

May-14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				EDC Noon	FGS&CC 1st Friday 5pm	SO-Foot Gardening 2pm - 4pm Senior Ctr
4	5	6	Municipal Court Rural Fire 8pm	7	8	9
Planning Comm 7pm				PAC 5pm		City Shred Day 9am-1pm
11	12	13	14	15	16	17
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	Red Cross Blood Drive 1pm - 6pm - Comm Aud					Gardening Class FGS&CC 1-4pm
	Library 6:30pm		MPAC 5pm	CCI 5:30pm Dairy Creek Food Web 7:30pm		Library Program Grow It 10:30am - Comm Aud
17	19	20	21	22	23	24
Chamber Luncheon - Prime Time FGS&CC Bd Mtg 6:30pm	Primary Election Day	Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm Rotary Steak Feed 5pm		BUDGET COMMITTEE 7:00 pm - Comm Aud		
Planning Comm 7pm	Fernhill Wetlands 5pm			Sustainability Comm 6pm	WC Mayors' Lunch(Cancelled)	
25	26	27	28	29	30	31
CITY OFFICES CLOSED	CITY COUNCIL 5:30 PM - EXECUTIVE SESSION (CM Eval) 6:15 PM - URBAN RENEWAL MTG 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM			BUDGET COMMITTEE 7:00 pm - Comm Aud		
	HLB 7:15pm	PSAC Ford Institute 4pm MPAC 5pm		Library 5:30pm		

June-14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Council Elections Packets Available 9am 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	9	10	11	12	13	14
CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm		MPAC 5pm	Employee Breakfast - Fire St PAC 5pm	LOC Board - Yachats JWC - TBA	
15	16	17	18	19	20	21
Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	Fernhill Wetlands 5pm	Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm		CCI 5:30pm Dairy Creek Food Web 7:30pm		
22	23	24	25	26	27	28
CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	HLB 7:15pm <i>Johnston out thru 07/29</i>		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			CITY HALL CLOSED
	<i>Johnston out thru 07/29 →</i>		Rural Fire 8pm	EDC Noon	FGS&CC 1st Friday 5pm	
6	7	8	9	10	11	12
1st Day to File Declaration (120 Days) Council Candidate Petition (SEL101) General Election - November 4th Planning Comm 7pm	Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm		MPAC 5pm	PAC 5pm	JWC Noon	
		OCCMA (City Managers) Summer Conference - Bend				
13	14	15	16	17	18	19
CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM			P&R 7am CFC 5:15pm CWAC 5:30pm	CCI 5:30pm Dairy Creek Food Web 7:30pm		Cruis'n The Grove 8am
	Fernhill Wetlands 5pm			Nyuzen Adult Delegation Visit (need host families)		
20	21	22	23	24	25	26
Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm Nyuzen Departs	HLB 7:15pm	Municipal Court	PSAC MPAC 5pm	Sustainability Comm 6pm	ODF 9am - Comm Aud WC Mayors' Luncheon	
27	28	29	30	31		
NO COUNCIL MEETING		<i>← Johnston returns</i>				

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FOREST GROVE CITY COUNCIL

Tuesday, May 27, 2014

Meeting Agenda

5:30 PM – Executive Session (City Manager Evaluation)

6:15 PM – Urban Renewal Agency Meeting

7:00 PM – Regular Meeting

Community Auditorium

1915 Main Street

Forest Grove, OR 97116

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

PETER B. TRUAX, MAYOR

Thomas L. Johnston, Council President

Richard G. Kidd III

Victoria J. Lowe

Camille Miller

Ronald C. Thompson

Elena Uhing

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

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

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

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

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

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

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

Peter Truax, Mayor
Michael Sykes, City Manager

5:30

In accordance with ORS 192.660(2)(i) to review and evaluate the employment-related performance of the City Manager.

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

6:15

URBAN RENEWAL AGENCY MEETING:

The City Council will hold an Urban Renewal Agency Meeting in Community Auditorium (*Refer to separate agenda*).

7:00

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

1. A. **PLANNING COMMISSION RECOGNITION:**

- *Carl “Al” Miller, Planning Commission*

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

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

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:** None.

Tom Gamble, Parks and
Recreation Director
Janie Schutz, Police Chief
Michael Sykes, City Manager

7:10

6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2014-06 AMENDING FOREST GROVE CODE, CHAPTER 5, PUBLIC PROTECTION OFFENSES, BY ADDING NEW CODE SECTION 5.485, TITLED SMOKING AND TOBACCO USE PROHIBITED, AND ADDING NEW CODE SECTION 5.490, TITLED VIOLATIONS AND PENALTIES AND AMENDING CODE SECTION 5.405**

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- | | | |
|--|-------------|--|
| <p>Paul Downey, Administrative Services Director
Michael Sykes, City Manager</p> | <p>7:20</p> | <p>7. <u>PUBLIC HEARING AND RESOLUTION NO. 2014-42 DESIGNATING COMMUNITY ENHANCEMENT PROGRAM (CEP) PROJECTS (EXHIBIT A) FOR FISCAL YEAR 2014-15</u></p> |
| <p>Jeff King, Economic Development Coordinator
Michael Sykes, City Manager</p> | <p>7:30</p> | <p>8. <u>RESOLUTION NO. 2014-43 AUTHORIZING THE CITY OF FOREST GROVE TO APPLY FOR A MATCHING GRANTS PROGRAM GRANT FROM THE OREGON TRAVEL COMMISSION DBA TRAVEL OREGON FOR DEVELOPMENT AND PROMOTION OF FARMS, FOOD AND BEVERAGE TOURISM</u></p> |
| <p>Michael Sykes, City Manager</p> | <p>7:40</p> | <p>9. <u>RESOLUTION NO. 2014-44 AUTHORIZING THE CITY MANAGER TO ENDORSE THE REVISED INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE CITY OF FOREST GROVE (CITY) AND WASHINGTON COUNTY FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEARS 2015-2017</u></p> |
| <p>Michael Sykes, City Manager</p> | <p>7:45</p> | <p>10. <u>CITY MANAGER'S REPORT:</u></p> |
| | <p>8:00</p> | <p>11. <u>COUNCIL COMMUNICATIONS:</u></p> |
| | <p>8:15</p> | <p>12. <u>ADJOURNMENT</u></p> |

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3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Work Session (B&C Interview) Meeting Minutes of May 12, 2014.
 - B. Approve City Council Executive Session (Labor Negotiations) Meeting Minutes of May 12, 2014.
 - C. Approve City Council Work Session (Retirement) Meeting Minutes of May 12, 2014.
 - D. Approve City Council Regular Meeting Minutes of May 12, 2014.
 - E. Accept Planning Commission Meeting Minutes of May 5, 2014.
 - F. Library Department Monthly Circulation Statistics Report for May 2014.
 - G. **RESOLUTION NO. 2014-41 MAKING APPOINTMENT TO PUBLIC SAFETY ADVISORY COMMISSION (PSAC) (APPOINTING CHAS HUNDLEY, RURAL FIRE DISTRICT, TERM EXPIRING DECEMBER 31, 2016).**
-

CERTIFICATE OF APPRECIATION

Awarded to

Carl "Al" Miller

*Planning Commission, Vice-Chair
1998 ~ 2014*

**In Recognition of Dedicated Service to the
City of Forest Grove and Citizens of Forest Grove**

*The Forest Grove City Council sincerely thanks you for your dedicated years of service and
the exceptional leadership you exemplified on the Forest Grove Planning Commission.*



**city of
forest
grove**

Handwritten signature of Peter B. Truax in blue ink.

Peter B. Truax, Mayor
Forest Grove City Council
May 27, 2014

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3A

**FOREST GROVE CITY COUNCIL WORK SESSION
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW)
MAY 12, 2014 – 5:30 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

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

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

The following applicant was interviewed for the following positions:

- Chas Hundley, **Public Safety Advisory Commission**, citizen residing within **Forest Grove Rural Fire Protection District, Term Expiring December 31, 2016**, and Community Forestry Commission

Council Discussion:

Council President Johnston opened the floor and roundtable discussion ensued pertaining to the above-noted B&C applicant interview. After Council deliberation, Council collectively made recommendation to appoint Hundley as noted above in **Bold** if the Chair of Forest Grove Rural Fire Protection District concurred. A resolution making Hundley's formal appointment will be considered at the next regular Council meeting of May 27, 2014, pending concurrence of the Chair of Forest Grove Rural Fire Protection District.

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

3. ADJOURNMENT

Council President Johnston, presiding, adjourned the work session at 5:45 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION
ORS 192.660(2)(D) LABOR
MAY 12, 2014 – 5:45 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Council President Thomas Johnston, presiding, called the Executive Session to order at 5:50 p.m. **ROLL CALL: COUNCIL PRESENT:** Richard Kidd; Camille Miller; Ronald Thompson; Elena Uhing; and Thomas Johnston, Council President, presiding. **COUNCIL ABSENT:** Victoria Lowe and Mayor Peter Truax, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager; and Anna Ruggles, City Recorder.

