

CITY COUNCIL MONTHLY MEETING CALENDAR

October-13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 RWPC-CB 7pm Rural Fire Bd 8pm	2 EDC Noon	3 Nyuzen Delegation Returns FGS&CC 1st Friday Dinner	4 5
6 Council & Dept Dirs Retreat	7 Council & Dept Dirs Retreat	8 Library 6:30pm	9 MPAC 5pm	10 PAC 5pm	11 JWC - Noon	12 Public Safety Open House 10am-2pm @ Fire Dept Birds & Brew 8am - Fernhill Wetlands
13 CITY COUNCIL 5:30 PM - EXECUTIVE SESSION (Labor) 5:45 PM - EXECUTIVE SESSION (Litigation) 6:15 PM - WORK SESSION (Times Litho) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	14 Ford Institute Leadership 4pm - 8:30pm - Comm Aud Fernhill Wetlands 5pm	15 Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	16 Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	17 CCI 5:30pm Dairy Creek Food Web 7:30pm	18 ODF 8am Watershed Tour Meet at Eng 8:45 am Tour 9am-2pm	19 Mayor's Dinner & Auction 6pm - FGS&CC
20 Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	21 HLB 7:15pm - moved to 29th	22 HLB 7:15pm	23 PSAC 7:30am MPAC 5pm	24 WEA Bkft Forum 7:30 am	25 Prescription Drug Turn-In @ Police Dept 10am-2pm	26
27 CITY COUNCIL CITY COUNCIL 5:30 PM - EXECUTIVE SESSION (Property) 5:45 PM - WORK SESSION (B&C Interviews) 6:00 PM - WORK SESSION (Sustainability) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	28 HLB 7:15pm	29 HLB 7:15pm	30 Municipal Court	31 Nyuzen Student Delegation Arrives		

November-13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Red Cross Drive 1- 6pm Comm Aud FGS&CC 1st Friday Dinner Nyuzen Welome Dinner 6pm - L&P Aud Nyuzen Student Visit	2
3 Daylight Savings Ends	4 Planning Comm 7pm Nyuzen Student Delegation Departs	5	6 Municipal Court Rural Fire Bd 7pm	7 EDC Noon CCI Special Mtg 5:30pm	8	9
10 CITY OFFICES CLOSED	11 CITY OFFICES CLOSED	12 CITY COUNCIL MEETING CANCELLED Library 6:30pm	13 MPAC 5pm	14 PAC 5pm	15 National League of Cities Conference - Seattle	16 Fernhill Wetlands Friends Trees Planting 8:45 AM
17 Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	18 Fernhill Wetlands 5pm	19 Fernhill Wetlands 5pm	20 Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	21 CCI 5:30pm Dairy Creek Food Web 7:30pm	22	23
24 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	25 HLB 7:15pm	26 HLB 7:15pm	27 PSAC 7:30am MPAC - No Mtg	28 CITY OFFICES CLOSED	29 Holiday Tree Lighting 6pm	30

December-13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Planning Comm 7pm	2	3	4 Municipal Court RWPC-EC 5:30pm Rural Fire Bd 7pm	5 EDC Noon	6 LOC Bd Mtg FGS&CC 1st Friday Dinner	7 Holiday In The Grove Light Parade 5pm
8 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9 Library 6:30pm	10 Library 6:30pm	11 MPAC 5pm	12 PAC 5pm	13	14 Annual Wassail Party 1pm - Library
15 Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	16 Fernhill Wetlands 5pm	17 Fernhill Wetlands 5pm	18 Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	19 CCI 5:30pm Dairy Creek Food Web 7:30pm	20	21
22 NO CITY COUNCIL MEETING SCHEDULED	23 HLB 7:15pm	24 HLB 7:15pm	25 CITY OFFICES CLOSED	26 WEA Bkft Forum 7:30 am	27	28
29	30	31				



FOREST GROVE CITY COUNCIL

Monday, October 28, 2013

Meeting Agenda

5:30 PM – Executive Session (Real Property)
5:45 PM – Work Session (B&C Interviews)
6:00 PM – Work Session (Sustainability Plan)
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 L. Johnston, Council President
Richard G. Kidd III
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.

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.

Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

The City Council will convene in the Community Auditorium – Conference Room to hold the following executive session(s):

<p>Tom Gamble, Parks and Recreation Director Paul Downey, Administrative Services Director Michael Sykes, City Manager</p>	5:30	<p>In accordance with <u>ORS 192.660(2)(e)</u> to deliberate with persons designated by the governing body to negotiate real property transactions.</p>
--	-------------	---

<p>Anna Ruggles, City Recorder Michael Sykes, City Manager</p>	5:45	<p><u>WORK SESSION: BOARDS, COMMITTEES AND COMMISSIONS INTERVIEWS</u> The City Council will convene in the Community Auditorium – Conference Room to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s)</p>
---	-------------	--

<p>Jon Holan, Community Development Director</p>	6:00	<p><u>WORK SESSION: SUSTAINABILITY PLAN</u> The City Council will convene in the Community Auditorium to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).</p>
--	-------------	---

- | | | |
|-------------|----|---|
| 7:00 | 1. | <p><u>REGULAR MEETING:</u> Roll Call and Pledge of Allegiance</p> |
| | 2. | <p><u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Council on an item <u>not on the agenda</u> may be heard at this time. <u>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</u> In the interest of time, please limit comments to two minutes. Thank you.</p> |
| | 3. | <p><u>CONSENT AGENDA:</u> See Page 4</p> |
| | 4. | <p><u>ADDITIONS/DELETIONS:</u></p> |
| | 5. | <p><u>PRESENTATIONS:</u></p> |

7:05	5. A.	<ul style="list-style-type: none"> • <i>Bob Terry, Washington County Commissioner District 4</i>
------	-------	---

<p>Jon Holan, Community Development Director</p>	7:20	5. B.	<ul style="list-style-type: none"> • <i>Forest Grove Sustainability Action Plan, Ad-Hoc Committee</i>
--	------	-------	--

-
- | | | | |
|---|------|-----|---|
| Jon Holan, Community Development Director
Dan Riordan, Senior Planner
Michael Sykes, City Manager | 7:35 | 6. | <u>REQUESTING CONTINUATION OF PUBLIC HEARING FROM OCTOBER 14, 2013, TO DECEMBER 9, 2013; SECOND READING OF ORDINANCE NO. 2013-12 ANNEXING A TRACT OF LAND INTO THE CITY LIMIT OF FOREST GROVE AND WITHDRAWING THE TRACT FROM WASHINGTON COUNTY ENHANCED SHERIFF PATROL DISTRICT, WASHINGTON COUNTY URBAN ROADS MAINTENANCES DISTRICT, AND FOREST GROVE RURAL FIRE PROTECTION DISTRICT. THE TERRITORY TO BE ANNEXED CONSISTS OF ONE PARCEL, TOTALING 5.6 ACRES, LOCATED AT 3351 THATCHER ROAD. WASHINGTON COUNTY TAX LOT NO. 1N4260000400. APPLICANT: BRADFORD AND LINDA TAYLOR, OWNER-INITIATED. FILE NO. ANX-12-01074</u> |
| Jon Holan, Community Development Director
Michael Sykes, City Manager | 7:40 | 7. | <u>RESOLUTION NO. 2013-68 ACCEPTING THE FOREST GROVE SUSTAINABILITY ACTION PLAN</u> |
| Jon Holan, Community Development Director
Michael Sykes, City Manager | 7:50 | 8. | <u>RESOLUTION NO. 2013-69 ESTABLISHING THE FOREST GROVE SUSTAINABILITY COMMISSION AND BYLAWS AND AMENDING RESOLUTION NO. 2006-10</u> |
| Brenda Camilli, Human Resources Manager
Paul Downey, Administrative Services Director
Michael Sykes, City Manager | 8:00 | 9. | <u>RESOLUTION NO. 2013-70 AUTHORIZING EXECUTION OF A LABOR AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND THE FOREST GROVE PAID FIREFIGHTER'S ASSOCIATION (FGPFA), EFFECTIVE JULY 1, 2013, AND EXPIRING JUNE 30, 2015</u> |
| Michael Sykes, City Manager | 8:10 | 10. | <u>RESOLUTION NO. 2013-71 APPROVING TO CANCEL CITY COUNCIL MEETING OF TUESDAY, NOVEMBER 12, 2013</u> |
| Michael Sykes, City Manager | 8:15 | 11. | <u>CITY MANAGER'S REPORT:</u> |
| | 8:30 | 12. | <u>COUNCIL COMMUNICATIONS:</u> |
| | 8:45 | 13. | <u>ADJOURNMENT</u> |

-
3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Executive Session (Labor Negotiations) Meeting Minutes of October 14, 2013.
 - B. Approve City Council Executive Session (Litigation) Meeting Minutes of October 14, 2013.
 - C. Approve City Council Executive Session (Real Estate Transactions) Meeting Minutes of October 14, 2014.
 - D. Approve City Council Work Session (Times Litho Update) Meeting Minutes of October 14, 2013.
 - E. Approve City Council Regular Meeting Minutes of October 14, 2013.
 - F. Accept Committee for Citizen Involvement Meeting Minutes of July 18, August 20 and September 19, 2013.
 - G. Accept Economic Development Commission Meeting Minutes of May 2 and June 6, 2013.
 - H. Accept Parks and Recreation Commission Meeting of August 21, 2013.
 - I. Accept Resignation on Public Safety Advisory Commission (Allyn Clark, At-Large, Term Expiring December 31, 2016).
 - J. Fire Department Monthly Report for September 2013.
 - K. **RESOLUTION NO. 2013-67 MAKING APPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION (APPOINTING JOHN HAYES, PRIMARY, AND CONNIE POTTER, ALTERNATE, REPRESENTING FOREST GROVE SCHOOL DISTRICT, TERM EXPIRING DECEMBER 13, 2014).**
-

TO: Mayor Peter Truax and City Councilors

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

DATE: October 28, 2013

SUBJECT: B&C Recruitment Interviews

BACKGROUND:

Attached you will find the following items for the Boards, Committees, and Commissions interview(s) scheduled for Monday, September 9, 2013, City Council Work Session.

- Boards, Committees, and Commissions Applicant List and Vacancies;
- Possible Interview Questions; and
- Applications for the following Applicants:

Laurel Zimmer, Student or Citizen Advisory Application
Christiana Mayer, Citizen Advisory Application

In addition, Bryan Corke, Historic Landmarks Board (HLB), submitted his resignation (copy of his resignation letter is attached), which was accepted by Council at the meeting of October 14, 2013. Corke has notified staff and HLB Chair that he has reconsidered and he would like to continue serving on HLB. Corke's seat was vacant upon acceptance of his resignation; as a result, staff is seeking Council direction on Corke's reappointment on HLB.

STAFF RECOMMENDATION: Conduct interview of the applicant(s) who expressed interest in serving on Advisory Boards, Committees, and Commissions. Determine new appointment(s). In addition, staff is seeking Council direction on Corke's reappointment on Historic Landmarks Board, term expiring December 31, 2014. Based on Council's recommendation, resolution(s) making formal appointment(s) will be presented for Council consideration at the next regular Council meeting.

Anna Ruggles

Oct 14, 2013
cc mts
accepted by
Council

From: [REDACTED]
Sent: Saturday, September 28, 2013 1:13 PM
To: Peter Truax
Subject: Historical Landmark Preservation Board

Dear Hon. Mayor

It is with regret that I, Bryan Corke, wish to tender my resignation from the HLPB. I have found that my philosophy and idealism about preserving the "city treasures" of Forest Grove are at odds with the other members present during the September 24 meeting. This has caused me great contemplation and a conclusion that a man of my moral and ethical values does not belong on this board. I am both grateful and sad for the opportunity to serve this great city. Grateful for the insights of how great a community that Forest Grove is, and sad because the other members present that night acted in such a hypocritical fashion. I just don't fit in. I believe that my time is best served elsewhere. I am sorry for the necessity of this action. I am sure that you will find others to fill my vacancy who will toe the line of the said board's agenda. I want no part of it. Respectfully, Bryan Corke

2013 – 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 5:30 pm	7-Members 4-Year Term		
COMMUNITY FORESTRY COMMISSION Meets 3 rd Wednesday 5:15 pm	7-Members 3-Year Term 3 members may live outside City – Currently 2	1 – Vacancy 1 – Student Vacancy	12/31/2015 12/31/2013
ECONOMIC DEVELOPMENT COMMISSION Meets 1 st Thursday Noon	19-Members 3-Year Term 6 Public & Non-Profit 12 Business 1 At-Large	1 – Student Vacancy	12/31/2013
HISTORIC LANDMARKS BOARD Meets 4 th Tuesday 7:15 pm	7-Members 4-Year Term 2 members may live outside City – Currently 2	1 - Vacancy 1 – Vacancy 1 – Vacancy 1 – Student Vacancy	12/31/2013 12/31/2014 12/31/2016 12/31/2013
LIBRARY Meets 2 nd Tuesday 6:30 pm	7-Members 2-Year Term	1 – Vacancy 1 – Student Vacancy	12/31/2014 12/31/2013
PARKS & RECREATION COMMISSION Meets 3 rd Wednesday 7:00 am	9-Members 4-Year Term 2 members may live outside City – Currently 1 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		
PLANNING COMMISSION Meets 1 st and 3 rd Monday 7:00 pm	7-Members 4-Year Term 2 members may live outside City – Currently 1 1 member in real estate for profit – Currently 1 2 members same trade/occupation – Currently none		
PUBLIC ARTS COMMISSION Meets 2 nd Thursday 5:00 pm	9-Members 3-Year Term 3 At-Large Voting Reps Chamber; School Dist; Pacific University; Senior Center; Theater In The Grove; and Valley Art		
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 th Wednesday 7:30 am	7-Members 4-Year Term 2 members within Rural Fire Dist – Currently 1 Non-Voting Reps Rural Fire Dist; Chamber; School Dist; and Pacific University	1 – At-Large Vacancy 1 –Rural Fire District 1 – Student Vacancy	12/31/2013 12/31/2016 12/31/2013

Possible Questions for B&C Applicant Interviews:

Please feel free to use any questions and/or information that you wish in order to conduct a successful interview. Please note: 10-minutes are allotted for question and answer time.

If there were one area you've always wanted to improve upon, what would that be?

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.



STUDENT/ADVISORY BOARDS, COMMITTEES, & COMMISSIONS

Interview
Oct 28th
5:45pm

RECEIVED
AUG 21 REC'D
BY:

citizen

(Please complete, sign and date application form and return to:
City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Student Advisory Board on which you would like to be considered for appointment. If interested in serving on multiple Boards, please list the order of preference (1-8). Terms are one year, expiring December 31st. (Please note: The meeting dates/times are subject to change with advance notice).

- | | | | |
|---|-----------------------------------|---|-----------------------------------|
| <u>2</u> Committee for Citizen Involvement | 3 rd Thursday, 5:30pm | <u>1</u> Library Commission | 2 nd Tuesday, 6:30pm |
| <u> </u> Community Forestry Commission | 3 rd Wednesday, 5:15pm | <u>3</u> Parks & Recreation Commission | 3 rd Wednesday, 7am |
| <u> </u> Economic Development Commission | 1 st Thursday, Noon | <u>4</u> Public Arts Commission | 2 nd Thursday, 5pm |
| <u> </u> Historic Landmarks Board | 4 th Tuesday, 7:15pm | <u> </u> Public Safety Advisory Commission | 4 th Wednesday, 7:30am |

NAME: Laurel Zimmer
RESIDENCE ADDRESS: [REDACTED]
MAILING ADDRESS: [REDACTED]
SCHOOL: Pacific University

HOME PHONE: [REDACTED]
OTHER PHONE: [REDACTED]
E-MAIL: [REDACTED]
GRADE ENROLLED: Senior

Years living in Forest Grove? 4 Live in City limits? Yes How did you hear of this opportunity? Professor
How would you currently rate City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? I think community involvement in programs that are at a fair level will help the city improve. Getting people personally committed to a certain program will give individuals a strong reason to feel passionate about bettering these city programs.

Why are you interested in serving on the Advisory Board/Committee/Commission? I have been volunteering at the library for the past year and I would love to bring my ideas to the board. I would love to be able to help bring these new ideas to the city and get Pacific University more involved with the actual city, not just campus life.

What contributions do you feel you can/will make to the Board/Committee/Commission? I will bring excellent knowledge of the Pacific student body, and ways that they would be able to help better the city's community. Additionally, I would be able to use my enthusiasm for these programs to commit fully to making them better.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? As a Resident Assistant at Pacific, I have ample leadership experience and several resources to help involve other students in the Forest Grove community. Additionally, my time volunteering in the community gives me valuable knowledge.

Previous/current appointed offices: _____

Previous/current community affiliations or extracurricular activities: Volunteer at the Forest Grove library, RA at Pacific.

If not appointed at this time, may we keep your name on file? Yes No

Signature: Laurel Zimmer Date: 08.20.2013
I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(Student App 12/12)

Interview
Oct 28th
5:50 pm



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS

RECEIVED
AUG 31 REC'D
BY:

(Please complete, sign and date application form and return to:

City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for appointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please note: The meeting dates/times are subject to change with advance notice).

- | | | | |
|---|-----------------------------------|--|---|
| <input type="checkbox"/> Budget Committee | 3-4 times in May | <input type="checkbox"/> Library Commission | 2 nd Tuesday, 6:30pm |
| <input checked="" type="checkbox"/> Committee for Citizen Involvement | 3 rd Thursday, 5:30pm | <input type="checkbox"/> Parks & Recreation Commission | 3 rd Wednesday, 7am |
| <input type="checkbox"/> Community Forestry Commission | 3 rd Wednesday, 5:15pm | <input type="checkbox"/> Planning Commission | 1 st & 3 rd Monday, 7pm |
| <input type="checkbox"/> Economic Development Commission | 1 st Thursday, Noon | <input type="checkbox"/> Public Arts Commission | 2 nd Thursday, 5pm |
| <input type="checkbox"/> Historic Landmarks Board | 4 th Tuesday, 7:15pm | <input type="checkbox"/> Public Safety Advisory Commission | 4 th Wednesday, 7:30am |

NAME: Christiana Mayer

RESIDENCE ADDRESS: [REDACTED]

MAILING ADDRESS: same

EMPLOYER: None

HOME PHONE: [REDACTED]

BUSINESS PHONE: [REDACTED]

E-MAIL: [REDACTED]

OCCUPATION/PROFESSION: none

Years living in Forest Grove? 5 Live in City limits? yes How did you hear of this opportunity? internet

How would you currently rate 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? Because I believe that it is important to be involved in your community.

What contributions do you feel you can/will make to the Board/Committee/Commission? I will bring my unique voice as someone who has chosen to live in Forest Grove

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? I use social media a lot and believe that it should be used to reach out to citizens.

Previous/current appointed or elected offices: None

Previous/current community affiliations or activities: Former Education Chair at Valley Art

If not appointed at this time, may we keep your name on file? Yes No

Signature: [Signature] Date: 7/29/13

I have sufficient time to devote to this responsibility and will attend the required meetings if appointed

(App 12/12)

**Forest Grove Sustainability
Action Plan and Proposed
Commission**

City Council Work Session

October 28, 2013

- Two Items for Council consideration on tonight's agenda:
 - Acceptance of Ad Hoc Committee Sustainability Action Plan
 - Formation of City Sustainability Commission

Sustainability Plan

- Six topical areas
- Each topical area includes:
 - Vision Statement
 - Goals
 - Strategies
 - Measures
 - Timeframe

Six Topic Areas

- Materials Management
- Energy Conservation & Green Building
- Food
- Social Equity
- Natural Resources
- Transportation/Planning

What the Plan Does

- Identifies six focus areas to improve sustainability
 - Some topics such as “Food” is unique to Forest Grove
- Proposes strategies to enhance community sustainability
- Besides sustainability, the Plan promotes:
 - Improved connection with underserved populations
 - Enhances connections with surrounding ag base
 - More connection with other institutions such as Pacific University

Implications

- Not clear who would be responsible to carry out strategies
- City of Forest Grove could be involved directly or indirectly with most of the strategies
- Strategies that directly affect the City (greater than minimal impact):
 - Materials Management: Strategies 2a, 3a, 3d, 4b, 5a
 - Energy Conservation and Green Building: Strategies 2c, 3a, 3b, 4a, 4e, 5a-c, 6c, 7a
 - Food: Strategies 3a and 6a
 - Social Equity: Strategies 1a, 1b, 2b, 2c, 2d, 3a, 3b, 4a-d, 5b, 5c
- Will have budget implications over time
 - Need for staff support
 - Support proposed Sustainability Commission
 - Carry out relevant strategies
 - Costs to implement some of the strategies
 - Could raise demands for CEP grants
- Proposed New City commissions/committees
 - Sustainability Commission - carry out Strategic Plan
 - Social Equity Committee (staff level) – proposed by Strategic Plan (Social Equity Strategy 4d)

Proposed Action

- Request to Accept the Plan; not Adopt the plan
 - Good beginning and great ideas to set forth program, but
 - Needs further scrutiny before being adopted as City Policy
 - Determine who will carry out strategies
 - Determine feasibility to carry out some strategies (e.g. Energy Conservation and Green Building Strategy 5c)
 - Explore potential Budget/Resource questions to determine feasibility and timing of some measures
 - Department Heads had general review but not detailed examination
 - May require refinement through Sustainability Commission

Sustainability Commission

- Advisory to the City Council
- 13 members selected by Council from 11 different groups
 - Not all groups are required to be represented
 - Can be more than one person from a group
- Quarterly meetings – minimum
- Four year terms
- Staffing – as determined by the City Manager

Sustainability Commission

- Purpose
 - Help implement Sustainability Plan
 - Other Tasks outside of Plan related to sustainability
- Powers and Duties
 - Makes recommendations to the Council and City Manager for strategies or actions designed to implement the Sustainability Action Plan and any subsequent updates endorsed by the City Council;
 - Presents an annual work plan and meets with the City Council to secure approval of the work plan;
 - Proposes changes to the Sustainability Action Plan, as deemed necessary, and seeks endorsement by the City Council;
 - Provides a forum for addressing public concerns related to sustainable policies and practices;
 - Works on sustainability-related projects as directed by the Council and City Manager;
 - Provides input on sustainability policies and practices that reflect community values;
 - Assists the City Council and City Manager in balancing community priorities and resources by advising them on sustainability issues.

Next Steps

- Formation of Sustainability Commission
- Sustainability Commission:
 - Establish process to review and evaluate plan; and
 - Make recommendations to City Council

Date: October 28, 2013

ACCEPTANCE OF FOREST GROVE SUSTAINABILITY ACTION PLAN

PROJECT TEAM: Jon Holan, Community Development Director
Michael J. Sykes, City Manager

ISSUE STATEMENT: Request is for the City Council to accept the proposed Forest Grove Sustainability Plan prepared by the Ad Hoc Committee on Sustainability.

BACKGROUND: The City conducted Sustainability Institute in October, 2011. From this effort a group of interested citizens formed an Ad Hoc Committee on Sustainability. While the Committee completed a number of tasks, it focused on the development of a sustainability plan. It held three "summits" for citizens to develop the plan; starting with identifying the scope of the plan (i.e. the topics to be addressed by the plan), the vision for each of the topic areas and then the specific strategies.

Once a draft plan was developed, the Ad Hoc Committee proceeded to vet the plan. City Department Heads as well as the public had an opportunity to review and comment on the plan. Department Heads indicated they were impressed with the effort and offered suggestions to make the plan more feasible to implement. However, there was not the opportunity for Department Heads to thoroughly review the plan.

The Plan focuses on the following six topical areas:

- Materials Management;
- Energy Conservation and Green Building;
- Food;
- Social Equity;
- Natural Resources; and
- Transportation.

The plan is intended to identify sustainability actions for the entire community rather than any specific institution or group. The main issue with the plan is that it is not clear as to who performs the tasks. It is possible that the City as an institution could be involved with many if not all of the strategies either to support or implement a strategy. The following

strategies under each topic area could directly involve the City of Forest Grove staff, commissions and/or Council (this list excludes utility inserts) requiring greater than minimal resources:

- Materials Management: Strategies 2a, 3a, 3d, 4b, 6a
- Energy Conservation and Green Building: Strategies 2c, 3a, 3b, 4a, 4e, 5a-c, 6c, 7a
- Food: Strategies 3a and 6a
- Social Equity: Strategies 1a, 1b, 2b, 2c, 2d, 3a, 3b, 4a-d, 5b, 5c

The Plan is an excellent step to implement a sustainability program for the community. However, details still need to be considered. As mentioned earlier, it is not clear who would carry out the various strategies. Some strategies need further evaluation as to their feasibility (e.g. Energy Conservation and Green Building Strategy 5c which proposes the City working with local banks to finance solar hot water projects). Other strategies will have a fiscal and/or resource impact on the City (see below). The extent of these impacts is not yet known. Further evaluation of these strategies need to be made to determine feasibility and timing.

Staff envisions that the proposed City Sustainability Commission would explore and evaluate the various strategies from the Plan and make recommendations to the City Council.

It is likely that at least one staff person needs to be devoted to the sustainability efforts to provide research called for in the plan (e.g. Energy Conservation and Green Strategies 6 a, b and c) and assist the Commission in implementing strategies.

FISCAL IMPACT: The potential fiscal impact cannot yet be determined. However, it will require staff resources to help achieve proposed actions in which the City becomes involved. In addition, some of the strategies would require City funds to implement (e.g. Energy Conservation and Green Building Strategies 2c, 4a, 5a-c). There is also potential City resources required to fund an intern (Materials Management Strategy 5a) and likely the need to assign a staff person full time to help with the Plan's implementation. To carry out the plan, it is also likely that there will be additional demands on the Community Enhancement grant program.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached Resolution accepting the Forest Grove Sustainability Action Plan. This recommendation is to acknowledge the excellent work of the Ad Hoc Committee but allow further detailed evaluation through the proposed Sustainability Commission with recommendations back to the Council. It would be after further review by the Commission and Council would there be consideration for adoption by the Council.

7.

RESOLUTION NO. 2013-68

**RESOLUTION ACCEPTING THE
FOREST GROVE SUSTAINABILITY ACTION PLAN**

WHEREAS, citizens formed an Ad Hoc Committee on Sustainability in October, 2011; and

WHEREAS, the Ad Hoc Committee as one of its tasks, determined the need to develop a program to identify sustainability efforts in the community; and

WHEREAS, the Committee held three summits to define the scope, goals and tasks for a sustainability plan for the community of Forest Grove; and

WHEREAS, as a result of these efforts, the Ad Hoc Committee on Sustainability developed the Forest Grove Sustainability Action Plan; and

WHEREAS, the plan has implications that need further examination before being adopted as policy by the City Council.

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

Section 1. The City Council hereby accepts the Forest Grove Sustainability Action Plan, dated October 15, 2013, as provided in Exhibit A to acknowledge the excellent work of the Sustainability Ad Hoc Committee and set in motion further review and refinement of the plan by the proposed City Sustainability Commission.

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

PRESENTED AND PASSED this 28th day of October, 2013.

Anna Ruggles, City Recorder

APPROVED by the Mayor this 28th day of October, 2013

Peter B. Truax, Mayor



Forest Grove Sustainability Action Plan

Prepared by the Forest Grove
Ad Hoc Sustainability Committee
October 15, 2013



Contents

How are the Children? — Pete Truax, Mayor of Forest Grove	3
The Time is Now — Jon Holan, Community Development Director, City of Forest Grove	4
Executive Summary	5
What is Sustainability?	6
Process and Public Input	8
Members of the Forest Grove Ad Hoc Sustainability Committee	9
Action Plans	10
Materials Management	11
Energy Conservation & Green Building.	13
Food	15
Social Equity	17
Natural Resources	19
Transportation	21
Appendix — Kiersten Iwai, Sustainability Intern	23
Acknowledgements	23

How are the Children?

The Masai are well known for their greeting: "How are the children?" That is how these people, famous for being warriors, view the importance of their offspring.

Like the Masai, we should also ask the same question and answer with: "The children are well." For if we answer with truthfulness and, indeed, want the children and our children's children to be well, then we must recognize that it is in us and on us to provide a world in which the children can do well. That is the overarching goal of the sustainability plan for Forest Grove.

Environmentally, we want a world that supports and nurtures life. Economically, we want that life to be robust and productive. Socially, we want that life to provide for the future, that the world is left in better shape than when we found it, through research, through education, and through human understanding.

This report by the Forest Grove Ad Hoc Sustainability Committee is not the final step. Rather, it could be an instruction manual on preservation. It could be an operator's guide for mother earth and give us tips and pointers on how to reverse some destructive practices. We have long since passed the point of arguing whether we have to deal with global warming, with water conservation, and with air quality. Those trains have left the station. It is not a matter for debate; it is settled science.

There is time, and we must use it wisely, for ourselves and for our children. For if we don't, we may not have a good answer for the question: "And how are the children?" And conversely, if we do, we and those who follow us will be able to say: "The children are well, thanks to those who came before and did the right thing."

Pete Truax, Mayor, City of Forest Grove
August 22, 2013



The Time Is Now

Sustainability is becoming an increasingly important concept throughout the world. Signs of climate changes are being experienced in various parts of the globe, and just one example of this is the ability to sustain agricultural productivity to feed an expanding population. The prime source for climate change, the emissions of hydrocarbons, is on the increase at alarming rates. The cause of these emissions rests with the products we make and ship, energy production and use, transportation, and the way we live. Adding to that, the loss of natural systems and increasing pollution into our air and water threatens our ability to continue life. In short, continuing our lifestyle is making life on earth unsustainable.

