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FOREST GROVE CITY COUNCIL

Monday, June 22, 2015

Meeting Agenda

6:00 pm – Community Enhancement Program Committee Meeting

7:00 pm – Urban Renewal Agency Meeting

7:15 pm – City Council 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

Ronald C. Thompson

Elena Uhing

Malynda H. Wenzl

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➔ **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.

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| <p>Bev Maughan, Executive Assistant to City Manager Paul Downey, Administrative Services Director Tom Gamble, City Manager Pro Tem</p> | <p>6:00</p> | <p><u>SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM ADVISORY COMMITTEE MEETING:</u> The Solid Waste Community Enhancement Program Advisory Committee will convene in the Community Auditorium. (<i>Refer to separate agenda</i>).</p> |
| <p>Paul Downey, Administrative Services Director Tom Gamble, City Manager Pro Tem</p> | <p>7:00</p> | <p><u>URBAN RENEWAL AGENCY MEETING:</u> The Urban Renewal Agency will convene in the Community Auditorium. (<i>Refer to separate agenda</i>).</p> |
| | <p>7:15</p> | <p>1. <u>REGULAR MEETING:</u> Roll Call and Pledge of Allegiance</p> <p>2. <u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you.</p> <p>3. <u>CONSENT AGENDA:</u> See Page 5</p> <p>4. <u>ADDITIONS/DELETIONS:</u></p> <p>5. <u>PRESENTATIONS:</u></p> |
| | <p>7:20</p> | <p>5. A. <ul style="list-style-type: none">• <i>Metro Quarterly Exchange Update, Kathryn Harrington, Metro Councilor District 4</i></p> |
| | <p>7:30</p> | <p>5. B. <ul style="list-style-type: none">• <i>Support for Safe Routes to School, LeeAnne Ferguson and Lisa Franks of Bicycle Transportation Alliance</i></p> |
| <p>Jon Holan, Community Development Director Tom Gamble, City Manager Pro Tem</p> | <p>7:40</p> | <p>6. <u>RESOLUTION NO. 2015-42 REQUESTING SUPPORT FOR SAFE ROUTES TO SCHOOLS FROM THE FOREST GROVE CITY COUNCIL</u></p> |
| <p>Dan Riordan, Senior Planner Jon Holan, Community Development Director Tom Gamble, City Manager Pro Tem</p> | <p>7:45</p> | <p>7. <u>CONTINUE PUBLIC HEARING FROM COUNCIL MEETING OF JUNE 8, 2015: SECOND READING OF ORDINANCE NO. 2015-06 AMENDING FOREST GROVE COMPREHENSIVE PLAN MAP AND REZONING CERTAIN TRACTS OF LAND EAST OF RICHEY ROAD AND SOUTH OF PACIFIC AVENUE. APPLICANT: CITY OF FOREST GROVE. FILE NOS. CPA-15-00290/ZNC-15-00291</u></p> |



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| Paul Downey, Administrative Services Director Matthew Brown, Senior Management Analyst Tom Gamble, City Manager Pro Tem | 7:50 | 8. <u>PUBLIC HEARING AND RESOLUTION NO. 2015-43 ADOPTING BUDGET FOR FISCAL YEAR COMMENCING JULY 1, 2015, AND ENDING JUNE 30, 2016</u> |
| Paul Downey, Administrative Services Director Matthew Brown, Senior Management Analyst Tom Gamble, City Manager Pro Tem | 8:05 | 9. <u>RESOLUTION NO. 2015-44 MAKING APPROPRIATIONS FOR THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, FOR THE FISCAL YEAR COMMENCING JULY 1, 2015, AND ENDING JUNE 30, 2016</u> |
| Paul Downey, Administrative Services Director Matthew Brown, Senior Management Analyst Tom Gamble, City Manager Pro Tem | 8:10 | 10. <u>RESOLUTION NO. 2015-45 LEVYING AND CATEGORIZING TAXES FOR FISCAL YEAR COMMENCING JULY 1, 2015, AND ENDING JUNE 30, 2016</u> |
| Paul Downey, Administrative Services Director Matthew Brown, Senior Management Analyst Tom Gamble, City Manager Pro Tem | 8:15 | 11. <u>RESOLUTION NO. 2015-46 ADOPTING FISCAL YEAR 2015-20 CAPITAL IMPROVEMENTS PROGRAM</u> |
| Paul Downey, Administrative Services Director Matthew Brown, Senior Management Analyst Tom Gamble, City Manager Pro Tem | 8:20 | 12. <u>PUBLIC HEARING AND RESOLUTION NO. 2015-47 DECLARING CITY'S ELECTION TO RECEIVE STATE REVENUES</u> |
| Paul Downey, Administrative Services Director Matthew Brown, Senior Management Analyst Tom Gamble, City Manager Pro Tem | 8:25 | 13. <u>PUBLIC HEARING AND RESOLUTION NO. 2015-48 CERTIFYING SERVICES PROVIDED BY THE CITY OF FOREST GROVE</u> |
| Paul Downey, Administrative Services Director Matthew Brown, Senior Management Analyst Tom Gamble, City Manager Pro Tem | 8:35 | 14. <u>PUBLIC HEARING AND RESOLUTION NO. 2015-49 ADOPTING CAPITAL IMPROVEMENTS PROGRAM EXCISE TAX AND REPEALING RESOLUTION NO. 2014-55</u> |



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| Paul Downey, Administrative Services Director Matthew Brown, Senior Management Analyst Tom Gamble, City Manager Pro Tem | 8:40 | 15. <u>RESOLUTION NO. 2015-50 TRANSFERRING APPROPRIATIONS WITHIN VARIOUS FUNDS FOR FISCAL YEAR 2014-15</u> |
| Rob Foster, Public Works Director Paul Downey, Administrative Services Director Tom Gamble, City Manager Pro Tem | 8:45 | 16. <u>PUBLIC HEARING AND RESOLUTION NO. 2015-51 INCREASING SANITARY SEWER RATE SURCHARGE FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2015, AND REPEALING RESOLUTION NO. 2014-58</u> |
| Rob Foster, Public Works Director Paul Downey, Administrative Services Director Tom Gamble, City Manager Pro Tem | 8:55 | 17. <u>RESOLUTION NO. 2015-52 ESTABLISHING CERTAIN CLEAN WATER SERVICES UTILITY RATES AND CHARGES (Sanitary Sewer, Surface Water Management, Sewer System Development Charges) FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2015, AND REPEALING RESOLUTION NO. 2014-60</u> |
| Paul Downey, Administrative Services Director George Cress, Light and Power Director Tom Gamble, City Manager Pro Tem | 9:00 | 18. <u>RESOLUTION NO. 2015-53 OF THE CITY OF FOREST GROVE, OREGON, AUTHORIZING FINANCING OF ELECTRICAL SYSTEM EQUIPMENT AND IMPROVEMENTS</u> |
| Tom Gamble, City Manager Pro Tem | 9:05 | 19. <u>CITY MANAGER'S REPORT:</u> |
| | 9:15 | 20. <u>COUNCIL COMMUNICATIONS:</u> |
| | 9:30 | 21. <u>ADJOURNMENT:</u> |



FOREST GROVE CITY COUNCIL AGENDA
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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 and Urban Renewal Agency Board Executive Session (Real Property) Meeting Minutes of June 8, 2015.
 - B. Approve City Council Joint Work Session with Sustainability Commission (Endorsements and Proposed Code Amendments Prohibiting Plastic Bags) Meeting Minutes of June 8, 2015.
 - C. Approve City Council Regular Meeting Minutes of June 8, 2015.
 - D. Accept Economic Development Commission Meeting Minutes of March 5, April 2 and May 7, 2015.
 - E. Accept Library Commission Meeting Minutes of May 12, 2015.
 - F. Accept Public Safety Advisory Commission Meeting Minutes of April 22, 2015.
 - G. Accept Resignation on Sustainability Commission (Hailey Jongeward, Pacific University Student, Term Expiring December 31, 2015).
 - H. Community Development Department Monthly Building Activity Report for May 2015.
 - I. **RESOLUTION NO. 2015-41 MAKING APPOINTMENT TO THE BUDGET COMMITTEE (APPOINTING DAVID ANDERSEN, TERM EXPIRING DECEMBER 31, 2016).**
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**COMMUNITY ENHANCEMENT PROGRAM
COMMITTEE MEETING
MONDAY, JUNE 22, 2015**

**6:00 PM – CEP FUNDING ALLOCATIONS and
PROJECT DESIGNATION for FY 2015-16**

**Community Auditorium
1915 Main Street
Forest Grove, OR 97116**

Thomas L. Johnston
Richard G. Kidd
Victoria J. Lowe

Peter Truax, Co-Chair
Kathryn Harrington, Co-Chair

Ron Thompson
Elena Uhing
Malynda Wenzl

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A G E N D A

| | | |
|-------------|----|--|
| 6:00 | 1. | <u>ROLL CALL:</u> |
| | | |
| | 2. | <u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the form provided.</i> In the interest of time, please limit comments to three minutes. |
| | | |
| 6:05 | 3. | <u>APPROVE MINUTES FROM MEETING ON JUNE 11, 2015</u> |
| | | |
| 6:10 | 4. | <u>DISCUSSION ON ALLOCATION OF FUNDS</u> |
| | | |
| 6:50 | 5. | <u>DESIGNATION OF 2015-16 COMMUNITY ENHANCEMENT PROJECTS</u> |
| | | |
| 7:00 | 6. | <u>ADJOURN</u> |

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**FOREST GROVE COMMUNITY ENHANCEMENT
PROGRAM COMMITTEE MEETING
JUNE 11, 2015 – 6:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes not official until approved by the Committee.

1. ROLL CALL:

Co-Chair Peter Truax called the Community Enhancement Program Committee (CEPC) meeting to order at 6:01 p.m. **ROLL CALL:** Co-Chair Kathryn Harrington, Thomas Johnston, Victoria Lowe, Ronald Thompson, Elena Uhing, Malynda Wenzl and Co-Chair Peter Truax. **EXCUSED:** Richard Kidd. **STAFF PRESENT:** Tom Gamble, City Manager Pro-Tem; Paul Downey, Administrative Services Director; and Beverly Maughan, Executive Assistant to City Manager.

2. CITIZEN COMMUNICATIONS:

Dr. John Hayes spoke on behalf of the Forest Grove School District Board and distributed Resolution #14-15:RO3. He requested the Committee give full consideration of CEP projects for students due to lack of school funding.

3. APPROVE MINUTES FROM MEETING ON APRIL 16, 2015

Wenzl moved, seconded by Uhing, to approve the minutes as presented. With all those present voting in favor, motion passed unanimously.

4. DISCUSSION ON FUNDS AVAILABLE FOR ALLOCATION IN 2015-16:

Downey explained the calculation of the estimated fees and expected distributions from Metro and recommended the Committee be cautious in the amount of the established allocation of funds for FY 2015-16. In response to Downey's suggestion of \$90,000, Harrington asked for a calculation based on the average tonnage over the last five years. At the conclusion of the presentations, Downey presented the average and the Committee concurred with allocating \$100,000 in Community Enhancement Program funds for FY 2015-16.

Downey also noted that he was going to ask the City Council to do an interfund loan from the General Fund to the Community Enhancement Program Fund so all projects could be funded at the beginning of the fiscal year. He noted the loan will be paid back when the distributions are received from Metro.

5. PRESENTATION OF COMMUNITY ENHANCEMENT PROGRAM (CEP) PROJECT APPLICATIONS FOR FISCAL YEAR 2015-16:

Tom Johnston disclosed that he is related to the Director of the FGS&CC and Elena Uhing disclosed that she is employed by Habitat for Humanity but they did not foresee having a conflict of interest when considering their application for funds.

**FOREST GROVE COMMUNITY ENHANCEMENT
PROGRAM COMMITTEE MEETING
JUNE 11, 2015 – 6:00 P.M.
COMMUNITY AUDITORIUM
PAGE 2**

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

| PROJECT | SPONSOR |
|--|--|
| Sidewalk Chalk Art Festival | Valley Art Association: Roylene Read & Philip Thias |
| Quality of Life Enrichment for Seniors | Adventures Without Limits: Larz Stewart |
| Local Tourism Small Business Support & Promotion | FG Chamber of Commerce: Howard Sullivan & Hope Kramer |
| Fire Station Mural | Western Wash Co Firefighters Assoc: Michael Kinkade |
| Improving Community Garden Infrastructure | FG Community Gardens: Ellen Hastay |
| Farmers Market Support | Forest Grove Farmers Market: Kaely Summers |
| STEM, College & Career Readiness Initiative | Adelante Mujeres: Patricia Alvarado & Cristina Delgado |
| Archival Storage for Old Train Station Collection | Friends of Historic Forest Grove: Skip Buhler & Melody Havelick |
| Forest Grove Gleaning Project Pilot | Dairy Creek Community Food Web: Ellen Hastay |
| Landscaping Update for Chamber of Commerce | FG Chamber of Commerce: Howard Sullivan |
| Commercial Dishwasher Replacement | FG Senior & Community Center: Raean Johnston |
| Downtown Economic Sustainability Through Events/Training | City Club: Chris Riley |
| Building Permits/fees for House #3 | West Tuality Habitat For Humanity: Ray Giansante, Diane Wiley and Virginia Ohler |
| ReStore Maintenance | |
| Youth Football Safety Equipment Update | FG Little Guy Football: Jimmy Doyle |
| Promote the Urban Forest | Community Forestry Commission: Jen Warren |
| Recreation & Park Brochures | Parks & Recreation Commission: Paul Waterstreet |
| Collaborative Sustainable Community | Sustainability Commission: Brian Schimmel |
| Sustainability in Schools | Sustainability Commission: Hope Kramer & Brian Schimmel |
| Don't Waste Food, Dude! | Sustainability Commission: Elaine Cole |
| Reusable Bags Initiative | Sustainability Commission: John Hayes |
| HLB Renovation Grant Program | Historic Landmarks Board: George Cushing |
| Arts for a Community | Public Arts Commission: Dana Zurcher |
| Art Goes to the Park | Public Arts Commission: Kathleen Leatham |

**FOREST GROVE COMMUNITY ENHANCEMENT
PROGRAM COMMITTEE MEETING
JUNE 11, 2015 – 6:00 P.M.
COMMUNITY AUDITORIUM
PAGE 3**

In response to Uhing's inquiry regarding the Habitat for Humanity project and the Sustainability in Schools project, Downey confirmed the eligibility criteria states that organizations will not be reimbursed for expenses incurred before July 1. In response to Uhing's inquiry about the Reusable Bags Initiative, it was confirmed that the project could be granted money with a condition that states the City Manager would work with the organization to come up with a distribution model.

The Committee evaluation forms are due to the City Manager's Office by Wednesday, June 17, 2015. The Committee will discuss allocation of funds and designate CEP project for 2015-16 at their next meeting scheduled for Monday, June 22, 2015, at 6 pm.

6. ADJOURNMENT:

Mayor Truax adjourned the CEPC at 8:41 p.m.

Respectfully submitted,

Beverly Maughan, Executive Assistant to City Manager

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M E M O R A N D U M

TO: Community Enhancement Program Committee

FROM: Paul Downey, Director of Administrative Services
Tom Gamble, City Manager Pro Tem

DATE: June 22, 2015

SUBJECT: CEP Distribution of Funding

The Committee heard the presentations from the applicants for the CEP Grant awards on June 11, 2015. Committee members have submitted their individual allocations and all projects met the requirement that funding be received from at least five committee members.

The next step is a discussion during which the Committee will recommend the funding for individual projects and designate the CEP Projects for FY 2015-16. A funding worksheet by committee member has been prepared and is attached to this memorandum.

There are still funds available to allocate. Any funds that remain unallocated after the funding process is completed will be added to the overall funds that will be available for allocation in the next fiscal year. An individual committee member can change his/her initial allocation for any project at this time.

2015-16 COMMUNITY ENHANCEMENT PROGRAM ALLOCATION SUMMARY

| PROJECT | AMT REQUESTED | MAXIMUM FUNDING EACH CEPC MEMBER | Uhing | Kidd | Thompson | Low | Truax | TJ | Wenzl | Harrington | Amount Allocated |
|--|-------------------|----------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Sidewalk Chalk Art Festival | \$4,000 | \$500 | 500 | 500 | 500 | 500 | 300 | 500 | 500 | 500 | 3800 |
| Quality of Life Enrichment for Seniors | \$2,690 | \$336 | 336 | 336 | 100 | 336 | 250 | 100 | 0 | 0 | 1458 |
| Local Tourism Small Business Support & Promotion | \$7,000 | \$875 | 375 | 875 | 500 | 0 | 600 | 875 | 400 | 0 | 3625 |
| Fire Station Mural | \$2,500 | \$313 | 31 | 0 | 296 | 313 | 200 | 313 | 313 | 313 | 1779 |
| Improving Community Garden Infrastructure | \$7,960 | \$995 | 750 | 400 | 400 | 995 | 600 | 350 | 579 | 995 | 5069 |
| Farmers Market Support | \$8,000 | \$1,000 | 1000 | 0 | 750 | 1000 | 600 | 400 | 1000 | 500 | 5250 |
| STEM, College & Career Readiness Initiative | \$5,000 | \$625 | 500 | 600 | 425 | 625 | 400 | 100 | 625 | 0 | 3275 |
| Archival Storage for Old Train Station Collection | \$3,286 | \$411 | 250 | 411 | 200 | 411 | 300 | 250 | 0 | 0 | 1822 |
| Forest Grove Gleaning Project Pilot | \$3,655 | \$457 | 300 | 0 | 257 | 457 | 350 | 100 | 250 | 457 | 2171 |
| Landscaping Update for Chamber of Commerce | \$661 | \$83 | 83 | 83 | 83 | 83 | 75 | 83 | 83 | 83 | 656 |
| Commercial Dishwasher Replacement | \$8,000 | \$1,000 | 500 | 1000 | 800 | 1000 | 700 | 1000 | 1000 | 1000 | 7000 |
| Downtown Economic Sustainability Through Events/Training | \$8,000 | \$1,000 | 0 | 0 | 300 | 0 | 300 | 100 | 500 | 1000 | 2200 |
| Building Permits/fees for House #3 | \$8,000 | \$1,000 | 0 | 1000 | 500 | 0 | 400 | 1000 | 500 | 0 | 3400 |
| ReStore Maintenance | \$8,000 | \$1,000 | 500 | 545 | 500 | 530 | 600 | 500 | 500 | 500 | 4175 |
| Youth Football Safety Equipment Update | \$6,714 | \$839 | 300 | 500 | 639 | 0 | 400 | 400 | 0 | 839 | 3078 |
| Total Requested for Non-Profits | \$83,466 | \$10,433 | \$5,425 | \$6,250 | \$ 6,250 | \$ 6,250 | \$ 6,075 | \$ 6,071 | \$ 6,250 | \$ 6,187 | \$ 48,758 |
| Funds available for Not-for-Profits | \$50,000 | | | | | | | | | | |
| Funds per Commissioner | \$6,250 | | | | | | | | | | |
| CITY BOARDS & COMMISSIONS | | | | | | | | | | | |
| Promote the Urban Forest | \$3,425 | \$428 | 428 | 428 | 428 | 400 | 400 | 428 | 428 | 428 | 3368 |
| Recreation & Park Brochures | \$1,800 | \$225 | 225 | 225 | 225 | 225 | 125 | 225 | 225 | 225 | 1700 |
| Collaborative Sustainable Community | \$8,000 | \$1,000 | 500 | 0 | 400 | 824 | 700 | 1000 | 0 | 1000 | 4424 |
| Sustainability in Schools | \$8,000 | \$1,000 | 500 | 500 | 1000 | 824 | 700 | 1000 | 1000 | 1000 | 6524 |
| Don't Waste Food, Dude! | \$6,025 | \$753 | 300 | 500 | 400 | 753 | 500 | 0 | 753 | 753 | 3959 |
| Reusable Bags Initiative | \$8,000 | \$1,000 | 500 | 500 | 1000 | 1000 | 300 | 1000 | 1000 | 0 | 5300 |
| HLB Renovation Grant Program | \$8,000 | \$1,000 | 1000 | 1000 | 1000 | 824 | 700 | 1000 | 1000 | 1000 | 7524 |
| Arts for a Community | \$4,000 | \$500 | 500 | 500 | 500 | 500 | 350 | 500 | 500 | 500 | 3850 |
| Art Goes to the Park | \$8,000 | \$1,000 | 500 | 1000 | 1000 | 900 | 700 | 1000 | 1000 | 0 | 6100 |
| Total Requested for Boards and Commissions | \$55,249 | \$ 6,906 | \$ 4,453 | \$ 4,653 | \$ 5,953 | \$ 6,250 | \$ 4,475 | \$ 6,153 | \$ 5,906 | \$ 4,906 | \$ 42,749 |
| Funds available for City Boards and Commissions | \$50,000 | | | | | | | | | | |
| Funds per Commissioner | \$ 6,250 | | | | | | | | | | |
| TOTAL REQUESTS FOR 2015-16 | \$ 138,715 | | | | | | | | | | |
| CEP FUNDS AVAILABLE FOR DISTRIBUTION | \$ 100,000 | | | | | | | | | | |
| Total Funds Available per Commissioner | \$12,500 | | | | | | | | | | |



URBAN RENEWAL AGENCY

City of Forest Grove

Monday, June 22, 2015
Meeting Agenda

7:00 PM – Urban Renewal Agency Meeting

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

PETER B. TRUAX, CHAIR

Thomas L. Johnston, Vice Chair
 Richard G. Kidd III
 Victoria J. Lowe

Ronald C. Thompson
 Elena Uhing
 Malynda H. Wenzl

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URBAN RENEWAL AGENCY AGENDA
JUNE 22, 2015
PAGE 2

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|---|---|
| 7:00 | <ol style="list-style-type: none"> 1. <u>URBAN RENEWAL AGENCY (URA) MEETING:</u> Roll Call 2. <u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Urban Renewal Agency Board on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you. 3. <u>CONSENT AGENDA:</u> <ol style="list-style-type: none"> A. <i>Approve Urban Renewal Agency Meeting Minutes of May 11, 2014.</i> B. <i>Approve Urban Renewal Agency and City Council Joint Executive Session (Real Property) Meeting Minutes of June 8, 2015.</i> 4. <u>ADDITIONS/DELETIONS:</u> 5. <u>PRESENTATIONS:</u> None. |
| Paul Downey, Administrative Services Director Matthew Brown, Senior Management Analyst Tom Gamble, City Manager Pro Tem 7:05 | <ol style="list-style-type: none"> 6. <u>URA RESOLUTION NO. 2015-03 OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING THE TAX INCREMENT FOR FISCAL YEAR COMMENCING JULY 1, 2015, AND ENDING JUNE 30, 2016</u> |
| Dan Riordan, Senior Planner Jon Holan, Community Development Director Paul Downey, Administrative Services Director Tom Gamble, City Manager Pro Tem 7:10 | <ol style="list-style-type: none"> 7. <u>URA RESOLUTION NO. 2015-04 OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY APPROVING A MINOR AMENDMENT TO THE FOREST GROVE URBAN RENEWAL PLAN TO IDENTIFY THE TIMES LITHO SITE FOR POTENTIAL ACQUISITION BY THE AGENCY</u> |
| 7:15 | <ol style="list-style-type: none"> 8. <u>ADJOURNMENT:</u> |

**FOREST GROVE URBAN RENEWAL AGENCY MEETING
MAY 11, 2015 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Urban Renewal Agency.

1. ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Chair, called the regular URA meeting to order at 7:00 p.m. **ROLL CALL: URA BOARD**

MEMBERS PRESENT: Thomas Johnston, Vice-Chair; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; and Peter Truax, Chair.

URA BOARD MEMBERS ABSENT: Elena Uhing, excused. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Paul Downey, Administrative Services Director; and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA: Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Urban Renewal Agency Board 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 Urban Renewal Agency Meeting Minutes of August 11, 2014.*

B. *Approve Urban Renewal Agency Executive Session (Real Property) Meeting Minutes of March 16, 2015.*

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

4. ADDITIONS/DELETIONS: None.

5. URA RESOLUTION NO. 2015-01 ESTABLISHING THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY BUDGET COMMITTEE

Staff Report:

Downey presented the above-proposed resolution to fulfill the legal requirements of ORS 294.414, which requires the Urban Renewal Agency (URA) to establish a Budget Committee. Downey reported Article 5.2 of the URA Bylaws states the Agency shall establish a Budget

**FOREST GROVE URBAN RENEWAL AGENCY MEETING
MAY 11, 2015 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 2**

Committee, consisting of the members of the Council and Forest Grove Budget Committee, for adopting annual budget for the operation and administration of the URA. In conclusion of the above-noted staff report, Downey advised the proposed resolution is establishing the Agency's Budget Committee, which will require designating a Budget Officer (refer below).

Before proceeding with Board discussion, Chair Truax asked for a motion to adopt URA Resolution No. 2015-01.

Gamble read URA Resolution No. 2015-01 by title.

MOTION: Board Member Lowe moved, seconded by Board Member Thompson, to adopt URA Resolution No. 2015-01 Establishing the City of Forest Grove Urban Renewal Agency Budget Committee.

Board Discussion:

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

ROLL CALL VOTE: AYES: Board Members Vice Chair Johnston, Kidd, Lowe, Miller, Thompson, and Chair Truax. NOES: None. ABSENT: Board Member Uhing. MOTION CARRIED 6-0.

6. URA RESOLUTION NO. 2015-02 DESIGNATING THE EXECUTIVE DIRECTOR OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY TO SERVE AS BUDGET OFFICER OF THE URBAN RENEWAL AGENCY

Staff Report:

Downey presented the above-proposed resolution to fulfill the legal requirements of ORS 294.331, which requires the Urban Renewal Agency (URA) to designate one person to serve as Budget Officer. Downey reported Article 3.6 of the URA Bylaws designates the City Manager as the Executive Director of the Agency and the City Manager currently serves as the City's Budget Officer. In conclusion of the above-noted staff report, Downey advised the proposed resolution is designating the Executive Director to serve as the Agency's Budget Officer.

**FOREST GROVE URBAN RENEWAL AGENCY MEETING
MAY 11, 2015 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 3**

Before proceeding with Board discussion, Chair Truax asked for a motion to adopt URA Resolution No. 2015-02.

Gamble read URA Resolution No. 2015-02 by title.

MOTION: Board Member Lowe moved, seconded by Board Vice-Chair Johnston, to adopt URA Resolution No. 2015-02 Designating the Executive Director of the City of Forest Grove Urban Renewal Agency to Serve as Budget Officer of the Urban Renewal Agency.

Board Discussion:

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

ROLL CALL VOTE: AYES: Board Members Vice Chair Johnston, Kidd, Lowe, Miller, Thompson, and Chair Truax. NOES: None. ABSENT: Board Member Uhing. MOTION CARRIED 6-0.

7. ADJOURNMENT:

Chair Truax adjourned the URA regular meeting at 7:08 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE URBAN RENEWAL AGENCY & CITY COUNCIL
JOINT EXECUTIVE SESSION
ORS 192.660(2)(E) REAL PROPERTY TRANSACTION
JUNE 8, 2015 – 5:30 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Urban Renewal Agency.

1. ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Chair, called the Joint Executive Session with City Council to order at 5:32 p.m. **ROLL CALL:**
URA BOARD MEMBERS PRESENT: Thomas Johnston, Vice-Chair; Victoria Lowe; Ronald Thompson; Elena Uhing, Malynda Wenzl, and Peter Truax, Chair. **BOARD MEMBERS ABSENT:** Richard Kidd, excused. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; and Anna Ruggles, City Recorder.

2. EXECUTIVE SESSION:

The Urban Renewal Agency Board and City Council met in joint Executive Session in accordance with:

ORS 192.660(2)(E) to deliberate with persons designated by the governing body to negotiate in real property transactions.

3. ADJOURNMENT:

Chair Truax adjourned the Executive Session at 6:10 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



6.

June 22, 2015

REPORT ON A RESOLUTION OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING THE TAX INCREMENT FOR FISCAL YEAR COMMENCING JULY 1, 2015, AND ENDING JUNE 30, 2016

Project Team: Paul Downey, Finance Director
Matthew Brown, Senior Management Analyst
Tom Gamble, Executive Director

ISSUE STATEMENT: The Forest Grove Urban Renewal Budget Committee approved on May 28, 2015, the Proposed FY 2015-16 Budget of \$43,071 and declared the tax increment to be collected. The Urban Renewal Agency Board now needs to adopt the FY 2015-16 Approved Budget, declare the tax increment to be collected for FY 2015-16, and make the appropriations that set the legal expenditure level. Staff has prepared a resolution that includes all three actions for the Board's consideration.

