

September-15						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Farmers Market 1st Wed	2	3	4	5
		Friends&Family Night 5pm CCI 5:30 pm	CCI Forum: Plastic Bag Ordinance 5pm - Comm Aud	EDC Noon -Moved 10th	S&CC 1st Friday	
6	CITY OFFICES CLOSED	7 Red Cross Blood Drive 1pm - 6pm - Comm Aud	8 PC Open House Dev Code 6pm - Comm Aud	9 EDC Noon	10 HB Mayor 9/11 Memorial 9:45 am Rotary Golf 10am WC Mayors Cancelled	11
		Library 6:30pm Planning Comm Cancelled	MPAC 5pm Farmers Market	CAO 5pm WC Museum PAC 5pm		12
13	CITY COUNCIL 5:30 PM - WORK SESSION (B&C Interviews) 6:00 PM - WORK SESSION (Marijuana Part II) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	14 Open House Firwood Sewer Extension 6pm - Comm Aud	15 Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm Farmers Market	16	17 City Fair Health Benefits 7am-2:30 pm Comm Aud	18
		Fernhill Wetlands 5:30pm	Farmers Market	Food Film 7:30pm	City Manager's Welcome Reception 5-8 pm Comm Aud	19 Fire St Artwall Unveil Chalk Art Corn Roast
20	Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	21	22 PSAC 7:30am LOC Board Mtg 10am MPAC 5pm Ford Leadership 4pm Farmers Market	23	24 25 26 LOC Annual Conference, Bend	
		WEA Bkft Summit 7:30am HLB 7:15pm		Sustainability 6pm	MDA Fill the Boot	Prescription Meds Turn In Police St - 10am
27	CITY COUNCIL 5:30 PM - WORK SESSION (B&C Interview) 5:45 PM - EXECUTIVE SESSION (Property) 6:15 PM - WORK SESSION (Police Needs Part II) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	28	29 Municipal Court Sister Cities Mtg 4:45pm Farmers Market	30		
ICMA Conference, Seattle						
October-15						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 FG Delegation Recap 5:45pm - Mayor's Home	2	3 Historic FG Grave Matters 3pm
				EDC Noon	S&CC 1st Friday	
4		5	6 Farmers Market 1st Wed	7	8	9 WC Museum 5pm Public Safety Open House Fire St - 10am
			Bike & Ped Safety Forum 7pm - Comm Aud		WC Mayors JWC Noon	
	Planning Comm 7pm	CCI 5:30pm	RPAG -CB 7pm	PAC 5pm		
11	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	12 Red Cross Blood Drive 1pm - 6pm - Comm Aud	13 Municipal Court MPAC 5pm Farmers Market	14	15 Food Film 7:30pm Virginia Garcia Health Ct Anniversary 5:30pm	16 Library Strategic Plan
		Library 6:30pm				
18	Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	19	20 P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm Farmers Market	21	22 WEA Breakfast Sustainability 6pm	23 Annual Mayor's Dinner & Auction 6pm - FGSCC
		Fernhill Wetlands 5:30pm			ODF 8am	
25	CITY COUNCIL REGULAR MEETING MOVED TO OCTOBER 30th	26	27 Municipal Court PSAC 7:30am MPAC 5pm Farmers Market	28	29	30 CITY COUNCIL 9:00 AM - REGULAR MEETING COMMUNITY AUDITORIUM
		HLB 7:15pm			Nyuzen Student Delegation Visit - Oct 29 - Nov 2	
November-15						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		2 Red Cross Blood Drive 1pm - 6pm - Comm Aud	3 Municipal Court Farmers Market	4	5	6
HB Thompson	Planning Comm 7pm	CCI 5:30pm Election Day	1st Wed	EDC Noon	S&CC 1st Friday	Verboort Event 10am
Nyuzen Students Depart						
8	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9	10 CITY OFFICES CLOSED	11	12	13
		Library 6:30pm	MPAC TBA Farmers Market			
HB Lowe				PAC 5pm		
15	Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	16	17 Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm Farmers Market	18	19	20
		Fernhill Wetlands 5:30pm			Food Film 7:30pm	
22	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	23	24 PSAC 7:30am MPAC 5pm Farmers Market	25	26 CITY OFFICES CLOSED	27 CITY OFFICES CLOSED
		HLB 7:15pm		28 WEA Breakfast Sustainability 6pm		
29		30				

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FOREST GROVE CITY COUNCIL

Monday, September 28, 2015

Meeting Agenda

5:30 PM – Work Session (B&C Interview)
5:45 PM – Executive Session (Real Property)
6:15 PM – Work Session (Police Station Next Steps)
7:00 PM – Regular Meeting

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

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

PETER B. TRUAX, MAYOR

Thomas L. Johnston, Council President
Richard G. Kidd III
Victoria J. Lowe

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.

Anna Ruggles, City Recorder
 Jesse VanderZanden, City Manager

5:30

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

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

Paul Downey, Administrative Services Director
 Jesse VanderZanden, City Manager

5:45

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.

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

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

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

J. F. Schutz, Police Chief
 Paul Downey, Administrative Services Director
 Jesse VanderZanden, City Manager

6:15

WORK SESSION: POLICE STATION NEXT STEPS (FACILITY NEEDS ASSESSMENT PART II)

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

7:00

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

7:10

5. A. **Mary Beth Herkert, State Archives Division Director**
 - *Electronic Records Management Services (ERMS) Intergovernmental Agreement (Refer Agenda Item 9 below)*

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- | | | | |
|---|------|-------|--|
| Jeff King, Economic Development Manager
Jesse VanderZanden, City Manager | 7:25 | 5. B. | <ul style="list-style-type: none"> • <i>Economic Development Commission's 2015-18 Economic Development Strategic Plan</i> |
| Rob Foster, Public Works Director
Derek Robbins, Project Engineer
Paul Downey, Administrative Services Director
Jesse VanderZanden, City Manager | 7:35 | 5. C. | <p><u>COUNCIL CONSENSUS TO SET A PUBLIC HEARING DATE, SEND/PUBLISH LEGAL NOTICE:</u></p> <ul style="list-style-type: none"> • <i>Water System Development Charge Update</i> |
| Jon Holan, Community Development Director
Dan Riordan, Senior Planner
Jesse VanderZanden, City Manager | 7:45 | 6. | <p><u>CONTINUE PUBLIC HEARING FROM SEPTEMBER 14, 2015: SECOND READING OF ORDINANCE NO. 2015-08 ANNEXING A TRACT OF LAND LOCATED AT 1525 B STREET (PORTION OF WASHINGTON COUNTY TAX LOT NO. 1S306CB00500) INTO THE CITY LIMIT OF FOREST GROVE AND WITHDRAWING THE TRACT FROM FOREST GROVE RURAL FIRE PROTECTION DISTRICT. APPLICANT: WASTE MANAGEMENT CORPORATION. FILE NO. ANX-15-00537</u></p> |
| Jeff King, Economic Development Manager
Jesse VanderZanden, City Manager | 7:55 | 7. | <p><u>RESOLUTION NO. 2015-69 ADOPTING THE FOREST GROVE ECONOMIC DEVELOPMENT COMMISSION 2015-2018 ECONOMIC DEVELOPMENT STRATEGIC PLAN</u></p> |
| Jeff King, Economic Development Manager
Paul Downey, Administrative Services Director
Jesse VanderZanden, City Manager | 8:00 | 8. | <p><u>RESOLUTION NO. 2015-70 APPROVING THE SUBMISSION OF AN APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR 2016-17 PROGRAM PERIOD (FOREST GROVE SENIOR AND COMMUNITY CENTER)</u></p> |
| Paul Downey, Administrative Services Director
Anna Ruggles, City Recorder
Jesse VanderZanden, City Manager | 8:10 | 9. | <p><u>RESOLUTION NO. 2015-71 AUTHORIZING CITY MANAGER TO ENDORSE AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND STATE OF OREGON ACTING THROUGH ITS OFFICES OF SECRETARY OF STATE AND ARCHIVES DIVISION FOR ELECTRONIC RECORDS MANAGEMENT SERVICES (IGA NO. 165-150057-15)</u></p> |

-
- Jesse VanderZanden, City Manager 8:20 10. **CITY MANAGER'S REPORT:**
- 8:30 11. **COUNCIL COMMUNICATIONS:**
- 8:45 12. **ADJOURNMENT:**

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

- A. Approve City Council Work Session (B&C Interviews) Meeting Minutes of September 14, 2015.
 - B. Approve City Council Regular Meeting Minutes of September 14, 2015.
 - C. Accept Committee for Citizen Involvement Meeting Minutes of May 5, July 7 and August 4, 2015.
 - D. Accept Historic Landmarks Meeting Minutes of August 18, 2015.
 - E. Accept Library Commission Meeting Minutes of August 11, 2015.
 - F. Accept Parks and Recreation Commission Meeting Minutes of August 19, 2015.
 - G. Accept Planning Commission Meeting Minutes of August 3, 2015.
 - H. Endorse New Liquor License Application (Brewery Public House) for Kaiser Brewing Company, LLC, 1607 Hawthorne Street (Applicant: Jonathan Kaiser).
 - I. **RESOLUTION NO. 2015-68 MAKING APPOINTMENT TO COMMITTEE FOR CITIZEN INVOLVEMENT (KEVIN CANALES, TERM EXPIRING JANUARY 31, 2019.**
-



TO: Mayor Peter Truax and City Councilors

PROJECT TEAM: Anna D. Ruggles, CMC, City Recorder
Jesse VanderZanden, City Manager

DATE: September 28, 2015

SUBJECT: B&C Student Advisory Recruitment Interview

Attached you will find the following items for the Student Advisory Boards, Committees, and Commissions interview:

- Boards, Committees, and Commissions Applicant List and Vacancy.
- Possible Interview Questions; and
- Application

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

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2015 – BOARDS, COMMITTEES & COMMISSIONS VACANCIES

COMMISSION	REQUIREMENTS	# VACANCIES	EXPIRES
BUDGET Meets in April/May	7 – Members 3 – Year Term; All members must live in City per ORS		
COMMITTEE FOR CITIZEN INVOLVEMENT Meets 1 st Tuesday, 5:30 pm	7 – Members - 4 – Year Term Student Advisor	1 – Student Vacancy	01/31/16
COMMUNITY FORESTRY COMMISSION Meets 3 rd Wednesday, 5:15 pm	7 – Members - 3 – Year Term 3 members may live outside City – Currently 3 Student Advisor	1 – Vacancy 1 – Student Vacancy	12/31/15 12/31/16
ECONOMIC DEVELOPMENT COMMISSION Meets 1 st Thursday, Noon	19 – Members - 3 – Year Term 6 Public & Non-Profit; 12 Business 1 At-Large Student Advisor	1 – Student Vacancy	12/31/16
HISTORIC LANDMARKS BOARD Meets 4 th Tuesday, 7:15 pm	7 – Members - 4 – Year Term 2 members may live outside City – Currently 0 Student Advisor	1 – Vacancy 1 – Vacancy 1 – Vacancy 1 – Student Vacancy	12/31/16 12/31/16 12/31/18 12/31/16
LIBRARY Meets 2 nd Tuesday, 6:30 pm	7 – Members - 2 – Year Term Student Advisor	1 – Vacancy 1 – Vacancy	12/31/15 12/31/15
PARKS & RECREATION COMMISSION Meets 3 rd Wednesday 7:00 am	9 – Members - 4 – Year Term 3 members At-Large – Currently 2 2 members may live outside City – Currently 1 1 member each district: NNW = Forest Glen, Knox Ridge, Thatcher/Loomis; NW = Lincoln, Hazel Sills, Aquatic Center, Talisman; SW = Rogers; SE = Joseph Gale; NE = Bard and Stites Parks Student Advisor	1 – Student Vacancy	12/31/16
PLANNING COMMISSION Meets 1 st and 3 rd Monday 7:00 pm	7 – Members - 4 – Year Term 2 members may live outside City – Currently 1 1 member in real estate for profit – Currently 1 2 members same trade/occupation – Currently 0		
PUBLIC ARTS COMMISSION Meets 2 nd Thursday, 5:00 pm	9 – Members - 3 – Year Term All members At-Large		
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 th Wednesday 7:30 am	7 – Members - 4 – Year Term 2 members Rural Fire District – Currently 0 Non-Voting Reps Rural Fire Dist; Chamber; FG School District; and Pacific University	1 – Citizen Fire District 1 – Citizen Fire District 1 – Student Vacancy	12/31/16 12/31/17 12/31/16
SUSTAINABILITY COMMISSION Meets 4 th Thursday 6:00 pm	13 – Members - 4 – Year Term 3 At-Large; Voting Reps Clean Water Services; Economic At-Large; Educator; Ethnic/Cultural Affiliation; FG School District; Non-Profit Service; Pacific University; Sustainable Business; 1 Pacific University Student; and 1 – FG High School Student		



Interview
Sept 28, 2015
5:30pm

STUDENT ADVISORY BOARDS, COMMITTEES, & COMMISSIONS

(Please complete, print and sign and/or use electronic signature, date application form and return to:

RECEIVED
AUG 27 2015
BY:

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

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

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

student

NAME: Briana Larios HOME PHONE: [REDACTED]
 RESIDENCE ADDRESS: [REDACTED] Forest Grove, OR OTHER PHONE: [REDACTED]
 MAILING ADDRESS: _____ E-MAIL: [REDACTED]
 SCHOOL: Forest Grove High School GRADE ENROLLED: 9th Grade

Years living in Forest Grove? 14 Live in City limits? Yes How did you hear of this opportunity? Through Adelante Mujeres
 How would you currently rate City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? Having more citizen involvement in order to generate decisions that are beneficial for the population of Forest Grove.

Why are you interested in serving on the Advisory Board/Committee/Commission? I strongly believe it is of great importance to offer your contributions to your community.

What contributions do you feel you can/will make to the Board/Committee/Commission? Most importantly I feel that I will provide a new perspective, that will hopefully be of good use.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? I will offer my experience as a participant in a citizen involvement forum as well as my experience as a Latina community member/student.

Previous/current appointed offices: _____
 Previous/current community affiliations or extracurricular activities: volleyball and Chicas program

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

Signature BRIANA LARIOS Date 08-20-15
 I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(Student App 01/14)

Possible Questions for B&C Applicant Interviews:

Please feel free to use any questions and/or information that you wish in order to conduct a successful interview. Please note: 5-7minutes are allotted for question and answer time.

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

What can you offer the advisory board on which you would like to serve?

What are some of your proudest achievements?

What ideas do you have for increasing citizen involvement in Forest Grove?

Is there an area in which you think the City may be letting its citizens down? If so, what would that be?

What do you see as a critical need or a major concern facing the City?

Do you favor growth or do you feel the City is currently big enough?

How would you respond to an unpopular decision that is strongly criticized by the public? Such as making an unpopular decision that may go against property owners' desire or that is not supported by your friends and neighbors.

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

Do you have any grant-writing experience? _____

In addition, Mayor, please ask:

Do you have any conflict with the meeting date(s) and time(s) of the advisory board to which you have applied? _____

If we cannot appoint you to your first choice, are there any other advisory boards that interest you?

May we keep your application on file? _____

Do you have any questions for us? _____

Note: Once Council renders a decision on the status of the selected appointment(s), the City Recorder will notify applicant soon thereafter.

Forest Grove Police Station Next Steps

SEPTEMBER 28, 2015

Steps Taken

- Hired McKenzie to perform a Needs Assessment of the current police facility to meet current and future needs of the department.
- Presented Needs Assessment to Council on August 10, 2015
- Council requested additional work session to discuss next steps

Needs Assessment Results

- McKenzie concluded that current facility is not adequate for existing needs and should be enlarged to meet existing and future needs
- Options for new facility
 - Remodel and expand current building
 - Estimated costs - \$10,781,000 (not including relocation during construction)
 - Demolish current building and rebuild on existing site
 - Estimated costs - \$10,226,000 (not including relocation during construction)
 - Build new facility at different location
 - Estimated costs - \$12,717,000 (including \$700,000 for land)

Key Questions – Requested Input

- Determine if a new police facility should be built.
- If a new facility is to be built, should it be built on current site or different location.
- Determine when and how to include public and PSAC in the process.
- If a new facility is to be built, the City will need to ask the voters for funding most likely through a general obligation bond. Which election will be used needs to be determined. This is a key step as the election date will drive a lot of the timing on the other steps.
- If different site, that location needs to be determined.
- If a different site is used, what happens to the current facility.

Should New Facility Be Built

- Issues with current facility and location

- Location footprint is too small – unable to park all City-owned police vehicles in secured parking area
- Building is too small to meet current needs – current building is 12,868 square feet (includes 1,632 SF Upper Mechanical Room) – some specific issues include:
 - Seismic issues – built in 1977; not up to current seismic code for essential public facilities
 - 4 Detectives share a space about the size of the City Manager’s Office leaving no room for private or confidential conversations – no other area inside building to relocate some of them
 - Shift briefing and report writing share the same small area
 - Men’s locker room is too small
 - Women’s locker room is quickly becoming inadequate as more female officers are hired
 - Lack of adequate storage area – Sallyport is used for storage

Location of New Facility – Current Location or New Site

■ Current site

- Advantages – City currently owns the site
- Disadvantages
 - Secured parking for new building will have to extend almost to sidewalk of Fire Station – City and Rural Fire District jointly own part of the property needed. This will generate parking issues for other City functions.
 - Layout of site hampers flexibility in design – will have to make some design decisions which will be driven by the site that you might not otherwise make
 - Have to relocate police operations for the entire construction period – do not have cost estimate

■ A new site

- Advantages
 - Can layout facility, movement of vehicles & personnel, and parking without the restrictions of the current site
 - Police operations can continue as normal until move in is ready at new site
- Disadvantages
 - Have not identified a new site – only City-owned property (Times Litho) large enough is slated for another use
 - Have to purchase additional property – increased costs and potential time to acquire

If New Site is Chosen

- Need to develop criteria for a new site including size, location to rest of City government operations, effect on response time, etc.
- Then need to find an available location that meets these requirements
- Commercial sites currently for sale that could meet size requirement are limited
- Need to identify other potential sites not currently for sale and see if owner may be interested in selling
- Decide if City is willing to deal with only interested sellers or is acquisition by condemnation a possibility
 - If condemnation a possibility, City needs to go through detailed process to justify condemnation of any property

Outcome for Current Facility if New Site is Selected

- One option reviewed during the Needs Assessment was to remodel the current facility into general office space for other City departments or to rent.
 - Remodeling was estimated at \$2,243,000
- Are there other options to consider for the current building or site
 - Convert site to public plaza
 - Convert site to pocket park
 - Convert building to community space
- Above 3 options remove possibility to reuse police facility for additional office space for City staff
 - Recently, alternative site with staff parking for additional City office space was looked at by Council and City staff
 - Alternative office site and conversion to plaza/park could be less expensive than remodel of current facility

If GO Bond Vote Needed, Determine Timing of Election

- When does City want to ask voters for money – driven by several factors
 - When does City want to begin construction?
 - What other tax measures may be on an election date selected – historically FG voters will not vote yes if more than two tax measures are on an election
 - Need to be at an election that does not require 50% turnout for passage of the levy to count
 - Property owners are currently paying on a bond which will be paid off in May 2016
 - City will probably ask voters to approve renewal of the City's five-year local option levy in November 2017 as levy expires June 30, 2018
- Need to do preliminary design work and cost estimates to determine amount of bond to submit to voters
 - What costs should be included in bond
 - Costs of new facility including design, construction, and land if built on new site
 - Costs of converting current facility if new site used
 - Costs of additional space for other staff if current facility/site used for purpose other than office space

Estimated Costs of GO Bonds

- The City's current GO Bond which is paid off in May 2016 is costing a home with an assessed value of \$200,000 approximately \$69 annually based on estimated FY 2015-16 Total Assessed Value for the City
- A new bond for approximately \$15.5 million would cost a home with an assessed value of \$200,000 approximately \$160 annually based on estimated FY 2015-16 Total Assessed Value for the City
 - \$15.5 million is based on building new facility on different site, remodeling current facility for office use, and costs of issuing new bonds
- Each \$1 million in new bond money issues costs taxpayers approximately 5 cents per \$1,000 of assessed value

Public Participation in Process

- Discuss level and timing of public participation in the process –
- What level of public participation is desired
 - Public participation in tasks such as design and determining location
 - Public participation in an educational and information format
- Possible settings for public participation
 - Separate open house – Fall 2015
 - Charrette to discuss design
 - Annual Town Meeting – January 2016
- PSAC involvement in process
 - Give PSAC regular updates on process
 - Have PSAC member(s) participate on design committee

Direction Requested from Council - Today

- If new site is a realistic alternative, authorize staff to begin formal search for alternatives to bring back to Council
 - Develop criteria
 - Look for sites
 - Contact owners to talk interest in selling and/or price
- Have staff begin design process by doing a Request for Proposal for architecture and engineering services for all services through final construction. This process will take a few months. Staff will bring back to Council the costs for all preliminary planning and design tasks needed to be incurred prior to bond election.

