2010-45

RESOLUTION AUTHORIZING THE CITY MANAGER TO TEMPORARILY WAIVE BICYCLE LICENSE REGISTRATION FEE DURING NATIONAL NIGHT OUT EVENT

WHEREAS, the City of Forest Grove has established a requirement for bicycles to be registered and licensed within the City in accordance with City Code Section 6.280; and

WHEREAS, City Code Section 6.280 requires residents to pay a bicycle license registration fee currently set by Council resolution of \$11.00; and

WHEREAS, the City is fully committed in supporting National Night Out and prevention of crime in Forest Grove; and

WHEREAS, staff received sufficient evidence to support a temporary waiver of the bicycle license registration fee during the 2010 National Night Out Event; and

WHEREAS, the Forest Grove Police Department will ensure that residents are given an opportunity to register and license bicycles at no charge during the 2010 National Night Out Event, which will be held Tuesday, August 3, 2010.

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

Section 1. That the City Manager is hereby authorized to allow the Police Department to waive the bicycle license registration fee for residents who participate in 2010 National Night Out Event in Forest Grove on Tuesday, August 3, 2010.

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

PRESENTED AND PASSED this 28th day of June, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of June, 2010.

Peter B. Truax, Mayor

Second Reading

6.

ORDINANCE NO. 2010-06

**ORDINANCE ADOPTING THE CITY OF FOREST GROVE
EMERGENCY OPERATIONS PLAN AS THE OFFICIAL PLAN
FOR THE CITY OF FOREST GROVE**

WHEREAS, The Forest Grove City Council recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS, The City of Forest Grove has a responsibility to provide for the safety and well-being of its citizens and visitors; and

WHEREAS, The City of Forest Grove has established and appointed an Emergency Program Manager; and

WHEREAS, This Emergency Operations Plan complies with the Oregon Revised Statutes 401 and is consistent with the National Incident Management System as implemented in the National Response Framework, adopted January, 2008; and

WHEREAS, The City Council held a duly-noticed Public Hearing on this ordinance on June 14, 2010.

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

Section 1. The City of Forest Grove City Council hereby adopts this Emergency Operations Plan, dated June 28, 2010, as the official Emergency Operations Plan for the City of Forest Grove.

Section 2. The City Forest Grove City Council hereby authorizes the City Manager, or designee of the City Manager who is tasked as the Emergency Program Manager, to maintain and amend the Plan as necessary over the next four (4) year period or until such time is ordered to come before the City Council to ensure the continued health and safety of the residents and property of Forest Grove.

Section 3. The City Council of the City of Forest Grove hereby directs that a copy of this Plan be available in the office of the City Recorder and in the Forest Grove Library.

Section 4. Ordinance No. 1994-04, and all other former ordinances or portions thereof inconsistent or conflicting with this ordinance or any portions hereof are hereby repealed to the extent of such inconsistency and conflict.

Section 5. This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first read the 14th day of June, 2010.

PASSED the second reading the 28th day of June, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of June, 2010.

Peter B. Truax, Mayor

MEMORANDUM

TO: City Council

FROM: Paul Downey, Director of Administrative Services
Susan Cole, Assistant Finance Director
Michael Sykes, City Manager

DATE: June 28, 2010

SUBJECT: Adoption of FY 2010-11 Budget

The Budget Committee approved the proposed budget of \$66,514,695 at its May 26, 2010, meeting. Staff is proposing changes to the approved budget which will increase the adopted budget to \$66,538,695. All the changes are in the General Fund.

Several departments are paying unemployment insurance benefits to former employees that will continue past June 30, 2010. The increases are: 1) Police Department, \$8,000; 2) Parks Department, \$2,500; and 3) Planning Department, \$1,500 for a total increase of \$12,000. General Fund Contingency was lowered by \$12,000 to fund these changes.

In the Administrative Services Department, the following changes were made because the expenditures were not completed in FY 2009-10 and are being carried over to FY 2010-11: 1) expenditures for Arbitrage Calculations for bond issues for \$5,000; 2) re-keying the various City facilities for \$7,000; and 3) \$12,000 for the ETOB test for the City' retirement plan that will not be completed by June 30, 2010. Since the expenditures did not occur, the Beginning Cash Balance in the General Fund was increased by \$24,000 to fund the expenditures.

Recommendation: Staff recommends that the Resolution Adopting Budget for Fiscal Year Commencing July 1, 2010; the Resolution Making Appropriations for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2010, and Ending June 30, 2011; and the Resolution Levying and Categorizing Taxes for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2010, and Ending June 30, 2011, be approved.

**FORM
LB-1**

NOTICE OF BUDGET HEARING

A meeting of the Forest Grove City Council (governing body) will be held on Monday, June 28, 2010, at 7:00 pm at the Community Auditorium, 1915 Main Street, Forest Grove. The purpose of this meeting will be to discuss the budget for the fiscal year beginning July 1, 2010, as approved by the City of Forest Grove Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected online at <http://www.forestgrove-or.gov/city-services/finance-department.html> or obtained at the City Manager's Office, 1924 Council Street, Forest Grove, between the hours of 8 am and 5 pm. This budget was prepared on a basis of accounting that is consistent with the basis of accounting used during the preceding year. Major changes, if any, and their effect on the budget, are explained below. This budget is for an Annual Period.

County	City	Chairperson of Governing Body	Telephone Number
Washington	Forest Grove	Peter B. Truax, Mayor	503-992-3234

FINANCIAL SUMMARY

<input type="checkbox"/> Check this box if your budget only has one fund		Adopted Budget Current Year 2009 -10	Approved Budget Upcoming Year - 2010-11
TOTAL OF ALL FUNDS			
Anticipated Requirements	1. Total Personal Services.....	15,352,127	15,591,018
	2. Total Materials and Supplies	22,501,848	22,240,658
	3. Total Capital Outlay	10,789,331	9,870,394
	4. Total Debt Service	1,260,487	1,250,702
	5. Total Transfers	1,203,394	1,857,628
	6. Total Contingencies	5,363,867	5,177,328
	7. Total Special Payments.....		
	8. Total Unappropriated and Reserved for Future Expenditure...	8,420,480	10,526,967
	9. Total Requirements - add Lines 1 through 8	64,891,534	66,514,695
Anticipated Resources	10. Total Resources Except Property Taxes	58,690,238	60,097,434
	11. Total Property Taxes Estimated to be Received	6,201,296	6,417,261
	12. Total Resources - add Lines 10 and 11	64,891,534	66,514,695
Estimated Ad Valorem Property Taxes	13. Total Property Taxes Estimated to be Received (line 11)	6,201,296	6,417,261
	14. Plus: Estimated Property Taxes Not To Be Received		
	A. Loss Due to Constitutional Limits		
	B. Discounts Allowed, Other Uncollected Amounts	326,300	386,093
15. Total Tax Levied	6,527,596	6,803,354	
Tax Levies By Type		Rate or Amount	Rate or Amount
	16. Permanent Rate Limit Levy (rate limit <u>\$3.9554</u>)...	3.9554	3.9554
	17. Local Option Taxes.....	1.35	1.35
	18. Levy for Bonded Debt or Obligations.....	495,377	486,682

STATEMENT OF INDEBTEDNESS

Debt Outstanding		Debt Authorized, Not Incurred	
<input type="checkbox"/> None	<input checked="" type="checkbox"/> As Summarized Below	<input checked="" type="checkbox"/> None	<input type="checkbox"/> As Summarized Below

PUBLISH BELOW ONLY IF COMPLETED

Long-Term Debt	Estimated Debt Outstanding at the Beginning of the Budget Year	Estimated Debt Authorized, Not Incurred at the Beginning of the Budget Year
	July 1, 2010	July 1, 2010
Bonds.....	7,275,000	6,710,000
Interest Bearing Warrants		
Other	3,006,952	2,767,993
Total Indebtedness	10,281,952	9,477,993

Short-Term Debt

This budget includes the intention to borrow in anticipation of revenue ("Short-Term Borrowing") as summarized below:

Fund Liable	Estimated Amount to be Borrowed	Estimated Interest Rate	Estimated Interest Cost

**FORM
LB-2**

**FUNDS NOT REQUIRING A
PROPERTY TAX TO BE LEVIED**

Publish ONLY completed portion of this page. Total Requirements (line 9) must equal Total Resources (line 10)

Name of Fund	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
LIGHT			
1. Total Personal Services.....	2,560,158	2,846,166	2,898,905
2. Total Materials and Services.....	9,153,822	11,139,166	10,482,009
3. Total Capital Outlay.....	364,101	649,500	924,000
4. Total Debt Service.....			
5. Total Transfers.....	787,532	764,889	777,550
6. Total Contingencies.....		1,985,611	1,980,924
7. Total Special Payments.....			
8. Total Unappropriated/ Reserved for Future Expenditur	0	1,207,525	1,719,179
9. Total Requirements (add lines 1 - 8).....	12,865,613	18,592,857	18,782,567
10. Total Resources Except Property Taxes.....	19,481,608	18,592,857	18,782,567

Name of Fund	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
SEWER			
1. Total Personal Services.....	262,371	288,509	341,269
2. Total Materials and Services.....	3,166,352	3,434,242	3,607,410
3. Total Capital Outlay.....	10,031	302,250	185,000
4. Total Debt Service.....	94,004	94,004	94,004
5. Total Transfers.....	53,394	54,835	50,292
6. Total Contingencies.....		770,423	319,855
7. Total Special Payments.....			
8. Total Unappropriated/ Reserved for Future Expenditur	0	550,000	1,000,000
9. Total Requirements (add lines 1 - 8).....	3,586,152	5,494,263	5,597,830
10. Total Resources Except Property Taxes.....	5,243,646	5,494,263	5,597,830

Name of Fund	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
SEWER SDC			
1. Total Personal Services.....			
2. Total Materials and Services.....	162,260	103,680	164,000
3. Total Capital Outlay.....	0	4,000	50,000
4. Total Debt Service.....	121,994	121,995	121,995
5. Total Transfers.....			
6. Total Contingencies.....		884,145	87,976
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure	0	125,000	850,000
9. Total Requirements (add lines 1 - 8).....	284,254	1,238,820	1,273,971
10. Total Resources Except Property Taxes.....	1,409,656	1,238,820	1,273,971

Name of Fund	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
WATER			
1. Total Personal Services.....	852,589	940,736	897,674
2. Total Materials and Services.....	2,017,891	2,339,206	1,996,622
3. Total Capital Outlay.....	241,612	721,631	204,096
4. Total Debt Service.....	480,128	482,816	484,297
5. Total Transfers.....	138,913	175,687	180,203
6. Total Contingencies.....		843,250	848,250
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure	0	905,176	1,005,479
9. Total Requirements (add lines 1 - 8).....	3,731,133	6,408,502	5,616,621
10. Total Resources Except Property Taxes.....	6,367,650	6,408,502	5,616,621

**FORM
LB-2**

**FUNDS NOT REQUIRING A
PROPERTY TAX TO BE LEVIED**

Publish ONLY completed portion of this page. Total Requirements (line 9) must equal Total Resources (line 10)

Name of Fund	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
Fund WATER SDC			
1. Total Personal Services.....			
2. Total Materials and Services.....	0	0	35,000
3. Total Capital Outlay.....	59,259	390,000	290,000
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....		50,000	75,000
7. Total Special Payments.....			
8. Total Unappropriated/ Reserved for Future Expenditur	0	576,062	981,358
9. Total Requirements (add lines 1 - 8).....	59,259	1,016,062	1,381,358
10. Total Resources Except Property Taxes.....	1,031,137	1,016,062	1,381,358
Name of Fund SWM			
1. Total Personal Services.....	223,708	249,419	259,384
2. Total Materials and Services.....	370,444	422,841	475,192
3. Total Capital Outlay.....	100,467	176,000	113,000
4. Total Debt Service.....			
5. Total Transfers.....	32,828	34,606	38,590
6. Total Contingencies.....		50,000	50,000
7. Total Special Payments.....			
8. Total Unappropriated/ Reserved for Future Expenditur	0	223,448	163,504
9. Total Requirements (add lines 1 - 8).....	727,447	1,156,314	1,099,670
10. Total Resources Except Property Taxes.....	1,225,660	1,156,314	1,099,669
Name of Fund SWM SDC			
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....	41,850	226,000	30,000
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....		87,468	203,879
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure			
9. Total Requirements (add lines 1 - 8).....	41,850	313,468	233,879
10. Total Resources Except Property Taxes.....	315,516	313,468	233,879
Name of Fund BUILDING PERMITS			
1. Total Personal Services.....	370,853	313,405	287,452
2. Total Materials and Services.....	119,377	98,287	115,358
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....		100,000	111,908
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure	0	47,856	50,000
9. Total Requirements (add lines 1 - 8).....	490,230	559,548	564,718
10. Total Resources Except Property Taxes.....	922,690	559,548	564,718

**FORM
LB-2**

**FUNDS NOT REQUIRING A
PROPERTY TAX TO BE LEVIED**

Publish ONLY completed portion of this page. Total Requirements (line 9) must equal Total Resources (line 10)

Name of Fund	Actual Data	Adopted Budget	Approved Budget
STREET	Prior Year 2008-09	Current Year 2009-10	Next Year 2010-11
1. Total Personal Services.....	248,228	246,038	248,421
2. Total Materials and Services.....	690,297	771,565	775,240
3. Total Capital Outlay.....	378,245	866,500	296,000
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....		150,000	150,000
7. Total Special Payments.....			
8. Total Unappropriated/ Reserved for Future Expenditun	0	294,282	316,001
9. Total Requirements (add lines 1 - 8).....	1,316,770	2,328,385	1,785,662
10. Total Resources Except Property Taxes.....	2,210,486	2,328,385	1,785,661
Name of Fund	Actual Data	Adopted Budget	Approved Budget
STREET TREE	Prior Year 2008-09	Current Year 2009-10	Next Year 2010-11
1. Total Personal Services.....			
2. Total Materials and Services.....	32,332	90,440	85,635
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated/ Reserved for Future Expenditun			
9. Total Requirements (add lines 1 - 8).....	32,332	90,440	85,635
10. Total Resources Except Property Taxes.....	112,228	90,440	85,635
Name of Fund	Actual Data	Adopted Budget	Approved Budget
9-1-1 EMERGENCY	Prior Year 2008-09	Current Year 2009-10	Next Year 2010-11
1. Total Personal Services.....			
2. Total Materials and Services.....	113,500	125,000	120,000
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure			
9. Total Requirements (add lines 1 - 8).....	113,500	125,000	120,000
10. Total Resources Except Property Taxes.....	113,500	125,000	120,000
Name of Fund	Actual Data	Adopted Budget	Approved Budget
FORFEITURE SHARING	Prior Year 2008-09	Current Year 2009-10	Next Year 2010-11
1. Total Personal Services.....			
2. Total Materials and Services.....	23,036	12,533	10,000
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....	32,677	0	0
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure			
9. Total Requirements (add lines 1 - 8).....	55,713	12,533	10,000
10. Total Resources Except Property Taxes.....	63,229	12,533	10,000

**FORM
LB-2**

**FUNDS NOT REQUIRING A
PROPERTY TAX TO BE LEVIED**

Publish ONLY completed portion of this page. Total Requirements (line 9) must equal Total Resources (line 10)