DISCUSSION: This is the first operating budget for the Urban Renewal Agency. The revenue that will be available in FY 2015-16 is the taxes collected on the incremental increase in the assessed value of the Urban Renewal Agency. The Agency's budget for the first year of operation is focused on acquisition of the Times Litho property from the City. The Urban Renewal Agency and the City are in discussions with a potential developer for the site. Staff has not proposed any changes to the Approved Budget.

STAFF RECOMMENDATION: The Urban Renewal Agency Board should adopt the attached resolution to adopt the FY 2015-16 Budget, declare the tax increment for FY 2015-16, and set the legal appropriations for FY 2015-16.



6605 S.E. Lake Road, Portland, OR 97222
 PO Box 22109 • Portland, OR 97269-2109
 Phone: 503-684-0360 Fax: 503-620-3433
 E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Washington, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the *Forest Grove News-Times*, a newspaper of general circulation, published at Forest Grove, in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

**Forest Grove Urban Renewal Agency
 Notice of Budget Hearing – UR-1
 FGNT7507**

a copy of which is hereto attached, was published in the entire issue of said newspaper for **1** week in the following issue:
June 10, 2015

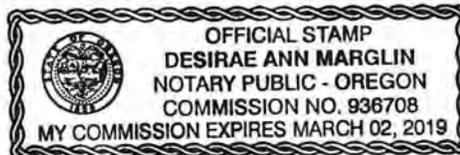
Charlotte Allsop

Charlotte Allsop, Accounting Manager
 Subscribed and sworn to before me this
 June 10, 2015.

Desirae A Marglin
 NOTARY PUBLIC FOR OREGON
 My commission expires *March 02, 2019*

Acct #298024
 PO #: #: 20145076
Attn: Beverly Maughan
 City of Forest Grove
 PO Box 326
 Forest Grove, OR 97116

Size: 3 x 5.5"
 Amount Due: \$157.58*
 *Please remit to the above address.



FORM UR-1 NOTICE OF BUDGET HEARING

A public meeting of the Forest Grove Urban Renewal Agency will be held on June 22, 2015, at 7:00 p.m. at the Forest Grove City Hall, Forest Grove, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2015, as approved by the Agency Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the City Hall, Forest Grove, Oregon, between the hours of 9:00 a.m. and 5:00 p.m., or online at www.forestgrove-or.gov. This budget is the first budget for the Forest Grove Urban Renewal Agency as it is a newly created agency so no prior years' budget information is available.

Contact: Paul Downey, Director of Administrative Services Telephone: 503-982-3200 Email: pdowney@fgnt.com

| FINANCIAL SUMMARY - RESOURCES | | |
|---|---------------|------------------------|
| TOTAL OF ALL FUNDS | Actual Amount | Adopted This Year 2015 |
| Beginning Fund Balance/Net Working Capital | 20 | |
| Federal, State and All Other Grants | | |
| Revenue from Bonds and Other Debt | | |
| Interfund Transfers | | |
| All Other Resources Except Division of Tax & Special Levy | | |
| Revenue from Division of Tax | | |
| Revenue from Special Levy | | |
| Total Resources | 0 | |

| FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION | | |
|---|----------|--|
| Personnel Services | | |
| Materials and Services | | |
| Capital Outlay | | |
| Debt Service | | |
| Interfund Transfers | | |
| Contingencies | | |
| All Other Expenditures and Requirements | | |
| Unappropriated Ending Fund Balance | | |
| Total Requirements | 0 | |

| FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATION | | |
|---|----------|--|
| Name of Organizational Unit or Program | | |
| FTE for that unit or program | | |
| FTE | | |
| Non-Departmental / Non-Program | | |
| FTE | | |
| Total Requirements | 0 | |
| Total FTE | 0 | |

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *
 This is the first budget for the Forest Grove Urban Renewal Agency. There are no FTE for the Urban Renewal Agency as City of Forest Grove is providing staff time. There is a debt service payment budgeted but as of the date of this budget has not been authorized by the Urban Renewal Agency.

| STATEMENT OF INDEBTEDNESS | | |
|---------------------------|-----------------------------------|-----------------------------------|
| LONG TERM DEBT | Estimated Debt Outstanding July 1 | Estimated Debt Outstanding July 1 |
| General Obligation Bonds | | |
| Other Bonds | | |
| Other Borrowings | | |
| Total | | |

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet or add sheets. You may delete lines (rows) if not needed.

Publish 06/10/2015.



URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE

URA RESOLUTION NO. 2015-03

**RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND
DECLARING THE TAX INCREMENT FOR FISCAL YEAR
COMMENCING JULY 1, 2015, AND ENDING JUNE 30, 2016**

WHEREAS, the Budget Committee of the City of Forest Grove Urban Renewal Agency has approved a budget and the collection of the tax increment for the Urban Renewal Agency for the fiscal year commencing July 1, 2015, pursuant to the provisions of the Oregon Local Budget Law; and

WHEREAS, staff has not proposed any change to the Budget approved by the Budget Committee, and

WHEREAS, a hearing has been held before the Urban Renewal Agency Board of Directors as required by law, and

WHEREAS, it appears to the Board that the Budget approved by the Budget Committee and the tax increment set by the Budget Committee should be adopted.

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

Section 1. That the City of Forest Grove Urban Renewal Agency Board hereby adopts the FY 2015-16 Budget in the total amount of \$43,071. The Budget is on file with City Recorder's Office.

Section 2. That the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2015, and for the following purposes are hereby appropriated as follows:

| | |
|------------------------|-----------------|
| <u>General Fund</u> | |
| Materials and Services | \$22,446 |
| Debt Service | <u>20,625</u> |
| Fund Total | <u>\$43,071</u> |

Section 3. The City of Forest Grove Urban Renewal Agency certifies to the Washington County Assessor's Office a request for the Forest Grove Urban Renewal Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution.

Section 4. This resolution is effective immediately upon its enactment by the Urban Renewal Agency of the City of Forest Grove.

PRESENTED AND PASSED this 22nd day of June, 2015.

Thomas E. Gamble, Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting thereof this 22nd day of June, 2015, and filed with the Forest Grove City Recorder this date.

Peter B. Truax, Chairman



Date: June 22, 2015

RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE APPROVING A MINOR AMENDMENT TO THE FOREST GROVE URBAN RENEWAL PLAN TO IDENTIFY THE "TIMES-LITHO" SITE FOR POTENTIAL ACQUISITION BY THE AGENCY

PROJECT TEAM:

Daniel Riordan, Senior Planner
Jon Holan, Community Development Director
Thomas E. Gamble, Executive Director Pro Tem

ISSUE STATEMENT: Request for Urban Renewal Agency Board consideration of a resolution approving a minor amendment to the Forest Grove Urban Renewal Plan to identify the "Times-Litho" site for acquisition by the Urban Renewal Agency.

BACKGROUND: The City of Forest Grove purchased the Times-Litho site in 2012 to promote future redevelopment. Former use of the site included a printing enterprise that ceased operations several years prior to acquisition by the City.

In 2014, City Council established the Urban Renewal Agency of the City of Forest Grove and adopted the Forest Grove Urban Renewal Plan. The City Council adopted an Intergovernmental Agreement with the Urban Renewal Agency to clarify roles and responsibilities related to redevelopment activities and implementation of the Forest Grove Urban Renewal Plan. Under the IGA it is a responsibility to the Urban Renewal Agency to promote and undertake redevelopment efforts within the Forest Grove Town Center and Pacific Avenue/19th Avenue corridor between the Town Center and just east of Highway 47. Acquisition of property for redevelopment is a fundamental activity of Urban Renewal Agencies.

The Times-Litho site was identified as redevelopment opportunity site in the background report on the Urban Renewal Plan dated May 2014. The Times-Litho site was included in the background report since it meets the requirements for "blight" under state law (ORS Chapter 457). The site is considered blighted due to the deteriorated condition of the existing buildings, disuse of the buildings due to obsolescence, and the current platting pattern.

Acquisition of the Times-Litho site is consistent with the goals and objectives of the Forest Grove Urban Renewal Plan including:

Goal 4: Promote a vibrant Forest Grove through strategic urban renewal investments.

Objective 4.3: Purchase property from willing sellers to implement the urban

renewal program.

Objective 4.4: Encourage the construction of needed housing and mixed-use development in the Town Center.

Objective 4.5: Encourage the construction of uses and amenities that support increased residential uses in the Town Center.

The urban renewal plan includes acquisition of redevelopment opportunity sites from willing sellers as a redevelopment activity.

Under Section VII.C of the Urban Renewal Plan an amendment to the Forest Grove urban renewal plan is necessary to designate specific sites for acquisition by the Urban Renewal Agency. Approval of a minor plan amendment requires adoption of a resolution approved by the Urban Renewal Agency Board.

Attachment A provides more detail supporting the proposed plan amendment. This information includes an assessment of consistency with the Forest Grove Comprehensive Plan, description of the property, and proposed redevelopment activities.

FISCAL IMPACT: Amendment to the Urban Renewal Plan has no direct fiscal impact on either the Urban Renewal Agency or the City of Forest Grove. However, amendment to the Urban Renewal Plan, to identify the Times-Litho site for acquisition, authorizes the use of tax increment funds for the purchase. Staff's estimate of the purchase price is approximately \$1.1 million. This includes the initial purchase price paid by the City and subsequent holding costs including building demolition.

Given expected tax increment revenue over the life of the Urban Renewal Plan, staff believes the Agency could fund the \$1.1 million acquisition cost, plus interest, over a ten year period. Staff estimates that the property acquisition cost, including interest, could amount to approximately \$1.4 million. Staff projects that the urban renewal area will generate approximately \$2.7 million in tax increment revenue during the next ten years. This is a conservative estimate since it does not assume property taxes from the redevelopment of the Times-Litho site. This amount of tax increment revenue is sufficient to finance the purchase of the Time-Litho site and provides enough tax increment revenue to fund other urban renewal projects if desired by the Agency.

The details of the financing agreement between the City and Agency will be documented in a purchase and sale agreement executed between the Agency and City. This agreement will be placed on subsequent City Council and Urban Renewal Agency Board agendas. The agreement will include an agreed to purchase price, rate of interest, amount of interest and principal payment and financing term.

STAFF RECOMMENDATION: Staff recommends the Urban Renewal Agency Board of Directors approve the attached resolution amending the Forest Grove Urban Renewal Plan to identify the Times-Litho site for acquisition by the Urban Renewal Agency.

ATTACHMENTS:

- A. Report on the first amendment to the Forest Grove Urban Renewal Plan

URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE

URA RESOLUTION NO. 2015-04RESOLUTION APPROVING A MINOR AMENDMENT TO THE FOREST GROVE
URBAN RENEWAL PLAN TO IDENTIFY THE "TIMES-LITHO" SITE
FOR POTENTIAL ACQUISITION BY THE AGENCY

WHEREAS, The Urban Renewal Agency of the City of Forest Grove ("Agency") as the duly designated Urban Renewal Agency for the City of Forest Grove ("City") is implementing the Forest Grove Urban Renewal Plan ("Plan") which Plan was approved on April 28, 2014, by Ordinance 2014-05; and

WHEREAS, the Plan requires under Section VII that the Agency Board of Directors ("Board") approve certain minor amendments to the Plan; and

WHEREAS, identification of real property for acquisition by the Agency from a willing seller is deemed a minor amendment to the Plan under Plan Section VII; and

WHEREAS, the real property known as the "Times-Litho" site (as described in the attached Exhibit A) located within the Urban Renewal Plan area, is identified by the Board as a key redevelopment site, consistent with the Report on the Plan dated May 2014; and

WHEREAS, acquisition of the property by the Agency is deemed financially feasible based on projected estimates of future tax increment revenue; and

WHEREAS, the property is intended for private redevelopment consistent with Plan Section I(C) (Goals and Objectives) and Plan Section III (Outline of Projects and Redevelopment Activities).

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

Section 1. The Forest Grove Urban Renewal Agency Board hereby approves the amendment to the Urban Renewal Plan, Section III(B), to add property for acquisition, property known and described as the "Times-Litho" site (Exhibit A) in the Forest Grove Urban Renewal Plan area.

Section 2. This resolution is effective immediately upon its enactment by the Urban Renewal Agency of the City of Forest Grove.

PRESENTED AND PASSED this 22nd Day of June, 2015.

Thomas E. Gamble, City Manager Pro Tem
Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting thereof this 22nd Day of June, 2015, and filed with the Forest Grove City Recorder this date.

Peter B. Truax, Urban Renewal Agency Chair

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URA RESOLUTION NO. 2015-04**EXHIBIT A****REPORT****FIRST AMENDMENT TO THE FOREST GROVE URBAN RENEWAL PLAN
TO IDENTIFY THE "TIMES-LITHO" SITE FOR POTENTIAL ACQUISITION
JUNE 2015****INTRODUCTION**

An amendment to the Forest Grove Urban Renewal Plan is necessary to designate property within the urban renewal for acquisition by the Urban Renewal Agency of the City of Forest Grove. This site is approximately 2.5 acres in gross land area. The subject property is located north of Pacific Avenue between A Street and B Street as shown on Attachment A. The site is developed with several light industrial buildings and associated parking and loading areas. The Washington County Assessor's Offices places the real market value of the land at \$1,054,600. Since the property is owned by the City the taxable assessed value is zero. When the property is transferred to a private owner it will be taxable with revenue going to the Urban Renewal Agency through the reallocation of property taxes and to the City from the local option levy.

The subject property is blighted due to the deteriorated condition of the existing buildings, disuse of the buildings due to obsolescence, and the current platting pattern. The site is comprised of ten tax lots. This platting pattern poses a challenge to redevelopment since buildings cannot be constructed over property lines. Acquisition of the subject property by the Urban Renewal Agency will facilitate redevelopment of the site by assistance to remove these blighted conditions. This will in turn help catalyze development in the area thereby increasing property values.

The specific tax lots comprising the site are not currently identified for acquisition by the Urban Renewal Agency in the Urban Renewal Plan. As such, the plan must be amended to identify the site for acquisition and subsequent redevelopment. The plan must also be amended to include a general description of the anticipated redevelopment concept.

As mentioned above, acquisition of the subject property by the Urban Renewal Agency will facilitate future redevelopment. Anticipated redevelopment will be consistent with the Forest Grove Urban Renewal Plan, City of Forest Grove Comprehensive Plan and City of Forest Grove Development Code. It is expected the subject property will accommodate household living and/or commercial uses consistent with the site's Town Center zoning designation.

Legal Authority

Oregon Revised Statutes (ORS) Chapter 457 (Redevelopment) establishes the parameters for undertaking an urban renewal project initiated by an urban renewal agency. This authority includes acquiring real property when needed to carry out an urban renewal plan. In addition, ORS Chapter 457 grants authority to urban renewal

agencies to dispose of property, including the sale or lease in accordance with an approved urban renewal plan. Furthermore, an urban renewal agency may initiate the repair, rehabilitation, demolition or removal of buildings and improvements. The proposed amendment to the urban renewal plan is consistent with ORS Chapter 457.

In addition to ORS Chapter 457, the adopted Forest Grove Urban Renewal Plan also addresses property acquisition as outlined below.

Urban Renewal Plan Section III. Outline of Projects and Redevelopment Activities
Subsection B: Acquisition of Redevelopment Opportunity Sites from Willing Sellers

Potential projects on land acquired by the Agency include:

- Mixed-Use Development incorporating housing, retail or office uses;
- Stand Alone Commercial Development addressing retail and service needs;
- Town Center Public Plaza; or
- Site Clearance and Preparation

The proposed amendment to the Urban Renewal Plan identifies the subject property for acquisition and subsequent redevelopment consistent Section III(B) above. Acquisition of the property will allow the Urban Renewal Agency to oversee and guide redevelopment of the site for potential mixed-use development or stand-alone commercial development addressing service needs such as lodging.

Urban Renewal Plan Section V(A) also addresses property acquisition which states if properties are identified for acquisition by the Urban Renewal Agency, the urban renewal plan will be amended to specifically indicate which properties will be acquired and their intended use. Under Plan section VIII(C) the identification of property for acquisition requires a minor plan amendment.

CONSISTENCY WITH THE COMPREHENSIVE PLAN AND URBAN RENEWAL PLAN

The proposed Times-Litho Redevelopment Project is consistent with goals and policies contained in the Forest Grove Comprehensive plan. These goals and policies include:

Economic Development Policy 5.3: Promote opportunities for mixed-use development, including retail, near major transportation intersections (nodes) within the City including the Forest Grove Town Center. The Urban Renewal Plan provides authority to the Urban Renewal Agency to acquire and redevelop property within the urban renewal area including the Town Center. Therefore, the amendment identifying the site for acquisition and redevelopment is consistent with Economic Development Policy 5.3.

Housing Goal 3: Promote mixed-use development opportunities throughout the community. The Urban Renewal Plan identifies a variety of tools to promote mixed use opportunities within the urban renewal area. Such tools include acquisition of property, and direct financial assistance for mixed-use redevelopment projects. Such assistance could include reducing construction costs, funding on- or off-site infrastructure

improvements, offsetting system development charges and/or writing down the cost of land.

The anticipated redevelopment project is also consistent with several urban renewal plan goals and objectives. These goals and objectives include:

Goal 4: Promote a vibrant Forest Grove Town Center through strategic urban renewal investments. Objective 4.3 Purchase property from willing sellers to implement the urban renewal program. Objective 4.4 Encourage the construction of needed housing and mixed-use development in the Town Center. Acquisition of the Times-Litho site promotes a vibrant Forest Grove Town Center by directly controlling a key redevelopment opportunity site. Direct control gives the Urban Renewal Agency oversight as to how the property is used. Control over the property also provides the Urban Renewal Agency the ability to more directly encourage the construction of need housing and mixed-use development in the Town Center.

The next section of this report identifies the proposed amendment to the Forest Grove Urban Renewal Plan including specific text to be added.

PROJECT DESCRIPTION

This section of the report identifies the specific property to be designated for acquisition by the Urban Renewal Agency. A general description of the intended use is also provided below.

The subject tax lots identified for acquisition by the Urban Renewal Agency include:

1S306BB03400, 1S306BB03701, 1S306BB03702, 1S306BB03800, 1S306BB04100, 1S306BB04200, 1S306BB04300, 1S306BB04301, 1S306BB04400, 1S306BB04500.

The subject tax lots are shown on Attachment A.

Redevelopment of the subject site is expected to include stand-alone commercial and/or mixed-use development comprising housing and retail uses. The project will be primarily privately funded; however, limited public participation may be necessary to ensure the project is financially feasible. Public participation will be limited to activities authorized in the urban renewal plan. Any amount of public funds allocated to the project will be determined by the Urban Renewal Agency Board, at the Board's discretion, based on the accepted development program, analysis of funding gap, the nature of the gap, available and anticipated Urban Renewal Agency financial resources, and community benefit including but not limited to potential future tax increment revenue accruing from the project. It is expected redevelopment of the site will be completed two years from the date the Urban Renewal Agency acquires the property.

Total estimated cost for redevelopment of the site is estimated to range between \$10,000,000 and \$19,000,000 depending on the actual development program. Public participation, including site acquisition costs, could be approximately 10% to 15% of total

estimated project costs. This amount of public participation is within funding limits established by the urban renewal plan.

PROPOSED AMENDMENT

The following sections of the Forest Grove Urban Renewal Plan are amended as shown below in the underlined italics text:

SECTION III: OUTLINE OF PROJECTS AND REDEVELOPMENT ACTIVITIES

B. Acquisition of Redevelopment Opportunity Sites from Willing Sellers

To facilitate redevelopment within the Forest Grove Urban Renewal Area and to address the presence of blight, the Urban Renewal Agency of the City of Forest intends to acquire the following properties from willing seller(s). The use of the property will be consistent with the Forest Grove Urban Renewal Plan, Forest Grove Comprehensive Plan and Forest Grove Development code. Anticipated uses include household living and/or commercial uses.

FOREST GROVE URBAN RENEWAL PLAN-LIST OF PROPERTIES TO BE ACQUIRED

| <u>Tax Map Number</u> | <u>Tax Lot Number</u> |
|-----------------------|-----------------------|
| <u>1S306BB</u> | <u>03400</u> |
| <u>1S306BB</u> | <u>03701</u> |
| <u>1S306BB</u> | <u>03702</u> |
| <u>1S306BB</u> | <u>03800</u> |
| <u>1S306BB</u> | <u>04100</u> |
| <u>1S306BB</u> | <u>04200</u> |
| <u>1S306BB</u> | <u>04300</u> |
| <u>1S306BB</u> | <u>04301</u> |
| <u>1S306BB</u> | <u>04400</u> |
| <u>1S306BB</u> | <u>04500</u> |

C. Redevelopment Project Assistance

The following project reference is added to Urban Renewal Plan Section III(C):

Times-Litho Block Redevelopment

Redevelopment of this downtown opportunity site may include the demolition of the existing structures, site preparation and assistance to redeveloper(s) with reduction to project hard and soft costs. Any amount of public funds allocated to the project will be determined by the Urban Renewal Agency Board at their discretion based on the accepted development program, analysis of funding gap, the nature of the gap available Urban Renewal Agency financial resources, and community benefit including but not limited to potential future tax increment revenue accruing from the project.

Forest Grove Urban Renewal Plan Amendment #1 Acquisition and Redevelopment of Property

ATTACHMENT A



URA Resolution No. 2015-04
Page 5 of 5

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FOREST GROVE CITY COUNCIL

Monday, June 22, 2015

Meeting Agenda

6:00 pm – Community Enhancement Program Committee Meeting

7:00 pm – Urban Renewal Agency Meeting

7:15 pm – City Council 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

Ronald C. Thompson

Elena Uhing

Malynda H. Wenzl

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.



FOREST GROVE CITY COUNCIL AGENDA
JUNE 22, 2015
PAGE 2

| | | |
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| <p>Bev Maughan, Executive Assistant to City Manager Paul Downey, Administrative Services Director Tom Gamble, City Manager Pro Tem</p> | <p>6:00</p> | <p><u>SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM ADVISORY COMMITTEE MEETING:</u> The Solid Waste Community Enhancement Program Advisory Committee will convene in the Community Auditorium. (<i>Refer to separate agenda</i>).</p> |
| <p>Paul Downey, Administrative Services Director Tom Gamble, City Manager Pro Tem</p> | <p>7:00</p> | <p><u>URBAN RENEWAL AGENCY MEETING:</u> The Urban Renewal Agency will convene in the Community Auditorium. (<i>Refer to separate agenda</i>).</p> |
| | <p>7:15</p> | <p>1. <u>REGULAR MEETING:</u> Roll Call and Pledge of Allegiance</p> <p>2. <u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you.</p> <p>3. <u>CONSENT AGENDA:</u> See Page 5</p> <p>4. <u>ADDITIONS/DELETIONS:</u></p> <p>5. <u>PRESENTATIONS:</u></p> |
| | <p>7:20</p> | <p>5. A. <ul style="list-style-type: none">• <i>Metro Quarterly Exchange Update, Kathryn Harrington, Metro Councilor District 4</i></p> |
| | <p>7:30</p> | <p>5. B. <ul style="list-style-type: none">• <i>Support for Safe Routes to School, LeeAnne Ferguson and Lisa Franks of Bicycle Transportation Alliance</i></p> |
| <p>Jon Holan, Community Development Director Tom Gamble, City Manager Pro Tem</p> | <p>7:40</p> | <p>6. <u>RESOLUTION NO. 2015-42 REQUESTING SUPPORT FOR SAFE ROUTES TO SCHOOLS FROM THE FOREST GROVE CITY COUNCIL</u></p> |
| <p>Dan Riordan, Senior Planner Jon Holan, Community Development Director Tom Gamble, City Manager Pro Tem</p> | <p>7:45</p> | <p>7. <u>CONTINUE PUBLIC HEARING FROM COUNCIL MEETING OF JUNE 8, 2015: SECOND READING OF ORDINANCE NO. 2015-06 AMENDING FOREST GROVE COMPREHENSIVE PLAN MAP AND REZONING CERTAIN TRACTS OF LAND EAST OF RICHEY ROAD AND SOUTH OF PACIFIC AVENUE. APPLICANT: CITY OF FOREST GROVE. FILE NOS. CPA-15-00290/ZNC-15-00291</u></p> |



FOREST GROVE CITY COUNCIL AGENDA
JUNE 22, 2015
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| Paul Downey, Administrative Services Director Matthew Brown, Senior Management Analyst Tom Gamble, City Manager Pro Tem | 7:50 | 8. <u>PUBLIC HEARING AND RESOLUTION NO. 2015-43 ADOPTING BUDGET FOR FISCAL YEAR COMMENCING JULY 1, 2015, AND ENDING JUNE 30, 2016</u> |
| Paul Downey, Administrative Services Director Matthew Brown, Senior Management Analyst Tom Gamble, City Manager Pro Tem | 8:05 | 9. <u>RESOLUTION NO. 2015-44 MAKING APPROPRIATIONS FOR THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, FOR THE FISCAL YEAR COMMENCING JULY 1, 2015, AND ENDING JUNE 30, 2016</u> |
| Paul Downey, Administrative Services Director Matthew Brown, Senior Management Analyst Tom Gamble, City Manager Pro Tem | 8:10 | 10. <u>RESOLUTION NO. 2015-45 LEVYING AND CATEGORIZING TAXES FOR FISCAL YEAR COMMENCING JULY 1, 2015, AND ENDING JUNE 30, 2016</u> |
| Paul Downey, Administrative Services Director Matthew Brown, Senior Management Analyst Tom Gamble, City Manager Pro Tem | 8:15 | 11. <u>RESOLUTION NO. 2015-46 ADOPTING FISCAL YEAR 2015-20 CAPITAL IMPROVEMENTS PROGRAM</u> |
| Paul Downey, Administrative Services Director Matthew Brown, Senior Management Analyst Tom Gamble, City Manager Pro Tem | 8:20 | 12. <u>PUBLIC HEARING AND RESOLUTION NO. 2015-47 DECLARING CITY'S ELECTION TO RECEIVE STATE REVENUES</u> |
| Paul Downey, Administrative Services Director Matthew Brown, Senior Management Analyst Tom Gamble, City Manager Pro Tem | 8:25 | 13. <u>PUBLIC HEARING AND RESOLUTION NO. 2015-48 CERTIFYING SERVICES PROVIDED BY THE CITY OF FOREST GROVE</u> |
| Paul Downey, Administrative Services Director Matthew Brown, Senior Management Analyst Tom Gamble, City Manager Pro Tem | 8:35 | 14. <u>PUBLIC HEARING AND RESOLUTION NO. 2015-49 ADOPTING CAPITAL IMPROVEMENTS PROGRAM EXCISE TAX AND REPEALING RESOLUTION NO. 2014-55</u> |



FOREST GROVE CITY COUNCIL AGENDA
JUNE 22, 2015
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| Paul Downey, Administrative Services Director Matthew Brown, Senior Management Analyst Tom Gamble, City Manager Pro Tem | 8:40 | 15. <u>RESOLUTION NO. 2015-50 TRANSFERRING APPROPRIATIONS WITHIN VARIOUS FUNDS FOR FISCAL YEAR 2014-15</u> |
| Rob Foster, Public Works Director Paul Downey, Administrative Services Director Tom Gamble, City Manager Pro Tem | 8:45 | 16. <u>PUBLIC HEARING AND RESOLUTION NO. 2015-51 INCREASING SANITARY SEWER RATE SURCHARGE FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2015, AND REPEALING RESOLUTION NO. 2014-58</u> |
| Rob Foster, Public Works Director Paul Downey, Administrative Services Director Tom Gamble, City Manager Pro Tem | 8:55 | 17. <u>RESOLUTION NO. 2015-52 ESTABLISHING CERTAIN CLEAN WATER SERVICES UTILITY RATES AND CHARGES (Sanitary Sewer, Surface Water Management, Sewer System Development Charges) FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2015, AND REPEALING RESOLUTION NO. 2014-60</u> |
| Paul Downey, Administrative Services Director George Cress, Light and Power Director Tom Gamble, City Manager Pro Tem | 9:00 | 18. <u>RESOLUTION NO. 2015-53 OF THE CITY OF FOREST GROVE, OREGON, AUTHORIZING FINANCING OF ELECTRICAL SYSTEM EQUIPMENT AND IMPROVEMENTS</u> |
| Tom Gamble, City Manager Pro Tem | 9:05 | 19. <u>CITY MANAGER'S REPORT:</u> |
| | 9:15 | 20. <u>COUNCIL COMMUNICATIONS:</u> |
| | 9:30 | 21. <u>ADJOURNMENT:</u> |



FOREST GROVE CITY COUNCIL AGENDA
JUNE 22, 2015
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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 and Urban Renewal Agency Board Executive Session (Real Property) Meeting Minutes of June 8, 2015.
 - B. Approve City Council Joint Work Session with Sustainability Commission (Endorsements and Proposed Code Amendments Prohibiting Plastic Bags) Meeting Minutes of June 8, 2015.
 - C. Approve City Council Regular Meeting Minutes of June 8, 2015.
 - D. Accept Economic Development Commission Meeting Minutes of March 5, April 2 and May 7, 2015.
 - E. Accept Library Commission Meeting Minutes of May 12, 2015.
 - F. Accept Public Safety Advisory Commission Meeting Minutes of April 22, 2015.
 - G. Accept Resignation on Sustainability Commission (Hailey Jongeward, Pacific University Student, Term Expiring December 31, 2015).
 - H. Community Development Department Monthly Building Activity Report for May 2015.
 - I. **RESOLUTION NO. 2015-41 MAKING APPOINTMENT TO THE BUDGET COMMITTEE (APPOINTING DAVID ANDERSEN, TERM EXPIRING DECEMBER 31, 2016).**
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**FOREST GROVE CITY COUNCIL & URBAN RENEWAL AGENCY BOARD
JOINT EXECUTIVE SESSION
ORS 192.660(2)(E) REAL PROPERTY TRANSACTION
JUNE 8, 2015 – 5:30 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Joint Executive Session with the Urban Renewal Agency Board to order at 5:32 p.m. **ROLL CALL: PRESENT:** Thomas Johnston, Council President; Victoria Lowe; Ronald Thompson; Malynda Wenzl; Elena Uhing; and Mayor Peter Truax. **COUNCIL ABSENT:** Richard Kidd, excused. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; and Anna Ruggles, City Recorder.