2. EXECUTIVE SESSION:

The City Council met in Executive Session in accordance with:

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

3. ADJOURNMENT

Council President Johnston, presiding, adjourned the Executive Session at 6:13 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION
(RETIREMENT)
MAY 12, 2014 – 6:00 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Council President Thomas Johnston, presiding, called the Work Session to order at 6:13 p.m. **ROLL CALL: COUNCIL PRESENT:** Richard Kidd; Camille Miller; Ronald Thompson; Elena Uhing; and Thomas Johnston, Council President, presiding. **COUNCIL ABSENT:** Victoria Lowe and Mayor Peter Truax, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: RETIREMENT

Downey and Sykes facilitated the work session, noting the purpose of the work session was to discuss the status of the City’s Defined Benefit Retirement Plan and the effect of two new standards by the Governmental Accounting Standards Board (GASB 67/68) on the City’s Defined Benefit Retirement Plan. Downey introduced Ladd Preppernau, Milliman, City’s consulting actuary for the City’s Defined Benefit Retirement Plan, and John Upton, Milliman, investment advisor for the City’s Defined Benefit Retirement Plan, who presented a PowerPoint presentation outlining the City’s Retirement Plan and the outlook for the Plan based on current actuarial assumptions (using present value 7.25% return assumption), noting the primary job of the actuary is to estimate and project plan liabilities. Preppernau’s presentation highlighted the retirement plan basics; measuring liabilities; historical contribution rates; impact of partial freeze to new entrants; funding projections; and upcoming funding policy and actuarial assumptions and methods. Upton’s presentation outlined the City’s investment strategies used to achieve the assumed actuarial rate of return. Preppernau and Upton reported on the two new standards, GASB 67/68, Accounting and Financial Reporting for Pensions, advising the City should consider establishing a formal funding policy that governs the determination of contribution requirements. In conclusion of the above-noted presentation, Downey referenced a copy of the City’s Quarterly Performance Evaluation Report, ending December 31, 2013, which was included in the packet.

Council Discussion:

Council President Johnston opened the floor and roundtable discussion ensued pertaining to the two new standards by the Governmental Accounting Standards Board (GASB 67/68) and the effects on the City’s Defined Benefit Retirement Plan. Downey, Preppernau, and Upton responded to various concerns, inquiries and

**FOREST GROVE CITY COUNCIL WORK SESSION
(RETIREMENT)
MAY 12, 2014 – 6:00 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 2**

scenarios Council presented pertaining to actuarial assumptions and investment strategy, noting the funding policy has impact on certain GASB measurements, and a clearly expressed funding policy will help in implementation of the new requirements. In conclusion of the above-noted discussion, Sykes and Downey concurred the City should consider establishing a formal funding policy, as recommended by the consultants, which will be brought back to Council for consideration at a later date.

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

3. ADJOURNMENT

Council President Johnston, presiding, adjourned the work session at 6:59 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL REGULAR MEETING
MAY 12, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Council President Thomas Johnston, presiding, called the regular City Council meeting to order at 7:06 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Richard Kidd; Camille Miller; Ronald Thompson; Elena Uhing; and Thomas Johnston, Council President, presiding. **COUNCIL ABSENT:** Victoria Lowe and Mayor Peter Truax, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Jon Holan, Community Development Director; Michael Kinkade, Fire Chief; Kevin Ellingsburg, Police Captain; James Reitz, Senior Planner; George Cress, Light and Power Director (in the audience); Tom Gamble, Parks and Recreation Director (in the audience); Jeff King, Economic Development Coordinator (in the audience); and Anna Ruggles, City Recorder.

Council President Johnston reported Mayor Peter Truax remains in the hospital at Portland’s Legacy Emanuel Medical Center, where he is being treated for serious injuries sustained in a motor scooter accident, which occurred the evening of Wednesday, May 7, 2014, on his way home from the Farmers’ Market, noting Mayor Truax is expected to make a full recovery.

1. A. SWEARING-IN CEREMONY:

Fire Chief Kinkade administered the Oath of Offices and Council President Johnston presented the official badges to Victor Haney and Bobby Edwards, who were sworn-in as Volunteer Firefighter Lieutenants.

1. B. PROCLAMATIONS:

National EMS Week, May 18 – 24, 2014

Uhing publicly proclaimed May 18 – May 24, 2014, as “Emergency Medical Services Week”. Chris Pfingsten received the proclamation on behalf of Metro West Ambulance.

National Police Week, May 11 – 17, 2014

Council President Johnston publicly proclaimed May 11 – May 27, 2014, as “National Police Week”. Captain Ellingsburg received the proclamation on behalf of the Police Department.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
MAY 12, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 2**

National Public Works Week, May 18 – 24, 2014

Thompson publicly proclaimed May 18 – May 24, 2014, as “National Public Week”. Foster received the proclamation on behalf of the Public Works Department.

Small Business Week, May 19 – 24, 2014

Miller publicly proclaimed May 19 – May 24, 2014, as “Small Business Week in Forest Grove”. Hope Kramer, Economic Development Commission (EDC) Vice-Chair, received the proclamation on behalf of EDC.

National Historic Preservation Month, May 2014

Kidd publicly proclaimed the month of May, as “National Historic Preservation Month”. Neil Poulsen, Historic Landmarks Board (HLB) Chair, and Holly Tsur, HLB Vice-Chair, received the proclamation on behalf of the HLB.

1. C. **2014 ERIC. G. STEWART AWARD:**

Neil Poulsen, Historic Landmarks Board (HLB) Chair, and Holly Tsur, HLB Vice-Chair, and HLB members in the audience, presented by surprise celebration the “2014 Eric G. Stewart Award” to James Reitz, Senior Planner, in recognition of outstanding service and commitment to the historical preservation he has overseen on behalf of the City. Poulsen and Tsur commended Reitz for his outstanding service and commitment, noting Reitz has guided HLB as City staff liaison for over 18 years and though Reitz has guided HLB through many projects, most notable, Reitz guided HLB through the process of establishing three historic districts in Forest Grove – the largest number of districts of any city in Washington County.

2. **CITIZEN COMMUNICATIONS:** None.

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

- A. Approve City Council Work Session (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).**

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

- 4. **ADDITIONS/DELETIONS:** Refer to Agenda Item 1. C. noted above.
- 5. **PRESENTATIONS:**
 - 5. A. **Climate Smart Communities Update:**

Holan presented a PowerPoint presentation titled “Climate Smart Communities Scenarios Project – Shaping the Preferred Approach”, noting the State mandate requires Metro region to reduce per capita greenhouse gas emissions (GHG) by 2035. Holan reported the public, local governments, and regional policy advisory committees are being asked to shape a Draft Preferred Approach and make recommendations to Metro for final refinement and adoption by the end of 2014. Holan referenced slides outlining the GHG Program and highlighted scenarios to achieve the six desired outcomes (vibrant communities, equity, economic prosperity, transportation choices, clean air and water, and climate leadership); and discussed with Council what the future might mean for the City and various land use and transportation strategies as noted in his presentation.
- 6. **PUBLIC HEARING ADOPTING CITY MANAGER ANNUAL PERFORMANCE EVALUATION STANDARDS AND CRITERIA**

Staff Report:

Council President Johnston reported pursuant to the City Manager’s Employment Agreement, Section 6, Council must evaluate the City

- 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).**

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

- 4. **ADDITIONS/DELETIONS:** Refer to Agenda Item 1. C. noted above.
- 5. **PRESENTATIONS:**
 - 5. A. **Climate Smart Communities Update:**

Holan presented a PowerPoint presentation titled “Climate Smart Communities Scenarios Project – Shaping the Preferred Approach”, noting the State mandate requires Metro region to reduce per capita greenhouse gas emissions (GHG) by 2035. Holan reported the public, local governments, and regional policy advisory committees are being asked to shape a Draft Preferred Approach and make recommendations to Metro for final refinement and adoption by the end of 2014. Holan referenced slides outlining the GHG Program and highlighted scenarios to achieve the six desired outcomes (vibrant communities, equity, economic prosperity, transportation choices, clean air and water, and climate leadership); and discussed with Council what the future might mean for the City and various land use and transportation strategies as noted in his presentation.
- 6. **PUBLIC HEARING ADOPTING CITY MANAGER ANNUAL PERFORMANCE EVALUATION STANDARDS AND CRITERIA**

Staff Report:

Council President Johnston reported pursuant to the City Manager’s Employment Agreement, Section 6, Council must evaluate the City

**FOREST GROVE CITY COUNCIL REGULAR MEETING
MAY 12, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 4**

Manager's annual performance and establish the performance evaluation criteria, standards, policy directives, and compensation in an open meeting. Johnston outlined the City Manager performance evaluation process as follows, noting the process is the same as in previous years:

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.

In addition, Council President Johnston reported Council will hear the City Manager's self-evaluation and review the compiled responses and comments with the City Manager in Executive Sessions tentatively scheduled for May 27 and June 9, 2014, and after concluding the performance appraisal in the Executive Session scheduled for June 23, 2014, Council will return into open meeting to give a summary of the City Manager's performance appraisal.

Before proceeding with the Public Hearing and Council discussion, Council President Johnston asked for a motion to adopt the City Manager performance evaluation standards.

MOTION: Councilor Uhing moved, seconded by Councilor Miller, to adopt the City Manager Annual Performance Evaluation Standards and Criteria as presented.

Public Hearing Opened:

Council President Johnston opened the Public Hearing.

Proponents:

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

**FOREST GROVE CITY COUNCIL REGULAR MEETING
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Opponents:

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

Others:

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

Public Hearing Closed:

Council President Johnston closed the Public Hearing.

Council Discussion:

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

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

7. DISCUSS AND DETERMINE DISTRIBUTION OF FUNDING FOR COMMUNITY ENHANCEMENT PROGRAM (CEP) PROJECTS FOR FISCAL YEAR 2014-15

Staff Report:

Downey reported the purpose of the above-noted agenda item was to discuss designating the 2014-15 Community Enhancement Program (CEP) projects and funding allocations. Downey reported the City received 21 applications totaling \$87,936 and the CEP funds available to disburse are \$56,604. Downey reported the Council heard the CEP project presentations on April 22, 2014, and Councilors submitted their individual recommended funding allocations for the various CEP projects.

