

CITY COUNCIL MONTHLY MEETING CALENDAR

March-12

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				CEP Apps Available EDC Noon	1 2	3
4	5 Planning Comm 7pm	6	7 Rural Fire Bd 7pm	8 PAC - Moved to 15th	9	10
11	12 CITY COUNCIL MEETING CANCELLED	13 Library 6:30pm	14 MPAC Water Providers-CTC 1:30pm Watershed Ad-Hoc 5:30pm	15 Notice of Measure Filing Deadline PAC 5pm Fernhill Wetlands 5pm	16 <i>Ford Institute Leadership Classes</i>	17 Rep. Brewer 9am - BJ's Coffee
<i>National League of Cities Conference</i>						
18	19 Chamber Luncheon - Comm Aud Senior Ctr Bd 6:30pm Planning Comm 7pm Voters' Pamphlet Filing Deadline	20 CCI 5:30pm Downtown Revitalization 6pm	21 P&R moved to 22nd PSAC 7:30am CFC 5:15pm	22 P&R 7am Sustainability 5:30pm	23	24
25	26 CITY COUNCIL 6:30 PM - WORK SESSION (B&C) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	27 HLB 6pm	28 PSAC - Moved to 21st MPAC-Cancelled Watershed Ad-Hoc 5:30pm	29	30 CEP Apps Due	31

April-12

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Planning Comm 7pm	3	4 Joint Work Session Council / Rural Fire Board 6:00 pm - Fire Station Water Providers-CTC 1:30pm Water Providers-EC 5:30pm	5 EDC Noon	6 Red Cross Blood Drive 1pm - 6pm Community Auditorium	7
8	9 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	10 Library 6:30pm	11 LOC Regional Mtg 11am - Library Rogers Room MPAC Watershed Ad-Hoc 5:30pm	12 PAC 5pm	13 JWC Noon	14 Arts In The Grove Community Invite UCC 3-5pm
15 Dist 29 Candidate Forum 4pm - Senior Ctr	16 Chamber Luncheon - Comm Aud Senior Ctr Bd 6:30pm Planning Comm 7pm	17 Council Special Mtg CEP Presentations 6pm - Comm Aud	18 P&R 7am CFC 5:15pm	19 Fernhill Wetlands 5pm	20 <i>Ford Institute Leadership Classes</i>	21 Rep. Brewer 9am - BJ's Coffee
22	23 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	24 HLB 6pm	25 PSAC 7:30am MPAC Watershed Ad-Hoc 5:30pm	26 Sustainability 5:30pm	27 Council CEP Worksheets Due	28
29	30					

May-12

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Downtown Revitalization 5pm Rural Fire Bd 8pm	3 EDC Noon	4 HLB 2nd Annual Fair 9am - Central Sch <i>Ford Institute Leadership Conference Skamania - Stevenson, Washington</i>	5
6	7 Planning Comm 7pm	8 Library 6:30pm	9 MPAC Watershed Ad-Hoc 5:30pm	10 Tualatin River Watershed 7pm - Comm Aud PAC 5pm	11	12
13	14 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	15 Primary Election Day CCI 5:30pm	16 P&R 7am CFC 5:15pm 1st BUDGET COMM MTG 7:00 pm - Comm Aud	17 Fernhill Wetlands 5pm	18	19 Rep. Brewer 9am - BJ's Coffee
20	21 Chamber Luncheon - Comm Aud Senior Ctr Bd 6:30pm Planning Comm 7pm	22 Notary Training Seminar 1pm - 4pm Community Auditorium HLB 6pm	23 PSAC 7:30am MPAC Watershed Ad-Hoc 5:30pm 2nd BUDGET COMM MTG 7:00 pm - Comm Aud	24 Sustainability 5:30pm	25	26
27	28 CITY HALL CLOSED HOLIDAY	29 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	30 3rd BUDGET COMM MTG 7:00 pm - Comm Aud	31		



FOREST GROVE CITY COUNCIL

Monday, March 26, 2012

Meeting Agenda

6:30 PM – Work Session (B&C Interviews)
7:00 PM – Regular Meeting

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

Forest Grove City Council Meetings are televised live by Tualatin Valley Community Television (TVCTV) Government Access Programming, Ch 30. To obtain the programming schedule, please contact TVCTV at 503.629.8534 or visit <http://www.tvctv.org/government-programming/government-meetings/forest-grove>.

PETER B. TRUAX, MAYOR

Thomas BeLusko, Jr.
Thomas L. Johnston, Council President
Victoria J. Lowe

Camille Miller
Ronald C. Thompson
Elena Uhing

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

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

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

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

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

Anna Ruggles
City Recorder

6:30

WORK SESSION: B&C INTERVIEW

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).

7:00

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

7:10

5. A.
 - ***Metro Quarterly Exchange Update, Kathryn Harrington, Metro Councilor District 4 (Video Presentation)***

Jon Holan
(CCI Staff Liaison)

7:25

5. B.
 - ***Annual Town Meeting Update, Committee for Citizen Involvement (CCI), Kristy Kottkey, Chair of CCI***

Rob Foster
Public Works Director
Susan Cole
Administration Services
Assistant Director

7:40

6. **PUBLIC HEARING AND FIRST AND SECOND READING OF ORDINANCE NO. 2012-02 SPECIFYING THE ASSESSMENTS TO BE MADE ON PROPERTIES SPECIALLY BENEFITED BY THE CONSTRUCTION OF CERTAIN SIDEWALK IMPROVEMENTS; SETTING SIXTY (60) MONTH AND ONE HUNDRED TWENTY (120) MONTH PERIODS FOR INSTALLMENT PAYMENTS; SETTING THE INSTALLMENT FINANCING RATE AT FOUR AND ONE-QUARTER PERCENT (4.25%) AND SIX AND ONE-HALF PERCENT (6.50%) RESPECTIVELY; DECLARING AN EMERGENCY**

Paul Downey
Administrative Services Director

-
- | | | |
|---|------|---|
| Rob Foster
Public Works Director | 7:55 | 7. <u>RESOLUTION NO. 2012-24 ADOPTING CITY OF FOREST GROVE SANITARY SEWER MAINTENANCE POLICY</u> |
| Rick Vanderkin, Public Works
Superintendent | | |
| Paul Downey
Administrative Services Director | | |
| Michael Sykes
City Manager | 8:10 | 8. <u>RESOLUTION NO. 2012-25 ADOPTING CITY COUNCIL GOALS AND OBJECTIVES FOR FISCAL YEAR 2012-13</u> |
| Peter Truax, Mayor | | |
| | | 9. <u>CITY MANAGER'S REPORT:</u> None. |
| | 8:15 | 10. <u>COUNCIL COMMUNICATIONS:</u> |
| | 8:30 | 11. <u>ADJOURNMENT</u> |

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3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Work Session (Council Retreat) Meeting Minutes of February 18, 2012.
 - B. Approve City Council Work Session (B&C Interview) Meeting Minutes of February 27, 2012.
 - C. Approve City Council Work Session (Council Goal-Setting) Meeting Minutes of February 27, 2012.
 - D. Approve City Council Regular Meeting Minutes of February 27, 2012.
 - E. Accept Historic Landmarks Board Meeting Minutes of January 31, 2012.
 - F. Accept Library Commission Meeting Minutes of January 24, 2012.
 - G. Accept Planning Commission Meeting Minutes of February 6, 2012.
 - H. Community Development Department Monthly Building Activity Informational Report for February 2012.
 - I. Library Department Monthly Circulation Statistics Report for March 2012.
 - J. **RESOLUTION NO. 2012-23 MAKING APPOINTMENT TO COMMUNITY FORESTRY COMMISSION (APPOINT JEN WARREN, TERM EXPIRING DECEMBER 31, 2013).**
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Memorandum

TO: Mayor Peter Truax and City Councilors

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

DATE: March 26, 2012

SUBJECT: Interview B&C Applicant and Make Appointment to
Public Arts Commission

BACKGROUND:

Attached you will find the following items for the Citizen Advisory Boards, Committees, and Commissions interview that is scheduled for Monday, March 26, 2012.

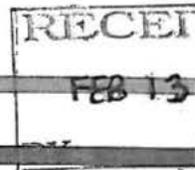
- Boards, Committees, Commissions Number of Vacancies;
- Possible Interview Questions; and
- Application (Laura Frye)

STAFF RECOMMENDATION:

Conduct an interview of the applicant who expressed interest in serving on the Public Arts Commission. As you may recall, Council interviewed another applicant (application date stamped February 1) on February 13, 2012, who also expressed interest in serving on the Public Arts Commission. There currently there is one At-Large vacancy on the Public Arts Commission. Staff is asking Council to consider making appointment to fill the At-Large vacancy on the Public Arts Commission.

2012 – BOARDS, COMMITTEES & COMMISSIONS VACANCY

COMMISSION	REQUIREMENTS	# VACANCIES	TERM EXPIRES
BUDGET Meets in April/May	7-Members 3-Year Term All members must live in City per ORS		
COMMITTEE FOR CITIZEN INVOLVEMENT Meets 3 rd Tuesday 5:00 pm	7-Members 4-Year Term	1 – Vacancy 1 – Student Vacancy	12/31/2015 12/31/2012
COMMUNITY FORESTRY COMMISSION Meets 3 rd Wednesday 5:15 pm	7-Members 3-Year Term Three members may live outside City – Currently three	1 – Vacancy	12/31/2014
ECONOMIC DEVELOPMENT COMMISSION Meets 1 st Thursday Noon	19-Members 3-Year Term 6 Public & Non-Profit 12 Business 1 At-Large	No Citizen At Large Vacancy	
HISTORIC LANDMARKS BOARD Meets 4 th Tuesday 6:00 pm	7-Members 4-Year Term Two members may live outside City Currently one	1 – Vacancy 1 – Student Vacancy	12/31/2013 12/31/2012
LIBRARY Meets 2 nd Tuesday 6:30 pm	7-Members 2-Year Term	1 – Student Vacancy	12/31/2012
PARKS & RECREATION COMMISSION Meets 3 rd Wednesday 7:00 am	9-Members 4-Year Term Two members may live outside City – Currently one NNW = Forest Glen, Knox Ridge, Thatcher/Loomis; NW = Lincoln, Hazel Sills, Aquatic Center, Talisman; SW = Rogers; SE = Joseph Gale; and NE = Bard and Stites Parks	1 – Vacancy NE	12/31/2015
PLANNING COMMISSION Meets 1 st and 3 rd Monday 7:00 pm	7-Members 4-Year Term Two members may live outside City – Currently one One member in real estate for profit – Currently one Two members same trade/occupation – Currently none		
PUBLIC ARTS COMMISSION Meets 2 nd Thursday 5:00 pm	9-Members 3-Year Term Three At-Large Voting reps Chamber; School Dist; Pacific University; Senior Center; Theater In The Grove; and Valley Art	1 – Citizen At-Large Vacancy 1 – Student Vacancy	12/31/2014 12/31/2012
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 th Wednesday 7:30 am	7-Members 4-Year Term Two members within Rural Fire Dist – Currently two Non-voting reps Rural Fire Dist; Chamber; School Dist; and Pacific University	1 – Student Vacancy	12/31/2012



Interview
March 26, 2012
@ 6:30 pm

CITIZEN ADVISORY BOARDS, COMMITTEES & COMMISSIONS

REQUEST FOR APPOINTMENT APPLICATION

Please checkmark the Board on which you would like to serve.
(If interested in multiple boards, please number 1-10 your order of preference):

- | | |
|--|--|
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Library Commission |
| <input type="checkbox"/> Committee for Citizen Involvement | <input type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Community for Forestry Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Economic Development Commission | <input checked="" type="checkbox"/> Public Arts Commission |
| <input type="checkbox"/> Historic Landmarks Board | <input type="checkbox"/> Public Safety Advisory Commission |

Name: Laura Frye
 Residence Address: [Redacted] Forest Grove
 Mailing Address: _____
 Employer: retired

Home Phone: [Redacted]
 Business Phone: [Redacted]
 Cell Phone: [Redacted]
 E-mail Address: [Redacted]
 Occupation Profession: retired

Years lived in Forest Grove? 48 Do you reside within City limits? yes How did you hear of this opportunity? Pat Truax

How would you currently rate the City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? _____

Why are you interested in serving on the advisory Board/Committee/Commission?
The Public Arts Commission provides opportunities for "artists" to have better exposure and for our community to have greater access to the arts.

What contributions do you feel you can/will make to the Board/Committee/Commission?
As a life-long musician & appreciator of art I bring experience & knowledge of children in the arts.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission?
music educator

Previous appointed or elected offices: _____

Previous/current community affiliations and activities: Leadership at FG United Church of Christ, Valley Art volunteer, Pacific University alum committees

May we keep your name on file if not appointed at this time? YES NO (10/10)

Possible Questions for B&C Applicant Interviews:

What can you offer the advisory board on which you would like to serve?

What do you hope to gain from your volunteer experience?

What ideas do you have for increasing citizen involvement in Forest Grove?

Is there an area in which you think the City may be letting its citizens down? If so, what would that be?

What do you see as a critical need that is currently facing the City?

Do you favor growth or do you feel the City is currently big enough?

How would you respond to an unpopular decision that is strongly criticized? Such as making an unpopular decision that may go against property owners' desire or that is not supported by your friends and neighbors.

Do you have any grant-writing experience? _____

In addition, Mayor, please ask:

Do you have any conflict with the meeting date(s) and time(s) of the advisory board to which you have applied? _____

If we cannot appoint you to your first choice, are there any other advisory boards that interest you? May we keep your application on file? _____

Do you have any questions for us? _____

Note: Once Council renders a decision on the status of the selected appointment(s), the City Recorder will notify immediately thereafter.

