

May-14									
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
				EDC Noon	FGS&CC 1st Friday 5pm	SQ-Foot Gardening 2pm - 4pm Senior Ctr			
4	Planning Comm 7pm	5	6	Municipal Court Rural Fire 8pm	7	8	9	10	City Shred Day 9am-1pm
11	CITY COUNCIL 5:30 PM - WORK SESSION (B&C) 5:45 PM - EXECUTIVE SESSION (Labor) 6:00 PM - WORK SESSION (Retirement) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	12	13		14	15	16	17	Gardening Class FGS&CC 1-4pm Library Program Grow It 10:30am - Comm Aud
		Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm		MPAC 5pm	CCI 5:30pm Dairy Creek Food Web 7:30pm				
17	Chamber Luncheon - Prime Time FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	19	20	Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm Rotary Steak Feed 5pm	21	22	23	24	Budget Committee (1st Mtg) 7:00pm - Comm Aud Sustainability Comm 6pm WC Mayors' Lunch(Cancelled)
25	CITY OFFICES CLOSED	26	27	28	29	30	31		
		CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM HLB 7:15pm		PSAC Ford Institute 4pm MPAC 5pm	Budget Committee (2nd Mtg) 7:00 pm - Comm Aud Library 5:30pm				

June-14							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	Council Elections Packets Available 9am	2	3	4	5	6	7
Historic Garden Tour Noon-4pm	Planning Comm 7pm	Deadline to Submit CM Eval to Mayor	Municipal Court Council Creek Open House 6pm - 8pm Comm Aud RWPC-CB 7pm Rural Fire 8pm	EDC Noon Ford Institute 4pm	FGS&CC 1st Friday 5pm	Daybreak Rotary 4pm - Comm Aud	
8	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9	10	11	12	13	14
		Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm		MPAC 5pm	Employee Breakfast - Fire St PAC 5pm	LOC Board - Yachats JWC - TBA	
15	Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	16	17	18	19	20	21
		Fernhill Wetlands 5pm	Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	CCI 5:30pm Dairy Creek Food Web 7:30pm			
22	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	23	24	25	26	27	28
		HLB 7:15pm		PSAC MPAC 5pm	Sustainability Comm 6pm	WC Mayors' Luncheon	
29		30					

July-14							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2	3	4	
			Municipal Court Rural Fire 8pm		CITY HALL CLOSED FGS&CC 1st Friday 5pm	5	
6	1st Day to File Declaration (120 Days) Council Candidate Petition (SEL101) General Election - November 4th Planning Comm 7pm	7	8	9	10	11	12
		Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm		MPAC 5pm	PAC 5pm	JWC Noon	
13	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	14	15	16	17	18	19
		Fernhill Wetlands 5pm		P&R 7am CFC 5:15pm CWAC 5:30pm	CCI 5:30pm Dairy Creek Food Web 7:30pm		Cruis'n The Grove 8am
20	Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm Nyuzen Departs	21	22	23	24	25	26
	Planning Comm 7pm	HLB 7:15pm		PSAC MPAC 5pm	Sustainability Comm 6pm	ODF 9am - Comm Aud WC Mayors' Luncheon	
27	NO COUNCIL MEETING	28	29	30	31		

Last Day to File Council Candidacy by Completed Petition (SEL 101) - August 26th (70 Days)

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FOREST GROVE CITY COUNCIL

Monday, May 12, 2014

Meeting Agenda

5:30 PM – Work Session (B&C Interview)
5:45 PM – Executive Session (Labor)
6:00 PM – Work Session (Retirement)
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 INTERVIEW

The City Council will convene in the Community Auditorium – Conference Room to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).

Brenda Camilli, Human Resources Manager
 Michael Sykes, City Manager

5:45

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.

Paul Downey, Administrative Services Director
 Michael Sykes, City Manager

6:00

WORK SESSION: RETIREMENT

The City Council will convene in the Community Auditorium – Conference Room to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).

7:00

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

Michael Kinkade, Fire Chief

1. A. **SWEARING-IN CEREMONY:**

- *Fire Department Volunteers*

1. A. **PROCLAMATIONS:**

1. *National EMS Week, May 18 – 24, 2014*
2. *National Police Week, May 11 – 17, 2014*
3. *National Public Works Week, May 18 – 24, 2014*
4. *Small Business Week, May 19 – 24, 2014*
5. *National Historic Preservation Month, May 2014*

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.	<u>CONSENT AGENDA: See Page 4</u>
		4.	<u>ADDITIONS/DELETIONS:</u>
		5.	<u>PRESENTATIONS:</u>
Jon Holan, Community Development Director	7:15	5. A.	<ul style="list-style-type: none">• <i>Climate Smart Communities</i>
Mayor Peter Truax	7:30	6.	<u>PUBLIC HEARING ADOPTING CITY MANAGER ANNUAL PERFORMANCE EVALUATION STANDARDS AND CRITERIA</u>
Paul Downey Administrative Services Director Michael Sykes, City Manager	7:45	7.	<u>DISCUSS AND DETERMINE DISTRIBUTION OF FUNDING FOR COMMUNITY ENHANCEMENT PROGRAM (CEP) PROJECTS FOR FISCAL YEAR 2014-15</u>
Michael Sykes City Manager	8:15	8.	<u>CITY MANAGER'S REPORT:</u>
	8:30	9.	<u>COUNCIL COMMUNICATIONS:</u>
	8:45	10.	<u>ADJOURNMENT</u>

-
3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Work Session (CEP Presentations) Meeting Minutes of April 22, 2014.
 - B. Approve City Council Regular Meeting Minutes of April 28, 2014.
 - C. Accept Planning Commission Meeting Minutes of April 7, 2014.
 - D. Accept Public Safety Advisory Commission Meeting Minutes of February 26, 2014.
 - E. Community Development Department Monthly Building Activity Informational Report for April 2014.
 - F. **RESOLUTION NO. 2014-40 MAKING APPOINTMENT TO PLANNING COMMISSION (APPOINTING HUGO ROJAS, TERM EXPIRING DECEMBER 31, 2017).**
-

TO: Mayor Peter Truax and City Councilors

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

DATE: May 12, 2014

SUBJECT: B&C Recruitment Interviews

BACKGROUND:

Attached you will find the following items for the Boards, Committees, and Commissions interview(s) scheduled for Monday, May 12, 2014, City Council Work Session.

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

STAFF RECOMMENDATION: Conduct interview of the applicant(s) who expressed interest in serving on Advisory Boards, Committees, and Commissions. Determine new appointment(s). Based on Council's recommendation, resolution(s) making formal appointment(s) will be presented for Council consideration at the next regular Council meeting.

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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		
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 – Rural Fire District 1 – Student Vacancy	12/31/16 12/31/14
SUSTAINABILITY COMMISSION Meets 4 th Thursday 6:00 pm	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 soon thereafter.

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Interview
May 12, 2014

CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS



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

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

- | | | | |
|---|-----------------------------------|---|---|
| <input type="checkbox"/> Budget Committee | 3-4 times in May | <input type="checkbox"/> Parks & Recreation Commission | 3 rd Wednesday, 7am |
| <input type="checkbox"/> Committee for Citizen Involvement | 3 rd Thursday, 5:30pm | <input type="checkbox"/> Planning Commission | 1 st & 3 rd Monday, 7pm |
| <input checked="" type="checkbox"/> Community Forestry Commission | 3 rd Wednesday, 5:15pm | <input type="checkbox"/> Public Arts Commission | 2 nd Thursday, 5pm |
| <input 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 | * Rural Fire Rep |
| <input type="checkbox"/> Library Commission | 2 nd Tuesday, 6:30pm | | |

NAME: Chas Hundley HOME PHONE: [REDACTED]
 RESIDENCE ADDRESS: [REDACTED] NW Wilson River Hwy Forest Grove BUSINESS PHONE: [REDACTED]
 MAILING ADDRESS: [REDACTED] NW Wilson River Hwy Forest Grove E-MAIL: [REDACTED]
 EMPLOYER: AKA Management; Ragtime Marketing OCCUPATION/PROFESSION: Executive

Years living in Forest Grove? 19 Live in City limits? No How did you hear of this opportunity? Thru the CCI Chair
 How would you currently rate City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? I believe that the Rural Fire District could be improved by utilizing more recruitment efforts, and better recognition of our volunteer firefighters. I reside in the Rural Fire District.

Why are you interested in serving on the Advisory Board/Committee/Commission? I am a Gales Creek Resident, living near the edge of the Tillamook State Forest, and love learning how we interact with our natural areas and utilize them in a sustainable and safe way and I want to be able to be a part of that process in Forest Grove and surrounding communities.

What contributions do you feel you can/will make to the Board/Committee/Commission? I can contribute a younger perspective on topics, and bring energy, enthusiasm, and a desire to maintain our forest heritage in this area.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? I am an Eagle Scout, with 7 years of scout related outdoor experiences. Additionally, I have worked with SOLVE on many projects, and the salmonberry coalition to build a safe route to the coast for non-motorized travelers. I have a background in marketing and communication technology.

Previous/current appointed or elected offices: None

Previous/current community affiliations or activities: Solve, Gales Creek Chamber of Commerce, Ford Institute Leadership Program.

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

Signature: <u>J. Chas Hundley</u>	Date: <u>4/12/14</u>
<i>I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.</i>	

(App 11/13)

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MEMORANDUM

TO: City Council

FROM: Paul Downey, Director of Administrative Services

DATE: May 12, 2014

SUBJECT: Retirement Work Session

City staff and the retirement plan consultants will present a work session discussing the status of the City's Defined Benefit Retirement Plan and the effect of two new standards by the Governmental Accounting Standards Board on the City's Defined Benefit Retirement Plan.

The retirement plan actuary, Milliman, will give an overview on the Defined Benefit Plan and the outlook for plan based on the current actuarial assumptions. Milliman's presentation is included as an attachment to this memo.

John Upton, the City's investment advisor for the Defined Benefit Retirement Plan, will talk about the investment strategy used to try to achieve the assumed actuarial rate of return. The City has quarterly meetings with John. A copy of the report for the Quarter Ending December 31, 2013, is attached so the Council can see what information is reviewed on a quarterly basis.

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City of Forest Grove Retirement Plan

May 12, 2014 Work Session

Ladd Preppernau, FSA, EA, MAAA
Principal and Consulting Actuary



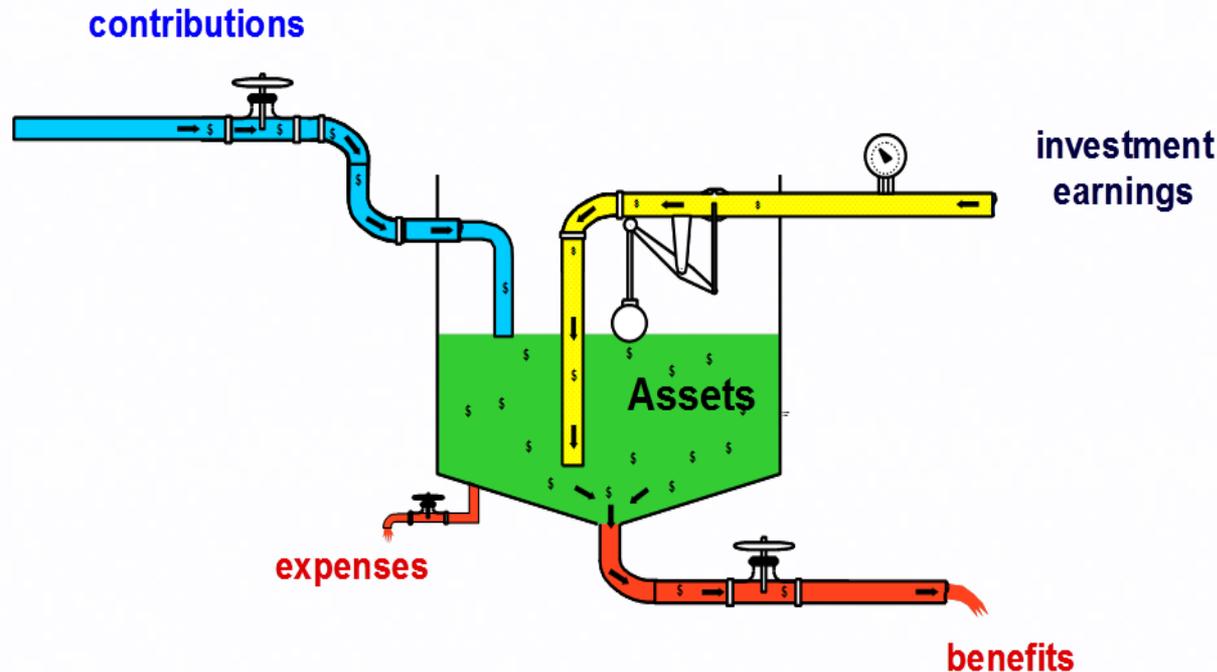
Agenda

- Retirement Plan Basics
- Measuring Liabilities
- Determining Contribution Requirements
- Impact of Partial Freeze to New Entrants
- Funding Projections
- Other Upcoming Items
 - GASB 67/68
 - Funding Policy
 - Actuarial Assumptions & Methods

Retirement Plan Basics

- Defined Contribution (DC) Plans
 - Defines **contributions** to individual account
 - Account balance grows based on investment earnings
 - Individual retirement *benefits* are uncertain and volatile
 - Individual takes on both investment and longevity risk
 - Plan liability is simply the sum of the account balances
- Defined Benefit (DB) Plans
 - Defines a periodic **benefit** payable at retirement based on a formula
 - Plan sponsor *contributions* are uncertain and volatile
 - Sponsor takes on both investment and longevity risk
 - Plan liability is determined by an Actuary

Retirement Plan Basics



- Contributions + Investment Return = Benefits + Expenses
 - DC: poor investment earnings means lower benefits
 - DB: poor investment earnings means more contributions needed

Measuring Liabilities

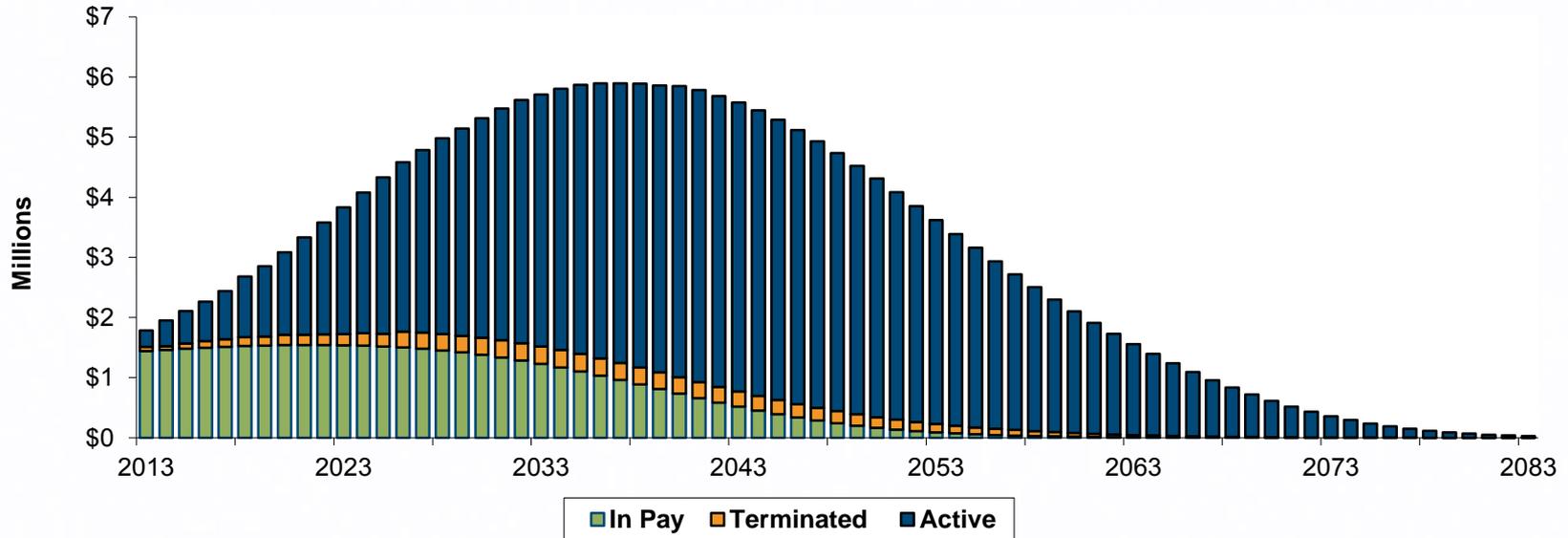
- Primary Job of Actuary is to Estimate & Project Plan Liabilities
- Actuary Produces the Annual Actuarial Valuation
 - Estimates the benefits that will be paid from the Plan in the future
 - Determines the Plan's funded percentage on the valuation date
 - Develops the contribution required to fund the estimated benefits over time based on plan sponsor's funding policy
 - Determines the impact of prior year's experience
 - Develops required accounting disclosures

Measuring Liabilities

- Project Expected Benefit Payments to Current Population
 - Highly dependent on “actuarial assumptions”
 - How long will people live?
 - When will they retire?
 - Will they terminate or become disabled prior to retirement?
 - What benefit form will they elect?
 - How much will their salaries increase in the future?
- Determine Present Value of Expected Benefit Payments
 - Based on an “investment return assumption”
 - “Present Value” concept recognizes fact that Plan’s assets are invested and a return is expected
 - Example: if we anticipate a 10% return in the next year, you would only need \$100 now to make a \$110 payment in one year.

Measuring Liabilities

■ Projected Benefit Payments to Current Population (July 1, 2013)



■ Present Value (7.25% Return Assumption)

Present Value	In Pay	Terminated	Active	Total
Accrued Liability	\$18,064,403	\$2,475,783	\$22,341,622	\$42,881,808
Future Normal Costs	<u>0</u>	<u>0</u>	<u>8,092,188</u>	<u>8,092,188</u>
All Future Benefits	\$18,064,403	\$2,475,783	\$30,433,810	\$50,973,996

This report was prepared solely for the City of Forest Grove for the purposes described herein and may not be appropriate for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work. Milliman recommends that third parties be aided by their own actuary or other qualified professional when reviewing this report.

Historical Funded Status of the Plan



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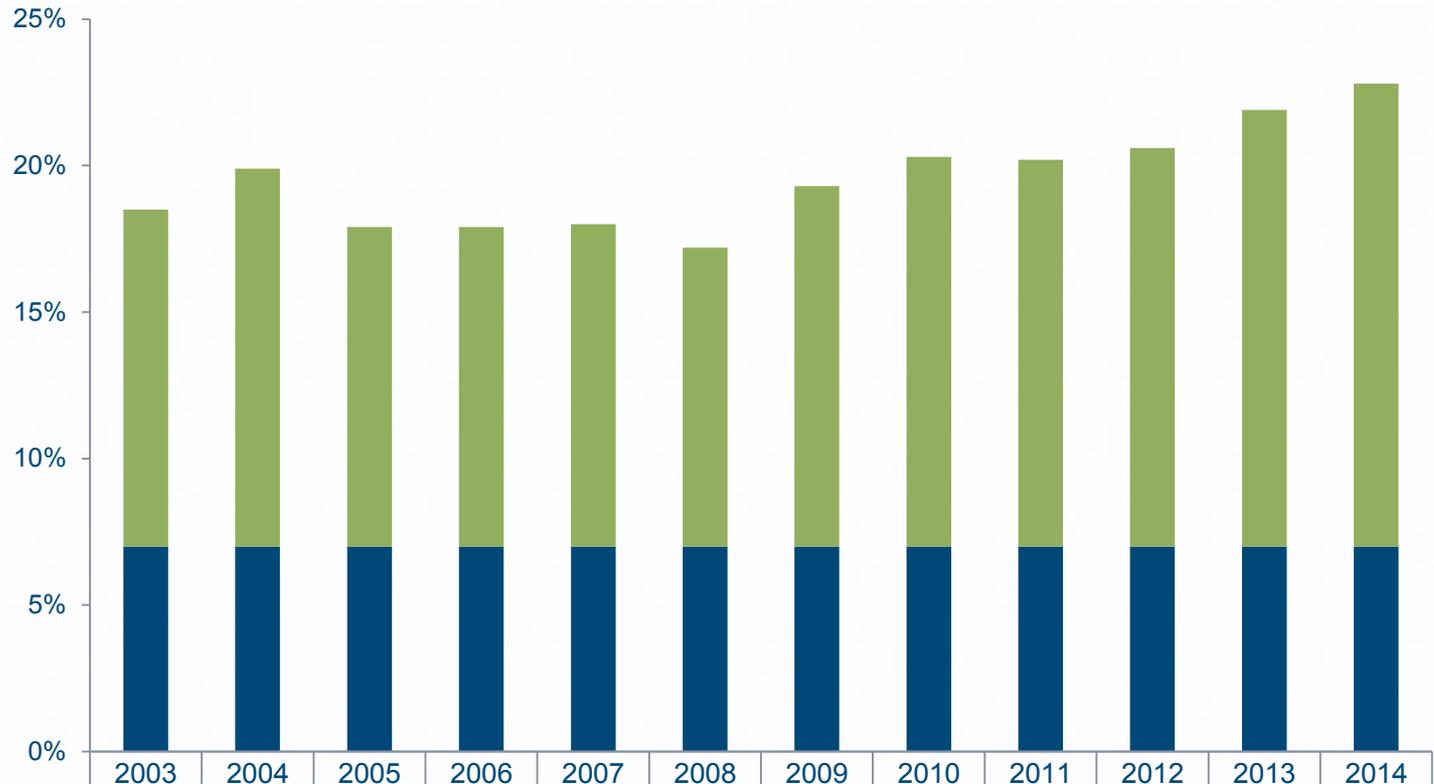
Determining Contribution Requirement

- Three Components of Annual Contribution Requirement
 - Normal Cost: benefits attributed to current plan year
 - Assumed Expenses: annual operating (non-investment) expenses
 - Amortization of Funding “Shortfall”
 - Unfunded Actuarial Accrued Liability (UAAL): accrued liability less assets
 - Changes in UAAL amortized over 30 years as level % of pay
 - Assumes 2.75% per year increases in pay
 - If pay does not increase as expected, payment will increase as % of pay
 - 30-year period does have negative amortization in early years
- Concept is to pay for benefits when they are earned, plus make a payment towards any existing shortfall

Determining Contribution Requirement

	<u>2013</u>	<u>2012</u>
a) Considered Base Pay	8,708,179	\$8,788,081
b) Normal Cost	1,099,936	1,093,791
c) Normal Cost Rate: (b) / (a)	12.6%	12.4%
d) Assumed Annual Operating Expenses	\$62,500	\$62,500
e) Expense Rate: (d) / (a)	0.7%	0.7%
f) Amortization of Unfunded Liability	\$826,244	\$773,574
g) Amortization Rate: (f) / (a)	9.5%	8.8%
h) Total Annual Required Contribution: (c)+(e)+(g)	22.8%	21.9%
For Fiscal Year Beginning	7/1/2014	7/1/2013

Historical Contribution Rates



■ City Contribution	11.5%	12.9%	10.9%	10.9%	11.0%	10.2%	12.3%	13.3%	13.2%	13.6%	14.9%	15.8%
■ Employee Contribution	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%
Total ARC	18.5%	19.9%	17.9%	17.9%	18.0%	17.2%	19.3%	20.3%	20.2%	20.6%	21.9%	22.8%

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Impact of Partial Freeze to New Entrants

- Normal cost
 - In dollar terms, normal cost will decrease
 - However, no significant expected impact on % of covered payroll
- Operating expenses
 - No expected short term impact
- UAAL amortization
 - Amortization rate as a % of covered payroll will increase as covered payroll decreases in the future
 - UAAL amortization payments are on a fixed schedule
 - Lower covered payroll means cost is spread over smaller base
 - Should consider alternatives as part of funding policy discussion
 - 2.75% per year covered pay increase is unrealistic given partial freeze

Funding Projections

- Projected Funded Percentage if All Assumptions are Realized

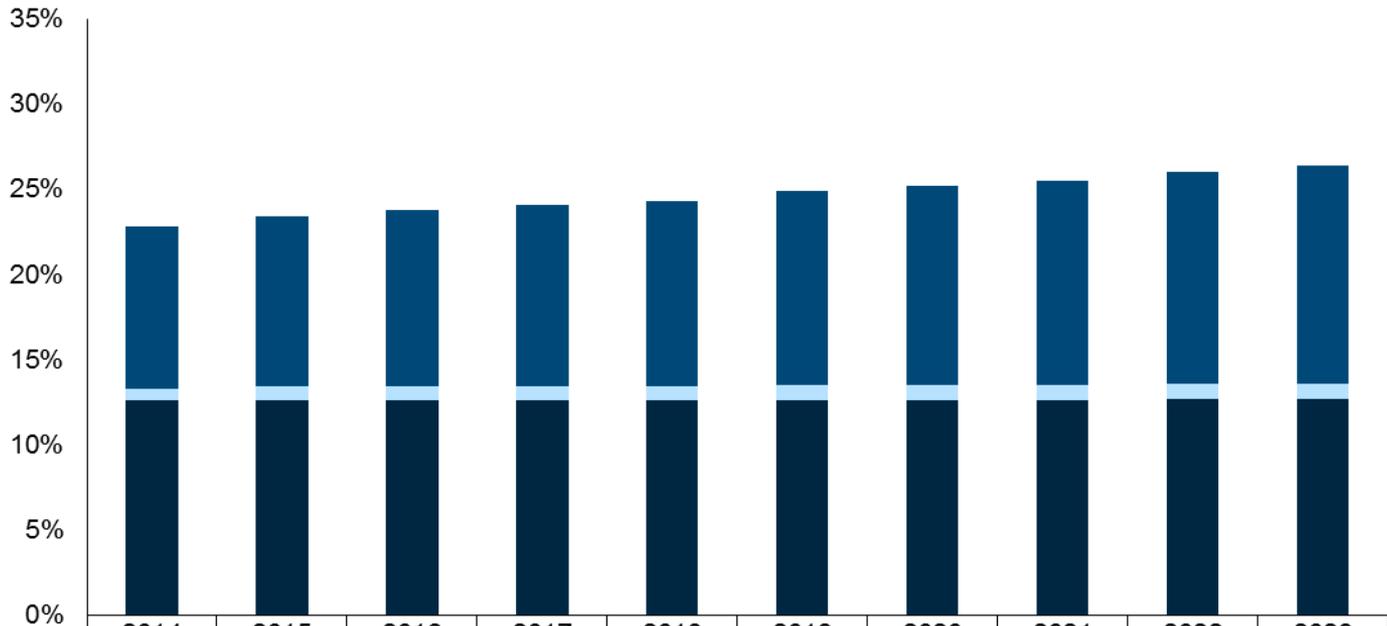


Assumptions and methodology are described in January 21, 2014 letter.