Council Discussion:

Council President Johnston opened the floor and roundtable discussion ensued pertaining to designating the 2014-15 CEP projects and allocation of the CEP funds based on the funding allocation methodology adopted by Council. Downey presented an overhead copy of the worksheet outlining each of the Councilmember's recommended funding allocations for each of the CEP projects. Downey advised one project did not receive funding from at least four Councilors as required by the funding allocation methodology adopted by Council, noting projects are

**FOREST GROVE CITY COUNCIL REGULAR MEETING
MAY 12, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 6**

subject to drop off the list unless funds are reallocated from at least four Councilmembers. Discussion ensued as Council assessed the projects and reallocated individual funds available for reallocation. At the conclusion of the above-noted assessment, Council collectively allocated the following funding amounts to each of the CEP projects as noted below:

2014-15 COMMUNITY ENHANCEMENT GRANT FUNDING

PROJECT:	AMOUNT FUNDED:
Sidewalk Chalk Art Festival	\$4,064
Shredding Day	\$830
WESTCO	\$3,750
AT Smith House Safety Update Project	\$2,733
Housing Rehab, Repair & Access Modifications	\$3,542
Equipment for Enhanced Ecological Education	\$2,200
Dining Room Chair Replacement	\$3,055
Sustaining/Maintaining Community Garden and Natural Resources	\$2,592
Holiday Tree Sustainability Enhancement	\$2,890
Football Equipment Update	\$1,250
Building Permit Fees for Cooper's Corner House #4	\$2,214
Pitching Machine and Protective Screen	\$0
Celebrating Food & Market Sustainability	\$2,379
Early Childhood Education for Latino Immigrants	\$2,629
First Wednesday Events/Historic Downtown Brochure	\$1,750
Research/Planning for Year-round Indoor Local Market	\$2,114
FGS&CC Gardens and AT Smith House Water	\$1,004
CITY BOARDS & COMMISSIONS	
Downtown Solar Powered Trash Compactor	\$2,198
Food & Drink Local Small Business Enhancement	\$4,420
HLB Renovation Grant Program	\$4,584
Collaborative Cultural Enhancement	\$4,998
TOTAL FUNDS AWARDED FOR FY 2014-15	\$55,196

At the conclusion of the above-noted discussion, Downey advised staff would bring back a proposed resolution making the above CEP allocations for Council consideration at the next meeting, at which time the Public Hearing would also be held.

8. CITY MANAGER'S REPORT:

**FOREST GROVE CITY COUNCIL REGULAR MEETING
MAY 12, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
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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 announced the Budget Committee meetings are scheduled for Thursday, May 22, and Thursday, May 29, 2014. Sykes recapped the stakeholders' meeting, held May 1, 2014, to discuss speed zone reduction and safety crossings at Highway 47/Maple Street/Fern Hill Road Interchange. Sykes disseminated a copy of a Request for Qualifications (RFQ) received in redeveloping the Times Litho site, submitted by Sycan B Corp, Springfield, Oregon, dated May 5, 2014, noting Sycan B Corp has expressed interest in redeveloping the Times Litho site as either a mixed-use development of retail and housing or a standalone hospitality project, i.e., hotel. 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.

9. COUNCIL COMMUNICATIONS:

Council President Johnston reported attending the League of Oregon Cities medical marijuana training forum on May 1, 2014, along with Councilor Thompson. Johnston reported attending the Forest Grove Rural Fire Protection District meeting, noting Fire Chief Kinkade is working on scheduling a work session with Council to discuss 911 funding. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Kidd reported on upcoming community-related events and upcoming meetings he was planning to attend.

Lowe was absent.

Miller highlighted on Public Arts Commission-related activities and gave kudos to Bev Maughan, Executive Assistant to City Manager, for creating a PDF fillable PAC mini-grant form. Miller reported on Chamber-related matters, noting the Chamber Luncheon for May will be held at Prime Time Restaurant. In addition, Miller reported on other matters of interest and upcoming meetings she was planning to attend.

Thompson reported attending the League of Oregon Cities medical marijuana training forum on May 1, 2014, noting the LOC will be posting the speaker's session material on its website. In addition, Thompson

**FOREST GROVE CITY COUNCIL REGULAR MEETING
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reported on upcoming community-related events and upcoming meetings he was planning to attend.

Uhing reported on Economic Development Commission (EDC)-related activities and meeting, noting EDC awarded two mini-grants and is hosting a Small Business Forum. Uhing reported Howard Sullivan, Chamber Director, has recruited 38 new members during his first year as Chamber Director. In addition, Uhing reported on other matters of interest and upcoming meetings she was planning to attend.

Mayor Truax was absent.

10. ADJOURNMENT:

Council President Johnston, presiding, adjourned the meeting at 8:33 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

1. **CALL TO ORDER:**

Chairman Beck called the meeting to order at 7:02 p.m., and then called a recess to celebrate the retirement of Commissioner Al Miller from the Planning Commission. Commissioner Miller has served faithfully on the Planning Commission for sixteen years.

Planning Commission Present: Tom Beck, Al Miller, Lisa Nakajima, Dale Smith, Phil Ruder, Sebastian Lawler and Hugo Rojas (new Commissioner).

Absent: Carolyn Hymes

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

2. **PUBLIC MEETING:**

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

2.2 **PUBLIC HEARING:**

A. Review of Proposed Urban Renewal Plan for consistency with the Forest Grove Comprehensive Plan and Local Economic Development Strategic Plan and Adoption of Findings.

Chairman Beck opened the public hearing at 8:03 pm and asked the commissioners if there were any conflicts of interest, ex-parte contacts, bias or abstentions. Commissioner Nakajima said she owns property in the proposed urban renewal area. Chairman Beck stated that he has been part of the committee to develop the urban renewal program. Commissioner Miller brought up the fact that the City owns property in the urban renewal area. Chairman Beck called for the staff report.

Mr. Riordan explained that he would keep his presentation brief, because a lot of information was included in the Commission packet – especially in Exhibit A. He said the purpose tonight was to give the Planning Commission the opportunity to review the Urban Renewal Plan for consistency with the Forest Grove Comprehensive Plan and Local Economic Development Strategic Plan, and to decide whether or not to approve the findings and pass it along to the City Council. Mr. Riordan explained that the Comprehensive Plan recently adopted in January by the City Council is the one that applies to this process.

Mr. Riordan said the major points of the Urban Renewal Plan support: a strong and vibrant Town Center, a framework for removing financial barriers to land efficient development, construction of needed housing, mixed-use development in Town Center and Pacific Avenue corridor, adaptive re-use of unused and obsolete buildings in the city center, and sustainability. Riordan stated that these policy areas are consistent with the Comprehensive Plan and state planning goals.

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

May 5, 2014 –7:00 P.M.

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Mr. Riordan said the next steps include: the Urban Renewal Agency (City Council) formally proposes the urban renewal plan for Council adoption; city-wide notice of the City Council public hearings sent out; opportunity for consultation with affected taxing districts; community and stakeholder Open House; City Council public hearings; notice of adoption in newspaper (if applicable); 90-day validity period; and notification of Washington County Tax Assessor of adoption (if applicable) and request for calculation of taxable assessed value base.

Mr. Riordan stated that given the findings, facts and conclusions identified on Attachment A to the written staff report, staff recommends that the Planning Commission find the urban renewal plan to be in conformance with the Comprehensive Plan and Economic Development Plan, and staff recommends that the Planning Commission forward the urban renewal plan to the City Council for adoption.

COMMISSION DISCUSSION:

In response to a request from Chairman Beck, Mr. Riordan went over Section # 3 of the Urban Renewal Plan.

In response to a concern stated by Commissioner Ruder, Mr. Riordan explained that the Urban Renewal Agency cannot acquire property, then pass it along for private development. Riordan answered questions from the Commissioners about how the agency works.

Commissioner Miller asked how we arrived at the size of this program.

Mr. Riordan explained that it was a matter of striking a balance between the impact urban renewal will have on the City's tax base, and establishing a framework and financial incentives for encouraging the adaptive reuse of buildings and development or redevelopment of land already provided with City services.

Commissioner Nakajima asked why the plan shows \$15 million, but in another place it says the plan will generate \$9 million in taxes.

Chairman Beck explained that this is a range, so if there is no major occurrence like a recession, then the plan will generate more money.

Mr. Riordan stated that the \$15 million included some inflation (today's dollars vs. future dollars).

There was no one in the audience, and so there was no public testimony.

Commissioner Lawler made a motion to accept the findings for the Urban Renewal Plan and forward the Urban Renewal Plan to

the City Council with no changes. Commissioner Smith seconded. Motion passed 6-0.

2.3 ACTION ITEMS: None.

2.4 WORK SESSION ITEMS:

Presentation by Brian Wegener, Tualatin Riverkeepers. Mr. Wegener gave a PowerPoint presentation explaining the issues with runoff and erosion in the Tualatin Basin area. Wegener said Issue # 1 is wetland protection. He gave an example - the Clackamas Board of Commission approved a Comprehensive Plan amendment to allow a quarry to be excavated adjacent to a refuge area. Wegener stated that the quarry will be 400-feet deep in places, and the fear is the wetland water will drain into the quarry.

