

April-14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
			RWPC-EC 5:30pm	Fernhill Mtg - 2pm Comm Aud EDC Noon	FGS&CC 1st Friday 5pm	
6	7	8	9	10	11	12
	Planning Comm 7pm	JTWS Council & Rural Fire 7pm - Fire Conf Rm Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	Municipal Court		MPAC-JPACT 8am JTWC Noon OMA Mtg (Conf Call)	CFC Tree Pruning Workshop 9am - Talisman Park
13	14	15	16	17	18	19
	CITY COUNCIL 5:30 PM - WORK SESSION (B&C) 5:50 PM - EXECUTIVE SESSION (Labor) 6:15 PM - WORK SESSION (Med Marijuana) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM		P&R 7am	CCI 5:30pm		
		Fernhill Wetlands 5pm	CFC 5:15pm CWAC 5:30pm	Dairy Creek Food Web 7:30pm Ford Ambassadors 6pm Comm Aud	Ford Institute Leadership - Comm Aud	
20	21	22	23	24	25	26
	Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm	ODF Mtg 8am Comm Aud	Municipal Court	Budget Committee (Info Mtg) 7:00 PM - COMM AUD	Council & Staff Negotiations Training L&P Training Room	Prescription Drugs
	Planning Comm 7pm	Council Work Session CEP Interviews 6 pm - Comm Aud	PSAC 7:30am MPAC 5pm		WC Mayors' Luncheon OAM Mtg-Salem	Drop Off - Police 10am - 2pm
27	28	29	30			
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM					

May-14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				EDC Noon	FGS&CC 1st Friday 5pm	SQ-Foot Gardening 2pm - 4pm Senior Ctr
4	5	6	7	8	9	10
	Planning Comm 7pm		Municipal Court			City Shred Day 9am-1pm
11	12	13	14	15	16	17
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm - 6pm - Comm Aud		CCI 5:30pm		Library Program Grow It 10:30am - Comm Aud
		Library 6:30pm	MPAC 5pm	Dairy Creek Food Web 7:30pm		
17	19	20	21	22	23	24
	Chamber Luncheon - Noon, Prime Time FGS&CC Bd Mtg 6:30pm		Municipal Court	Budget Committee (1st Mtg) 7:00pm - Comm Aud		
	Planning Comm 7pm	Fernhill Wetlands 5pm	P&R 7am CFC 5:15pm CWAC 5:30pm		WC Mayors' Luncheon	
25	26	27	28	29	30	31
	CITY OFFICES CLOSED	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	PSAC 7:30am Ford Institute 4pm MPAC 5pm	Budget Committee (2nd Mtg) 7:00 pm - Comm Aud		
		HLB 7:15pm				

June-14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
			Municipal Court			
			Budget Committee (3rd Mtg) 7:00 pm - Comm Aud			
	Planning Comm 7pm		RWPC-CB 7pm Rural Fire 8pm	Employee Breakfast - Fire St EDC Noon	FGS&CC 1st Friday 5pm	
8	9	10	11	12	13	14
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm - 6pm - Comm Aud				
		Library 6:30pm	MPAC 5pm	PAC 5pm	LOC Board - Yachats JWC - TBA	
15	16	17	18	19	20	21
	Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm		Municipal Court			
	Planning Comm 7pm	Fernhill Wetlands 5pm	P&R 7am CFC 5:15pm CWAC 5:30pm	CCI 5:30pm Dairy Creek Food Web 7:30pm		
22	23	24	25	26	27	28
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM					
		HLB 7:15pm	PSAC 7:30am MPAC 5pm		WC Mayors' Luncheon	
29	30					

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FOREST GROVE CITY COUNCIL

Monday, April 14, 2014

Meeting Agenda

5:30 PM – Work Session (B&C Interviews)
5:50 PM – Executive Session (Labor Negotiations)
6:15 PM – Work Session (Medical Marijuana Facilities)
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.

Anna Ruggles, City Recorder
 Michael Sykes, City Manager

5:30

WORK SESSION: B&C INTERVIEWS

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).

Brenda Camilli, Human Resources Manager
 Michael Sykes, City Manager

5:50

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):

In accordance with ORS 192.660(2)(d) to conduct deliberations with person designated by the governing body to carry on labor negotiations.

Jon Holan, Community Development Director
 Janie Schutz, Police Chief
 Michael Sykes, City Manager

6:15

WORK SESSION: MEDICAL MARIJUANA FACILITIES

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).

Dan Riordan, Senior Planner

7:00

1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance

1. A. **PROCLAMATION:**

- *Arbor Day, Tree City USA*

2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. *Thank you.*

3. **CONSENT AGENDA:** See Page 4

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:**

- *Library Foundation Board Update , Rod Fuiten*

Colleen Winters, Library Director

7:05

Jon Holan, Community
 Development Director
 Janie Schutz, Police Chief
 Michael Sykes, City Manager

7:20

6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2014-04 OF THE CITY OF FOREST GROVE IMPOSING A MORATORIUM ON MEDICAL MARIJUANA FACILITIES WITHIN THE CORPORATE BOUNDARIES OF THE CITY; DECLARING AN EFFECTIVE DATE**

Jon Holan, Community
 Development Director
 Dan Riordan, Senior Planner
 Michael Sykes, City Manager

7:30

7. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2014-05 DECLARING THAT BLIGHTED AREAS EXIST WITHIN THE CITY OF FOREST GROVE, RECOGNIZING THE NEED FOR AN URBAN RENEWAL AGENCY TO FUNCTION WITHIN THE CITY OF FOREST GROVE AND PROVIDING FOR THE EXERCISE OF THE AGENCY'S POWERS BY THE CITY COUNCIL OF THE CITY OF FOREST GROVE; AMENDING FOREST GROVE CITY CODE, CHAPTER 2, BY ADDING NEW CODE SECTIONS 2.10.005 THROUGH 2.10.009, TITLED "URBAN RENEWAL AGENCY"**

Michael Sykes, City Manager

7:45

8. **DEPARTMENT WORK PLANS FOR FY 2014:**

Colleen Winters
 Library Director
 George Cress
 Light and Power Director
 Jeff King, Economic
 Development Coordinator
 Tom Gamble
 Parks & Recreation Director
 Janie Schutz, Police Chief

- *Library Department*
- *Light and Power Department*
- *Economic Development*
- *Parks and Recreation Department*
- *Police Department*

Peter Truax, Mayor
 Michael Sykes, City Manager

9. **ADOPT COUNCIL TEAM AGREEMENT FOR 2014**

Michael Sykes, City Manager

8:30

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

8:45

11. **COUNCIL COMMUNICATIONS:**

9:00

12. **ADJOURNMENT**

-
3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Work Session (B&C Interviews) Meeting Minutes of March 17, 2014.
 - B. Approve City Council Work Session (Council Goal-Setting) Meeting Minutes of March 17, 2014.
 - C. Approve City Council Regular Meeting Minutes of March 17, 2014.
 - D. Accept Community Forestry Commission Meeting Minutes of February 19, 2014.
 - E. Accept Economic Development Commission Meeting Minutes of October 3, November 7, and December 5, 2013, and January 9 and February 6, 2014.
 - F. Accept Parks and Recreation Commission Meeting Minutes of February 19, 2014.
 - G. Accept Planning Commission Meeting Minutes of March 3, 2014.
 - H. Accept Public Arts Commission Meeting Minutes of February 13, 2014.
 - I. Community Development Monthly Building Activity Report for March 2014.
 - J. Library Department Monthly Circulation Statistics Report for March 2014.
 - K. **Resolution No. 2014-35 Making Appointment to Historic Landmarks Board (Appointing Kaylene Toews, Term Expiring December 31, 2014).**
 - L. Accept Resignation on Parks and Recreation Commission (Nathan Seable, NE, Term Expiring December 31, 2015).
 - M. **Resolution No. 2014-36 Making Appointments to Parks and Recreation Commission (Appointing Jeremiah Toews, NE, Term Expiring December 31, 2015, and Todd Winter, SW, Term Expiring December 31, 2017).**
 - N. **Endorse Liquor License Renewal Applications for Year 2014:**
 - 1. 1910 Main An American Bistro (Full-On Premises Sales and Off-Premise Sales)
 - 2. My Place Tavern (Limited On-Premises Sales)
 - 3. Tienda La Rosa (Off-Premises Sales)
 - O. **Endorse Liquor License Change of Ownership Application, The Britannia Pub, dba Grendel's, 2004 Main Street (Full On-Premises Sales) (Applicant: Leslie Coleman).**
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2014 – BOARDS, COMMITTEES & COMMISSIONS VACANCIES

COMMISSION	REQUIREMENTS	# VACANCIES	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	1 – Student Vacancy	12/31/14
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	12/31/15 12/31/14
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	12/31/14
HISTORIC LANDMARKS BOARD Meets 4 th Tuesday, 7:15 pm	7 – Members 4 – Year Term 2 members may live outside City – Currently 1	1 – Vacancy 1 – Student Vacancy	12/31/16 12/31/14
LIBRARY Meets 2 nd Tuesday, 6:30 pm	7 – Members 2 – Year Term	1 – Student Vacancy	12/31/14
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	1 – Vacancy	12/31/17
PUBLIC ARTS COMMISSION Meets 2 nd Thursday, 5:00 pm	9 – Members 3 – Year Term 3 At-Large; Voting Reps Chamber; FG School District; Pacific University; Senior Center; Theater In The Grove; and Valley Art	1 – Student Vacancy	12/31/14
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 th Wednesday 7:30 am	7 – Members 4 – Year Term 2 members within Rural Fire District – Currently 1 Non-Voting Reps Rural Fire Dist; Chamber; FG School District; and Pacific University	1 – At-Large Vacancy 1 – Rural Fire District 1 – Student Vacancy	12/31/17 12/31/16 12/31/14
SUSTAINABILITY COMMISSION Meeting TBA	13 – Members 4 – Year Term 3 At-Large; Voting Reps Clean Water Services; Economic At-Large; Educator; Ethnic/Cultural Affiliation; FG School District; Non-Profit Service; Pacific University; Sustainable Business; 1 Pacific University Student; and 1 – FG High School Student	Pacific University Student FG High School Student	12/31/14 12/31/14

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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: 5-7minutes 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 are some of your proudest achievements?

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 or a major concern 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 by the public? Such as making an unpopular decision that may go against property owners' desire or that is not supported by your friends and neighbors.

What ideas do you have that would help Forest Grove become a more sustainable community?

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 applicant immediately thereafter.

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CITIZEN ADVISORY BOARDS, COMMITTEES

Interview April 14, 2014 @ 5:30pm

(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

RECEIVED
MAR 11 REC'D

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).

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

NAME: Hugo Rojas
RESIDENCE ADDRESS: 3355 Cedar Edge Ct, Forest Grove
MAILING ADDRESS: same as above
EMPLOYER: Intel Corp.

HOME PHONE:
BUSINESS PHONE:
E-MAIL:
OCCUPATION/ PROFESSION: Program Manager

Years living in Forest Grove? 8m Live in City limits? yes How did you hear of this opportunity? pamphlet

How would you currently rate City's performance? [X] Excellent [] Good [] Fair [] Poor

What ideas do you have for improving "Fair" or "Poor" performance? Based on my 8 months here, I rate City's performance as Excellent I'm sure there is always opportunities to continue improving, just need a little more involvement to look for those opportunities to work and help make them a reality

Why are you interested in serving on the Advisory Board/Committee/Commission? I want to contribute to the development of our community. I believe that by serving in one of the groups, we can help the community to be better every day.

What contributions do you feel you can/will make to the Board/Committee/Commission? I can help by providing support with my knowledge on Project Management, Software Development, Planning, Execution and implementation of initiatives. My experience in Intel for 15 years can be useful to our community

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? Project Management, Budgeting, Software, Execution, Manufacturing, Lean, 6 Sigma, Efficiency

Previous/current appointed or elected offices: None

Previous/current community affiliations or activities: None

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

Signature: email Date: 3/11/14
I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(App 11/13)

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Interview
April 14, 2014
5:40pm

RECEIVED

MAR 8 1 REC'D

BY: _____

(Please complete, sign and date)

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

NAME: Tim Rippe

RESIDENCE ADDRESS: 3334 Edgemoor Lane

MAILING ADDRESS: _____

EMPLOYER: None

HOME PHONE: [REDACTED]

BUSINESS PHONE: _____

E-MAIL: [REDACTED]

OCCUPATION/PROFESSION: business

Years living in Forest Grove? 10.5 Live in City limits? Yes How did you hear of this opportunity? previously served

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? Involvement/Engagement with community decisions; interest in civic service; sense of obligation to local community

What contributions do you feel you can/will make to the Board/Committee/Commission? Previous experience in volunteer civic service here in Forest Grove and in Cedar Falls, IA.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? Business management; leadership

Previous/current appointed or elected offices: _____

Previous/current community affiliations or activities: Budget Committee 2004-2006

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

Signature: Tim Rippe Date: 3/31/2014
I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(App 11/13)

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Memorandum

To: City Council
From: Janie Schutz, Police Chief
Jon Holan, Community Development Director
Michael Sykes, City Manager
Date: April 14, 2014
Re: Work Session on Medical Marijuana Facilities

Issue Statement: The State adopted laws in 2013 dealing with the regulation of medical marijuana facilities. Recently, the Legislature approved SB 1531, which allows local governing bodies to impose a moratorium on the operation of medical marijuana facilities within their jurisdiction until May 1, 2015. To do so, a jurisdiction must adopt an ordinance by May 1, 2014. The purpose of the moratorium is to allow jurisdictions the time to evaluate how they may choose to regulate these facilities consistent with state law. Such an ordinance is being proposed by staff for Council consideration. The purpose of this work session is to review the requirements for the siting of such facilities and the reasons for requesting the moratorium.

Discussion: There are two aspects about medical marijuana facilities that relate to local jurisdictions: law enforcement and facility location allowed by state law. For your reference, attached are three items, a copy of state law (ORS 475.314) pertaining to medical marijuana facilities, SB 1531, and a map as to how might apply to Forest Grove. Before the discussion of local concerns, the following is a summary of the state requirements as it relates to local jurisdictions.

State Law

ORS 475.314 (3) establishes the locational requirements for medical marijuana facilities (relevant subsections underlined in the attachment). State law requires these facilities be located in an area:

1. Zoned commercial, industrial or mixed use or as agricultural land; and

2. Further than 1,000 feet of the real property (not building) for a private or public elementary, secondary or career school attended primarily by minors.

There is no definition of career schools or minors. It is staff's opinion that career schools include colleges and universities that are primarily attended by persons under the age of 21 years old. These schools serve as a vehicle for persons to achieve a degree to pursue a career. In the case of the Forest Grove campus of Pacific University, the primary programs are geared to undergraduates and the predominant students attending the campus are younger than 21 years of age.

SB 1531 is a recent bill approved by the Legislature and signed into law to allow local jurisdictions to establish reasonable regulations on:

- The hours during which a medical marijuana facility may be operated;
- Where a medical marijuana facility may be located within a zone described in ORS 475.314 (3)(a) (see above); and
- The manner in which a medical marijuana facility may dispense medical marijuana.

SB 1531 allows a local jurisdiction to adopt a moratorium to prevent the establishment of such facilities until May 1, 2015. This moratorium is intended to allow jurisdictions the opportunity to develop and adopt the appropriate regulations addressing the three areas noted above (i.e. hours of operation, location and manner how marijuana may be dispensed). To establish this moratorium, a local jurisdiction must adopt a local ordinance prior to May 1, 2014. Because the City's Charter requires two readings of an ordinance, this means that the first and second readings of the ordinance must occur in April. According to the City Attorney, this ordinance cannot be adopted by emergency.

Local Concerns – Law Enforcement

The Forest Grove Police Department will speak to three issues regarding the importance of adopting a local ordinance establishing a moratorium of Medical Marijuana Dispensaries.

First and foremost, all law enforcement officers must have more training. In the interest of health and public safety, driving under the influence of marijuana shall remain illegal. The increased availability of marijuana will likely increase the number of users and, consequently, the number who drive impaired. There is currently no chemical test that can be used in the field to detect marijuana impairment, so law enforcement officers must be able to quickly and efficiently determine impairment. Police agencies across the state must have time to implement more standardized training in the recognition of drug-impaired drivers. Though we presently have standardized sobriety tests (SFST), this has certainly been more geared to detecting drivers impaired by alcohol. Some advanced training that could begin to be

implemented is ARIDE - Advanced Roadside Impaired Driving Enforcement. It is proven training currently used in 34 states for detecting drivers who are impaired by drugs other than alcohol.

Second, a moratorium will give the State of Oregon to make any revisions to the ORS Criminal Code. One such example would be a review of current statutes and ordinances relating to the use of compressed, flammable gases including, but not limited to, butane, propane, and hexane. State and/or local governments should be given the time to clearly establish in applicable law and/or ordinances that the use of these compressed, flammable gasses as solvents in the extraction of THC may lead to the need to have further regulations placed on medical marijuana dispensaries regarding hashish production.

A related area of concern legally might be that financial institutions that are federally licensed or insured are required to comply with federal regulations. Since marijuana is a controlled substance under federal law, banks must either refuse to hold accounts for legal marijuana businesses in Oregon or risk prosecution. In some states where marijuana is legal, this has made it difficult for these businesses to properly track transactions as required by state law and creates safety issues because the businesses are known to deal only in cash. Many times in the past, cash businesses have the potential to lead to more criminal activity that is violent in nature.

Third, law enforcement believes that the State of Oregon needs to provide at least some basic regulation of marijuana-infused products that are marketed or attractive to children. SB 1531 does support the Oregon Health Authority (OHA) with the power to regulate the packaging of those types of products and the hope is that a moratorium will give the State more time to address the problem by possibly providing stronger penalties when one intentionally manufactures, creates or markets a controlled substance by combining them with beverages or candy products, or packages them to resemble legitimate products, or flavors and/or colors them with the intent to sell them to minors.

The most basic tenant in policing is that they need direction to perform their jobs. In regards to medical marijuana dispensaries, there are still so many questions we are not trained to be able to answer yet, that it makes it impossible to effectively do our jobs. This moratorium will hopefully allow for time to establish tools that are clear and practical, so that the interactions between law enforcement, consumers, and licensees are predictable and understandable ensuring that our streets, schools, and communities remain safe.

Local Concerns – Land Use

For Forest Grove, there are two land use related questions. One question is where they are allowed given state legal limitations and the City's zoning requirements. The second question is where they would be located given the state buffer requirements.

Zoning Provisions: As noted above, State law limits the location of medical marijuana facilities to areas zoned commercial, industrial or mixed use or as agricultural land. Based on that limitation, the only location these facilities could be located is in either a Town Center district or the Community Commercial district or possibly the Neighborhood Commercial district. All of these districts could be considered mixed use since they allow commercial and residential uses. Commercial and medical facilities are prohibited in the General or Light Industrial districts. There is no area in Forest Grove zoned for agriculture.

Within the two commercial districts, there is some interpretation as to which use category these facilities would qualify. There are two use categories it might fit in – General Retail Sales or Medical Centers. General Retail Sales includes pharmaceuticals in its definition (the presumption that medical marijuana is similar to the sale of other prescriptive drugs) or medical centers which is defined as:

“Facilities providing inpatient, outpatient and emergency and related ancillary services to the sick and infirm...”

The significance of the interpretation is that General Retail Sales is a permitted use in the Neighborhood Commercial district while Medical Centers are not allowed. There are two locations of the Neighborhood Commercial districts on Thatcher Road (Plaid Pantry) and Sunset Drive (Lucky Market). This would allow medical marijuana facilities to locate essentially within residential areas. This appears to not follow the intent of the state legislation since state law does not allow these facilities in residential zone districts.

Map: The attached map shows the location of current public schools, Pacific University and commercial districts in the community as well as the application of the 1000 foot buffer as stipulated by State law. Staff has interpreted Pacific University as a “career school attended primarily by minors.” Staff does not have much information on private schools and generally are not included.

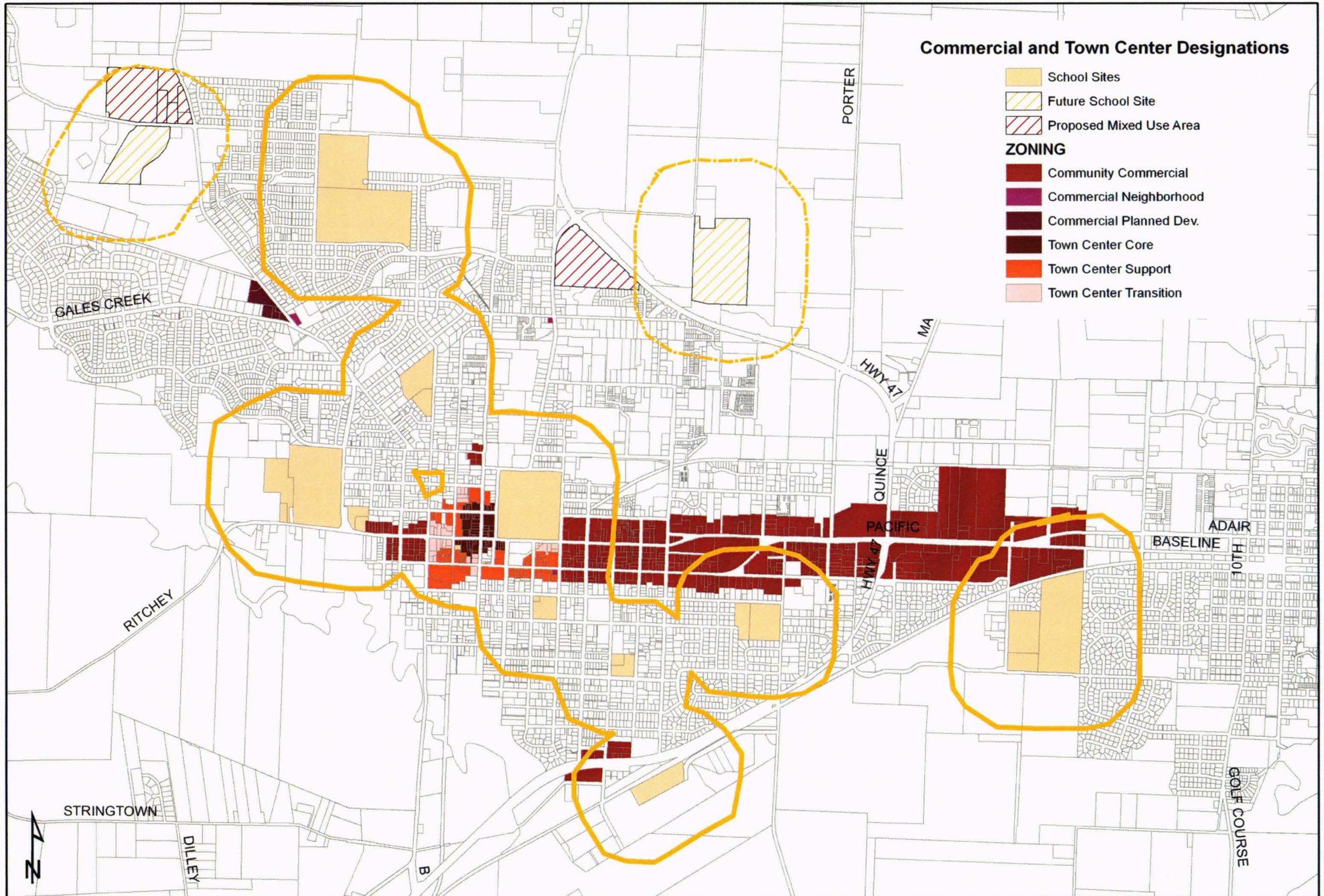
The map also includes other prospective sites that could be affected in the future. These sites include two properties owned by Forest Grove School District that could be future school sites and proposed commercial mixed use areas recently adopted by the Comp Plan update. The allowed uses for these mixed use areas have yet to be determined.

Overall

The moratorium would provide staff the opportunity to establish clear procedures and methods that are needed for law enforcement to properly regulate the possession and use of marijuana. In addition, from a land use perspective, there is a need to identify private schools to accurately depict the location of the 1000 foot buffer. In addition, staff needs to clarify the use interpretation issue noted above. These land use questions could have a substantial influence where these facilities could be located.

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School Sites 1,000 Foot Buffer Area



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**State Requirements for
Medical Marijuana Facilities**
(underlining added)

475.314 Medical marijuana facility registration; qualifications; inspections; revocation; rules; fees. (1) The Oregon Health Authority shall establish by rule a medical marijuana facility registration system to authorize the transfer of usable marijuana and immature marijuana plants from:

(a) A registry identification cardholder, the designated primary caregiver of a registry identification cardholder, or a person responsible for a marijuana grow site to the medical marijuana facility; or

(b) A medical marijuana facility to a registry identification cardholder or the designated primary caregiver of a registry identification cardholder.

(2) The registration system established under subsection (1) of this section must require a medical marijuana facility to submit an application to the authority that includes:

(a) The name of the person responsible for the medical marijuana facility;

(b) The address of the medical marijuana facility;

(c) Proof that the person responsible for the medical marijuana facility is a resident of Oregon;

(d) Documentation, as required by the authority by rule, that demonstrates the medical marijuana facility meets the qualifications for a medical marijuana facility as described in subsection (3) of this section; and

(e) Any other information that the authority considers necessary.

(3) To qualify for registration under this section, a medical marijuana facility:

(a) Must be located in an area that is zoned for commercial, industrial or mixed use or as agricultural land and may not be located at the same address as a marijuana grow site;

(b) Must be registered as a business or have filed a pending application to register as a business with the Office of the Secretary of State;

(c) Must not be located within 1,000 feet of the real property comprising a public or private elementary, secondary or career school attended primarily by minors;

(d) Must not be located within 1,000 feet of another medical marijuana facility; and

(e) Must comport with rules adopted by the authority related to:

(A) Installing a minimum security system, including a video surveillance system, alarm system and safe; and

(B) Testing for pesticides, mold and mildew and the processes by which usable marijuana and immature marijuana plants that test positive for pesticides, mold or mildew must be returned to the registry identification cardholder, the cardholder's designated primary caregiver or the cardholder's registered grower.

(4)(a) The authority shall conduct a criminal records check under ORS 181.534 of a person whose name is submitted as the person responsible for a medical marijuana facility under subsection (2) of this section.

(b) A person convicted for the manufacture or delivery of a controlled substance in Schedule I or Schedule II may not be the person responsible for a medical marijuana facility for five years from the date the person is convicted.

(c) A person convicted more than once for the manufacture or delivery of a controlled substance in Schedule I or Schedule II may not be the person responsible for a medical marijuana facility.

(5) If a person submits the application required under subsection (2) of this section, the medical marijuana facility identified in the application meets the qualifications for a medical marijuana facility described in subsection (3) of this section and the person responsible for the medical marijuana facility passes the criminal records check required under subsection (4) of this section, the authority shall register the medical marijuana facility and issue the person responsible for the medical marijuana facility proof of registration. The person responsible for the medical marijuana facility shall display the proof of registration on the premises of the medical marijuana facility at all times when usable marijuana or immature marijuana plants are being transferred as described in subsection (1) of this section.

(6)(a) A registered medical marijuana facility may receive usable marijuana or immature marijuana plants only from a registry identification cardholder, designated primary caregiver or person responsible for a marijuana grow site if the registered medical marijuana facility obtains authorization, on a form prescribed by the authority by rule and signed by a registry identification cardholder, to receive the usable marijuana or immature marijuana plants.

(b) A registered medical marijuana facility shall maintain:

(A) A copy of each authorization form described in paragraph (a) of this subsection; and

(B) Documentation of each transfer of usable marijuana or immature marijuana plants.

(7) A medical marijuana facility registered under this section may possess usable marijuana and immature marijuana plants in excess of the limits imposed on registry identification cardholders and designated primary caregivers under ORS 475.320.

(8) The authority may inspect:

(a) The premises of an applicant for a medical marijuana facility or a registered medical marijuana facility to ensure compliance with the qualifications for a medical marijuana facility described in subsection (3) of this section; and

(b) The records of a registered medical marijuana facility to ensure compliance with subsection (6)(b) of this section.

(9)(a) A registry identification cardholder or the designated primary caregiver of a registry identification cardholder may reimburse a medical marijuana facility registered under this section for the normal and customary costs of doing business, including costs related to transferring, handling, securing, insuring, testing, packaging and processing usable marijuana and immature marijuana plants and the cost of supplies, utilities and rent or mortgage.

(b) A medical marijuana facility may reimburse a person responsible for a marijuana grow site under this section for the normal and customary costs of doing business, including costs related to transferring, handling, securing, insuring, testing, packaging and processing usable marijuana and immature marijuana plants and the cost of supplies, utilities and rent or mortgage.

(10) The authority may revoke the registration of a medical marijuana facility registered under this section for failure to comply with ORS 475.300 to 475.346 or rules adopted under ORS 475.300 to 475.346. The authority may release to the public a final order revoking a medical marijuana facility registration.

(11) The authority shall adopt rules to implement this section, including rules that:

(a) Require a medical marijuana facility registered under this section to annually renew that registration; and

(b) Establish fees for registering and renewing registration for a medical marijuana facility under this section. [2013 c.726 §2]

Enrolled
Senate Bill 1531

Sponsored by Senators HANSELL, MONROE, STARR; Senators BAERTSCHIGER JR, BOQUIST, CLOSE, FERRIOLI, GIROD, JOHNSON, KNOPP, KRUSE, MONNES ANDERSON, OLSEN, THOMSEN, WHITSETT, WINTERS, Representatives ESQUIVEL, JENSON, THATCHER, THOMPSON, WHISNANT, WITT (at the request of Association of Oregon Counties and League of Oregon Cities) (Pre-session filed.)

CHAPTER

AN ACT

Relating to marijuana facilities; creating new provisions; amending ORS 475.314; and declaring an emergency.

Be It Enacted by the People of the State of Oregon:

SECTION 1. Section 2 of this 2014 Act is added to and made a part of ORS 475.300 to 475.346.

SECTION 2. Notwithstanding ORS 633.738, the governing body of a city or county may adopt ordinances that impose reasonable regulations on the operation of medical marijuana facilities registered, or applying for registration, under ORS 475.314 that are located in the area subject to the jurisdiction of the city or county. For purposes of this section, "reasonable regulations" includes reasonable limitations on the hours during which a medical marijuana facility may be operated, reasonable limitations on where a medical marijuana facility may be located within a zone described in ORS 475.314 (3)(a) and reasonable conditions on the manner in which a medical marijuana facility may dispense medical marijuana.

SECTION 3. (1) Notwithstanding ORS 475.314 and section 2 of this 2014 Act, the governing body of a city or county may adopt an ordinance enacting a moratorium on the operation of registered medical marijuana facilities until May 1, 2015, in the area subject to the jurisdiction of the city or county if the moratorium is enacted no later than May 1, 2014.