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Funding Projections

- Projected Contribution Rate as % of Covered Pay
 - Assumes all actuarial assumptions are realized



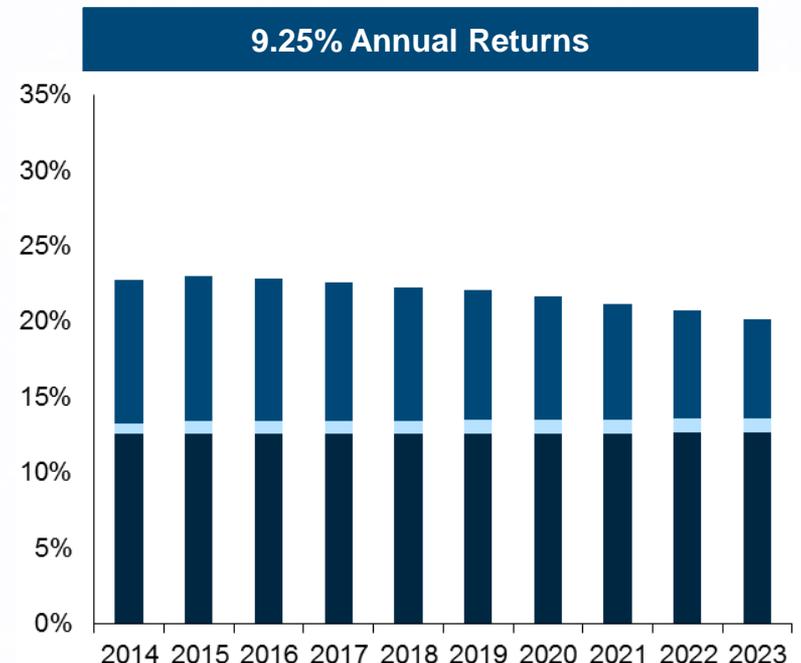
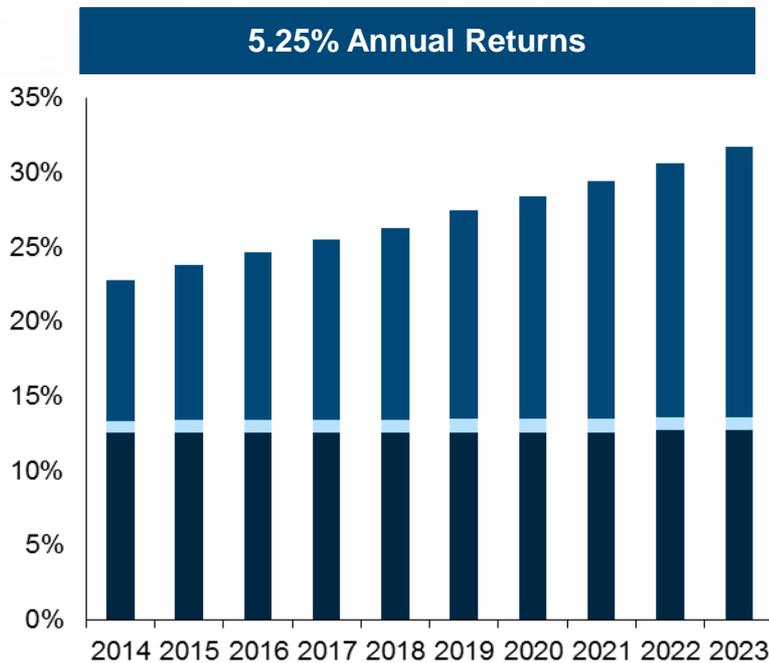
■ Amortization Rate	9.5%	10.0%	10.4%	10.7%	10.9%	11.4%	11.7%	12.0%	12.4%	12.8%
■ Assumed Expenses	0.7%	0.8%	0.8%	0.8%	0.8%	0.9%	0.9%	0.9%	0.9%	0.9%
■ Normal Cost Rate	12.6%	12.6%	12.6%	12.6%	12.6%	12.6%	12.6%	12.6%	12.7%	12.7%
ARC (% of Covered Base Pay)	22.8%	23.4%	23.8%	24.1%	24.3%	24.9%	25.2%	25.5%	26.0%	26.4%

Assumptions and methodology are described in January 21, 2014 letter.

This report was prepared solely for the City of Forest Grove for the purposes described herein and may not be appropriate for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work. Milliman recommends that third parties be aided by their own actuary or other qualified professional when reviewing this report.

Funding Projections

- Impact of Investment Return Higher or Lower Than Expected
 - Expected contribution rates as % of covered pay



Assumptions and methodology are described in our January 21, 2014 letter.

This report was prepared solely for the City of Forest Grove for the purposes described herein and may not be appropriate for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work. Milliman recommends that third parties be aided by their own actuary or other qualified professional when reviewing this report.

Other Upcoming Items

- GASB 67/68
 - Net Pension Liability (unfunded liability on a market value basis) recognized on the balance sheet of plan sponsor's CAFR
 - Accounting and funding requirements are decoupled
 - GASB no longer requires the calculation of an Annual Required Contribution (ARC)
 - City's funding policy has been to contribute the ARC under GASB 25/27
 - Pension Expense on income statement will be volatile and should not be considered a proxy for funding or contribution levels
 - City should consider establishing a formal funding policy that governs the determination of contribution requirements
 - Funding policy has impact on certain GASB measurements, and a clearly expressed funding policy will help in implementation

Other Upcoming Items

- GASB 67/68 (continued)
 - Additional disclosure requirements, including:
 - Depletion date analysis
 - Must use blended discount rate if depletion projected
 - Descriptions of funding and investment policies and governance structure
 - Theoretical underpinnings for key assumptions (e.g. investment return)
 - Information on investments, including money-weighted rate of return
 - 10-year schedules of key results
 - Transition timing and logistics
 - GASB 67 (Plan): Fiscal years beginning after June 15, 2013
 - GASB 68 (Employer): Fiscal years beginning after June 15, 2014
 - Measurement date vs. reporting date vs. valuation date
 - Responsibility for disclosure items – City, actuary, auditor

Other Upcoming Items

- Funding Policy Considerations
 - Cost Method: *Plan currently uses Entry Age Normal*
 - Entry Age Normal recommended (method used for GASB calculations)
 - Asset Smoothing: *Plan currently uses Market Value*
 - Five years or less recommended
 - Shorter period desirable for plans closed to new entrants
 - Amortization Method: *Plan currently uses closed period assuming 2.75% inflation*
 - Closed periods recommended
 - Amortization Period: *Plan currently uses 30 years*
 - Less than 25 years recommended; ideally 15-20 years.
 - Shorter period desirable for plans closed to new entrants
 - Can vary based on source of unfunded liability
 - May want to vary based on closed vs. open group

Other Upcoming Items

- Actuarial Assumptions
 - New mortality tables published
 - Society of Actuaries published RP2014 mortality tables
 - Plans will be reviewing experience to make sure liabilities are based on up-to-date life expectancy assumptions
 - May consider a change (possibly to a “generational” assumption) to reflect increased life expectancies
 - Revised Actuarial Standard of Practice No. 27
 - Governs investment return assumption
 - May put downward pressure on assumptions
 - We will review our assumption to ensure compliance with the revised standard and discuss any resulting issues with the City

Reliance, Caveats, & Third Party Distribution

In preparing this report, we relied, on the information used for the January 1, 2013 actuarial valuation, as summarized in our report dated January 7, 2014. All statements of reliance, caveats, and certifications described in that report apply to this report as well. In addition, the projections summarized in this report are described in detail in our January 21, 2014 letter, and all statements of reliance, caveats, and certifications in that letter continue to apply to the projections presented herein.

The consultants who worked on this assignment are pension actuaries. Milliman's advice is not intended to be a substitute for qualified legal or accounting counsel.

Milliman's work is prepared solely for the internal business use of the Trust and its Trustees (for their use in administering the Plan). Milliman's work may not be provided to third parties without Milliman's prior written consent. Milliman does not intend to benefit or create a legal duty to any third party recipient of its work product. Milliman's consent to release its work product to any third party may be conditioned on the third party signing a Release, subject to the following exceptions:

- a) The Trust may provide a copy of Milliman's work, in its entirety, to the Trust's professional service advisors who are subject to a duty of confidentiality and who agree to not use Milliman's work for any purpose other than to benefit the Trust.
- b) The Trust may distribute certain work product that Milliman and the Trustees mutually agree is appropriate for distribution to participating employers, pension participants and other parties as may be required by the Pension Protection Act of 2006.

No third party recipient of Milliman's work product should rely upon Milliman's work product. Such recipients should engage qualified professionals for advice appropriate to their own specific needs.

- **Fiduciary Update**
- **Index Results**
- **Investment Review**

Quarter 4, 2013



Quarterly Performance Evaluation

**city of
forest
grove**

City of Forest Grove Retirement Plan

Investment Manager - Models Only

All Models Flexible Allocation Only

Investment Advisor Only

Meeting Date: 1/30/14
Meeting Time: 10:00 am
Client Phone: 503-992-3234
of Copies: 2 (hole punched), per calendar

Report mailed/emailed:

Attendees

- Paul Downey (Finance Dir)
- Michael Sykes (City Mgr)
-

URGENT Action Required

Action Required

No Action Required

Fiduciary Update

1.



Recap of Last Meeting

1. Mike and Paul in attendance. About 90 minutes. Discussed index return summary, page 5, and then sequentially through the report. Discussed Talking Notes. Actuarial assumed return is 7.25%. This is highly unrealistic, with 43% of the portfolio in bonds earning no more than 3% on average, the remaining 57% in stocks would need to average about 12.5% to produce a portfolio blended yield of 7.25%. Low growth US GDP trajectory is unlikely to produce extended returns approaching 12.5% indefinitely. For instance, GMO capital market projections for most US stocks over the next several years is negative. Paul believes, correctly in my opinion, that in order to have a chance at producing returns over the foreseeable future that it will be necessary to engage in occasional market timing and tactically active asset allocation. We discussed the Talking Notes and that the WSJ currently reports the Russell 200 index trades at 87 p/e. Also discussed benchmark tracking error and fund manager percentile rankings, referring often to the Morningstar fund profiles.
2. Reduced small cap exposure in the plan, keeping enough money in the current small cap fund to meet the fund's minimum account requirement (just a few thousand dollars) so as to be able to reenter later, if desired. Moved the capital, about 3.5% of the plan, upstream into new fund, Vanguard Mid Cap Index. Trades placed 12/6/13.

Funds on Watch

1. Vanguard Energy (Q2 2011)

Index Return Summary

Period ending 12/31/13

Historical Performance

①	US Stock	Q4, 13	YTD	12 Mo.	3 Yrs	5 Yrs	10 Yrs	15 Yrs
1	DJ Industrial Average	10.22%	29.65%	29.65%	15.71%	16.74%	7.44%	6.46%
2	S&P 500	10.51%	32.39%	32.39%	16.18%	17.94%	7.41%	4.68%
3	DJ US TSM Large Cap Growth	10.52%	34.08%	34.08%	16.03%	20.23%	8.36%	3.71%
4	DJ US TSM Large Cap Value	9.90%	31.16%	31.16%	16.18%	16.18%	7.17%	5.89%
5	DJ US TSM Mid Cap Growth	9.20%	39.63%	39.63%	17.45%	26.44%	12.50%	8.51%
6	DJ US TSM Mid Cap Value	7.91%	33.32%	33.32%	16.11%	20.29%	8.84%	9.71%
7	DJ US TSM Small Cap Growth	9.35%	44.46%	44.46%	18.27%	26.33%	11.74%	8.22%
8	DJ US TSM Small Cap Value	9.41%	35.03%	35.03%	15.80%	21.57%	9.78%	10.81%
9	Russell 2000	8.72%	38.82%	38.82%	15.67%	20.08%	9.07%	8.42%
10	Wilshire 5000 Total Market Full	10.12%	34.02%	34.02%	16.11%	19.02%	8.18%	5.53%

②	Foreign Stock	Q4, 13	YTD	12 Mo.	3 Yrs	5 Yrs	10 Yrs	15 Yrs
11	MSCI EAFE NR	5.71%	22.78%	22.78%	8.17%	12.44%	6.91%	4.54%
12	MSCI EAFE Small Cap NR	5.91%	29.30%	29.30%	9.26%	18.50%	9.48%	n/a
13	MSCI EM NR (Emerging Markets)	1.83%	-2.60%	-2.60%	-2.06%	14.79%	11.17%	10.91%
14	MSCI World Ex US NR	5.56%	21.02%	21.02%	7.34%	12.49%	7.07%	4.82%
15	MSCI Europe NR	7.88%	25.23%	25.23%	9.89%	13.36%	7.28%	4.53%
16	MSCI Europe Small Cap NR	10.89%	39.44%	39.44%	12.83%	23.50%	11.94%	n/a
17	MSCI Pacific NR	1.56%	18.27%	18.27%	5.29%	10.94%	6.30%	4.80%
18	MSCI Pacific Ex Japan NR	0.28%	5.49%	5.49%	4.65%	18.29%	11.20%	10.18%
19	MSCI AC Pacific Ex Japan NR	1.80%	3.93%	3.93%	3.10%	17.19%	10.81%	9.44%
20	MSCI China NR	3.81%	3.64%	3.64%	1.25%	12.00%	12.39%	n/a

③	Bond	Q4, 13	YTD	12 Mo.	3 Yrs	5 Yrs	10 Yrs	15 Yrs
21	Citi Treasury Bill 3 Mon	0.01%	0.05%	0.05%	0.07%	0.10%	1.59%	2.22%
22	Citi Certificate Of Deposit 6 Mon	0.07%	0.27%	0.27%	0.38%	0.64%	2.21%	2.81%
23	Credit Suisse HY	3.45%	7.53%	7.53%	9.17%	18.08%	8.35%	7.71%
24	Barclays US Aggregate Bond	-0.14%	-2.02%	-2.02%	3.26%	4.44%	4.55%	5.23%
25	Barclays US Government	-0.69%	-2.60%	-2.60%	2.70%	2.26%	4.14%	4.84%
26	Barclays US Govt/Mortgage	-0.58%	-2.10%	-2.10%	2.56%	3.00%	4.37%	5.02%
27	Barclays 1-3 Yr US Treasury	0.06%	0.36%	0.36%	0.78%	1.11%	2.57%	3.50%
28	Barclays Intermediate Treasury	-0.47%	-1.34%	-1.34%	2.26%	2.11%	3.73%	4.47%
29	Barclays US Treasury Long	-3.08%	-12.66%	-12.66%	5.53%	2.28%	5.94%	6.12%
30	Barclays US Treasury US TIPS	-2.00%	-8.61%	-8.61%	3.55%	5.63%	4.85%	6.40%
31	Barclays Long US Corp	1.90%	-5.68%	-5.68%	7.11%	10.29%	6.37%	6.64%
32	Barclays US Corp Inv-Grade	1.11%	-1.53%	-1.53%	5.36%	8.63%	5.33%	5.90%
33	Barclays GNMA 15 Yr	-0.10%	-0.90%	-0.90%	2.21%	3.47%	4.27%	5.05%
34	Barclays GNMA 30 Yr	-0.53%	-2.17%	-2.17%	2.66%	4.00%	4.70%	5.30%
35	Barclays Multiverse	-0.25%	-2.19%	-2.19%	2.67%	4.36%	4.64%	4.96%
36	Barclays ABS Auto	0.52%	0.71%	0.71%	1.98%	6.66%	4.05%	4.80%
37	Barclays ABS Credit Card	0.17%	-0.84%	-0.84%	3.08%	8.68%	4.69%	5.52%
38	Barclays ABS Home Equity	0.00%	0.00%	0.00%	0.00%	3.82%	-2.24%	0.93%
39	Barclays CMBS IG Comcl Whole Loan	0.58%	0.18%	0.18%	5.48%	12.87%	5.31%	6.49%
40	Barclays CMBS IG Priv Placement	0.80%	-0.24%	-0.24%	9.45%	15.03%	1.47%	3.77%
41	Barclays HY Muni	-0.46%	-5.51%	-5.51%	6.84%	11.78%	5.16%	n/a
42	Barclays Municipal 3-15 Yr	0.35%	-1.24%	-1.24%	4.42%	5.15%	4.26%	4.78%
43	BofAML Convertible Bonds All Qualities	6.53%	26.60%	26.60%	11.46%	18.46%	7.56%	7.63%
44	JPM EMBI Global	0.91%	-6.58%	-6.58%	6.30%	11.52%	8.30%	10.62%
45	Citi World Bond Non US Dollar	-1.24%	-4.56%	-4.56%	0.62%	2.27%	4.10%	4.47%
46	iMoneyNet All Taxable Money Market	0.00%	0.01%	0.02%	0.02%	0.12%	1.48%	n/a
47	*Ryan Labs 3-Year GIC Index	1.03%	1.06%	1.06%	1.66%	2.59%	3.26%	n/a



Period ending 12/31/13

Index Return Summary

Historical Performance

4	Specialty	Q4, 13	YTD	12 Mo.	3 Yrs	5 Yrs	10 Yrs	15 Yrs
48	DJ US Select REIT	-1.09%	1.22%	1.22%	9.04%	16.36%	8.22%	10.48%
49	DJ Gbl Ex US Select REIT	-0.25%	3.80%	3.80%	8.81%	16.02%	n/a	n/a
50	DJ Gbl Select REIT	-0.78%	2.13%	2.13%	8.87%	16.14%	n/a	n/a
51	FTSE NAREIT Mortgage REITs	0.15%	-1.96%	-1.96%	4.68%	11.87%	-2.79%	5.18%
52	DJ US Real Estate	-0.06%	1.77%	1.77%	8.68%	16.34%	7.38%	9.50%
53	DJ US Oil&Gas	7.84%	26.14%	26.14%	11.20%	14.06%	13.80%	11.79%
54	DJ US Building Matls PR	8.56%	26.96%	26.96%	24.61%	19.53%	n/a	n/a
55	DJ US Const&Matls PR	9.57%	28.23%	28.23%	18.23%	17.14%	n/a	n/a
56	DJ US Consumer Electrncs PR	18.86%	57.40%	57.40%	21.04%	25.36%	n/a	n/a
57	DJ US Consumer Finance PR	16.36%	51.14%	51.14%	35.84%	32.17%	n/a	n/a
58	DJ US Exploration&Production PR	5.76%	30.13%	30.13%	8.96%	15.79%	n/a	n/a
59	DJ US Gold Mining PR	-15.32%	-52.02%	-52.02%	-25.87%	-8.88%	n/a	n/a
60	MSCI AC/Energy&Metals&Mining10-40 NR	4.42%	5.41%	5.41%	-1.37%	10.40%	9.66%	10.39%
61	S&P Global Natural Resources	4.56%	1.55%	1.55%	-2.52%	6.96%	9.62%	n/a
62	S&P North American Natural Resources	5.26%	16.49%	16.49%	3.32%	13.45%	11.18%	10.04%
63	S&P GSCI Precious Metal	-9.65%	-29.75%	-29.75%	-7.34%	5.99%	10.34%	9.80%
64	iShares Gold Trust	-9.47%	-27.94%	-27.94%	-5.32%	6.03%	n/a	n/a
65	London Fix Gold PM PR	-9.20%	-27.33%	-27.33%	-5.01%	6.73%	11.21%	10.01%
66	London Fix Silver PR	-10.06%	-34.89%	-34.89%	-13.97%	12.56%	12.58%	9.49%

5	Asset Allocation	Q4, 13	YTD	12 Mo.	3 Yrs	5 Yrs	10 Yrs	15 Yrs
67	DJ Aggressive Portfolio	7.49%	27.00%	27.00%	12.07%	18.50%	8.97%	7.60%
68	DJ US Aggressive Portfolio	9.44%	34.32%	34.32%	16.21%	20.87%	9.03%	7.40%
69	DJ Moderately Aggressive Portfolio	5.90%	20.73%	20.73%	10.24%	15.46%	8.07%	7.17%
70	DJ US Moderately Aggressive Portfolio	7.59%	26.79%	26.79%	13.71%	17.52%	8.25%	7.11%
71	DJ Moderate Portfolio	4.26%	14.46%	14.46%	8.49%	12.49%	7.12%	6.70%
72	DJ US Moderate Portfolio	5.75%	19.56%	19.56%	11.40%	14.33%	7.49%	6.84%
73	DJ Moderately Conservative Portfolio	2.53%	8.13%	8.13%	6.42%	9.45%	5.95%	6.05%
74	DJ US Moderately Conservative Portfolio	3.85%	12.48%	12.48%	8.97%	11.04%	6.50%	6.36%
75	DJ Conservative Portfolio	0.78%	1.41%	1.41%	4.02%	6.25%	4.96%	5.44%
76	DJ US Conservative Portfolio	1.40%	4.67%	4.67%	5.98%	7.52%	5.64%	5.88%
77	DJ Portfolio Target 2005	0.80%	1.54%	1.54%	4.10%	6.57%	5.21%	5.61%
78	DJ Portfolio Target 2010	1.08%	3.00%	3.00%	4.62%	7.47%	5.50%	5.75%
79	DJ Portfolio Target 2015	1.69%	5.49%	5.49%	5.51%	8.86%	5.94%	5.96%
80	DJ Portfolio Target 2020	2.71%	9.05%	9.05%	6.71%	10.56%	6.60%	6.31%
81	DJ Portfolio Target 2025	3.75%	12.84%	12.84%	7.95%	12.47%	7.24%	6.63%
82	DJ Portfolio Target 2030	4.75%	16.59%	16.59%	9.04%	14.20%	7.75%	6.89%
83	DJ Portfolio Target 2035	5.63%	19.90%	19.90%	9.98%	15.59%	8.12%	7.10%
84	DJ Portfolio Target 2040	6.28%	22.38%	22.38%	10.67%	16.51%	8.35%	7.26%
85	DJ Portfolio Target 2045	6.64%	23.71%	23.71%	11.06%	16.89%	8.48%	7.35%
86	DJ Portfolio Target 2050	6.70%	23.89%	23.89%	11.11%	16.93%	8.50%	7.36%
87	DJ Portfolio Target Today	0.78%	1.41%	1.41%	4.02%	6.25%	4.96%	5.44%

6	Other	Q4, 13	YTD	12 Mo.	3 Yrs	5 Yrs	10 Yrs	15 Yrs
88	Consumer Price Index	0.15%	1.19%	1.22%	2.14%	1.87%	2.37%	2.39%
89	*GDP	2.80%	6.53%	6.64%	8.61%	4.80%	6.88%	8.65%
90	3-Month LIBOR	0.06%	0.29%	0.29%	0.36%	0.48%	2.12%	2.75%

*Data shown is as of 09/30/13



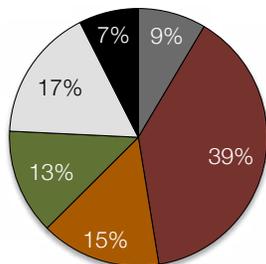
Plan Dashboard

1 Market Environment		Q4, 13	YTD	1 Year	3 Year	5 Year
	S&P 500	10.51%	32.39%	32.39%	16.18%	17.94%
	Wilshire 5000 Total Market Full	10.12%	34.02%	34.02%	16.11%	19.02%
	MSCI EAFE NR	5.71%	22.78%	22.78%	8.17%	12.44%
	Barclays US Aggregate Bond	-0.14%	-2.02%	-2.02%	3.26%	4.44%
	Your Plan	3.73%	8.93%	8.93%	8.62%	14.31%
	Your Custom Benchmark	3.62%	8.54%	8.54%	7.87%	12.33%
Total Plan Assets		\$31,978,579				

2 Plan Portfolio Statistics		3 Year	5 Year	10 Year
	Alpha	0.60%	1.81%	1.28%
	Beta	1.01	1.00	1.02
	R-Squared	99	99	99

3 Costs	
Average Investment Cost	0.60%

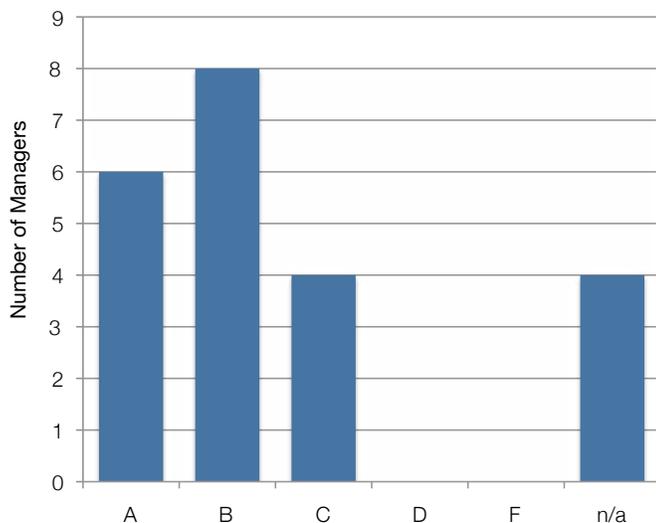
4 Plan Composition



Asset Allocation

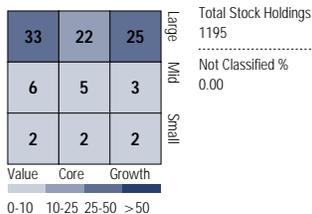
Cash	8.5%
US Stocks	38.9%
Non-US Stocks	15.1%
US Bonds	13.2%
Non-US Bonds	16.8%
Other	7.5%

5 Manager Stewardship Grade

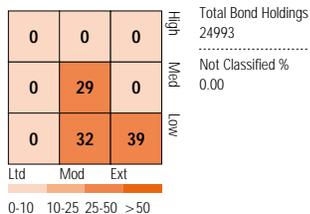


6 Overall Plan Allocations

Equity Investment Style %



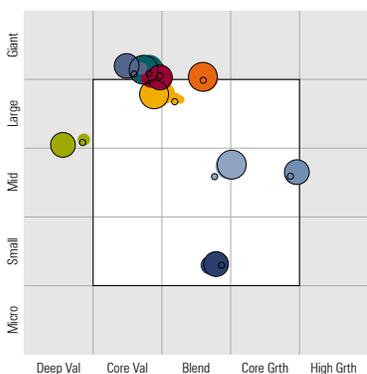
Fixed-Income Investment Style %



Fixed-income chart does not reflect investments shown under "Data not available" in section 8 & 9 below.