Mr. Wegener said Issue # 2 is allowing development on steep slopes. He explained that developers have asked the Washington County Board of Commission to amend the restrictions on developing steep slopes. He gave an example - developers were allowed to build on Bull Mountain, where they put in a street (Essex Drive). Wegener showed pictures of the great erosion problems caused by heavy rain runoff down this very steep street. He explained that the City of Tigard attempted to fix the erosion problem by putting in a big rock to slow the flow and a big black pipe to handle the runoff. The problem is there are several creeks on Bull Mountain, and the City has nothing in their budget for stabilization. Wegener stated that downstream from Bull Mountain a property owner asked for a downstream study, and it was found there was a 40% increase in runoff since development on Bull Mountain. He showed a picture of another cleared, undeveloped area where there was a mudslide.

Mr. Wegener said Issue # 3 is the removal of trees/forests, which help to reduce storm water runoff. He showed an example of a developed condition with 30% runoff compared to a forested area with only 3% runoff. Wegener explained that the problem with runoff is it carries pollutants like gas from lawnmowers, fertilizer, etc. He stated that Tigard and Tualatin have different forestry standards, with Tigard's goal being to go from 25% to 40% canopy. He said Tigard offers 200% canopy credit incentives for preserving existing trees, rather than cutting and replanting, and specifies how much dirt volume each tree in a parking lot must have in order to grow. Wegener said Riverkeepers wants to share this approach. He showed information on "structural soil" that can be used when planting trees. This soil allows tree roots to grow between the large chunks of gravel used in the mix, and informed the Commission that Riverkeepers has "parking forest" information available.

Mr. Wegener said Clean Water Services (CWS) is working on design and construction standards. He said DEQs watershed permit renewal has been delayed,

and the question is whether or not CWS should wait for DEQ. He described the MS4 Permit requirements. Wegener showed an example of a “green” street with no curbs so water flows into swales.

Commissioner Ruder asked if Mr. Wegener saw any places in Forest Grove that may be considered danger spots. He mentioned BiMart, which has tree wells in its parking lot, but the trees have died or been removed.

Mr. Wegener pointed out what to watch for with development, and how to develop around it to prevent run off. He said it is a challenge to have sufficient standards.

Chairman Beck thanked Mr. Wegener for his presentation. Beck asked staff whether or not it is beyond our authority to require BiMart to plant trees in their empty tree wells.

In response to C admitted it was a good question, but he would investigate further. Regarding Mr. Wegener’s presentation, he stated that there are a lot of things the City needs to look at as part of the Westside Planning Project.

3.0 **BUSINESS MEETING:**

3.1 **APPROVAL OF MINUTES:** Commissioner Miller made a motion to approve the minutes for the April 7, 2014, meeting. Commissioner Ruder seconded. Motion passed 6-0.

3.2 **REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:**

Chairman Beck said he attended a meeting last Thursday regarding the Purdin/Verboort Roads intersection. He learned that Forest Grove is technically in two different ODOT districts – one covers inside the City limits and the other the northern and southern borders. Beck said those present brought a lot of pressure to bear on ODOT, and maybe something good will come from it.

3.3 **DIRECTOR’S REPORT:**

In response to a question from the Commission, Mr. Holan stated that there will be a meeting on May 19th, and it will consist of the annual training now that we have a new Commissioner onboard.

Mr. Holan said it is uncertain whether or not there will be meetings in June, and this will depend on how quickly the Gales Creek Terrace and Silverstone applications progress. Holan said staff has done a completeness review on Gales Creek Terrace, but to his knowledge there has been no response.

**PLANNING COMMISSION MEETING MINUTES
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Mr. Holan gave an update on the Comprehensive Plan, which has been sent to DLCD for review. He said no one has objected at this point. Holan said staff is applying for a grant from DLCD to help fund the zoning part of it.

- 3.4 ANNOUNCEMENT OF NEXT MEETING:** Next meeting will be held on May 19, 2014.
- 3.5 ADJOURNMENT:** The meeting was adjourned at 8:55 pm.

Respectfully submitted by:
Marcia Phillips
Assistant Recorder

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

3F

	APR 2014	MAR 2013	APR 2013
MONTHLY TRAFFIC			
Eye Count (Daily count of patrons for month)	13,449	13,697	19,140
Number of Days Open to the Public:	26	26	27
New Registrations (New Patron card issued)	111	119	110
CIRCULATION:			
Total Check-outs:	29,969	32,357	32,232
Total Check-ins:	22,174	23,286	23,263
ILLs (Inter-library loans/out of county):	103	79	98
COURIER:			
Intra-library Holds to Forest Grove:	11,072	11,894	12,303
Intra-library Holds from Forest Grove:	9,493	10,138	9,915
PROGRAMS:			
# of Adult Programs	4	3	1
Adult attendance at Adult Programs	114	55	8
Teen attendance at Adult Programs	0	0	0
Children attendance at Adult Program	2	1	0
# of Children's Programs	25	19	25
Children's attendance at Children's Programs	438	233	267
Adult attendance at Children's Programs:	158	152	151
Teen attendance at Children's Programs	0	0	0
# of Community Programs	1	1	3
Adult attendance at Community Programs	42	29	143
Children's attendance at Community Programs	0	0	14
Teen attendance at Community Programs	0	0	2
# of Teen Programs	0	0	0
Teen attendance at Teen Programs	0	0	0
Adult attendance at Teen Programs	0	0	0
Children's attendance at Teen Programs	0	0	0
# of Early Childhood Discovery Time Programs	6	6	6
# of Families at ECDDT	20	30	NA
REFERENCE:			
# of Reference Questions	1,270	1,455	1,289
SELF CHECK-OUT:			
Self-Check Out Patrons Accepted	2,373	2,535	2,648
Self-Check-Out Patrons Denied	163	180	200
Self-Check-Out Total Items	9,341	10,514	10,696
Self-Check-Out Items Denied	268	216	141
Self Check-Out Items Renewed	35	86	84
VOLUNTEERS:			
Number of volunteers	74	46	46
Volunteer hours	390	318	505
COMPUTER USE:			
# of sessions	2,329	2,333	2,471
Total user hours	1,749	1,813	1,559
Average session time in minutes	45	46	38

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Memorandum

To: Mayor Truax and City Councilors
From: Anna D. Ruggles, CMC, City Recorder
Subject: Make Appointment to Public Safety Advisory Commission
Date: May 27, 2014

BACKGROUND:

There currently exists a citizen vacancy on the Public Safety Advisory Commission (PSAC), representing the Rural Fire District.

City Council interviewed Chas Hundley on May 12, 2014, in Work Session for a position on various boards, committees, and commissions. Council made recommendation to appoint Hundley to fill a citizen vacancy on PSAC, representing the Rural Fire District, term expiring December 31, 2016; refer to his attached application.

Staff contacted Cleo Howell, Forest Grove Rural Fire Protection District Chair, and he noted Hundley would make a good addition to PSAC and advised that they have no one else in mind. Staff contacted Hundley and he is available and interested in serving and filling the citizen vacancy on PSAC, representing Rural Fire District.

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. 2014-41

RESOLUTION MAKING APPOINTMENT
TO THE CITY OF FOREST GROVE
PUBLIC SAFETY ADVISORY COMMISSION

WHEREAS, Resolution No. 2005-56 has provided for a Public Safety Advisory 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 Public Safety Advisory Commission; and

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

<u>Last Name</u>	<u>First Name</u>	<u>Position:</u>	<u>Term Expires</u>
Bernhardt	Mike	At-Large	December 31, 2016
Dierickx	Tim	Rural Fire	December 31, 2017
Garrison	Drue	At-Large	December 31, 2017
Hale	Laura	At-Large	December 31, 2017
HUNDLEY	CHAS	RURAL FIRE	DECEMBER 31, 2016
Mills	Robert	At-Large	December 31, 2016
Rippe	Tim	At-Large	December 31, 2017
Seable	Nathan	At-Large	December 31, 2017
VanBlarcom	Glenn	At-Large	December 31, 2016

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

PRESENTED AND PASSED this 27th day of May, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 27th day of May, 2014.

Peter B. Truax, Mayor



InterNew
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 Cha
 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)

**NOTICE OF PUBLIC HEARING
PROPOSED ORDINANCE AMENDING FOREST GROVE
CITY CODE PROHIBITING SMOKING AND TOBACCO USE IN
CITY PARKS AND CITY-SPONSORED EVENTS**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Tuesday, May 27, 2014, at 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting an ordinance that would prohibit smoking and tobacco use in city parks and city-sponsored events. The prohibited products include any tobacco products, cigarettes, cigars, pipe tobacco, plant products, smokeless tobacco, chewing tobacco, and electronic smoking devices. The proposed ordinance, if enacted by the City Council, would take effect 30 days immediately after enactment unless City Council declares an emergency.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the staff report and proposed ordinance are 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, PO Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, at 503.992.3235.

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

*Published Wednesday, May 21, 2014
FG NewsTimes*

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May 27, 2014

**STAFF REPORT AND RESOLUTION ADDING NEW CODE SECTION 5.485,
"SMOKING AND TOBACCO USE PROHIBITED" IN DESIGNATED PARKS
AND CITY-SPONSORED EVENTS**

Project Team: Tom Gamble, Director Parks and Recreation
Janie Schutz, Police Chief
Carla Bennett, Washington County Health
Michael Sykes, City Manger

ISSUE STATEMENT: The City of Forest Grove currently complies with the Oregon-minimum required Smoke Free Workplace Law: Indoor Clean Air Act, which prohibits smoking inside and within ten (10) feet of all entrances, exits, windows that open, ventilation intakes and accessibility ramps per Oregon Administrative Rules 333-015-0025-333-015-0090. The Forest Grove Fire Department has expanded this policy to prohibit smoking on all Fire Department property. Staff is proposing the City provide a smoke- and tobacco-free environment in City parks and City-sponsored events.