(2) Notwithstanding ORS 475.309 (1)(b), a person who is responsible for or employed by a registered medical marijuana facility located in an area subject to the jurisdiction of a city or county that enacts a moratorium under this section is not excepted from the criminal laws of this state for possession or delivery of marijuana, aiding and abetting another in the possession or delivery of marijuana or any other criminal offense in which possession or delivery of marijuana is an element.

(3) The governing body of a city or county that enacts a moratorium under this section must notify the Oregon Health Authority, in a manner prescribed by the authority, of the moratorium.

(4) A registered medical marijuana facility that is located in an area subject to the jurisdiction of a city or county that enacts a moratorium under this section may choose to surrender the medical marijuana facility's registration. To surrender registration under this subsection, the medical marijuana facility must notify the authority, in a manner prescribed

by the authority, of the surrender. If a medical marijuana facility surrenders registration under this subsection, the authority may refund any fee imposed by the authority pursuant to ORS 475.314 (12).

SECTION 4. Section 3 of this 2014 Act is repealed on January 2, 2016.

SECTION 5. ORS 475.314 is amended to read:

475.314. (1) The Oregon Health Authority shall establish by rule a medical marijuana facility registration system to authorize the transfer of usable marijuana and immature marijuana plants from:

(a) A registry identification cardholder, the designated primary caregiver of a registry identification cardholder, or a person responsible for a marijuana grow site to the medical marijuana facility; or

(b) A medical marijuana facility to a registry identification cardholder or the designated primary caregiver of a registry identification cardholder.

(2) The registration system established under subsection (1) of this section must require a medical marijuana facility to submit an application to the authority that includes:

(a) The name of the person responsible for the medical marijuana facility;

(b) The address of the medical marijuana facility;

(c) Proof that the person responsible for the medical marijuana facility is a resident of Oregon;

(d) Documentation, as required by the authority by rule, that demonstrates the medical marijuana facility meets the qualifications for a medical marijuana facility as described in subsection (3) of this section; and

(e) Any other information that the authority considers necessary.

(3) To qualify for registration under this section, a medical marijuana facility:

(a) Must be located in an area that is zoned for commercial, industrial or mixed use or as agricultural land; *[and may not be located at the same address as a marijuana grow site;]*

(b) May not be located at the same address as a marijuana grow site;

[(b)] (c) Must be registered as a business or have filed a pending application to register as a business with the Office of the Secretary of State;

[(c)] (d) Must not be located within 1,000 feet of the real property comprising a public or private elementary, secondary or career school attended primarily by minors;

[(d)] (e) Must not be located within 1,000 feet of another medical marijuana facility; and

[(e)] (f) Must comport with rules adopted by the authority related to:

(A) Installing a minimum security system, including a video surveillance system, alarm system and safe; and

(B) Testing for pesticides, mold and mildew and the processes by which usable marijuana and immature marijuana plants that test positive for pesticides, mold or mildew must be returned to the registry identification cardholder, the cardholder's designated primary caregiver or the cardholder's registered grower.

(4)(a) The authority shall conduct a criminal records check under ORS 181.534 of a person whose name is submitted as the person responsible for a medical marijuana facility under subsection (2) of this section.

(b) A person convicted for the manufacture or delivery of a controlled substance in Schedule I or Schedule II may not be the person responsible for a medical marijuana facility for five years from the date the person is convicted.

(c) A person convicted more than once for the manufacture or delivery of a controlled substance in Schedule I or Schedule II may not be the person responsible for a medical marijuana facility.

(5) If a person submits the application required under subsection (2) of this section, the medical marijuana facility identified in the application meets the qualifications for a medical marijuana facility described in subsection (3) of this section and the person responsible for the medical marijuana facility passes the criminal records check required under subsection (4) of this section, the authority shall register the medical marijuana facility and issue the person responsible for the medical marijuana facility proof of registration. The person responsible for the medical marijuana facility

shall display the proof of registration on the premises of the medical marijuana facility at all times when usable marijuana or immature marijuana plants are being transferred as described in subsection (1) of this section.

(6)(a) A registered medical marijuana facility may receive usable marijuana or immature marijuana plants only from a registry identification cardholder, designated primary caregiver or person responsible for a marijuana grow site if the registered medical marijuana facility obtains authorization, on a form prescribed by the authority by rule and signed by a registry identification cardholder, to receive the usable marijuana or immature marijuana plants.

(b) A registered medical marijuana facility shall maintain:

(A) A copy of each authorization form described in paragraph (a) of this subsection; and

(B) Documentation of each transfer of usable marijuana or immature marijuana plants.

(7) A medical marijuana facility registered under this section may possess usable marijuana and immature marijuana plants in excess of the limits imposed on registry identification cardholders and designated primary caregivers under ORS 475.320.

(8)(a) A registered medical marijuana facility may not transfer any tetrahydrocannabinol-infused product that is meant to be swallowed or inhaled, unless the product is packaged in child-resistant safety packaging that meets standards established by the authority by rule.

(b) A registered medical marijuana facility may not transfer any tetrahydrocannabinol-infused product that is manufactured or packaged in a manner that is attractive to minors, as determined by the authority by rule.

[(8)] (9) The authority may inspect:

(a) The premises of an applicant for a medical marijuana facility or a registered medical marijuana facility to ensure compliance with the qualifications for a medical marijuana facility described in subsection (3) of this section; and

(b) The records of a registered medical marijuana facility to ensure compliance with subsection (6)(b) of this section.

[(9)(a)] (10)(a) A registry identification cardholder or the designated primary caregiver of a registry identification cardholder may reimburse a medical marijuana facility registered under this section for the normal and customary costs of doing business, including costs related to transferring, handling, securing, insuring, testing, packaging and processing usable marijuana and immature marijuana plants and the cost of supplies, utilities and rent or mortgage.

(b) A medical marijuana facility may reimburse a person responsible for a marijuana grow site under this section for the normal and customary costs of doing business, including costs related to transferring, handling, securing, insuring, testing, packaging and processing usable marijuana and immature marijuana plants and the cost of supplies, utilities and rent or mortgage.

[(10)] (11) The authority may revoke the registration of a medical marijuana facility registered under this section for failure to comply with ORS 475.300 to 475.346, [or] rules adopted under ORS 475.300 to 475.346 **or ordinances adopted pursuant to section 2 of this 2014 Act**. The authority may release to the public a final order revoking a medical marijuana facility registration.

[(11)] (12) The authority shall adopt rules to implement this section, including rules that:

(a) Require a medical marijuana facility registered under this section to annually renew that registration; and

(b) Establish fees for registering and renewing registration for a medical marijuana facility under this section.

SECTION 6. This 2014 Act being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this 2014 Act takes effect March 1, 2014.

Passed by Senate February 18, 2014

Repassed by Senate March 7, 2014

.....
Robert Taylor, Secretary of Senate

.....
Peter Courtney, President of Senate

Passed by House March 5, 2014

.....
Tina Kotek, Speaker of House

Received by Governor:

.....M.,....., 2014

Approved:

.....M.,....., 2014

.....
John Kitzhaber, Governor

Filed in Office of Secretary of State:

.....M.,....., 2014

.....
Kate Brown, Secretary of State

PROCLAMATION

Oregon Arbor Week ~ April 6 ~ April 12, 2014

National Arbor Day ~ April 25, 2014



WHEREAS, Arbor Day was first observed in 1872 with the planting of more than a million trees in Nebraska; and

WHEREAS, the citizens of Forest Grove continue this tradition of environmental stewardship by conserving, preserving, and restoring our urban forest; and

WHEREAS, the citizens of Forest Grove value trees and recognize that trees can reduce the erosion of our precious topsoil by wind and water, reduce heating and cooling costs, clean the air, produce oxygen, and provide wildlife habitat; and

WHEREAS, trees in our community increase property value, enhance the economic vitality of our business areas and beautifies our city; and

WHEREAS, the National Arbor Day Foundation has recognized our community's commitment to a strong and vibrant urban forest over the past twelve months by designating the City of Forest Grove as a national "Tree City USA®" for the 24th consecutive year.

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

Section 1. The citizens of Forest Grove are urged to continue their support of the City's Community Forestry Program and efforts to protect our urban forest.

Section 2. The citizens of Forest Grove are urged to plant trees during the month of April and to participate in community events commemorating Arbor Day 2014 and promote the well-being of present and future generations.



WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Forest Grove, Oregon, to be affixed this 14th day of April, 2014.

Peter B. Truax, Forest Grove Mayor

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3A

**FOREST GROVE CITY COUNCIL WORK SESSION
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEWS)
MARCH 17, 2014 – 5:30 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:35 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; and Mayor Peter Truax. **COUNCIL ABSENT:** Camille Miller and Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager, and Anna Ruggles, City Recorder.

2. WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS (B&C) INTERVIEWS

The following applicants were interviewed for the following positions:

- Jody McCaughey, Parks and Recreation Commission
- **Todd Winters, Parks and Recreation Commission, SW, Term Expiring December 31, 2017**
- **Kaylene Toews, Historic Landmarks Board, Term Expiring December 31, 2014**
- **Jeremiah Toews, Budget Committee, Historic Landmarks Board, Parks and Recreation Commission, NE, Term Expiring December 31, 2015**

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the above-noted B&C applicant interviews. After Council deliberation, Council collectively made recommendation to appoint members as noted above in **Bold**. McCaughey declined being appointed to other B&C and instead asked that his name be kept on file pending a vacancy on the Parks and Recreation Commission. Resolutions making formal appointments noted above in **Bold** will be considered at the next regular Council meeting of April 14, 2014.

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

3. ADJOURNMENT

**FOREST GROVE CITY COUNCIL WORK SESSION
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEWS)
MARCH 17, 2014 – 5:30 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 2**

Mayor Truax adjourned the work session at 6:31 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION
(COUNCIL GOALS AND OBJECTIVES)
MARCH 17, 2014 – 6:15 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by the Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:44 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas Johnston, Council President; Richard Kidd;
Victoria Lowe; Ronald Thompson; and Mayor Peter Truax. **COUNCIL ABSENT:**
Camille Miller and Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes,
City Manager, and Anna Ruggles, City Recorder.

2. COUNCIL GOALS AND OBJECTIVES FOR FISCAL YEAR 2014-15:

Sykes facilitated the above-noted work session, noting the purpose of the work session was so Council could finish identifying, ranking and prioritizing its Council goals/objectives for Fiscal Year 2014-15. Sykes reported Council submitted its new goals/objectives for Fiscal Year 2014-15, noting Council identified 20 new goals/objectives and carried over 20 goal objectives from the previous year that were identified as ongoing or long-term for a total of 40 goals/objectives. Sykes advised Council is being asked to rank and prioritize each of the 20 new goals/objectives identified for Fiscal Year 2014-15 using a rating scale from 4 to 0 (4 = top priority; 3 = important priority; 2 = 2nd tier priority; 1 = low priority; and 0 = no priority), noting as Council conducts its polling to keep in mind that any goals/objectives receiving an aggregated total of less than 12 of the possible 24 points (Miller could not participate) will drop off the list and will not be assigned.

Council Discussion:

Due to the time, Council collectively concurred to submit their polling for each of the 20 new goals/objectives via e-mail to City Recorder Ruggles who was instructed to tally the votes and submit the results of the voting to Council electronically. In conclusion of the above-noted discussion, Sykes advised a proposed resolution adopting the three Council key goals for Fiscal Year 2014-15 and a proposed resolution adopting the Council goals/objectives for Fiscal Year 2014-15 will be presented for Council consideration at the regular meeting of Monday, March 17, 2014 (refer to Agenda Item 8).

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

**FOREST GROVE CITY COUNCIL WORK SESSION
(COUNCIL GOALS AND OBJECTIVES)
MARCH 17, 2014 – 6:15 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 2**

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 7:00 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL REGULAR MEETING
MARCH 17, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:05 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; and Mayor Peter Truax. **COUNCIL ABSENT:** Camille Miller and Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Tom Gamble, Parks and Recreation Director; Jon Holan, Community Development Director; Jeff King, Economic Development Coordinator; Rob Foster, Public Works Director (in the audience); George Cress, Light and Power Director (in the audience); Janie Schutz, Police Chief (in the audience); and Anna Ruggles, City Recorder.

1. A. PROCLAMATION:

National Community Development Week

Mayor Truax publicly proclaimed April 21 – April 26, 2014, as “National Community Development Week in Forest Grove”.

2. CITIZEN COMMUNICATIONS:

Harry Holsapple, 2703 Firwood Lane, addressed Council about draining problems due to storm water runoff in the neighborhood of Firwood, to which Sykes addressed.

Brad Amundson, 2730 Firwood Lane, addressed Council about draining problems due to storm water runoff in the neighborhood of Firwood and imposing the City’s street light fee, to which Sykes addressed.

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

- A. Approve City Council Work Session (Urban Renewal) Meeting Minutes of February 24, 2014.
- B. Approve City Council Work Session (Watershed

**FOREST GROVE CITY COUNCIL REGULAR MEETING
MARCH 17, 2014 – 7:00 P.M.
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- Management) Meeting Minutes of February 24, 2014.
- C. Approve City Council Regular Meeting Minutes of February 24, 2014.
 - D. Approve City Council Work Session (Council Retreat) Meeting Minutes of March 1, 2014.
 - E. Accept Community Forestry Commission Meeting Minutes of January 15, 2014.
 - F. Accept Historic Landmarks Board Meeting Minutes of January 28, 2014.
 - G. Accept Library Commission Meeting Minutes of February 11, 2014.
 - H. Accept Parks and Recreation Commission Meeting Minutes of January 15, 2014.
 - I. Accept Planning Commission Meeting Minutes of February 3, 2014.
 - J. Accept Public Safety Advisory Commission Meeting Minutes of January 22, 2014.
 - K. Community Development Department Monthly Building Activity Informational Report for February 2014.
 - L. Endorse New Liquor License Application (Winery) for Bull Run Cider, LLC, 2225 Cedar Street (Applicant: Peter Mulligan).
 - M. Endorse New Liquor License Application (Brewery) for Waltz Brewing, LLC, 1900 A Street (Applicant: Adam Zumwalt).
 - N. Endorse Liquor License Renewal Applications for Year 2014:
 - 1. Grampy's Deli and Pub (Full On-Premises Sales)
 - 2. Little Monkey Deli (Full On-Premises Sales)
 - 3. McMenamins Grand Lodge (Full On-Premises Sales)
 - 4. Prime Time Restaurant and Sports Bar (Full On-Premises Sales)
 - 5. The Friendly Vine Wine Shop (Limited On-Premises Sales)
 - 6. Super Mercado La Montana (Off-Premises Sales)
 - 7. Tyson's Pub N Grub (Limited On-Premises Sales)

MOTION: Councilor Kidd moved, seconded by Councilor Lowe, to approve the Consent Agenda as presented. ABSENT: Councilors Miller and Uhing. MOTION CARRIED 5-0 by voice vote.

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4. **ADDITIONS/DELETIONS:** None.

5. **PRESENTATIONS:**

5. A. **Clean Water Services/Fernhill Wetlands Natural Treatment System:**
Diane Taniguchi-Dennis, Clean Water Services (CWS) Deputy General Manager, and two other CWS representatives, presented a PowerPoint presentation highlighting the new natural treatment system upgrades at Fernhill Wetlands. The group addressed various Council inquiries and invited Council and the public to attend the groundbreaking celebration scheduled for May 1, 2014.

5. B. **Metro Quarterly Exchange Update:**
Kathryn Harrington, Metro Councilor District 4, presented a PowerPoint presentation highlighting District 4 Quarterly Exchange Report. Harrington reported on Metro's solid waste and recycling; visitor venue updates; referenced The Intertwine Region Map; and distributed various handouts.

5. C. **Reserves and Grand Bargain Update:**
Holan presented a PowerPoint presentation highlighting Forest Grove Urban Reserves Planning Areas Map; Purdin Road Urban Reserve Area Map; and reported on the Appellate Court Decision and potential changes and outcomes of House Bill 4078.

6. **RESOLUTION NO. 2014-32 AUTHORIZING THE CITY OF FOREST GROVE TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR DEVELOPMENT OF A MULTI-USE TRAIL IN THE OLD TOWN/B STREET OPEN SPACE AREA**

Staff Report:

Gamble and King presented the above-proposed resolution requesting authorization to submit a grant proposal to the Oregon Parks and Recreation Department to build and install a multi-use trail, noting the proposed trail will connect to the existing B Street trail and include a new access connection to 14th Street, as well as installation of signage and benches. Gamble reported the total project costs are estimated at \$327,000, of which the grant requires a local match of \$163,500. In

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PAGE 4**

conclusion of the above-noted staff report, Gamble advised the funds will be allocated from the Parks System Development Charges and the Parks and Recreation Department will maintain the trail as noted in the staff report.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-32.

Sykes read Resolution No. 2014-32 by title.

MOTION: Council President Johnston moved, seconded by Councilor Lowe, to adopt Resolution No. 2014-32 Authorizing the City of Forest Grove to Apply for a Local Government Grant from the Oregon Parks and Recreation Department for Development of a Multi-Use Trail in the Old Town/B Street Open Space Area.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, and Mayor Truax. NOES: None. ABSENT: Councilors Miller and Uhing. MOTION CARRIED 5-0.

7. RESOLUTION NO. 2014-33 ADOPTING CITY COUNCIL KEY GOALS FOR FISCAL YEAR 2014-15

Staff Report:

Sykes and Mayor Truax presented the above-proposed resolution for Council consideration, noting at the Council Retreat, held on March 1, 2014, Council proposed no changes and collectively concurred to keep the following three key goals for Fiscal Year 2014-15:

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

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

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

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-33.

Sykes read Resolution No. 2014-33 by title.

MOTION: Councilor Kidd moved, seconded by Council President Johnston, to approve Resolution No. 2014-33 Adopting City Council Key Goals for Fiscal Year 2014-15.

Council Discussion:

Kidd noted he is pleased to see all departments tying the three Council key goals into their work plans.

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

ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, and Mayor Truax. NOES: None. ABSENT: Councilors Miller and Uhing. MOTION CARRIED 5-0.

8. RESOLUTION NO. 2014-34 ADOPTING CITY COUNCIL GOAL OBJECTIVES FOR FISCAL YEAR 2014-15

Staff Report:

Sykes reported Council submitted its new goals/objectives for Fiscal Year 2014-15, noting Council identified 20 new goals/objectives and carried over 20 goal objectives from the previous year that were identified as ongoing or long-term for a total of 40 goals/objectives. Sykes advised Council is being asked to rank and prioritize each of the 20 new goals/objectives identified for Fiscal Year 2014-15 using a rating scale from 4 to 0 (4 = top priority; 3 = important priority; 2 = 2nd tier priority; 1 = low priority; and 0 = no priority), noting any goal objectives receiving an aggregated total of less than 12 of the possible 24 points (Miller could not participate) drops off the list.

Council Polling:

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Due to the time, Council collectively concurred to submit their polling for each of the 20 new goals/objectives via e-mail to City Recorder Ruggles who was instructed to tally the votes and submit the results of the voting to Council electronically. After the meeting, Ruggles tallied the votes and Council's polling resulted in 12 of the 20 new goals/objectives receiving priority as outlined in Exhibit A of the resolution and eight (8) of the objectives received an aggregated total of less than 12 of the possible 24 points, which resulted in these objectives being dropped off the list and not assigned as outlined in Exhibit A footnote of the resolution. In addition, Council carried over 20 objectives identified as long-term and/or ongoing as outlined in Exhibit B of the resolution. Sykes noted each of new Council goals/objectives will be grouped within one of the three Council key goals and will be assigned to the pertinent City department so staff can focus their activities and prioritize resources during budget preparations for the upcoming fiscal year. In conclusion of the above-noted staff report, Sykes advised he has scheduled Department Work Plan presentations for the Council meetings of April 14 and April 28, 2014, noting the work plans will contain Action Plans for the newly-adopted Council Goals/Objectives.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-34.

Sykes read Resolution No. 2014-34 by title.

MOTION: Councilor Kidd moved, seconded by Council President Johnston, to approve Resolution No. 2014-34 Adopting City Council Goal Objectives for Fiscal Year 2014-15 (Exhibit A and Exhibit B).

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, and Mayor Truax. NOES: None. ABSENT: Councilors Miller and Uhing. MOTION CARRIED 5-0.

9. ADOPTING CITY COUNCIL TEAM AGREEMENT FOR 2014

The above-noted item was tabled (refer below) to the next Council meeting of April 14, 2014, due to Councilors Miller and Uhing were not in

**FOREST GROVE CITY COUNCIL REGULAR MEETING
MARCH 17, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 7**

attendance.

MOTION: Councilor Kidd moved, seconded by Council President Johnston, to approve tabling the adoption of the Council Team Agreement until the next Council meeting of April 14, 2014.

VOICE VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, and Mayor Truax. NOES: None. ABSENT: Councilors Miller and Uhing. MOTION CARRIED 5-0 by voice vote.

10. CITY MANAGER'S REPORT:

Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and community-wide events as noted in the City Manager's Report. Sykes reported management staff plans to review and discuss the City's five-year projection for the General Fund at the Informational Budget Committee meeting scheduled for April 24, 2014, noting he is currently conducting budget reviews with each city department. Sykes advised staff is drafting a proposed ordinance for Council consideration for the next Council meeting of April 14, 2014, noting the ordinance is proposing to impose a one-year moratorium on medical marijuana facilities, noting the City must adopt the moratorium ordinance prior to the effective date of May 1, 2014, of Senate Bill 1531. In response, Mayor Truax asked Sykes to have the Public Safety Advisory Commission review and comment on the proposed ordinance prior to the Council meeting, to which Sykes concurred. In addition, Sykes distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and upcoming city-wide events.

11. COUNCIL COMMUNICATIONS:

Council President Johnston reported attending the Forest Grove Rural Fire Protection District meeting, noting the Council/Rural Fire Board joint work session is scheduled for Tuesday, April 8, 2014. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Kidd reported attending the National League of Cities Conference in Washington, D. C. Kidd noted he was unable to attend the last Historic Landmarks Board meeting and instead, Uhing attended in his absence.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
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In addition, Kidd reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported the Parks and Recreation Commission plans to hold a public meeting on March 20, 2014, 7pm, in the Community Auditorium, to take public testimony on a proposed ordinance prohibiting smoking in city-related property, including city parks. In addition, Lowe reported on other matters of interest and upcoming meetings she was planning to attend.

Miller was absent.

Thompson reported attending the National League of Cities Conference in Washington, D.C. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing was absent.

Mayor Truax announced dates of various upcoming activities and meetings as noted in the Council Calendar. Mayor Truax reported the Council meeting for Monday, March 24, 2014, was cancelled, noting the next regular scheduled Council meeting is Monday, April 14, 2014. Mayor Truax reported attending the National League of Cities Conference in Washington, D. C. In addition, Mayor Truax reported on other various local, regional, Metro, and Washington County meetings he attended and distributed a copy of the upcoming meetings and community-related events he was planning to attend.

12. ADJOURNMENT:

Mayor Truax adjourned the meeting at 9:15 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

30

APPROVED

COMMUNITY FORESTRY COMMISSION
PARKS OFFICE
23RD AVENUE, FOREST GROVE, OR
FEBRUARY 19, 2014

Meeting called to order at 6:00:020. President Jen Warren in Chair.

Members Present – President Jen Warren in Chair, Mark Nakajima, David Hunter, Dale Wiley, Bruce Countryman,

Members Absent- Lance Schamberger

Staff Present: Steve Huffman

Council Liaison: Ron Thompson

Meeting Minutes Approval: January minutes were unavailable with Dan out on vacation. January minutes will be reviewed at the March meeting.

Citizen Communication: None

OLD BUSINESS

No old business at this time.

PROJECT REPORTS

None at this time.

NEW BUSINESS

Planning Retreat Items : This being the planning retreat meeting, the CFC discussed the numerous projects we have on our plan. It was decided that while all the projects were worthy, but that we simply had too many and were not doing an effective job of completing them.

The members reviewed the projects and came to consensus that some will be eliminated, some consolidated, and that priority's will be assigned. Jen will revise the list and send it out so that we have a clear path to what we can reasonably accomplish.

Arbor Day Event: Dale will contact the community School for participation interest again, and hand off the contact to Jen, since Dale will be unavailable for March and most of April.

NEXT MEETING

Next meeting will be March 19, 2014 at the Community Auditorium at 5:30 pm.

MEETING ADJOURNMENT

David moved and Mark seconded to adjourn the meeting. Unanimous affirmative vote adjourned the meeting. Meeting was adjourned at 6:58:15 pm.

Respectfully submitted,

Dale Wiley
CFC Secretary

3E

APPROVED

MEETING MINUTES

ATTENDEES: Guy Storms, Tim Budelman, Bruce McVean, J.J. Johnston, Hope Kramer, Brian Wilbur, Jeff King, Justin Norman, Eduardo Corona, Elena Uhing, Howard Sullivan, Kelly Marks, Don Jones

CITY STAFF: Michael Sykes, Jon Holan

ALSO ATTENDING: Aubrey Lindstrom (Jeff King's Intern), Andrea Castillo (Reporter with the Forest Grove Leader), Bob Terry (Washington County Commissioner), Javier Urenda (Adelante Mujeres), Amy Cox (Jon Holan's Intern)

1. CALL TO ORDER:

The meeting was called to order by EDC Chair Tim Budelman @ 12:11 p.m. At this time Tim Budelman asked everyone to please go around the room and introduce themselves.

2. CITIZEN COMMUNICATIONS:

None.

3. APPROVAL OF THE SEPTEMBER 12TH, 2013 MEETING MINUTES:

Brian Wilbur moved to accept the meeting minutes as accepted. EDC Vice Chair Hope Kraemer seconded the motion. The meeting minutes passed unanimously.

4. ADDITIONS / DELETIONS & STAFF SUMMARY:

Jeff King handed out a newly completed Local Dining Guide which Aubrey Lindstrom researched and put together. Jeff went on to announce that the EDC has decided to continue advertising on Oregon Public Broadcasting (OPB). Advertising with OPB allows for the City to reach both radio and T.V. audiences. Jeff added that Aubrey has been researching Google Ad Words to see if it could be a good option to use for more advertising. Jeff said that the Economic Development Department plans to continue with aggressive marketing throughout the next year. He also mentioned that Summit Foods has now moved in to the old Cedar Canyon Water building, and has completely renovated and remodeled it.

5. BUSINESS

A. McMENAMIN'S HOST UPDATE

Clyde Fulkerson was unable to attend today's meeting, and so there was no host update.

B. EDC BOARD OPENINGS

Jeff King reported that Jon Michael Cowertz who works with PCC / Willow Creek Campus, and has attended several EDC meetings in the past, would like to be inducted into the EDC as an ex-officio member. Jeff explained that Jon Michael would be a great asset to the group, and that he would attend as a non-voting ex-officio member. Hope Kraemer motioned to accept Jon Michael as a ex-officio member. Don Jones seconded the motion. The motion passed unanimously. Next Jeff mentioned that there are still openings within the EDC in the areas of wood products, and the wine industry. Hope, Kelly, and Tim all volunteered their time to help recruit members to fill these vacancies. Jeff said that the thumb drives have recently been updated, and that he would like to get the thumb drives out to businesses within the community such as Bank of the West, Pacific Insurance Partners, and the Chamber of Commerce in hopes to better reach small businesses who have little or no contact with the City Hall and/or the Economic Development Department.

C. MENTAL MAPPING EXERCISE

Jon Holan briefly explained the mental mapping exercise. He stated that it is one way that city engineers or designers can get a better idea of how to improve a downtown area in a city. The objective of the exercise is to get an idea of how people perceive a downtown area, and learn what people's mental image of a particular downtown area is. This helps those who are working to improve a downtown area better understand how a downtown is currently functioning, and how it can be improved. Jon mentioned that this mental mapping exercise is available at the Farmer's Market, and it has also been given to two 5th grade classes at the Forest Grove Community School. The more people who take the exercise, the better idea City planners have of how to improve the downtown area.

Next, Amy Cox, who researched and put together this exercise, further explained the 5 definitions and symbols used in taking the exercise. She stressed to everyone that there is no right or wrong way to draw their map, and that each person should draw the features of the downtown area as they remember it in their mind's eye. The EDC members took approximately 15 minutes to complete their mental maps, and then returned them to Amy to be analyzed and processed.

D. EDC OPERATING GOALS

Tim Budelman expressed interest in perhaps introducing a new format into the EDC monthly meetings. He suggested having a guest from different economic positions throughout the greater Portland area attend each meeting. He felt that this would be a good way to introduce some new and objective ideas to the group. Entities such as Washington County, Metro, and Westside Economic Alliance were all mentioned as possible guests. Elena Uhing added that including government representatives might be a good idea as well. Jeff King said he felt that was a good idea, but that we need to be

careful to use our time wisely and accomplish as much as we can with each meeting. J.J. Johnston added that it may be useful to have a broker or site selector come and speak in order to help the group to see a true perspective of the City, and explain what can be done to help attract desirable businesses to Forest Grove. Brian Wilbur reiterated that it is a great idea to invite consultants and/or brokers in order to hear what their ideas are, and that they may view it as a good business opportunity, and they may remember Forest Grove when they are showing clients available property. Brian also mentioned that he thought a monthly update from the Chamber of Commerce would be beneficial to the group. Jeff King went on to say that one idea is to have a spotlighted business attend each meeting. This way the EDC could hear first hand from businesses what they are currently doing, what their challenges are, and what needs the City might be able to meet for them. This information would help the EDC to learn and grow, and to become more effective. Hope Kraemer said that she thought the last update from the Forest Grove School District Superintendent was very helpful, and would like for her to attend a meeting in the near future. Michael Sykes asked Jeff King if this type of format might be a viable option for upcoming meetings, and Jeff said he thought it could be.

E. STRATEGIC PLANS & GOALS

Jeff King handed out a streamlined version of the Strategic Plan, Goals & Action Steps. He said that the subcommittees will be meeting to adjust and streamline the goals even more. He felt like adding modern ideas like YouTube, thumb drives, and newer technology in general is very important. He added that of course business attraction, business retention, and tourism are all still very important parts of the EDC goals. He said that he feels it is important to start by evaluating the current goals to see if they are still valid and make sense, or if they have become outdated, or simply are not useful anymore. The committees should ask themselves if new or different goals should be added. Michael Sykes pointed out that a strategic plan is something that changes all of the time and needs to be revised constantly. He said it is helpful to go through the plan line by line to pinpoint exactly where the group has been successful, and then set new goals. Tim proposed taking some time at each meeting for subcommittees to meet. Don Jones agreed that that may be a good idea since it is very helpful to get other peoples input because it offers new ideas and a fresh perspective. Don added that possibly the spotlighted business that is invited to speak can directly relate to the goal that is to be discussed during that meeting. The group responded very positively to that idea.