7 U.S. Style Chart

Earliest Portfolio: 2012-12-31
Latest Portfolio: 2013-11-30



Equity Options

- T. Rowe Price Small-Cap Value
- T. Rowe Price Mid-Cap Growth
- BlackRock Equity Dividend Instl
- Franklin Utilities Adv
- JPMorgan Equity Income R5
- Vanguard 500 Index Inv
- Vanguard Energy Adm
- Vanguard Equity-Income Adm
- Vanguard Mid Cap Index Adm

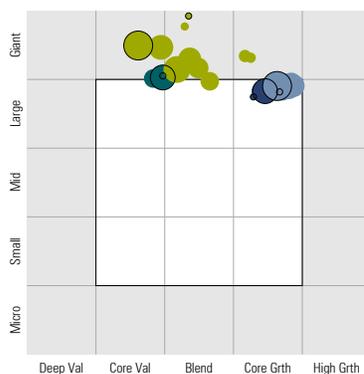
Fixed-Income Options

Data not available:

- PIMCO Income (Multisector)
- PIMCO Low Duration (Short-Tm)
- PIMCO Total Return (Interm-Tm)
- PIMCO All Asset All Auth (Flexible Allocation)
- Wells Fargo Advantage 100% Treasury (MM)

8 Foreign Style Chart

Earliest Portfolio: 2012-12-31
Latest Portfolio: 2013-11-30



Equity Options

- Matthews Pacific Tiger Investor
- Oppenheimer Developing Markets Y
- Vanguard Energy Inv
- Fidelity New Markets Income

Fixed-Income Options

- Eaton Vance Emerging Markets Local Inc
- Loomis Sayles Bond Instl
- MFS® Emerging Markets Debt I

Data not available:

- PIMCO Income (Multisector)
- PIMCO All Asset All Auth (Flexible Allocation)
- PIMCO Emerging Local Bd (Emerging Mkts)

Alternative asset classes (not included in the style charts above):
SPDR Gold Shares (commodities precious metals)



City of Forest Grove Retirement Plan

Period ending 12/31/13

Retirement Plan Summary

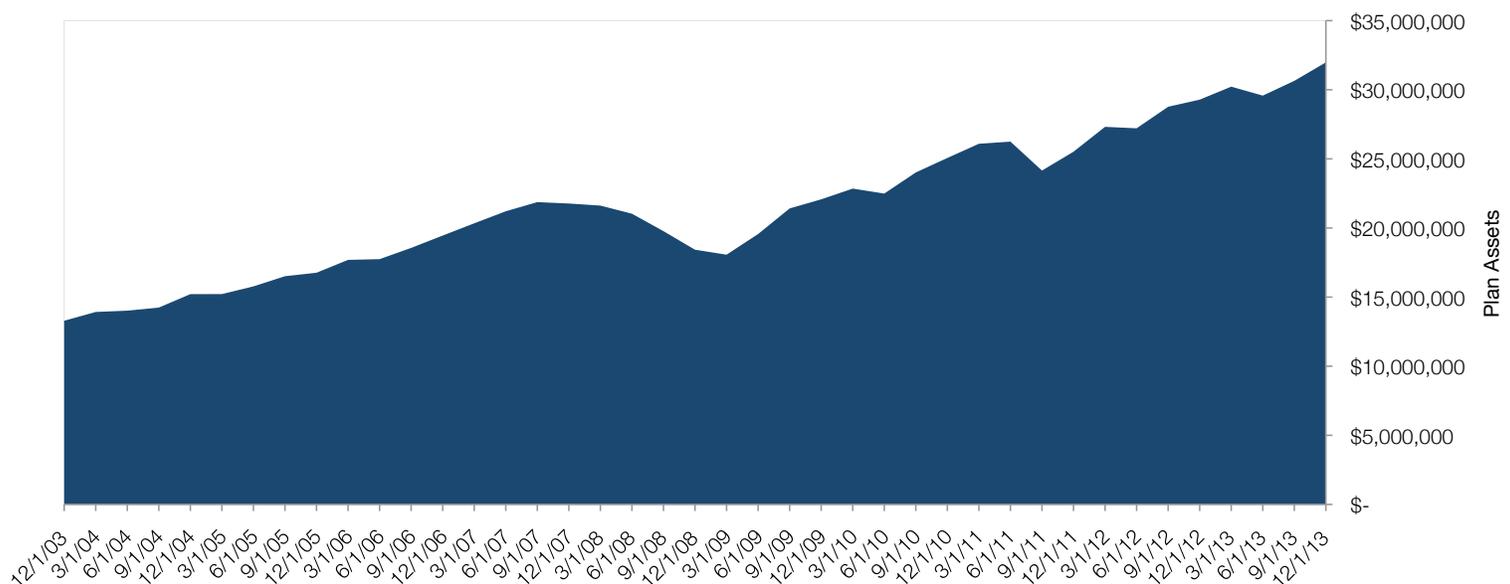
	Managers	Allocation of Assets	Total Valuation	Quarter 4, 2013 Return	Year-to-Date Return	1 Year Return	Trailing 3 Year Return	Trailing 5 Year Return	Trailing 10 Year Return
1	BlackRock Equity Dividend Instl	11.0%	\$3,533,405	9.91%	24.67%	24.67%	13.99%	15.44%	9.40%
2	Eaton Vance Emerging Markets Local Inc I	4.4%	\$1,406,705	-1.03%	-9.71%	-9.71%	0.69%	7.69%	n/a
3	Fidelity New Markets Income	4.4%	\$1,415,134	0.50%	-6.41%	-6.41%	6.63%	14.22%	8.92%
4	Franklin Utilities Adv	3.0%	\$955,547	3.46%	13.96%	13.96%	12.97%	11.95%	10.00%
5	JPMorgan Equity Income R5	11.0%	\$3,525,379	9.11%	31.85%	31.85%	17.32%	17.67%	8.73%
6	Loomis Sayles Bond Instl	5.9%	\$1,894,593	2.45%	5.88%	5.88%	8.15%	14.53%	8.01%
7	Matthews Pacific Tiger Investor	6.0%	\$1,912,123	3.04%	3.63%	3.63%	3.57%	18.96%	12.68%
8	MFS Emerging Markets Debt I	4.4%	\$1,412,891	0.85%	-6.25%	-6.25%	5.83%	11.62%	8.86%
9	Oppenheimer Developing Markets Y	6.0%	\$1,923,344	3.69%	8.68%	8.68%	2.69%	20.23%	15.32%
10	PIMCO All Asset All Authority Inst	2.9%	\$942,170	-0.85%	-5.47%	-5.47%	4.64%	8.64%	6.67%
11	PIMCO Emerging Local Bond Instl	4.4%	\$1,406,629	-1.94%	-10.95%	-10.95%	0.77%	8.84%	n/a
12	PIMCO Income Instl	3.0%	\$944,477	1.50%	4.80%	4.80%	10.85%	14.36%	n/a
13	PIMCO Low Duration Instl	2.9%	\$940,548	0.67%	0.10%	0.10%	2.63%	5.16%	3.99%
14	PIMCO Total Return Instl	6.9%	\$2,193,463	-0.03%	-1.92%	-1.92%	4.08%	6.91%	6.03%
15	SPDR Gold Shares	4.9%	\$1,579,696	-9.52%	-28.09%	-28.09%	-5.58%	6.37%	n/a
16	T. Rowe Price Mid-Cap Growth	0.1%	\$16,086	7.86%	36.89%	36.89%	15.49%	23.47%	11.45%
17	T. Rowe Price Small-Cap Value	0.1%	\$21,859	9.74%	32.74%	32.74%	15.82%	19.81%	10.83%
18	Vanguard 500 Index Signal	4.0%	\$1,284,027	10.49%	32.33%	32.33%	16.14%	17.94%	7.37%
19	Vanguard Energy Adm	4.0%	\$1,283,301	5.77%	18.22%	18.22%	6.09%	13.41%	13.29%
20	Vanguard Equity-Income Adm	6.5%	\$2,083,279	9.00%	30.19%	30.19%	17.85%	17.15%	8.68%
21	New Vanguard Mid Cap Index Adm	3.5%	\$1,128,727	8.62%	35.15%	35.15%	15.40%	22.08%	10.10%
22	Wells Fargo Advantage Money Market Svc	0.5%	\$175,196	0.00%	0.01%	0.01%	0.01%	n/a	n/a
	*Pass-Through Account (cash)	0.0%	\$0	n/a	n/a	n/a	n/a	n/a	n/a
Totals/Weighted Averages:		100%	\$31,978,579	3.73%	8.93%	8.93%	8.62%	14.31%	9.89%

*Pass-Through Account is not available for participant direction.

- Contributions	437,325			
+ Distributions	367,106			
Presumed Gain/(Loss) With Cash Flows:	1,265,416	4.13%		

Prior Quarter's Plan Assets:	30,642,944	29,575,856	30,223,523	29,283,882
% Change in Plan Assets Over Prior Quarter:	4.36%	3.61%	-2.14%	3.21%

Total Plan Assets Over Time



Managers	Current Balance		Current Targets		Deviation	
BlackRock Equity Dividend Instl	\$3,533,405	11.1%	\$3,498,372	11.0%	\$35,033	0.1%
Eaton Vance Emerging Markets Local Inc I	\$1,406,705	4.4%	\$1,431,152	4.5%	-\$24,447	-0.1%
Fidelity New Markets Income	\$1,415,134	4.4%	\$1,431,152	4.5%	-\$16,019	-0.1%
Franklin Utilities Adv	\$955,547	3.0%	\$954,102	3.0%	\$1,446	0.0%
JPMorgan Equity Income R5	\$3,525,379	11.1%	\$3,498,372	11.0%	\$27,007	0.1%
Loomis Sayles Bond Instl	\$1,894,593	6.0%	\$1,908,203	6.0%	-\$13,610	0.0%
Matthews Pacific Tiger Investor	\$1,912,123	6.0%	\$1,908,203	6.0%	\$3,920	0.0%
MFS Emerging Markets Debt I	\$1,412,891	4.4%	\$1,431,152	4.5%	-\$18,261	-0.1%
Oppenheimer Developing Markets Y	\$1,923,344	6.0%	\$1,908,203	6.0%	\$15,141	0.0%
PIMCO All Asset All Authority Inst	\$942,170	3.0%	\$954,102	3.0%	-\$11,931	0.0%
PIMCO Emerging Local Bond Instl	\$1,406,629	4.4%	\$1,431,152	4.5%	-\$24,524	-0.1%
PIMCO Income Instl	\$944,477	3.0%	\$954,102	3.0%	-\$9,625	0.0%
PIMCO Low Duration Instl	\$940,548	3.0%	\$954,102	3.0%	-\$13,554	0.0%
PIMCO Total Return Instl	\$2,193,463	6.9%	\$2,226,237	7.0%	-\$32,774	-0.1%
SPDR Gold Shares	\$1,579,696	5.0%	\$1,590,169	5.0%	-\$10,473	0.0%
T. Rowe Price Mid-Cap Growth	\$16,086	0.1%	\$0	0.0%	\$16,086	0.1%
T. Rowe Price Small-Cap Value	\$21,859	0.1%	\$0	0.0%	\$21,859	0.1%
Vanguard 500 Index Signal	\$1,284,027	4.0%	\$1,272,135	4.0%	\$11,892	0.0%
Vanguard Energy Adm	\$1,283,301	4.0%	\$1,272,135	4.0%	\$11,166	0.0%
Vanguard Equity-Income Adm	\$2,083,279	6.6%	\$2,067,220	6.5%	\$16,059	0.1%
Vanguard Mid Cap Index Adm	\$1,128,727	3.5%	\$1,113,118	3.5%	\$15,609	0.0%
Wells Fargo Advantage Money Market Svc	\$175,196	0.6%	\$159,017	0.5%	\$16,179	0.1%

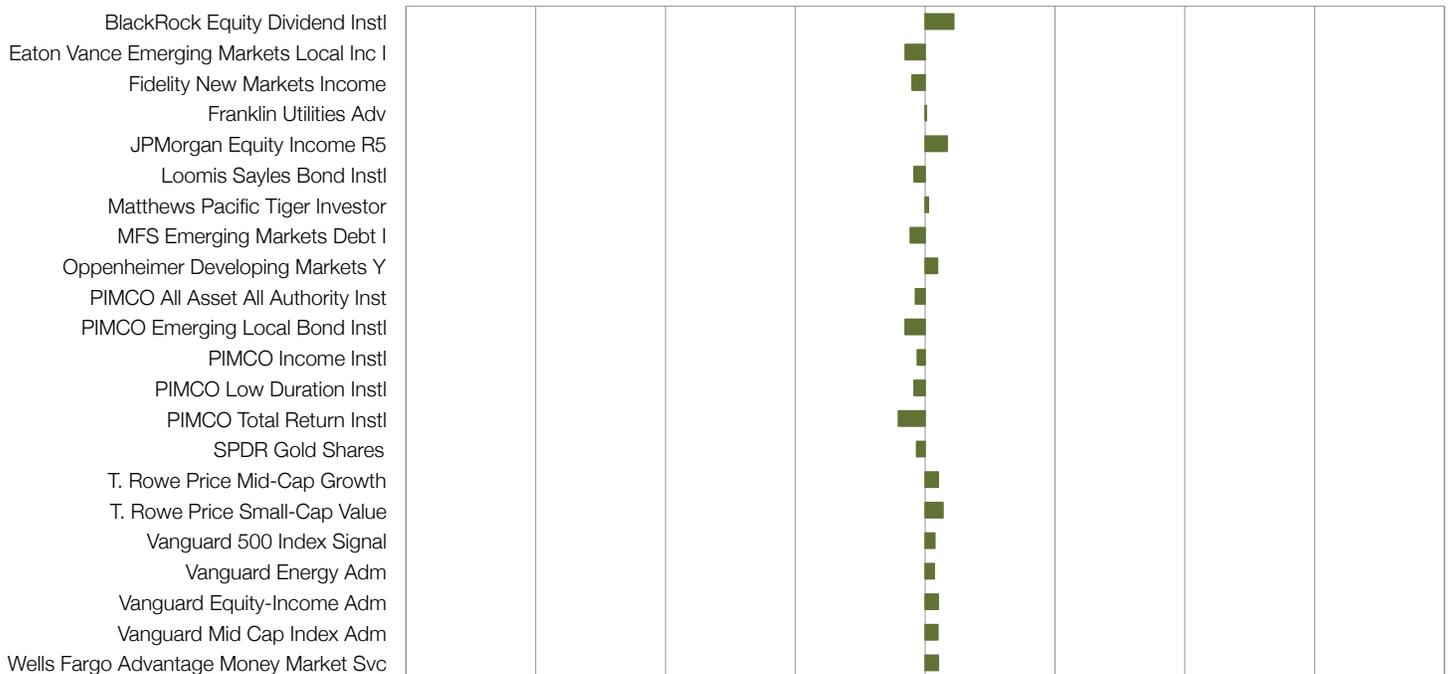
\$31,803,384 **100%**

100%

Funds in **RED** indicate a deviation greater than 2.5%

Delta of Current Allocation vs. Targets

-2.0% -1.5% -1.0% -0.5% 0.0% 0.5% 1.0% 1.5% 2.0%



City of Forest Grove Retirement Plan

Period ending 12/31/13

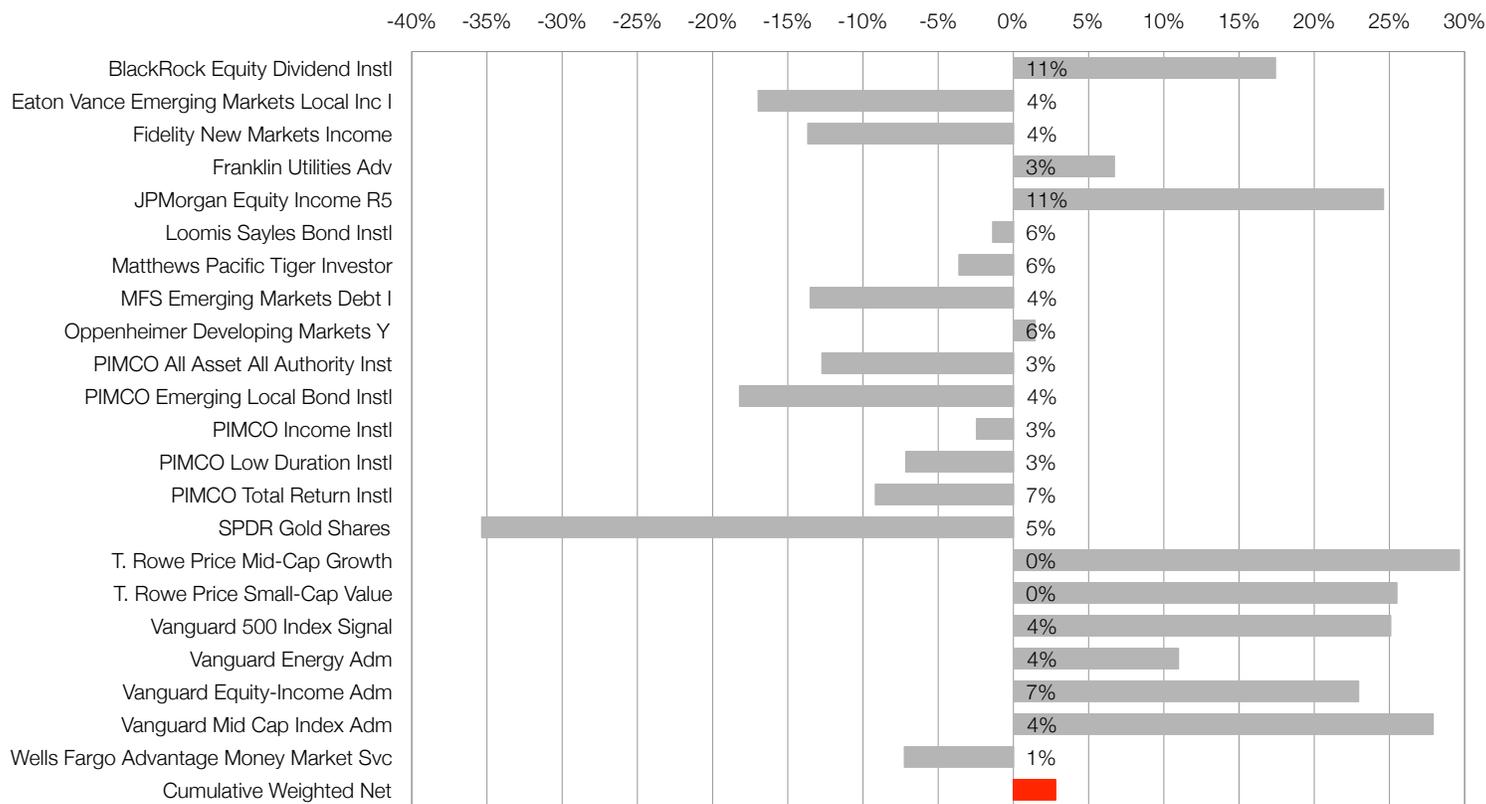
1-Year Manager Performance vs. Actuarial Assumption

Managers	1 Year Return	Actuarial Assumption Rate*	Difference
BlackRock Equity Dividend Instl	24.67%	7.25%	17.42%
Eaton Vance Emerging Markets Local Inc I	-9.71%	7.25%	-16.96%
Fidelity New Markets Income	-6.41%	7.25%	-13.66%
Franklin Utilities Adv	13.96%	7.25%	6.71%
JPMorgan Equity Income R5	31.85%	7.25%	24.60%
Loomis Sayles Bond Instl	5.88%	7.25%	-1.37%
Matthews Pacific Tiger Investor	3.63%	7.25%	-3.62%
MFS Emerging Markets Debt I	-6.25%	7.25%	-13.50%
Oppenheimer Developing Markets Y	8.68%	7.25%	1.43%
PIMCO All Asset All Authority Inst	-5.47%	7.25%	-12.72%
PIMCO Emerging Local Bond Instl	-10.95%	7.25%	-18.20%
PIMCO Income Instl	4.80%	7.25%	-2.45%
PIMCO Low Duration Instl	0.10%	7.25%	-7.15%
PIMCO Total Return Instl	-1.92%	7.25%	-9.17%
SPDR Gold Shares	-28.09%	7.25%	-35.34%
T. Rowe Price Mid-Cap Growth	36.89%	7.25%	29.64%
T. Rowe Price Small-Cap Value	32.74%	7.25%	25.49%
Vanguard 500 Index Signal	32.33%	7.25%	25.08%
Vanguard Energy Adm	18.22%	7.25%	10.97%
Vanguard Equity-Income Adm	30.19%	7.25%	22.94%
Vanguard Mid Cap Index Adm	35.15%	7.25%	27.90%
Wells Fargo Advantage Money Market Svc	0.01%	7.25%	-7.24%

Cumulative Weighted Net: 2.80%

*Actuarial Assumption Rate verified by Ladd Preppernau with Milliman, Inc. on 2/5/2013.

Delta of Manager Performance vs. Actuarial Assumption



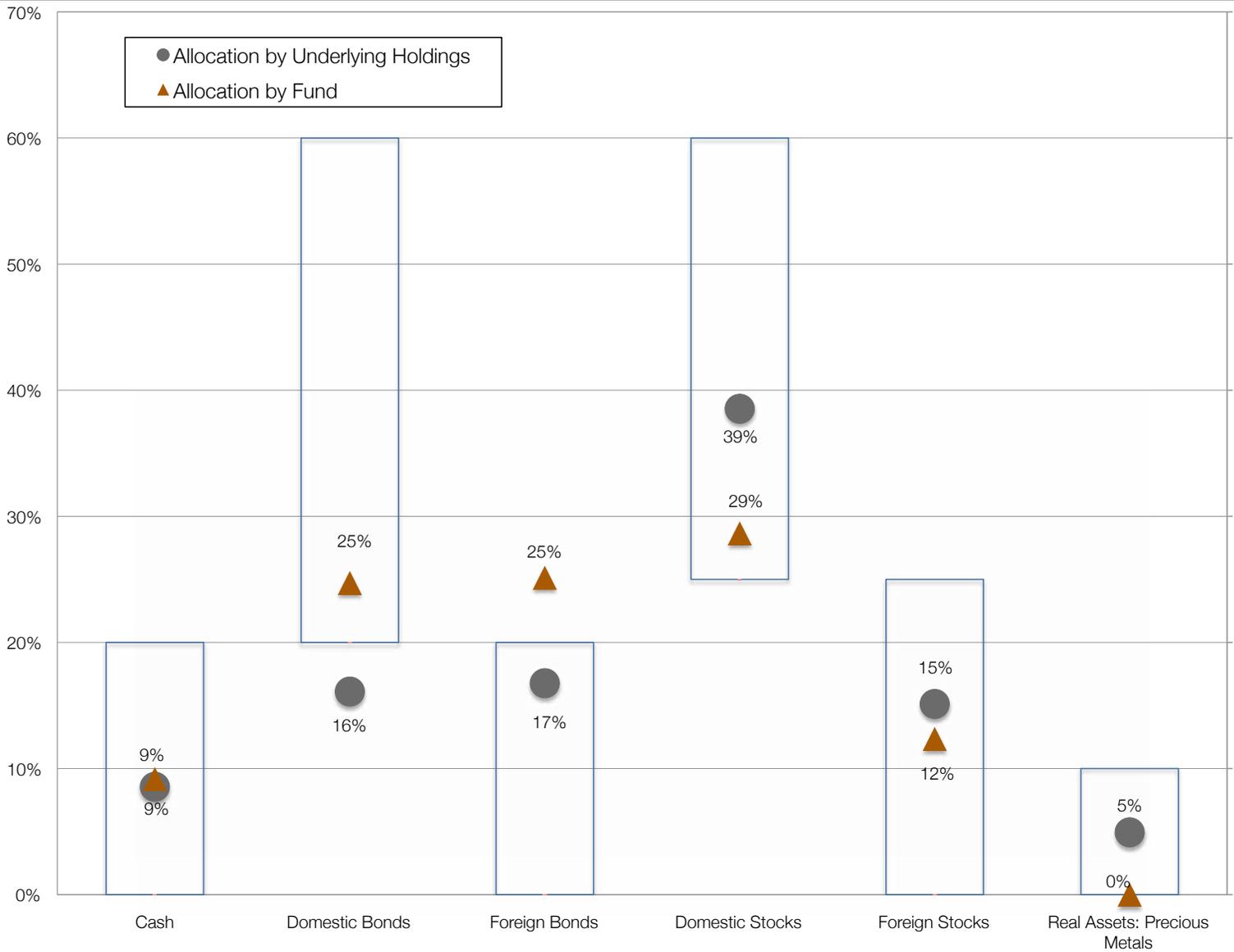
Period ending 12/31/13

City of Forest Grove Retirement Plan

Current Allocations vs. Investment Policy Targets

Allocation Category	Current Balance	Current Allocation by Fund Holdings	Current Allocation by Fund	Policy Target Allocation %'s
Cash	\$2,734,496	9%	9%	0% to 20%
Domestic Bonds	\$5,148,601	16%	25%	20% to 60%
Foreign Bonds	\$5,360,789	17%	25%	0% to 20%
Domestic Stocks	\$12,320,630	39%	29%	25% to 60%
Foreign Stocks	\$4,834,367	15%	12%	0% to 25%
Real Assets: Precious Metals	\$1,579,696	5%	0%	0% to 10%
	\$31,978,579	100%	100%	

Current Allocation vs. Investment Policy Targets



City of Forest Grove Retirement Plan

Period ending 12/31/13

Plan Cost & Revenue Sharing Analysis

Managers	Allocation of Assets	Revenue Sharing Breakdown			Total Expense		
		Prospectus 12b-1 Fee ¹	Sub T/A or Shareholder Servicing Fee ²	Total Revenue Sharing fee ³	Annual Expense Ratio	Category Average Expense Ratio	Under/ (Over) Expense Ratio
BlackRock Equity Dividend Instl	11.05%	0.00%	n/a	0.00%	0.72%	1.17%	-0.45%
Eaton Vance Emerging Markets Local Inc I	4.40%	0.00%	n/a	0.00%	1.09%	1.21%	-0.12%
Fidelity New Markets Income	4.43%	0.00%	n/a	0.00%	0.84%	1.21%	-0.37%
Franklin Utilities Adv	2.99%	0.00%	n/a	0.00%	0.60%	1.28%	-0.68%
JPMorgan Equity Income R5	11.02%	0.00%	n/a	0.00%	0.58%	1.17%	-0.59%
Loomis Sayles Bond Instl	5.92%	0.00%	n/a	0.00%	0.63%	1.12%	-0.49%
Matthews Pacific Tiger Investor	5.98%	0.00%	n/a	0.00%	1.11%	1.74%	-0.63%
MFS Emerging Markets Debt I	4.42%	0.00%	n/a	0.00%	0.87%	1.21%	-0.34%
Oppenheimer Developing Markets Y	6.01%	0.00%	n/a	0.00%	1.01%	1.59%	-0.58%
PIMCO All Asset All Authority Inst	2.95%	0.00%	n/a	0.00%	1.23%	1.39%	-0.16%
PIMCO Emerging Local Bond Instl	4.40%	0.00%	n/a	0.00%	0.90%	1.21%	-0.31%
PIMCO Income Instl	2.95%	0.00%	n/a	0.00%	0.45%	1.12%	-0.67%
PIMCO Low Duration Instl	2.94%	0.00%	n/a	0.00%	0.46%	0.84%	-0.38%
PIMCO Total Return Instl	6.86%	0.00%	n/a	0.00%	0.46%	0.89%	-0.43%
SPDR Gold Shares	4.94%	0.00%	n/a	0.00%	0.40%	1.68%	-1.28%
T. Rowe Price Mid-Cap Growth	0.05%	0.00%	n/a	0.00%	0.80%	1.35%	-0.55%
T. Rowe Price Small-Cap Value	0.07%	0.00%	n/a	0.00%	0.98%	1.29%	-0.31%
Vanguard 500 Index Signal	4.02%	0.00%	n/a	0.00%	0.05%	1.11%	-1.06%
Vanguard Energy Adm	4.01%	0.00%	n/a	0.00%	0.26%	1.57%	-1.31%
Vanguard Equity-Income Adm	6.51%	0.00%	n/a	0.00%	0.21%	1.17%	-0.96%
Vanguard Mid Cap Index Adm	3.53%	0.00%	n/a	0.00%	0.10%	1.23%	-1.13%
Wells Fargo Advantage Money Market Svc	0.55%	0.00%	n/a	0.00%	0.50%	0.13%	0.37%
Totals/Weighted Averages	99%	0.00%	n/a	0.00%	0.60%	1.02%	-0.42%

Cost Summary

Annual Expense Ratio of this plan ⁴	0.60%
less: Total Revenue Sharing Fee ³	0.00%
Net fund expense⁵	0.60%

¹12b-1 Fee data provided by Morningstar, which was obtained from the fund prospectus.

²Sub T/A or Shareholder Servicing fee is not provided. This information is typically provided by the plan custodian.

³Total Revenue Sharing is the sum of 12b-1 fees and the Sub T/A and Shareholder Servicing Fees.