**FOREST GROVE CITY COUNCIL WORK SESSION
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEWS)
SEPTEMBER 140, 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 Work Session to order at 5:33 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **STAFF PRESENT:** Jesse VanderZanden, City Manager, and Anna Ruggles, City Recorder.

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

The following applicants were interviewed for the vacancy on Committee for Citizen Involvement (CCI), term expiring January 31, 2019:

- MJ Guidetti-Clapshaw
- Kevin Canales

Ruggles reported there is currently one vacancy on CCI. After Council deliberation, Council collectively made recommendation to appoint Canales to fill the vacancy on CCI, term expiring January 31, 2019. A resolution making formal appointment will be considered at the next regular Council meeting. In addition, Council collectively made recommendation to keep Guidetti-Clapshaw’s application on file and/or having Councilor Wenzl reach out to Guidetti-Clapshaw about serving on the Historic Landmarks Board or any other board vacancy, to which Ruggles advised she would notify Guidetti-Clapshaw of Council’s decision.

3. ADJOURNMENT

Mayor Truax adjourned the work session at 5:59 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL REGULAR MEETING
SEPTEMBER 14, 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 7:03 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL**

PRESENT: Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Chris Crean, City Attorney; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; J. F. Schutz, Police Chief; Brenda Camilli, Human Resources Manager; Dan Riordan, Senior Planner; George Cress, Light and Power Director (in the audience); Rob Foster, Public Works Director (in the audience); Michael Kinkade, Fire Chief (in the audience); and Anna Ruggles, City Recorder.

1. A. MOMENT OF SILENCE:

Mayor Truax called for a moment of silence in remembrance of Clifford Clark who recently passed away. Clark served as the City's 41st mayor from 1986 to 1993 and was a life-long resident of Forest Grove.

1. B. INTRODUCTION OF CITY MANAGER:

Mayor Truax introduced Michael "Jesse" VanderZanden, recently appointed as City Manager. Mayor Truax reported VanderZanden began his tenure with the City on August 31, 2015, noting VanderZanden was previously Airport Manager of Fairbanks International Airport.

1. C. POLICE OFFICER SWEARING-IN CEREMONY:

Ruggles administered the Oath of Offices to Nicole Freelove and Bradley Schuetz who were sworn-in as Police Officers. Police Chief Schutz read the biographies and introduced, welcomed and presented Officer Freelove and Schuetz with their official Police badge.

1. D. PROCLAMATIONS:

Mayor Truax publicly proclaimed *September 25 – 26, 2015*, as a "Fill The Boot for MDA Day". The proclamation was received on behalf of Forest Grove Fire and Rescue.

Mayor Truax publicly proclaimed in recognition of Community Action's 50th Anniversary, *October 11 – 17, 2015*, as "Community Action Week". The proclamation was received on behalf of Community Action.

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2. **CITIZEN COMMUNICATIONS**: None.

3. **CONSENT AGENDA**: Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
 - A. Approve City Council Work Session (B&C Interviews) Meeting Minutes of August 10, 2015).
 - B. Approve City Council Work Session (Police Facility Needs Assessment) Meeting Minutes of August 10, 2015.
 - C. Approve City Council Regular Meeting Minutes of August 10, 2015.
 - D. Accept Historic Landmarks Board Meeting Minutes of July 28, 2015.
 - E. Accept Library Commission Meeting Minutes of June 2, 2015.
 - F. Accept Parks and Recreation Commission Meeting Minutes of June 17, 2015.
 - G. Accept Public Arts Commission Meeting Minutes of July 9, 2015.
 - H. Community Development Department Monthly Building Activity Informational Report for July and August 2015.
 - I. **ENDORSE LIQUOR LICENSE CHANGE OF OWNERSHIP APPLICATION (LIMITED ON-PREMISES SALES) FOR FG BOWL, LLC, 2748 19TH PLACE (APPLICANT: ALLYN CLARK).**
 - J. **RESOLUTION NO. 2015-63 MAKING APPOINTMENT TO LIBRARY COMMISSION (APPOINTING MITCHELL FARIS, STUDENT ADVISOR, TERM EXPIRING DECEMBER 31, 2016).**
 - K. **RESOLUTION NO. 2015-64 MAKING APPOINTMENT TO PARKS AND RECREATION COMMISSION (APPOINTING BRAD BAFARO, AT-LARGE, TERM EXPIRING DECEMBER 31, 2017).**
 - L. **RESOLUTION NO. 2015-65 MAKING APPOINTMENT TO SUSTAINABILITY COMMISSION (APPOINTING JACOB**

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**ROSE, PACIFIC UNIVERSITY STUDENT ADVISOR, TERM
EXPIRING DECEMBER 31, 2016).**

MOTION: Councilor Wenzl moved, seconded by Councilor Lowe, to approve the Consent Agenda as presented. MOTION CARRIED 7-0 by voice vote.

4. **ADDITIONS/DELETIONS:** None.
5. **PRESENTATIONS:** None.
6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2015-08 ANNEXING A TRACT OF LAND LOCATED AT 1525 B STREET (PORTION OF WASHINGTON COUNTY TAX LOT NO. 1S306CB00500) INTO THE CITY LIMIT OF FOREST GROVE AND WITHDRAWING THE TRACT FROM FOREST GROVE RURAL FIRE PROTECTION DISTRICT. APPLICANT: WASTE MANAGEMENT CORPORATION. FILE NO. ANX-15-00537**

Staff Report:

Holan and Riordan presented the above-proposed ordinance requesting to annex into the City one parcel, totaling approximately 1.55 acres, located at 1525 B Street, Waste Management Corporation, and withdrawing the tract from Forest Grove Rural Fire Protection District. The purpose of the above-noted annexation is to provide opportunity for Waste Management to work with the City on issuance of building permits needed for improvements at the southern end of the solid waste transfer site. Riordan reported Waste Management plans to expand their compressed natural gas fueling station into the area proposed for annexation, noting the fueling station was constructed in 2014 immediately north of the area proposed for annexation. Riordan referenced Exhibit A, map, showing the location of the subject property and land use pattern in the immediate vicinity, noting the waste station facility is near the center of the site with truck fueling and parking to the south and the fueling station is currently within the city limits and truck parking area and associated circulation unincorporated area is currently in the urban growth boundary zoned as Land Extensive Industrial by Washington County and within Metro's rural reserves designation, which precludes bringing the property into the urban growth boundary and assigning a city zoning designation. In conclusion of the above-noted staff report, Riordan advised the Planning Commission concurred to retain the

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county zoning designation at this time, noting it is not unprecedented for the City to annex property that lies in and out of the urban growth boundary and rural reserves designation does not preclude annexing property into the city limits.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2015-08.

VanderZanden read Ordinance No. 2015-08 by title for first reading.

MOTION: Councilor Kidd moved, seconded by Councilor Lowe, to adopt Ordinance No. 2015-08 Annexing a Tract of Land Located at 1525 B Street (Portion of Washington County Tax Lot No. 1S306CB00500) into the City Limit of Forest Grove and Withdrawing the Tract from Forest Grove Rural Fire Protection District. Applicant: Waste Management Corporation. File No. ANX-15-00537.

Second reading of Ordinance No. 2015-08 by title will occur at the Council meeting of Monday, September 28, 2015.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Declaration of Ex-parte Contacts, Conflicts of Interest, or Abstentions:

None declared.

Challenges from Parties:

None declared.

Written Testimony Received:

No written testimony was received prior to the published deadline of September 14, 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:

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No one testified and no written comments were received.

Council Discussion:

Hearing no discussion from the Council, Mayor Truax continued the Public Hearing as noted below.

Public Hearing Continued:

Mayor Truax continued the Public Hearing to the meeting of Monday, September 28, 2015, second reading of Ordinance No. 2015-08 by title.

City Attorney Crean dismissed himself at approximately 7:30 p.m.

7. RESOLUTION NO. 2015-66 ADOPTING REVISIONS TO CITY OF FOREST GROVE EMPLOYEE HANDBOOK AND REPEALING RESOLUTION NO. 2010-33

Staff Report:

Camilli and Downey presented the above-proposed resolution for Council consideration, noting staff met with Council in work session, held on July 13, 2015, to discuss the proposed policy modifications and amendments necessary to update the Employee Handbook, which was adopted in 2006 and was last revised in 2010. Camilli reported the City's labor union representatives have reviewed the proposed modifications and amendments, noting the proposed modifications and amendments are as follows:

Legislative or Regulatory Changes:

5.9 – Employee Health and Safety

- Revised City's smoking/tobacco use policy in accordance with Council resolution.
- Revised terminology regarding hazardous chemical information in accordance with OSHA's regulatory changes.

8.2 – Health Insurance

- Added provision for health insurance benefit eligibility for non-regular employees who average 30 or more hours of work per week as mandated by the Affordable Care Act.

9.4 – Leaves of Absence Policy

- Added Veterans Day Leave as type of leave of absence.

9.7 – Family and Medical Leave

- Added Bereavement Leave under OFLA.
- Revised list of covered individuals and provided definition and

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clarification of serious illness.

- Revised Qualifying Exigency Leave in accordance with FMLA regulations.

9.14 – Veterans Day Leave

- Added leave allows requesting Veterans Day off in accordance with ORS.

Other Revisions:

Preface and Greeting

- Updated letter from City Manager

2.2 – Employment Relationship

- Added Human Resources Manager to list of at-will positions.

2.4 – Organization Hours (Overtime)

- Clarifies policy on non-exempt employees' off-duty use of electronic devices for work-related reasons.

3.1 – Recruitment and Section

- Revised to reflect current pre-employment screening practices.

3.3 – Appointment Type

- Added Seasonal as type of appointment to distinguish between employment statuses.

4.3 – Pay Administration

- Added language referencing partial day absences for exempt employees.

5.2 – Ethics

- Added ethics language to reflect ORS.

5.3 – Communications and Software Systems

- Section renamed to Electronic Systems and entirely rewritten to reflect technological and communication devices/mediums changes.

5.5 – Harassment

- Clarifications only.

5.6 – Substance Abuse

- Revised to reflect current pre-employment screening practices.
- Added drugs and/or medications to list of substances employees must report to supervisor if called into emergency work to determine suitability to report to work.

5.7 – Vehicle Usage and Safety

- Clarifications only.

5.9 – Employee Health and Safety

- Clarifications of Safety Committee's responsibilities and employees safety training.

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6.2 – Corrective Action

- Expanded examples of behaviors that could be cause for corrective action.
- Clarified when an employee can request to have prior disciplinary action removed from personnel file.

7.1 – Separation from Employment

- Updated organization property to be returned upon separation from employment.

8.3 – Life Insurance

- Changed standard life insurance coverage maximum from \$75,000 to \$140,000 in accordance with City's collective bargaining agreements.

8.4 – Long Term Disability

- Clarification only.

8.5 – Section 125 Plan

- Changes to allow flexibility if necessary due to federal mandates.

8.6 – Retirement Plan

- Revised to include part-time employees' eligibility to participate.

8.7 – Health Reimbursement Arrangement (VEBA)

- Updated language to reflect current situations.

9.1 – Vacation Leave

- Clarified when vacation leave is available to use.
- Decreased the minimum vacation leave employees can use from one hour to quarter hour increments.
- Modified policy prohibiting use of vacation leave to extend length of employment.
- Added requirement for exempt employees to use accrued vacation leave for partial day absences in certain circumstances.

9.2 – Sick Leave

- Clarified when sick leave is available to use.
- Decreased the minimum sick leave employees can use from one hour to quarter hour increments.
- Added language clarifying the time period employees may receive donated leave.
- Added requirement for exempt employees to use accrued sick leave for partial day absences in certain circumstances.

9.3 – Paid Holidays

- Added language that holiday leave may be used in quarter hour increments.

9.5 – Bereavement Leave

- Defined in-laws.

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- Added reference to new bereavement leave law.

9.6 – Civic Duty

- Added clarification that an employee must return to complete shift if released early from jury/witness duty.

10.1 – Deferred Compensation

- Added post-tax deferred compensation option.

10.2 – Wellness

- Added reimbursement dollar amount for college courses and parameters for eligibility.

10.6 – Voluntary Supplemental Benefits

- Clarifications only.

Acknowledgment Form

- Added acknowledgement of DMV monitoring for employees driving on City business.

In conclusion of the above-noted staff report, Camilli advised staff is recommending Council approve the proposed resolution, noting City Charter, Chapter IX, Section 36, requires Council to adopt personnel-related policies.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-66.

VanderZanden read Resolution No. 2015-66 by title.

MOTION: Councilor Wenzl moved, seconded by Councilor Thompson, to adopt Resolution No. 2015-66 Adopting Revisions to City of Forest Grove Employee Handbook and Repealing Resolution No. 2010-33.

Council Discussion:

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

VOICE VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, Uhing, Wenzl, and Mayor Peter Truax. NOES: None. MOTION CARRIED 7-0.

8. RESOLUTION NO. 2015-67 EXTENDING CITY OF FOREST GROVE WORKERS' COMPENSATION COVERAGE TO CERTAIN VOLUNTEERS OF THE CITY OF FOREST GROVE AND REPEALING

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RESOLUTION NOS. 2007-63 AND 2010-20

Staff Report:

Downey and Camilli presented the above-proposed resolution for Council consideration, noting the proposed resolution is extending workers' compensation coverage to certain public safety volunteers of the City (police reserve officer, volunteer firefighter, and non-combat support fire department volunteers with an assumed monthly wage of \$800 being used). Downey reported the resolution also clarifies that volunteers serving on the city's advisory boards; elected officials; non-public safety volunteers; public event volunteers; and community service volunteers are not applicable to the City's workers' compensation coverage. In conclusion of the above-noted staff report, Downey advised staff is recommending Council approve the proposed resolution.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-67.

VanderZanden read Resolution No. 2015-67 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Lowe, to adopt Resolution No. 2015-67 Extending City of Forest Grove Workers' Compensation Coverage to Certain Volunteers of the City of Forest Grove and Repealing Resolution Nos. 2007-63 and 2010-20.

Council Discussion:

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

VOICE VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, Uhing, Wenzl, and Mayor Peter Truax. NOES: None. MOTION CARRIED 7-0.

9. **RESOLUTION NO. 2015-68 APPROVING TO MOVE THE REGULAR CITY COUNCIL MEETING FROM MONDAY, OCTOBER 26, 2015, TO FRIDAY, OCTOBER 30, 2015, 9:00 A.M.**

Staff Report:

Mayor Truax presented the above-proposed resolution for Council consideration, noting the proposed resolution is approving to move the regular City Council meeting from Monday, October 26 to Friday, October

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30, 2015, at 9:00 a.m. Mayor Truax reported the newly elected Mayor of the Town of Nyuzen, Japan, Forest Grove's Sister City, has asked for special accommodation to view and assess a City Council meeting during the delegation's visit. (Nyuzen Mayor and Town Official will be honored guests at the Council meeting on October 30, 2015, while Nyuzen student delegates attend junior high/high school classes in the morning).

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-68.

VanderZanden read Resolution No. 2015-68 by title.

MOTION: Councilor Kidd moved, seconded by Councilor Wenzl, to adopt Resolution No. 2015-68 Approving to Move the Regular City Council Meeting from Monday, October 26, 2015, to Friday, October 30, 2015, 9:00 a.m.

Council Discussion:

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

VOICE VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, Uhing, Wenzl, and Mayor Peter Truax. NOES: None. MOTION CARRIED 7-0.

10. CITY MANAGER PRO TEM'S REPORT:

VanderZanden 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 Report. In addition, VanderZanden distributed a copy of the City Manager written report, which outlined various attended meetings and updates on various City department-related activities, projects, and upcoming city-wide events.

11. COUNCIL COMMUNICATIONS:

Council President Johnston reported on Forest Grove Rural Fire Protection District-related meeting, noting the concrete foundation for housing has been poured at the Gales Creek Volunteer Fire Station and the Board recently purchased iPads for its meetings. In addition, Johnston reported on other matters of interest, upcoming community-related events, and upcoming meetings he was planning to attend.

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Kidd reported on Public Arts Commission (PAC)-related meeting, noting PAC is seeking grant funding for a new park art project. In addition, Kidd reported on county-related transportation matters, upcoming community-related events, and upcoming meetings he was planning to attend.

Lowe reported attending Committee for Citizen Involvement Plastic Bag Ordinance Forum, which was held jointly with Sustainability Commission on September 2, 2015, noting attendance was good. In addition, Lowe reported on Fernhill Wetlands-related activities, upcoming community-related events, and upcoming meetings she was planning to attend..

Thompson reported attending Committee for Citizen Involvement Plastic Bag Ordinance Forum, which was held jointly with Sustainability Commission on September 2, 2015. In addition, Thompson reported on Ride Connection-related activities, other matters of interest, and upcoming meetings he was planning to attend.

Uhing distributed copies of her written report pertaining to Economic Development Commission-related meeting, Washington County Economic Alliance Land Use and Housing Committee-related meeting, and distributed reports titled The Future of North Hillsboro Industrial District and 2015 Urban Growth Management Decision and Recommendations to Metro Council. In addition, Uhing reported on other matters of interest, upcoming community-related events, and upcoming meetings she was planning to attend.

Wenzl reported attending Committee for Citizen Involvement Plastic Bag Ordinance Forum, which was held jointly with Sustainability Commission on September 2, 2015, noting 40-50 people attended. Wenzl reported on Library Commission (LC)-related meeting, noting the LC has begun its strategic planning process. In addition, Wenzl reported on Fernhill Wetlands-related activities, upcoming community-related events, and upcoming meetings she was planning to attend.

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax reported attending 9-11 Ceremony at the Flag Pole. Mayor Truax reminded Council of the upcoming League of Oregon Cities Conference, which will be held September 24-26, 2015, in Bend. In addition, Mayor Truax reported on other various local, regional, Metro, and Washington County meetings he attended, upcoming community-related events, and upcoming meetings

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he was planning to attend.

12. ADJOURNMENT:

Mayor Truax adjourned the regular meeting at 8:30 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

APPROVED

CITY OF FOREST GROVE
COMMITTEE FOR CITIZEN INVOLVEMENT
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET
TUESDAY, May 5th, 2015 - 5:30 P.M.

Sebastian B. Lawler (Chair)

Martha Ochoa
Kathy Karppinen

Stephanie Rose
David Anderson

Council Liaison: Malynda Wenzel

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

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

Present: Sebastian B. Lawler, Stephanie Rose, Martha Ochoa, David Anderson

Absent: Kathy Larppinen

Council Liaison: Malynda Wenzl

City Staff: Jon Holan Community Director

Guest: Bruce Countryman, Dan Schauer

Call to Order: The meeting was called to order at 5:30 pm at the Community Auditorium Conference Room by Chair Sebastian B. Lawler.

1) Community Connection Inbox

None

2) Liaison Reports

Council Liaison –

- Discussed the amendments that have been created for Medicinal Marijuana in Forest Grove along with the rules and restrictions.
- Budge Topic- Times Litho update: A proposal has come in for the building and the potential buyers have 180 days to inspect the area by the Executive Rights Agreement. They have the approval to do a market study on the town and discussed possible options for parking.
- Councilwoman Wenzl is going to attend a Latino Community event to answer questions and provide direction to those who need help, and to listen to their ideas and suggestions for better communication between all.