2. EXECUTIVE SESSION:

The City Council and Urban Renewal Agency Board met in joint Executive Session in accordance with:

ORS 192.660(2)(E) to deliberate with persons designated by the governing body to negotiate in real property transactions.

3. ADJOURNMENT

Mayor Truax adjourned the Executive Session at 6:10 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL
JOINT WORK SESSION WITH SUSTAINABILITY COMMISSION
(ENDORSEMENTS AND CODE AMENDMENT PROHIBITING PLASTIC BAGS)
JUNE 8, 2015 – 6:00 PM
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Joint Work Session to order at 6:18 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Richard Kidd, excused. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Jon Holan, Community Development Director; George Cress, Light and Power Director; and Anna Ruggles, City Recorder. **SUSTAINABILITY COMMISSION MEMBERS PRESENT:** Elaine Cole; Deke Gunderson; John Hayes; Hope Kramer; Robin Lindsley; Karin Pfeiffer-Hoyt; Mitch Taylor; Edgar Sanchez-Fausto, Student Advisor (arrived at 6:35 p.m.); and Brian Schimmel, Chair.

**2. JOINT WORK SESSION WITH SUSTAINABILITY COMMISSION
(ENDORSEMENTS AND PROPOSED CODE AMENDMENT PROHIBITING
PLASTIC BAGS):**

Mayor Truax asked the Sustainability Commission (SC) members present to introduce himself/herself. Holan and Gamble facilitated the work session, noting the purpose of the work session was to review an ordinance, initiated by the Sustainability Commission (SC), proposing to prohibit use of single-use plastic carryout bags at retail establishments, any city facilities, city managed concessions, city sponsored events and/or city permitted events, and requiring retailers to charge at least five cents for a paper bag. Holan reported over the past several months, members of the SC have been developing an ordinance to ban the use of plastic bags for carryout, noting the members cite the impact of plastic bags in landfills and in the ocean. Holan indicated though it is acknowledged that banning the use of plastic bags for carryout in Forest Grove is not going to have a significant impact, it allows the City to make a statement about the proliferation of plastic bags while addressing the problem at a local level. Holan added the impact would be minimal, since stores have addressed bans in other communities encouraging consumers to use recyclable bags. Holan explained to reduce burden on residents, staff is proposing budget expenditure and Community Enhancement Program grant application to purchase a bag for every household in the community. In addition, Holan reported as proposed, the ordinance would require retailers to charge a minimum of five cents to cover the cost of providing paper bags in lieu of plastic bags, noting there are three penalty options to consider as outlined in the attached Exhibit A. Holan noted the proposed ordinance would not apply to

**FOREST GROVE CITY COUNCIL
JOINT WORK SESSION WITH SUSTAINABILITY COMMISSION
(ENDORSEMENTS AND CODE AMENDMENT PROHIBITING PLASTIC BAGS)
JUNE 8, 2015 – 6:00 PM
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PAGE 2**

bags used for specific needs such as bulk materials, unwrapped goods, frozen foods or pharmacy. Secondly, Holan reported staff is seeking guidance from Council on the matter of endorsements, noting Eden Acres approached the SC for an endorsement of its program and efforts to establish a permanent location. Holan pointed out no advisory board, committee or commission has ever endorsed a group or effort and there is no existing Council policy on the matter, noting staff is concerned any endorsement may imply an agreement with all of the objectives, policies and programs of any organization, and subsequent City commitment for i.e., funding assistance and/or provision of a site; therefore, staff concurs that such a decision should be made by Council. In conclusion of the above-noted staff report, Holan referenced the staff report for more details pertaining to endorsements and proposed ordinance, noting the SC met with Economic Development Commission (EDC) to review the proposed ordinance and EDC indicated support of the overall intent but was concerned about requiring retailers to charge five cents for providing paper bags; however, the EDC voted 9-1 to amend the ordinance to allow an establishment to either charge a fee or provide an incentive if a reusable bag is used.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the proposed ordinance banning plastic bags. Schimmel distributed a copy of a report citing plastic bags are a threat to marine and inland aquatic life and such a ban would decrease the waste stream and major littering problem, noting plastic bags gum up recycling equipment as was told by Waste Management representative; plastic bags do not degrade in landfills; it takes up to 1,000 years and landfill space is limited; very few are recycled; whereas, paper bags are recycled at a much higher rate; as well as citing various arguments with the Plastic Industry Trade Association findings pertaining to use of plastic bags versus banning plastic bags. In addition, the SC responded to various concerns, inquiries and scenarios Council presented pertaining to the proposed ordinance; gathering more public input; talking to constituents; responses of similar plastic bag bans from other cities; and should the plastic bag ban be county-wide. Council collectively insisted the community be fully informed, to which Lowe spoke on behalf of the SC as Council Liaison, noting the SC has demonstrated the ability to discuss every issue thoroughly and held a Public Hearing, noting she understands the need to educate, but she would like Council to give the SC a template so the SC knows when the proposed ordinance has reached the level for Council to at least look at considering the ordinance. Lowe also pointed out the City has a history of acting alone and setting standards that other cities follow, i.e., smoking ban. In conclusion of the

**FOREST GROVE CITY COUNCIL
JOINT WORK SESSION WITH SUSTAINABILITY COMMISSION
(ENDORSEMENTS AND CODE AMENDMENT PROHIBITING PLASTIC BAGS)
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PAGE 3**

above-noted discussion, Council discussed various ways to educate the community, i.e., using educational tools, such as through the city's website, local media, open forums and conducting a business community survey through the Chamber. Cole suggested having the SC draft an outline with tentative dates and times for Council consensus. Due to the time, Mayor Truax postponed discussion on endorsements to a later date.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:56 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL REGULAR MEETING
JUNE 8, 2015 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:05 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL**

PRESENT: Thomas Johnston, Council President; Victoria Lowe; Ronald Thompson; Malynda Wenzl; Elena Uhing; and Mayor Peter Truax.

COUNCIL ABSENT: Richard Kidd, excused. **STAFF PRESENT:**

Thomas Gamble, City Manager Pro Tem; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Jon Holan, Community Development Director; James Reitz, Senior Planner; Dan Riordan, Senior Planner; George Cress, Light and Power Director (in the audience); Michael Kinkade, Fire Chief (in the audience); J. F. Schutz, Police Chief (in the audience); and Anna Ruggles, City Recorder.

1. A. EMPLOYEE RECOGNITION:

Foster honored Leo Cortez, Engineering Tech, who recently earned his Master of Engineering in Geographic Information System (GIS) from the University of Colorado. Foster invited Council and the public to attend a reception honoring Cortez on Friday, June 12th, 3:30 pm, at the Engineering Department, noting Cortez will be demonstrating the City's GIS.

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 Special Meeting (City Manager Interviews) Minutes of May 22, 2015.
- B. Approve City Council Executive Session (City Manager Employment) Meeting Minutes of May 26, 2015.
- C. Approve City Council Work Session (Fire Cooperative Services Study) Meeting Minutes of May 26, 2015.
- D. Approve City Council Regular Meeting Minutes of May 26,

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JUNE 8, 2015 – 7:00 P.M.
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- 2015.
- E. Accept Historic Landmarks Board Meeting Minutes of April 28, 2015.
 - F. Accept Library Commission Meeting Minutes of April 14, 2015.
 - G. Accept Parks and Recreation Commission Meeting Minutes of April 15, 2015.
 - H. Accept Public Arts Commission Meeting Minutes of April 9, 2015.
 - I. Accept Public Safety Advisory Commission Meeting Minutes of March 18, 2015.
 - J. Accept Sustainability Commission Meeting Minutes of April 24, May 22, June 26, July 24, August 28, and September 25, 2014.

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

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

5. **PRESENTATIONS:**

5. A. **Washington County Proposed Public Safety Renewal Levy:**
Jeff Mori, Washington County Undersheriff, presented a PowerPoint presentation outlining information about the proposed Washington County Public Safety Levy Renewal, noting the levy renewal would provide funding necessary to continue providing city and county law enforcement agencies with the level of justice services made possible by the existing levy funds, i.e., special enforcement teams; victims' assistance and persecution services; parole, probation and juvenile services; operation of jail and work-release center at full capacity to minimize early release of offenders; and emergency shelters for women and children who are victims of domestic violence. In addition, Mori reported the Washington County Board of Directors has established November 3, 2015, as the election date to renew the current five-year levy, which expires June 30, 2016, for the FY 2016-17 through FY 2020-21 time period at the current tax rate of \$0.42 cents per \$1,000 assessed value, approximately \$107 per year or \$9 per month. In conclusion of the above-noted presentation, Mori urged Council support of the proposed levy closer to election date, ideally a Council resolution of support.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
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Washington County Cooperative Library Services Replacement Levy:
Eva Calcagno, Washington County Cooperative Library Services Executive Director, presented a PowerPoint presentation outlining information about the proposed Washington County Cooperative Library Services' Replacement Levy, noting the levy replacement would provide funding necessary to maintain hours and services at the current 15 libraries and branches, and avoid cuts in service, i.e., maintain current Central Support and Outreach Services that link libraries together; support children's reading programs; fund reading and learning supports for children, including online homework and tutoring services; fund the purchase of e-books and other materials; and provide operational support for expanded or additional library outlets that are planned during the levy cycle to better serve county residents. In addition, Calcagno reported the Washington County Board of Directors has established November 3, 2015, as the election date to replace the current levy of \$0.17 per \$1,000 assessed value, which expires June 30, 2016, for the FY 2016-17 through FY 2020-21 time period at the new tax rate of \$0.22 cents per \$1,000 assessed value, approximately \$56 per year or \$5 per month. In conclusion of the above-noted presentation, Calcagno urged Council support of the proposed levy closer to election date, ideally a Council resolution of support.

5. B. Ford Family Foundation Project:
Kelly Marks, Portland Community College (PCC), Columbia and Western Washington County, and two other PCC representatives, presented a PowerPoint presentation outlining information about the Ford Family Foundation Project, Future Connection Program, noting PCC has received a planning grant for the Ford Family Foundation to explore how PCC's Future Connect Program might be implemented in rural communities within the PCC district, including Forest Grove, Western Washington County and Columbia County, to increase college enrollment and success for first-generation/low-income students. In conclusion of the above-noted presentation, Marks indicated PCC is hoping to receive recommendations of stakeholders to form a short-term work group to delve more deeply into what an implementation plan might look like, ideally from members of the City Council, to which Mayor Truax noted he would submit a letter of support if needed, pointing out the City wants be a partner.
5. C. Quarterly Financial Report for Period Ending March 31, 2015:

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JUNE 8, 2015 – 7:00 P.M.
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Downey presented a PowerPoint presentation outlining the quarterly financial report ending March 31, 2015, noting this is the third quarter of the City's fiscal year ending June 30, 2015. Downey reported the quarterly report compares the budget to the year-to-date revenues and expenditures, noting the first section contains a graphical presentation of the revenues and expenditures in the General Fund with expenditures by departments and other major operating funds; second section of the report contains the line item detail for all of the City's funds; and third section is actual revenues received or expenditures disbursed through the end of the quarter and are compared to the year-to-date quarterly budget allotments and expressed in the detail report as both a dollar variance and percent variance. In conclusion of the presentation, Downey highlighted graphs pertaining to the General Fund, Building Services Fund, Information Systems Fund, Light Fund, Street Fund, Sewer Fund, Water Fund, Surface Water Management Fund, Equipment Fund and other funds, noting the Beginning Fund Balance for FY 2014-15 is just over \$6 million, which is what the five-year financial forecast estimated the balance would be during the budget preparation for FY 2014-15. In conclusion of the above-noted presentation, Downey advised the City will receive about \$200,000 more in property tax revenue than projected, noting the City projected three percent assessed value increase and actual assessed value increase was about six percent.

6. CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2015-05 VACATING A SEGMENT OF HEARTWOOD STREET (A. K. A. "QUANDARY LANE") PUBLIC RIGHT-OF-WAY. LOCATION: HEARTWOOD STREET AT THE STRASBURG DRIVE INTERSECTION. APPLICANT: VENTURE PROPERTIES, INC., (KELLY RITZ). FILE NO. VAC-15-00351

The first reading of Ordinance No. 2015-05 by title occurred at the Council meeting of May 26, 2015.

Staff Report:

Reitz and Holan presented the above-proposed ordinance for second reading, noting staff had nothing further to report.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the meeting of May 26, 2015, and explained hearing procedures.

Written Testimony Received:

**FOREST GROVE CITY COUNCIL REGULAR MEETING
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No written testimony was received prior to the published deadline of June 8, 2015, 7:00 p.m.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing

Council Discussion:

Hearing no discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of May 26, 2015.

Gamble read Ordinance No. 2015-05 by title for second reading.

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

7. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2015-06 AMENDING FOREST GROVE COMPREHENSIVE PLAN MAP AND REZONING CERTAIN TRACTS OF LAND EAST OF RICHEY ROAD AND SOUTH OF PACIFIC AVENUE. APPLICANT: CITY OF FOREST GROVE. FILE NOS. CPA-15-00290/ZNC-15-00291**

Staff Report:

Riordan and Holan presented the above-proposed ordinance for first reading, noting the proposed ordinance is requesting to amend the Comprehensive Plan Map and Zoning Map for property located east of Ritchey Road and south of Pacific Avenue, including 1216 Pacific Avenue, 1176 Pacific Avenue, 1156 Pacific Avenue, 1140 Pacific Avenue and Tax Lots 1S401-700, 1S401-800, 1S401-900, 1S401-1000, 1S401-1002, 1S401-2800, 1S401-2900, 1S401-3200. Riordan reported the Planning Commission considered six land use alternatives, the first

**FOREST GROVE CITY COUNCIL REGULAR MEETING
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alternatives was zoning as it exists reflecting the update to the Comprehensive Plan and the other alternatives reflected various configurations of low and moderate density development, noting the Planning Commission approved Alternative 6, (Preferred Alternative), which would provide a transition in higher-density development to the east closer to the Town Center and lower-density development outside of the urban growth boundary to the west. Riordan explained the proposed Comprehensive Plan Map amendment re-designates property along Ritchey Road from B-Standard to C-Low and Medium Density Residential to A-Medium and B-Standard south of Pacific Avenue as shown in Attachment A and the Official Zoning Map amendment re-designates property along Ritchey Road from Single-Family Residential (R-7) to Single-Family Residential (R-10) and Multifamily Low (RML) to Single-Family Residential (R-7) south of Pacific Avenue as shown in Attachment A. Riordan advised the current zoning designation promotes attached and small-lot detached single-family dwellings on lots as small as 3,500 square feet. In contrast, the proposed change would promote single-family detached dwellings on larger lots (5,000 to 7,000 square feet), noting the overall fiscal impact to tax collections cannot not be determined until homes are constructed and assessed; though, there would be 28 fewer units in comparison to current zoning, property values in the area would likely be higher because homes would be larger and more expensive dwellings, which would offset taxable assessed value.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2015-06 for first reading.

Gamble read Ordinance No. 2015-06 by title for first reading.

MOTION: Councilor Lowe moved, seconded by Councilor Wenzl, to adopt Ordinance No. 2015-06 Amending Forest Grove Comprehensive Plan Map and Rezoning Certain Tracts of Land East of Richey Road and South of Pacific Avenue. Applicant: City of Forest Grove. File Nos. CPA-15-00290/ZNC-15-00291.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JUNE 8, 2015 – 7:00 P.M.
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No written testimony was received prior to the deadline of June 8, 2015, 7:00 p.m.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Council Discussion:

In response to Council President Johnston's concern pertaining to pending development applications, Riordan advised there were no pending applications affecting the subject property, noting the Planning Commission advised to wait until Periodic Review was completed to make additional changes to the zoning in the area because this proposal would have amended the comprehensive plan/zoning in the middle of Periodic Review. Riordan concurred that when Gales Creek Terrace was approved, this proposal is what neighbors wanted in the first place, noting adjacent neighbors have been kept well informed.

In response to Thompson's concern pertaining to density requirements, Riordan advised the proposed comprehensive plan/zoning amendment are consistent with Metro's growth concept and will not affect the proposed Vertical Housing Zone Designation in the Town Center area, noting the Vertical Housing Zone Designation only affects property taxes and does not affect development density.

Hearing no further discussion from the Council, Mayor Truax recessed the Public Hearing until the next meeting of Monday, June 22, 2015.

Public Hearing Recessed:

Mayor Truax recessed the Public Hearing until the next Council meeting of Monday, June 22, 2015.

8. **PUBLIC HEARING AND RESOLUTION NO. 2015-38 SETTING FEES AND CHARGES, EFFECTIVE JULY 1, 2015, REPEALING RESOLUTION NO. 2014-45**

**FOREST GROVE CITY COUNCIL REGULAR MEETING
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Staff Report:

Downey presented the above-proposed resolution increasing fees and charges by three percent (3%), rounded to the nearest increment, effective July 1, 2015. Downey highlighted various proposed fees, noting the Sewer Connection Deposit has increased from \$1,000 to \$2,000 to reflect actual costs of installation; Event Security, Officer Reimbursement Fee, was recalculated and reduced from \$89 per hour to \$69 per hour, plus 10 percent overhead fee with a four-hour minimum, to reflect actual costs; a new Utility Billing Account Transfer Fee has been set at \$10 for in-city and \$20 for out-of-city; and Convenience Fee for Telephone Payment Fee has increased from \$3.00 to \$7.50 to reflect actual staff time involved. Downey added staff is proposing a new City Attorney Research Fee, which has been set at attorney's hourly billing rate, plus costs, noting the fee will be assessed when legal research is required by the City Attorney's Office. In conclusion of the above-noted staff report, Downey reported based on Fiscal Year 2015-16 budget proposal, Planning Fees as outlined in Exhibit A will remain the same.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-38.

Gamble read Resolution No. 2015-38 by title.

MOTION: Councilor Lowe moved, seconded by Councilor Uhing, to adopt Resolution No. 2015-38 Setting Fees and Charges, Effective July 1, 2015, excluding Planning Fees, and Repealing Resolution No. 2014-45.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received prior to the published deadline of June 8, 2015, 7:00 p.m.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

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Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

In response to Lowe's inquiry pertaining to the proposed City Attorney Research Fee, Downey explained the fee would be assessed when records requests require legal review to be conducted by the City Attorney's Office, noting the City has been incurring the direct costs.

In response to Council President Johnston's inquiry pertaining to administering lot line adjustments, Downey deferred Johnston's inquiry to the Community Development Department for clarification.

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

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

9. PUBLIC HEARING AND RESOLUTION NO. 2015-39 FIXING WATER RATES FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2015, AND REPEALING RESOLUTION NO. 2014-46

Staff Report:

Foster and Downey presented the above-proposed resolution increasing water rates for all customer classes by 3.5 percent, effective July 1, 2015. Foster reported due to a revised capital program, the City engaged FCS Group to perform an updated water rate analysis this year, noting the results of the rate analysis demonstrated the water utility needs a system-wide average rate increase of approximately 3.5 percent per year, a decrease from previous years, largely due to a change in large capital program expenditures (JWC/Scoggins Project) scheduled out to future years. Foster pointed out the Gales Creek Waterline debt service has been paid in full by the grantors, noting the costs associated are no longer listed in the fee schedule. In conclusion of the above-noted staff report, Foster and Downey outlined the significant changes to the water rates as

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noted in the staff report and proposed resolution (Exhibit A), noting for the average residential user, the proposed water rate increase would be approximately \$1.11 per month.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-39.

Gamble read Resolution No. 2015-39 by title.

MOTION: Councilor Lowe moved, seconded by Councilor Wenzl, to adopt Resolution No. 2015-39 Fixing Water Rates for the City of Forest Grove, Effective July 1, 2015, and Repealing Resolution No. 2014-46.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received prior to the published deadline of June 8, 2015, 7:00 p.m.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

Uhing commented she is happy to see a 3.5 percent increase this year, instead of eight percent as previously projected, noting the rate reduction will be easier on citizens.

Thompson commented the Annual Town Meeting addressed water rates, noting the rate reduction shows that concerns were taken into

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consideration, i.e., low-income.

Lowe commented the initial analysis showed a laundry list of capital projects, noting the rate reduction shows the City does reduce rates when the City is able. Lowe pointed out the City still has the dam project financial obligations, but in the interim, the City can reduce the rate.

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

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

10. RESOLUTION NO. 2015-40 AUTHORIZING EXTENDING BUSINESS INCENTIVE PROGRAM FOR TWELVE MONTHS, AND REESTABLISHING THE PROGRAM REQUIREMENTS

Staff Report:

King presented the above-proposed resolution for Council consideration, noting the proposed resolution is requesting extending the Business Incentive Program, which is scheduled to expire June 30, 2015, for an additional 12 months. King reported the program is designed to attract users to empty commercial and industrial space, noting as of today, 19 new businesses have occupied previously vacant space, three of the 19 businesses were industrial/manufacturing and 16 were small or start-up businesses. King introduced Hope Kramer, Economic Development Commission (EDC) Chair, and James Draznin, Vice Chair, who addressed Council on behalf of EDC, and asked Council to consider extending the program for five years instead of every 12 months, noting the program is very well liked by new business owners and is an incentive for small businesses coming to Forest Grove. In conclusion of the above-noted staff report, King advised the fees forgone remains under \$1,000 per project, noting other cities are continuing to offer business incentive programs as well.

Council Discussion:

Lowe commented she hates subsidizing high-end development but she would consider supporting a two-year extension for start-up businesses, noting the incentives can make a difference for small businesses.

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Uhing commented the business incentive program is a great program, pointing out that 19 businesses have benefited from the program. In response to Uhing's inquiry pertaining to total costs to the City, King advised the City has forgone under \$10,000 during the four-year program.

Thompson commented the program has created job growth and is bringing great benefits to the City, noting in his opinion, it is the best monies spent.

Wenzl made a motion to amend Resolution No. 2015-40 as noted below.

MOTION TO AMEND: Councilor Wenzl moved, seconded by Councilor Thompson, to amend Resolution No. 2015-40 Authorizing Extending Business Incentive Program for 36 Months to June 30, 2018.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the above motion to amend Resolution No. 2015-40.

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

Gamble read Resolution No. 2015-40 by title as amended.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-40 as amended.

MOTION: Councilor Uhing moved, seconded by Councilor Wenzl, to adopt Resolution No. 2015-40 Authorizing Extending Business Incentive Program for ~~Twelve~~ 36 Months to June 30, 2018, and Reestablishing the Program Requirements.

Council Discussion:

Mayor Truax commended the work of the Economic Development Commission (EDC), noting EDC supported extending the Business Incentive Program at its meeting in May.

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

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

11. CITY MANAGER PRO TEM'S REPORT:

Gamble 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 Pro Tem's Report. Gamble reported the Community Enhancement Program (CEP) presentations will be heard on June 11, 2015, 6:00 p.m. in the Community Auditorium; Metro Shared Region Meeting is June 23, 2015, 6:30 p.m. in the Community Auditorium; and National Night Out is August 4, 2015. Gamble reported the Budget Committee approved the Fiscal Year 2015-16 budget, noting Council will hold public hearings for budget adoption, as well as Urban Renewal Agency budget adoption, at the Council meeting scheduled on June 22, 2015. Gamble announced the newly updated "Discover Forest Grove" Business and Visitor Guide has been released, noting the NewsTimes, Chamber of Commerce and the City teamed up to conduct the update. In addition, Gamble distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and upcoming city-wide events.

12. COUNCIL COMMUNICATIONS:

Council President Johnston reported on Forest Grove Rural Fire Protection District meeting, noting the Board adopted its budget and Verboort received a new fire hydrant recently. Johnston stated he would work with the Chamber to seek input from local businesses on the proposed ordinance banning plastic bags, which was presented by the Sustainability Commission in earlier work session. Johnston also pointed out Metro has a storefront improvement grant program. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Kidd was absent.

Lowe reported attending the Regional Water Providers Consortium meeting and referenced a map showing the consortium's boundary in the county and a map titled "Oregon SNOTEL Current Snow Water Equivalent % of Normal", noting the League of Oregon Cities also wrote an article titled "Drought in Oregon" in its June 2015 Local Focus Edition.

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Lowe announced she was appointed as Vice Chair to the Regional Water Providers Consortium Board. In addition, Lowe reported on matters of interest and upcoming meetings she was planning to attend.

Wenzl reported the Committee for Citizen Involvement cancelled its June meeting. Wenzl reported the Forest Grove Library was chosen to appear on the cover of the Washington County Cooperative Library Services' levy pamphlet. In addition, Wenzl reported on other matters of interest and upcoming meetings she was planning to attend.

Thompson reported on Public Safety Advisory Commission (PSAC)-related activities, noting PSAC is diligently working on plans for National Night Out, noting this is the first year PSAC will take the lead in planning the event, which will be held August 4, 2015. Thompson reported on Forest Grove Senior and Community Center-related activities. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing reported on matters of interest and upcoming meetings she was planning to attend.

Mayor Truax announced dates of various upcoming activities and meetings as noted in the Council Calendar. Mayor Truax reported attending the Economic Development Commission meeting on behalf of Uhing. Mayor Truax reported participating on the Rose Festival Parade, Oregon Mayors' Walk. In addition, Mayor Truax reported on other various local, regional, Metro, and Washington County meetings he attended and community-related events and upcoming meetings he was planning to attend.

13. ADJOURNMENT:

Mayor Truax adjourned the regular meeting at 9:16 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

APPROVED MEETING MINUTES

ATTENDEES: Tim Budelman, Hope Kramer, Kelly Marks, Bruce McVean, John Hayes, Steve Krautscheid, James Draznin, Justin Norman, Mark Nakajima, Howard Sullivan, Guy Storms, Javier Urenda, Brian Wilbur, Don Jones, Jon Kowertz, Mark Frandsen

CITY STAFF: Jeffrey King, Cassi Bergstrom

ALSO ATTENDING: Greater Portland Inc. Janet Labar, President and Matt Miller, Vice President; Elena Uhing, City Council Liaison; Peter Truax, City Mayor

1. **CALL TO ORDER:**

The meeting was called to order at 12:10 p.m. by EDC Chair Tim Budelman.

2. **CITIZEN COMMUNICATION:**

None.

3. **APPROVAL OF FEBRUARY 5, 2015 SUMMARY MINUTES:**

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

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

None.

5. **BUSINESS:**

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

None.

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

Mr. Sullivan discussed the Stars in the Grove at Pacific University. There were 19 acts, 250 people showed up in support of Theater in the Grove and made \$1600 in proceeds at the event held on February 28th. On March 14th at 6pm, the annual auction will be held. An oral auction item donated is a trip to South Africa, very exciting. Tickets are \$60 each and are still available.