**FOREST GROVE CITY COUNCIL WORK SESSION
(COUNCIL RETREAT)
FEBRUARY 18, 2012 – 9:00 A.M.
1910 MAIN STREET BISTRO - CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by the Council.

1. ROLL CALL

Mayor Peter Truax called the Council Retreat to order at 9:00 a.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; Paul Downey, Administrative Services Director (dismissed following presentation of Agenda Item); Susan Cole, Administrative Services Assistant Director (dismissed following presentation of Agenda Item); Rob Foster, Public Works Director (dismissed following presentation of Agenda Item); Jon Holan, Community Development Director (dismissed following presentation of Agenda Item); Dan Riordan, Senior Planner (dismissed following presentation of Agenda Item); and Anna Ruggles, City Recorder.

POTENTIAL CONFLICT OF INTEREST DISCLOSURE:

BeLusko declared a potential conflict of interest regarding the Council Retreat discussions, citing he is a shareholder of the firm who is the City's insurance agent of record and there is a remote possibility that the discussions on today's agenda could have a potential impact on the income received by his firm. BeLusko advised because there is only the potential of a conflict of interest, it would not affect his contribution towards the Council Retreat discussions.

2. URBAN RENEWAL DISCUSSION (PARAMETERS AND NEXT STEPS):

Holan, Riordan, and Sykes facilitated this portion of the Council Retreat, noting the purpose of the above presentation was to discuss with Council the next steps of the Urban Renewal Feasibility Study and to seek Council direction, noting the study project is funded through a Metro Construction Excise Tax Grant. Holan reported Council met in joint work session with the Planning Commission on February 6, 2012, to review Phase I, the findings of the Urban Renewal Feasibility Study, noting Phase II will be to consider adoption of the technical report and Urban Renewal Plan. Holan and Riordan reported the Feasibility Study contains four elements as follows: documentation of blight, identification of potential projects, estimation of tax increment revenue potential, and assessment of potential impact to taxing district. Holan and Riordan distributed a spreadsheet showing other cities that have urban renewal districts and showing the tax increment revenue for each of the areas as well as urban

**FOREST GROVE CITY COUNCIL WORK SESSION
(COUNCIL RETREAT)
FEBRUARY 18, 2012 – 9:00 A.M.
1910 MAIN STREET BISTRO - CONFERENCE ROOM
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renewal case studies, noting Forest Grove's Urban Renewal study area consists of 673 areas at a taxable assessed value of approximately 13.7 percent and a maximum indebtedness of \$18.9 million. In conclusion, Holan, Riordan and Sykes advised that staff is asking Council to review the policy questions and provide feedback so staff knows how the Council wishes to proceed, noting there is no obligation to adopt the Urban Renewal Plan.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Councilmembers discussed the pros and cons of pursuing an Urban Renewal District. Discussion ensued pertaining to the implications of not fulfilling Phase II of the Urban Renewal grant; the potential impact to City revenues and public safety funding if the City pursues Urban Renewal; concerns were voiced about the current economic conditions and about the City including non-taxable properties within the Urban Renewal; discussion ensued about the size and types of projects to include within the Urban Renewal; and discussion ensued about scheduling a tour of the proposed Urban Renewal areas and the possibility of focusing on Urban Renewal as the topic for 2013 Annual Town Meeting.

In conclusion of the above-noted discussion and review, Council collectively voiced support of staff focusing on completing the downtown revitalization project first and advised staff to continue its work on the scheduled timelines of the Urban Renewal grant as well as study how the Urban Renewal areas could impact other areas of the City and report back to Council at a future date.

Council recessed at 10:20 a.m. for a break and reconvened at 10:28 a.m.

3. LEVY SCENARIOS:

Downey, Cole, and Sykes facilitated this portion of the Council Retreat, noting the purpose of the above presentation was to seek Council input on the levy dollar amount the City should ask voters, \$1.35, \$1.60 or \$1.85 per \$1,000 of assessed value for the May 15, 2012, Primary Election. Downey and Cole reported the City's current local operating levy of \$1.35 expires June 30, 2013, noting projections show that the current levy amount of \$1.35 would not allow the City to maintain its current level of services in the General Fund. Downey and Cole recapped what staff has done in efforts to solicit input and educate citizens about the need for a levy and the City's financial forecast, noting staff conducted a survey to seek voters' opinions about the proposed levy amounts

**FOREST GROVE CITY COUNCIL WORK SESSION
(COUNCIL RETREAT)
FEBRUARY 18, 2012 – 9:00 A.M.
1910 MAIN STREET BISTRO - CONFERENCE ROOM
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and attitudes toward City services; held a meeting with key stakeholders, including members of the City's advisory boards, committees and commissions; received recommendation from Public Safety Advisory Commission about the proposed levy amount; discussed the levy with citizens at the Annual Town Meeting; and held a work session with the members of the Budget Committee. Downey and Cole reported all the groups responded that the City needed to ask the voters for more than \$1.35 since that amount would cause the City to begin reducing services in the first year of the levy. Sykes advised a levy amount of \$1.60 would allow the City to maintain services for a longer period of time than a \$1.35, noting staff believes the City could find alternative revenues, i.e., utility fee, to help support a levy amount of \$1.60. In conclusion, Cole and Downey presented a PowerPoint presentation outlining the General Fund's financial forecast of revenues and expenditures for Fiscal Years 2012-13 through 2018.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to General Fund's financial forecast of revenues and expenditures for Fiscal Years 2012-13 through 2018 and other information regarding the various proposed levy amounts. In response to various scenarios and questions, Sykes explained the City is going to try to stay away from indicating specific positions on this proposed levy, with a message to voters that if this levy fails, cuts to services would need to occur. In response to inquiries pertaining to the reason staff is not proposing \$2.25, Sykes explained the voter survey poll indicated a \$0.25 increase would have a better chance of passing than a \$0.90 increase; as a result, staff began exploring a levy amount of \$1.60. In response to inquiries pertaining to the ballot title, Sykes explained staff is proposing a five-year levy for public safety and community services. Mayor Truax continued roundtable discussion pertaining to the proposed levy amounts that the Council would support. In conclusion of the above-noted discussion and review, Council collectively agreed to ask staff to draft two proposed resolutions, one proposing \$1.60 and one proposing \$1.85, for Council consideration at the next meeting of Monday, February 27, 2012.

Council recessed at 11:45 a.m. for a break and reconvened at 12:17 p.m.

4. STATUS/ACTION PLANS FOR 2011 COUNCIL GOALS AND OBJECTIVES AND YEAR-END SUMMARIES

Sykes facilitated this portion of the Council Retreat, noting the purpose of this discussion was to review the Department Action Plans, which were included in

**FOREST GROVE CITY COUNCIL WORK SESSION
(COUNCIL RETREAT)
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1910 MAIN STREET BISTRO - CONFERENCE ROOM
PAGE 4**

the packet. Sykes referenced each of the Department year-end summaries, which contained the significant accomplishments pertaining to work plans and Council Goals and Objectives identified for January 2011, through December 2011, noting staff successfully accomplished a majority of the significant goal objectives for 2011.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the status identified in the 2011 Action Plans as being on hold, in progress, or ongoing. At the conclusion of the above-noted discussion and review, Council collectively agreed to carryover 14 pending objectives (11 out of 27 identified objectives for 2011 were successfully completed) that were identified as being on hold, in progress, or ongoing into the 2012-13 work plan (refer below to Agenda Item 5).

5. IDENTIFY COUNCIL KEY GOALS AND OBJECTIVES FOR FISCAL YEAR 2012-13:

Mayor Truax and Sykes facilitated this portion of the Council Retreat, noting the purpose of this exercise was to review the existing Council goals and to identify any new goal objectives for Fiscal Year 2012-13. Sykes noted each year the Council is asked to set broad goals to help guide City administration and departments as they plan for the upcoming budget year.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Councilmembers reviewed their three existing Council Key Goals. At the conclusion of the above-noted discussion and review, Council collectively agreed to keep their three existing Council Key Goals as follows:

Goal 1:

- Promote Safe, Livable and Sustainable Neighborhoods and a Prosperous Dynamic, Green City;

Goal 2:

- Promote a Prudent Financial Plan to Maintain Effective Service Levels of a Full-Service City; and

Goal 3:

- Promote the Interests and Needs of Forest Grove in Local, State,

**FOREST GROVE CITY COUNCIL WORK SESSION
(COUNCIL RETREAT)
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1910 MAIN STREET BISTRO - CONFERENCE ROOM
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and National Affairs.

Next, Mayor Truax opened the floor and roundtable ensued as Councilmembers reviewed the 2011 objectives that were identified by staff as being on hold, in progress, or ongoing. At the conclusion of the above-noted discussion and review, Council collectively agreed to modify and/or identify 16 objectives, of which four (4) were identified as long-term objectives; and carried over 14 pending objectives from the previous year that were identified as active or ongoing for a total of 30 objectives. Sykes noted the Council will be asked at the Goal-Setting Work Session scheduled for Monday, February 27, 2012, to rank the objectives in the order that they believed are the most important. In addition, Sykes noted that staff recognizes that not all of the objectives can be financially accomplished; however, the list of objectives provides a framework for each department to focus their activities and prioritize resources during budget preparations for the upcoming fiscal year.

6. COUNCIL TEAM AGREEMENT:

Mayor Truax facilitated this portion of the work session, noting this is an opportunity for Councilmembers to discuss, review, and/or amend their team agreement.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Councilmembers reviewed their existing team agreement. At the conclusion of the above-noted discussion and review, Council collectively agreed to amend their Team Agreement as noted below:

8. ~~Limit side conversations (be aware of microphones and televised meetings).~~
[Council meetings are televised live; this requires Council to act professionally by:

- Speaking in turn and on the issue;
- Not interrupting; and
- Treating the public and each other with courtesy.]

12. ~~As a general principle,~~ Information available to one council member should **[will]** be available to all, in a timely manner.

13. Every effort will be made to adjourn meetings by ~~10:00~~ **[9:00]** p.m.

**FOREST GROVE CITY COUNCIL WORK SESSION
(COUNCIL RETREAT)
FEBRUARY 18, 2012 – 9:00 A.M.
1910 MAIN STREET BISTRO - CONFERENCE ROOM
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7. OPEN DISCUSSION:

In response to BeLusko's inquiry about televising Council meetings live, Sykes explained it was one of the Council's goals a few years ago to go live. In addition, BeLusko advised that he would like having police security presence and City Attorney representation at Council meetings, to which Sykes concurred.

Uhing commended the City Manager for submitting his City Manager Update Report at each Council meeting, noting the report has been very helpful. In addition, Uhing commented about audience participation and personal attacks at Council meetings, noting that a training session on defusing heated situations might be useful.

Hearing no further discussion from the Council, Mayor Truax adjourned the Council Retreat.

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

8. ADJOURNMENT

Mayor Truax adjourned the Council Retreat at 1:52 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW)
FEBRUARY 27, 2012– 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 5:45 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Council President, 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

The following applicant was interviewed for the following position:

- Ernie Montano Parks and Recreation Commission

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the above-noted interview. After Council deliberation, Council collectively made recommendation to ask staff to seek advisement from the Parks and Recreation Commission (P&R) about allowing a member to serve outside of the district of the park area, noting the vacancy on P&R is to serve the NE area, which includes Bard and Stites Parks; however, the applicant's residence is located within Forest Gale Heights area, to which staff concurred and will report back to Council with P&R's recommendation.

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:05 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



**FOREST GROVE CITY COUNCIL WORK SESSION
(COUNCIL GOALS AND OBJECTIVES)
FEBRUARY 27, 2012 – 6:00 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by the Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:20 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas BeLusko, Jr., Thomas Johnston, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director (present in the audience); and Anna Ruggles, City Recorder.

2. COUNCIL GOALS AND OBJECTIVES FOR FISCAL YEAR 2012-13:

Sykes facilitated the above-noted work session, noting the purpose of the work session was so Council could review the scoring results of the goals/objectives identified at the Council Retreat, held on February 18, 2012, noting Council collectively agreed to modified and/or identified 16 objectives, of which four (4) were identified as long-term objectives (shown in bold and italics, attached as Exhibit A); and carried over 14 pending objectives from the previous year that were identified as active or ongoing for a total of 30 objectives. Sykes reported the Council was asked to rate each of the goals/objectives using a Rating Scale from 4 to 0 (4 = top priority; 3 = 2nd tier priority; 2 = important; 1 = low priority; and 0 = no priority), noting Council has ranked the goals/objectives in the order that they believed were the most important. Sykes noted staff has grouped the goals/objectives within one of the three key City Council Goals. In conclusion, Sykes explained the intent of asking for Council priority goals/objectives for the coming fiscal year is to know if there are specific goals/objectives that require budget resources in order to be accomplished, noting it is recognized that not all of the goals/objectives can be financially accomplished; however, the list provides a framework for each department to focus their activities and prioritize resources during their budget preparations for the fiscal year.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council participated in assessing the scoring results of each of the goals/objectives (attached as Exhibit A). Discussion ensued as Council assessed the goals/objectives that received a score of 14 or below. At the conclusion of the above-noted discussion and review, Council collectively supported keeping all the Goal Objectives on the list with minor language amendment made to Objective 16 to better identify that objective, noting all the objectives have been

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identified as being active, ongoing, or having long-term assessment as well as some of the objectives are pursuant to grant monies.