While this is a global condition, an important part of the solution is to begin changing how we do things locally. We find this occurring in many communities throughout the world in general and the United States, in particular. For example, Oregon is one of many states taking on the challenge of reducing our carbon footprint.

Supporting these actions and to begin addressing the issue, a group of concerned residents in Forest Grove believed that action must be taken in our community. Formed in October, 2011, the Ad Hoc Sustainability Committee focused on developing a strategy to reduce carbon emissions and wastes locally and promote a healthy and sustainable lifestyle. The Plan focuses on six topical areas that emerged through community discussions:

- Energy Conservation and Green Building
- Food
- Materials Management
- Natural Resources
- Social Equity
- Transportation and Planning

The following tables express the vision, goals, strategies, measures or actions and a proposed timeframe to implement these efforts in each topical area. The plan can then serve a way to monitor community efforts in the future. Successes and further efforts can be identified to move Forest Grove towards a more sustainable community.

Jon Holan, Community Development Director, City of Forest Grove
July 3, 2013



Forest Grove Sustainability Action Plan Executive Summary

The City of Forest Grove initiated a community-based sustainability effort by convening Sustainability Institute on October 8, 2011. The formation of the Forest Grove Ad Hoc Sustainability Committee (Committee) was the result of that meeting. The Committee member's decided that its main purpose would be to develop a Sustainability Action Plan to implement sustainable practices in the community. Three Sustainability Summits and one Town Hall Meeting were held during 2012-2013; approximately 200 people attended the meetings. This Sustainability Action Plan is the result of the efforts of the Committee, all of the public and private partners, and the concerned residents who gave their time, knowledge, and energy to help Forest Grove become a sustainable community.

Definition of Sustainability

The Committee uses the following definition of sustainability:

Using all resources (societal, economic and natural) in an efficient and equitable manner. Sustainability in Forest Grove means considering long-term environmental, economic and social impacts of our actions. Sustainability prioritizes long-term needs over short-term gains to ensure that resources necessary to sustain life are available now and in the future.

Topic Areas

Six topic areas emerged from the series of public meetings; they are the focus of the sustainability efforts in this action plan. The topic areas and associated vision statements are:

- Materials Management
Forest Grove will be a city that focuses on the recapture, reduction, and elimination of its material stream to enable a high quality of life for all residents.
- Energy Conservation & Green Building
Forest Grove will become a leader in the support of green building practices and the promotion of energy and natural resource conservation.

- Food
Forest Grove will be a thriving food community in which all residents have the opportunity to grow, prepare and consume nutritious local food in order to support the health of the land and its people.
- Social Equity
Forest Grove is a place that welcomes and supports equitable and sustainable opportunity for all community members by providing the means for human needs to be met.
- Natural Resources
The residents of Forest Grove demonstrate good stewardship of our natural resources by preserving the health of our watershed, forest, air, and greenspace for future generations.
- Transportation
To develop a safe, affordable, reliable, sustainable, and connected transportation system that is energy efficient while supporting alternative transportation modes.

This Action Plan sets goals, associated strategies, measures and timeframes for each of the six topic areas, which, when implemented, are intended to move towards achievement of each vision.

Recommendations

The Committee recommends that the City of Forest Grove adopt the Sustainability Action Plan and establish a Sustainability Commission to advise the community and City Council regarding its implementation. We recommend that this plan be reviewed and progress on the action plans be updated every 3 years.



What is Sustainability?

Many people think of sustainability as involving environmental efforts to improve the long-term health of the earth. That is only part of the story. Sustainability involves the physical, economic, social and governmental aspects of the community that promote long-term community health. Besides environmental considerations, equity, participation and economic considerations are hallmarks of sustainability.

The key concept to sustainability is to understand the holistic cycle between action (i.e., doing something) and capacity (i.e., the ability to do something). In considering this cycle, we must be mindful of human, financial and resource regeneration rates (i.e., the ability to replenish resources being used to perform an action).

Definitions

Many definitions of sustainability have been developed over the years. The most commonly recognized definition is “Meeting the needs of the present without compromising the ability of future generations to meet their own needs (UN Brundtland Commission).” The definition of sustainability used in this action plan is:

- Using all resources (societal, economic and natural) in an efficient and equitable manner. Sustainability in Forest Grove means considering long-term environmental, economic and social impacts of our actions. Sustainability prioritizes long-term needs over short-term gains to ensure that resources necessary to sustain life are available now and in the future.
- The term *efficient* means using resources in a cost-effective way taking into account life-cycle and replacement cost. Efficient use of resources means using natural resources no faster than they can be replenished through natural systems.
- The term *equity* means the benefits and costs associated with society are distributed proportionately within the community.

Sustainability in Forest Grove

The Ad Hoc Sustainability Committee created a Sustainability Mission Statement in November 2011. Part of that Mission Statement identified the City of Forest Grove’s role in sustainability as follows:



The City of Forest Grove recognizes its responsibility to:

- Provide efficient, equitable and responsible access to and use of social, economic and natural resources
- Utilize resources cost-effectively while ensuring they are used no faster than they can be replenished through natural systems
- Assure that the benefits and costs of society are equitably distributed throughout the community
- Consider the long-term environmental, economic and social impacts of our actions
- Promote education and awareness of the benefits of sustainable practices to enhance the community
- Support residents, organizations, businesses and neighborhoods both within and outside the community to invest in sustainability and continually improve their practices and environments
- Prioritize long-term needs over short-term gains to ensure that the resources necessary to sustain life are available now and in the future

Additionally, the City of Forest Grove includes sustainability in its Vision Statement (2007):

A community recognized for its commitment to conserve, preserve, protect and restore our natural assets.

- **Objective 1:** Maintain and improve the quality of air, water, soil, etc. to ensure livability by using leading technology and land use methods.
- **Objective 2:** Promote Forest Grove as “The Greenest City in Oregon” through landscaping and ecologically-sound industry, businesses, utilities, transportation and development.
- **Objective 3:** To be recognized by an organization such as the Green Guide as a “Green City”.

Other local sustainability efforts drawn from include Pacific University, United Church of Christ's sustainability statement, City of Forest Grove's ongoing efforts, City of Portland, State and Metro efforts involving Greenhouse Gas reduction and the Corvallis Sustainability Coalition. The Forest Grove Ad Hoc Sustainability Committee's main purpose was to develop a Sustainability Action Plan to be used by the community and the City of Forest Grove as a blueprint to implement sustainable practices.

Process & Public Input

As a way to initiate a community-based sustainability effort, the City of Forest Grove convened a Sustainability Institute October 8, 2011, and 16 interested residents attended. This was an initial information session to discuss what sustainability is and why it is important to the residents of Forest Grove. Various sustainability efforts ongoing locally and regionally were reviewed. The formation of the Forest Grove Ad Hoc Sustainability Committee was the result of that meeting. The Committee's focus evolved over time and resulted in

- a mission statement, and
- hiring a Pacific University sustainability intern who created the following reports:
 1. Inventory of sustainability-related organizations in the Forest Grove community
 2. Water Consumption Assessment Report with recommendations
 3. Energy Assessment Report with recommendations
 4. Socio-Economic Assessment Report
 5. Municipal Greenhouse Gas Emissions Inventory

A series of three Sustainability Summits were held with the intent to engage community members in creating a sustainability action plan for Forest Grove. These facilitated sessions built off the Committee's efforts and gathered participants' ideas about critical sustainability issues and long-range goals. The emphasis was on stewardship of our economic, social, environmental and cultural resources in a manner that is equitable for present and for future generations.

The first Summit was held October 12, 2011, and resulted in productive and engaging work sessions. At the end of the first Summit, six different focus areas emerged from the discussion including green building, transportation, locally sourced food, social equity, recycling and solid waste, and solar and renewable energy.

The fall of 2011 the Committee was also invited to plan and facilitate the City of Forest Grove Annual Town Meeting with a focus on sustainability. It was held January 26, 2013, with over 100 people in attendance.

Roundtable discussions were held on the following topics relating to sustainability:

- What are we doing well?
- What do we need to improve?
- What are the barriers to get there?
- How do we go forward to create a safe, equitable, sustainable, and healthy city?





The second Summit was held Saturday, February 9, 2013, on the Pacific University campus, and 40 residents gathered to further refine their visions and goals for the six topic areas. As a result, vision statements, goals and strategies were discussed. The six topic areas were revised to combine solar and renewable energy with green building and add natural resources. The third Summit was held Saturday, April 20, 2013, in honor of Earth Day, at the Forest Grove Senior & Community Center. The meeting focused on refining the actions and strategies in the six topic areas.

Following the three Sustainability Summits, the Committee met several times to refine each topic area and ensure that it had a vision, goal, strategies and timeline that supported the goal. During the period of May through September 2013, the Committee solicited input from community organizations and residents for further feedback and input on the draft Plan. In July the Committee presented a copy of the draft Plan to the City Council for their review.

Forest Grove Ad Hoc Sustainability Committee

Chair	Elaine Cole
City of Forest Grove Liaison	Jon Holan
Action Team Leaders:	
Transportation/Planning	Kathy Karppinen
Social Equity	Karin Pfeiffer-Hoyt
Food	Dairy Creek Community Food Web, Robin Lindsley
Energy Conservation and Green Building	John Hayes
Materials Management	Ron Calkins and Eric Canon
Natural Resources	Bruce Countryman
Editors	Linda Feik, Katie Countryman and Kathy Juvet
Members-at-Large or Participants:	Dale Feik
	Linda and Brad Taylor
	Deke Gundersen
	Kiersten Iwai, Student Intern
	George Cress, Director Forest Grove Light and Power
	Michael Sykes, City Manager
	Johanna Wood
	Paul and Stephanie Edwards
	Paul Johnson
	Pete Truax, Mayor
	Victoria Lowe, City Councilor
	Kathryn Harrington, Metro Councilor

Action Plans

The following pages are Action Plans for the six topic areas. These contain the goals and strategies needed in order to make the vision statements a reality, for example, the FUNctional Food Garden Tour held Saturday, August 10, 2013. These goals and strategies are not meant to be exclusive; they complement other actions already being taken by individuals, organizations, and governments. The topic areas are meant to be integrated, and contribute to the ultimate vision of Forest Grove as a sustainable city. There is some repetition in the goals and strategies since many of the topic areas overlap. Many strategies have measures and timeframes. A monitoring plan should be developed that would indicate how well the strategies are being met in the timeframes given and whether or not a revision of the overall Sustainable Action Plan is needed.



Materials Management

Vision – Forest Grove will be a city that focuses on the recapture, reduction, and elimination of its material stream to enable a high quality of life for all residents.

Goals	Strategies	Measures	Timeframes
Goal 1 - In an effort to reduce the waste stream, Forest Grove community members will be aware of options concerning the disposal of all materials that cannot be recycled curbside	Strategy 1a – Promote a Forest Grove Green Fair at the Forest Grove Farmer’s Market	Increase recycling participation by 25%	By 2016
	Strategy 1b – Contact the Washington County Recycle at Work specialist in multi-family housing for educational materials and to establish contacts with Apartment Management	Distribute materials (bi-lingual) to 50% of multi-family apartments	By end of 2015
	Strategy 1c – Encourage residents via a public information and community-based social marketing campaign to cut household waste with a “One-Bag-a-Week” challenge. Offer a prize for the best story about accepting the challenge	Fifty participant stories received	By 2015
	Strategy 1d – In the Forest Grove utility bill, include web site information and phone numbers for organizations that support materials management	Monthly info to all Forest Grove Light and Power users	By 2014
	Strategy 1e – Provide how-to workshops and educational materials on traditional composting, Bokashi, and vermiculture	Hold three workshops	By end of 2015
	Strategy 1f - Encourage residents to reduce the amount of materials entering the waste stream through precycling and upcycling	25 interactions at an exhibit at First Wednesday	By end of 2015
Goal 2 - Implement a city-wide composting program	Strategy 2a – Set up a meeting with Waste Management to discuss the feasibility of a pilot curbside composting program	Expand green waste collection to include kitchen food waste	By end of 2015
	Strategy 2b – Encourage back yard composting and vermiculture through education and subsidizing equipment	Distribution of 25 composting units at Farmer’s Market	By end of 2015
	Strategy 2c – Draft a grant to provide low-cost composters	Submit the grant for Community Enhancement Project funds	By end of 2016
Goal 3 - Provide the means to collect materials that are difficult to recycle	Strategy 3a – Expand recycling options at the transfer station to include items such as block Styrofoam, film plastics, and household hazardous waste and other items accepted at Far West Fiber	Work with Waste Management to establish drop offs for 3 new items	By end of 2017

	Strategy 3b – Design a round-up event to capture recyclable materials not accepted curbside and educate participants about waste reduction	Round-up event at Farmer’s Market	Twice per year events starting 2014
	Strategy 3c – Partner with Metro Master Recyclers, Far West Fibers, Waste Management, Forest Grove Police and Fire departments to expand collection of materials not accepted at curbside	Three partnerships established	By 2016
Goal 4 – Establish a safe location for the year-round disposal of pharmaceuticals	Strategy 4a – Approach Pacific University’s Health and Human Services Department and the School of Pharmacy in an effort to determine the feasibility of a drop-off site for unused pharmaceuticals	Establish year round drop site for unused prescription medications	Timeframe to be determined. DEA regulations currently allow only law enforcement to collect schedule II drugs
	Strategy 4b – Meet with Forest Grove Police Department in an effort to expand the existing prescription drop-off program	Determine additional locations	By end of 2016
Goal 5 – Utilize local higher educational institutions to involve participants in reducing waste	Strategy 5a – Establish ongoing internship and project opportunities for students to help support implementation of strategies in the Plan	Expansion of internship and project opportunities	By end of 2014
	Strategy 5b – Meet with Pacific University Center for Civic Engagement Director to provide a list of service learning opportunities for students	List of opportunities on CCE web site with 2 to 5 students participating	

Possible Partners: Waste Management Forest Grove Transfer Station, Metro Master Recyclers Program, Forest Grove Police and Fire Departments, Forest Grove Farmers Market, Pacific University, Far West Fibers, New Earth Farms, B-Street Farm, Center for a Sustainable Society, Forest Grove School District, Forest Grove Chamber of Commerce, local churches and service organizations, Habitat for Humanity ReStore, Metro Regional Illegal Dumping patrol, SOLVE, Tualatin Riverkeepers, Poison Hot Line, Backyard Burning Schedule, Animal Control, SWATCO, Washington County Recycle at Work, etc.

Energy Conservation and Green Building Action Plan

Vision - Forest Grove is a leader in the support of green building practices and the promotion of energy and natural resource conservation.

Goals	Strategies	Measures	Timeframes
Goal 1 – Implement and maintain an ongoing education campaign on the individual economic benefits of energy conservation and reduced resource consumption.	Strategy 1a – As a demonstration, conduct an energy audit and then retrofit an older home for energy conservation, choosing a suite of strategies that, in aggregate, return 20% annually of the initial capital cost (\$1,000 investment saves \$200 in utility bills annually)	Publish the results of the demonstration project, reaching 100% of all homes	Publish results by 2015
	Strategy 1b - Educate the community about the availability of Oregon lifetime \$1,500 tax credits for energy conservation measures	Publish information in utility bill insert, local newspapers, talks to local groups	Info about energy tax credit in utility bill inserts annually
	Strategy 1c – Educate the community about federal tax credits for geothermal heat pumps, residential wind turbines, solar hot water and electric systems	Publish information in utility bill insert, local newspapers, talks to local groups	5 newspaper articles & talks to groups annually
	Strategy 1d – Foreground energy conservation on the city website	Revise city website	Completed by December 2014
	Strategy 1e – Provide energy conservation tips in the Utility bill inserts	Utility bill insert contains energy conservation tips	Info in 4 utility bill inserts per year
Goal 2 – Retrofit 100% of older, single and multifamily housing stock with energy conservation measures	Strategy 2a – Work with local banks on financing projects for homeowners and apartment owners	Have City Light and Power do a survey of households to find out the percentage that have implemented conservation strategies	100% retrofit by 2020
	Strategy 2b – Work with Energy Trust on homes that use Northwest Natural gas for heating, taking advantage of incentive grants		Ongoing
	Strategy 2c – Have City L&P implement a program to replace residential and commercial mercury thermostats and other non-programmable thermostats with programmable thermostats. Perhaps do this in cooperation with BPA and Metro, with the city or contractors installing the thermostats	Report the numbers of changed out thermostats. Include a question about programmable thermostats in the survey for Goal 2.	Annual report
	Strategy 2d – Require return of old thermostats and installation of programmable thermostats as a condition of home sales. (Check the legality of this.)	Report the number of returned thermostats	Annual report
Goal 3 – Reduce energy used by buildings in both new and retrofit construction	Strategy 3a – Rigidly enforce the statewide energy building code for new and retrofit construction		Ongoing
	Strategy 3b – Develop a point system and a sliding reduced-fee schedule for energy performance beyond minimum code requirements	Point system and sliding reduced-fee schedule developed	Published by 2015
	Strategy 3c – Publicize construction companies that build beyond minimum code requirements	List of companies published	Published by December 2014

	Strategy 3d - Educate consumers and builders about the individual economic value of investments in energy conservation		Ongoing
	Strategy 3e – Work with regional home appraisers to include insulation and other energy conservation measures in their analyses		
Goal 4 – Reduce energy used for lighting	Strategy 4a – Replace city lighting with fluorescents and LEDs	100% of city lighting is fluorescents or LEDs	By 2018
	Strategy 4b – Replace incandescent bulbs in single and multifamily homes	Replace in 80% of single and multifamily homes	By 2020
	Strategy 4c – Educate the community about the importance of safe disposal of fluorescent bulbs.	Publish information in utility bill insert, local newspapers, talks to local groups	By end of 2014
	Strategy 4d – As the price of LEDs drop, educate the community about them as an economic alternative to CFLs	Info in utility bill inserts	Ongoing
	Strategy 4e – Use the information from the International Dark-Sky Association and similar organizations to decrease city’s use of nighttime lighting	Have City Light and Power conduct a report of energy for street lighting	By July 2015
	Goal 5 – Implement a financially feasible program to add solar domestic hot water in residences	Strategy 5a – Have City Light and Power implement a bulk purchase solar hot water heater program	City Light and Power reports number of solar hot water installations and the percent of total housing stock using solar hot water
Strategy 5b – City develops an incentive program to encourage installation of solar hot water systems			
Strategy 5c – City works with local banks to help with financing of solar hot water projects			
Goal 6 – Reduce Greenhouse gas production in the community	Strategy 6a – Update the Greenhouse gas inventory.	Conduct a Greenhouse gas survey	Every three years
	Strategy 6b – Obtain a more precise emissions factor for electricity consumption, working with EPA and other analysts		By 2015
	Strategy 6c – Calculate the amount of carbon sequestration in the 4,700-acre municipal forest		By end of 2014
Goal 7 – Investigate other sources of energy production	Strategy 7a – Investigate power generation by the city		By 2016
	Strategy 7b – Investigate the feasibility of power generation by individuals and businesses		

Possible Partners: City of Forest Grove, Pacific University, Centro Cultural, Adelante Mujeres, Forest Grove School District, Energy Trust of Oregon, Metro, Bonneville Power Administration, Northwest Natural

Food Action Plan

Vision– Forest Grove will be a thriving food community in which all residents have the opportunity to grow, prepare and consume nutritious local food in order to support the health of the land and its people.

Goals	Strategies	Measures	Timeframes
Goal 1 - Develop partnership systems to sustainably feed all Forest Grove area people experiencing ongoing hunger	Strategy 1a – Create a draft document to be used in assessing hunger in our community. Support the Oregon Food Bank and Community Food Assessment.	Draft document created	July 1, 2014
	Strategy 1b – Report out the results of the community food assessment completed by Oregon Food Bank	Base assessment completed and distributed	Report by July 1, 2015; update every two years
	Strategy 1c - Work with state and regional food programs, agencies and anti-hunger organizations to increase access to nutritious, safe and adequate food by all residents experiencing ongoing hunger	Connect local food agencies/religious organizations/community groups	Report to public by July 2017
	Strategy 1d - Work to eradicate issues of continuing hunger by implementing proposed methods as outlined in “A Place At the Table” documents. (<i>A Place At the Table</i> , Peter Pringle, Editor. NY: Public Affairs Books, copyright 2013)	Report progress to public via local and regional media	Report on progress in local media by July 2015; update every two years
Goal 2 - Develop school gardens and nutrition education programs at every Forest Grove public school	Strategy 2a - Develop curricula to be used by appropriate grades; See Healthy Kids Curriculum from OSU Extension Service	Curricula developed and in place at a minimum of 5 local schools	Media report by July 2015
	Strategy 2b – Determine the funding and the funding sources needed to establish and maintain gardens	Compile a list of grants and funding sources	Report out by July 2014
	Strategy 2c – Determine needed personnel	Personnel chosen	By July 2014
	Strategy 2d – Develop workable timelines and contracts with local farmers and gardeners to provide year-round food directly to local schools	Contracts signed with Oregon Farm to School Program	Grant deadline July 31, 2014
Goal 3 – Increase the use of sustainably grown, local food	Strategy 3a – Review local land use policies to establish needed changes to allow for more sustainably grown local food. Compare local policies with established models for sustainable agriculture	Have a draft of the local land use policies including recommended changes	Draft completed by July 1, 2014
	Strategy 3b - Form a subcommittee to focus on a food co-op. Investigate past history of success and problems with former Forest Grove Food Co-op	Subcommittee reports history of FG Food Co-op	July 1, 2014
	Strategy 3c - Have two meetings with food co-ops in the Portland Metro region to explore development of a food co-op	Report result of meetings	July 1, 2014
	Strategy 3d - Establish a Community Gleaning Project, based on the Portland Fruit Tree Project and Leda Glastonbury’s PU Senior Capstone Project.	Draft of plan written by April 30, 2014	Functioning project by August 1, 2014
	Strategy 3e – Establish at least six community gardens	Project report by July 1, 2014	Six gardens functioning by July 1, 2015

Goal 4- Develop year-round farmers market in the Forest Grove area	Strategy 4 – Bring together personnel from all pertinent organizations and agencies to build agreements and contracts to open year-round farmers market in the Forest Grove area	Visit other year-round farmers markets. Open a local year-round farmers market	Visits completed by August 2014; Open year-round market by May 1, 2015
Goal 5 - Develop and implement adequate local community kitchens for increasing micro-enterprise development and teaching/learning food preparation and processing	Strategy 5a – Provide at least four area community kitchens available for continuing use as teaching sites and small business development resources	Determine existing community kitchens available for this program	Report progress by July 1, 2014; Kitchens functioning by July 1, 2015
	Strategy 5b - Hire a kitchen managerial team to design a strong program for supporting the kitchens	Manager hired and a program has been designed	By December 31, 2014
	Strategy 5c – Provide opportunities for workshops and courses for teaching/learning about food processing and preparation for at-home cooking	Local community kitchens are functioning as sites for continuing food-related workshops	By July 1, 2015
Goal 6 - Support new farmers	Strategies 6a – In the existing video promoting Forest Grove, include farming, agriculture, farm bed and breakfasts, and agritourism.	Update the City of Forest Grove website and promotional materials	By July 1, 2015
	Strategy 6b – Have farmer mixers to develop locally designed new-farmer opportunities	Have four mixers during each of the next three years at community auditorium, Forest Grove Senior & Community Center, Forest Grove Grange #282, and North Plains Jesse Mays Community Center	Begin by 2014; in January, April, August and November
	Strategy 6c – Partner with Friends of Family Farmers’ iFarm programs and other related organizations. This will strengthen opportunities for new farmers to access farmland, tools, equipment, adequate funding and critical, continuing mentoring. (www.friendsoffamilyfarmers.org/iFarm)		

Possible partners: Dairy Creek Community Food Web, Adelante Mujeres, City of Forest Grove, Forest Grove School District, Forest Grove Senior and Community Center, North Plains Community Center, The News-Times and the Forest Grove Leader, Pacific University, local churches, Community Matters, Forest Grove Grange #282, The Oregon Food Bank, Committee for Citizen Involvement, The Portland Fruit Tree Project, Kitchen Commons (Portland community kitchens), local service groups such as Elks, Lions, Masons, Odd Fellows; Oregon State University - Extension Service: Master Gardeners/Master Food Preservers, Forest Grove Community Gardens, local and regional health organizations such as Tuality Healthcare, Kaiser Permanente, and Providence Healthcare; Friends of Family Farmers, North Plains Farmers Market, Cornelius Farmers Market, City of North Plains, Forest Grove/Cornelius Chamber of Commerce, North Plains Chamber of Commerce, Columbia Grange, area farmers.

Social Equity Action Plan

Vision – Forest Grove welcomes and supports equitable and sustainable opportunities for all community members by providing the means for human needs to be met.			
Goals	Strategies	Measures	Timeframes
Goal 1 – Support equitable access to opportunities and the distribution of resources	Strategy 1a – Draft an abstract or white paper to present at a City Council meeting with ideas for effective bilingual services needed (signage and utility notices in Spanish; interpretation services for meetings, police and fire dept. notices; recruit bilingual staff)	Interpretation and childcare services available at public meetings. Signage, utility notices, etc., available bilingually	By 2015
	Strategy 1b - Advocate for equitable access at the city and county level, as well as private and non-profit sectors	Survey the community to assess city livability, opportunities and resources	By June 2014
	Strategy 1c – Create more opportunities for civic engagement in the arts and in recreation. Promote more involvement to help meet the needs of low-income, minorities, youth, seniors, and other underserved populations		
	Strategy 1d – Improve access to affordable health care by supporting the marketing of local health care services such as the Virginia Garcia Memorial Health Clinic	Survey the community to indicate increased access to affordable health care	By 2017
Goal 2 – Increase sustainability of local businesses and support small business development	Strategy 2a – Support education and incentives for local businesses regarding sustainable practices	Sustainable practices of local businesses increase per yearly surveys; Recognition program of businesses is established	By 2016
	Strategy 2b – Examine current policies that affect small businesses	Survey to assess small business satisfaction in terms of starting and/or expanding small businesses in Forest Grove	By June 2014
	Strategy 2c – Address obstacles that exist for small businesses to start and expand	Increase small local businesses by 20%, from 2013 baseline data	By 2017
	Strategy 2d – Encourage the City of Forest Grove to develop a marketing identity to support small, sustainable businesses and tourism	Sustainability is incorporated into the city’s marketing strategy	By 2015
Goal 3 – Increase the sustainable living wage of Forest Grove residents	Strategy 3a – Support local workforce training efforts to serve individuals who are seeking employment and/or increased job skills	Increase living wage jobs by 15%, from baseline of 2013 data	By 2020
	Strategy 3b – Promote partnerships among community entities such as the Library, Workforce Development Centers, PCC, etc.	Increase availability and accessibility of employment-related services	By 2017
Goal 4 – Strengthen the representation and civic engagement of all people in	Strategy 4a – Identify barriers to civic engagement among underserved populations in Forest Grove, with input from community-based organizations	Primary barriers identified, plan in place for addressing barriers	By June 2014

the Sustainability Committee's efforts and the decision-making process of city-wide issues	Strategy 4b – Work with community groups and organizations who serve Latino and other underserved populations to address barriers to civic engagement and public service access.	Demographic data on community engagement, including representation at public forums, city-wide committees, and in leadership roles	By 2015
	Strategy 4c – Increase representation from the Latino community and other underserved populations on the Committee for Citizen Involvement	Demographics of CCI more closely reflect city-wide demographics	By 2015
	Strategy 4d – Establish a Forest Grove City staff Social Equity Committee (comparable to the City Safety Committee) that would examine barriers to service within the city and improve the quality of life for all community members	Establishment of a FG City staff Social Equity Committee	By June 2014
Goal 5 – Promote and increase affordable housing	Strategy 5a – Advertise Bienestar's work	Survey community members and community-based organizations about the availability of adequate affordable housing	By 2020
	Strategy 5b – Work with the City of Forest Grove Planning Commission to encourage the adoption of building more mixed use and affordable housing units within the city		
	Strategy 5c – Work across public and private sectors to increase access to affordable housing		

Possible Partners: Forest Grove Economic Development Director, Forest Grove Chamber of Commerce, City of Forest Grove departments, Committee for Citizen Involvement, Washington County Cooperative Library System, Washington County Commission on Children and Families, Community Action, FG Senior and Community Center, FG School District, FG Family Resource Center, FG Community School, Oregon Child Development Coalition (OCDC), Pacific University (Residence Life, Centers for Civic Engagement, Gender Equity, and Diversity), Small Business Administration, Local businesses, Adelante Mujeres, Centro Cultural, Washington County Housing Authority, Bienestar and other affordable housing agencies, Service clubs, Coalition for a Livable Future

Grants and ideas for funding: Community Development foundations, Small Business Administration, Foundations that support social sustainability efforts, Affordable housing agencies, Coalition for a Livable Future, FG Public Arts Commission (for free public arts programming with special consideration for underserved populations)

Natural Resources Action Plan

Vision- The residents of Forest Grove demonstrate good stewardship of our natural resources by preserving the health of our watershed, forest, air, and greenspace for future generations.