C. NEW BOARDMEMBER RECOMMENDATION-JAVIER URENDA:

Mr. Budelman introduced Javier Urenda representing Adelante Mujeres, and recommended a motion to make Mr. Urenda a board member of the ED Commission. Mr. Krautscheid made the motion, Ms. Marks seconded. Motion passed unanimously. Mr. Urenda explained what Adelante Mujeres does for the community, and the next cycle of programs coming up.

**D. GUEST PRESENTATION-JANET LABAR, PRES.; MATT MILLER, VP—
GREATER PORTLAND INC:**

Mr. Budelman and Ms. Uhing briefly explained the background and visions of the economic development commission.

Ms. Labar began her presentation introducing herself and her background. Explained that GPI is relatively new in regards to other business development models in the country. GPI is a public-private partnership and is responsible for marketing this Portland metro region to attract companies here and help existing companies grow. Explained that we have limited companies looking at the Portland area due to costs, land availability, shovel ready sites and the competition around us.

The organization is entering year 4 and really doesn't have a lot to show for what it has done but is making progress. GPI is concentrating on executing forward thinking in global trade and investment strategy, effective focus on computer/electronic/software industries and a strong regional public-private partnership model.

A 2015 Work Plan was created to reach their goal by deploying Greater Portland 2020, securing federal funding, engaging and broadening the investor base and to convene the region's business community. Recruitment is done mainly by cold calls, marketing and website presence. Website captures name of company, geography, page visited info and contact information making it one of their best tools of recruitment. Currently GPI is in the process of restructuring their website to make it more clear for users.

Mr. Budelman asked how to get on the list of the referrals? Ms. Labar explained that the system on the private sector side isn't as developed yet, but she'd like to see a GPI partner site organized by business type. This would not push one particular company, but rather present a menu to pick from much like the Forest Grove brochure of how to start a business.

Right now the focus is on the Bay area. The cost of owning a business there is expensive, and Portland is becoming a focus of relocating the business. Mr. Miller discussed how direct cold calls can build relationships, but you have to do more in order to lure a business to the metro area. Helicopter rides around the area is a creative way of showing the business owners the opportunities available and build a relationship. Also, an emphasis on the food industries available has been productive.

Ms. Labar discussed how relocation can bring heartache, it is more about growth and expansion than relocation. Recruitment is all about getting on a plane and creating a relationship with a company. Hints and queues on planned expansions often times come from social media. Mr. Miller reiterated expansion by explaining it is about working with the community, building strong business cases and understanding the benefits of development. Communities around the area love food and food processing, making it so more attention is brought to it.

Ms. Labar went on to discuss the 2015 Work Plan. The metrics that hold them accountable are realistic numbers to business development efforts. Three hundred jobs were brought to the region, but the goal is to be in the thousands. This was grounds for creating the GP 2020 Action Plan to reach that goal with a 40 member steering committee. The loss of Hanjin and resignation of the Oregon governor confirms that a 5 year action plan is necessary to keep moving forward.

Mr. Frandsen brought up how the Oregon Business Council has done a wonderful job of identifying clusters, and why businesses participate in those clusters. Ms. Labar mentioned that she meets with a council member and agrees with how they are inquiring and luring businesses to the area. Ms. Labar also keeps in touch with Pam Treese from Westside Economic Alliance regularly, as she is a powerful advocate.

City Council Liaison Elena Uhing mentioned the fact that she did not see housing as a concern on the GP 2020 Action Plan, and that is a conversation when companies are looking to relocate for their employees. Ms. Labar explained that prior to their last meeting, it has not been in the conversation. Consults are looking into it. Mr. Kowitz then mentioned that quality of life is also important when relocating employees to an area, ie drinking water, parks, local libraries, etc. Mr. Miller explained they are aware of these points. Ms. Uhing went on to say that unfortunately, if housing is not targeted it gets lost in conversation. A new asset tool in Salem has resource mapping to bring together all the resources in the region. The same model could be used in the local region and brings all the partners into the conversation.

Mr. King asked if we would get the opportunity to access the baseline analysis, and Ms. Labar explained they are currently confidential, but as soon as results of GP 2020 Action Plan are available they will be made accessible.

E. EDC STRATEGIC PLAN & SUBCOMMITTEES UPDATE:

Mr. King went over the Strategic Plan and Appendices for review, focusing on internal issues and the Ambassadors Committee. Once finalized, the intent is to bring it to City Council for an overview of where we are going.

Mr. King went on to mention the Small Business subcommittee; one of the goals is to provide more marketing training. A marketing class will be held right in Forest Grove, which gives the local small businesses and advantage in being able to attend. The classes will be held on Thursdays from 6-8pm, March 19 to April 9th. Ms. Kramer asked how many people could be accommodated? Mr. King responded that there is

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room for around 12-15 persons, and so far there are 8-9 people currently signed up to attend. This item will be reviewed in greater detail at the April meeting,

6. COUNCIL COMMUNICATIONS:

Ms. Uhing gave updates on the following:

WEA is having their breakfast forum on April 3rd at the New Embassy Suites in Tanasbourne. Presents a good opportunity to be out in greater Washington County and would like a couple of EDC members to go. Needs to know by mid-March if will be in attendance.

On March 11 there will be a WEA reception in Salem. The new governor will be there and this presents an opportunity for us to step out and talk about the economic development. Needs to know by Friday if going to be in attendance.

Council had their retreat on February 21. Got together to talk about goals and what they will be doing for the next year. Everyone came out alive and happy.

City Manager position is moving forward. Profile and pay scale/benefits have been defined and the job has been posted. Applications will be taken until March 31st.

Metro Councilor Katherine Herrington came out and gave her quarterly report. Biggest priority is transportation and infrastructure.

CEP Grant structure is changing so it will have a month delay. An 8 member team will be on the selection committee and will include Katherine Herrington from Metro. The dollars will be changing, making it so more funds are coming in.

Library had their BEAR (Be Excited About Reading) experience. Over 300 children showed up and had a pajama party. Very spectacular attendance.

Forest Grove Light & Power has installed new LED street lights along 19th Ave between Pacific and Main and on down to Hawthorne. Check them out and let FG Light & Power know how you like them.

Forest Grove Fire Department is looking to do a one year pilot project with Gaston in sharing our fire chief as done with Cornelius. The city will be compensated for his services. A lot of concern was expressed when this was brought forth, wondering how his time will be split 3 ways. He assured that his time will not be that pressed, and will allow us to expand our training and equipment.

Finally, the Historic Landmarks Board had a joint session on their new guidelines and standards. The HLB newsletter gives a really good layout to insight as to the work they put into the guidelines and standards and how they will impact the community.

7. STAFF & BOARD MEMBER COMMUNICATIONS:

Ms. Marks updated the board on the grant PCC has been issued by the Ford Family Foundation to look at what an implementation plan would look like to roll out Future Connect. Future Connect is a scholarship based program to first generation, low income students to get college on their radar. There is no GPA requirement and a college coach is provided through their senior year to track through PCC. The percentage of success has been 92% in Beaverton, usually being a 20-30% for that population set. Will discuss more at the next meeting to develop a model program with a task team.

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Mayor Truax gave an update on his upcoming trip to Washington DC to the National League of Oregon Cities conference and what will be accomplished. A City Hall Day was held in Salem to meet and talk with leadership in Senate, as well as meeting Governor Brown to get to know the cities and their leaders.

Mr. Kowertz let the board know about the Adelante Mujeres party on the second Saturday in April.

8. ANNOUNCEMENT OF NEXT MEETING:

Jeff King announced that the next meeting of the EDC will be on Thursday, April 2nd at 12:00 noon in the Alice Inkley Room at McMenemy's Grand Lodge.

9. ADJOURNMENT:

A motion was made to adjourn the meeting by Justin Norman, Kelly Marks seconded. The meeting was adjourned at 1:36 p.m.

Approved by the Forest Grove Economic Development Commission:

Date: April 2nd, 2015

Signed: [Signature]
EDC Chair

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APPROVED MEETING MINUTES

ATTENDEES: Tim Budelman, Hope Kramer, Kelly Marks, Bruce McVean, John Hayes, James Draznin, Justin Norman, Mark Nakajima, Guy Storms, Don Jones, Lois Hornberger

CITY STAFF: Jeffrey King, Cassi Bergstrom, Jon Holan

ALSO ATTENDING: Jose Esparza and Pamela Blumenthal from PCC Future Connect

1. **CALL TO ORDER:**

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

2. **CITIZEN COMMUNICATION:**

None.

3. **APPROVAL OF MARCH 5, 2015 SUMMARY MINUTES:**

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

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

None.

5. **BUSINESS:**

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

None.

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

C. **PLASTIC BAG BAN ORDINANCE, JON HOLAN:**

Jon Holan presented the proposed code from the Sustainable Commission regarding the plastic bag ordinance. Two members from the Sustainable Commission are also members of the EDC, Hope Kramer and John Hayes. Mr. Holan and Mr. Hayes went over what the code contains and addresses. Plastic bags are defined as carry out bags, but do not include bags used for bulk packaging of bulk material ie. nuts/bolts, frozen foods, wrapping flowers, unwrapped foods/baked goods, pharmacy. The notion would be that a carry out bag would be prohibited within a retail establishment, whereas a recyclable paper bags available at a charge of 5 cents for the recyclable bag. The idea is to encourage people to bring in their own bags that are reusable as oppose to using paper bags. City events are included as well, such as the Farmer's Market. John Hayes added that there are exceptions listed in the

ordinance. Exceptions would include people using food vouchers would get paper bags at no cost and hardship cases can be established by the City Manager. Mr. Holan made comment that this ordinance was created based on other city ordinances in other communities in Oregon. Sustainability Commission held a meeting where they asked for public comment. Two comments were received: One person was supportive of the ordinance, and the other person was objecting towards it.

Comments and questions were asked of the EDC:

Mr. Nakajima asked the question if the 5 cent fee was required, and who would get the nickel? Mr. Holan answered and said it is required and will be assured to happen by the standpoint of a complaint from a person in the community. Mr. Nakajima went on the talk about the regulation his business is under from the state of Oregon regarding the paint recycling program. A fee is charged and the notion is that it would be passed on to the consumer. Instead, Mr. Nakajima absorbs the cost and includes it in the price, almost like a nickel deposit with cans. Mr. Holan explained the intent of this is to drive home the point that you are better off using a recyclable bag. Mr. Nakajima understood that the purpose is to try to motivate people to use recyclable bags, but administratively it will be a pain.

Mr. Jones asked the question of if we gave the businesses the option of charging 5 cents. Mr. Holan expressed that it will not bring home the ordinance fact of it all. Mr. Hayes followed up by saying paper bags are not good either, that is why it is needed to be mandatory in order to limit the use of bags.

Mr. McVean asked if the nickel would stay with the retailer, and Mr. Hayes answered yes.

Ms. Kramer asked how much a paper bag cost? Mr. Draznin made comment that a plastic bag is cheaper than a paper bag. Mr. Nakajima went on to say that the paper bag is recyclable, and is a tradition for his business. He suggested that instead of penalizing the customer, it should be an incentive program, such as the consumer bringing in a reusable bag and receiving a nickel.

Ms. Marks asked about the language of the ordinance, asking to define the geography. Mr. Hayes answered that it is just within the city limits of Forest Grove. Mr. Storms asked about any pushback from Safeway/BiMart regarding the plastic bag ban. Mr. Hayes said someone from the commission went to Safeway and the manager would not speak on the issue based on their corporate policy. Ms. Kramer spoke that Safeway is pro plastic bag bans. It is not a new thing to their businesses and they benefit from it. Mr. Hayes also went on the say that the Commission is hoping to get a grant to purchase reusable bags to give to each household as an incentive.

Mr. King discussed the issue of the big bags for oversized items. Ms. Kramer agreed that it could be an issue for the purchase of big items such as sleeping bags.

Mr. Budelman likes Mr. Nakajimas suggestion of an incentive approach. It helps with making the decision to reuse instead of smacking the hand and saying "nope."

Mr. Holan would like a motion to be made from the EDC as far as the ordinance and any aspect that would need to be changed. Suggestion, does the EDC support the code/concept to prohibiting the use of plastic bags subject to the notion to the 5 cent charge in consideration to the incentive approach. Mr. Budelman asked the question of who would be more in favor of the incentivized approach. 6 EDC members were in support. Mr. Hayes stated there are two questions: Banning plastic bags and the charge.

Ms. Hornberger went on to say it seems harsh that there is a fine. It was clarified that the fine has to only due with the plastic bags, not the charge of the five cents. This reflects on the city as a whole as a punishment. Ms. Marks thinks it would be very difficult to enforce with all the exceptions within the ordinance. Mr. King reiterated the incentive of 5 cents being an option to the business.

Mr. Hays went on to say the Sustainability Commission has talked about this for months and months, and has reviewed it over and over. The staff came up with the ordinance language and format, the Sustainability Commission has approved it and is sending it out to City Council. Does the EDC have some amendment they would like to see? If so, make a motion to amend and send to City Council. Mr. Jones says whatever we do, we want to respect the Sustainability Commission and advise the City Council to consider alternatives.

Jeff King made the proposal to make an amendment to proposed section 7.915 to allow for businesses or retail establishments the flexibility to determine whether they wish to charge a fee for the use of plastic bags, or provide incentive for not requesting the use of plastic bags.

Don Jones made the motion to amend, Lois Hornberger seconded.

9 in favor, 1 opposed

Mr. Hays stated that is not what was originally said in the motion that they could charge 5 cents. It guts the entire section 7.915 completely. No business will choose to charge 5 cents because it does not mandate. Does not accomplish anything. Mr. Jones believes the message of sustainability is still getting out by banning the plastic bags, what's left is the stuff on the outside. It weighs more heavily, in the EDC perspective, that we weigh a more marketed approach and not having a negative business environment. Mr. Hays went on to say that the 5 cent charge is sending the message that we should be using reusable bags, not disposable bags. That message is going to be taken out of the ordinance if section 7.915 is not included.

D. FUTURE CONNECT EDUCATION PROGRAM, PAM BLUMENTHAL AND JOSE ESPARZA:

Ms. Blumenthal, director of Links Program at PCC, came to talk to the EDC board about Future Connect. Future Connect is in its fourth year to support the low income or first generation (first in the family, neither parents have a Bachelor degree) to go to college. Outreach goes out into the local high schools/alternative schools to

provide support with a college success coach and small scholarship. The support is the key to success, and over 900 students have been supported through this program. Partnerships in Hillsboro and Beaverton are now part of the program, and some incredible success has been seen with this model. Students have been retained at more than double. Thirty percent of the students come in not at college level, but having success.

Portland contributes half the resources, and PCC matches. Last spring they started talking with the Ford Family Foundation and they were interested in the model. They do a lot of support for first generation, low income students across the state, specifically from rural communities. They work a lot with students going to four year universities, and are looking at PCC's model to see how it will work in rural communities. They have funded a planning grant to look at the rural communities of PCC's district. This is the first meeting in Forest Grove to see how a program like this will work in the community.

Mr. Esparza went on to discuss the specifics of the program. The grant received from the Ford Family Foundation is really to look at the feasibility of Future Connect in Forest Grove and other rural communities in Washington/Columbia counties. Future Connect has been a tremendous support system for the students utilizing the program. Sixty five percent of the applicants come from families that earn \$25,000 or less a year.

Future Connect starts with the outreach component, meaning they are out in the high schools to motivate and inspire students that don't see themselves as college-going. Installing motivation through college week, helping apply to colleges, FAFSA events just to name a few. These events remove the obstacles to motivate the students to reach a goal of college.

Next step is to get the students to apply for the scholarship. The scholarship is not based on the GPA, instead looking for students who take personal responsibility. College Success Coaches then get assigned a case load, and begin working with students even before they graduate from high school. Coaches communicate with students via text, Facebook etc. Ways they know they will get a response from students.

Summer Orientation is done to help the students know what to expect in college, and then the coach becomes their academic advisor. When life gets in the way for students, the advisor is there to support and motivate. Advisor discusses time management, taking personal responsibility and then the student starts believing in their self. Next Step scholarships are provided along with scholarships from Lewis and Clark, Renaissance Foundation and PSU. Opportunities are created for students and Future Connect supports them all along the way.

Ms. Blumenthal discussed the internship opportunities in the cities for students graduating from the Future Connect program, especially for students that are bi-lingual. In Washington County, there is a 92 percent fall-to-fall success rate just in

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the first year. One goal is within three years the students either graduate or transfer to a 4 year college. About 60% of students are looking for a transfer degree.

Forest Grove will have more potential with the dual credit, CTE classes available.

Currently, Future Connect is serving 200 students from Portland, 50 from Hillsboro and 50 from Beaverton. An additional 50 were served because of a grant from the state regardless of where they live. Each city has their own boundary rules that qualify the students. The sponsorship amount is about \$2,500 per student per year, and is matched by the foundation.

Ms. Kramer brought up the Harold Wyatt scholarship in Forest Grove High School for first generation college students. Mr. Jones went on to say the scholarship is only sometimes utilized, but sometimes it is not or they quit the first year. Ms. Blumenthal agreed, and stated the importance of coaches being there to support and motivate.

Ms. Marks finished the discussion by asking how a plan to implement this program in the Forest Grove area would look. This is just the first of many conversations.

E. EDC STRATEGIC PLAN & SUBCOMMITTEES UPDATE:

6. COUNCIL COMMUNICATIONS:

Ms. Uhing was not in attendance, but typed up an update that was passed around to the EDC board.

7. STAFF & BOARD MEMBER COMMUNICATIONS:

Mr. King spoke about plans to work with Chaucer on April 29th for a celebration event for their certification. They have about 30 employees.

Meetings continue with Via Systems because they will be merging with TTM in May.

There may be an opportunity to see them grow further. TTM is the largest circuit board manufacturer in the world, with their headquarters located in Santa Ana.

Food processors are talking about additional growth. More information will be available next meeting.

On the local level, we have some restaurant activity going on. A new buffet went in next to Safeway, and a Thai restaurant going into the former Izgara location. An expansion of the bakery and Mr. King has been helping with retail management training. A couple Asian concept restaurants are floating out there.

The challenge being run into is the lack of retail and industrial space. There is land, just not a building to move into.

8. ANNOUNCEMENT OF NEXT MEETING:

Jeff King announced that the next meeting of the EDC will be on Thursday, May 7th at 12:00 noon in the Alice Inkley Room at McMenemy's Grand Lodge.

9. ADJOURNMENT:

A motion was made to adjourn the meeting by Bruce McVean, John Hayes seconded. The meeting was adjourned at 1:31 p.m.

ECONOMIC DEVELOPMENT COMMISSION
THURSDAY April 2, 2015
McMENAMIN'S GRAND LODGE – ALICE INKELY ROOM
PAGE 6

Approved by the Forest Grove Economic Development Commission:

Date: 5/7/15

Signed: 
EDC Chair

ECONOMIC DEVELOPMENT COMMISSION
THURSDAY May 7, 2015
McMENAMIN'S GRAND LODGE – ALICE INKELY ROOM
PAGE 1

APPROVED MEETING MINUTES

ATTENDEES: Tim Budelman, Hope Kramer, Kelly Marks, Bruce McVean, John Hayes, James Draznin, Mark Nakajima, Howard Sullivan, Guy Storms, Don Jones, George Cress

CITY STAFF: Jeffrey King, Cassi Bergstrom, Intern from PSU

ALSO ATTENDING: Dick Stenson, Jim Fleming from Pacific University, Cobb Hudjohn from H&H Outfitters, Elena Uhing from City Council

1. CALL TO ORDER:

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

2. CITIZEN COMMUNICATION:

None.

3. APPROVAL OF APRIL 2, 2015 SUMMARY MINUTES:

Howard Sullivan moved to accept the meeting minutes as presented. Kelly Marks seconded the motion. The minutes passed unanimously.

4. ADDITIONS/DELETIONS & STAFF SUMMARY:

Jeff gave the following update on Staff Summary:

Last week was the celebration for Chaucer Foods, and currently have employed 93 employees. Mr. Cress gave update on their impressive power use. The Light & Power department will be monitoring their power use closely. They are almost at capacity now, and plan on additional plan expansion inside the footprint of the building. New Seasons is currently cold storing 4.5 million tons for Chaucer. The city is pleased and looks forward to the future expansion benefiting the community. Mr. McVean brought up the issue of parking on the streets. The parking has been a challenge because of the sudden growth but they are working on resolving the issue.

Times Litho site has entered into exclusive talks with Tokola properties. Potential is for a three-four floor mixed use, urban living apartments and retail on the first. Project should act as a catalyst for sites around it.

Progress is continuing on Washington County consortium project CET Grant to assess some of Forest Grove's industrial sites. Five sites are being assessed: the Henningson site, Woodfold-Marco land (2), Kerr-Woodburn site and the Hale Hayworth site. The intent of this project is to identify barriers to opportunity, infrastructure cost and the what are the market opportunities. Also looks at the potential footprints or building configurations. It will help Forest Grove in terms of marketing to be proactive in the

needs of future development. Ultimate goal being how do we get these more towards being developed, generating jobs and property taxes. The final study is expected in June. Ms. Uhing made comment that shovel-ready sites are a draw to the community. Mr. Budelman asked if the state will provide a guarantee on how long will be certified to be shovel-ready? Mr. King responded in saying that the certification does expire after a certain point in time due to the evolving issues but it can be renewed with updated information. The study will identify issues so there are not surprises.

5. BUSINESS:

A. McMENAMIN'S -HOST UPDATE:

Jeff King gave the update that the McMenamin's general manager, Zach, is taking an opportunity elsewhere. The new manager is Jennifer Prickett.

B. FOREST GROVE CHAMBER OF COMMERCE UPDATE:

Howard Sullivan updated the board on the following:

A new Visitor's Guide is being printed. It will point out the things we appreciate in western Washington County. When printed, he will bring to the next EDC meeting. Forest Grove High School is having a fundraiser put on by Doherty Ford called Test Drive a Ford. For each vehicle test driven, Ford will donate money in support of the school up to \$6,000.

C. BUSINESS INCENTIVE PROGRAM-REAUTHORIZATION STATUS:

Mr. King explained that the Business Incentive Program is for business owners that occupy a vacant site. The city will incentivize by waiving the business license fee, sign permits and reduce the building permit up to \$5,000. Should we renew this? Mostly used for very small business. Three incentives were utilized in 2015 to date, and three were utilized in 2014. It is a very minor cost to the city and is used as a tool to show the city is business friendly. Does it make a difference? Seems to have more value on marketing side. Mr. Hayes made comment that vacant store fronts are not a good thing. Anything we can do to fill stores we should do. Mr. Budelman stated that an incentive, even a small amount, is good. Ms. Marks commented that marketing value is the point. Ms. Kramer went on to say the smaller the business, it helps financially so it is important.

Mr. Hugdohm (owner of H&H Outfitters, a fly fishing apparel company) spoke from his experience as coming into Forest Grove as a new business. He did not take advantage of the program, mainly because he did not know about it, but they chose Forest Grove because they were welcoming, nice and not prohibiting. Anything that extends that out should be welcomed. It would be helpful to have a simple list of opening a business and facts in Forest Grove. Liaison's in different cities would call to try and lure in businesses. Mr. King spoke on the different forms of information we have available on the website and hard copy for new business owners. Ms. Uhing

suggested an ambassador or subcommittee to be created in order to help guide business owners in Forest Grove.

Mr. Hayes made the motion to keep the Business Incentive Program, Mr. Jones seconded. All in favor.

D. EDC STRATEGIC PLAN & SUBCOMMITTEES UPDATE FINALIZATION:

Mr. King reiterated the four pieces:

1. Mission Plan;
2. Strategic Plan;
3. Work Plan-Appendices, and
4. Creation of the Subcommittees.

Will start by addressing the question around the Ambassadors. Ms. Uhing gave comment that an ambassador core is needed so that when a new business comes in, and Ambassador can be sent with a packet to begin advocating and educating business owners. Mr. Sullivan spoke on the greeter group at the Chamber that reports out every month. He gave the example of TJ walking by H&H and went in and started chatting with the owners.

Mr. King talked about another subset of EDC, for example if it is a manufacturer they may want to talk to another manufacturer. Does the ambassador group become the whole EDC or is it representative of certain sectors in a smaller unit? Ms. Uhing replied that all of EDC will be the ambassador group to support Jeff, but there will be subsets for particular business types. Having base information is a power tool and resources to talk fluently. The resources are available on the website, and Ms. Kramer made the suggestion that we need to go through the resources online together at the next EDC meeting so everyone is aware of what resources are available online. The personal stories of business owners are the ones who attract other business owners to the city. Ambassadors, who are not hired by the city, will be beneficial to speaking with potential business owners, telling their personal stories and answering their questions. Mr. Hudjohn made the suggestion of simplifying the website. A single click makes a difference, along with simple forms. Mr. King went on to say that the main part is the ongoing relationship with the business owners.

Ms. Kramer began the discussion of what to call Ambassadors and their job descriptions. Mr. Sullivan was willing to change his Ambassadors to be called New Greeters so that EDC can call their committee the Ambassadors. **The motion was made to create a separate identifier labeled Ambassador as a Special Committee as a whole, and all EDC members will be an Ambassador to future, potential business owners of Forest Grove. Howard Sullivan moved to accept the motion as presented, John Hayes seconded. All in favor.** A future EDC Ambassador training will be scheduled for a future meeting.

E. TOURISM SUBCOMMITTEE REPORT:

None.

6. COUNCIL COMMUNICATIONS:

Ms. Uhing gave the following update:

The City Manager application deadline is now closed. Now into the next stage of the advisory committee. May 22 is scheduled as council to be with the applicants for most of the day, and then it will go to the public interview phase.

First Wednesday was this Wednesday, and the market will continue to grow in attendance throughout the summer.

May 9 is the city Shred Day

May 17 is Thatcher Park community sundial dedication at 2pm.

May 20 is the Rotary steak feed at Pacific University. Howard Sullivan has tickets for \$16/person.

May 26 Council changed the meeting day because of the holiday.

May 29 CEEP apps due to city by 5pm. June 11 are the presentations will be held in the Auditorium. June 22 CEEP Advisory Committee has 8 members and will meet to do a final push of who and how much. July 1 the CEEP grant will be awarded.

Budget process began April 16, and have 4 meetings on the books, generally done in 3 meetings. Everybody is welcome to come to the meetings.

Watershed review is done, and tree harvesting planned for next year has been discussed but not adopted yet.

Water rate study by the Council is done. They have come forward with an opinion that is not formally finalized by the council.

WCCCA is in the process of redoing all the communication systems as required by federal law. Oregon must upgrade all systems, and some shocking numbers have come back to be able to become up to the federal and homeland security guidelines. Looking at ways to fund. All communication systems throughout the United States have to be on the same communication lines.

Historic Landmarks came forward with their first public hearing and first greeting.

Plastic Bag Ban discussion was appreciated and will be forwarding on to council for their toolbox.

Medical Marijuana policy was voted and finalized last Monday night. The group went to facilities in Portland and became very educated on how other facilities are ran. It was a fantastic experience and changed some opinions on the medical marijuana vs. recreational marijuana front. July 1st is when it will go into place.

WEA Land Use Committee was interesting. An survey came out on metro and the manipulation of data was taken issue with.

Westside Mayors-Meet Your Mayors was fun, entertaining, inspiring morning. Heard from several local mayors and their concerns in their areas.

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

None.

8. **ANNOUNCEMENT OF NEXT MEETING:**

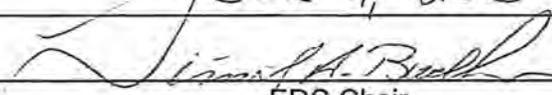
Jeff King announced that the next meeting of the EDC will be on Thursday, June 4 at 12:00 noon in the Alice Inkley Room at McMenemy's Grand Lodge.

9. **ADJOURNMENT:**

A motion was made to adjourn the meeting by Mark Nakajima, James Draznin seconded. The meeting was adjourned at 1:45 p.m.

Approved by the Forest Grove Economic Development Commission:

Date: June 4, 2015

Signed: 
EDC Chair

LIBRARY COMMISSION
MEETING DATE – 6:30PM WED MAY 12, 2015
ERIC STEWART HISTORY ROOM
PAGE 1

APPROVED

Library Commission approved minutes as amended on June 2, 2015.

1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tues May 12, 2015.

Members Present: Pamela Bailey, Chair; Kathleen Poulsen, Vice-Chair; Doug Martin; Nickie Augustine; Jon Youngberg, Secretary.

Members Absent: None.

Staff: Colleen Winters, Library Director

Council Liaison: Malynda Wenzl

Others: None.