3) Business

- Forestry update from Bruce Countryman. The survey that was sent out to help form the Urban Forest Management Plan was a great success with a total of 300 responses. It seems that the community has a general satisfaction with the way things are being handled with a request for more trees.
- County CPO Program- Dan Schauer visited to introduce the CPO newsletter or, county newsletter. The newsletter is coded out and dispensed to every county with the news, events, and updates going on in the particular area.

- The board agreed that the CCI needs to be more involved with Social Media.

Adjourned: The meeting was adjourned at 6:53pm by Chair Sebastian B. Lawler.

APPROVED

CITY OF FOREST GROVE
COMMITTEE FOR CITIZEN INVOLVEMENT
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET
TUESDAY, July 7th, 2015 - 5:30 P.M.

Sebastian B. Lawler (Chair)

Martha Ochoa
Kathy Karppinen
Betsy Brower

Stephanie Rose
David Anderson

Council Liaison: Malynda Wenzel

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Present: Sebastian B. Lawler, Stephanie Rose, Betsy Brower, David Anderson

Absent: Kathy Larppinen, Martha Ochoa

Council Liaison: Malynda Wenzl

City Staff: Jon Holan Community Director

Guest: Brian Schimmel and John Hayes

Call to Order: The meeting was called to order at 5:30 pm at the Community Auditorium Conference Room by Chair Sebastian B. Lawler.

1) Community Connection Inbox

None

2) Liaison Reports

Council Liaison –

- Council Approved the new budget; a few items on the list are: Hiring a new position for the Sustainability Department; Money for the library, police and fire; Senior Center; Works sessions for non-profit entities.
- CEP Grants have been decided
- New City Manager begins position in August
- Times Litho Update- The City has been asked to sell to agency. There has been many potential developer conversation. The potential buyer is going to do soil testing of the land. The City will be expected to demo the site before the purchase is made.

3) Business

- Sebastian introduced the CCI's newest member, Betsy Brower.
- Brian Schimmel and John Hayes from the Sustainability/Planning Commission asked the CCI for help with events for the public regarding Transportation, Latino Communication and a Plastic Bag ordinance.
- John Hayes mentioned the potential ordinance banning plastic bags. There is an EPC Grant for \$5000 in the budget to redistribute cloth bags(8000) to each house. One per household.

- So far, the Commission has been working with the Chamber of Commerce on a survey for merchants. Mentioned a potential five cent charge per paper bag that has been controversial.
- The Economic Development Commission voted 9-1 not to require the five cent charge, however they all like the general idea of the ban.
- The Sustainability Commission would like to retain the five cent charge. The ordinance requires recycled paper bags to replace the plastic bags. Thought about putting a curb side recycling system for the paper bags.
- The EDC would like to allow merchants to reward customers for bringing in cloth bags with a five cent rebate.
- Advertising for the Plastic Bag Ordinance Public Opinion Meeting- Sustainability Commission will handle all advertising. First Wednesday/September 2nd will be the event date.
- Latino Summit- Wanting to ask Latinos what the barriers of engagement are between the City and their community. Need to follow up on previous summits and need to host more summits. The main objective of the summits is to Unite all as one community.
- Next event/summit will be in October.
- Transportation and Pedestrian Safety- Discussing the alternative modes of Transportation around the City i.e., bike lanes, crossings/intersections.
- Need to create a survey to send to the community asking how they get around town, what improvements need/can be made, and what potential problems/hazards on our streets that can be improved.
- **Adjourned:** The meeting was adjourned at 6:43pm by Chair Sebastian B. Lawler.

APPROVED

CITY OF FOREST GROVE
COMMITTEE FOR CITIZEN INVOLVEMENT
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET
TUESDAY, August 4th, 2015 - 5:30 P.M.

Sebastian B. Lawler (Chair)

Martha Ochoa (Vice Chair)
Kathy Karppinen
Betsy Brower

Stephanie Rose (Secretary)
David Andersen

Council Liaison: Malynda Wenzel

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Present: Sebastian B. Lawler, Martha Ochoa, Stephanie Rose, Kathy Karppinen, David Andersen, Betsy Brower

Absent: None

Council Liaison: Malynda Wenzel

Staff Liaison: Jon Holan, Community Development Director

Guests: Sustainability Commission: Chair Brian Schimmel and Dr. John Hayes; Citizen: Kevin Canales

Call to Order: The meeting was called to order at 5:32 pm at the Community Auditorium Conference Room by Chair Sebastian B. Lawler.

1) Community Connection Inbox

None

2) Liaison Reports

Council Liaison –

- Malynda shared her experience as a member of the Sister City Delegation to Japan; suggested a CCI member apply to go in the future
- The new City Manager takes his position on August 31st. He has 18 months to move into the City of Forest Grove

3) Business

The Sustainability Commission has asked the CCI for help with the 3 following events:

- I. **Plastic Bag Ban Event** – Wednesday September 2nd, 7 pm at the Community Auditorium
 - Discussed program outline and assigned responsibilities
 - Sustainability will contact guest speakers, and create clicker questions
 - **Kathy Karppinen and David Andersen will be the connection between the CCI and Sustainability committees for this event**

II. Social Equity Committee-

- A team of 50 community members, including Brian Schimmel and Martha Ochoa, came together to create the Community Collaborations group for Cornelius and Forest Grove. The group is working together to have goals and strategies that are culturally and socially relevant to all our neighbors. Brian and Martha are a part of the final leadership group for this effort.
- Working to build and strengthen connections between agencies, community members, and resources, and encourage more civic engagement between all.
- The group would like to continue with a possible series of summits to keep the interaction going.
- Planning a Cultural Collaboration with Adelante Mujeres and Centro Cultural for an event to be held on November 2nd; Malynda Wenzl suggested a Day of the Dead themed event with City officials and translators
- Need venue for event
- CCI to host the event
- The Community Collaborations group meets again Thursday August 20th.
- **Martha Ochoa and Stephanie Rose will be the connection between the CCI and Sustainability Commission for this event**

III. Bike, Pedestrian and transportation event-

- The members from the Sustainability Committee are in the process of developing a work plan for improving pedestrian/bicyclist safety on roads
- Ideas, concerns and suggestions are wanted from the public
- An event will be held with a tentative date of October 7th
- Some suggestions for the event program: Rob Foster to create a forum to present and will solicit some input from community and for them to address any areas that need improvement
- Brian Schimmel going to speak with the District of Forest Grove to see if he can introduce the topic to parents on Back to School night to get their attention on the topic and to advertise/announce the event
- Possible Topic name: Alternative Transportation
- **Betsy Brower and Kathy Karpinnen will be the connection between the CCI and Sustainability committees for this event**
- Kevin Canales suggested a YouTube video/channel for the City of Forest Grove boards and committees to announce and describe any upcoming events and issues to the public. Maybe a video of an event to be put on the City's Facebook page?

Next CCI meeting will be Tuesday September 1st, 2015

Adjourned: The meeting was adjourned at 6:42pm by Chair Sebastian B. Lawler.

APPROVED

3D

Members Present: Jennifer Brent, George Cushing, Kaylene Toews, Holly Tsur (03 vacancies)
Staff Present: James Reitz
Council Liaison: Richard Kidd
Citizens Present: -0-

1. **Call to Order:** Tsur opened the meeting at 7:24 p.m. (Due to vacation schedules, the regular meeting of August 25 was moved up to this date). **The meeting minutes of July 28, 2015 were approved as submitted.**

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Fire Department Open House: Cushing reported that he had contacted the Fire Marshal and the department is receptive to having earthquake preparedness vendors participate in the open house. The department will supply tables and power as needed. He also has contacted NW Natural Gas, an insurance agent, and the state geology department. He was attempting to contact contractors specializing in seismic upgrades but had not been able to do so yet.

B. Annual Notice Update: Toews is working on a draft.

C. Board Member Recruitment: Tsur distributed a draft letter and requested that everyone review it and get back to her with comments and suggestions as soon as possible.

4. **New Business:**

- Council Liaison Report: Kidd updated the Board on various items of interest, including an update on the new city manager; an update on the Times Litho building and how the site might be redeveloped; and an update on a new concrete batch plant near the A. T. Smith house and the satisfactory agreement between the applicant and the FHFG.
- Cushing noted that he had been contacted by local contractor Brad Martin about potentially installing vinyl windows in a historic house. He said he had directed Mr. Martin to the website to review the design standards. Reitz noted that he too had spoken with Mr. Martin and advised that staff could not approve the application; only the Board has that authority.
- Staff update: Reitz reported that the strategic plan Request for Proposals was nearly ready for distribution. Upon question from Tsur, he advised that the Board is overdue for another legal workshop session with the city attorney, but that it should wait until the current vacancies are filled. He further reported that he had been contacted by two homeowners interested in submitting renovation grant requests for seismic retrofits, but that the contractors are so busy they won't even come out to prepare a bid until November. Lastly, he advised that with the adoption of the design guidelines, the Board will need to practice their review process and procedures, but if a request should come up before that occurs, the Board could use the format developed for grant requests with some modifications.
- September 22 Meeting: Reitz noted that September has five Tuesdays and reminded everyone to be sure that their calendar has our next meeting on the fourth Tuesday.

5. **Adjournment:** The August 18, 2015 meeting adjourned at 8:14p.m.

These minutes respectfully submitted by George Cushing, Secretary

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APPROVED

Library Commission approved minutes as presented on Sep 15, 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 August 11, 2015.

Members Present: Pamela Bailey, Chair; Doug Martin; Jon Youngberg, Secretary; Nickie Augustine;

Members Absent: Kathleen Poulsen, Vice-Chair;

Staff: Colleen Winters, Library Director

Council Liaison: Malynda Wenzl

Others: None.

2. ADDITIONS/DELETIONS: None.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF (June 2, 2015):

MOTION: Doug moved, seconded by Nickie, to approve the June 2, 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) Next meeting of the Foundation board is to be next week.
- b) The 2015 Friends and Family night (fundraiser dinner) will be held at McMenamain's (outside dining only) on Tues Sept 1 for all diners after 5pm. 50% of the proceeds will be donated to the Foundation.
- c) Focus continues to be the completion of current campaign (i.e. raising \$150,000 for Children's portion of the library, Rogers Room, Adult Fiction area, and the two Study Rooms.) Has spent approximately \$75,000 so far, including for a sound system and podium for the Rogers Room. Remaining

effort is to raise \$75,000 for a list of desired improvements including better signage and seating, in the older portion of the library.

- d) Phase 2 of effort might also focus on a "Sense of Arrival" to help make it clear that one has entered the Children's area of the library. Signage & visual aids. Perhaps a mural, a structure, or art work of some kind. Something that will fit in within the library and within the budget. Possibly high school and college students could have a design competition. The Forest Grove Arts Commission could sponsor this.
- e) See the Library Foundation of Forest Grove's web site (www.fglf.org).

5b. FRIENDS REPORT: Colleen Winters reported about the Friends of the Forest Grove Library:

- a) The Friends board doesn't meet during the summer.
- b) Online book sale efforts continue to go very well. Mike Smith runs this effort, and has trained volunteer helpers. They may possibly raise \$3000 this year for the Friends.
- c) The Fall Used Book Sale is coming up, with Mike Smith in charge (?). The large amount of storage required for the many items saved for the used book sales continues to be a problem.
- d) Mike Smith will come to a Commission meeting to tell us of the Friend's goals and objectives, chosen at their Annual Retreat. The goals and objectives will need to be discussed, prioritized, and finalized first.
- e) The Friends web site is at: fglibraryfriends.org.

5c. COUNCIL LIAISON REPORT :

- a) Jesse VanderZanden, Forest Grove's new City Manager, will start his duties on Aug 31.
- b) City Council voted to support the November WCCLS 5-year levy
- c) Progress on Urban Renewal – goal to revitalize business locations
- d) Police dept adding a new Tri-Met officer, Tri-Met paying for.
- e) Discussion on Sept 2 at 7pm to be held in the Community Auditorium, with CCI & Sustainability committees, of possible ban of plastic shopping bags.
- f) Sat Sept 19 events: Chalk Art (downtown sidewalks) and the Corn Roast (Pacific campus)

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

- a) On Aug 2, the (end of) Summer Reading program celebration attracted 200 attendees.
- b) Several personnel changes. Sergio Lopez (intermittent 15-hr/week) (reference librarian) has already started. Ismoon resigned in June, replaced by internal recruit: Jerilyn was chosen. Reduced on-call budget.
- c) 250 attended the city's fun National Night Out event on the Pacific campus. Lots of attendees visited the library's presence run by Linda Taylor.
- d) Wi-Fi printing capability for our library being worked on by WCCLS.
- e) Colleen described a big change to the Pre-School book area of the Children's Library. It has been reorganized so that the books are now grouped by subject (and not by author name, etc.). For each of the new 10 to 15 subject areas (such as "Dinosaurs", "Pets", and "Things That Go") there is a sign with an appropriate picture.
- f) Colleen mentioned a series of questions related to patrons who check out many items and then do not return them. How is this to be handled? How do we get the items returned? How much should someone be allowed to check out, if they don't have a good record of returning items, or don't live within the city limits of Forest Grove? Can we place limits on their library card?
- g) Colleen mentioned that although we now have fewer library volunteers, and that they work fewer volunteer hours, that there is less need for them now. There is a process to get volunteers ready. Now, used book sale volunteers will go thru the same vetting process.
- h) Quarterly library statistics report: Robyn handed out the latest of these reports, documenting 2Q of 2015 compared with 2Q of 2014, in the style and format that had been requested by the Library Commission. One noticeable change over the year was that our library now loans out more books to other WCCLS libraries than we receive from the other libraries. Forest Grove library patrons seem to have requested about 15% fewer books from other WCCLS libraries per month in 2015, as compared to same months in 2014.

6. DISCUSSION OF ITEMS:

a) Circulation Policy: Robyn Cram discussed a proposed change to the library's Circulation Policy, which was last changed in 1995. WCCLS has since made consistent rules for all county libraries. All libraries use the same software & the collection directory (owned by WCCLS). What is left for our library's policy document is to clearly list any separate or different policy decisions. Procedures will now also be documented separately. Colleen and Pamela suggested that the Library Commission vote on approval of the new proposed Circulation Policy document at our next meeting.

b) Two vacancies on the Library Commission: Several specific people were mentioned who will be asked to apply to join the Library Commission. A potential student member has applied to join the Library Commission.

c) "Future of the Forest Grove City Library" Strategic Planning process continues.

1) The list with specific people (and the organizations loosely represented by them) was worked on and is nearly completed. Invitation letters will be sent out soon.

2) Meetings with Mike Smith and Tom Beck to decide about the particulars for the first meeting will happen soon. A shorter process will be used (rather than the originally planned 5-hr meeting), but it is still faithful to the "Strategic Planning" book we have been using (the "City Vision" step is to be retained).

3) The first big meeting that the Community Planning Committee will have is scheduled for Sat Sep 12, 9am to 1pm. There will be a break for coffee and snacks.

4) 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 Sept 8, 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

PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, AUGUST 19, 2015
COMMUNITY AUDITORIUM CONFERENCE ROOM
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APPROVED

- 1) **ROLL CALL:**
 - a) Commissioners – Quinn Johnson, Howard Sullivan, Jeremiah Toews and Paul Waterstreet. Absent – Ralph Brown, Susan Taylor, Glenn VanBlarcom and Todd Winters.
 - b) Council Liaison – Tom Johnston
 - c) Staff – Tom Gamble, Steve Huffman and Cindy Donovan.

- 2) **CITIZEN COMMUNICATIONS:** None

- 3) **APPROVAL OF MINUTES:** The minutes of the June 17, 2015 meeting were approved.

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

- 5) **INTRODUCTIONS:**

- 6) **OLD BUSINESS:**
 - a) **Master Plan Progress Report**
 - i) The on-line survey is up and will remain on-line for a month.
 - 1) The Forest Grove School District put a link to the survey on an email blast that went out to parents.
 - ii) There will be a phone survey about the Community Center.
 - iii) Tomorrow night there is a stake-holders/sports groups meeting to talk about a sports complex.
 - iv) The Citizens Advisory Committee will meet in early October.
 - v) The entire process should wrap up by the end of December.

 - b) **Old Town Loop Progress Report**
 - i) There is a 5:30 p.m. meeting tomorrow night regarding the B Street Trailhead.
 - ii) Every person living within 300 feet of the trailhead received a flyer inviting them to the meeting.
 - iii) There is a small wetland piece, so possibly a boardwalk in that area.

 - c) **Eagle Projects Report**
 - i) There are currently seven projects taking place. More information will follow.

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- d) **By-Laws Revision/Development**
 - 1) This has been tabled until the next meeting.

- 7) **NEW BUSINESS:**
 - a) **Chapter 5 Code Revisions (Park Regulations)**
 - i) Chapter 5 is under reconstruction. This includes the Park regulations regarding exclusions.
 - 1) The process and the appeals process need to be clarified.
 - 2) Once someone is cited it goes through a court process and then back to the City Manager.
 - 3) Repeated violations may result in expulsion from the City's parks.
 - ii) The Recreation Commission voted to accept the proposed changes on advice and approval of the City attorney. The revisions will go to the Public Safety Advisory Committee, who will review them and then recommend to the City Council that they adopt the changes.

 - b) **Volunteer(s) Of The Year Nominations**
 - i) How do we get nominations?
 - 1) Put a note in the utility bills.
 - 2) Have the News/Times and the Forest Grove Leader run an article.

 - c) **C.E.P. Project Presentation**
 - i) The Recreation Commission received \$1700 to produce a Parks brochure.
 - 1) Paper size will be 8 ½ X 11 and can be either a tri-fold or 4 fold style.
 - 2) Map on one side and references on the other side with pictures and context.
 - 3) Professional photos have been taken.
 - 4) Information below photos might include:
 - (i) Historical context.
 - (ii) When the property was acquired.
 - (iii) Address.
 - ii) Jeremiah will check prices on 2000 copies.

- 8) **COMMISSIONER'S REPORTS:**
 - a) **Howard:**
 - i) The Corn Roast will be September 19 from noon to 5:00 p.m.

- 9) **COUNCIL LIAISON REPORT:**
 - a) **T.J.:**
 - i) The City Council voted to become a Purple Heart City. There will be a ceremony and plaque placed in one of our parks.

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- ii) A Library and Public Safety Levy for Washington County will be on the ballot in November. 16% of the library's budget comes from the general fund, so the levy does affect us. The library is part of a consolidated district.
- iii) The Times Litho building will be torn down. The contract will be awarded next week and they will have 90 days to complete the project. The new development will include 3 phases:
 - 1) Phase 1 – Condos/Businesses.
 - 2) Phase 2 – Bed and Breakfast Hotel.
 - 3) Phase 3 – Condominiums for sale.

10) STAFF REPORTS:

a) Tom:

- i) Revenue for June was way up.
- ii) Birds and Brew Festival will take place at the Fernhill Wetlands on August 22 from 9:00 a.m. to 3:00 p.m.
- iii) The Aquatic Center will be closed from August 31 thru September 8. Work being done will include:
 - 1) New lighting over the main pool areas (LED lighting).
 - 2) Re-roofing the activity pool.
 - 3) Tiling the floors in the family changing rooms and the public restroom.
 - 4) Patching in the parking lot.
- iv) New scoreboard was put in at the football field in Lincoln Park. We have been approached about having movies in the park next summer.
- v) The main lot and the barber pole lot are being repaved.

b) Steve:

- i) Two silver maples are being taken out of Joseph Gale because they are diseased.

11) ANNOUNCEMENT OF NEXT MEETING: The next meeting will be Wednesday, September 16 at 7:00 a.m.

12) ADJOURNMENT: The meeting was adjourned at 8:29 a.m.

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APPROVED

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1. **CALL TO ORDER:**

Chairman Beck called the meeting to order at 7:01 p.m.