6. COUNCIL COMMUNICATIONS:

Elena Uhing reported that there has been a lot going on recently with the City Council. The League of Oregon Cities Conference was recently held, and our yearly visit from sister city Nyuzen, Japan is coming up October 31st thru November 4th. She also mentioned how exciting it is to have Summit Foods move to our city, and that she was fortunate to attend a tour and lunch there last week. The company will process food, including apple chips that she said are awesome. She also mentioned the ground

breaking ceremony to celebrate the beginning of construction on the new residence hall that is being built at Pacific University. The ceremony will be held on October 10th, 2013 @ Reynolds Field on the Forest Grove Campus. Lastly, she said that the last Times Litho consulting meeting was last month, and that the project is moving forward. She stated that she was very happy to be able to participate in the process of developing that property.

7. STAFF & BOARD MEMBER COMMUNICATIONS:

Kelly Marks informed everyone that the Washington County Museum Annual Gala and fund raiser will be held @ Trinity Lutheran Church in Hillsboro this year. It is this Saturday, October 5th, and she said there are still a few seats available if anyone is interested in attending. Also, Javier Urenda reminded everyone that the last Farmer's Market in Forest Grove will be on Wednesday, October 30th. Howard Sullivan reported that the Annual Corn Roast was very wet and windy, and that attendance suffered because of that, but there were still quite a few people who came out despite the weather. He thanked everyone who helped with organizing the event.

8. ANNOUNCEMENT OF NEXT MEETING:

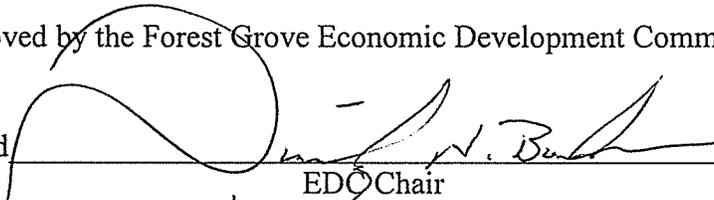
Tim Budelman announced that the next EDC meeting will be held on November 7th, 2013 @ McMEnamin's Grand Lodge in the Alice Inkley room.

9. ADJOURNMENT:

EDC Chair Tim Budelman adjourned the meeting @ 1:40 p.m.

Approved by the Forest Grove Economic Development Commission:

Signed


EDC Chair

Date:

11/7/13

APPROVED

MEETING MINUTES

ATTENDEES:

George Cress, Jon-Michael Cowertz, Bruce McVean, Kelly Marks, Tim Budelman, Howard Sullivan, Hope Kramer, Jeff King, Elena Uhing, Mark Nakajima, Mark Frandsen, Brian Wilbur, Javier Urenda, Don Jones

CITY STAFF: Michael Sykes, Mayor Pete Truax

ALSO ATTENDING: Aubrey Lindstrom (Intern to Jeff King)

1. CALL TO ORDER:

The meeting was called to order @ 12:17 p.m. by EDC Chair Tim Budelman.

2. CITIZEN COMMUNICATIONS:

None.

3. APPROVAL OF OCTOBER 3RD, 2013 SUMMARY MINUTES:

Don Jones moved to accept the minutes as presented. Kelly Marks seconded the motion. The minutes passed unanimously.

4. ADDITIONS / DELETIONS & STAFF SUMMARY:

Jeff King explained that he has completed a memo for the City Council which outlines recent economic activity in town, including business retention and recruitment, as well as outlining support and assistance given to various businesses by the Economic Development Department. Jeff also mentioned that there is a new distillery start-up here in town. The owner is a transplant from Chicago who works for Intel, and lives in Portland, but heard that Forest Grove was an advantageous spot in which to start a new business. Lastly, Jeff said that the City is now advertising with Google Ad Words, and are currently getting approximately 30 clicks a day. He has a meeting to meet with a Google consultant tomorrow to discuss other advertising options.

5. BUSINESS

A. McMENAMIN'S HOST UPDATE:

Clyde Fulkerson was not in attendance, so there was no host update today.

B. FOREST GROVE CHAMBER OF COMMERCE:

Howard Sullivan reported that it has been six months since he took over as director of the Chamber of Commerce. He noted that in that time period that visitor walk-ins, phone calls, and website visits have all increased. He also stated that the Forest Grove Chamber now services the City of Cornelius as

well. He mentioned that he was able to attend a presentation to the City of Cornelius by Michelle Reeves, who is the same consultant who has worked with Forest Grove in the past. He said he was very impressed by her ideas, suggestions, and advice.

C. COMMITTEE REPORTS:

Small Business: Jeff King reported that when the committee last met that they outlined the resources and needs that small businesses are currently facing. The outline is included in the EDC packet handed out in today's meeting. Elena Uhing added that businesses are having trouble finding skilled workers, and that soft skills are not always taught.

Tourism: Jeff noted that the Tourism Committee has been trying to be proactive and plan in advance for upcoming events throughout the City, especially during the holiday season. A list of all of the "Holiday in the Grove" events that are planned for this year is included in today's EDC packet. Elena mentioned that it is important to try to collaborate with other entities to plan events that coincide during the same time period so that people have more than one reason to drive out to Forest Grove and don't simply just drive through the City on their way to something or somewhere else.

Industrial: Jeff said that the committee intends to continue to have more broker lunches, and more broker letters in the future. He also said that the City still has a grant with Metro to help improve infrastructure, and to help identify industrial land that is available.

D. EDC OPERATING GOALS:

There was a lot of discussion during this period of the meeting devoted to whether or not the EDC should invite guest speakers to their monthly meetings that could provide pertinent advice and information to the members. It was agreed upon that if guest speakers are invited, that it should be someone in a field that directly relates to economic development in Forest Grove, and that an outline should be given to the speaker ahead of time to keep them on task, and also that a limited amount of time should be set aside and adhered to in order for the meetings to be as effective as possible. There was a consensus that a half hour time allotment should be sufficient. Hope Kramer volunteered to send out an e-mail in the next week or so to the EDC members in order to get everyone's perspective and ideas as to who to invite, and what the guest speaker's outline should look like.

E. STRATEGIC PLAN & GOALS UPDATE:

None, due to time constraints.

6. **COUNCIL COMMUNICATIONS:**

Elena Uhing had a few announcements including that Washington County has adopted a ten year plan to end homelessness. Also, she mentioned that Tri-Met will be changing its routes this coming March so that Forest Grove is now serviced every 15 minutes, rather than every 20 minutes. She said that Councilor Ron Thompson worked very hard to get this change implemented. She also said that the new Grove Link bus service, which is a free service, is up to approximately 100 customers per day now. Lastly, Elena mentioned that the Council approved a new commission, which is the Sustainability Commission.

7. **STAFF & BOARD MEMBER COMMUNICATIONS:**

Javier Urenda announced that Adelante Mujeres has recently moved from 19th Avenue to a vacant space on Main Street.

8. **ANNOUNCEMENT OF NEXT MEETING:**

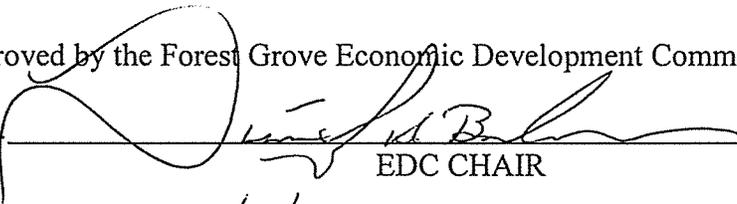
EDC Chair, Tim Budelman, announced that the next EDC meeting will be held on Thursday, December 5th, 2013 @ 12:00 noon, @ McMenamain's Grand Lodge in the Alice Inkley Room.

9. **ADJOURNMENT:**

The meeting was adjourned by Tim Budelman @1:46 p.m.

Approved by the Forest Grove Economic Development Commission:

Date


EDC CHAIR

12/5/13

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APPROVED

MEETING MINUTES

ATTENDEES: Jeff King, George Cress, Tim Budelman, Howard Sullivan, Guy Storms, Hope Kramer, Jon-Michael Kowertz, Don Jones, Mark Frandsen, John Hayes, Mark Nakajima.

CITY STAFF: Michael Sykes

1. CALL TO ORDER:

The meeting was called to order @ 12:12 p.m. by EDC Chair Tim Budelman.

2. CITIZEN COMMUNIATION:

None.

3. APPROVAL NOVEMBER 7TH, 2013 SUMMARY MINUTES:

Mark Frandsen moved to accept the meeting minutes as presented. Hope Kramer seconded the motion. The minutes passed unanimously.

4. ADDITIONS / DELETIONS & STAFF SUMMARY:

Jeff King briefly updated the group on various activities happening in the City. He handed out a flier which outlines several holiday events that will be taking place this month throughout Forest Grove. He said that the Times Litho Committee will be meeting one more time, and then will take their findings to the City Council for recommendations. After the City council gives their recommendations, the next step would be to go out to bid to a contractor. Jeff mentioned a few new businesses in town which include a microbrew on A Street, and a micro distillery in the old cherry building. He mentioned that the EDC is still advertising on Oregon Public Broadcasting, and with Google on Google Ad Words. As a direct result of the advertising, Jeff was contacted by a hard cider manufacturer who is interested in possibly locating their business in Forest Grove. Jeff said he will be attending the 11th Annual Oregon Leadership Summit next Monday, December 9th. Looking forward to January, Jeff reminded everyone that the Boards & Commissions Dinner is coming up, and also the Northwest Food Processor Conference is in January, which Forest Grove will be attending again along with Team Oregon.

5. BUSINESS:

A. McMenamins Host Update:

Hilary Olivos who is one of the managers at McMenamins stopped by to update everyone on what is happening @ the Grand Lodge over the holidays. First she

explained a new program that McMenamins has recently rolled out called The McMenamins Passport. A fellow McMenamins employee named Catherine Buck was also on hand to explain this new program as she is the very first person to complete her passport. The idea is to visit each McMenamins location / property in order to get your passport stamped. McMenamins owns locations as far north as Bothel, WA, and as far south as Roseburg, OR. It is not necessary to purchase anything in order to get your passport stamped. Completing a passport also includes other perks such as three free hotel nights at any McMenamins hotel, a free “Cosmic Tripster” keychain, and happy hour prices on all drinks Sunday through Thursday’s, all day long. The purchase price of a McMenamins Passport is \$20.00. Next Hilary announced that the Grand Lodge has recently hired a new chef who will be changing / updating the menu at the Grand Lodge somewhat with some new dishes. She also reminded everyone that McMenamins serves breakfast seven days a week. She said that “Breakfast with Santa” had already sold out, but that tickets to see the Dickens Carolers were still available. Hilary also mentioned that there are New Year’s Eve packages still available, and that the Grand Lodge has just received a liquor license to sell their hard liquor in bottles. This is the same liquor used to make mixed drinks already available in the bar(s) @ the Grand Lodge. Lastly, Hilary announced that for the first time ever, the Grand Lodge has hired a permanent, full-time gardener to maintain their beautiful grounds around the building.

B. Chamber of Commerce Update:

Howard Sullivan announced that approximately 150 – 200 people attended the tree lighting ceremony this year on November 30th, 2013. He thanked everyone involved for their help. Howard also reminded everyone that the annual Chamber wine raffle is currently underway, and that tickets are still available. The first place winner of the wine raffle receives 50 bottles of wine. Next Howard noted that membership is up, and that there are approximately 230 members at this time. He explained that he now has adequate volunteer help to have afternoons covered. He said he has volunteer help from the senior center and from students @ Pacific University.

C. Boards & Commissions Dinner:

Jeff King announced that the annual Boards & Commissions Dinner will be held on January 30th this year. He said that the EDC will have a Power Point presentation to present there, and that he hopes everyone from the EDC is able to attend.

D. EDC Operating Goals:

Jeff King referred to the “Meeting Operations Proposal” that is included in the hand out for today’s meeting that was drawn up after last month’s meeting. It outlines a new format for the upcoming EDC monthly meetings. He then asked

FOREST GROVE ECONOMIC DEVELOPMENT COMMISSION
THURSDAY, DECEMBER 5TH, 2013
McMENAMINS GRAND LODGE -- ALICE INKLEY ROOM
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Howard Sullivan and Jon-Michael Kowertz how often they would like to give updates about the Chamber of Commerce, and the Small Business Development department @ PCC. They both responded that a quarterly update would be sufficient. Jeff explained that the goal of the new format is to have an agency from the surrounding areas attend every other month to educate the EDC members about their role and how they function. Then, every other month the plan is to have a small business from Forest Grove attend to describe their business, their experience in Forest Grove, what drew them to Forest Grove, and how they are currently doing with their operations. It was agreed that both big and small businesses would have valuable information to share with the group. Mark Frandsen stressed that the key to selecting speakers and / or businesses to present at future meetings is to ask, "What can we learn from them that can be used to achieve the EDC goals." Hope Kramer said that she did keep that idea in mind when she made the proposed outline for future meetings. Michael Sykes said that Intel would be an obvious choice for a large business to ask to come and speak, and that also the Washington County Visitors Association (WCVA) would be a great choice as they have money to invest in Washington County, and it is a great way to make lasting relationships and connections. The general consensus after a lot of discussion by the members was that inviting agencies that can give a forecast of where things are headed economically in the Portland area would be the best use of meeting time. The top choices of agencies to invite were: Intel, Greater Portland Inc., Westside Business Alliance, WCVA, & Metro. Mark Frandsen also suggested inviting County Commissioner Bob Terry, and Clean Water Services. Tim, Hope, Jeff, and Michael all agreed to meet to choose from the list of top choices, and to set up times for them to attend future meetings.

E. Strategic Plan & Goals Update:

Jeff King circulated two additional handouts pertaining to the strategic plan and goals of the EDC. He spent a few minutes going over the current make-up of the subcommittees and their members. Michael Sykes asked if the committees could be re-evaluated and then updated. He mentioned that there could be an e-mail created and sent to members to ask them if they want to continue on the same committee, or to possibly change to a different committee, or to perhaps serve on more than one committee. After much discussion it was decided that in the coming month that each committee will evaluate the strategic plan and how it pertains to their particular committee. Then when the EDC meets next, each committee can give their input and recommendations they have reached after evaluating their roles in the strategic plan.

6. COUNCIL COMMUNICATIONS:

None due to time constraints.

FOREST GROVE ECONOMIC DEVELOPMENT COMMISSION
THURSDAY, DECEMBER 5TH, 2013
McMENAMINS GRAND LODGE -- ALICE INKLEY ROOM
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7. **STAFF & BOARD MEMBER COMMUNICATIONS:**

None due to time constraints.

8. **ANNOUNCEMENT OF NEXT MEETING:**

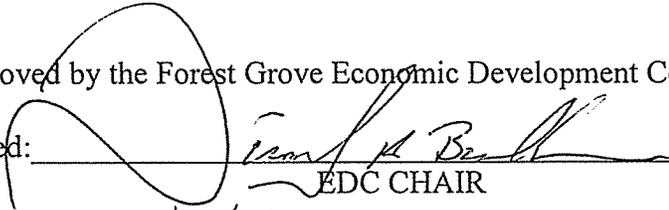
EDC Chair Tim Budelman announced that the next EDC meeting will be held on January 9th, 2014 @ 12:00 noon, @ McMenamins Grand Lodge in the Alice Inkley Room.

9. **ADJOURNMENT:**

The meeting was adjourned by EDC Chair Tim Budelman @ 1:30 p.m.

Approved by the Forest Grove Economic Development Commission:

Signed: _____


EDC CHAIR

Date: _____

1/9/14

APPROVED

MEETING MINUTES

ATTENDEES: Tim Budelman, Jeff King, Lois Hornberger, Mark Frandsen, Elena Uhing, Eduardo Corona, Brian Wilbur, Lisa Duncan, Hope Kramer, George Cress, Kelly Marks, John Hayes.

CITY STAFF: Michael Sykes.

ALSO ATTENDING: Aubrey Lindstrom (Intern to Jeff King), Laurine Apolloni (Apolloni Vineyards), Eddie Rios (Reporter from the Forest Grove Leader), Howard Smith (Guest Speaker from Pacific University), Mike Miller (Guest Speaker from Pacific University).

1. **CALL TO ORDER:**

The meeting was called to order @ 12:13 by EDC Chair Tim Budelman.

2. **CITIZEN COMMUNICATION:**

None.

3. **APPROVAL OF SUMMARY MINUTES FROM DECEMBER 5TH, 2013:**

Mark Frandsen moved to approve the meeting minutes as presented. Brian Wilbur seconded the motion. The minutes passed unanimously.

4. **ADDITIONS / DELETIONS & STAFF SUMMARY:**

Tim Budelman asked everyone to please go around the room and introduce themselves. Jeff King gave a brief summary of the progress being made by a couple of the businesses in Forest Grove. He mentioned that Chaucer Foods is ready to pull their final permit as they plan the final development phase of their building, which has been approved by the City. When the work is complete, Chaucer will create 71 new jobs in Forest Grove. Summit Foods is up and running on B Street in the old Cedar Canyon Water building and Jeff said that there are a few more new businesses looking to locate in Forest Grove, including a hard cider manufacturer who is hoping to be up and running by spring 2014.

5. **BUSINESS:**

A. **McMenamins Host Update:**

There was no one available from McMenamins to give an update, but Brian Wilbur mentioned that he has heard that Clyde Fulkerson, who is the general manager of the Grand Lodge, has left, but he has not heard who will replace him.

B. Chamber of Commerce Update:

None, Howard Sullivan is not in attendance at today's meeting.

C. Guest Speakers, Howard Smith & Mike Miller from Pacific University:

Howard Smith spoke at length about his position as Dean of the College of Business @ Pacific University. He gave a brief history of the college to the group, and then spoke about what is happening currently within the college, and what the plans are in the future. Howard mentioned that he has been either a dean or a vice president at the college level for over 22 years now. He said that the College of Business @ Pacific is currently graduating 28 – 30 undergrads each year, but he would like to see that number quadruple in the near future. He said it takes some time to get established, to roll out the program, acquire faculty, and to get the word out to the public. He noted that the areas the college is trying to grow at the undergrad level are sports business, actuarial science, hospitality, and long-term health care. At the graduate level they have rolled out a 10 month finance program, and they are planning to launch an MBA program in either August 2014, or January 2015. Both of these programs are offered at the Hillsboro Campus.

Mike Miller shared a bit of information on the work he oversees @ Pacific. He said he is responsible for putting together teams of combined faculty and students that research businesses within the community. They start with a case study, and work with the business to identify any challenges. After the research is complete, they compile a paper that identifies how the challenges and problems were met, and how they were solved, with the hope that the papers will get published and widely circulated so that others can benefit from the acquired knowledge and experience. Mike explained that since he worked for quite a while in Miami, FL, that he has a strong background working with the Latino Community, and that he would be very interested in doing a case study of a Latino owned business that is local to Forest Grove.

D. Boards & Commissions Meeting:

Jeff King reminded everyone that the Boards & Commissions Annual Meeting & Dinner is going to be held on January 30th, 2014. He said that the EDC still needs to put together a Power Point presentation to present at the dinner, which will be comprised of a snap shot of the past years accomplishments, and what the goals are for the upcoming year. Jeff said that he will send out an e-mail in the next few days asking for EDC members to please respond with whatever input to the presentation that they would like to contribute.

E. Board Vacancies:

Jeff explained that there are still vacancies within the EDC in the areas of manufacturing, which may end up being filled by Woodfold-Marco, and wine manufacturing.

6. COUNCIL COMMUNICATIONS:

Elena reported that due to the holiday season, the City Council had not met very often in the last month, and so there were no updates to relay at this time.

7. STAFF & BOARD MEMBER COMMUNICATION:

Jeff King handed out a memo that outlines the EDC's priority goals and objectives for the upcoming year.

Kelly Marks noted that as of summer 2013, Portland Community Colleges has a new president, Dr. Jimmy Brown, who is originally from England. She said that the Rock Creek Campus also has a new president, Dr. Sandra Fowler Hill, and that both the Cascade & Sylvania campuses will be recruiting for new presidents as well since both of their current presidents are leaving.

Lois Hornberger mentioned that Angela Davis, the renowned civil rights activist, will give a lecture @ Pacific University on February 6th, 2014 @ 7:30 p.m. @ the Stoller Center.

8. ANNOUNCEMENT OF NEXT MEETING:

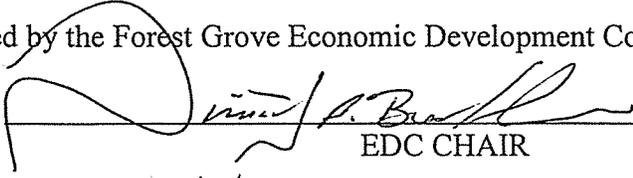
EDC Chair Tim Budelman announced that the next meeting of the Economic Development Commission will be on February 6th, 2014 @ 12:00 noon @ McMenamins Grand Lodge in the Alice Inkley Room.

9. ADJOURNMENT:

The meeting was adjourned by EDC Chair Tim Budelman @ 1:32 p.m.

Approved by the Forest Grove Economic Development Commission:

Signed: _____


EDC CHAIR

Date: _____

2/6/14

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APPROVED

ATTENDEES: Jeff King, George Cress, Tim Budelman, Brian Wilbur, Kelly Marks, James Draznin, Howard Sullivan, Bruce McVean, Mark Frandsen, Mark Nakajima, Eduardo Corona, Jon-Michael Kowertz, John Hayes, Hope Kramer, Elena Uhing, Lois Hornberger, Don Jones.

CITY STAFF: Mayor Pete Truax

ALSO ATTENDING: Aubrey Lindstrom (Intern to Jeff King) Washington County Commissioner Bob Terry, Diane Dennis with Clean Water Services (CWS), Sheri Wantland with CWS, John Dummer with CWS, Eddie Rios with the Oregonian.

1. **CALL TO ORDER:**

The meeting was called to order @ 12:04 p.m. by EDC Chair Tim Budelman. At this time Tim asked everyone to please introduce themselves.

2. **CITIZEN COMMUNICATION:**

None.

3. **APPROVAL OF MINUTES FROM JANUARY 9TH, 2014:**

Brian Wilbur moved to accept the minutes as presented. Mark Frandsen seconded the motion. The minutes passed unanimously.

4. **BUSINESS:**

A. **McMENAMIN'S HOST UPDATE:**

Hilary Olivos-Rood, the sales manager @ McMenamin's Grand Lodge, stopped by to give a brief update of happenings at the Grand Lodge. She mentioned that they have added an entirely new lunch menu, and they will be hosting a Wedding Expo which is open to the public on March 1st, 2014 from 11:00 a.m. – 4:00 p.m. Also, the Grand Lodge will be celebrating its 92nd birthday on Saturday, March 8th, 2014 with free live music & drink specials all day. Lastly, Hilary introduced their new chef, Andreas, to the group.

B. **FOREST GROVE CHAMBER OF COMMERCE:**

A letter written by Howard Sullivan & Lauren Wilbur was distributed to the group.

C. GUEST SPEAKER:

Washington County Commissioner Bob Terry, along with three employees from Clean Water Services, Diane Dennis, John Dummer, & Sheri Wantland are the guest speakers for today's meeting. Bob Terry said that he is proud and excited with all of the growth and changes happening in Forest Grove. He briefly mentioned a few projects which have recently been completed that involved cooperation between the City and Washington County. The projects he mentioned included road improvements and the addition of two crosswalks across busy roadways.

Next, Diane Dennis spoke about Clean Water Services and the four water treatment plants in our area which include Rock Creek, Durham, Hillsboro, and of course Fern Hill Wetlands in Forest Grove. Diane answered various questions that EDC members asked, and relayed very interesting information about the water treatment plants and what they do. She said that the county commissioners really challenge Clean Water Services to do smart business, emphasizing that their practices are always environmentally sound. She pointed out that water is going to be an economic driver in the very near future as we see our neighboring states of California and Nevada facing droughts of epic proportions.

John Dummer then explained several upgrades that have taken place at Fern Hill Wetlands in the past few years. Some of the most recent changes have been native plant restoration, the addition of restrooms and a picnic shelter, a water garden, a bridge, and a three acre treatment pond. He said that there are three main goals kept in mind as improvements are made, these goals are: the water treatment process, people, and the environment.

In the final portion of the presentation, Sheri Wantland outlined some of the economic impacts that have resulted from the upgrades to Fernhill Wetlands. She said that as a result of the improvements/upgrades, there has been an increase in ecotourism, media interest, research by scientists and educators, and special events arising such as the Birds & Brew Festival held each year. She noted that wildlife viewing and birding have become very lucrative businesses in the United States, and that in 2008 they brought in \$795,000.00 to Washington County alone.

5. **ADDITIONS / DELETIONS & STAFF SUMMARY**

Don Jones gave an update on the redevelopment and recommendations of the Times Litho Ad-Hoc Committee. He said that the land and building had been purchased in December of 2012, and since that time the committee has met several times in order to decide what the best use of the property should be. The committee's recommendations are as follows: The project should stimulate the downtown, should be developed as a private / public partnership, should include a public amenity, should include market rate housing only, retail should be part of the mix, the developer chosen should be open to including a retail grocery store, and there should be an open attitude toward the advice of the developer chosen in order for them to determine the most suitable project for the site. Don then announced the next steps to be taken in the process which are:

- February 2014 – Develop RFI with Jerry Johnson
- Late February 2014 – Release RFI
- Late April 2014 – Deadline for RFI
- May 2014 – Reconvene Ad-Hoc Committee to give recommendations to City Council
- Summer 2014 – City negotiations with developer
- 2015 – Break ground

6. **COUNCIL COMMUNICATIONS:**

Elena Uhing shared information on several different meetings that the City Council has participated in recently, including the Boards & Commissions Annual Dinner which highlights the yearly accomplishments of 11 commissions within the City. There were 75 attendees at the dinner this year, and the announcement of a new addition to the existing commissions was made. The new commission will be the Sustainability Commission. Elena also mentioned that the Annual Town Meeting was held @ the Community Auditorium on Saturday, February 1st, 2014. She said that approximately 75 citizens attended plus City staff.

7. **STAFF & BOARD MEMBER COMMUNICATIONS:**

Eduardo Corona announced that Adelante Mujeres will be hosting an event called Sabor Color @ the Forest Grove Senior Center on Saturday March 22nd, 2014. This event is open to the public, and admission price is \$1.00, children under 15 are free.

ECONOMIC DEVELOPMENT COMMISSION
THURSDAY, FEBRUARY 6TH, 2014 – 12:00 NOON
McMENAMIN'S GRAND LODGE – ALICE INKLEY ROOM
Page 4 of 4

Jon-Michael Kowertz shared with the group that Portland Community College Small Business Development Center will be conducting a workshop geared toward small businesses called Small Business Management for Retailers. Classes begin on February 24th, 2014 and will be held @ the PCC SE Center in Portland.

8. **ANNOUNCEMENT OF NEXT MEETING:**

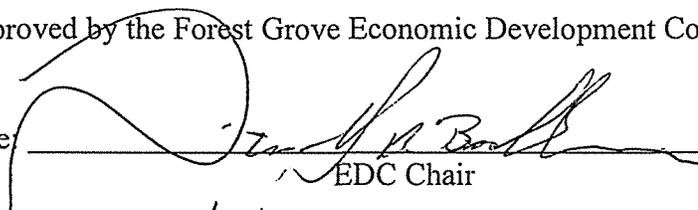
EDC Chair Tim Budelman announced that the next EDC Meeting will be held on March 6th, 2014 @ McMenemy's Grand Lodge, in the Alice Inkley Room @ 12:00 noon.

9. **ADJOURNMENT:**

EDC Chair Tim Budelman adjourned the meeting @ 1:40 p.m.

Approved by the Forest Grove Economic Development Commission:

Date


EDC Chair

3/6/14

APPROVED

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, FEBRUARY 19, 2014
COMMUNITY AUDITORIUM-CONFERENCE ROOM
PAGE 1 OF 4**

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

- 2) **CITIZEN COMMUNICATIONS:**

- 3) **APPROVAL OF MINUTES:** The minutes of the January 15, 2014 meeting were approved.

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

- 5) **INTRODUCTIONS:**

- 6) **OLD BUSINESS:**
 - a) **Review/Revise Commission Goals 2014-15**
 - i) The top five goals to take to the City Council:
 - (1) Park Master Plan Update/SDC Methodology and Rates
 - (a) Waiting for the Community Development Comprehensive Plan update to be completed.
 - (b) Review the community center discussion and sustainability practices.
 - (2) Grants (We are pursuing two)
 - (a) Nature and Neighborhoods Grant
 - (i) First meeting is March 3.
 - (b) State Lottery Grant
 - (i) To help finish the Old Town Loop.
 - (3) Urban Forest Master Plan
 - (a) We will work with the Forestry Commission on this Plan.
 - (4) Policy Development
 - (a) Smoking Ban
 - (b) Parks Use
 - (c) Field Use
 - (5) Staffing

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, FEBRUARY 19, 2014
COMMUNITY AUDITORIUM-CONFERENCE ROOM
PAGE 2 OF 4**

b) Master Plan Update

- i) Tom is writing the RFP (Request for Proposal).
 - (1) It will highlight the work we want done.
 - (2) It will include the Park SDC's and development fees.
 - (3) The methodology projects out ten years.
 - (4) The RFP should go out in March and we hope to have the consultant on by June.

c) No Smoking in Parks Policy/Process

- i) Other City's who have adopted similar policies have not had a huge negative response from the public.
- ii) It will be important to keep the public informed through signage.
- iii) There will need to be public notifications about meetings where the public can be heard on the subject.
- iv) We will hold two public hearings prior to our regular meeting. One evening and one morning.

7) NEW BUSINESS:

a) Presentation by Pacific University

- i) Athletic Director Ken Schuman and architect Carl Shultz presented plans for improvements of the Lincoln Park stadium seating area, which involves putting a roof over it.
 - (1) This would be nice for current users and spectators and help to attract more events.
 - (2) They began looking at this option a year ago and started getting support from spectators at events and donors.
 - (3) The building of the structure would be as uninvasive as possible, because it would be an independent structure cantilevered from the back. No seating would be torn up and the concession stand and pathways wouldn't be affected.
 - (4) The columns need to be specially manufactured, so the project will need to get started soon.
 - (5) The roof would be galvanized steel, which may be painted white.
 - (6) There will not be lighting installed under the cover at this time.
 - (7) Pacific's trustees have a board meeting in March where they will discuss the project.
 - (8) The construction should not affect our programs.
 - (a) They will block off the construction area and open bathrooms in the middle of the park.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, FEBRUARY 19, 2014
COMMUNITY AUDITORIUM-CONFERENCE ROOM
PAGE 3 OF 4**

- (b) If bleachers are needed, Pacific can set up their portable bleachers.
- ii) The Recreation Commission acting on behalf of the City gave their support of the project.

b) Annual Town Meeting Discussion

- i) The question of a community center was discussed. Along with a special recreation district that would incorporate several communities and city's.
 - (1) What direction does the Council want to go?

8) COMMISSIONER'S REPORTS:

a) Victoria:

- i) Metro meeting, Tuesday, February 25 in the Community Auditorium to discuss the easement agreement for the Old Town Loop.
- ii) May Day event at Fernhill Wetlands will include the official opening of the new trail to the waterfall feature.

b) Paul

- i) Suggested that each member take an area on the Recreation Commissions goals and research it.