Name of Fund	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
LIBRARY ENDOWMENT			
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....	776	412	635
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated/ Reserved for Future Expenditur	0	41,236	41,187
9. Total Requirements (add lines 1 - 8).....	776	41,648	41,822
10. Total Resources Except Property Taxes.....	42,143	41,648	41,822
LIBRARY DONATIONS			
1. Total Personal Services.....			
2. Total Materials and Services.....	3,855	1,389	730
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated/ Reserved for Future Expenditur			
9. Total Requirements (add lines 1 - 8).....	3,855	1,389	730
10. Total Resources Except Property Taxes.....	4,926	1,389	730
TRAIL SYSTEM			
1. Total Personal Services.....			
2. Total Materials and Services.....	0	10,000	15,000
3. Total Capital Outlay.....	0	200,556	187,815
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure			
9. Total Requirements (add lines 1 - 8).....	0	210,556	202,815
10. Total Resources Except Property Taxes.....	208,311	210,556	202,815
TRANSPORTATION SYSTEM			
1. Total Personal Services.....			
2. Total Materials and Services.....	315,592	360,000	400,000
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure			
9. Total Requirements (add lines 1 - 8).....	315,592	360,000	400,000
10. Total Resources Except Property Taxes.....	315,592	360,000	400,000

**FORM
LB-2**

**FUNDS NOT REQUIRING A
PROPERTY TAX TO BE LEVIED**

Publish ONLY completed portion of this page. Total Requirements (line 9) must equal Total Resources (line 10)

Name of Fund	Actual Data	Adopted Budget	Approved Budget
COMMUNITY ENHANCEMENT	Prior Year 2008-09	Current Year 2009-10	Next Year 2010-11
1. Total Personal Services.....			
2. Total Materials and Services.....	86,957	66,063	79,869
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated/ Reserved for Future Expenditur	0	14,762	21,361
9. Total Requirements (add lines 1 - 8).....	86,957	80,825	101,230
10. Total Resources Except Property Taxes.....	113,782	80,825	101,230
Name of Fund	Actual Data	Adopted Budget	Approved Budget
PUBLIC ARTS DONATIONS	Prior Year 2008-09	Current Year 2009-10	Next Year 2010-11
1. Total Personal Services.....			
2. Total Materials and Services.....		13,526	18,707
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated/ Reserved for Future Expenditur			
9. Total Requirements (add lines 1 - 8).....	0	13,526	18,707
10. Total Resources Except Property Taxes.....	0	13,526	18,707
Name of Fund	Actual Data	Adopted Budget	Approved Budget
FACILITY MAJOR MAINTENANCE	Prior Year 2008-09	Current Year 2009-10	Next Year 2010-11
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....			120,000
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure			430,000
9. Total Requirements (add lines 1 - 8).....	0	0	550,000
10. Total Resources Except Property Taxes.....	0	0	550,000
Name of Fund	Actual Data	Adopted Budget	Approved Budget
INFORMATION SYSTEMS	Prior Year 2008-09	Current Year 2009-10	Next Year 2010-11
1. Total Personal Services.....			
2. Total Materials and Services.....	139,202	202,072	266,530
3. Total Capital Outlay.....	57,940	207,541	77,341
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....		10,000	10,000
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure	0	369,210	389,965
9. Total Requirements (add lines 1 - 8).....	197,142	788,823	743,836
10. Total Resources Except Property Taxes.....	679,438	788,823	743,836

**FORM
LB-2**

**FUNDS NOT REQUIRING A
PROPERTY TAX TO BE LEVIED**

Publish ONLY completed portion of this page. Total Requirements (line 9) must equal Total Resources (line 10)

Name of Fund	EQUIPMENT	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
1. Total Personal Services.....		182,036	192,149	197,302
2. Total Materials and Services.....		302,916	352,377	328,948
3. Total Capital Outlay.....		110,078	167,000	315,000
4. Total Debt Service.....				
5. Total Transfers.....				
6. Total Contingencies.....			50,000	50,000
7. Total Special Payments.....				
8. Total Unappropriated/ Reserved for Future Expenditur		0	121,288	119,972
9. Total Requirements (add lines 1 - 8).....		595,030	882,814	1,011,222
10. Total Resources Except Property Taxes.....		797,928	882,814	1,011,222

Name of Fund	CITY UTILITY	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
1. Total Personal Services.....				
2. Total Materials and Services.....		137,432	147,000	163,000
3. Total Capital Outlay.....				
4. Total Debt Service.....				
5. Total Transfers.....				
6. Total Contingencies.....				
7. Total Special Payments.....				
8. Total Unappropriated/ Reserved for Future Expenditur				
9. Total Requirements (add lines 1 - 8).....		137,432	147,000	163,000
10. Total Resources Except Property Taxes.....		137,432	147,000	163,000

Name of Fund	RISK MANAGEMENT	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
1. Total Personal Services.....				
2. Total Materials and Services.....		352,088	470,227	396,273
3. Total Capital Outlay.....				
4. Total Debt Service.....				
5. Total Transfers.....				61,448
6. Total Contingencies.....			70,534	0
7. Total Special Payments.....				
8. Total Unappropriated / Reserved for Future Expenditure		0	268,444	430,305
9. Total Requirements (add lines 1 - 8).....		352,088	809,205	888,026
10. Total Resources Except Property Taxes.....		727,442	809,205	888,026

Name of Fund	FIRE EQUIPMENT REPLACEMENT	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
1. Total Personal Services.....				
2. Total Materials and Services.....				
3. Total Capital Outlay.....		553,262	233,100	100,000
4. Total Debt Service.....				
5. Total Transfers.....				
6. Total Contingencies.....			50,000	50,000
7. Total Special Payments.....				
8. Total Unappropriated / Reserved for Future Expenditure		0	340,472	403,082
9. Total Requirements (add lines 1 - 8).....		553,262	623,572	553,082
10. Total Resources Except Property Taxes.....		887,513	623,572	533,082

**FORM
LB-2**

**FUNDS NOT REQUIRING A
PROPERTY TAX TO BE LEVIED**

Publish ONLY completed portion of this page. Total Requirements (line 9) must equal Total Resources (line 10)

Name of Fund	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
TRAFFIC IMPACT			
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....	59,513	3,281,222	3,173,350
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated/ Reserved for Future Expenditur	0		
9. Total Requirements (add lines 1 - 8).....	59,513	3,281,222	3,173,350
10. Total Resources Except Property Taxes.....	3,171,893	3,281,222	3,173,350
TRANSPORTATION DEVELOPMENT TAX			
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....			260,272
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated/ Reserved for Future Expenditur			
9. Total Requirements (add lines 1 - 8).....	0	0	260,272
10. Total Resources Except Property Taxes.....	0	0	260,272
PARKS ACQUISITION & DEVELOPMENT			
1. Total Personal Services.....			
2. Total Materials and Services.....			85,000
3. Total Capital Outlay.....	1,230,421	351,641	471,471
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure			
9. Total Requirements (add lines 1 - 8).....	1,230,421	351,641	556,471
10. Total Resources Except Property Taxes.....	1,633,040	351,641	556,471
BIKE/PEDESTRIAN PATHWAYS			
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....	273	77,555	85,241
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure			
9. Total Requirements (add lines 1 - 8).....	273	77,555	85,241
10. Total Resources Except Property Taxes.....	67,497	77,555	85,241

**FORM
LB-2**

**FUNDS NOT REQUIRING A
PROPERTY TAX TO BE LEVIED**

Publish ONLY completed portion of this page. Total Requirements (line 9) must equal Total Resources (line 10)

Name of Fund	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
CAPITAL PROJECTS			
1. Total Personal Services.....			
2. Total Materials and Services.....	31,278	25,000	0
3. Total Capital Outlay.....	1,760,870	2,888,194	2,856,509
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated/ Reserved for Future Expenditur			
9. Total Requirements (add lines 1 - 8).....	1,792,148	2,913,194	2,856,509
10. Total Resources Except Property Taxes.....	4,052,096	2,913,194	2,856,509

Name of Fund	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
CIP EXCISE TAX			
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....	17,955	190,731	131,299
4. Total Debt Service.....			
5. Total Transfers.....	150,200	161,044	183,910
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated/ Reserved for Future Expenditur			
9. Total Requirements (add lines 1 - 8).....	168,155	351,775	315,209
10. Total Resources Except Property Taxes.....	312,189	351,775	315,209

Name of Fund	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
SPWF DEBT SERVICE			
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....			
4. Total Debt Service.....	80,888	80,064	79,226
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure		30,267	11,505
9. Total Requirements (add lines 1 - 8).....	80,888	110,331	90,731
10. Total Resources Except Property Taxes.....	141,754	110,331	90,731

Name of Fund	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
SPWF DEBT SERVICE			
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure			
9. Total Requirements (add lines 1 - 8).....	0	0	0
10. Total Resources Except Property Taxes.....			

**FORM
LB-3**

**FUNDS REQUIRING A
PROPERTY TAX TO BE LEVIED**

Publish ONLY completed portion of this page.

Name of Fund	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
GENERAL			
1. Total Personal Services.....	9,455,782	10,287,792	10,460,611
2. Total Materials and Services.....	2,465,145	2,332,809	2,620,135
3. Total Capital Outlay.....	11,590	10,800	0
4. Total Debt Service.....			
5. Total Transfers.....	40,000	1,921	565,000
6. Total Contingencies.....		1,447,436	1,239,535
7. Total Special Payments.....			
8. Total Unappropriated/Reserved for Future Expenditure		2,021,982	2,400,000
9. Total Requirements (add lines 1 - 8).....	11,972,517	16,102,740	17,285,281
10. Total Resources Except Property Taxes.....	6,417,980	10,372,052	11,325,501
11. Property Taxes Estimated to Be Received.....	5,554,537	5,730,688	5,959,780
12. Total Resources (add lines 10 and 11).....	11,972,517	16,102,740	17,285,281
13. Property Taxes Estimated to be Received (line 11)....		5,730,688	5,959,780
14. Estimated Property Taxes Not to be Received.....			
A. Loss Due to Constitutional Limit.....			
B. Discounts, Other Uncollected Amounts.....		301,531	356,892
15. Total Tax Levied		6,032,219	6,316,672
		Rate or Amount	Rate or Amount
16. Permanent Rate Limit Levy (rate limit _____)....		3.9554	3.9554
17. Local Option Taxes.....		1.35	1.35
18. Levy for Bonded Debt or Obligations.....			

Name of Fund	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
GENERAL DEBT SERVICE			
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....			
4. Total Debt Service.....	481,083	481,608	471,180
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated/Reserved for Future Expenditure		194,069	194,069
9. Total Requirements (add lines 1 - 8).....	481,083	675,677	665,249
10. Total Resources Except Property Taxes.....	50,830	205,069	207,768
11. Property Taxes Estimated to Be Received.....	430,253	470,608	457,481
12. Total Resources (add lines 10 and 11).....	481,083	675,677	665,249
13. Property Taxes Estimated to be Received (line 11)....		470,608	457,481
14. Estimated Property Taxes Not to be Received.....			
A. Loss Due to Constitutional Limit.....			
B. Discounts, Other Uncollected Amounts.....		24,769	29,201
15. Total Tax Levied		495,377	486,682
		Rate or Amount	Rate or Amount
16. Permanent Rate Limit Levy (rate limit _____)....			
17. Local Option Taxes.....			
18. Levy for Bonded Debt or Obligations.....		495,377	486,682

**FORM
LB-4**

**SUMMARY OF ORGANIZATION
UNIT/PROGRAM BY FUND**

Publish ONLY completed portion of this page.

Name of Fund GENERAL			
Name of Unit / Program / Department	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
Legislative & Executive			
1. Total Personal Services.....	405,264	421,701	427,184
2. Total Materials and Services.....	111,443	53,235	87,266
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure			
9. Total Requirements.....	516,707	474,936	514,450

Name of Unit / Program / Department	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
Administrative Services			
1. Total Personal Services.....	1,265,149	1,379,796	1,428,983
2. Total Materials and Services.....	592,887	629,147	638,116
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure			
9. Total Requirements.....	1,858,036	2,008,943	2,067,099

Name of Unit / Program / Department	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
Municipal Court			
1. Total Personal Services.....	113,375	127,546	131,717
2. Total Materials and Services.....	57,764	70,253	82,372
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure.			
9. Total Requirements.....	171,139	197,799	214,089

Name of Unit / Program / Department	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
Library			
1. Total Personal Services.....	721,796	754,319	760,893
2. Total Materials and Services.....	167,687	143,909	147,512
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure.			
9. Total Requirements.....	889,483	898,228	908,405

**FORM
LB-4**

**SUMMARY OF ORGANIZATION
UNIT/PROGRAM BY FUND**

Publish ONLY completed portion of this page.

Name of Fund GENERAL			
Name of Unit / Program / Department	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
Aquatics			
1. Total Personal Services.....	364,691	402,393	417,071
2. Total Materials and Services.....	204,592	196,052	192,048
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure			
9. Total Requirements.....	569,283	598,445	609,119

Name of Unit / Program / Department	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
Parks & Recreation			
1. Total Personal Services.....	362,196	427,164	411,545
2. Total Materials and Services.....	113,322	125,011	141,735
3. Total Capital Outlay.....	11,590		
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure			
9. Total Requirements.....	487,108	552,175	553,280

Name of Unit / Program / Department	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
Non-Departmental			
1. Total Personal Services.....	0	0	0
2. Total Materials and Services.....	110,662	70,000	124,500
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....	40,000	1,921	565,000
6. Total Contingencies.....		1,447,436	1,239,535
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure.		2,021,982	2,400,000
9. Total Requirements.....	150,662	3,541,339	4,329,035

Name of Unit / Program / Department	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
Police			
1. Total Personal Services.....	3,241,724	3,538,520	3,724,278
2. Total Materials and Services.....	455,686	459,452	501,504
3. Total Capital Outlay.....		10,800	
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure.			
9. Total Requirements.....	3,697,410	4,008,772	4,225,782

**FORM
LB-4**

**SUMMARY OF ORGANIZATION
UNIT/PROGRAM BY FUND**

Publish ONLY completed portion of this page.

Name of

Fund GENERAL

Name of Unit / Program / Department Fire	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
1. Total Personal Services.....	2,069,463	2,240,530	2,291,381
2. Total Materials and Services.....	480,045	441,886	476,082
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure			
9. Total Requirements.....	2,549,508	2,682,416	2,767,463

Name of Unit / Program / Department Planning	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
1. Total Personal Services.....	270,315	286,712	343,268
2. Total Materials and Services.....	78,952	68,319	149,364
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure			
9. Total Requirements.....	349,267	355,031	492,632

Name of Unit / Program / Department Engineering	Actual Data Prior Year 2008-09	Adopted Budget Current Year 2009-10	Approved Budget Next Year 2010-11
1. Total Personal Services.....	641,809	709,111	524,291
2. Total Materials and Services.....	92,105	75,545	79,636
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure.			
9. Total Requirements.....	733,914	784,656	603,927



RESOLUTION NO. 2010-46

**RESOLUTION ADOPTING BUDGET FOR FISCAL YEAR
COMMENCING JULY 1, 2010, AND ENDING JUNE 30, 2011**

WHEREAS, the Budget Committee of the City of Forest Grove has approved a budget for the City for the Fiscal Year commencing July 1, 2010, pursuant to the provisions of the Oregon Local Budget Law; and

WHEREAS, staff has proposed minor changes to the Budget approved by the Budget Committee, and

WHEREAS, a hearing has been held before the City Council as required by law and it appears to the Council that the Budget approved by the Budget Committee should be adopted with the changes proposed by staff.

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

Section 1. That the City Council hereby adopts the FY 2010-11 Budget approved by the Budget Committee of the City of Forest Grove and the subsequent changes recommended by staff in the amount of \$65,538,695.

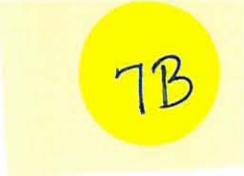
Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 28th day of June, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of June, 2010.