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

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 6:50 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

2012-13 CITY COUNCIL GOALS AND OBJECTIVES

Each year, the City Council determines its goals and objectives for the coming year. These goals and objectives are adopted by City Council and becomes the City's Work Plan and guide for City Council and City Staff as they move forward throughout the year. City Council modified and/or identified 16 objectives (shown in bold and italics), of which four (4) were identified as long-term objectives; and carried over 14 pending objectives from the previous year that were identified as active or ongoing for a total of 30 objectives. The City Council has ranked these objectives in the order that they believed were the most important. The objectives have been grouped within one of the three key City Council Goals. The City Manager will assign each of the Council goal objectives accordingly. The City Council Goals and Objectives for Fiscal Year 2012-13 are as follows:

GOAL 1									
PROMOTE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS AND A PROSPEROUS DYNAMIC, GREEN CITY									
Rating Scale from 4 to 0 (4 = top priority; 3 = 2nd tier priority; 2 = important; 1 = low priority; and 0 = no priority)									
									Total Pts:
1.	<i>Complete Watershed Mgmt Plan Update and Select Forester</i>								23
2.	<i>Complete David Hill Road</i>								23
3.	Examine methods to enhance pedestrian/safe routes to Thatcher Park; Thatcher Road/Forest Gale Drive (flashing yellow light/crosswalks)								21
4.	Complete Periodic Review								20
5.	Continue support of FG Senior and Community Center								19
6.	Continue maintaining a livable community through code enforcement with emphasis on graffiti and crime prevention								18
7.	Complete Parks Master Plan Update								18
8.	<i>Continue Downtown Revitalization Efforts (Identify Town Center Plaza and Downtown Corridor Traffic Flow)</i>								18
9.	Examine installing sidewalks near schools, bus #57 stop, and TV Hwy (east end of Mtn View Lane; Karen's Corner)								17
10.	Pursue other alternate energy sources								17
11.	Continue strengthening public relations and marketing to better communicate City services and accomplishments								16
12.	Continue improving Council/Citizen Outreach (table at Farmers' Market)								16
13.	<i>Continue Sustainability Ad-Hoc Committee; Develop Sustainability Plan</i>								16

**2012-13 CITY COUNCIL
GOALS AND OBJECTIVES**

GOAL 1 (Continued)									
PROMOTE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS AND A PROSPEROUS DYNAMIC, GREEN CITY									
Rating Scale from 4 to 0 (4 = top priority; 3 = 2nd tier priority; 2 = important; 1 = low priority; and 0 = no priority)									
									Total Pts:
14.	<i>Participate/Partnership with Clean Water Services on Regional Trail System Projects with Local Focus</i>								16
15.	<i>Pursue completion of Emerald Necklace (grant monies)</i>								15
16.	<i>Continue coordinating efforts for promoting Public Art</i>								13
17.	<i>Prepare draft Ordinance for modified burning ban for Council consideration by January 2013</i>								13
18.	<i>Continue Study for Urban Renewal District - Phase II</i>								12
IDENTIFIED AS LONG-TERM OBJECTIVES:									
19.	<i>Continue pressure for high-capacity transit; and other transportation modes</i>								19
20.	<i>Implement Transportation System Plan (Hwy 47/Quince; Hwy 47 & Maple Street Traffic Light; and B Street Traffic Light</i>								18
21.	<i>Explore Evergreen Road Extension (bypass)</i>								18
22.	<i>Continue pressure for new Post Office or Retail Store</i>								15
GOAL 2									
PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE CITY									
Rating Scale from 4 to 0 (4 = top priority; 3 = 2nd tier priority; 2 = important; 1 = low priority; and 0 = no priority)									
									Total Pts:
23.	<i>Passage of a Local Option Levy (Council)</i>								28
24.	Prepare a balanced budget as required by law								27
25.	<i>Explore Long-Term Funding for Public Safety and other essential City services and operations</i>								26
26.	Continue supporting business retention and promoting recruitment efforts								24
27.	Continue Sidewalk Improvement District Program (LID)								23
28.	<i>Implement Island Annexation Program by Jan 2013</i>								23

**2012-13 CITY COUNCIL
GOALS AND OBJECTIVES**

GOAL 3									
PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE IN LOCAL, STATE AND NATIONAL AFFAIRS									
Rating Scale from 4 to 0 (4 = top priority; 3 = 2nd tier priority; 2 = important; 1 = low priority; and 0 = no priority)									
									Total Pts:
29.	Continue support of Legislative Agenda and Regional, Local, State, and Metro, CWS, Fernhill Wetlands Partnerships (WC Forum)								22
30.	Continue promoting Tourism Opportunities and Marketing Efforts (wineries, Fernhill, local events, branding logo, external marketing)								19

30

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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 7:01 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Chris Crean, City Attorney; Paul Downey, Administrative Services Director; Susan Cole, Administrative Services Assistant Director; Rob Foster, Public Works Director; Kerry Aleshire, Police Chief (in the audience); George Cress, Light and Power Director (in the audience); Tom Gamble, Parks and Recreation Director (in the audience); Colleen Winters, Library Director (in the audience); and Anna Ruggles, City Recorder.

1. A. PROCLAMATION:

National Community Development Week

Mayor Truax publicly proclaimed April 8 – April 14, 2012, as “National Community Development Week in Forest Grove”. Mayor Truax will hand deliver the proclamation to congressional leaders in Washington, D.C.

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 (B&C Interviews) and Joint Work Session (Budget Committee – Levy Discussion) Meeting Minutes of February 13, 2012
- B. Approve City Council Regular Meeting Minutes of February 13, 2012.
- C. Accept Library Commission Meeting Minutes of November 8 and December 13, 2011.
- D. Accept Parks and Recreation Commission Meeting Minutes

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of January 18, 2012.

- E. Library Department Monthly Circulation Statistics Report for February 2012.
- F. Accept Resignation on Public Safety Advisory Commission (Susan Aguilar, Citizen At-large, Term Expiring December 31, 2012)
- G. **RESOLUTION NO. 2012-17 MAKING APPOINTMENT TO PUBLIC SAFETY ADVISORY COMMISSION (APPOINT MIKE BERNHARDT, CITIZEN AT-LARGE, TERM EXPIRING DECEMBER 31, 2012).**
- H. **RESOLUTION NO. 2012-18 MAKING APPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION (APPOINT KELLY MARKS, PRIMARY, AND CHERYL SCOTT, ALTERNATE, PORTLAND COMMUNITY COLLEGE, WORK FORCE DEVELOPMENT, TERM EXPIRING DECEMBER 31, 2014).**
- I. Endorse Liquor License Renewal Application Requests for Year 2012: (Added to Consent Agenda)
 - 1. 7-Eleven Store (Off-Premises Sales)
 - 2. Forest Grove Elks Lodge (Full On-Premises Sales)
 - 3. Forest Grove Theater (Limited On-Premises Sales)
 - 4. Mandarin China (Limited On-Premises Sales)
 - 5. My Place Tavern (Limited On-Premises Sales)
 - 6. Tienda La Rosa (Off-Premises Sales)
 - 7. Tyson's Pub N Grill (Limited On-Premises Sales)
 - 8. Urban Decanter (Off-Premises Sales)

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

- 4. **ADDITIONS/DELETIONS:**
Ruggles requested to add Consent Agenda Item 3. I. as noted above.
- 5. **PRESENTATIONS:**
- 5. A. **RESOLUTION NO. 2012-19 APPROVING THE ADDITION OF THE CITY OF WEST LINN, OREGON, AS A MEMBER OF THE METROPOLITAN AREA COMMUNICATIONS COMMISSION (MACC)**

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Report Presentation:

Fred Christ and Larry Hatch, Metropolitan Area Communications Commission (MACC) representatives, addressed Council, noting the purpose of this presentation was to seek Forest Grove's approval, by the adoption of the above-proposed resolution, to allow the City of West Linn to become a member of the MACC Board. Christ reported the addition of West Linn would result in a slight decrease in fees to existing MACC members and somewhat greater clout with the addition of approximately 6,000 customers to the MACC Intergovernmental Agreement. In addition, Christ and Hatch referenced the correspondence attached to their report, noting the MACC Board unanimously recommended that Forest Grove, along with the other 13 MACC Members, approve the addition of the City of West Linn to the MACC membership.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2012-19.

City Attorney Crean read Resolution No. 2012-19 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Johnston, to adopt Resolution No. 2012-19 Approving the Addition of the City of West Linn, Oregon, as a Member of the Metropolitan Area Communications Commission (MACC).

Council Discussion:

In response to Johnston's concern pertaining to any fiscal impact to Forest Grove, Christ advised each member pays for MACC services based on its percentage of franchise fees generated by member jurisdictions' cable television subscribers, noting there will be a slight decrease in City fees to MACC as a result of the addition of West Linn to the MACC membership.

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.

5. B. 2011 Watershed Timber Harvest Final Report

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Foster and Downey introduced Scott Ferguson, Watershed Consultant, who presented a PowerPoint presentation outlining the 2011 Watershed Timber Harvest Final Report, noting the 2011 timber harvest produced a net revenue of \$527,847.38. Ferguson reported the 2011 timber harvest included 105+ acres of ground thinning, 42 acres of cable thinning and 7,770' of temporary road building. Ferguson explained the various methods that were used to market the 2011 timber harvest, noting Table I below outlines the mix of products, shows the harvest volume, and 2011 timber harvest expenses.

Revenues - 2011 Timber Harvest			
Mill/ Species	Volume, Board Feet	Unit Price, per 1,000	Gross Revenue
Olympic / D. fir	477,900	\$525.89	\$250,442.50
Columbia Vista/ D. fir	299,020	\$602.59	\$179,294.50
RSG/ Grand fir	132,300	\$508.17	\$67,109.00
Gram/ Red Cedar	284,430	\$978.16	\$275,343.15
PWPO/ short poles	68,020	\$798.26	\$54,120.00
McCormick/ long poles	31,250	\$901.13	\$28,239.00
NW Hardwoods/Alder	14,140	\$550.48	\$7,774.75
Stimson/ D. fir	115,220	\$489.28	\$56,205.20
Boise / D. fir	125,310	\$539.28	\$67,367.58
Kaster's Kustom Cutting	30,010	\$873.48	\$26,102.65
Totals:	1,577.60	\$641.48	\$1,011,998.33
Expenses - 2011 Timber Harvest			
Method/ Item		Expense	
Logging/Hauling		\$409,152.33	
Forester		\$70,839.88	
Miscellaneous		\$4,158.74	
Total		\$484,150.95	
NET		\$527,847.38	

In conclusion, Foster briefly reported on and displayed a photograph showing the Watershed Ad-Hoc Committee members attending a recent tour at the Watershed.

Council Discussion:

In response to Lowe's inquiry pertaining to the list of mills shown in the

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above table, Ferguson explained diverse marketing and adjustment strategies were made as logging occurred. In response to Lowe's inquiry pertaining to carbon credits, Ferguson concurred that estimates could be done using the cruise report recently conducted at the Watershed.

Johnston commented this year's harvest results were great considering the market, noting he appreciates the work Ferguson's has done at the Watershed.

Thompson commended Ferguson's work during the last 10 years, noting the watershed has excellent road systems for fire protection and is achieving revenue for the City.

Mayor Truax pointed out that the City's Watershed Stewardship Management Plan would be a good model to share with State officials.

5. C. QUARTERLY FINANCIAL REPORT FOR PERIOD ENDING DECEMBER 31, 2011

Staff Report:

Cole and Downey presented a PowerPoint presentation outlining the quarterly financial report ending December 31, 2011, noting staff has distributed the annual budget into quarterly budget allotments. Cole explained the new layout of the financial reports, noting the first part of the report is a graphical representation of the quarterly status of the City's major operating departments and funds and the second part of the report is the line item detail, noting the actual revenues received or expenditures disbursed through the end of the quarter are compared to the quarterly budget allotment and expressed in the detail report as both a dollar variance and percent variance. In conclusion, Cole highlighted the graphs pertaining to the General Fund revenues and expenditures account summaries, noting revenues are three percent ahead of the second quarter allotment and spending is below its quarterly target by three percent.

Council Discussion:

In response to Thompson's inquiry pertaining to Oregon Department of Transportation (ODOT) Safe Routes to School Grant, Cole advised no administrative fees were assessed to the City by ODOT, noting fees are normally included as part of the grant proposal.