2. ADDITIONS/DELETIONS: None.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF (Apr 14, 2015):

MOTION: Doug moved, seconded by Kathleen, to approve the Apr 14, 2015 minutes as amended. **MOTION CARRIED** by all.

4. CITIZEN COMMUNICATIONS: None.

5. INFORMATIONAL ITEMS:

5a. FOUNDATION REPORT: Colleen Winters reported about the Library Foundation of Forest Grove:

- a) The Foundation board had a short meeting in the last month.
- b) Celebrated the completion, installation, and dedication of the Ed Carpenter art project.
- c) Arrangements were made to pay some bills.
- d) Discussed goals and ideas for future efforts.
- e) See the Library Foundation of Forest Grove's web site (www.fglf.org).

LIBRARY COMMISSION
MEETING DATE – 6:30PM WED MAY 12, 2015
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- 5b. FRIENDS REPORT:** Colleen Winters reported about the Friends of the Forest Grove Library:
- a) The Friends Board will meet tomorrow.
 - b) The Spring Used Book Sale is being held this week in the Rogers Room.
 - c) A new vendor has been chosen to take leftover books after the sale is completed. They might be more selective in which books they take. Doug offered to help with recycling of any remaining books.
 - d) Mike Smith will come to a Commission meeting to tell us of the Friend's goals and objectives, chosen at their recent Annual Retreat. The goals and objectives are being discussed, prioritized, and finalized.
 - e) The Friends web site is at: fglibraryfriends.org.
- 5c. COUNCIL LIAISON REPORT :**
- a) Rules concerning medical marijuana dispensaries passed.
 - b) Guidelines for Historic Neighborhoods also passed.
 - c) At an inter-governmental meeting, future plans mentioned for adding two turn lanes at corners of Quince and Hwy 47.
 - d) Budget process continues through end of June. City council has heard from city departments.
 - e) A new study agreed to for possible uses of the Times-Litho site.
 - f) Eric G. Stewart award awarded to Neil Poulsen at May 11, 2015 meeting. This is in recognition of outstanding commitment to the preservation of the City of Forest Grove's History.
 - g) Meeting will be held Fri May 22 from 5:30 to 7PM for the public to meet the remaining three City Manager candidates.

LIBRARY COMMISSION
MEETING DATE – 6:30PM WED MAY 12, 2015
ERIC STEWART HISTORY ROOM
PAGE 3

5d. LIBRARY DIRECTOR'S REPORT: Colleen Winters reported these items:

- a) Colleen is on a committee to help choose a new City Manager. After various interviews, the top 3 candidates will be available to meet with the public and the City Council on Fri May 22. City Council will deliberate on choices May 26, 2015.
- b) Memorial service for Dick Ginsburg held recently.
- c) Ann Dondero celebrates 35 years with the City of Forest Grove this month. She was honored at the Apr 27, 2015 City Council meeting, with lots of attendees.
- d) Dia De Los Niños, or Children's Day, celebration and fun event for children was held on Friday May 1, 2015, 10am to 1pm. (School was out that day.) 273 children and 153 adults attended. Members of the Forest Grove Fire Department helped with set up for the event. Linda Minor put in a major amount of work on this event.
- e) Summer Reading program preparation going on. Talking at schools about the program.
- f) "Big Machine" / Public works presentation at Monday reading time this week.
- g) The Friends have replaced several broken tables in the Rogers Room.
- h) WCCLS has requested and scheduled some professional photo taking on the Forest Grove library, on Sunday May 31, from 1 to 4PM. They want some of the photos to have local people in them. The photos will be used for promotional materials, etc.
- i) Colleen discussed Library Work plans for 2015 at a recent City Council meeting. 16,000 ebooks checked out by Forest Grove residents in last year. 133,000 books borrowed by Forest Grove residents from other WCCLS libraries in 2015. 27,000 library computer sessions, 46,000 Wi-Fi sessions in last year. An unfinished business list was presented. Important to maintain staff, building, security. Provide staff training. Maintenance issues.
- j) A WCCLS speaker will be present, for an informational talk, at the June 8 City Council meeting. A proposed levy increase of from 17 cents to 22 cents per \$1000 property value has been recommended to the Washington County Commission for the November 2015 levy vote.
- k) Library Staff and Library Commissioners can only discuss facts related to the Nov 2015 WCCLS levy, when at the library. We can't advocate or campaign. Friends, Foundation boards, and City Council members are free to advocate and campaign for the levy.

LIBRARY COMMISSION
MEETING DATE – 6:30PM WED MAY 12, 2015
ERIC STEWART HISTORY ROOM
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6. DISCUSSION OF ITEMS:

a) Two vacancies on the Library Commission. Several specific people were mentioned who will be urged to apply to join the Library Commission. Hoping to find a candidate from the Planning Process attendees. Would like the two new people to be on the Commission, and ready to participate, by the Sept and Oct planning meetings. It is possible that a student member may be joining the Library Commission soon.

b) “Future of the Forest Grove City Library” Strategic Planning process continues.

1) Continued discussion of who to invite for the 12 to 18 person Community Planning Committee meetings. List with many specific people and organizations was worked on. Want people who have some connection to, or interest in, the library. Want to have committee members chosen, and committed to attend the two planning meetings, very soon.

2) Dates chosen for the two big meetings for our process. (Sep 7 is Labor Day.) The first big meeting that the Community Planning Committee will have is scheduled for Sat Sep 12, 9:30am to 2pm. There will be a break or two, perhaps for “lunch”. The shorter follow-up meeting is planned for Sat Oct 17.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tues June 2, 2015 at 6:30PM in the Rogers Conference Room at the Forest Grove Library.

8. ADJOURNMENT:

Hearing no further business, Chair Bailey adjourned the meeting at 8PM.

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary

APPROVED

PUBLIC SAFETY ADVISORY COMMISSION
Forest Grove Fire Department
1919 Ash Street
April 22, 2015
Page 1 of 5

Minutes approved by the Public Safety Advisory Commission on May 27, 2015

1. ROLL CALL

Meeting called to order by Chairman Seable at 7:32 am

Members Present:

Chairman Nathan Seable, Tim Rippe, Anne Niven, Drue Garrison, Martin Goldman, Robert Mills and Glenn VanBlarcom

Members Absent: Tim Dierickx

Liaisons Non-Voting Representatives Present:

Guy Storms and Councilor Ron Thompson

Liaisons Non-Voting Representatives Absent:

Byron Schmidkofer

Others Present:

Fire Chief Michael Kinkade, Police Chief Janie Schutz, Jill Smith and Sharon Cox

2. INTRODUCTIONS

None

3. CITIZEN COMMUNICATIONS

None

4. APPROVAL OF MINUTES

There was a motion by Martin Goldman and a second by Ann Niven to approve the minutes of the March 18, 2015 meeting as emailed.

MOTION CARRIED 7-0 Tim Dierickx absent

5. ADDITIONS/DELETIONS

Tim Rippe asked to discuss the outcome of the City Council meeting where they were to approve the PSAC updated Bylaws and Strategic Plan. Chief Kinkade said that Nathan Seable, Drue Garrison and Tim Rippe attended the meeting along with him. There was a phrase in the Bylaws regarding the Council liaison role with committees that they wanted to edit. This same phrase was found in other committee and/or commissions bylaws as well. The

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City Recorder has edited the document and Chief Kinkade said that she struck out the entire sentence instead of just the one word they had discussed. He will contact her to clarify the wording.

Nathan Seable asked to hold the item "New Member Orientation Binder" as he has not had the time to put it together yet.

6. ACTION ITEMS/DISCUSSION

None

7. STAFF REPORTS

Police Department – Chief Schutz highlighted their recent important events.

Remodel to their lobby has made work spaces for the CSO's and volunteers.

24 students will be graduating from the Citizens Academy tonight.

Officer Sanchez has finished the academy. He is expected to complete his field training and go solo by May 25th.

Officer Colasurdo began Basic Academy on March 23.

They hosted a metro area training class titled "Marijuana DUII: Battle Prep for Law Enforcement"

They went live with their new records management system "RegJIN" on April 14, 2015.

Fire Department – Chief Kinkade had sent his report prior to their meeting which highlighted activity for the period of March 14 thru March 27, 2015.

Annual Firefighter banquet was held on April 3. Many department members were honored for their service.

Annual Memorial Day Ceremony will be held at the big flag on May 25.

The windshield disaster exercise schedule for May 14 has been cancelled for our department.

The cooperative work study has been reviewed. Meetings have been scheduled for the first 2 weeks of May.

PUBLIC SAFETY ADVISORY COMMISSION
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We have received our new Water Tender

There are 9 volunteers in our Spring Recruit Fire Academy.

We are working with TVID to install hydrants in their irrigation system. The first one has been installed in Verboort. This is paid by the Forest Grove Rural Fire Protection District.

The Fire Department has a lack of volunteers in the Gales Creek area so the Fire Board will be budgeting to install a manufactured home on the property they own next to Station 7. It will be staffed with Interns.

City Council – Councilor Thompson reported they held their first informational budget meeting. He said the reserves in 2013 were 2.4 million and it is projected by 2020 the reserves will be 3.4 million. New housing/property tax income is increasing.

University Avenue will be under repair this summer.

The City has voted to sign an agreement with Washington County to begin construction of David Hill Road to Hwy 47 in 2016. There will be a roundabout where it connects to Hwy 47 and a roundabout will be constructed at Verboort Road as well.

Main Street and B Street will continue north to David Hill Road.

The Council held a work session to discuss Medical Marijuana Dispensaries. They are talking about the length of hours these would be open. They have 1 more hearing and need to move forward by May 1st.

CEP grant applications will be available on May 1st and due by May 29th.

8. OLD BUSINESS

National Night Out – Tim Rippe said he has changed the organization and will take on the Planning, Budget & Publicity committees.

Anne Niven will be heading the booths, kids' activities and demos.

Vendors and Volunteers will be the responsibility of Nathan Seable.

Tim Rippe & Teresa Kohl have been working on creating 2 street banners that could be used year after year. This is probably the largest expense they will have.

Teresa Kohl will be ordering other smaller 3 x 4 banners from NNO as well as

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trinkets, handouts, etc.

Several documents are in the Drop Box location: Talking Points, Window Flyer, Event Schedule, Booth Instructions, Booth Labeling and the Event Layout Sheet. Some of these are drafts and some of them need further editing.

Tim Rippe said he will be drafting an Incident Action Plan using the ICS format. He hopes to have this ready by the next meeting.

Nathan Seable said he is working on food vendors. He has Mexican and BBQ vendors committed so far. He would like 2 to 3 more maximum. He doesn't think there will be a problem with volunteers as Teresa Kohl has a list.

He may be able to borrow 6 large tents from the Department of Forestry. The set up and take down would be done by the inmate crews he supervises.

Guy Storms said the Noon Rotary Club also has tents but that would require them to put them up and take them down.

Tim Rippe said that at past NNO events, the police department has borrowed chairs and tables from the High School and supplied them for each booth.

Anne Niven will be meeting with Teresa Kohl to send documents out to the organizations on her list. She is looking for someone or a group to head up the children's activities. She will be asking the Early Learning Center at Pacific University. Tim Rippe suggested there be a PSAC booth at the event. This would need to have PSAC members in attendance.

There was discussion regarding applying for a CEP grant. Chief Schutz said that the Police department has \$3,000 budgeted and Henningsen's Cold Storage will be making a donation as well.

Graffiti discussion – next meeting

Social media – process for utilizing - next meeting

Letter of Support to City Council – Glenn VanBlarcom passed around a letter that the Parks & Recreation Commission had written to the City Manager, Mayor, Councilors and Budget Committee for the PSAC to use as a reference in composing their letter of support for Public Safety. He suggested that all members sign it. With time running out for today's meeting, it was

**PUBLIC SAFETY ADVISORY COMMISSION
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decided to adjourn the meeting and a few members will stay behind to work on the letter.

9. **NEW BUSINESS**
New Member Orientation Binder – Draft - next meeting

10. **ANNOUNCEMENT OF NEXT MEETING** – May 27, 2015 @ 7:30 am at the Fire Department

11. **ADJOURN**
The meeting was adjourned at 9:00 am.

Recorded & submitted by:
Sharon Cox, Administrative Assistant

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Memorandum

To: Mayor Truax and City Councilors

From: Anna D. Ruggles, City Recorder

Subject: Accept Resignation on Sustainability Commission

Date: June 22, 2015

Hailey Jongeward, Pacific University Student Advisory, Sustainability Commission, Term Expiring December 31, 2015, has informed staff of her desire to resign from the Sustainability Commission as per her attached resignation e-mail notification.

STAFF RECOMMENDATION:

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

Anna Ruggles

From: Jongeward, Hailey [REDACTED]
Sent: Monday, June 08, 2015 6:28 PM
To: Anna Ruggles
Subject: Sustainability Commission

Hello Anna,

I would like to give my resignation notice for the sustainability commission for I am no longer a student at Pacific University. I attended my final meeting and informed the commission, and have passed on my spot to [REDACTED]

Let me know if there is anything further I need to do.
Thank you for this opportunity, It was a great learning experience.

Best,
Hailey

--
Hailey Jongeward
Environmental Biology 15'
Outdoor Pursuits Trip Leader

Monthly Building Activity Report

May-15

2014-2015

| Category | Period: May-14 | | Period: May-15 | |
|---------------------------|----------------|--------------------|----------------|--------------------|
| | # of Permits | Value | # of Permits | Value |
| Man. Home Setup | | | | |
| Sing-Family New | 9 | \$2,137,396 | 8 | \$1,915,795 |
| SFR Addition & Alt/Repair | 4 | \$52,709 | 4 | \$28,821 |
| Mult. Fam. New/At | | | | |
| Group Care Facility | | | | |
| Commercial New | | | 2 | \$944,150 |
| Commerical Addition | 1 | \$21,240 | | |
| Commercial Alt/Repair | 8 | \$287,762 | 4 | \$73,775 |
| Industrial New | | | | |
| Industrial Addition | | | | |
| Industrial Alt/Repair | | | | |
| Gov/Pub/Inst (new/add) | 1 | \$1,300,000 | | |
| Signs | | | 1 | \$12,400 |
| Grading | 1 | | | |
| Demolitions | | | | |
| Total | 24 | \$3,799,107 | 19 | \$2,974,941 |

Fiscal Year-to-Date

| 2013-2014 | | 2014-2015 | |
|-----------|--------------|-----------|--------------|
| Permits | Value | Permits | Value |
| 249 | \$47,258,198 | 243 | \$33,478,844 |

PermSumByType
6/2/2015 9:13:12AM

Permits Summary by Type
CITY OF ~~FOREST GROVE~~ Cornelius
For 05/01/2015 to 05/31/2015

Page: 1

| Permit Type | Description | Permits | Square Feet | Valuation | Fees Paid | Custom Field Valuation |
|--------------------|--|-----------|-----------------|-------------------|-----------------|------------------------|
| xcmalt | Cornelius Commercial Alteration | 1 | 0.00 | 0.00 | 3,214.50 | 275,000.00 |
| xmecca | Cornelius Mechanical Permit Commercial/Alt/Add/Repai | 1 | 0.00 | 0.00 | 136.18 | 0.00 |
| xmecrn | Cornelius Mechanical Permit Residential New | 1 | 0.00 | 0.00 | 192.41 | 0.00 |
| xmhs | Cornelius Manufactured Dwelling Placement | 1 | 0.00 | 0.00 | 231.88 | 0.00 |
| xmrotc | Cornelius Mechanical Residential Over the Counter | 8 | 0.00 | 0.00 | 246.63 | 0.00 |
| xplmca | Cornelius Plumbing Commercial Add/Alt/Repair | 1 | 0.00 | 0.00 | 342.77 | 0.00 |
| xplmrn | Cornelius Plumbing Permit Residential New | 1 | 0.00 | 0.00 | 754.43 | 0.00 |
| xpotc | Cornelius Plumbing Over the Counter | 1 | 0.00 | 0.00 | 30.58 | 0.00 |
| xsfm | Cornelius Single Family Dwelling New | 1 | 2,920.00 | 294,139.36 | 3,376.72 | 294,139.36 |
| xsign | Cornelius Sign Permit | 1 | 0.00 | 0.00 | 48.33 | 200.00 |
| Grand Total | | 17 | 2,920.00 | 294,139.36 | 8,574.43 | 569,339.36 |

| <u>Report Group</u> | <u>Fee Code</u> | <u>Fee Description</u> | <u>Amount</u> |
|---------------------|-----------------|--------------------------------|------------------------|
| bdg | bdpmt | Building Permit Fee | 3,762.50 |
| bdg | blplrv | Building Plan Review Fee | 2,425.55 |
| bdg | flplrv | F&L Safety Plan Review | |
| bdg | mcplre | Mechanical Plan Review Equip | 35.11 |
| bdg | mcplrv | Mechanical Plan Review | 24.85 |
| bdg | mcstsf | Mechanical State Surcharge Equ | 43.09 |
| bdg | mcstsr | Mechanical State Surcharge | 11.93 |
| bdg | mech | Mechanical Permit Fee/equip. | 360.84 |
| bdg | mecval | Mech.Commercial Permit Fee | 99.40 |
| bdg | mhplrv | MHP Plan Review & Inspections | 180.25 |
| bdg | mhstat | MHP State Fee | 30.00 |
| bdg | mhstsr | MH State Surcharge | 21.63 |
| bdg | plmb | Plumbing Permit Fee | 951.10 |
| bdg | plplrv | Plumbing Plan Review | 62.55 |
| bdg | plstsr | Plumbing State Surcharge | 114.13 |
| bdg | stsur | State Surcharge | 451.50 |
| | | Total for Group bldg | <u>8,574.43</u> |
| | | Grand Total: | <u><u>8,574.43</u></u> |

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Memorandum

To: Mayor Truax and City Councilors
From: Anna D. Ruggles, CMC, City Recorder
Subject: Make Appointment to Budget Committee
Date: June 22, 2015

BACKGROUND:

City Council interviewed David Andersen in Work Session on January 26, 2015, pending a vacancy on the Budget Committee. Staff has notified the following applicant who has expressed interest in serving on the Budget Committee to fill a recent vacancy.

- David Andersen, Term expiring January 31, 2016

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
BUDGET COMMITTEE**

WHEREAS, the City of Forest Grove has provided for a City Budget Committee in accordance with ORS 294; and

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

WHEREAS, there currently exist vacancies on the Budget Committee; and

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

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 Budget Committee for the following term (new appointment noted in **CAPS** and **BOLD**):

| <u>Last Name</u> | <u>First Name</u> | <u>Term Expires</u> |
|------------------|-------------------|--------------------------|
| ANDERSEN | DAVID | DECEMBER 31, 2016 |

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

PRESENTED AND PASSED this 22nd day of June, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2015.

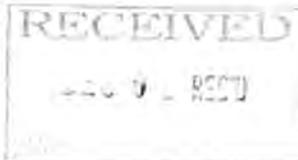
Peter B. Truax, Mayor



CITIZEN ADVISORY BOARDS, COMMITTEE

*Interviewed
Jun 24, 2015*

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

NAME: David Andersen
RESIDENCE ADDRESS: [Redacted] Forest Grove, OR
MAILING ADDRESS: same
EMPLOYER: Self employed

HOME PHONE: [Redacted]
BUSINESS PHONE: same
E-MAIL: [Redacted]
OCCUPATION/PROFESSION: Entrepreneur

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

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

What ideas do you have for improving "Fair" or "Poor" performance? I think there are ways to make Forest Grove more attractive to upscale shops and restaurants, which in turn will better serve our residents and further improve the city's image.

Why are you interested in serving on the Advisory Board/Committee/Commission? Having recently retired from Intel to embark upon entrepreneurial business opportunities, I have more flexibility with my time and would like to spend some of that time serving in my community.

What contributions do you feel you can/will make to the Board/Committee/Commission? I will seek to help parties with divergent views better understand and appreciate one another, and will apply my many years of business and leadership experience to create effective working coalitions and, when possible, consensus.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? 21 years as a senior leader with Intel, farmer, co-owner of a local small business, founder and executive director of a local non-profit with IRS recognition, angel investor, 40+ years of church service.

Previous/current appointed or elected offices: None

Previous/current community affiliations or activities: Volunteer service in LDS Church, active participant in HOA

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

Signature David B. Andersen Date: 26-Nov-2014
I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(App 11/13)



MAKING A
GREAT
PLACE



District 4 Metro update

Forest Grove City Council

Councilor Kathryn Harrington
June 22, 2015



Agenda

- Parks and Natural Areas
- Corridor Planning Work
- Solid Waste Roadmap
- MTIP RFFA
- Urban Growth Management
- Willamette Falls
- Oregon Zoo
- Portland'5 and Expo

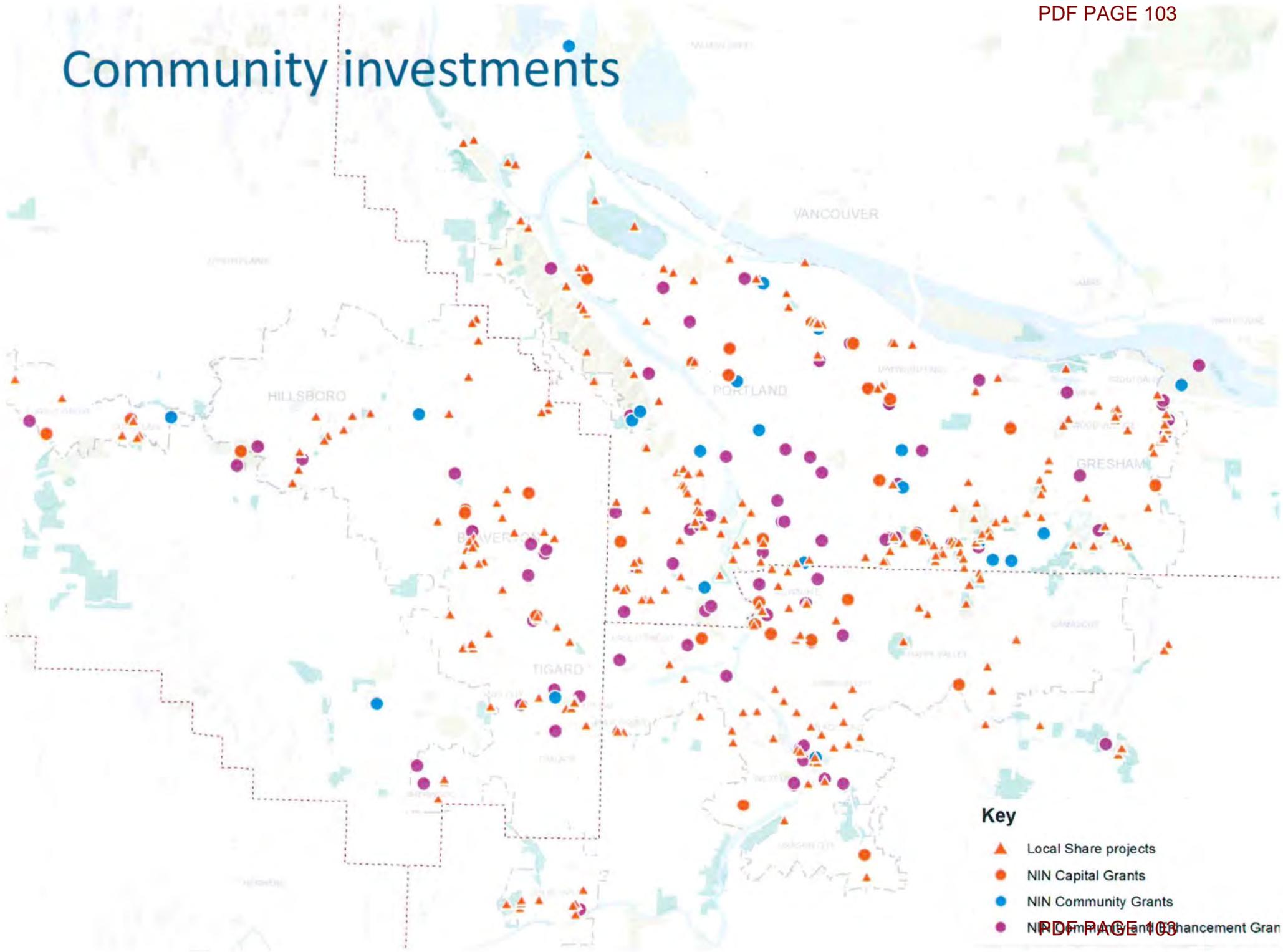


2 decades | 2 bond measures | 1 levy | \$412 million



Taking the next step

Community investments



- Key**
- ▲ Local Share projects
 - NIN Capital Grants
 - NIN Community Grants
 - NIN Community Enhancement Grants



Virginia Garcia, Cornelius



Building trails



Scouters Mountain, Happy Valley

Nature destinations



Maroon Ponds, near Forest Grove



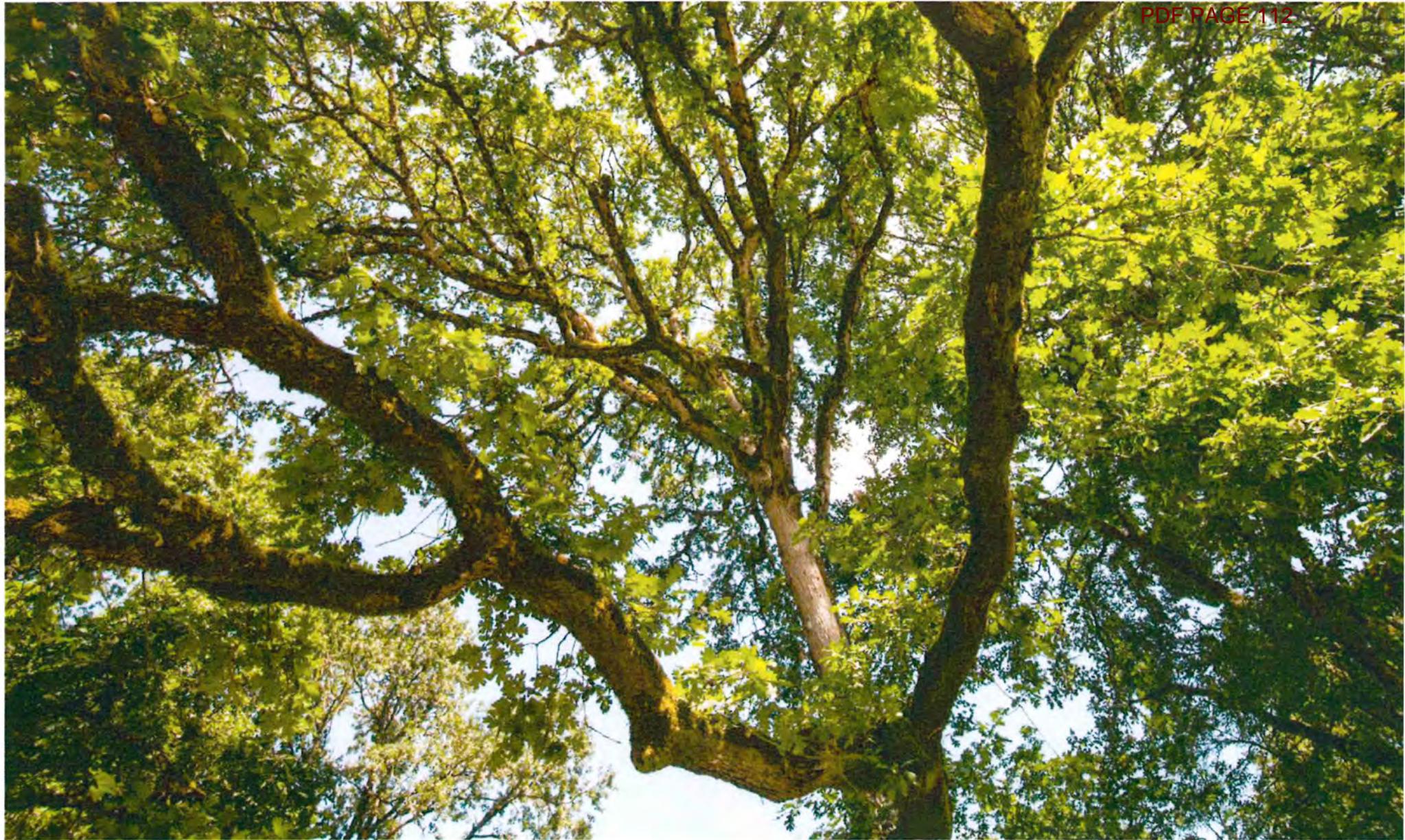
Blue Lake Regional Park, Fairview



SEI partnership



love safe
nature clean
 habitat camping respect biking water
 community connection spend
 air loved accepting get
family wildlife time
 sustainability honor welcoming hiking
 relax rejuvenate connected healthy
 watching connect away
 ones spiritual
 reverence



Nature | Outdoor recreation | Equity | Stewardship

Connections with nature | Vibrant communities

Southwest Corridor



- July 2015 decisions about continued study of transit tunnels
- Summer/fall focus:
 - Tigard Triangle
 - Downtown Tigard
 - Tualatin
 - Barbur/I-5
 - MAX or BRT?