Peter B. Truax, Mayor



RESOLUTION NO. 2010-47

**RESOLUTION MAKING APPROPRIATIONS FOR
THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, FOR
THE FISCAL YEAR COMMENCING JULY 1, 2010, AND ENDING JUNE 30, 2011**

WHEREAS, the City Council has adopted the FY 2010-11 Budget now on file in the office of the City Recorder.

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

Section 1. That the amounts for the fiscal year beginning July 1, 2010, and for the purposes shown below are hereby appropriated as follows:

<u>General Fund</u>	
Legislative & Executive	\$ 514,450
Administrative Services	2,091,099
Library	908,405
Planning	494,132
Engineering	603,927
Police Services	4,233,782
Fire Department	2,767,463
Aquatics	609,119
Parks and Recreation	555,780
Municipal Court	214,089
Non-Departmental	124,500
Contingencies	1,227,535
Transfers	565,000
Total General Fund Appropriations	\$ 14,897,281
Unappropriated Ending Fund Balance	2,400,000
Total General Fund	\$ 17,309,281

Light Fund

Personal Services	\$ 2,898,905
Materials & Services	10,482,009
Capital Outlay	924,000
Contingencies	1,980,924
Transfers	<u>777,550</u>
Total Light Fund Appropriations	\$ 17,063,388
Unappropriated Ending Fund Balance	<u>1,719,179</u>
Total Light Fund	\$ 18,782,567

Sewer Fund

Personal Services	\$ 341,269
Materials & Services	3,607,410
Capital Outlay	185,000
Debt Service	94,004
Contingencies	319,855
Transfers	<u>50,292</u>
Total Sewer Fund Appropriations	\$ 4,597,830
Unappropriated Ending Fund Balance	<u>1,000,000</u>
Total Sewer Fund	\$ 5,597,830

Sewer SDC Fund

Materials & Services	\$ 164,000
Capital Outlay	50,000
Debt Service	121,995
Contingencies	<u>87,976</u>
Total Sewer SDC Fund Appropriations	\$ 423,971
Unappropriated Ending Fund Balance	<u>850,000</u>
Total Sewer SDC Fund	\$ 1,273,971

Water Fund

Personal Services	\$ 897,674
Materials & Services	1,996,622
Capital Outlay	204,096
Debt Service	484,297
Contingencies	848,250
Transfers	<u>180,203</u>
Total Water Fund Appropriations	\$ 4,611,142
Unappropriated Ending Fund Balance	<u>1,005,479</u>
Total Water Fund	\$ 5,616,621

Water SDC Fund

Materials & Services	\$ 35,000
Capital Outlay	290,000
Contingencies	75,000
Total Water SDC Fund Appropriations	\$ 400,000
Unappropriated Ending Fund Balance	981,358
Total Water SDC Fund	\$ 1,381,358

Surface Water Management Fund

Personal Services	\$ 259,384
Materials & Services	475,192
Capital Outlay	113,000
Contingencies	50,000
Transfers	38,590
Total SWM Fund Appropriations	\$ 936,166
Unappropriated Ending Fund Balance	163,504
Total SWM Fund	\$ 1,099,670

SWM SDC Fund

Capital Outlay	30,000
Contingencies	203,880
Total SWM SDC Appropriations & Fund	\$ 233,880

Street Fund

Personal Services	\$ 248,421
Materials & Services	775,240
Capital Outlay	296,000
Contingencies	150,000
Total Street Fund Appropriations	\$ 1,469,661
Unappropriated Ending Fund Balance	316,001
Total Street Fund	\$ 1,785,662

Building Permits Fund

Personal Services	\$ 287,452
Materials & Services	115,358
Contingencies	111,908
Total Building Permits Fund Appropriations	\$ 514,718
Unappropriated Ending Fund Balance	50,000
Total Building Permits Fund	\$ 564,718

911 Reserve Fund

Materials & Services	\$	120,000
Total 911 Reserve Fund	\$	120,000

Community Enhancement Fund

Materials & Services	\$	79,869
Total Community Enhancement Fund		
Appropriations	\$	79,869
Unappropriated Ending Fund Balance		21,361
Total Community Enhancement Fund	\$	101,230

Library Endowment Fund

Transfers	\$	635
Total Library Endowment Fund Appropriations	\$	635
Unappropriated Ending Fund Balance		41,187
Total Library Endowment Fund	\$	41,822

Library Donations Fund

Materials & Services	\$	730
Total Library Donations Appropriations & Fund	\$	730

Street Tree Fund

Materials & Services	\$	85,635
Total Street Tree Appropriations & Fund	\$	85,635

Trail System Fund

Materials & Services	\$	15,000
Capital Outlay		187,815
Total Trail System Appropriations & Fund	\$	202,815

Transportation System Fund

Materials & Services	\$	400,000
Total Transportation System Appropriations & Fund	\$	400,000

Public Arts Donations Fund

Materials & Services	\$	18,707
Total Public Arts Donations Appropriations & Fund	\$	18,707

Forfeiture Sharing Fund

Materials & Services	\$	10,000
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Total Forfeiture Sharing Appropriations & Fund	\$ <u>10,000</u>
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Facility Major Maintenance Fund

Capital Outlay	\$ <u>120,000</u>
Total Community Enhancement Fund Appropriations	120,000
Unappropriated Ending Fund Balance	<u>430,000</u>
Total Facility Major Maintenance Fund	\$ <u>550,000</u>

Equipment Fund

Personal Services	\$ 197,302
Materials & Services	328,948
Capital Outlay	315,000
Contingencies	<u>50,000</u>
Total Equipment Fund Appropriations	\$ 891,250
Unappropriated Ending Fund Balance	<u>119,972</u>
Total Equipment Fund	\$ <u>1,011,222</u>

Fire Equipment Replacement Fund

Capital Outlay	\$ 100,000
Contingencies	<u>50,000</u>
Total Fire Equipment Replacement Fund Appropriations	\$ 150,000
Unappropriated Ending Fund Balance	<u>403,082</u>
Total Fire Equipment Replacement Fund	\$ <u>553,082</u>

Information Systems Fund

Materials & Services	266,530
Capital Outlay	77,341
Contingencies	<u>10,000</u>
Total Information Systems Fund Appropriations	\$ 353,871
Unappropriated Ending Fund Balance	<u>389,965</u>
Total Information Systems Fund	\$ <u>743,836</u>

City Utility Fund

Materials & Services	\$ <u>163,000</u>
Total City Utility Appropriations & Fund	\$ <u>163,000</u>

Risk Management Fund

Materials & Services	\$	396,273
Transfers		<u>61,448</u>
Total Risk Management Fund Appropriations		457,721
Unappropriated Ending Fund Balance		<u>430,305</u>
Total Risk Management Fund	\$	888,026

Bikeway Improvements Fund

Capital Outlay	\$	<u>85,241</u>
Total Bikeway Improvements Appropriations & Fund	\$	85,241

Park System Development Fund

Materials & Services	\$	85,000
Capital Outlay		<u>471,471</u>
Total Park System Develop. Appropriations & Fund	\$	556,471

Traffic Impact Fund

Capital Outlay	\$	<u>3,173,350</u>
Total Traffic Impact Appropriations & Fund	\$	3,173,350

Transportation Development Tax Fund

Capital Outlay	\$	<u>260,272</u>
Total Traffic Impact Appropriations & Fund	\$	260,272

Capital Projects Fund

Capital Outlay	\$	<u>2,856,509</u>
Total Capital Projects Appropriations & Fund	\$	2,856,509

CIP Excise Tax Fund

Capital Outlay	\$	131,299
Transfers		<u>183,910</u>
Total CIP Excise Tax Appropriations & Fund	\$	315,209

General Debt Service Fund

Debt Service	\$	<u>471,180</u>
Total General Debt Service Appropriations	\$	471,180
Unappropriated Ending Fund Balance		<u>194,069</u>
Total General Debt Service Fund	\$	665,249

SPWF Debt Service Fund

Debt Service		<u>79,226</u>
Total SPWF Debt Service Appropriations	\$	79,226
Unappropriated Ending Fund Balance		<u>11,505</u>
Total SPWF Debt Service Fund	\$	90,731

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

PRESENTED AND PASSED this 28th day of June, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of June, 2010.

Peter B. Truax, Mayor



RESOLUTION NO. 2010-48

**RESOLUTION LEVYING AND CATEGORIZING TAXES FOR
THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON
FOR THE FISCAL YEAR COMMENCING JULY 1, 2010, AND ENDING
JUNE 30, 2011**

WHEREAS, the City Council has adopted the FY 2010-11 Budget now on file in the office of the City Recorder.

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

Section 1. That the City Council hereby imposes the taxes provided for in the adopted budget at the rate of \$5.3054 per \$1,000 of assessed value for operations and in the amount of \$486,682 for bonds; and that these taxes are hereby imposed and categorized for tax year 2010-11 upon the assessed value of all taxable property within the district.

	<u>Subject to the General Government Limitation</u>	<u>Excluded from the Limitation</u>
General Fund – Permanent Rate	\$3.9554/\$1,000	
General Fund – Local Option Levy	\$1.3500/\$1,000	
General Debt Service Fund		\$486,682
	-----	-----
Category Total	\$5.3054/\$1,000	\$486,682

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

PRESENTED AND PASSED this 28th day of June, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of June, 2010.

Peter B. Truax, Mayor

June 28, 2010

REPORT ON ADOPTION OF FY 2010-15 CAPITAL IMPROVEMENTS PROGRAM

Project Team: Paul Downey, Director of Administrative Services
Susan Cole, Assistant Director of Administrative Services
Michael Sykes, City Manager

ISSUE STATEMENT: The Capital Improvements Program (CIP) for FY 2010-15 was approved by the Budget Committee and now needs to be approved by the City Council.

DISCUSSION: The CIP forms the basis of the capital projects that the City is planning to accomplish over the next five years. It also aids in setting system development charges for the City. For CIP Excise Tax funds to be used on a project, that project needs to be in the Public Safety or General Government sections of the CIP.

There are no changes to the CIP approved by the Budget Committee.

FISCAL IMPACT: Projects to be completed in FY 2010-11 are reflected in the appropriate fund in the FY 2010-11 Budget that the Council will be asked to adopt tonight.

RECOMMENDATION: Staff recommends that the City Council adopt the Capital Improvements Program for fiscal years 2010-15.



RESOLUTION NO. 2010-49

**RESOLUTION ADOPTING THE FY 2010-15
CAPITAL IMPROVEMENTS PROGRAM**

WHEREAS, the Capital Improvements Program is an ongoing five-year schedule of physical improvements and major equipment purchases; and

WHEREAS, the Capital Improvements Program is a planning and budgeting tool used to ensure residents continue to receive services in the future; and

WHEREAS, the Budget Committee has reviewed and approved the Capital Improvements Program; and

WHEREAS, staff has made no modifications to the Capital Improvements Program as discussed in the staff report.

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

Section 1: That the City Council hereby adopts the FY 2010-15 Capital Improvements Program.

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

PRESENTED AND PASSED this 28th day of June, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of June, 2010.

Peter B. Truax, Mayor

MEMORANDUM

TO: City Council

FROM: Paul Downey, Director of Administrative Services
Michael Sykes, City Manager

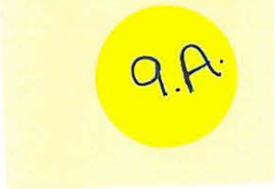
DATE: June 28, 2010

SUBJECT: State Revenue Sharing

ISSUE STATEMENT: In order to receive State Revenue Sharing, the City is required by the State to elect to participate in the State Revenue Sharing Program and to certify services. The attached resolutions fulfill the requirement of certifying the services provided by the City and electing to receive state revenues for FY 2010-11.

DISCUSSION: Before the City can elect to participate in the State Revenue Sharing Program, the City is required to hold two hearings on the use of the funds. The Budget Committee meeting of May 20, 2010, was one of those meetings and the second will occur June 28, 2010, when the Council holds its public hearing on the budget. For fiscal year 2010-11, the City is projected to receive \$246,768 in alcohol tax revenue, \$32,340 in cigarette tax revenue and \$177,207 in State Revenue Sharing. For budgetary purposes, the Alcohol Tax is allocated to the Police Department, the Cigarette Tax is allocated to the Fire Department, and the State Shared Revenue is put in General Fund Discretionary Revenue.

RECOMMENDATION: Staff recommends that the City Council adopt the two attached resolutions so the City can receive State Shared Revenue in FY 2010-11.



RESOLUTION NO. 2010-50

**RESOLUTION DECLARING THE CITY'S ELECTION
TO RECEIVE STATE REVENUES**

The City of Forest Grove resolves as follows:

Section 1: Pursuant to ORS 221.770, the City hereby elects to receive state revenues for Fiscal Year 2010-11.

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

PRESENTED AND PASSED this 28th day of June, 2010.

Anna D. Ruggles, City Recorder

APPROVED By the Mayor this 28th day of June, 2010.

Peter B. Truax, Mayor

9B

RESOLUTION NO. 2010-51

**RESOLUTION CERTIFYING SERVICES PROVIDED BY
THE CITY OF FOREST GROVE**

WHEREAS, ORS 221.760 provides as follows:

Section 1: The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police Protection
- (2) Fire Protection
- (3) Street Construction, Maintenance and Lighting
- (4) Sanitary Sewer
- (5) Storm Sewers
- (6) Planning, Zoning and Subdivision Control
- (7) One or more Utility Services

WHEREAS, City officials recognize the desirability of assisting the State Officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760;

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

Section 1: That the City of Forest Grove hereby certifies that it provides the following municipal services enumerated in Section 1, ORS 221.760:

- (1) Police Protection
- (2) Fire Protection
- (3) Street Construction, Maintenance and Lighting
- (4) Sanitary Sewer
- (5) Storm Sewers
- (6) Planning, Zoning and Subdivision Control
- (7) Municipal Electric and Water Utility Services

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

PRESENTED AND PASSED this 28th day of June, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of June, 2010.

Peter B. Truax, Mayor

June 28, 2010

REPORT ON CAPITAL IMPROVEMENTS PROGRAM EXCISE TAX

Project Team: Paul Downey, Director of Administrative Services
Susan Cole, Assistant Director of Administrative Services
Michael Sykes, City Manager

ISSUE STATEMENT: The ordinance creating the Capital Improvements Program Excise tax requires the tax be re-authorized each fiscal year. The attached resolution authorizes the CIP excise tax for FY 2010-11 at current levels.

BACKGROUND: The CIP excise tax was initiated in 1990. The City Code restricts the use of the revenue generated by the CIP excise tax to the General Government and Public Safety programs within the Capital Improvements Program. The Code requires the tax be reviewed on an annual basis by the Budget Committee and be approved each year by the City Council. If the tax is not reauthorized, the City cannot collect the revenue.

DISCUSSION: The City expects to collect about \$202,000 in revenue from the CIP excise tax in FY 2010-11. The City increased the rate as of July 1, 2006. No increase in rates is proposed for the coming fiscal year. Most of the excise tax is used to fund public safety capital needs particularly police and fire vehicle replacements. As in prior years, 90% of the revenue will be used in the Fire and Police Departments, while the other 10% will be used in General Government Programs.

The CIP Excise Tax is accounted for in a separate fund to ensure that the tax proceeds are spent as required by the resolution.

RECOMMENDATION: The Capital Improvements Program Excise Tax provides funding for Public Safety and General Government programs within the City's General Fund. Given the importance of these programs, it is recommended Council adopt the attached resolution.