Goals	Strategies	Measures	Timeframes
Goal 1 - Increase the amount of tree canopy while planting species adapted to this area	Strategy 1a - Develop a master plan identifying areas for additional tree planting, as well as long-term needs for conversion to more appropriate species or mix of ages	Five percent increase in tree canopy, completion of master urban forest plan	Canopy increase by 2018; Master Tree Plan completed by 2016
Goal 2 - Reduce average per capita water consumption	Strategy 2a - Encourage the use of low flow shower heads and toilets	Five percent reduction in per capita water consumption	By 2018
	Strategy 2b - Encourage the planting of native plant species that require less water		
	Strategy 2c - Support the efforts of Clean Water Services and the Friends of Fernhill Wetlands in their water conservation efforts		
	Strategy 2d – Encourage the use of drip irrigation systems or other means to reduce household outdoor water use		
	Strategy 2e – Encourage the use of rain sensors with outdoor sprinkler systems		
Goal 3 - Increase the amount of park/natural areas	Strategy 3a - Identify additional sites for natural area restoration (such as adding to the Forest Grove City Watershed)	Two percent increase in greenspace or parks, increase number of partnerships developed or renewed	By 2018
	Strategy 3b - Develop partnerships for funding acquisitions for new, or enhancement of existing park/natural areas.		
	Strategy 3c - Support the efforts of Clean Water Services and the City of Forest Grove’s Forestry Commission and Parks and Recreation		
Goal 4 - Continue to support the restoration of natural areas such as Fern Hill Wetlands	Strategy 4a - Support and market the activities related to restoration efforts in Forest Grove	Increase participation in events initiated by Friends of Fernhill Wetlands and other conservation nonprofits	Ongoing
Goal 5 – Reduce the use of pesticides and herbicides	Strategy 5a – Support the efforts of Clean Water Services and the City of Forest Grove to reduce environmental toxins	Five percent reduction in use of pesticides and herbicides. Advertise and support Household Hazardous Waste events	By 2018
	Strategy 5b – Promote existing education organizations such as Natural Resources Conservation Service and Master Gardeners		

Goal 6 – Inform and educate the residents of Forest Grove on the benefits, care, and maintenance of trees for aesthetics, shade, and carbon storage.	Strategy 6a - Develop (or use existing programs such as Tree School) an education program about the benefits of city trees (carbon, shade, aesthetics etc.)	Development and implementation of outreach or education materials and programs	By 2015
	Strategy 6b - Develop an education program for the proper care of trees (pruning, planting, maintenance)		
Goal 7 – Improve air quality	Strategy 7a – Reduce the amount of backyard burning		Ongoing
	Strategy 7b – Encourage the use of mass transit	Support the marketing of GroveLink and TriMet	Ongoing

Possible Partners: Metro, Friends of Fernhill Wetlands, Pacific University, Forest Grove Forestry Commission, Forest Grove Parks and Recreation Commission, City of Forest Grove, Tualatin Valley Watershed Council, Tualatin Riverkeepers, Oregon Environmental Center, Water Master, Soil and Water Conservation District

Transportation Action Plan

Vision– Forest Grove has a safe, affordable, reliable, sustainable, and connected transportation system that is energy efficient while supporting all transportation modes.

Goals	Strategies	Measures	Timeframes
Goal 1 – To make mass transportation more accessible to a larger portion of the community	Strategy 1a – Work with Forest Grove City Council and city staff on the current city bus proposals by providing input on the planning and execution of proposals in progress	Increase ridership of TriMet/Ride Connection buses by 35%	By end of 2014
Goal 2 – Increase the use of bicycle transportation	Strategy 2a – Partner with Metro Councilors to further explore plans for several new bike trails like the Council Creek Trail	Increase miles of trails for bicyclists and pedestrians	Ongoing
	Strategy 2b – Participate with the Quarterly Trails Forum to assist in carrying out plans for new bike trails like the Council Creek Trail	Increase miles of trails for bicyclists and pedestrians	Ongoing
	Strategy 2c – Promote the use of the new covered bike racks in Forest Grove by providing brochures at the Wednesday Market, in the utility bill, at First Friday, and other community gatherings	Increased use of the racks by residents	By end of 2013
	Strategy 2d – Publicize bike trails and covered bike racks on bike websites	Increase use of bicycle transportation by 25%	By end of 2015
	Strategy 2e – Create a spreadsheet or listing of all currently planned or funded bike/pedestrian enhancement projects with contact information, trail name, map, completion date	Aids in tracking all of the entities promoting expansion of bike trails in the area. Increases communication with these groups	By June 16, 2013
Goal 3 – Increase the safety of bicycling in Forest Grove	Strategy 3a – Increase the number of useable bike paths	Decrease the reported bicycle accidents in Forest Grove by 20%	By end of 2015
		Increase in the number of useable bike paths by 20%	By end of 2015
	Strategy 3b – Reduce the speed limit in Forest Grove on Pacific and 19 th Aves to 25mph.	No cycling accidents reported in the next five years in Forest Grove	By end of 2015
	Strategy 3c – Create more bike lanes on existing roads	No cycling accidents reported in the next five years in Forest Grove	By end of 2018
	Strategy 3d – Work with the Forest Grove City Planning Department to create a safe bike/pedestrian crossing over Hwy 47 (near Maple St.)	No cycling accidents reported in the next five years in Forest Grove	By end of 2018
Goal 4 – Retrofit electric car charging station with plugs/adapters to fit all types of cars and electric bicycles.	Strategy 4a – Work with the Forest Grove City Planning Department and Forest Grove Light and Power to add adapters that will fit all electric cars and bicycles including ones not currently supported	Increased ability of electric car drivers and bicyclists in to utilize current charging stations	By end of 2015

Goal 5 – Add peak hour express buses from Forest Grove to Hillsboro Transit Center	Strategy 5a – Work with TriMet and the Forest Grove City Council to introduce a pilot program for Line 57 express bus route from Forest Grove to Hillsboro TC during peak hours	Faster service to Hillsboro will attract more ridership on bus/max and reduce the amount of autos on the roads	By 2014
Goal 6 –Expand light rail to Forest Grove	Strategy 6a – Draft a statement of support to TriMet regarding expansion of light rail from Hillsboro to Forest Grove	Expansion of MAX into Forest Grove	By 2020
	Strategy 6b – Utilize the help of the Forest Grove City Council and form a committee of residents to lobby for this expansion		
Goal 7 – Fit new city vehicles and Ride Connection buses to run on electric power	Strategy 7a – Meet with TriMet and Ride Connection staff to encourage purchasing new vehicles equipped with electric power	Cleaner air for Forest Grove and all areas they serve	By 2020
Goal 8 –Encourage the City of Forest Grove to acquire electric or hybrid vehicles	Strategy 8a –Set up a meeting with City staff to encourage purchasing hybrid or electric vehicles within their new acquisitions	New vehicles acquired are hybrids or electric powered	By 2018

Possible Partners: Metro Councilors, Forest Grove City Council, Forest Grove City Staff, Emerald Bike Path, TriMet, Ride Connection, Quarterly Trails Forum, Council Creek Trail, Bicycle Transportation Alliance, Forest Grove Light and Power, Washington Country Transportation Alliance, Forest Grove Farmer’s Market



Appendix

As part of the effort to create a more sustainable Forest Grove, the City hired an intern, Kiersten Iwai, to assess the current social, economic, and environmental conditions of the City and community.

The following reports are available at <http://www.forestgrove-or.gov/city-hall/community-development-sustainability.html>

1. Inventory of sustainability-related organizations in the Forest Grove community
2. Water Consumption Assessment Report with recommendations
3. Energy Assessment Report with recommendations
4. Socio-Economic Assessment Report
5. Municipal Greenhouse Gas Emissions Inventory

Acknowledgements

Elaine Cole, PhD in Sustainability led us with expertise, finesse, skill, compassion, and passion. Early on after the Ad Hoc Sustainability Committee formed in October, 2011, we, as a group, looked for someone in our Committee to volunteer to guide, lead, coordinate, plan presentations for the Summits and Annual Town Hall meeting, take notes if no else volunteered, and make sure they got distributed. Elaine Cole worked well with Jon Holan, Community Development Director, to do all of that.

Thank you Elaine and Jon

If you are interested in working with the Forest Grove Ad Hoc Sustainability Committee on this important effort, please contact Elaine Cole, elainecole11@gmail.com.

Date: October 28, 2013

Establishment of Forest Grove Sustainability Commission

PROJECT TEAM: Jon Holan, Community Development Director
Michael J. Sykes, City Manager

ISSUE STATEMENT: Request is for the City Council to adopt the attached resolution to establish a new City of Forest Grove Sustainability Commission.

BACKGROUND: Earlier this year the City Council adopted its goals and objectives for the upcoming year. One of the objectives was to form a City Commission on Sustainability. The chief purpose of the Commission is to carry forward the efforts of the Ad Hoc Committee on Sustainability. The Committee since its formation in October, 2011 has focused on developing a Mission Statement, conducting a SWOT analysis on sustainability, identifying key stakeholders in the community and developing the Forest Grove Sustainability Action Plan.

The purpose of the Commission is to carry out Sustainability Action Plan and perform other tasks related to sustainability. Its power and duties are to advise the City Council on sustainability related matters and to:

- (1) Make recommendations to the Council and City Manager for strategies or actions designed to implement the Strategic Sustainability Action Plan and any subsequent updates endorsed by the City Council;
- (2) Present an annual work plan and meets with the City Council to secure approval of the work plan;
- (3) Propose changes to the Strategic Sustainability Action Plan, as deemed necessary, and seeks endorsement by the City Council;

- (4) Provide a forum for addressing public concerns related to sustainable policies and practices;
- (5) Work on sustainability-related projects as directed by the Council and City Manager;
- (6) Provide input on sustainability policies and practices that reflect community values; and
- (7) Assist the City Council and City Manager in balancing community priorities and resources by advising them on sustainability issues.

The Commission would be composed of thirteen members selected by the Council from the following categories:

- (1) Pacific University
- (2) Non-profit public service organizations (e.g. Adelante Mujeres, faith-based organization, CAO)
- (3) Clean Water Services
- (4) Forest Grove School District
- (5) Students of Pacific University and Forest Grove High School
- (6) Persons with a demonstrated interest in sustainable business practices, building and design, energy conservation or alternative energy sources
- (7) Educators
- (8) Persons with a diversity of ethnic and cultural affiliations
- (9) Persons with diverse economic backgrounds and interests
- (10) Members of community or neighborhood groups

Not all groups need to be represented and more than one person could be selected from a particular group. As with other city commissions and boards, the City Council would appoint a City Councilor as liaison. Due to the size and activities envisioned for the Commission, the bylaws require only four meetings per year although the Commission could decide to meet more often. Staffing the Commission would be determined by the City Manager.

FISCAL IMPACT: The potential fiscal impact cannot yet be determined. However, it will require staff resources to support the Commission and carry out activities directed by the group.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached Resolution establishing the Forest Grove Sustainability Commission and Bylaws as provided in the attached Exhibit A.

8.

RESOLUTION NO. 2013-69

**RESOLUTION ESTABLISHING THE FOREST GROVE
SUSTAINABILITY COMMISSION AND BYLAWS
AND AMENDING RESOLUTION NO. 2006-10**

WHEREAS, Resolution No. 2006-10 sets the policy to establish boards, commissions; and committees; and

WHEREAS, citizens formed an Ad Hoc Committee on Sustainability in October, 2011; and

WHEREAS, the Ad Hoc Committee as one of its tasks, developed a program to identify sustainability efforts in the community; and

WHEREAS, the City Council has recognized the need to continue sustainability efforts for the City of Forest Grove by identifying the establishment of a City Sustainability Commission as part of its work program for Fiscal Year 2013/2014.

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

Section 1. That the Forest Grove Sustainability Commission is hereby established by City Council.

Section 2. That the purpose and objectives of the Forest Grove Sustainability Commission and Bylaws are hereby adopted as provided in the attached Exhibit A.

Section 3. That Resolution No. 2006-10 is hereby amended to add the Forest Grove Sustainability Commission, which will consist of thirteen members with four-year terms.

Section 4. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 28th day of October, 2013.

Anna Ruggles, City Recorder

APPROVED by the Mayor this 28th day of October, 2013

Peter B. Truax, Mayor

FOREST GROVE SUSTAINABILITY COMMISSION

I. PREFACE

The Forest Grove Sustainability Commission is a City advisory board composed of persons having interest or involvement in the three aspects of sustainability: environment, economic and social. As a City commission, it advises and makes recommendations to the City Council on sustainability-related matters.

The following includes a purpose and mission statement for the commission that was adopted by the Ad hoc Committee on Sustainability. Bylaws are included that follow the same outline as other City boards and commissions.

The following does not address possible support or contributions by other organizations with sustainability programs. An example is the Center for a Sustainable Society at Pacific University to share in administrative support. Another possibility is for the Center or professors from time-to-time to share any research or findings they have found related to sustainability.

II. PURPOSE

The City of Forest Grove recognizes that sustainability is essential for the continued livability of the planet. While a global concern, solutions at the local level are critical. The Sustainability Commission is responsible for helping to implement the strategies outlined in the Forest Grove Sustainability Action Plan dated October 15, 2013, accepted by Council Resolution No. 2013-69 on October 28, 2013. This responsibility, to the extent possible, includes not only the City of Forest Grove as an organization but also other institutions and groups in the community. The Commission is also responsible to pursue other efforts related to sustainability beyond the Action Plan.

III. MISSION STATEMENT

The people of Forest Grove are committed to improving the quality of life in our community by providing stewardship of our economic, social, environmental and cultural resources in a manner that is equitable for all present and future generations.

The City of Forest Grove recognizes its responsibility to:

- Provide efficient, equitable and responsible access to and use of social, economic and natural resources;

- Use resources cost-effectively while ensuring they are used no faster than they can be replenished through natural systems;
- Assure that the benefits and costs of society are equitably distributed throughout the community;
- Consider the long-term environmental, economic and social impacts of our actions;
- Promote education and awareness of the benefits of sustainable practices to enhance the community;
- Support citizens, organizations, businesses and neighborhoods, both within and outside the community, to invest in sustainability and continually improve their practices and environments;
- Prioritize long-term needs over short-term gains to ensure that the resources necessary to sustain life are available now and in the future.

**FOREST GROVE SUSTAINABILITY COMMISSION
BYLAWS**

- I. **PURPOSE.** The City of Forest Grove recognizes that sustainability is essential for the continued livability of the planet. While a global concern, solutions at the local level are critical. The Forest Grove Sustainability Commission is responsible for helping to implement the strategies outlined in the Forest Grove Sustainability Action Plan, dated October 15, 2013, accepted by Council Resolution No. 2013-69 on October 28, 2013. This responsibility, to the extent possible, includes not only the City of Forest Grove as an organization but also other institutions and groups in the community.

- II. **MEMBERSHIP.** The Forest Grove Sustainability Commission consists of thirteen (13) members appointed by the City Council. Members represent a diverse range of interests and experiences related to sustainability and are selected from, but are not limited to, the groups listed below. As long as the Commission is broad-based, not every group need be represented, and individual members may represent more than one group.
 - (1) Pacific University
 - (2) Non-profit public service organizations (e.g. Adelante Mujeres, faith-based organization, CAO)
 - (3) Clean Water Services
 - (4) Forest Grove School District
 - (5) Students of Pacific University and Forest Grove High School
 - (6) Persons with a demonstrated interest in sustainable business practices, building and design, energy conservation or alternative energy sources
 - (7) Educators
 - (8) Persons with a diversity of ethnic and cultural affiliations
 - (9) Persons with diverse economic backgrounds and interests
 - (10) Members of community or neighborhood groups

- III. **TERMS OF OFFICE.** The term of office is four years with staggered terms; members may be reappointed. A member may be removed by the Council, after hearing, for misconduct or nonperformance of duty. A member who is absent from three consecutive scheduled meetings, without having been excused by the Chair, may be removed by the Council. Vacancies are filled by the Council for the unexpired term.

IV. OFFICERS. At the first scheduled meeting in the calendar year, the Commission elects a Chair and Vice Chair who are voting members and who hold office at the pleasure of the Commission.

Secretary and Staff Support. The City Manager designates a lead department to provide administrative support to the Commission.

Annual Report. The Commission, on or before October 1 of each year, submits a report of its transactions to the Council.

Expenses. Commission members receive no compensation but may be reimbursed for duly authorized expenses.

Meetings and Rules. A majority of the Commission constitutes a quorum. The Commission meets as it deems necessary and meets upon the call of the Chair. The Commission meets not less than four times per year. The Commission may make and alter rules and regulations for its governance and procedures, consistent with the laws of this State and with the City Charter and ordinances.

V. POWERS AND DUTIES. The Sustainability Commission is advisory to the Council and:

- (1) Makes recommendations to the Council and City Manager for strategies or actions designed to implement the Sustainability Action Plan and any subsequent updates endorsed by the City Council;
- (2) Presents an annual work plan and meets with the City Council to secure approval of the work plan;
- (3) Proposes changes to the Sustainability Action Plan, as deemed necessary, and seeks endorsement by the City Council;
- (4) Provides a forum for addressing public concerns related to sustainable policies and practices;
- (5) Works on sustainability-related projects as directed by the Council and City Manager;
- (6) Provides input on sustainability policies and practices that reflect community values;
- (7) Assists the City Council and City Manager in balancing community priorities and resources by advising them on sustainability issues.



Memorandum

TO: Mayor Peter Truax and City Councilors

FROM: Anna D. Ruggles, CMC, City Recorder

DATE: October 28, 2013

SUBJECT: Council Meeting Minutes of October 14, 2013

The City Council Meeting Minutes of October 14, 2013, will be submitted to Council electronically prior to the meeting due to staff schedule.

31

CITY OF FOREST GROVE
COMMITTEE FOR CITIZEN INVOLVEMENT
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET
THURSDAY JULY 18, 2013 - 5:30 P.M.

Councilor Mayor Pete Truax

Michael Perrault
Marissa Salgado
Sebastian Bannister-Lawler
Jose Rico

Debbie Pariera
Brenda Somes
Howard Sullivan
Jordan Kronen

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

→ **Citizen Communications – Anyone wishing to speak on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. Each person must state his or her name and give an address for the record.**

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

Present: Sebastian Bannister Lawler, Debbie Pariera, Mike Perrault, Jose Rico and Brenda Somes.

City Staff: Staff: Dan Riordan.

City Council: Mayor Pete Truax (absent)

Call to Order:

Meeting was called to order at 5:37 pm.

Mike moved to elect a new committee chair for 2013-14. Debbie seconded. **Motion was approved unanimously.**

Mike moved to nominate and elect Sebastian as chair. Debbie seconded. **Motion was approved unanimously.**

1. Floor ceded to new chair, Sebastian.

Sebastian noted that he would like to add another officer especially a secretary. He moved that Debbie be nominated and elected as secretary. Mike seconded. **Motion was approved unanimously.**

2. Mike moved for approval of the November 15, 2012 minutes. Sebastian seconded. **Motion was approved unanimously.**

3. Mike moved to nominate and elect Brenda as vice chair. Discussion ensued. Motion tabled until vacancies filled.

4. Mike is concerned and wanted feedback regarding his absenteeism. Brenda noted that Robert's Rules of Order have been updated and that votes can be made via some form of social media such as skype, conference call, email, etc. It was decided that the committee would really like Mike's experience and input so in future if he cannot attend, he will use one of the means above to provide input and votes.

5. Vision Monitoring. CCI has been charged with the monitoring of the vision statement. The State of Oregon requires cities to have a means for citizen involvement. The current statement served as a kick off for the strategic plan. Other committees felt that CCI was "telling" them what to do. The make up of CCI has changed since the vision statement came out therefore the

current group may be received differently in its efforts to “monitor”. CCI needs to increase its presence in social media - Facebook, Twitter etc. Brenda has Facebook experience. Brenda would like to do a video that features interviews with each of the founders of the vision statement that could be put on the web page to educate community members of the city’s vision. Dan thought that CCI would need permission from the city to add or make changes to the web site.

Going forward, Brenda will work on a Facebook page for CCI and on the video.

6. Sebastian talked with John Holan about the Mexican Independence Day event that CCI wanted to sponsor in September. Due to the number of vacancies in the committee and the short time in which to plan, they decided that the committee should work on planning this for 2014.

7. Annual Town Meeting held the last Saturday of January or five meetings away. Sebastian suggested that CCI work with other city committees that have more specific charges. Some other ideas or themes were to try to integrate Latino and Anglo issues that might be concerning citizens at this time, such as driver’s licenses for Latino’s; tagging/public safety. The Annual Town Meeting demographic is retirees who may be concerned about tagging. Maybe talk to the police chief to get her feedback on the idea. Could also try to find leaders in the Latino community to get involved in some way.

8. Next steps. Sebastian suggested creating “action teams” to get the ball rolling on some of these ideas. Mike and Sebastian will contact Police Chief in early August. Mike will call on Monday to set up an appointment.

- Debbie and Jose will continue to reach out to Latino’s for ideas and help for the September 2014, Mexican Independence Day event.
- Jose, Sebastian, Jordan will work on internet stuff - get page updated. Bev Maughn would be contact person for that.
- Brenda will get on the video and once city web page is updated she can begin work on a CCI Facebook page - Jack and/or Marcia with the city is the contact to set up a link.

9. Brenda asked to get CCI agenda- she is not getting them.

10. Mike moved for adjournment, Brenda seconded.

Meeting adjourned at 6:35 pm.

Respectfully Submitted
Marcia Phillips
City of Forest Grove Permit Coordinator

CITY OF FOREST GROVE
COMMITTEE FOR CITIZEN INVOLVEMENT
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET
THURSDAY August 20, 2013- 5:30 P.M.

Councilor Mayor Pete Truax

Sebastian Bannister-Lawler (Chair)
Debbie Pariera (Secretary)
Michael Perrault

Marissa Salgado
Brenda Somes
Jose Rico

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

→ Citizen Communications – Anyone wishing to speak on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. Each person must state his or her name and give an address for the record.

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

Present: Sebastian Bannister Lawler, Debbie Pariera, Jose Rico, and Brenda Somes..

Absent: Marissa Salgado, Mike Perrault

City Staff: Jon Holan Community Director

City Council: Mayor Pete Truax

Call to Order: The meeting was called to order at 5:38 pm at the Community Auditorium by Chair, Sebastian Bannister Lawler.

1) Jon Holan asked to discuss the Westside Annexation proposal which he passed out copies to committee members. He noted that the proposal has been approved, and that the city will be hiring a consultant. He gave a brief synopsis of the plan: There is only 2.5 to 5 years of platted land parcels available for the development of single dwelling homes. Those lie in the David Hill area of West Forest Grove. It is expected that this area will be 95% developed by the year 2025. Jon commented that there were 158 permits given out last year for single dwelling homes - the highest ever, and that there have already been close to that this year. They will be using Metroscope to help project development needs.

Jon brought this to the committee because they will be developing a citizen participation program piece of the proposal, that CCI will need to approve. There is a need to plan infrastructure now as heavy public investment will be required. Currently there isn't adequate water pressure over the 450' elevation. Development plans need to meet Metro's Title II requirements - there were some PSU students that did there capstones on Urban Reserve, West of David Hill that appealed to home owners in that area. CCI will need to develop a way or ways to involve concerned property owners. The timeline for this is late Fall.

2) Minutes approval from July 18, 2013.

Debbie moved for approval and Jose seconded. With no further discussion, **minutes were approved unanimously.**

Brenda noted that she is still not getting the CCI agendas at her current address. Jon will correct.

3) Officers

Brenda noted that she declines the Vice Chair position as future status with the committee is uncertain.

Sebastian moved to elect Jose for Vice Chair. Brenda seconded. Upon Jose's agreement, the **motion carried unanimously.**

4) CCI Visibility on City website

There was continued discussion about the CCI website on the City of Forest Grove's page. A suggestion was to work with the Chamber and get events that are going on in the community listed on it. The city won't give permission for CCI to have a Facebook page, however, the city is having issues with its technology so this issue will be part of further discussions. Jose and Sebastian will be meeting with Bev Maughan to update CCI page and discuss Facebook more.

5) Annual Town Meeting Discussion

As follow up to last month's discussion for the annual town meeting theme of "safety." Mike Perrault and Sebastian met with Police Chief Schutz. She offered some suggestions such as reaching out to other city groups/organizations to fully develop the agenda, such as Forest Grove Faith Based Community; Forest Grove Chamber of Commerce; Forest Grove Public Safety Action Committee; Neighborhood Watch (under the guidance of the FGPD); VIPS and Adelante Mujeres. Some questions that could be addressed at the ATM are: what are safety issues, what are opportunities for citizen involvement, what to do when you see something happening and who should you call, how can community involvement make us safer, how do we reach out to the Latino community and how do we better use our community to reduce crime. Possible slogan: Police and Community: We are in this together. Some other ideas were to have Latino police officers share their stories and/or have them translate during break out sessions, how to set up neighborhood watch, tables set up by neighborhood or just random, meet and greet with police in smaller community/neighborhoods. Brenda noted that we need to work on marketing and getting the word out that we want our citizens at this meeting. Sebastian asked Jon if there was any advertising on the new Grove Link vans. Jon noted that city has clickers if CCI wants to do any surveys.

General outline for ATM:

January 25, 2014, 9:00 am - Noon

Opening Remarks - Chair, Sebastian and Vice Chair, Jose

Remarks - Mayor Truax

Remarks - Chief Schutz

Break

Break out sessions - facilitated by CCI members and maybe members of FGPD.

Next steps:

- Jose and Sebastian meet with Bev Maughan.
- Brenda will contact Chamber about Grove Link advertising and her faith community regarding safety/policing concerns - what's being done already.
- Sebastian and Debbie will contact their respective churches as well.
- Work with other groups to firm up ATM meeting.
- Refine with police chief and get permission to talk with CSO.

Brenda moved for adjournment, Jose seconded. The **motion carried**. Meeting adjourned at 6:40 pm.

Respectfully Submitted
Marcia Phillips
City of Forest Grove Permit Coordinator

CITY OF FOREST GROVE
COMMITTEE FOR CITIZEN INVOLVEMENT
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET
THURSDAY September 19, 2013 - 5:30 P.M.

Councilor Mayor Pete Truax

Sebastian Bannister-Lawler (Chair)
Debbie Pariera (Secretary)
Michael Perrault
Jordan Kronen

Marissa Salgado
Brenda Somes
Jose Rico

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

→ Citizen Communications – Anyone wishing to speak on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. Each person must state his or her name and give an address for the record.

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

Present: Debbie Pariera, Sebastian Bannister-Lawler, Jose Rico, Stephanie Rose and Jordan Kronen.

Absent: Marissa Salgado, Brenda Somes, & Mike Perrault

City Staff: Jon Holan Community Director

City Council: Mayor Pete Truax

Call to Order: The meeting was called to order at 5:49 pm at the Community Auditorium by Chair Sebastian Bannister Lawler.

Jon gave new members, Stephanie Rose and Jordan Kronen a brief description of role of the committee. Goal one of the state planning laws is that each city have a committee that provides reports and/or analyses of how the city is encouraging citizen involvement. Forest Grove's committee has been in flux over the last year but with new membership there is a new energy.

He noted that most city boards and committees deal with specific issues, Parks & Recreation, Planning etc. This committee is more about process - how does the city engage its citizens. This committee is the bridge between the city as a governmental unit and the citizens.

Jon talked about some of the things the committee has been discussing. One - the Westside Planning program - committee will be asked to come up with a plan to involve citizens; two - The Annual Town Meeting. Jon gave a recap of some of the past themes of the ATM, such as: Fate of Forest Grove, Sustainability, Economic Development etc. The next one is Saturday, January 25th 2014 from 9-noon. These are video-taped and are available on public access channels for about 3 months. Three - Vision Statement. The first one was written around 1991 but not adopted. It was revisited in 2005/2006 and was adopted by the city council. At that time an action plan was created. In 2008, an annual report was done on how the action plan was being implemented. It is time to revisit it again and make recommendations.

Jon encouraged the whole committee to think about how to engage citizens. Kristy Kottkey, former chair developed a list to create neighborhood liaisons, maybe this idea is something to revisit. Town and Gown connection. Is there things to bridge the gap between city and citizens.

Meeting was officially called to order by Chair, Sebastian Bannister Lawler at 5:49 pm.

Discussion continued on ideas on how to connect with people. Some suggestions were:

- Pacific's Annual Day of Service which has involvement from various service groups such as SOLV.
- MLK day - contact Elks and Rotary. Jose could talk to High School.
- Communicate what is going on in the city and at Pacific.
- City has purchased the Times-Litho building - maybe could use it for something.

New members were introduced: Stephanie Rose and Jordan Kronen.

Stephanie wanted to become involved and has had some experience in the city she previous lived in.

Jordan is a Pacific student and was involved in the Lacey WA Parks & Recreation while in high school. He, too, wanted to become involved.

Approval of the August 15th minutes were tabled because they were received by Jon's office and not distributed to the committee. Debbie said she had emailed them to Anna Ruggles. Debbie will email those along with this meeting's minutes to Jon.

Annual Town Meeting discussion points:

- Original idea for the meeting was Safety and to involve the police department in some way. Updates on their day to day stuff; community service ideas; what they have versus what they want - more neighborhood watches, community service.
- Suggest the topic be the Action Plan - Forest Grove Moving Forward - Where Should We Go.
- Advertise in utility bills. Hang out at Safeway handing out flyers, hang posters, banners, put on city website and facebook page.
- Important to get the word out.
- Committee would come in the night before to set up.
- Committee does have a budget. Bev will bring goodies. Usually from Maggies.
- City has about 50 clickers, if want to use, let Jon know so that more can be ordered.
- Come up with theme, break out sessions, next meeting really hammer out.

Jordan moved to change the theme of the Annual Town Meeting using the Action Plan as a foundation - Forest Grove Moving Forward.

Stephanie seconded and the **motion carried**.

Some additional discussion regarding new theme:

- Have a staff member talk about plan, or maybe Chair and Vice Chair of committee.
- Brenda's video project of interviewing authors of the Action Plan could be shown.
- John White or David Morelli could also speak about Plan.
- Involve Rotary and Chamber to help get the word out.
- Start a newsletter - quarterly, twice a year.

Next steps:

- Brenda do video - have ready for the Annual Town Meeting.
- Read the Action Plan between now and next meeting and come back with some ideas.
- Ideas for side projects - neighborhood liaisons, communication between city and citizens etc.
- What to see in the newsletter.