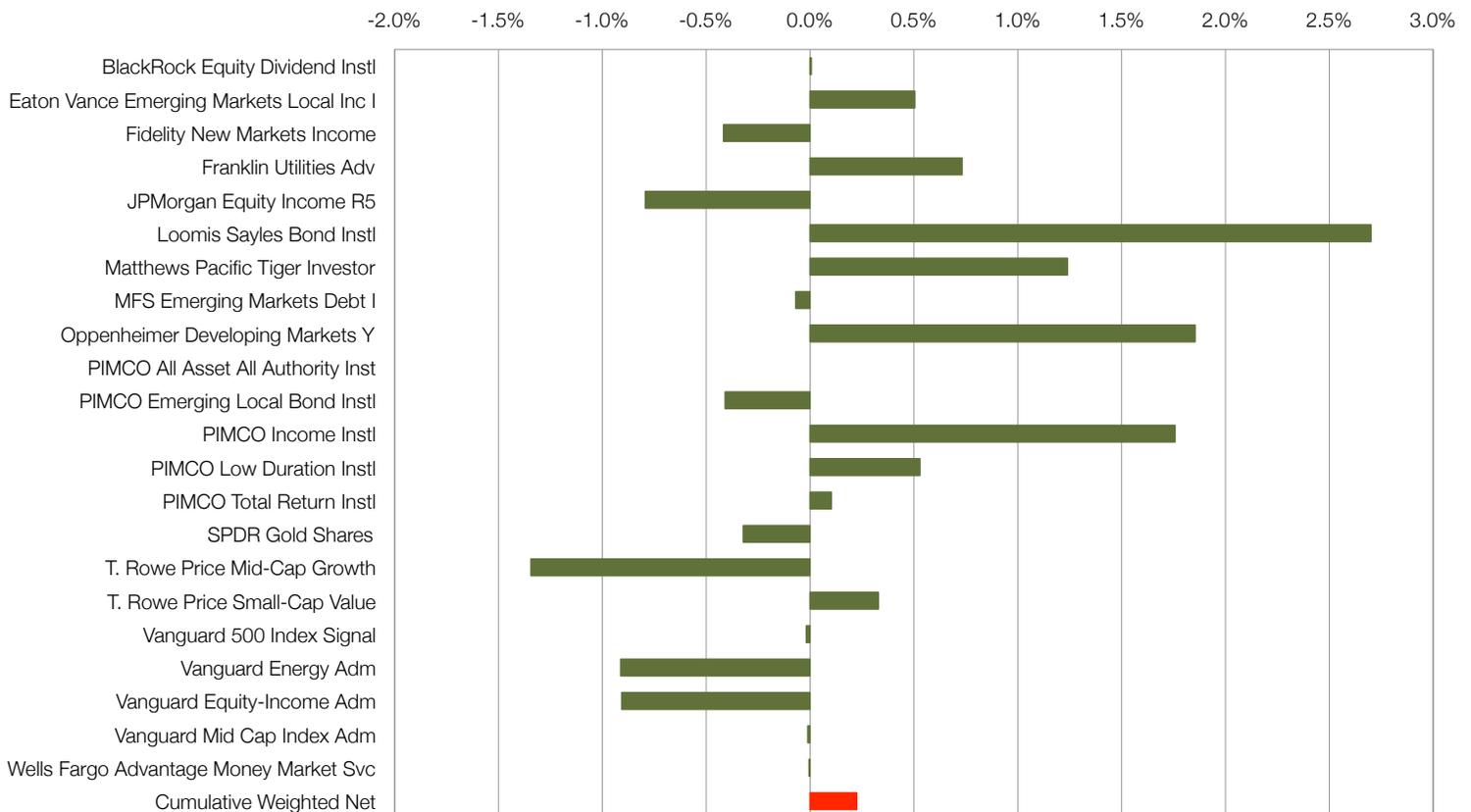
Last Quarter's Manager Performance vs. Benchmarks

Managers	% of Plan Assets	Benchmarks	Morningstar Rating	Quarter 4, 2013 Return	Indices Quarter Return	Over/ (Under) Performance
BlackRock Equity Dividend Instl	11.0%	DJ US TSM Large Cap Value	Bronze	9.91%	9.90%	0.01%
Eaton Vance Emerging Markets Local Inc I	4.4%	JPM GBI EM Global Diversified	n/a	-1.03%	-1.54%	0.50%
Fidelity New Markets Income	4.4%	JPM EMBI Global	Silver	0.50%	0.91%	-0.42%
Franklin Utilities Adv	3.0%	DJ Utilities Average	Gold	3.46%	2.73%	0.73%
JPMorgan Equity Income R5	11.0%	DJ US TSM Large Cap Value	Bronze	9.11%	9.90%	-0.79%
Loomis Sayles Bond Instl	5.9%	Barclays Multiverse	Gold	2.45%	-0.25%	2.70%
Matthews Pacific Tiger Investor	6.0%	MSCI AC Pacific Ex Japan NR	Gold	3.04%	1.80%	1.24%
MFS Emerging Markets Debt I	4.4%	JPM EMBI Global	Neutral	0.85%	0.91%	-0.07%
Oppenheimer Developing Markets Y	6.0%	MSCI EM NR	Silver	3.69%	1.83%	1.85%
PIMCO All Asset All Authority Inst	2.9%	No Benchmark	Silver	-0.85%	n/a	n/a
PIMCO Emerging Local Bond Instl	4.4%	JPM GBI EM Global Diversified	Gold	-1.94%	-1.54%	-0.41%
PIMCO Income Instl	3.0%	Barclays Multiverse	Silver	1.50%	-0.25%	1.76%
PIMCO Low Duration Instl	2.9%	Barclays Govt/Credit 1-5 Yr	Gold	0.67%	0.14%	0.53%
PIMCO Total Return Instl	6.9%	Barclays US Aggregate Bond	Gold	-0.03%	-0.14%	0.10%
SPDR Gold Shares	4.9%	London Fix Gold PM PR	n/a	-9.52%	-9.20%	-0.32%
T. Rowe Price Mid-Cap Growth	0.1%	DJ US TSM Mid Cap Growth	Gold	7.86%	9.20%	-1.34%
T. Rowe Price Small-Cap Value	0.1%	DJ US TSM Small Cap Value	Bronze	9.74%	9.41%	0.33%
Vanguard 500 Index Signal	4.0%	S&P 500	Gold	10.49%	10.51%	-0.02%
Vanguard Energy Adm	4.0%	S&P Global 1200 Sec/Energy	Gold	5.77%	6.68%	-0.91%
Vanguard Equity-Income Adm	6.5%	DJ US TSM Large Cap Value	Silver	9.00%	9.90%	-0.91%
Vanguard Mid Cap Index Adm	3.5%	CRSP US Mid Cap TR	Gold	8.62%	8.63%	-0.01%
Wells Fargo Advantage Money Market Svc	0.5%	Citi Treasury Bill 3 Mon	n/a	0.00%	0.01%	0.00%

Quarterly Cumulative Weighted Net: 0.22%

Fund Tracking Error to Benchmark Indices

Quarter 4, 2013 Returns



City of Forest Grove Retirement Plan

Period ending 12/31/13

Year-to-Date Manager Performance vs. Benchmarks

Managers	% of Plan Assets	Benchmarks	Morningstar Rating	Year-to-Date Return	Indices YTD Return	Over/(Under) Performance
BlackRock Equity Dividend Instl	11.0%	DJ US TSM Large Cap Value	Bronze	24.67%	31.16%	-6.50%
Eaton Vance Emerging Markets Local Inc I	4.4%	JPM GBI EM Global Diversified	n/a	-9.71%	-8.98%	-0.73%
Fidelity New Markets Income	4.4%	JPM EMBI Global	Silver	-6.41%	-6.58%	0.17%
Franklin Utilities Adv	3.0%	DJ Utilities Average	Gold	13.96%	12.69%	1.27%
JPMorgan Equity Income R5	11.0%	DJ US TSM Large Cap Value	Bronze	31.85%	31.16%	0.68%
Loomis Sayles Bond Instl	5.9%	Barclays Multiverse	Gold	5.88%	-2.19%	8.07%
Matthews Pacific Tiger Investor	6.0%	MSCI AC Pacific Ex Japan NR	Gold	3.63%	3.93%	-0.30%
MFS Emerging Markets Debt I	4.4%	JPM EMBI Global	Neutral	-6.25%	-6.58%	0.33%
Oppenheimer Developing Markets Y	6.0%	MSCI EM NR	Silver	8.68%	-2.60%	11.28%
PIMCO All Asset All Authority Inst	2.9%	No Benchmark	Silver	-5.47%	n/a	n/a
PIMCO Emerging Local Bond Instl	4.4%	JPM GBI EM Global Diversified	Gold	-10.95%	-8.98%	-1.97%
PIMCO Income Instl	3.0%	Barclays Multiverse	Silver	4.80%	-2.19%	6.99%
PIMCO Low Duration Instl	2.9%	Barclays Govt/Credit 1-5 Yr	Gold	0.10%	0.28%	-0.18%
PIMCO Total Return Instl	6.9%	Barclays US Aggregate Bond	Gold	-1.92%	-2.02%	0.10%
SPDR Gold Shares	4.9%	London Fix Gold PM PR	n/a	-28.09%	-27.33%	-0.76%
T. Rowe Price Mid-Cap Growth	0.1%	DJ US TSM Mid Cap Growth	Gold	36.89%	39.63%	-2.74%
T. Rowe Price Small-Cap Value	0.1%	DJ US TSM Small Cap Value	Bronze	32.74%	35.03%	-2.29%
Vanguard 500 Index Signal	4.0%	S&P 500	Gold	32.33%	32.39%	-0.06%
Vanguard Energy Adm	4.0%	S&P Global 1200 Sec/Energy	Gold	18.22%	16.90%	1.32%
Vanguard Equity-Income Adm	6.5%	DJ US TSM Large Cap Value	Silver	30.19%	31.16%	-0.97%
Vanguard Mid Cap Index Adm	3.5%	CRSP US Mid Cap TR	Gold	35.15%	35.27%	-0.12%
Wells Fargo Advantage Money Market Svc	0.5%	Citi Treasury Bill 3 Mon	n/a	0.01%	0.05%	-0.04%

YTD Cumulative Weighted Net: 0.59%

Fund Tracking Error to Benchmark Indices Year-to-Date Returns



Period ending 12/31/13

City of Forest Grove Retirement Plan

Trailing 1-Year Manager Performance vs. Benchmarks

Managers	% of Plan Assets	Benchmarks	Morningstar Rating	1 Year Return	Indices 1 Year Return	Over/ (Under) Performance
BlackRock Equity Dividend Instl	11.0%	DJ US TSM Large Cap Value	Bronze	24.67%	31.16%	-6.50%
Eaton Vance Emerging Markets Local Inc I	4.4%	JPM GBI EM Global Diversified	n/a	-9.71%	-8.98%	-0.73%
Fidelity New Markets Income	4.4%	JPM EMBI Global	Silver	-6.41%	-6.58%	0.17%
Franklin Utilities Adv	3.0%	DJ Utilities Average	Gold	13.96%	12.69%	1.27%
JPMorgan Equity Income R5	11.0%	DJ US TSM Large Cap Value	Bronze	31.85%	31.16%	0.68%
Loomis Sayles Bond Instl	5.9%	Barclays Multiverse	Gold	5.88%	-2.19%	8.07%
Matthews Pacific Tiger Investor	6.0%	MSCI AC Pacific Ex Japan NR	Gold	3.63%	3.93%	-0.30%
MFS Emerging Markets Debt I	4.4%	JPM EMBI Global	Neutral	-6.25%	-6.58%	0.33%
Oppenheimer Developing Markets Y	6.0%	MSCI EM NR	Silver	8.68%	-2.60%	11.28%
PIMCO All Asset All Authority Inst	2.9%	No Benchmark	Silver	-5.47%	n/a	n/a
PIMCO Emerging Local Bond Instl	4.4%	JPM GBI EM Global Diversified	Gold	-10.95%	-8.98%	-1.97%
PIMCO Income Instl	3.0%	Barclays Multiverse	Silver	4.80%	-2.19%	6.99%
PIMCO Low Duration Instl	2.9%	Barclays Govt/Credit 1-5 Yr	Gold	0.10%	0.28%	-0.18%
PIMCO Total Return Instl	6.9%	Barclays US Aggregate Bond	Gold	-1.92%	-2.02%	0.10%
SPDR Gold Shares	4.9%	London Fix Gold PM PR	n/a	-28.09%	-27.33%	-0.76%
T. Rowe Price Mid-Cap Growth	0.1%	DJ US TSM Mid Cap Growth	Gold	36.89%	39.63%	-2.74%
T. Rowe Price Small-Cap Value	0.1%	DJ US TSM Small Cap Value	Bronze	32.74%	35.03%	-2.29%
Vanguard 500 Index Signal	4.0%	S&P 500	Gold	32.33%	32.39%	-0.06%
Vanguard Energy Adm	4.0%	S&P Global 1200 Sec/Energy	Gold	18.22%	16.90%	1.32%
Vanguard Equity-Income Adm	6.5%	DJ US TSM Large Cap Value	Silver	30.19%	31.16%	-0.97%
Vanguard Mid Cap Index Adm	3.5%	CRSP US Mid Cap TR	Gold	35.15%	35.27%	-0.12%
Wells Fargo Advantage Money Market Svc	0.5%	Citi Treasury Bill 3 Mon	n/a	0.01%	0.05%	-0.04%

1-Year Cumulative Weighted Net: 0.59%

Fund Tracking Error to Benchmark Indices

1 Year Returns



City of Forest Grove Retirement Plan

Period ending 12/31/13

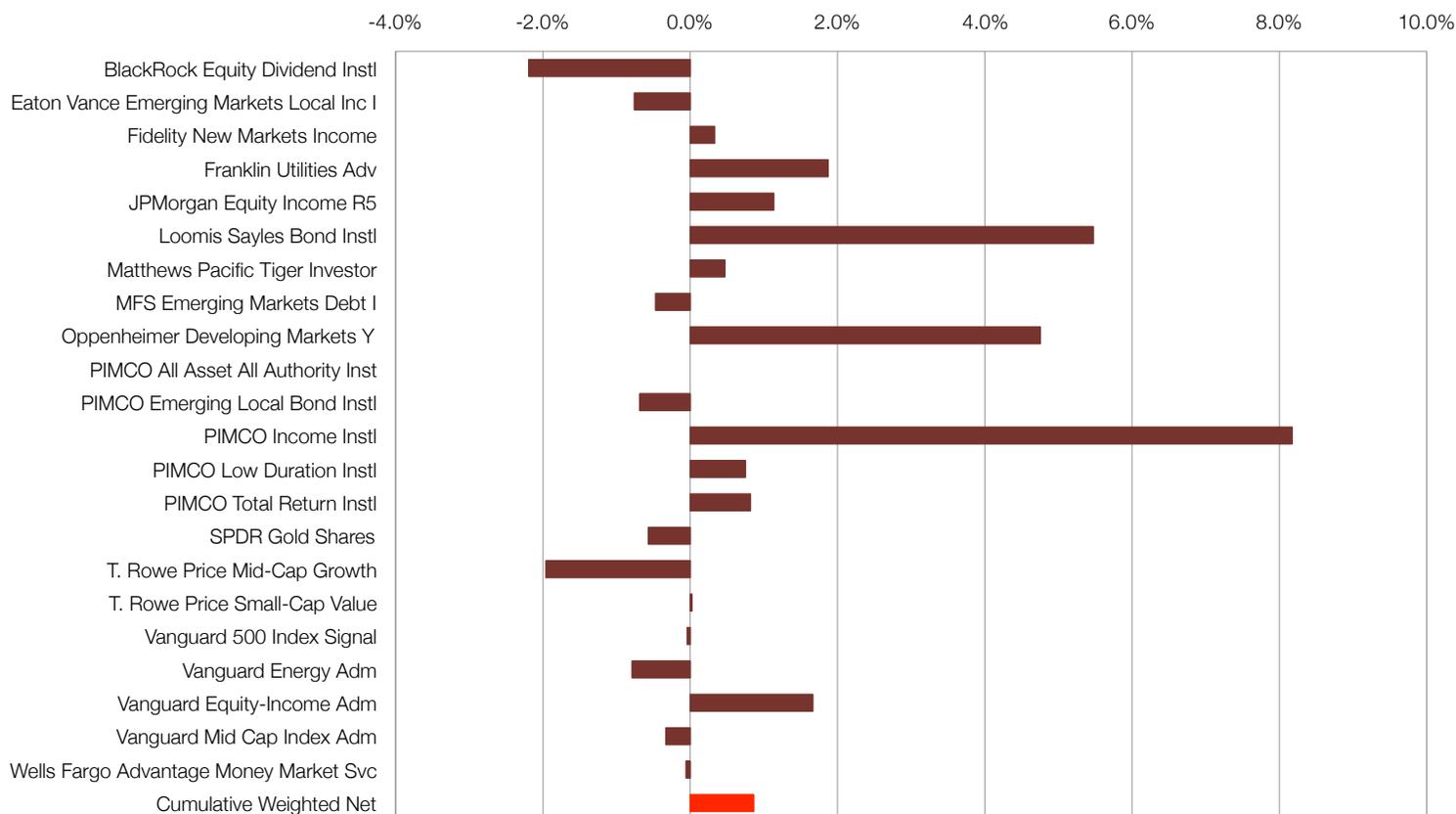
Trailing 3-Year Manager Performance vs. Benchmarks

Managers	% of Plan Assets	Benchmarks	Morningstar Rating	Annlzd 3 Year Return	Indices 3 Year Return	Over/ (Under) Performance
BlackRock Equity Dividend Instl	11.0%	DJ US TSM Large Cap Value	Bronze	13.99%	16.18%	-2.19%
Eaton Vance Emerging Markets Local Inc I	4.4%	JPM GBI EM Global Diversified	n/a	0.69%	1.45%	-0.76%
Fidelity New Markets Income	4.4%	JPM EMBI Global	Silver	6.63%	6.30%	0.33%
Franklin Utilities Adv	3.0%	DJ Utilities Average	Gold	12.97%	11.09%	1.87%
JPMorgan Equity Income R5	11.0%	DJ US TSM Large Cap Value	Bronze	17.32%	16.18%	1.13%
Loomis Sayles Bond Instl	5.9%	Barclays Multiverse	Gold	8.15%	2.67%	5.47%
Matthews Pacific Tiger Investor	6.0%	MSCI AC Pacific Ex Japan NR	Gold	3.57%	3.10%	0.47%
MFS Emerging Markets Debt I	4.4%	JPM EMBI Global	Neutral	5.83%	6.30%	-0.47%
Oppenheimer Developing Markets Y	6.0%	MSCI EM NR	Silver	2.69%	-2.06%	4.75%
PIMCO All Asset All Authority Inst	2.9%	No Benchmark	Silver	4.64%	n/a	n/a
PIMCO Emerging Local Bond Instl	4.4%	JPM GBI EM Global Diversified	Gold	0.77%	1.45%	-0.68%
PIMCO Income Instl	3.0%	Barclays Multiverse	Silver	10.85%	2.67%	8.17%
PIMCO Low Duration Instl	2.9%	Barclays Govt/Credit 1-5 Yr	Gold	2.63%	1.88%	0.75%
PIMCO Total Return Instl	6.9%	Barclays US Aggregate Bond	Gold	4.08%	3.26%	0.82%
SPDR Gold Shares	4.9%	London Fix Gold PM PR	n/a	-5.58%	-5.01%	-0.57%
T. Rowe Price Mid-Cap Growth	0.1%	DJ US TSM Mid Cap Growth	Gold	15.49%	17.45%	-1.96%
T. Rowe Price Small-Cap Value	0.1%	DJ US TSM Small Cap Value	Bronze	15.82%	15.80%	0.02%
Vanguard 500 Index Signal	4.0%	S&P 500	Gold	16.14%	16.18%	-0.04%
Vanguard Energy Adm	4.0%	S&P Global 1200 Sec/Energy	Gold	6.09%	6.88%	-0.79%
Vanguard Equity-Income Adm	6.5%	DJ US TSM Large Cap Value	Silver	17.85%	16.18%	1.66%
Vanguard Mid Cap Index Adm	3.5%	CRSP US Mid Cap TR	Gold	15.40%	15.73%	-0.33%
Wells Fargo Advantage Money Market Svc	0.5%	Citi Treasury Bill 3 Mon	n/a	0.01%	0.07%	-0.06%

3-Year Cumulative Weighted Net: 0.86%

Fund Tracking Error to Benchmark Indices

3 Year Returns



Period ending 12/31/13

City of Forest Grove Retirement Plan

Trailing 5-Year Manager Performance vs. Benchmarks

Managers	% of Plan Assets	Benchmarks	Morningstar Rating	Annld 5 Year Return	Indices 5 Year Return	Over/ (Under) Performance
BlackRock Equity Dividend Instl	11.0%	DJ US TSM Large Cap Value	Bronze	15.44%	16.18%	-0.75%
Eaton Vance Emerging Markets Local Inc I	4.4%	JPM GBI EM Global Diversified	n/a	7.69%	8.06%	-0.37%
Fidelity New Markets Income	4.4%	JPM EMBI Global	Silver	14.22%	11.52%	2.70%
Franklin Utilities Adv	3.0%	DJ Utilities Average	Gold	11.95%	10.42%	1.52%
JPMorgan Equity Income R5	11.0%	DJ US TSM Large Cap Value	Bronze	17.67%	16.18%	1.49%
Loomis Sayles Bond Instl	5.9%	Barclays Multiverse	Gold	14.53%	4.36%	10.18%
Matthews Pacific Tiger Investor	6.0%	MSCI AC Pacific Ex Japan NR	Gold	18.96%	17.19%	1.78%
MFS Emerging Markets Debt I	4.4%	JPM EMBI Global	Neutral	11.62%	11.52%	0.10%
Oppenheimer Developing Markets Y	6.0%	MSCI EM NR	Silver	20.23%	14.79%	5.43%
PIMCO All Asset All Authority Inst	2.9%	No Benchmark	Silver	8.64%	n/a	n/a
PIMCO Emerging Local Bond Instl	4.4%	JPM GBI EM Global Diversified	Gold	8.84%	8.06%	0.78%
PIMCO Income Instl	3.0%	Barclays Multiverse	Silver	14.36%	4.36%	10.00%
PIMCO Low Duration Instl	2.9%	Barclays Govt/Credit 1-5 Yr	Gold	5.16%	2.86%	2.30%
PIMCO Total Return Instl	6.9%	Barclays US Aggregate Bond	Gold	6.91%	4.44%	2.47%
SPDR Gold Shares	4.9%	London Fix Gold PM PR	n/a	6.37%	6.73%	-0.36%
T. Rowe Price Mid-Cap Growth	0.1%	DJ US TSM Mid Cap Growth	Gold	23.47%	26.44%	-2.97%
T. Rowe Price Small-Cap Value	0.1%	DJ US TSM Small Cap Value	Bronze	19.81%	21.57%	-1.76%
Vanguard 500 Index Signal	4.0%	S&P 500	Gold	17.94%	17.94%	0.00%
Vanguard Energy Adm	4.0%	S&P Global 1200 Sec/Energy	Gold	13.41%	11.47%	1.94%
Vanguard Equity-Income Adm	6.5%	DJ US TSM Large Cap Value	Silver	17.15%	16.18%	0.97%
Vanguard Mid Cap Index Adm	3.5%	CRSP US Mid Cap TR	Gold	22.08%	21.77%	0.31%
Wells Fargo Advantage Money Market Svc	0.5%	Citi Treasury Bill 3 Mon	n/a	n/a	n/a	n/a

5-Year Cumulative Weighted Net: 1.97%

Fund Tracking Error to Benchmark Indices

5 Year Returns



City of Forest Grove Retirement Plan

Period ending 12/31/13

Manager Percentile Ranking vs. Peers

1	Domestic Equity Managers	% of Plan Assets	Category	Q4, 13 Ranking	YTD Ranking	1 Year Ranking	3 Year Ranking	5 Year Ranking	10 Year Ranking
	Vanguard Equity-Income Adm	6.5%	Giant Value	69	54	54	2	12	6
	BlackRock Equity Dividend Instl	11.0%	Large Deep Value	44	93	93	73	65	3
	JPMorgan Equity Income R5	11.0%	Large Core Value	48	42	42	n/a	n/a	n/a
	Vanguard 500 Index Signal	4.0%	S&P 500 Tracking	8	7	7	5	4	n/a
	T. Rowe Price Mid-Cap Growth	0.1%	Mid Core Growth	66	29	29	21	11	6
	Vanguard Mid Cap Index Adm	3.5%	Mid Core	26	22	22	28	15	16
	T. Rowe Price Small-Cap Value	0.1%	Small Core	22	92	92	43	55	6
Percentile Ranking, Subset Average				40	48	48	29	27	7

2	Foreign & World Equity Managers	% of Plan Assets	Category	Q4, 13 Ranking	YTD Ranking	1 Year Ranking	3 Year Ranking	5 Year Ranking	10 Year Ranking
	Matthews Pacific Tiger Investor	6.0%	Pacific/Asia ex-Japan	52	37	37	23	21	24
	Oppenheimer Developing Markets Y	6.0%	Diversified Emerging Markets	31	15	15	12	3	n/a
Percentile Ranking, Subset Average				42	26	26	18	12	24

3	Specialty Managers	% of Plan Assets	Category	Q4, 13 Ranking	YTD Ranking	1 Year Ranking	3 Year Ranking	5 Year Ranking	10 Year Ranking
	Franklin Utilities Adv	3.0%	Utilities	68	73	73	40	64	42
	Vanguard Energy Adm	4.0%	World Energy	18	30	30	6	21	4
	SPDR Gold Shares	4.9%	Commodities Precious Metals	56	50	50	21	37	n/a
Percentile Ranking, Subset Average				47	51	51	22	41	23

4	Unconstrained Managers	% of Plan Assets	Category	Q4, 13 Ranking	YTD Ranking	1 Year Ranking	3 Year Ranking	5 Year Ranking	10 Year Ranking
	PIMCO All Asset All Authority Inst	2.9%	Global Flexible Allocation	95	91	91	63	78	47
Percentile Ranking, Subset Average				95	91	91	63	78	47

5	Fixed Income Managers	% of Plan Assets	Category	Q4, 13 Ranking	YTD Ranking	1 Year Ranking	3 Year Ranking	5 Year Ranking	10 Year Ranking
	Wells Fargo Advantage Money Market Svc	0.5%	Money Market Taxable	44	44	44	51	n/a	n/a
	PIMCO Low Duration Instl	2.9%	Short-Term Bond	23	63	63	22	23	10
	PIMCO Total Return Instl	6.9%	Interm Invmt Grade (4-6)	55	54	54	35	37	8
	PIMCO Income Instl	3.0%	Multisector Bond	61	18	18	1	17	n/a
	Loomis Sayles Bond Instl	5.9%	Multisector Bond	23	15	15	14	18	10
	MFS Emerging Markets Debt I	4.4%	Emerging Markets Bond	28	30	30	15	42	18
	PIMCO Emerging Local Bond Instl	4.4%	Emerging Markets Bond	92	88	88	83	77	n/a
	Eaton Vance Emerging Markets Local Inc I	4.4%	Emerging Markets Bond	72	72	72	84	n/a	n/a
	Fidelity New Markets Income	4.4%	Emerging Markets Bond	38	33	33	2	10	16
Percentile Ranking, Subset Average				48	46	46	34	32	12

6	Overall Plan Ranking	Q4, 13 Ranking	YTD Ranking	1 Year Ranking	3 Year Ranking	5 Year Ranking	10 Year Ranking
City of Forest Grove		47	48	48	31	32	15



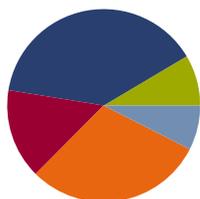
Appendices

City of Forest Grove Retirement Plan

Release date 12/31/13

Account Value 31,978,579.24	Benchmark City of Forest Grove Retirement Plan	Account Number 6749907700	Report Currency USD
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Asset Allocation

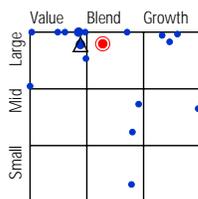


Asset Allocation	Account %	Bmark %
Cash	8.53	0.50
US Stock	38.92	41.45
Non US Stock	15.09	14.20
Bond	29.99	0.00
Other	7.47	0.35
Not Classified	0.00	43.50
Total	100.00	100.00