RESOLUTION NO. 2010-52

**RESOLUTION ADOPTING THE CAPITAL IMPROVEMENTS PROGRAM
EXCISE TAX AND REPEALING RESOLUTION 2009-43**

WHEREAS, the Budget Committee has reviewed and the City Council has adopted the FY 2010-15 Capital Improvements Program (CIP); and

WHEREAS, the City has an ordinance to impose a CIP Excise Tax to fund the Public Safety and General Government programs within the Capital Improvements Program; and

WHEREAS, the City Council recognizes the relationship between quality service delivery and investments in capital equipment and facilities; and

WHEREAS, funding for capital equipment and facilities is necessary to ensure residents of Forest Grove continue to receive quality services in the future.

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

Section 1: Resolution 2009-43 is repealed effective June 30, 2010.

Section 2: The City shall impose a CIP Excise Tax for the purpose of funding the Public Safety and General Government Programs within the CIP.

Section 3: The tax shall be based on the amount of required revenue distributed among residential, general service and industrial classes of utility customers. The tax will appear on each utility bill. The CIP Excise Tax shall be fixed as follows:

<u>CLASS</u>	<u>MONTHLY RATE</u>
Residential	\$2.00
Commercial – Single Phase	\$5.00
All Others	\$10.00

Section 4: The CIP Excise Tax will be effective July 1, 2010.

Section 5: This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 28th day of June, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of June, 2010.

Peter B. Truax, Mayor



**REPORT ON A RESOLUTION TRANSFERRING APPROPRIATIONS
WITHIN VARIOUS FUNDS FOR FISCAL YEAR 2009-10**

Project Team: Paul Downey, Director of Administrative Services
Susan Cole, Assistant Director of Administrative Services
Michael Sykes, City Manager

ISSUE STATEMENT: The adopted budget for a fiscal year is based upon best estimates at the time the budget is adopted. During the fiscal year, unanticipated events may occur and actual expenditures become known.

At the end of the fiscal year, it is standard procedure to modify appropriations, which are legal expenditure limits, for unanticipated events that occur during the fiscal year. ORS Chapter 294 permits the governing body to transfer appropriations within a fund so the budgeted appropriations are not exceeded. The attached resolution authorizes the appropriation transfers necessary for FY 2009-10.

DISCUSSION: Upon review of the preliminary year-to-date expenditures as of June 21, 2010, staff has prepared a resolution for Council consideration to avoid potential appropriation overexpenditures at the end of FY 2010. Transfers are required for several funds. Some transfers are proposed because the expenditures are projected to be close to their budgeted amounts and staff wants to avoid a potential overexpenditure.

An overall reason for the some of the transfers is the effect on the changes of non-represented and AFSCME employees' cost-of-living allowances (COLAs) and medical insurance changes. Some funds for these were included in the adopted FY 2009-10 but not the full effect of the change. Some departments were able to absorb the change within their adopted budgets but others will need transfers from contingency to avoid overexpenditures.

The reasons for those proposed transfers are discussed below. The numbers for the reasons correspond to the transfer numbers in the proposed resolution.

1. The Personal Services section of the Legislative and Executive Department may be over the total budgeted amount based on this fund's monthly payroll expenditures. This is due to COLAs and insurance changes explained above.
2. The transfer to Library Regular Wages is to cover the COLAs and insurance changes and errors made by Administrative Services staff in calculating two employee salaries.
3. The Police Department transfer is being made due to: 1) VEBA expenses being underestimated due to how VEBA can be paid to the officers; 2) the staffing effects of investigating two homicides at the same time; 3) the final payments due to the

unexpected passing of Sergeant Dunlap; and 4) paying unemployment compensation for a terminated officer. The transfer for Professional Services is for the medical-related expenses that the department was required to incur.

4. The transfer for Fire Department Regular Wages is being made due to the effects of having to bring in staff to ensure minimum staff for firefighters on extended family medical leave and firefighters on light-duty assignments.
5. Personal Services section of the Planning Department may be overexpended due to the COLAs and insurance changes discussed above. The transfer for Professional Services is to pay for consultant expenses for a project that started in FY 2008-09 and ended in FY 2009-10 but was not included in the FY 2009-10 Budget. This project was fully grant-funded so there is revenue to offset the expense.
6. The transfer to Building Permits Fund Regular Wages is to cover the COLA and insurance changes discussed above.
7. In the Street Fund, the Personal Services section will be over the total budgeted amount based on this fund's monthly payroll expenditures. The Public Works staff is allocated between several funds in the Public Works Department when the budget is prepared. When the actual work is performed, the time spent in each fund is charged to that fund. Staff spent more time in this Fund due to the December 2009 snow storm and to complete the sidewalk condition survey. The COLAs also affected the amount of the overexpenditure.
8. The transfer to Light & Power Fund Regular Wages is to cover the COLAs and insurance changes discussed above and overtime which will be over budget this fiscal year. The transfer to Building Improvements is to pay for the house on 18th Street that the City was able to purchase in June 2010 instead of in the next fiscal year.
9. The transfer in the Water Fund is to cover adjustments for the amount transferred to the City Utility Fund that pays for water services to City General Fund departments.
10. In the SWM Fund, the Personal Services section will be over the total budgeted amount based on this fund's monthly payroll expenditures. The Public Works staff is allocated between several funds in the Public Works Department when the budget is prepared. When the actual work is performed, the time spent in each fund is charged to that fund. Staff spent more time in this Fund to maintain private water quality facilities this year. The COLAs also affected the amount of the overexpenditure.
11. In the Equipment Fund, the Personal Services section may be overexpended due to the COLA and insurance changes discussed above. The transfer to the Parks Vehicle and Equipment Replacement is due to purchasing a chipper one year earlier than planned due to the current one failing. The funds to purchase this equipment had already been accumulated in the Equipment Fund.

RECOMMENDATION: The City Council should adopt the Resolution Transferring Appropriations within Various Funds for the Fiscal Year 2009-10.



RESOLUTION NO. 2010-53

RESOLUTION TRANSFERRING APPROPRIATIONS WITHIN VARIOUS FUNDS FOR THE FISCAL YEAR 2009-10

WHEREAS, the City Council has determined that due to unforeseen expenditures it is necessary to increase the appropriations for the operation of the General, Street, Forfeiture Sharing, Fire Equipment Replacement, Sewer SDC, Water, and Surface Water Management Funds.

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

Section 1: The following appropriations transfers will be made:

1. Transfer \$7,000 from General Fund Contingency 100-18-10-580206 to Legislative and Executive Regular Wages 100-11-10-511005.
2. Transfer \$22,000 from General Fund Contingency 100-18-10-580206 to Library Regular Wages 100-14-10-511005.
3. Transfer \$58,000 from General Fund Contingency 100-18-10-580206 to: 1) \$28,000 to Police Department Regular Wages 100-21-10-511005; 2) \$20,000 to Police Department VEBA 100-21-10-512008; 3) \$5,000 to Police Department Unemployment 100-21-10-511021; and
4. \$5,000 to Police Department Professional Services 100-21-10-521150.
5. Transfer \$30,000 from General Fund Contingency 100-18-10-580206 to Fire Department Regular Wages 100-22-10-511005.
6. Transfer \$28,500 from General Fund Contingency 100-18-10-580206 to: 1) \$13,000 to Planning Department Regular Wages 100-31-10-511005; and 2) \$15,500 to Planning Department Professional Services 100-31-10-521150.
7. Transfer \$12,000 from Building Permits Fund Contingency 205-32-10-580206 to Building Permit Fund Regular Wages 205-32-10-511005.
8. Transfer \$25,000 from Street Fund Contingency 210-52-10-580206 to Street Fund Regular Wages 210-52-20-511005.
9. Transfer \$147,000 from Light & Power Fund Contingency 610-41-10-580206 to: 1) \$90,000 to Light & Power Fund Regular Wages 610-41-20-511005; and 2) \$57,000 to Light & Power Fund Building Improvements 610-41-50-550166.

10. Transfer \$10,000 from Water Fund Contingency 630-53-10-580206 to Water Fund Transfer to Other Funds 630-53-30-570127.
11. Transfer \$50,000 from Surface Water Management Fund (SWM Fund) Contingency 640-55-10-580206 to SWM Fund Regular Wages 640-55-20-511005.
12. Transfer \$39,500 from Equipment Fund Contingency 720-56-10-580206 to: 1) \$12,000 to Equipment Fund Regular Wages 720-56-20-511005; and 2) \$27,500 to Parks Vehicle & Equipment Replacement 720-56-50-551263.

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

PRESENTED AND PASSED this 28th day of June, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of June, 2010.

Peter B. Truax, Mayor

June 28, 2010

**REPORT ON RESOLUTION ADOPTING SUPPLEMENTAL BUDGET AND
AUTHORIZING THE EXPENDITURE OF TRANSPORTATION SERVICES FUNDS**

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

ISSUE STATEMENT: The City will receive additional transportation grant funds from the Department of Human Services for non-emergency medical transportation rides. Most of the additional funding is due to the timing of when the rides occurred during the two-year contract which ends June 30, 2010. The rides in the second year were greater than the rides in the first year of the contract. A budget resolution authorizing the expenditure of the additional funds has been prepared.

DISCUSSION: Local Budget Law requires a supplemental budget be prepared and approved by the City Council prior to the expenditure of the additional funds. The supplemental budget is allowed under ORS 294.480(c) which allows funds to be expended if the funds were made available by another government agency and the availability of such funds could not be ascertained at the time of preparation of the budget for the current year.

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

RESOLUTION NO. 2010-54

RESOLUTION ADOPTING SUPPLEMENTAL BUDGET AND AUTHORIZING THE EXPENDITURE OF TRANSPORTATION SERVICES FUNDS

WHEREAS, the Local Budget Law allows for the expenditure of funds made available by another government agency and the availability of such funds could not be ascertained at the time of the preparation of the budget for the current year (ORS294.480(c)); and

WHEREAS, the City of Forest Grove Street Fund will receive additional transportation grant funds for non-emergency medical transport rides from the State of Oregon; and

WHEREAS, the City is passes these funds through Ride Connection who provides the ride services; and

WHEREAS, the Transportation Services Fund needs expenditure authority to pay the additional grant funds to Ride Connection.

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

Section 1: Appropriations are increased as follows:

1. In the Transportation Services Fund, the appropriations for Transportation Grant (Materials and Services line item 265-12-50-523015) will be increased by \$70,000 to a total of \$430,000. DHS Transportation Grant Revenue (Revenue line item 265-12-50-430725) will also be increased by \$70,000 to a total of \$430,000.

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

PRESENTED AND PASSED this 28th day of June, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of June, 2010.

Peter B. Truax, Mayor

June 28, 2010

**REPORT ON RESOLUTION AUTHORIZING THE EXPENDITURE
OF OFFICE OF STATE FIRE MARSHAL FUNDS FOR FIREFIGHTER
TRAINING IN THE GENERAL FUND**

Project Team: Paul Downey, Director of Administrative Services
Michael Kinkade, Fire Chief
Michael Sykes, City Manager

ISSUE STATEMENT: The City has received grant funding from the Office of State Fire Marshal to provide training for 32 firefighters in confined space hazardous materials entry and rescue response. The expenditure of these funds needs to be appropriated before the funds can be spent.

DISCUSSION: The City has purchased confined space entry rescue equipment for the Fire Department over the last year. The City received a grant to bring in a trainer to provide this specialized training so the firefighters will be certified by the DPSST as confined space rescue trainers. The original grant application to train 16 firefighters was doubled so firefighters from other jurisdictions could participate in the training.

FISCAL IMPACT: This grant will have a positive impact for the City as it funds the required training without the use of City funds.

Local Budget Law requires that grant funds received for a specific purpose cannot be expended until after enactment of an ordinance or resolution authorizing the expenditure (ORS 294.326(3)). A supplemental budget including a public hearing is not required because the receipt of these types of grant funds is an exception to the supplemental budget process.

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



RESOLUTION NO. 2010-55

RESOLUTION AUTHORIZING THE EXPENDITURE OF OFFICE OF STATE FIRE MARSHAL FUNDS FOR FIREFIGHTER TRAINING IN THE GENERAL FUND

WHEREAS, the Local Budget Law (ORS 294.326(3)) allows the expenditure of proceeds from grant or gifts to be made during the current fiscal year after the enactment of a resolution or ordinance; and

WHEREAS, the City of Forest Grove (City) has received a grant from the Office of State Fire Marshal to provide funding to train 32 firefighters in confined space hazardous materials entry and rescue response; and

WHEREAS, the City will receive \$11,250 in funding; and

WHEREAS, the expenditure of the additional grant funds needs to be appropriated before the funds can be expended.

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

Section 1: In the General Fund, Fire Department State Fire Grant Revenue (revenue line item 100-22-10-430207) will be increased by \$11,250 and appropriations expenditure account titled Fire Department Professional Services (expenditure line item 100-22-10-520150) will be increased by \$11,250 to pay for the training costs.

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

PRESENTED AND PASSED this 28th day of June, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of June, 2010.

Peter B. Truax, Mayor

June 28, 2010

**REPORT ON RESOLUTION ADOPTING SUPPLEMENTAL BUDGET AND
AUTHORIZING THE EXPENDITURE OF EXCISE TAX FUNDS WITHIN THE
GENERAL FUND AND SEWER SDC FEES WITHIN THE SEWER SDC FUND**

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

ISSUE STATEMENT: Metro and Forest School District # 15 have established separate construction excise taxes. Building activity was much greater than projected so sufficient funds to remit the taxes to the other agencies were not adequately budgeted. The budget needs to be adjusted so these payments can be made to each agency.

Additionally, Clean Water Services (CWS) has established system development charges (SDC) for development. The City is required by agreement to remit 75% of the Sewer SDC to Clean Water Services. Building activity was much greater than projected so sufficient funds to remit the SDC to CWS were not adequately budgeted. A resolution authorizing the expenditure of the additional funds for the excise taxes and SDC collected has been prepared.

DISCUSSION: The current level of construction activity was not expected when the budget was prepared. The taxes collected were much higher than estimated. By contract, the City is responsible for collecting the excise taxes and then remitting to each agency less a portion the City retains to cover the costs of administering the programs. For the SDC fees, the City is obligated by contract to submit the CWS' portion on the SDC fees collected.

Local Budget Law requires a supplemental budget be prepared and approved by the City Council prior to the expenditure of the additional funds. The supplemental budget is allowed under ORS 294.480(c) which allows funds to be expended if the funds were made available by another government agency and the availability of such funds could not be ascertained at the time of preparation of the budget for the current year.

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



RESOLUTION NO. 2010-56

**RESOLUTION ADOPTING SUPPLEMENTAL BUDGET AND
AUTHORIZING THE EXPENDITURE OF EXCISE TAX FUNDS COLLECTED WITHIN
THE GENERAL FUND AND SEWER SDC FEES WITHIN THE SEWER SDC FUND**

WHEREAS, the Local Budget Law allows for the expenditure of funds made available by another government agency and the availability of such funds could not be ascertained at the time of the preparation of the budget for the current year (ORS294.480(c)); and

WHEREAS, the Forest Grove School District # 15 and Metro have separately established their own construction excise tax; and

WHEREAS, the City collects sewer system development charges on behalf of Clean Water Services; and

WHEREAS, building activity was significantly higher than projected resulting in greater construction excise taxes and sewer system fees being collected than anticipated; and

WHEREAS, the City is required by contracts to remit the fees and taxes to the various agencies; and

WHEREAS, both the General Fund and Sewer SDC Fund need additional expenditure authority to be able to remit the taxes to each agency.