Jose moved to adjourn and Jordan second. **Motion carried**.

Meeting adjourned at 6:38 pm.

Respectfully Submitted
Marcia Phillips
City of Forest Grove Permit Coordinator

APPROVED

MEETING MINUTES

ATTENDEES: Kelly Marks, George Cress, Ray Giansante, Howard Sullivan, Mark Nakajima, Eduardo Corona, Steven Lach, Bruce McVeen, Tim Budelman, Brian Wilbur, Hope Kraemer, Jeff King, Don Jones

CITY STAFF: Michael Sykes

ALSO ATTENDING: Pete Truax

1. CALL TO ORDER:

The meeting was called to order @ 12:13 by EDC Chair Brian Wilbur.

2. CITIZEN COMMUNICATION:

None.

3. APPROVAL OF EDC MEETING MINUTES FROM MARCH 7TH, 2013:

Brian Wilbur asked for a motion to approve the minutes from the last EDC meeting. Bruce McVeen moved to accept the minutes as presented. Tim Budelman seconded the motion. The minutes passed unanimously.

4. ADDITIONS / DELETIONS & STAFF SUMMARY:

Jeff King informed everyone that Gary Holstrom, who was scheduled to attend today's meeting to speak about the Economic Development Marketing Plan, will not be here due to an illness in his family. Jeff said that hopefully he will be able to attend next month's meeting. Next Jeff mentioned that there is a large company out of the United Kingdom that is looking at renting from Henningsen Cold Storage. This company makes fruit products. It is a large company that is trying to keep a low profile, and so their name is not being made public. They are being referred to as "Project Viking" in an effort to keep their identity private. Jeff also mentioned briefly that Forest Grove is still in the running for the applesauce company that is looking to re-locate. Finally, Jeff said that the construction @ Prime Time is moving right along, and that the owners are hoping to re-open @ the end of June, or by July 4th at the latest.

5. BUSINESS

A. McMENAMIN'S HOST UPDATE:

There was no host update today as Clyde Fulkerson was unable to attend.

B. EDC BOARD OPENINGS:

Connie Potter has agreed to fill in for the time being for Gil Jimenez, which will fill the School Board opening. There is still a vacancy in the Small Business / Manufacturing

area. This area has typically been filled by a winery in the past, and both Sake One and David Hill Winery have been mentioned as options to fill this spot.

C. WORKFORCE EDUCATION SUMMIT:

Jeff King stated that he thought that the Workforce Education Summit was very interesting and informative. He said that a summary of issues or problems facing the workforce and hiring were covered, as well as an update on the Science, Technology, Engineering, & Mathematics Program (S.T.E.M.). Kelly Marks added that she thought it was a very positive meeting with a lot of talk of collaboration amongst interested parties, and the potential to accomplish quite a bit with the future of education. She noted that one topic or issue that was brought up was why are schools still educating their students in the same format or fashion as they did 200 years ago? Jeff also mentioned that the priority of issues at the summit was S.T.E.M. first, educating children to be ready to work in the private sector second, and adapting the children to current technology to bring them up to speed and familiar with what will be expected of them as they join the workforce.

D. ECONOMIC DEVELOPMENT MARKETING PLAN:

Jeff King spoke in lieu of Gary Holstrom. He said that the Business Incentive Program is expiring at the end of June, and there is talk of extending the program to attract more business. The issues being evaluated when considering to extend the program are 1) Has the program been utilized by businesses? 2) How much does it cost the City? 3) New food processors looking to relocate to Forest Grove may take advantage of the program too if it is extended. Hope Kraemer mentioned that she thinks it is a valuable program worth extending. Don Jones said that he thinks it is a good idea also to renew the program since the recovery of the economy is not over yet. Jeff noted that the City of Gresham just voted to extend their program of a similar nature. Tim Budelman noted that from a real estate perspective that a program like this one can be enticing to perspective buyers. It is one more incentive that may sway a buyer to purchase something in Forest Grove, rather than in a city that does not offer a similar program. Don Jones moved that the EDC recommend to the City Council to extend this program into 2014. Tim Budelman seconded the motion. The motion passed unanimously.

E. TIMES LITHO BUILDING UPDATE:

Michael Sykes said that so far there have been two meetings to discuss how to best utilize the Times Litho Building and land. The second meeting was just last week. He explained that Jerry Johnson, who is a developer who is involved in several projects throughout Oregon, is working up a study on the building that should take approximately six weeks to complete. Next Friday, May 10th, the subcommittee that has been established to evaluate this project will meet again. Michael mentioned that the subcommittee is comprised of very talented people with lots of experience in this area. He feels confident that they will provide a lot of good ideas to bring before the City

Council. Michael also shared that he feels that if the City is successful at using the Times Litho space to increase business to Forest Grove, that it will be a great boost to the City.

F. COMMITTEE UPDATES:

Industrial & Infrastructure

Jeff King noted that there is a new ad that will run in the Portland Business Journal promoting Forest Grove. Also, the committee has finished their most recent letter to brokers, and it has been e-mailed.

Small Business

Jeff King said that there are currently two entrepreneurs participating in the training that is offered and partially funded through the City and that there are currently still two slots open. He felt the openings may end up being filled by Becky Schaefer of The Urban Decanter, and by Sam who owns New Era Computers.

Workforce

Kelly Marks explained that there are jobs available, but that the problem that employers are having is finding qualified people to fill the jobs. She also mentioned that there is a demand currently for welders, vocational type jobs, and also high tech. Portland Community College has selected a new president. His name is Dr. Jeremy Brown, and he will begin working on July 1st, 2013.

6. COUNCIL COMMUNICATION:

Pete Truax said that the law suit with The Parks Subdivision developers has finally been settled for \$5 million dollars, and that all \$5 million is covered by the City's insurance, but that even though the insurance will cover the settlement, that this situation is still considered very serious, and that procedures will still need to be addressed by all City staff and departments. Pete also mentioned that the Sustainability Summit that was held on April 20th, 2013 covered very important issues, both environmental and economic, which affect the community greatly. Lastly, he noted that budget meetings for the new fiscal year beginning July 2013 are well under way at this point.

7. STAFF & BOARD MEMBER COMMUNICATIONS:

Eduardo Corona from Adelante Mujeres reminded everyone that the Farmers' Market begins again on Wednesday, May 15th, 2013.

8. ANNOUNCEMENT OF NEXT MEETING:

Brian Wilbur announced that the next EDC meeting will be held June 6th, 2013 @ McMEnamin's Grand Lodge, in the Alice Inkley Room.

9. ADJOURNMENT:

The meeting was adjourned by Brian Wilbur @ 1:37 p.m.

Approved by the Forest Grove Economic Development Commission:

Date: 6/6/13 June 6, 2013

Signed: 
EDC Chair

APPROVED

MEETING MINUTES

ATTENDEES: Kelly Marks, Elena Uhing, Howard Sullivan, Mark Nakajima, Lisa Duncan, Bruce McVean, Tim Budelman, Brian Wilbur, Guy Storm, Don Jones

CITY STAFF: Michael Sykes, Jeff King

ALSO ATTENDING: Mayor Pete Truax, Jon-Michael Kowertz, Gary Holstrom

1. CALL TO ORDER:

The meeting was called to order @ 12:11 by EDC Chair Brian Wilbur.

2. CITIZEN COMMUNICATION:

None.

3. APPROVAL OF EDC MEETING MINUTES FROM MAY 2ND, 2013:

Brian Wilbur asked for a motion to approve the minutes from the last EDC meeting. Tim Budelman moved to accept the minutes as presented. Kelly Marks seconded the motion. The minutes passed unanimously.

4. ADDITIONS / DELETIONS & STAFF SUMMARY:

Jeff King stated that there is a large food processing company code named "Project Viking" is continuing their due diligence on making a decision to site operations at the former Davis Tool facility owned by Henningsen Cold Storage. A letter of intent has been signed with Henningsen. The two key issues are private financing and reducing costs on the fit-out. The project continues to make progress. It could create 55 jobs in the first phase. A manufacturing company toured the Matsushita building. They are looking to relocate and expand. The project could create up to 200 jobs. It is in the early stage of decision-making. Mr. King said he is providing materials to the broker on the advantages and incentives of Forest Grove. Finally, Jeff said that he expects two ribbon cuttings to be held in July. The Pascor expansion is almost completed while the construction @ Prime Time is moving right along, and that the owners are hoping to re-open in six weeks or about July 15.

Jeff also mentioned briefly that Forest Grove is still in the running for Project Squeeze, an international food processor company that is looking to create a west coast operation. Forest Grove offered the company the possibility of rebating some or all of the Transportation TDT charge of \$925,000. Despite this, Forest Grove still remains 3rd out of 4 Oregon sites deemed as finalist. Project Squeeze has decided to continue to do due diligence on their first two choices. This issue regarding the cost of the TDT was brought to the City Council work session. Staff will do further research on a potential ordinance regarding TDT rebates for large job creation projects. As a first step, The City Attorney is

researching what can and cannot be done legally. Elena Uhing said that staff will research what incentive packages other communities are using to make them competitive and what type of incentive would make Forest Grove more competitive. Mike Sykes explained that Forest Grove is disadvantaged when it comes to the Rural SIP incentives because even though Forest Grove is under 30,000 population as the law allows, we are not allowed to use the program because we are part of the Portland Metro UGB. The project size to be eligible for the Rural SIP incentives is \$25 million investment vs. a minimum of \$100 million for the Urban SIP. Finally Jeff told the board that the City Council will be taking up the request for a one year extension of the Business Incentive Program at their meeting on the evening of Monday, June 10th.

5. BUSINESS

A. McMENAMIN'S HOST UPDATE:

There was no host update today as Clyde Fulkerson was unable to attend.

B. ECONOMIC DEVELOPMENT MARKETING PLAN DISCUSSION:

Brian Wilbur introduced Gary Holstrom with Diversity Corporation. Gary had prepared the 2007 Economic Development Marketing Communications Plan-Strategy and Tactics. Mr. Holstrom also owns the Esoteric.Com art gallery downtown and is a Forest Grove resident. He also is on the newly created Tourism Stakeholders Committee. Brian stated that we have implemented quite a bit of this marketing plan.

Gary Holstrom talked about the plan –what is still relevant and what is the future of it. His Recommendations were:

- A. AWARENESS: 1. Awareness and Preference Campaigns. Have one face and one voice. Whatever you say needs to be consistent. Explain what Forest Grove really is. We have something special –we are a small community that is conducive for business and we have the family community feel. 2. Have organizations join in to have appearance of 1 face 1 organization. Have City, EDC, Chamber, City Club, tourism group and service organizations work together. We need to look at it as 1 face/ 1 voice. Gary talked about different logos that each organization has. Brian and Jeff talked about the Pinot logo as branding. That logo should be on each tourism marketing item as common unifying logo.
- B. PREFERENCE: How does Forest Grove stand out? Recognize who you are and promote that. Gary talked about the customers he has had who said they liked Forest Grove. He added that we should not give up the idea of being a “hometown community” as an advantage. Gary also said that he sees tremendous potential on the new Tourism Stakeholders Committee. He added that he is living testimony. In the early 90's he used to live in Beaverton after living here but has since moved back and opened a business here.

Brian Wilbur said that the City has an opportunity with Times Litho site to leverage something special in the downtown and also create a unique gathering space such as a

water feature, bandstand or park. Gary stated on page 9 of his report it talked about creating a community icon. Perhaps a gazebo. Jeff King talked about the park/water feature that Sherwood created in their Old Town as a unique gathering space and a focal point that all connects there new mixed use project with the commercial/retail area. Gary said it could be difficult to mix new high tech infrastructure with classic/traditional style.

Kelly Marks said that it is important to engage community members. In Sherwood they did not engage the community as much as it should have in developing the downtown plan and park. Elena brought up the Ambassador group. We are comfortable with the message of who we are. Mark Nakajima said that Portland is too fast paced. A square in Forest Grove is a laudable idea but tough to get people excited it about due to how much they move. He suggested that the downtown should have free wifi so you have the integrity of old and new. Elena Uhing stated wi-fi is such a standard thing that it is not a competitive advantage anymore. She added that companies look for community amenities.

Gary reiterated that it is important to speak with single voice and single fact. Keep general logo and use it across all promotion. It brings commonality.

Jeff King added that in our marketing we try to use the logo and lead with a consistent message that we have low business costs, yet high quality of life and hometown feel along with room to grow. Don Jones asked if we should use the word community or hometown instead of the work place.

C. EDC BOARD OPENINGS STATUS & ELECTIONS

Connie Potter has agreed to fill in for the time being for Gil Jimenez, which will fill the School Board opening. The board discussed the need for elections for Chair and vice-chair. It also appears that we will need a wood manufacturing representative as High Tech Crating has been quite busy and unable to attend meetings. Elena said we should invite Justin from Woodfold to attend a few meeting first to give them a more personal feel. Don Jones said that we should contact Justin directly. The board discussion led to call for Don Jones, Howard Sullivan and Tim Budelman to serve as short-term committee to select a new chair, vice-chair and member representing wood products. Brian Wilbur made a motion to form the committee and have them report back in September. Lisa seconded the motion. It passed unanimously

D. TIMES LITHO BUILDING UPDATE:

Jeff King discussed their meeting with Capstone Partners in Sherwood. As part of the City's due diligence which has included meeting with urban developers to learn of their experiences and as well as to pitch the Times Litho site. Mayor Truax, George Cress and Jeff King met with Capstone Developers. Sherwood has used urban renewal to add infrastructure in the downtown and develop a new amenity –a new park. The developers are doing a “horizontal” mixed use. They are building higher end apartments with surface parking. Eventually they will build office and retail on separate parcels in old town. The

City paid for the public infrastructure with urban renewal. There were also land write downs involved. This is the first project of its kind in Sherwood which is of similar size to Forest Grove. The apartments are geared to urban professionals –singles, couples and small families.

The City has also hired Jerry Johnson to complete a market study. The market study showed that there is some opportunity for higher end apartments and some retail including a small grocery store. The opportunity for office space is not there. The degree of mixed use in one building or added amenities like tuck under or underground parking will only work if there are public dollars put into the projects to reduce costs and make the project work financially. Jerry Johnson will make a presentation to the Times Litho Committee in June. He will also prepare two specific development scenarios.

6. COUNCIL COMMUNICATION:

Elena, speaking about the City budget, commended the City for keeping costs during tough economic times. Some fees needed to be raised and more long-term planning is needed. She said that the Forest Grove Senior Center has had trouble in putting together enough volunteers to help with their fund-raising and organization sustainability strategies. She asked if anyone wanted to help the Sr. Center. She added that the Council is now doing the City Manager annual review. Elena also mentioned the Community leaders show on Comcast cable and asked if this is a viable tool for the EDC to take advantage of.

7. STAFF & BOARD MEMBER COMMUNICATIONS:

Howard Sullivan said that he has been busy in hit new job as the Director of the Chamber of Commerce. He is meeting with Cornelius businesses to expand the chamber to Cornelius. He is working out a fee structure with them. He added that he is also looking for volunteers to help staff the Chamber. Kelly Marks said that the Sherwood Cruise-In is coming up and will have over 600 hot rods.

8. ANNOUNCEMENT OF NEXT MEETING:

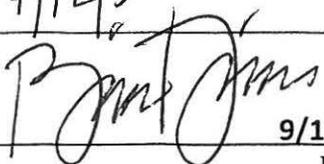
Brian Wilbur announced that the next EDC meeting will be held July 11, 2013 @ McMenemy's Grand Lodge, in the Alice Inkley Room.

9. ADJOURNMENT:

The meeting was adjourned by Brian Wilbur @ 1:32 p.m.

Approved by the Forest Grove Economic Development Commission:

Date: 9/12/13

Signed:  **9/12/13**
EDC Chair

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, AUGUST 21, 2013
COMMUNITY AUDITORIUM-CONFERENCE ROOM
PAGE 1 OF 2**

- 1) **ROLL CALL:**
 - a) **Commissioners** – Ralph Brown, Mike Olson, Brian Seitz, Howard Sullivan and Paul Waterstreet. Absent – Quinn Johnson, Nathan Seable, Susan Taylor and Glen VanBlarcom
 - b) **Staff** – Tom Gamble, Steve Huffman, Cindy Donovan
 - c) **Student Advisor** – Jonathan Faris

- 2) **CITIZEN COMMUNICATIONS:**

- 3) **APPROVAL OF MINUTES:** The minutes of the July 17, 2013 meeting were approved.

- 4) **ADDITION/DELETIONS:** None

- 5) **OLD BUSINESS:**
 - a) **Review nominations for Volunteer Recognition 2013**
 - i) After reviewing the nominations for projects, programs and Scouts, the Commission chose two programs and one project to recognize.
 - ii) It was decided to recognize all of the Scouts for their projects.
 - iii) The awards and recognitions will be done at the Corn Roast on September 22.
 - iv) Howard would like to bring back some of the facets of the Corn Roast of years past, such as introducing all the new teachers in the district. “Bring it back to our roots”.
 - b) **Playground Installations**
 - i) Bard Park will be a “community build” or done by the ORPA group.
 - ii) Talisman Park will be done by the Recreation Commission.
 - (1) The old structure will be removed the week before installation of the new equipment and the parts recycled.
 - (2) The parts can be assembled beforehand.
 - (3) First the posts need to be set. Someone will have to spend the night at the park to protect this step.
 - (4) Installation will take one long day or two days depending on the crew we assemble.
 - (5) Tom will send out some dates in the spring for everyone to vote on.
 - c) **Review F.G.R.O. Letter of Support**
 - i) This letter states our support for an adult organization to utilize school facilities to enable team activities.
 - ii) Representatives would need to meet with district personnel to work out times and locations.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, AUGUST 21, 2013
COMMUNITY AUDITORIUM-CONFERENCE ROOM
PAGE 2 OF 2**

6) NEW BUSINESS:

a) Trail Counts Plan/Volunteers

- i) The next count needs to take place September 10 thru 17.
- ii) Tom will check with a few groups to see if someone wants to head this up.

b) Pacific/Lincoln Park/Cannery Fields

- i) Pacific would like to put a roof over the stadium seating area. They have funding in place. After a preliminary look they will come to the Commission with a plan and timeline.
- ii) Cannery Field plans are to develop the soccer field into a NCAA quality turf field. The updates would also include a practice soccer field and softball fields.
 - (1) Some parking improvements have been done.
 - (2) We would put conduit in the ground for future lighting using City held funds.
 - (3) Has the idea for a bathroom been researched? Tom will find out.

7) COMMISSIONER'S REPORTS:

a) Howard:

- i) Friday at 6:00 p.m. there will be a ribbon cutting ceremony for the new "Jeff Basinski" high school athletic center. It includes the "Joe Moran" basketball court, a track above, a wrestling room and a weight room.

8) STAFF REPORTS:

a) Tom:

- i) Record setting July in revenue at the pool
- ii) It was a smooth summer.
- iii) The FG Dragons have a new swim coach, Matt Lautenbach.
- iv) "Paws In The Grove" was a big success. They had 40+ vendors and raised \$2500 for the Senior Center.

b) Steve:

- i) A permanent safety net will be installed at the west end of the soccer field at Lincoln Park. It is a 20' x 100' net.
- ii) The dead trees have been removed from Lincoln Park.
- iii) The hedges in the parking lot have been trimmed.

9) ANNOUNCEMENT OF NEXT MEETING: The next meeting will be Wednesday, September 18, 2013 at 7:00 a.m.

10) ADJOURNMENT: The meeting was adjourned at 8:37 a.m.

Memorandum

To: Mayor Truax and City Councilors
From: Anna D. Ruggles, City Recorder
Subject: Accept Resignation on Public Safety Advisory Commission
Date: October 28, 2013

Allyn Clark, Public Safety Advisory Commission (PSAC), representing Citizen At-Large, Term Expiring December 31, 2016, has informed staff of his desire to resign from the PSAC as per his attached resignation letter notification.

STAFF RECOMMENDATION:

Staff recommends Council accept the above-noted resignation and deem the seat vacant.

Dear Fellow PSAC Members and City Counselors~

I regret that I must resign my position from the PSAC. With the new business I purchased this summer, I do not have the appropriate amount of time to commit to this group. I also have many events for my business that conflict with not only our meetings, but also with potential dates and times for many events we can do. I believe that the group is heading in the proper direction and also can have a great impact for our city. I hope that sometime in the future I am able to ask for the opportunity to rejoin the group. For now, I hope you all the best and keep up the good work.

Thank you for the opportunity to participate and help our community.

Sincerely,
Allyn Clark

FIRE DEPARTMENT MONTHLY REPORT

35

SEPTEMBER 2013

	This Month	This Y-T-D	Last Year	Last Y-T-D
Calls occurring at same time	38	374	49	343
FIRE COSTS	This Month	This Y-T-D	Last Year	Last Y-T-D
Persons Injured by Fire	1	1	0	0
Fatalities by Fire	0	0	0	0
Estimated Loss	\$ 3,500	\$758,900	\$3,000	\$200,755
Estimated Savings	\$ 0	\$2,500,190	\$2,000	\$14,066,355
COMPANY ACTIVITIES	This Month	This Y-T-D	Last Year	Last Y-T-D
Assemblies	9	28	1	37
Businesses	15	198	1	33
Educational	4	21	3	14
Factories	1	16	0	3
High-Hazard	1	1	0	2
Institutional	0	4	0	6
Mercantile	0	10	0	5
Residential	9	91	3	13
Storage	0	3	0	0
Miscellaneous	0	11	0	0
New Smoke Alarms	1	10	0	3
Home Safety Survey	0	0	0	1
Complaints	1	13	0	7
Press Releases	0	10	2	9
Media Interviews	0	42	11	57
Investigations	2	10	1	12
Juveniles	0	3	0	3
Address Signs	2	13	0	0
Driveways	0	9	0	16
Commercial Plans	0	15	1	12
Residential Plans	0	11	0	2
Public Education Programs	3	27	3	16
PERSONNEL		This Month	Last Month	Last Year
Total Paid Personnel (includes Temporary employees)		24	27	
Volunteer/Support Roster		58/9	45/13	
REMARKS:				
1 employec on Light Duty, 1 employec on FML				
38 Calls Occurring at the same time – 26 times 2 at same time & 6 times 3 at same time.				

FIRE DEPARTMENT MONTHLY REPORT
SEPTEMBER 2013

ALARM RESPONSE	THIS MONTH			THIS YTD			LAST YEAR	
TOTAL CALLS	249			2419			290/2297	
TYPES OF ALARMS	City	THIS MONTH Dist	Total	City	THIS Y-T-D Dist	Total	THIS MONTH LAST YEAR	LAST Y-T-D
Rescue & First Aid	157	11	168	1538	165	1703	200	1563
Cancelled EMS	22	5	27	168	29	197	13	83
Structure Fire	5	1	6	22	9	31	1	24
Vehicle Fire (mobile property)	1	1	2	6	3	9	0	6
Brush, Grass, Leaves, Trees	0	0	0	19	5	24	8	27
Trash, Rubbish	0	0	0	5	0	5	1	5
Smoke & Odor Investigation	2	2	4	17	12	29	3	33
Illegal Burn	4	2	6	32	18	50	6	41
Hazardous Mat/Situation	4	1	5	22	9	31	3	58
Public Service/Good Intent	12	3	15	166	22	188	29	223
Mutual Aid	0	0	4	0	0	72	7	75
False Alarm/Alarm Malfunctions	11	1	12	73	6	79	10	92
Cancelled Alarms	0	0	0	1	0	1	9	67
TOTAL CALLS	218	27	249	2069	278	2419	290	2297
Chaplain reports	0	0	0	2	0	2		

Memorandum

To: Mayor Truax and City Councilors
From: Anna D. Ruggles, CMC, City Recorder
Subject: Make Appointment to Economic Development Commission
Date: October 28, 2013

BACKGROUND:

There currently exists a vacancy on Economic Development Commission (EDC), representing Forest Grove School District, term expiring December 13, 2014.

Staff received application from Forest Grove School District expressing its desire to appoint John Hayes, Primary, and Connie Potter, Alternate, as their voting member on the Economic Development Commission.

No applicant interview is required since the Forest Grove School District is making this recommendation to Council.

STAFF RECOMMENDATION:

Staff is recommending the City Council consider approving at the Council meeting of October 28, 2013, a resolution making appointment to Economic Development Commission (Appointing John Hayes, Primary, and Connie Potter, Alternate, Forest Grove School District Representative, term expiring December 31, 2014. If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.



RESOLUTION NO. 2013-67

RESOLUTION MAKING APPOINTMENT TO
ECONOMIC DEVELOPMENT COMMISSION
VOTING REPRESENTATIVE

WHEREAS, Resolution No. 2007-45 has provided for an Economic Development 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 exists a vacancy brought about by the resignation on the Economic Development Commission; and

WHEREAS, it is the desire of the Forest Grove School District to select John Hayes, Primary, and Connie Potter, Alternate, to serve as the Forest Grove School District representative 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 Economic Development Commission for the following term (new appointment noted in **BOLD**):

<u>Last Name:</u>	<u>First Name:</u>	<u>Representative:</u>	<u>Term Expires:</u>
HAYES	JOHN	Forest Grove School District	December 31, 2014
POTTER	CONNIE	(PRIMARY) (ALTERNATE)	

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

PRESENTED AND PASSED this 28th day of October, 2013.

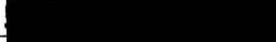
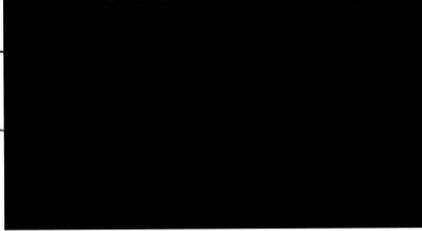
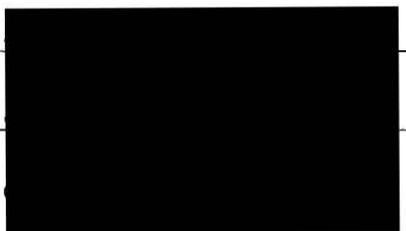
Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of October, 2013.

Peter B. Truax, Mayor

**FOREST GROVE ECONOMIC DEVELOPMENT COMMISSION
VOTING REPRESENTATIVE INFORMATION SHEET**

ECONOMIC DEVELOPMENT COMMISSION (EDC):

Company NAME:	<u>Forest Grove School District</u>	
	<i>Primary:</i>	<i>Alternate:</i>
Member:	<u>John Hayes</u>	<u>Connie Potter</u>
Mailing Address:	<u>1728 Main Street Forest Grove, OR 97116</u>	<u>1728 Main Street Forest Grove, OR 97116</u>
Phone (work):		
Phone (home):		
Fax:		
E-Mail:		

It is the desire of the above agency to appoint/elect the above member(s) to represent the above agency as a voting representative to the Forest Grove Economic Development Commission.

Date: October 18, 2013 **Submitted by:** Connie Potter
Title: Chief of Staff

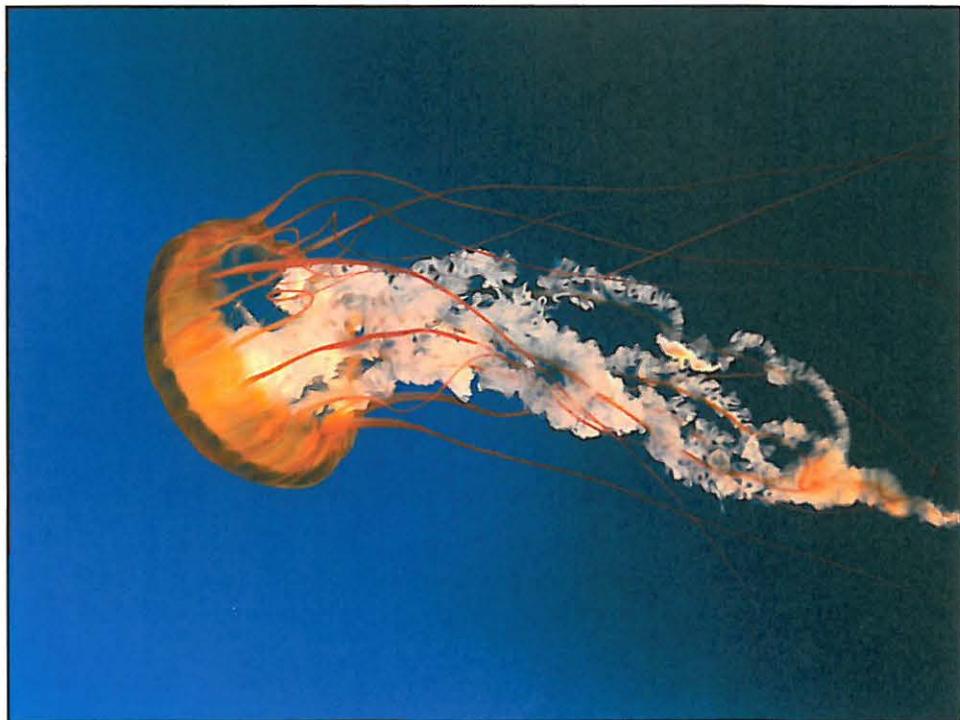
Please submit the completed form to City Recorder's Office, 1924 Council Street, P. O. Box 326, Forest Grove, OR 97116, Phone: 503.992.3235, Fax: 503.992.3207, e-mail: aruggles@forestgrove-or.gov. You will be notified once the City Council formally makes your appointment request.