DISCUSSION: The attached Code amendment (Exhibit A) would prohibit a range of tobacco and smoking products, including cigarettes, cigars, pipe tobacco, plant products, smokeless tobacco, chewing tobacco, and electronic smoking devices, known as e-cigarettes, as these devices have not been proven safe and may pose a "passive vaping" risk to bystanders.

If the ordinance is adopted by City Council, Forest Grove would join other Oregon communities who have already passed similar ordinances as well as special districts, such as Tualatin Hills Parks and Recreation District. Additionally, the State Parks Department demonstrated leadership by passing similar rules for all State Park properties.

The Case for Smoke-Free Outdoor Areas:

Data from the Oregon Health Authority shows that, in Washington County:

- 50,900 Adults Smoke Cigarettes.
- 10,300 county residents suffer from serious illness caused by tobacco.
- 527 county residents died from tobacco
- \$99.5 million dollars spent on Health Care.
- Percent of smokers who made an attempt to quit last year 49.

Secondhand Smoke:

- 800 Oregonians die annually due to secondhand smoke.
- There is no risk-free level of secondhand smoke.
- There are over 4,000 chemicals in secondhand smoke, and over 50 of them cause cancer.

Agency Support:

Not surprising, the following agencies support Smoke free parks and outdoor areas.

- The American Lung Association in Oregon:
 - “Children who are exposed to secondhand smoke have higher rate of Sudden Infant Death Syndrome”
- Center for Disease Control:
 - “In the past 2 decades, a growing body of scientific evidence has demonstrated the dangers of secondhand smoke. New evidence shows that secondhand smoke in outdoor areas also presents health risks”.
- Washington County Department of Health and Human Services:
 - “More people than ever are protected from secondhand smoke where approximately 75% of multi-unit housing is smoke-free”.

The trend is clear: Smoke-free policies are rapidly gaining ground in Oregon and around the country; a quick Google search indicates that communities throughout the nation are taking a stand on the definition of “Healthy Communities”. This trend is clearly reflected in the City Council Goal for 2014-15. Goal #1, which is to “Promote Safe, Livable and Sustainable Neighborhoods and a Prosperous Dynamic, Green City.

Local Benefits:

- Allows law enforcement to contact persons smoking on City property. The parks systems has numerous locations that additional police support and law enforcement activities will provide them with an additional method to contact suspects who may be persons of interest in other cases.
- Smoking products, once consumed in public spaces, are often discarded on the ground requiring additional maintenance expenses, diminish the beauty of the recreational facilities and pose a risk to children, pets and wildlife due to ingestion.
- Reduces Park Department's staff time spent collecting litter and cleaning remains of smokeless tobacco in drinking fountains and filled bottles. It is not uncommon for staff to spend two (2) hours per week picking up cigarette butts from shelter areas at Lincoln, Thatcher, Rogers and Bard parks.
- Sends message to facility users that the City not only speaks of a healthy parks system, but puts policies in place that results in concrete action items to provide a healthy park system.
- Smoke- and tobacco-free policies support a message that smoking is unsafe and that non-smokers have the right to be protected from not only secondhand smoke, but waste created by smokeless tobacco. This is especially significant for children as they are influenced by their perception of normal behavior; thus, providing protected places for youths.

A September 2013 survey conducted by the Tualatin Hills Park and Recreation District asked parks and recreation agencies around the state about their current tobacco-free and smoke-free policies. With only one exception, all agencies reported compliance and significant support from law enforcement.

Parks and Recreation Commission meetings, Public Comments and Other Information: The City conducted three (3) public comments opportunities regarding this proposal. They were:

- Parks and Recreation Commission: March 20th, 2014, 7:00 p.m.
- Parks and Recreation Commission: April 16th, 2014 7:00 a.m.
- Public Safety Advisory Commission: April 23rd, 2014 8:30 a.m.

During the those meetings, four (4) citizens attended and two (2) made comments and submitted written testimony to the Recreation Commission for consideration (attached as Attachments A and B). Additionally, the Commission accepted written letters of support from both Pacific University (Attachment C) and Adelante Mujeres (Attachment D).

Both the Recreation Commission and Public Safety Advisory Commission recommended approval to the City Council to consider adopting the Code

Amendment (Exhibit A) prohibiting smoking and tobacco use in City parks and city-sponsored events.

The media has reported on six (6) different occasions, informational articles about the development of the City's proposal and staff has received only positive reactions from the public regarding the City's proposal.

Implementation and Enforcement: The new code provisions would be effective 30 days after the ordinance is enacted by City Council. If adopted by City Council, implementation of the new code provisions will begin with the cooperation from the media, signage placement, law enforcement officials, and park staff, who will begin educating the public. Warning Citations will be issued during the education period, which is expected to last one month.

Violations and Penalties: Staff is proposing the same violations and penalties as established in other sections of the code similar to the proposed violation, which is subject to a civil penalty in the amount of not less than \$100 and not more than \$250. The Enforcement Officer may cite into Municipal Court for the violations.

FISCAL IMPACT: Staff expects to install numerous signs in parks and open space facilities, which will impact the budget during the first year of implementation of the provisions. Anticipated costs for signage is estimated to be \$1,000 and will be proposed in FY 2014-15 budget.

STAFF RECOMMENDATION: Staff recommends the City Council adopt the attached ordinance amending City Code by adding new Code Sections 5.485 and 5.490 as outlined in Exhibit A of the ordinance.

(A)

Thank you for taking public comments and for caring about the issue of second-hand smoke in public places and how it affects people. I have been greatly bothered by cigarette smoke for decades. As time goes on, it seems to get worse. It is such an irritant that I must do all I can to avoid it at all costs. I have had severe allergic reactions. If I am as close as 50 to 100 feet of someone smoking. My throat gets sore, swollen, and on a couple of occasions makes it very difficult for me to breathe. It has been so severe that I have had to go to the hospital emergency room for treatment on two occasions. Doctors have told me that about all I can do is to avoid the second hand smoke.

Thank you.

March 21, 2014

Forest Grove Parks and Recreation

Attn: Tom Gamble

Re: proposed ban on smoking/tobacco products

(B)

Mr. Gamble:

Thank you and the Commission for encouraging public input on the above referenced issue. My husband and I attended last night's meeting and learned a great deal about the proposal. This letter is to confirm our support for moving forward to approval and implementation.

I can personally attest to the fact that cigarette debris is the number one litter problem. I conduct a trash walk in my own neighborhood [north end of Main Street] weekly and tobacco trash is the main thing I pick up. I heard from you that it is a significant problem in City Parks.

I worked at Pacific University [1994-2000] and was part of an employee effort to reduce smoking around campus. Some measures were put in place, and PU continues to work towards further healthy measures: a sign that more people and institutions recognize the need for such policies as were presented last night. It was further noted many other cities and towns in OR have taken these steps. Forest Grove's decision to adopt new policy complements these efforts.

I appreciate knowing that special events permitted by the City will be included in the policy. Going to Farmer's Market, for example, has sometimes been unpleasant as people walk about with cigars, cigarettes and related trash. I have actually left such events at times because of this detrimental environment.

So we hope to see this policy moving forward quickly. Thank you again for the opportunity to provide input.

Susan and Jerry Munger
3318 Main St, Forest Grove
503-359-3607
2mungers@gmail.com



March 19, 2014

Forest Grove City Council
Attn: City Recorder
PO Box 326
Forest Grove, Oregon 97116-0326

RE: Support for Tobacco or Smokefree City of Forest Grove Properties

Dear Chair Beck and City Councilors:

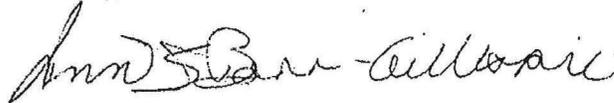
I would like to show support for the City of Forest Grove efforts to provide tobacco and smokefree areas and urge you to consider adopting a tobacco-free outdoor policy for city properties and downtown areas.

At this time, Pacific is working to adopt a smoke free policy for their campuses, which would include the campus in Forest Grove. If approved, this policy would prohibit smoking on all Pacific University campuses, including cars, parking lots, and outdoors on university grounds. In an effort to successfully implement that policy we would like to encourage the City of Forest Grove to adopt a tobacco-free policy for city properties and downtown Forest Grove. Not only would this promote healthy lifestyles and protect visitors and residents from secondhand smoke exposure but it would also include the shared use of Lincoln Park with Pacific University.

As the Dean of the College of Health Professions, I understand tobacco use and second hand smoke is the leading preventable cause of death, disease, and disability in the US, according to the CDC, and we are committed to help improve the health and wellbeing of our community.

Thank you for your consideration in this matter.

Sincerely,



Ann E. Barr-Gillespie, DPT, PhD
Vice Provost and Executive Dean

**VICE PROVOST AND EXECUTIVE DEAN
COLLEGE OF HEALTH PROFESSIONS**

190 SE 8th Avenue, Suite 230 | Hillsboro, OR 97123



(D)

EDUCATION - EMPOWERMENT - ENTERPRISE

November 22, 2013

Forest Grove City Council
Attn: City Recorder
PO Box 326
Forest Grove, Oregon 97116-0326

RE: Support for Tobacco and Smoke-free City of Forest Grove Properties

Dear Mayor Truax and City Councilors:

On behalf of Adelante Mujeres, we would like to show support for the City of Forest Grove and your efforts to provide healthy spaces where community can gather and breathe with ease. We urge you to consider adopting a tobacco and smoke-free outdoor policy for city properties and downtown areas.