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

Section 1: The following appropriations will be established:

1. In the General Fund, the appropriations for Metro Construction Excise Tax Payment (Materials and Services line item 100-18-10-520547) will be increased by \$25,000 to a total of \$35,000. Metro Construction Excise Tax Revenue (item 100-31-10-422055) will also be increased by \$25,000 to a total of \$35,000.
2. In the General Fund, the appropriations for School District #15 Construction Excise Tax Payment (Materials and Services line item 100-18-10-520549) will be increased by \$130,000 for a total of \$190,000. School District #15 Construction Excise Tax Revenue (line item 100-18-10-420055) will also be increased by \$130,000 to a total of \$190,000.

3. In the Sewer SDC Fund, the appropriation for Intergovernmental Services (Materials & Services line item 622-54-92-520557) is increased by \$160,000 to a total of \$263,680. System Development Charge Revenue (revenue line item 622-54-91-451005) is increase by \$160,000 to \$208,000.)

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

PRESENTED AND PASSED this 28th day of June, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of June, 2010.

Peter B. Truax, Mayor

June 28, 2010

**REPORT ON SIDEWALK IMPROVEMENT PROGRAM AND
RESOLUTION DIRECTING CITY ENGINEER TO PROVIDE WRITTEN
REPORT ON THE STATE OF THE SIDEWALKS THROUGHOUT THE CITY**

PROJECT TEAM: Rob Foster, Director of Public Works
Susan Cole, Assistant Director of Administrative Services
Paul Downey, Director of Administrative Services
Michael Sykes, City Manager

ISSUE STATEMENT: Create a City-wide, voluntary, improvement district to facilitate the repair of sidewalks throughout the City, according to Forest Grove Municipal Code (FGMC) section 3.405 through 3.495, and Oregon Revised Statutes (ORS) Chapter 223.

BACKGROUND: Repair and maintenance of sidewalks are the responsibility of the property owner whose property is adjacent to the sidewalk, yet many property owners either do not know how to, or keep procrastinating, repair of the sidewalks for which they are responsible. The City desires to facilitate the repair of sidewalks throughout the City, reasoning that if the City coordinates a sidewalk repair program, the overall cost may be less by hiring one contractor for many sidewalks than if individuals hire many contractors for many sidewalks. Also, the City proposes to coordinate the hiring and scheduling of the contractor, thereby relieving property owners of those administrative hassles.

To accomplish this facilitation, Public Works is proposing to create a city-wide improvement district, calling it the "Sidewalk Improvement Program," where property owners voluntarily sign up to have their sidewalks repaired at their cost. The City facilitates the repair by hiring and scheduling the contractor to perform the work. The City fronts the cost of the contractor, to be repaid by individual property owners who sign up for the program.

In order to launch this program and create an improvement district, many steps need to be taken by the City Council. The steps are:

- Council consents (June 28) to initiate the Sidewalk Improvement Program;
- By resolution (June 28), the Council directs the City Engineer to complete an Engineering Report on sidewalks;
- By resolution (July 12), the Council either accepts, rejects, or modifies the City Engineer's Engineering Report;
- By resolution (July 12), the Council declares its intent to make the sidewalk improvements, provides the manner and method of carrying out the improvements, and directs the City Recorder to give notice of the improvements;

- By resolution (July 12), the Council sets out the terms for repayment of assessments;
- By Ordinance (September), the Council spreads the assessment to benefiting property owners.

Staff also has many steps to perform to implement this program. These include:

- Advertising the program (begin June 29);
- Obtaining feedback from interested parties (begin June 29);
- Drawing up contracts with interested parties (begin July 15);
- Requesting bids for the sidewalk work (August);
- Awarding a contract (August);
- Calculating final assessments to be levied (September);
- Facilitating the signing of final contracts with interested parties (September);
- Managing the contract work of repairing the sidewalks (October);
- Inspecting the work (October);
- Levying the properties and coordinating payments (October).

Staff would like to proceed on the first two steps under each category above – soliciting the City Council’s consent to initiate the Sidewalk Improvement Program, proposing a resolution directing the Engineering Report to be done, advertising the program, and obtaining feedback from interested parties.

A resolution is attached directing the City Engineer to complete an Engineering Report. A draft Engineering Report is included to indicate to the Council the direction staff is proposing to take.

Staff would like to receive feedback on the draft Sidewalk Improvement Program report and the draft Engineering Report over the next two weeks and then provide final reports to the City Council for their consideration at the July 12, 2010, Council meeting.

FISCAL IMPACT: At this stage, the fiscal impact is minimal. The City intends to notify the public using available resources – the monthly utility flyer, posting information on the City’s web site, utilizing previously contracted ad space in the News-Times.

More detailed information on the fiscal impact of the Sidewalk Improvement Program is included in the attached draft report, including how the program will be funded.

RECOMMENDATION: Staff recommends Council consent to initiating the Sidewalk Improvement Program and adopt the attached resolution directing the City Engineer to complete an Engineering Report on sidewalks throughout the City.

Attachments:

- | | |
|------------------------------|---|
| 1. Resolution | 3. Sidewalk Improvement Program Description |
| 2. Engineer’s Report – Draft | – Draft |
| | 4. Sidewalk Steps Schedule |



RESOLUTION NO. 2010-57

**DIRECTING CITY ENGINEER TO PROVIDE WRITTEN REPORT
ON THE STATE OF THE SIDEWALKS THROUGHOUT THE CITY**

WHEREAS, the City desires to facilitate the repair of sidewalks throughout the City; and

WHEREAS, the Council desires to know the extent of disrepaired sidewalks throughout the City; and

WHEREAS, property owners are responsible for the maintenance and repair of sidewalks abutting their property; and

WHEREAS, property owners bear liability if someone should become injured due a sidewalk abutting their property being in a state of disrepair; and

WHEREAS, property owners are responsible to pay the costs associated with repairing a sidewalk that abuts their property; and

WHEREAS, the City intends to embark upon a City-wide, voluntary program to facilitate the repairs of sidewalks in need throughout the City; and

WHEREAS, the City will facilitate the repair of sidewalks throughout the City by hiring a contractor, scheduling and paying for the work to be performed; and

WHEREAS, the City will assess charges incurred by the City to those property owners whose property specifically abut the sidewalk and derive benefit from a repaired sidewalk; and

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

Section 1. That the City Council directs the City Engineer to make a survey and written report of the state of sidewalks throughout the City.

Section 2. That the written report shall contain at minimum the following elements:

- a) A map or plat showing the general nature, location and extent of the proposed improvement and the land to be assessed for the payment of any part of the cost;
- b) Preliminary plans, specifications and estimates of the work to be done.
- c) An estimate of the probable cost of the improvement, including any legal, administrative and engineering costs attributable to it.

- d) A recommendation as to the method of assessment to be used to arrive at a fair apportionment of the whole or any portion of the cost of the improvement to the properties specifically benefited.
- e) The description and assessed value of each lot, parcel of land, or portion thereof, to be specially benefited by the improvement, with the names of the record owners thereof and, when readily available, the names of the contract purchasers thereof.

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

PRESENTED AND PASSED this 28th day of June, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of June, 2010.

Peter B. Truax, Mayor

Sidewalk Improvement Program – Engineer’s Report

June, 2010

PROJECT: Create a city-wide, voluntary, Sidewalk Improvement Program (SIP) via an improvement district to facilitate the repair of sidewalks throughout the City, according to Forest Grove Municipal Code (FGMC) section 3.405 through 3.495, and Oregon Revised Statutes (ORS) Chapter 223.

Sidewalks throughout the City are in disrepair. The current City Code requires adjacent property owners to be responsible for maintenance and repair of the sidewalks, and be liable to any person injured because of negligence of the property owner.

The Code has been enforced on a case by case basis with limited success. Property owners who are notified by the City to make sidewalk repairs complain that they are being singled out, when other areas of the City are also in need of repair.

This project attempts to overcome these issues by facilitating a City-wide, voluntary, Sidewalk Improvement Program. The City intends to pilot this project in 2010, and if deemed successful, will spread it over four to five years in order to facilitate the repair sidewalks throughout the City. If the program continues beyond 2010, each successive year will cap the number of participants to keep the program manageable.

The program proposes that the City forms an improvement district with the City limits as the boundary. Only sidewalk segments corresponding to specific parcels would be repaired, according to the consent of the adjacent property owner. The cost of the sidewalk repairs would be assessed to those adjacent property owners who sign a contract consenting to the repairs, consenting to the assessment, and promising to pay the assessment in full. Those property owners who object would not sign a contract and therefore would not be assessed, and the sidewalk segment adjacent to their property would not be repaired.

PROPOSED IMPROVEMENTS: The proposed improvements include repair or replacement of specific sidewalk segments throughout the City. The City has determined that many sidewalks are in a state of disrepair. Approximately 600 property owners have sidewalks adjacent to their properties that are in some state of disrepair. The total estimated cost is about \$1.3 million, for an average per property owner of about \$2,100. The City Engineer has divided the sidewalks into sidewalk segments that correspond to individual property owners that abut the sidewalk, in order to divide the cost accurately between property owners and assess and lien each parcel appropriately.

This program is targeted at the estimated 600 property owners identified, however, any property owner with a sidewalk that needs repair within the City can participate. Those who choose to participate will have their sidewalks repaired at their cost, by a contractor hired by the City. The City will initially pay the contractor, to be paid back by participating property owners. The City will assess participating property owners and place a lien on the property adjacent to the sidewalk repaired in order to ensure payment. Once the assessment is paid

in full, the lien will be released. Those property owners who do not wish for their properties to be liened will not be assessed and will not have the adjacent sidewalk repaired.

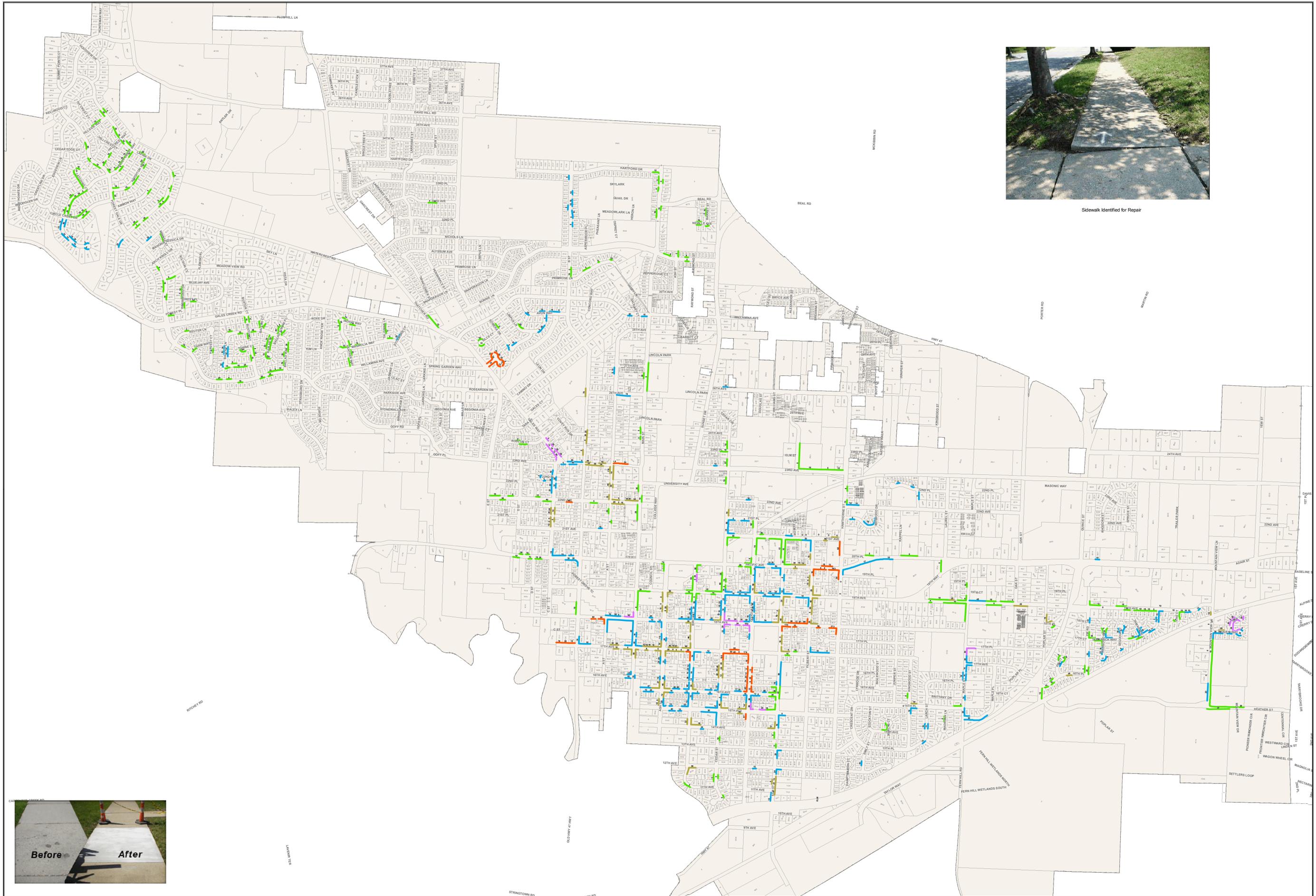
The City has been divided into five (5) areas as a way of managing the program. Each area includes a quarter section map showing the sidewalk segments and the condition of the sidewalks. While anyone in the City can sign up for this program, the City plans to limit the number of participants in each year in order to keep the program manageable.

WAIVER OF REMONSTRANCE AND CONSENT TO LOCAL IMPROVEMENTS: This Sidewalk Improvement Program proposes to perform improvements on those sidewalks adjacent to property owners who voluntarily sign a contract consenting to the work and consenting to be assessed for the cost. Those property owners who object shall not be assessed, and shall not have the improvement made to the adjacent sidewalk. Regardless of participation in this program, property owners remain responsible and liable for the sidewalk adjacent to their property.

ESTIMATED COSTS: The estimated cost for the city-wide project is approximately \$1.3 million, which includes construction, engineering, financing and administration. The estimated cost to each voluntary property owner participant will be based on a square foot price received from the winning bid contractor, as well as any unforeseen circumstances that may arise once work begins, plus interest if the participant chooses to pay back the assessment over time.

EXHIBITS: The City Code requires the following elements in an Engineering Report when forming an improvement district:

- 1) A map or plat showing the general nature, location and extent of the proposed improvement and the land to be assessed for the payment of any part of the cost (Exhibit #1).
- 2) Preliminary plans, specifications and estimates of the work to be done (Exhibit #2 and #2a – work in progress).
- 3) An estimate of the probable cost of the improvement, including any legal, administrative and engineering costs attributable to it (Exhibit #3, work in progress).
- 4) A recommendation as to the method of assessment to be used to arrive at a fair apportionment of the of the whole or any portion of the cost of the improvement to the properties specifically benefited (Exhibit #4, draft).
- 5) The description and assessed value of each lot, parcel of land, or portion thereof, to be specially benefited by the improvement, with the names of the record owners thereof and, when readily available, the names of the contract purchasers thereof. (Exhibit #5, to be provided July 12. The format will be similar to Exhibit 3, with additional columns for description [property tax lot ID], assessed value, and owner.)