Forest Grove Sustainability Action Plan



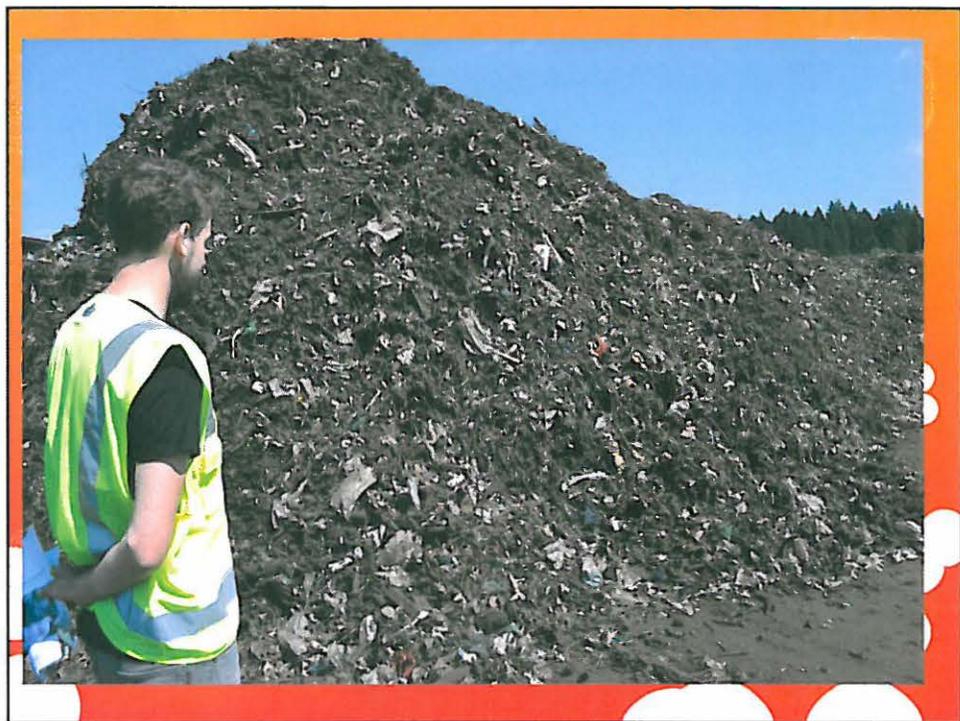
People, Planet, Profit and Pinot Noir











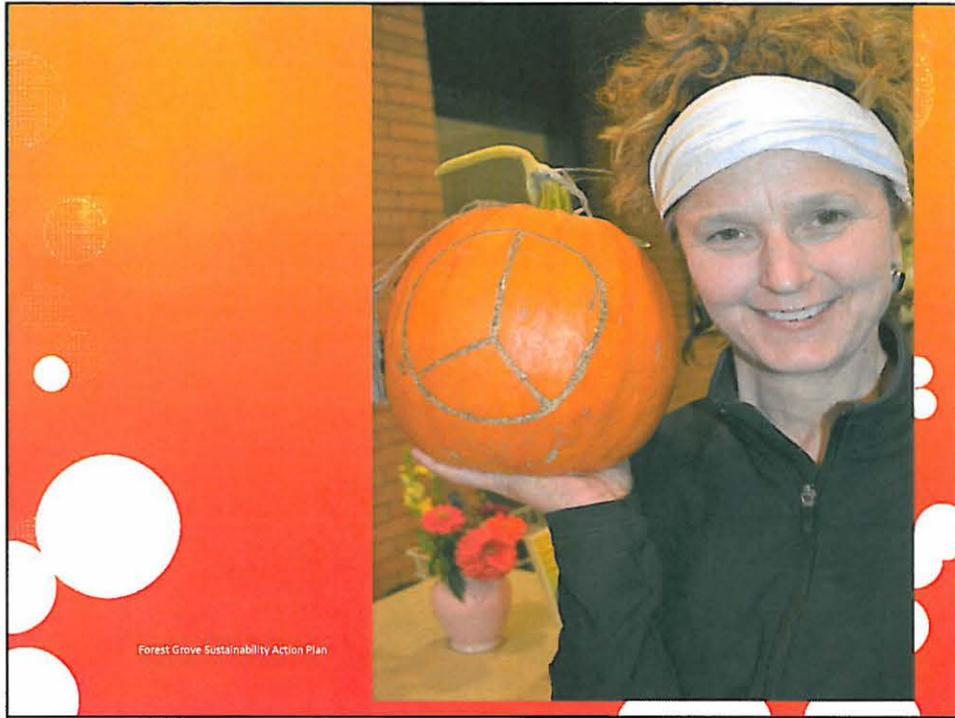


Committee's Recommendation

The Committee recommends that the City of Forest Grove adopt the Sustainability Action Plan.

We recommend that this plan be reviewed and progress on the action plans be updated every 3 years.

- The Committee recommends the creation of a Sustainability Commission to advise the community and City Council regarding the implementation of the Sustainability Action Plan.



October 28, 2013

**REQUESTING CONTINUATION OF PUBLIC HEARING TO CONSIDER
ORDINANCE NO. 2013-12, SECOND READING, REGARDING
ANNEXATION FILE NO. ANX-12-01074 (3351 NW THATCHER ROAD)**

PROJECT TEAM: Daniel Riordan, Senior Planner
Jon Holan, Community Development Director
Michael Sykes, City Manager

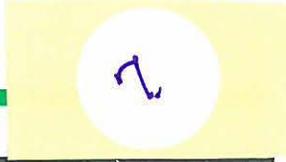
ISSUE STATEMENT: This report requests the City Council continue the Public Hearing to consider Ordinance No. 2013-12, Second Reading, regarding Annexation File No. ANX-12-01074 (Taylor Annexation, 3351 NW Thatcher Road) until December 9, 2013.

BACKGROUND:

Staff is requesting the City Council continue the Public Hearing to consider Ordinance No. 2013-12, Second Reading, regarding the Taylor Annexation (ANX-12-01074) until December 9, 2013. The reason for this request is the applicant will be out of the country on October 28th and the City Council meeting for November 12th is scheduled to be cancelled. In addition, the applicant is unavailable to attend the City Council meeting on November 25th due to a scheduling conflict. The applicant has been advised and is supportive of continuing the Public Hearing until December 9th.

Continuing the Public Hearing until December 9th will ensure that the applicant is available to participate in the hearing process. This will also provide sufficient time for staff to research issues raised by the City Council at the October 14, 2013, Council meeting, and to prepare a written response to specific questions asked. Staff respectfully requests that Council members submit questions/concerns to staff regarding the annexation by November 1, 2013. This will ensure sufficient time to research specific issues raised and to prepare a written staff report prior to the December 9, 2013, City Council meeting.

STAFF RECOMMENDATION: Staff recommends the City Council continue the Public Hearing to consider Ordinance No. 2013-12, Second Reading, regarding Annexation File No. ANX-12-01074 (Taylor Annexation, 3351 NW Thatcher Road) to December 9, 2013.



Date: October 28, 2013

ACCEPTANCE OF FOREST GROVE SUSTAINABILITY ACTION PLAN

PROJECT TEAM: Jon Holan, Community Development Director
Michael J. Sykes, City Manager

ISSUE STATEMENT: Request is for the City Council to accept the proposed Forest Grove Sustainability Plan prepared by the Ad Hoc Committee on Sustainability.

BACKGROUND: The City conducted Sustainability Institute in October, 2011. From this effort a group of interested citizens formed an Ad Hoc Committee on Sustainability. While the Committee completed a number of tasks, it focused on the development of a sustainability plan. It held three "summits" for citizens to develop the plan; starting with identifying the scope of the plan (i.e. the topics to be addressed by the plan), the vision for each of the topic areas and then the specific strategies.

Once a draft plan was developed, the Ad Hoc Committee proceeded to vet the plan. City Department Heads as well as the public had an opportunity to review and comment on the plan. Department Heads indicated they were impressed with the effort and offered suggestions to make the plan more feasible to implement. However, there was not the opportunity for Department Heads to thoroughly review the plan.

The Plan focuses on the following six topical areas:

- Materials Management;
- Energy Conservation and Green Building;
- Food;
- Social Equity;
- Natural Resources; and
- Transportation.

The plan is intended to identify sustainability actions for the entire community rather than any specific institution or group. The main issue with the plan is that it is not clear as to who performs the tasks. It is possible that the City as an institution could be involved with many if not all of the strategies either to support or implement a strategy. The following

strategies under each topic area could directly involve the City of Forest Grove staff, commissions and/or Council (this list excludes utility inserts) requiring greater than minimal resources:

- Materials Management: Strategies 2a, 3a, 3d, 4b, 6a
- Energy Conservation and Green Building: Strategies 2c, 3a, 3b, 4a, 4e, 5a-c, 6c, 7a
- Food: Strategies 3a and 6a
- Social Equity: Strategies 1a, 1b, 2b, 2c, 2d, 3a, 3b, 4a-d, 5b, 5c

The Plan is an excellent step to implement a sustainability program for the community. However, details still need to be considered. As mentioned earlier, it is not clear who would carry out the various strategies. Some strategies need further evaluation as to their feasibility (e.g. Energy Conservation and Green Building Strategy 5c which proposes the City working with local banks to finance solar hot water projects). Other strategies will have a fiscal and/or resource impact on the City (see below). The extent of these impacts is not yet known. Further evaluation of these strategies need to be made to determine feasibility and timing.

Staff envisions that the proposed City Sustainability Commission would explore and evaluate the various strategies from the Plan and make recommendations to the City Council.

It is likely that at least one staff person needs to be devoted to the sustainability efforts to provide research called for in the plan (e.g. Energy Conservation and Green Strategies 6 a, b and c) and assist the Commission in implementing strategies.

FISCAL IMPACT: The potential fiscal impact cannot yet be determined. However, it will require staff resources to help achieve proposed actions in which the City becomes involved. In addition, some of the strategies would require City funds to implement (e.g. Energy Conservation and Green Building Strategies 2c, 4a, 5a-c). There is also potential City resources required to fund an intern (Materials Management Strategy 5a) and likely the need to assign a staff person full time to help with the Plan's implementation. To carry out the plan, it is also likely that there will be additional demands on the Community Enhancement grant program.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached Resolution accepting the Forest Grove Sustainability Action Plan. This recommendation is to acknowledge the excellent work of the Ad Hoc Committee but allow further detailed evaluation through the proposed Sustainability Commission with recommendations back to the Council. It would be after further review by the Commission and Council would there be consideration for adoption by the Council.



RESOLUTION NO. 2013-68

**RESOLUTION ACCEPTING THE
FOREST GROVE SUSTAINABILITY ACTION PLAN**

WHEREAS, citizens formed an Ad Hoc Committee on Sustainability in October, 2011; and

WHEREAS, the Ad Hoc Committee as one of its tasks, determined the need to develop a program to identify sustainability efforts in the community; and

WHEREAS, the Committee held three summits to define the scope, goals and tasks for a sustainability plan for the community of Forest Grove; and

WHEREAS, as a result of these efforts, the Ad Hoc Committee on Sustainability developed the Forest Grove Sustainability Action Plan; and

WHEREAS, the plan has implications that need further examination before being adopted as policy by the City Council.

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

Section 1. The City Council hereby accepts the Forest Grove Sustainability Action Plan, dated October 15, 2013, as provided in Exhibit A to acknowledge the excellent work of the Sustainability Ad Hoc Committee and set in motion further review and refinement of the plan by the proposed City Sustainability Commission.

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

PRESENTED AND PASSED this 28th day of October, 2013.

Anna Ruggles, City Recorder

APPROVED by the Mayor this 28th day of October, 2013

Peter B. Truax, Mayor



Forest Grove Sustainability Action Plan

Prepared by the Forest Grove
Ad Hoc Sustainability Committee
October 15, 2013



Contents

How are the Children? — Pete Truax, Mayor of Forest Grove	3
The Time is Now — Jon Holan, Community Development Director, City of Forest Grove	4
Executive Summary	5
What is Sustainability?	6
Process and Public Input	8
Members of the Forest Grove Ad Hoc Sustainability Committee	9
Action Plans	10
Materials Management	11
Energy Conservation & Green Building	13
Food	15
Social Equity	17
Natural Resources	19
Transportation	21
Appendix — Kiersten Iwai, Sustainability Intern	23
Acknowledgements	23

How are the Children?

The Masai are well known for their greeting: "How are the children?" That is how these people, famous for being warriors, view the importance of their offspring.

Like the Masai, we should also ask the same question and answer with: "The children are well." For if we answer with truthfulness and, indeed, want the children and our children's children to be well, then we must recognize that it is in us and on us to provide a world in which the children can do well. That is the overarching goal of the sustainability plan for Forest Grove.

Environmentally, we want a world that supports and nurtures life. Economically, we want that life to be robust and productive. Socially, we want that life to provide for the future, that the world is left in better shape than when we found it, through research, through education, and through human understanding.

This report by the Forest Grove Ad Hoc Sustainability Committee is not the final step. Rather, it could be an instruction manual on preservation. It could be an operator's guide for mother earth and give us tips and pointers on how to reverse some destructive practices. We have long since passed the point of arguing whether we have to deal with global warming, with water conservation, and with air quality. Those trains have left the station. It is not a matter for debate; it is settled science.

There is time, and we must use it wisely, for ourselves and for our children. For if we don't, we may not have a good answer for the question: "And how are the children?" And conversely, if we do, we and those who follow us will be able to say: "The children are well, thanks to those who came before and did the right thing."

Pete Truax, Mayor, City of Forest Grove
August 22, 2013



The Time Is Now

Sustainability is becoming an increasingly important concept throughout the world. Signs of climate changes are being experienced in various parts of the globe, and just one example of this is the ability to sustain agricultural productivity to feed an expanding population. The prime source for climate change, the emissions of hydrocarbons, is on the increase at alarming rates. The cause of these emissions rests with the products we make and ship, energy production and use, transportation, and the way we live. Adding to that, the loss of natural systems and increasing pollution into our air and water threatens our ability to continue life. In short, continuing our lifestyle is making life on earth unsustainable.

While this is a global condition, an important part of the solution is to begin changing how we do things locally. We find this occurring in many communities throughout the world in general and the United States, in particular. For example, Oregon is one of many states taking on the challenge of reducing our carbon footprint.

Supporting these actions and to begin addressing the issue, a group of concerned residents in Forest Grove believed that action must be taken in our community. Formed in October, 2011, the Ad Hoc Sustainability Committee focused on developing a strategy to reduce carbon emissions and wastes locally and promote a healthy and sustainable lifestyle. The Plan focuses on six topical areas that emerged through community discussions:

- Energy Conservation and Green Building
- Food
- Materials Management
- Natural Resources
- Social Equity
- Transportation and Planning

The following tables express the vision, goals, strategies, measures or actions and a proposed timeframe to implement these efforts in each topical area. The plan can then serve a way to monitor community efforts in the future. Successes and further efforts can be identified to move Forest Grove towards a more sustainable community.

Jon Holan, Community Development Director, City of Forest Grove
July 3, 2013



Forest Grove Sustainability Action Plan Executive Summary

The City of Forest Grove initiated a community-based sustainability effort by convening Sustainability Institute on October 8, 2011. The formation of the Forest Grove Ad Hoc Sustainability Committee (Committee) was the result of that meeting. The Committee member's decided that its main purpose would be to develop a Sustainability Action Plan to implement sustainable practices in the community. Three Sustainability Summits and one Town Hall Meeting were held during 2012-2013; approximately 200 people attended the meetings. This Sustainability Action Plan is the result of the efforts of the Committee, all of the public and private partners, and the concerned residents who gave their time, knowledge, and energy to help Forest Grove become a sustainable community.

Definition of Sustainability

The Committee uses the following definition of sustainability:

Using all resources (societal, economic and natural) in an efficient and equitable manner. Sustainability in Forest Grove means considering long-term environmental, economic and social impacts of our actions. Sustainability prioritizes long-term needs over short-term gains to ensure that resources necessary to sustain life are available now and in the future.

Topic Areas

Six topic areas emerged from the series of public meetings; they are the focus of the sustainability efforts in this action plan. The topic areas and associated vision statements are:

- Materials Management
Forest Grove will be a city that focuses on the recapture, reduction, and elimination of its material stream to enable a high quality of life for all residents.
- Energy Conservation & Green Building
Forest Grove will become a leader in the support of green building practices and the promotion of energy and natural resource conservation.

- Food
Forest Grove will be a thriving food community in which all residents have the opportunity to grow, prepare and consume nutritious local food in order to support the health of the land and its people.
- Social Equity
Forest Grove is a place that welcomes and supports equitable and sustainable opportunity for all community members by providing the means for human needs to be met.
- Natural Resources
The residents of Forest Grove demonstrate good stewardship of our natural resources by preserving the health of our watershed, forest, air, and greenspace for future generations.
- Transportation
To develop a safe, affordable, reliable, sustainable, and connected transportation system that is energy efficient while supporting alternative transportation modes.

This Action Plan sets goals, associated strategies, measures and timeframes for each of the six topic areas, which, when implemented, are intended to move towards achievement of each vision.

Recommendations

The Committee recommends that the City of Forest Grove adopt the Sustainability Action Plan and establish a Sustainability Commission to advise the community and City Council regarding its implementation. We recommend that this plan be reviewed and progress on the action plans be updated every 3 years.



What is Sustainability?

Many people think of sustainability as involving environmental efforts to improve the long-term health of the earth. That is only part of the story. Sustainability involves the physical, economic, social and governmental aspects of the community that promote long-term community health. Besides environmental considerations, equity, participation and economic considerations are hallmarks of sustainability.

The key concept to sustainability is to understand the holistic cycle between action (i.e., doing something) and capacity (i.e., the ability to do something). In considering this cycle, we must be mindful of human, financial and resource regeneration rates (i.e., the ability to replenish resources being used to perform an action).

Definitions

Many definitions of sustainability have been developed over the years. The most commonly recognized definition is “Meeting the needs of the present without compromising the ability of future generations to meet their own needs (UN Brundtland Commission).” The definition of sustainability used in this action plan is:

- Using all resources (societal, economic and natural) in an efficient and equitable manner. Sustainability in Forest Grove means considering long-term environmental, economic and social impacts of our actions. Sustainability prioritizes long-term needs over short-term gains to ensure that resources necessary to sustain life are available now and in the future.
- The term *efficient* means using resources in a cost-effective way taking into account life-cycle and replacement cost. Efficient use of resources means using natural resources no faster than they can be replenished through natural systems.
- The term *equity* means the benefits and costs associated with society are distributed proportionately within the community.

Sustainability in Forest Grove

The Ad Hoc Sustainability Committee created a Sustainability Mission Statement in November 2011. Part of that Mission Statement identified the City of Forest Grove’s role in sustainability as follows:



The City of Forest Grove recognizes its responsibility to:

- Provide efficient, equitable and responsible access to and use of social, economic and natural resources
- Utilize resources cost-effectively while ensuring they are used no faster than they can be replenished through natural systems
- Assure that the benefits and costs of society are equitably distributed throughout the community
- Consider the long-term environmental, economic and social impacts of our actions
- Promote education and awareness of the benefits of sustainable practices to enhance the community
- Support residents, organizations, businesses and neighborhoods both within and outside the community to invest in sustainability and continually improve their practices and environments
- Prioritize long-term needs over short-term gains to ensure that the resources necessary to sustain life are available now and in the future

Additionally, the City of Forest Grove includes sustainability in its Vision Statement (2007):

A community recognized for its commitment to conserve, preserve, protect and restore our natural assets.

- **Objective 1:** Maintain and improve the quality of air, water, soil, etc. to ensure livability by using leading technology and land use methods.
- **Objective 2:** Promote Forest Grove as “The Greenest City in Oregon” through landscaping and ecologically-sound industry, businesses, utilities, transportation and development.
- **Objective 3:** To be recognized by an organization such as the Green Guide as a “Green City”.

Other local sustainability efforts drawn from include Pacific University, United Church of Christ's sustainability statement, City of Forest Grove's ongoing efforts, City of Portland, State and Metro efforts involving Greenhouse Gas reduction and the Corvallis Sustainability Coalition. The Forest Grove Ad Hoc Sustainability Committee's main purpose was to develop a Sustainability Action Plan to be used by the community and the City of Forest Grove as a blueprint to implement sustainable practices.

Process & Public Input

As a way to initiate a community-based sustainability effort, the City of Forest Grove convened a Sustainability Institute October 8, 2011, and 16 interested residents attended. This was an initial information session to discuss what sustainability is and why it is important to the residents of Forest Grove. Various sustainability efforts ongoing locally and regionally were reviewed. The formation of the Forest Grove Ad Hoc Sustainability Committee was the result of that meeting. The Committee's focus evolved over time and resulted in

- a mission statement, and
- hiring a Pacific University sustainability intern who created the following reports:
 1. Inventory of sustainability-related organizations in the Forest Grove community
 2. Water Consumption Assessment Report with recommendations
 3. Energy Assessment Report with recommendations
 4. Socio-Economic Assessment Report
 5. Municipal Greenhouse Gas Emissions Inventory

A series of three Sustainability Summits were held with the intent to engage community members in creating a sustainability action plan for Forest Grove. These facilitated sessions built off the Committee's efforts and gathered participants' ideas about critical sustainability issues and long-range goals. The emphasis was on stewardship of our economic, social, environmental and cultural resources in a manner that is equitable for present and for future generations.

The first Summit was held October 12, 2011, and resulted in productive and engaging work sessions. At the end of the first Summit, six different focus areas emerged from the discussion including green building, transportation, locally sourced food, social equity, recycling and solid waste, and solar and renewable energy.

The fall of 2011 the Committee was also invited to plan and facilitate the City of Forest Grove Annual Town Meeting with a focus on sustainability. It was held January 26, 2013, with over 100 people in attendance.

Roundtable discussions were held on the following topics relating to sustainability:

- What are we doing well?
- What do we need to improve?
- What are the barriers to get there?
- How do we go forward to create a safe, equitable, sustainable, and healthy city?





The second Summit was held Saturday, February 9, 2013, on the Pacific University campus, and 40 residents gathered to further refine their visions and goals for the six topic areas. As a result, vision statements, goals and strategies were discussed. The six topic areas were revised to combine solar and renewable energy with green building and add natural resources. The third Summit was held Saturday, April 20, 2013, in honor of Earth Day, at the Forest Grove Senior & Community Center. The meeting focused on refining the actions and strategies in the six topic areas.

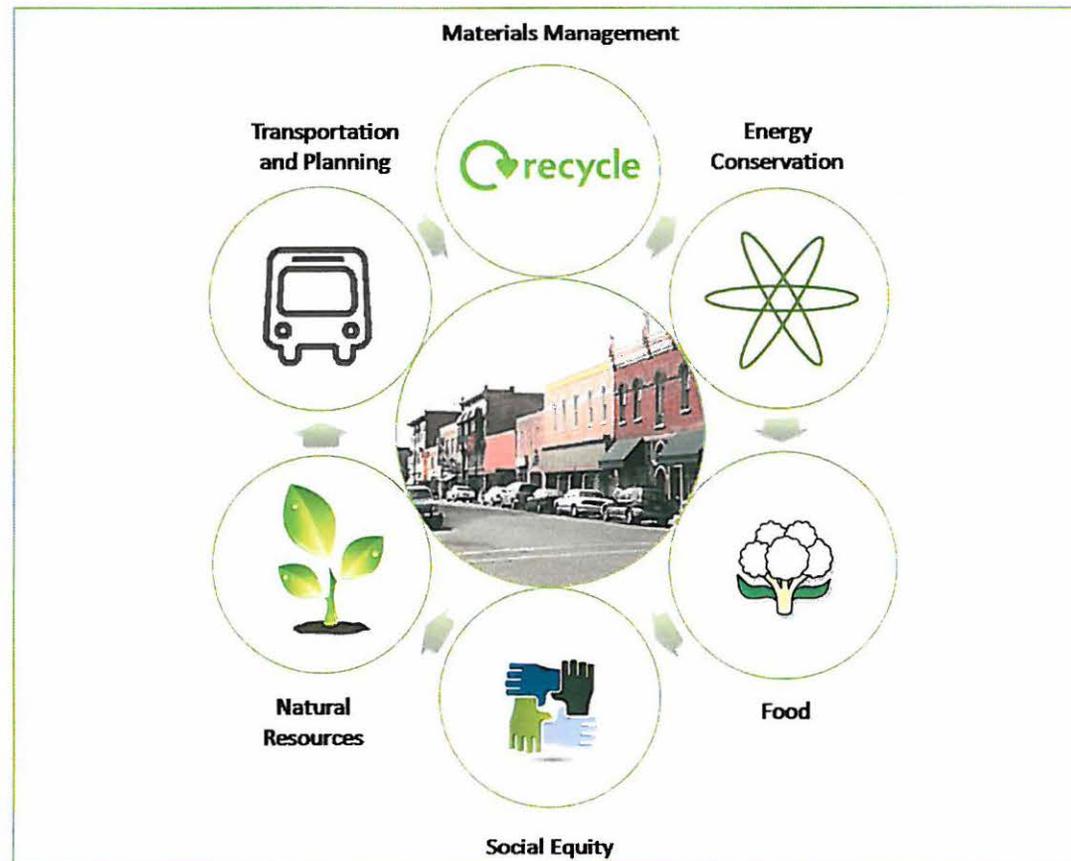
Following the three Sustainability Summits, the Committee met several times to refine each topic area and ensure that it had a vision, goal, strategies and timeline that supported the goal. During the period of May through September 2013, the Committee solicited input from community organizations and residents for further feedback and input on the draft Plan. In July the Committee presented a copy of the draft Plan to the City Council for their review.

Forest Grove Ad Hoc Sustainability Committee

Chair	Elaine Cole
City of Forest Grove Liaison	Jon Holan
Action Team Leaders:	
Transportation/Planning	Kathy Karppinen
Social Equity	Karin Pfeiffer-Hoyt
Food	Dairy Creek Community Food Web, Robin Lindsley
Energy Conservation and Green Building	John Hayes
Materials Management	Ron Calkins and Eric Canon
Natural Resources	Bruce Countryman
Editors	Linda Feik, Katie Countryman and Kathy Juvet
Members-at-Large or Participants:	Dale Feik
	Linda and Brad Taylor
	Deke Gundersen
	Kiersten Iwai, Student Intern
	George Cress, Director Forest Grove Light and Power
	Michael Sykes, City Manager
	Johanna Wood
	Paul and Stephanie Edwards
	Paul Johnson
	Pete Truax, Mayor
	Victoria Lowe, City Councilor
	Kathryn Harrington, Metro Councilor

Action Plans

The following pages are Action Plans for the six topic areas. These contain the goals and strategies needed in order to make the vision statements a reality, for example, the FUNctional Food Garden Tour held Saturday, August 10, 2013. These goals and strategies are not meant to be exclusive; they complement other actions already being taken by individuals, organizations, and governments. The topic areas are meant to be integrated, and contribute to the ultimate vision of Forest Grove as a sustainable city. There is some repetition in the goals and strategies since many of the topic areas overlap. Many strategies have measures and timeframes. A monitoring plan should be developed that would indicate how well the strategies are being met in the timeframes given and whether or not a revision of the overall Sustainable Action Plan is needed.



Materials Management

Vision – Forest Grove will be a city that focuses on the recapture, reduction, and elimination of its material stream to enable a high quality of life for all residents.

Goals	Strategies	Measures	Timeframes
Goal 1 - In an effort to reduce the waste stream, Forest Grove community members will be aware of options concerning the disposal of all materials that cannot be recycled curbside	Strategy 1a – Promote a Forest Grove Green Fair at the Forest Grove Farmer’s Market	Increase recycling participation by 25%	By 2016
	Strategy 1b – Contact the Washington County Recycle at Work specialist in multi-family housing for educational materials and to establish contacts with Apartment Management	Distribute materials (bi-lingual) to 50% of multi-family apartments	By end of 2015
	Strategy 1c – Encourage residents via a public information and community-based social marketing campaign to cut household waste with a “One-Bag-a-Week” challenge. Offer a prize for the best story about accepting the challenge	Fifty participant stories received	By 2015
	Strategy 1d – In the Forest Grove utility bill, include web site information and phone numbers for organizations that support materials management	Monthly info to all Forest Grove Light and Power users	By 2014
	Strategy 1e – Provide how-to workshops and educational materials on traditional composting, Bokashi, and vermiculture	Hold three workshops	By end of 2015
	Strategy 1f - Encourage residents to reduce the amount of materials entering the waste stream through precycling and upcycling	25 interactions at an exhibit at First Wednesday	By end of 2015
Goal 2 - Implement a city-wide composting program	Strategy 2a – Set up a meeting with Waste Management to discuss the feasibility of a pilot curbside composting program	Expand green waste collection to include kitchen food waste	By end of 2015
	Strategy 2b – Encourage back yard composting and vermiculture through education and subsidizing equipment	Distribution of 25 composting units at Farmer’s Market	By end of 2015
	Strategy 2c – Draft a grant to provide low-cost composters	Submit the grant for Community Enhancement Project funds	By end of 2016
Goal 3 - Provide the means to collect materials that are difficult to recycle	Strategy 3a – Expand recycling options at the transfer station to include items such as block Styrofoam, film plastics, and household hazardous waste and other items accepted at Far West Fiber	Work with Waste Management to establish drop offs for 3 new items	By end of 2017

	Strategy 3b – Design a round-up event to capture recyclable materials not accepted curbside and educate participants about waste reduction	Round-up event at Farmer’s Market	Twice per year events starting 2014
	Strategy 3c – Partner with Metro Master Recyclers, Far West Fibers, Waste Management, Forest Grove Police and Fire departments to expand collection of materials not accepted at curbside	Three partnerships established	By 2016
Goal 4 – Establish a safe location for the year-round disposal of pharmaceuticals	Strategy 4a – Approach Pacific University’s Health and Human Services Department and the School of Pharmacy in an effort to determine the feasibility of a drop-off site for unused pharmaceuticals	Establish year round drop site for unused prescription medications	Timeframe to be determined. DEA regulations currently allow only law enforcement to collect schedule II drugs
	Strategy 4b – Meet with Forest Grove Police Department in an effort to expand the existing prescription drop-off program	Determine additional locations	By end of 2016
Goal 5 – Utilize local higher educational institutions to involve participants in reducing waste	Strategy 5a – Establish ongoing internship and project opportunities for students to help support implementation of strategies in the Plan	Expansion of internship and project opportunities	By end of 2014
	Strategy 5b – Meet with Pacific University Center for Civic Engagement Director to provide a list of service learning opportunities for students	List of opportunities on CCE web site with 2 to 5 students participating	

Possible Partners: Waste Management Forest Grove Transfer Station, Metro Master Recyclers Program, Forest Grove Police and Fire Departments, Forest Grove Farmers Market, Pacific University, Far West Fibers, New Earth Farms, B-Street Farm, Center for a Sustainable Society, Forest Grove School District, Forest Grove Chamber of Commerce, local churches and service organizations, Habitat for Humanity ReStore, Metro Regional Illegal Dumping patrol, SOLVE, Tualatin Riverkeepers, Poison Hot Line, Backyard Burning Schedule, Animal Control, SWATCO, Washington County Recycle at Work, etc.