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**6. PUBLIC HEARING AND RESOLUTION NO. 2012-20 ADOPTING AN
INSTALLMENT PAYMENT PLAN PROGRAM FOR FINANCING PARKS,
SANITARY SEWER, SURFACE WATER MANAGEMENT, AND WATER
SYSTEM DEVELOPMENT CHARGES (SDC) FOR RESIDENTIAL AND
MULTI-FAMILY DWELLINGS**

Staff Report:

Cole and Downey presented the above-proposed resolution for Council consideration, noting staff is seeking Council approval to adopt an Installment Payment Plan Program for financing parks, sanitary sewer, surface water management, and water system development charges (SDC) for residential and multi-family dwellings. Cole reported Council recently adopted Ordinance No. 2012-01 amending City Code to allow SDC to be paid to the City in installment payments for residential and multi-family dwellings. In conclusion, Cole outlined the guidelines of the City's proposed SDC Installment Payment Plan Program as follows:

- a) A building permit applicant must make request to the City for installment financing prior to issuance of a building permit. The request must be made using the Payment Option Form and signed and dated by the applicant.
- b) No more than eighty-five percent (85%) of each system development charge due to the City may be financed under this program.
- c) The amount of each system development charge not financed under this program shall be paid upon submission of the Payment Option Form.
- d) An administrative fee of 5% of the amount financed will be added to the principal amount.
- e) Parks System Development Charge may be paid in installment payments for a period not to exceed five (5) years, payable in monthly installments over sixty (60) months;
- f) Water System Development Charge may be paid in installment payments for a period not to exceed five (5) years, payable in monthly installments over sixty (60)

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months;

- g) Surface Water Management System Development Charge may be paid in installment payments for a period not to exceed five (5) years, payable in monthly installments over sixty (60) months;
- h) Sewer System Development Charge may be paid in installment payments for a period not to exceed ten (10) years, payable in monthly installments over one-hundred and twenty (120) months;
- i) A market interest rate will be charged using the ten-year Treasury bond rate in effect as of the date of the Payment Option Form, plus 2 percent (2%). The interest rate will be fixed for the life of the term.
- j) The first payment for any system development charge financed through this program is due within 30 days of the date of the Payment Option Form.
- k) Property developers who enter into this program whose payment is delinquent shall pay a penalty of \$150 per every 30-day period payments are delinquent.
- l) A lien will be placed on the property or equipment in accordance with Code Section 2.300 to protect the City's interest.
- m) Liens shall be adjusted for penalties assessed for delinquent payment.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2012-20.

City Attorney Crean read Resolution No. 2012-20 by title.

MOTION: Councilor Miller moved, seconded by Councilor Lowe, to approve Resolution No. 2012-20 Adopting an Installment Payment Plan Program for Financing Parks, Sanitary Sewer, Surface Water Management, and Water System Development Charges (SDC) for Residential and Multi-Family Dwellings.

Council Discussion:

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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.

7. PUBLIC HEARING AND RESOLUTION NO. 2012-21 APPROVING SUBMITTAL OF A FIVE-YEAR LOCAL OPTION LEVY TO THE VOTERS OF THE CITY OF FOREST GROVE, OREGON, AT THE MAY 15, 2012, PRIMARY ELECTION

Staff Report:

Downey and Cole presented the above-proposed resolution for Council consideration, noting staff is seeking Council approval to submit a five-year local option levy at \$1.60 per \$1,000 of assessed value to the voters at the May 15, 2012, Primary Election. Downey and Cole reported the City's current local operating levy of \$1.35 expires June 30, 2013, noting projections show that the current levy amount of \$1.35 would not allow the City to maintain its current level of services in the General Fund. Downey and Cole recapped what staff has done in efforts to solicit input and educate citizens about the need for a levy and the City's financial forecast, noting staff conducted a survey to seek voters' opinions about the proposed levy amounts and attitudes toward City services; held a meeting with key stakeholders, including members of the City's advisory boards, committees and commissions; received recommendation from Public Safety Advisory Commission about the proposed levy amount; discussed the levy with citizens at the Annual Town Meeting; and held a work session with the members of the Budget Committee. In conclusion, Downey and Cole reported at the Council Retreat held on February 18, 2012, Council considered the input of the various groups and reviewed financial projections based on each proposed levy amount, noting based on those discussions, staff prepared a proposed resolution and explanatory statement for submittal of a five-year local option levy at \$1.60 per \$1,000 of assessed value to the voters at the May 15, 2012, Primary Election.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2012-21.

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The following potential conflict of interest was declared.

POTENTIAL CONFLICT OF INTEREST DISCLOSURE:

BeLusko declared a potential conflict of interest regarding this agenda item, citing he is a shareholder of the firm who is the City's insurance agent of record and there is a remote possibility that this agenda item could have a potential impact on the income received by his firm. BeLusko advised because there is only the potential of a conflict of interest, it would not affect his contributions.

City Attorney Crean read Resolution No. 2012-21 by title.

MOTION: Councilor Miller moved, seconded by Councilor Thompson, to adopt Resolution No. 2012-21 Approving Submittal of a Five-Year Local Option Levy (\$1.60 per \$1,000 of assessed value) to the Voters of the City of Forest Grove, Oregon, at the May 15, 2012, Primary Election.

Public Hearing Opened:

Mayor Truax opened the Public Hearing.

Written Testimony Received:

No written testimony was received.

Proponents:

Richard Kidd, 3022 Watercrest, Forest Grove, testified in support of a local option levy, stating he would support a levy amount of \$1.60, but gave as an example: \$1.60 would be like buying a three-legged horse. Kidd indicated he thinks that it is extremely important that the Council support the findings, findings that indicate the City needs \$1.85 in order to keep Forest Grove a full-service city as the community has become accustomed. In addition, Kidd spoke about future funding options and potential effect on future councils; visits and discussions he had during his recent visit to Washington, D. C.; people he has spoken to who support a \$1.85 to keep the services in the community; and reasons he has lived in the community for over 40 years, noting he would work as hard as he possibly could to pass the City's operating levy.

Carla Ingrando, 3025 22nd Avenue, Forest Grove, testified in support of a

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local option levy amount of \$1.85, noting she believes this amount is what the City needs; however, Ingrando stated she also trusts that Council has studied what is politically feasible and she could support a levy amount of \$1.60 as well. Ingrando thanked Council and staff for their stewardship, stating she appreciates the care that Council and staff have taken in soliciting input from stakeholders and educating citizens about the need for the levy. In addition, Ingrando commented that it was apparent to her at the Annual Town Meeting how frugal Council and staff have been and to see how the budget has already been trimmed, noting she commends Council and staff for managing tax dollars with integrity.

No one else testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Council Discussion:

Johnston advised that various groups supported a levy amount of \$1.85 and 49 percent of the citizens surveyed indicated that they would vote for \$1.85 in order to keep Forest Grove a full-service city, noting the Council will not know if \$1.85 would pass unless this levy amount is taken to the voters. In closing comments, Johnston commented that his heart is for a full-service city and stated he hates to see the City having to use reserves and loss of public safety officers again, noting regardless of the final vote, he will fight for what it takes to pass the levy and to keep the City afloat.

Lowe voiced concern of not asking for a levy amount that would sufficiently cover expenses and advised by doing this, Council places a future budget deficit onto future councils.

Miller indicated she feels that a levy amount of \$1.85 is appropriate; however, Miller advised the information shows that \$1.85 may not be the appropriate amount to ask at this time.

Uhing advised it has not been an easy decision, noting in her line of work, she sees a lot of poverty and people who are working two to three jobs and who cannot attend public meetings. In closing comments, Uhing

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commented she truly believes in the City and believes that the Council at this time and this economy can make it work through more moderation.

BeLusko indicated he appreciates the passion for a levy amount of \$1.85; however, BeLusko advised the economic reality is that three previous levies in Washington County passed because these levies had zero increases. BeLusko indicated the Council has a responsibility to spend frugally in order to balance the City's budget. In closing comments, BeLusko expressed his appreciation to Council, especially Mayor Truax, for Council's professionalism and respect for one another.

Mayor Truax indicated he could not argue with the testimony heard and concurs that \$1.85 is what the City needs; however, Mayor Truax advised he feels that a \$0.50 increase is too high and feels that a levy amount of \$1.60 (\$0.25 increase) could successfully pass, noting he supports staff's recommendation for submittal of a five-year local option levy at \$1.60 per \$1,000 assessed value to the voters at the May 15, 2012, Primary Election. In closing comments, Mayor Truax spoke about other cities that were facing the same funding issues, noting it has become a huge a problem across the State. Mayor Truax also mentioned there are other funding sources and grant opportunities that the City can pursue as well.

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., Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: Councilor Johnston. MOTION CARRIED 6-1.

8. RESOLUTION NO. 2012-22 ADOPTING CITY COUNCIL GOALS FOR FISCAL YEAR 2012-13

Staff Report:

Sykes presented the above-proposed resolution for Council consideration, noting at the Council Retreat, held on February 18, 2012, Council collectively agreed to keep the following three key goals for Fiscal Year 2012-13:

**GOAL 1 PROMOTE SAFE, LIVABLE, AND SUSTAINABLE
NEIGHBORHOODS AND A PROSPEROUS DYNAMIC,**

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GREEN CITY

**GOAL 2 PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN
EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE
CITY**

**GOAL 3 PROMOTE THE INTERESTS AND NEEDS OF FOREST
GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS**

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2011-22.

Crean read Resolution No. 2011-22 by title.

MOTION: Councilor Johnston moved, seconded by Councilor Lowe, to approve Resolution No. 2012-22 Adopting City Council Goals For Fiscal Year 2012-13.

Council Discussion:

Hearing no concerns or 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.

9. ADOPTING CITY COUNCIL TEAM AGREEMENT FOR 2012:

Mayor Truax presented a copy of the Council Team Agreement as amended by Council at the Council Retreat, held on February 18, 2012, noting Council collectively agreed to amend their Team Agreement as noted below:

8. ~~Limit side conversations (be aware of microphones and televised meetings).~~ [Council meetings are televised live; this requires Council to act professionally by:
 - Speaking in turn and on the issue;
 - Not interrupting; and
 - Treating the public and each other with courtesy.]

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12. ~~As a general principle,~~ Information available to one council member should **[will]** be available to all, in a timely manner.
13. Every effort will be made to adjourn meetings by ~~40:00~~ **[9:00]** p.m.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt the Council Team Agreement for 2012 as amended.

MOTION: Councilor Johnston moved, seconded by Councilor Uhing, to adopt the Council Team Agreement for 2012 as amended.

Council Discussion:

Hearing no concerns or 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.

10. CITY MANAGER'S REPORT:

Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and community-wide events. Sykes reported Michele Reeves, Downtown Revitalization Project, is holding a workshop on Tuesday, March 20, 2012, 6:00 p.m. in Fire Conference Room. Sykes reported the Forest Grove Conversations Town Hall Event, "Living and Working in the New Economy: The Promise and the Peril" will be held Tuesday, March 20, 2012, 7:00 p.m. in the Community Auditorium. Sykes reminded Council of the upcoming joint session with the Forest Grove Rural Fire Protection District Board scheduled for Wednesday, April 4, 2012. Sykes commended Mayor Truax on his presentation of the State of the City Address, noting the event was very well attended. In addition, Sykes distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and other upcoming city/community-wide events.

11. COUNCIL COMMUNICATIONS:

BeLusko reported on Public Arts Commission-related activities, noting PAC is applying for tourism grant. BeLusko asked on behalf of PAC for a

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letter of support from Council, so the letter could be submitted along with the grant application, to which Council collectively supported. BeLusko advised he is unable to attend the Council meeting scheduled for March 26, 2012. In addition, BeLusko reported on other matters of interest and upcoming meetings he was planning to attend.

Council President Johnston reported on League of Oregon Cities and State of Oregon Forestry-related matters. Johnston commended Mayor Truax for his presentation of the State of the City Address, noting the presentation was very informative. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported on Fernhill Wetlands and Sustainability Ad-Hoc Committee-related activities, noting the Sustainability Committee plans to meet the last Thursday of every month. In addition, Lowe reported on other matters of interest and upcoming meetings she was planning to attend

Miller reported the Committee for Citizen Involvement (CCI) decided not hold its February meeting, noting they took a break after hosting the Annual Town Meeting. In addition, Miller reported on various community-related events of interest and upcoming meetings she was planning to attend.

Thompson reported on Tri-Met, Ride Connection and Forest Grove Senior and Community Center-related activities. Thompson reported on Community Forestry Commission (CFC)-related activities, noting CFC is planning to hold its goal-setting retreat and will be reviewing better methods for tree removals. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing reported on Historic Landmarks Board-related activities, noting HLB is hosting a preservation fair this spring. Uhing asked about a template for boards, committees, and commissions meeting minutes, to which Ruggles advised she is working on developing a template. In addition, Uhing reported on other matters of interest 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

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and community-related events he was planning to attend. Mayor Truax recapped his presentation of the State of the City Address, held at the Chamber Luncheon, Monday, February 27, 2012, and expressed his gratitude to the special guests who attended. Mayor Truax announced the Council meeting for Monday, March 12, 2012, has been cancelled and reported the next regular Council meeting will be held Monday, March 26, 2012. In addition, Mayor Truax highlighted various upcoming Council Calendar events and other matters of interest.

12. ADJOURNMENT:

Mayor Truax adjourned the meeting at 8:59 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



APPROVED

Members Present: George Cushing, Kevin Kamberg, Holly Tsur, Larry Wade (one vacancy)
Members Excused: Neil Poulsen, Ernest Walston
Staff Present: James Reitz
Council Liaison: Elena Uhing was excused
Citizens Present: -0-

1. **Call to Order:** Tsur opened the meeting at 6:05 p.m. **The minutes of the December 20, 2011 meeting were approved as submitted.**

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. SHPO Grant – Work Program:

- Design Guidelines: Tsur said that she, Poulsen and Wade had met in sub-committee to discuss the existing guidelines and edits. She will continue to revise the document as well as shorten the introduction and make the content more relevant. When completed it will be presented to the Board, then submitted for public comment and review, then onto the Planning Commission and finally to the City Council.
- Design and print brochures for Painter's Woods and Walker / Naylor districts: In discussing the printing timetable, it was determined that we should now start the process of putting the design out for bid. Reitz will proceed with preparing the request for proposals. The Board plans on preparing the copy and supplying the photographs, depending on price.