Adelante Mujeres understands that there is no safe level of secondhand smoke exposure, as the U.S. Surgeon General stated, and would like to make every effort to protect our staff, participants, families, and the community from exposure. Although it is possible for Adelante Mujeres to adopt a tobacco and smoke-free policy for the buildings we use, we would also like to support policies that protect public areas where children, elders, and everyone frequent daily.

As a program of Adelante Mujeres, the Forest Grove Farmers Market is a perfect space to promote healthy lifestyles for the Forest Grove community. That is why we would like to provide a tobacco and smoke-free market experience for patrons so that they are able not only to access nutritious foods, but also an atmosphere free of secondhand smoke. We anticipate that asking patrons to refrain from smoking only on Wednesday evenings could be confusing and potentially challenging to enforce. That is why, in an effort to successfully implement this policy we would like to encourage the City of Forest Grove to adopt a tobacco and smoke-free policy for city properties and downtown Forest Grove. This policy would include Main Street where Forest Grove Farmers Market operates.

Thank you for your time and consideration,
Sincerely,

Bridget Cooke
Executive Director
Adelante Mujeres

Kaely Summers
Forest Grove Farmers Market Manager
Adelante Mujeres

2420 19th Avenue • Forest Grove, OR 97116 • 503.992.0078 • www.adelantemujeres.org



May 19, 2014

City of Forest Grove
1924 Council Street
Forest Grove, OR 97116

Dear Forest Grove City Council:

On behalf of Washington County Department of Health and Human Services, I would like to provide my support to the City of Forest Grove in adopting an ordinance to prohibit smoking and tobacco use in outdoor public places. The City's proposed policy to protect parks and City-sponsored events is in full alignment with the efforts of public health and other agencies to reduce the impact of tobacco and nicotine addiction across the nation.

Tobacco use remains the #1 cause of preventable death in Oregon. In Washington County alone, almost 51,000 adults smoke cigarettes. According to the U.S. Surgeon General, there is no safe level of secondhand smoke exposure. The City's proposed ordinance provides an important step in reducing secondhand smoke exposure in outdoor venues. In addition to the proposed policy, Washington County Department of Health and Human Services recommends:

- ✓ Expanding the proposed policy to include **all** City-properties for comprehensive protection and consistency.
- ✓ Including the definition for "smoking and tobacco use" into existing restrictions; currently only **cigarette** smoking indoors is restricted by the Smokefree Workplace Law.
- ✓ Considering a policy to protect youth by prohibiting the sale of electronic smoking devices to minors.

Washington County Department of Health and Human Services is a leader in our community, committed to building countywide capacity to use policy, systems and environmental change strategies to improve the health and quality of life of all people who live, work, learn and play in the county. Recently, we assisted Tualatin Hills Parks and Recreation District to adopt a comprehensive smokefree policy for all District properties and parks. Additionally, we provided support to the City of North Plains to adopt a comprehensive tobacco-free and smokefree policy for all City-properties, parks and events and banning the sale and possession of electronic smoking devices to youth.

Policies like these protect people from secondhand smoke exposure, help people quit tobacco and help prevent youth from starting. We would like to applaud the City of Forest Grove in your effort to support a healthier, smokefree community for all.

Sincerely,

Marni Kuyl, RN, MS
Robert Wood Johnson Executive Nurse Fellow
Public Health Division Manager

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ORDINANCE NO. 2014-06

ORDINANCE AMENDING FOREST GROVE CODE CHAPTER 5, PUBLIC PROTECTION OFFENSES, BY ADDING NEW CODE SECTION 5.485, TITLED “SMOKING AND TOBACCO USE PROHIBITED” AND ADDING NEW CODE SECTION 5.490, TITLED “VIOLATIONS AND PENALTIES” AND AMENDING CODE SECTION 5.405

WHEREAS, the Oregon Smoke Fee Workplace Law: Indoor Clean Air Act regulates smoking in public places indoors and in some outdoor areas to protect the public from secondhand smoke at work and in public places. ORS 433.870 provides that the law is in addition to any other law regulating smoking, which leaves local governments the authority to regulate smoking; and

WHEREAS, The City Council has received information from Washington County Tobacco Education and Prevention Program, which is dedicated to promoting smoke– and tobacco-free environments; and

WHEREAS, smoking products, once consumed in public spaces, are often discarded on the ground requiring additional maintenance expenses, diminish the beauty of the recreational facilities and pose a risk to children, pets and wildlife due to ingestion; and

WHEREAS, it is the desire of the City of Forest Grove to protect and promote public health, safety and welfare by providing smoke– and tobacco-free environments within designated parks and city-sponsored events; and

WHEREAS, notice of the City Council hearing on this ordinance was published in the *News Times* on May 21, 2014; and

WHEREAS, the City Council held a duly-noticed Public Hearing on the proposed ordinance on May 27, 2014.

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

Section 1. The Forest Grove City Council does hereby approves and adopts the provisions prohibiting smoking and tobacco use within parks and city-sponsored events and amends Forest Grove Code Chapter 5 by adding new Code Section 5.485, titled “Smoking and Tobacco Use Prohibited, and new Code Section 5.490, titled “Violations and Penalties”, as set forth in the attached Exhibit A.

Section 2. This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading the 27th day of May, 2014.

PASSED the second reading the 9th day of June, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 9th day of June, 2014.

Peter B. Truax, Mayor

ORDINANCE NO. 2014-06
“EXHIBIT A”

CHAPTER 5 – PUBLIC PROTECTION OFFENSES

CITY OF FOREST GROVE CODE AMENDMENTS
NEW CODE SECTION 5.485
SMOKING AND TOBACCO USE PROHIBITED
NEW CODE SECTION 5.490
VIOLATIONS AND PENALTIES

New language is added in Red.

Existing language is shown in Black.

5.405 **Purpose and Definition.**

- (1) Parks and recreational facilities are established for the enjoyment, convenience and safety of all citizens. Parks are maintained for the leisure time activities of the public. The City encourages the greatest possible use of its parks subject only to regulations designed to preserve the parks and recreational facilities and promote safe use of the parks by all persons.
- (2) As used in the following sections “designated parks” shall mean any public or private-owned real property and park facilities placed under the jurisdiction of the City, whether within or outside the corporate limits of the City, and designated for park and recreational purposes.

5.485 **Smoking and Tobacco Use Prohibited.**

- (1) Smoking and tobacco use is prohibited within any designated parks and city-sponsored events.
- (2) Prohibited products include any tobacco products, cigarettes, cigars, pipe tobacco, plant products, smokeless tobacco, chewing tobacco, and electronic smoking devices.

5.490 **Violations and Penalties.**

- (1) Any person violating Sections 5.410 – 5.485 is subject to a civil penalty in the amount of not less than \$100 and not more than \$250.
- (2) The Enforcement Officer may cite into Municipal Court for the violations.

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MEMORANDUM

TO: Mayor Peter Truax and City Councilors

PROJECT TEAM: Paul Downey, Administrative Services Director
Beverly Maughan, Executive Assistant to the City Manager
Michael J. Sykes, City Manager

DATE: May 27, 2014

SUBJECT: Public Hearing on Community Enhancement Projects

BACKGROUND: The City Council met on May 12, 2014, to recommend funding amounts for the various projects for the CEP projects to be funded in FY 2014-15. Based on the results of that discussion, a resolution designating the projects and their respective funding amounts has been prepared and is attached to this memorandum.

FISCAL IMPACT: The Council's past practice has been to use the funds estimated to be received from Metro and up to 25% of the CEP Fund's reserves to fund projects in the coming fiscal year. For FY 2014-15, the Council is proposing to use that formula which amounts to \$56,604 in funds available for distribution.

As a requirement of the City's contract with Metro to receive Community Enhancement money, the City is required to hold a public hearing on designated projects. That public hearing will be held on May 27, 2014, during the regular council meeting. As required, the City has notified Metro that the public hearing will be held at that time.

STAFF RECOMMENDATION: Staff recommends City Council approve the attached resolution designating the CEP Projects (Exhibit A) for Fiscal Year 2014-15.

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RESOLUTION NO. 2014-42

**RESOLUTION DESIGNATING COMMUNITY ENHANCEMENT
PROJECTS FOR FISCAL YEAR 2014-15**

WHEREAS, the City has an agreement with Metro to receive \$.50 per ton for mixed waste handled at the transfer station for the purpose of mitigating impacts of the transfer station; and

WHEREAS, the City and Metro have established overall criteria for projects to be eligible for CEP funding; and

WHEREAS, the City received 21 applications for \$87,936 and has \$56,604 of Community Enhancement Fund money available to disburse; and

WHEREAS, the City held a public hearing on May 27, 2014, to receive comments on proposed projects.

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

Section 1. That the projects attached as Exhibit A are designated as Community Enhancement Projects for Fiscal Year 2014-15 with individual funding allocation identified as a result of the evaluation process.

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

PRESENTED AND PASSED this 27th day of May, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 27th day of May, 2014.