Planning Commission Present: Tom Beck, Carolyn Hymes, Sebastian B. Lawler, Lisa Nakajima.

Absent: Dale Smith, Phil Ruder and Hugo Rojas.

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

2. **PUBLIC MEETING:**

2.1 **PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:**

Ryan O'Brien, Representing Premier Community Bank. Mr. O'Brien explained that Premier Community Bank owns a foreclosed property, and has an interested buyer who wants to use the property for a Buddhist church. He explained that before purchasing the property the potential buyers want to know if the City will allow this use. O'Brien explained that the property should be zoned Community Commercial to allow such a use, and if the church decides not to buy the property, it could then be used for commercial type business.

Chairman Beck said that speaking for himself; commercial does not make sense because the property is stuck way back. He said the proper zone change would be institutional if there is to be a church there – which makes sense.

Mr. O'Brien said he believed the bank who owns the property would prefer Community Commercial. He said Institutional would work if the church goes there, but if the church moves, the property would be better used if it were zoned Community Commercial.

Commissioner Lawler said he thought it would be fine to zone this small property Community Commercial, but Institutional would work also.

Commissioner Nakajima said she would be more comfortable with Institutional, because the Planning Commission would have more control over what type of use is allowed in the future.

Chairman Beck said Community Commercial means customers, and this is a pretty isolated parcel. He explained that not all of the Commissioners were present tonight, but taking into consideration the input from those in attendance the Planning Commission is open minded on the zoning.

John Liu, 3131 Hwy 47, Forest Grove, OR. Mr. Liu said he had talked to staff regarding the minutes from the last Planning Commission meeting, and there needed to be some corrections made to the minutes regarding the Purdin Rd. area,

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and what the Commission directed staff to do. He said Page 12 paragraph 3 of the minutes should read, "...and replace it with R5, and change R5 to R7". Liu said on Page 8 his statement should read, "There is no foreseeable future need. . ."

Chairman Beck said those corrections would be made.

2.2 PUBLIC HEARING:

Public Hearing: Amendment to the Forest Grove Official Zoning Map to assign a zoning designation to property subject to a property owner annexation petition.

Chairman Beck opened the public hearing, and read the hearing procedures and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were none, and no objections from the floor. Chairman Beck called for the staff report.

Mr. Riordan stated that an annexation affects property owned by Waste Management. He said the site is approximately 7.4 acres in area and comprised of four tax lots. He explained that part of the property is outside the urban growth boundary and Forest Grove city limits. Riordan said Waste Management Corporation filed an application for annexation with the City on April 24, 2015, and the annexation, if approved, would bring the remaining unincorporated property into the city limits. He said the applicant intends to expand the CNG fueling station into the area proposed for annexation. Annexation would allow the City to review and approve required permits for the possible CNG fueling station expansion.

Mr. Riordan explained that ordinarily the Commission is asked to recommend a City of Forest Grove zoning designation for property annexed into City, but in this case, assignment of a City zoning designation to the subject property is complicated by the fact that the unincorporated portion of the site is outside the urban growth boundary and was designated rural reserve by Washington County in partnership with Metro.

Mr. Riordan further explained that staff contacted Metro about this annexation request and Metro staff advised the City that the rural reserve designation does not preclude annexation of the property into the city limits. He said Metro staff said the rural reserve designation precludes bringing the unincorporated property into the urban growth boundary and assigning it a City zoning designation. Riordan said this means the Washington County zoning designation must remain after the property is annexed into the City.

Mr. Holan stated that for previous work on the site, Washington County and the City came to an agreement that the City of Forest Grove processed the land use

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application and would continue that role with any further applications since it would be, if annexed, within the City limits..

Mr. Riordan said staff recommends the Planning Commission recommend to the City Council that the current Washington County zoning designation be retained.

APPLICANT: Mr. Riordan explained that the applicant was not present.

PROPOSERS: None.

OPPOSERS: None.

OTHER: None.

Chairman Beck closed the public hearing at 7:29 p.m.

COMMISSION DISCUSSION:

Commissioner Hymes said since the agreement between the City and the County is in place, it would be easier for City of Forest Grove to process the land use application. She said she was in favor of retaining the Washington County zoning designation.

Commissioner Lawler said he also was in favor of retaining the Washington County zoning designation.

Commissioner Lawler made a motion to recommend to the City Council that the Washington County Plan Map and Zoning designation of Land Extensive Industrial (MAE) for the subject property as allowed by Oregon Revised Statutes Chapter 215.130(2) be retained. Commissioner Nakajima seconded. Motion passed 4-0.

2.3 ACTION ITEMS: None.

2.4 WORK SESSION ITEMS:

Code Update Work Session # 2.

Mr. Riordan explained that the City received a grant through the State of Oregon TGM to hire a consultant to assist with the Development Code update, and Cathy Corliss, City's Code Update Consultant, is here tonight to present Draft # 2.

Ms. Corliss gave a brief overview of the project objectives, which included:

- consolidation of Town Center Zones (Combine TCS and TCT)
- expansion of the Town Center to encourage more downtown-style development along the Pacific/19th corridor to Elm Street
- increase densities in the Town Center from 20.28 units to 40 or more units per net acre permitted outright with up to 120 units if development amenities are provided

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- development of density bonus for quality livable high-density residential and mixed use developments in the Town Center
- recommend strategies for promoting the development of more residential and mixed use buildings along existing retail strips
- promote complete neighborhoods by creating a mixed-use zone and design standards for the three areas designated “mixed use”.

Ms. Corliss said the key changes in Draft # 2 include a new approach to density bonus for the Town Center, parking requirements for multifamily residential in the Town Center, a new approach to residential density and commercial areas in the Mixed Use Planned Development and new graphics.

Mr. Reitz explained that there have been lengthy and detailed discussions, and our consultant still needs direction from the Planning Commission.

Ms. Corliss stated that Draft # 2 includes a target density of 40 dwellings per net acre with an absolute maximum of 120 units per net acre with required amenities. She requested direction from the Commissioners on whether the target density of 40 dwellings per net acre is appropriate, whether the absolute maximum of 120 units per net acre with amenities is appropriate in the town Center, whether the approach for receiving density bonuses in the Town Center is acceptable, whether the listed amenities are satisfactory, and if there are other amenities that should be included on the list.

Ms. Corliss said Draft # 2 includes consolidation of Town Center Support (TCS) and Town Center Transition (TCT) zones and expansion of the Town Center Boundary. She requested input from the Commissioners on whether the Town Center should be expanded east to Elm St., south ½ block from 19th Avenue and north to 21st Avenue, should possible non-conforming uses created by the consolidation and expansion be classified as permitted uses, and should these uses be allowed to expand.

In response to Ms. Corliss, Chairman Beck said the discussion at the last meeting was to expand only one block to the east to Douglas St. – not two blocks to Elm St.

Mr. Riordan said the idea being that expansion to Elm St. would create many non-conforming uses, and it would be better not to create non-conforming uses.

Mr. Holan stated that leaving it as TC in the Comprehensive Plan does not obligate the Planning Commission to rezone it at this time.

Chairman Beck commented that having TC surrounding the southern boundary of the Pacific University campus seems right.

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Commissioner Nakajima said Elm is a collector so keeping it zoned Community Commercial (CC) seems appropriate.

Commissioner Hymes said she would rather have it be possible to expand the Town Center zone.

Chairman Beck said he would recommend no expansion south of 19th Avenue between Cedar and Elm Streets due to the historic district.

Mr. Holan said that area is currently zoned CC.

Chairman Beck commented that the CC zoning should be left along 19th Avenue.

Ms. Corliss explained that it is better not to split zoning – both sides of the street should have the same zoning with the same design standards for balance and consistent urban design.

Commissioner Hymes said we are trying to develop that area and need to have the same zoning on either side of the street.

Commissioner Lawler said he agreed.

In response to the comments from the Commission, Chairman Beck stated that this could not be decided tonight, so the discussion will continue the next time the group meets.

In response to a question from Commissioner Nakajima about the ability for the Post Office to locate to a site on 19th Avenue, Ms. Corliss said if the Post Office decides to relocate to a parcel south of 19th Avenue, the design standards as currently written would not allow them to have a wrap-around drive through.

Ms. Corliss asked the Commissioners if they agreed with setting a minimum of 0.5 parking spaces per multi-family dwelling unit in the Town Center, and should there be an exception for conversion of existing buildings to multi-family.

Chairman Beck said that rather than a blanket 0.5 parking space, it could be geared to 0.5 for studio apartments, 1 for 1-bedrooms, etc. - makes the parking numbers more meaningful.

Mr. Holan stated that in other parts of Forest Grove there is graduated parking for multi-family.

Chairman Beck said parking could be geared back a bit for the Town Center.

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Commissioner Nakajima agreed, and said it should start with 0.5 and then graduate.

Ms. Corliss stated that if parking is required, those conversions to multi-family in older buildings will have to have parking. She asked if historical buildings should be excused.

Ms. Corliss showed Table 4-1 Residential density, and showed an example of a 2-acre site with mixed use. She said there can be a lot of variation in the way these areas could develop. Ms. Corliss said Draft #2 allows all types of housing (single family, townhouses, multifamily, etc.) within a Mixed Use Planned Development (MUPD) provided maximum density is not exceeded. She asked the Commissioners if the densities shown on Table 4-1 are reasonable.

The Commissioners agreed it would be good to allow flexibility for a developer of a MUPD.

Ms. Corliss showed Table 4-2 Commercial/Institutional Uses within the Village Center, and asked if the standards proposed are acceptable.

Chairman Beck asked why have a mixed use zone if in two of these areas the developer is not required to do commercial.

Mr. Riordan explained that two of the areas are constrained, so mixed use would be possible but not required.

Commissioner Nakajima said it is appropriate to leave it to market forces.

Chairman Beck said to leave it the way it is, but the proposed minimum retail area on the Davis property is too low.

Commissioner Lawler said it made sense to raise the minimum on the Davis property.

Ms. Corliss explained that the minimum is really about how much of the area the Planning Commission is going to insist the developer reserve for commercial use later when they want to build residential and believe there is no market for commercial.

Ms. Corliss asked if it would be helpful if next time she brought examples of shopping malls with the densities being discussed.

The Planning Commission agreed it would be very helpful.

Ms. Corliss said the next steps will include:

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- Community meeting # 2 – date TBD
- Planning Commission work session or joint work session with the City Council
- Final Draft Code and Map Amendments and Findings
- Planning Commission Hearing
- City Council Hearing
- Final Code and Map Amendments

Chairman Beck asked to return to density.

Ms. Corliss said Page 25 of 49 – Table 7-2 shows density incentives.

Commissioner Lawler said he was very much a fan of the last amenity “Green Materials”.

In response to a comment from the Commission, Ms. Corliss said the last line of “Energy Efficiency” could also be added to “Green Materials” with some modifications.

The Commissioners agreed to the change.

Chairman Beck suggested research be done on what can be done on 1-acre. He said he is supportive of the concept as a whole, but the maximum density needs to be cut back.

Mr. Holan made the comment that the question is whether it pencils out for a developer.

Chairman Beck said he likes a maximum of 80 units per acre, and he likes the amenities. He commented that it will be a long time before someone builds a huge building.

Commissioner Hymes agreed, but does not want to close the opportunity.

Commissioner Lawler said he likes 100 units per acre.

Chairman Beck said it was obvious that this needs to be discussed further at the next meeting.

Mr. Holan commented that he thinks there could be one or two buildings in downtown Forest Grove achieving near the maximum density.

Chairman Beck said some of these amenities are very important. He requested staff to set up a work session with the Sustainability Commission.

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Ms. Corliss said it would help to know how the Commission ranks these amenities.

Commissioner Lawler stated that Energy Efficiency, Green Materials and perhaps rooftop gardens or eco roofs are a high priority.

Commissioner Hymes agreed but would also include Ground Floor Retail. Commissioner Nakajima said Energy Efficiency, Ground Floor Retail, and residential gardening are most important.

Chairman Beck considered Energy Efficiency and Green Materials the most important with the rest of the amenities falling into a different category. He said having energy efficiency and green materials is hugely important – it is all about having better buildings. Beck suggested the Planning Commission require energy efficiency and green materials, and then the other amenities in addition to that.

Chairman Beck said he was not comfortable with the term “not recommended” – better to say “do not do”. On Page 1 of 20, he said words like “attractive” need to disappear and be replaced with more objective verbiage.

Mr. Holan explained that the whole purpose of guidelines is to describe what is attractive.

Chairman Beck stated that there are some things in the guidelines that need to be tightened up – things that are beyond Ms. Corliss’s scope of work. He said, for instance, porches/stoops should be raised to 4-feet, because 3-feet is too low. Beck suggested that there needs to be a landscape plan – not percentages. The Chairman said at some point there needs to be a discussion about landscaped versus open space.

Chairman Beck said he was not sure how to solve the phasing problem. He said for example, if someone comes in and builds the residential stuff, but never builds the commercial stuff.

Ms. Corliss explained that the developer would have to submit a phasing plan. It was suggested that a Subsection D be added regarding unit specific phasing.

Mr. Reitz said a question peripheral to this discussion had come up. He said there are a handful of smallish buildings in the Town Center, and a couple is looking at one of these as a residence – is there any means for conversion of existing to exclusively residential use?

Mr. Holan said it would take a Code Amendment.

Commissioner Hymes stated why would we do this when we are promoting density.

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Chairman Beck commented that density is one issue, but he found it attractive to have residences next to commercial/multi-family, but it is hard to make a single exception.

Commissioner Lawler said if people are wanting to enhance our community, he would err on their part.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES: Commissioner Hymes made a motion to approve the minutes of the July 6th meeting with two corrections as noted, and Commissioner Lawler seconded. Motion passed 4-0.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES: None

3.3 DIRECTOR'S REPORT:

Mr. Holan stated that staff is waiting on the consultants, so there is nothing more to report on the Westside Planning Project.

Chairman Beck asked if staff could arrange a work session with the Sustainability Commission for the first meeting in September. Mr. Holan agreed to contact the Sustainability Commission to arrange a work session for September 8th.

In response to a question from the Commission, Mr. Holan said staff sent a letter to Gordon Root regarding Gales Creek Terrace stating that the City approved the project as a whole, and the public improvements need to be for the whole site along with access onto Pacific Avenue. Holan said Mr. Root responded and stated they can only develop Areas 1&2. Mr. Holan said staff will be meeting with Mr. Root on Monday of next week, so this is an ongoing discussion. Holan said before preliminary grading begins the developer must sign a development agreement with the City's Engineering Department.

3.4 ANNOUNCEMENT OF NEXT MEETING: Next meeting will be held Tuesday September 8th at 7 p.m.

3.5 ADJOURNMENT: The meeting was adjourned at 9:45 p.m.

Respectfully submitted by:
Marcia Phillips
Assistant Recorder

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

The City of Forest Grove
 Recommends that license be

Granted **Denied**

\$100.00 Original App Fee: Paid: _____
 \$ 75.00 Change App Fee:
 \$ 35.00 Renewal or Temp App Fee
 \$ 22.60 Special Event

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Kaiser Brewing Co. LLC (Applicant: Jonathan Kaiser)

APPLICANT/BUSINESS ADDRESS: 1607 Hawthorne St – Forest Grove

LIQUOR LICENSE TYPE: Brewery Public House

CITY BUSINESS LICENSE: BL-001903 (Home/Mobile Business)

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

9/17/2015
Date



LIQUOR LICENSE APPLICATION



Application is being made for:

LICENSE TYPES

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

ACTIONS

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

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

Granted Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: JR

Date: 9-4-15

90-day authority: Yes No

90-DAY AUTHORITY

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

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

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

① JONATHAN KAISER ③ _____

② Kaiser Brewing Company LLC ④ _____

2. Trade Name (dba): KAISER BREWING COMPANY, LLC

3. Business Location: 1607 HANDBORNE ST FOREST GROVE, WASHINGTON, OR. 97116
(number, street, rural route) (city) (county) (state) (ZIP code)

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

5. Business Numbers: 503 412 9628
(phone) (fax)

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

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? Yes No Name: _____
(manager must fill out an Individual History form)

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

11. Contact person for this application: JONATHAN KAISER _____
(name) (phone number(s))

(address) FOREST GROVE, OR. 97116 _____
(fax-number) (e-mail address)

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

Applicant(s) Signature(s) and Date:

① [Signature] Date 7/29/15 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____

RECEIVED
AUG 03 2015
Initials: [Signature]
Oregon Liquor Control Commission

OREGON LIQUOR CONTROL COMMISSION
LIMITED LIABILITY COMPANY QUESTIONNAIRE



11067216-98 / 7-9-15

Please Print or Type

LLC Name: KAISER BREWING COMPANY LLC Year Filed: 2015

Trade Name (dba): Kaiser Brewing Company

Business Location Address: 1607 HAWTHORNE ST.

City: FOREST GROVE ZIP Code: 97116

List Members of LLC:

Percentage of Membership Interest:

- | | |
|--|-------|
| 1. <u>JONATHAN KAISER</u>
(managing member) | _____ |
| 2. _____
(members) | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |

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

Server Education Designee: JONATHAN KAISER DOB: 6-28-72

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

Signature: [Signature] MANAGING MEMBER Date: 7/20/15
(name) (title)

1-800-452-OLCC (6522)

(rev)



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Kaiser Brewing Company

Applicant Name: JONATHAN KAISER LLC Phone: 503 412 9628

Trade Name (dba): KAISER BREWING COMPANY, LLC

Business Location Address: 1607 HAWTHORN ST.

City: FOREST GROVE ZIP Code: 97116

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday to
Monday to
Tuesday 4 to 11
Wednesday 4 to 11
Thursday 4 to 11
Friday 4 to 11
Saturday 11 to 11

Outdoor Area Hours:

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

The outdoor area is used for:

- Food service
Alcohol service
Enclosed, how

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

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain:

ENTERTAINMENT

Check all that apply:

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

DAYS & HOURS OF LIVE OR DJ MUSIC

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

SEATING COUNT

Restaurant: Outdoor:
Lounge: Other (explain):
Banquet: Total Seating:

OLCC USE ONLY
Investigator Verified Seating: (Y) (N)
Investigator Initials:
Date:

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

Applicant Signature: [Signature] Date: 7/20/15

1-800-452-OLCC (6522)

Memorandum

To: Mayor Truax and City Councilors

From: Anna D. Ruggles, CMC, City Recorder
Jesse VanderZanden, City Manager

Subject: Make Appointment to Committee for Citizen Involvement

Date: September 28, 2015

BACKGROUND:

City Council interviewed Boards, Committees and Commissions applicant noted below in Work Session on September 14, 2015. Staff has notified the following applicant who has expressed interest in serving on the Committee for Citizen Involvement (CCI) as noted below:

- Kevin Canales, Term expiring January 31, 2019

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. 2015-68

**RESOLUTION MAKING APPOINTMENT
TO THE CITY OF FOREST GROVE
COMMITTEE FOR CITIZEN INVOLVEMENT**

WHEREAS, Resolution No. 1991-57 has provided for a Committee for Citizen Involvement; 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 Committee for Citizen Involvement; and

WHEREAS, the City Council has received applications from citizens desiring to serve on the Committee for Citizen Involvement, 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 Committee for Citizen Involvement for the following term (new appointment noted in **BOLD**):

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
CANALES	KEVIN	JANUARY 31, 2019

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

PRESENTED AND PASSED this 28th day of September, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of September, 2015.