Sidewalk Identified for Repair



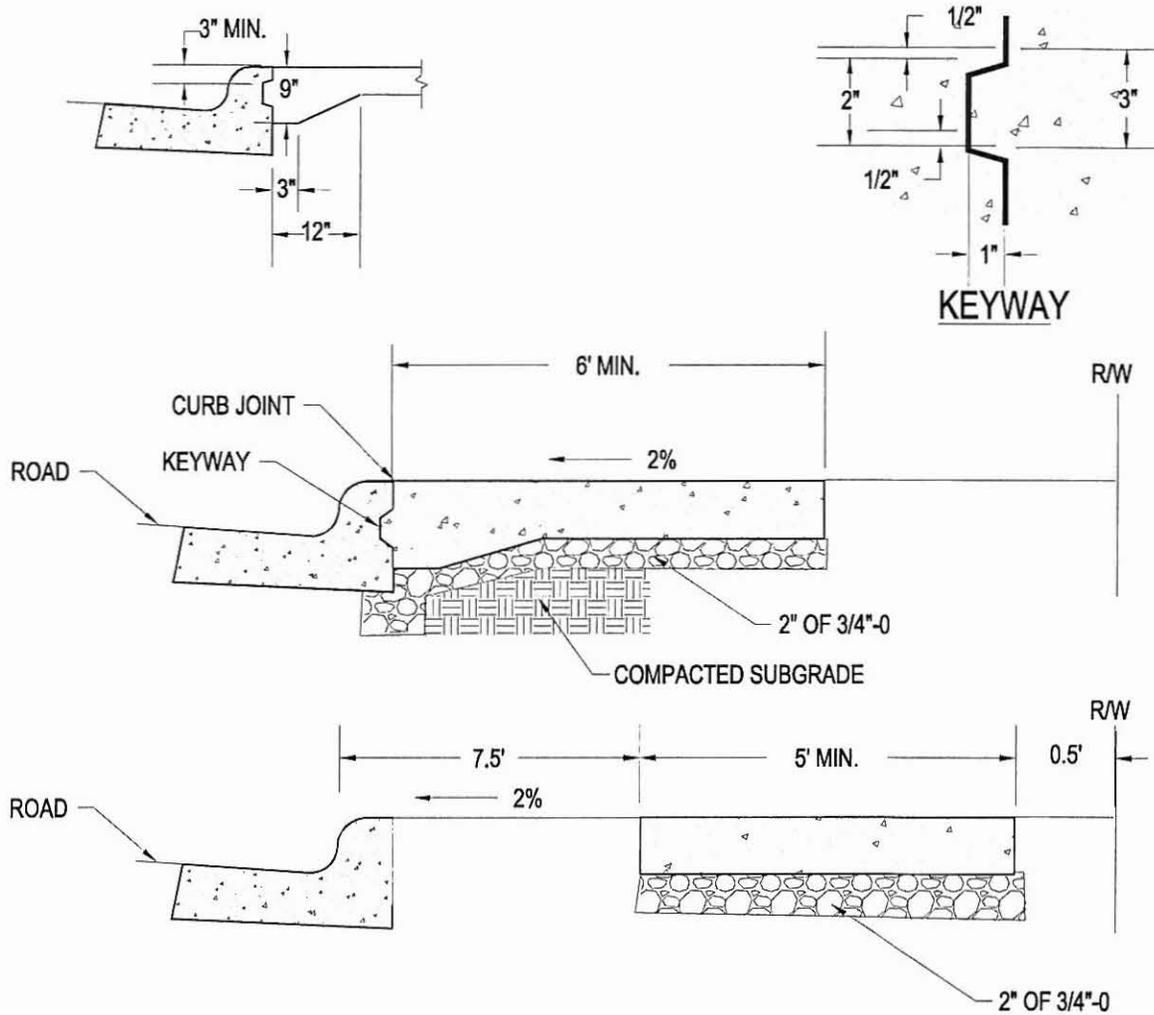
city of forest grove

Length to Repair (ft)	100	Good
Sidewalk Condition	Blue	Good-Fair
	Yellow	Fair
	Purple	Fair-Poor
	Orange	Poor

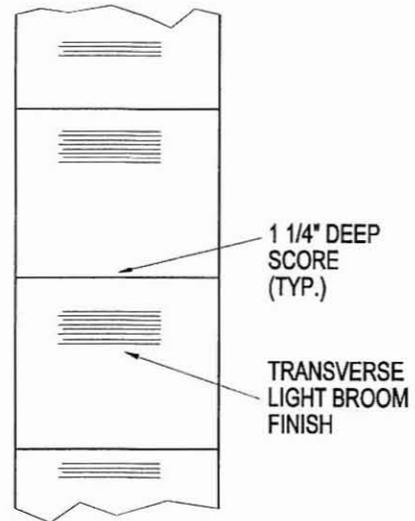
Sidewalk Repair Program - Forest Grove, Oregon

City of Forest Grove - Engineering Department
 Map shown may not reflect all City of Forest Grove Sidewalk segments.
 Map current as of June 2010. Print Date: June, 14 2010 - Product: H:\GISMAPS\Sidewalks Segments June 2010\1

EXHIBIT 2: PLANS & SPECIFICATIONS



- NOTES:
1. CONCRETE TO HAVE STRENGTH OF 3000 P.S.I. IN 28 DAYS 2" TO 4" SLUMP.
 2. KEYED COMBINATION CURB & SIDEWALK WILL ONLY BE PERMITTED TO BE USED WHEN THE ENGINEER DETERMINES THAT IT IS NOT FEASIBLE TO CONSTRUCT MONOLITHIC COMBINATION CURB & SIDEWALK.
 3. PANELS TO BE 5' LONG.
 4. EXPANSION JOINTS TO BE PLACED AT SIDES OF DRIVEWAY APPROACHES, UTILITY VAULTS & AT SPACING NOT TO EXCEED 90' OR AS DIRECTED BY THE ENGINEER.
 5. FOR SIDEWALKS ADJACENT TO THE CURB & POURED AT THE SAME TIME AS THE CURB . THE JOINT BETWEEN THEM SHALL BE A TROWELED JOINT WITH A MIN. 1/2" RADIUS.
 6. DRAIN BLOCKOUTS IN CURBS SHALL BE EXTENDED TO BACK OF SIDEWALK WITH 3" DIA. SCH. 40 ABS OR PVC PIPE AT 2% SLOPE, CONTRACTION JOINT TO BE PLACED OVER PIPE.
 7. SIDEWALKS SHALL HAVE A MINIMUM THICKNESS OF 6" IF MOUNTABLE CURB IS USED OR, IF THE SIDEWALK IS INTENDED AS A PORTION OF A DRIVEWAY. OTHERWISE, SIDEWALKS SHALL HAVE A MINIMUM THICKNESS OF 4" .
 8. BROOM TRANSVERSE TO DIRECTION OF PEDESTRIAN TRAVEL (TYP.)



CONCRETE SIDEWALK

ENGINEERING DEPARTMENT
 1924 COUNCIL STREET
 P.O. BOX 326
 FOREST GROVE, OR 97116



EXHIBIT 2a: PLANS, ESTIMATE OF WORK
EXHIBIT 3: PROBABLE COST OF IMPROVEMENT

**Sidewalk Assessment
Area 1**

Street	Name	From	To	Address	Spalling	Cracked	Sunken	Heaved	Grade	Diff	SCI	Recommend	Cost
01-0137	QUINCE ST	RAILROAD	23 RD AVENUE	2249	0	8	15	20	8	49	rebuild	\$	2,675
01-0060	MAPLE ST	22 ND PLACE	22 ND AVENUE	2228	0	0	10	30	10	50	rebuild	\$	1,750
01-0017	16 TH PLACE	FIR COURT	FIR ROAD	3546	0	8	0	30	8	54	rebuild	\$	2,000
01-0038	19 TH AVENUE	444' WEST	TAMARACK WAY	3816	0	3	0	30	10	57	rebuild	\$	1,600
01-0002	YEW COURT	NORTH END	BEAVER WAY	1843	8	4	0	25	5	58	rebuild	\$	1,300
01-0002	YEW COURT	NORTH END	BEAVER WAY	1824	0	8	0	25	8	59	rebuild	\$	1,400
01-0028	17 TH PLACE	MAPLE ST	600' EAST	3206	0	0	0	30	10	60	rebuild	\$	3,100
01-0033	19 TH AVENUE	19 TH WAY	MAPLE ST	3033	5	8	10	10	5	62	rebuild	\$	8,200
01-0034	19 TH AVENUE	MAPLE ST	OAK ST	3201	0	4	5	20	8	63	rebuild	\$	12,775
01-0071	TAMARACK WAY	TAMARACK COURT	19 TH AVENUE	1840	0	4	5	20	8	63	rebuild	\$	4,100
01-0095	KINGWOOD ST	15 TH PLACE	14 TH. AVE.	1513	0	8	0	20	8	64	rebuild	\$	4,450
01-0002	YEW COURT	NORTH END	BEAVER WAY	1830	0	4	0	25	5	66	rebuild	\$	1,100
01-0032	18 TH PLACE	POPLAR ST	EAST END	3505	5	0	0	20	8	67	rebuild	\$	5,125
01-0040	19 TH AVENUE	VINE COURT	MTN VIEW LANE	4020	0	3	0	25	5	67	rebuild	\$	900
01-0092	LARCH ST	15 TH PLACE	SOUTH END	3118	0	0	0	25	8	67	rebuild	\$	1,475
01-0016	16 TH PLACE	POPLAR ST	FIR COURT	3515	0	4	0	20	8	68	rebuild	\$	1,425
01-0016	16 TH PLACE	POPLAR ST	FIR COURT	3518	0	4	0	20	8	68	rebuild	\$	1,375
01-0047	FIR COURT	NORTH END	16 TH PLACE	1627	0	4	0	20	8	68	rebuild	\$	4,325
01-0089	MAPLE PLACE	16 TH COURT	MAPLE ST	3205	0	4	0	20	8	68	rebuild	\$	5,050
01-0151	PACIFIC AVE	19TH WAY	HAWTHORNE ST	2747	0	4	0	20	8	68	rebuild	\$	4,850
01-0033	19 TH AVENUE	19 TH WAY	MAPLE ST	3113	0	8	15	0	8	69	rebuild	\$	1,750
01-0038	19 TH AVENUE	444' WEST	TAMARACK WAY	3812	0	3	0	20	8	69	rebuild	\$	1,725
01-0038	19 TH AVENUE	444' WEST	TAMARACK WAY	3818	0	3	0	20	8	69	rebuild	\$	1,575
01-0075	SEQUOIA COURT	TAMARACK WAY	SOUTH END	1719	0	3	0	20	8	69	rebuild	\$	1,150
01-0104	22 ND AVENUE	HAWTHORNE ST	MAYWOOD DRIVE	2723	0	8	15	0	8	69	rebuild	\$	1,800
01-0002	YEW COURT	NORTH END	BEAVER WAY	1819	0	0	0	20	8	72	rebuild	\$	5,250
01-0022	17 TH AVENUE	MAPLE ST	MAPLE PLACE	3204	0	0	0	20	8	72	rebuild	\$	2,725
01-0032	18 TH PLACE	POPLAR ST	EAST END	3518	0	0	0	20	8	72	rebuild	\$	1,525
01-0033	19 TH AVENUE	19 TH WAY	MAPLE ST	3018	0	0	0	20	8	72	rebuild	\$	1,050
01-0034	19 TH AVENUE	MAPLE ST	OAK ST	3300	0	0	0	20	8	72	rebuild	\$	6,000
01-0034	19 TH AVENUE	MAPLE ST	OAK ST	3303	0	0	0	20	8	72	rebuild	\$	3,800
01-0040	19 TH AVENUE	VINE COURT	MTN VIEW LANE	4012	0	3	0	25	0	72	rebuild	\$	1,450
01-0077	FIR ROAD	19 TH AVENUE	18 TH COURT	1813	0	0	0	20	8	72	rebuild	\$	1,825
01-0079	FIR ROAD	17 TH COURT	RAILROAD R/W	1701	0	0	0	20	8	72	rebuild	\$	2,750
01-0089	MAPLE PLACE	16 TH COURT	MAPLE ST	3210	0	0	0	20	8	72	rebuild	\$	3,850
01-0007	15 TH PLACE	KINGWOOD ST	LARCH ST	3007	0	3	15	0	8	74	rebuild	\$	2,200
01-0119	MAPLE ST	16 TH PLACE	15 TH PLACE	1535	0	3	0	20	2	75	rebuild	\$	1,675

EXHIBIT 2a: PLANS, ESTIMATE OF WORK
EXHIBIT 3: PROBABLE COST OF IMPROVEMENT

Street	Name	From	To	Address	Spalling	Cracked	Sunken	Heaved	Grade Diff	SCI	Recommend	Cost
01-0141	BEAVER WAY	YEW CT	EAST END	4208	0	0	0	25	0	75	rebuild	\$ 2,250
01-0128	MTN VIEW LANE	STH SCHOOL ENT	WEST CORNER	1702	0	4	5	10	5	76	repair	\$ 3,475
01-0001	BEAVER WAY	MTN VIEW LANE	YEW COURT	4115	8	0	0	10	5	77	repair	\$ 1,038
01-0064	MAYWOOD DRIVE	HAWTHORNE ST	22 ND AVENUE	2745	0	8	0	10	5	77	repair	\$ 1,763
01-0067	TAMARACK COURT	NORTH END	TAMARACK WAY	1823	0	3	5	10	5	77	repair	\$ 2,513
01-0070	TAMARACK WAY	SEQUOIA COURT	TAMARACK COURT	1809	0	8	0	10	5	77	repair	\$ 1,288
01-0118	MAPLE ST	17 TH AVENUE	16 TH PLACE	1630	0	4	0	10	8	78	repair	\$ 1,500
01-0151	PACIFIC AVE	19TH WAY	HAWTHORNE ST	2700	0	4	0	10	8	78	repair	\$ 12,113
01-0072	REDWOOD COURT	NORTH END	TAMARACK WAY	1807	0	3	0	10	8	79	repair	\$ 913
01-0092	LARCH ST	15 TH PLACE	SOUTH END	1405	0	3	0	10	8	79	repair	\$ 988
01-0129	HEATHER ST	MT VIEW LN	EAST END	4445	0	0	5	10	5	80	repair	\$ 10,738
01-0001	BEAVER WAY	MTN VIEW LANE	YEW COURT	4112	0	4	0	10	5	81	repair	\$ 888
01-0001	BEAVER WAY	MTN VIEW LANE	YEW COURT	4124	0	4	0	10	5	81	repair	\$ 888
01-0034	19 TH AVENUE	MAPLE ST	OAK ST	3339	0	4	10	0	5	81	repair	\$ 1,725
01-0035	19 TH AVENUE	OAK ST	POPLAR ST.	3404	0	4	0	10	5	81	repair	\$ 1,813
01-0041	19 TH PLACE	HAWTHORNE ST	EAST END	2700 Pacific	0	4	10	0	5	81	repair	\$ 5,538
01-0047	FIR COURT	NORTH END	16 TH PLACE	1725	0	4	0	10	5	81	repair	\$ 588
01-0068	TAMARACK WAY	FIR ROAD	REDWOOD COURT	1705	0	4	0	10	5	81	repair	\$ 2,363
01-0070	TAMARACK WAY	SEQUOIA COURT	TAMARACK COURT	1810	0	4	0	10	5	81	repair	\$ 1,025
01-0079	FIR ROAD	17 TH COURT	RAILROAD R/W	1721	0	4	0	10	5	81	repair	\$ 913
01-0087	POPLAR ST	TV HWY BYPASS	RAILROAD R/W	1605	0	4	0	10	5	81	repair	\$ 2,675
01-0146	PACIFIC AVE	MOUNTAIN VIEW	QUINCE ST	3627	0	4	10	0	5	81	repair	\$ 825
01-0151	PACIFIC AVE	19TH WAY	HAWTHORNE ST	2903	0	4	10	0	5	81	repair	\$ 3,870
01-0162	EMILY ST.	13 TH PL.	12TH AVE.	1218	0	4	10	0	5	81	repair	\$ 875
01-0001	BEAVER WAY	MTN VIEW LANE	YEW COURT	4100	0	3	0	10	5	82	repair	\$ 2,100
01-0009	15 TH PLACE	MADRONA LANE	MAPLE ST	3136	0	3	0	10	5	82	repair	\$ 1,250
01-0016	16 TH PLACE	POPLAR ST	FIR COURT	3510	0	3	0	10	5	82	repair	\$ 675
01-0038	19 TH AVENUE	444' WEST	TAMARACK WAY	3729	0	3	0	10	5	82	repair	\$ 2,000
01-0038	19 TH AVENUE	444' WEST	TAMARACK WAY	3814	0	3	0	10	5	82	repair	\$ 813
01-0038	19 TH AVENUE	444' WEST	TAMARACK WAY	3820	0	3	10	0	5	82	repair	\$ 2,313
01-0068	TAMARACK WAY	FIR ROAD	REDWOOD COURT	1727	0	3	0	10	5	82	repair	\$ 2,350
01-0071	TAMARACK WAY	TAMARACK COURT	19 TH AVENUE	1820	0	3	0	15	0	82	repair	\$ 538
01-0071	TAMARACK WAY	TAMARACK COURT	19 TH AVENUE	1837	0	3	0	10	5	82	repair	\$ 813
01-0092	LARCH ST	15 TH PLACE	SOUTH END	1404	0	0	10	0	8	82	repair	\$ 950
01-0093	KINGWOOD ST	22 ND PLACE	22 ND AVENUE	2215	0	0	0	10	8	82	repair	\$ 3,013
01-0151	PACIFIC AVE	19TH WAY	HAWTHORNE ST	2810	0	0	0	10	8	82	repair	\$ 4,450
01-0173	LAUREL ST	PACIFIC AVE	19TH WAY	3034	0	0	0	10	8	82	repair	\$ 2,188
01-0071	TAMARACK WAY	TAMARACK COURT	19 TH AVENUE	1824	0	3	0	5	8	84	repair	\$ 750
01-0002	YEW COURT	NORTH END	BEAVER WAY	1821	0	0	0	10	5	85	repair	\$ 2,050
01-0002	YEW COURT	NORTH END	BEAVER WAY	1826	0	0	0	10	5	85	repair	\$ 600