9) STAFF REPORTS:

a) Steve:

- i) Tree trimming will end in two to three weeks.
- ii) The snow did not cause too much damage. The most damage was from vehicles driving off-road.
 - (1) There are deep ruts along Thatcher and Forest Glen.
 - (2) An oak tree fell on the Forest Glen trail.
 - (3) A pine fell in Lincoln Park this winter.
- iii) I'm now a participant with the Ford Foundation Cohort.
 - (1) They will choose a project to carry out in town. Ideas include:
 - (a) Outdoor neighborhood performance space in Rogers Park.
 - (b) Canoe launch on Gales Creek.
 - (c) Public Art
 - (d) Bathroom at Rogers Park. (Does not meet the cost for the foundation).
 - (e) Multi-cultural festival.
 - (f) Research project to talk about indoor recreation area.
 - (2) The project must be done on public property.

b) Tom:

- i) It's budget season.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, FEBRUARY 19, 2014
COMMUNITY AUDITORIUM-CONFERENCE ROOM
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- ii) Current C.I.P.'s will include the Old Town Loop trail and the updated Master Plan.
- iii) The current S.D.C.'s should cover the cost of a prefab bathroom at Rogers Park.

10) **ANNOUNCEMENT OF NEXT MEETING:** The next meeting time is still to be determined.

11) **ADJOURNMENT:** The meeting was adjourned at 8:42 p.m.

APPROVED

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1. **CALL TO ORDER:**

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

Planning Commission Present: Tom Beck, Carolyn Hymes, Al Miller, Lisa Nakajima, Phil Ruder and Sebastian B. Lawler.

Absent: Dale Smith

Staff Present: Jon Holan, Community Development Director; Marcia Phillips, Assistant Recorder.

2. **PUBLIC MEETING:**

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

2.2 **PUBLIC HEARING:** None.

2.3 **ACTION ITEMS:** None.

2.4 **WORK SESSION ITEMS:**

A. **Clean Water Services Presentation by John Dummer, Sheri Wantland, and Diane Tanaguchi-Dennis, Clean Water Services, 2550 SW Hillsboro Hwy., Hillsboro, OR 97123.**

Ms. Tanaguchi-Dennis: We want to thank the Planning Commission for allowing us to come here tonight and make this presentation.

Chairman Beck: The City of Forest Grove wants to thank Clean Water Services (CWS) for transforming our area.

Mr. Dummer: Tonight we want to talk a little bit about CWS's mission/commitment, our goals for Fernhill, and give an update on the project being undertaken at our Forest Grove location. (Mr. Dummer showed an aerial map of the Fernhill area.) The project goals include treatment, the environment, and the public.

Mr. Dummer: Treatment involves the year-round WWTP operation. The north (upper and west) treatment wetlands are primarily for ammonia removal. The south treatment wetlands are primarily for temperature reduction. Secondary treatment objectives are removal of phosphorus and contaminants of concern. CWS recently purchased a property to the north (formerly Merix), and the future plan is to access through this property off of Poplar St. Our current access floods at times during the year.

**PLANNING COMMISSION MEETING MINUTES
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March 3, 2014–7:00 P.M.

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Mr. Dummer: Our environmental goals include the promotion of biodiversity, utilization of native plants, enhancement of the habitat, and preservation of the floodplain.

Mr. Dummer: CWS's public goals are to create a "restorative water garden", to provide recreational opportunities for birding, hiking, etc., and to support public education opportunities. CWS has a vision for Fernhill. We want to provide something more and this is represented by aesthetic amenities such as open water, trees and community values. In the water garden people can spend time with nature. We want to honor Native American heritage. We want to invite the public "into the garden" through programs such as Birds and Brew 2012 and 2013 which was very successful. Research continues so we can continue to improve the area. Our grand opening is scheduled for May 1st.

Ms. Wantland: The Fernhill project has attracted media coverage, which brings more people. We are working hard to keep people where they should be, and giving the birds first priority.

Mr. Dummer: In 2012 CWS restored native plants to the Fernhill area, built a restroom and picnic shelter, developed the Water Garden with walking paths and bridges, and developed a 2 acre treatment wetland. In 2013 CWS put in a new parking lot, made improvement to access, proceeded with ongoing planting and continued with design and research.

Mr. Dummer: Current activities include entry area/access improvements. We are at 15% design for the south wetlands. There is a pilot study being conducted for the upper and west wetlands. In 2014 one of our next steps will be to continue the pilot study and our goal is to reach 30% design. We have a contractor we want to have onboard to help with the design/construction. The contractor is experienced with this type of construction, which will be very helpful. CWS has been in communication with Rob Foster, Director of Engineering/Public Works regarding the intersection of Hwy 47 and Maple St.

Chairman Beck: It is very difficult to get across Hwy. 47 from Maple St. We are hoping CWS will work with us to improve that intersection. It is unsafe. Thank you for your presentation.

B. Urban Renewal and Urban Reserves Update (PowerPoint Presentation)

Urban Renewal

Mr. Holan: I just wanted to update the Planning Commission on urban renewal and reserves. The City Council held a work session to discuss the establishment of an urban renewal program in Forest Grove and preparation of an urban renewal plan. The proposed urban renewal area focuses on the Town Center and Pacific Avenue

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corridor to just east of Quince Street. After considerable discussion, the Council directed staff to pursue finalizing the urban renewal plan and subsequently conduct the public hearing process required under state law. Next steps include reconvening the Stakeholder Advisory Committee to review the draft urban renewal plan. Following review by the Stakeholder Advisory Committee, the Planning commission will be asked to conduct a public hearing to consider whether the urban renewal plan is consistent with the Forest Grove Comprehensive Plan. In order to comply with notice requirements, the public hearing will likely occur in late-April or early-May.

Commissioner Nakajima: Will you please email the PowerPoint presentation to all of the Commissioners. It was very informative.

Mr. Holan: From a taxpayer’s perspective, there is no change at all. There has to be a degree of detail about how we are going to spend the money. Urban Renewal funds are the most flexible funds available to government to close the funding gap on development costs.

Chairman Beck: Urban Renewal districts can be good or bad – depending on how they are managed.

Urban Reserves

Mr. Holan: The State Appellate Court issued its decision on the reserves decision made by LCDC. The Court rejected numerous arguments made by petitioners including:

- (1) the validity of the rules governing the designation of urban and rural reserves in this case (OAR Chapter 660, Division 27)
- (2) Metro’s authority to designate reserves outside of its service district boundary
- (3) whether too much land was designated as urban reserve under OAR 660-027-004092)
- (4) whether the designation complies with particular Statewide Planning Goals.

The Court also upheld nine fundamental legal premises underlying LCDC’s review of the designation. The Court rejected most of petitioners’ contentions concerning whether LCDC properly applied the substantial evidence standard of review.

The Court remanded the decision back to LCDC based on the following four points: LCDC erred in (1) approving Washington County’s misapplication of the rural reserve factors pertaining to agricultural land; (2) concluding that Multnomah County had adequately “considered” the rural reserve factors pertaining to Area 9D (area in the northwest portion of Multnomah County in

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vicinity of Cornelius Pass Road); (3) concluding that it has authority to affirm a local government’s decision where its findings are inadequate if the evidence “clearly supports” the decision; and (4) failing to meaningfully explain why Metro and the counties’ designation of Areas 4A to 4D (commonly referred to as Stafford) as urban reserves is supported by substantial evidence.

Mr. Holan: For Forest Grove, the most significant aspect of this decision pertains to rejecting Washington County’s approach for Rural Reserves. The result of the decision, according to the City’s legal staff, is that all of the reserves do not exist. Prior to the issuance of the decision, legislation was introduced to override the legal decision (referred to as the Great Bargain). The legislation focuses on Washington County and seeks to finalize the urban and rural reserves. The City has advocated for Purdin Road being the northern boundary. The Farm Bureau proposed the northern boundary as an east-west water course located about half way between Purdin Road and the city limits. Other urban reserve areas including the David Hill Area (7A) and south Forest Grove (7E) would remain unchanged..

C. Land Use for South of Pacific Area

Because there were several people in the audience interested in the south of Pacific area, it was decided Item C on the agenda would proceed Item B.

Mr. Holan: At the conclusion of the work session on the potential Gales Creek Terrace project, several Commissioners indicated the desire to re-examine the proposed land use for the area south of Pacific Ave. Several factors need to be considered if further analysis is warranted, and staff needs guidance for that further analysis. A committee including citizens could be formed, or staff could hold a meeting and invite interested parties.

Commissioner Ruder: I would like to have a discussion on this area, and not just proceed because the applicants on the Gales Creek Terrace development are vested. Mr. Will and others are here tonight, and I would like to hear what they have to say.

Morgan Will, Gales Creek Terrace LLC, 385 S. State St., Lake Oswego, OR.

Mr. Will: Originally we were in contract with the areas in orange and gold shown on the map, and we were planning to do a development of high density all the way across that area. Then the City proposed a rezone of the area to the west (orange and gold). We paused to wait for the City to complete that process, and we were in favor of the change. By spreading out across the area, we could meet densities. Then we could not meet contractual demands of the property owners on the west end, so we fell out of contract. Now we are proposing to develop the high density area only. We do not need the zone change. Businesswise – we cannot afford to

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wait for a down zone.

Kathy Corey, 1815 “D” Street, Forest Grove, OR.

Ms. Corey: The homes along “D” Street are on ¼ to ½ acre lots, and it appears we will backup to high density. I am here to plead for some kind of barrier between us and the high density development.

Chairman Beck: Until the Commission actually receives an application for the high density area, we do not know what they plan to do. There will be public hearings, and we welcome your input. I sent an email to everyone on the Commission stating my opinion that we do not need the transition zones. That area in orange and gold is further away from the town center, and more rural. I am not sure how much more information we need, other than an actual application and to see what the public thinks of it.

Commissioner Nakajima: I am happy to leave the zoning as it is.

Chairman Beck: We had property owners under contract when we made the decision about the rezoning.

Commissioner Hymes: I made my decision when we thought the development would be across the whole area. I would be open to a discussion about the area.

Commissioner Ruder: Now we have the high density backed right up to those “D” Street properties. I would be open to further discussion.

Commissioner Lawler: The status of the property has changed. I would be open to a public discussion about this area.

Commissioner Ruder: I would not want to undo and make the areas to the west more dense.

Commissioner Miller: We made the changes and part of the decision was based on maybe. I would rather see it stay as it is until something comes in, instead of changing and changing.

Chairman Beck: I suggest if the orange and gold areas were R-5 and R-10, I would consider having a public discussion. I think this would be a reasonable discussion.

Mr. Holan: I would suggest a work session with alternatives and an invitation to the public. Staff could come up with three or four alternatives.

Commissioner Ruder: This would be good to do while we have no current

**PLANNING COMMISSION MEETING MINUTES
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applications pending.

Chairman Beck: My issue is that the public take it seriously. Let us have Mr. Holan do some research and make a decision on how to proceed.

The Commissioners were in agreement with Chairman Beck to have staff research and make a decision on how to proceed.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES: Commissioner Ruder made a motion to approve the minutes from the February 3, 2014 meeting. Commissioner Miller seconded. Motion passed 6-0.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES: None.

3.3 DIRECTOR'S REPORT:

Mr. Holan stated that staff has received an application for the Silverstone PRD that is currently being reviewed for completeness, and an 8-lot PRD has been submitted. Holan said it sounds like Gales Creek Terrace will submit an application soon.

3.4 ANNOUNCEMENT OF NEXT MEETING: The next meeting will be held on April 7, 2014.

3.5 ADJOURNMENT: The meeting was adjourned at 9:15pm.

Respectfully submitted by:
Marcia Phillips
Assistant Recorder

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APPROVED

Minutes approved by the PAC on March 13, 2014.

1) **CALL TO ORDER:** Kathleen Leatham called the meeting to order at 5:00 PM.

PRESENT: Kathleen Leatham, Kathy Broom, Helvi Smith, Pat Truax, Dana Lommen, Dana Zurcher, Linda Taylor and Laura Frye. Staff Liaison Colleen Winters and Council Liaison Camille Miller.

2) **CITIZEN COMMUNICATION:** None at this time.

3) **APPROVAL OF PAC MEETING MINUTES:** Helvi moved, seconded by Linda, to approve the corrected minutes for the January 9, 2014. The vote was favorable.

4) **ADDITIONS/DELETIONS:**

5) **BUSINESS:**

a) **Mini-Grant Request: FGHS Beautification-** Kate O’Day presented her senior project mini grant request regarding the creation of murals created by various FGHS clubs. These murals would be displayed around the High School campus for all to enjoy. Laura moved to approve and Dana L. seconded the motion. The funds are to come from the 2013 CEP grant. The vote was favorable.

b) **Mini-Grant Request: Ballad Town USA-**Ron Mann submitted a revised proposal incorporating free performances at both the Senior Center and the City Library. The purpose is to rekindle awareness and enthusiasm for the Ballad Town USA program. Pat moved and Dana Z. seconded a motion to approve the request. The funding will come from the remaining 2013 money and the balance from the Meet the Artist (dedicated to mini-grants) fund. The vote was favorable.

c) **Election of Officers:** After much discussion a unanimous ballot was cast for the following Public Arts Commission 2014-15 officers: Kathleen Leatham – Chair, Kathy Broom –Vice Chair and Pat Truax –Secretary.

d) **Retreat Date and Agenda** – The date of Saturday, March 22, 2014, will be the date of the PAC annual planning retreat. We will meet in the home of Kathleen Leatham from 9 am to 12 noon with the following tentative agenda: preparing 2014-2015 goals, art walking tour brochure, Washington County Tourism Grant application, Education grant-Fred Field, Oregon Community Foundation Grant and the creation of an Art Foundation.

e) **Stars in the Grove Responsibilities** – PAC will serve as ushers and help with clean up following the performance. Dana Z. will bring the Ed Carpenter mock up and Linda will bring education display and post cards. A display of the Ed Carpenter project and donation receptacle will also be in the lobby.

f) Updates –

- **Ed Carpenter Project fund Raising subcommittee Report:** Possible fund raising opportunities Campaign letter, Car Sales, Forest Theater shared revenue, Meet the Artist dinner at Stecchino's held on a Sunday.
- **FG Library Foundation Update:** Colleen reports that the Ed Carpenter art installation will be in the fall during the Labor Day week end. The dedication will be later in the fall of 2014. The Library Foundation is contracting for additional lighting for the art installation and is in the process of applying for an Education Grant.
- **Finance Report – (attached)** It was unanimous that \$250 be spent by PAC for our participation in 'Closer Look' publication.

6) COMMISSIONERS COMMENTS: Dana Lommen reports that the next production at TITG will be August, Osage County beginning February 28th. Helvi Smith is participating in 'Platform 14' art show February 21-22.

7) STAFF COMMUNICATIONS: Colleen reports that all commissioners who needed to reapply for a position on the Arts commission have done so. She also reminded us of the Arts and Culture Networking to be held April 24, 2014, at McMenamins Grand Lodge.

8) ADJOURNMENT: The meeting adjourned at 6:45. The next meeting will be March 13, 2014, in the Rogers Room of the City Library.

Respectfully Submitted by Pat Truax

31

Monthly Building Activity Report

March-14

2013-2014

Category	Period: March-13		Period: March-14	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	17	\$4,821,212	2	\$624,989
SFR Addition & Alt/Repair	6	\$257,857	1	\$637
Mult. Fam. New/At				
Group Care Facility				
Commercial New			1	\$86,000
Commerical Addition				
Commercial Alt/Repair	3	\$409,762	5	\$94,200
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)	1	\$7,500	1	\$20,000
Signs	1	\$7,680	1	\$6,600
Grading				
Demolitions	1		1	\$100
Total	29	\$5,504,011	12	\$832,526

Fiscal Year-to-Date

2012-2013		2013-2014	
Permits	Value	Permits	Value
186	\$28,843,532	194	\$38,445,172

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<u>Report Group</u>	<u>Fee Code</u>	<u>Fee Description</u>	<u>Amount</u>
bldg	bldpmt	Building Permit Fee	120.40
bldg	blplrv	Building Plan Review Fee	58.63
bldg	mcstsf	Mechanical State Surcharge Equ	13.12
bldg	mech	Mechanical Permit Fee/equip.	109.20
bldg	plmb	Plumbing Permit Fee	161.20
bldg	plstsr	Plumbing State Surcharge	19.35
bldg	stsur	State Surcharge	14.44
		Total for Group bldg	<u>496.34</u>
		Grand Total:	<u><u>496.34</u></u>

Permits Summary by Type
CITY OF FOREST GROVE
For 03/01/2014 to 03/31/2014

Permit Type	Description	Permits	Square Feet	Valuation	Fees Paid	Custom Field Valuation
xbotc	Cornelius Building Over the Counter	1	0.00	0.00	33.82	800.00
xmrotc	Cornelius Mechanical Residential Over the Counte	4	0.00	0.00	122.32	0.00
xpotc	Cornelius Plumbing Over the Counter	4	0.00	0.00	180.55	0.00
xsfal	Cornelius Single Family Alteration	1	0.00	0.00	159.65	3,300.00
Grand Total		10	0.00	0.00	496.34	4,100.00

FOREST GROVE CITY LIBRARY CIRCULATION STATISTICS REPORT: MARCH 2014
(CHANGED TO 3M COMMAND CENTER REPORTS July 1, 2013)

35

	FEB 2014	JAN 2013	FEB 2013
MONTHLY TRAFFIC			
Eye Count (Daily count of patrons for month)	11,026	13,480	17,264
Number of Days Open to the Public:	23	25	24
New Registrations (New Patron card issued)	89	151	132
CIRCULATION:			
Total Check-outs:	26,625	29,920	31,490
Total Check-ins:	18,993	21,069	22,001
ILLs (Inter-library loans/out of county):	70	75	100
COURIER:			
Intra-library Holds to Forest Grove:	9,817	11,049	12,234
Intra-library Holds from Forest Grove:	8,824	9,656	9,428
PROGRAMS:			
# of Adult Programs	3	6	5
Adult attendance at Adult Programs	57	113	103
Teen attendance at Adult Programs	0	0	02
Children attendance at Adult Program	0	1	5
# of Children's Programs	20	21	19
Children's attendance at Children's Programs	222	240	308
Adult attendance at Children's Programs:	130	126	199
Teen attendance at Children's Programs	0	0	0
# of Community Programs	1	4	2
Adult attendance at Community Programs	38	103	16
Children's attendance at Community Programs	0	54	0
Teen attendance at Community Programs	0	0	0
# of Teen Programs	0	0	0
Teen attendance at Teen Programs	0	0	0
Adult attendance at Teen Programs	0	0	0
Children's attendance at Teen Programs	0	0	0
# of Early Childhood Discovery Time Programs	6	6	0
# of Families at ECDT	18	21	NA
REFERENCE:			
# of Reference Questions	1,072	1,272	1,345
SELF CHECK-OUT:			
Self-Check Out Patrons Accepted	2,087	2,526	2,492
Self-Check-Out Patrons Denied	120	144	237
Self-Check-Out Total Items	8,320	9,975	11,626
Self-Check-Out Items Denied	223	166	169
Self Check-Out Items Renewed	47	52	54
VOLUNTEERS:			
Number of volunteers	46	43	49
Volunteer hours	244	299	4594
COMPUTER USE:			
# of sessions	1,713	2,351	2,206
Total user hours	1,358	1,603	1,337
Average session time in minutes	48	41	36

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Memorandum

To: Mayor Truax and City Councilors
From: Anna D. Ruggles, City Recorder
Subject: Make Appointment to Historic Landmarks Board
Date: April 14, 2014

BACKGROUND:

There currently exists a vacancy on the Historic Landmarks Board.

The Council interviewed Kaylene Toews, March 17, 2014, in Work Session, and made recommendation to appoint Toews to the Historic Landmarks Board. Staff has contacted Toews who has advised staff that she is available and interested in serving and filling the vacancy on the Historic Landmarks Board.

STAFF RECOMMENDATION:

Staff is recommending the City Council consider approving at the Council meeting of April 14, 2014, a resolution appointing the above-noted applicant to the Historic Landmarks Board to fill a vacancy, 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.

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RESOLUTION NO. 2014-35

RESOLUTION MAKING APPOINTMENT
TO THE CITY OF FOREST GROVE
HISTORIC LANDMARKS BOARD

WHEREAS, the City of Forest Grove has provided for a Historic Landmarks Board pursuant to City Code; and

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

WHEREAS, there currently exist vacancies on the Historic Landmarks Board; and

WHEREAS, the City Council has received applications from citizens desiring to serve on the Historic Landmarks Board, and subsequently interviewed citizens making application for service on this Board.

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 Historic Landmarks Board for the following term (new appointment noted in **CAPS** and **BOLD**):

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
Brent	Jennifer	December 31, 2017
Cushing	George	December 31, 2017
Poulsen	Neil	December 31, 2016
TOEWS	KAYLENE	DECEMBER 31, 2014
Tsur	Holly	December 31, 2017
Wade	Larry	December 31, 2014
Vacancy		December 31, 2016

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

PRESENTED AND PASSED this 14th day of April, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of April, 2014.

Peter B. Truax, Mayor



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS

Interview
March 17th
5:50pm HUB

RECEIVED
FEB 05 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).

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

NAME: Kaylene Toews
RESIDENCE ADDRESS: 2212 A St., Forest Grove, OR 97116
MAILING ADDRESS: Same
EMPLOYER: Edelman

HOME PHONE:
BUSINESS PHONE:
E-MAIL:
OCCUPATION/ PROFESSION: Public Relations

Years living in Forest Grove? 1 Live in City limits? Yes How did you hear of this opportunity? Town meeting
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? My husband and I bought a historic Forest Grove home. not knowing much about the community. We've come to realize that the town is a gem. I'd like to help preserve and enhance the historic nature that contributes to the town's vibrant character.

What contributions do you feel you can/will make to the Board/Committee/Commission? My work in public relations has largely focused on developers and infrastructure, so I'm aware of how challenging the intersection of growth, sustainability and history can be. As a professional communicator, I can help navigate those decisions efficiently and raise awareness of what the city offers.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? Public relations (messaging, media), meeting facilitation, writing, project management, public involvement, familiarity with publicly contentious design issues.

Previous/current appointed or elected offices: None

Previous/current community affiliations or activities: None

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

Signature: Kaylene Toews Date: 2/3/14
I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

Friend 12/31/14

(App 11/13)

Memorandum

To: Mayor Truax and City Councilors
From: Anna D. Ruggles, City Recorder
Subject: Accept Resignation on Parks and Recreation Commission
Date: April 14, 2014

BACKGROUND:

Nathan Seable, Parks and Recreation Commission, NE, Term Expiring December 31, 2015, has informed staff of his resignation as per his attached e-mail.

STAFF RECOMMENDATION:

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

Anna Ruggles

P&R Resignation

From: Nate N Sandra S [REDACTED]
Sent: Wednesday, March 19, 2014 7:46 AM
To: Anna Ruggles
Cc: Tom Gamble; Cindy Donovan
Subject: Re: P&R Attendance Notification:

*Team Exp 12/31/15
NE position*

Hi Anna

My apologies for my absences! My intention has been to be fully engaged.

Over the last year I have missed 2 meetings for business reasons including fire deployments and trainings. I'm pretty sure I missed one while on vacation. I have also missed 3 meetings due to showing up at the time I thought the meeting was to find out it wasn't happening. This may have been my fault for scheduling improperly. One time the website led me astray.

This morning is an example. The last email I have in my inbox concerning this committee was on 10/10/2013. If the meeting times have changed I have not been made aware. The website still says third Wednesdays at 7am. I believe that should be today, but things look to be locked up and dark.

That all being said, I may have my plate full at this time managing the South Fork inmate work Camp, membership on the PSAC committee, Cubmaster for local Pack 165, and little league baseball coach....

I have enjoyed my involvement on the P&R commission and remain committed to community service- but will resign at this time to allow for someone who can be more reliable for Tom.

Thank you

Nathan

Sent from my iPhone

Memorandum

To: Mayor Truax and City Councilors
From: Anna D. Ruggles, City Recorder
Subject: Make Appointment to Parks and Recreation Commission
Date: April 14, 2014

BACKGROUND:

There currently exist vacancies on the Parks and Recreation Commission.

The Council interviewed Jeremiah Toews and Todd Winter, March 17, 2014, in Work Session, and made recommendation to appoint to the Parks and Recreation Commissions. Staff has contacted Toews and Winter and both are interested in serving and filling the vacancies on the Parks and Recreation Commission.

STAFF RECOMMENDATION:

Staff is recommending the City Council consider approving at the Council meeting of April 14, 2014, a resolution appointing the above-noted applicants to the Parks and Recreation Commission (Jeremiah Toews, NE, Term expiring December 31, 2015, and Todd Winter, SW, Term Expiring December 31, 2017). If Council desires not to make these appointments, Council may reject placing this item on the Consent Agenda and/or discuss separately.

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RESOLUTION NO. 2014-36



RESOLUTION MAKING REAPPOINTMENTS
TO THE CITY OF FOREST GROVE
PARKS AND RECREATION COMMISSION

WHEREAS, Resolution No. 1974-733 has provided for a Parks and Recreation Commission; and

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

WHEREAS, there currently exist vacancies on the Parks and Recreation Commission; and

WHEREAS, the City Council has received applications from citizens desiring to serve on the Parks and Recreation Commission, and subsequently interviewed citizens making application for service on this Commission.

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

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

<u>Last Name</u>	<u>First Name</u>	<u>District</u>	<u>Term Expires</u>
Brown	Ralph	School Board	December 31, 2017
Faris	Jonathan	Student Advisor	December 31, 2014
Johnson	Quinn	At Large	December 31, 2015
Olson	Michael	At Large	December 31, 2017
Sullivan	Howard	At Large	December 31, 2014
Taylor	Susan	NW	December 31, 2016
TOEWS	JEREMIAH	NE	DECEMBER 31, 2015
VanBlarcom	Glenn	NNW	December 31, 2016
Waterstreet	Paul	SE	December 31, 2016
WINTER	TODD	SW	DECEMBER 31, 2017

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

PRESENTED AND PASSED this 14th day of April, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of April, 2014.

Peter B. Truax, Mayor

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CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS

Interview
March 17th
6pm P:R NE

RECEIVED
FEB 05 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).

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

NAME: Jeremiah Toews
RESIDENCE ADDRESS: 2212 A Street, Forest Grove
MAILING ADDRESS: Same as Residence
EMPLOYER: FREM Group, Inc. (Portland, OR)

HOME PHONE: [REDACTED]
BUSINESS PHONE: [REDACTED]
E-MAIL: [REDACTED]
OCCUPATION/PROFESSION: Property Accountant

Years living in Forest Grove? 1 Live in City limits? Yes How did you hear of this opportunity? ATM

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? Being new to Forest Grove, I'd like to invest my time/energy on the front end to provide my skills where needed. I moved here with my wife in order for us to be part of a loving community.

What contributions do you feel you can/will make to the Board/Committee/Commission? I graduated from the UN w/ a degree in economics and have been a financial accountant/analyst for 10 years. I have strong skills in understanding a problem at a high level and being able to implement the details to bring it all together.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? Strong accounting background coupled with an economics perspective to aid in building on a goal and putting benchmarks in place to see a project through.

Previous/current appointed or elected offices: None

Previous/current community affiliations or activities: Volunteer at multiple events (comm gardens, etc).

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

Signature: [Signature] Date: 2/3/14
I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(App 11/13)



Interview
march 17th
5:40 PM
SW

APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

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

- Budget Committee
- Committee for Citizen Involvement
- Community for Forestry Commission
- Economic Development Commission
- Historic Landmarks Board
- Library Commission
- Parks & Recreation Commission
- Planning Commission
- Public Arts Commission
- Public Safety Advisory Commission

SW

SEEKING REAPPOINTMENT: Reappointments interviewed at Council's discretion.

of term(s) previously served.

% of previous attendance.

Name: Todd WINTER
 Residence Address: 1110 HARTFORD DRIVE
 Mailing Address: FOREST GROVE, OR. 97116
 Employer: WASHINGTON COUNTY

Home Phone: [REDACTED]
 Business Phone: [REDACTED]
 E-mail: [REDACTED]
 Occupation: [REDACTED]
 Profession: PARKS SUPERINTENDENT

Years lived in Forest Grove? 2 Do you reside within City limits? YES How did you hear of this opportunity? WEB SITE

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

What ideas do you have for improving "Fair" or "Poor" performance? EVALUATE CURRENT NEEDS, COMPARE TO FUNDING AND VOLUNTEER RESOURCES, TRACK AND MEASURE RESULTS, VISITOR SURVEY, EVALUATE MISSION, VISION AND DESIRED SERVICE LEVELS.

Why are you interested in serving on the Advisory Board/Commission(s)? MY EDUCATION AND WORK EXPERIENCE WOULD PROVIDE A VALUABLE RESOURCE TO THE CITY. I WANT TO HELP MY CITY!!!

What contributions do you feel you can/will make to the Board/Commission(s)? FRESH PERSPECTIVE TOWARD PARKS AND RECREATION IN THE CITY, GOOD LISTENER, WILLING TO LEARN AND I UNDERSTAND THE STAFF PERSPECTIVE !!

What qualifications, skills, or experiences would you bring to the Board/Commission(s)? CURRENT PARKS PROFESSIONAL, 25 YEARS PARKS AND REC EXPERIENCE. COLLEGE DEGREE IN RELATED FIELD, I HAVE MY OWN ADVISORY COMM.

Previous appointed or elected offices: COTTAGE GROVE BUDGET COMM. COTTAGE GROVE CITY COUNCILOR

Previous/current community affiliations and activities: NEW TO AREA

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

(10/08)

Term Exp 12/31/17

Memorandum

To: Mayor Truax and City Councilors

From: Anna D. Ruggles, CMC, City Recorder
Janie Schutz, Police Chief
Michael J. Sykes, City Manager

Subject: Endorse Liquor License Renewal Applications for Year 2014:

Date: April 14, 2014

BACKGROUND:

The Oregon Liquor Control Commission (OLCC) has notified the City of the eligible liquor licenses seeking renewal for 2014. ORS 471.166 establishes the process for local government to make recommendation to the OLCC concerning the suitability of the liquor license renewals.

Pursuant to City Code 7.805, any person or business requesting City Council endorsement for a liquor license must submit to a criminal background check and must obtain or have a valid City business license in accordance with City Code. The Police Chief has conducted a thorough investigation of the licensee and responsible parties and has made a favorable recommendation to approve the attached liquor license application renewals for 2014, along with one of the following recommendations:

- **Forward with Approval** ~ no legal basis for denial.
- **Forward with Approval**, supporting documentation attached, pursuant to this Memorandum. A criminal record exists; however, the record does not contain valid basis for denial as provided by Oregon liquor laws (i.e., felony drug or alcohol-related convictions). (Dissemination of criminal record checks is prohibited by State law and is exempted from public disclosure).
- **Reject Application**, supporting Memorandum required ~ the Police Chief has substantial evidence and opposition that warrants a Public Hearing before the City Council to hear testimony and to be used in the City's decision-making process.