Asset & Liabilities

Assets	Account	Account %	Liabilities	Account	Account %
Cash	2,728,815.24	8.53	Cash	0.00	0.00
US Stock	12,444,545.13	38.92	US Stock	0.00	0.00
Non US Stock	4,826,472.02	15.09	Non US Stock	0.00	0.00
Bond	9,588,783.35	29.99	Bond	0.00	0.00
Other	2,390,058.99	7.47	Other	0.00	0.00
Not Classified	-95.49	0.00	Not Classified	0.00	0.00
Assets Total	31,978,579.24	100.00	Liabilities Total	0.00	0.00
			Account Total	31,978,579.24	

Investment Style



Equity Ownership Zone

- Account
- Managed Products
- Stocks
- Benchmark

Weight %
 ○ >30 ○ 20-30 ○ 10-20 ○ 0-10

	Value	Blend	Growth
Large	34	24	24
Mid	7	6	4
Small	1	0	0

Not Classified 0%

Equity Style

Market Cap Mil
 Account 37,116.90
 Benchmark 39,012.08

Weight %
 ● >50 ● 25-50 ● 10-25 ○ 0-10

	Ltd	Mod	Ext
High	0	0	0
Mid	0	29	0
Low	0	36	34

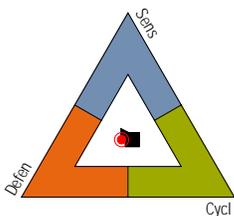
Not Classified 0%

Fixed-Income Style

Avg Eff Duration (Yrs) 4.92
 Avg Eff Maturity 6.99
 Avg Credit Quality -

Weight %
 ● >50 ● 25-50 ● 10-25 ○ 0-10

Stock Sectors



- Account
- Benchmark
- Morningstar Index

	Account %	Bmark %	Rel Bmark
Defensive	29.10	24.19	1.20
Cons Defensive	10.89	8.67	1.26
Healthcare	8.81	6.31	1.40
Utilities	9.40	9.21	1.02

	Account %	Bmark %	Rel Bmark
Sensitive	39.26	39.30	1.00
Comm Svcs	3.52	3.91	0.90
Energy	16.12	16.45	0.98
Industrials	9.73	9.10	1.07
Technology	9.89	9.84	1.01

	Account %	Bmark %	Rel Bmark
Cyclical	31.64	36.51	0.87
Basic Matls	3.59	4.66	0.77
Cons Cyclical	10.01	9.48	1.06
Financial Svcs	15.82	19.32	0.82
Real Estate	2.22	3.05	0.73
Not Classified	0.00	0.00	N/A

World Regions

% of Stocks	Account %	Bmark %	Account %	Bmark %	Account %	Bmark %	Account %	Bmark %
Greater Asia	16.49	17.80	Americas	75.66	76.99	Greater Europe	7.85	5.20
Japan	0.13	0.06	North America	73.70	75.14	United Kingdom	2.94	1.50
Australasia	0.33	3.05	Latin America	1.96	1.85	Europe Developed	3.20	1.82
Asia Developed	4.63	7.53				Europe Emerging	1.32	1.05
Asia emerging	11.40	7.16				Africa/Middle East	0.39	0.83
						Not Classified	0.00	0.00
						Market Maturity	100.00	100.00
						Developed Markets	84.93	89.11
						Emerging Markets	15.07	10.89
						Not Available	0.00	0.00

Top 10 Holdings

% Assets	Holding Name	Ticker	Security Type	Fund Cat/Stock Ind	Market Value
11.05	BlackRock Equity Dividend Instl	MADVX	MF	US OE Large Value	3,533,404.83
11.02	JPMorgan Equity Income R5	OIERX	MF	US OE Large Value	3,525,379.49
6.86	PIMCO Total Return Instl	PTTRX	MF	US OE Intermediate-Term Bond	2,193,462.58
6.51	Vanguard Equity-Income Adm	VEIRX	MF	US OE Large Value	2,083,279.16
6.01	Oppenheimer Developing Markets Y	ODVYX	MF	US OE Diversified Emerging Mkts	1,923,343.63
5.98	Matthews Pacific Tiger Investor	MAPTX	MF	US OE Pacific/Asia ex-Japan Stk	1,912,122.99
5.92	Loomis Sayles Bond Instl	LSBDX	MF	US OE Multisector Bond	1,894,593.04
4.94	SPDR Gold Shares	GLD	ETF	US ETF Commodities Precious Metals	1,579,696.48
4.43	Fidelity New Markets Income	FNMIX	MF	US OE Emerging Markets Bond	1,415,133.66
4.42	MFS® Emerging Markets Debt I	MEDIX	MF	US OE Emerging Markets Bond	1,412,891.34

Important Disclosure Notice & Definitions of Terms

Portfolio Measurements

Performance Disclosure

All graphs represent portfolio balances and actual fund allocation percentages as of current quarter-end. All portfolios are theoretical, for illustrative purposes only, and are not reflective of an investor's actual experience. The performance data shown represents past performance for the mix of current funds and should not be considered indicative of future results.

Portfolio returns are based on the assumption of investing one dollar at the beginning of each measurement period. This return does not consider the effect of the timing of contributions, deposits, or withdrawals made within the reported period. Retirement Consulting Group, Inc., has endeavored to carefully prepare this report from information gathered from sources believed to be accurate and reliable; however, completeness and accuracy cannot be guaranteed. Sources include Morningstar™, account statements and other printed publications. This evaluation is for fiduciary review only and is not intended to be an offer, solicitation, or recommendation with respect to the purchase of the services supplied by any investment management organization.

The investment portfolios illustrated in this report are what Morningstar considers "unscheduled." With an unscheduled portfolio, Retirement Consulting Group inputs only the portfolio holdings and their current allocations. Morningstar calculates historical returns using the current allocations assuming monthly rebalancing. Returns for individual holdings within the portfolio are simple, time-weighted trailing returns. Neither portfolio returns nor holding returns are adjusted for potential future taxes or investor cash flows (contributions/withdrawals), and if adjusted for, would impact the returns stated. The returns stated assume the reinvestment of dividends and capital gains.

Monthly total returns for unscheduled portfolios are calculated by applying the current allocations supplied by Retirement Consulting Group to an individual holding's monthly returns. When monthly returns are unavailable for a holding (i.e. due to returns not being in existence during the historical period being reported), the remaining portfolio holdings are re-weighted to maintain consistent proportions. When the Morningstar database does not include a specific portfolio holding, a "proxy" is used in its place. A proxy is an approximation of what the missing holding represents. Proxies are based on index information that exists in the Morningstar database. Proxy performance typically will not match the performance of the holding it represents.

Definition of Dashboard Terms

Alpha directly measures the value added or subtracted by a fund's manager in percentage points of return. Alpha is the difference between a fund's actual return and its expected performance, given its level of risk (where risk is measured by beta). A positive alpha figure indicates the fund has performed better than its beta (risk) would predict. In contrast, a negative alpha indicates the fund performed worse than its risk would predict.

Beta is a measure of a fund's sensitivity to market movements. The beta of the market is 1.00 by definition. Beta is calculated by comparing a fund's excess return over Treasury bills to the market's excess return over Treasury bills. A beta of 1.10 shows that the fund has performed 10% better than its benchmark index in up markets and 10% worse in down markets, assuming all other factors remain constant. Conversely, a beta of 0.85 indicates that the fund's excess return is expected to perform 15% worse than the market's excess return during up markets and 15% better during down markets. Investors seeking volatility prefer high beta funds, all else being equal; those investors seeking moderated risk prefer lower beta funds.

R-Squared measures the appropriateness of fit between the fund and its assigned benchmark index. An R-Squared of 100 indicates that all movements of a fund can be explained by movements in the fund's benchmark index. Example: Vanguard's S&P 500 Index Fund is likely to have an R-Squared very close to 100 if this Vanguard fund is benchmarked against the S&P 500 Index. If Vanguard's S&P 500 Index Fund is measured against the MSCI EAFE (foreign) stock index, the resulting R-Squared score is apt to be relatively low, indicating an index of poor fit. Conclusion: a high R-Squared score gives credence to the reliability of alpha and beta measures.

Stewardship Grade (Morningstar, Inc.) assesses the manner in which funds are run, the degree to which the management company's and board's interests are aligned with fund shareholders, and the degree to which shareholders can expect their interests to be protected from potentially conflicting interests of the management company. The Stewardship Grade tries to capture some of the intangibles associated with making a fund manager decision.

Unconstrained Funds typically have fluctuating portfolios with rapidly changing asset allocations which can result in benchmarking difficulties. Examples include, but are not limited to, PIMCO All Asset All Authority and PIMCO Global Multi-Asset. Please see the following weblink: <http://www.kitces.com/blog/The-Problems-With-Trying-To-Benchmark-Unconstrained-Portfolios-Guest-Post/>.



Benchmark Composition

Holdings Summary | City of Forest Grove Retirement Plan

Ranked by: Name	
Name	Weight (%)
Summary	100.00
Barclays Govt/Credit 1-5 Yr TR USD	3.00
Barclays Multiverse TR USD	9.00
Barclays US Agg Bond TR USD	8.50
Citi Treasury Bill 3 Mon USD	0.50
DJ US TSM Large Cap Value TR USD	28.50
DJ US TSM Small Cap Value TR USD	3.00
DJ Utilities Average TR USD	3.00
JPM EMBI Global TR USD	9.00
JPM GBI EM Global Diversified TR USD	9.00
London Fix Gold PM PR USD	5.00
MSCI AC Pacific Ex Japan NR USD	6.00
MSCI EM NR USD	6.00
S&P 500 TR USD	5.50
S&P Global 1200 Sec/Energy TR	4.00





PROCLAMATION

**Metro West Ambulance
Emergency Medical Services Week
May 18 – 24, 2014**

WHEREAS, Emergency Medical Services is a vital public service to the community;
and

WHEREAS, the members of emergency medical service teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services systems consist of emergency physicians, emergency room nurses, emergency medical technicians, paramedics, firefighters educators, administrators, and others; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF MAY 18 – 24, 2014, as

Emergency Medical Services Week

With the theme, ***“EMS: Dedicated For Life”*** and we encourage the community to observe this week with appropriate programs, ceremonies and activities.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 12th day of May, 2014.

Peter B. Truax, Mayor of Forest Grove

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PROCLAMATION

National Police Week May 11 – 17, 2014

WHEREAS, the dedicated personnel of the Forest Grove Police Department provide a vital public service to the citizens and visitors of the City of Forest Grove; and

WHEREAS, our Nation owes a lasting debt of gratitude to the men and women of our law enforcement community who, each and every day, put their lives at risk to protect us and to ensure the safety of our families and homes; and

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including 27 dedicated officers and two reserves of the Forest Grove Police Department; and

WHEREAS, since the first recorded death in 1792, nearly 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers' Memorial in Washington, D.C.; and

WHEREAS, 286 names of fallen heroes are being added to the National Law Enforcement Officers' Memorial this spring, including Robert A. Libke, Oregon City Police Reserve Officer, killed in 2013; and

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial 26th Annual Candlelight Vigil in Washington, D. C., on the evening of May 13, 2014;

WHEREAS, May 15, 2014, is designated as *Peace Officers Memorial Day*, in honor of all fallen officers and their families and U. S. flags should be flown at half-staff.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF MAY 11 – 17, 2014, as

National Police Week

In Forest Grove, Oregon, and calls upon the people to publicly salute the service of the law enforcement officers in our community and communities across the nation in honor of National Police Week 2014.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 12th day of May, 2014.

Peter B. Truax, Mayor of Forest Grove

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PROCLAMATION

National Public Works Week May 18 – 24, 2014

WHEREAS, the Forest Grove Public Works Department provides a vital public service to the citizens and visitors of the City of Forest Grove; and

WHEREAS, our dedicated public works personnel protect the environment, improve public health and safety, contribute to economic vitality, and enhance the quality of life of our community; and

WHEREAS, our public works personnel design, build, operate, and maintain the transportation system, water infrastructure, sewage system, public buildings, and other structures and facilities that are vital to Forest Grove; and

WHEREAS, these facilities and services could not be provided without the exceptional and dedicated efforts of our public works personnel; and

WHEREAS, it is appropriate to recognize the value and dedication of the Public Works Department by designating May 18 – 24, 2014, as Public Works Week in the City of Forest Grove.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF MAY 18 – MAY 24, 2014, AS

National Public Works Week

With the theme, "**Building For Today, Planning For Tomorrow**", and we encourage the community to acquaint themselves with the issues involved in providing our public works and to recognize the important contributions that our Public Works Department makes each day to improve our health, safety, comfort, and quality of life.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 12th day of May, 2014.

Peter B. Truax, Mayor of Forest Grove

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PROCLAMATION

Celebrate Small Business Week May 19 – 24, 2014

WHEREAS, small business is the engine that drives our economy; and

WHEREAS, small businesses are responsible for creating two out of every three net new jobs over the last 20 years; and

WHEREAS, Oregon is home to nearly 350,000 different small businesses; and

WHEREAS, 97.6% of all employees in Oregon are small business owners; and

WHEREAS, Oregon's small businesses create family wage jobs, boost our local economy and strengthen neighborhoods; and

WHEREAS, the U. S. Small Business Administration (SBA) will present Oregon's top small businesses with awards and recognize the efforts of SBA lenders and Champions of Small Business who help Oregon's small businesses start, grow and succeed; and

WHEREAS, local cities, counties and organizations throughout the State will host free, educational and informative events to help interested entrepreneurs and small business owners access the resources they need.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM MAY 19 – MAY 24, 2014, AS

CELEBRATE SMALL BUSINESS WEEK

in Forest Grove, Oregon, Washington County, and urges all residents to take the time to support small businesses in our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 12th day of May, 2014.



Peter B. Truax, Mayor, City of Forest Grove

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PROCLAMATION

National Historic Preservation Month

May 2014

WHEREAS, the City of Forest Grove Historic Landmarks Board was established September 8, 1980, to provide leadership and expertise on maintaining and retaining the integrity of Forest Grove's distinctive historic neighborhoods and architectural and cultural resources; and

WHEREAS, historic preservation is an effective tool for encouraging economic development, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

WHEREAS, historic preservation is inherently economically, environmentally, and socially sustainable, fostering a culture of reuse and maximizing the life cycle of resources through conservation; and

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

WHEREAS, "New Age of Preservation: Embark, Inspire, Engage!" is the theme for National Preservation Month 2014, cosponsored by the City of Forest Grove Historic Landmarks Board and the National Trust for Historic Preservation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE MONTH OF MAY 2014, as:

National Historic Preservation Month

In Forest Grove, Oregon, and calls upon the people to join their fellow citizens across the United States in recognizing and participating in this special observance.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 12th day of May, 2014.

Peter B. Truax, Mayor of Forest Grove

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**FOREST GROVE CITY COUNCIL WORK SESSION
(CEP PRESENTATIONS)
APRIL 22, 2014 – 6:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by the Council.

1. ROLL CALL:

Mayor Truax called the Work Session to order at 6:00 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas Johnston, Council President, Richard Kidd (arrived at 7pm), Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **COUNCIL ABSENT:** None. **STAFF PRESENT:** Paul Downey, Administrative Services Director; and Beverly Maughan, Executive Assistant to City Manager.

2. CITIZEN COMMUNICATIONS: None.

**3. PRESENTATION OF COMMUNITY ENHANCEMENT PROGRAM (CEP)
PROJECT APPLICATIONS FOR FISCAL YEAR 2014-15:**

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

PROJECT	SPONSOR
Sidewalk Chalk Art Festival	Valley Art Association: Roylene Read & Philip Thias
HLB Renovation Grant Program	Historic Landmarks Board: Larry Wade
Shredding Day	FG Chamber of Commerce: Howard Sullivan
WESTCO	Community Action Organization: Katherine Galian
AT Smith House Safety Update Project	Friends of Historic Forest Grove: Melody Haveluck & Skip Buhler
Housing Rehab, Repair & Access Modifications	Rebuilding Together * Washington County: Juan Aranda
Food & Drink Local Small Business Enhancement	Economic Development Commission: Jeff King & Hope Kramer
Equipment for Enhanced Ecological Education	Fernhill Wetlands Council: John Hayes
Dining Room Chair Replacement	FG Senior & Community Center: John Schallberger
Sustaining/Maintaining Community Garden and Natural Resources	FG Community Gardens: Ellen Hastay
Holiday Tree Sustainability Enhancement	Chamber Holiday Display Team: Kendall Hall
Football Equipment Update	FG Little Guy Football: Jimmy Doyle & Chris
Building Permit Fees for Cooper's Corner House #4	West Tuality Habitat For Humanity: Mike Maloney sent email

**FOREST GROVE CITY COUNCIL WORK SESSION
(CEP PRESENTATIONS)
APRIL 22, 2014 – 6:00 P.M.
COMMUNITY AUDITORIUM
PAGE 2**

Pitching Machine and Protective Screen	Oregon Wild Softball: Did not present
Downtown Solar Powered Trash Compactor	FG Sustainability Ad-hoc Committee: John Hayes
Celebrating Food & Market Sustainability	Adelante Mujeres: Kaely Summers
Early Childhood Education for Latino Immigrants	Adelante Mujeres: Anne Morse
First Wednesday Events/Historic Downtown Brochure	City Club: EJ Baeza sent email
Research/Planning for Year-round Indoor Local Market	Dairy Creek Community Food Web: Kaely Summers & Robin Lindsley
FGS&CC Gardens and AT Smith House Water	Dairy Creek Community Food Web: Robin Lindsley
Collaborative Cultural Enhancement	Public Arts Commission: Kathleen Leatham

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

4. ADJOURNMENT:

Mayor Truax adjourned the Work Session at 7:45 p.m.

Respectfully submitted,

Beverly Maughan, Executive Assistant to City Manager



**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 28, 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 7:10 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Tom Gamble, Parks and Recreation Director; Jon Holan, Community Development Director; Michael Kinkade, Fire Chief; Janie Schutz, Police Chief; Ian O'Connor, Fire Division Chief; Kari Middleton, Volunteer Coordinator; and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS: None.

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

- A. Approve Work Session (B&C Interviews) Meeting Minutes of April 14, 2014.
- B. Approve Executive Session (Labor Negotiations) Meeting Minutes of April 14, 2014.
- C. Approve Work Session (Medical Marijuana Facilities) Meeting Minutes of April 14, 2014.
- D. Approve City Council Regular Meeting Minutes of April 14, 2014.
- E. Accept Community Forestry Commission Meeting Minutes of March 19, 2014.
- F. Accept Historic Landmarks Board Meeting Minutes of February 25 and March 25, 2014.
- G. Accept Parks and Recreation Commission Meeting Minutes of March 20, 2014.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 28, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 2**

- H. Accept Public Arts Commission Meeting Minutes of March 13 and March 22, 2014.
- I. Endorse Liquor License Change of Application (Full On-Premises Sales) for Grampy's Deli and Pub (Applicant: Christopher Somers).
- J. **Resolution No. 2014-39 Making Appointment to Public Safety Advisory Commission (Appoint Tim Rippe, At-Large, Term Expiring December 31, 2017.**

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

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

5. **PRESENTATIONS:**

5. A. **City Volunteer Programs Update:**

Kari Middleton, Volunteer Coordinator, presented a PowerPoint presentation highlighting the various library, parks and police volunteer programs, noting the total dollar value in volunteer hours for Fiscal Year 2012-13 was \$167,986 as follows:

- Library had 5,724 volunteer hours served, total dollar value of \$122,207, and currently has 45 volunteers.
- Parks had 570 volunteer hours served, total dollar value of \$12,169.
- Police had 1574.25 volunteer hours served, total dollar value of \$33,610.

In addition, Middleton displayed slides of each department showing photographs of various projects and tasks done by volunteers, noting volunteer services free up staff time and allow staff to focus on other, more specialized work, and helps foster positive community relations.

6. **CONTINUE PUBLIC HEARING FROM APRIL 14, 2014: SECOND 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;**

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 28, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 3**

DECLARING AN EFFECTIVE DATE

The first reading of Ordinance No. 2014-04 by title and motion to adopt occurred at the Council meeting of April 14, 2014.

Staff Report:

Holan and Police Chief Schutz had nothing further to add to the staff report presented at the Council meeting of April 14, 2014. Holan referenced written testimony submitted as noted below.

Sykes read Ordinance No. 2014-04 by title for second reading.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the Council meeting of April 14, 2014, and explained hearing procedures.

Written Testimony:

Justin Roney, unknown address, submitted a letter dated April 28, 2014, in opposition to the one-year moratorium and instead proposed a more reasonable, lessened moratorium of 180-days to six-month ban.

Proponents:

No one testified and no written comments were received.

Opponents:

Thomas Hubbel, Beaverton, testified in opposition to the one-year moratorium and instead proposed a four to six-month ban, stating the moratorium bans safe access to medicine and inhibits job creation. In addition, Hubble questioned why officers would need a year for training and why the City lacked an inventory of private schools.

Judith Ecker-Cornett, Forest Grove, testified in opposition of the moratorium, calling upon Council to let Forest Grove lead the way and end suffering for those who need access to medical marijuana.

John William Cornett, Forest Grove, testified in opposition of the moratorium, calling upon Council to let Forest Grove be a leader and end prohibition of medical marijuana.

Greg Ship, Forest Grove, testified in opposition of the moratorium, calling upon Council to allow safe access for people who need medical

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 28, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 4**

marijuana.

No one else testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

In response to Lowe's concern pertaining to the moratorium, Holan affirmed SB 1531 gives local governments the authority to impose up to one-year maximum. Lowe commented the key to her support is recognizing the City can shorten the moratorium; otherwise, she would have asked for a reduced time; noting it is time and she supports the need.

Miller commented though she is unsure if it is time, it is State law and, as a result, it needs to happen now, noting she acknowledges the need and request and she is glad the City has latitude to change the moratorium.

In response to Kidd's concern pertaining to the moratorium, Holan affirmed the City could shorten the moratorium at any time. Kidd commented he does not believe police training should be stretched out, noting he would be supportive of shortening the moratorium if the City has an application on file for a facility.

Council President Johnston thanked those who testified, noting he still has many questions that need to be addressed, such as zoning and if banks will work with facilities. In addition, Johnston noted he and Councilor Thompson are attending a League of Oregon Cities training session on May 1, 2014, to learn more on medical marijuana regulations.

Mayor Truax gave closing comments, noting the moratorium expires May 1, 2015, which puts a lot of pressure on State legislature to do something between now and then. In addition, Mayor Truax commented on the inaction of the State legislature, putting cities in Oregon in a difficult position to act and federal government dragging its feet on continuing to identify marijuana as a controlled substance, noting until change

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 28, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 5**

happens, cities like Forest Grove have to make these types of decisions. Mayor Truax added if change were to happen, it would make it a whole lot easier for people who need medical marijuana.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the Council meeting of April 14, 2014.

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

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**
The first reading of Ordinance No. 2014-05 by title and motion to adopt occurred at the Council meeting of April 14, 2014.

Staff Report:

Holan had nothing further to add to the staff report presented at the Council meeting of April 14, 2014.

Sykes read Ordinance No. 2014-05 by title for second reading.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the Council meeting of April 14, 2014, and explained hearing procedures.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 28, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 6**

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the Council meeting of April 14, 2014.

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

8. PUBLIC HEARING AND RESOLUTION NO. 2014-37 SETTING FEES AND CHARGES FOR AQUATIC CENTER, EFFECTIVE JULY 1, 2014, AND REPEALING RESOLUTION NO. 2013-25

Staff Report:

Downey and Gamble presented the above-proposed resolution for Council consideration, noting the proposed resolution would increase Aquatic Center fees and charges by three and one-half percent (3.5%), rounded to the nearest increment, effective July 1, 2014. For in-City (18-64) public and fitness swim, the fee would increase from \$4.75 to \$4.90. For in-City (2-17 years); Senior and Disabled Veteran, the fee would increase from \$3.25 to \$3.35. For outside-City (2-17 years); Senior and Disabled Veteran, the fee would increase from \$4.25 to \$4.40. In addition, staff proposed to increase the Lifeguard Challenge fee from \$50 to \$85 to recoup actual costs for providing the test. In conclusion of the above-noted staff report, Downey advised the fee request at this time is to allow the Aquatic Center the ability to post the new fee schedule in its summer brochure.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-37.

Sykes read Resolution No. 2014-37 by title.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 28, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 7**

MOTION: Councilor Lowe moved, seconded by Councilor Miller, to adopt Resolution No. 2014-37 Setting Fees and Charges for Aquatic Center, Effective July 1 2014, and Repealing Resolution No. 2013-25.

Public Hearing Opened:

Mayor Truax opened the Public Hearing.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

In response to Mayor Truax's concern pertaining to setting the same fee as in-city for out-of-city veteran, Gamble advised the reason the fee is higher than in-city fee is that out-of-city do not pay property taxes to live in the City.

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

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

9. **RESOLUTION NO. 2014-38 ADOPTING FISCAL YEAR 2013-14 SUPPLEMENTAL BUDGET AND AUTHORIZING THE EXPENDITURE BY THE FIRE DEPARTMENT WITHIN THE GENERAL FUND BUDGET**

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 28, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 8**

**OF FIRE CONFLAGRATION REIMBURSEMENT FUNDS RECEIVED
FROM THE STATE OF OREGON**

Staff Report:

Downey and Fire Chief Kinkade presented the above-proposed resolution for Council consideration, requesting authorization for the expenditure by the Fire Department, within the General Fund budget of fire conflagration reimbursement funds received from the Oregon Department of Forestry (ODF), to purchase audio/visual and video conference equipment upgrades for the fire training room. Downey reported the total cost for the Mondo Pad System equipment and installation is \$15,240 and there is a monthly maintenance fee of \$99 (\$1,188 annual) required to maintain interactive video conferencing, noting the project will be funded using reimbursement funds received from ODF and Forest Grove Rural Fire Protection District has agreed to fund half of its share. In conclusion of the above-noted staff report, Downey advised an appropriation of funds is needed before the City can expend funds, noting no supplemental budget hearing is required pursuant to budget law.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-38.

Sykes read Resolution No. 2014-38 by title.

MOTION: Councilor Lowe moved, seconded by Councilor Miller, to approve Resolution No. 2014-38 Adopting Fiscal Year 2013-14 Supplemental Budget and Authorizing the Expenditure by the Fire Department within the General Fund Budget of Fire Conflagration Reimbursement Funds Received from the State Of Oregon.

Council Discussion:

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

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

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 28, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 9**

10. DEPARTMENT WORK PLANS FOR FY 2014-15:

Fire Department:

Chief Kinkade presented a PowerPoint presentation outlining the Fire Department's Work Plan for 2014-15 as noted in his staff report. Kinkade's report focused on fire-related work plan and action items outlined in the Cornelius/Forest Grove Fire and Rescue Strategic Plan for Fiscal Year 2014-15, including service delivery; strategic planning; community outreach and education; technological enhancements; strategic partnerships; and employee development. In addition, Kinkade reported on other various department-related action plans and addressed various Council inquiries.

Engineering/Public Works Department:

Foster presented a PowerPoint presentation outlining the Engineering, Public Works, and Water Treatment Department's Work Plans for 2014-15 as noted in his staff report. Foster's report focused on various transportation-related projects; sewer infrastructure in newly-annexed areas; northwest area concept plan; water treatment plant seismic 5-year study; and sustainability infrastructure design. In addition, Foster reported on other various department-related action plans and addressed various Council inquiries.

Community Development Department:

Holan presented a PowerPoint presentation outlining the Community Development Department's Work Plan for 2014-15 as noted in his staff report. Holan's report focused on various department-related projects; ongoing tasks; building permit activity; support for other departments; board and commission projects; and outside agencies. In addition, Holan reported on other various department-related action plans and addressed various Council inquiries.