Peter B. Truax, Mayor

Interview
Sept 14, 2015
5:00pm

RECEIVED
AUG 06 2015
BY:

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

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

<input type="checkbox"/> Budget Committee	3-4 times in May	<input type="checkbox"/> Parks & Recreation Commission	3 rd Wednesday, 7am
<input checked="" type="checkbox"/> Committee for Citizen Involvement	1 st Tuesday, 5:30pm	<input type="checkbox"/> Planning Commission	1 st & 3 rd Monday, 7pm
<input type="checkbox"/> Community Forestry Commission	3 rd Wednesday, 5:15pm	<input type="checkbox"/> Public Arts Commission	2 nd Thursday, 5pm
<input type="checkbox"/> 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: Kevin Canales HOME PHONE: [REDACTED]
 RESIDENCE ADDRESS: [REDACTED] BUSINESS PHONE: [REDACTED]
 MAILING ADDRESS: [REDACTED] E-MAIL: [REDACTED]
 EMPLOYER: Wells Fargo OCCUPATION/PROFESSION: Collector

Years living in Forest Grove? 7 Live in City limits? Yes How did you hear of this opportunity? David Anderson

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

What ideas do you have for improving "Fair" or "Poor" performance? Collecting feedback from the community residents and creating an action plan to meet their expectations

Why are you interested in serving on the Advisory Board/Committee/Commission? Feeling to be involved in the community

What contributions do you feel you can/will make to the Board/Committee/Commission? I can provide perspective from the hispanic community

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? Office administration, community planning, activity planning

Previous/current appointed or elected offices: _____

Previous/current community affiliations or activities: _____

If not appointed at this time, may we keep your name on file? Yes No
 Signature: [Signature] Date: 07/21/15
 I have sufficient time to devote to this responsibility and will attend the required meetings if appointed

September 28, 2015

**REPORT AND RESOLUTION AUTHORIZING THE CITY MANAGER TO
EXECUTE AN INTERGOVERNMENTAL AGREEMENT BETWEEN
CITY OF FOREST GROVE AND STATE OF OREGON
ACTING THROUGH ITS OFFICES OF THE SECRETARY OF STATE AND
ARCHIVES DIVISION FOR ELECTRONIC RECORDS MANAGEMENT SERVICES**

**Project Team: Anna D. Ruggles, CMC, City Recorder
Paul Downey, Administrative Services Director
Jesse VanderZanden, City Manager**

BACKGROUND:

The Oregon Administrative Rules Chapter 166, Secretary of State, Archives Division, outlines the duties of the City's records officer, which is the City Recorder, as well as the City's retention and disposition of public records. The City is required to establish a records management program that ensures the orderly retention and disposition of all public records, and to ensure the preservation of public records of value for administrative, legal and research purposes. ORS 192.001 through 192.105 gives the State Archivist the authority to conduct an electronic records management system (ERMS) services program. The State of Oregon, acting through its offices of the Secretary of State and Archives Division, has developed services for managing electronic records (including e-mail) that include a uniform, non-technical records classification specification (file structure and records classification) and has established a statewide agreement with a service provider for ongoing ERMS services, including provisions of a central repository to house electronic records that allows for the consistent and proper management, access and final disposition of electronic records. The model has been designed to fulfill agencies' records management, hardware, software, and training and support needs without the requirement of an up-front investment. The State has completed its pilot program and the ERMS is now available to participating state agencies and local government entities through an Intergovernmental Agreement (IGA) with the State.

DISCUSSION:

Implementation of an electronic records management system is a high priority project for the City to address the creation and retention of electronic records consistently in all departments. Records are being created at such a rate that the City's current processes for storing and archiving records is inadequate and documents are being kept beyond

legal retention periods. The City Recorder's Office currently uses a computerized data entry indexing system, MuniMetrix, Clerk Index, which was founded in 1986, and was designed to replace the manual system of legislative indexing with a computer-based system of indexing. The system is simply an indexing system and is outdated and not user-friendly nor accessible to other departments. The City Recorder's Office uses this system to index the Council's legislative actions and the City's deeds and agreements and contracts. The system does not allow conversion of paper documents into electronic format; as a result, the City maintains paper document storage as well as microfiche of its original records. This places the City records at risk, since with the proliferation of technology, the City and employees are increasingly creating records electronically. Without electronic records management system and guidance, the City lacks assurances that these records are adequately collected and organized to facilitate their preservation, retrieval, use and disposition. The creation, management and use of electronic information entail high levels of expenditures, and this information needs to be managed so that it can best serve both the City and the public who has a right to access and copy non-exempt records owned or otherwise used by the City in the course of its governmental functions.

The State's program called "Oregon Records Management Solution" (ORMS), is a cloud-based system, between the State and Chaves Consulting, and originated in the office of the Secretary of State, using Hewlett Packard's (HP) TRIM software to implement the first statewide electronic records management solution of its kind to make access to government records easier, more transparent and affordable. Before HP TRIM, state employees had to go through back-up tapes, e-mails and file servers to satisfy public records requests. With HP TRIM, requests are processed at much faster turnaround time. For example, a request for the 80,000 emails generated by the Secretary of State since taking office took 90 seconds to fulfill, instead of days. ORMS will provide agencies with the ability to manage records in an efficient, uniform manner and save money on paper and microfiche storage, risk and litigation costs. ORMS will allow the City to comply with Oregon Public Records Law for scheduled notification of automated retention and destruction of records in accordance with the State's retention schedule. In addition, ORMS will support eDiscovery projects when legal teams must produce and review large volumes of information.

Because ORMS is cloud-based, there are no up-front infrastructure costs to the City to participate as part of the IGA. The State's ERMS IGA is based on monthly per-user cost (current rate is \$37.02 per month per user, with a minimum of 10 users for \$370.20 per month, with a projected cost as low as \$10.54 per user/\$105.40 per month), that includes software, hardware, support, ongoing staff training, data storage, ongoing hardware and software maintenance and upgrades as outlined in the attached IGA and ORMS Agency On-Boarding and Implementation Process. The ERMS services program combined with the current assets can move Forest Grove toward a greater transparency in its public recordkeeping as well as streamlining the City's internal operations. The overarching goal is to honor and comply with the State public records and public meetings laws and

to meet the City's goal of cultivating avenues of two-way communications between the city and citizens. The City Recorder's evaluation, as well as the Administrative Services Director and IT Manager, is that ERMS would increase the City's options for scanning, storing, indexing and retrieving records for staff and citizens while adding transparency and increased efficiency to the City's electronic records structure. The IGA partnership would allow the City to purchase the ORMS that incorporates HP TRIM software with the electronic records stored offsite and accessed by City employees through a cloud-based system that meets the Department of Defense standards adopted by the State certified to provide highest level of information security. The central data repository is located in state-of-the-art Tier 3+ data center located in a secure Oregon location. In addition to the state's office, entities using the State's ERMS include the cities of Hillsboro, Beaverton, Dundee, and Milwaukie, West Linn, St. Helens, Lebanon as well as Tillamook County and other numerous agencies. The Secretary of State anticipates more entities will come on board as information is shared. The advantages of participating is that the use of the ORMS is already approved by the Secretary of State, the agency that regulates records management for its own agencies as well as cities, counties and special districts in the State of Oregon; avoid software vendor and maintenance-related costs and places responsibility on the State to do so; reduce user costs by redirecting maintenance costs to the service provider; and costs per user decrease as more agencies use the system; and the risk for disaster is reduced as the data is stored offsite. Local agencies including Metro and City of Portland have used TRIM for a number of years and endorse its use as a valuable organization tool.

FISCAL IMPACT: The City currently pays \$500 annually for software support for Clerk Index and budgets \$1,500 each year for microfilming. The IGA is based on monthly per-user cost (current rate is \$37.02 per month per user, with a minimum of 10 users for \$370.20 per month, with a projected cost as low as \$10.54 per user/\$105.40 per month), that includes software, hardware, support, ongoing staff training, data storage, ongoing hardware and software maintenance and upgrades. Funds for implementing the ERMS were budgeted in FY 2015-16 budget. Much of the work to get the system integrated will be absorbed by the City Recorder's Office with involvement by other departmental staff. The City Recorder anticipates paper document storage, i.e., file cabinets, microfiche costs, and paper and ink costs will be greatly reduced once the system is fully integrated with other city departments as well as decreased staff time by allowing the public to access public records and information electronically.

STAFF RECOMMENDATION:

Staff recommends the City Council approve the attached resolution authorizing the City Manager to execute the IGA, between the City and State for electronic records management system (ERMS) services program, attached as Exhibit A.

Oregon Records Management Solution Pricing Scale

Total Number of ORMS Users (all agencies)	Cost per Month per Additional User	Cost per Month for 1-10 Users
1 to 3000	\$37.02	\$370.20
3,001 to 4,000	\$29.74	\$297.40
4,001 to 5,000	\$26.66	\$266.60
5,001 to 6,000	\$24.06	\$240.60
6,001 to 7,000	\$21.61	\$216.10
7,001 to 8,000	\$19.62	\$196.20
8,001 to 9,000	\$18.81	\$188.10
9,001 to 10,000	\$17.53	\$175.30
10,001 to 11,000	\$16.55	\$165.50
11,001 to 12,000	\$15.71	\$157.10
12,001 to 13,000	\$14.68	\$146.80
13,001 to 14,000	\$14.02	\$140.20
14,001 to 15,000	\$13.55	\$135.50
15,001 to 16,000	\$12.54	\$125.40
16,001 to 17,000	\$11.96	\$119.60
17,001 to 18,000	\$11.44	\$114.40
18,001 to 19,000	\$10.99	\$109.90
19,001 to 20,000	\$10.54	\$105.40





Oregon Records Management Solution

The Oregon Secretary of State Archives Division, Chaves Consulting, Inc. (CCI) and Arikkan, Inc. have formed a unique public-private partnership to implement the first statewide electronic records management solution of its kind in the country.

With the ever-increasing 1) Requests by the public for records and discovery, 2) Need to manage and search electronic and paper documents, and 3) Cost of electronic and paper records storage, Oregon's Records Management Solution meets those needs through an innovative SaaS (Software as a Service) model. The model has been designed to fulfill agencies' records management, hardware, software, training, and support needs without the requirement of an up-front investment.

ORMS Advantages:

- Partnership with the Oregon Archives Division ensures legally compliant records rules and configuration
- Solution proven effective through previous implementations at the Oregon Secretary of State Offices and Oregon Pilot Agencies
- Shifts agencies' investment from a capital to an operational expense
- Most cost-effective, in the cloud, records management solution available based on monthly per-user cost which includes:
 - Software, hardware, 24/7 Oregon-based ORMS Help Desk, ongoing training, data storage, ongoing hardware and software maintenance and upgrades
 - No upfront infrastructure costs or maintenance required by the agencies for *Standard Services*; additional services are available at contract rates
 - Updates, webinars, newsletters, conference calls, and remote access sessions available for agencies in their offices, on their desktop
 - Single point of contact to answer agency questions and resolve issues
- Use of Hewlett Packard TRIM® Records Management Software which delivers comprehensive tools and interfaces available. Features include:
 - Department of Defense 5015.2 certified to provide highest level of information security
 - Scheduled and automated destruction of records to reduce legal risk and liability and storage needs
 - Robust search and retrieval capabilities
- Central data repository located in state-of-the-art Tier 3+ data center located in a secure Oregon location
- Working with Oregon-based CCI and Arikkan which have a combined forty-seven year history of delivering customer service and support to Oregon State and local government agencies that goes Beyond the Call®
- Additional records management services available through CCI and Arikkan as part of ORMS Master Agreement

- ORMS Help Desk provides Oregon agencies ongoing:
 - 24/7 support
 - Up-dates, webinars, newsletters, conference calls, and *Go To Meeting* sessions which allows CCI to remotely work with agencies on their desktop
 - Single point of contact to answer agency questions and resolve issues

For more information contact:

Karen Kolb Schoeningh,
ORMS Project Director
541-523-1029 ext. 451
karen@chavesconsulting.com

or

Rebecca Van Cleave
ORMS Team Lead
888-354-2006
ormshelp@chavessupport.com

5B

CITY OF FOREST GROVE ECONOMIC DEVELOPMENT COMMISSION

STRATEGIC PLAN 2015-18



FOREST GROVE
Where Oregon pinot was born

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OVERVIEW

The Forest Grove Economic Development Commission was established in July 2007 by City Council resolution. It has nineteen voting members chosen from the public and private sectors. As stated in the bylaws, the purpose for the Forest Grove EDC was to A) Advise and make recommendations to City Council on economic development policy and issues to support advancing the local economy and prosperity, and B) Create and promote a Forest Grove Economic Development Strategic Plan.

The initial strategic plan was created in 2009 when it was formally adopted by City Council at their September 28, 2009 meeting. Minor updates and streamlining occurred in 2011. The 2015 Forest Grove Economic Development Commission Strategic Plan represents more extensive changes and reflects changes in the post-recession economy.

MISSION STATEMENT

The Forest Grove Economic Development Commission advocates for a thriving local economy and advises the City Council on relevant economic development issues.

TARGET AREA 1: BUSINESS RETENTION

GOAL 1

SUPPORT BUSINESS RETENTION & EXPANSION

- *Develop and implement business retention strategies, networks, and tools that help sustain current businesses, assist new ventures and promote expansion.*
- *Implement strategies for both traded sector industrial companies and local small businesses, and enterprises specific to their differing needs.*

TARGET AREA 2: BUSINESS RECRUITMENT & ATTRACTION

GOAL 2

INVENTORY DATA AND DEVELOP RECRUITMENT INFORMATION

- *Develop and maintain a comprehensive inventory of available land, sites, and associated infrastructure including appropriate zoning.*
- *Develop and maintain a library of supportive economic development information to support business recruitment and expansion.*

GOAL 3

DEVELOP AND IMPLEMENT RECRUITMENT MARKETING STRATEGIES

- *Create marketing tools and tactics, to attract new industrial, retail, and commercial businesses and enterprises.*
- *Implement marketing strategies and aggressively recruit new and diverse businesses to our market.*

GOAL 4

IDENTIFY FUTURE SUPPLY OF EMPLOYMENT LANDS

- *Develop a planning process to identify a 20-year supply of serviceable industrial/employment lands meeting state requirements and serving local social and economic needs.*
- *Maintain a comprehensive inventory of these properties.*

GOAL 5

DEVELOPMENT OF VACANT OR UNDERUTILIZED COMMERCIAL AND INDUSTRIAL SITES

- *Develop strategies and tools to facilitate the development of vacant or underutilized commercial and industrial sites.*
- *Serve as a resource to developers, property owners, and other economic interests to facilitate development.*

GOAL 6

SUPPORT COMPETITIVENESS OF THE FOREST GROVE TRADED SECTOR CLUSTERS

- *Support existing and emerging traded sector business clusters in which Forest Grove already enjoys competitive advantages.*
- *Provide coordination and support leading to expanded market opportunities.*

TARGET AREA 3: NEW BUSINESS FORMATION

GOAL 7

ADVANCE LOCAL ENTREPRENEURISM AND NEW BUSINESS FORMATION

- *Develop strategies and resources to support local entrepreneurs leading to new business formation and job creation.*
- *Encourage occupancy of existing commercial and retail space as well as support home-based businesses.*

TARGET AREA 4: TOURISM

GOAL 8

SUPPORT THE TOURISM INDUSTRY WITHIN THE FOREST GROVE AREA

- *Coordinate with stakeholders to raise awareness of Forest Grove as a destination for tourists and visitors.*
- *Advise on public infrastructure needs and amenities in and leading to the Downtown Core to enhance business growth, shopping and livability.*

TARGET AREA 5: DOWNTOWN

GOAL 9

ADVANCE PUBLIC INFRASTRUCTURE IN DOWNTOWN

- *Analyze public infrastructure and amenities in and leading to downtown supporting business growth, shopping, and livability.*
- *Maintain a list of recommended improvements and advise City Council regularly.*

GOAL 10

DEVELOP AND PROMOTE EVENTS THAT INCREASE ACTIVITY WITHIN DOWNTOWN

- *Develop and host events and activities that elevate downtown profile, awareness, social enjoyment, and activity of the downtown core and its businesses, enterprises, and organizations.*
- *Support and market community and other organizations' events and activities that elevate the downtown profile, awareness, social enjoyment, and activity of the downtown core and its businesses, enterprises, and organizations.*

GOAL 11

SUPPORT BUSINESS DIVERSITY/MIX IN DOWNTOWN

- *Develop recruitment and development strategies resulting in a vibrant downtown core offering a healthy balance of mixed uses supporting the community's needs.*

TARGET AREA 6: SUPPORT GOALS

GOAL 12

ASSESS LOCAL WORKFORCE/TALENT DEVELOPMENT NEEDS OF EMPLOYERS

- *Identify inventory and support employers with local workforce needs and resources.*
- *Identify, inventory, support, and anticipate future workforce/talent development needs of area employers.*

GOAL 13

ENHANCE LOCAL BUSINESS USE OF EMPLOYMENT AND TRAINING RESOURCES

- *Provide opportunities for dissemination, collaboration and use of workforce resources, incentives, information, and programming for employers.*
- *Assist businesses to communicate with each other regarding joint training efforts, noteworthy news, school-business partnerships, and other pertinent information to enhance the development of their workforce.*

TARGET AREA 7: LOCAL, INTERAGENCY AND REGIONAL COOPERATION

GOAL 14

PARTICIPATE AND PARTNER WITH REGIONAL ORGANIZATIONS

- *Coordinate with existing economic development and affiliated organizations to address common strategic issues and needs to enhance and increase awareness of Forest Grove.*

GOAL 15

EXPAND LOCAL COMMUNITY COMMUNICATION

- *Develop local communication strategies increasing both public and business understanding and support of economic development vision and strategies.*
- *Provide continual engagement opportunities for local and regional community leadership.*

GOAL 16

COORDINATE BUSINESS DEVELOPMENT WITH REGULATORY AGENCIES

- *Coordinate and collaborate with appropriate regulatory agencies to reduce barriers to development.*
- *Coordinate a proactive and streamlined approach to the regulatory process.*

TARGET AREA 8: UTILITIES AND INFRASTRUCTURE

GOAL 17

SUPPORT ADEQUATE POWER, WATER & TELECOMMUNICATION UTILITIES

- *Take the necessary steps to identify an adequate and future supply of water, power, and telecommunication utilities to support healthy economic development.*
- *Advise on sufficient utilities to support on-going development including high demand users beyond current capacity.*

GOAL 18

SUPPORT TRANSPORTATION ACCESS AND EXISTING TRANSPORTATION ASSETS

- *Develop and support initiatives that improve access and logistics for businesses and their customers in and out of Forest Grove.*
- *Support ongoing improvement to and maintenance of existing transportation assets.*

TARGET AREA 9: FINANCE

GOAL 19

SERVE AS A RESOURCE FOR LOCAL BUSINESS FINANCING NEEDS

- *Provide information and assistance with available resources such as tax credits, incentives, and financial management.*

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Memorandum

TO: Mayor Truax and City Councilors

FROM: Jesse VanderZanden, City Manager
Paul Downey, Director of Administrative Service
Rob Foster, Director of Public Works
Derek Robbins, Project Engineer

DATE: September 28, 2015

SUBJECT: WATER SYSTEM DEVELOPMENT CHARGE UPDATE

This is a follow-up to an April 27, 2015 work session regarding an increase of the Water System Development Charge (SDC). During the work session, there was discussion of an "Area-Specific" charge within the future David Hill Urban Growth Planning Zone. At this time, staff recommends postponing further discussions for an area-specific SDC until more work is done to analyze cost of providing services in different areas. One of the critical components in this analysis will be updated information from the Westside Planning Study on the potential number and type of housing units in the David Hill area above the 440 foot elevation. In the meantime staff is recommending that the City raise the SDC to the single "City Wide" value that is recommended in the financial report.

Staff raised the policy question of establishing specific areas to charge different water SDCs. Historically, SDCs have been assessed uniformly across service areas based on system-wide average costs (i.e. City Wide SDC). However, location can be an important indicator of relative cost of serving development. Use of area-specific SDCs based on the location solely benefiting from the capital projects is sometimes used. Consideration of area-specific SDCs is recommended where cost of new service differences may be significant.

Once the Westside Study is completed new growth data can be used to more accurately assess the idea of an area-specific Water SDC. However at this time staff recommends continuing with the "City Wide" SDC and prepare to raise the charge from \$4,820 to \$5,478 as recommended by the study. Attached is a required 90 day public notice for this proposed increase. On January 11, 2016 the City Council will hold a public hearing to receive any public comment and take action on the recommended SDC increase. Staff is looking for Council consensus to send out this public notice.