STAFF RECOMMENDATION:

Staff recommends the City Council endorse the attached liquor license application renewal(s) for 2014. The City's endorsement will be submitted to OLCC for final determination.



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted **Denied**

\$100.00 Original App Fee: Paid:

\$ 75.00 Change App Fee:

\$ 35.00 Renewal or Temp App Fee

\$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT

LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: 1910 Main An American Bistro

APPLICANT/BUSINESS ADDRESS: 1910 Main Street – Forest Grove

LIQUOR LICENSE NO: 182298/18303

CITY BUSINESS LICENSE: BL-001172

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz, Chief of Police
- or Designee

Date



FOR CITY USE ONLY
 (Please return to City Recorder)

The City of Forest Grove
 Recommends that license be

Granted Denied

\$100.00 Original App Fee: Paid:
 \$ 75.00 Change App Fee:
 \$ 35.00 Renewal or Temp App Fee
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT

LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: My Place Tavern

APPLICANT/BUSINESS ADDRESS: 1930 21st Avenue – Forest Grove

LIQUOR LICENSE NO: 182743

CITY BUSINESS LICENSE: BL-000481

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

4/13/2014
Date



FOR CITY USE ONLY
 (Please return to City Recorder) 3

The City of Forest Grove
 Recommends that license be

Granted Denied

\$100.00 Original App Fee: Paid:
 \$ 75.00 Change App Fee:
 \$ 35.00 Renewal or Temp App Fee
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT

LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Tienda La Rosa

APPLICANT/BUSINESS ADDRESS: 3012 Pacific Avenue, Suite F – Forest Grove

LIQUOR LICENSE NO: 184634

CITY BUSINESS LICENSE: BL-001022

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
 Janie Schutz, Chief of Police
 - or Designee

3/21/2014
 Date

Memorandum

To: Mayor Truax and City Councilors

From: Anna D. Ruggles, CMC, City Recorder
Janie Schutz, Police Chief
Michael J. Sykes, City Manager

Subject: Endorse Liquor License Application – Change of Ownership:

Date: April 14, 2014

BACKGROUND:

The Oregon Liquor Control Commission (OLCC) has notified the City of the liquor license change of ownership application for The Britannia Pub, dba as Grendel's, 2004 Main Street. ORS 471.166 establishes the process for local government to make recommendation to the OLCC concerning the suitability of the liquor license application.

Pursuant to City Code 7.805, any person or business requesting City Council endorsement for a liquor license must submit to a criminal background check and must obtain or have a valid City business license in accordance with City Code. The Police Chief has conducted a thorough investigation of the licensee and responsible parties and has made a favorable recommendation to approve the attached liquor license application with one of the following recommendations:

- **Forward with Approval** ~ no legal basis for denial.
- **Forward with Approval**, supporting documentation attached, pursuant to this Memorandum. A criminal record exists; however, the record does not contain valid basis for denial as provided by Oregon liquor laws (i.e., felony drug or alcohol-related convictions). (Dissemination of criminal record checks is prohibited by State law and is exempted from public disclosure).
- **Reject Application**, supporting Memorandum required ~ the Police Chief has substantial evidence and opposition that warrants a Public Hearing before the City Council to hear testimony and to be used in the City's decision-making process.

STAFF RECOMMENDATION:

Staff recommends the City Council endorse the attached liquor license. The City's endorsement will be submitted to OLCC for final determination.

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FOR CITY USE ONLY
(Please return to City Recorder)

3.0.

The City of Forest Grove
Recommends that license be

Granted Denied

\$100.00 Original App Fee: Paid: _____
\$ 75.00 Change App Fee:
\$ 35.00 Renewal or Temp App Fee
\$ 20.25 Special Event
Acct No.100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT/BUSINESS: The Britannia Pub dba: Grendel's (Applicant: Leslie Coleman)

APPLICANT/BUSINESS ADDRESS: 2004 Main Street – Forest Grove

EVENT DATE/LOCATION: _____

CITY BUSINESS LICENSE: Pending

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

4/6/2014
Date

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OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
 - Commercial Establishment
 - Caterer
 - Passenger Carrier
 - Other Public Location
 - Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
 - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: _____

ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other _____

(Fcom)
L: 184450
P: 91036

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

- Granted
- Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: OLCC

Date: 3/24/14

90-day authority: Yes No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

- ① ~~Leslie Coleman~~ The Bullaria Pub ③ _____
- ② Leslie Coleman ④ _____

2. Trade Name (dba): Grendel's

3. Business Location: 2004^{SE 110} main St. Forest Grove, Washington, OR, 97114
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: _____
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-357-7095
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? Yes No

7. If yes to whom: Grendel's, INC. Type of License: F-Com

8. Former Business Name: Grendel's

9. Will you have a manager? Yes No Name: Wayne Cree / Leslie Coleman
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? City of Forest Grove
(name of city or county)

11. Contact person for this application: Cassandra Johnston _____
(name) (phone number(s))
Forest Grove OR 97116 _____
(address) (fax number) (e-mail address)

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

Applicant(s) Signature(s) and Date:

- ① [Signature] Date 3/23/14 ③ [Signature] Date 3/23/14
- ② [Signature] Date 3-23-2014 ④ Wayne S. Cree Date 3/23/14

Date: April 14, 2014

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OREGON LIQUOR CONTROL COMMISSION LIMITED LIABILITY COMPANY QUESTIONNAIRE

Please Print or Type

LLC Name: The Britannia Pub Year Filed: 2014

Trade Name (dba): Grandel's

Business Location Address: 2004 main st.

City: Forest Grove ZIP Code: 97116

List Members of LLC:

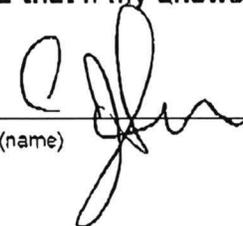
Percentage of Membership Interest:

- | | |
|--|------------|
| 1. <u>Cassandra Johnston</u>
<small>(managing member)</small> | <u>25%</u> |
| 2. <u>Jennifer Coleman</u>
<small>(members)</small> | <u>25%</u> |
| 3. <u>Wayne Cree</u> | <u>25%</u> |
| 4. <u>Leslie Coleman</u> | <u>25%</u> |
| 5. _____ | _____ |
| 6. _____ | _____ |

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: leslie coleman DOB: 6-29-81

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

Signature:  _____ Date: 3/15/14
(name) (title) member



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: The Britannia Pub Phone: 503-680-4045

Trade Name (dba): Errendels

Business Location Address: 2004 main st.

City: Forest Grove ZIP Code: 97116

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 9 am to 8 pm
 Monday 11 am to 12 am
 Tuesday 11 am to 12 am
 Wednesday 11 am to 12 am
 Thursday 11 am to 12 am
 Friday 11 am to 12 am
 Saturday 9 am to 12 am

Outdoor Area Hours:

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

The outdoor area is used for:

- Food service Hours: _____ to _____
 Alcohol service Hours: _____ to _____
 Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- Live Music Karaoke
 Recorded Music Coin-operated Games
 DJ Music Video Lottery Machines
 Dancing Social Gaming
 Nude Entertainers Pool Tables
 Other: Darts/sniffle board

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

SEATING COUNT

Restaurant: 49 Outdoor: 0
 Lounge: 10 Other (explain): _____
 Banquet: _____ Total Seating: 49

OLCC USE ONLY

Investigator Verified Seating: _____ (Y) _____ (N)
 Investigator Initials: _____
 Date: _____

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

Applicant Signature: [Signature] Date: 3/15/14

1-800-452-OLCC (6522)
www.oregon.gov/olcc

Memorandum

TO: Mayor Truax and City Councilors

FROM: Colleen Winters, Library Director
Michael Sykes, City Manager

DATE: April 14, 2014

SUBJECT: Forest Grove Library Foundation update

BACKGROUND: Rod Fuiten, President of the Forest Grove Library Foundation, will give Council an update on the Foundation. His presentation will focus on the status of the Ed Carpenter Public Art Project (Mollie's Garden), especially the fund-raising activities, grants, and the collaboration with the Public Arts Commission.

STAFF RECOMMENDATION: This report/presentation is for informational purposes only.

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Memorandum

To: City Council

From: Janie Schutz, Police Chief
Jon Holan, Community Development Director
Michael Sykes, City Manager

Date: April 14, 2014

Re: Ordinance to Establish One Year Moratorium on Medical Marijuana Facilities

ISSUE STATEMENT: Consideration by the City Council to approve the attached ordinance to establish a one year moratorium for the establishment and operation of medical marijuana facilities.

BACKGROUND: In 2013, the state legislature adopted ORS 475.314 pertaining to regulations and rules for medical marijuana facilities. Subsequently, the Legislature approved SB 1531, which allows local governing bodies to impose a moratorium on the operation of medical marijuana facilities within their jurisdiction until May 1, 2015. To do so, a jurisdiction must adopt an ordinance by May 1, 2014.

The purpose of the moratorium is to allow jurisdictions the time to evaluate how they may choose to regulate these facilities consistent with state law.

DISCUSSION: SB 1531 allows local jurisdictions to establish reasonable regulations on:

- The hours during which a medical marijuana facility may be operated;
- Where a medical marijuana facility may be located within a zone described in ORS 475.314 (3)(a); and
- The manner in which a medical marijuana facility may dispense medical marijuana.

The moratorium will provide the City to develop regulations to address these three areas.

From the City perspective, there are two general areas of concern by staff related to medical marijuana facilities: law enforcement and land use. From a law enforcement perspective we believe that the possibility exists that medical marijuana dispensaries may cause a rise in calls for police service. Forest Grove PD currently faces minimum staffing on all shifts approximately 60% of the time. An increase in service calls, requiring police intervention because of criminal activity around dispensaries, could have the potential of a negative impact on the police service currently provided in Forest Grove. A second concern is that time is needed to provide officers with the enhanced DUII training that will be absolutely necessary to deal with the rise in impaired driving through drug use that officers have experienced in states where marijuana has been legalized.

The land use matters relate back to the second provision for regulations as authorized by SB 1531. These matters relate to the use category these facilities would be classified and more complete mapping. Currently, there could be two different use categories these facilities could be authorized under, general retail or medical centers. The significance of the differences is that general retail would allow these facilities in the Neighborhood Commercial District while the medical centers would be limited to the Community Commercial district, which is along the couplet. The other land use related issue is that state law prohibits these facilities within 1000 feet of public and private educational facilities. The City does not have a thorough inventory of all private education operations. For these reasons, the moratorium would allow staff the opportunity to address the issues noted above.

FISCAL IMPACT: There is no additional cost for the moratorium. There may be additional staff costs for regulations that may be implemented as a result of the moratorium but those costs, if any, are unknown. There may be additional training costs for police officers to address "under the influence" determinations but this potential cost would be present regardless of the moratorium or the regulations.

STAFF RECOMMENDATION: Staff recommends the City Council adopt the attached Ordinance approving a moratorium for the establishment and operation of Medical Marijuana facilities until May 1, 2015.

**NOTICE OF PUBLIC HEARING
PROPOSED ORDINANCE OF THE CITY OF FOREST GROVE IMPOSING
A MORATORIUM ON MEDICAL MARIJUANA FACILITIES WITHIN THE
CORPORATE BOUNDARIES OF THE CITY OF FOREST GROVE**

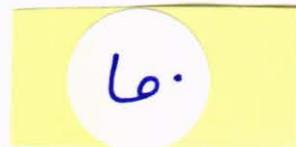
NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, April 14, 2014, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting an ordinance that would imposing a moratorium on medical marijuana facilities within the corporate boundaries of the City of Forest Grove. The proposed ordinance, if enacted by the City Council, would take effect on the date provided in the ordinance.

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

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

Posted April 2, 2014, Published April 9, 2014

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**ORDINANCE NO. 2014-04****AN ORDINANCE OF THE CITY OF FOREST GROVE IMPOSING A MORATORIUM ON MEDICAL MARIJUANA FACILITIES WITHIN THE CORPORATE BOUNDARIES OF THE CITY; DECLARING AN EFFECTIVE DATE**

WHEREAS, the Oregon Legislature enacted House Bill 3460 (2013), which requires the Oregon Health Authority to develop and implement a process to register medical marijuana facilities;

WHEREAS, Section 2 of House Bill 3460 (2013) that established the medical marijuana registration system has been codified as ORS 475.314;

WHEREAS, House Bill 3460 (2013) directed that persons who operate or are employed by a registered medical marijuana facility would enjoy immunity from state prosecution for delivery, possession and production of marijuana, and that immunity provision was later codified as ORS 475.309 (1)(b);

WHEREAS, the Oregon Legislature enacted Senate Bill 1531 (2014) which affirmatively afforded Oregon cities the ability to impose a moratorium on medical marijuana dispensaries to locate within their boundaries until May 1, 2015;

WHEREAS, if a city or county enacts a medical marijuana facility moratorium within its jurisdiction pursuant to Senate Bill 1531 (2014), then notwithstanding ORS 475.309 (1)(b)'s immunity protections, persons who are responsible for or employed by medical marijuana facilities within the jurisdiction are subject to criminal prosecution for marijuana-related crimes;

WHEREAS, the issue of whether a local government determines a certain type of business should operate within its jurisdictional limits is a local government decision, the enforcement of which is subject to the general and police powers of that jurisdiction;

WHEREAS, legal uncertainty surrounds the ability/authority of the State to allow for the location of medical marijuana dispensaries in Oregon cities where to do so arguably violates federal law;

WHEREAS, the Forest Grove City Council has determined that it is in the best interests of the health, safety and welfare of the citizens of Forest Grove to enact such a moratorium prohibiting the operation of a medical marijuana facilities within the jurisdictional boundaries of Forest Grove so as to provide time to examine the range of options surrounding the regulation or prohibition of medical marijuana facilities within Forest Grove;

WHEREAS, the City Council held a duly-noticed Public Hearing on the proposed ordinance on April 14 and continued the hearing on April 28, 2014.

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

Section 1. The City of Forest Grove (City) hereby issues a moratorium prohibiting the establishment and operation of any medical marijuana facility within the City's corporate limits as they now exist or may be expanded. As used in this section, "medical marijuana facility" includes any facility that dispenses marijuana pursuant ORS 475.314 or other provision(s) of Oregon law.

Section 2. The moratorium imposed hereby is effective from and after the enactment of this ordinance and continues until May 1, 2015, unless otherwise lawfully rescinded or extended.

Section 3. The Chief of Police is charged with enforcement of the moratorium with any violation being subject to the penalty imposed by Forest Grove City Code Section 1.095 as well as such other lawful remedies which the City may avail itself of, including but not limited to injunctive relief.

Section 4. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable.

Section 5. A copy of this Ordinance shall be forwarded to the Oregon Health Authority by regular mail and by any other such means as required by rule of the Oregon Health Authority.

Section 6: This Ordinance being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this Ordinance is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED the first reading this 14th day of April, 2014.

PASSED the second reading the 28th day of April, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of April, 2014.

Peter B. Truax, Mayor



7.

April 14, 2014

**ORDINANCE ESTABLISHING THE URBAN RENEWAL AGENCY OF FOREST GROVE
AND DECLARING THAT BLIGHTED AREAS EXIST WITHIN THE CITY**

PROJECT TEAM:

Daniel Riordan, Senior Planner
 Jeff King, Economic Development Manager
 Jon Holan, Community Development Director
 Paul Downey, Administrative Services Director
 George Cress, Light and Power Director
 Michael J. Sykes, City Manager

ISSUE STATEMENT: Shall City Council adopt an ordinance, as required under state law (ORS Chapter 457, Urban Renewal), to:

1. Declare that blighted areas exist within the City;
2. Recognize the need for an urban renewal agency to function within the City of Forest Grove;
3. Provide for the exercise of the urban renewal agency's power by the members of the City Council; and
4. Amend Chapter 2 of the Municipal Code to incorporate the Urban Renewal Agency of the City of Forest Grove?

BACKGROUND: In 2011, the Community Development Department received a community planning grant from Metro to evaluate the feasibility of establishing a tax increment financing (urban renewal) program in Forest Grove. The grant also funded the preparation of an urban renewal plan and technical report. Staff completed the feasibility study which demonstrated that establishing an urban renewal program is feasible in Forest Grove.

On February 24, 2014, City Council reached consensus to proceed with the work necessary to establish an urban renewal agency for the City and complete the urban renewal plan and report for adoption by City Council. Under state law, the urban renewal agency must be established prior to formal City Council consideration adoption of an urban renewal plan and Planning Commission review of the urban renewal plan for consistency with the Comprehensive Plan.

To establish the urban renewal agency the City Council must adopt an ordinance declaring

Page 1 of 3

that blighted areas exist within the City, recognizing the need to establish an urban renewal agency to address blight and blighting influences, and express the method of governance for the urban renewal agency. These actions are required under ORS Chapter 457 (Urban Renewal).

ORS 457.045 provides for three methods for exercising agency power:

- Option 1: By a housing authority;
- Option 2: By appointing a board or commission composed of not less than three members; or
- Option 3: By the governing body (City Council), provided, however, that any act of the governing body acting as the urban renewal agency shall be considered an act of the urban renewal agency only and not of the governing body (City Council).

Option 1 not applicable to Forest Grove and is not recommended.

Option 2 is more common in Oregon than Option 1. Option 2 is the approach taken by the City of Portland when the Portland City council created the Portland Development Commission. Under Option 2, the City Council appoints urban renewal board members representing specific areas of interest. One advantage of Option 2 is it allows for broader representation on the urban renewal board than either Option 1 or Option 3. Another advantage is the urban renewal board may have more time than the City Council to devote to urban renewal matters. The primary disadvantage with this approach is the City Council gives up direct control over urban renewal issues. Creating a new board may also require additional meetings for City Council members serving on the urban renewal board and may increase costs for administrative support of board activities which is typical of any new board or commission.

Option 3 is the typical approach used by cities in Oregon. An advantage of Option 3 is the City's elected officials maintain direct control over the urban renewal program. A disadvantage with Option 3 is lack of direct representation on the urban renewal agency board by property and business owners within the urban renewal district. For efficiency, ease of administration and to ensure direct control by City Council over urban renewal staff recommends that the City Council select Option 3 above. Option 3 does not preclude City Council from establishing an urban renewal advisory board made-up of key stakeholders to advise City Council on urban projects and future urban renewal plan amendments

The ordinance establishing the urban renewal agency includes an amendment to the Forest Grove Municipal Code. This amendment, if adopted, will amend Chapter 2 of the Municipal Code (Government and Administration) to include the following elements:

1. Establish the need for an urban renewal agency;
2. Identify the City Council as the urban renewal agency board of directors;
3. Identify urban renewal agency powers and limitations; and
4. Identify the process for terminating the urban renewal agency.

FISCAL IMPACT: The act of establishing the urban renewal agency will have no fiscal impact upon the City. Once in place there will be a minor fiscal impact for Agency activities including preparing and publishing notices, preparing meeting minutes, preparing a budget

and other similar activities. These costs would be paid for through tax increment revenue collections.

STAFF RECOMMENDATION: Staff recommends the City Council adopt the attached ordinance to:

1. Declare that blighted areas exist within the City and adopting necessary findings of fact;
2. Recognize the need for an urban renewal agency to function within the City;
3. Provide for the exercise of the urban renewal agency's powers by the City Council;
4. Allow for the adoption of bylaws to govern Urban Renewal Agency procedures; and
5. Amend Chapter 2 of the Municipal Code (Government and Administration) to incorporate the Urban Renewal Agency of the City of Forest Grove.

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Potential Redevelopment Opportunity Sites

	Site	Zoning	Taxlot Number	Acreage
1	Woodfold (1821 Main Street)	TCS	1S306BB13800	2.04
2	Gravel Parking Lot	TCS	1S306BB10500	0.36
3	Former Service Station	TCS	1S306BA06500	0.31
4	Albertson's Site	CC	Various	8.32
5	Haggen Site	CC	Various	9.91
6	Cain Petroleum	TCT	1S306BA03400	0.48
7	Poppio's	CC	1S306AB00700	0.38
8	Main/21st Parking Lot	INST	1S306BB01900	0.82
9	Wells Fargo Parking Lot	TCS	1S306BB01700	0.99
10	Main/19 th Avenue Parking Lot	INST	1S306BB07800	0.21
11	1917 19 th Avenue	TCS	1S306BB07700	0.11
12	Times Litho	TCS/TCT	Various	2.55

Total Real Market Value of All Properties: \$12,697,580

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Area #1
Woodfold
1821 Main Street

Zoning: Town Center Support
Acreage: 2.04 acres
Current Use: Warehouse and
underutilized land



Area #2
Gravel Parking Lot

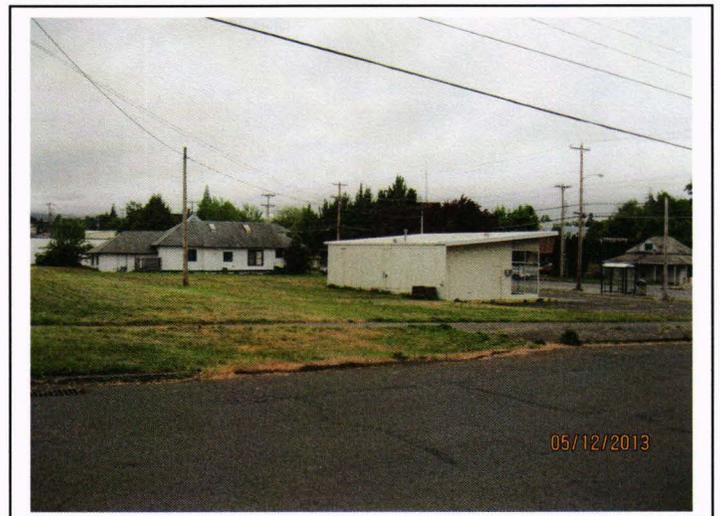
Zoning: Town Center Support
Acreage: 0.36 acres
Current Use: Parking for downtown
employees and visitors



Area #3
Former Service Station
2134 19th Avenue

Zoning: Town Center Support
Acreage: 0.31

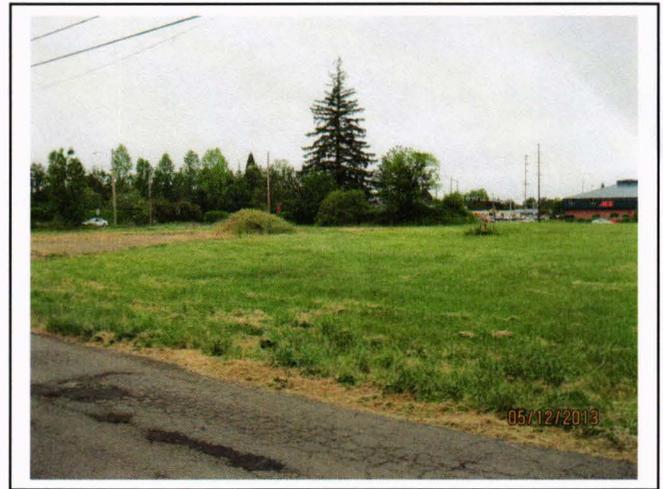
Current: Vacant former service station
and underutilized land



Area #4
Albertson's Site

Zoning: Community Commercial
Acreage 8.32

Current Use: Vacant land



Area #5
Haggen Site

Zoning: Community Commercial
Acreage: 9.91

Current Use: Vacant Land



Area #6
Cain Petroleum
2624 Pacific Avenue

Zoning: Community Commercial
Acreage: 0.48

Current Use: Vacant buildings and underutilized land



Area #7
Poppio's Site
2617 Pacific Avenue

Zoning: Community Commercial
Acreage: 0.38

Current Use: Vacant Land



Area #8
Main and 21st Parking Lot

Zoning: Institutional
Acreage: 0.82

Current Use: Surface parking



Area #9
Wells Fargo Parking Lot

Zoning: Town Center Support
Acreage: 0.99

Current Use: Surface parking



Area #10
Main and 19th Avenue Parking Lot

Zoning: Institutional
Acreage: 0.21

Current Use: Surface parking



Area #11
1917 19th Avenue (parking lot)

Zoning: Town Center Support
Acreage 0.11

Current use: Surface parking



Area #12
Times-Litho Site

Zoning: Town Center Support
Town Center Transition

Acreage: 2.55

Current use: vacant industrial buildings and
vacant single family residential building



**NOTICE OF PUBLIC HEARING
ESTABLISHING CITY OF FOREST GROVE URBAN RENEWAL AGENCY;
DECLARING THAT BLIGHTED AREAS EXIST WITHIN THE CITY; ELECTING CITY
COUNCIL AS THE METHOD EXERCISED OF THE URBAN RENEWAL AGENCY'S
POWERS; AND AMENDING FOREST GROVE CITY CODE**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, April 14, 2014**, at 7:00 PM or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting an ordinance:

1. Establishing the Urban Renewal Agency of the City of Forest Grove;
2. Declaring that blighted areas as defined under state law (ORS Chapter 457) exist within the City and an urban renewal agency is needed to address blighted conditions;
3. Electing the Forest Grove City Council as the method for exercising the power of the urban renewal agency; and
4. Amending Forest Grove City Code, Chapter 2, to include the Urban Renewal Agency.
5. The proposed ordinance, if enacted by the City Council, would take effect 30 days immediately after enactment.

All interested parties may appear and provide testimony to the City Council on these matters. The City Council must adopt specific findings of fact consistent with the requirements of Oregon Revised Statutes Chapter 457 (Urban Renewal) including compliance with ORS 457.010(1) determination of blight.

A copy of the proposed ordinance and staff report are available seven days prior to the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call the City Recorder's Office at 503.992.3235.

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

Posted April 2, 2014, Published April 9, 2014

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ORDINANCE NO. 2014-05

AN ORDINANCE DECLARING THAT BLIGHTED AREAS EXIST WITHIN THE CITY OF FOREST GROVE, RECOGNIZING THE NEED FOR AN URBAN RENEWAL AGENCY TO FUNCTION WITHIN THE CITY OF FOREST GROVE AND PROVIDING FOR THE EXERCISE OF THE AGENCY'S POWERS BY THE CITY COUNCIL OF THE CITY OF FOREST GROVE; AMENDING FOREST GROVE CITY CODE, CHAPTER 2, BY ADDING NEW CODE SECTIONS 2.10.005 THROUGH 2.10.009, TITLED "URBAN RENEWAL AGENCY"

WHEREAS, there exists within the City of Forest Grove, blighted areas as defined in ORS 457.010; and

WHEREAS, such blighted areas impair economic values and ad valorem tax revenues; and

WHEREAS, there is a need for an urban renewal agency as authorized under ORS 457.035 to function in the City of Forest Grove; and

WHEREAS, ORS 457.035 authorizes the creation of a public body to be known as the "Urban Renewal Agency of the City of Forest Grove"; and

WHEREAS, the City Council held a duly-noticed Public Hearing on the proposed ordinance on April 14 and continued the hearing on April 28, 2014.

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

Section 1. Based on the findings of blight, attached hereto as Exhibit A and incorporated by reference, the City Council of the City of Forest Grove, Oregon, hereby finds and declares that blighted areas, as defined in ORS 457.010, exist within the City of Forest Grove.

Section 2. Due to the presence of blight the City Council hereby declares and recognizes that there is a need for an Urban Renewal Agency to function within the City of Forest Grove.

Section 3. The City Council further declares, pursuant to ORS 457.045(3), that all rights, duties, privileges and immunities granted to and vested in an Urban Renewal Agency by the laws of the State of Oregon shall be exercised by and vested in the City Council of the City of Forest Grove, provided, however, that any act of the governing body acting as the Urban Renewal Agency shall be considered the act of the Urban Renewal Agency only and not of the City Council pursuant with ORS 457.045(3).

Section 4. The corporate name of the agency provided by this ordinance shall be, and said agency shall be known as the "Urban Renewal Agency of the City of Forest Grove".

Section 5. The term of office of each member of the Urban Renewal Agency shall be concurrent with each member's individual term of office as a member of the City Council of the City of Forest Grove.

Section 6. Chapter 2 of the Forest Grove Municipal Code (Government and Administration) is amended as follows:

Urban Renewal Agency of the City of Forest Grove

- 2.10.005 Establishment and Need for Urban Renewal Agency
- 2.10.006 Board of Directors
- 2.10.007 Power and Limitations
- 2.10.008 Bylaws
- 2.10.009 Termination of Urban Renewal Agency

2.10.005 Establishment and Need for Urban Renewal Agency.
There exist within the City blighted areas and such areas impair economic values and property tax revenues. The Urban Renewal Agency of the City of Forest Grove is established to carry out conservation, rehabilitation, redevelopment and planning activities necessary to stimulate private property investment in order to reduce the presence of blight and improve property values and tax revenues within the City.

2.10.006 Board of Directors.
The membership of the board of directors of the Urban Renewal Agency of the City of Forest Grove shall consist of the City Council members.

2.10.007 Powers and Limitations.
The Urban Renewal Agency shall have all powers, duties, privileges and immunities granted to and vested in an urban renewal agency by the laws of the State of Oregon, provided however, that any act of the governing body acting as the Urban Renewal Agency Board of Directors shall be considered an act of the Board of Directors only and not the City Council.

2.10.008 Bylaws
The Urban Renewal Agency shall adopt rules of procedure to govern the conduct Agency business.

2.10.009 Termination of Urban Renewal Agency.
If the City Council finds that a need for an urban renewal agency no longer exists, the City Council shall provide, by ordinance, for a termination of the agency and a transfer of the urban renewal agency facilities, files and personnel, if any to the City. The termination of the urban renewal agency shall not affect any

outstanding legal actions, contracts or obligations of the urban renewal agency and the City shall be substituted for the agency in these matters. The urban renewal agency shall not be terminated unless all indebtedness to which a portion of taxes is irrevocably pledged for repayment of indebtedness is satisfied.

Section 7. This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading the 14th day of April, 2014.

PASSED the second reading the 28th day of April, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of April, 2014.

Peter B. Truax, Mayor

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ORDINANCE NO. 2014-05
EXHIBIT A

FINDINGS OF BLIGHT
ORS 457.010(1)

Under ORS Chapter 457, "Blighted Areas" means those areas that, by reason of deterioration, faulty planning, inadequate or improper facilities, deleterious land use or the existence of unsafe structures, or any combination of these factors, are detrimental to the safety, health, or welfare of the community. Under state law, a blighted area is characterized by the existence of one or more of the following conditions:

Criteria A: The existence of buildings and structures, used or intended to be used for living, commercial, industrial or other purposes, or any combination of those uses, that are unfit or unsafe to occupy for those purposes because of any one or a combination of the following conditions:

- a. Defective design and quality of physical construction;
- b. Faulty interior arrangement and exterior spacing;
- c. Overcrowding and high density of population;
- d. Inadequate provision for ventilation, light, sanitation, open spaces and recreation facilities; or
- e. Obsolescence, deterioration, dilapidation, mixed character or shifting uses.