Cushing had previously short-listed 16 homes in Walker / Naylor for consideration; 10 will be needed for the brochure. Cushing's list was based on the homes mentioned in the National Register District nomination plus a selection of homes of other architectural styles. It was noticed that some historically-significant homes were missing from the list and they were added for consideration. During the discussion the list was shortened to 12 homes. Cushing will do another drive-by of all the selected homes to recommend which two should be dropped, based on photogenic qualities as well as any recent unfavorable renovations. Tsur will provide write-ups and forward them to Wade for the upcoming newsletter.

- Purchase and install Painter's Woods and Walker / Naylor street signs: Reitz advised that he was still waiting for the vector designs from Poulsen.

B. Winter Newsletter: The next issue is to be devoted to the Walker / Naylor brochure mockup, and promotion of the Preservation Fair. The June issue will highlight the proposed design guidelines.

C. Weatherization Workshop: It was suggested that rather than an independent workshop, this could be incorporated into the Preservation Fair. All present endorsed the idea. Poulsen will continue to be the point person on this effort.

D. 2012 Goal Setting:

Wade / Cushing to re-adopt the 2011 Goals for 2012. Motion carried unanimously.

Cushing / Kamberg to re-adopt the 2011 Strategies for 2012. Motion carried unanimously.

The Board has completed a couple of the 2011 Tasks and continues to make progress on others. Following extensive discussion the Tasks for 2012 will include:

1. Complete the design guidelines and incorporate them into the Development Code.
2. Seek new sources of funding.
3. Draft a historic district white paper and present it to the Planning Commission.
4. Continue the renovation grant program.
5. National Historic Preservation Month (May). Board activities may include: Hanging the banner over Pacific Avenue; library display; Council proclamation; Stewart Award; preservation fair.
6. Produce quarterly newsletter (February, May, August, and November).
7. Publish the Painter's Woods District brochure and a Walker / Naylor District brochure.
8. Continue the exchange program with other cities.
9. Develop in advance a priority list of proposed projects for the Board's 2013-14 SHPO grant request.

Kamberg / Tsur to adopt the above tasks for 2012. Motion carried unanimously.

- E. Officer Elections:** The current slate of Poulsen (chair), Tsur (vice-chair) and Cushing (secretary) were re-elected by unanimous consent.
- F. Preservation Fair:** Cushing offered that he had a reservation at the Central School location. He reported that people that deal in preservation such as Jo Morelli and SHPO's Joy Sears were interested, as is local architect Kerry VanderZanden. But the contractors he contacted including the firm that did the window restoration seminar last year were not as positive about their participation. It was agreed that to expand beyond contractors was definitely an agreeable direction. It was decided to change the name from "contractors fair" to "Preservation Fair" in order to be more inclusive and have greater latitude with the types of exhibitors. Tsur offered to prepare a brochure to be sent to prospective exhibitors and later a brochure for the public. Cushing said he would continue to try and locate exhibitors.

4. Old Business / New Business

- Council Liaison Report: No report as Uhing was excused.
- Historic District White Paper: No report as Poulsen was excused.
- February 28 Agenda items will include a review of Renovation Grant Award criteria.
- Eric Stewart Award: It was suggested that the Board consider nominating a particular building rather than a specific person or group.

- 5. Adjournment:** The January 31, 2012 meeting adjourned at 7:54 p.m.

These minutes respectfully submitted by George Cushing, Secretary

APPROVED

3F

Forest Grove Library Commission January 24, 2012

1. Welcome/Roll Call

Commissioners Present: Doug Martin, Jon Youngberg, Kathleen Poulsen, Nancy Combs, Dayla Smoland, Pamela Bailey

Staff present: Colleen Winters, library director, Kari Middleton, Volunteer Coordinator
City Council Liaison – Mayor Pete Truax, absent, attending another meeting

Welcome to Jon Youngberg, a new library commissioner joining us tonight, and Carla Ingrando, who was just voted in last night and will join us at our next meeting.

2. Additions or changes to the agenda:

No council liaison report as Pete has another meeting.

We need to put together a schedule for the staff retreat.

Nancy has a staff appreciation idea to share.

3. Approval of minutes 12.13.2011 – Kathleen motioned to approve as corrected (should be *Read to the Dogs* with an s). Nancy seconded. Passed by all.

4. New Officers: Nancy Combs as Chair, Doug Martin as Vice Chair, Pamela Bailey as Secretary. Kathleen nominated, Dayla seconded, passed by all.

5. Informational Items

Friends Report from Nancy

- The Friends made a map of the city. They have gone through the original 4,000 in the first printing and are doing a second printing
- March 20, Forest Grove Conversations in the City Auditorium will be a panel discussion, entitled “Living and Working in the New Economy.” Panel members include Larry Lipin, Geraldine Ness and Manuel Castaneda.
- Sweet Words, Wednesday, Feb. 1st, sponsored by the Library, Periscope Books and Barnes and Noble, will host several authors around town.
- Friends are selling CD’s through Amazon.
- Still debating the pros and cons of a budget.
- Next Friends meeting we go to will be March 8 at 7 pm in the Rogers Room. Kathleen has volunteered to go.

Foundation report from Colleen

- The December event was a lovely holiday gathering.
- Next book sale will be May 28 – June 2, 2012
- Megan Chuinard left to take a full time position so they are considering hiring another fundraiser.
- Grant writer Susan Chandler will begin her work for the foundation.

- As part of the kick off for the new campaign, the Foundation president met with the city manager and they have a tentative agreement for the city to contribute 10-15 thousand to the capital campaign.

City Council report from Colleen (if Pete were here he would tell you . . .)

- City Meeting is on January 28 – Come one, come all!
- Tom Belusko is not running for re-election, unfortunately.

Director's report from Colleen

- Vision in Education series on Jan. 9 - There were about 18 people at the book discussion group and Dave Pauli led a very dynamic discussion.
- Robin Cody who will be here for the Sweet Words on Feb. 1st, will come back on the 8th to discuss his book.
- 33rd BEAR (Be Enthusiastic About Reading) month! There was a well attended teddy bear parade and thanks to the Friends, the Oregon Shadow Theater performed a show.
- City employees had a meeting with the City manager about the lawsuit, levy and polling. The city hasn't decided yet about the appeal. They are waiting on more information from Judge Acosta.
- City Stakeholders meeting was on Jan. 4. All groups were invited so that everyone would have the same information.
- Wassail party on Dec. 17 had a good turn out and Pete did a great job with the reading.
- Boards and Commission Recognition Event – Kudos to Doug who did a great job with his presentation. All in all, the event was good, but still long. A committee is to decide how to make it shorter and work better for everyone.

6. Kari Middleton on the Volunteer Policy

What we currently have is a City Volunteer Policy and a Volunteer Handbook. What we need is a new document concerning Library Program Volunteers. The document will include an overview and some history.

Kari began her job as volunteer coordinator in 2009. At that time there was no formal volunteer program. Kari met with the library staff to determine their goals regarding volunteers. She then drafted volunteer job descriptions (4) and recruited volunteers. A year later there was a formal evaluation, with two surveys. Both staff and volunteers were surveyed to get both perspectives. The volunteers were very positive, as was the staff. The staff's feedback included a need for more volunteers and more job descriptions. Right now we have approx. 12 job descriptions and 45-50 volunteers.

There are two social/appreciation events per year for the volunteers.

Most volunteers do circulation related jobs.

In principle, it's a bad idea to staff your essential shifts with volunteers.

Two major issues:

1. How many volunteers can we handle? The staff is pretty close to saturation.

2. Limits to where volunteers work – The staff don't want volunteers to staff the reference desk. There are too many training and educational requirements. The circulation desk too – there's lots to know and this isn't a great place to have volunteers.

The new document that we'll be drafting serves these purposes:

- Background of volunteer program
- Record of how decisions were made
- Written document that responds to the City Council and public questions of "Why don't you get more volunteers so the library can . . ."
- State the limits of where volunteers will work (i.e.: volunteers will not staff public desks; reference or circulation)

- History
- Overview
- Provision for periodic review
- Philosophy
- Ratio
- Guidelines for how volunteers can be utilized (how do they fit in with what goes on here?)

Next step – Bring document and more information to the next meeting.

7. Nancy is coordinating a staff appreciation event.
8. Confirm next meeting date – ***Tuesday, February 21 at 6:30 p.m.***
9. Meeting adjourned – Nancy motioned to close, Pamela seconded.

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

February 6, 2012 –7:00 P.M.

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1. CALL TO ORDER:

Chairman Beck called the meeting to order at 7:00 p.m.

Planning Commission Present: Tom Beck, Carolyn Hymes, Lisa Nakajima, Luann Arnott, Dale Smith and Richard Kidd.

City Council Present: Mayor Truax, Elena Uhing, Victoria Lowe, Ron Thompson, Tom Belusko

Absent: Commissioner Al Miller, Councilor Camille Miller, Councilor Tom Johnston

Staff Present: Jon Holan, Community Development Director; Dan Riordan, Senior Planner; Michael Sykes, City Manager, Paul Downey, Administrative Services Director; Marcia Phillips, Assistant Recorder.

2. PUBLIC MEETING:

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. Urban Renewal Feasibility Study

Mr. Holan gave opening remarks regarding the feasibility study. Holan said this meeting was being held to discuss the feasibility of Forest Grove doing an urban renewal project. He said staff would be asking for thoughts on the types of projects and potential project areas. Holan explained that urban renewal was a trade-off, because it impacts tax revenue for the city.

Mr. Riordan gave a PowerPoint presentation.

Mr. Riordan: The project funding is through the Metro Construction Excise Tax. The urban renewal study uses a two phase approach. Phase #1 is the feasibility Study, which we are reviewing tonight. Phase # 2 is consideration of adopting the technical report and urban renewal plan.

Chairman Beck: Can you comment on how the school district tax is handled?

Mr. Riordan: At this time, the state provides the school districts with any revenue lost by urban renewal. Schools are impacted by the urban renewal district, but school bonds are exempt. Feasibility studies are not required by state law, but it is a standard practice. Phase #2 determines the area for urban renewal and the projects to include. Urban renewal is not a forgone conclusion at this point.

**PLANNING COMMISSION MEETING MINUTES
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Riordan introduced Al Benkendorf and Jerry Johnson, Project Consultants who prepared the feasibility study.

Mr. Benkendorf gave a PowerPoint presentation showing a map of a possible urban renewal district boundaries used for the analysis, a map of the sub-areas, a map of real market value divided by residual land value, and a proposed set of goals and objectives.

Mr. Benkendorf: There are four elements of a feasibility study: documentation of blight, identification of potential projects, estimation of tax increment revenue potential, and assessment of potential impact to taxing district. Principals employed in determining the proposed district characteristics include: infrastructure deficiencies, physical characteristics of blight, community redevelopment opportunities, includes properties with most redevelopment potential, generally excludes tax exempt properties and generally excludes properties that could redevelop on their own.

Mr. Benkendorf showed a map of the tax exempt parcels.

Mr. Benkendorf: The feasibility study has broken out goals by subarea, with the subareas being designated as: overall district, town center west, town center, mid-town corridor, Quince node/gateway, transit-oriented area and Taylor Way industrial. The study also shows Enterprise Zones which are the exact opposite of urban renewal districts.

Mr. Johnson gave a PowerPoint presentation on the economics of development/redevelopment. He showed a map indicating potential redevelopment. Value of the land to the developer (residual land value) exceeds the current real market value (RMV) of the property. Dividing the real market value of the parcel by the estimated residual land value gives a ratio that represents the potential for redevelopment. Properties with the highest potential for redevelopment are where the residual land value exceeds the current market value of the property. This is called the "Residual Land Value Ratio. This map will need to be "cleaned up" keeping in mind wetlands, historic buildings, etc.

Mr. Johnson: We did a drive through of Forest Grove and have listed blight findings by subarea. These includes such things as vacant storefronts, buildings in need of renovation, vacant lots, etc.

Mr. Johnson showed spreadsheets indicating taxable assessed value growth potential, incremental tax revenue growth potential, and annual maximum debt obligation potential.

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Mr. Johnson: In conclusion, annual incremental tax revenue may reach between \$1.2 million and \$2.7 million by the end of a twenty year district sunset period depending upon the rate of district growth with a total 20-year tax revenue increment of between \$11.5 million (low growth) and \$24.9 million (high growth).

By the sunset of a plan after twenty years, there is an estimated capacity to issue up to \$9.0 million in debt under a “low” or minimum growth scenario and up to \$20.9 million in combined 20-year debt under a “high growth” scenario.

Of the \$18.9 million total cost of all potential projects identified in this report, the estimated bonding capacity range could hypothetically contribute from 48% (low growth) to 100% (high growth scenario) of the costs.

A total of \$411,496,000 in property tax revenues will be foregone by taxing districts affected by the preliminary urban renewal district (assumed 2.4% rate of growth). Tax revenue diversion is estimated to begin at \$60,400 in 2012-13 and grow to \$1,117,000 by 2031.

The Forest Grove School District #15 is estimated to experience \$4.8 million in revenue diverted over the 20year study period. However, all but \$12,800 in the first year of a potential urban renewal district would still be received by the school district from the State School Fund due to a constant per-student allocation from the State regardless of the presence of urban renewal.

The Port of Portland is estimated to experience the least total property tax revenue foregone at only \$68,800 over the 20-year study period.

Foregone local property tax revenues for the City of Forest Grove, which are solely dedicated to General Fund operating expenses, are estimated to total \$3.86 million through 2031-32.

The preliminary area is within the acreage and total value limits established by ORS 457.020 and contains blighting conditions as defined by ORS 457.010.

The list of potential goals, objectives and project activities are eligible for renewal funding.