September 29, 2015

WATER SDC INCREASE NOTIFICATION

Notice Mailed to:

Home Builders Association of Metropolitan Portland
1555 SW Bangy Road, Suite 301
Lake Oswego, OR 97035

Oregon Manufactured Housing Association
2255 State Street
Salem, OR 97301

**PURSUANT TO ORS 223.304(7)(A)
YOU ARE HEREBY NOTIFIED OF THE FOLLOWING:**

**NOTICE OF PUBLIC HEARING
PROPOSED INCREASE OF WATER SYSTEM DEVELOPMENT CHARGES
FOR THE CITY OF FOREST GROVE**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on Monday, January 11, 2016, at 7:00 p.m. or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution that would increase Water System Development Charges from \$4,820 to \$5,478.

The City Council will review Water System Development Charges and adjustments based on a City update of capital improvement needs and a consultant's financial analysis.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the report will be available Thursday November 12, 2015, for inspection at the City Recorder's Office. 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 project information, please contact Derek Robbins, Project Engineer, [drobbins@forestgrove-or.gov](mailto:d Robbins@forestgrove-or.gov), 503.992.3292. For information about this notice, please contact the City Recorder's Office, aruggles@forestgrove-or.gov, 503.992.3235.

A handwritten signature in blue ink that reads "Anna D. Ruggles".

Anna D. Ruggles, CMC, City Recorder

(Legal Notice Publish Dates in the FG NewsTimes: October 7, November 11, and January 6, 2016)
(Written Notice sent 90 days prior and methodology 60 days prior to hearing date)



ORDINANCE NO. 2015-08

**ORDINANCE ANNEXING A TRACT OF LAND LOCATED AT 1525 B STREET
(PORTION OF WASHINGTON COUNTY TAX LOT 1S306CB00500) INTO THE CITY
LIMIT OF FOREST GROVE AND WITHDRAWING THE TRACT FROM THE FOREST
GROVE RURAL FIRE PROTECTION DISTRICT
FILE NO. ANX-15-00537**

FOREST GROVE MAKES THE FOLLOWING FINDINGS:

WHEREAS, the City Council dispenses with submitting the question of the proposed annexation to the electors of the City for their approval or rejection; and

WHEREAS, Oregon Revised Statutes Chapter 222.120 and Chapter 222.125 establishes procedures for property owner initiated annexation petitions without election by city electors; and

WHEREAS, the entire property subject to annexation is owned by Waste Management Corporation; and

WHEREAS, the property is used for industrial purposes and no electors reside on the subject property; and

WHEREAS, Waste Management Corporation consents to the annexation as required by ORS 222.125; and

WHEREAS, the annexation petition complies with the requirements of Metro Chapter 3.09; and

WHEREAS, the City Council held a duly-noticed Public Hearing on September 14 and September 28, 2015, on the annexation petition consistent with Article 1 of The Forest Grove Development Code (Type III Process – Quasi-Judicial Land Use Decision); and

WHEREAS, the tract of land is within the boundary of the Forest Grove Rural Fire Protection District; and

WHEREAS, the Forest Grove Rural Fire Protection district was notified of the annexation proposal and City Council public hearing as a necessary party under Metro Code Chapter 3.09; and

WHEREAS, the City conducted public hearings, and mailed, published, and posted notice of the public hearings as required by Article 1 of the Forest Grove Development Code; and

WHEREAS, a report was report as required by law, and the City Council having considered the report and the testimony at the public hearing, does hereby favor the annexation of the subject tract of land and withdrawal from the districts based on the findings and conclusions attached hereto as Exhibit C; and

WHEREAS, the annexation and withdrawals are not contested by any necessary party.

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

Section 1. The tracts of land, described in Exhibit A and depicted on the attached maps (Exhibit B), is declared to be annexed to the City of Forest Grove, Oregon.

Section 2. The tract of land annexed by this Ordinance and described in Section 1 are withdrawn from the Forest Grove Rural Fire Protection District.

Section 3. The findings and conclusions contained in the staff report dated September 14, 2015, are incorporated by reference and hereby adopted. The City Recorder shall immediately file a certified copy of this Ordinance with Metro and other agencies required by Metro Code Chapter 3.09.050(g) and ORS 222.005. The annexation and withdrawals shall become effective upon filing of the annexation records with the Oregon Secretary of State as provided by ORS 222.180.

Section 4. This ordinance shall be effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading the 14th day of September 2015.

PASSED the second reading the 28th day of September 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of September 2015

Peter B. Truax, Mayor

September 28, 2015

**REPORT AND RESOLUTION TO ACCEPT THE FOREST GROVE
ECONOMIC DEVELOPMENT COMMISSION 2015-2018
ECONOMIC DEVELOPMENT STRATEGIC PLAN**

PROJECT TEAM:

Jeffrey King, Economic Development Manager
George Cress, Light and Power Director
Jesse VanderZanden, City Manager
Tim Budelman EDC Chair, Norris-Stevens

ISSUE STATEMENT

The Forest Grove Economic Development Commission Chair has recently completed an update to their Economic Development Strategic Plan. The initial strategic plan was completed and adopted by City Council in 2009. Since that time, The Forest Grove EDC has incorporated feedback and finalized priorities. The Forest Grove EDC now seeks approval and adoption of the plan by City Council. The recommendations of the plan will help guide City Council and staff over the next few years to help position and strengthen the Forest Grove area economy.

BACKGROUND:

The Forest Grove EDC created an initial economic development strategic plan in 2009. A minor update and streamlining was completed in 2011. The EDC took a comprehensive and deliberative approach. The process, beginning in late 2014 included a review of existing related economic development trends, materials and reports, of progress to date, regional and state economic development plans, input from sub-committees and working groups within the Forest Grove EDC. The final product reflected that input and included

- A revised mission statement
- Economic Development Strategic Plan with the following sections
 - Business Retention
 - Business Recruitment & Attraction
 - New Business Formation
 - Tourism
 - Downtown Development
 - Business Support

In addition the Forest Grove EDC updated internal operating systems:

- Revised EDC Sub-Committee Structure
- Workplan

RECOMMENDATION:

Attached is a recommended resolution to accept and adopt the 2015-2018 Forest Grove Economic Development Strategic Plan. Both staff and the Forest Grove EDC support the resolution and strategic plan to guide initiatives to sustain and grow the Forest Grove economy.

Attachments:

1. Resolution
2. 2015-2018 Economic Development Strategic Plan



RESOLUTION NO. 2015-69

**RESOLUTION ADOPTING FOREST GROVE
ECONOMIC DEVELOPMENT COMMISSION
2015-2018 ECONOMIC DEVELOPMENT STRATEGIC PLAN**

WHEREAS, the City of Forest Grove has established an Economic Development Commission (EDC) to advise and make recommendations to City Council on economic development policy and issues to support advancing the economy and prosperity and to create an economic development strategic plan;

WHEREAS, the City of Forest Grove has appointed members and a City Council Liaison to the EDC; and

WHEREAS, the City of Forest Grove and the Forest Grove Economic Development Commission support the growth and sustainability of the Forest Grove economy to create new family wage jobs, create additional wealth in the community and maintain a stable property tax base:

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

Section 1. That the City Council hereby accepts and adopts the Forest Grove Economic Development Commission 2015-2018 Economic Development Strategic Plan (Exhibit A).

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

PRESENTED AND PASSED this 28th day of September, 2015.

Anna D. Ruggles, City Recorder

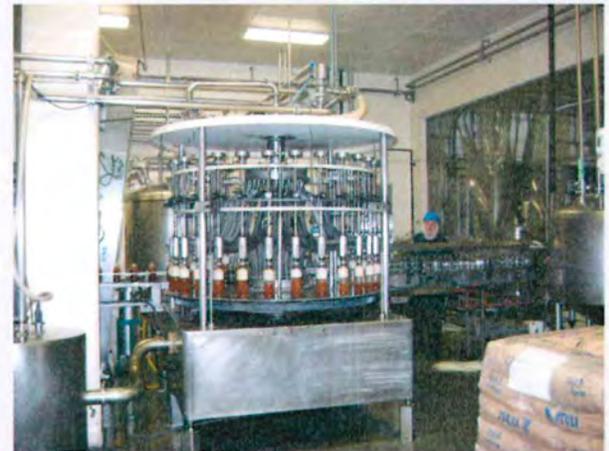
APPROVED by the Mayor this 28th day of September, 2015.

Peter B. Truax, Mayor

CITY OF FOREST GROVE

ECONOMIC DEVELOPMENT COMMISSION

STRATEGIC PLAN 2015-18



FOREST GROVE
Where Oregon pinot was born

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OVERVIEW

The Forest Grove Economic Development Commission was established in July 2007 by City Council resolution. It has nineteen voting members chosen from the public and private sectors. As stated in the bylaws, the purpose for the Forest Grove EDC was to A) Advise and make recommendations to City Council on economic development policy and issues to support advancing the local economy and prosperity, and B) Create and promote a Forest Grove Economic Development Strategic Plan.

The initial strategic plan was created in 2009 when it was formally adopted by City Council at their September 28, 2009 meeting. Minor updates and streamlining occurred in 2011. The 2015 Forest Grove Economic Development Commission Strategic Plan represents more extensive changes and reflects changes in the post-recession economy.

MISSION STATEMENT

The Forest Grove Economic Development Commission advocates for a thriving local economy and advises the City Council on relevant economic development issues.

TARGET AREA 1: BUSINESS RETENTION

GOAL 1

SUPPORT BUSINESS RETENTION & EXPANSION

- *Develop and implement business retention strategies, networks, and tools that help sustain current businesses, assist new ventures and promote expansion.*
- *Implement strategies for both traded sector industrial companies and local small businesses, and enterprises specific to their differing needs.*

TARGET AREA 2: BUSINESS RECRUITMENT & ATTRACTION

GOAL 2

INVENTORY DATA AND DEVELOP RECRUITMENT INFORMATION

- *Develop and maintain a comprehensive inventory of available land, sites, and associated infrastructure including appropriate zoning.*
- *Develop and maintain a library of supportive economic development information to support business recruitment and expansion.*

GOAL 3

DEVELOP AND IMPLEMENT RECRUITMENT MARKETING STRATEGIES

- *Create marketing tools and tactics, to attract new industrial, retail, and commercial businesses and enterprises.*
- *Implement marketing strategies and aggressively recruit new and diverse businesses to our market.*

GOAL 4

IDENTIFY FUTURE SUPPLY OF EMPLOYMENT LANDS

- *Develop a planning process to identify a 20-year supply of serviceable industrial/employment lands meeting state requirements and serving local social and economic needs.*
- *Maintain a comprehensive inventory of these properties.*

GOAL 5

DEVELOPMENT OF VACANT OR UNDERUTILIZED COMMERCIAL AND INDUSTRIAL SITES

- *Develop strategies and tools to facilitate the development of vacant or underutilized commercial and industrial sites.*
- *Serve as a resource to developers, property owners, and other economic interests to facilitate development.*

GOAL 6

SUPPORT COMPETITIVENESS OF THE FOREST GROVE TRADED SECTOR CLUSTERS

- *Support existing and emerging traded sector business clusters in which Forest Grove already enjoys competitive advantages.*
- *Provide coordination and support leading to expanded market opportunities.*

TARGET AREA 3: NEW BUSINESS FORMATION

GOAL 7

ADVANCE LOCAL ENTREPRENEURISM AND NEW BUSINESS FORMATION

- *Develop strategies and resources to support local entrepreneurs leading to new business formation and job creation.*
- *Encourage occupancy of existing commercial and retail space as well as support home-based businesses.*

TARGET AREA 4: TOURISM

GOAL 8

SUPPORT THE TOURISM INDUSTRY WITHIN THE FOREST GROVE AREA

- *Coordinate with stakeholders to raise awareness of Forest Grove as a destination for tourists and visitors.*
- *Advise on public infrastructure needs and amenities in and leading to the Downtown Core to enhance business growth, shopping and livability.*

TARGET AREA 5: DOWNTOWN

GOAL 9

ADVANCE PUBLIC INFRASTRUCTURE IN DOWNTOWN

- *Analyze public infrastructure and amenities in and leading to downtown supporting business growth, shopping, and livability.*
- *Maintain a list of recommended improvements and advise City Council regularly.*

GOAL 10

DEVELOP AND PROMOTE EVENTS THAT INCREASE ACTIVITY WITHIN DOWNTOWN

- *Develop and host events and activities that elevate downtown profile, awareness, social enjoyment, and activity of the downtown core and its businesses, enterprises, and organizations.*
- *Support and market community and other organizations' events and activities that elevate the downtown profile, awareness, social enjoyment, and activity of the downtown core and its businesses, enterprises, and organizations.*

GOAL 11

SUPPORT BUSINESS DIVERSITY/MIX IN DOWNTOWN

- *Develop recruitment and development strategies resulting in a vibrant downtown core offering a healthy balance of mixed uses supporting the community's needs.*

TARGET AREA 6: SUPPORT GOALS

GOAL 12

ASSESS LOCAL WORKFORCE/TALENT DEVELOPMENT NEEDS OF EMPLOYERS

- *Identify inventory and support employers with local workforce needs and resources.*
- *Identify, inventory, support, and anticipate future workforce/talent development needs of area employers.*

GOAL 13

ENHANCE LOCAL BUSINESS USE OF EMPLOYMENT AND TRAINING RESOURCES

- *Provide opportunities for dissemination, collaboration and use of workforce resources, incentives, information, and programming for employers.*
- *Assist businesses to communicate with each other regarding joint training efforts, noteworthy news, school-business partnerships, and other pertinent information to enhance the development of their workforce.*

TARGET AREA 7: LOCAL, INTERAGENCY AND REGIONAL COOPERATION

GOAL 14

PARTICIPATE AND PARTNER WITH REGIONAL ORGANIZATIONS

- *Coordinate with existing economic development and affiliated organizations to address common strategic issues and needs to enhance and increase awareness of Forest Grove.*

GOAL 15

EXPAND LOCAL COMMUNITY COMMUNICATION

- *Develop local communication strategies increasing both public and business understanding and support of economic development vision and strategies.*
- *Provide continual engagement opportunities for local and regional community leadership.*

GOAL 16

COORDINATE BUSINESS DEVELOPMENT WITH REGULATORY AGENCIES

- *Coordinate and collaborate with appropriate regulatory agencies to reduce barriers to development.*
- *Coordinate a proactive and streamlined approach to the regulatory process.*

TARGET AREA 8: UTILITIES AND INFRASTRUCTURE

GOAL 17

SUPPORT ADEQUATE POWER, WATER & TELECOMMUNICATION UTILITIES

- *Take the necessary steps to identify an adequate and future supply of water, power, and telecommunication utilities to support healthy economic development.*
- *Advise on sufficient utilities to support on-going development including high demand users beyond current capacity.*

GOAL 18

SUPPORT TRANSPORTATION ACCESS AND EXISTING TRANSPORTATION ASSETS

- *Develop and support initiatives that improve access and logistics for businesses and their customers in and out of Forest Grove.*
- *Support ongoing improvement to and maintenance of existing transportation assets.*

TARGET AREA 9: FINANCE

GOAL 19

SERVE AS A RESOURCE FOR LOCAL BUSINESS FINANCING NEEDS

- *Provide information and assistance with available resources such as tax credits, incentives, and financial management.*



**STAFF REPORT SUPPORTING APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS
FOR FOREST GROVE SENIOR AND COMMUNITY CENTER
KITCHEN REHABILITATION IMPROVEMENTS**

TO: Mayor Peter Truax and City Councilors

PROJECT TEAM: Jeffrey King, Economic Development Manager
Paul Downey, Director of Administrative Services
Jesse VanderZanden, City Manager

DATE: September 28, 2015

SUBJECT: CDBG APPLICATION FOR SENIOR AND COMMUNITY
CENTER KITCHEN REHABILITATION

ISSUE STATEMENT:

The Forest Grove Senior and Community Center (FGSCC) is seeking to apply to Washington County for a \$325,000 Community Development Block Grant (CDBG) for rehabilitation of the kitchen area. These improvements will address two growing problems with the current kitchen: 1) Older materials such as wood and the type of flooring are difficult to sanitize and keep clean; and 2) Inefficient layout and equipment resulting in an inability to adequately serve the growing amount of users at the center. The grant would be for \$325,000 and the total project cost is \$339,080.

BACKGROUND:

The attached resolution would authorize the City to submit a grant application to Washington County Office of Community Development for physical and equipment improvements to the kitchen at the Senior and Community Development Center (attached as Exhibit A) under the Community Development Block Grant (CDBG) Program funding cycle 2016-17. Because the City is the official building owner of record, application of CDBG funds must be made by the City. The project would be managed jointly with Senior Center staff.

The Forest Grove Senior and Community Center building was originally constructed in 1973. Improvements and a small expansion using CDBG funds were completed in 2003. New carpeting, a rear door and kitchen ventilation and cooling improvements were undertaken in 2012.

Use of the Senior Center continues to grow. Total usage for all programs including repeat customers is over 74,500 annually and includes a wide range of programs such as Meals On Wheels, Ride Connection/GroveLink, Impact NW, veteran's services, health and medical programs and clinics, bingo night, exercising, Adelante Mujeres, and a range of other senior social activities. In addition, the center has been renting out space to community organizations to raise funds for senior programs.

The increasing usage and aging facilities has put a strain on the existing kitchen. Original surfaces such as wood as well as older sinks are hard to clean and keep sanitary thus increasing the risk for illness and health hazards. Furthermore the original design is inefficient, making it increasingly difficult for the kitchen to adequately serve growing clientele.

The total project cost of \$325,000 covers

- Final design, engineering and construction bid documents
- Remove several inner walls in core kitchen area and scullery
- Build several new inner walls in new locations around scullery and pantry area
- New affixed equipment: 5' x 10' walk-in freezer, 36" range, steamer, fryer, griddle, steam table, 2 hand sinks, 1 prep sink, 1 3-compartment sink, kitchen hood.
- New cabinets and shelves
- New affixed counter and rack space
- New kitchen flooring

Of the total project cost, \$325,000 will be the CDBG grant request and \$14,080 will be the match portion coming from several sources. Nearly 90% of the FGSCC are age 62 or over. By definition, seniors 62 and over are considered low and moderate income as a group under federal guidelines. This makes the FGSCC eligible to apply for CDBG funds.

Should the project be funded, work would begin in the second half of 2016.

FISCAL IMPACT: There is no general fund budgetary impact to the City. Should bids come in higher than grant funds awarded, the Senior Center organization would either need to seek additional CDBG funds or reduce the scope of the work. Existing city staff will provide some project management and administration in coordination with Senior Center personnel.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution authorizing the City Manager to endorse and submit a grant application to the Washington County Office of Community Development for kitchen rehabilitation improvements to the Forest Grove Senior and Community Center (attached as Exhibit A) under the Community Development Block Grant (CDBG) Program Funding Cycle 2016-17.



**RESOLUTION APPROVING THE SUBMISSION OF AN APPLICATION
FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING
FOR 2016-2017 PROGRAM PERIOD**

WHEREAS, It is the City's intent to improve the quality of life in Forest Grove and is supportive of the Forest Grove Senior and Community Center services to its citizens; and

WHEREAS, The City owns the facility that the Senior Center is housed in and seeks to operate and maintain its facilities in good working order; and

WHEREAS, The Federal Community Development Block Grant Program (CDBG) provides funding for rehabilitation improvements through the Washington County Office of Community Development (OCD); and

WHEREAS, The OCD has prepared a CDBG Plan for the 2016-2017 program containing program requirements for seeking block grant funding and is now accepting applications; and

WHEREAS, The City Council recognizes that identified project beneficiaries cannot be directly or indirectly charged by special assessment for any matching financial contribution to funding provided by CDBG sources; and

WHEREAS, The Forest Grove Senior and Community Center through the City Legislative and Executive Department has prepared a formal application to receive CDBG funding for the proposed project, in accordance with OCD application requirements (an outline of the project is included in the application and attached to this resolution as Exhibit A).