Findings for Criteria A:

Condition (a)

The identified urban renewal study area exhibits poor physical construction generally due to the age of structures within the Town Center area and along the Pacific Avenue/19th Avenue corridor. Based on information from the Washing County Office of Assessment and Taxation, buildings within the Town Center were constructed between 1890 and 1948. The Pacific Avenue/19th Avenue corridor is characterized by older residential buildings. The Pacific Avenue/19th Avenue corridor also exhibits commercial storefronts many of which appear to have been built in the 30 to 40 years. The structures visually show need for upgrades and general improvement.

According to the Oregon Department of Geology and Mineral Industries, the urban renewal study area is located within a zone classified as being within a severe earthquake risk area due to seismic shaking. Given the age of structures within the study area and inferior quality of physical construction (unreinforced masonry) there is a need for interior and exterior building improvements to bring structures up to current seismic standards to improve safety.

Given the age of construction of buildings within the Town Center many of these structures are not suitable for contemporary retail, office, or residential needs. As such,

older buildings are need of interior improvements to divide large spaces no longer suitable for contemporary retailing. In addition, residential use of upper floors in older buildings is often precluded due to the expense associated with building code compliance.

Condition (b)

The Times Litho site also provides an example of a building with faulty interior arrangement and exterior spacing. The Times Litho building(s) are single story industrial/warehouse structures in the Town Center characterized by poor physical construction and arrangement of interior space not suitable for uses complementary of a town center location such as residential, office and retail space. The Times Litho building was added onto over time and the quality of physical construction is poor. Furthermore, the buildings do not generally meet contemporary building code requirements. The presence of these structures creates a stagnant and unproductive condition on a critical site in the Town Center that is potentially useful and valuable for contributing to the public health, safety and welfare of the community.

For these reasons buildings within the Town Center exhibit faulty interior arrangement and exterior spacing. Condition (b) is met.

Condition (c)

The urban renewal area does not exhibit overcrowding and high density of population. This condition is not applicable to the urban renewal area.

Condition (d)

The urban renewal area generally lacks open space and recreation facilities. The Town Center has no public open space/plaza for community events and public gathering. Given this condition, the urban renewal area exhibits an inadequate provision for light ventilation, light, sanitation, open spaces and recreation facilities. Therefore, Condition (d) is met.

Condition (e)

The urban renewal area includes obsolete warehouse and industrial buildings, as stated above, that are vacant or underutilized. This includes the former Times-Litho site located along B Street and A Street between and the Woodfold-Marco site located south of 19th Avenue at the terminus of Council Street. These vacant and underutilized sites demonstrate obsolescence, deterioration, dilapidation, mixed character or shifting uses.

In addition to the sites identified above, the urban renewal study area also includes vacant and underutilized areas as shown on the table below. Many of the obsolete

buildings are along Main Street with interior retail spaces too large for contemporary businesses.

Address	Status	Improvement	Acreage	Res. Capacity
1918 Main Street	Partially Vacant	1 story	0.184	0
2020 Main Street	Underutilized	2 story	0.180	3
2030 Main Street	Vacant	2 story	0.264	5
1921 21 st Avenue	Vacant	1 story	0.134	0
Wells Fargo Lot (1905 Pacific Ave.)	Underutilized		0.620	12
Times Litho Site	Vacant/Underutilized	1 story	2.2	44
Barnes and Noble	Relocating	1 story	N/A	N/A
Ruralite Bldg.	Relocating	2 story	N/A	N/A
Woodfold Marco	Vacant/Underutilized	1 story	2.04	33
Albertson's site	Vacant		9.04	146
Haggen site	Vacant		9.87	160
2134 19 th Avenue	Vacant Building	1 story	0.31	5
2323 19 th Avenue	Vacant lot		0.44	8
2617 Pacific Avenue	Vacant lot		0.38	7
2933 Pacific Avenue	Vacant lot		0.93	15
2518 Pacific Avenue	Vacant lot		0.25	4
TOTAL			26.8	442

The identified developable/redevelopable sites within the urban renewal area amount to approximately 27 acres. In total, these sites have the potential to support approximately 440 housing units if developed/redeveloped for residential purposes.

The urban renewal area exhibits vacant storefronts along Main Street, second and third floor building vacancies and several completely vacant buildings including several buildings at the Times-Litho site and a building located at 1921 21st Avenue. Several buildings require moderate to major renovation. These conditions also reflect a degree of obsolescence and deterioration. Many of the buildings along Main Street were originally constructed in the late-19th and early 20th centuries. As such the quality of physical construction is lacking due to age and deterioration. Left unchecked this deterioration could spread resulting in further deterioration within the urban renewal area.

Based on the findings above the urban renewal area exhibits obsolescence, deterioration, dilapidation, mixed character or shifting uses. Condition (e) is met.

Criteria B: An economic dislocation, deterioration, or disuse of property resulting from faulty planning.

Finding: An identifiable economic dislocation is occurring within the Forest Grove Town Center. This is exhibited by traditional light industrial activities leaving the Town Center. Examples include the closure of the Time-Litho printing operation in 2007/2008 and underutilization of the Woodfold-Marco site along 19th Avenue.

After the closure of the Times Litho operation the property became distressed and was subsequently acquired by Bank of the West. The building now exhibits roof leaks in older sections, inadequate electrical system with approximately 40% of the lighting and outlets operational, and nonfunctioning plumbing and HVAC systems. The office portion of the building does not meet code requirements due to lack of adequate HVAC systems. These conditions, if left unchecked, could negatively impact surrounding property values and capacity to pay tax revenue need for municipal services.

An economic dislocation due to faulty planning is also exhibited in the urban renewal study area by the "Albertsons" and "Haggen" sites located at the intersection of Quince Street and Pacific Avenue. These two sites are zoned for community commercial and remain vacant. To some extent the lack of commercial development reflects an over-supply of commercially zoned land in the City and lack of demand for large scale retailers. Promoting other forms of development, such as residential uses, could improve the current disuse of these properties.

For the reasons cited above, Criteria B is met.

Criteria C: The division or subdivision and sale of property or lots of irregular form and shape and inadequate size or dimensions for property usefulness and development.

Finding: The urban renewal area includes lots of irregular form and shape creating a barrier to development. The approximately 2.6 acre Times-Litho site is made-up of several tax lots of irregular shape and size some of which traverse building improvements as shown below.



The current lot configuration, as shown above, is a potential barrier to development since the Forest Grove Development Code does not allow building over property lines.

The “Albertsons” site also includes many individual tax lots as shown on the map below.



For these reasons cited above Criteria C is met.

Criteria D: The laying out of property or lots in disregard of contours, drainage and other physical characteristics of the terrain and surrounding conditions.

Finding: The urban renewal area is not constrained by topography, drainage and other physical characteristics. Therefore, this criterion does not apply within the urban renewal area.

Criteria E: The existence of inadequate streets and other rights-of-way, open spaces and utilities.

Finding: The urban renewal area includes the oldest parts of the City. As such, utilities are aging and need of repair. The Water Master identifies areas with inadequate fire flow pressure within the urban renewal area. Locations with insufficient water flow or residual fire hydrant pressure within the urban renewal area include:

- Pacific Avenue at Ash Street
- 21st Avenue at College Way
- 19th Avenue at B Street
- 19th Avenue at C Street
- 21st Avenue at Cedar Street
- 19th Place at Hawthorne Street
- 19th Way between Pacific Avenue and 19th Avenue
- 19th Place at Maple Street
- Quince Street north of Pacific Avenue.

The Water Master Plan includes the following distribution and piping improvement projects for the urban renewal area:

- Upsize from 6" to 8" line in 21st Avenue and Cedar Street area
- Upsize from 6" line to 8" line near 19th Place and Maple Street
- Looping from 19th Place to Pacific Avenue 8" line
- Upsize from 6" to 8" line near 2900 19th Avenue
- Looping from Pacific Avenue to 21st Avenue on College Way with an 8" line

These Water Master Plan projects establish a need and reflect localized inadequacy regarding the water distribution system.

The Forest Grove Sanitary Sewer Master Plan recommends annual replacement or rehabilitation of portions of old collection piping throughout the City including the urban renewal area. In addition, the Sewer Master Plan recommends specific improvements to inadequacies to the sewer system. Such improvements include increasing the 8-inch and 10-inch diameter lines to 15-inches along 19th Avenue from A Street to Birch Street to meet design flow requirements. The Master Plan also identifies a need to upgrade the existing sanitary sewer line from the Pacific Avenue/Quince Street intersection to a 15-inch line.

Localized storm drainage problems exist within the urban renewal area. Specifically, the lack of adequate storm drainage has precluded redevelopment of a vacant parcel of land located at 2617 Pacific Avenue. The City of Forest Grove Storm Drainage Master Plan completed in 2007, recommends improvements to the storm drainage system within and near the urban renewal area. Improvements include construction of a 24-inch storm pipe from Cedar Street and 24th Avenue to 26th Avenue and open channel restoration from Douglas Street to about Hawthorne Street near the railroad corridor.

Areas of the Town Center and Pacific Avenue/19th Avenue corridor lack streetscape improvements including deteriorated narrow sidewalks. This is most notable along 19th Avenue and Pacific Avenue. In addition, the urban renewal area lacks adequate open space including a public plaza gathering place within the Town Center.

The area south of Pacific Avenue and west of Quince Street is characterized by substandard streets and sidewalks. Poplar Street and Oak Street are notable examples. Poplar Street exhibits substandard pavement width as well as no sidewalks, curbs or gutters. Oak Street has no sidewalks.

Based on the factors identified above Criteria E is met.

Criteria F: The existence of property or lots or other areas that are subject to inundation by water.

Finding: The urban renewal area is above the flood plain elevation and is not subject to inundation by water. However, some development may be constrained due to inadequate off-site drainage and the relatively high seasonal water table. Inadequate drainage is known to exist along Pacific Avenue west of Hawthorne Street. The drainage issue has created an obstacle to property development.

Based on the identified drainage issues within the urban renewal study area, Criteria F is met.

Criteria G: A prevalence of depreciated values, impaired investments and social and economic maladjustments to such an extent that the capacity to pay taxes is reduced and tax receipts are inadequate for the cost of public services rendered.

Finding: The urban renewal area includes the historic core area and commercial corridor along Pacific Avenue and 19th Avenue. The urban renewal has an estimated total taxable assessed value of \$107,793,530. In contrast, the City's total assessed value is approximately \$1,137,119,200. The urban renewal area is not developed to full potential based on the existing land use pattern and zoning designations. The prevalence of depreciated values within the urban renewal area is due to a lack of private investment in new structures, general building upkeep, and vacant land suitable for development. This condition impairs investment prospects within the urban renewal area. This in turn reduces potential tax receipts for upkeep of the aging infrastructure in the urban renewal area. As such tax receipts are lower than could be achieved to support the true cost of public services rendered within the area.

Based on the prevalence of depreciated property values due to lack of private investment, obsolete and deteriorated buildings, and vacant/underutilized land within the urban renewal study area, Criteria G is met.

Criteria H: A growing or total lack of proper utilization of areas, resulting in a stagnant and unproductive condition of land potentially useful and valuable for contributing to the public health, safety and welfare.

Finding: There is a growing lack of proper utilization of land within the Town Center and along the Pacific Avenue/19th Avenue corridor. The underutilized Woodfold-Marco property at Ash Street and 19th Avenue, the former Times-Litho property at B Street and Pacific Avenue, the former Cain Petroleum site on Pacific Avenue, the vacant Albertson's site at Quince and Pacific Avenue, and the vacant Hagggen's site at Quince and Pacific Avenue are examples of the lack of proper utilization of the land within the urban renewal area. The land area encompassed by these sites is approximately 27 acres. If redeveloped for residential purposes the sites could accommodate up to 440 housing units. Based on this assessment these sites are potentially useful and valuable for contributing to the public health, safety and welfare of the community once developed/redeveloped.

Based on the growing lack of proper utilization of the urban renewal study area and prevalence of land potentially useful and valuable for contributing to the public health, safety and welfare of the community, Criteria H is met.

Criteria I: A loss of population and reduction of proper utilization of the area, resulting in its further deterioration and added costs to the taxpayer for the creation of new public facilities and services elsewhere.

Finding: Although the resident population in the urban renewal area has held relatively constant, there has been a loss in daytime population meaning the employment base in the Town Center. This has resulted in a reduction of the proper utilization of the area exemplified by vacant buildings and underutilized property formerly used by light industry and office. The closure of the Times-Litho facility and Ruralite operation are examples of this reduction in proper utilization of the urban renewal area. Furthermore, buildings in the Town Center are characterized by unused second and third-floor space. Adaptive reuse of this space provides an opportunity to reduce costs to the taxpayer for the creation of new public facilities and services needed elsewhere to support business and residential development.

Based on the 2011 land use inventory, there are 69 vacant lots within the urban renewal area. This amounts to approximately 13% of the total lots in the urban renewal area. The 69 lots comprise approximately 32.3 acres of land or approximately 16% of the total land within the urban renewal area excluding rights-of-way. Development or redevelopment of these sites will improve the proper utilization of the area resulting in additional property tax revenue available to support public services.

Based on the information identified above, Criteria I is met.

Conclusion: For the reasons identified in this exhibit including the attached supporting materials, the City Council finds and hereby declares that there exist within the City blighted areas and that such areas impair economic values and tax revenues. Given the presence of blight within the community there is a need for an urban renewal agency as authorized under ORS 457.035 to function in the City of Forest Grove.



LIBRARY DEPARTMENT

WORK PLAN

FY 2014-15

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Forest Grove City Library

Department Work Plan
FY 2014-15



Usage Statistics

- Use statistics 2012-2013 (from 2013 Oregon State Library Report)
 - 389,340 items checked out
 - 15,674 reference questions answered
 - 28,802 number of public internet use sessions
 - 217,056 persons came into the library
 - 147,947 items borrowed for Forest Grove patrons
 - 115,660 Forest Grove items shipped to other WCCLS libraries
 - 13,526 registered borrowers
 - 51 volunteers working 5,903 hours

Evaluation of Reference Services staffing, services and programs

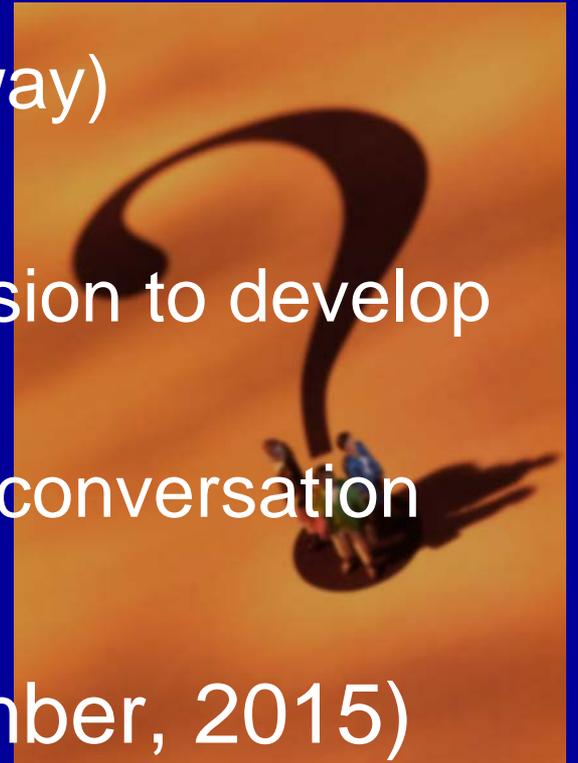
Start Date: Already underway

- Review job description
- Review schedule priorities and desk coverage
- Develop budget proposal re: on-call staff
- (Completion date June, 2014)



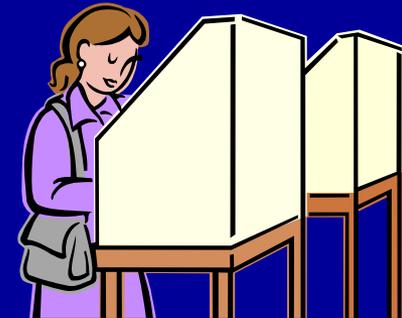
Library Visioning Process and Goal Setting

- Start Date (already underway)
- Decide how to talk about it
- Work with Library Commission to develop process
- Engage staff and public in conversation
- (Completion date, September, 2015)



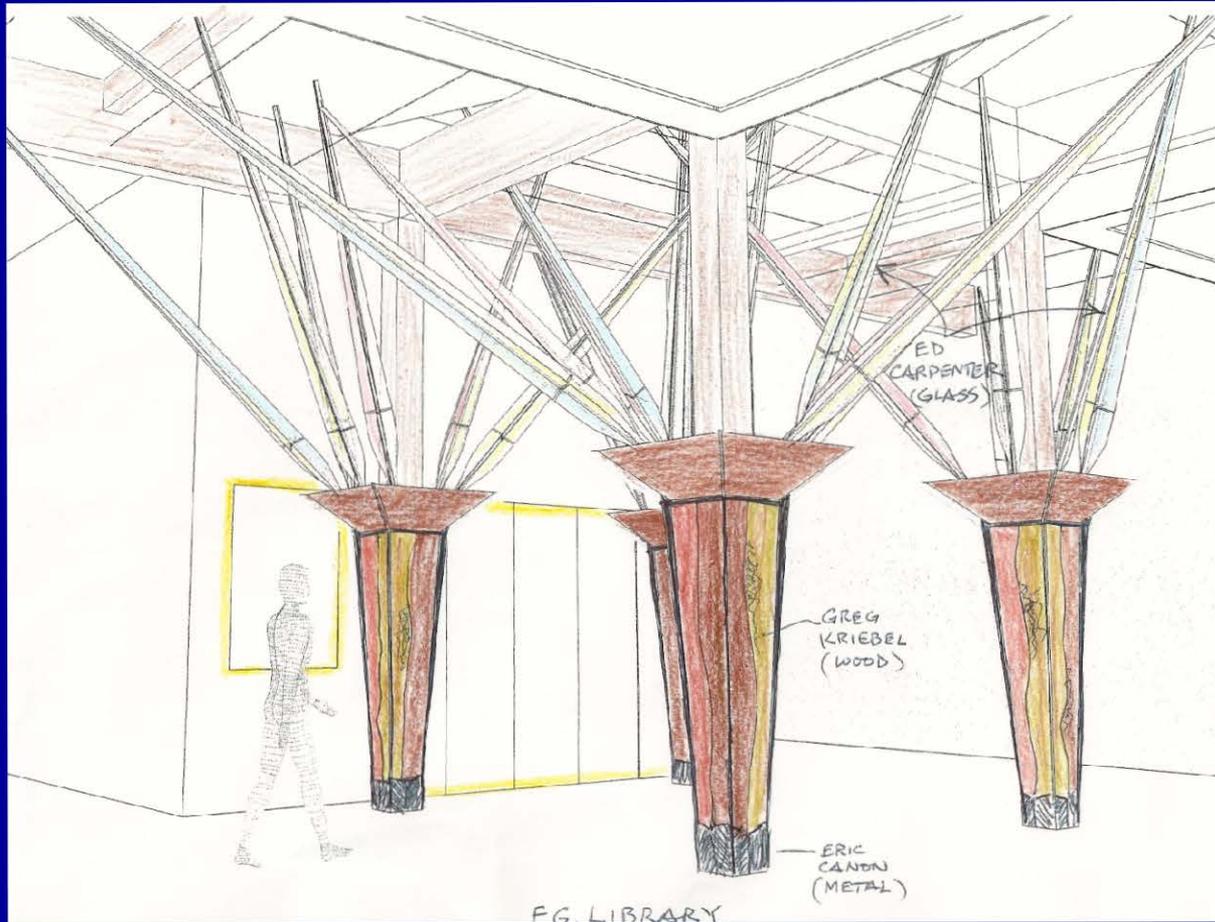
Actively participate in development of 2015 WCCCL levy

- Start Date: Already in progress
- Decision re: increase in amount of levy
- Decision re: distribution to member libraries
- Completion Date: May, 2015



Complete Ed Carpenter Public Art Project (Mollie's Garden)

- (Start Date: already in progress)
- Finish fundraising: events and grants
- Obtain building permit
- Schedule installation for Labor Day
- Plan Dedication/celebration



Unfinished Business

- Rogers Room purchases and policy
- Children's Area: purchases and policy
- History Room: purchases and policy
- Diaper changing station
- Adult Fiction furnishings
- Post RFID evaluation
- Friends Budget process
- Safety and Security : policies, procedures,

Maintain the quality of the department's staff and working environment via:

- Staff training and continuing education
- Recognition and celebration of staff and volunteers
- Attention to facility repair and maintenance



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**LIGHT AND POWER
DEPARTMENT
WORK PLAN
FY 2014-15**

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City of Forest Grove Light & Power Department

2014-2015 Projects & Goals

April 14, 2014



Substation Improvements

- Replace transformers
- Replace fuses
- Replace insulators & buss work



ACTION PLAN ITEM

Date: April 14, 2014

System Pole Retirement



Date: April 14, 2014

- Ongoing effort to replace all poles installed 1959 or earlier.
- Approx. 120 poles replaced so far.
- Approx. 200 poles remain.

ACTION PLAN ITEM

Conservation Programs

- Commercial & industrial efficiency upgrades & incentives.
- Residential energy saving measures & appliance rebates.
- Pure Power renewable energy purchase options.



Date: April 14, 2014

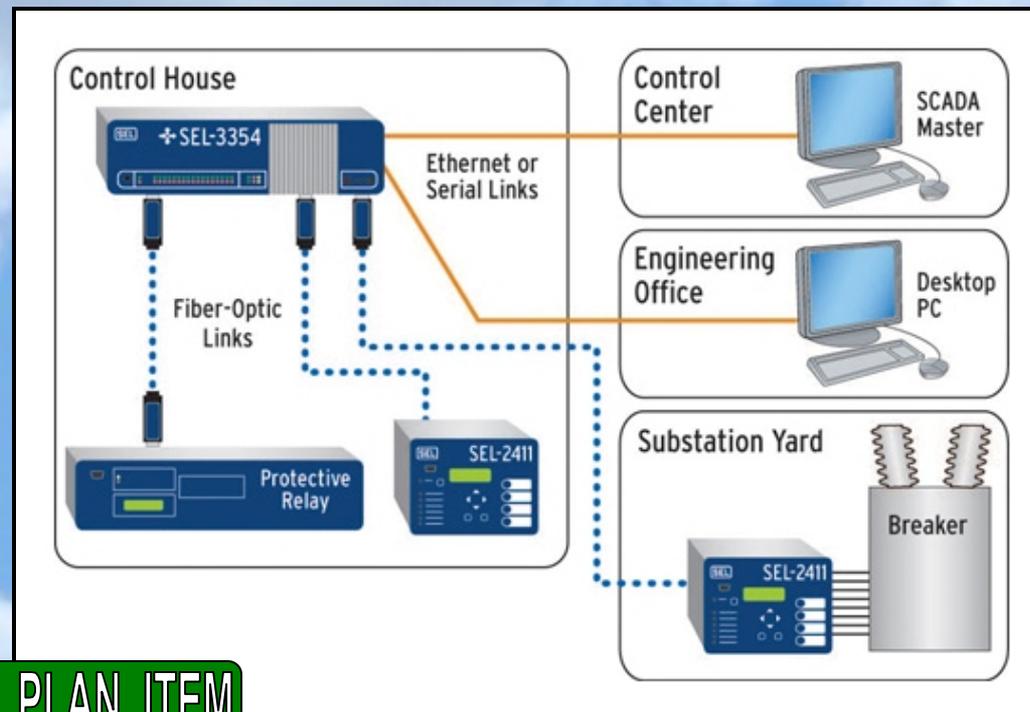


ACTION PLAN ITEM
COUNCIL GOAL 1

PDF Page 58

SCADA System Installation

- **S**upervisory **C**ontrol **A**nd **D**ata **A**cquisition System
- Control and receive feedback from substations without going into the field.
- Decrease response time to incidents.



ACTION PLAN ITEM

Service to Pacific University

- Complete loop feed to Pacific along University Avenue to decrease campus outage times.



Google Maps

Date: April 14, 2014

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Potential City Solar Site Evaluation

- Evaluate City properties to determine feasibility of installing a future solar generation facility.

ACTION PLAN ITEM

COUNCIL GOAL 1



Sustainability Commission



Forest Grove Sustainability Action Plan

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

- Review and adoption of Action Plan

ACTION PLAN ITEM
COUNCIL GOAL 1

Questions?



Date: April 14, 2014

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Substation Dept.
Metering Dept
Underground Crew
Overhead Crew

Management
Engineering
Tree-Trimming
Ongoing work

LIGHT AND POWER PROJECTS		W.O. No.	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15
-	SUBSTATION																						
2	Doble Testing Transformers/Breakers- Subs																						
3	All subs-install backup station services					FB																	
4	FG Sub-replace feeder breakers (2)																						
5	FG Sub FG-1 Breaker/Panel Install																						
6	Replace Thatcher Sub Relays																						
7	Replace Filbert Sub Main Breaker Panel, Relays & Metering																						
8	SCADA System Phase 2																						
9	Thatcher Sub upgrades - install transf. & regulators																						
-	METERING																						
11	Continue GE & Westinghouse CT meter maint. test																						
12	Electric City Educational Demonstration																						
13	ERT meter replacements																						
14	Priority 1 Meter Testing																						
15	Priority 2-3 Meter Testing/Calibration																						
-	UNDERGROUND																						
17	Grove Mobile UG Primary Replacement Ph1																						
18	Underground Cable Replacement Program																						
19	26th Avenue 600 amp UG Feeder (Hawthorne to Juniper)																						
20	Pacific University Primary Looping Project																						
21	24th Avenue Industrial Area Capacity Upgrade																						
22	Juniper Gardens Ph.2																						
23	OVERHEAD																						
-	David Hill 3-phase tie - Falcon Ridge Frontage	5917																					
25	Install Switch @ 47 bypass & end of Poplar Rd & tie																						
26	Reconfig. Cedar Circle																						
27	Replace poles 1959 and older - entire system	Mult.																					
28	Upgrade O.H. line Kingwood Ln.																						
	LED Street Lighting Pilot Project																						
30	MANAGEMENT																						
-	Cost of Service/Electric Rate Study																						
32	Master Plan bldg. Heating & Cooling																						
33	Western Electricity Coord. Council (WECC) Reliability Stds. Compliance																						
34	Photovoltaic Site Assessment for selected City-owned Buildings (Goal 10)																						
35	Purchase power transformer for Thatcher Sub																						
	Sustainability Commission Staffing																						
	Assess and evaluate current staffing requirements																						
38	ENGINEERING																						
-	Facility Data conversion/retrieval GIS																						
40	Service Requirements Handbook																						
41	ONGOING PROJECTS																						

Substation Dept.
Metering Dept
Underground Crew
Overhead Crew

Management
Engineering
Tree-Trimming
Ongoing work

LIGHT AND POWER PROJECTS		W.O. No.	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15
-	PUC System Inspection/Repairs																						
43	L&P Staff Training																						
44	Conservation/Energy Efficiency programs																						
45	Maintain Primary Dispatch Map																						
46	Tree-Trimming around High Voltage																						
47	COMPLETED																						

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

Department Work Plan and City Council Goal Objectives

This Action Plan Worksheet is intended as a tool for planning and monitoring how management staff will achieve its department work plan and the goal objectives set by City Council. Management staff will complete an Action Plan (Part I) at the beginning of each year after setting its department work plan and Council sets its goal objectives. Management staff will update the Action Plan (Part II) at the end of each calendar year to track the accomplishment of its department work plan task and the Council goal objective. The Action Plan accomplishments will be used as a tool for reporting at the Boards, Committees, and Commissions Reception, Annual State of the City Address, and City Manager end-of-year update to Council.

Department(s) Assigned:	Administrative Services, Light & Power
Lead Person(s)/Organization(s):	Paul Downey, George Cress
List Goal Objective Number:	Department Goal – Continue to provide reliable low-cost electrical service to customers within our service area.
Describe Objective/Project:	Implement results of Electric Cost of Service and Rate Study, including financing options and issuing debt, for purchase of substation transformers

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

The City's electric utility is operated as an enterprise fund and is wholly supported by revenues raised through rates, fees and charges related to providing electric service. In any given year, these rates, fees and charges must be sufficient to pay the total costs of the electric system. Given the length of time from the last cost and rate study, the City sought professional services to perform a detailed Cost of Service Analysis followed with a Rate Design development process that will provide justifiable and equitable methodologies for developing appropriate user rates and fees that are adequate to fully fund the expenses associated with the electric utility system, equipment repair and replacement, and capital improvements.

2. Current status of the objective/project:

The Cost of Service study has been underway since September 2013 and will run through April 2014. This timeframe will enable the City to incorporate proposed rates, fees and charges into its FY 2014-15 proposed budget for the electric utility, and to implement proposed rates, fees and charges in time for the new fiscal year, which begins July 1, 2014. The study will use accepted cost of service principles that seek equitable ways to link the costs involved in servicing each category of customer with the amount each pays.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- City staff provide load data, power costs, capital cost, revenue forecast to FCS Group
- Data collection/validation by the FCS Group
- Cost of service and rate design analysis performed by FCS Group
- FCS to conduct onsite team meetings with City staff and management for input review for proposed model and direction
- FCS to provide staff with proposed draft policies and procedures
- FCS to provide staff with revenue requirement deliverables and recommendations for rate design
- FCS to present findings to management and council
- FCS and staff to hold open house and further work sessions
- City Council adopts new rate schedule for Light & Power

4. List potential barriers or challenges:

- No significant challenges in terms of scope of work are foreseen
- Potential issues are the availability and flexibility of project staff to provide and review relevant data

5. Estimated Cost(s):

FY 2014 budget - \$80,000

6. How will you determine when objective/project is completed and how will you measure if successful?

City Council adoption of just and reasonable electric retail rates and charges, to all customer classes, designed to recover the cost of providing electricity and to providing a reasonable rate of return to maintain and operate the electrical system infrastructure.

Timeframe to Complete:

1–3 years X

3–5 years

5–10 years +

Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

Department Work Plan and City Council Goal Objectives

This Action Plan Worksheet is intended as a tool for planning and monitoring how management staff will achieve its department work plan and the goal objectives set by City Council. Management staff will complete an Action Plan (Part I) at the beginning of each year after setting its department work plan and Council sets its goal objectives. Management staff will update the Action Plan (Part II) at the end of each calendar year to track the accomplishment of its department work plan task and the Council goal objective. The Action Plan accomplishments will be used as a tool for reporting at the Boards, Committees, and Commissions Reception, Annual State of the City Address, and City Manager end-of-year update to Council.

Department(s) Assigned:	Light & Power, Engineering
Lead Person(s)/Organization(s):	George Cress, Rob Foster
List Goal Objective Number:	Council Goal # 1: Objective #10: Pursue other alternate energy sources
Describe Objective/Project:	Replace existing street light bulbs with LED lamps

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

To reduce street lighting energy and maintenance costs by 2016, the L&P Department along with Engineering will conduct a pilot project for replacing existing street lights with LED street lamps. LED lamps are more energy efficient and have a longer life than conventional lamps. Test results show on average an increase of up to 5 to 8 years increased life span over conventional lamps. LED lamps are also environmentally friendly as they do not contain toxic chemicals.