The assumptions used in the financial analysis of the Urban Renewal District’s feasibility were made in good faith and are intended to be very conservative.

The duration needed to carry out the plan’s activities is initially estimated at twenty years, and is typical of the duration often recommended for newly adopted Urban Renewal plans.

Potential resources generated by an Urban Renewal District specified in this

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

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analysis are estimated to be moderate in the early years. However, as early as Year 2 (2013-14) a bond in the amount of \$1.0 million or in Year 3 (2014-15) a bond in the amount of \$2.0 million could be financed assuming no significant changes in the cost of borrowing.

Mr. Riordan: Feasibility shows \$18.9 million in projects: infrastructure 61%, programs 23%, property acquisition 10.6%, and planning and administration 5.4%. Projects could change based on community priorities, cost/benefit of project or other identified funding sources that would make it possible to do the project sooner. The next steps would be to conduct public outreach, meet with taxing districts to discuss potential impacts, complete the Urban Renewal Plan and report, and finally to consider adopting the plan.

Comments from the Planning Commissioners and City Councilors:

Councilor Lowe: My concern is this will not be completed before we go out for the levy in May, so we cannot use the Urban Renewal study to make our decision about the levy.

City Manager: The City will need the information by March to make our decision about the levy, and this project will not be completed by then.

Councilor Uhing: This needs to be a real education piece - people are very nervous about money right now.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES: Commissioner Nakajima made a motion to accept the minutes from the December 5, 2011, meeting. Commissioner Arnott seconded. Motion passed unanimously.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES: None.

3.3 DIRECTOR'S REPORT:

Mr. Holan said staff has prepared an analysis of the subdivision process, which is being reviewed by the City Manager. The subdivision process is the most comprehensive process land use permit in the City.

The Planning Commission decided to postpone the next meeting until March 5th due to several Commissioners being out of town.

Mr. Riordan said the Commission still needs to get into Land Use Alternatives for Periodic Review.

**PLANNING COMMISSION MEETING MINUTES
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Mr. Holan said the Commission needs to go through the annual training with the City's attorney, and staff will schedule this training for the March 5th meeting.

Mr. Holan said he will talk to Jeff King, Economic Development Coordinator, about attending meetings and giving an update of economic development in the City.

3.4 ANNOUNCEMENT OF NEXT MEETING: Next meeting will be held on March 5, 2012.

3.5 ADJOURNMENT: The meeting was adjourned at 8:37 p.m.

Respectfully submitted by:
Marcia Phillips
Assistant Recorder



Monthly Building Activity Report

February-12

2011-2012

Category	Period: February-11		Period: February-12	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	3	\$980,140	5 (3 foundations only)	\$417,488
SFR Addition & Alt/Repair	6	\$52,048	1	\$60,680
Mult. Fam. New/At			2	\$2,821,849
Group Care Facility				
Commercial New				
Commerical Addition				
Commercial Alt/Repair	4	\$502,920	4	\$28,035
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)			1	\$25,000
Signs			1	\$4,000
Grading			1	
Demolitions				
Total	13	\$1,535,108	15	\$3,357,052

Fiscal Year-to-Date

2010-2011		2011-2012	
Permits	Value	Permits	Value
147	\$17,032,591	161	\$33,639,251

**FOREST GROVE CITY LIBRARY
CIRCULATION STATISTICS REPORT: MARCH 2012**



	FEB 2012	JAN 2012	FEB 2011
MONTHLY TRAFFIC			
Eye Count (Daily count of patrons for month)	17,153	17,350	16,018
Number of Days Open to the Public:	25	24	24
New Registrations (New Patron card issued)	141	151	145
CIRCULATION:			
Total Check-outs:	33,104	33,642	32,527
Total Check-ins:	23,191	23,905	23,796
ILLs (Inter-library loans/out of county):	144	108	141
COURIER:			
Intra-library Holds to Forest Grove:	13,644	14,181	13,216
Intra-library Holds from Forest Grove:	9,742	10,017	9,326
PROGRAMS:			
Adult Programs	6	5	9
Adult Attendance at Adult Programs	95	72	188
Teen programs	0	0	0
Teen attendance at Teen Programs	0	0	0
Children's Programs	23	24	22
Children's Attendance at Children's Programs	221	373	292
Adult Attendance at Children's Programs:	135	195	150
# of families at Early Childhood Discovery Time	28	16	17
REFERENCE:			
Reference Questions	NA	NA	NA
SELF CHECK-OUT:			
Self-Check Out Patrons Accepted	921	998	858
Self-Check-Out Patrons Denied	359	383	461
Self-Check-Out Total Items	3,638	3,518	3,443
Self-Check-Out Items Denied	69	32	55
Self Check-Out Items Renewed	18	12	30
VOLUNTEERS:			
Number of volunteers	52	49	34
Volunteer hours	508	474	456
COMPUTER USE:			
# of sessions	2,605	2,498	2,684
Total user hours	1,585	1,569	1,559
Average session time in minutes	37	38	35

MEMORANDUM

TO: Mayor Peter Truax and City Councilors

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

DATE: March 26, 2011

SUBJECT: Appointment to Community Forestry Commission

BACKGROUND:

There currently exist vacancies on Community Forestry Commission (CFC).

The Council interviewed Jen Warren, January 11, 2011, in Work Session, and made recommendation to keep her name on file due to no vacancy existed at the time of her interview.

Staff has contacted Warren who has advised staff that she is available and interested in serving and filling the vacancy on the Community Forestry Commission. Warren is employed by the Oregon Department of Forestry and will replace the seat vacated by Stephanie Beall, who resigned, on the Community Forestry Commission, term expiring December 31, 2013.

STAFF RECOMMENDATION:

Staff is recommending the City Council consider approving at the Council meeting of March 26, 2012, a resolution appointing Jen Warren to the Community Forestry Commission to fill a vacancy, term expiring December 31, 2013. If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.



RESOLUTION NO. 2012-23

**RESOLUTION MAKING APPOINTMENT
TO THE CITY OF FOREST GROVE
COMMUNITY FORESTRY COMMISSION**

WHEREAS, Resolution No. 1992-23 has provided for a Community Forestry Commission; and

WHEREAS, Resolution Number 2006-10 provides that vacancies on City Advisory Boards, Committees, and Commissions brought about by resignation or removal shall be filled by appointment to fill the term of that seat by the City Council; and

WHEREAS, there currently exist vacancies on the Community Forestry Commission; and

WHEREAS, the City Council has received application from citizen desiring to serve on the Community Forestry Commission, and subsequently interviewed citizen making application for service on this Commission.

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

Section 1. That the following person is hereby appointed to the City of Forest Grove Community Forestry Commission for the following term (new appointment noted in **CAPS** and **BOLD**):

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
Hunter	David	December 31, 2014
Laird-Garcia	Mindy	December 31, 2012
Nakajima	Mark	December 31, 2013
Schamberger	Lance	December 31, 2012
WARREN	JEN	DECEMBER 31, 2013
Wiley	Dale	December 31, 2013
Vacancy		December 31, 2014

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

PRESENTED AND PASSED this 26th day of March, 2012.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 26th day of March, 2012.

Peter B. Truax, Mayor



Interviewed Jan 11 2011

APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

Please check the Advisory Board(s) on which you would like to serve. (If interested in more than one, please note order of preference):

- | | | | | |
|-------------------------------------|-------------------------------------|-----------------------------------|--------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Budget Committee | <input type="checkbox"/> | Library Commission |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Committee for Citizen Involvement | <input type="checkbox"/> | Parks & Recreation Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Community for Forestry Commission | <input type="checkbox"/> | Planning Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Economic Development Commission | <input type="checkbox"/> | Public Arts Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Historic Landmarks Board | <input type="checkbox"/> | Public Safety Advisory Commission |

SEEKING REAPPOINTMENT: Reappointments interviewed at Council's discretion.

of term(s) previously served.

% of previous attendance.

Name: Jen Warren
 Residence Address: [Redacted]
 Mailing Address: Forest Grove, OR 97116
 Employer: Oregon Department of Forestry

Home Phone: [Redacted]
 Business Phone: [Redacted]
 E-mail Address: [Redacted]
 Occupation: [Redacted]
 Profession: Office Coordinator, Tillamook Forest Center

Years lived in Forest Grove? 2+ Do you reside within City limits? yes How did you hear of this opportunity? Jen.e.warren@state.or.us Stephanie Beall

How would you currently rate the City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? _____

Why are you interested in serving on the Advisory Board/Commission(s)? Im interested in taking a role in my community & have a background in natural resources & parks management.

What contributions do you feel you can/will make to the Board/Commission(s)? energetic, hard working, interested in being an asset to this community. I really love living in Forest Grove & feel that it has a lot to offer & would like to give back in some way.

What qualifications, skills, or experiences would you bring to the Board/Commission(s)? B.S. in Resource Recreation + Tourism - Univ. of Idaho - ^{education in} ~~experience~~ w/ Arbor Day Foundation / Tree City USA through college - graphic design skills, highly organized, creative, team player, good communicator.

Previous appointed or elected offices: None

Previous/current community affiliations and activities: None in Forest Grove.

May we keep your name on file if not appointed at this time? YES NO

(10/08)



District 4 Metro update



Forest Grove City Council



Councilor Kathryn Harrington
March 26, 2012



Metro | *Making a great place*



Overview

- Natural areas updates
- Community Advancement
- Climate Smart Communities update
- Visitor venue updates



Natural areas updates



Video- It's Our Nature

Natural areas updates



- Partnership with Hillsboro on new Orenco Woods Nature Park



- Letter of interest submitted for Willamette Falls site



- Expansions of natural areas at Rock Creek, Deep Creek, Chehalem Ridge, Canemah Bluff, Wapato Lake
- Brownfields investment for Eichler Park on former gas station site

Community Advancement



Climate Smart Communities

Phase 1 findings:

- 144 scenarios run, 93 meet targets
- Region is on right path to addressing greenhouse gas emissions
- Report provided to state agencies, Legislature



Climate smart communities scenarios project timeline



Visitor venue updates



- Visitor venues economic impact report FY 2011 released and available at www.oregonmetro.gov/merc

Total Economic Benefits	
Total Spending	\$612,807,000
Total Jobs	6,040
Total Tax Benefits	\$19,050,000



- “Ovo” Cirque du Soleil at Expo Center in April and May
- New championship disc golf course coming to Blue Lake Park this summer



Your questions...

Kathryn Harrington

Metro Councilor, District 4

503-797-1553

kathryn.harrington@oregonmetro.gov

Sign up for news by email at www.oregonmetro.gov/connect



Find resources available en español about recycling and sustainable living

Backup slide for questions

Industrial lands inventory

- Metro and partners evaluating region's inventory of large industrial sites and readiness for jobs
- Partners include Port of Portland, NAIOP, PBA, Business Oregon
- Phase 1 is completed; created inventory of 25+acre sites at various stages of market readiness
- Phase 2 to assess 5-10 sites in more detail

Backup slide for questions

Regional Flexible Funds



\$23 million approved for transportation projects in 2014-15:

- Hillsboro regional center: Oak and Baseline
- Tonquin Trail and Cedar Creek Greenway trail expansions
- Highway 8/Highway 47 intersection improvements in Forest Grove
- Various freight projects

Memorandum

TO: Mayor Peter Truax and City Councilors

FROM: Jon Holan, Community Development Director

DATE: March 26, 2012

SUBJECT: 2012 Annual Town Meeting

BACKGROUND:

Kristy Kottkey, Committee for Citizen Involvement (CCI Chair), will be presenting the 2012 Annual Town Meeting Report.

2012 Annual Town Meeting - Theme: Show Me My Money!

Over 100 people packed the Community Auditorium on Saturday morning, January 28, to learn where their property tax money was spent and what City services they received for their tax dollars. The audience participated with "clickers" voicing their preferences for services and how much support they are willing to provide for a "full service City".

The Committee for Citizen Involvement coordinated the program to discuss:

- property tax bills increasing each year even though the market value of homes is in decline;
- the need for a local option levy to provide additional funds because the permanent tax rate does not generate sufficient property tax funds to support a full-service city; and
- what is happening with the lawsuit against the City by The Parks developer and how it would affect City services.

Annual Town Meeting can be watched on:

- Public TV Channels 28 and 30 or
- YouTube at <http://www.youtube.com/user/MACCTVCTV/feed>.
- City's website: www.forestgrove-or.gov/ATM.

March 26, 2012

**SIDEWALK IMPROVEMENT PROGRAM
ORDINANCE SPECIFYING THE ASSESSMENTS TO BE MADE ON PROPERTIES
SPECIALLY BENEFITED BY THE CONSTRUCTION OF CERTAIN SIDEWALK
IMPROVEMENTS; SETTING SIXTY (60) MONTH AND ONE HUNDRED TWENTY (120)
MONTH PERIODS FOR INSTALLMENT PAYMENTS; SETTING THE INSTALLMENT
FINANCING RATE AT FOUR AND ONE-QUARTER PERCENT (4.25%) AND SIX AND
ONE-HALF PERCENT (6.50%) RESPECTIVELY; DECLARING AN EMERGENCY**

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: Assess benefitting properties for the cost of improving sidewalks abutting those properties.

BACKGROUND: In August of 2010, via resolution 2010-66, the City Council created a City-wide, voluntary, improvement district to facilitate the repair of sidewalks. The City is now into the second year of this program. The sidewalk repairs for this second round began in January, 2012, and are nearly complete. Rather than wait until all sidewalk repairs are completed, those repairs that are completed each month will be batched and brought to the City Council for final assessment. This will keep the project moving in an efficient way, and enable the City to be paid back on a more timely basis. Once the assessments are placed on the properties via the attached ordinance, the City will then bill the property owners.