Administrative Services Department:

Downey presented a PowerPoint presentation outlining the Administrative Services Department's Work Plan for 2014-15 as noted in his staff report. Downey's report focused on finance and budget-related major tasks; management-related tasks; Human Resources major tasks; and IT major tasks. In addition, Downey reported on other various department-related projects and addressed various Council inquiries.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 28, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 10**

11. 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 staff is working on an appeal regarding Oregon Department of Transportation's (ODOT) speed study recommendations for Highway 47/Maple Street/Fern Hill Road Interchange, noting a Town Hall is scheduled for May 1, 2014, with multi-jurisdictions to discuss concerns. Sykes recapped the Town Hall, held April 23, 2014, to discuss Highway 47/Verboort/Purdin Road intersection, noting ODOT is on site today making speed zone changes. Sykes reported 29 citizens graduated from 6th Annual Police Citizen Academy, noting the class has been very successful. 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.

12. COUNCIL COMMUNICATIONS:

Council President Johnston reported attending the Oregon Department of Forestry meeting and attending the League of Oregon Cities Finance and Taxation Committee meeting. Johnston reported on Public Safety Advisory Commission (PSAC)-related meeting, noting PSAC supported the proposed smoking ban in city parks. Johnston reported he plans to attend the League of Oregon Cities training session on May 1, 2014, to learn more on medical marijuana regulations. Johnston noted he enjoyed interacting with department staff during the joint negotiations training session held on April 25, 2014. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Kidd reported on Historic Landmark Board (HLB)-related meeting, noting HLB welcomed its newest member. Kidd reported attending the League of Oregon Cities Energy Committee meeting. In addition, Kidd reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe invited everyone to attend the ribbon-cutting celebration at Fernhill Wetlands on May 1, 2014. Lowe commended Mayor Truax and thanked everyone who attended the Town Hall on April 23, 2014, to discuss Highway 47/Verboort/Purdin Road intersection. In addition, Lowe reported on other matters of interest and upcoming meetings she was

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 28, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 11**

planning to attend.

Miller highlighted on Public Arts Commission-related activities. Miller reported on Chamber-related matters, noting the Chamber would like to see city dollars budgeted this fiscal year to support the Chamber as other cities currently do. In addition, Miller reported on other matters of interest and upcoming meetings she was planning to attend.

Thompson reported he plans to attend the League of Oregon Cities training session on May 1, 2014, to learn more on medical marijuana regulations. 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 commended Senators Bruce Starr and Betsy Johnson, the Oregon Department of Transportation, Washington County Commissioners, and Pacific University, and families who attended the Town Hall on April 23, 2014, to discuss Highway 47/Verboort/Purdin Road intersection, noting he is looking forward to the safety improvements planned by the ODOT and Washington County. In addition, Mayor Truax reported on other various local, regional, Metro, and Washington County meetings he attended and community-related events he was planning to attend.

Community Enhancement Program (CEP) Funding Allocation:

Mayor Truax reported on the CEP grant application presentations, heard on April 22, 2014, noting he is seeking Council feedback on whether to consider reallocating the unrequested CEP funds from Boards and Commissions (B&C) to Non-Profit, noting B&C has \$28,300 funds available and only \$17,200 was requested, leaving a balance of \$11,102 unrequested funds available, which resulted in the following motion:

MOTION: Councilor Thompson moved, seconded by Councilor Kidd, to approve transferring B&C unrequested CEP funds to Non-Profit.
ABSENT: Councilor Uhing. MOTION CARRIED 6-0 by voice vote.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 28, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 12**

In conclusion of the above-noted discussion, Downey advised he would e-mail a new CEP funding allocation worksheet to Council in the morning. In addition, Mayor Truax reminded Council to submit their evaluation forms allocating CEP funding by Wednesday, April 30, 2014.

12. ADJOURNMENT:

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

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

APPROVED

30

1. **CALL TO ORDER:**

Chairman Beck called the meeting to order at 7:02 p.m.

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

Staff Present: Jon Holan, Community Development Director; James Reitz, Senior Planner; Marcia Phillips, Assistant Recorder.

2. **PUBLIC MEETING:**

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

2.2 **PUBLIC HEARING:**

A. PRD-14-00019 – Poplar Commons. A Planned Residential Development consisting of 8 single-family detached residential lots located at 1820 Poplar St. (Tax Lot # 1S305BA02700)

Chairman Beck read the hearing procedures and asked the Commissioners if there were any conflicts of interest, ex-parte contacts, bias or abstentions. Commissioner Miller stated that he has been on the property. There were no challenges from the audience. Beck opened the public hearing and called for the staff report.

Mr. Reitz described the application as an 8-lot single-family detached planned residential development (PRD), with Tract A as a private street. He stated that Poplar St. will be built to full City standards on the west side, with the east side having been built to City standards years ago. Reitz explained that the density minimum is seven lots, and the applicant is proposing 8 lots with the required 40% open space.

In response to a question from Chairman Beck, Mr. Reitz said that because this is a PRD, the Commission has flexibility on the 40% open space. Reitz stated that the right-of-way design more than meets the requirements, and explained the reason for the lack of sidewalk on the north side of the private drive. He stated that the City's Engineering Dept. would prefer a public rather than private drive due to street maintenance. Reitz said the public utilities are in the private tract, and the City would have easement to get in and repair the utilities and then would have to repair the pavement anyway, so a public drive makes sense. He mentioned that the City must also keep the water quality facility clear so it does not fail, so the City Engineer feels it would be best to take responsibility for the drive and make it a public street. The street would then need to meet City standards for a public street.

Chairman Beck stated regarding any applications with private streets, in future the Commission would like very explicit requirements for private streets. Beck said this application is proposing modestly priced homes for people with modest

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

April 7, 2014-7:00 P.M.

PAGE 2 of 7

incomes, so street maintenance would be a burden. Beck said he was in favor of making Tract "A" a public street.

Mr. Holan agreed that there were a limited number of lots to help maintain the Street and other private common facilities.

Chairman Beck stated that in this circumstance with so few lots, sidewalks on both sides of the street are not necessary.

Mr. Reitz said staff recommends removal of both conifers, and the replanting of new conifers elsewhere on the property. Reitz described the setbacks and the potential problems with such small setbacks. He said staff proposes three options to alleviate the problems. Option #1 - build smaller homes. Option # 2 – increase the front yard to 12-feet. Option # 3 – decrease the street width from 32-feet to 30-feet to gain a foot of setback on each side of the street. Reitz said staff recommends Option # 3.

Chairman Beck suggested that the Commission could lower the standards on the amount of open space and give more space between houses. This would not materially affect the amount of open space. He said it looks like a lot of unused land with potential maintenance problems in years to come.

Mr. Reitz said the tracts will remain in private ownership even if Tract A becomes a public street. He said with 8-lots there are 34 parking spaces available, which more than meets the parking requirement. Reitz showed a picture of the streetscape, and commented that the open decks should probably be closed due to Oregon's weather, which would add more indoor living space. He said staff recommends that the applicant present what will be done with the homes tonight, and staff recommends one more home plan be added for variety.

In response to a question from Commissioner Miller, Mr. Reitz stated that the property owners patrol the parking situation, unless the private street is designated a fire lane.

Chairman Beck stated that the private street is short enough that the Fire Department did not designate it as a fire lane.

Commissioner Nakajima reminded staff that the windows should be off set, so as not to look into neighbor's windows.

Mr. Reitz read the Conditions of Approval.

Chairman Beck said the PUE standard should be changed to 11-feet and encroachments be allowed such as footings and eaves.

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

April 7, 2014–7:00 P.M.

PAGE 3 of 7

Mr. Reitz said it might be a good idea to require the installation of a good neighbor fence along the west property line to prevent cut through.

Chairman Beck stated that it would be a good idea to require a good neighbor fence all the way around.

APPLICANT:

Matt Newman, NW Engineers, 3409 NW John Olson Place, Hillsboro, OR 97124. Mr. Newman stated that he was representing the applicant, Mr. Steele.

Mr. Newman stated that City of Tigard and City of Hillsboro do not allow private streets.

Chairman Beck stated that City of Forest Grove is close to that also.

Mr. Newman said the applicant is agreeable to a 24-foot street width curb-to-curb and is agreeable to making it a public street. He explained that the 40% open space requirement was a challenge with such a small PRD, and said the applicant would be happy to have wider setbacks and less open space. He stated that with only 8-lots, it will put quite a burden on the property owners to maintain this much open space. Newman said the sidewalk could be on the north side of the street, but thought the south side was better due to the location of the park.

Mr. Newman showed the two concept plans for homes that could be built on the site. One plan had a single car garage and the other plan had a double car garage. He said the architect put an open deck in the pictures, but it is probably not a good idea with our weather. Newman said he did not necessarily agree with staff about adding a third plan, but it could be done.

In response to a question from the Commission, Mr. Newman explained that they could not meet the density requirements by doing a standard subdivision.

Mr. Newman said the applicant is not opposed to putting up a good neighbor fence around the property, although the south side has good fencing. He said the applicant has no concerns about the Conditions of Approval. Newman said the applicant is agreeable to reduction of open space and increase of setbacks.

In responding to discussion about maintenance, Mr. Holan explained that when the CC&Rs are brought in, they must prove there is a financial mechanism in place to collect funds to maintain the open space.

Chairman Beck said he saw no value in the open space near the street. He said given everything else, he would put another house there and increase setbacks on the other lots thus eliminating much of the maintenance burden.

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

April 7, 2014-7:00 P.M.

PAGE 4 of 7

Mr. Newman recommended low maintenance landscape design for the open spaces rather than a lot of lawn which is high maintenance.

PROPONENTS: None.

OPPONENTS: None.

OTHER:

Paulette Reid, 3404 19th #107, Forest Grove, OR. Ms. Reid said she was representing the Laurel West Condominiums, and they are concerned with the west side of the proposed PRD. She stated that the driveway to the condos on the west side of this site is very narrow and there is a raised concrete wall along the drive. The concern is about the fence and kids jumping into the drive.

Daren & Angela Elliott, 1751 Poplar Place, Forest Grove, OR. Mr. Elliot said he and his wife think the plans look pretty good, and they like the idea of a fence. He said there is one tree leaning towards their property that is dead or dying and should be removed. Elliott said they are concerned about standing water – where is the water going to go?

Mr. Reitz explained that the site must be graded so water does not run onto neighboring properties.

Mr. Elliott said the play area is right next to their house, and they are concerned about the potential of a 3-story play structure looming over them and bright lighting.

In response to a question from Chairman Beck, Mr. Reitz said that there is likely to be a street light at the head of the cul-de-sac, but no lighting in the play area.

Don & Chariss Cook. Ms. Cook explained that they own the property on the north side of the proposed project, and would like to see a fence along the north property line.

REBUTTAL: Mr. Newman said the tree the Elliots mentioned is marked as being saved, but if they want it removed it can be done.

Mr. Reitz said staff has no objection to its removal.

Chairman Beck said the Commission has no objection to its removal and replacement. Chairman Beck closed the public hearing at 8:48 pm.

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

April 7, 2014-7:00 P.M.

PAGE 5 of 7

COMMISSION DISCUSSION:

Commissioner Hymes said this house design is just proposed.

Mr. Holan said the house design is part of the application, and part of the PRD. He said if not these houses, then some that are better than or equal to the proposed designs would be built. He recommended revising Condition #3 to read, "house design as submitted shall be greater than or equal to the proposed designs as determined by the Community Development Director".

Chairman Beck polled the Commissioners and it was decided to amend the Conditions of Approval as follows:

- Make the private street a public street
- Reduce the amount of open space and increase lots to a 5-foot sideyard setback
- Convert Tract B to a lot where an additional house can be built
- Add a condition that windows need to be offset for privacy
- Add a condition that a good neighbor fence shall be installed around the property except along the south side, where there is a good existing fence
- Add a third house design

Mr. Holan verified the Commissions amendments and made suggestions to the revisions as follows:

- Condition # 5 – Tract "A" shall be dedicated to the City as a public street.
- Tract "B" shall be eliminated and made Lot #9
- Revise Condition #13 to read, "The public street shall meet City standards for a 24-foot street curb-to-curb.
- Revise Condition # 20 to read, "Side yard setbacks shall be a minimum of 10 feet between houses".
- Add a condition that Lot # 1 shall be widened by 3-feet, Lots # 2 & # 3 shall be widened by 1-foot, Lot # 5 shall be widened by 5-feet, Lot # 6 shall be widened by 3-feet, Lots # 7 & # 8 shall be widened by 3-feet.
- Revise Condition # 30 to read, "Remove and replace the two dual-leader conifer trees and one Maple on the west property line. Three replacement trees with at least a 2-inch caliper shall be installed elsewhere within Poplar Commons".

Chairman Beck told staff to leave in Condition # 18 regarding a sidewalk all the way from Poplar St. to the driveway on Lot # 6.

Commissioner Nakajima made a motion to approve Poplar Commons

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

April 7, 2014–7:00 P.M. **PAGE 6 of 7**

**PRD-14-00019 with revisions to the Conditions of Approval as noted.
Commissioner Lawler seconded. Motion passed 7-0.**

2.3 ACTION ITEMS: None.

2.4 WORK SESSION ITEMS: None.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES: Commissioner Hymes made a motion to approve the minutes from the March 3, 2014 meeting. Commissioner Ruder seconded. Motion passed 7-0.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES: None.

3.3 DIRECTOR’S REPORT:

Mr. Holan announced that all materials on the Comprehensive Plan have been indexed, cataloged and shipped to DLCD. This represents four years of hard work. He said we anticipate DLCD staff will be reporting back in sixty days, and then there is an appeal period.

Mr. Holan said staff will be going before the City Council on Monday night to form an Urban Renewal Agency.

Mr. Holan said he has received an application for a Medical Marijuana facility, but these facilities cannot be allowed in residential zones or across the street from a school. He said the City is going for a 1-year moratorium to prevent the establishment of these facilities until the City develops rules and regulations.

Commissioner Miller stated that he wants the Commission to pursue what Tigard and Hillsboro are doing regarding banning private street.

Mr. Holan said that staff will be bringing zone change issues from the Comprehensive Plan before the Commission, and may very well bring this, and the widening of the PUE, before the Commission at that time.

Chairman Beck asked staff to schedule the yearly Commission training.

Mr. Holan said he will ask the City Recorder about Commissioner Miller’s position first, and if it looks like Commissioner Miller will be onboard for awhile longer, he will schedule the training.

In response to a question from the Commission, Mr. Holan said there is nothing on the docket, so there will be no meeting on the 21st of this month.

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

April 7, 2014–7:00 P.M.

PAGE 7 of 7

- 3.4 ANNOUNCEMENT OF NEXT MEETING:** Next meeting will be held on May 5, 2014.
- 3.5 ADJOURNMENT:** The meeting was adjourned at 9:15 pm.

Respectfully submitted by:
Marcia Phillips
Assistant Recorder

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3D

APPROVED

Minutes are unofficial until approved by the Public Safety Advisory Commission

1. **ROLL CALL:**

Meeting Called to Order by Chairman Mills at 8:30 am.

Members Present:

Chairman Robert Mills, Tim Dierickx, Mike Bernhardt, Glenn VanBlarcom, Drue Garrison, Nathan Seable, and Laura Hale.

Members Absent: None

Liaisons Non-Voting Representatives Present:

Tom Johnston, Guy Storms, Troy Strass, and Marty Goldman

Others Present:

Fire Chief Michael Kinkade, Police Chief Janie Schutz, Carol Lorenz, Jill Smith, and Edwin Rios

2. **INTRODUCTIONS**

Self- introductions were made. Troy Strass was introduced as the Head of Public Safety at Pacific University by Police Chief Schutz.

3. **CITIZEN COMMUNICATIONS**

Concerns that there are no sidewalks on B St from Harvey Clark to the High School. Children walking to and from school. It was suggested to write up some information and present it to Rob Foster and the Traffic Review Board.

4. **APPROVAL OF MINUTES**

There was a motion by Mike Bernhardt and a second by Laura Hale to approve the minutes of the January 22, 2014 meeting as emailed.

MOTION CARRIED 7-0

5. **ADDITIONS/DELETIONS**

None

6. ACTION ITEMS/DISCUSSION

None

7. STAFF REPORTS

Police Department –

See attached Chief Schutz report February 2014

See attached Forest Grove Police / Goals 2014-2015

-Met goals except: Explore long term funding/Public Safety

-Calls for Service over the past 4 years. Traffic Enforcement is down but calls for Service has gone up.

-Police Department Priorities / Needs

Introduced full time Code Enforcement Officer Brandi Walstead

Fire Department –

See attached Fire Chief's Report January 13-February 9, 2014

See attached Fire Chief's Report February 10 – February 21, 2014

8. OLD BUSINESS

Graffiti update – New tagging on Bonnie/Ash. PSAC stated that they are not receiving calls for help regarding graffiti clean-up at this time. CSO has been working on Graffiti and with the weather getting nicer it seems to be picking up.

Traffic Review Board: It was approved for a PSAC member to attend the Traffic Review Board meetings. The next meeting will be held at the Engineering Department on March 6, 2014 at 11:00

NEW BUSINESS

Crosswalk and Pedestrian Safety. It was suggested to write an article for the paper.

Elderly woman may need help with cleaning up her property to come into compliance. CSO Walstead has been communicating with Mike Bernhardt regarding this issue. There was a suggestion to check with Pastor Rudy with Sunrise Church at the possibility of their church youth group helping.

**PUBLIC SAFETY ADVISORY COMMISSION
Forest Grove Police Department
2102 Pacific Ave
February 26, 2014
Page 3 of 3**

PSAC stated they would like to see a group similar to Friends of the Library for Public Safety.

PSAC stated concerns regarding the Police Department building and additional needs. It was suggested to try for a bond for a new police facility.

ANNOUNCEMENT OF NEXT MEETING – March 19, 2014 @ 8:30 am at the Fire Department.

ADJOURN

The meeting was adjourned at 9:50 am.

Recorded & submitted by:

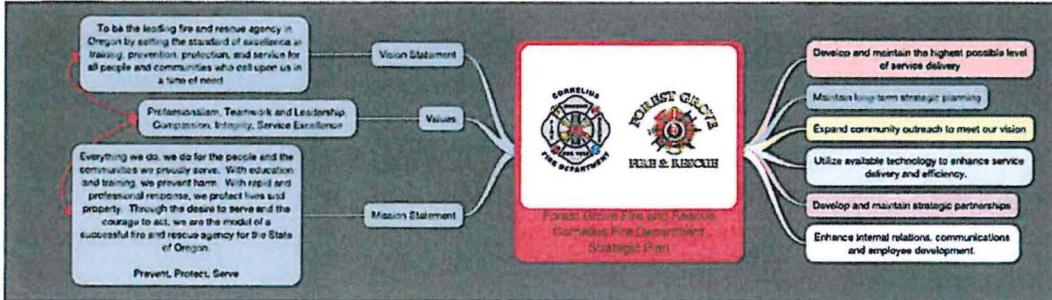
Carol Lorenz, Police Records Spec.

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Fire Chief's Report

Reporting Period: January 13-February 9, 2014



Notable Calls and Events



•Joint: Both departments provided community support and emergency response during a significant snow and ice storm February 7-9.

•Forest Grove: 2nd alarm fire in the 2100 block of 17th Avenue in one of our historic homes. Crews from Cornelius, Hillsboro, Banks and Gaston assisted with a very difficult extinguishment. The cause is still under investigation.

•Forest Grove:

Conducted active shooter training with the Forest Grove Police Department in the Times Litho building on January 30.

- Joint: January 15-22 Forest Grove and Cornelius training divisions coordinated two live fire training events in donated house in Cornelius and North Plains. This class was designed to teach area fire instructors safe techniques for conducting live fire training in acquired structures. Over 40 firefighters received training in this event, including firefighters from Forest Grove, Cornelius, Gaston, Hillsboro, District #2, and Yamhill.





Fire Chief's Report

Reporting Period: January 13-February 9, 2014



- Cornelius: Serious motor vehicle accident on February 22 on Hornecker Road. The patient was ejected and had serious injuries that required Life Flight transport.
- Cornelius: The Cornelius Firefighter's Association conducted another successful annual crab feed event for the community on January 18.

Projects and Administration

Links to strategic goals are indicated by the SG# at the end of each update. See chart on page 1.

- Joint: Fire Chief completed the three-day course Fire Department Accreditation and Standard of Cover provided by the Commission of Fire Accreditation, International in Los Gatos, California. This class is part of the strategic plan to evaluate the accreditation process and the development of a standard of cover. (S5)
- Forest Grove: Division Chief Ian O'Connor completed the seven day course Fire Service Training Course Design at the National Fire Academy in Emmitsburg, Maryland. (S1, S6)
- Joint: Fire Chief completed the seven day course Emergency Resource Deployment Planning - Standard of Cover, at the National Fire Academy in Emmitsburg, Maryland. This class will help both departments develop a standard of cover, a critical component of our strategic plan. (S5)
- Forest Grove: Division Chief David Nemeyer coordinated a smoke alarm campaign in the neighborhood surrounding our recent fire at 22nd and Main, visiting 28 homes, testing 23 smoke detectors and installing 2 smoke alarms. (S1)
- Joint: Quarterly reports for all federal grants were successfully completed. (S1, S5)
- Joint: Fire Chief completed facilitation of Washington County EMS strategic plan. (S5)
- Joint: Division Chief Dave Nemeyer provided a presentation to the joint Chamber of Commerce, highlighting disaster preparedness, the Public Alerts messaging system, and the role of the fire inspector in the business community. (S3)
- Forest Grove: Completed the annual inspection of the Forest Grove High School, which is our largest inspection with our largest occupant load, and this takes



FIRE & RESCUE

Fire Chief's Report

Reporting Period: January 13-February 9, 2014



several days to complete (when the school is not in session). Over 40 violations were found. Also completed inspections at Harvey Clark, Dilly, Joseph Gale and Fernhill Elementary. (S1, S3)

- Forest Grove: Captain Chris Woodford provided fire extinguisher training to employees at Doherty Ford. (S3)
- Forest Grove: On January 13 Fire Chief provided a report to the Forest Grove City Council on backyard burning.
- Joint: Captain Steve Black and Lieutenant Will Murphy completed the National Fire Academy class EMS Quality Management in Salem, Oregon. (S1)
- Joint: Fire Chief met with Chiefs of Banks and Gaston to review plans for partnership study in next fiscal year. (S5)
- Cornelius: The Type I apparatus design team led by Lieutenant Ty Augustine has recommended a KME Panther/Flex pumper for \$415,689. The next step is to create a supplemental budget with the Cornelius Rural Fire Department and sign the contract. (S1)

ALARM RESPONSE	THIS MONTH			THIS YTD			LAST YEAR	
TOTAL CALLS	306			306			273	
TYPES OF ALARMS	THIS MONTH			THIS Y-T-D			THIS MONTH LAST YEAR	LAST Y-T-D
	City	Dist	Total	Total	City	Dist		
Rescue & First Aid	192	23	215	192	23	215	211	211
Cancelled EMS	30	2	32	30	2	32	16	16
Structure Fire	3	0	3	3	0	3	4	4
Vehicle Fire (mobile property)	0	0	0	0	0	0	0	0
Brush, Grass, Leaves, Trees	0	0	0	0	0	0	0	0
Trash, Rubbish	0	1	1	0	1	1	0	0
Smoke & Odor Investigation	2	2	4	2	2	4	2	2
Illegal Burn	2	2	4	2	2	4	1	1
Hazardous Mat/Situation	6	2	8	6	2	8	2	2
Public Service/Good Intent	17	2	19	17	2	19	20	20
Mutual Aid	0	0	8	0	0	8	8	8
False Alarm/Alarm Malfunctions	7	0	7	7	0	7	9	9
Cancelled Alarms	2	3	5	2	3	5	0	0
TOTAL CALLS	261	37	306	261	37	306	273	273



Fire Chief's Report

Reporting Period: January 13-February 9, 2014



Strategic Goals

Strategic plan update here:

<https://www.dropbox.com/s/gfnog1rt4ry2tlu/Strategic%20Plan%20-%20Strategies.pdf>

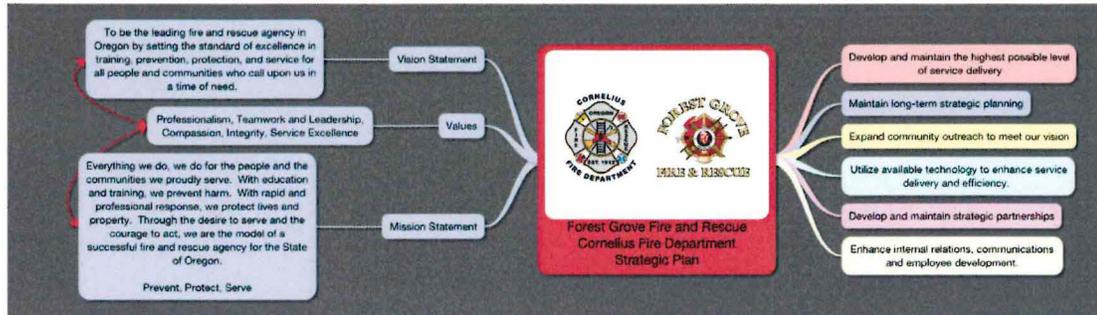
Once the page opens click to zoom in, use the arrow keys on your keyboard to move around. Our progress is updated frequently. This update can also be accessed on our web site.

	This Month	This Y-T-D	Last Year	Last Y-T-D
Calls occurring at same time	44	44	37	37
FIRE COSTS	This Month	This Y-T-D	Last Year	Last Y-T-D
Persons Injured by Fire	2	2	0	0
Fatalities by Fire	0	0	0	0
Estimated Loss	\$70,000	\$70,000	\$500	\$500
Estimated Savings	\$25,000	\$25,000	\$129,500	\$129,500
COMPANY ACTIVITIES	This Month	This Y-T-D	Last Year	Last Y-T-D
Assemblies	8	8	0	0
Businesses	16	16	0	0
Educational	6	6	0	0
Factories	2	2	0	0
High-Hazard	0	0	0	0
Institutional	4	4	0	0
Mercantile	1	1	0	0
Residential	7	7	2	2
Storage	5	5	0	0
Miscellaneous	0	0	0	0
New Smoke Alarms	0	0	1	1
Home Safety Survey	0	0	0	0
Complaints	2	2	1	1
Press Releases	1	1	1	1
Media Interviews	12	12	7	7
Investigations	1	1	0	0
Juveniles	1	1	0	0
Address Signs	8	8	0	0
Driveways	1	1	2	2
Commercial Plans	1	1	4	4
Residential Plans	1	1	1	1
Public Education Programs	3	3	1	1
PERSONNEL	This Month	Last Month	Last Year	
Total Paid Personnel (includes Temporary employees)	23	23	22	
Volunteer/Support Roster	51/18	51/18	59	
REMARKS:				
44 calls @ the same time, 35 times 2 @ same time, 3 time 3 @ same time, 1 time 4 @ same time				



Fire Chief's Report

Reporting Period: February 10-February 21, 2014



Notable Calls and Events

- Forest Grove: Head-on collision at Highway 47 and B Street with three people injured - one person was transported to Legacy Emanuel with serious injuries.



- Forest Grove: On February 13 a celebration of Forest Grove Fire and Rescue's 120th birthday was held at Station 4. Maggie's Buns provided over 120 of her delicious cinnamon rolls, and the Forest Grove News-Times conducted a fund-raiser for the Forest Grove Firefighters Association, providing \$250 for their community program.