**EXHIBIT 2a: PLANS, ESTIMATE OF WORK
EXHIBIT 3: PROBABLE COST OF IMPROVEMENT**

Street	Name	From	To	Address	Spalling	Cracked	Sunken	Heaved	Grade	Diff	SCI	Recommend	Cost
01-0022	17 TH AVENUE	MAPLE ST	MAPLE PLACE	3203	0	0	0	10	5	85	repair	\$	1,363
01-0033	19 TH AVENUE	19 TH WAY	MAPLE ST	3110	0	0	0	10	5	85	repair	\$	7,888
01-0034	19 TH AVENUE	MAPLE ST	OAK ST	3307	0	0	0	10	5	85	repair	\$	875
01-0038	19 TH AVENUE	444' WEST	TAMARACK WAY	3738	0	0	0	10	5	85	repair	\$	1,125
01-0047	FIR COURT	NORTH END	16 TH PLACE	1712	0	0	0	10	5	85	repair	\$	900
01-0059	MAPLE ST	RAILROAD	22 ND PLACE	2230	0	0	0	10	5	85	repair	\$	250
01-0064	MAYWOOD DRIVE	HAWTHORNE ST	22 ND AVENUE	2714	0	0	0	10	5	85	repair	\$	863
01-0064	MAYWOOD DRIVE	HAWTHORNE ST	22 ND AVENUE	2806	0	0	0	10	5	85	repair	\$	1,588
01-0070	TAMARACK WAY	SEQUOIA COURT	TAMARACK COURT	1830	0	0	0	10	5	85	repair	\$	488
01-0073	REDWOOD COURT	TAMARACK WAY	SOUTH END	1709	0	0	0	10	5	85	repair	\$	600
01-0074	SEQUOIA COURT	NORTH END	TAMARACK WAY	1803	0	0	10	0	5	85	repair	\$	938
01-0074	SEQUOIA COURT	NORTH END	TAMARACK WAY	1809	0	0	10	0	5	85	repair	\$	525
01-0104	22 ND AVENUE	HAWTHORNE ST	MAYWOOD DRIVE	2205	0	0	0	10	5	85	repair	\$	2,363
01-0109	22 ND PLACE	WEST END	KINGWOOD ST	2817	0	0	0	10	5	85	repair	\$	525
01-0109	22 ND PLACE	WEST END	KINGWOOD ST	2915	0	0	0	10	5	85	repair	\$	600
01-0113	MAPLE ST	PACIFIC AVENUE	19 TH PLACE	1944	0	0	0	10	5	85	repair	\$	825
01-0114	MAPLE ST	19 TH PLACE	19 TH AVENUE	1926	0	0	0	10	5	85	repair	\$	850
01-0118	MAPLE ST	17 TH AVENUE	16 TH PLACE	1631	0	0	0	10	5	85	repair	\$	1,338
01-0129	HEATHER ST	MT VIEW LN	EAST END	4114	0	0	5	10	0	85	repair	\$	4,313
01-0163	14 TH AVE.	EMILY ST.	KINGWOOD ST.	2821	0	0	0	10	5	85	repair	\$	2,275
01-0039	19 TH AVENUE	TAMARACK WAY	VINE COURT	3930	0	4	0	10	0	86	repair	\$	2,238
01-0074	SEQUOIA COURT	NORTH END	TAMARACK WAY	1804	0	4	0	5	5	86	repair	\$	1,075
01-0124	MTN VIEW LANE	19 TH AVENUE	RAILROAD	1830	0	4	10	0	0	86	repair	\$	513
01-0040	19 TH AVENUE	VINE COURT	MTN VIEW LANE	4014	0	3	0	10	0	87	repair	\$	538
01-0069	TAMARACK WAY	REDWOOD COURT	SEQUOIA COURT	1755	0	3	0	5	5	87	repair	\$	2,713
01-0072	REDWOOD COURT	NORTH END	TAMARACK WAY	1806	0	3	5	0	5	87	repair	\$	1,113
01-0066	VINE COURT	19 TH AVENUE	SOUTH END	1839	0	4	0	5	2	89	repair	\$	2,263
01-0071	TAMARACK WAY	TAMARACK COURT	19 TH AVENUE	1838	0	4	5	0	2	89	repair	\$	825
01-0066	VINE COURT	19 TH AVENUE	SOUTH END	1836	0	0	10	0	0	90	repair	\$	338
01-0067	TAMARACK COURT	NORTH END	TAMARACK WAY	1830	0	3	0	5	2	90	repair	\$	2,375
01-0073	REDWOOD COURT	TAMARACK WAY	SOUTH END	1705	0	0	0	5	5	90	repair	\$	825
01-0126	MTN VIEW LANE	BEAVER WAY	NRTH SCHOOL ENT	1777	0	0	0	5	5	90	repair	\$	5,050
01-0141	BEAVER WAY	YEW CT	EAST END	4211	0	0	0	10	0	90	repair	\$	563

Total, Area 1: \$ 251,395

Sidewalk Improvement Program**Method of Assessment (FGMC 3.405 (4))**

The method of assessment for the Sidewalk Program, to be used to arrive at a fair apportionment of the whole or any portion of the cost of the improvement to properties specifically benefitted shall be:

- The Sidewalk Program shall divide the improvements into sidewalk segments, with each sidewalk segment adjacent to a specific property;
- The City Engineer shall assign an estimated cost to each sidewalk segment;
- Prior to construction of the improvement, the property owner will be notified of the estimated amount of their assessment, which shall be determined by the City Engineer's estimate of actual costs, plus 10%, for each sidewalk segment;
- Only those owners of the property adjacent to and specifically benefitting from the Sidewalk Program who voluntarily sign a Sidewalk Program contract shall be assessed according to the sidewalk segment(s) that abut their property, in the amount not to exceed the actual cost of repairing the sidewalk segment, plus the cost of any unforeseen circumstance that may arise once work begins, plus interest if applicable;
- Owners of property abutting sidewalks in need of repair who do not voluntarily sign the Sidewalk Program contract shall not have the sidewalk abutting their property improved, nor shall they be assessed charges;
- Owners of property abutting sidewalks maintain all liability associated with that sidewalk segment abutting their property, regardless of whether it is improved or who performs the improvement;
- Prior to construction of the improvement, the City will award a contract for the improvements to be performed;
- Ten days after the City awards the contract for work to implement the Sidewalk Program, the City shall recalculate the cost of each sidewalk segment based on the awarded contract;
- This recalculated amount will be used to assess each property owner who voluntarily signed the Sidewalk Program contract;
- The City shall notify those property owners who voluntarily signed the Sidewalk Program contract of the recalculated assessment. If the recalculated assessment exceeds the initial City Engineer's estimate plus 10%, any property owner who voluntarily signed the Sidewalk Program contract may send written notice to the City of their desire to withdraw from the program and not be held to the terms of the contract, if such written notice is delivered to the City within 10 business days of receipt of the recalculated assessment.
- The property owner will be responsible for the costs relating to any unforeseen circumstances that may arise once work begins;
- The final assessment shall be equal to the recalculated assessment of each sidewalk segment, based on the actual awarded contract for the improvements, plus the cost of unforeseen circumstances. Total owed may include interest if the assessment is paid back over time. Those property owners who voluntarily signed the Sidewalk Program contract and did not subsequently notify the City of their withdrawal shall be assessed the final assessment.
- The Sidewalk Program contract will contain language notifying the property owner that a lien will be placed upon the property until the final assessment is paid in full.
- The Sidewalk Program contract will contain language and signature block for the property owner to apply to pay for the assessment in installments, terms of which will be included in the contract and will follow the terms set out by Council resolution.

Payment of Final Assessment (FGMC 3.450 (2))

The property owner must either pay the final assessment in full within 30 days after the date of the assessment ordinance, or make application to pay the final assessment in installments within 10 days after the date of the publication of notice, according to terms adopted by the City Council via resolution. The Sidewalk Program contract will contain a section to apply for paying the final assessment in installments, which shall include interest charges as set out by Council resolution.

Sidewalk Improvement Program Description

June, 2010

The goal of the Sidewalk Improvement Program, or SIP, is to create a City-wide, voluntary, improvement district to facilitate the repair of sidewalks throughout the City, in the City's right of way, according to Forest Grove Municipal Code (FGMC) section 3.405 through 3.495, and Oregon Revised Statutes (ORS) Chapter 223.

Overview

Public Works has made a survey of sidewalks throughout the City and has determined that many sidewalks are in a state of disrepair. Approximately 600 property owners have sidewalks adjacent to their properties that are in some state of disrepair. The total estimated cost is about \$1.3 million, for an average per property owner of about \$2,100. The City Engineer has divided the sidewalks into sidewalk segments that correspond to individual property owners that abut the sidewalk, in order to divide the cost accurately between property owners and assess each property appropriately.

Repair and maintenance of sidewalks are the responsibility of the property owner whose property is adjacent to the sidewalk, yet many property owners either do not know how to, or keep procrastinating, repair of the sidewalks for which they are responsible. The City desires to facilitate the repair of sidewalks throughout the City, reasoning that if the City coordinates a sidewalk repair program, the overall cost may be less by hiring one contractor for many sidewalks than if individuals hire many contractors for many sidewalks. Also, the City proposes to coordinate the hiring and scheduling of the contractor, thereby relieving property owners of those administrative hassles.

Description of Program

To accomplish this facilitation, Public Works is proposing to create a city-wide improvement district, calling it the "Sidewalk Improvement Program," where property owners voluntarily sign up to have their sidewalks repaired at their cost. The City facilitates the repair by hiring and scheduling the contractor to perform the work. The City fronts the cost of the contractor, to be repaid by individual property owners who sign up for the program. Once the City awards the work to a contractor, that contractor will give the City a cost per sidewalk segment, and those costs, along with the costs of unforeseen circumstances and interest charges if applicable, become the assessment to those property owners who signed up.

If a property owner does not want to pay the assessment, or otherwise objects to the assessment, then that sidewalk adjacent to that owner's property is not repaired and no assessment is made.

Staff proposes to pilot the Sidewalk Improvement Program in the summer and early fall of 2010. To keep this pilot program manageable, staff propose a minimum of participants whose repair work would total not less than \$50,000, to make the work worthwhile to a contractor. To keep the program manageable, staff propose to cap the number of participants at 60, based on criteria such as timing of participant response (first come, first served), contiguous contract work for the efficiency of the work, and severity of repair – more severe or complicated repairs may not be able to be accommodated within the pilot program, but will be

considered as a top priority should the program continue after the pilot. After this pilot program is complete, staff will evaluate the program with Council to determine whether or not to pursue this program in future years.

In most circumstances, repairing a sidewalk segment will be relatively straightforward. The old, broken or cracked concrete is taken up, replaced by new, smooth concrete. However, there are circumstances that may arise that could complicate a sidewalk repair, the costs of which will be borne most of the time by the adjacent property owner. In a few, unusual circumstances, the City or the contractor may be responsible for additional costs. Examples of these circumstances include:

- Trees: Most of the time, the contractor will be able to estimate how the fix to the sidewalk will impact a nearby tree. Often, grinding down an offending root is the fix, with very little impact to the tree. However, occasionally, the root system may be so large or so extensive that roots may have to be severed in order to properly fix the sidewalk. Cut or severed roots may seriously harm the tree, and may kill it. In these circumstances, the property owner needs to understand this risk to the tree and accept this risk prior to the sidewalk repair commencing. The property owner will also need to understand they may be responsible for replacing a tree within the right-of-way. If the offending tree is on their own property, they may choose not to replace it.

Also, it is possible that the tree must simply be taken out because it is not suitable to be near a sidewalk, and will continue to cause cracks and breaks over time. In this instance, the property owner will need to take down the tree and replace it with a tree the City approves of, at their cost. Most likely, the City and/or Contractor will be able to identify this type of problem prior to the property owner agreeing to the program. If the property owner is not ready to deal with replacing the tree and repairing the sidewalk, the property owner may choose to hold off on sidewalk repairs until a later date, but still understanding their liability for a sidewalk in a state of disrepair. However, the City would retain the right to require the property owner to fix the sidewalk sometime in the future.

Sometimes, the tree causing a problem for a sidewalk is a very important tree to the City, and the City has an interest in keeping it. In this circumstance, the City may choose to do a unique design of the sidewalk segment in order to both save the tree and have a repaired sidewalk. In this circumstance, the cost would be negotiated between the property owner and the City.

- Retaining walls: In some circumstances, retaining walls are so close to a sidewalk that they will be impacted by the sidewalk repair, and possibly ruined. The City Engineer and contractor hired by the City will be able to identify these types of retaining walls. In these circumstances, the retaining wall should be replaced at the same time the sidewalk is repaired. The cost of this replacement would be borne by the property owner.
- Curbs: Replacement of curbing is not an objective of this program, although curbs found to be an integral part of a sidewalk to be repaired and that are unsalvageable, will be replaced at the City's cost.

- Unknown/forgotten irrigation lines and/or drainage pipes: When the concrete of a broken sidewalk is pulled away, sometimes irrigation lines or old drainage pipes are revealed and accidentally broken. The cost of replacing or repairing these lines, even though unexpected, is the responsibility of the property owner.
- Accidental damage: As the contractor works, sometimes accidents do happen, such as damaging a driveway or other amenity, or breaking located lines or pipes, or damaging landscape. In these circumstances, the contractor would be responsible for the cost of repair.