FISCAL IMPACT: The January and February sidewalk repairs amounted to \$33,570.08. Because some property owners have chosen to pay the City back over time, some of the assessments include interest, increasing the total amount assessed by the City to \$35,510.58. The attached ordinance allows the City to collect repayment from those property owners that have benefited from the completed sidewalk repairs.

Three City properties are included in this round. Funding for these repairs come from the various Public Works' funds of Water, Sewer, Surface Water, Street and the Bikeway Development.

STAFF RECOMMENDATION: Staff recommends Council adopt the attached Ordinance as an emergency so staff can assess those properties that benefitted from sidewalk repairs.

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, March 21, 2012

NOTICE OF PUBLIC HEARING
City of Forest Grove, Oregon
City-Wide Voluntary Sidewalk Local Improvement District
Notice of Proposed Final Assessment

As required by the terms of Forest Grove Municipal Code Section 3.440, notice is hereby given that a hearing is to be held on **Monday, March 26, 2012, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a proposed ordinance concerning the proposed final assessments for the City-Wide Voluntary Sidewalk Local Improvement District (LID).

The proposed final assessments for each affected lot are as follows:

Property Owner	Tax Lot Number	Amount of Proposed Final Assessment
ROSE, DAVID L & MARDITH E	1N436BA00400	\$ 154.00
GOODIN WILLIAM B	1N436AC04505	\$ 365.75
EDWARDS KARLEN	1N436AD07800	\$ 654.50
WILLIAMS CHESTER D &	1N436AA09400	\$ 962.50
DEARIXON ROBERT LEE & BONNIE M	1S306AB04500	\$ 3,909.95
GOSPEL HALL THE	1S306BA00400	\$ 4,756.95
WORLEY, DALE & MARTHA	1N331CC07000	\$ 3,549.70
HABOUSH MATTHEW A	1N331CC06000	\$ 1,501.50
SYLVESTER, ALFRED E	1N331CC03700	\$ 2,763.75
SHERWOOD LARRY & KATHLEEN REV LIV 1	1N331DC02400	\$ 404.25
BUNKER THOMAS L/VANESSA	1N331CB04700	\$ 1,570.80
FANDREY JEFFREY L &	1N435AD09600	\$ 693.00
MCADAMS TERRY J & MAUREEN P	1N435AD02500	\$ 731.50
RAFFETY JANE M LIVING TRUST	1N435AD12500	\$ 192.50
POWELL NEFF DOROTHY	1N436BD01400	\$ 1,915.38
MOORE JOHN M & BONNIE I	1N436AA05100	\$ 385.00
SHIPPEY, MARK	1N435BA00900	\$ 385.00
BOLTON PAMELA J	1N425DD02000	\$ 616.00
ROGERS RICHARD B & CAROLYN J	1N330CC00200	\$ 577.50
SHAW KENNETH L & SALLY L	1N330CC00300	\$ 385.00
KALMETA EMIL & AGATINE BY FNWP LLC	1N426CD01400	\$ 1,732.50
SMITH DALE B &	1N330CD01400	\$ 385.00
RENNIE KEITH C & MINA G	1N426DC03800	\$ 385.00
MCADAMS SHAWN & MARLENE	1N435AD05300	\$ 770.00
FOREST GROVE CITY OF	FOREST GROVE CITY OF	\$ 269.50
FOREST GROVE CITY OF	FOREST GROVE CITY OF	\$ 1,944.25
FOREST GROVE CITY OF	FOREST GROVE CITY OF	\$ 1,609.30

The calculation of the proposed final assessment(s) was made consistent with the methodology adopted by the Forest Grove City Council at its meeting of August 23, 2010. That methodology and allocation scheme is available for public inspection at Forest Grove City Hall.

Owners of property within the LID who have objections to the proposed final assessment must present those objections in writing and set out the reason(s) for the objections with specificity. Those written objections must be received by 7:00 p.m. on March 26, 2012, prior to the Council's hearing on the proposed final assessments.

In the event a property owner elects not to pay the final assessment in whole within thirty (30) days after City Council certifies the final assessments, property owners will be offered the chance to make monthly installment payments on the assessment over a period of sixty (60) months or one hundred twenty (120) months, provided the affected property owner has timely completed an installment application.

It is currently anticipated that the interest rates on the installment plans will be 4.25% and 6.50% respectively.

A copy of the report and proposed ordinance is also available for inspection prior to the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Questions concerning this notice and its contents should be directed to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, 503.992.3235, or e-mail aruggles@forestgrove-or.gov.

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

Published March 21, 2012

ORDINANCE NO. 2012-02

ORDINANCE SPECIFYING THE ASSESSMENTS TO BE MADE ON PROPERTIES SPECIALLY BENEFITED BY THE CONSTRUCTION OF CERTAIN SIDEWALK IMPROVEMENTS; SETTING SIXTY (60) MONTH AND ONE HUNDRED TWENTY (120) MONTH PERIODS FOR INSTALLMENT PAYMENTS; SETTING THE INSTALLMENT FINANCING RATE AT FOUR AND ONE-QUARTER PERCENT (4.25%) AND SIX AND ONE-HALF PERCENT (6.50%) RESPECTIVELY; DECLARING AN EMERGENCY

WHEREAS, the City Council, by its adoption of Resolution No. 2010-66 on August 23, 2010, created the City-Wide Voluntary Sidewalk Local Improvement District (LID) for the purpose of repair and rehabilitation of sidewalks throughout the City. Those property owners who voluntarily consent to sidewalk repairs and assessments shall be assessed a share of the costs associated with said repair and rehabilitation;

WHEREAS, the City Council, through the adoption of Resolution No. 2011-36 on May 23, 2011, set the repayment terms for payment of assessments for sidewalk improvements under the LID;

WHEREAS, the City Council has now received an assessment report from the Public Works Director and the share of the costs attributable to the Local Improvement District has been set by the Report to be \$35,510.88;

WHEREAS, the City Recorder has, consistent with FGMC 3.440, sent notice to each affected property owner the necessary information and has received zero timely objections to the assessments; and

WHEREAS, the City Council has held a duly-noticed Public Hearing on March 26, 2012, and reviewed the objections timely received by the City Recorder and has determined that the methodology adopted by the terms of Resolution 2011-36 was a fair, just and appropriate approach to determine the assessments.

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

Section 1. The City Council has determined that the total cost noted above (\$35,510.88) for the construction of the improvements is to be borne by the properties specially and peculiarly benefited thereby.

Section 2. The final assessment for each property is as shown on the Assessment Roll attached hereto as Exhibit A. The assessments are spread consistent with the methodology approved by Council Resolution 2011-36.

Section 3. For those property owners who chose payment option 1B of Council Resolution 2011-36, the installment period shall be sixty (60) months at an interest rate of four and one-quarter percent (4.25%) with the first payment due by the 1st of May with payments thereafter due and payable on the 1st of each month for a period of fifty-nine (59) months, with no pre-payment penalty.

Section 4. For those property owners who chose payment option 1C of Council Resolution 2011-36, the installment period shall be one hundred twenty (120) months at an interest rate of six and one-half percent (6.50%) with the first payment due by the 1st of May with payments thereafter due and payable on the 1st of each month for a period of one hundred nineteen (119) months, with no pre-payment penalty.

Section 5. Payments become delinquent if not received by the due date according to the payment option selected.

Section 6. Property owners whose payments become delinquent shall pay a penalty of ten dollars (\$10.00) per every thirty (30) day period payments are or remain delinquent.

Section 7. The assessments paid over the times described in Sections 3 and 4 above shall be listed in the City's lien docket and if unpaid (together with accrued and unpaid interest and penalties) are a lien in favor of the City as set out in ORS 223.230.

Section 8. Liens shall be adjusted for penalties assessed for delinquent payments.

Section 9. Within ten (10) days of the adoption of this ordinance, the City Recorder shall send notice of assessment to each property owner shown on the Assessment Roll and publish notice of the assessment in the newspaper in accordance with FGMC 3.450.

Section 10. So that the assessments can be timely filed with the County, the City Council hereby declares that an emergency exists, and this ordinance is and shall be effective from and after its passage by the Council.

PRESENTED AND PASSED the first reading this 26th day of March, 2012.

PASSED the second reading this 26th day of March, 2012.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 26th day of March, 2012.

Peter B. Truax, Mayor

Exhibit A
Sidewalk Assessment Roll

Sidewalk Completion Report

Tax Lot ID	Address	Property Owner	Assessment
1N436BA00400	1114 NICHOLS LANE	ROSE, DAVID L & MARDITH E	\$ 171.21
1N436AC04505	1520 SPRING GARDEN WAY	GOODIN WILLIAM B	\$ 365.75
1N436AD07800	1710 LIMPUS LN	EDWARDS KARLEN	\$ 654.50
1N436AA09400	1723 AVON WAY	WILLIAMS CHESTER D &	\$ 1,070.08
1S306AB04500	1913 DOUGLAS ST	DEARIXON ROBERT LEE & BONNIE M	\$ 5,327.60
1S306BA00400	2037 CEDAR ST	GOSPEL HALL THE	\$ 4,756.95
1N331CC07000	2220 MAIN ST	WORLEY, DALE & MARTHA	\$ 3,549.70
1N331CC06000	2223 A ST	HABOUSH MATTHEW A	\$ 1,669.33
1N331CC03700	2324 A ST	SYLVESTER, ALFRED E	\$ 2,763.75
1N331DC02400	2326 21ST PL	SHERWOOD LARRY & KATHLEEN REV LIV	\$ 449.43
1N331CB04700	2343 B ST	BUNKER THOMAS L/VANESSA	\$ 1,570.80
1N435AD09600	2716 BALLAD LN	FANDREY JEFFREY L &	\$ 770.46
1N435AD02500	2728 BALLAD WAY	MCADAMS TERRY J & MAUREEN P	\$ 731.50
1N435AD12500	2731 HARVEST CT	RAFFETY JANE M LIVING TRUST	\$ 192.50
1N436BD01400	2800 SYCAMORE CT	POWELL NEFF DOROTHY	\$ 1,915.38
1N436AA05100	3105 B ST	MOORE JOHN M & BONNIE I	\$ 428.03
1N435BA00900	3235 VALLEY CREST WAY	SHIPPEY, MARK	\$ 385.00
1N425DD02000	3245 B ST	BOLTON PAMELA J	\$ 616.00
1N330CC00200	3248 MAIN ST	ROGERS RICHARD B & CAROLYN J	\$ 642.05
1N330CC00300	3254 MAIN ST	SHAW KENNETH L & SALLY L	\$ 385.00
1N426CD01400	3256 VALLEY CREST WAY	KALMETA EMIL & AGATINE BY FNWP LLC	\$ 1,732.50
1N330CD01400	3260 BARNET ST	SMITH DALE B &	\$ 385.00
1N426DC03800	3263 LAVINA DR	RENNIE KEITH C & MINA G	\$ 385.00
1N435AD05300	617 WILLAMINA	MCADAMS SHAWN & MARLENE	\$ 770.00
FOREST GROVE CITY OF	AVON WAY GREENWAY ENTRANCE	FOREST GROVE CITY OF	\$ 269.50
FOREST GROVE CITY OF	FOREST GALE PARK CIRCLE CREST	FOREST GROVE CITY OF	\$ 1,944.25
FOREST GROVE CITY OF	PUBLIC WORKS 23RD AVE	FOREST GROVE CITY OF	\$ 1,609.30
			\$ 35,510.58



March 26, 2012

REPORT ON RESOLUTION ADOPTING SANITARY SEWER MAINTENANCE POLICY FOR THE CITY OF FOREST GROVE

Project Team: Rick Vanderkin, Public Works Superintendent
Rob Foster, Public Works Director
Paul Downey, Director of Administrative Services
Michael Sykes, City Manager

ISSUE STATEMENT CIS is offering discounts to insurance premiums for the FY 2012-13 Renewal if the City has different policies adopted. One of the policies is a sewer maintenance program policy. The City has a sewer maintenance program it has been conducting but had not formalized all the practices in one document. To meet the CIS requirement, staff has developed the attached Sanitary Sewer Maintenance Policy to document its practices. Staff has prepared a resolution adopting the policy for Council consideration.

DISCUSSION: CIS has developed a Best Practices Bonus Program for the FY 2012-13 Renewal that covers six areas: 1) adopted Personnel Handbook, 2) adopted Fleet Policy, 3) adopted Safety Manual, 4) adopted Sewer Maintenance Program, 5) adopted Police Policy Best Practices, and 6) appoint and train a Risk Management Coordinator. The purpose of this program is to encourage CIS members to have up-to-date policy and practices adopted.

For each of these items completed, the City will receive a \$1,000 on next year's insurance premiums. The Safety Manual discount is from workers' compensation insurance and the City does not use CIS for workers' compensation insurance. The other discounts are from the Property/Liability insurance. If the City adopts the Sewer Maintenance Policy, all items except the Safety Manual will be completed. City staff will be working on completing the Safety Manual over the next year. The City has an active safety program in place.

The City has an active sewer maintenance program and many of the items in the proposed policy are already in place due to the management program with Clean Water Services. The proposed policy will not change how the City has been operating; it will just formalize the required elements for the CIS program in one document.

FISCAL IMPACT: Adopting this policy will reduce the City's insurance premiums by \$1,000 in FY 2012-13. The City will receive a total discount of \$5,000 in FY 2012-13 as the City will have completed five of the six items.