Peter B. Truax, Mayor

EXHIBIT A

2014-15 COMMUNITY ENHANCEMENT GRANT FUNDING

PROJECT	SPONSOR	AMOUNT FUNDED
Sidewalk Chalk Art Festival	Valley Art Association	\$ 4,065
Shredding Day	FG Chamber of Commerce	\$ 830
WESTCO	Community Action Organization	\$ 3,750
AT Smith House Safety Update Project	Friends of Historic Forest Grove	\$ 2,735
Housing Rehab, Repair & Access Modifications	Rebuilding Together * Washington County	\$ 3,545
Equipment for Enhanced Ecological Education	Fernhill Wetlands Council	\$ 2,200
Dining Room Chair Replacement	FG Senior & Community Center	\$ 3,055
Sustaining/Maintaining Community Garden, Natural Resources	FG Community Gardens	\$ 2,595
Holiday Tree Sustainability Enhancement	Chamber Holiday Display Team	\$ 2,890
Football Equipment Update	FG Little Guy Football	\$ 1,250
Building Permit Fees for Cooper's Corner House #4	West Tuality Habitat For Humanity	\$ 2,215
Celebrating Food & Market Sustainability	Adelante Mujeres	\$ 2,380
Early Childhood Education for Latino Immigrants	Adelante Mujeres	\$ 2,630
First Wednesday Events/Historic Downtown Brochure	City Club	\$ 1,750
Research/Planning for Year-round Indoor Local Market	Dairy Creek Community Food Web	\$ 2,115
FGS&CC Gardens and AT Smith House Water	Dairy Creek Community Food Web	\$ 1,005
Downtown Solar Powered Trash Compactor	FG Sustainability Ad-hoc Committee	\$ 2,200
Food & Drink Local Small Business Enhancement	Economic Development Commission	\$ 4,420
HLB Renovation Grant Program	Historic Landmarks Board	\$ 4,585
Collaborative Cultural Enhancement	Public Arts Commission	\$ 5,000
TOTAL FUNDS AWARDED FOR FY 2014-15		\$55,215

May 27, 2014

STAFF REPORT AND RESOLUTION FOR A FARMS, FOOD AND BEVERAGE TOURISM PROMOTION AND DEVELOPMENT GRANT UNDER THE 2014- 2015 OREGON TRAVEL COMMISSION MATCHING GRANT PROGRAM

PROJECT TEAM:

Michael Sykes, City Manger

Jeffrey King, Economic Development Manager

ISSUE STATEMENT:

The economic impact of travel and tourism in Washington County and Forest Grove is significant. The Forest Grove area offers the numerous and most diverse tourism assets in the county. There has been renewed and rapidly growing interest from visitors, tourists and regional residents in the source of fresh, local food and beverages. Forest Grove has an opportunity to significantly expand this tourism sector through our farms, wineries, micro-breweries, distilleries, artisan food makers and food processors. Through a local coalition, staff is proposing a grant to identify, help develop and market these small business and farms to bring in more revenue to the area, create jobs and sustain local businesses, and provide healthy, fresh local food and beverage products. The total project cost is estimated at \$38,000. Staff is requesting City Council pass a resolution supporting a \$16,000 grant application to the Oregon Travel Commission 2014-2015 Matching Grant Program. The local match will be \$22,000 from event fees, private sector organizations and other grants such as the Community Enhancement Program.

BACKGROUND:

In 2012 Tourism accounted for 5,900 jobs in Washington County, attracted 2.6 million visitors who spent \$487 million. Within the county, the Forest Grove offers the largest amount and diversity of tourism activities. With outdoor activities of all types –bird watching, hiking, bicycling, Hagg Lake, a state forest, and golfing; Pacific University; history and heritage, wineries, McMenamins Grand Lodge, Sake One, art galleries, and classic events there is much to do. Located only 25 miles from downtown Portland which also serves as a hub for national and international tourists, there is an opportunity to grow the travel and tourism sector in Forest Grove.

Furthermore there is a renewed and growing interest in how food is made, where it is sourced and where it can be purchased locally and minimally processed. Trends like organics, Farm to Table, farmers markets, use of local seasonal ingredients, artisanal hand crafted food and beverages, and locally sourced

products are taking hold. Travel Oregon with the Oregon Bounty and the Feast Festival are leading the way. Yet this farm, food and beverage sector products and the commercial and tourism applications in the Forest Grove region are just now emerging and underdeveloped. Companies like Sake One, Montinore Estate and McMenamins Grand Lodge can help mentor and show the way,

The goal is of grant is to help Forest Grove family owned businesses to tap into this potential. Our assets include, farms, produce and fruit, farmers markets, wineries, micro-breweries, distilleries, sake, fine dining and ethnic restaurant, cheese makers and other smaller hand-crafted food makers, buffalo meat, winemakers and farm to table dinners and events like FG Uncorked and First Wednesday, agri-tourism and local food processors.

The elements of the grant application to help unite, grow and market this sector include:

- A dedicated website and calendar devoted to all thing farms, food and drinks. The website will include a printable table that lists all of the places and events to visit. The calendar will also be comprehensive and include both small and large scale activities.
- A passport. Participating farms and food and beverage business will offer specials, discounts, etc. and will stamp the passport. A completed passport will provide a special product for prize
- Expo/festival day and month. A special daylong event held in early September at a single location that will include farm vendors, artisan foods and restaurants, mini-farmers market, wine and beer vendors and more. Mini classes will be held, samples and products available. In the evening a farm to table and local winemakers dinner will he held. Off-site events will be held all month.
- Wine and restaurant month. Will be held in May and features specials, discounts and more.

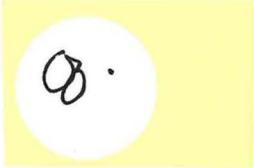
The application is due to the Travel Oregon on June 12, 2014.

FISCAL IMPACT:

The project cost is \$38,000. Forty two percent or \$16,000 of the cost would be paid by a Matching Grant Program from Travel Oregon. The grant would be matched by \$17,000 from cash and in-kind resources from private partners and approximately \$5,000 would come from other grants as the Community Enhancement Program.

STAFF RECOMMENDATION:

Staff recommends the City Council approved the attached resolution authorizing the City to apply for the Travel Oregon Matching Grant Program.



RESOLUTION NO. 2014-43

RESOLUTION AUTHORIZING THE CITY OF FOREST GROVE
TO APPLY FOR A MATCHING GRANTS PROGRAM GRANT FROM THE OREGON TRAVEL
COMMISSION DBA TRAVEL OREGON FOR DEVELOPMENT AND PROMOTION OF FARMS,
FOOD AND BEVERAGE TOURISM

WHEREAS, The Oregon Tourism Commission is accepting applications for the Matching Grants Program; and

WHEREAS, the City of Forest Grove desires to participate in this grant program to the greatest intent possible as a means of growing the local tourism economy to add jobs, increase revenue and sustain businesses; and

WHEREAS, Tourism has a significant impact in Washington County attracting 2.6 million visitors who spent \$487 million and supported 5,900 jobs in 2012; and

WHEREAS, The development of culinary and agri-tourism – farms, wineries, breweries, distilleries, wine bars, restaurants, artisan hand crafted foodmakers and food processors will help to further diversify and grow the Forest Grove economy and provide important benefits for residents, the environment and visitors; and

WHEREAS, The City of Forest Grove hereby certifies it has available local matching funds from private partners and other grant funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

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

Section 1. That the City of Forest Grove City Council demonstrates its support and be authorized to apply for a Matching Grants Program grant to the Oregon Tourism Commission for promotion and growth of culinary and agri tourism as specified above.

Section 2. That the City Manager is hereby authorized to submit the grant application, on behalf of the City of Forest Grove, and to make any technical changes to the grant application materials, as necessary, after adoption of this resolution.

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

PRESENTED AND PASSED this 27th day of May, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 27th day of May, 2014.

Peter B. Truax, Mayor

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MEMORANDUM

TO: Mayor Peter Truax and City Councilors

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

DATE: May 27, 2014

SUBJECT: CDBG Revised IGA

BACKGROUND:

The attached resolution would authorize the City of Forest Grove to enter into an Intergovernmental Agreement (IGA) (attached as Exhibit A) between the City and Washington County for the Community Development Block Grant (CDBG) Program Funding Cycle 2015-2017.

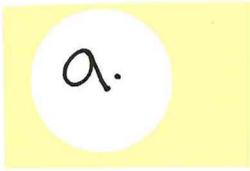
The original CDBG IGA adopted in 2011, contained an automatic renewal clause that occurred every three years coinciding with the funding cycle of the County's CDBG Program. The revised IGA is continues the County's CDBG Program and Policy Advisory Board of which the City is a member and reflects changes required by HUD. The City's primary representative is Mayor Truax; alternate is Councilor Thompson; and staff liaisons are Michael Sykes, City Manager, and Rob Foster, Public Works Director.

The County CDBG Policy Advisory Board selects projects for funding over the next three years. The revised IGA is for funding cycle 2015-2017, commencing July 1, 2015, and ending June 30, 2018, and reflects minor amendments as outlined in the revised IGA.

To facilitate placing this IGA before the Washington County Board of Commissioners and having the IGA reach the HUD Office by its suspense date, it is critically important that City Council adopt the attached resolution.

FISCAL IMPACT: There is no budgetary implication by entering into this IGA.

RECOMMENDATION: Staff recommends the City Council consider approving the attached resolution authorizing the City Manager to endorse the revised Intergovernmental Agreement (IGA) (attached as Exhibit A) between the City and Washington County for the Community Development Block Grant (CDBG) Program Funding Cycle 2015-2017.



RESOLUTION NO. 2014-44

RESOLUTION AUTHORIZING THE CITY MANAGER TO ENDORSE THE REVISED INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE CITY OF FOREST GROVE (CITY) AND WASHINGTON COUNTY FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEARS 2015-2017

WHEREAS, Washington County and cities located within the County are eligible to receive funds from the Department of Housing and Urban Development; and

WHEREAS, the City of Forest Grove desires to enter into the Intergovernmental Agreement (IGA) with Washington County for the purpose of participating in the Community Development Block Grant (CDBG) Entitlement Program, the HOME Investment Partnerships Program, and the Emergency Shelter Grant Program (ESG) for the funding Program Years 2015 through 2017, commencing July 1, 2015, and ending June 30, 2018.