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

Section 1. That the City of Forest Grove City Council hereby approves and authorizes the City Manager to submit application for qualified projects to OCD, as indicated on Exhibit A, and cooperate with OCD in the review and evaluation process.

Section 2. That the City of Forest Grove has made the Forest Grove Senior and Community Center Kitchen Rehabilitation Project as its priority project for 2016-2017.

Section 3. That the City of Forest Grove is prepared to contribute match funding as specified in the grant application for any awarded grants and manage the grant project.

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

PRESENTED AND PASSED this 28th day of September, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of September, 2015.

Peter B. Truax, Mayor

EXHIBIT A

<u>I.</u> Final Design/Engineering, Permits and Bid Documents	\$40,000
<u>II.</u> Construction Remove, relocate walls, new flooring, electrical rewire, plumbing, new countertops, shelving and cabinets	\$225,000
<u>III.</u> Equipment 36" range/oven, griddle, gas fryer, 5 x 10 walk-in freezer, Steam table, 2 hand sinks, 1 prep sinks, 1 3-compartment sink	\$60,000
<u>IV.</u> Local In-Kind Match	<u>\$14,080</u>
Total Project Cost	\$339,080

September 28, 2015

**REPORT AND RESOLUTION AUTHORIZING THE CITY MANAGER TO
EXECUTE AN INTERGOVERNMENTAL AGREEMENT BETWEEN
CITY OF FOREST GROVE AND STATE OF OREGON
ACTING THROUGH ITS OFFICES OF THE SECRETARY OF STATE AND
ARCHIVES DIVISION FOR ELECTRONIC RECORDS MANAGEMENT SERVICES**

**Project Team: Anna D. Ruggles, CMC, City Recorder
Paul Downey, Administrative Services Director
Jesse VanderZanden, City Manager**

BACKGROUND:

The Oregon Administrative Rules Chapter 166, Secretary of State, Archives Division, outlines the duties of the City's records officer, which is the City Recorder, as well as the City's retention and disposition of public records. The City is required to establish a records management program that ensures the orderly retention and disposition of all public records, and to ensure the preservation of public records of value for administrative, legal and research purposes. ORS 192.001 through 192.105 gives the State Archivist the authority to conduct an electronic records management system (ERMS) services program. The State of Oregon, acting through its offices of the Secretary of State and Archives Division, has developed services for managing electronic records (including e-mail) that include a uniform, non-technical records classification specification (file structure and records classification) and has established a statewide agreement with a service provider for ongoing ERMS services, including provisions of a central repository to house electronic records that allows for the consistent and proper management, access and final disposition of electronic records. The model has been designed to fulfill agencies' records management, hardware, software, and training and support needs without the requirement of an up-front investment. The State has completed its pilot program and the ERMS is now available to participating state agencies and local government entities through an Intergovernmental Agreement (IGA) with the State.

DISCUSSION:

Implementation of an electronic records management system is a high priority project for the City to address the creation and retention of electronic records consistently in all departments. Records are being created at such a rate that the City's current processes for storing and archiving records is inadequate and documents are being kept beyond

legal retention periods. The City Recorder's Office currently uses a computerized data entry indexing system, MuniMetrix, Clerk Index, which was founded in 1986, and was designed to replace the manual system of legislative indexing with a computer-based system of indexing. The system is simply an indexing system and is outdated and not user-friendly nor accessible to other departments. The City Recorder's Office uses this system to index the Council's legislative actions and the City's deeds and agreements and contracts. The system does not allow conversion of paper documents into electronic format; as a result, the City maintains paper document storage as well as microfiche of its original records. This places the City records at risk, since with the proliferation of technology, the City and employees are increasingly creating records electronically. Without electronic records management system and guidance, the City lacks assurances that these records are adequately collected and organized to facilitate their preservation, retrieval, use and disposition. The creation, management and use of electronic information entail high levels of expenditures, and this information needs be managed so that it can best serve both the City and the public who has a right to access and copy non-exempt records owned or otherwise used by the City in the course of its governmental functions.

The State's program called "Oregon Records Management Solution" (ORMS), is a cloud-based system, between the State and Chaves Consulting, and originated in the office of the Secretary of State, using Hewlett Packard's (HP) TRIM software to implement the first statewide electronic records management solution of its kind to make access to government records easier, more transparent and affordable. Before HP TRIM, state employees had to go through back-up tapes, e-mails and file servers to satisfy public records requests. With HP TRIM, requests are processed at much faster turnaround time. For example, a request for the 80,000 emails generated by the Secretary of State since taking office took 90 seconds to fulfill, instead of days. ORMS will provide agencies with the ability to manage records in an efficient, uniform manner and save money on paper and microfiche storage, risk and litigation costs. ORMS will allow the City to comply with Oregon Public Records Law for scheduled notification of automated retention and destruction of records in accordance with the State's retention schedule. In addition, ORMS will support eDiscovery projects when legal teams must produce and review large volumes of information.

Because ORMS is cloud-based, there are no up-front infrastructure costs to the City to participate as part of the IGA. The State's ERMS IGA is based on monthly per-user cost (current rate is \$37.02 per month per user, with a minimum of 10 users for \$370.20 per month, with a projected cost as low as \$10.54 per user/\$105.40 per month), that includes software, hardware, support, ongoing staff training, data storage, ongoing hardware and software maintenance and upgrades as outlined in the attached IGA and ORMS Agency On-Boarding and Implementation Process. The ERMS services program combined with the current assets can move Forest Grove toward a greater transparency in its public recordkeeping as well as streamlining the City's internal operations. The overarching goal is to honor and comply with the State public records and public meetings laws and

to meet the City's goal of cultivating avenues of two-way communications between the city and citizens. The City Recorder's evaluation, as well as the Administrative Services Director and IT Manager, is that ERMS would increase the City's options for scanning, storing, indexing and retrieving records for staff and citizens while adding transparency and increased efficiency to the City's electronic records structure. The IGA partnership would allow the City to purchase the ORMS that incorporates HP TRIM software with the electronic records stored offsite and accessed by City employees through a cloud-based system that meets the Department of Defense standards adopted by the State certified to provide highest level of information security. The central data repository is located in state-of-the-art Tier 3+ data center located in a secure Oregon location. In addition to the state's office, entities using the State's ERMS include the cities of Hillsboro, Beaverton, Dundee, and Milwaukie, West Linn, St. Helens, Lebanon as well as Tillamook County and other numerous agencies. The Secretary of State anticipates more entities will come on board as information is shared. The advantages of participating is that the use of the ORMS is already approved by the Secretary of State, the agency that regulates records management for its own agencies as well as cities, counties and special districts in the State of Oregon; avoid software vendor and maintenance-related costs and places responsibility on the State to do so; reduce user costs by redirecting maintenance costs to the service provider; and costs per user decrease as more agencies use the system; and the risk for disaster is reduced as the data is stored offsite. Local agencies including Metro and City of Portland have used TRIM for a number of years and endorse its use as a valuable organization tool.

FISCAL IMPACT: The City currently pays \$500 annually for software support for Clerk Index and budgets \$1,500 each year for microfilming. The IGA is based on monthly per-user cost (current rate is \$37.02 per month per user, with a minimum of 10 users for \$370.20 per month, with a projected cost as low as \$10.54 per user/\$105.40 per month), that includes software, hardware, support, ongoing staff training, data storage, ongoing hardware and software maintenance and upgrades. Funds for implementing the ERMS were budgeted in FY 2015-16 budget. Much of the work to get the system integrated will be absorbed by the City Recorder's Office with involvement by other departmental staff. The City Recorder anticipates paper document storage, i.e., file cabinets, microfiche costs, and paper and ink costs will be greatly reduced once the system is fully integrated with other city departments as well as decreased staff time by allowing the public to access public records and information electronically.

STAFF RECOMMENDATION:

Staff recommends the City Council approve the attached resolution authorizing the City Manager to execute the IGA, between the City and State for electronic records management system (ERMS) services program, attached as Exhibit A.

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Oregon Records Management Solution Pricing Scale

Total Number of ORMS Users (all agencies)	Cost per Month per Additional User	Cost per Month for 1-10 Users
1 to 3000	\$37.02	\$370.20
3,001 to 4,000	\$29.74	\$297.40
4,001 to 5,000	\$26.66	\$266.60
5,001 to 6,000	\$24.06	\$240.60
6,001 to 7,000	\$21.61	\$216.10
7,001 to 8,000	\$19.62	\$196.20
8,001 to 9,000	\$18.81	\$188.10
9,001 to 10,000	\$17.53	\$175.30
10,001 to 11,000	\$16.55	\$165.50
11,001 to 12,000	\$15.71	\$157.10
12,001 to 13,000	\$14.68	\$146.80
13,001 to 14,000	\$14.02	\$140.20
14,001 to 15,000	\$13.55	\$135.50
15,001 to 16,000	\$12.54	\$125.40
16,001 to 17,000	\$11.96	\$119.60
17,001 to 18,000	\$11.44	\$114.40
18,001 to 19,000	\$10.99	\$109.90
19,001 to 20,000	\$10.54	\$105.40





Oregon Records Management Solution

The Oregon Secretary of State Archives Division, Chaves Consulting, Inc. (CCI) and Arikkan, Inc. have formed a unique public-private partnership to implement the first statewide electronic records management solution of its kind in the country.

With the ever-increasing 1) Requests by the public for records and discovery, 2) Need to manage and search electronic and paper documents, and 3) Cost of electronic and paper records storage, Oregon's Records Management Solution meets those needs through an innovative SaaS (Software as a Service) model. The model has been designed to fulfill agencies' records management, hardware, software, training, and support needs without the requirement of an up-front investment.

ORMS Advantages:

- Partnership with the Oregon Archives Division ensures legally compliant records rules and configuration
- Solution proven effective through previous implementations at the Oregon Secretary of State Offices and Oregon Pilot Agencies
- Shifts agencies' investment from a capital to an operational expense
- Most cost-effective, in the cloud, records management solution available based on monthly per-user cost which includes:
 - Software, hardware, 24/7 Oregon-based ORMS Help Desk, ongoing training, data storage, ongoing hardware and software maintenance and upgrades
 - No upfront infrastructure costs or maintenance required by the agencies for *Standard Services*; additional services are available at contract rates
 - Updates, webinars, newsletters, conference calls, and remote access sessions available for agencies in their offices, on their desktop
 - Single point of contact to answer agency questions and resolve issues
- Use of Hewlett Packard TRIM® Records Management Software which delivers comprehensive tools and interfaces available. Features include:
 - Department of Defense 5015.2 certified to provide highest level of information security
 - Scheduled and automated destruction of records to reduce legal risk and liability and storage needs
 - Robust search and retrieval capabilities
- Central data repository located in state-of-the-art Tier 3+ data center located in a secure Oregon location
- Working with Oregon-based CCI and Arikkan which have a combined forty-seven year history of delivering customer service and support to Oregon State and local government agencies that goes Beyond the Call®
- Additional records management services available through CCI and Arikkan as part of ORMS Master Agreement

- ORMS Help Desk provides Oregon agencies ongoing:
 - 24/7 support
 - Up-dates, webinars, newsletters, conference calls, and *Go To Meeting* sessions which allows CCI to remotely work with agencies on their desktop
 - Single point of contact to answer agency questions and resolve issues

For more information contact:

Karen Kolb Schoeningh,
ORMS Project Director
541-523-1029 ext. 451
karen@chavesconsulting.com

or

Rebecca Van Cleave
ORMS Team Lead
888-354-2006
ormshelp@chavessupport.com



*Agency On-Boarding and
Implementation Process*



1. SIGN AND RETURN CONTRACTS

- a. Agency signs Intergovernmental Agreement (IGA) / InterAgency Agreement (IAA)
- b. Agency signs Subscription Services Contract (SSC) with Chaves Consulting, Inc. (CCI)
- c. Agency completes and returns to CCI
 - I. Signed SSC
 - II. Key Contacts Form
 - III. Agency's organizational chart indicating number of employees per each work unit

2. CHOOSE FIRST RECORDS

- a. Make a list of records to be stored in HPRM
- b. Schedule with ORMS Implementation Manager a 30 minute meeting with the Lead Implementation Team to review their list of records to be stored in HPRM

3. ATTEND KICK-OFF MEETING

- a. ORMS Implementation Manager schedules kick-off meeting date and location and confirms meeting participants and their contact information
- b. ORMS Implementation Manager confirms the customized kick-off documents meet Agency's needs and expectations
- c. ORMS Implementation Manager sends the documents and information to all meeting participants prior to the meeting:
 - i. Agenda (with projected minutes estimated)
 - ii. Project Timeline
 - iii. Agency On-Boarding Implementation Process
 - iv. Milestones Form
 - v. ORMS Support Desk Information

4. CONFIGURE AGENCY NETWORK AND SERVER

- a. Perform Joint Application Design Session to finalize Agency configuration
 - i. Plan for the configuration of the VPN to allow Agency client machines to connect to online End User Training modules for ORMS
 - The preferred option is a site-to-site VPN to simplify access for end users

- ii. Plan for firewall configuration changes to allow Agency client machines to connect to ORMS Workgroup servers
 - Allow two-way traffic on port 1137 and the training application on port 80
 - Ensure Agency is able to connect to JIRA®
- iii. Plan for the creation of a trust relationship between the Agency's Windows domain and the ORMS Windows domain and configure the required firewall policies to allow Internet Protocol / IP traffic)
- b. Deploy agency configuration
- c. Confirm access to End User Training and JIRA®

5. INSTALL CLIENT SOFTWARE

- a. Receive and review HPRM Client software installation instructions which are sent to the Agency IT person
 - i. Includes "How to Install Directions", which will refer to the specific locations in the HP documentation that describe the different installation choices
- b. Review with CCI / Arikkan
 - i. CCI / Arikkan staff will walk through the installation process with Agency IT staff to ensure a thorough understanding of the process
- c. Test with CCI / Arikkan
- d. CCI / Arikkan staff will provide all support needed by Agency IT staff to ensure client installations are properly configured
- e. Agency loads client software on each end user computer

6. TRAIN AGENCY POWER USERS ON JIRA® & ORMS EDUCATION

- a. Agency Power Users receives via email JIRA® instructions
- b. Agency Power Users receives via email the following ORMS Information:
 - i. Processes for issue reporting and escalation
 - ii. Additional Services Process
 - ORMS website URL
 - ◆ http://ormsonline.synergydcs.com/ormsportal/?page_id=31
 - ◆ Includes access to quarterly ORMS Newsflash on the website blog

- Link to end user training

7. DISCUSS AND CREATE BUILDS FOR ORMS

- a. Security and Access Plan for ORMS
- b. Locations Table
- c. Retention Schedules
- d. Classifications
- e. Record types

8. SIGN NON-SUBSCRIPTION SERVICES CONTRACTS, IF APPLICABLE

- a. Sign and return to the ORMS Implementation Manager the Non-Subscription Services agreement if applicable

9. ATTEND CUSTOMIZED AGENCY TRAINING

- a. Confirm training date and location with ORMS Implementation Manager
- b. Send ORMS Implementation Manager training participant names and contact information
- c. Receive from ORMS Support ORMS HPRM training guides to Agency which includes:
 - i. ORMS HPRM Power User Training Guide
 - ii. ORMS HPRM End User Training Guide
 - iii. ORMS HPRM Quick Start Guide
- d. Attend Training
- e. Complete and Return Training Feedback Survey

10. ORMS ONGOING SUPPORT BEGINS*ORMS SUPPORT CALL CENTER TEAM*

- a. Provides 24x7 support
- b. Creates support ticket in JIRA and escalates to appropriate resource when needed
- c. Follows-up on escalated support request through to resolution

11. CONFIRM AGENCY ACCEPTANCE OF INITIAL DELIVERABLES

- a. Complete and return to ORMS Implementation Manager Acceptance of Initial Deliverables
- b. Confirm with ORMS Implementation Manager the Milestones Document

12. ON-GOING SUPPORT CONTINUES

- a. CCI Support Team provides 24X7 support
 - i. 1.888.354.2006
 - ii. ormshelp@chavessupport.com

Case study

State of Oregon embraces HP TRIM software for statewide cloud-based records management



HP Autonomy customer case study

Read how the State of Oregon uses HP TRIM in the cloud-based Oregon Records Management Solution (ORMS) to minimize information overload, legal risk, and liability.

Customer

State of Oregon

Industry

State government



“We realized that the benefits we experienced at the Secretary of State’s office could be broadened to encompass every city, county and state agency in Oregon, and since agencies access ORMS on a per-user basis, the smallest agencies can have the same transformative public records management as organizations with thousands of employees and larger budgets. ORMS with HP TRIM truly levels the playing field when it comes to managing public records.”

—Kate Brown, Oregon Secretary of State

Objective

Leverage technology to enable transparent, efficient records management with lowered risk and costs for all public entities throughout the State of Oregon. Implement Solution as a Service, enabling rapid deployment and use at an affordable cost.

Approach

Implement HP TRIM in the cloud as part of a Solution as a Service deployment to make access to government records easier, more transparent, and affordable.

Implementation highlights

- A public-private partnership and the first statewide, private government cloud electronic records management solution of its kind in the country
- Fulfilled the agency's needs for records management hardware, software, training, and support without the requirement of an up-front investment
- Enabled city, county, and state agencies using ORMS with HP TRIM to manage more than one million documents during the pilot
- Moved files from disparate storage approaches including software programs, microfilm/microfiche, and paper into the HP TRIM electronic records management solution

Business benefits

- A public-private partnership and the first statewide, private government cloud electronic records management solution of its kind in the country
- Fulfilled the agency's needs for records management hardware, software, training, and support without the requirement of an up-front investment
- Enabled city, county, and state agencies using ORMS with HP TRIM to manage more than one million documents during the pilot
- Moved files from disparate storage approaches including software programs, microfilm/microfiche, and paper into the HP TRIM electronic records management

Overview

The Oregon Secretary of State's office pursues a vision that includes using innovation to connect Oregonians to their government, and to deliver services effectively, efficiently, and with greater transparency. In keeping with these goals, the Oregon Secretary of State's Archives Division formed a unique public-private partnership with Chaves Consulting Incorporated, and their business partner

Arikkan Incorporated, utilizing HP TRIM software to implement the first statewide electronic records management solution of its kind in the country.

Called the Oregon Records Management Solution (ORMS), the program is currently in its pilot phase, and is making access to government records easier, which makes government more transparent. ORMS also allows agencies to comply with Oregon's public records law for scheduled notification of automated retention and destruction of records. HP TRIM is also Department of Defense 5015.2 (chapters 2, 3, and 4)-certified, enabling the Secretary's office to manage records in line with the highest level of information security. And because HP TRIM integrates with various industry-leading software applications, the process of moving legacy records, such as Microsoft Office files, is straightforward.

Utilizing HP TRIM software, the Oregon Records Management Solution provides capabilities to support the State's eDiscovery projects, helping legal teams produce and review large volumes of information. During the pilot phase, more than 700 employees across 11 city, county, and state agencies have used ORMS with HP TRIM to manage more than one million documents. "The feedback we've gotten from users so far has been very positive," said Mary Beth Herkert, State Archivist with the Oregon Secretary of State's office. Herkert added, "More agencies and users are on-boarding monthly."

New system with HP TRIM minimizes information overload, legal risk, and liability

Herkert explained the process before the implementation took place, "We were trying to manage electronic records manually, but realized we needed to introduce technology to manage our information more effectively. The challenge was how to get both the smallest and largest agencies together on one system to save the state money in storage, cut risk, and reduce litigation costs." After HP TRIM was successfully implemented in the Secretary of State's office, they decided to release a competitive bid for implementing HP TRIM throughout the State. The contract was awarded to Chaves Consulting and their

Customer solution at a glance

Application

Comprehensive records management

Software

HP TRIM

First in the Nation

Offering a Solution as a Service deployment of HP TRIM in a private government cloud based on a per-user monthly fee and economies of scale



partner Arikkan to deliver a uniquely packaged Solution as a Service (SaaS) using HP TRIM. The SaaS-standardized model included the hardware, software, training, and support that the agency needed to implement HP TRIM, and it is deployed in a private government cloud. The ORMS solution offers a low monthly per-user fee based on statewide economies of scale which make it possible for every agency—large or small—to participate. The solution fulfills the agencies' need for records management, hardware, software, training, and support without requiring an up-front investment.