Public Outreach

The City plans to do an extensive outreach effort to let the property owners know that they can sign up to have their sidewalk repaired, at their cost, but avoid the hassle of finding a contractor and scheduling the work. The City may decide to target a neighborhood, giving it more focused attention, perhaps even door-to-door outreach by City employees.

Once the Council consents to move forward with the Sidewalk Improvement Program, slated for June 28 2010, staff will embark on advertising the program. Staff will use the City Ad space in the News-Times, possibly write an article for the paper, write a section in the FYI Forest Grove monthly newsletter, post it on the City's web site and the City's new facebook page. As mentioned above, staff may even go door-to-door to drum up interest in the program.

Funding the Program

Staff proposes to fund this program through an inter-fund loan. The source of this loan is proposed to be the Capital Projects Fund (Fund #330). Funding would be loaned to the Sidewalk Improvement Program (SIP), to be repaid with interest by the SIP. For this pilot of the program in 2010, the estimate is between \$50,000 and \$150,000. The SIP would pay the funds out to the contractor, and collect funds from those property owners who voluntarily sign up for the program.

Property owners will have three options to pay their final assessment: 1) pay in full within 30 days of completion of work; 2) financed with interest over five years; or 3) financed with interest over 10 years (this option required by ORS 223.215). The 10-year repayment option would carry a higher interest rate, to provide incentive for participants to pay over a shorter time period, and to compensate the City for increased risk of non-payment and increased risk of interest rates increasing over time. The interest paid by the property owners not only helps to pay back the inter-fund loan, but also provides revenue to the SIP to cover administrative costs.

Assessment and Payment

The City Code allows the Council to use any just and reasonable method of apportioning the costs of the sidewalk improvements, and assessing properties specially benefited (FGMC 3.445). Staff is proposing that the method of apportioning the costs of improvements and assessing properties be based upon those property owners who sign the Sidewalk Improvement Program contract, and that the assessments against those properties be based on the actual cost of repair to the sidewalk segment abutting the property of that owner who signed the Sidewalk Improvement Program contract, plus the cost of any circumstances that

may arise once the work begins (as discussed above), plus interest if the assessment is paid back over time. No costs would be apportioned, and no assessment made, to those properties whose owners did not sign the contract, and no repairs or benefits would occur or accrue on those sidewalk segments abutting those properties.

The City Engineer will estimate the cost to repair each sidewalk segment, and add a 10% contingency to cover certain circumstances, such as those mentioned above, or unforeseen cost increases. Each property owner will be presented with this dollar figure as an initial estimate, and will be asked if they want to participate. If a property owner wants to participate, they will be asked to sign a contract stating their preliminary approval to have their sidewalk repaired at their cost, and to be assessed for the actual cost of the repair, plus the cost of any circumstances that may arise once work begins, plus interest if they choose to pay over time.

Once the City awards a contract for the work to be done, the contractor will provide to the City the cost to repair each sidewalk segment. This cost will become the final assessment charged to each property owner who signed up, plus the cost of any circumstances, plus interest if they choose to pay over time. If this final assessment exceeds the initial estimate plus 10%, the property owner can back out of the deal. No repairs to the sidewalk will be made, and no assessments will be levied.

If property owners still desire to proceed after learning the amount of the final assessment, they will be asked to grant their final approval for the work to proceed and for the assessment to be made. A lien will be placed upon the property, according to ORS 223.230, in the amount of the final assessment, plus interest if they opt to pay over time, plus the additional costs incurred due to additional circumstances, to be released once the assessment is paid in full.

Penalties for Late Payments

If payment is not received within 10 business days of the due date, a late fee in the amount of \$10.00 will be added. This late fee applies regardless of the payment method chosen by the homeowner. Each quarter, outstanding late fees will be rolled into the principal owed, and interest will accrue on the total balance. At the end of each calendar year, late fees and accrued interest will be capitalized into the principal owed, and the lien will be adjusted accordingly to reflect this new amount. Interest will accrue on the total.

Lien Adjustments

The City will place a lien on each property whose owner voluntarily signed up for the sidewalk program and subsequently had the sidewalk abutting the property repaired under the program. The lien will be in the amount of the actual cost of repair, plus: 1) any additional agreed upon work; 2) any costs incurred due to additional circumstances; and 3) interest if the property owner chooses to pay the amount due in installments. The lien will be released once the assessment and all additional charges are paid in full.

Liens will be adjusted at the beginning of each fiscal quarter to reflect the amount outstanding, adjusting for payments or penalties. Payments made will be adjusted off the lien balance. Late fees and accrued interest will be added to the lien.

The lien will be released once all amounts are paid in full.

Process

Many steps need to be completed and Council motions made for this Sidewalk Improvement Program to commence, according to FGMC 3.405 through 3.495 and ORS Chapter 223.

The steps to be completed by the City Council include:

- Council consents (June 28) to initiate the Sidewalk Improvement Program;
- By resolution (June 28), the Council directs the City Engineer to complete an Engineering Report on sidewalks;
- By resolution (July 12), the Council either accepts, rejects, or modifies the City Engineer's Engineering Report;
- By resolution (July 12), the Council declares its intent to make the sidewalk improvements, provides the manner and method of carrying out the improvements, and directs the City Recorder to give notice of the improvements;
- By resolution (July 12), the Council sets out the terms for repayment of assessments;
- By Ordinance (September), the Council spreads the assessment to benefiting property owners.

Staff also have many steps to perform to implement this program. These include:

- Advertising the program (begin June 29);
- Obtaining feedback from interested parties (begin June 29);
- Drawing up contracts with interested parties (begin July 15);
- Requesting bids for the sidewalk work (August);
- Awarding a contract (August);
- Calculating final assessments to be levied (September);
- Facilitating the signing of final contracts with interested parties (September);
- Managing the contract work of repairing the sidewalks (October);
- Inspecting the work (October);
- Levying the properties and coordinating payments (October).

Because of the timeline to implement a pilot program in the summer and fall of 2010, staff desires to begin to implement the Sidewalk Improvement Program after obtaining the Council's consent. Staff would like to proceed on the first two steps under each category above – soliciting the City Council's consent to initiate the Sidewalk Improvement Program, proposing a resolution directing the Engineering Report to be done, advertising the program, and obtaining feedback from interested parties.

If everything goes according to plan, sidewalk repair work will begin in October. Once the 2010 pilot program is complete, staff will report to the Council on results. At that time, staff and Council will evaluate the success of the program and discuss whether to offer the Sidewalk Improvement Program in the summer of 2011.

Sidewalk Steps

Item #	Description	Begin Date	End Date
1	Council authorizes sidewalk program Council directs City Engineer to do a survey & report	6/28/2010 6/28/2010	
2	City advertises program ...News-Times Ad ...News-Times article ...FYI Forest Grove (UB flyer - interest sheet)** ...Post on web site (Info on program + interest sheet) ...Post on facebook page ...Direct mail flyer & interest sheet to sidewalk list <i>**UB insert is mailed on a 4 week rotation, so not everyone will be notified of the program at the same time using this method.</i>	6/29/2010 6/30/2010 6/23/2010 6/29/2010 6/29/2010 6/29/2010 7/6/2010	7/30/2010 7/14/2010 7/7/2010 7/26/2010
3	Council accepts/rejects/modifies Engineer's Report Council declares intent to do a public district for sidewalk improvements Council sets out terms for repayment of assessments	7/12/2010 7/12/2010 7/12/2010	
4	People respond to ads & send in interest sheet	7/15/2010	7/23/2010
5	City hires temp to aid with contacting & explaining to homeowners	7/19/2010	
6	City responds to them with preliminary cost estimate ... and with the contract for them to grant prelim approval	7/15/2010	7/30/2010
7	People still interested mail back the contracts granting preliminary approval	8/3/2010	8/13/2010
8	Issue RFP for sidewalk work	8/18/2010	
9	Bids due	9/1/2010	
10	Select contractor	9/3/2010	
11	Re-do cost estimates based on contract award	9/7/2010	9/10/2010
12	Notify people of the new & final estimate, and ask them to grant their final approval	9/13/2010	9/17/2010
13	Final, approved contracts due back to the City		9/24/2010
14	Council spreads the final assessment via an ordinance	9/27/2010	
15	Sidewalk work begins	10/4/2010	





June 28, 2010

**REPORT AND RESOLUTION REQUESTING TO RESCHEDULE THE
AUGUST 9, 2010, CITY COUNCIL MEETING TO MONDAY, AUGUST 23, 2010**

Project Team: Mayor Peter B. Truax
Michael J. Sykes, City Manager
Anna D. Ruggles, CMC, City Recorder

BACKGROUND:

Section III (A) of the Forest Grove City Council Rules and Procedures requires the Council to designate by resolution the meeting dates of the Council. Council adopted Resolution No. 2010-01 setting Council meeting dates for 2010.

DISCUSSION:

Management staff is seeking City Council approval to reschedule the August 9, 2010, regular City Council meeting to Monday, August 23, 2010, due to Management staff vacation and Mayor are unable to attend the meeting of August 9, 2010.

RECOMMENDATION:

Management staff is requesting that City Council consider adopting the attached resolution approving to reschedule the August 9, 2010, regular City Council meeting to Monday, August 23, 2010.



RESOLUTION NO. 2010-58

**RESOLUTION APPROVING TO RESCHEDULE THE AUGUST 9, 2010,
CITY COUNCIL MEETING TO MONDAY, AUGUST 23, 2010**

WHEREAS, Section III (A) of the Forest Grove City Council Rules and Procedures requires the Council to designate by resolution the meeting dates of the Council; and

WHEREAS, Council adopted Resolution No. 2010-01 setting Council meeting dates for 2009; and

WHEREAS, the Council desires to reschedule the August 9, 2010, regular City Council meeting to Monday, August 23, 2010, due to management staff and Council members who are unavailable.

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

Section 1. The Forest Grove City Council hereby approves rescheduling the regular City Council meeting for August 9, 2010, to be held on Monday, August 23, 2010.

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

PRESENTED AND PASSED this 28th day of June, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of June, 2010.

Peter B. Truax, Mayor

Memorandum

TO: Mayor Truax and City Councilors

FROM: Anna D. Ruggles, CMC, City Recorder
Michael Sykes, City Manager

DATE: June 28, 2010

SUBJECT: 2011 LOC LEGISLATIVE AGENDA

BACKGROUND: City Council, City Manager, and Department Directors have had an opportunity to review the 28 legislative objectives set forth by the League of Oregon Cities for its 2011 Legislative Agenda. Attached are the results from those who submitted.

The City Council is asked to provide its top four (4) issues that they would like to see the LOC focus on in the 2011 legislative session. The deadline for submittal is July 16, 2010. The LOC Board of Directors will then review the results of the survey and determine its 2011 Legislative Agenda.

RECOMMENDATION: Staff recommends the Council select its top four (4) issues to be submitted to the League of Oregon Cities for consideration for the 2011 Legislative Agenda. The deadline to response is July 16, 2010.

City of:

Please mark 4 boxes with an X that reflect the top 4 issues that your city recommends be the priorities for the League's 2011 legislative agenda.

Community Development

- 2 A. Support an urban growth boundary agenda that would provide for a more efficient urban growth management system (as outlined in the full Community Development Committee long-term recommendation). *TB, EU*
- B. Support legislation that would: 1) create an exception to allow cities to propose and adopt population forecasts using a specified methodology, taking into consideration certain factors; 2) include conflict resolution procedures between cities and counties when adopting or amending population forecasts.
- C. Support legislation that provides conflict resolution procedures between cities and counties when adopting or amending an urban growth boundary or urban reserve area.
- 3 D. Continue efforts to resolve the conflicts between the Transportation Planning Rule (TPR) and other statewide land use planning goals by changes to Oregon Department of Transportation/Department of Land Conservation and Development (ODOT/DLCD) procedures and rules, or by legislative action. (Note: this priority is duplicative of priority "S" forwarded by the Transportation Committee. Both priorities are brought forward here, representing the discussion of the Community Development and the Transportation policy committees.) *VL, RT, JH*

Energy

- 2 E. Reauthorize the Business Energy Tax Credit (BETC) to leverage local investments in energy conservation, fuel conservation, renewable energy projects, as well as recruitment and expansion of renewable energy resource equipment manufacturing facilities. *VL, EU*

Finance & Taxation

- 4 F. Take an active role in facilitating and promoting processes and measures to bring about an overhaul of the state property tax system. The outcomes of this overhaul must create a system which taxes property equitably, brings assessed values closer to real market values, and is stable and predictable to both governments and taxpayers. *TB, VL, EU, TJ*
- 0 G. Maintain and strengthen the state's historic commitment to the State Shared Revenue funding formula. Any additional taxes or surcharges on these items must be incorporated into the current formula so cities may continue to provide services related to these revenues. *EU, RT, TJ*
- 1 H. Allow local governments a more flexible use of transient lodging tax to meet the increased demands placed both on essential services and infrastructure created by tourism activities. *RT*

General Government

- 1 I. 9-1-1 tax for pre-paid cell phones. *TJ*
- J. Restore the Department of Public Safety Standards and Training (DPSST) Regional Training program and protect DPSST from further cuts.
- 1 K. Attach municipal court fines to tax returns. *JH*

Human Resources

- 1 L. "Manager" designation for local governments. *RD*
- M. Lengthen time for last best offer submission from 14 days to 28 days.
- N. Allow employers to require paperless pay.
- 3 O. Work to achieve healthcare cost containment and protect local decision making authority in benefit design. *TB, RT, TJ*
- 1 P. Allow employees to choose alternative retirements option and protect the integrity and stability of Public Employee Retirement System (PERS). *TB*
- 1 Q. Eliminate the requirement for employers to provide identical health benefits for retirees as they do for active employees. *TB*

Telecommunications

- 3 R. Address tax equity issues in the context of state telecommunications laws including removing existing preemptions that have led to declining revenues. Work towards an alternative revenue system for telecommunications providers. Oppose preemption of city franchising, rights-of-way and taxing authority. *VL, RT, TJ*

Transportation

- 1 S. Resolve the disconnect between the Transportation Planning Rule (TPR) and other statewide land use planning goals. (Note: this priority is duplicative of priority "D" forwarded by the Community Development Committee. Both priorities are brought forward here, representing the discussion of the Community Development and the Transportation policy committees.) *TJ*

Turn over for more issues

- 1 T. Ensure that transportation/land use planning requirements, especially those established to address greenhouse gas emissions and other air quality issues, are developed with certain caveats (as outlined in the full Transportation Committee recommendation). *EU*
- U. Advocate for sustainable alternatives to fuel taxes to address decreasing State Highway Fund revenues as a result of an increase in automobile efficiency and the development of new technologies.
- V. Seek funding distribution mechanisms and formulas that reflect need as determined by system demand, function and condition.
- 1 W. Seek additional funding, efficiencies and program support for multi-modal transit and rail projects. *JH*
- 3 X. Increase the funding allocation to Oregon's small cities for road and street development and maintenance from \$1 million to \$5 million without unfairly impacting larger cities' share of the State Highway Fund. *TB, VL, RT*
- Y. Enact legislation establishing a "shared road" designation allowing cities to reduce speed limits below the state-mandated minimum of 25 mph on roads that have limited capacity but are utilized by other modes.

Water/Wastewater

- 1 Z. Support establishing statewide product stewardship programs to ensure recycling or proper disposal of toxic products at the end of their lifecycle. *VL*
- 1 AA. Recapitalize state municipal infrastructure funds to fully meet local demand on a sustained basis and fully leverage federal matching funds for water and wastewater infrastructure. *VL*
- 4 BB. Protect existing and future water rights from conditions that would prevent municipalities from meeting current or future demands. *TB, VL, RT, TJ*