Energy Conservation and Green Building Action Plan

Vision - Forest Grove is a leader in the support of green building practices and the promotion of energy and natural resource conservation.

Goals	Strategies	Measures	Timeframes
Goal 1 – Implement and maintain an ongoing education campaign on the individual economic benefits of energy conservation and reduced resource consumption.	Strategy 1a – As a demonstration, conduct an energy audit and then retrofit an older home for energy conservation, choosing a suite of strategies that, in aggregate, return 20% annually of the initial capital cost (\$1,000 investment saves \$200 in utility bills annually)	Publish the results of the demonstration project, reaching 100% of all homes	Publish results by 2015
	Strategy 1b - Educate the community about the availability of Oregon lifetime \$1,500 tax credits for energy conservation measures	Publish information in utility bill insert, local newspapers, talks to local groups	Info about energy tax credit in utility bill inserts annually
	Strategy 1c – Educate the community about federal tax credits for geothermal heat pumps, residential wind turbines, solar hot water and electric systems	Publish information in utility bill insert, local newspapers, talks to local groups	5 newspaper articles & talks to groups annually
	Strategy 1d – Foreground energy conservation on the city website	Revise city website	Completed by December 2014
	Strategy 1e – Provide energy conservation tips in the Utility bill inserts	Utility bill insert contains energy conservation tips	Info in 4 utility bill inserts per year
Goal 2 – Retrofit 100% of older, single and multifamily housing stock with energy conservation measures	Strategy 2a – Work with local banks on financing projects for homeowners and apartment owners	Have City Light and Power do a survey of households to find out the percentage that have implemented conservation strategies	100% retrofit by 2020
	Strategy 2b – Work with Energy Trust on homes that use Northwest Natural gas for heating, taking advantage of incentive grants		Ongoing
	Strategy 2c – Have City L&P implement a program to replace residential and commercial mercury thermostats and other non-programmable thermostats with programmable thermostats. Perhaps do this in cooperation with BPA and Metro, with the city or contractors installing the thermostats	Report the numbers of changed out thermostats. Include a question about programmable thermostats in the survey for Goal 2.	Annual report
	Strategy 2d – Require return of old thermostats and installation of programmable thermostats as a condition of home sales. (Check the legality of this.)	Report the number of returned thermostats	Annual report
Goal 3 – Reduce energy used by buildings in both new and retrofit construction	Strategy 3a – Rigidly enforce the statewide energy building code for new and retrofit construction		Ongoing
	Strategy 3b – Develop a point system and a sliding reduced-fee schedule for energy performance beyond minimum code requirements	Point system and sliding reduced-fee schedule developed	Published by 2015
	Strategy 3c – Publicize construction companies that build beyond minimum code requirements	List of companies published	Published by December 2014

	Strategy 3d - Educate consumers and builders about the individual economic value of investments in energy conservation		Ongoing
	Strategy 3e – Work with regional home appraisers to include insulation and other energy conservation measures in their analyses		
Goal 4 – Reduce energy used for lighting	Strategy 4a – Replace city lighting with fluorescents and LEDs	100% of city lighting is fluorescents or LEDs	By 2018
	Strategy 4b – Replace incandescent bulbs in single and multifamily homes	Replace in 80% of single and multifamily homes	By 2020
	Strategy 4c – Educate the community about the importance of safe disposal of fluorescent bulbs.	Publish information in utility bill insert, local newspapers, talks to local groups	By end of 2014
	Strategy 4d – As the price of LEDs drop, educate the community about them as an economic alternative to CFLs	Info in utility bill inserts	Ongoing
	Strategy 4e – Use the information from the International Dark-Sky Association and similar organizations to decrease city’s use of nighttime lighting	Have City Light and Power conduct a report of energy for street lighting	By July 2015
Goal 5 – Implement a financially feasible program to add solar domestic hot water in residences	Strategy 5a – Have City Light and Power implement a bulk purchase solar hot water heater program	City Light and Power reports number of solar hot water installations and the percent of total housing stock using solar hot water	December 2015
	Strategy 5b – City develops an incentive program to encourage installation of solar hot water systems		
	Strategy 5c – City works with local banks to help with financing of solar hot water projects		
Goal 6 – Reduce Greenhouse gas production in the community	Strategy 6a – Update the Greenhouse gas inventory.	Conduct a Greenhouse gas survey	Every three years
	Strategy 6b – Obtain a more precise emissions factor for electricity consumption, working with EPA and other analysts		By 2015
	Strategy 6c – Calculate the amount of carbon sequestration in the 4,700-acre municipal forest		By end of 2014
Goal 7 – Investigate other sources of energy production	Strategy 7a – Investigate power generation by the city		By 2016
	Strategy 7b – Investigate the feasibility of power generation by individuals and businesses		

Possible Partners: City of Forest Grove, Pacific University, Centro Cultural, Adelante Mujeres, Forest Grove School District, Energy Trust of Oregon, Metro, Bonneville Power Administration, Northwest Natural

Food Action Plan

Vision– Forest Grove will be a thriving food community in which all residents have the opportunity to grow, prepare and consume nutritious local food in order to support the health of the land and its people.

Goals	Strategies	Measures	Timeframes
Goal 1 - Develop partnership systems to sustainably feed all Forest Grove area people experiencing ongoing hunger	Strategy 1a – Create a draft document to be used in assessing hunger in our community. Support the Oregon Food Bank and Community Food Assessment.	Draft document created	July 1, 2014
	Strategy 1b – Report out the results of the community food assessment completed by Oregon Food Bank	Base assessment completed and distributed	Report by July 1, 2015; update every two years
	Strategy 1c - Work with state and regional food programs, agencies and anti-hunger organizations to increase access to nutritious, safe and adequate food by all residents experiencing ongoing hunger	Connect local food agencies/religious organizations/community groups	Report to public by July 2017
	Strategy 1d - Work to eradicate issues of continuing hunger by implementing proposed methods as outlined in “A Place At the Table” documents. (<i>A Place At the Table</i> , Peter Pringle, Editor. NY: Public Affairs Books, copyright 2013)	Report progress to public via local and regional media	Report on progress in local media by July 2015; update every two years
Goal 2 - Develop school gardens and nutrition education programs at every Forest Grove public school	Strategy 2a - Develop curricula to be used by appropriate grades; See Healthy Kids Curriculum from OSU Extension Service	Curricula developed and in place at a minimum of 5 local schools	Media report by July 2015
	Strategy 2b – Determine the funding and the funding sources needed to establish and maintain gardens	Compile a list of grants and funding sources	Report out by July 2014
	Strategy 2c – Determine needed personnel	Personnel chosen	By July 2014
	Strategy 2d – Develop workable timelines and contracts with local farmers and gardeners to provide year-round food directly to local schools	Contracts signed with Oregon Farm to School Program	Grant deadline July 31, 2014
Goal 3 – Increase the use of sustainably grown, local food	Strategy 3a – Review local land use policies to establish needed changes to allow for more sustainably grown local food. Compare local policies with established models for sustainable agriculture	Have a draft of the local land use policies including recommended changes	Draft completed by July 1, 2014
	Strategy 3b - Form a subcommittee to focus on a food co-op. Investigate past history of success and problems with former Forest Grove Food Co-op	Subcommittee reports history of FG Food Co-op	July 1, 2014
	Strategy 3c - Have two meetings with food co-ops in the Portland Metro region to explore development of a food co-op	Report result of meetings	July 1, 2014
	Strategy 3d - Establish a Community Gleaning Project, based on the Portland Fruit Tree Project and Leda Glastonbury’s PU Senior Capstone Project.	Draft of plan written by April 30, 2014	Functioning project by August 1, 2014
	Strategy 3e – Establish at least six community gardens	Project report by July 1, 2014	Six gardens functioning by July 1, 2015

Goal 4- Develop year-round farmers market in the Forest Grove area	Strategy 4 – Bring together personnel from all pertinent organizations and agencies to build agreements and contracts to open year-round farmers market in the Forest Grove area	Visit other year-round farmers markets. Open a local year-round farmers market	Visits completed by August 2014; Open year-round market by May 1, 2015
Goal 5 - Develop and implement adequate local community kitchens for increasing micro-enterprise development and teaching/learning food preparation and processing	Strategy 5a – Provide at least four area community kitchens available for continuing use as teaching sites and small business development resources	Determine existing community kitchens available for this program	Report progress by July 1, 2014; Kitchens functioning by July 1, 2015
	Strategy 5b - Hire a kitchen managerial team to design a strong program for supporting the kitchens	Manager hired and a program has been designed	By December 31, 2014
	Strategy 5c – Provide opportunities for workshops and courses for teaching/learning about food processing and preparation for at-home cooking	Local community kitchens are functioning as sites for continuing food-related workshops	By July 1, 2015
Goal 6 - Support new farmers	Strategies 6a – In the existing video promoting Forest Grove, include farming, agriculture, farm bed and breakfasts, and agritourism.	Update the City of Forest Grove website and promotional materials	By July 1, 2015
	Strategy 6b – Have farmer mixers to develop locally designed new-farmer opportunities	Have four mixers during each of the next three years at community auditorium, Forest Grove Senior & Community Center, Forest Grove Grange #282, and North Plains Jesse Mays Community Center	Begin by 2014; in January, April, August and November
	Strategy 6c – Partner with Friends of Family Farmers’ iFarm programs and other related organizations. This will strengthen opportunities for new farmers to access farmland, tools, equipment, adequate funding and critical, continuing mentoring. (www.friendsoffamilyfarmers.org/iFarm)		

Possible partners: Dairy Creek Community Food Web, Adelante Mujeres, City of Forest Grove, Forest Grove School District, Forest Grove Senior and Community Center, North Plains Community Center, The News-Times and the Forest Grove Leader, Pacific University, local churches, Community Matters, Forest Grove Grange #282, The Oregon Food Bank, Committee for Citizen Involvement, The Portland Fruit Tree Project, Kitchen Commons (Portland community kitchens), local service groups such as Elks, Lions, Masons, Odd Fellows; Oregon State University - Extension Service: Master Gardeners/Master Food Preservers, Forest Grove Community Gardens, local and regional health organizations such as Tuality Healthcare, Kaiser Permanente, and Providence Healthcare; Friends of Family Farmers, North Plains Farmers Market, Cornelius Farmers Market, City of North Plains, Forest Grove/Cornelius Chamber of Commerce, North Plains Chamber of Commerce, Columbia Grange, area farmers.

Social Equity Action Plan

Vision – Forest Grove welcomes and supports equitable and sustainable opportunities for all community members by providing the means for human needs to be met.			
Goals	Strategies	Measures	Timeframes
Goal 1 – Support equitable access to opportunities and the distribution of resources	Strategy 1a – Draft an abstract or white paper to present at a City Council meeting with ideas for effective bilingual services needed (signage and utility notices in Spanish; interpretation services for meetings, police and fire dept. notices; recruit bilingual staff)	Interpretation and childcare services available at public meetings. Signage, utility notices, etc., available bilingually	By 2015
	Strategy 1b - Advocate for equitable access at the city and county level, as well as private and non-profit sectors	Survey the community to assess city livability, opportunities and resources	By June 2014
	Strategy 1c – Create more opportunities for civic engagement in the arts and in recreation. Promote more involvement to help meet the needs of low-income, minorities, youth, seniors, and other underserved populations		
	Strategy 1d – Improve access to affordable health care by supporting the marketing of local health care services such as the Virginia Garcia Memorial Health Clinic	Survey the community to indicate increased access to affordable health care	By 2017
Goal 2 – Increase sustainability of local businesses and support small business development	Strategy 2a – Support education and incentives for local businesses regarding sustainable practices	Sustainable practices of local businesses increase per yearly surveys; Recognition program of businesses is established	By 2016
	Strategy 2b – Examine current policies that affect small businesses	Survey to assess small business satisfaction in terms of starting and/or expanding small businesses in Forest Grove	By June 2014
	Strategy 2c – Address obstacles that exist for small businesses to start and expand	Increase small local businesses by 20%, from 2013 baseline data	By 2017
	Strategy 2d – Encourage the City of Forest Grove to develop a marketing identity to support small, sustainable businesses and tourism	Sustainability is incorporated into the city's marketing strategy	By 2015
Goal 3 – Increase the sustainable living wage of Forest Grove residents	Strategy 3a – Support local workforce training efforts to serve individuals who are seeking employment and/or increased job skills	Increase living wage jobs by 15%, from baseline of 2013 data	By 2020
	Strategy 3b – Promote partnerships among community entities such as the Library, Workforce Development Centers, PCC, etc.	Increase availability and accessibility of employment-related services	By 2017
Goal 4 – Strengthen the representation and civic engagement of all people in	Strategy 4a – Identify barriers to civic engagement among underserved populations in Forest Grove, with input from community-based organizations	Primary barriers identified, plan in place for addressing barriers	By June 2014

the Sustainability Committee's efforts and the decision-making process of city-wide issues	Strategy 4b – Work with community groups and organizations who serve Latino and other underserved populations to address barriers to civic engagement and public service access.	Demographic data on community engagement, including representation at public forums, city-wide committees, and in leadership roles	By 2015
	Strategy 4c – Increase representation from the Latino community and other underserved populations on the Committee for Citizen Involvement	Demographics of CCI more closely reflect city-wide demographics	By 2015
	Strategy 4d – Establish a Forest Grove City staff Social Equity Committee (comparable to the City Safety Committee) that would examine barriers to service within the city and improve the quality of life for all community members	Establishment of a FG City staff Social Equity Committee	By June 2014
Goal 5 – Promote and increase affordable housing	Strategy 5a – Advertise Bienestar's work	Survey community members and community-based organizations about the availability of adequate affordable housing	By 2020
	Strategy 5b – Work with the City of Forest Grove Planning Commission to encourage the adoption of building more mixed use and affordable housing units within the city		
	Strategy 5c – Work across public and private sectors to increase access to affordable housing		

Possible Partners: Forest Grove Economic Development Director, Forest Grove Chamber of Commerce, City of Forest Grove departments, Committee for Citizen Involvement, Washington County Cooperative Library System, Washington County Commission on Children and Families, Community Action, FG Senior and Community Center, FG School District, FG Family Resource Center, FG Community School, Oregon Child Development Coalition (OCDC), Pacific University (Residence Life, Centers for Civic Engagement, Gender Equity, and Diversity), Small Business Administration, Local businesses, Adelante Mujeres, Centro Cultural, Washington County Housing Authority, Bienestar and other affordable housing agencies, Service clubs, Coalition for a Livable Future

Grants and ideas for funding: Community Development foundations, Small Business Administration, Foundations that support social sustainability efforts, Affordable housing agencies, Coalition for a Livable Future, FG Public Arts Commission (for free public arts programming with special consideration for underserved populations)

Natural Resources Action Plan

Vision- The residents of Forest Grove demonstrate good stewardship of our natural resources by preserving the health of our watershed, forest, air, and greenspace for future generations.

Goals	Strategies	Measures	Timeframes
Goal 1 - Increase the amount of tree canopy while planting species adapted to this area	Strategy 1a - Develop a master plan identifying areas for additional tree planting, as well as long-term needs for conversion to more appropriate species or mix of ages	Five percent increase in tree canopy, completion of master urban forest plan	Canopy increase by 2018; Master Tree Plan completed by 2016
Goal 2 - Reduce average per capita water consumption	Strategy 2a - Encourage the use of low flow shower heads and toilets	Five percent reduction in per capita water consumption	By 2018
	Strategy 2b - Encourage the planting of native plant species that require less water		
	Strategy 2c - Support the efforts of Clean Water Services and the Friends of Fernhill Wetlands in their water conservation efforts		
	Strategy 2d - Encourage the use of drip irrigation systems or other means to reduce household outdoor water use		
Goal 3 - Increase the amount of park/natural areas	Strategy 2e - Encourage the use of rain sensors with outdoor sprinkler systems	Two percent increase in greenspace or parks, increase number of partnerships developed or renewed	By 2018
	Strategy 3a - Identify additional sites for natural area restoration (such as adding to the Forest Grove City Watershed)		
	Strategy 3b - Develop partnerships for funding acquisitions for new, or enhancement of existing park/natural areas.		
Strategy 3c - Support the efforts of Clean Water Services and the City of Forest Grove's Forestry Commission and Parks and Recreation	Goal 4 - Continue to support the restoration of natural areas such as Fern Hill Wetlands	Increase participation in events initiated by Friends of Fernhill Wetlands and other conservation nonprofits	Ongoing
Goal 5 - Reduce the use of pesticides and herbicides	Strategy 5a - Support the efforts of Clean Water Services and the City of Forest Grove to reduce environmental toxins	Five percent reduction in use of pesticides and herbicides. Advertise and support Household Hazardous Waste events	By 2018
	Strategy 5b - Promote existing education organizations such as Natural Resources Conservation Service and Master Gardeners		

Goal 6 – Inform and educate the residents of Forest Grove on the benefits, care, and maintenance of trees for aesthetics, shade, and carbon storage.	Strategy 6a - Develop (or use existing programs such as Tree School) an education program about the benefits of city trees (carbon, shade, aesthetics etc.)	Development and implementation of outreach or education materials and programs	By 2015
	Strategy 6b - Develop an education program for the proper care of trees (pruning, planting, maintenance)		
Goal 7 – Improve air quality	Strategy 7a – Reduce the amount of backyard burning		Ongoing
	Strategy 7b – Encourage the use of mass transit	Support the marketing of Grovelink and TriMet	Ongoing

Possible Partners: Metro, Friends of Fernhill Wetlands, Pacific University, Forest Grove Forestry Commission, Forest Grove Parks and Recreation Commission, City of Forest Grove, Tualatin Valley Watershed Council, Tualatin Riverkeepers, Oregon Environmental Center, Water Master, Soil and Water Conservation District

Transportation Action Plan

Vision – Forest Grove has a safe, affordable, reliable, sustainable, and connected transportation system that is energy efficient while supporting all transportation modes.			
Goals	Strategies	Measures	Timeframes
Goal 1 – To make mass transportation more accessible to a larger portion of the community	Strategy 1a – Work with Forest Grove City Council and city staff on the current city bus proposals by providing input on the planning and execution of proposals in progress	Increase ridership of TriMet/Ride Connection buses by 35%	By end of 2014
Goal 2 – Increase the use of bicycle transportation	Strategy 2a – Partner with Metro Councilors to further explore plans for several new bike trails like the Council Creek Trail	Increase miles of trails for bicyclists and pedestrians	Ongoing
	Strategy 2b – Participate with the Quarterly Trails Forum to assist in carrying out plans for new bike trails like the Council Creek Trail	Increase miles of trails for bicyclists and pedestrians	Ongoing
	Strategy 2c – Promote the use of the new covered bike racks in Forest Grove by providing brochures at the Wednesday Market, in the utility bill, at First Friday, and other community gatherings	Increased use of the racks by residents	By end of 2013
	Strategy 2d – Publicize bike trails and covered bike racks on bike websites	Increase use of bicycle transportation by 25%	By end of 2015
	Strategy 2e – Create a spreadsheet or listing of all currently planned or funded bike/pedestrian enhancement projects with contact information, trail name, map, completion date	Aids in tracking all of the entities promoting expansion of bike trails in the area. Increases communication with these groups	By June 16, 2013
Goal 3 – Increase the safety of bicycling in Forest Grove	Strategy 3a – Increase the number of useable bike paths	Decrease the reported bicycle accidents in Forest Grove by 20%	By end of 2015
		Increase in the number of useable bike paths by 20%	By end of 2015
	Strategy 3b – Reduce the speed limit in Forest Grove on Pacific and 19 th Aves to 25mph.	No cycling accidents reported in the next five years in Forest Grove	By end of 2015
	Strategy 3c – Create more bike lanes on existing roads	No cycling accidents reported in the next five years in Forest Grove	By end of 2018
	Strategy 3d – Work with the Forest Grove City Planning Department to create a safe bike/pedestrian crossing over Hwy 47 (near Maple St.)	No cycling accidents reported in the next five years in Forest Grove	By end of 2018
Goal 4 – Retrofit electric car charging station with plugs/adapters to fit all types of cars and electric bicycles.	Strategy 4a – Work with the Forest Grove City Planning Department and Forest Grove Light and Power to add adapters that will fit all electric cars and bicycles including ones not currently supported	Increased ability of electric car drivers and bicyclists in to utilize current charging stations	By end of 2015

Goal 5 – Add peak hour express buses from Forest Grove to Hillsboro Transit Center	Strategy 5a – Work with TriMet and the Forest Grove City Council to introduce a pilot program for Line 57 express bus route from Forest Grove to Hillsboro TC during peak hours	Faster service to Hillsboro will attract more ridership on bus/max and reduce the amount of autos on the roads	By 2014
Goal 6 –Expand light rail to Forest Grove	Strategy 6a – Draft a statement of support to TriMet regarding expansion of light rail from Hillsboro to Forest Grove	Expansion of MAX into Forest Grove	By 2020
	Strategy 6b – Utilize the help of the Forest Grove City Council and form a committee of residents to lobby for this expansion		
Goal 7 – Fit new city vehicles and Ride Connection buses to run on electric power	Strategy 7a – Meet with TriMet and Ride Connection staff to encourage purchasing new vehicles equipped with electric power	Cleaner air for Forest Grove and all areas they serve	By 2020
Goal 8 –Encourage the City of Forest Grove to acquire electric or hybrid vehicles	Strategy 8a –Set up a meeting with City staff to encourage purchasing hybrid or electric vehicles within their new acquisitions	New vehicles acquired are hybrids or electric powered	By 2018

Possible Partners: Metro Councilors, Forest Grove City Council, Forest Grove City Staff, Emerald Bike Path, TriMet, Ride Connection, Quarterly Trails Forum, Council Creek Trail, Bicycle Transportation Alliance, Forest Grove Light and Power, Washington Country Transportation Alliance, Forest Grove Farmer’s Market



Appendix

As part of the effort to create a more sustainable Forest Grove, the City hired an intern, Kiersten Iwai, to assess the current social, economic, and environmental conditions of the City and community.

The following reports are available at <http://www.forestgrove-or.gov/city-hall/community-development-sustainability.html>

1. Inventory of sustainability-related organizations in the Forest Grove community
2. Water Consumption Assessment Report with recommendations
3. Energy Assessment Report with recommendations
4. Socio-Economic Assessment Report
5. Municipal Greenhouse Gas Emissions Inventory

Acknowledgements

Elaine Cole, PhD in Sustainability led us with expertise, finesse, skill, compassion, and passion. Early on after the Ad Hoc Sustainability Committee formed in October, 2011, we, as a group, looked for someone in our Committee to volunteer to guide, lead, coordinate, plan presentations for the Summits and Annual Town Hall meeting, take notes if no else volunteered, and make sure they got distributed. Elaine Cole worked well with Jon Holan, Community Development Director, to do all of that.

Thank you Elaine and Jon

If you are interested in working with the Forest Grove Ad Hoc Sustainability Committee on this important effort, please contact Elaine Cole, elainecole11@gmail.com.



Date: October 28, 2013

Establishment of Forest Grove Sustainability Commission

PROJECT TEAM: Jon Holan, Community Development Director
Michael J. Sykes, City Manager

ISSUE STATEMENT: Request is for the City Council to adopt the attached resolution to establish a new City of Forest Grove Sustainability Commission.

BACKGROUND: Earlier this year the City Council adopted its goals and objectives for the upcoming year. One of the objectives was to form a City Commission on Sustainability. The chief purpose of the Commission is to carry forward the efforts of the Ad Hoc Committee on Sustainability. The Committee since its formation in October, 2011 has focused on developing a Mission Statement, conducting a SWOT analysis on sustainability, identifying key stakeholders in the community and developing the Forest Grove Sustainability Action Plan.

The purpose of the Commission is to carry out Sustainability Action Plan and perform other tasks related to sustainability. Its power and duties are to advise the City Council on sustainability related matters and to:

- (1) Make recommendations to the Council and City Manager for strategies or actions designed to implement the Strategic Sustainability Action Plan and any subsequent updates endorsed by the City Council;
- (2) Present an annual work plan and meets with the City Council to secure approval of the work plan;
- (3) Propose changes to the Strategic Sustainability Action Plan, as deemed necessary, and seeks endorsement by the City Council;

- (4) Provide a forum for addressing public concerns related to sustainable policies and practices;
- (5) Work on sustainability-related projects as directed by the Council and City Manager;
- (6) Provide input on sustainability policies and practices that reflect community values; and
- (7) Assist the City Council and City Manager in balancing community priorities and resources by advising them on sustainability issues.

The Commission would be composed of thirteen members selected by the Council from the following categories:

- (1) Pacific University
- (2) Non-profit public service organizations (e.g. Adelante Mujeres, faith-based organization, CAO)
- (3) Clean Water Services
- (4) Forest Grove School District
- (5) Students of Pacific University and Forest Grove High School
- (6) Persons with a demonstrated interest in sustainable business practices, building and design, energy conservation or alternative energy sources
- (7) Educators
- (8) Persons with a diversity of ethnic and cultural affiliations
- (9) Persons with diverse economic backgrounds and interests
- (10) Members of community or neighborhood groups

Not all groups need to be represented and more than one person could be selected from a particular group. As with other city commissions and boards, the City Council would appoint a City Councilor as liaison. Due to the size and activities envisioned for the Commission, the bylaws require only four meetings per year although the Commission could decide to meet more often. Staffing the Commission would be determined by the City Manager.

FISCAL IMPACT: The potential fiscal impact cannot yet be determined. However, it will require staff resources to support the Commission and carry out activities directed by the group.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached Resolution establishing the Forest Grove Sustainability Commission and Bylaws as provided in the attached Exhibit A.



RESOLUTION NO. 2013-69

**RESOLUTION ESTABLISHING THE FOREST GROVE
SUSTAINABILITY COMMISSION AND BYLAWS
AND AMENDING RESOLUTION NO. 2006-10**

WHEREAS, Resolution No. 2006-10 sets the policy to establish boards, commissions; and committees; and

WHEREAS, citizens formed an Ad Hoc Committee on Sustainability in October, 2011; and

WHEREAS, the Ad Hoc Committee as one of its tasks, developed a program to identify sustainability efforts in the community; and

WHEREAS, the City Council has recognized the need to continue sustainability efforts for the City of Forest Grove by identifying the establishment of a City Sustainability Commission as part of its work program for Fiscal Year 2013/2014.

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

Section 1. That the Forest Grove Sustainability Commission is hereby established by City Council.

Section 2. That the purpose and objectives of the Forest Grove Sustainability Commission and Bylaws are hereby adopted as provided in the attached Exhibit A.

Section 3. That Resolution No. 2006-10 is hereby amended to add the Forest Grove Sustainability Commission, which will consist of thirteen members with four-year terms.

Section 4. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 28th day of October, 2013.

Anna Ruggles, City Recorder

APPROVED by the Mayor this 28th day of October, 2013

Peter B. Truax, Mayor

FOREST GROVE SUSTAINABILITY COMMISSION

I. PREFACE

The Forest Grove Sustainability Commission is a City advisory board composed of persons having interest or involvement in the three aspects of sustainability: environment, economic and social. As a City commission, it advises and makes recommendations to the City Council on sustainability-related matters.

The following includes a purpose and mission statement for the commission that was adopted by the Ad hoc Committee on Sustainability. Bylaws are included that follow the same outline as other City boards and commissions.

The following does not address possible support or contributions by other organizations with sustainability programs. An example is the Center for a Sustainable Society at Pacific University to share in administrative support. Another possibility is for the Center or professors from time-to-time to share any research or findings they have found related to sustainability.

II. PURPOSE

The City of Forest Grove recognizes that sustainability is essential for the continued livability of the planet. While a global concern, solutions at the local level are critical. The Sustainability Commission is responsible for helping to implement the strategies outlined in the Forest Grove Sustainability Action Plan dated October 15, 2013, accepted by Council Resolution No. 2013-69 on October 28, 2013. This responsibility, to the extent possible, includes not only the City of Forest Grove as an organization but also other institutions and groups in the community. The Commission is also responsible to pursue other efforts related to sustainability beyond the Action Plan.

III. MISSION STATEMENT

The people of Forest Grove are committed to improving the quality of life in our community by providing stewardship of our economic, social, environmental and cultural resources in a manner that is equitable for all present and future generations.