Powell-Division Corridor



- Bus rapid transit from Portland to Gresham
- Some major routes decided, others remain
- Entering into Project Development Phase

Solid Waste Roadmap



Upcoming options to narrow

- What new technologies might we use to manage garbage and get more of a resource out of it?
- What model of public-private system of transfer stations best serves the public interest?

Regional Flexible Funds



Project in Forest Grove funded with RFFA funds through RTO grant program

- Policy development phase
- MTIP RFFA workshops with your staff
- Upcoming public comment period

2015 Growth Mgmt Decision



- Discussions with MPAC during first half of the year
- Development in centers and corridors
- Development in expansion areas, such as Damascus

Willamette Falls



- Team of Mayer/Reed, Snøhetta and Dialog will lead design of the riverwalk
- Riverwalk a key for spurring private development in Clackamas County

Oregon Zoo



- New space for our elephants
- Six acres expected to be open by fall
- Packy and the herd have moved into the indoor facility

Summer Fun



Portland'5

- Jackson Browne at the Schnitz on Aug. 4
- "Wicked" at Keller Aug. 5-23
- "The Legend of Zelda: Symphony of the Goddesses" at Keller Oct. 25



Expo Center

- Antique Show July 11-12
- Portland Kennel Club Dog Show July 17-19
- Fall RV & Van show Sept. 17-20

Your questions...

Kathryn Harrington

Metro Councilor, District 4

503-797-1553

kathryn.harrington@oregonmetro.gov

optin

PORTLAND-VANCOUVER AREA ONLINE PANEL



www.oregonmetro.gov/connect

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WE SUPPORT SAFE ROUTES TO SCHOOL FOR EVERY KID.



Presenter information: For Every Kid Coalition and Bicycle Transportation Alliance

LeeAnne Fergason, leeanne@btaoregon.org

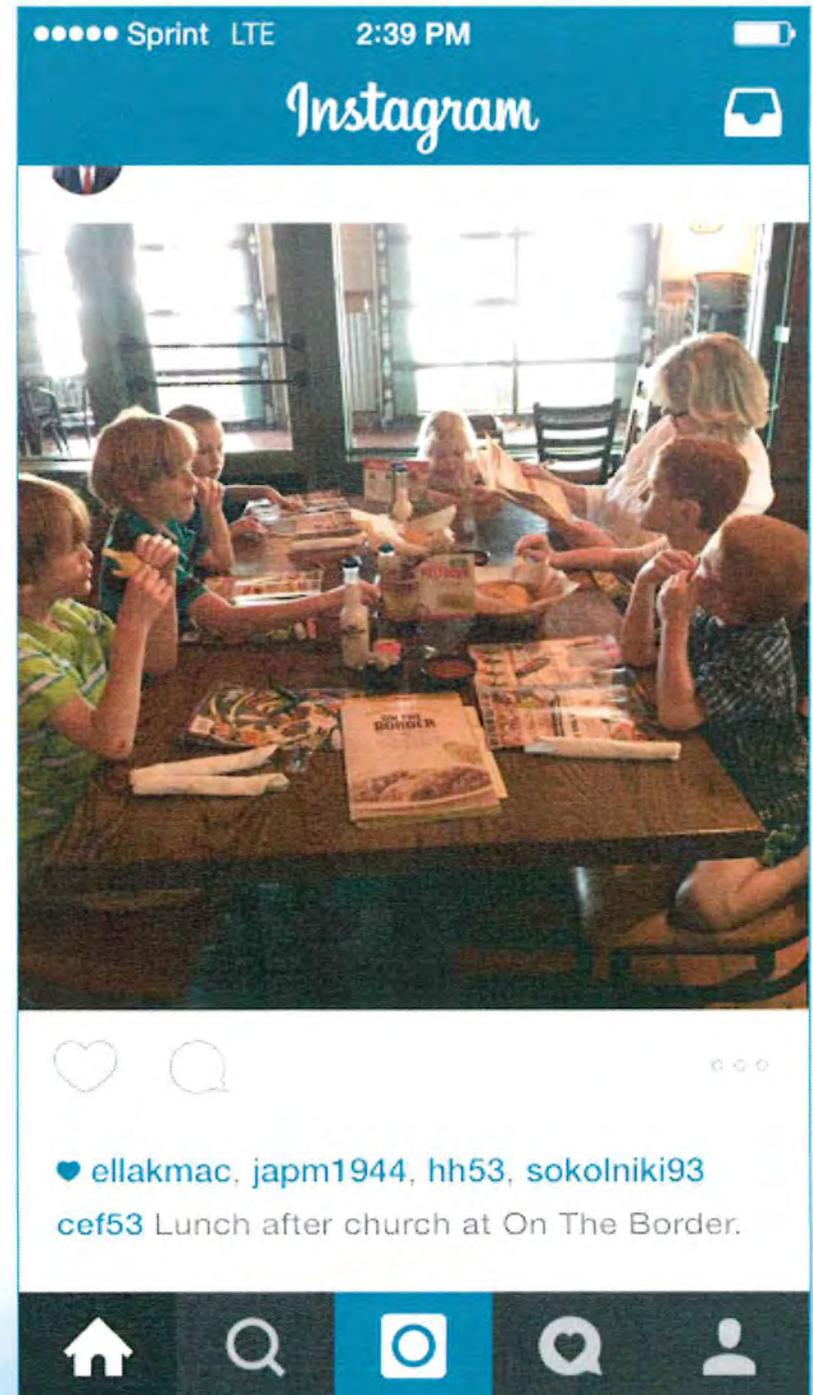
Presentation Overview

- The Problem
- The Solution
- Our Opportunity



A Problem

- 1 in 3 kids is overweight or obese
- 60% kids don't get any exercise outside of school
- Motor vehicle crashes are the leading cause of death for the age group 2 to 14 years old.



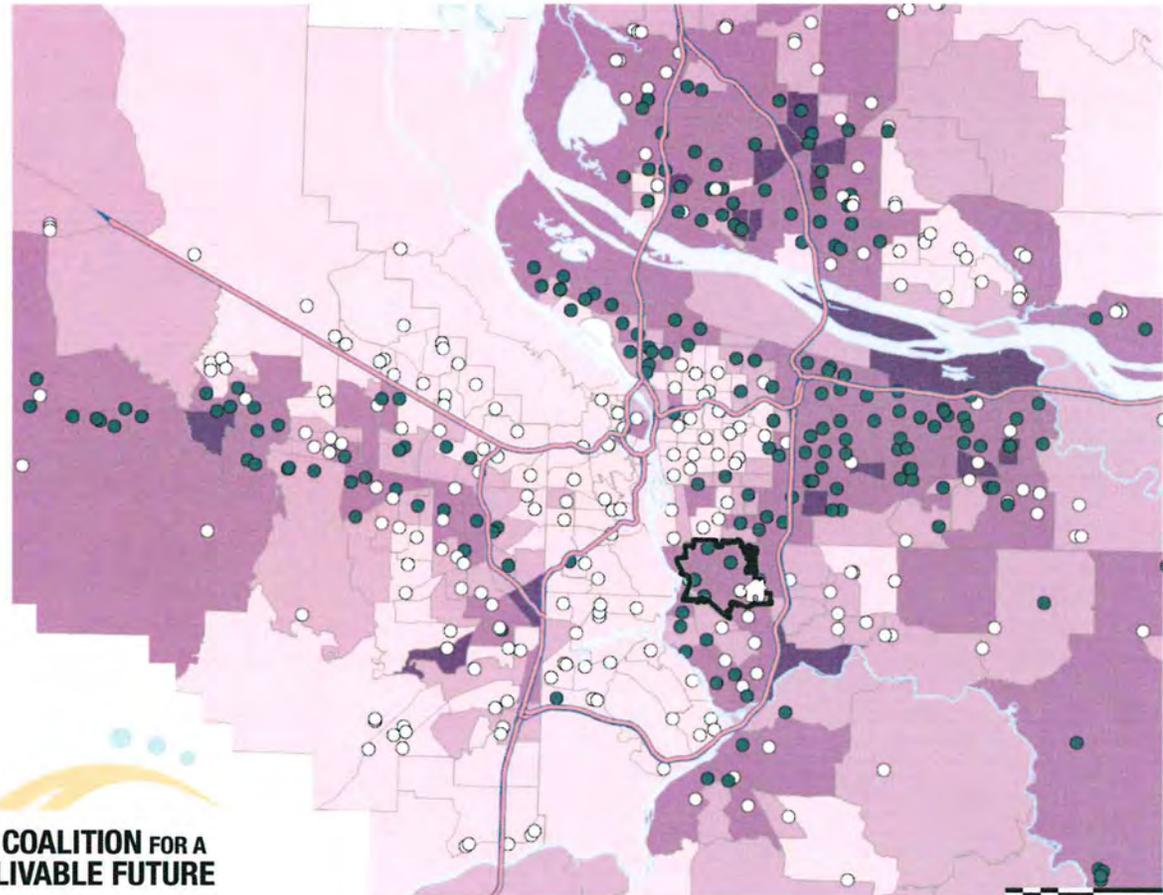
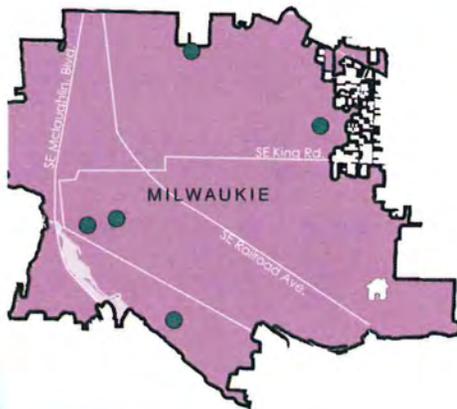


Our community at risk

II Diabetes in relationship to Title 1 Schools

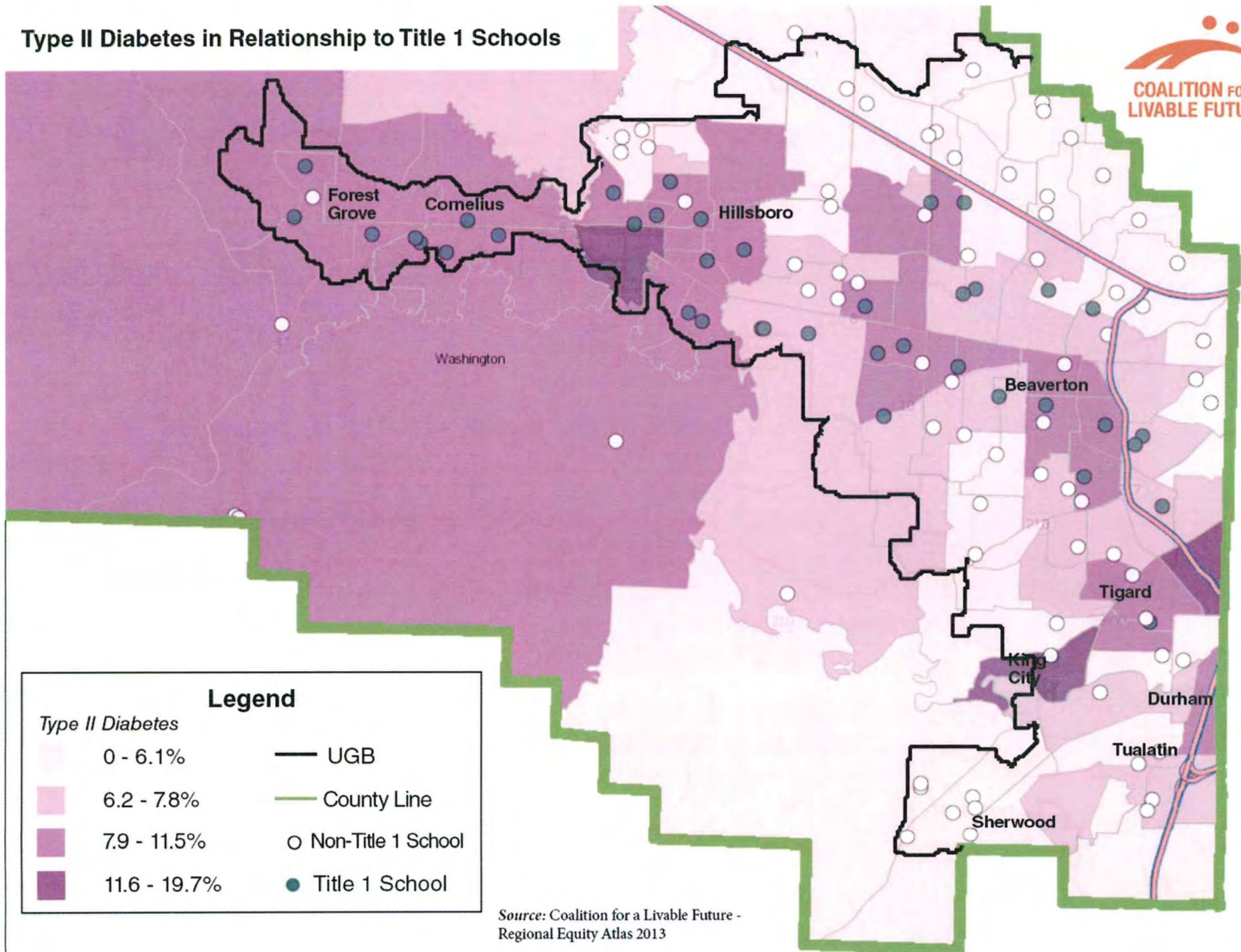
- Title 1 School *
- Non-Title 1 School
- 0 - 6.1% Type II Diabetes
- 6.2 - 7.8% Type II Diabetes
- 7.9 - 11.5% Type II Diabetes
- 11.6 - 19.7% Type II Diabetes
- 🏠 Linwood Elementary School,
11909 SE Linwood Ave, Milwaukie, OR

Title 1 School = School with $\geq 50\%$ of student body qualified for free or reduced lunch





Type II Diabetes in Relationship to Title 1 Schools



| Legend | |
|-------------------------|----------------------|
| <i>Type II Diabetes</i> | |
| 0 - 6.1% | — UGB |
| 6.2 - 7.8% | — County Line |
| 7.9 - 11.5% | ○ Non-Title 1 School |
| 11.6 - 19.7% | ● Title 1 School |

Source: Coalition for a Livable Future - Regional Equity Atlas 2013

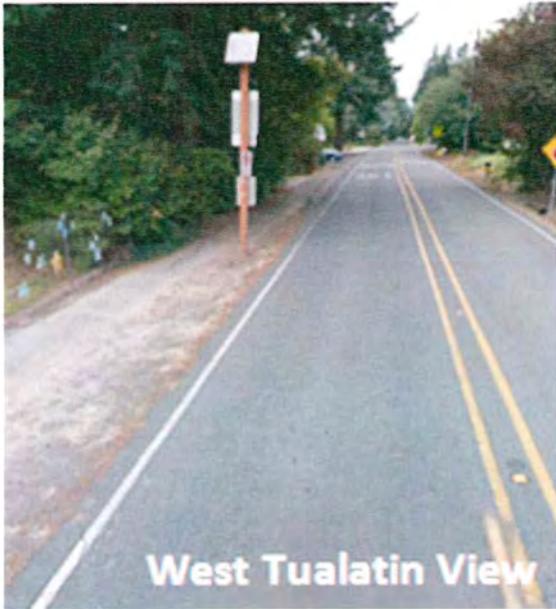
A Solution

Safe Routes to School For Every Kid

Education Encouragement Engineering Enforcement Equity Evaluation



Make streets safe!



Before



After

Before



After

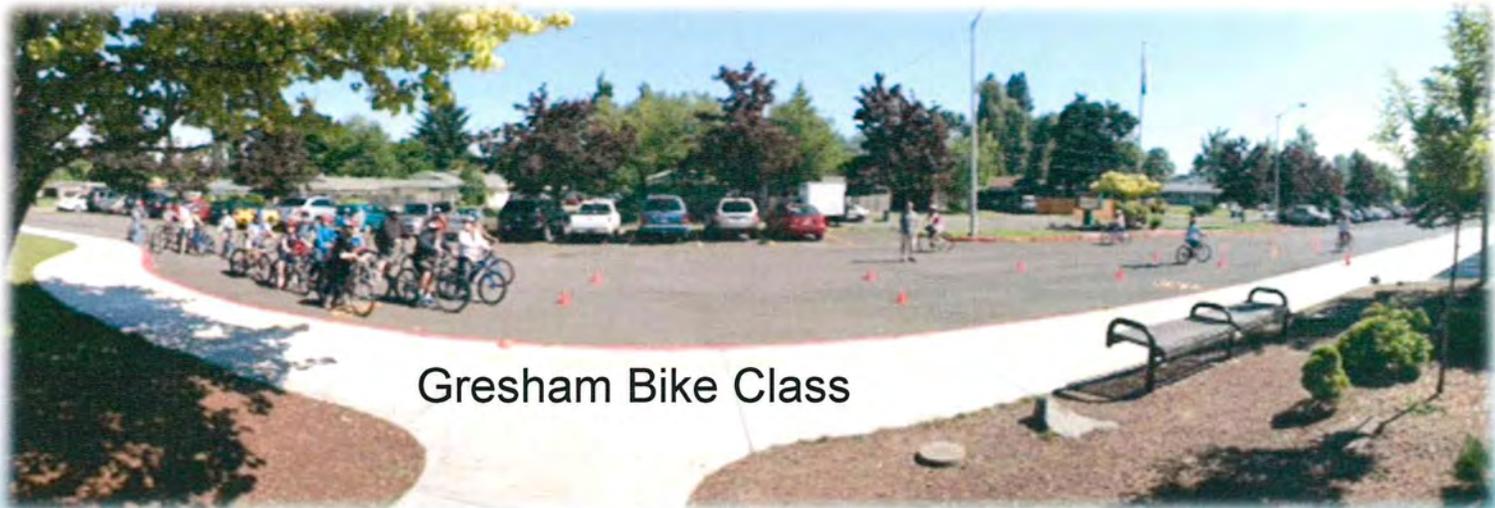




Beaverton Enforcement



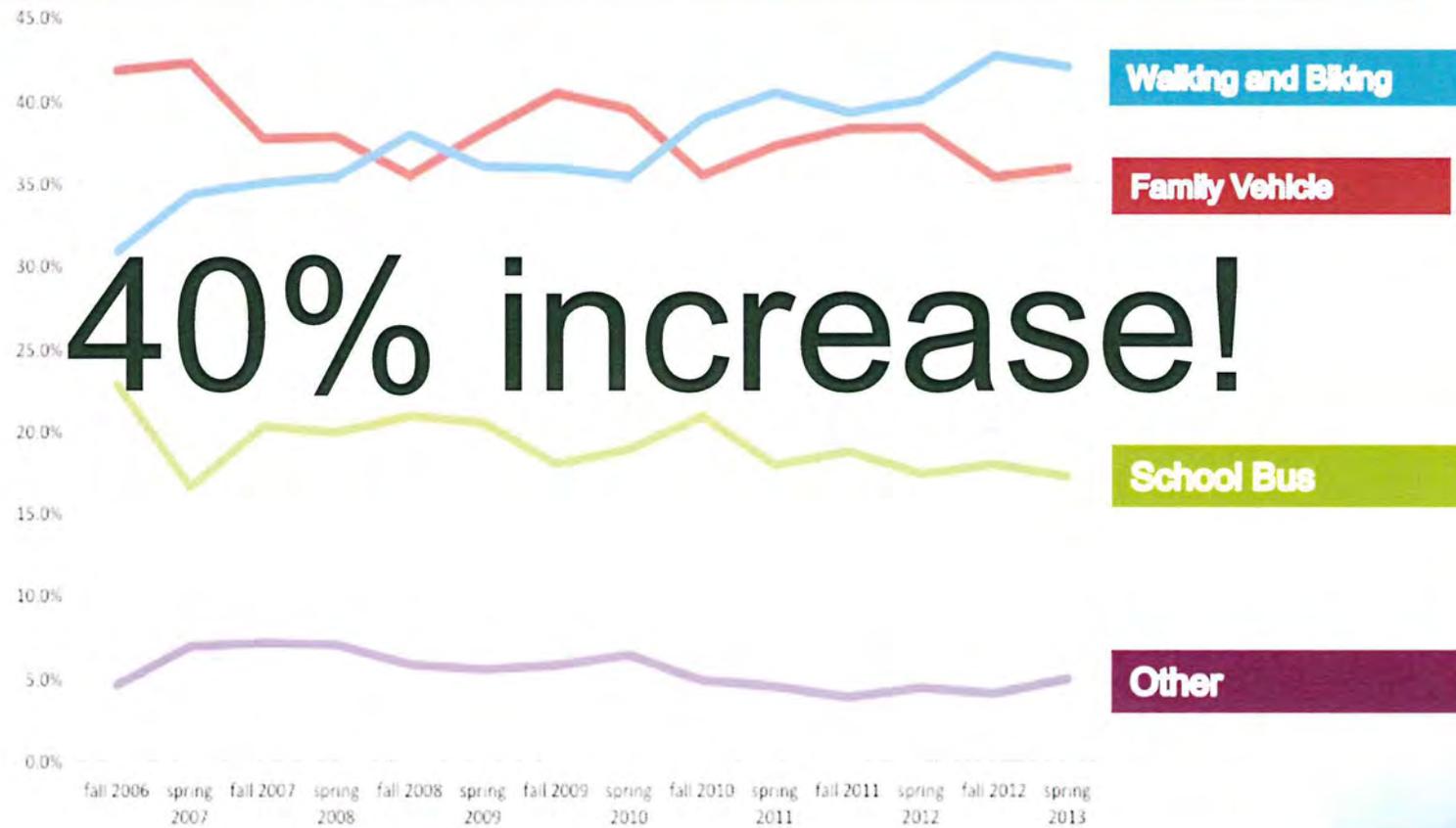
East Portland Walk To School Day



Gresham Bike Class

The Proof

Data collected from parent surveys from 2007-2013 in Portland, David Douglas, and Parkrose Public Schools.



40% increase!

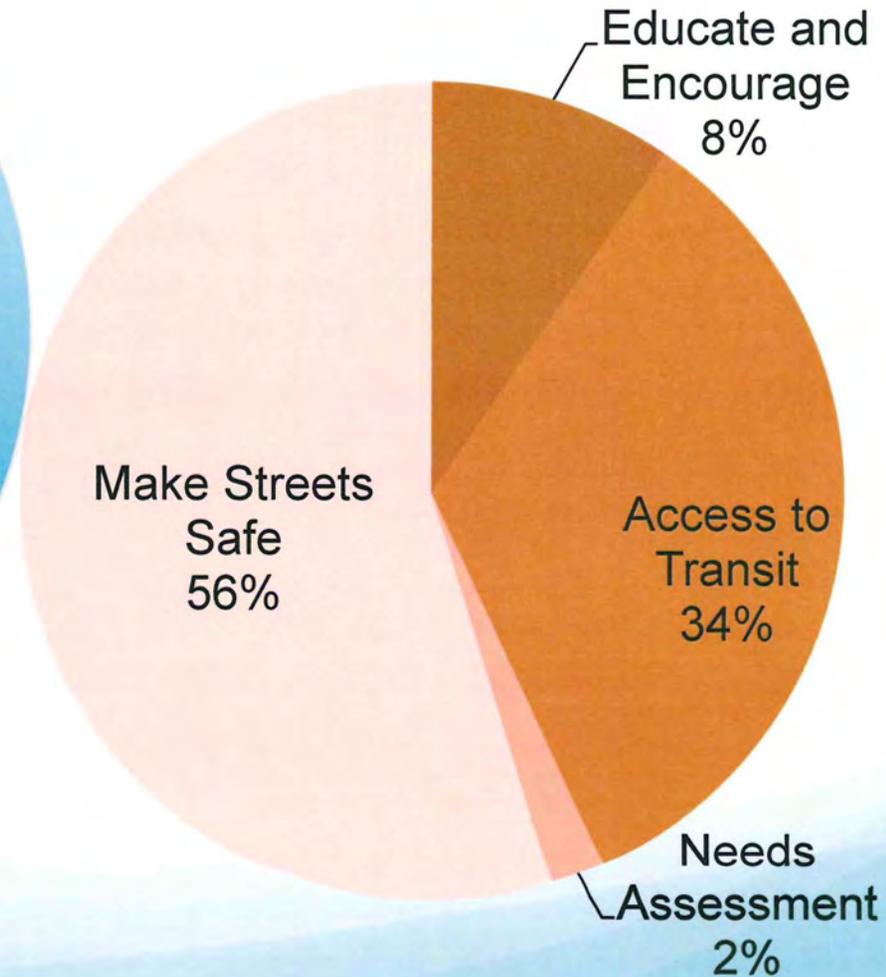
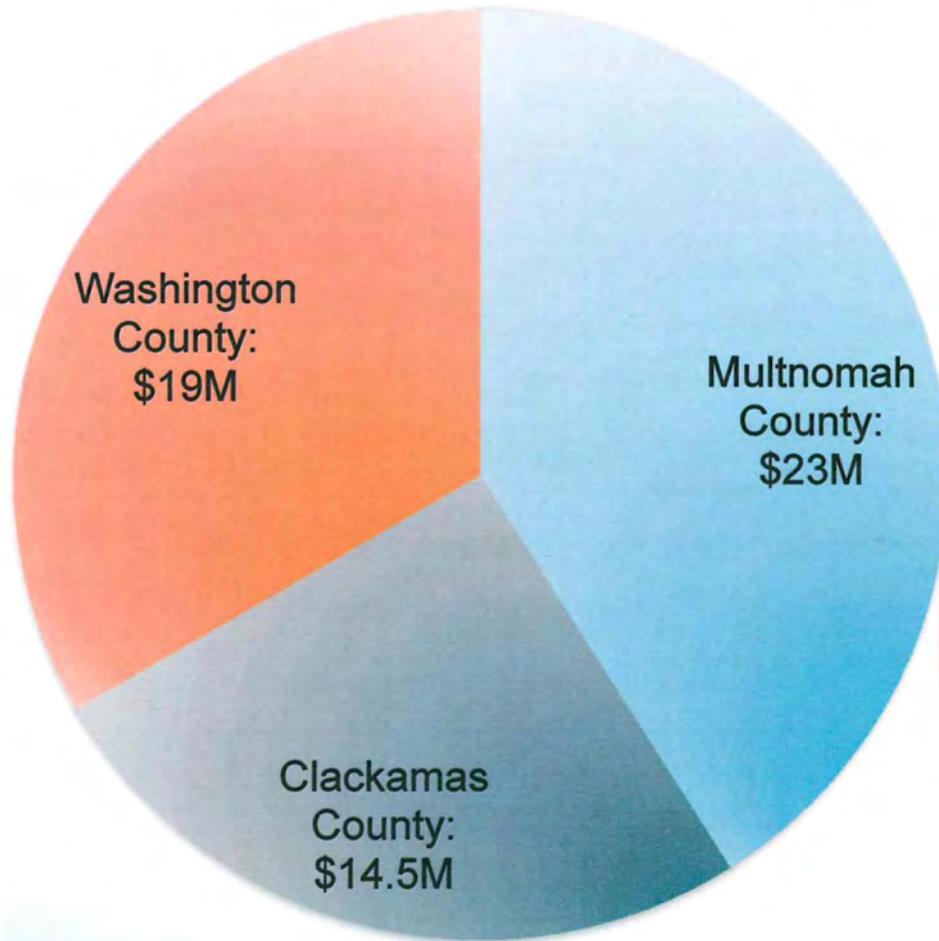
The Barriers

- Lack of funding for staff to teach and encourage.
- Lack of funding for education equipment like bicycles and storage.
- Lack of funding to make streets safe around schools.