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

Section 1. The City Council of the City of Forest Grove hereby approves the revised Intergovernmental Agreement (IGA) between the City of Forest Grove and Washington County as stated in the IGA and subject to the conditions of this IGA (attached as Exhibit A).

Section 2. The City Manager is hereby authorized to endorse the IGA (attached as Exhibit A) on behalf of the City of Forest Grove.

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

PRESENTED AND PASSED this 27th day of May 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 27th day of May 2014.

Peter B. Truax, Mayor

**INTERGOVERNMENTAL AGREEMENT
WASHINGTON COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEARS – 2015 - 2017**

This Agreement is entered into between Washington County (“COUNTY”), a political subdivision of the State of Oregon, and the City of Forest Grove (“CITY”), a municipal corporation of the State of Oregon located within Washington County, for the cooperation of units of local government under the authority of ORS 190.010.

I. RECITALS

WHEREAS, the Congress of the United States has enacted the Housing and Community Development Act of 1974 (“THE ACT”), the Housing and Urban/Rural Recovery Act of 1983, the Housing and Community Development Act of 1987, the National Affordable Housing Act of 1990; and

WHEREAS, Congress has declared that the nation’s cities, towns and small urban communities face critical social, economic and environmental problems; and

WHEREAS, Congress has further found and declared that the future welfare of the Nation and the well being of its citizens depend on the establishment and maintenance of viable urban communities as social, economic and political entities; and

WHEREAS, the primary objective of the Act(s) is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities principally for persons of low and moderate income; and

WHEREAS, the parties to the agreement are dedicated to the elimination of slums, blight and the prevention of blighting influences and the deterioration of property; the improvement of neighborhood and community facilities of importance to the welfare of the community, principally for persons of low and moderate income; and

WHEREAS, the parties are dedicated to the elimination of conditions which are detrimental to health, safety and public welfare, through code enforcement, demolition, interim rehabilitation assistance and related activities; and

WHEREAS, the parties are dedicated to the conservation and expansion of existing public housing stock in order to provide a decent home and a suitable living environment for all persons but principally those of low and moderate income; and

WHEREAS, the parties are dedicated to the expansion and improvement of quantity and quality of community services, principally for persons of low and moderate income, which are essential for sound community development and for the development of viable urban communities; and

WHEREAS, the parties are dedicated to a more rational utilization of land and other natural resources and the better arrangement of residential, commercial, industrial, recreational, and other needed activity centers; and

WHEREAS, the parties are dedicated to the reduction of the isolation of income groups within communities and geographical areas and the promotion of an increase in the diversity and vitality of neighborhoods through the spatial deconcentration of housing opportunities for persons of lower income and the revitalization of deteriorated neighborhoods; and

WHEREAS, the parties are dedicated to the restoration and preservation of properties of special value for historic, architectural or aesthetic reasons; and

WHEREAS, the parties are dedicated to the alleviation of physical and economic distress through the stimulation of private investment and community revitalization in areas with population outmigration or a stagnating or declining tax base; and

WHEREAS, the parties are dedicated to the conservation of the Nation's scarce energy resources, improvement of energy efficiency and the provision of alternative and renewable energy resources; and

WHEREAS, the parties desire to join together to meet the criteria for an urban county in order to qualify to receive funds to meet each of these national objectives,

NOW THEREFORE, in consideration of the mutual promises and benefits given and received within this agreement, the parties agree to each and every term contained below:

II. MUTUAL COVENANTS

1. The City and the County agree to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities.
2. The parties agree that this agreement covers the CDBG Entitlement program, the HOME Investment Partnerships program (HOME), and the Emergency Solutions Grant Program (ESG).
3. The parties agree to take all actions necessary to assure compliance with the urban county's certification required by Section 104 (b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and affirmatively furthering fair housing; section 109 of Title I of the Housing and Community Development Act

of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975; and other applicable laws.

4. Both parties agree that the County has the final responsibility for selecting CDBG, HOME, and ESG activities and filing required documents with HUD.

III. CITY COVENANTS

1. The City expressly agrees that as the cooperating unit of general local government it has adopted and is enforcing the following requirements of law:
 - 1.1 A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 - 1.2 A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions.
2. The City agrees that it is subject to the same requirements applicable to subrecipients set forth in 24 CFR 570.501 (b).
3. The City agrees in order to participate as a subrecipient under the terms of this agreement it shall enter into a contract as required by 24 CFR 570.503.
4. The City agrees that the County as the recipient is responsible for ensuring that CDBG, HOME, and ESG funds are used in accordance with all program requirements. The County as recipient is responsible for determining the adequacy of performance under subrecipient agreements.
5. The City authorizes the inclusion of its population for purposes of the Act, and joins together with other units of general local government to qualify the County as an urban county for Housing and Community Development Act block grant funds.
6. The City agrees it may not apply for grants from appropriations under the State CDBG program for fiscal years during the period in which it participates in the urban county's CDBG program.
7. The City agrees that it may not receive either HOME or ESG formula allocations, except through the County. Regardless of whether the County receives a HOME formula allocation, City agrees that it may not form a HOME consortium with other local governments.
8. The City agrees that it may not sell, trade, or otherwise transfer all or any portion of such funds to another such metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits, or non-federal considerations, but must use such funds for activities eligible under Title I of the Act.

IV. TERM OF AGREEMENT

1. This Agreement shall remain in effect for three Fiscal Years commencing July 1, 2015, and ending June 30, 2018, which shall constitute the urban county qualification period.
2. This agreement shall remain in effect until the CDBG, HOME, and ESG funds and program income received (with respect to activities carried out during the three-year qualification period, and any successive qualification periods under agreements that provide for automatic renewals) are expended and the funded activities completed.
3. The Agreement shall be automatically renewed for participation by the parties for successive three-year qualification periods unless either party provides written notice to the other that it elects not to participate in the new qualification period. The parties agree to send any such notice to the HUD Field Office at 1220 SW 3rd Avenue, Suite 400, Portland, OR 97204-2825, upon such election.
 - 3.1 The urban county shall send a written notice to the City advising of the City's right to elect not to participate in the next automatic urban county qualification period. The County shall send the notice to the City by the date specified in HUD's Urban County Qualification Notice for the next qualification period. County shall send a copy of the notice to HUD.
 - 3.2 The failure by either party to adopt an amendment to this agreement incorporating all changes necessary to meet the requirements for cooperation agreement set forth in the Urban County Qualification Notice applicable for any subsequent three-year urban county qualification period, and to submit the amendment to HUD as provided in the Urban County Qualification Notice will void the automatic renewal of subsequent qualification periods set forth in Section IV.3 above.

V. TERMINATION

1. This Agreement may be terminated by the County in the event funding is no longer available; otherwise, neither party may terminate or withdraw from the Agreement while the Agreement remains in effect

VI. ENFORCEMENT

1. The County is responsible for ensuring that CDBG, HOME, and ESG funds are used in accordance with all program requirements. The County may use any available legal methods to ensure compliance by the City.
2. The County is also responsible for determining the adequacy of performance under all applicable subrecipient agreements and procurement contracts and for taking appropriate action when performance problems arise, such as action described in 24 CFR 570.910. The County may use any available legal methods to ensure compliance by the City.

3. The County shall not distribute any CDBG, HOME, or ESG funds for activities in or in support of the City if the City does not affirmatively further fair housing within its own jurisdiction or acts in a manner that impedes the County's actions to comply with its fair housing certification.

VII. POLICY ADVISORY BOARD

For the purpose of developing an annual Community Development Plan and Programs as required by Title I of the Act, a Policy Advisory Board is hereby continued which shall guide the plan and program development, make recommendations to the County upon the criteria to be utilized in selecting eligible Housing and Community Development Act activities within Washington County, and recommend to the County the program priorities.

1. The Policy Advisory Board shall be composed of one representative and a designated alternate from the County and each participating unit of general local government. The County and City shall have one vote on the Board. Jurisdictions shall appoint an elected official as primary and an employee or other public official as an alternate.
2. The Policy Advisory Board shall adopt bylaws, study, review, hold public hearings, supervise the public review and information process, and recommend to Washington County on all matters related to the Housing and Community Development Act as amended. Activities shall include making recommendations concerning the Housing and Community Development Plan (Consolidated Plan), and annual action plan(s), a five-year non-housing Community Development Plan, Fair Housing Plan, performance reports, citizen participation plans, and developing or directing studies necessary to gather data or information on which to base its recommendations.
3. After public hearings, the Policy Advisory Board shall make final recommendation on the Housing and Community Development Plan (Consolidated Plan) which may be accepted by Washington County at a public meeting and submitted to the Department of Housing and Urban Development as the Washington County application; provided that , should all or part of the recommended plan not be considered acceptable to the County, the Board of County Commissioners shall hold at least one (1) public hearing on the plan and program prior to rejection or amendment of the recommended plan. The County shall be responsible for filing required documents with HUD.
4. Projects may be implemented and funds expended in accordance with subgrant agreements between the County and other jurisdictions signatory to this Agreement.

VIII. CERTIFICATION

The parties by the signatures below certify that the governing body of each party has authorized entry into this Agreement.

IN WITNESS, the undersigned parties have executed this Agreement this ____ day of _____, 2014.

WASHINGTON COUNTY

CITY OF FOREST GROVE

BY _____
Chair, Washington County Board of
Commissioners

By _____

Title

Date (required)

Recording Secretary

Date (required)

It is my opinion that the terms and provisions of this Intergovernmental Agreement are fully authorized under the State and local law and that the Agreement provides full legal authority for the County to undertake or assist in undertaking essential community renewal and lower income housing assistance activities.

Paul L. Hathaway III
Senior Assistant County Counsel