The City of Forest Grove recognizes its responsibility to:

- Provide efficient, equitable and responsible access to and use of social, economic and natural resources;

- Use resources cost-effectively while ensuring they are used no faster than they can be replenished through natural systems;
- Assure that the benefits and costs of society are equitably distributed throughout the community;
- Consider the long-term environmental, economic and social impacts of our actions;
- Promote education and awareness of the benefits of sustainable practices to enhance the community;
- Support citizens, organizations, businesses and neighborhoods, both within and outside the community, to invest in sustainability and continually improve their practices and environments;
- Prioritize long-term needs over short-term gains to ensure that the resources necessary to sustain life are available now and in the future.

**FOREST GROVE SUSTAINABILITY COMMISSION
BYLAWS**

- I. **PURPOSE.** The City of Forest Grove recognizes that sustainability is essential for the continued livability of the planet. While a global concern, solutions at the local level are critical. The Forest Grove Sustainability Commission is responsible for helping to implement the strategies outlined in the Forest Grove Sustainability Action Plan, dated October 15, 2013, accepted by Council Resolution No. 2013-69 on October 28, 2013. This responsibility, to the extent possible, includes not only the City of Forest Grove as an organization but also other institutions and groups in the community.
- II. **MEMBERSHIP.** The Forest Grove Sustainability Commission consists of thirteen (13) members appointed by the City Council. Members represent a diverse range of interests and experiences related to sustainability and are selected from, but are not limited to, the groups listed below. As long as the Commission is broad-based, not every group need be represented, and individual members may represent more than one group.
- (1) Pacific University
 - (2) Non-profit public service organizations (e.g. Adelante Mujeres, faith-based organization, CAO)
 - (3) Clean Water Services
 - (4) Forest Grove School District
 - (5) Students of Pacific University and Forest Grove High School
 - (6) Persons with a demonstrated interest in sustainable business practices, building and design, energy conservation or alternative energy sources
 - (7) Educators
 - (8) Persons with a diversity of ethnic and cultural affiliations
 - (9) Persons with diverse economic backgrounds and interests
 - (10) Members of community or neighborhood groups
- III. **TERMS OF OFFICE.** The term of office is four years with staggered terms; members may be reappointed. A member may be removed by the Council, after hearing, for misconduct or nonperformance of duty. A member who is absent from three consecutive scheduled meetings, without having been excused by the Chair, may be removed by the Council. Vacancies are filled by the Council for the unexpired term.

- IV. **OFFICERS.** At the first scheduled meeting in the calendar year, the Commission elects a Chair and Vice Chair who are voting members and who hold office at the pleasure of the Commission.

Secretary and Staff Support. The City Manager designates a lead department to provide administrative support to the Commission.

Annual Report. The Commission, on or before October 1 of each year, submits a report of its transactions to the Council.

Expenses. Commission members receive no compensation but may be reimbursed for duly authorized expenses.

Meetings and Rules. A majority of the Commission constitutes a quorum. The Commission meets as it deems necessary and meets upon the call of the Chair. The Commission meets not less than four times per year. The Commission may make and alter rules and regulations for its governance and procedures, consistent with the laws of this State and with the City Charter and ordinances.

- V. **POWERS AND DUTIES.** The Sustainability Commission is advisory to the Council and:

- (1) Makes recommendations to the Council and City Manager for strategies or actions designed to implement the Sustainability Action Plan and any subsequent updates endorsed by the City Council;
- (2) Presents an annual work plan and meets with the City Council to secure approval of the work plan;
- (3) Proposes changes to the Sustainability Action Plan, as deemed necessary, and seeks endorsement by the City Council;
- (4) Provides a forum for addressing public concerns related to sustainable policies and practices;
- (5) Works on sustainability-related projects as directed by the Council and City Manager;
- (6) Provides input on sustainability policies and practices that reflect community values;
- (7) Assists the City Council and City Manager in balancing community priorities and resources by advising them on sustainability issues.

October 28, 2013

**REPORT AND RESOLUTION AUTHORIZING EXECUTION OF A LABOR
AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND
THE FOREST GROVE PAID FIREFIGHTERS ASSOCIATION,
EFFECTIVE JULY 1, 2013 THROUGH JUNE 30, 2015**

Project Team: Michael Sykes, City Manger
Brenda Camilli, Human Resources Manager

ISSUE STATEMENT: The current labor agreement between the City of Forest Grove and the Forest Grove Paid Firefighters Association expired June 30, 2013. The parties have reach agreement on a subsequent labor agreement, which is attached as Exhibit A. It has been ratified by the Forest Grove Paid Firefighters Association members, and needs to be approved by the Council.

BACKGROUND: Representatives of the City of Forest Grove and Forest Grove Paid Firefighters Association have reached tentative agreement on certain modifications to the agreement summarized below, pending approval of the City Council. The substantive agreement modifications are as follows:

- Two year agreement.
- Cost of living adjustments were bargained for all classifications covered within the agreement at two point five percent (2.50%) each of the two years of the agreement effective 7/01/13.
- Agreement was made that the Association will participate in both a city-wide health insurance committee and a public safety retirement committee for the purposes of evaluating potential changes in structure and/or types of health plans offered by the City, and potential changes in retirement benefit structure for future public safety employees.

FISCAL IMPACT: The costs to implement this agreement are within the parameters set by Council and funds have been identified in the budget, and within the 5 year fiscal plan.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution authorizing the City Manager to execute the labor agreement between the City and FGPPA attached as Exhibit A, effective July 1, 2013, and expiring June 30, 2015.



RESOLUTION NO. 2013-70

**RESOLUTION AUTHORIZING EXECUTION OF A LABOR AGREEMENT
BETWEEN THE CITY OF FOREST GROVE AND FOREST GROVE
PAID FIREFIGHTER'S ASSOCIATION (FGPFA)
EFFECTIVE JULY 1, 2013, AND EXPIRING JUNE 30, 2015**

WHEREAS, representatives of the City of Forest Grove and Forest Grove Paid Firefighter's Association (FGPFA) have met in good faith and negotiated a labor agreement between both parties effective July 1, 2013, through June 30, 2015; and

WHEREAS, the labor agreement provides for certain compensation and fringe benefit adjustments.

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

Section 1: That the City Manager is authorized to execute the attached labor agreement (Exhibit A) between the City of Forest Grove and FGPFA.

Section 2: That the compensation plan contained in this agreement is approved, effective July 1, 2013, and expiring June 30, 2015.

Section 3: That the fringe benefits contained in this agreement are approved, effective July 1, 2013, and expiring June 30, 2015.

Section 4: This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 28th day of October, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of October, 2013.

Peter B. Truax, Mayor

AGREEMENT
BETWEEN THE
CITY OF FOREST GROVE, OREGON

AND

FOREST GROVE PAID FIREFIGHTER'S ASSOCIATION

JULY 1, 2013 TO JUNE 30, 2015

TABLE OF CONTENTS

ARTICLE 1 - RECOGNITION	3
ARTICLE 2 - MANAGEMENT RIGHTS	3
ARTICLE 3 - EMPLOYEE RIGHTS.....	4
ARTICLE 4 - PEACEFUL PERFORMANCE OF CITY SERVICE	5
ARTICLE 5 - ASSOCIATION SECURITY	5
ARTICLE 6 - HOURS OF WORK	5
ARTICLE 7 - OVERTIME.....	8
ARTICLE 8 - SICK LEAVE	8
ARTICLE 9 - ON-THE-JOB INJURY.....	9
ARTICLE 10 - LEAVE OF ABSENCE.....	10
ARTICLE 11 - OUTSIDE EMPLOYMENT	11
ARTICLE 12 - INSURANCE	11
ARTICLE 13 - RETIREMENT	12
ARTICLE 14 - VACATION	12
ARTICLE 15 - HOLIDAYS.....	13
ARTICLE 16 - MAXIMUM LEAVE TIME ACCRUAL.....	14
ARTICLE 17 - PROBATIONARY EMPLOYEES	14
ARTICLE 18 - SENIORITY	14
ARTICLE 19 - SUBSTANCE ABUSE POLICY	15
ARTICLE 20 - DISCIPLINARY ACTION	15
ARTICLE 21 - GRIEVANCE AND ARBITRATION	15
ARTICLE 22 - AGENTS OF THE ASSOCIATION.....	17
ARTICLE 23 - SCHEDULE "A" WAGES	17
ARTICLE 24 - INCENTIVE PAY	18
ARTICLE 25 - CLOTHING.....	19
ARTICLE 26 - BOOKS AND TUITION.....	20
ARTICLE 27 - WORKING RULES	20
ARTICLE 28 - SAFETY PROGRAM	20
ARTICLE 29 - PERSONNEL FILE.....	21
ARTICLE 30 - SAVINGS CLAUSE	21
ARTICLE 31 - TERMINATION.....	21
ARTICLE 32 - SCOPE OF AGREEMENT	21
ARTICLE 33 - UNION BUSINESS.....	22
ARTICLE 34 - CELL PHONE STIPEND.....	22
SIGNATURE PAGE	23
SCHEDULE "A" CLASSIFICATION & WAGES	24
SCHEDULE "B" SENIORITY LISTING.....	26
ATTACHMENT "A" NFPA 1582 MEDICAL EVALUATIONS.....	27

AGREEMENT

The City of Forest Grove, Oregon, hereinafter referred to as "the City" and the Forest Grove Paid Firefighter's Association, hereinafter referred to as "the Association", agree to be bound by the following terms and conditions relating to wages, hours and general working conditions during the term of this Agreement.

ARTICLE 1 - RECOGNITION

- 1.1 The City recognizes the Association as the sole and exclusive collective bargaining agent for the purpose of establishing salaries, wages, hours and other conditions of employment for all regular full-time employees in the following classifications:

Firefighter
Apparatus Operator
Fire Inspector I
Fire Inspector II
Fire Lieutenant
Fire Captain

When personnel are assigned to drive fire apparatus, they shall assume the working title of "Apparatus Operator" for the shift.

The parties agree that the re-titling of classifications will not result in compensation changes and that future wage comparisons will be based on job responsibilities and not solely on classification titles.

All other classifications and categories of employees, including temporary, part-time, confidential and supervisory, shall be excluded from this Agreement.

- 1.2 The City shall notify the Association of its decision to change any of the bargaining unit classifications listed above. If the successor classification is not significantly altered or changed from the existing classification, the new classification shall be automatically recognized as part of this Agreement.
- 1.3 New classes may be developed within the Fire Department by the City and a wage scale assigned thereto. The City shall forward a new class and wage scale to the Association for review of the wage scale. Within ten (10) days, the Association may request to bargain on the wage scale; but in any event, the City shall not be barred from implementing the position or positions during the term of negotiations.

ARTICLE 2 - MANAGEMENT RIGHTS

- 2.1 The Association recognizes and agrees that responsibility for management of the City and direction of its work force is vested solely in the City and responsible department heads. The Association recognizes and agrees that in order to fulfill

this responsibility, the City shall retain the exclusive right to exercise the regular and customary functions of management, including, but not limited to, determining the financial, budgetary, accounting and organizational policies and procedures of the City; directing the activities of the Fire Department; determining standards and levels of service and methods of operation, including subcontracting, and staffing levels; increasing, diminishing or changing departmental equipment including the introduction of new equipment; hiring, disciplining and discharging for just cause, training, laying off, recalling, transferring and promoting, including determining the procedures and standards thereof; disciplining and discharging probationary employees; maintaining the efficiency of employees; determining work schedules and assigning work; determining job content; determining the need for and scheduling of volunteers; taking all necessary action to carry out its mission in emergencies; and exercising any other right not specifically abridged by this Agreement.

- 2.2 Nothing in this clause shall have the effect of nullifying agreements entered into under other sections of this Agreement, provided that management rights and prerogatives, except where abridged by a specific provision of this Agreement, are not subject to the grievance procedure specified in Article 19. It is further agreed that the City retains all rights, powers, and privileges not expressly limited by a provision of this Agreement. Aside from the management rights preserved above, nothing in this Agreement shall be construed as a waiver of the Association's right to bargain any mandatory issues or changes that may rise during the course of this Agreement.

ARTICLE 3 - EMPLOYEE RIGHTS

- 3.1 It is recognized that employees have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of employee relations. Employees covered by this Agreement also shall have the right to refuse to join in the activities of the Association or any other employee organization. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against by the City or by the Association because of their exercise of these rights.
- 3.2 The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to race, color, religion, sex, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, veteran's status, medial condition, sexual orientation, Association affiliation or other status protected by state or federal law. The parties agree that nothing in this Agreement shall interfere with or restrict the City in its obligation to accommodate individuals with disabilities under federal and state law.
- 3.3 All references to employees in this Agreement designate both sexes and, whenever the male gender is used, it shall be construed to include male and female employees.

ARTICLE 4 - PEACEFUL PERFORMANCE OF CITY SERVICE

- 4.1 It is recognized that continuous and uninterrupted service by the City and its employees to the citizens, and orderly collective bargaining relations between the City and its employees being essential considerations of this Agreement, the Association agrees on behalf of itself and its members, individually and collectively, that there shall not be any strikes, picketing, boycotting, work stoppages, sit downs, or slow-down strikes, or a concerted refusal to render services or to work including overtime or any other curtailment or restriction of work at any time during the term of this Agreement.
- 4.2 In the event of a violation of this Article by the Association and/or the employees, the Employer may, in addition to other remedies, discipline such employees up to and including discharge.
- 4.3 There shall be no lockout of employees in the bargaining unit by the City as a consequence of any dispute arising during the period of this Agreement.

ARTICLE 5 - ASSOCIATION SECURITY

- 5.1 Membership or non-membership in the Association shall be the individual choice of the employees covered by this Agreement. Employees who are not members of the Association shall make payments in lieu of dues to the Association. Such payments shall be in an amount determined by the Association in accordance with constitutional and statutory requirements.
- 5.2 An employee who is a member of a church or religious body having bona fide religious tenets or teachings which prohibit association with a labor organization or the payment of dues to it shall pay an amount of money equivalent to the fair share amount described in Section 5.1. Such payment shall be made to a non-religious charity or another charitable organization mutually agreed upon by the employee affected and the Association. The employee shall furnish written proof to his employer that payment has been made.
- 5.3 The City agrees to deduct Association dues or "fair share" from the paycheck of each employee covered by this Agreement. The amounts to be deducted shall be certified to the City by the Association by the fifteenth (15th) day of the month for the succeeding month. The City shall not be held liable for check off error, but, upon written notification from the Association, shall make proper adjustments as soon as practicable. The Association agrees to indemnify and hold the City harmless from any action arising from this article.

ARTICLE 6 - HOURS OF WORK

- 6.1 The standard work period for twenty-four (24) hour shift employees covered by this Agreement shall be 27 days, consisting of 24 hours on-duty followed by 48 hours off-duty. Shift start time for these employee shall be 0730 hours. Forty

(40) hour employees shall be assigned a schedule normally consisting of five (5) eight (8) hour days.

6.2 In the event of budgetary or personnel shortages, the Chief or his designee may establish one of the following alternate schedules:

1. A 56-hour workweek made up of nine 24-hour shifts (starting at 0730 hours) in a 27-day FLSA cycle.
2. A 40-hour work week consisting of four (4) 10-hour days with four (4) consecutive days on and three (3) consecutive days off or five (5) 8-hour days with five (5) consecutive days on and two (2) consecutive days off.
3. Any other schedule mutually agreed upon by the Chief and the Association.

None of the foregoing shall be construed as to prohibit the establishment of an appropriate light-duty assignment for any employee temporarily debilitated by illness or injury.

New hires may be assigned a 40-hour week schedule as described in #2 above at the discretion of the Chief or his designee.

6.3 Temporary firefighters may cover short term needs to fill vacancies as the 4th career staff firefighter for long term disability of the same career staff firefighter for four or more consecutive shifts, and for educational coverage. Temporary firefighters may work a maximum of 1024 hrs in a 12 month period, and there will only be one temporary firefighter on duty per shift.

Temporary firefighters may also be used for duties such as (but not limited to):

- Building maintenance
- Hydrant maintenance
- Apparatus maintenance
- Department errands
- Community risk reduction programs /standby events

Temporary firefighters may drive:

- Rescue
- Type VI brush rigs
- Staff vehicles

Temporary firefighters may not drive on emergency response the following vehicles:

- Fire engines
- Ladder trucks
- Water tenders
- Heavy Brush (Type III) units

Hiring of a temporary firefighter for long term disability will be at the sole discretion of the Fire Chief. Hiring a temporary firefighter for educational coverage will be at the discretion of the shift officer.

6.4 Relief shifts shall be scheduled according to seniority in the following manner:

1. Starting from the most senior employee in a job class and through the least senior, the shift or hours of a shift needing coverage shall be offered.
2. Relief shift or hours of a shift worked shall be tallied, and this tally will determine the employee's position on the relief shift rotation list.
3. Subsequent relief shifts or hours needed to cover a shift shall be offered to the employee in the affected classification with the least total hours.
4. The tally of hours worked on relief shall be zeroed out at the beginning of a ratified contract.

6.5 Employees shall be assigned to one of the preceding work schedules by the Fire Chief or designee, and may be reassigned consistent with operational requirements. Work schedules showing shift, work day, and hours assigned shall be posted.

6.6 Between the hours of 800 and 1200, all employees' work schedules shall provide for a fifteen (15) minute rest period. Between the hours of 1300 and 1700, all employees' work schedules shall provide for a fifteen (15) minute rest period. Rest periods shall be scheduled when feasible.

6.7 When fire suppression personnel are subjected to fire combat duty of at least two (2) hours, the Fire Chief or designee may authorize the provision of an appropriate meal for affected personnel.

6.8 The trading of shifts shall be permitted with prior notification to and approval of the Fire Chief or designee and provided that all trades must be completed within twelve (12) months. The Fire Chief or designee may approve exceptions to trade shifts on a case by case basis if operational requirements warrant. No trade shift shall result in any cost to the City where such cost would be controllable. The City reserves the right to limit trade shifts to no more than two sequential shifts. A minimum of one ALS (Paramedic) unit must be staffed on each shift for the purpose of trade shifts.

In the event that a shift will be working short one or more members for an extended amount of time, that open position will become available for other Association members on other shifts to trade into. Trades into that open shift will occur in accordance with current shift trading policies.

ARTICLE 7 - OVERTIME

- 7.1 The City shall have the right to assign overtime work as required in a manner consistent with the requirements of the Fire Department.
- 7.2 Employees assigned to work 24-48 shifts shall be compensated at a rate of one and one-half their rate of pay for hours worked in excess of 204 hours in a 27-day cycle. Forty (40) hour employees shall be compensated at a rate of one and one-half (1 1/2) their rate of pay for hours worked in excess of forty (40) in a one (1) week pay period. Time off for vacation, holiday or sick leave shall not be included as hours worked for purposes of computing overtime pay pursuant to the FLSA.
- 7.3 Employees assigned to a relief shift shall be compensated at one and one-half times their regular rate of pay when required to return to work, while off-duty, in response to an alarm.
- 7.4 Employees working 56 hours per week shall be paid at the overtime rate for hours worked or for a minimum of one (1) hour when called back to work on an off-duty day.
- 7.5 Overtime shall be computed to the nearest one-quarter (1/4) hour.
- 7.6 For the purpose of computing overtime to be paid in accordance with this Article, the effects of shift trading and regular shift reassignment shall not be included.
- 7.7 Off-duty employees required to report to court in connection with their official duties, as an employee of the City, shall receive a minimum of two (2) hours of compensation at their overtime rate or actual hours of work, whichever is greater. In order to be eligible for this compensation, employees shall be required to call the agency or person ordering the subpoena for an appropriate reporting time and report the information to their supervisor.
- 7.8 Any pay in excess of straight time for regularly scheduled work hours in excess of 204 hours in a 27-day FLSA cycle may be paid in the form of compensatory time. Compensatory time will be scheduled in accordance with current department practice.

ARTICLE 8 - SICK LEAVE

- 8.1 All regular fifty-six (56) hour week employees shall be entitled to sick leave benefits at the rate of eighteen (18) hours for each full month of service. The maximum accrual shall be 1,680 hours. Forty (40) hour employees shall be entitled to sick leave benefits at the rate of eight (8) hours per month for each full month of service. The maximum accrual shall be 1,200 hours.
- 8.2 When employees are terminated, all accrued sick leave credits shall be canceled.

- 8.3 The City may require acknowledgment from the employee's doctor with regard to time off due to illness or off the job injury. Employees falsifying their claim for sick leave shall be liable for disciplinary action by the City.
- 8.4 When an employee must be away from the job because of illness in the immediate family, such time off may be granted by the Fire Chief or designee on a day-to-day basis and charged against sick leave time on an hourly basis. If the absence becomes prolonged, such time off may be charged against accumulated vacation. Employees must keep their department head informed as to their status to qualify under this provision.
- 8.5 Under no circumstances shall the City grant an employee sick leave with pay for time off from City employment when injury resulted from employment with other than the City of Forest Grove.
- 8.6 Upon retirement of a twenty-four (24) hour employee, a dollar amount based on the following table shall be credited to the employee's retirement account:

Sick Leave Hours at Retirement	Percent of Conversion	Hours Paid at Retirement
up to 1,000	50%	up to 500
1,001 - 1,100	55%	550 – 605
1,101 - 1,200	60%	660 – 720
1,201 - 1,300	65%	780 – 845
1,301 - 1,440	70%	910 - 1,008

Upon retirement of a forty (40) hour employee, a dollar amount based on the following table shall be credited to the employees retirement account:

Sick Leave Hours at Retirement	Percent of Conversion	Hours Paid at Retirement
up to 700	50%	up to 350
701 - 775	55%	386 – 426
776 - 850	60%	466 – 510
851- 925	65%	553 – 601
926- 1000	70%	648 – 700

ARTICLE 9 - ON-THE-JOB INJURY

- 9.1 Association members who sustain an injury, illness, or accident compensable by Worker's Compensation and who are unable to perform their normal duties as a result of such injury, illness, or accident shall be compensated by the City's insurance carrier for the period of time loss.
- 9.2 The difference between the Worker's Compensation payments and the employee's regular, straight-time wages, less any payroll deductions, may be supplemented by the use of a pro-rated share of the employee's accrued leave

time until such leave time is exhausted. Whenever an employee receives a check from the City's insurance carrier, the Association member shall report the amount and the period which it represents to the City's payroll department.

- 9.3 It is in the mutual interest of the City and the Association to return an injured employee to work as soon as practicable. When possible, the City shall provide limited duty assignments within the department for injured employees. With the concurrence of the attending physician, an injured employee shall return to work in the limited duty assignment until such time as the Association member is released for normal duties. It is the intention of this sub-article 9.3 to provide a limited duty assignment for a reasonable period of time and not as an indefinite assignment.

ARTICLE 10 - LEAVE OF ABSENCE

- 10.1 In the event of the death of a member of an employee's immediate household, including wife, husband, same-sex domestic partner, parent, child or step child, child or step child of the same-sex domestic partner, the Fire Chief or designee shall grant leave with pay for shift employees not to exceed four (4) twenty-four hour (24) shifts and for Forty (40) hour employees not to exceed two (2) weeks.

In the event of the death of a sister, brother, grandchild, grandparent, and in-laws, the Fire Chief or designee shall grant leave with pay not to exceed two (2) twenty-four hour (24) shifts to provide sufficient time to make funeral arrangements if necessary and to attend the funeral. Forty (40) hour employees shall receive up to one (1) week of leave with pay.

Leave with pay up to four (4) hours may be granted when an employee serves as a pallbearer.

- 10.2 When an employee is called for jury duty or is subpoenaed as a witness as a result of his employment with the City, he shall not suffer any loss in regular pay from such absence. However, he shall remit to the City any compensation or fees received for such duties. Upon being excused from jury duty for any day, an employee shall immediately contact his supervisor for assignment for the remainder of his regular work day.
- 10.3 The City agrees to provide leaves of absence for military leave in accord with state and federal law.
- 10.4 The City agrees to provide leaves of absence for family and medical leave in accord with state and federal law.
- 10.5 The City shall consider a written application for leave of absence without pay not to exceed 180 calendar days if the City finds there is a reasonable justification to grant such a leave and that the work of the department shall not be seriously handicapped by the temporary absence of the employee. Such leaves shall not be approved for the purpose of accepting employment outside the service of the

City. The City may also deem a resignation in the event that the employee has accepted employment outside the service of the City, entered into a full-time business or occupation, or has not complied with the terms of his application for such leave.

- 10.6 Employees granted a leave without pay may maintain their medical insurance coverage through the City by remitting premium payments to the City for a time period specified by the insurance carrier.

ARTICLE 11 - OUTSIDE EMPLOYMENT

- 11.1 Employees shall notify the Fire Chief in writing at least seven (7) days prior to engaging in outside employment.
- 11.2 Outside employment shall not interfere with the employee's regularly scheduled work hours, present no conflict of interest with City affairs, and in no way discredit the City employment.

ARTICLE 12 - INSURANCE

- 12.1 The City shall provide health insurance benefits to the employee and their dependents comparable to Blue Cross Plan V-E, PPP, including Well-Baby care and Physical Examination riders, Blue Cross Plan II dental insurance, and the VSP Vision insurance through the EBS Trust. The City shall also offer Kaiser medical, prescription, dental, vision and alternate care insurance as an alternative to Blue Cross. The City's premium for full-time employees shall be set at ninety five percent (95%) of the full Blue Cross premium cost. The City's premium for part-time employees shall be fifty percent (50%) of the caps established for full-time employees.
- 12.1.1 The City desires to form an Insurance Review Committee consisting of bargaining unit and non-represented employees for the purpose of investigating alternative health care providers and plans, investigating cost containment and wellness measures, and to develop an "educated consumer" approach to health insurance. The Association agrees to actively participate in the Insurance Review Committee and appoint a representative as determined by the committee. The Insurance Committee may make non-binding recommendations to the City and the Union; however, the impact of changes in benefit levels shall be subject to the approval of the City and Union membership and mutual agreement of the parties.
- 12.2 Upon retirement from City service, employees with three years' continuous service may elect to continue their group medical insurance coverage at their own expense.
- 12.3 The City shall provide a life insurance policy on each employee in an amount equal to their annual salary rounded to the nearest thousand dollars.

- 12.4 The City shall provide long-term disability insurance. The coverage shall provide an employee, unable to work due to an accident or illness for 90 days, with a maximum of 66&2/3rds of the first \$7,500 of monthly salary up to a maximum of \$5,000 per month up to age 65 or until the employee is able to return to work.
- 12.5 The City and the Association agree to negotiate the impact of any changes in health insurance that may be mandated by Federal health care legislation during the life of this agreement.
- 12.6 Voluntary Employees' Beneficiary Association (VEBA)

Effective July 1, 2005, the City will establish a medical savings account Voluntary Employees' Beneficiary Association (hereinafter VEBA) plan, under Section 501 (c) (9) of the Internal Revenue Code for each employee of the Association who is eligible for, and enrolls in, one of the City's Health Insurance Plans as described in Article 12. The City shall make monthly contributions equal to one percent (1%) of the employee's base salary to said account

ARTICLE 13 - RETIREMENT

- 13.1 The City agrees to provide a retirement plan(s) to insure a retirement benefit equal to or better than that provided by the Public Employees Retirement System (PERS) as required by statute. The City shall pay the employee's contribution to that plan.
- 13.2 The Association agrees to participate in a labor management committee to discuss modifications to the percentage multiplier used to calculate monthly pension benefits for future members of the association. This committee may make non-binding recommendations to the City and the Union.

ARTICLE 14 - VACATION

- 14.1 After having served continuously in the City service for twelve (12) full calendar months, all fifty-six (56) hour employees shall be credited with one hundred forty four (144) hours of vacation leave. Thereafter, vacation shall be credited at the following rates:

<u>Length of Continuous Service</u>	<u>Hours Earned Each Month</u>	<u>Shifts Per Year</u>
12 - 60 Months/ 1+ - 5 Years	12	6
60+ - 120 Months/ 5+ - 10 Years	16	8
120+ - 180 Months/ 10+ - 15 Years	20	10
180+ - 240 Months/ 15+ - 20 Years	24	12
240+ Months/ 20+ Years	28	14

After serving twelve (12) full calendar months, all forty (40) hour employees shall be credited with eighty (80) hours of vacation leave. Thereafter, vacation shall be credited at the following rates:

<u>Length of Continuous Service</u>	<u>Hours Per Month</u>	<u>Days Per Year</u>
12 - 24 months/1+ - 2 years	6.67	10
24+ - 60 months/2+ - 5 years	8.00	12
60+ - 120 months/5+ - 10 years	10.00	15
120+ - 180 months/10+ - 15 years	13.34	20
180+ months / 15 years	16.67	25

- 14.2 "Continuous Service" is defined as that service which is unbroken by separation from City service other than by the Military, Peace Corps, or any other paid leave allowed under this Agreement. Time spent on other types of authorized leave shall not count as time of continuous service unless otherwise required by law; except that employees returning from such leave or employees who are laid off, shall be entitled to credit for service prior to the leave or layoff.
- 14.3 Whenever possible consistent with the needs of the department (as determined by the Fire Chief), employees shall have the right to determine vacation times, but in any case, vacation times shall be selected on the basis of seniority; however, each employee shall be permitted to exercise vacation selection only once each year, completed by February 1st.
- 14.4 A schedule of each employee's vacation time shall be posted and the roster board shall show that he is listed on vacation.
- 14.5 Upon termination of an employee for any reason, or in the event of his death, the employee or his estate shall be paid a lump sum of all earned but unused vacation credits.
- 14.6 An employee that is about to lose vacation credit due to maximum accrual, may petition to the City Manager or a designee to carry over additional hours. The decision of the City Manager or a designee shall not be subject to the grievance procedure.