2. Current status of the objective/project:

We are undertaking a pilot project, departments are in an initial discussion and planning stage. Our objective is to identify types of lighting products and suitable locations for replacing existing 100-400 watt bulbs with LED lamps in the City.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Identify durable LED lighting products
- Identify suitable location for placement of new lights
- Identify long term funding source for acquisition of street lamps

4. List potential barriers or challenges:

- Adequate funding
- Adequate durable equipment
- Number of favorable sites

5. Estimated Cost(s):

\$10,000

6. How will you determine when objective/project is completed and how will you measure if successful?

Installation of a suitable number of LED lamps to measure energy and maintenance savings. Overall success will be measured by replacement of all existing street lights with LED lamps.

Timeframe to Complete:

1-3 years X

3-5 years

5-10 years +

Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-2015

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Light and Power
Lead Person(s)/Organization(s):	George Cress, Michael Stoltz
List Goal Number Assigned:	Department Goal – Continue to provide low –cost electrical service to customers within our service area.
Describe Objective/Project:	SCADA System Phase 2

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

SCADA (Supervisory Control and Data Acquisition) systems monitor the status and performance of major equipment in the electrical distribution system, traditionally in the substation. SCADA systems may also be used to control devices in the substation and strategic locations on the distribution system. These systems make it easier to track outages and anticipate problems. SCADA systems can also reduce response times by identifying equipment that is not operating properly.

2. Current status of the objective/project:

A dedicated 12-fiber ring has been installed and terminated at all substations and the Light & Power Building. The fiber ring will provide the communication backbone for the SCADA system. Network equipment has been purchased for these locations and should be installed soon.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Complete installation of network equipment
- Evaluate SCADA hardware and software currently available
- Purchase and install equipment
- Configure and test system
- Develop plan to implement control functionality

4. List potential barriers or challenges:

Complexity of project
Time to complete
Training
Security

5. Estimated Cost(s):

\$25,000 funding for Phase 2 of this project has been provided in the FY 2014 Budget

6. How will you determine when objective/project is completed and how will you measure if successful?

Completion of this portion of the project will be determined by installation and testing of equipment and software. Success will be measured by ability to monitor distribution system and archive information.

Timeframe to Complete:

X	1-3 years	3-5 years	5-10 years +	Ongoing
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PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

Some initial research has been done on available technology. Our new Engineering Manager and Project Engineer should be a help in this process.

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Light & Power
Lead Person(s)/Organization(s):	George Cress, Keith Hormann, Michael Stoltz
List Goal Objective Number:	Department Goal – Continue to provide reliable low-cost electrical service to customers within our service area.
Describe Objective/Project:	Implement Electric Service Master Plan – Substation Upgrades

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

In 2013, TriAxis Engineering, Inc. commenced engineering services to evaluate a staff-developed plan for replacing and upgrading the City's aging substation facilities and recommend a City-developed multi-year comprehensive electric system upgrade plan. In July of 2013, TriAxis completed the Electric System Master Plan which provided a schedule and scope of tasks required for installing transformers, control houses, circuit switchers and relays for Thatcher Junction, Forest Grove, and Filbert substations. A recent City of Forest Grove Electric Load Forecast study was also undertaken and completed by TriAxis. The City is interested in encouraging expansion of the industrial base and the ability to reliably serve this load growth is paramount. The purpose of this study was to estimate the ultimate capacity required to serve the load if vacant properties in the City are developed to an extent similar to existing properties. As discussed in the recent Master Plan and the Load Forecast study, replacement of the aging transformers with three 20/26.7/33.3/37.3 MVA units is recommended.

2. Current status of the objective/project:

A draft Bid Package with detailed transformer specifications, has been prepared for bidding on one or more transformers, which includes delivery. We anticipate the request for bids to be released before the end of April. The Plan calls for an initial transformer to be installed at Thatcher Junction substation. This transformer will take between six to nine months to be manufactured. L&P personnel will install switch gear and connections at the transformer. Depending on the outcome of bidding process two additional transformers needed for the Forest Grove substation may be purchased and delivered. We will wait until 2016-2017 to install these units as per the Plan

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Successful bid for one or more transformers
- Evaluate and adopt a financing plan for purchase of electrical equipment
- Purchase and install equipment
- Configure and test equipment
- Purchase and install control house, circuit switcher, transformer and feeder protective relays at Thatcher Junction

4. List potential barriers or challenges:

- No successful bids received within our budget
- Extreme length of time required to manufacture transformers
- Time to complete installation.

5. Estimated Cost(s):

Year one, \$1,250,000 for a new transformer for Thatcher Junction including other engineering and site upgrades for Forest Grove substation.

6. How will you determine when objective/project is completed and how will you measure if successful?

Successful bid and installation of one transformer by summer of 2015. Successful bid and installation of two transformers for Forest Grove substation by fall of 2017.

Timeframe to Complete:

X	1-3 years	3-5 years	5-10 years +	Ongoing
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PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-2015

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Light & Power
Lead Person(s)/Organization(s):	George Cress
List Goal Number Assigned:	Council Goal 1 Objective 10
Describe Objective/Project:	Pursue other alternate energy sources. Photovoltaic Opportunities for City owned facilities

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project: Forest Grove has purchased BPA's Environmentally Preferred Power product (Wind Energy) for many years and is committed to continuing purchases through 2016. Forest Grove customers have an option of purchasing wind energy in 200kWh monthly blocks (Pure Power Program). Forest Grove has an active net metering program for residential photovoltaic installations and has paid approximately \$6500 in incentives for residential solar installations to date. Forest Grove applied for and received a Solar 4 Utilities grant from the Bonneville Environmental foundation (BEF) for a 7.9 kW photovoltaic installation at the Light & Power offices. Forest Grove helped obtain funding from BPA for an Energy Efficiency Study at the City's Aquatic Center. These funds helped pay for an evaluation of the Aquatic Center as a suitable site for utilizing solar collectors to heat pool and shower water.

2. Current status of the objective/project: Approximately 75 customers are participating in the voluntary Pure Power Program. During the summer of 2012 BEF contractors installed three arrays consisting of 24 panels attached to the Light & Power office building. The solar array provides electrical power for recharging the Department's Leaf, a battery powered vehicle. This summer, Light & Power will undertake a study to identify locations for potential photovoltaic installations on city-owned real estate and buildings.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Explore grant opportunities or partnerships to perform study
- Select consultant to perform study
- Inventory possible locations for study
- Rank feasible sites for cost-effectiveness
- Consider projects for funding in future years

4. List potential barriers or challenges:

- Adequate funding to perform study
- Need to retain provisional High Water Mark with BPA
- Number of favorable sites with adequate physical space, solar exposure and electrical load characteristics

5. Estimated Cost(s): The Department's objective is to obtain a grant to help fund the study or partner with a regional conservation group or photovoltaic supplier to assist with the study.

6. How will you determine when objective/project is completed and how will you measure if successful?

Initial success will be determined by completion of the study. Ultimate success will be gauged by completion of an economically feasible project.

Timeframe to Complete:

X	1-3 years	3-5 years	5-10 years +	Ongoing
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PART II: ACCOMPLISHMENT (End of Year)

7. Describe in detail accomplishment of the objective/project:

We have made initial inquiries with both the Bonneville Environmental Foundation (BEF) and the Oregon Department of Energy about technical assistance and funding for the study of City-owned buildings. These agencies will provide technical assistance but will not provide direct funding for a study. The services of a private contractor will be required to conduct an evaluation of the City's land and buildings.

The solar installation at the Light and Power building is complete and the actual project capacity is 7.9 kW. The solar energy system has generated roughly 1420 kWh and has avoided the equivalent of 1976 lbs. of greenhouse gas emissions since commissioning on July 6, 2012.

By year's end 2013 we had 66 Green Power customers purchasing 180-200 kWh blocks of wind energy. This equates to 432 mWh annual voluntary purchases by Light and Power customers. We have updated the link on the City's website for customers who are interested in purchasing Green Power and are now receiving requests. We plan to promote the Green Power program through a bill insert or possibly newspaper advertisement.

**ECONOMIC
DEVELOPMENT
WORK PLAN
FY 2014-15**

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Economic Development Workplan

2014-2015

Economic Development Workplan

Core Goals

- Business Recruitment & Attraction
- Business Retention
- Tourism Promotion
- Downtown Revitalization
- Small/New Business Development
- Prepare Grants
- Networks/Represent City/Administration

Business Recruitment

- Business Lead Packages
- Chaucer Operations
- Broker Promotion
- Marketing –Multi-Media
- City Website
- Henningsen/ViaSystems Shovel Ready Sites
- Trade Show/Local Event Participation
- Site Infrastructure Readiness/Metro

Business Retention

- On-going Business Visitation
- Business Resources Dissemination
- Business Expansion Packages
- Technical Assistance –diverse issues
- Seminars/Workshops

Tourism Promotion

- Sustain Tourism Committee/Stakeholder Leverage
- Distribute Chamber Guide/City Video
- Annual Events Calendar(s)
- Food & Drink Initiative
- Assist with Key Events-FG Uncorked, First Wednesday, Holiday Light Parade
- New Marketing Program Strategies

Downtown Development

- Times Litho Site Redevelopment
- Update/Distribute Downtown Brochure
- Market vacant space w/property owners
- Assist with City Club downtown events

Small/New Business Development

- Economic Gardening Program
- Small Business Management Training Program
- Maintain Business Provider Network
- Maintain Starting a Business Guide
- Leverage Small Business Counseling
- Leverage Local workshops/seminars

Grants

- Prepare Food & Drink Grant
- Prepare Old Town Loop Trail grant
- Seek Other Grant Opportunities

Administration/Representing FG

- Staff to Forest Grove EDC
- Serve on Greater Portland Inc. EDD sub-board
- Greater Portland Inc –Professionals Roundtable
- Lead for Workforce Resource Group
- Liaison to Forest Grove City Club
- Interim Staff to Tourism Committee

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Economic Development Department 18-Month Work Plan Fiscal Year 2014-15

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	
DEPARTMENT PROJECTS & TIMELINES:																			
Goal: Business Recruitment																			
Respond to Business Leads	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Media Advertising	x	x	x	x	X	X	x	x	x	X	X	X	X	x	x	x	x	x	X
Broker/Developer Promotion	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Maintain City Website/link videos	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Participate in Trade Shows/Events	x	x	x		x	x	x	x	x				x	x	x		x	x	
Urban Renewal Implementation w/CD																			
Maintain Site Profiles	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Henningsen/Viasys Certified Site																			
Site Infrastructure Readiness Project		x	x	x	x	x	x	x	x	x	x	x	x	x					
Goal: Business Retention																			
On-going Businesses Visitation	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Disseminate Program updates	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Program Access Assistance	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Business Expansion Packages	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
General Technical Asssitance	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Seminars/Workshops	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Goal: Tourism Promotion																			
Tourism Committee Admin	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Distribute Chamber Guide																			
Food & Drink Project Project																			
Maintain Annual Events Calender	x	x	x	x	x	x	x												
Maintain City Website -Tourism	x	x	x	x	x	x	x	x	x	x	x	x	x	x					
Grow FG Uncorked Event '14																			
Asist in developing new marketing and program strategies	X	X	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Goal: Small/New Business Devel.																			
Economic Gardening Program	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Small Business Training Programs																			
Maintain Starting A Business Guide	x	x	x	x	x	x	x	x	x	x	x	x	x						

**Economic Development Department 18-Month Work Plan
Fiscal Year 2014-15**

Maintain Business Provider Network	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Financing Program Referral	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Leverage local workshops/seminars	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Leverage Business Counselling Resources	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Goal: Downtown Development																		
Revelopment of Times-Litho site	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Times Litho RFQ & Selection																		
Assist City Club Events	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Market Vacant Space with Owners	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Reprint & Distribute Downtown Broch																		
Leverage Business Counseling	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Goal: Grants/other																		
Apply for Trail Loop Grant																		
Food & Drink Project Grant																		
Watch for grant opportunities	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Staff/Mgmt to Forest Grove EDC	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Serve on GPI EDD Board	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Seek Local Workforce Resources				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Economic Development
Lead Person(s)/Organization(s):	Jeffrey King
List Goal Objective Number:	ONGOING –Goal 1, Objective 2
Describe Objective/Project:	Business Recruitment

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

One of the key objectives of economic development is business retention and recruitment. Recruitment is also a top priority identified in the Forest Grove Economic Development Commission Strategic Plan. Although business recruitment has been challenging due to the slow economic recovery, Forest Grove experienced a healthy pickup in 2013. Recent recruitment-marketing efforts have included: development of an economic development video, advertising in Oregon Business Magazine, Google ads and advertising on OPB radio, TV and web; updating the City website section on economic development, maintaining industrial site profiles on: Oregon Prospector –a statewide database, Greater Portland Inc. and City of Forest Grove website; tours, mailings and lunches with top Portland metro area brokers, networking through membership in OEDA and Greater Portland Inc. and responding with information packages to business leads. The city has also participated in small business and food processing trade shows to generate leads. Development of tools- for smaller business we have created a Business Incentive Program for companies occupying existing vacant space in Forest Grove and enterprise zones for industrial sites and 10-year transportation SDC financing at a nominal interest rate. Low water and power costs also marketed as they are a major advantage in recruiting to Forest Grove.

2. Current status of the objective/project:

We continue to maintain all of the business recruitment strategies outlined above. Recently we added marketing on Google Ads. In addition we have added marketing mailing to developers and development of attractive promotional jacket folder. With the completion of the economic development video and branded usb thumb drives, staff can also distribute marketing material digitally. Over the past year, staff responded to 30 business leads. The biggest successful recruitment was Chaucer Foods. They will invest \$10.3 million, lease 84,600sf and create 71 new jobs beginning in the Fall of 2014. In addition Summit Foods purchased a 31,200sf vacant building and will add 4-7 jobs. We also added 6 new companies through the Business Incentive Program creating 10+ new jobs. Through business recruitment and retention efforts vacant industrial space was reduced from 681,500sf to 400,000sf. The addition of an urban renewal tool will aid recruitment efforts of commercial sites such as Times Litho and the former Haggen site on Pacific Ave.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Maintain funding for economic development recruitment and marketing strategies
- Comprehensive responses to business leads
- Continue to Implement economic marketing program with mix of paid ads, trade shows, video development, electronic media, website enhancements, collateral material, targeted mailings. Where possible, marketing will also leverage resources from other organizations

- Distribute economic development video and updated demographic and market data
- Maintain industrial site profiles on public databases/websites
- Continue ads in targeted print media.
- Implement EDC strategic plan priority goals on business recruitment
- Network with brokers, site selectors, property owners and developers
- Network through membership in Greater Portland Inc and OEDA
- Implement Metro CET grant to develop detailed industrial site infrastructure needs that will help move them to shovel ready status. Grant is through a partnership with Washington county and other cities.
- Obtain Certified site , shovel ready status for Henningsen site. Renew status for Viasystems

4. List potential barriers or challenges:

- Slow economic recovery: This has reduced space demand; limits # of businesses moving, expanding; lack of business financing available
- Current land and building inventory may not match needs of business leads; Lack of building space inventory
- Limited economic development budget
- Insufficient City staff hours and of partner organizations
- EDC members may be too busy to assist with priority goal implementation
- Distance of Forest Grove from Portland perceived by businesses
- Certain industrial sites may not have adequate infrastructure to be developable in short term or otherwise encumbered in some way/Lack of support or interest from property owner in participating in improvements

5. Estimated Cost(s):

2014 Estimated annual Budget for overall recruitment, marketing and economic development and retention: \$55,000 plus 1 full time staff, 1 part time college intern for part of year plus leveraged resources of partner organizations.

6. How will you determine when objective/project is completed and how will you measure if successful?

- Implement EDC priority goals on business recruitment
- Extent that marketing reaches audience: # of hits on websites, YouTube; # of subscribers to periodical/newspaper
- # of recruitment leads responded to
- # of businesses recruited
- # of new businesses locating Forest Grove
- # of new jobs created
- commercial and industrial square footage absorbed per year

Timeframe to Complete:

1–3 years

3–5 years

5–10 years +

Ongoing X

PART II: ACCOMPLISHMENT (End of Year)

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

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Department(s) Assigned:	Economic Development
Lead Person(s)/Organization(s):	Jeffrey King
List Goal Objective Number:	
Describe Objective/Project:	Economic Gardening/Small Business Development

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

Providing assistance to small and new businesses is an important objective of the Forest Grove economic development program. Economic Gardening helps second stage small business grow through market research, new product of service development and development of stronger marketing strategies. The economic gardening is part of a broader small business program offered by the City and its partners. This has included small business management training programs offered by PCC-Small Business Development Center, small business counseling, commercial energy conservation programs, City Business Incentive Program, Pacific University business student projects, seminars and workshops. Forest Grove began offering economic gardening programs in 2011 by accessing the Oregon GROW program offered by the state via Portland Community College-SBDC, through Oregon Microenterprise Enterprise Network and City economic development funds.

2. Current status of the objective/project:

Several Forest Grove businesses have used economic gardening services. Usher Industries successfully used services. City staff has established an application, program overview and marketing materials. The City is about to actively promote the program again shortly. Forest Grove has had three businesses in economic gardening programs. Old Trapper utilized funding from Portland Regional Partners pilot program, Usher Industries was funded by the state Oregon Grows program and other companies have been assisted such as Woodfold Co. and Old Trapper. Three companies – Joes' Syrups and HipporcreTeas and Summit Foods are slated for assistance in the program in 2014. The Business Incentive Program has been helpful particularly for new and small businesses that occupy vacant space. Over a dozen small businesses have been assisted through this program. A number of small businesses have been helped with management and operation skills through the SBDC Small Business Management Training Program. Two small business are set to receive training assistance beginning in April 2014. Others have been assisted through the Small Business Development Center business advising program and the Pacific University business students assistance projects. City staff is now working with the new Pacific University School of Business to determine additional models of small business support. An EDC Small Business Committee also meets periodically to guide policy.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Marketing and outreach of state and local economic gardening and small business programs
- Maintain funding of state and local economic gardening programs including the Business Incentive Program
- Utilize City website, press releases and email lists to promote awareness and access of small business resources
- Meet with business to define needs
- Work through the EDC Small business Committee to leverage and coordinate other partners and resources that offer

small and new business services

- Provide technical assistance and onsite meetings to help business complete application and refine scope of work for small business programs
 - Maintain economic gardening program application and contract with service vendor
 - Provide staff oversight and follow through to insure project completion by assisted businesses
- At conclusion of project help company with other resources to implement findings

4. List potential barriers or challenges:

- lack of companies applying for program or company not in a position to apply for program
- No ongoing state or city funding for economic gardening or small business resources
- lack of awareness of programs
- Business seeks assistance too late after problems begin and is failing
- Company lacks resource or otherwise does not implement recommendations/strategies

5. Estimated Cost(s):

\$7,500 in City economic development budget plus other partners leveraged resources and incentives.

6. How will you determine when objective/project is completed and how will you measure if successful?

- Steady demand and application for economic gardening and other small/new business resources
- # of partners leveraged and resources provided; does not decline.
- Business evaluation of program/assistance is positive
- Use of Business Incentive Program- # of businesses used
- Business implements some or all of recommendations
- After 1 year business revenue increase, #jobs retained or added

Timeframe to Complete:

1-3 years

3-5 years

5-10 years +

Ongoing X

PART II: ACCOMPLISHMENT (End of Year)

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Economic Development
Lead Person(s)/Organization(s):	Jeffrey King
List Goal Objective Number:	ONGOING –Goal 1, Objective 2
Describe Objective/Project:	Tourism Development

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

Forest Grove has an opportunity to expand tourism in the area as it has some of the greatest potential for tourism in the County. The Washington County Visitors County (WCVA) has, in their strategic plan, identified wine, amateur sports, outdoor recreation, golf, nature, farms and produce and culture and shopping as our prime strengths in building the tourism industry in Washington County. A Tourism assessment was completed by Roger Brooks and a Branding and Marketing Plan by Bill Baker of Total Destination Management. Key attributes for the Forest Grove area are: wineries, history/heritage, college town, outdoor recreation, nature, community events, Mcmenamins Grand Lodge and Pacific University.

Forest Grove has partnered with the Washington County Visitors Association, Forest Grove Chamber of Commerce, Pacific University, Forest Grove EDC, Forest Grove City Club and private tourism operators to develop and promote tourism in the Forest Grove area. Tourism /Branding is also one of the top priorities in the EDC Strategic Plan.

Significant accomplishments include A Branding and Marketing Plan, Wayfinder Signage and Kiosks, Updated City and Chamber websites targeted for visitors/tourists, tourism sector handout flyers, an events calendar, tourism guide, tourism video and newer events such as FG Uncorked, holiday Light Parade and First Wednesday.

2. Current status of the objective/project:

A key effort has been to establish a Tourism Committee of stakeholders to: Improve awareness and communication of tourism amenities and events, implement branding report, improve cross-marketing and joint event promotions. The Tourism Committee has been established and meets regularly. It is part of the Forest Grove EDC and currently staffed by City economic development The tourism committee has been gaining traction and is getting participation from Tillamook State Forest, Hagg Lake,(Washington County), WCVA, Mcmenamins Grand Lodge Tree to Tree, Forest Grove chamber of Commerce and many others. Current activities have been distribution of the chamber tourism guide statewide, creating a new facebook page, special promotion for the months of September and December, development of joint calendars between the City, Forest Grove Chamber and WCVA to increase awareness of events, marketing in Travel Oregon media, creation of a Food and Drink guide and coordination with Pacific university's summer conference and workshop program. A major food and drink initiative is underway with applications for grant funds to the City and State.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Maintain an active Tourism Committee of key tourism stakeholders and broad participation
- Increase support/awareness by tourist or tourist-related businesses and frontline workers of amenities and events so they can market more effectively to the public and establish specials and packages in coordination with event and/or others

- Distribute existing brochures, guides and video to locations in Portland Metro area and throughout Oregon
- Identify funding among stakeholders for marketing of tourism in area
- Coordinate specific sub sector tourism groups to improve marketing (eg. food and beverage, recreation)
- Identify existing tourism assets (amenities, resources, events)
- Develop Communications Plan among stakeholders
- Expand wayfinder sign and kiosk system
- Obtain funding for Farms, Food and Drink Initiative
- Update Strategic Plan/Goals
- Increase attendance to top ten tourist/visitor related events

4. List potential barriers or challenges:

- Lack of Buy-in support from key tourism industry partners/stakeholder
- Lack of organizational or staff capacity
- Insufficient economic recovery, businesses not sustained, closures
- Lack of Funds for marketing and Food and Drink Initiative
- Poor internal communication or coordination among stakeholders
- Failing events and/or amenities; not enough customers or volunteers to organize, not sustained

5. Estimated Cost(s):

Varies. \$3,000 to distribute tourism guide, \$25,000 for Food and Drink Initiative; \$20,00 for additional wayfinding signs and campaigns, \$20,000 for marketing campaign –some of this cost can be leveraged through partners and grants
 Cost of part of time of City economic development staff

6. How will you determine when objective/project is completed and how will you measure if successful?

- Sustained Tourism Committee. Measure: regular meeting and attendance
- Distribution of existing tourism guides, downtown brochures and tourism video Measure: # items distributed
- Increase in attendance and revenue in top 10 tourist amenities and events
- Increase in lodging occupancy rates and hotel-motel tax
- % of events sustained and held annually
- Number of Likes and hits on Tourism Facebook Page

Timeframe to Complete:

1–3 years

3–5 years

5–10 years +

Ongoing X

PART II: ACCOMPLISHMENT (End of Year)

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

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Department(s) Assigned:	Economic Development
Lead Person(s)/Organization(s):	Jeffrey King
List Goal Objective Number:	ONGOING – Goal 1, Objective 2
Describe Objective/Project:	Business Retention

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

One of the key objectives of economic development is business retention. Most job creation comes from business that are already located in Forest Grove and then expand. Along with business recruitment, this a core workplan function of Office of Economic Development. Business Recruitment is also a top priority identified in the Forest Grove Economic Development Commission Strategic Plan. For retention, key strategies have been: direct business visitation, maintaining relationships with existing businesses, assist with local issues, provide businesses with resource and technical information, assistance with expansion projects including enterprise zones, and development of tools and incentive programs. Another important role has been to help existing business access new federal, state and regional programs and resources. Retention objectives include: keeping a business in Forest Grove, physical expansion, job creation, business operation strategies to help strengthen a business, identifying new markets, products and strategies, and resolving regulatory issues.

2. Current status of the objective/project:

For business retention, the objective has been to develop relationships with local businesses after the initial visitation. Due to this relationship building and networking, we get requests to assist with various issues a business is facing including the need for expansion. Staff has developed email lists of several groups including industrial businesses, downtown business, tourism businesses and EDC. We also send information to the FG Chamber of Commerce that in turn sends information to its entire membership. This enables business to access new resources and program more quickly and directly. We also put out such information through the City website and newspaper press releases. Other key retention and expansion efforts include use of enterprise zone and energy conservation incentives, site visits and business forums/seminars. Recent examples have included businesses that have accessed PCC-SBDC Management Training, Oregon Grow economic gardening grants, and Forest Grove Enterprise Zone program. In the past year 3 existing industrial businesses have used the enterprise zone – adding 50 new jobs. An important retention and expansion project –Prime Time Restaurant rebuilt and opened in late 2013. On the retail side, seven existing small businesses have gone through the small business management training offered by PCC-Small Business Development Center over the last two years along with additional small business resources. A newer effort has been started to assist businesses that cater more to tourism activity..

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Maintain site visits with existing businesses; Outreach visit to new businesses that set up operations in Forest Grove
- Keep businesses updated on local, state, regional resources, programs, incentives
- Continue to build relationships with existing businesses and with local business that provide business services. Build awareness of City as -economic development resource
- Implement EDC strategic plan priority goals on business retention

- Maintain City economic development incentives and programs
- Network through membership in Greater Portland Inc and OEDA to learn of business retention best practice's resources/programs.
- Serve as point person for existing businesses to looking to expand or having issues with regulations. Provide technical assistance.
- Support urban renewal program implementation
- Identity other organizations and resources that can be leveraged to assist existing Forest Grove businesses.

4. List potential barriers or challenges:

- Businesses may not participate or have misconceptions about public/nonprofit programs and resources
- Lack of available space or land to expand.
- Insufficient staff hours within the City staff and of partner organizations
- Uneven economic recovery that hampers business growth and expansion opportunities and lack of business financing available
- Limited economic development budget to initiate new program like storefront facades, local business loans, etc.
- Existing business may refuse help or not reach out in time when they need assistance.
- EDC members may be to busy to assist with priority goal implementation

5. Estimated Cost(s):

2013-2014 Estimated annual Budget for overall recruitment, marketing and economic development and retention: \$50,000 plus 1 full time staff, 1 part time college intern for part of year plus leveraged resources of partner organizations.

6. How will you determine when objective/project is completed and how will you measure if successful?

- Implement EDC priority goals on business recruitment
- # of site visits with existing businesses
- # of times technical assistance provided to existing business
- # of programs, funding accessed by local businesses
- # of businesses retained by resolving a local issue such as needing more space, regulations, etc.
- # of existing businesses expanded by investment, jobs, square footage
- # of total jobs retained or created by existing businesses assisted

Timeframe to Complete:

1-3 years

3-5 years

5-10 years +

Ongoing X

PART II: ACCOMPLISHMENT (End of Year)

7. Describe in detail accomplishment of the objective/project:

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FISCAL YEAR 2014-15

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Department(s) Assigned:	Economic Development
Lead Person(s)/Organization(s):	Jeffrey King
List Goal Objective Number:	ONGOING –Goal 1, Objective 2
Describe Objective/Project:	Tourism Development

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

Forest Grove has an opportunity to expand tourism in the area as it has some of the greatest potential for tourism in the County. The Washington County Visitors County (WCVA) has, in their strategic plan, identified wine, amateur sports, outdoor recreation, golf, nature, farms and produce and culture and shopping as our prime strengths in building the tourism industry in Washington County. A Tourism assessment was completed by Roger Brooks and a Branding and Marketing Plan by Bill Baker of Total Destination Management. Key attributes for the Forest Grove area are: wineries, history/heritage, college town, outdoor recreation, nature, community events, Mcmenamins Grand Lodge and Pacific University.

Forest Grove has partnered with the Washington County Visitors Association, Forest Grove Chamber of Commerce, Pacific University, Forest Grove EDC, Forest Grove City Club and private tourism operators to develop and promote tourism in the Forest Grove area. Tourism /Branding is also one of the top priorities in the EDC Strategic Plan.

Significant accomplishments include A Branding and Marketing Plan, Wayfinder Signage and Kiosks, Updated City and Chamber websites targeted for visitors/tourists, tourism sector handout flyers, an events calendar, tourism guide, tourism video and newer events such as FG Uncorked, holiday Light Parade and First Wednesday.

2. Current status of the objective/project:

A key effort has been to establish a Tourism Committee of stakeholders to: Improve awareness and communication of tourism amenities and events, implement branding report, improve cross-marketing and joint event promotions. The Tourism Committee has been established and meets regularly. It is part of the Forest Grove EDC and currently staffed by City economic development. The tourism committee has been gaining traction and is getting participation from Tillamook State Forest, Hagg Lake, (Washington County), WCVA, Mcmenamins Grand Lodge Tree to Tree, Forest Grove chamber of Commerce and many others. Current activities have been distribution of the chamber tourism guide statewide, creating a new facebook page, special promotion for the months of September and December, development of joint calendars between the City, Forest Grove Chamber and WCVA to increase awareness of events, marketing in Travel Oregon media, creation of a Food and Drink guide and coordination with Pacific university's summer conference and workshop program. A major food and drink initiative is underway with applications for grant funds to the City and State.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Maintain an active Tourism Committee of key tourism stakeholders and broad participation
- Increase support/awareness by tourist or tourist-related businesses and frontline workers of amenities and events so they can market more effectively to the public and establish specials and packages in coordination with event and/or

others
Date: April 14, 2014

- Distribute existing brochures, guides and video to locations in Portland Metro area and throughout Oregon
- Identify funding among stakeholders for marketing of tourism in area
- Coordinate specific sub sector tourism groups to improve marketing (eg. food and beverage, recreation)
- Identify existing tourism assets (amenities, resources, events)
- Develop Communications Plan among stakeholders
- Expand wayfinder sign and kiosk system
- Obtain funding for Farms, Food and Drink Initiative
- Update Strategic Plan/Goals
- Increase attendance to top ten tourist/visitor related events

4. List potential barriers or challenges:

- Lack of Buy-in support from key tourism industry partners/stakeholder
- Lack of organizational or staff capacity
- Insufficient economic recovery, businesses not sustained, closures
- Lack of Funds for marketing and Food and Drink Initiative
- Poor internal communication or coordination among stakeholders
- Failing events and/or amenities; not enough customers or volunteers to organize, not sustained

5. Estimated Cost(s):

Varies. \$3,000 to distribute tourism guide, \$25,000 for Food and Drink Initiative; \$20,00 for additional wayfinding signs and campaigns, \$20,000 for marketing campaign –some of this cost can be leveraged through partners and grants
 Cost of part of time of City economic development staff

6. How will you determine when objective/project is completed and how will you measure if successful?

- Sustained Tourism Committee. Measure: regular meeting and attendance
- Distribution of existing tourism guides, downtown brochures and tourism video Measure: # items distributed
- Increase in attendance and revenue in top 10 tourist amenities and events
- Increase in lodging occupancy rates and hotel-motel tax
- % of events sustained and held annually
- Number of Likes and hits on Tourism Facebook Page

Timeframe to Complete:

1–3 years

3–5 years

5–10 years +

Ongoing X

PART II: ACCOMPLISHMENT (End of Year)

7. Describe in detail accomplishment of the objective/project:

**PARKS & RECREATION
DEPARTMENT**

WORK PLAN

FY 2014-15

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2014-15 WORK PLAN PARKS & RECREATION AQUATICS

City Council Meeting Presentation

APRIL 14, 2014

Tom Gamble, Director

PARKS PROJECTS

- PLANNING(CC objectives 14-15 #5,6,7)
 - Up-Date Parks, Recreation and Open Space Master Plan. To include:
 - SDC update. Methodology and Rates
 - Identify additional Community Gardens Areas
 - Study four-plex softball/baseball complex
 - Future park Location/Acquisitions
 - Feasibility Study for a Community Center.