Our Opportunity

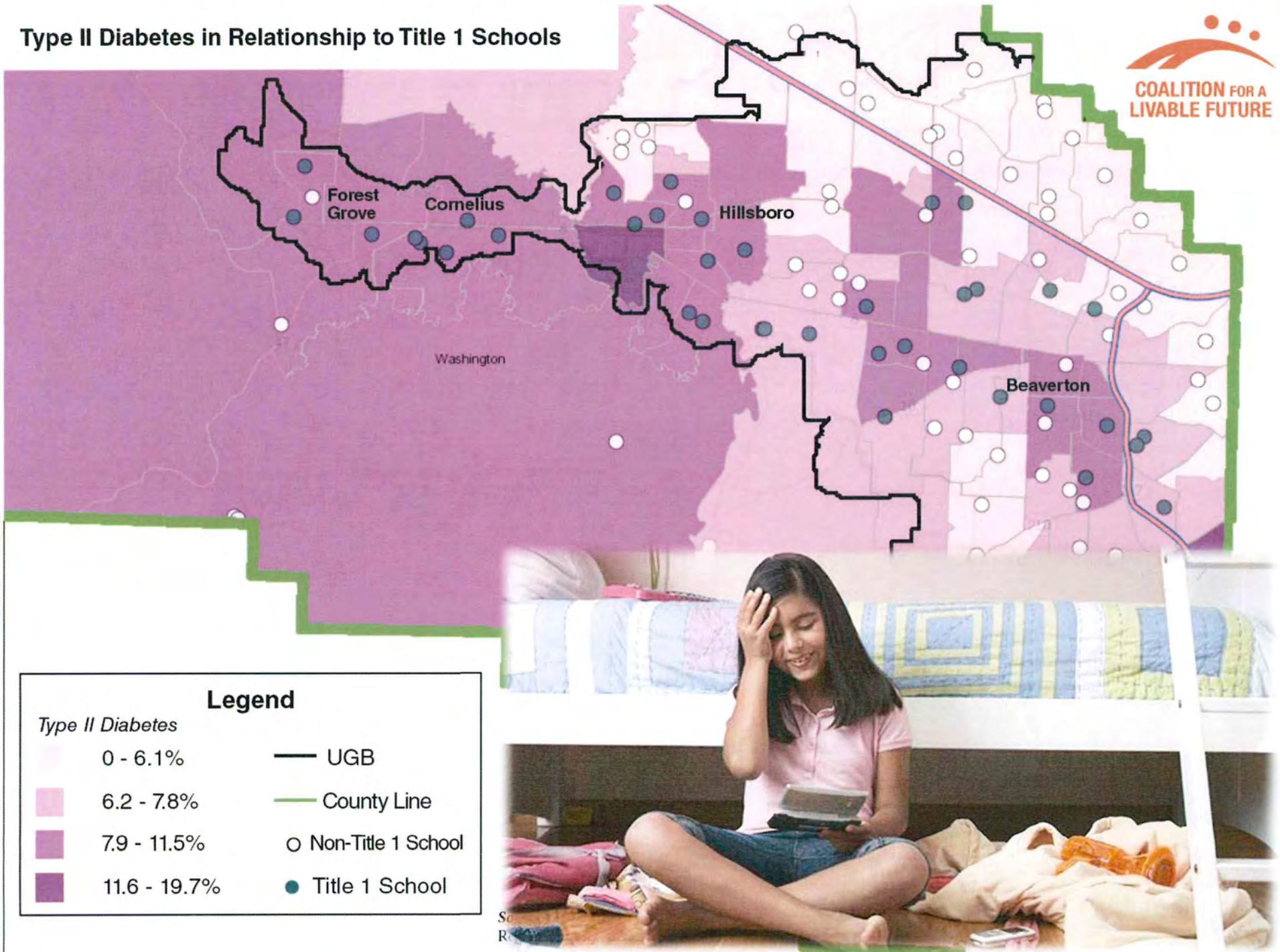


Serving Every Kid





Type II Diabetes in Relationship to Title 1 Schools



Thank you!

LeeAnne Fergason, leeanne@btaoregon.org

We Support Safe Routes
to School For Every Kid.

American Heart Association
Asian Pacific American Network of Oregon
Bicycle Transportation Alliance
Coalition For A Livable Future
OPAL Environmental Justice
Oregon Walks
Safe Routes to School National Partnership
Upstream Public Health
And thousands more individuals and
organizations



**RESOLUTION NO. 2015-42****REQUESTING SUPPORT OF SAFE ROUTES TO SCHOOL
BY THE FOREST GROVE CITY COUNCIL**

WHEREAS, when it is safe, convenient, and fun to walk to neighborhood schools, our children are healthier, our streets are safer for everyone, and our communities thrive; and

WHEREAS, kids who can safely walk and bike to their neighborhood school get regular physical activity and do better in school; and

WHEREAS, our kids who most need more opportunities for physical activity often do not have safe routes for walking or biking to school; and

WHEREAS, comprehensive Safe Routes to School programs have proven successful at getting more kids to bike and walk to school; and

WHEREAS, Safe Routes to School programs are a cost-effective way to improve children's health, make neighborhood streets safer for everyone, engage community members in promoting healthy and safe choices, and reduce school-related congestion; and

WHEREAS, the City of Forest Grove recognizes the value of Safe Routes to School in meeting its goals and realizing its mission; and

WHEREAS, new funding is needed to continue running Safe Routes to School programs in meetings its goals and realizing its mission; and

WHEREAS, the cost of fully funding Safe Routes to School for all students in the tri-county metropolitan region would be \$56.5 million, and the gap between existing funding and the total need to serve every kid is approximately \$40 million.

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

Section 1: That the City of Forest Grove requests that the Metro Regional Government establish a policy direction for the 2019-2020 Metropolitan Transportation Improvement Program that creates a regional Safe Routes to School program with a competitive grant application process to fund safety projects and programs that encourage walking, biking and transit use to get to K-12 schools throughout the metropolitan region.

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

PRESENTED AND PASSED this 22nd day of June, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2015.

Peter B. Truax, Mayor

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ORDINANCE NO. 2015-06

**ORDINANCE AMENDING THE FOREST GROVE COMPREHENSIVE PLAN MAP AND
REZONING CERTAIN TRACTS OF LAND EAST OF RITCHEY ROAD
AND SOUTH OF PACIFIC AVENUE; FILE NO. CPA-15-00290/ZNC-15-00291**

WHEREAS, the City desires to legislatively amend the Forest Grove Comprehensive Plan Map and Official Zoning Map for certain tracts of land as shown on Exhibit A; and

WHEREAS, the Planning Commission held a duly noticed public hearing on the proposed amendments to the Comprehensive Plan map and Official Zoning Map on May 18, 2015; and

WHEREAS, the Planning Commission adopted a recommendation and made findings supporting the amendments on May 18, 2015; and

WHEREAS, on May 6, 2015, notice of the public hearing was mailed to property owners within the notification area as required by Article 1 of the Forest Grove Development Code; and

WHEREAS, notice of the City Council public hearing was published in the Forest Grove News-Times on June 3, 2015; and

WHEREAS, a report was prepared as required by law and the City Council having considered the report and testimony at the public hearing does hereby favor amendment to the Comprehensive Plan map and Official Zoning Map as recommended by the Planning Commission.

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

Section 1. The City of Forest Grove City Council hereby approves amending the Comprehensive Plan Map and Official Zoning Map as shown on Exhibit A.

Section 2. The City Council adopts the findings and conclusions and the staff report dated June 8, 2015.

PRESENTED AND PASSED the first reading this 8th day of June, 2015.

PASSED the second reading the 22nd day of June, 2015

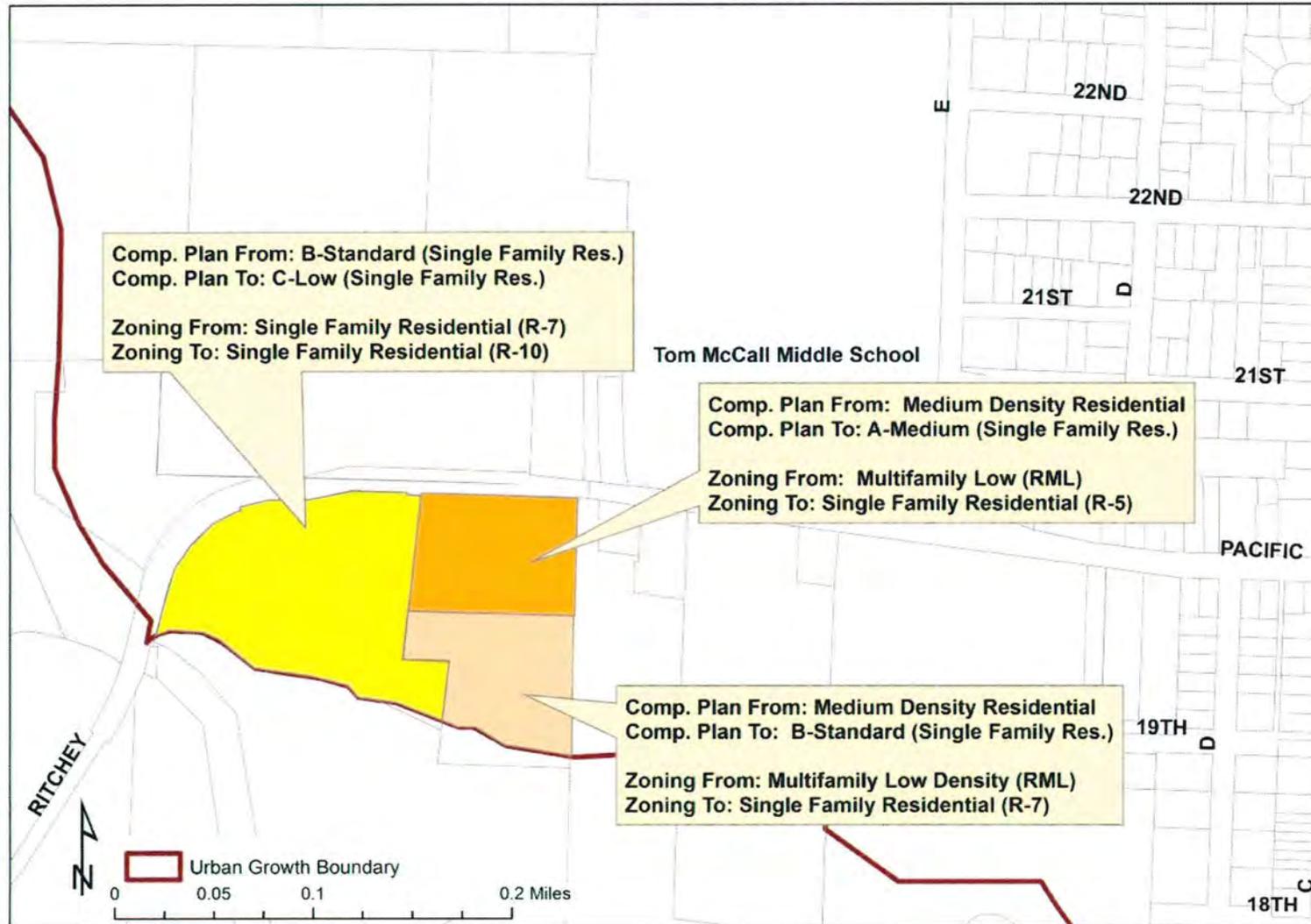
Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2015.

Peter B. Truax, Mayor

EXHIBIT A

Proposed Comprehensive Plan Map and Zoning Map Amendment
CPA-15-00290/ZNC-15-00291



8.
9.
10.

June 22, 2015

REPORT ON RESOLUTIONS ADOPTING BUDGET FOR FISCAL YEAR COMMENCING JULY 1, 2015, AND ENDING JUNE 30, 2016; LEVYING AND CATEGORIZING TAXES FOR THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, FOR THE FISCAL YEAR COMMENCING JULY 1, 2015, AND ENDING JUNE 30, 2016; AND MAKING APPROPRIATIONS FOR THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, FOR THE FISCAL YEAR COMMENCING JULY 1, 2015, AND ENDING JUNE 30, 2016

Project Team: Paul Downey, Director of Administrative Services
 Matthew Brown, Senior Management Analyst
 Tom Gamble, City Manager Pro Tem

ISSUE STATEMENT: The Budget Committee approved the Proposed FY 2015-16 Budget of \$95,657,918 on May 28, 2015. The City Council now needs to adopt the FY 2015-16 Approved Budget with any changes approved by the City Council, levy the property taxes for FY 2015-16, and make the appropriations that set the legal expenditure level in each fund. Staff is proposing changes to the Approved Budget. After proposed staff changes, the Adopted Budget will total \$95,562,223 for a decrease in \$95,695 from the Approved Budget. Staff has prepared resolutions for the Council's consideration.

DISCUSSION: Staff is proposing changes to several funds which are discussed below.

Staff is proposing to add \$10,000 to Recruiting Expenses in the Legislative & Executive Department to complete the hiring process, including potential relocation expenses, for the new City Manager who is expected to start in August. The funds will come out of General Fund Reserves.

Staff is proposing to add \$5,000 to Professional Services in the Administrative Services Department to fund translation services so the City can translate more of its material for the public into Spanish to assist the City's growing Latino population. The funds will come from a proposed reduction in the Utilities line item in the Aquatics Department. Also, auditing fees in Administrative Services will be increased by \$5,000 due to an increase in audit fees to implement new and complex government retirement accounting and disclosure standards. General Fund Reserves will be reduced to make this change.

A proposed change involves the General Fund Support Services charge in the Building Permits Fund. This is the overhead charge from the General Fund to the Building Permits Fund. When preparing next year's budget, staff did not increase the charge to reflect the increase in the overhead charge from the General Fund. The FY 2015-16 Approved Budget has the FY 2014-15 charge of \$51,814 when the charge for FY 2015-16 should be \$55,130 for an increase of \$3,316. The line item in Materials and Services has been increased to reflect the correct number and Unappropriated Ending Fund Balance has been lowered to keep the budget in balance for that Fund. The General Fund Budget had the correct amount so no change was needed in the General Fund.

The FIRE SAFER Grant Fund's Budget for FY 2015-16 needs to be reduced and the Fire Department's Budget in the General Fund needs to be increased due to how the Fire SAFER Grant has been billed for the Retention and Recruitment Coordinator position in the Fire Department. The issues concerning this grant are:

- The grant, which started in October 2012, was for a Step 1 Fire Lieutenant position. The person who filled the position was a Step 6 Lieutenant who was promoted to a Step 4 Captain in July 2013.
- The City has been billing the Federal government for the Captain's wages and benefits. The City should have been billing the Federal government for a flat quarterly amount based on the Lieutenant's position in the grant and then expensing the difference between the Captain's wages and benefits to the General Fund during the life of the grant.
- The City will run out of Federal funding for the Lieutenant's portion of the position in early May 2016 because of how it has billed the grant. The City is obligated to fund the position through September 2106 because it has received Federal funding for the position through that date.

To correct the Fire SAFER Grant Fund to the remaining Federal grant funds available will require moving \$58,420 in wages and benefits from Fire SAFER Grant Fund to the Fire Department's Budget in the General Fund. The City has already collected \$40,403 of the \$58,420 from the Federal government and the remaining \$18,017 is the difference between the Captain's wages and benefits and the Lieutenant's wages and benefits in the grant for FY 2015-16. Since the Fire Department's Budget will increase by \$58,420, revenue from the Forest Grove Rural Fire District will increase by \$8,300. Staff is proposing to reduce the proposed General Fund transfer of \$500,000 to the Facility Major Maintenance Fund by \$50,000 to \$450,000 to maintain General Fund Reserves.

Proposed changes to the Community Enhancement Program Fund include: 1) reducing the Community Enhancement Grants line item to \$100,000 to reflect the total amount of grants available for funding the FY 2015-16 grant program; 2) budget for carryover grant funds of \$7434 for unspent Historic Landmark Board grants and Economic Development Commission grants; budget a transfer of \$500 to the General Fund to cover some staff time and other direct expenses; and 4) move the funds included in

Unappropriated Ending Fund Balance to a new line item in Materials and Services called Funding Not Allocated to allow for payments of grants if funding from Metro does not meet projections. Transfer revenue in the General Fund was increased to reflect the additional \$500 for the CEP Fund.

FISCAL IMPACT: The fiscal impact of the changes has been discussed above.

STAFF RECOMMENDATION: The City Council should adopt the attached resolutions to adopt the FY 2015-16 Budget, levy the appropriate taxes for FY 2015-16, and set the legal appropriations for FY 2015-16.



6605 S.E. Lake Road, Portland, OR 97222
 PO Box 22109 • Portland, OR 97269-2109
 Phone: 503-684-0360 Fax: 503-620-3433
 E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Washington, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the *Forest Grove News-Times*, a newspaper of general circulation, published at Forest Grove, in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

**City of Forest Grove
 Notice of Budget Hearing – LB-1
 FGNT7508**

a copy of which is hereto attached, was published in the entire issue of said newspaper for

1
 week in the following issue:
June 10, 2015

Charlotte Allsop

Charlotte Allsop, Accounting Manager
 Subscribed and sworn to before me this
 June 10, 2015.

Desirae A Marglin
 NOTARY PUBLIC FOR OREGON
 My commission expires March 02, 2019

Acct #298024

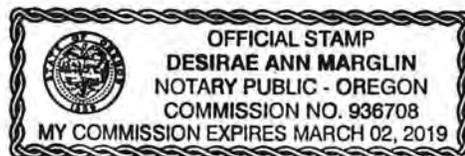
PO #: 20145076

Attn: Beverly Maughan
 City of Forest Grove
 PO Box 326
 Forest Grove, OR 97116

Size: 3 x 8.5"

Amount Due: \$243.53*

*Please remit to the above address.



FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the City of Forest Grove will be held on June 22, 2015, at 7:00 pm at the Community Auditorium. 1915 purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2015, as approved by the City of Forest Grove. A copy of this budget may be inspected or obtained at City Hall, 1924 Council Street, For 9:00 a.m. and 5:00 p.m. or online at www.forestgrove-or.gov. This budget is for an annual budget period. This budget was

Contact: Paul Downey, Director of Administrative Services Telephone: 503-992-3200 Email: pdowne@forestgrove-or.gov

| FINANCIAL SUMMARY - RESOURCES | | |
|---|--------------------------|----------------------|
| TOTAL OF ALL FUNDS | Actual Amount 2013-14 | Adopted This Year |
| Beginning Fund Balance/Net Working Capital | 34,427,918 | |
| Fees, Licenses, Permits, Fines, Assessments & Other Service Charges | 34,992,960 | |
| Federal, State and all Other Grants, Gifts, Allocations and Donations | 4,868,425 | |
| Revenue from Bonds and Other Debt | 0 | |
| Interfund Transfers / Internal Service Reimbursements | 4,717,072 | |
| All Other Resources Except Current Year Property Taxes | 1,311,148 | |
| Current Year Property Taxes Estimated to be Received | 7,443,028 | |
| Total Resources | 87,760,551 | |

| FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION | | |
|---|-------------------|--|
| Personnel Services | 17,073,877 | |
| Materials and Services | 24,996,679 | |
| Capital Outlay | 2,640,379 | |
| Debt Service | 1,183,800 | |
| Interfund Transfers | 3,872,017 | |
| Contingencies | 0 | |
| Special Payments | 0 | |
| Unappropriated Ending Balance and Reserved for Future Expenditure | 37,993,799 | |
| Total Requirements | 87,760,551 | |

| FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATION | | |
|---|------------------------------|--|
| Name of Organizational Unit or Program | FTE for that unit or program | |
| Administration | 6,506,976 | |
| FTE | 27.48 | |
| Public Safety | 8,858,496 | |
| FTE | 53.50 | |
| Community Services | 3,472,854 | |
| FTE | 27.20 | |
| Public Works | 14,187,325 | |
| FTE | 27.88 | |
| Light & Power | 16,315,776 | |
| FTE | 25.85 | |
| Not Allocated to Organizational Unit or Program | 38,419,124 | |
| FTE | 0.00 | |
| Total Requirements | 87,760,551 | |
| Total FTE | 161.91 | |

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING
 The FY 2015-16 Budget includes funding for the retention of a Fire Inspector from an expiring Fire Safer Grant, adding a Police GIS, and the hiring of a Program Coordinator who will focus most of their time on sustainability efforts.

| PROPERTY TAX LEVIES | | |
|--|------------------------|-------------------------|
| | Rate or Amount Imposed | Rate or Am This Year |
| Permanent Rate Levy (rate limit \$3.955 per \$1,000) | 3.9554 | 3. |
| Local Option Levy | 1.6 | |
| Levy For General Obligation Bonds | 515.124 | 52. |

| STATEMENT OF INDEBTEDNESS | | |
|---------------------------|---------------------------------------|--|
| LONG TERM DEBT | Estimated Debt Outstanding on July 1, | |
| General Obligation Bonds | \$505,000 | |
| Other Bonds | \$2,565,000 | |
| Other Borrowings | \$1,600,412 | |
| Total | \$4,670,412 | |

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

150-504-073-2 (Rev. 02-14)

Publish 06/10/2015.

**RESOLUTION NO. 2015-43****RESOLUTION ADOPTING BUDGET FOR FISCAL YEAR
COMMENCING JULY 1, 2015, AND ENDING JUNE 30, 2016**

WHEREAS, the Budget Committee of the City of Forest Grove has approved a budget for the City for the Fiscal Year commencing July 1, 2015, pursuant to the provisions of the Oregon Local Budget Law; and

WHEREAS, changes have been proposed to the Budget approved by the Budget Committee, and

WHEREAS, a hearing has been held before the City Council as required by law and it appears to the Council that the Approved Budget as changed by the City Council should be adopted.

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

Section 1. That the City Council hereby adopts the FY 2015-16 Budget approved by the Budget Committee of the City of Forest Grove in the amount of \$95,562,223.

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

PRESENTED AND PASSED this 22nd day of June, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2015.

Peter B. Truax, Mayor

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RESOLUTION NO. 2015-44

**RESOLUTION MAKING APPROPRIATIONS FOR
THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, FOR
THE FISCAL YEAR COMMENCING JULY 1, 2015, AND ENDING JUNE 30, 2016**

WHEREAS, the City Council has adopted the FY 2015-16 Budget now on file in the office of the City Recorder.

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

Section One. That the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2015, and for the following purposes are hereby appropriated as follows:

| | <u>General Fund</u> | |
|--|---------------------|-----------------------------|
| Legislative & Executive | | \$ 569,259 |
| Administrative Services | | 2,633,978 |
| Library | | 1,111,490 |
| Planning | | 456,233 |
| Engineering | | 845,589 |
| Police Services | | 5,310,176 |
| Fire Department | | 3,706,213 |
| Aquatics | | 643,325 |
| Parks and Recreation | | 768,465 |
| Municipal Court | | 370,376 |
| Transfers | | 457,500 |
| Contingencies | | 750,000 |
| Total General Fund Appropriations | | \$ <u>17,622,604</u> |

| <u>Light Fund</u> | |
|--|----------------------|
| Electric Services | \$ 17,426,834 |
| Debt Service | 60,000 |
| Transfers | 946,779 |
| Contingencies | 1,000,000 |
| Total Light Fund Appropriations | \$ 19,433,613 |

| <u>Sewer Fund</u> | |
|--|---------------------|
| Sewer Services | \$ 4,892,227 |
| Debt Service | 94,004 |
| Transfers | 150,830 |
| Contingencies | 750,000 |
| Total Sewer Fund Appropriations | \$ 5,887,061 |

| <u>Sewer SDC Fund</u> | |
|--|---------------------|
| Sewer Infrastructure Construction | \$ 1,280,520 |
| Debt Service | 121,994 |
| Transfers | 261,803 |
| Contingencies | 100,000 |
| Total Sewer SDC Fund Appropriations | \$ 1,764,317 |

| <u>Water Fund</u> | |
|--|---------------------|
| Water Services | \$ 4,614,089 |
| Debt Service | 433,078 |
| Transfers | 279,290 |
| Contingencies | 1,223,250 |
| Total Water Fund Appropriations | \$ 6,549,707 |

| <u>Water SDC Fund</u> | |
|--|-------------------|
| Water Infrastructure Construction | \$ 388,000 |
| Transfers | 1,200 |
| Contingencies | 100,000 |
| Total Water SDC Fund Appropriations | \$ 489,200 |

| <u>Surface Water Management Fund</u> | |
|--------------------------------------|---------------------|
| SWM Services | \$ 1,221,035 |
| Transfers | 60,729 |
| Contingencies | 60,000 |
| Total SWM Fund Appropriations | \$ 1,331,764 |

| <u>SWM SDC Fund</u> | |
|--|-------------------|
| SWC Infrastructure Construction | 311,750 |
| Contingencies | 129,053 |
| Total SWM SDC Fund Appropriations | \$ 440,803 |

| <u>Street Fund</u> | |
|---|---------------------|
| Street Services | \$ 2,026,016 |
| Contingencies | 100,000 |
| Total Street Fund Appropriations | \$ 2,126,016 |

| <u>Building Permits Fund</u> | |
|---|-------------------|
| Building Permit Services | \$ 667,212 |
| Transfers | 33,663 |
| Contingencies | 250,000 |
| Total Building Permits Fund Appropriations | \$ 950,875 |

| <u>Community Enhancement Fund</u> | |
|--|-------------------|
| Materials & Services | \$ 117,830 |
| Transfers | 500 |
| Total Community Enhancement Fund Appropriations | \$ 118,330 |

| <u>Library Endowment Fund</u> | |
|--|---------------|
| Materials & Services | \$ 711 |
| Total Library Endowment Fund Appropriations | \$ 711 |

| <u>Street Tree Fund</u> | |
|--|------------------|
| Materials & Services | \$ 47,380 |
| Transfers | 1,200 |
| Total Street Tree Fund Appropriations | \$ 48,580 |

| <u>Transportation System Fund</u> | |
|--|-------------------|
| Materials & Services | \$ 500,000 |
| Total Transportation System Fund Appropriations | \$ 500,000 |

| <u>Public Arts Donations Fund</u> | |
|--|------------------|
| Materials & Services | \$ 12,715 |
| Total Public Arts Donations Fund Appropriations | \$ 12,715 |

| <u>Fire SAFER Fund</u> | |
|---|------------------|
| Fire Safer GRANT Services | \$ 94,993 |
| Total Forfeiture Sharing Fund Appropriations | \$ 94,993 |

| <u>Facility Major Maintenance Fund</u> | |
|--|----------------|
| Capital Outlay | \$ 511,409 |
| Total Facility Major Maint. Fund Appropriations | 511,409 |

| <u>Equipment Fund</u> | |
|--|---------------------|
| Vehicle Services | \$ 1,572,210 |
| Contingencies | 250,000 |
| Total Equipment Fund Appropriations | \$ 1,822,210 |

| <u>Fire Equipment Replacement Fund</u> | |
|--|-------------------|
| Capital Outlay | \$ 355,000 |
| Contingencies | 100,000 |
| Total Fire Equip. Replacement Fund Appropriations | \$ 455,000 |

| <u>Information Systems Fund</u> | |
|--|-------------------|
| Information System Services | 334,231 |
| Contingencies | 40,000 |
| Total Information Systems Fund Appropriations | \$ 374,231 |

| <u>City Utility Fund</u> | |
|---|-------------------|
| Materials & Services | \$ 208,797 |
| Total City Utility Appropriations & Fund | \$ 208,797 |

| <u>Risk Management Fund</u> | |
|--|-------------------|
| Risk Management Services | \$ 839,498 |
| Transfers | 40,000 |
| Contingencies | 50,000 |
| Total Risk Management Fund Appropriations | \$ 929,468 |

| | |
|---|----------------------|
| <u>Bikeway Improvements Fund</u> | |
| Capital Outlay | \$ 34,099 |
| Total Bikeway Improvements Fund Appropriations | \$ 34,099 |
| <u>Park System Development Fund</u> | |
| Park System Construction | \$ 1,899,116 |
| Total Park System Develop. Fund Appropriations | \$ 1,899,116 |
| <u>Traffic Impact Fund</u> | |
| Capital Outlay | \$ 3,166,107 |
| Total Traffic Impact Fund Appropriations | \$ 3,166,107 |
| <u>Transportation Development Tax Fund</u> | |
| Capital Outlay | \$ 4,899,357 |
| Total Traffic Impact Fund Appropriations | \$ 4,899,357 |
| <u>Capital Projects Fund</u> | |
| Capital Outlay | \$ 1,848,681 |
| Total Capital Projects Fund Appropriations | \$ 1,846,681 |
| <u>CIP Excise Tax Fund</u> | |
| Capital Outlay | \$ 166,548 |
| Transfers | 295,180 |
| Total CIP Excise Tax Fund Appropriations | \$ 461,728 |
| <u>General Debt Service Fund</u> | |
| Debt Service | \$ 523,200 |
| Total General Debt Service Appropriations | \$ 523,200 |
| <u>SPWF Debt Service Fund</u> | |
| Debt Service | 24,968 |
| Total SPWF Debt Service Appropriations | \$ 24,968 |
| Total APPROPRIATIONS, All Funds | \$ 74,529,690 |
| Total Unappropriated Amounts, All Funds | \$ 21,032,533 |
| TOTAL ADOPTED BUDGET | \$ 95,562,223 |

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

PRESENTED AND PASSED this 22nd day of June, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2015.