STAFF RECOMMENDATION: Staff is recommending that the City Council approve the attached resolution adopting the proposed Sanitary Sewer Maintenance Policy.



RESOLUTION NO. 2012-24

**RESOLUTION ADOPTING THE CITY OF FOREST GROVE
SANITARY SEWER MAINTENANCE POLICY**

WHEREAS, City/County Insurance Services (CIS) is offering the City discounts to insurance premiums if the City has specific policies adopted as part of CIS's Best Practices Bonus Program for Fiscal Year 2012-13 Renewal; and

WHEREAS, One of the policies that CIS has identified as part of its program is a sewer maintenance program; and

WHEREAS, In order to meet the CIS requirements, staff has developed a Sanitary Sewer Maintenance Policy, attached as Exhibit A, to document the City's practices; and

WHEREAS, The City already has an active sewer maintenance program and many of the items in the proposed policy are already in place due to the management program with Clean Water Services. As result, the proposed policy will not change how the City has been operating; and

WHEREAS, the City Council recognizes that implementing a Sanitary Sewer Maintenance Policy will benefit the City as the policy will help reduce the City's insurance premiums for Fiscal Year 2012-13.

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

Section 1. The City Council hereby enacts the Forest Grove Sanitary Sewer Maintenance Policy as set forth in the attached Exhibit A of this Resolution.

Section 2. The Forest Grove Sanitary Sewer Maintenance Policy shall remain in effect until amended or superseded by a resolution of the City Council.

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

PRESENTED AND PASSED this 26th day of March, 2012.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 26th day of March, 2012.

Peter B. Truax, Mayor

EXHIBIT A

CITY OF FOREST GROVE SANITARY SEWER MAINTENANCE POLICY

1. Purpose

It is the policy of the City of Forest Grove to comply with all applicable Clean Water Services, Oregon Department of Environmental Quality, and Federal Environmental Protection Agency requirements.

The City intends to provide effective and efficient maintenance to its sanitary sewer system by evaluating political, social, safety, and economic concerns, among others. Procedures identified in this policy are intended to maintain the sanitary sewer system. These procedures, when implemented, may also extend the service life of various components of the sanitary sewer system.

The City has 335,441 feet of public sanitary sewer mains and 1413 manholes within its sanitary sewer system. Procedures identified in this policy are intended to maintain the City's sanitary sewer system to reduce the likelihood of sewer backups, unregulated discharges, and to extend the life of the system. The City has developed and implemented this policy that takes into consideration public safety, the City's budget and personnel, environmental concerns, and the cost of implementation versus the benefit to be achieved. The City will use its employees, equipment and/or private contractors to provide this service.

While the City fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, or weather and other emergencies may prevent the City from meeting the guidelines established herein.

The City will use this policy to guide sanitary sewer maintenance activities that may also be provided by a contractor or a party other than the City.

2. Routine Maintenance and Inspection Goals

A. Sanitary Sewer Mains

Scope of City's Responsibility - The City will maintain the components of the public sanitary sewer system. This includes sanitary sewer mains, manholes, and other components. Pursuant to Code Section 4.405(5), private property owners are responsible for the maintenance of sanitary sewer components from their home or building up to and including connection to the public system, even if that connection is within the public right-of-way (ROW). The City's responsibility will be to repair laterals in the ROW; however, the City assumes no responsibility to inspect laterals.

Schedule – The City's goal is to TV inspect at least once every seven (7) years and clean once every four (4) years the components of its sanitary sewer system

Equipment – The equipment used to perform maintenance shall depend upon the equipment available and its effectiveness as determined by the Public Works Director or designee.

Video Inspection – Sanitary sewer mains in a new development must be video recorded as part of the construction inspection procedure (at cost to the owner) before said mains are turned over to the City. Video inspection may also be used to inspect the system where there are possible problems. In addition, the City may require any main near a construction site to be televised before and after the construction (i.e., near blasting, digging, other activities that might disrupt the main, etc.)

B. Prioritization of Inspection and Maintenance

The sanitary sewer mains and facilities identified as normal will receive ordinary routine maintenance as noted above. The sanitary sewer mains and facilities identified as problem lines will receive more frequent maintenance than those identified as normal.

Based on visual and TV inspection assessment, maintenance will be adjusted and a sewer main may be moved from normal to problem line or from problem line to normal.

3. Inflow and Infiltration

Inflow is due to direct connections between the sewer and surface water sources, infiltration occurs when clear water gets into the sanitary sewer system. This may occur through cracks or leaks in the sewer pipes and manholes or through sump pumps incorrectly connected to the sanitary sewer system. Inflow and infiltration can lead to backups, overflows and unnecessary and expensive treatment of clear water.

The City will periodically inspect manholes to identify any that contribute to the problems noted above. Sanitary sewer mains will be maintained and inspected pursuant to the City's Sanitary Sewer Maintenance Policy. Where appropriate, smoke testing or other means may be used to determine locations in inflow.

4. Personnel Responsibilities and Requirements

A. Exercise of Professional Judgment

It is expected that City employees, in accordance with job duties and responsibilities, will exercise professional judgment in the implementation of this policy. Further, it is expected that in emergency situations, City employees will exercise discretion and weigh political, social, and economic considerations, including, but not limited to, public and employee safety, the potential for damage to private property and the City sanitary sewer system, and environmental concerns.

B. Training and Education

The City provides training to employees responsible for maintenance of and emergency response to issues with the City's sanitary sewer system. Employee training includes education necessary to earn and maintain appropriate operator certifications. Training also addresses standard operating procedures, proper use of equipment, emergency response and other related topics.

The City's Collection System Operator responsible for overseeing maintenance of and emergency response to issues with the City's sanitary sewer system are required to have a

Class 3 collections systems operating license from the State of Oregon as required by the Department of Environmental Quality.

C. Work Schedule

The City's Public Works Department full-time employees work a 40-hour work week as determined by management in accordance with the collective bargaining agreement. In emergencies, employees may be required to work in excess of their normal scheduled shift. Budget and safety concerns may limit the length of time employees are permitted to work.

D. Weather Conditions

Regular sewer maintenance operations will be conducted only when weather conditions do not endanger the City employees and equipment. Factors that may delay sewer maintenance operations include, but are not limited to: severe cold, severe heat, flooding, rain, snow and other severe weather-related events.

5. Documentation

The City will document all of its inspection and maintenance activities and emergency responses for its sanitary sewer system. The City will also document circumstances that limit its ability to comply with this policy. A report will be prepared periodically for the purpose of evaluating maintenance activities and for determining goals for the future. These records will be maintained in accordance with the City's records retention schedule.

6. Public Education

Periodically, the City will inform residents of their responsibilities related to sanitary sewer service from the City of Forest Grove. Additionally there may be special activities that impact residents, such as smoke testing, or construction activities, where the City will take an active role in advising impacted residents of the project at hand.

7. Other Sanitary Sewer System Policies

The City has a number of other policies and/or ordinances that are important to the ongoing operation of the City's sanitary sewer system. The following documents are available on the City's web site or in the Public Works Department.

- Clean Water Services – Sanitary, Storm, and Surface Water Management Performance and Reporting Standards R&O 11-7
- Forest Grove Code 4.400 – 4.485
- Standard Operating Procedure (SOP) for response to sewer complaints – revision 2 (4/25/11)

8. Resources

EPA GUIDE FOR EVALUATING CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAMS AT SANITARY SEWER COLLECTION SYSTEMS, 2005, 126 pages, http://www.epa.gov/npdes/pubs/cmom_guide_for_collection_systems.pdf

WASTEWATER COLLECTION SYSTEMS MANAGEMENT, WEF Manual of Practice No. 7, Sixth Edition, 2009, 242 pages

March 26, 2012

**REPORT AND RESOLUTION ADOPTING CITY COUNCIL GOAL OBJECTIVES
FOR FISCAL YEAR JULY 1, 2012, THROUGH JUNE 30, 2013**

**Project Team: Michael J. Sykes, City Manager
Department Directors
Anna D. Ruggles, CMC, City Recorder**

BACKGROUND:

Pursuant to City Council Rules of Procedure, Section 16, the City Council must set its goals annually. The goals shall include *Short-Term Goals and Objectives* that the Council plans to complete within the next 12-months and *Long-Term Goals and Objectives* that the Council plans to work on during their term of office and/or future goals and objectives that may take longer to complete. The *Goals and Objectives* that Council sets annually help guide City administration and departments as they plan for the upcoming budget year.

DISCUSSION:

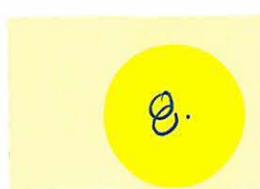
The City Council adopted three key Council Goals for Fiscal Year 2012-13 pursuant to Resolution No. 2012-22. City Council and management staff met in Council Goal Setting Work Sessions on February 18 and February 27, 2012, to discuss goal objectives for Fiscal Year 2012-13. This year, City Council modified and/or identified 16 objectives (shown in bold and italics), of which four (4) were identified as long-term objectives; and carried over 14 pending objectives from the previous year that were identified as active or ongoing for a total of 30 objectives. The City Council has ranked these objectives in the order that they believed were the most important. The objectives have been grouped within one of the three key City Council Goals.

Department Work Plans:

Upon adoption of the City Council Goal Objectives for Fiscal Year 2012-13, Department Directors will be asked to incorporate the priority Council goals/objectives into their work plans. It is recognized that not all of the objectives can be financially accomplished in the upcoming budget year; however, this will provide a framework for each department to focus their activities and prioritize resources during budget preparations. In some cases, funds may be available; in other cases, this will help guide efforts to find resources, such as grants. Department Directors will be presenting their finalized department work plans to Council at the meetings scheduled for April 9 and April 23, 2012.

STAFF RECOMMENDATION:

Management staff is requesting that City Council approve the attached resolution adopting the City Council Goal Objectives for Fiscal Year 2012-13.



RESOLUTION NO. 2012-25

**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL
ADOPTING CITY COUNCIL GOAL OBJECTIVES FOR FISCAL YEAR 2012-13**

WHEREAS, the City Council adopted three key Council Goals for Fiscal Year 2012-13 pursuant to Resolution No. 2012-22; and

WHEREAS, the City Council and Management Team met in Council Goal Setting Work Sessions on February 18 and February 27, 2012, to discuss goal objectives for Fiscal Year 2012-13; and

WHEREAS, the City Council has identified, ranked, and prioritized the City Council Goal Objectives for Fiscal Year 2012-13 as attached in Exhibit A.

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

Section 1. That the City of Forest Grove City Council hereby adopts the City Council Goal Objectives for Fiscal Year 2012-13 as attached in Exhibit A.

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

PRESENTED AND PASSED this 26th day of March, 2012.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 26th day of March, 2012.

Peter B. Truax, Mayor

2012-13 CITY COUNCIL GOALS AND OBJECTIVES

Each year, the City Council determines its goals and objectives for the coming year. These goals and objectives are adopted by City Council and becomes the City's Work Plan and guide for City Council and City Staff as they move forward throughout the year. City Council modified and/or identified 16 objectives (shown in bold and italics), of which four (4) were identified as long-term objectives; and carried over 14 pending objectives from the previous year that were identified as active or ongoing for a total of 30 objectives. The City Council has ranked these objectives in the order that they believed were the most important. The objectives have been grouped within one of the three key City Council Goals. The City Manager will assign each of the Council goal objectives accordingly. The City Council Goals and Objectives for Fiscal Year 2012-13 are as follows:

GOAL 1									
PROMOTE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS AND A PROSPEROUS DYNAMIC, GREEN CITY									
Rating Scale from 4 to 0 (4 = top priority; 3 = 2nd tier priority; 2 = important; 1 = low priority; and 0 = no priority)									
									Total Pts:
1.	<i>Complete Watershed Mgmt Plan Update and Select Forester</i>								23
2.	<i>Complete David Hill Road</i>								23
3.	Examine methods to enhance pedestrian/safe routes to Thatcher Park; Thatcher Road/Forest Gale Drive (flashing yellow light/crosswalks)								21
4.	Complete Periodic Review								20
5.	Continue support of FG Senior and Community Center								19
6.	Continue maintaining a livable community through code enforcement with emphasis on graffiti and crime prevention								18
7.	Complete Parks Master Plan Update								18
8.	<i>Continue Downtown Revitalization Efforts (Identify Town Center Plaza and Downtown Corridor Traffic Flow)</i>								18
9.	Examine installing sidewalks near schools, bus #57 stop, and TV Hwy (east end of Mtn View Lane; Karen's Corner)								17
10.	Pursue other alternate energy sources								17
11.	Continue strengthening public relations and marketing to better communicate City services and accomplishments								16
12.	Continue improving Council/Citizen Outreach (table at Farmers' Market)								16
13.	<i>Continue Sustainability Ad-Hoc Committee; Develop Sustainability Plan</i>								16

**2012-13 CITY COUNCIL
GOALS AND OBJECTIVES**

GOAL 3									
PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE IN LOCAL, STATE AND NATIONAL AFFAIRS									
Rating Scale from 4 to 0 (4 = top priority; 3 = 2nd tier priority; 2 = important; 1 = low priority; and 0 = no priority)									
									Total Pts:
29.	Continue support of Legislative Agenda and Regional, Local, State, and Metro, CWS, Fernhill Wetlands Partnerships (WC Forum)								22
30.	Continue promoting Tourism Opportunities and Marketing Efforts (wineries, Fernhill, local events, branding logo, external marketing)								19