TRAILS

- Council Objective (Long Term #11)
 - Partnerships (CWS and Metro)
 - Promote Intertwine Trail Connections
 - Pursue 2 Grants (Metro, State Parks)
 - Continue Local Trail Development
 - Participate on Council Creek Trail Plan.

PROGRAMS

- Develop Additional Volunteer Opportunities
- Search for Additional Revenue Resources with new Program Partnerships
- Promote Additional Teen Activities
- Promote Water Safety Outreach

ADMINISTRATIVE

- Policy Development
 - Implement Field Use Policy
 - Implement Smoke Free Policy
- Promote Public Art Park Development (CC Objective #6)
- Examine Sustainable Dept. Practices.(CC Objective #5)

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DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Parks and Recreation
Lead Person(s)/Organization(s):	Gamble
List Goal Objective Number:	FY 14-15 7
Describe Objective/Project:	Update Parks Master Plan and rename new trails to maintain FG identity

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

In 2002 the City completed its first comprehensive Parks, Recreation and Open Space Master Plan. This plan has served the City well since then. These plans are generally considered valid for 10 – 12 years. It is time to update the plan and consider new trends in Parks and Recreation facilities and programs.

2. Current status of the objective/project:

The project has been included in the CIP budget for the past several years. During this time, new concepts and programs have been discussed and implemented in some cases; these include, community gardens, off leash areas, purchase of certain properties, establishment of partnerships and some deferred maintenance.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Draft RFP
- Hire consultants
- Study will include: Community Center, Four-Plex concepts, future park lands, staffing needs, SDC fees and methodologies, comparison to similar cities, inclusion of the trails master plan document.
- Community input/mtgs. including special interest groups and current partnerships.
- Adoption by various City commissions and City Council.

4. List potential barriers or challenges:

- Including all interest groups.
- Costs of study
- Balance of wants and needs related to general fund ability to support to plan.

5. Estimated Cost(s):

\$200,000.00

6. How will you determine when objective/project is completed and how will you measure if successful?

Adoption by the Recreation Commission, the Planning Commission and City Council.

Timeframe to Complete:

<input checked="" type="checkbox"/> 1-3 years	<input type="checkbox"/> 3-5 years	<input type="checkbox"/> 5-10 years +	<input type="checkbox"/> Ongoing
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PART II: ACCOMPLISHMENT (End of Year)

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	AQUATICS
Lead Person(s)/Organization(s):	GAMBLE
List Goal Number Assigned:	Goal 1 #5
Describe Objective/Project:	Aquatic Center Upgrades for Energy Efficiency(reduce energy consumption)

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

During Fiscal Year 12-13, the Energy Trust of Oregon in cooperation with the FGL&P Dept. conducted an energy audit of the Aquatic Center. The study was presented to the Recreation Commission and staff at the December 2012 Rec. Commission Mtg. The study concluded that a number of measures could substantially reduce the energy consumption at the pool. The study looked at solar and it's potential. It concluded that the center was not a good candidate for solar due to the long (30+years) payback. The Recreation Commission accepted the study and indicated an interest in moving forward if funding was available.

Measures would include:

- Addition of Pool Blankets
- Addition of UV chemical treatment.
- HVAC Up grades that would optimize natatorium and locker rooms
- Add heat recovery system to outside air system for main pool
- Add Boiler controls system
- Supply Fan (2) outside Air Heat Recovery system.

2. Current status of the objective/project:

Project is on hold until funding can be identified.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Funding identified.
- Budget approved during the FY 2013-14 process
- City Council Presentation by the Consultant that conducted the study
- Implementation during Aquatic Center closure

4. List potential barriers or challenges:

- Timing of construction
- Funding

5. Estimated Cost(s):

Approximately \$250,000.00 for all measures. This project could be phased in over a two/three year period.

6. How will you determine when objective/project is completed and how will you measure if successful?

- Project measures in place after construction and then realizing reduced energy consumption and reduced energy bills, including water, gas and electric.

Timeframe to Complete:

x	1-3 years	3-5 years	5-10 years +	Ongoing
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PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

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Department(s) Assigned:	Library/Parks
Lead Person(s)/Organization(s):	Winters/Gamble
List Goal Number Assigned:	Long Term #6
Describe Objective/Project:	Continue coordinating efforts for promoting public art

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

Since its formation, one of the primary goals of the Public Arts Comm. has been the promotion of public art. In the last six years, this effort has taken a number of forms. Art Benches, Arts Summit, Mini Grants Utilizing CEP funding, creation of an art inventory, Meet the Artist Dinners, post card creation, and city art rotation have all been part of the commissions work to fulfill its mission.

2. Current status of the objective/project:

At this year's annual goal setting retreat the Commission adopted goals that some have been brought forward for previous years.

- To enhance and expand the arts in the community through Advocacy, Visibility and Accessibility.
- To increase access to the arts for children.
- Continue the discussion regarding the formation of an Arts Foundation
- Provide classes, skill development, community outreach, and other to the citizens.
- Work closely with the Library Foundation on the Ed Carpenter project that will provide a new public art display in the Library.
- Continue to apply for a CEP Grant.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Implement findings for the Arts Summit.
- Promote mini grants.
- Apply for CEP Funding
- Continue Artist dinners.
- Continue discussion surrounding the formation of an Arts Foundation.

4. List potential barriers or challenges:

- Funding
- Limited time of commission to volunteer to achieve goals.

5. Estimated Cost(s):

Expenditures are based on fund raising. One goes with the other. No cost estimates are available until a project is identified.

6. How will you determine when objective/project is completed and how will you measure if successful?

- This continues to be an on-going objective. Success will be determined by the community's response to the efforts made by the PAC. Efforts can also be measured by:

New public Arts Projects
More joint ventures with local organization such as Valley Art.
Additional funding becomes available.

Timeframe to Complete:

xx 1-3 years 3-5 years 5-10 years + x Ongoing

7. Describe in detail accomplishment of the objective/project:

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FISCAL YEAR 2014-15

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Department(s) Assigned:	Parks and Recreation
Lead Person(s)/Organization(s):	Gamble
List Goal Objective Number:	FY 14-15 5
Describe Objective/Project:	Conduct Feasibility Study for Youth-Family related Community Center

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

The Cities Vision Statement for a number of years has had a placeholder for the communities interest in establishing or building a family recreation center. At the 2014 ATM, this subject was discussed and the concept is still on the minds of some community members.

2. Current status of the objective/project:

No work has been completed on this project at this time. However the City Council has placed this project on their goals and objectives list for FY 14 -15.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

This project will be included in the Parks, Recreation and Open Space Master Plan Update.

4. List potential barriers or challenges:

- Costs
- Expectations. "What does Community Center mean to various interest groups"?

5. Estimated Cost(s):

No estimate has been done at this time. However \$100,000.00 has been promised from the State of Oregon to conduct the study.

6. How will you determine when objective/project is completed and how will you measure if successful?

This project will be complete once the study is finished and the Recreation Commission and City Council accept the study results.

Timeframe to Complete:

XX	1-3 years	3-5 years	5-10 years +	Ongoing
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PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

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FISCAL YEAR 2014-15

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Department(s) Assigned:	Parks and Recreation
Lead Person(s)/Organization(s):	Gamble
List Goal Objective Number:	FY 14-15 6
Describe Objective/Project:	Pursue Softball/Baseball Four-Plex (enhancing economic value)

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

This project has been discussed for several years as a possible revenue source for the City of Forest Grove. The four-plex concept provides the opportunity to host larger softball and baseball tournaments.

2. Current status of the objective/project:

No work has been completed on this project.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

This project will be included in the Parks, Recreation and Open Space Update scheduled this fiscal year.

4. List potential barriers or challenges:

- Costs
- Land availability.
- Partnerships to run tournaments.
- Additional pressure on General Fund.
- Available Motels/Hotel and to attract large sporting events. Including eating establishments.

5. Estimated Cost(s):

Unknown at this time. The master plan study will determine costs.

6. How will you determine when objective/project is completed and how will you measure if successful?

Understanding the costs and potential for attracting teams to Forest Grove for tourney play.

Timeframe to Complete:

XX	1-3 years	3-5 years	5-10 years +	Ongoing
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PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Parks and Recreation
Lead Person(s)/Organization(s):	Gamble
List Goal Number Assigned:	Long Term #11.
Describe Objective/Project:	Trail project local, Intertwine

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

The City has actively pursued trail development opportunities during the past 7 years. This is an ongoing project that will develop the local "Emerald Necklace" with the help of our partnerships. These include CWS (Fernhill Wetlands), Metro, and Washington County. These local trails will over time, connect our system with the Regional Trails System and the State Parks System as all agencies bring together these facilities that meet the needs of the community and region.

2. Current status of the objective/project:

- Ongoing work with CWS at Fernhill to develop the trails system and surrounding support facilities, such as the newly constructed restroom and shelter.
- Submission pending of a State Parks Lottery Grant due in April 2014.
- Submission of Metro Nature in Neighborhood Grant.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Continued funding of the Parks and Recreation Dept. at current levels.
- Increase in funding to support City Council goals.
- Continued/sustained development of homes to support parks SDC funds
- Exploration of Grant opportunities.

4. List potential barriers or challenges:

- Budget reductions.
- Overloading of Parks Maintenance staff as facilities come on line.
- Reduced grant opportunities.

5. Estimated Cost(s):

\$350,000 to \$500,000/mile of trail development, not including property acquisition.

6. How will you determine when objective/project is completed and how will you measure if successful?

Full build out of trail system based on the Trails Master Plan

Timeframe to Complete:

xx	1-3 years	3-5 years	5-10 years +	x	Ongoing
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PART II: ACCOMPLISHMENT *(End of Year)*

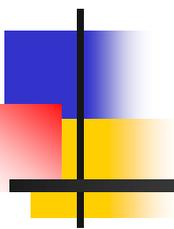
7. Describe in detail accomplishment of the objective/project:

POLICE DEPARTMENT

WORK PLAN

FY 2014-15

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*Forest Grove Police
Department*

2014-2015 Work Plan

Chief Janie Schutz



Foundational Activities

- Patrol Activities – Response to criminal activities and other events
- Code Enforcement- 2014 Priority
- Investigations Activities – Detectives
- Administrative Activities – Management of Department Resources
- Evidence/Property Management-
Branching into Grant Writing
- Records Management-RegJIN



Community Outreach

- Reserve Officer Program
- Public Safety Advisory Commission-Assisting in developing/expansion of the current Neighborhood Watch Program (Goal I)
- National Night Out-Evaluating Format
- Citizen's Academy
- Operation "Help Me Home" (Goal I)
- Virtual Ride-Along / Coffee with a Cop
- Proactive Crime Prevention and Patrols-Getting Officers out of the Cars and Into the Community



Training

- Firearms and Defensive Tactics
- **Active Shooter Training**
- First Aid/CPR
- Bloodborne Pathogens
- Hazardous Materials
- Emergency Vehicle Operations
- Mental Health Training and Awareness
- Leadership/Management/Supervision
- Lexipol Policy Training



Collaboration

- OACP Board Membership- Governor's Appt. to CJIS Board & Labor/Mngt. Board
- Law Enforcement Council – Wash. Co.
- Major Crimes Team
- Child Abuse Multi-Disciplinary Team
- Elder Abuse Multi-Disciplinary Team
- IGET- New Gang Liaison Position
- School Resource Officer-1st Year at School
- Work with City Club, Rotary, Lions, Elks, etc.



Administration

- Staffing
- Assessment of PD Facility (Goal II)
- Strategic Planning Process
- Training Management / Professional Development
- Equipment / Technology
- Lexipol Policy Management and Review
- Emergency Management / NIMS Compliance
- City Ordinance Review-Chapter 5 / Proposals
- Grant Management and Research
- Marketing / Branding of Agency

Questions



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Forest Grove Police Department Annual Work Plan 2014-15
 15 Month Work Plan
 April 1, 2014 through June 30, 2015

	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
Budget/CIP Preparation	Blue								Blue	Blue	Blue	Blue	Blue		
Strategic Plan Process					Grey										
Grant Prep/Submission	Yellow	Yellow	Yellow			Yellow	Yellow	Yellow			Yellow	Yellow	Yellow	Yellow	Yellow
PSAC/Neigh Watch	Green														
Comm.Work/Oper. "Help Me Home"	Red		Red			Red			Red			Red			Red
Virtual Ride Along/CWC	Light Blue														
National Night Out		Yellow	Yellow	Yellow	Yellow									Yellow	Yellow
Facility Consultation				Purple											
Patrol Tactical Training	Red														
Code Enforcement	Light Green														
Interagency Relationships	Blue														
RegJIN RMS	Orange														
Reserve Program	Blue														
Union Negotiations										Dark Purple					

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POLICE DEPARTMENT

ACTION PLANS

FY 2014-15

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DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Police/Administration
Lead Person(s)/Organization(s):	Chief Janie Schutz, Captain Mike Herb
List Goal Number Assigned:	
Describe Objective/Project:	Community Outreach – Coffee with a Cop

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

The department has an on-going community outreach program in recognition of the critical relationship between the community and the department.

2. Current status of the objective/project:

- The police department is taking a significant step in community outreach with a new program geared toward allowing citizen's to ask questions and communicate on a one-on-one basis with department staff.
- This proposed new program is "Coffee with a Cop". "Coffee with a Cop" allows a simple concept to come to fruition where police and community members come together in an informal, neutral space to discuss community problems/concerns, build relationships and share coffee.
- "Coffee with a Cop" is currently taking place in over 200 cities and towns in 39 states where it has enhanced community trust, police legitimacy and partnership building.
- Community members who participate at "Coffee with a Cop" events are more likely to leave with a more positive impression of their local law enforcement agency.
- The key to success is removing the physical barriers and the crisis situations that more routinely define interactions between law enforcement officials and community members. It instead allows for a relaxed, informal one-on-one interaction in a friendly and non-threatening atmosphere.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Create an operations plan.
- Procure willing coffee business owner/managers who will participate in the program and provide a location.
- Provide manpower and monitor these projects which can be supported by current resources.
- Provide appropriate media releases before and after event to publicize future events.

4. List potential barriers or challenges:

As events grow in size and complexity, they may require additional resources. Operational and training requirements may conflict with community outreach events, requiring a reassessment and deployment of department resources.

5. Estimated Cost(s):

- An estimated \$25 per "Coffee with a Cop" event covers the fees for providing coffee to the estimated number of participants. With events running quarterly, this project will cost \$75 in the first year with time for three events in 2014.
- This amount could rise depending on success of the program which would be measured by the number of participants.

6. How will you determine when objective/project is completed and how will you measure if successful?

Project success for "Coffee with a Cop" will be measured by the number of participants who get involved in the program along with citizen feedback.

Timeframe to Complete:

1–3 years

3–5 years

5–10 years +

X Ongoing

PART II: ACCOMPLISHMENT (End of Year)

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

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Department(s) Assigned:	Police/Administration
Lead Person(s)/Organization(s):	Chief Janie Schutz, Captain Mike Herb
List Goal Number Assigned:	
Describe Objective/Project:	Community Outreach – Virtual Ride-A-Long

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

The department has an on-going community outreach program in recognition of the critical relationship between the community and the department.

2. Current status of the objective/project:

- The police department is taking a significant step in community outreach with a new program called Virtual Ride-A-Long.
- Forest Grove Police recognized the need for social media outreach and was one of the first area departments to start a Twitter and Facebook page. In fact, Forest Grove Police has more followers on their Facebook page than many larger agencies including the Hillsboro Police and the Beaverton Police Departments. Forest Grove currently leads all other city police departments in Washington County for social media outreach.
- The “Virtual Ride-A-Long” program takes our existing social media outreach to yet a whole new level. On a designated date within a designated time frame, community members can follow along with calls and police interaction on Twitter and Facebook. Updates are made anywhere from by the minute to up to several times an hour by posting pictures and “posts” or “tweets” on what officers are doing on the street. It is yet another way for the department to make connections with citizens and educate them on the important job they do. It is another means for the department to with the community on crime prevention, safe driving and other teachable moments. Forest Grove Police will be the first department in the metro area to start a “Virtual Ride-A-Long” program and will plan approximately two events this year.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Create an operations plan.
- Provide manpower and monitor this project which can be supported by current resources.
- Provide press release information before and after event to encourage participation in current and future virtual ride-a-longs.

4. List potential barriers or challenges:

- As events grow in size and complexity, they may require additional resources.
- Operational and training requirements may conflict with community outreach events, requiring a reassessment and deployment of department resources.
- Knowledge of social media trends and available technology, software and hardware will be required for a successful operation. Any breakdown in technical function or internet infrastructure will create a significant obstacle.

5. Estimated Cost(s):

There are no costs associated with this program other than man-hours for the PIO to plan for it and run the operation.

6. How will you determine when objective/project is completed and how will you measure if successful?

Success for "Virtual Ride-A-Long" will be measured by the number of followers who sign up to follow the event which can be determined by online dashboard tools within the department social media administrative page.

Timeframe to Complete:

1–3 years

3–5 years

5–10 years +

X Ongoing

PART II: ACCOMPLISHMENT (End of Year)

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Police/Administration
Lead Person(s)/Organization(s):	Chief Janie Schutz, Captain Mike Herb
List Goal Number Assigned:	
Describe Objective/Project:	Community Outreach – Neighborhood Watch

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

The department has an on-going community outreach program in recognition of the critical relationship between the community and the department.

2. Current status of the objective/project:

- The police department is taking a significant step in community outreach in revamping of the Neighborhood Watch (NW) program.
- While the program has existed for years, the agency now has a dedicated staff member with greater accountability to program success and more time to devote to related tasks.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Map out the City into new neighborhood boundaries.
- Set-up meetings with existing NW Captains and insure their continued interest and commitment to their positions.
- Utilize current NW groups and/or active participants in seeking their input and assistance in educating new NW groups and participants.
- Utilize new social media tools such as www.nextdoor.com for implementation of better communication and information sharing amongst NW participants.
- Contact residences within established NW boundaries and solicit interest in being participants in a NW program. Referrals to boundary Captains to be made at that time along with a brochure offered to each resident.
- Maintain a quarterly newsletter which will be disseminated to NW Captains and participants providing crime trends and helpful tips on livability and safety.

4. List potential barriers or challenges:

- As events grow in size and complexity, they may require additional resources.
- Operational and training requirements may conflict with community outreach events, requiring a reassessment and deployment of department resources.

5. Estimated Cost(s):

\$500-\$800 a year for postage and other small equipment

6. How will you determine when objective/project is completed and how will you measure if successful?

Success in the NW program will be measured by feedback of NW participants, the number of activities/events planned and by the number of groups and participants that join NW.

Timeframe to Complete:

1-3 years

3-5 years

5-10 years +

X Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

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Department(s) Assigned:	Police/Administration
Lead Person(s)/Organization(s):	Chief Janie Schutz, Captain Mike Herb, Support Unit Supervisor Lisa Cannon
List Goal Number Assigned:	
Describe Objective/Project:	Regional Justice Information Network (RegJIN)

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

- The Forest Grove Police Department took the first step of electronic records management in 1982. Subsequent updates over the years have taken place on average of once every decade.
- In 2009, Forest Grove Police joined Portland along with other metro area agencies to Portland Police Data System or PPDS. The plan was to be on board for a complete overhaul of the law enforcement records management system for all agencies which would allow technological advances including a state of the art paperless data entry and record management system.
- This new system is slated to go live in January of 2015. The current system that Forest Grove shares with metro area law enforcement agencies was originally created in 1982.
- Updates to the system have taken place over time but have become inadequate.
- The current records management system is no longer supported by the manufacturer and won't allow for integration of emerging technology.
- The new records management system has been in planning for over the last decade and is named RegJIN or Regional Justice Information Network.

2. Current status of the objective/project:

- The Forest Grove Police Department is preparing to join 15 of the 41 other law enforcement agencies involved with the creation of the new records management system in an early segment called "Early Mobile Report Entry" or "Early MRE".
- Our participation will allow a voice in development of the new system by troubleshooting problems and allow early familiarization and training in the new program.
- Training begins in April for "Early MRE" with additional training for other department personnel to follow.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Our participation in "Early MRE" requires a signed Intergovernmental Agreement by the City of Forest Grove.

- Several different data entry requirements must be met prior to “Early MRE” implementation. The department will need to provide manpower in data entry and monitoring of this project during the “Early MRE” phase once it begins.
- By summer of 2014, three trainers will be identified by the agency and will have already worked in “Early MRE”. They will train the rest of the agency. One of the three trainers will also train other officers regionally.

4. List potential barriers or challenges:

- The new RegJIN system is highly complex and will require a learning curve.
- There is a large amount of data that be submitted by our agency in order to be part of “Early MRE” and the RegJIN system. It will be taxing on administrative staff to comply with all required procedures and learn the system in order to effectively manage and regulate the system.
- Weekly meetings in Portland will be necessary to attend.
- Staff will be challenged by the amount of material to learn and the time it will take to bring the system live by January 2015.

5. Estimated Cost(s):

- The current cost of our records management system is \$10,000 a year.
- The proposed system costs will not specifically be known until March/April 2014, however cost estimates place the expense at \$19,140 a year.
- Some other expenses for services that will be duplicated by the new system may potentially be cut.
- The savings on cutting these duplicated services are yet to be realized as the capabilities of the new system are still being analyzed.

6. How will you determine when objective/project is completed and how will you measure if successful?

- Project success will be measured by monitoring multiple layers of project implementation in terms of expected benefits with the new system.
- These benefits include paperless electronic report writing, data entry and processing, electronic ticket issuance, whole agency case management, property and evidence control, crime analysis, metro area information sharing and an all-inclusive criminal database management and query system far exceeding current system capabilities.
- Some duplicated services may be eliminated. Use of staff time is expected to become more efficient.
- The department expects to sharply reduce paper consumption and data entry time. These benefits will be closely measured for success at both the local and regional level.

Timeframe to Complete:

X	1–3 years	3–5 years	5–10 years +	Ongoing
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PART II: ACCOMPLISHMENT (End of Year)

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

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Department(s) Assigned:	Police
Lead Person(s)/Organization(s):	Capt. Kevin Ellingsburg / Operations
List Goal Number Assigned:	
Describe Objective/Project:	Facility Review for Upgrade or Replacement for the Police Department

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

The current police department consists of a 12,868 sq. foot building, built in 1978 with Federal grant monies. The facility currently houses a staff of 34 employees and the collective work stations that are associated with the same. Along with the needed work spaces; to include locker rooms, break area, storage space, etc., the current department also houses a secure evidence room that has recently been updated within the past two years. All available space is being utilized within the police department at this time.

In November 2009 the City of Forest Grove did a Master Facility Plan that examined what a new police facility would need to include. This plan incorporates allowing for future growth and is currently written for a 22,000 sq. foot facility.

2. Current status of the objective/project:

Staff needs clarification from Council. This Action Plan addresses the need for a comprehensive evaluation of the ability to upgrade the current facility if financially feasible or the construction of a new facility. The Master Facility Plan has been examined at a cursory level by both the Finance Department and the Police Department and further talks will need to take place.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Determine if funding exists to contract with an architect / consultant to determine whether a facility upgrade is practical and financially feasible or if a new facility is needed.
- If funding is provided, locate and contract with an architect / consultant regarding the priorities of the City and the Police Department regarding space and technology upgrades.
- Advise PSAC regarding the project for support and guidance.
- Produce a document outlining the proposal, estimated costs, time for acquisition and construction as well as funding opportunities and options.
- Determine if the City should build a facility annex, remodel the existing facility or build a new facility.
- Determine if any State or Federal grant funding is available.
- Receive City and Council support for the project.

4. List potential barriers or challenges:

1. Lack of funding

5. Estimated Cost(s):

The specific costs for contracting with an architect / consultant is unknown, but would most likely be in the \$20,000 range.

6. How will you determine when objective/project is completed and how will you measure if successful?

This project would be successful if, by the end of the 2014-2015 fiscal year the Police Department is able to produce a comprehensive plan detailing the options, requirement and funding concerns. This plan would include an overview of the current status of the facility as well as what elements would be included in an upgraded or new facility.

Timeframe to Complete:

1-3 years

3-5 years

5-10 years +

Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

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Department(s) Assigned:	Forest Grove Police Department
Lead Person(s)/Organization(s):	Chief J. F. Schutz
List Goal Number Assigned:	
Describe Objective/Project:	Developing a Strategic Plan

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

The Forest Grove Police Department has operated with no guiding strategic plan to assist in the growth and support of the Department, its personnel and its integration of community based enforcement and involvement.

As the Police Department is a critical element of the City infrastructure and emergency response and draws a large portion of the general revenue, it is only reasonable that such a department develop a comprehensive strategic plan to guide it in the next 5 to 10 years.

For years the Department has operated on a patchwork frame of goals and concepts with no real guide to direct its staff in the appropriate manner. Furthermore, without a plan in place, and as staff changes in its makeup and functions, those new personnel have no real guide as to where the department was heading or what the ultimate goal was.

2. Current status of the objective/project:

Developing a comprehensive and professional strategic plan will allow the department to develop effective budgeting strategies, enhance community involvement and community support with a final goal in mind. Using a "best guess" concept is ineffective and inefficient and may not, in the long run, meet the goals and ideals as directed by Executives within the City.

By using an outside consultant the City achieves several critical benefits. Primarily such a consultant would provide an unbiased view of the current status and effectiveness of the Department. This would allow for a clear vision of the short and long term functions of the Department and its personnel.

A professional and comprehensive strategic plan would provide for:

- Clarity and focus for the management team.
- Identify clear responsibilities within the department.
- Allow various elements of the department to have input into the future of the agency.
- Sparks innovation, creativity, and efficiency.
- Allows the agency to take charge of its progress as opposed to be challenged by outside influence.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

As part of the strategic plan 7 major components would be incorporated:

1. Information gathering and analysis.
 - a. Community input, leadership input and line employee input.
2. Mission, Vision and Values would be revised and reaffirmed.
 - a. Community expectations and needs
3. Mapping of the plan with outcomes and goals.
 - a. Short and long term goals established
 - i. Response to crime
 - ii. Crime prevention
 - iii. Community Services
4. Strategies would be developed to achieve goals and measure success.
 - a. Analysis of information gathered
 - b. Identification of areas in need of change
 - c. Prioritize
5. Tasking would be assigned.
 - a. Mile markers for each strategy developed
 - b. Documentation of the process and end result
 - c. Plan is turned into practical application with meaning
6. Agreements with stakeholders would be made and education conducted
 - a. Management agrees and adopts plan
 - b. Staff is educated on value and intended outcome
7. Reporting options and monitoring of the plan would be implemented.
 - a. Regular reporting requirements
 - i. Progress
 - ii. Achievements
 - iii. Setbacks
 - iv. Changes

4. List potential barriers or challenges:

Using an outside consultant would provide for an excellent opportunity for the City to focus and display its Police Department as a progressive, professional element of its functions, understanding that the cost to cover such a consultant may be difficult to come by.

5. Estimated Cost(s):

Estimated cost for consultant fees is \$20,000

6. How will you determine when objective/project is completed and how will you measure if successful?

A typical strategic planning process will examine FGPD's current environment and abilities presently, will give consideration about how we would like to grow or evolve in the future, looking at our aspirations as a police department, and our specific intentions for how we best move forward. Success will be measured if, by the end of the process, the following questions can be answered:

- The What: These will be descriptors of what our police department does and what we hope to achieve to include: our goals, objectives, and defined performance measures.
- The Present: This will describe our current environment which will include or mission statement, our guiding principles, our organizational strengths, and our organizational barriers.
- The Future: This is where a description of our desired future will be described.
- The How: A graph and/or picture of the ways in which we can foresee how best to achieve our defined goals, objectives, and mission will be communicated along with a written plan showing dates attached where specific deadlines can be met along the way.

Timeframe to Complete:

1-3 years

3-5 years

5-10 years +

Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

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CITY COUNCIL TEAM AGREEMENT

Agreements for Conducting Council Meetings and Business

1. Attendance at Council meetings is first priority; if unable to attend, please contact the City Recorder.
2. Be on time to meetings and read the packet prior to the meeting - be prepared to work.
3. Mayor will take the lead in keeping the meeting and discussion focused.
4. Distribute information in advance of Council discussion.
5. Mayor will recognize councilors when indicating they wish to speak.
6. Put a time limit on audience testimony and ask them not to repeat previous speakers.
7. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Council's usual, more informal, process. Individuals should use procedure appropriately and courteously.
8. Council meetings are televised live; this requires Council to act professionally by:
 - Speaking in turn and on the issue;
 - Not interrupting;
 - No engaging in side conversations; and
 - Treating the public and each other with courtesy.
9. Refrain from personal attacks, including to presenters, staff, and Council.
10. Agree to be diplomatic about disagreement; leave disagreement at the dais and do not try to polarize other councilors.
11. Call the City Manager or designee with questions and requests prior to the meeting.
12. Information available to one council member will be available to all, in a timely manner.
13. Every effort will be made to adjourn meetings by 9:00 p.m.

Individual Council Member Conduct Agreements

Council Members agree to:

- Be straightforward about goals and issues.
- Cultivate exchange of views with other councilors.
- Avoid saying or doing anything that would discredit or harm the City.

Commitments as a Council

Council strives to:

- Continue to improve citizen involvement, awareness and participation.
- Improve follow-up and resolution of citizen concerns or complaints.
- Act as an advocate for the City.

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