ARTICLE 15 - HOLIDAYS

- 15.1 All fifty-six (56) hours shift personnel, in lieu of the recognized City holidays shall be granted five (5) shifts off per year to be scheduled with approval of the Fire Chief. Holiday time shall be accrued at the rate of ten (10) hours per month. Employees assigned to a 40-hour workweek shall receive the same holidays as the general employees plus one additional personal holiday.
- 15.2 Upon termination of an employee for any reason, or in the event of his death, the employee or his estate shall be paid a lump sum for all earned but unused accrued holiday time.

ARTICLE 16 - MAXIMUM LEAVE TIME ACCRUAL

- 16.1 A maximum of 140% of an employee's yearly accrual of vacation leave and holiday leave benefits, total for both benefits, may be carried over as of December 31st of each calendar year.

ARTICLE 17 - PROBATIONARY EMPLOYEES

- 17.1 All original and promotional appointments shall be made for a probationary period of one (1) year. The probationary period shall be deemed as part of the examining process for determining the qualification of the employee for regular employment status. A probationary employee may be dismissed or demoted, and shall not have recourse to the grievance procedure. Regular employee is defined as an employee who has successfully completed the probationary period. During the original probationary period, an employee may be terminated without good cause or appeal.
- 17.2 If the City determines at any time in its sole judgment (meaning without good cause) during the promotional probationary period that a promoted employee is not suitable to attain regular status, the employee shall be returned to his/her former classification and rate of pay without loss of seniority in the former classification and without recourse to the grievance procedure.
- 17.3 If an employee is promoted during their original probationary period (initial 12 months of service with the City), the promoted employee will serve the remaining original probationary time concurrently with the probationary period of the promotion.

ARTICLE 18 - SENIORITY

- 18.1 For purpose of this article, seniority shall be defined as continuous time within a classification. For the purpose of establishing seniority for Association members hired on the same date and job classification, seniority shall be based on candidate overall ranking as established by Human Resources prior to the Chief's interview. The candidate ranking shall be kept on file and copies shall be made available to the employee.
- 18.2 The principle of seniority shall be observed with regard to all layoffs and recall of regular employees who have completed one year or more of employment with the City, provided the employee to be recalled is competent to perform the work assigned. Employees off work for one year or more for any reason shall be considered off the seniority list.
- 18.3 In the event it becomes necessary to lay off employees for any reason, employees shall be subject to layoff in the inverse order of their seniority in the affected classification. An employee subject to layoff shall be entitled to bump another employee in a lower classification previously occupied by the employee subject to layoff on the basis of seniority within the department provided the

employee electing to bump is qualified to perform the work of the employee he seeks to bump. An employee who is able to bump an employee in a lower classification on the basis of classification seniority shall be entitled to a trial period of up to ninety (90) days to satisfy the current requirements of the job or to satisfy proficiency examination in lieu thereof.

- 18.4 The current seniority list is attached as Schedule B. This list is effective 7/1/2008. Changes to this list due to terminations or new hires will be compiled by the City as needed by the parties. Whenever a change to the list is made, a revised list will be forwarded to the Association upon request.

ARTICLE 19 - SUBSTANCE ABUSE POLICY

- 19.1 The City and the Association agree to abide by the provisions of the City's Substance Abuse Policy as amended.

ARTICLE 20 - DISCIPLINARY ACTION

- 20.1 Discipline shall include the following actions as well as additional actions as are appropriate to the circumstances of the violation. These include: oral reprimand, written reprimand, suspension, demotion, and dismissal, or any combination of the above, as warranted by the circumstances and the nature of the offense. Notice of disciplinary action shall be in writing and given to the employee prior to action taken on any contemplated disciplinary action above a written reprimand. No employee shall be issued a reprimand, demoted, suspended, or dismissed without just cause. Oral and written reprimands do not require prior written notice.

Due Process. Pre-disciplinary "due process" means written notice of the specific charges, notice of the maximum range of disciplinary action under consideration, and an opportunity to meet with the decision maker and his/her designee in order to refute, mitigate, or defend against the charges. The employee of the Union may submit a written rebuttal to an oral or written reprimand which shall be maintained with the record of reprimand.

ARTICLE 21 - GRIEVANCE AND ARBITRATION

- 21.1 For the purpose of this agreement, a grievance is defined as any one of the following:
- A. A claim by an affected employee covered by this agreement and that a specific provision or clause of this agreement has been violated.
 - B. A claim by the Union's Executive Committee that a specific provision of clause of this agreement has been violated.

- 21.2 Filing a grievance. Before filing a grievance concerning a non-disciplinary matter, the aggrieved employee and the Union will attempt to resolve the issue informally.

A grievance is filed when the grievant and his/her Union representative submits a written statement of the grievance at the appropriate step of the grievance procedure. The grievance must include the following information:

- A) Name of the grievant(s)
- B) Date of filing
- C) Relevant facts and explanation of the grievance
- D) A list of the articles of the agreement allegedly violated
- E) A description of the remedy sought

Grievances will be filed at Step 1 of the grievance procedure unless the City and the Union mutually agree to filing at a higher step.

Oral reprimands are not subject to the grievance procedure. Written reprimands may be grieved through Step 2 only.

- 21.3 An individual employee who does not wish the Union's Executive Committee to pursue a grievance (under Section 21.1(B) hereof) may notify the Union in writing at any time, and the Union must withdraw the grievance. A grievance which is resolved by an individual's exercise of the right to withdraw consent hereunder shall not constitute a precedent with regard to the substance of the grievance in question.

- 21.4 A grievance shall be processed as follows:

Step 1: Within fifteen (15) calendar days after the alleged violation, or the date the employee or Union knew or reasonably should have known of the violation, the employee will meet with the supervisor in charge and present the facts and the alleged contract articles(s) violated pursuant to 21.2. The employee may at his/her option be accompanied by a Union representative.

Notwithstanding the above, both Union and City shall not be liable for any contract violation remedy beyond ninety (90) days from the date of alleged violation.

Step 2: If unresolved by the parties within **ten (10)** calendar days of such meeting, the grievant and/or the Union representative will present to the Fire Chief, a written statement per 21.2 of the alleged violation and remedies sought dated and signed by employee and/or the Union's Executive Committee with a copy to the City's Human Resource Manager. Such submission must be made within **ten (10)** calendar days following inaction or rejection by the Step 1 supervisor.

Step 3: If a satisfactory settlement is not made at Step 2 the grievance may be

referred to the City Manager within **ten (10)** calendar days following the date of rejection or expiration of the actions concluding Step 2, whichever occurs first.

Step 4:

If the grievance is unresolved at Step 3, the grievance may be submitted to arbitration at the mutual consent of the parties within **ten (10)** calendar days of the rejection or inaction at Step 3. If no mutual consent is achieved, the grievance is considered resolved at Step 3.

If the grievance is submitted to arbitration by mutual consent of the parties, within 10 days of such notice, a request will be made to the Oregon State Conciliation Service for a list of seven (7) qualified arbitrators residing in Oregon. The City and the Union will alternately strike six names from the list. The party to strike first will be determined by coin flip. The last name remaining will be the arbitrator. The parties agree that, if possible, no less than five (5) days prior to any scheduled arbitration hearing, they will mutually exchange copies of all exhibits intended to be offered at the hearing, except the work product of any attorney or authorized representative involved. Expenses of the arbitrator and costs incident to the conduct of the hearing will be paid split equally between the parties.

The jurisdiction of the arbitrator shall be limited to interpretation of the specific provision or provisions of this agreement which have been placed in issue by the parties and the arbitrator shall have no authority to add to or detract from this agreement or any portion thereof. Any or all time limits specific in the grievance procedure may be waived by mutual consent. Failure to submit the grievance in accordance with the time limits without such waiver shall constitute abandonment of the grievance. City failure to comply with the time limits specified above will automatically move the grievance to the next step herein.

ARTICLE 22 - AGENTS OF THE ASSOCIATION

22.1 Whenever agents of the Association shall visit the place of employment, they shall make their presence known to the supervisor and shall not interfere with any employee in the performance of his work.

ARTICLE 23 - SCHEDULE "A" WAGES

23.1 Effective July 1, 2013 all classification ranges shall be increased by two and one half percent (2.5%) as shown in Schedule A.

Effective July 1, 2014, all classification ranges shall be increased by two and one half percent (2.5%).

23.2 Each employee shall be evaluated in writing on a form prescribed by the City Manager in conformance with time periods noted in the salary schedule. Eligibility for advancement in the salary range shall be based upon demonstration of satisfactory performance. A new employee or promoted employee is eligible

for advancement to the next step of the salary range following completion of twelve (12) months of service. An employee is eligible for additional step increases at twelve (12) month intervals of continuous service until the employee reaches the top step of a salary range.

- 23.3 Whenever an employee is appointed to a position in a higher classification, he shall receive at least the next higher salary in the new salary range. This salary increase shall be effective the nearest pay period following notification of appointment.
- 23.4 Employees shall have the option of participating in a deferred compensation plan sponsored by the City. The deferred compensation plan shall not have a direct cost to the City and employee participation shall be voluntary. Effective January 1, 2012 employees shall have the option of having deferred compensation deductions withheld from their paycheck as a percentage of gross wages upon completion and submission of appropriate paperwork to the City.
- 23.5 With the exception of those situations described in 23.6, employees assigned temporarily the duties and responsibilities of a higher classification for a minimum of 12 hours shall receive an additional 5% increase of their base salary for the total time of the assignment.
- 23.6 The lieutenant position was created, in part, to provide routine coverage during a Captain's absence. In the event of a long-term absence of a Captain (defined as greater than 240 consecutive hours absent, the equivalent of ten (10) - 24 hour shifts or approximately 30 days), the Fire Chief can appoint a Lieutenant as an Acting Captain. The appointed Lieutenant will receive a 5% increase in base salary while appointed as an Acting Captain.

ARTICLE 24 - INCENTIVE PAY

- 24.1 The City agrees to pay incentive awards to employees who have obtained certification as follows:

Intermediate EMT certification	4%
Paramedic EMT	10%

All incentives are calculated on the base pay for the 6th step of Firefighter. The employee must make application to receive incentive pay and there shall be no retroactivity. Incentive awards shall commence the first of the month following approval by the Fire Chief or his designee.

Employees hired with Paramedic EMT certification from 7/1/2005 forward shall maintain, in good standing, their Oregon Paramedic EMT certification as a condition of employment.

- 24.2 The City shall establish an incentive award of two percent (2%) for employees with an acceptable Associate's degree and four percent (4%) for an acceptable Bachelor's degree subject to the following conditions:
- a. The 2% or 4% awards may not be combined.
 - b. The employee must have successfully completed their initial employment probation period.
- 24.3 Employees may be assigned the following duties by the Fire Chief. If both functions are assigned to the same employee, the maximum total incentive is 10%.

EMS Quality Improvement	5%
EMS Training Administration	5%

ARTICLE 25 – CLOTHING

- 25.1 The city shall furnish clothing and uniforms required in the performance of city duties to include, but not limited to, the list in 25.4 to all employees before their first (1) day of employment. All badges, patches, and logos will be provided by the city. The clothing and uniform design shall be determined by the Fire Chief. The replacement of these items will be on an exchange program with new items.
- 25.2 Damage to uniforms due to unauthorized use will be repaired or replaced at the association member's expense. Uniforms are to be worn only on duty, or directly to and from work and other special occasions by permission of the Fire Chief or his/her designee. Personal protective equipment shall be used only for firefighter, rescue and EMS training and duties. Any other use requires permission of the Fire Chief or his/her designee.
- 25.3 All personal protective clothing required for the performance of firefighting duties and the safety of the fire personnel shall be provided to all employees. PPE shall meet or exceed NFPA, OR-OSHA, or ANSI (eyewear only) standards.
- 25.4 Clothing list
 3 (or 4 for forty (40) hour employees) Class B blue Nomex uniform shirts.
 3 (or 4 for forty (40) hour employees) Class B blue Nomex uniform trousers.
 7 blue Forest Grove Fire & Rescue T-shirts.
 2 Forest Grove Fire & Rescue cotton blue work sweatshirts.
 1 all weather jacket
 1 pair of uniform boots
 1 uniform belt.

Workout apparel to match duty T-shirts

- 1 pair of workout shorts
- 1 pair of workout sweatpants

Uniforms may be replaced on an as needed basis at the discretion of the fire chief or his/her designee.

- 25.5 All uniforms and personal protective clothing shall be kept clean at all times to maintain a positive and professional image to the public.
- 25.6 A full class A uniform will be provided to each member of the association once they have successfully passed their probation period with the city. These items shall include, hat, jacket, pants, shirt, badge, tie, belt, and shoes. The repair or alteration of these items will be at the association members' expense, once the uniform has been fitted.

ARTICLE 26 - BOOKS AND TUITION

- 26.1 Employees may request reimbursement for books and tuition for college level course work relevant to their position in the department. Requests for reimbursement must be approved by the Fire Chief prior to enrollment and shall be contingent upon completion of the course with a passing grade and available funding within the department.
- 26.2 Employees may request tuition reimbursement to attend training, which shall provide EMT certification. In the event such training shall exceed a three (3) month period, employees may request the City pay for the cost of training up front. The employee shall be required to sign an authorization providing for the amount paid to be deducted from their paycheck, in the event the employee terminates, or fails to satisfactorily complete the training.

ARTICLE 27 - WORKING RULES

- 27.1 The Association recognizes the right of the City to establish reasonable rules and regulations for the safe, sanitary, and efficient conduct of the City's business and reasonable penalties for the violation of such rules and regulations. All employees shall continue to comply with the presently published personnel manual, except those areas superseded by this Agreement. Changes or additions to such rules shall be furnished to the Association at time of issuance.

ARTICLE 28 - SAFETY PROGRAM

- 28.1 The City shall conform to the State and Federal requirements pertaining to safety of the employees in the performance of their work assignments.
- 28.2 Employees shall be given an opportunity to exercise a cumulative of 60 minutes per shift. The intent is to provide flexibility regarding scheduling the 60 minutes during the first 12 hours of the shift. The Fire Chief has the right to determine the workout time period.
- 28.3 NFPA 1582 Medical Evaluations: See Attachment A

ARTICLE 29 - PERSONNEL FILE

- 29.1 A personnel file shall be initiated and maintained for each employee. Personnel files shall be considered confidential and shall be accessible only to the employee, the City Manager, the Personnel Officer, the Fire Chief, and the supervisor, with the approval of the Fire Chief. An employee shall have the right to review and obtain copies of the contents of his personnel file.
- 29.2 No material shall be placed in an employee's personnel file without the knowledge of the employee. An employee may respond in writing to any item placed in his personnel file and said response shall become part of the personnel file.
- 29.3 Upon employee request, letters of reprimand shall be removed at the end of eighteen (18) months from the time the reprimand was dated, provided there are no subsequent letter(s) of reprimand or disciplinary action taken during the intervening period of time.

ARTICLE 30 - SAVINGS CLAUSE

- 30.1 Whenever it shall be found that any portion of this Agreement is contrary to any City, State, or Federal Law, such portion of the Agreement shall be excised, modified, or changed to conform thereto, as soon after notification as possible. The City and the Association agree to negotiate substitute provisions for those articles that may be in question.

ARTICLE 31 - TERMINATION

- 31.1 This agreement shall be effective July 1, 2013 and shall remain in effect until June 30, 2015. This agreement shall be automatically renewed from year to year thereafter unless either party notifies the other between January 1, and March 1, in the year of expiration that they wish to modify this agreement.

ARTICLE 32 - SCOPE OF AGREEMENT

- 32.1 The City and the Association shall not be bound by any requirement, which is not specifically stated in this Agreement. Specifically, but not exclusively, the City and the Association are not bound by any unwritten past practices of the City or the Association, unless such past practices or understandings are specifically stated or referred to in this Agreement.

The Association and the City agree that this Agreement is intended to cover all matters affecting wages, rates of pay, hours, grievance procedure, working conditions, and all other terms and conditions of employment and similar or related subjects, and that during the term of the Agreement neither the City nor the Association shall be required to negotiate on any further matter affecting these or any other subjects not specifically set forth in the Agreement.

ARTICLE 33 – UNION BUSINESS

- 33.1 Representatives. The Union will notify the Fire Chief, in writing, of the names of its representatives.
- 33.2 Visits. Union representatives, other than Agency employees, upon notification to the Fire Chief or his/her designee, may visit with employees during breaks, meal periods or after normal business hours (0800-1700) – employee representatives are not required to provide notification. Visits outside of those allowed for above, may be granted only with the expressed approval of the Fire Chief or a designee and shall not disrupt the workflow.
- 33.3 Internal Business. The internal business of the Union shall only be conducted outside normal working hours.
- 33.4 Bulletin Boards. Bulletin board space will be provided for the Union for the posting of meeting notices and other information of interest to its members.

ARTICLE 34 – CELL PHONE STIPEND

- 34.1 All employees who are assigned by the City to carry a cell phone for work shall have the option to receive a stipend of \$35 per month in lieu of receiving a City owned device. If the employee chooses to accept the cell phone stipend, the employee shall use the cell phone for work related calls and provide the cell phone number to the City. Employees required to use a Blackberry device shall receive an additional \$25 per month and receive a one-time maximum payment of up to \$99 for purchase or upgrade to a Blackberry device. Stipends received for this purpose shall be considered taxable compensation to the employee. If the employee receiving the stipend terminates employment, the City is not responsible for continued payments of any service the employee may have contracted for.

**FOREST GROVE PAID
FIREFIGHTER'S ASSOCIATION**

CITY OF FOREST GROVE

Ted Penge, Association Shop Steward

Michael Sykes, City Manager

Dated: _____

Dated: _____

Matthew Rawls, Association Shop Steward

Dated: _____

Tony Carter, Association Shop Steward

Dated: _____

Dave Halley, Local 1660 Executive Officer

Dated: _____

FOREST GROVE PAID FIREFIGHTERS ASSOCIATION (IAFF)

SCHEDULE "A"

July 1, 2013 CLASSIFICATION & WAGES

Monthly Ranges Effective 7/1/13

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
F90	Firefighter	4,547.00	4,766.00	4,985.00	5,202.00	5,422.00	5,641.00
F92	Lieutenant	4,729.00	4,957.00	5,184.00	5,410.00	5,638.00	5,865.00
F96	Fire Captain	5,225.00	5,478.00	5,729.00	5,978.00	6,230.00	6,480.00
F98	Fire Inspector	5,344.00	5,600.00	5,858.00	6,114.00	6,370.00	6,628.00

Annual Ranges Effective 7/1/13

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
F90	Firefighter	54,564.00	57,192.00	59,820.00	62,424.00	65,064.00	67,692.00
F92	Lieutenant	56,748.00	59,484.00	62,208.00	64,920.00	67,656.00	70,380.00
F96	Fire Captain	62,700.00	65,736.00	68,748.00	71,736.00	74,760.00	77,760.00
F98	Fire Inspector	64,128.00	67,200.00	70,296.00	73,368.00	76,440.00	79,536.00

Bi-Weekly Ranges Effective 7/1/13

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
F90	Firefighter	2,098.62	2,199.69	2,300.77	2,400.92	2,502.46	2,603.54
F92	Lieutenant	2,182.62	2,287.85	2,392.62	2,496.92	2,602.15	2,706.92
F96	Fire Captain	2,411.54	2,528.31	2,644.15	2,759.08	2,875.38	2,990.77
F98	Fire Inspector	2,466.46	2,584.62	2,703.69	2,821.85	2,940.00	3,059.08

Hourly Rate: 40 hours per week Effective 7/1/13

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
F90	Firefighter	26.2327	27.4961	28.7596	30.0115	31.2808	32.5442
F92	Lieutenant	27.2827	28.5981	29.9077	31.2115	32.5269	33.8365
F96	Fire Captain	30.1442	31.6038	33.0519	34.4884	35.9423	37.3846
F98	Fire Inspector	30.8308	32.3077	33.7961	35.2731	36.7500	38.2384

Hourly Rate: 24/48 Shifts Effective 7/1/13

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
F90	Firefighter	18.6889	19.5890	20.4891	21.3810	22.2852	23.1854
F92	Lieutenant	19.4369	20.3740	21.3070	22.2359	23.1730	24.1060
F96	Fire Captain	21.4755	22.5154	23.5471	24.5705	25.6062	26.6338
F98	Fire Inspector	21.9647	23.0169	24.0773	25.1295	26.1817	27.2421

SCHEDULE "A"

Page 2 of 2

July 1, 2014 CLASSIFICATION & WAGES

Monthly Ranges Effective 7/1/14

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
F90	Firefighter	4,661.00	4,885.00	5,110.00	5,332.00	5,558.00	5,782.00
F92	Lieutenant	4,847.00	5,081.00	5,314.00	5,545.00	5,779.00	6,012.00
F96	Fire Captain	5,356.00	5,615.00	5,872.00	6,127.00	6,386.00	6,642.00
F98	Fire Inspector	5,478.00	5,740.00	6,004.00	6,267.00	6,529.00	6,794.00

Annual Ranges Effective 7/1/14

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
F90	Firefighter	55,932.00	58,620.00	61,320.00	63,984.00	66,696.00	69,384.00
F92	Lieutenant	58,164.00	60,972.00	63,768.00	66,540.00	69,348.00	72,144.00
F96	Fire Captain	64,272.00	67,380.00	70,464.00	73,524.00	76,632.00	79,704.00
F98	Fire Inspector	65,736.00	68,880.00	72,048.00	75,204.00	78,348.00	81,528.00

Bi-Weekly Ranges Effective 7/1/14

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
F90	Firefighter	2,151.23	2,254.62	2,358.46	2,460.92	2,565.23	2,668.62
F92	Lieutenant	2,237.08	2,345.08	2,452.62	2,559.23	2,667.23	2,774.77
F96	Fire Captain	2,472.00	2,591.54	2,710.15	2,827.85	2,947.38	3,065.54
F98	Fire Inspector	2,528.31	2,649.23	2,771.08	2,892.46	3,013.38	3,135.69

Hourly Rate: 40 hours per week Effective 7/1/14

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
F90	Firefighter	26.8904	28.1827	29.4808	30.7615	32.0654	33.3577
F92	Lieutenant	27.9635	29.3135	30.6577	31.9904	33.3404	34.6846
F96	Fire Captain	30.9000	32.3942	33.8769	35.3481	36.8423	38.3192
F98	Fire Inspector	31.6038	33.1154	34.6384	36.1558	37.6673	39.1961

Hourly Rate: 24/48 Shifts Effective 7/1/14

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
F90	Firefighter	19.1574	20.0781	21.0029	21.9153	22.8442	23.7649
F92	Lieutenant	19.9219	20.8837	21.8413	22.7908	23.7526	24.7102
F96	Fire Captain	22.0140	23.0785	24.1348	25.1829	26.2474	27.2996
F98	Fire Inspector	22.5154	23.5923	24.6774	25.7583	26.8352	27.9244

Seniority Listing

Schedule B

Position	Name	Hire Date	Test Rank	Current Classification	Classification Date
1	Mike Lanter	7/8/1996	1	Captain	11/19/2007
2	Chris Woodford	7/8/1996	2	Fire Inspector II	3/03/2013
3	Tad Buckingham	7/8/1996	3	Captain	7/01/2013
4	Joe Smith	12/2/1996		Captain	2/18/2007
5	Karen Hendrix	1/13/1997		Lieutenant	4/01/2007
6	Ted Penge	4/5/2004		Firefighter	4/05/2004
7	Tony Carter	10/26/2005		Captain	9/01/2013
8	Keith Baas	1/5/2006		Lieutenant	10/07/2012
9	Rick Ilg	2/27/2006	1	Firefighter	2/27/2006
10	Will Murphy	2/27/2006	2	Lieutenant	10/01/2013
11	Matt Rawls	1/22/2008	1	Firefighter	1/22/2008
12	Geoff McFarland	1/22/2008	2	Firefighter	1/22/2008
13	Ivan Bratchuk	4/17/2008		Firefighter	4/17/2008
14	Brad Shinpaugh	1/13/2009		Firefighter	1/13/2009
15	Chad Toomey	1/04/2013		Firefighter	1/04/2013
16	Cassie Knierim	4/08/2013		Firefighter	4/08/2013
17	Jordan Ruiz	7/01/2013		Firefighter	7/01/2013

ATTACHMENT A

NFPA 1582 Medical Evaluations

Fire personnel assigned to fire suppression functions will receive a physical examination in accordance with NFPA 1582, current edition. All Category A medical conditions have been reclassified by the Fire Department as Category B, to allow for advances in medical technology and reasonable accommodation of medical conditions where possible. All of these conditions shall be linked to the ability to function as a Firefighter EMT.

The medical evaluations shall be conducted in accordance with the following schedule:

- a) Ages 29 and under - every 3 years
- b) Ages 30 to 39 - every 2 years
- c) Age 40 and above - every year

Medical evaluations shall be performed by the Department Physician at no cost to the employee. For purposes of the physical each employee who completes the physician visit while off duty will be paid for two hours of overtime at the time and one-half rate. This payment will cover both the office visit and travel time.

No employee medical information, except for vaccination and immunization status, will be released to the City or its representatives. The City will only be informed of the employee's ability or inability to perform the requirements of his/her job description.

Employees found with medical conditions that prevent them from performing duties are eligible to use sick leave, vacation leave, and leave without pay (at the discretion of the Department) until they can be cleared by the Department Physician or their attending physician to return to duty. If needed in addition to the job analysis worksheet, and recommended by the Department physician or attending physician for his/her determination, the employee may be required to successfully complete the physical fitness testing referenced below. If such testing is recommended by the Department physician or the attending physician, the employee shall not return to his/her regular assignment until s/he has successfully completed physical fitness testing.

Disagreements with the Department Physician will be handled in accordance with the guidelines of NFPA 1582, current edition.

The Fire Department Physician shall report the results of the medical evaluation to the candidate or current firefighter, including any medical condition/s disclosed during the medical evaluation, and the recommendation as to whether the candidate or current firefighter is medically certified to perform as a firefighter. The physician's criteria for determining whether a candidate or current firefighter is medically certified or not shall be NFPA 1582, Chapter 2-3.

The Fire Department Physician shall inform the Fire Department only as to whether or not the candidate or current firefighter is medically certified to perform as a firefighter. The specific written consent of the candidate or current firefighter shall be required

prior to release of confidential medical information to the Fire Department. Candidates who do not successfully complete the medical examination will be ineligible for employment.

In the event that a firefighter is determined to be not medically certified to perform the duties of a firefighter, the firefighter has the option to seek another opinion from the physician of his/her choice at the Department's expense. If there is still disagreement about the condition or placement recommendation, a third physician (acceptable to both the Fire Department and the employee) will be consulted. The City's final decision will be determined by Human Resources. If the medical condition is deemed permanent and the firefighter cannot be rehabilitated to return to suppression duties, then the City Human Resources (in coordination with other pertinent agencies) will determine the next step, including but not limited to, termination, reassignment, or retirement.

If a firefighter is deemed not medically certified to perform these duties but the Department Physician determines that rehabilitation is possible, the Department will assist the individual in his/her rehabilitation efforts by allowing the use of sick/vacation leave and may allow options such as modified duty or reassignment, leave without pay, and shift trades (this does not represent an exclusive list of options).

Mandatory Physical Fitness Training. Bargaining Unit members assigned to fire suppression duties shall participate in daily physical fitness training as developed in collaboration with the Association and approved by the Fire Chief.

Physical Fitness Testing. Union members assigned to fire suppression duties will participate annually in physical fitness testing. Testing shall consist of successful completion of the Department's Physical Ability Test within the required time constraints. The test may be repeated once within 14 days.

If the employee fails to complete the test, s/he will be sent to the Department Physician for a medical evaluation. If medically cleared, they will be reassigned to a 40-hour week on a modified duty assignment for a period not to exceed three months. During this time, s/he will be allowed up to two hours per day of physical conditioning, in addition to other non-suppression duties. At any point during this three months, s/he may request to take the Physical Ability Test again. The test may be repeated once within 14 days.

This process may be repeated twice (not to exceed 9 months from the date s/he is medically cleared to participate in the process) prior to reassignment or termination.

October 28, 2013

**REPORT AND RESOLUTION REQUESTING TO CANCEL
NOVEMBER 12, 2013, REGULAR CITY COUNCIL MEETING**

Project Team: Michael Sykes, City Manager

BACKGROUND:

Section III(1) of the Forest Grove City Council Rules and Procedures requires the Council to designate by resolution the meeting dates of the Council. Council adopted Resolution No. 2013-01 setting Council meeting dates for 2013.

DISCUSSION:

Management staff is seeking City Council approval to cancel Tuesday, November 12, 2013, regular City Council meeting due to a lack of agenda items and management staff and Councilmembers who are unable to attend. The next regular City Council meeting is scheduled for Monday, November 25, 2013.

STAFF RECOMMENDATION:

Management staff is requesting that City Council consider approving the attached resolution cancelling Tuesday, November 12, 2013, regular City Council meeting.



RESOLUTION NO. 2013-71

**RESOLUTION APPROVING TO CANCEL
NOVEMBER 12, 2013, CITY COUNCIL MEETING**

WHEREAS, Section III(1) of the Forest Grove City Council Rules and Procedures requires the Council to designate by resolution the meeting dates of the Council; and

WHEREAS, Council adopted Resolution No. 2013-01 setting Council meeting dates for 2013; and

WHEREAS, the Council desires to cancel the November 12, 2013, regular City Council meeting due to a lack of agenda items and management staff and Councilmembers who are unable to attend this meeting.

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

Section 1. The Forest Grove City Council hereby approves cancelling the regular City Council meeting for Tuesday, November 12, 2013.

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

PRESENTED AND PASSED this 28th day of October, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of October, 2013.

Peter B. Truax, Mayor