Peter B. Truax, Mayor

RESOLUTION NO. 2015-45**RESOLUTION LEVYING AND CATEGORIZING TAXES FOR
THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON,
FOR THE FISCAL YEAR COMMENCING JULY 1, 2015, AND ENDING
JUNE 30, 2016**

WHEREAS, the City Council has adopted the FY 2015-16 Budget now on file in the office of the City Recorder.

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

Section One. That the following ad valorem property taxes are hereby imposed and categorized for tax year 2015-16 upon the assessed value of all taxable property within the district for tax year 2015-16: 1) at the rate of \$3.9554 per \$1,000 of assessed value for the permanent rate tax; 2) at the rate of \$1.60 per \$1,000 of assessed value for the local option tax; and 3) in the amount of \$490,605 for debt service on general obligation bonds.

Section Two. The taxes imposed are hereby categorized for purposes of Article XI section 11b as:

| | <u>Subject to the General Government Limitation</u> | <u>Excluded from the Limitation</u> |
|----------------------------------|---|---|
| General Fund – Permanent Rate | \$3.9554/\$1,000 | |
| General Fund – Local Option Levy | \$1.6000/\$1,000 | |
| General Debt Service Fund | | \$490,605 |
| | ----- | ----- |
| Category Total | \$5.5554/\$1,000 | \$490,605 |

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

PRESENTED AND PASSED this 22nd day of June, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2015.

Peter B. Truax, Mayor

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June 22, 2015

REPORT ON ADOPTION OF FY 2015-20 CAPITAL IMPROVEMENTS PROGRAM

Project Team: Paul Downey, Director of Administrative Services
Matthew Brown, Senior Management Analyst
Tom Gamble, City Manager Pro Tem

ISSUE STATEMENT: The Capital Improvements Program (CIP) for FY 2015-20 was approved by the Budget Committee and now needs to be approved by the City Council.

DISCUSSION: The CIP forms the basis of the capital projects that the City is planning to accomplish over the next five years. Projects funded by SDC funds need to be listed in the CIP in order for SDC funds to be expended on those projects.

FISCAL IMPACT: Projects to be completed in FY 2015-16 are reflected in the appropriate funds in the FY 2015-16 Budget that the Council will be asked to adopt tonight.

STAFF RECOMMENDATION: Staff recommends the City Council adopt the Capital Improvements Program for fiscal years 2015-20.

**RESOLUTION NO. 2015-46****RESOLUTION ADOPTING THE FY 2015-20
CAPITAL IMPROVEMENTS PROGRAM**

WHEREAS, the Capital Improvements Program is an ongoing five-year schedule of physical improvements and major equipment purchases; and

WHEREAS, the Capital Improvements Program is a planning and budgeting tool used to ensure residents continue to receive services in the future; and

WHEREAS, projects to be funded with system development charges need to be included in the Capital Improvements Program; and

WHEREAS, the Budget Committee has reviewed and approved the Capital Improvements Program, and

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

Section One. That the City Council hereby adopts the FY 2015-20 Capital Improvements Program.

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

PRESENTED AND PASSED this 22nd day of June, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2015.

Peter B. Truax, Mayor

MEMORANDUM

TO: City Council

FROM: Paul Downey, Director of Administrative Services
Matthew Brown, Senior Management Analyst
Tom Gamble, City Manager Pro Tem

DATE: June 22, 2015

SUBJECT: State Revenue Sharing

ISSUE STATEMENT: In order to receive State Revenue Sharing, the City is required by the State to elect to participate in the State Revenue Sharing Program and to certify services. The attached resolutions fulfill the requirement of certifying the services provided by the City and electing to receive state revenues for FY 2015-16.

DISCUSSION: Before the City can elect to participate in the State Revenue Sharing Program, the City is required to hold two hearings on the use of the funds. The Budget Committee meeting of May 21, 2015, was one of those meetings and the second will occur June 22, 2015, when the Council holds its public hearing on the budget. For fiscal year 2015-16, the City is projected to receive \$356,939 in alcohol tax revenue, \$26,577 in cigarette tax revenue and \$249,857 in State Revenue Sharing. For budgetary purposes, the Alcohol Tax is allocated to the Police Department, the Cigarette Tax is allocated to the Fire Department, and the State Shared Revenue is put in General Fund Discretionary Revenue.

STAFF RECOMMENDATION: Staff recommends the City Council adopt the two attached resolutions so the City can receive State Shared Revenue in FY 2015-16.

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RESOLUTION NO. 2015-47**RESOLUTION DECLARING THE CITY'S ELECTION
TO RECEIVE STATE REVENUES**

The City of Forest Grove resolves as follows:

Section 1: Pursuant to ORS 221.770, the City hereby elects to receive state revenues for Fiscal Year 2015-16.

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

PRESENTED AND PASSED this 22nd day of June, 2015.

Anna D. Ruggles, City Recorder

APPROVED By the Mayor this 22nd day of June, 2015.

Peter B. Truax, Mayor

I certify that a Public Hearing before the Budget Committee was held May 21, 2015, and a Public Hearing before the City Council was held June 22, 2015, giving citizens an opportunity to comment on use of State Revenue Sharing.

Attested: _____
Anna D. Ruggles, City Recorder

RESOLUTION NO. 2015-48**RESOLUTION CERTIFYING SERVICES PROVIDED BY
THE CITY OF FOREST GROVE**

WHEREAS, ORS 221.760 provides as follows:

Section 1: The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police Protection
- (2) Fire Protection
- (3) Street Construction, Maintenance and Lighting
- (4) Sanitary Sewer
- (5) Storm Sewers
- (6) Planning, Zoning and Subdivision Control
- (7) One or more Utility Services

WHEREAS, City officials recognize the desirability of assisting the State Officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760;

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

Section 1: That the City of Forest Grove hereby certifies that it provides the following municipal services enumerated in Section 1, ORS 221.760:

- (1) Police Protection
- (2) Fire Protection
- (3) Street Construction, Maintenance and Lighting
- (4) Sanitary Sewer
- (5) Storm Sewers
- (6) Planning, Zoning and Subdivision Control
- (7) Municipal Electric and Water Utility Services

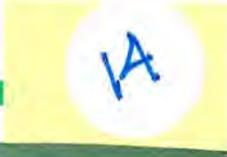
Section 2: This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 22nd day of June, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2015.

Peter B. Truax, Mayor



June 22, 2015

REPORT ON CAPITAL IMPROVEMENTS PROGRAM EXCISE TAX

Project Team: Paul Downey, Director of Administrative Services
Matthew Brown, Senior Management Analyst
Tom Gamble, City Manager Pro Tem

ISSUE STATEMENT: The ordinance creating the Capital Improvements Program Excise tax requires the tax be re-authorized each fiscal year.

BACKGROUND: The CIP excise tax was initiated in 1990. The City Code restricts the use of the revenue generated by the CIP excise tax to the General Government and Public Safety programs within the Capital Improvements Program. The Code requires the tax be reviewed on an annual basis by the Budget Committee and be approved each year by the City Council. If the tax is not reauthorized, the City cannot collect the revenue.

DISCUSSION: The City last increased the tax rate on July 1, 2014. Staff is not proposing any fee increase for FY 2015-16. The City expects to collect about \$330,000 in revenue from the CIP excise tax in FY 2015-16.

Most of the excise tax is used to fund public safety capital needs particularly police and fire vehicle replacements. As in prior years, 90% of the revenue will be used in the Fire and Police Departments, while the other 10% will be used in General Government Programs.

The CIP Excise Tax is accounted for in a separate fund to ensure that the tax proceeds are spent as required by the resolution.

STAFF RECOMMENDATION: Given the importance of funding capital replacements, staff recommends Council adopt the attached resolution.

RESOLUTION NO. 2015-49**RESOLUTION ADOPTING THE CAPITAL IMPROVEMENTS PROGRAM
EXCISE TAX AND REPEALING RESOLUTION 2014-55**

WHEREAS, the Budget Committee has reviewed and the City Council has adopted the FY 2015-20 Capital Improvements Program (CIP); and

WHEREAS, the City has an ordinance to impose a CIP Excise Tax to fund the Public Safety and General Government programs within the Capital Improvements Program; and

WHEREAS, the City Council recognizes the relationship between quality service delivery and investments in capital equipment and facilities; and

WHEREAS, funding for capital equipment and facilities is necessary to ensure residents of Forest Grove continue to receive quality services in the future.

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

Section 1: Resolution 2014-55 is repealed effective June 30, 2015.

Section 2: The City shall impose a CIP Excise Tax for the purpose of funding the Public Safety and General Government Programs within the CIP.

Section 3: The tax shall be based on the amount of required revenue distributed among residential, general service and industrial classes of utility customers. The tax will appear on each utility bill. The CIP Excise Tax shall be fixed as follows:

| <u>CLASS</u> | <u>MONTHLY RATE</u> |
|---------------------------|---------------------|
| Residential | \$3.00 |
| Commercial – Single Phase | \$7.50 |
| All Others | \$15.00 |

Section 4: The CIP Excise Tax will be effective July 1, 2015.

Section 5: This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 22nd day of June, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2015.

Peter B. Truax, Mayor



15.

June 22, 2015

**REPORT ON A RESOLUTION TRANSFERRING APPROPRIATIONS
WITHIN VARIOUS FUNDS FOR FISCAL YEAR 2014-15**

Project Team: Paul Downey, Director of Administrative Services
Matthew Brown, Senior Management Analyst
Tom Gamble, City Manager Pro Tem

ISSUE STATEMENT: The adopted budget for a fiscal year is based upon best estimates at the time the budget is adopted. During the fiscal year, unanticipated events may occur and actual expenditures become known.

At the end of the fiscal year, it is standard procedure to review expenditures throughout the budget and to modify appropriations, which are legal expenditure limits, for expenditures which may exceed the appropriated levels by the end of the fiscal year. ORS Chapter 294 permits the governing body to transfer appropriations within a fund so the budgeted appropriations are not exceeded. The attached resolution authorizes the appropriation transfers necessary for FY 2014-15.

DISCUSSION: Upon review of the preliminary year-to-date expenditures as of June 8, 2015, staff has prepared a resolution for Council consideration to avoid potential appropriation overexpenditures in the General and Risk Management funds at the end of FY 2014-15. The reasons for the proposed transfers are discussed below. The numbers for the reasons correspond to the transfer numbers in the proposed resolution:

1. In the Municipal Court section of the General Fund, payments to Washington County for Court Assessments need to be increased by \$20,000 and Intergovernmental Services for Cornelius's share of its net citation revenue need to be increased by \$50,000. Traffic citations will be about \$80,000 higher than budgeted with about \$68,000 of that attributable to Cornelius. \$70,000 in funds will be transferred from General Fund Contingency to cover the resulting increased expenses, but the transfers are covered by the additional revenue.
2. \$35,000 in funds will be transferred from General Fund Contingency to Fire Department Overtime to cover the increased overtime incurred due to the assignment of Forest Grove Fire personnel to state fire conflagrations. The State reimbursed the City for this overtime expense so this transfer is covered by revenue.

3. \$70,000 in funds will be transferred from the General Fund Contingency to Fire Department Regular Wages. \$35,000 is being transferred from the General Fund Contingency to cover the portion of one employee's wages and benefits that were billed incorrectly to the Fire SAFER Grant Fund and need to be moved to the Fire Department in the General Fund. This issue was explained in the budget adoption staff report. The grant funded a Lieutenant's position and the City has been billing the grant for Captain wages and benefits. The remaining \$35,000 transfer is to cover wages and benefits for another employee from a Fire SAFER Grant Fund for which an extension of grant funding was approved but the City is still waiting for the formal paperwork so the grant can be billed.
4. \$15,000 is being transferred from Risk Management Fund Contingency to cover higher than projected workers' compensation insurance. The City did receive a \$71,338 dividend from SAIF during FY 2014-15 which more than made up the higher than projected premiums.

STAFF RECOMMENDATION: The City Council should adopt the Resolution Transferring Appropriations within Various Funds for the Fiscal Year 2014-15.

RESOLUTION NO. 2015-50**RESOLUTION TRANSFERRING APPROPRIATIONS WITHIN VARIOUS FUNDS FOR THE FISCAL YEAR 2014-15**

WHEREAS, the City Council has determined that due to unforeseen expenditures it is necessary to increase the appropriations for the operation of the General and Risk Management Funds.

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

Section One. The following appropriations transfers for FY 2013-14 will be made:

1. Transfer \$70,000 from General Fund Contingency (100-18-10-580206) by transferring \$20,000 to Municipal Court County Assessments (100-13-10-520539) and \$50,000 to Municipal Court Intergovernmental Services (100-13-20-520557).
2. Transfer \$35,000 from General Fund Contingency (100-18-10-580206) to Fire Department Overtime (100—22-10-511015).
3. Transfer \$70,000 from General Fund Contingency (100-18-10-580206) to Fire Department Regular Wages.
4. Transfer \$15,000 from Risk Management Fund Contingency (740-12-35-580206) to Risk Management Fund Workers' Compensation Premiums (740-12-35-520590).

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

PRESENTED AND PASSED this 22nd day of June, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2015.

Peter B. Truax, Mayor

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16.
17.

June 22, 2015

STAFF REPORT AND RESOLUTIONS INCREASING SANITARY SEWER RATE SURCHARGE AND CLEAN WATER SERVICES' PASS-THROUGH SANITARY SEWER RATES, STORM WATER MANAGEMENT RATES AND SEWER SYSTEM DEVELOPMENT CHARGES FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2015

PROJECT TEAM: Rob Foster, Director of Public Works
 Paul Downey, Director of Administrative Services
 Tom Gamble, City Manager, Pro Tem

ISSUE STATEMENT: Each year, Clean Water Services proposes to increase sewer and storm water management rates and sewer system development charges, and Forest Grove adopts a resolution passing these charges through to rate payers.

BACKGROUND: The City of Forest Grove collects rates and charges for sanitary sewer and storm water management (SWM) pursuant to the Intergovernmental Agreement (IGA) with Clean Water Services (CWS). The agreement sets forth that CWS will set rates for the fundamental service and that member cities can select to add a portion for additional local operational costs.

For FY 15-16, CWS is proposing an increase to sanitary sewer rates of 3.0% or \$1.18, from \$39.61 to \$40.79, for a typical residential consumption of 8ccf, at the Budget Committee meeting on June 16, 2015. Additionally, Forest Grove is proposing to increase its surcharge by 3.0% or \$0.11, from \$3.81 to \$3.92. These rate changes are needed to cover the work required to meet current regulations, as well as the increases in costs to labor, chemicals and utilities.

For FY 15-16, CWS is proposing an increase to the sanitary sewer system development charge of \$200 at the Budget Committee meeting on June 16, 2015. This will raise the fee from the current \$4,900 per EDU (Equivalent Dwelling Unit) to \$5,100. Forest Grove is not adding any additional amount to this increase. Forest Grove will retain 20% of the SDC revenue, and pass-through the rest to CWS.

For FY 15-16, CWS is proposing an increase to the surface water management (SWM)

rates of 50¢ per month per EDU at the Budget Committee meeting on June 16, 2015. This will raise the current rate CWS charges from \$6.75 to \$7.25. Forest Grove currently has in place a surcharge of \$1.00 that is added to this, resulting in the new rate for SWM of \$8.25 per month per EDU. SWM fees cover the cost of leaf-pick up, catch basin cleaning, flood control, and street sweeping and debris disposal, and other programs which lessen the pollution in local streams and rivers.

FISCAL IMPACT: These rates are built into the FY 2015-16 budget which outlines the fiscal impact of these rate increases.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolutions increasing sanitary sewer rates, storm water management rates and sewer system development charges for the City of Forest Grove.



**NOTICE OF PUBLIC HEARING
PROPOSED RESOLUTION INCREASING
SANITARY SEWER RATES
CITY OF FOREST GROVE**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will holding a Public Hearing **Monday, June 22, 2015, at 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider enacting a resolution increasing City of Forest Grove sanitary sewer rates by three percent (3%) per month per equivalent dwelling unit. If enacted by City Council, the proposed rate increase would be effective July 1, 2015.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the report and list of the proposed rate are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forest-grove-or.gov. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P.O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please contact Anna Ruggles, City Recorder, at 503.992.3235, or via e-mail aruggles@forestgrove-or.gov.

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

Published in NewsTimes, June 17, 2015

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16.

RESOLUTION NO. 2015-51**RESOLUTION INCREASING SANITARY SEWER RATE SURCHARGE
FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2015,
AND REPEALING RESOLUTION NO. 2014-58**

WHEREAS, Forest Grove Code Section 3.705 and as set forth in the agreement with Clean Water Services, Page 8, Section 4.E.4 of the Agreement authorizing the City to charge and collect a service charge at a higher rate by Resolution; and

WHEREAS, The City Council has determined that sewer fund revenue requirements will necessitate that sewer rates be increased above the rates established by Clean Water Services; and

WHEREAS, a duly-noticed Public Hearing was held June 22, 2015.

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

Section 1: That the monthly sewer rate surcharge for the City of Forest Grove shall be increased, by 3%, to \$3.92 per Equivalent Dwelling Unit per month above the sewer rates established by Clean Water Services. The additional revenue raised by the \$3.92 surcharge will be fully retained by the City of Forest Grove.

Section 2: The above sewer rate shall become effective July 1, 2015.

Section 3: Resolution No. 2014-58 is hereby repealed upon the effective implementation date of the foregoing sewer rate.

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

PRESENTED AND PASSED this 22nd day of June, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2015.

Peter B. Truax, Mayor

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RESOLUTION NO. 2015-52**RESOLUTION ESTABLISHING CERTAIN CLEAN WATER SERVICES
UTILITY RATES AND CHARGES FOR THE CITY OF FOREST GROVE,
EFFECTIVE JULY 1, 2015, AND REPEALING RESOLUTION NO. 2014-60**

WHEREAS, Forest Grove Code Section 3.705 and as set forth in the agreement with Clean Water Services, formerly known as Unified Sewer Agency, Page 5, Section 4.B., of the Agreement requires the City to collect rates and charges set by Clean Water Services; and

WHEREAS, Clean Water Services provides the City of Forest Grove sanitary sewer treatment and surface water management billed on per dwelling unit; and

WHEREAS, Clean Water Services Board of Directors approved a budget with a 3% sewer rate increase and a \$0.50 surface water management rate increase on June 16, 2015; and

WHEREAS, Clean Water Services Board of Directors also approved to increase its Sanitary Sewer System Development Charges (SDC) by \$200, raising the SDC from \$4,900 to \$5,100 per EDU on June 16, 2015; and

WHEREAS, the City of Forest Grove will retain 20 percent (20%) of the Sanitary Sewer System Development Charges as set forth by Clean Water Services Board of Directors on June 16, 2015; and

WHEREAS, Clean Water Services held its Public Hearing(s) notifying customers of the above-proposed rate increases.

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

Section 1: The City Council authorizes the City to collect sewer rates and charges as set forth by Clean Water Services Board of Directors on June 16, 2015.

Section 2: The City Council authorizes the City to collect surface water management rates and charges as set forth by Clean Water Services Board of Directors on June 16, 2015.

Section 3: The City Council authorizes the City to collect Sanitary Sewer System Development Charges as set forth by Clean Water Services Board of Directors on June 16, 2015.

Section 4: The City of Forest Grove shall retain 20 percent (20%) of the Sanitary Sewer System Development Charges as set forth by Clean Water Services Board of Directors on June 16, 2015.

Section 5: The above rates shall become effective July 1, 2015.

Section 6: Resolution No. 2014-60 is hereby repealed upon the effective implementation date of the foregoing rates.

Section 6: This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 22nd day of June, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2015.

Peter B. Truax, Mayor



18.

June 22, 2015

REPORT ON A RESOLUTION OF THE CITY OF FOREST GROVE, OREGON, AUTHORIZING FINANCING OF ELECTRIC SYSTEM EQUIPMENT AND IMPROVEMENTS

Project Team: Paul Downey, Director of Administrative Services
George Cress, Light & Power Director
Tom Gamble, City Manager Pro Tem

ISSUE STATEMENT: The City is in the process of replacing three aging substation transformers and doing related improvements and upgrades at the Forest Grove and Thatcher substations. The City has been planning to issue debt to fund these improvements and included the issuance of debt in its recently completed cost of service and rate study. The projects are nearing the point where the City was planning on issuing the debt so staff is preparing to issue the debt in September 2015. As part of the process, Bond Counsel has prepared a resolution authorizing the issuance of debt and authorizing staff to complete the process. To maintain flexibility for the size and timing of any debt issuance, the City's bond counsel has prepared a reimbursement resolution which would allow the City to pay for project expenses incurred before debt is issued and include those expenses in a future debt issue. Staff requests that the Council adopt the resolution to allow the City to issue the debt to pay for the projects.

BACKGROUND: The City is replacing two substation transformers at Forest Grove substation and one substation transformer at Thatcher substation. The substations have a projected useful life of 40 years. The two transformers at Forest Grove substation were manufactured in 1968 and 1975, so they are 46 and 39 years old. The transformer at Thatcher substation was manufactured in 1959, so it is 55 years old. The transformers are being replaced with larger capacity transformers to allow for growth in the City's electric system. At the same time, the City will be doing other upgrades and improvements at these substations. The transformer for Thatcher substation has been delivered and the other two transformers will be delivered in October 2015.

DISCUSSION: The total cost of the project had been revised to approximately \$3.6 million from the original estimate of \$4.1 million. Most of the reduction is due to the transformers costing \$600,000 less than the \$2.4 million originally estimated for the transformers. Staff has been revising the estimated costs of the projects and will prepare one more estimate before the debt is issued so the debt issued can be kept to a minimum. The City has already incurred expenses so the debt will reimburse the Light & Power Department for the expenses incurred in addition to the expenses to be

incurred. In August 2014, the City passed a resolution allowing the City to reimburse itself for expenses incurred for these projects prior to the issuance of the debt.

Bond Counsel has prepared a resolution authorizing the issuance of the debt and authorizing the City Manager or Director of Administrative Services to complete the process to issue the debt. The resolution has some flexibility built into it in two principal areas:

- The amount of debt authorized is up to \$4 million and includes project costs and costs of issuing the debt. Staff anticipates issuing \$3.7 to \$3.8 million in debt but Bond Counsel wanted to give the City some flexibility until the amount is finalized.
- The type of debt that can be issued. The resolution is written to allow the City to issue bonds either through competitive bids or a negotiated placement, or to do a private placement loan at a bank. This allows the City flexibility to negotiate the terms of the financing. Each method has its advantages and disadvantages. The interest on bonds will probably be lower but bonds are more expensive to issue and come with rate covenants and continuing disclosure requirements. A direct placement to a bank will normally have a marginally higher interest rate than bonds but are cheaper to issue and do not have continuing disclosure requirements or rate covenants.

The resolution further describes the steps needed to be completed to issue the debt and authorizes the City to pledge the full faith and credit of the City and the electric rate revenue to pay the debt. This is similar to what the City did when it pledged the full faith and credit of the City and timber harvest revenue to pay the Water Fund debt service. Only electric rate revenues will be used to pay the Light & Power debt service but pledging the full faith and credit of the City will result in better financing terms because it lowers the risk to the lender.

Staff has been working with a financial advisor to review the type of debt to issue. A private placement loan with a bank is the type of debt that staff and the financial advisor think will work well for the City. There is not a lot of difference in the interest rates currently and the issuing costs will be lower and the City can potentially avoid rate covenants which would require the City to raise electric rates if net operating revenue does not cover a percentage of the debt service (typically the percentage is 125 to 150% of the annual debt service.)

FISCAL IMPACT: The estimated annual rate increases have been included in the projected electric rate increases determined as part of the recently completed cost of service and rate study.

STAFF RECOMMENDATION: Staff recommends the City Council adopt the proposed resolution.

RESOLUTION NO. 2015-53**RESOLUTION OF THE CITY OF FOREST GROVE,
OREGON AUTHORIZING FINANCING OF ELECTRIC
SYSTEM EQUIPMENT AND IMPROVEMENTS**

WHEREAS, the City is authorized by Oregon Revised Statutes Section 271.390 to enter into financing agreements to finance or refinance real or personal property which the City Council determines is needed, and to authorize obligations evidencing the right to receive the payments due from the City under those financing agreements; and

WHEREAS, it is desirable to obtain up to \$4,000,000 of financing for capital improvements to the electric system, including the purchase and installation of three transformers and improvements and upgrades to substations (collectively, the "Projects"); and,

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

Section 1. Determination of Need. The City Council hereby determines that the Projects are needed.

Section 2. Financing Authorized. The City Council hereby authorizes the City to enter into one or more financing agreements ("Financing Agreements") to obtain up to an aggregate principal amount of \$4,000,000 for the Projects pursuant to ORS 271.390. Proceeds of the Financing Agreements may be used to finance the Projects and to pay costs related to the financing.

Section 3. Delegation. The Director of Administrative Services, the City Manager, or the person designated by the Director of Administrative Services or the City Manager (each of whom is referred to herein as a "City Official") is hereby authorized, on behalf of the City and without further action by the City Council, to:

- A. Negotiate, execute and deliver one or more escrow agreements or similar documents (the "Escrow Agreements") that provide for the issuance of one or more series of "certificates of participation" or "full faith and credit obligations" (the "Obligations") that represent ownership interests in the loan payments due from the City under the Financing Agreements. Subject to the limitations of this resolution, the Escrow Agreements and each series of Obligations may be in such form and contain such terms as the City Official may approve.
- B. Solicit competitive bids for the purchase of each series of the Obligations and award their sale to the bidder offering the most favorable terms to the City, or select one or more underwriters or commercial banks, negotiate the terms of the sale of each series of Obligations, and sell that series to those underwriters or commercial banks; or sell one or more Financing Agreements to a commercial bank without issuing Obligations and take any actions related to such Financing Agreements as are authorized in this resolution to be taken in relation to Obligations.
- C. Pledge the City's full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution, and determine whether to pledge the revenues of the City's electric system.
- D. Deem final and authorize the distribution of a preliminary official statement for each series of Obligations, authorize the preparation and distribution of a final official statement or other disclosure document for each series of Obligations, and enter into agreements to provide continuing disclosure for owners of each series of Obligations.

- E. Apply for ratings for each series of Obligations, determine whether to purchase municipal bond insurance or obtain other forms of credit enhancements for each series of Obligations, enter into agreements with the providers of credit enhancement, and execute and deliver related documents.
- F. Engage the services of escrow agents or trustees and any other professionals whose services are desirable for the financing.
- G. Determine the final principal amount, interest rates, payment dates, prepayment rights and all other terms of each Financing Agreement. Subject to the limitations of this resolution, each Financing Agreement may be in such form and contain such terms as the City Official may approve.
- H. Negotiate, execute and deliver notes to evidence amounts due under the Financing Agreements.
- I. Covenant for the benefit of the banks providing the Financing Agreements or the owners of Obligations to comply with all provisions of the Internal Revenue Code of 1986, as amended (the "Code") which are required for the interest paid under the Financing Agreements to be excluded from gross income for federal income tax purposes or issue the Financing Agreements as taxable borrowings.
- J. Determine that interest on any Financing Agreement will be includable in gross income under the Code.
- K. If the United States Congress authorizes federal interest rate subsidies, such as the subsidies that were authorized for "Build America Bonds," and those subsidies reduce the cost of any of the borrowings that would otherwise be completed under this resolution, issue any Financing Agreements under these provisions, apply for and receive federal interest rate subsidies and covenant to take any actions necessary to maintain those subsidies.
- L. Designate each Financing Agreement as a "qualified tax-exempt obligation" pursuant to Section 265(b)(3) of the Code, if applicable.
- M. Execute and deliver any other certificates or documents and take any other actions which the City Official determines are desirable to carry out this resolution.

Section 4. Security. The Financing Agreements may constitute unconditional obligations of the City, which are payable from all legally available funds of the City. The City Official may pledge the City's full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution pursuant to ORS 287A.315 and revenues of the City's electric system.

Section 5. Effective Date. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 22nd day of June, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2015.

Peter B. Truax, Mayor