- Forest Grove: A language-immersion group from Adelante Mujeres visited the station on February 21, and were provided training in basic first aid, emergency procedures and CPR by Firefighter Jordan Ruiz.





Fire Chief's Report

Reporting Period: February 10-February 21, 2014



- Forest Grove: The investigation of the 2nd alarm house fire on 17th Avenue was completed. The cause was determined to be combustible items stored too close to a baseboard heater. The investigation was done by Captain Chris Woodford, Ray Downey of OSP, and Gene Whitiker of State Farm, Insurance.

Projects and Administration

Links to strategic goals are indicated by the SG# at the end of each update. See chart on page 1.

- Cornelius: Received formal notification that the Cornelius Fire Department has received a \$680,000 four year grant from SAFER. This grant will continue funding of the Volunteer Retention and Recruitment coordinator, and provides for \$40,000 worth of PPE each year for new volunteers (S5, S1, S2, S6).
- Joint: Met with consultant to review scope and project of a review and update of our joint Emergency Operations Plan. This project is funded by State Emergency Management, and will help update our EOP, add functional annexes, and bring it more in line with a statewide EOP template for easier integration. This project is scheduled to be completed by August (S1, S5).
- Joint: Lt. Will Murphy completed an order for our stockpile of countermeasure antibiotics for a potential anthrax exposure from the Strategic National Stockpile (S2).
- Cornelius: Cornelius suffered a large water line break that could limit water availability for fire suppression. We added Cornelius Public Works to the WCCCA dispatch protocols for all residential and commercial fires and developed a contingency plan while the system is being repaired. The repairs may take a couple of weeks.
- Cornelius: Matt Johnston completed a plan review for St. Alexander Church. This plan will vacate North Barlow Street between 10th and 11th Avenue and demolish all houses in that area to accommodate a 16,000 square foot church.
- Joint: Worked with the Fire Chiefs of Banks and Gaston to re-schedule the recently cancelled Washington County Joint Fire Board Director's meeting. It has been scheduled for May 13, 2014. A presentation by ESCI will be given at this meeting on how they do partnership studies.
- Joint: Completed a review of over 500 Emergency Reporting Software reports to determine which ones are best suited for data mining and reporting for several upcoming critical projects.



Fire Chief's Report

Reporting Period: February 10-February 21, 2014



- Forest Grove: Attended the Forest Grove Department Head retreat where each department presented their goals for the upcoming fiscal year. These will be presented at the upcoming City Council retreat on March 1.
- Joint: Met with TVFR EMS Battalion Chief to review and discuss the home health services pilot project they are doing with Providence/St. Vincent's Medical Center (S5).
- Cornelius: Followed up with Sea Western on delivery of the grant funded air trailer – it is scheduled to be delivered in late March (S1).
- Joint: Facilitated the first meeting of Washington County EMS stakeholders to discuss our current governance model and possible improvements. This is part of the strategic planning process recently approved. This portion of the plan will be completed by June (S5).
- Joint: Attended the special WCCCA Board meeting (voting member representing Cornelius) to approve the contract for a computer aided dispatch system. This contract was recommended for approval by TAC and the Executive Board. This eight year contract will provide the new Tiburon CommandCAD product, which will go in-service in November 2015 to replace our current CAD system. The total cost of this contract is \$1,069,572 at signing, \$995,426 at year one anniversary, and six annual payments of \$332,941 (total is \$4,062,644). Costs are shared in a partnership between CCOM (Clackamas), LOCOM (Lake Oswego) and WCCCA. WCCCA pays 52.38%, CCOM 33.33%, and LOCOM 14.29%. After this meeting the WCCCA Budget Meeting was held – WCCCA fees for 2014/15 were presented: Cornelius Fire Department \$45,937 (3% increase), Forest Grove Fire \$170,504 (2.5% increase), Cornelius Police \$109,755 (1.3%) and \$200,214 (4.3%) (S1, S5, S2).
- Joint: Attended monthly Washington County EMS Ops meeting. BC Mark Charleston (TVFR) provided a report on the on-line medical control pilot project. The project is exceeding expectations. Discussion on long-term funding for this project was held. The pilot project ends on June 30. There was also a presentation from the EMS Office on their budget and expenditures. There are some concerns about ambulance response during the recent snow event – there will be a review of this at a meeting in late February (S5).
- Joint: WCCCA Technical Advisory Group meeting was held on February 12. FGFR will no longer be responding to unknown injury accidents in the unprotected areas on Highway 6 effective March 1, 2014. TAC also approved the new Tiburon CAD system proposal (S5).



Fire Chief's Report

Reporting Period: February 10-February 21, 2014



- Forest Grove: Sharon Cox attended a one-day advanced training course in the utilization of our records management system (S3, S1).
- Joint: Captain Steve Black and Lieutenant Will Murphy completed the NFA Class "EMS Quality Management" held at DPSST in Salem, Oregon (S6, S1).
- Joint: Captain Joe Smith and Captain George Robards completed training on the use of the apparatus module for Emergency Reporting Software (S1, S4).
- Joint: Lt. Will Murphy conducted an online EMT protocol/medication test for both departments. The results of this testing are being used to help guide training and quality improvement (S6, S1).
- Cornelius: The apparatus design committee completed their review and recommended the KME pumper. I am now working on getting the contract with the vendor approved by the Cornelius Rural Fire Board, which requires a supplemental budget approval. ORS requires public advertising period for this type of process - a special meeting is scheduled for March 11 to get this contract approved (S1).
- Joint: Fire Chief attended Washington County Fire Defense Board meeting where we discussed response to ODF protected lands, a new mutual aid contract with Columbia County, and current EMS system issues. The current practice of automatic dispatch to ODF protected land is probably going to be discontinued (still in discussion), and instead become a mutual aid request from ODF once they have evaluated and determined their need.
- Joint: Interviews were conducted for new volunteers and interns – 22 were selected to continue on (S5, S6).



Fire Chief's Report

Reporting Period: February 10-February 21, 2014



Cornelius January Data Report

ALARM RESPONSE	THIS MONTH			THIS YTD			LAST YEAR	
TOTAL CALLS	101			101			105	
TYPES OF ALARMS	THIS MONTH			THIS Y-T-D			THIS MONTH	LAST
	City	Dist	Total	Total	City	Dist	LAST YEAR	Y-T-D
Rescue & First Aid	57	5	62	57	5	62	62	62
Cancelled EMS	9	0	9	9	0	9	8	8
Structure Fire	0	0	0	0	0	0	0	0
Vehicle Fire (mobile property)	0	0	0	0	0	0	1	1
Brush, Grass, Leaves, Trees	0	3	3	0	3	3	0	0
Trash, Rubbish	0	0	0	0	0	0	2	2
Smoke & Odor Investigation	3	0	3	3	0	3	1	1
Illegal Burn	2	1	3	2	1	3	0	0
Hazardous Mat/Situation	2	1	3	2	1	3	3	3
Public Service/Good Intent	4	0	4	4	0	4	7	7
Mutual Aid	6	3	9	6	3	9	20	20
False Alarm/Alarm Malfunctions	5	0	5	5	0	5	1	1
Cancelled Alarms	0	0	0	0	0	0	0	0
TOTAL CALLS	88	13	101	88	13	101	105	105
Chaplain reports								

Forest Grove January Data Report

ALARM RESPONSE	THIS MONTH			THIS YTD			LAST YEAR	
TOTAL CALLS	306			306			273	
TYPES OF ALARMS	THIS MONTH			THIS Y-T-D			THIS MONTH	LAST
	City	Dist	Total	Total	City	Dist	LAST YEAR	Y-T-D
Rescue & First Aid	192	23	215	192	23	215	211	211
Cancelled EMS	30	2	32	30	2	32	16	16
Structure Fire	3	0	3	3	0	3	4	4
Vehicle Fire (mobile property)	0	0	0	0	0	0	0	0
Brush, Grass, Leaves, Trees	0	0	0	0	0	0	0	0
Trash, Rubbish	0	1	1	0	1	1	0	0
Smoke & Odor Investigation	2	2	4	2	2	4	2	2
Illegal Burn	2	2	4	2	2	4	1	1
Hazardous Mat/Situation	6	2	8	6	2	8	2	2
Public Service/Good Intent	17	2	19	17	2	19	20	20
Mutual Aid	0	0	8	0	0	8	8	8
False Alarm/Alarm Malfunctions	7	0	7	7	0	7	9	9
Cancelled Alarms	2	3	5	2	3	5	0	0
TOTAL CALLS	261	37	306	261	37	306	273	273



Fire Chief's Report

Reporting Period: February 10-February 21, 2014



Strategic Goals

Strategic plan update here:

<https://www.dropbox.com/s/gfnog1rt4ry2tlu/Strategic%20Plan%20-%20Strategies.pdf>

Once the page opens click to zoom in, use the arrow keys on your keyboard to move around. Our progress is updated frequently. This update can also be accessed on our web site.



Forest Grove Police Department / February 2014

- Department members attended the swearing in ceremony for the new Hillsboro Police Chief.
- Citizen's Academy began February 12th. This year we have our largest class to date with 32 participants.
- The Reserve process closed and we will begin processing the 60 applications we received. The department is hoping to build the Reserve program from its current 2 positions up to 8.
- Sgt. Foster completed another two week patrol tactic/active shooter training for members of our agency, along with one officer from Cornelius.
- The agency is working on a Homeland Security Grant application to replace the security camera system at the police department and add LPR cameras. The process is highly competitive; we will know in 30-60 days if we are successful.
- The department is also applying for Pedestrian Safety Enforcement grant to run enforcement stings later this year. We will know by March if we are successful.
- The department police log has attracted the attention of a Los Angeles producer affiliated with The Learning Channel. The producer hopes to use some examples from our log in a new show that highlights the odd calls people phone in to emergency dispatch centers. The show will not identify people or in any way reflect negatively upon the dispatch center or police department.
- Our newly assigned transit officer, Officer Matt Jacobsen, worked a Bus 57 mission with other area transit officers. As the bus arrived in Forest Grove, Officer Jacobsen identified a wanted subject at a bus stop who ran from officers. Transit officers gave chase and caught the subject who had a loaded firearm in his possession. This was some excellent work by our transit folks.
- The department will be meeting with officials at Forest Grove High School to go over threat assessment procedures and policy following verbal or written threats made by students to other students and/or staff.

Forest Grove Police Department
2102 Pacific Avenue
Forest Grove, OR 97116

- The Department provided training to library staff. Sgt. Foster provided Active Shooter training while Sgt. Hall provided training on recognizing possible child pedophiles and information on Oregon sex offender registration requirements.
- The Department, in a collaborative effort with the Oregon Liquor Control Commission, conducted a minor decoy compliance check at 14 Forest Grove stores and restaurants last Saturday evening February 15th.
- The Department is teaming with the Washington County Sheriff's Office in providing a community presentation titled "Recognizing Child Molesters." This will be held next Thursday February 27th at 7:00pm.
- The Department is getting closer to implementing "Early Mobile Report Entry" as part of the new RegJIN Records data and management system. Department Administration presented to City Council on February 24th and recommended signing of an Intergovernmental Agreement.

Forest Grove Police / Goals 2014-2015

City Council Goals 2013-2014

Driving Forces

Driving Forces – Goal I

- ❖ *Maintain a full service city*
- ❖ *Business Retention Efforts*

Driving Forces – Goal I

- ❖ *Develop Strategic Sustainability Plan*

Driving Forces – Goal I

- ❖ *Community Emergency Res. Plan*

Driving Forces – Goal II

- ❖ *Explore long term funding/Public Safety*

Current Status

Hiring of fulltime Code Enforcement CSO

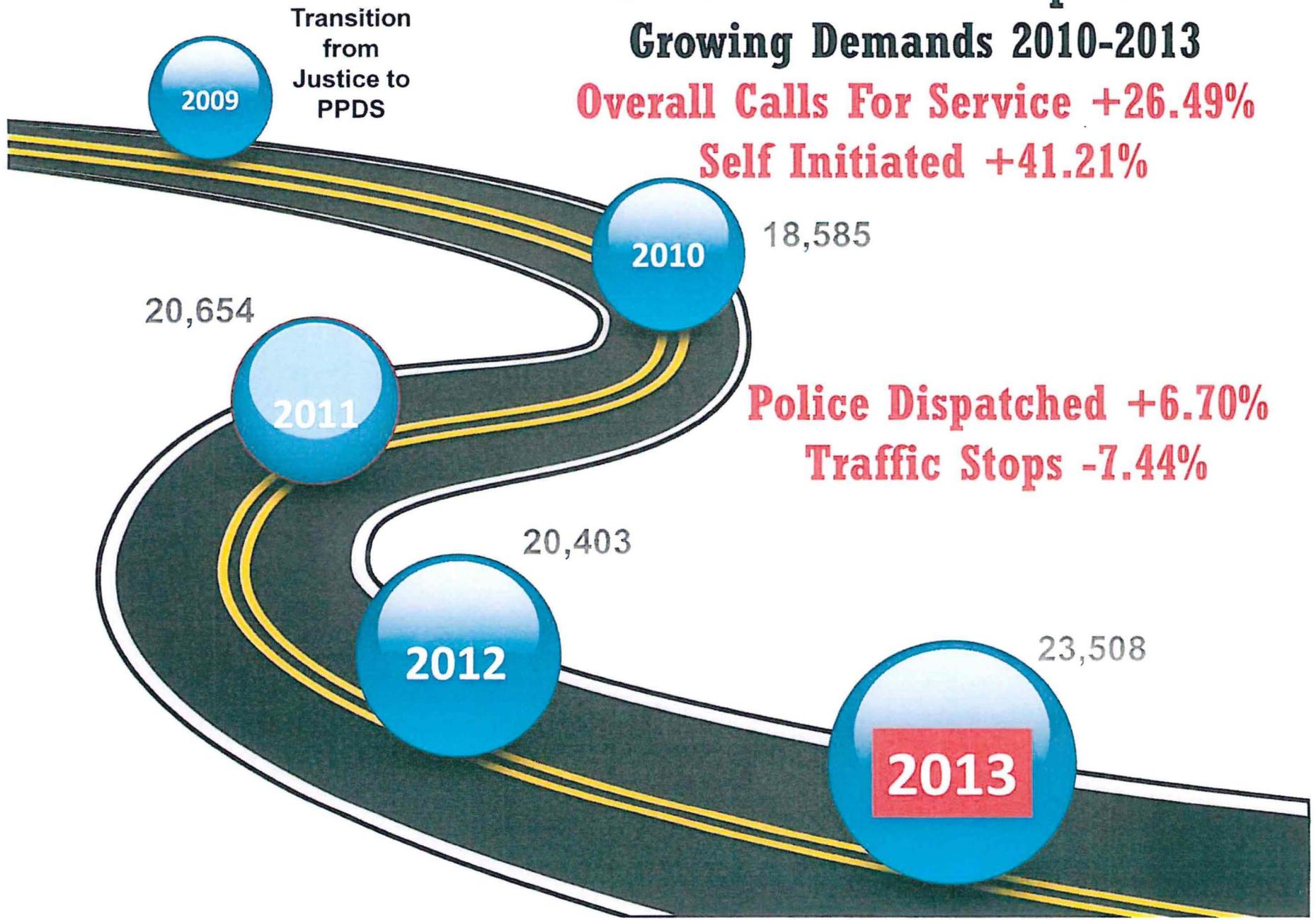
FaceBook/Twitter
National Night Out
Neighborhood Watch

Initiated new pro-active training for City Dept's, Schools, Community

Little Progress -
Initial Meetings Held

Forest Grove Police Department Growing Demands 2010-2013

Overall Calls For Service +26.49%
Self Initiated +41.21%



Forest Grove Police / Goals 2014-2015

Police Department Priorities / Needs

Personnel

- ❖ Staff to match rise in CFS
- ❖ Patrol and Detective Position

Equipment Standardization

- ❖ Weapon procurement/replace
- ❖ Patrol Vehicle Equip./supplies

Technology/Community Efforts

- ❖ RegJIN / License Plate Readers
- ❖ Virtual Ride Along / Comm. Pol.

New Police Facility

- ❖ Training Space/ Work Space
- ❖ Physical Fitness Area

2014-15 Action Plans

* Denotes Action Plan

*Strategic Plan

*PSAC Involvement

Needs To Be Met Through
Budgetary/CIP Process

*RegJIN Participation

*Community Policing
Anew

*New Police Facility

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35

Monthly Building Activity Report

April-14

2013-2014

Category	Period: April-13		Period: April-14	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	23	\$5,757,343	14	\$3,011,086
SFR Addition & Alt/Repair	5	\$67,678	4	\$51,687
Mult. Fam. New/At	2	\$470,309		
Group Care Facility				
Commercial New			4	\$33,646
Commerical Addition				
Commercial Alt/Repair	3	\$11,750	7	\$1,911,000
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)			1	\$100
Signs	2	\$3,500	1	\$6,400
Grading	2			
Demolitions				
Total	37	\$6,310,580	31	\$5,013,919

Fiscal Year-to-Date

2012-2013		2013-2014	
Permits	Value	Permits	Value
223	\$35,154,112	225	\$43,459,091

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Permit Type	Description	Permits	Square Feet	Valuation	Fees Paid	Custom Field Valuation
xcmalt	Cornelius Commercial Alteration	2	0.00	0.00	432.59	13,200.00
xmhs	Cornelius Manufactured Dwelling Placement	1	0.00	0.00	231.88	0.00
xmrotc	Cornelius Mechanical Residential Over the Counte	5	0.00	0.00	152.90	0.00
xpotc	Cornelius Plumbing Over the Counter	2	0.00	0.00	113.63	0.00
xfadd	Cornelius Single Family Addition	1	516.00	20,552.28	547.82	20,552.28
xsign	Cornelius Sign Permit	1	0.00	0.00	63.55	1,000.00
Grand Total		12	516.00	20,552.28	1,542.37	34,752.28

<u>Report Group</u>	<u>Fee Code</u>	<u>Fee Description</u>	<u>Amount</u>
bldg	bldpmt	Building Permit Fee	580.40
bldg	blplrv	Building Plan Review Fee	377.27
bldg	flplrv	F&L Safety Plan Review	16.64
bldg	mcstsf	Mechanical State Surcharge Equ	16.40
bldg	mech	Mechanical Permit Fee/equip.	136.50
bldg	mhplrv	MHP Plan Review & Inspections	180.25
bldg	mhstat	MHP State Fee	30.00
bldg	mhstsr	MH State Surcharge	21.63
bldg	plmb	Plumbing Permit Fee	101.45
bldg	plstsr	Plumbing State Surcharge	12.18
bldg	stsur	State Surcharge	69.65
		Total for Group bldg	<u>1,542.37</u>
		Grand Total:	<u><u>1,542.37</u></u>

Memorandum

To: Mayor Truax and City Councilors
From: Anna D. Ruggles, CMC, City Recorder
Subject: Make Appointment to Planning Commission
Date: May 12, 2014

BACKGROUND:

There currently exists a vacancy on the Planning Commission brought about by the resignation/retirement of Carl "Al" Miller.

City Council interviewed Hugo Rojas on April 14, 2014, in Work Session for a position on the Planning Commission and made recommendation to appoint Rojas to fill the vacancy on Planning Commission, term expiring December 31, 2017; refer to his attached application.

STAFF RECOMMENDATION:

Staff is recommending the City Council consider approving the attached resolution making the above-noted appointment. 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. 2014-40

**RESOLUTION MAKING APPOINTMENT
TO THE CITY OF FOREST GROVE
PLANNING COMMISSION**

WHEREAS, the City of Forest Grove has provided for a Planning Commission; and

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

WHEREAS, there currently exists vacancies on the Planning Commission; and

WHEREAS, the City Council has received applications from citizens desiring to serve on the Planning 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 Planning Commission for the following term (new appointment noted in **CAPS** and **BOLD**):

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
Beck	Thomas	December 31, 2015
Hymes	Carolyn	December 31, 2017
Lawler	Sebastian	December 31, 2017
Nakajima	Lisa	December 31, 2014
ROJAS	HUGO	DECEMBER 31, 2017
Ruder	Phil	December 31, 2014
Smith	Dale	December 31, 2015

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

PRESENTED AND PASSED this 12th day of May, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of May, 2014.

Peter B. Truax, Mayor

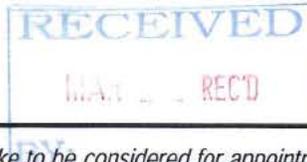


CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS

INTERVIEWED
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



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

Term Exp 12/31/17

NAME: Hugo Rojas
RESIDENCE ADDRESS: 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 Excelent 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)



www.oregonmetro.gov/climatescenarios

Climate Smart Communities Scenarios Project

Shaping the preferred approach



Forest Grove City Council Meeting

May 12, 2014



State mandate to reduce GHG emissions



2009 – HB 2001 (Jobs and Transportation Act)

2011 – LCDC adopts targets

2012 – LCDC to adopt deadline for preferred scenario selection

Building toward six desired outcomes



**Vibrant
communities**



Equity



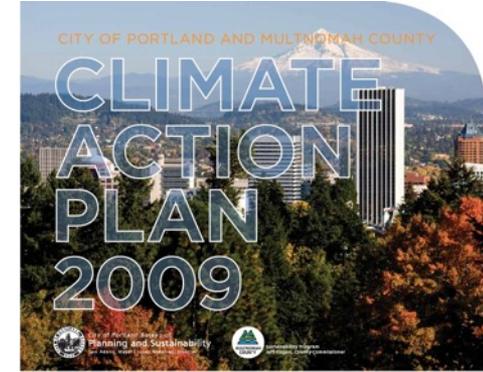
**Economic
prosperity**



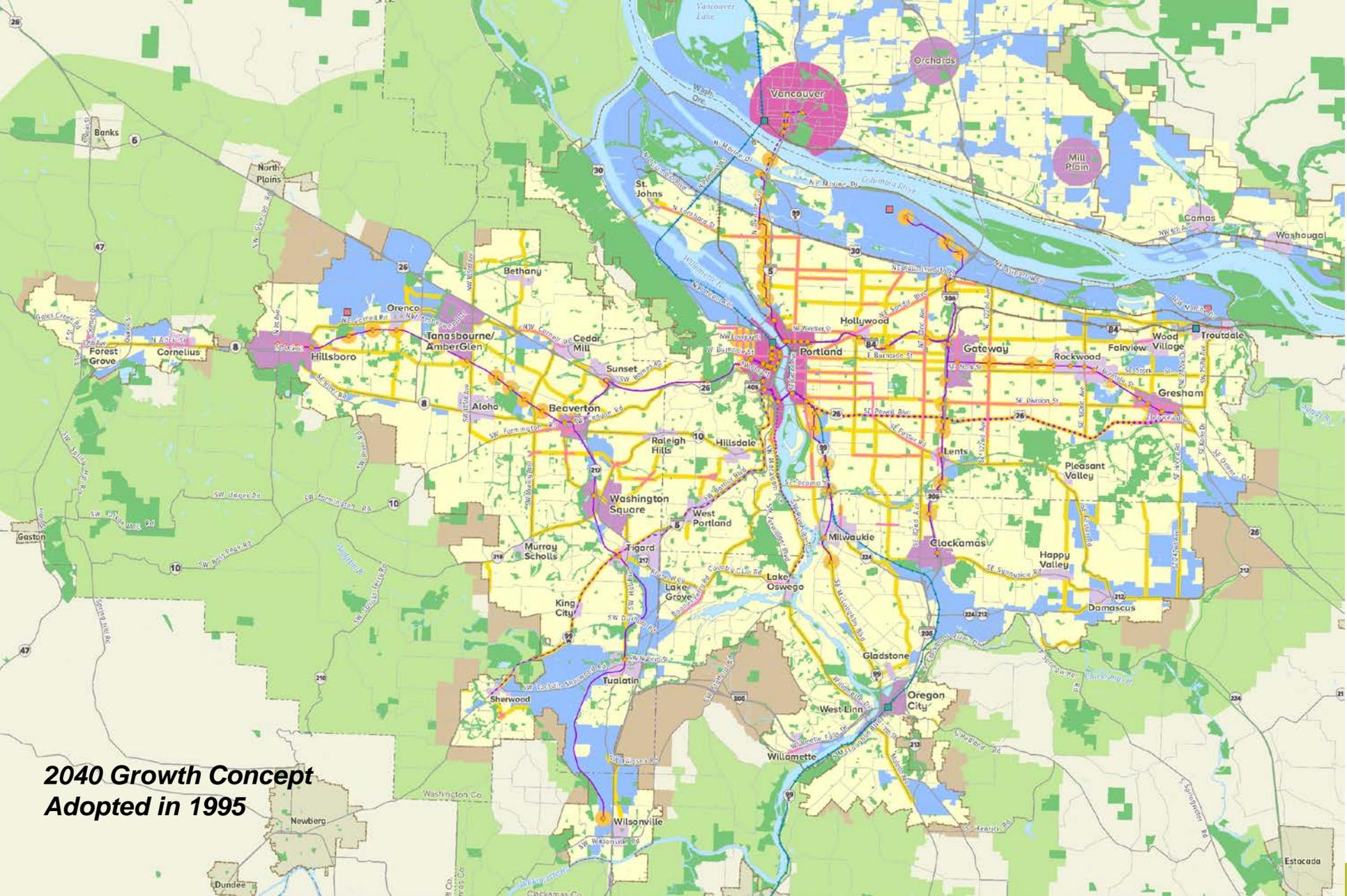
**Transportation
choices**



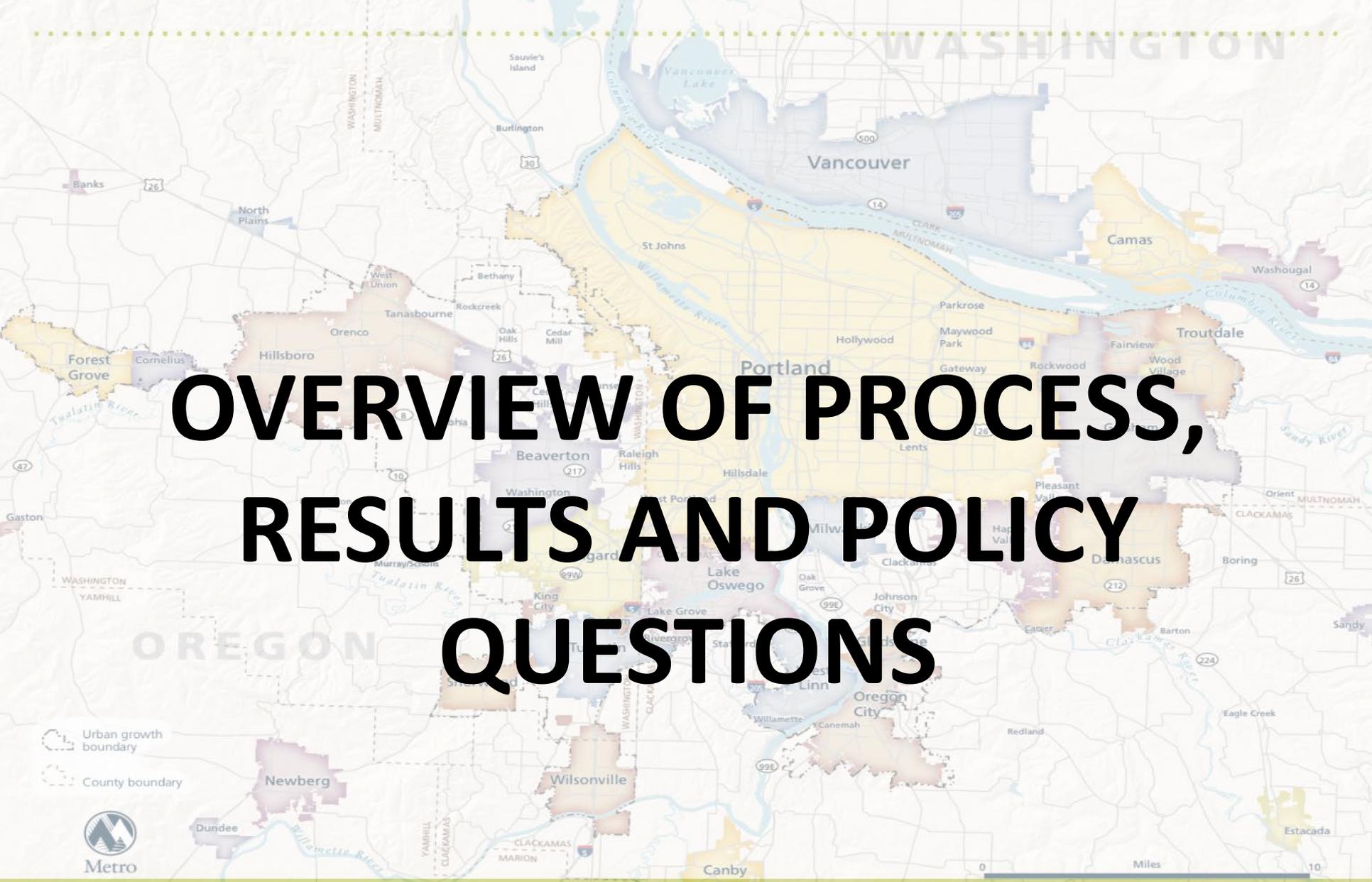
Clean air & water



**Climate
leadership**



**2040 Growth Concept
Adopted in 1995**

A map of the Portland metropolitan area and surrounding regions in Oregon and Washington. The map shows various cities and towns, including Vancouver, Camas, Troutdale, Portland, Beaverton, Hillsboro, Forest Grove, and Wilsonville. Major roads like I-5, I-84, and US-30 are visible. The map is color-coded by county: Multnomah (yellow), Washington (blue), Clackamas (orange), and Yamhill (purple). A legend in the bottom left corner identifies urban growth boundaries with a dashed line and county boundaries with a dotted line. A scale bar in the bottom right indicates 0 to 10 miles. The Metro logo is in the bottom left corner.

OVERVIEW OF PROCESS, RESULTS AND POLICY QUESTIONS

Where we've been & where we are headed

PHASES 1 & 2

Understand Choices
2011-2012

Shape Choices
Jan.-Oct. 2013

PHASE 3

Shape Preferred
Nov. 2013-June 2014

Adopt Preferred
Sept.-Dec. 2014



WE ARE HERE

What the future might look like in 2035



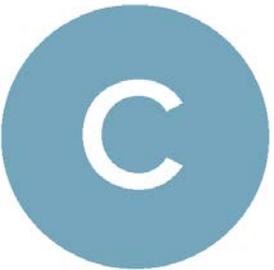
RECENT TRENDS

This scenario shows the results of implementing adopted land use and transportation plans to the extent possible with existing revenue.



ADOPTED PLANS

This scenario shows the results of successfully implementing adopted land use and transportation plans and achieving the current RTP, which relies on increased revenue.



NEW PLANS & POLICIES

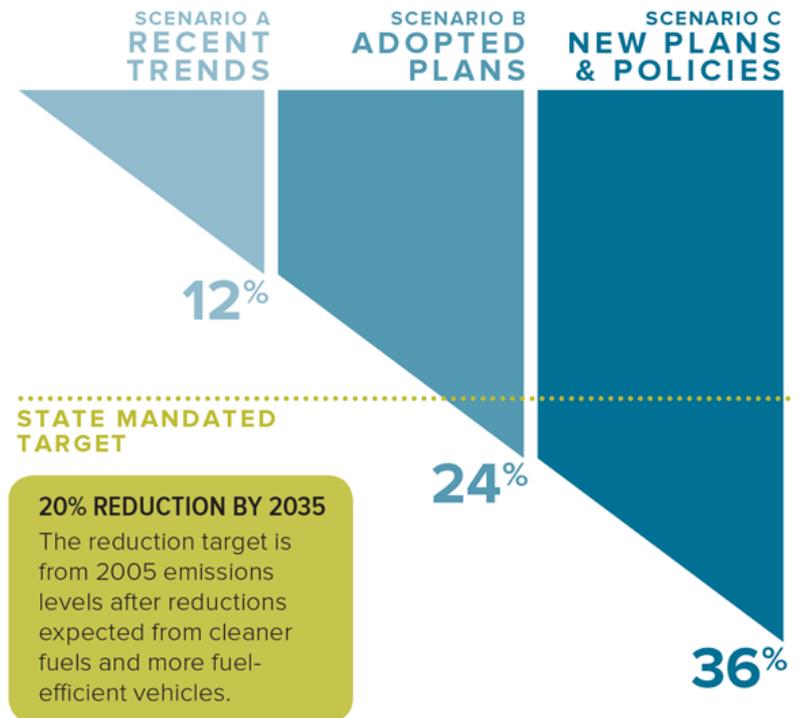
This scenario shows the results of pursuing new policies, more investment and new revenue sources to more fully achieve adopted and emerging plans.

Scenarios approved for testing by Metro advisory committees and the Metro Council in May and June 2013

We found good news

- Adopted plans meet the target - *if we can make the investments needed*
- Significant community, economic and environmental benefits can be realized
- We will fall short if we continue investing at current levels

REDUCED GREENHOUSE GAS EMISSIONS PERCENT BELOW 2005 LEVELS



See pages 53-57 of the discussion guide

Benefits grow with more investment

- Investment helps address congestion
- Less air pollution, more physical activity and improved safety save lives
- Reduced emissions benefit the environment
- Businesses and our economy benefit from reduced delay
- Lower vehicle travel costs help household budgets



See pages 53-57 of the discussion guide

Policy choices made in February

- ☑ **LAND USE** - Carry forward and implement adopted regional and local plans
- ☑ **FLEET AND VEHICLE TECHNOLOGY** - Use state assumptions for transition to cleaner fuels and fuel-efficient vehicles and insurance paid by the miles driven

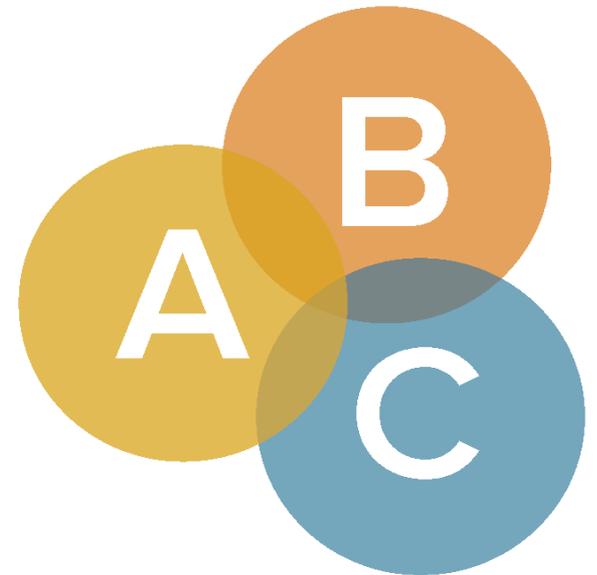
See page 18 of the discussion guide



Policy choices to make on May 30...

To realize our shared vision for healthy and equitable communities and a strong economy while reducing greenhouse gas emissions...

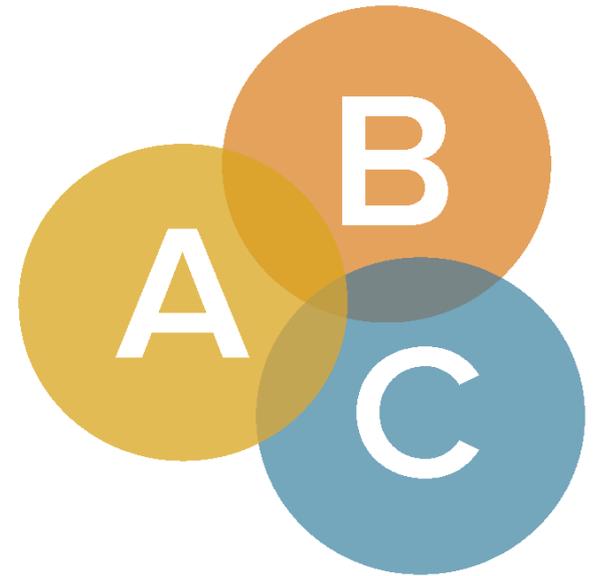
- ❑ How much **transit** should we provide by 2035?
- ❑ How much should we use **technology** to manage the system by 2035?
- ❑ How much should we expand the reach of **travel information** by 2035?



See page 19 of the discussion guide

...Policy choices to make on May 30

- How much of the planned **active transportation** network should we complete by 2035?
- How much of the planned **street and highway** network should we complete by 2035?
- How should local communities manage **parking** by 2035?



See page 19 of the discussion guide

Understanding the ratings

RELATIVE CLIMATE BENEFITS



Transit

Parking

Active transportation

Information and incentives

Technology and “smart” transportation

Streets and highways

RELATIVE COST

Up to \$\$\$

\$\$\$

\$\$\$

\$\$\$

\$\$\$

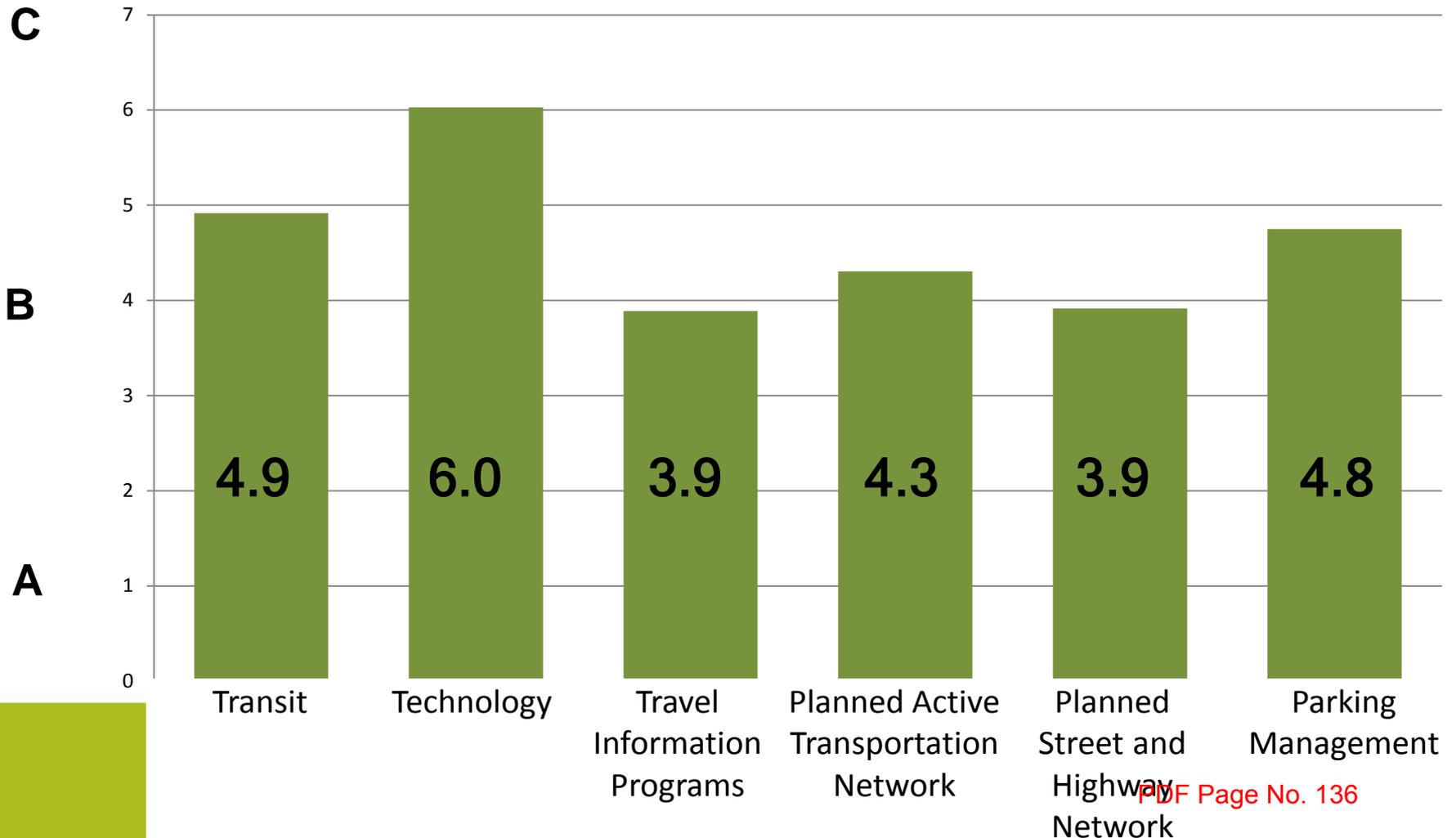
Up to \$\$\$

See pages 21 and 22 of the discussion guide

April 11 JPACT/MPAC Straw poll results

Preferences for Scenarios A, B, C and in-Between Scenarios

Averages of all respondents (mean):



What this means for communities

- **We can meet the target by building local plans and visions**

Regional agreement to carry forward and implement adopted regional and local plans

- **Local control and flexibility will be provided**

This provides an opportunity to advocate for local needs and priorities across the six policy areas

- **We're stronger together**

Local, regional, state and federal partnerships are needed to invest in communities and realize our adopted plans





NEXT STEPS

Immediate next steps

WEEK OF APRIL 14

Report results of meeting

MAY 1-5

Members report to county coordinating committees

MAY

TPAC and MTAC shape proposal for consideration on May 30

MAY 30

JPACT and MPAC rec'd on draft preferred approach and begin funding discussion

JUNE 19

Council direction on draft preferred approach

Final steps in 2014

JUNE – AUGUST

Staff evaluates draft preferred & develops implementation rec'ds

SEPTEMBER

Report back results to regional advisory committees

SEPT. 18 – NOV. 3

Public and local government review of results and draft preferred approach

NOV. – DEC.

Final refinements and adoption

MEMORANDUM

TO: Mayor Peter Truax and City Councilors

FROM: Anna D. Ruggles, CMC, City Recorder

DATE: May 12, 2014

SUBJECT: Public Hearing: Adopt Standards and Criteria for City Manager Performance Evaluation

ISSUE: Pursuant to City Manager's Employment Agreement, Section 6, the City Council must evaluate the City Manager's annual performance, and establish the criteria for evaluation in accordance with Public Meeting Laws. A Public Hearing Notice was published in the *NewsTimes* on Wednesday, May 7, 2014.

BACKGROUND: The purpose of this report is to approve the following attachments: 1) City Manager Performance Evaluation Form; 2) Tentative target dates for completing the City Manager's performance evaluation appraisal (refer to Attachment); and 3) Memorandum to Department Directors.

The City Manager's Performance Evaluation process is as follows:

1. City Manager is directed to prepare a self-evaluation.
2. Department Directors are asked to submit input with an option to remain confidential. Council has named the City Attorney, as third-party person, who will prohibit disclosure of information submitted in confidence as provided by ORS 192.502(4).
3. City Attorney compiles submitted comments into a single document and distributes results in a sealed envelope directly to Council.
4. Council reviews compiled responses with City Manager in Executive Session.
5. Each Councilmember submits an evaluation form to Mayor.
6. Mayor and Council President tabulate and summarize results of Council evaluations and present performance appraisal to City Manager in Executive Session.

STAFF RECOMMENDATION: 1) Council action is needed to adopt this year's evaluation standards and criteria for the City Manager to include the evaluation form and mechanism for Department Director input; 2) Council action is needed to send the attached letter to Department Directors, which has been prepared on behalf of Council; and 3) Attached is a tentative schedule for this year's evaluation process for reference.

NOTICE OF PUBLIC HEARING

ADOPTION OF CITY MANAGER PERFORMANCE EVALUATION CRITERIA AND STANDARDS

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, May 12, 2014, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting the criteria and standards for City Manager performance evaluation.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the proposed Performance Evaluation Form for the City Manager's performance evaluation is available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. 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 contact Anna Ruggles, City Recorder, at 503.992.3235, or e-mail aruggles@forestgrove-or.gov.

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

Published May 7, 2014
FG NewsTimes

CITY MANAGER PERFORMANCE REVIEW

Instructions:

This evaluation has two parts. Part I involves an evaluation of the annual performance of the City Manager during the evaluation period of **July 1, 2013, to June 30, 2014**. Part II concerns your expectations and goals for the City Manager during the coming year. In evaluating the Manager's past performance, you are asked to rate that conduct according to the following categories:

- (1) NI = Needs Improvement
- (2) M = Meets Standards
- (3) E = Exceeds Standards
- NO = Not observed

Following each performance standard, please provide any appropriate comments in that area.

Part I. Performance Standards

1. Personal Traits / Professionalism

NI	M	E	NO

Positive attitude, self-motivating; self-confident; creative; uses common sense; professional and personal integrity; emotional stability; takes initiative; receptive to new ideas and changes; maturity in relations with others; prepares quality products; willingness to seek personal growth and development; takes consistent position with different audiences; adherence to high professional ethical standards; exercises diplomacy; demonstrates high personal integrity.

Comments:

2. City Council Relationships

NI	M	E	NO

Effectively implements policies and programs approved by City Council; reporting to City Council is timely, clear, concise, and thorough; accepts direction or instructions in a positive manner; effectively aids the City Council in establishing long-range goals; keeps Council informed of current plans and activities of administration and new development; sensitive to and perceptive of Council needs and desires; maintains a relationship of trust with each Council member and the Mayor; available to members of the Council; properly orients new Council members.

Comments:

3. Technical Knowledge and Use

NI	M	E	NO

General overall knowledge of city operations and responsibilities; willing and able to learn; keeps current on professional issues, trends, techniques, and methods of operation; keeps current on legislation, funding opportunities and regulations; administrative knowledge (budget, personnel, grants, and purchasing rules and regulations); knowledge of city developments in public policy.

Comments:

4. Problem Solving and Decision Making:

NI	M	E	NO

Anticipates problems; identifies problems, issues and concerns; ability to analyze problems (to honestly identify and assess alternatives); develops and recommends creative, innovative and realistic solutions and implements and refines such solutions; considers alternatives and available facts before making decisions; resolves problems at lowest possible level (takes responsibility for decisions); gets affected parties involved in problem solving; reaches timely decisions; flexibility and receptiveness to suggestions; resolves problems under strained and unpleasant conditions; achieves goals set by or in conjunction with City Council; consults with Council when appropriate.

Comments:

5. External Relations

NI	M	E	NO

Projects positive public image; effectively handles citizens complaints and inquiries; educates public on city problems, programs and operations; keeps commitments to the public; maintains contact/liaison with community groups; maintains effective intergovernmental relations; maintains effective relations with media representatives.

Comments:

6. Fiscal Management

NI	M	E	NO

Prepares realistic annual budgets; seeks efficiency, economy and effectiveness in all programs; controls expenditures in accordance with approved budgets; keeps City Council informed about revenues and expenditures, actual and projected; is cost effective; assures that Budget Committee is well informed of short and long-term City financial status; involves Council in fiscal affairs.

Comments:

7. Personnel Management & Supervision

NI	M	E	NO

Maintains adequate levels of supervisions and internal control and communication; employees are given necessary guidance regarding responsibilities and tasks; follow-up is initiated to properly account for employee activities; disciplinary matters and corrective actions are appropriate and applied in a timely fashion. Management atmosphere encourages professional growth; encourages initiative and creativity; allows subordinates to grow professionally.

Comments:

Part II. Future Expectations

1. What objectives should the City Council set for the City Manager for the coming year?

Concur
Non-concur
Minority Report

Peter B. Truax, Mayor _____ Date _____

Concur
Non-concur
Minority Report

Thomas L. Johnston, Council President _____ Date _____

Concur
Non-concur
Minority Report

Richard G. Kidd III, Councilor _____ Date _____

Concur
Non-concur
Minority Report

Victoria J. Lowe, Councilor _____ Date _____

Concur
Non-concur
Minority Report

Camille Miller, Councilor _____ Date _____

Concur
Non-concur
Minority Report

Ronald C. Thompson, Councilor _____ Date _____

Concur
Non-concur
Minority Report

Elena Uhing, Councilor _____ Date _____

Non-Concur may submit minority report.

Memorandum

TO: Department Directors

CC: Michael Sykes, City Manager
City Attorney

FROM: Mayor Peter Truax and City Councilors

DATE: May 12, 2014

SUBJECT: City Manager Annual Performance Evaluation Input

The City Council approved the City Manager's evaluation performance standards and criteria, and as part of the evaluation process, the Council is seeking Department Director input on the performance appraisal of the City Manager for the evaluation period of July 1, 2013, through current. The Council's goal is to establish a thoughtful and considered process that also expedites the City Manager's evaluation. The Council recognizes the importance of giving Department Directors an option to remain confidential. To achieve this, the Council has named City Attorney, as a third-party person, who will keep your name confidential upon your request. The City Attorney will remove the name of the evaluator, unless the evaluator waives the promise of confidentiality. Information submitted in confidence is exempt from public disclosure under ORS 192.502(4).

The Council encourages you to submit your input **no later than Wednesday, May 21, 2013**, directly to City Attorney, preferably by e-mail at: [Paul Elsner \[Paul@gov-law.com\]](mailto:Paul.Elsner@gov-law.com). If submitting comments by e-mail and you wish to remain anonymous, please advise the City Attorney of your desire to remain anonymous.

The City Attorney will compile the submitted comments into a single document and distribute the results in a sealed envelope to Council **no later than Friday, May 23, 2013**. The Council will review comments with City Manager in executive session tentatively scheduled for June 9, 2014.

Thank you for your sincere consideration of the above request.

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2014 City Manager Evaluation Process:

- ☑ Monday, May 12th **Public Hearing to adopt City Manager performance evaluation criteria.** If approved: 1) a letter on behalf of the Council will be given to all Department Directors requesting comments on City Manager's annual performance; 2) Each Councilmember is given a performance evaluation form to complete; and 3) Council asks City Manager to prepare a self-evaluation.
- ☑ Wed, 21st Deadline for **Department Directors to submit comments** to third-party person (City Attorney).
- ☑ Friday, May 23rd Deadline for **City Attorney (third-party) to submit directly to Council compilation of Department Directors comments** in a sealed envelope.
- ☑ Tuesday, May 27th **First Executive Session** (unless City Manager requests open hearing) is held to present **City Manager's Self-Evaluation.**
- ☑ Tuesday, June 3rd **Deadline for Councilmembers to submit individual evaluation forms, signed and dated, and returned to Mayor. Mayor and Council President tabulate and summarize the results of Council evaluations.**
- ☑ Monday, June 9th **Second Executive Session** (unless City Manager requests open hearing) is held to **review comments and discuss performance appraisal with City Manager.**
- ☑ Monday, June 23rd **Third Executive Session** (unless City Manager requests open hearing) if necessary is held to **finalize performance appraisal with the City Manager.**

Return to open meeting to give a summary of the City Manager's annual performance appraisal; discuss compensation; **consider adopting Resolution Amending/Setting City Manager's Compensation Plan, Amending Employment Agreement and Authorizing Compensation for Fiscal Year 2014-15.**

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MEMORANDUM

TO: City Council

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

DATE: May 12, 2014

SUBJECT: CEP Distribution of Funding

The City Council heard the presentations from the applicants for the CEP Grant awards on April 22, 2014. Councilors have submitted their individual allocations and all projects but one met the requirement that funding be received from at least four councilors.

The next step is a discussion during which the City Council will recommend the funding for individual projects for consideration at the public hearing scheduled for Tuesday, May 27, 2014. A funding worksheet by councilor has been prepared and is attached to this memorandum.

The project with only three councilors funding it will need to be discussed and either funded by another councilor or not considered for funding and the amounts reallocated by the three councilors who initially gave the project funds. Additionally, three councilors still have funds available to allocate. Any funds that remain unallocated after the funding process is completed will be added to the overall funds that will be available for allocation in the next fiscal year. An individual councilor can change his/her initial allocation for any project at this time.

2014-15 COMMUNITY ENHANCEMENT GRANT APPLICATIONS

PROJECT ALLOCATION SUMMARY										
PROJECT	REQUESTED	MAX FUNDING EACH COUNCILOR	Uhing	Kidd	Thompson	Lowe	Truax	Miller	TJ	AMOUNT ALLOCATED
Sidewalk Chalk Art Festival	\$4,400	\$629	629	628	629	628	450	500	600	\$ 4,064
Shredding Day	\$1,450	\$207	100	173	150	0	100	100	207	\$ 830
WESTCO	\$5,000	\$714	500	700	350	500	500	500	700	\$ 3,750
AT Smith House Safety Update Project	\$4,435	\$634	300	200	500	633	400	500	200	\$ 2,733
Housing Rehab, Repair & Access Modifications	\$5,000	\$714	714	714	500	400	500	0	714	\$ 3,542
Equipment for Enhanced Ecological Education	\$3,155	\$451	250	450	200	450	300	400	150	\$ 2,200
Dining Room Chair Replacement	\$4,725	\$675	200	500	675	305	300	400	675	\$ 3,055
Sustaining/Maintaining Community Garden and Natural Resourc	\$4,000	\$571	571	0	300	571	450	400	300	\$ 2,592
Holiday Tree Sustainability Enhancement	\$4,482	\$640	300	600	400	300	150	500	640	\$ 2,890
Football Equipment Update	\$5,000	\$714	0	200	200	0	100	400	350	\$ 1,250
Building Permit Fees for Cooper's Corner House #4	\$5,000	\$714	300	714	300	0	400	200	300	\$ 2,214
Pitching Machine and Protective Screen	\$1,795	\$256	0	50	100	0	0	200	0	\$ 350
Celebrating Food & Market Sustainability	\$5,000	\$714	500	300	200	500	479	200	200	\$ 2,379
Early Childhood Education for Latino Immigrants	\$5,000	\$714	500	300	500	300	500	229	0	\$ 2,329
First Wednesday Events/Historic Downtown Brochure	\$4,994	\$713	300	0	300	0	450	500	200	\$ 1,750
Research/Planning for Year-round Indoor Local Market	\$5,000	\$714	300	50	150	714	400	400	100	\$ 2,114
FGS&CC Gardens and AT Smith House Water	\$2,300	\$329	0	50	176	328	150	200	100	\$ 1,004
TOTAL NON-PROFIT REQUESTS	\$70,736	\$5,629	5464	5629	5630	5629	5629	5629	5436	
CITY BOARDS & COMMISSIONS										
Downtown Solar Powered Trash Compactor	\$2,200	\$314	314	314	314	314	314	314	314	\$ 2,198
Food & Drink Local Small Business Enhancement	\$5,000	\$714	714	714	714	714	650	714	200	\$ 4,420
HLB Renovation Grant Program	\$5,000	\$714	714	714	714	714	714	714	300	\$ 4,584
Collaborative Cultural Enhancement	\$5,000	\$714	714	714	714	714	714	714	714	\$ 4,998
TOTAL FOR B&C	\$17,200	\$2,457	2,456	2456	2456	2456	2392	2456	1528	
TOTAL REQUESTS FOR 2014-15	\$87,936		7,920	8,085	8,086	8,085	8,021	8,085	6,964	\$ 55,246
CEP FUNDS AVAILABLE (Metro fee+25% of Fund Balance)	\$56,604		\$ 8,086	\$ 8,086	\$ 8,086	\$ 8,086	\$ 8,086	\$ 8,086	\$ 8,086	\$ 56,602