Before HP TRIM was implemented, the Secretary's office tried to manage its electronic records, but found the process to be time consuming without being systematic or routine, leaving information volumes to continue growing. "Most state archivists don't manage information until after documents have been created and used, but that process is cumbersome and does not work very well. HP TRIM lets us pivot to a front-end management solution where the records are managed as they are created," said Herkert. "In addition, the ability to perform scheduled and automated destruction of records will not only minimize information overload, but reduce storage needs, legal risk, and liability."

In addition to the Secretary of State's Office, pilot agencies include Oregon Department of Energy; Oregon Department of Human Services Children, Adult, and Families Division;

Oregon Public Utility Commission; Tualatin Hills Parks and Recreation District; and the cities of Beaverton, Dundee, Hillsboro, Milwaukie, and West Linn. In addition, the cities of St. Helen's and Lebanon, as well as Tillamook County, have come on board as early adopters. The Secretary's office anticipates more agencies coming on board, and a Federal Grant has been awarded to bring all of the current Oregon Governor's office records online and in a partnership with the State of Washington to bring them into the HP TRIM SaaS solution.

The new system has shortened the amount of time it takes to fulfill public records requests. Previously, the process required pulling backup tapes, emails, and file servers to satisfy requests for information. Now, because information is in the system, it can be found quickly. Herkert said, "A recent request for the Secretary's email from the first day in office to the present day, which included 80,000 emails, would have taken us about six days to gather, but instead it takes 90 seconds!"

Going forward, the ORMS system will allow citizens to request Public Records. This capability will be made possible through the WebDrawer feature of HP TRIM and will eliminate the step of having to take search requests to a city employee who must type in the request and wait for the result. "With the new system, public access will be much easier and more transparent. It will allow public servants to do a better job," said Herkert.

HP TRIM enables transparent, efficient records management

With HP TRIM as the software cornerstone of the Secretary's cloud-based records management system, state, city, and county agencies can manage, secure, and provide access to digital and physical documents. The innovative technology solution integrators at Arikkan solved a number of previously insurmountable IT issues to permit trusted connections and user authentication from differing agency network types into the private government cloud housed at Synergy Data Center and Services in Oregon.

About Chaves Consulting (CCI)

Since 1980, CCI has designed and implemented on-time, cost-effective, complex information system solutions for state and local government agencies throughout the United States. CCI has built a reputation for delivering exceptional customer service and product excellence that goes Beyond the Call®.

More information about CCI is available at www.chavesconsulting.com or by calling 800-435-4633.

About Arikkan, Inc.

Arikkan, Inc. is a leading technology integrator known for delivering on-time, complex, innovative Enterprise Solutions for state and local government throughout the United States. Arikkan has built a reputation for delivering exceptional client service and product excellence that exceeds client expectations.

More information about Arikkan, Inc. is available by e-mail info@arikkan.com or by calling 360-553-7966.

About HP Autonomy

HP Autonomy is a global leader in software that processes human information, or unstructured data, including social media, email, video, audio, text and web pages, etc. HP Autonomy's powerful management and analytic tools for structured information together with its ability to extract meaning in real time from all forms of information, regardless of format, is a powerful tool for companies seeking to get the most out of their data. HP Autonomy's product portfolio helps power companies through enterprise search analytics, business process management and OEM operations. HP Autonomy also offers information governance solutions in areas such as eDiscovery, content management and compliance, as well as marketing solutions that help companies grow revenue, such as web content management, online marketing optimization and rich media management.

Please visit autonomy.com to find out more.

Sign up for updates
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Source: Wall Street Journal MarketWatch

press release

Jan. 8, 2013, 4:00 a.m. EST

State of Oregon Embraces HP TRIM for Statewide Cloud-based Records Management Program

Technology from Autonomy, an HP Company, enables transparent, efficient records management with lowered risk and costs



PR Newswire

United Business Media

PALO ALTO, Calif., Jan. 8, 2013 /PRNewswire via COMTEX/ -- Autonomy, an HP company, today announced that the State of Oregon has selected HP TRIM as the cornerstone of a cloud-based records management system that will allow state, city and county agencies to manage, secure and provide access to digital and physical documents.

Called Oregon Records Management Solution (ORMS), the cloud-based system is the result of a unique public-private collaboration between Autonomy, Chaves Consulting and Arikkan, utilizing HP TRIM to implement the first statewide electronic records management solution of its kind in the country. ORMS implements HP TRIM in the cloud as part of a Software-as-a-Service solution to make access to government records easier, more transparent, and affordable.

Currently a pilot program, ORMS will provide agencies with the ability to manage records in an efficient, uniform manner and save money on storage, risk and litigation costs. ORMS will allow agencies to comply with Oregon public records law for scheduled notification of automated retention and destruction of records. In addition, ORMS will support eDiscovery projects when legal teams must produce and review large volumes of information. Currently, over 700 employees across 11 city, county and state agencies have used ORMS with HP TRIM to manage more than 1 million documents during the pilot program.

The pilot program originated in the office of the Oregon Secretary of State, which used HP TRIM to manage its digital and physical records. Before using HP TRIM, employees had to go through back-up tapes, emails and file servers to satisfy public records requests. With HP TRIM, requests are processed exponentially faster. For example, a request for the 80,000 emails generated by the Secretary of State since taking office took 90 seconds to fulfill, instead of days. ORMS pilot agencies are experiencing similar benefits, for example requests for public documents that used to take a week to process now take 30 seconds.

"We realized that the benefits we experienced at the Secretary of State's office could be broadened to encompass every city, county and state agency in Oregon," said Oregon Secretary of State Kate Brown. "And since agencies access ORMS on a per-user basis, the smallest agencies can have the same transformative public records management as organizations with thousands of employees and larger budgets. ORMS with HP TRIM truly levels the playing field when it comes to managing public records."

"Most state archivists don't manage information until after documents have been created and used, but that process is cumbersome and does not work very well," said Mary Beth Herkert, archivist, State of Oregon. "HP TRIM lets us pivot to a front-end management solution where the records are managed as they are created."

In addition to the Secretary of State's Office, pilot agencies include: Oregon Department of Energy; Oregon Department of Human Services; Public Utility Commission; Tualatin Hills Parks and Recreation District; and the cities of Beaverton, Dundee, Hillsboro, Milwaukie and West Linn. In addition, the cities of St. Helens and Lebanon, as well as Tillamook County, have come on board as early adopters.

The Secretary of State's office anticipates more agencies coming on board once the pilot program is over. There is also a federal grant in play for bringing all of the current Oregon governor's records online as well as sharing technologies with the State of Washington.

Because ORMS is cloud-based, there are no up-front infrastructure costs. It also offers a smaller IT footprint and reduced equipment, power and facilities expenses. ORMS fulfills agencies' needs for records management hardware, software, training and support without the requirement of an up-front investment.

"Government agencies are under a lot of pressure, as the public expects their agencies to be working efficiently and cost effectively, while agencies are constantly having their resources cut and are now expected to do more with less," said Neil Araujo, general manager, Enterprise Content Management, Autonomy, an HP Company. "Implementing a records management solution like HP TRIM that is purpose-built to do the heavy lifting is an ideal way for government agencies to ratchet up efficiencies while still complying with state law."

About Chaves Consulting (CCI) Since 1980, CCI has designed and implemented on-time, cost-effective, complex information system solutions for state and local government agencies

throughout the United States. CCI has built a reputation for delivering exceptional customer service and product excellence that goes Beyond the Call[®]. More information about CCI is available at www.chavesconsulting.com or by calling 800-435-4633.

About Arikkan, Inc. Arikkan, Inc. is a leading technology integrator known for delivering on-time, complex, innovative Enterprise Solutions for state and local government throughout the United States. Arikkan has built a reputation for delivering exceptional client service and product excellence that exceeds client expectations. More information about Arikkan, Inc. is available by e-mail info@arikkan.com or by calling 360-553-7966.

About CCI and Arikkan Joint Ventures Synergy Data Center and Services (www.synergydcs.com) - A state-of-the-art Tier 3 data center built in partnership between CCI, Arikkan, Inc., and Sace Inc. Cloud Records Management Solutions[™] (CRMSTM) - The nation's first live Private Government Cloud for Records Management, developed and implemented through a Joint Venture between Arikkan, Inc. and Chaves Consulting, Inc. (CCI).

About Autonomy Autonomy, an HP Company, is a global leader in software that processes human information, or unstructured data, including social media, email, video, audio, text and web pages, etc. Autonomy's powerful management and analytic tools for structured information together with its ability to extract meaning in real time from all forms of information, regardless of format, is a unique tool for companies seeking to get the most out of their data. Autonomy's product portfolio helps power companies through enterprise search analytics, business process management and OEM operations. Autonomy also offers information governance solutions in areas such as eDiscovery, content management and compliance, as well as marketing solutions that help companies grow revenue, such as web content management, online marketing optimization and rich media management. Please visit www.autonomy.com to find out more.

About HPHP creates new possibilities for technology to have a meaningful impact on people, businesses, governments and society. The world's largest technology company, HP brings together a portfolio that spans printing, personal computing, software, services and IT infrastructure to solve customer problems. More information about HP [HPQ +1.45%](http://www.hp.com) is available at <http://www.hp.com>.

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assumptions include macroeconomic and geopolitical trends and events; the competitive pressures faced by HP's businesses; the development and transition of new products and services (and the enhancement of existing products and services) to meet customer needs and respond to emerging technological trends; the execution and performance of contracts by HP and its customers, suppliers and partners; the protection of HP's intellectual property assets, including intellectual property licensed from third parties; integration and other risks associated with business combination and investment transactions; the hiring and retention of key employees; assumptions related to pension and other post-retirement costs and retirement programs; the execution, timing and results of restructuring plans, including estimates and assumptions related to the cost and the anticipated benefits of implementing those plans; expectations and assumptions relating to the execution and timing of cost reduction programs and restructuring and integration plans; the resolution of pending investigations, claims and disputes; and other risks that are described in HP's Quarterly Report on Form 10-Q for the fiscal quarter ended July 31, 2012 and HP's other filings with the Securities and Exchange Commission, including HP's Annual Report on Form 10-K for the fiscal year ended October 31, 2011. HP assumes no obligation and does not intend to update these forward-looking statements.

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www.hp.com/go/newsroom

SOURCE Autonomy, an HP Company



RESOLUTION NO. 2015-71

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND STATE OF OREGON ACTING THROUGH ITS OFFICES OF SECRETARY OF STATE AND ARCHIVES DIVISION FOR ELECTRONIC RECORDS MANAGEMENT SERVICES (IGA NO. 165-150057-15)

WHEREAS, the parties desire to enter into this Intergovernmental Agreement (IGA) pursuant to ORS Chapter 190; and

WHEREAS, The State of Oregon, acting through its offices of the Secretary of State and Archives Division, has developed services for managing electronic records and established a statewide agreement with a service provider for ongoing electronic records management system (ERMS) services that allows for the consistent and proper management, access, and final disposition of electronic records; and

WHEREAS, The State's program, "Oregon Records Management Solution" (ORMS), is a cloud-based system, between the State and service provider, and originated in the office of the Secretary of State, using Hewlett Packard's (HP) TRIM software to implement the statewide ERMS; and

WHEREAS, for those agencies and local government bodies that implement the ERMS under a statewide agreement (IGA attached as Exhibit A), it is the goal of the State Archivist, through the agreement, to provide archival consulting and implementation services to agencies that incorporate improved and consistent record management practices and comply with the Secretary of State's public records administration requirements.

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

Section 1. That the City of Forest Grove City Council hereby approves and authorizes the City Manager to execute the Intergovernmental Agreement on behalf of the City of Forest Grove for electronic records management services consistent with the terms of the Intergovernmental Agreement attached hereto as Exhibit A.

Section 2. The City Manager is authorized to execute such additional documents as may be necessary to fulfill the City's implementation process of the ERMS.

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

PRESENTED AND PASSED this 28th day of September, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of September, 2015.

Peter B. Truax, Mayor

EXHIBIT A

KATE BROWN
SECRETARY OF STATE

ROBERT TAYLOR
DEPUTY SECRETARY OF STATE



ARCHIVES DIVISION
MARY BETH HERKERT
DIRECTOR
800 Summer Street NE
Salem, Oregon 97310
(503) 373-0701
Facsimile (503) 378-4118

INTERGOVERNMENTAL AGREEMENT # 165-150057-15
For
Electronic Records Management Services
between
Oregon Secretary of State and City of Forest Grove

This Interagency Agreement (the "Agreement") is made and entered into between the State of Oregon, acting through its Office of the Secretary of State ("SOS ") and **City of Forest Grove** ("Entity") (each a "Party", collectively, the "Parties"). This Agreement is effective on the date this Agreement is fully executed and approved by an authorized representative of each Party as indicated by signature below (the "Commencement Date").

RECITALS

Under ORS 192.015, the legislature designated SOS as public records administrator of the state, with the responsibility "*...to obtain and maintain uniformity in the application, operation and interpretation of the public records laws.*" Further to this designation, "[t]he State Archivist may grant to public officials of the state or any political subdivision specific or continuing authorization for the retention or disposition of public records that are in their custody." (ORS 192.105(1))

In order to effectively carry out the above-stated duties and assist state agencies and local governments in the shared responsibility of public records retention and disposal, SOS has determined that the effective management of public records must address information that is primarily contained in or derived from electronic formats. ORS 192.001 to 192.105 gives the State Archivist the authority to conduct an electronic records management system ("ERMS") services program.

The State Archivist has developed services for managing electronic records (including e-mail) that include a uniform, non-technical records classification specification (file structure and records classification). SOS has established a statewide agreement with a service provider for ongoing ERMS services, including provision of a central repository to house electronic records that allows for the consistent and proper management, access and final disposition of electronic records. These additional services are available to state agencies and local governments through a separate contract between each participating entity and the Oregon Records Management Solution (ORMS) service provider. The Entity may enter into a contract with the ORMS service provider under the cooperative purchasing provisions of the contract and state law. For those agencies and local government bodies that implement the ORMS under the statewide agreement, it is the goal of the State Archivist, through interagency agreements, to provide archival consulting and implementation services to participating state agencies and local government entities that incorporate improved and consistent record management practices and comply with the Secretary of State's public records administration requirements.

AGREEMENT

SECTION 1. TERM AND RENEWAL

The initial term of this Agreement begins on the Commencement Date and ends on June 30, 2016 (the "Initial Term"). Thereafter, this Agreement shall automatically renew each year for a one-year term beginning on July 1 of a calendar year and ending on June 30 of the following calendar year ("Extension Term"; the Initial Term together with the Extension Term shall be hereinafter collectively referred to as the "Term"), unless either Party provides written notice to the other Party of its intent not to renew this Agreement at least six months prior to the expiration of the current Term.

SECTION 2. SERVICES; OBLIGATIONS; OPTING OUT

2.1 Services.

- 2.1.1 SOS shall make consulting services ("Consulting Services") available to the Entity as set forth in this Agreement. As used in this Agreement "ORMS Services" means the Oregon Records Management Solution that incorporates Hewlett Packard's TRIM software and is provided under separate contract between the Entity and the third party provider ("ORMS Provider") under statewide agreement with SOS. The parties mutually agree that, a service level agreement (SLA) which describes the minimum levels of system performance, availability, operation, reliability and continuity will be made part of Agreement as an addendum and remain in effect during the use of the ORMS. SOS will work with the individuals identified in Appendix A in order to provide the services and obligations provided in this Agreement.
- 2.1.2 SOS shall provide the Entity with the following services, including those described in Appendix B
 - a. Record Classification and Retention Consulting;
 - b. File Structure Consulting;
 - c. Preparation for use of the ORMS; and
 - d. Training for the Entity personnel related to the ORMS and record management.
- 2.1.3 In providing Consulting Services, SOS shall:
 - a. Provide appropriately trained staff to fulfill its obligations under this Agreement;
 - b. Use reasonable efforts to ensure that levels of service quality, responsiveness and dependability are maintained; and
 - c. Make revisions to the SOS internal incident-resolution escalation process to the extent SOS determines such revisions are necessary to fulfill its obligations under this Agreement.

Provision of Consulting Services is subject to the Entity's timely response to requests for critical information necessary to resolve issues.

2.2 The Entity's Obligations. The Entity shall:

- a. Negotiate to enter into an agreement with the ORMS service provider using the HP TRIM solution through the cooperative purchasing provisions of the State agreement as allowed under state law;
- b. Incorporate, with SOS assistance, the record structure work provided by SOS that is required to use the ORMS;

- c. Appoint an authorized representative upon signing and notify SOS immediately of any change in authority;
- d. Designate a Entity employee to participate as necessary as a representative on a change advisory board made up of SOS personnel and representatives from the participating city, county and state entities which shall be responsible for reviewing requested enhancements to the ORMS, and making recommendations for implementation of such enhancements to the ORMS Provider;
- e. Act as a pilot participant and agree to aid in further developing a model for the statewide rollout of the ORMS related to public records management; and
- f. Respond in a timely manner to SOS requests for critical information necessary to resolve issues.

Nothing in this Agreement shall be construed to require SOS to perform any record management activities that the Entity is required to perform pursuant to state or federal law.

2.3 Opting Out.

- 2.3.1 The Entity may, at its sole discretion and at any time during the Term, discontinue use of Consulting Services by sending 3 months prior written notice to SOS of its intention to discontinue such use (such action shall be referred to in this Agreement as “Opting Out,” or the Entity’s “Opt Out”). The Entity shall specify in its notice the date on which it will Opt Out (“Opt Out date”), which shall not be earlier than 3 months following the date of the Entity Opt Out notice. Following notification the Entity’s desire to Opt Out, SOS shall have no obligation to provide Consulting Services under this Agreement after the Opt Out date has occurred. Opting Out shall terminate this Agreement as provided in Section 7.
- 2.3.2 If the Entity chooses to Opt Out, then:
 - a. SOS shall have no responsibility for any of the Entity’s costs for Opting Out;
 - b. SOS shall have no obligation after the Opt Out date to develop or maintain the Entity’s interface to the system employed under the ORMS that allows the Entity to use another application to manage records within the Entity’s own systems, however, SOS shall reasonably cooperate with and assist the Entity in developing such interfaces;
 - c. SOS shall allow the Entity to export records, and shall provide reasonable cooperation and assistance to the Entity in completing such export, however SOS shall have no obligation to provide the Entity with any data that resides in the system employed under the ORMS in any particular format; and
 - d. The Entity shall continue to maintain records in accordance with Oregon record retention laws.

SECTION 3. TREATMENT OF DATA

Each Party shall comply with applicable state laws governing the use and disclosure of public records. Each Party shall be responsible for responding to any public records request it receives, to the extent that it has access to the information requested, including responsibility for evaluating and appropriately handling the confidentiality of the information.

SECTION 4. FEES

There shall be no charge to the Entity by SOS for the Consulting Services described in this agreement during the Initial Term.

If fees will be charged during any subsequent or renewal term, SOS shall notify the Entity of the total anticipated fees in January of the fiscal year preceding the fiscal year in which such fees will be due.

SECTION 5. REPRESENTATIONS AND WARRANTIES

5.1 The Entity. The Entity represents and warrants to SOS as follows:

- 5.1.1 The Entity is a unit of state government as defined under ORS 190.003, duly organized and validly existing under the laws of the State of Oregon. The Entity has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder.
- 5.1.2 The making and performance by the Entity of this Agreement: (a) have been duly authorized by all necessary action of the Entity; (b) does not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of the Entity's charter or other organizational document; and (c) does not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which the Entity is a party or by which the Entity or any of its properties may be bound or affected.
- 5.1.3 No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by the Entity of this Agreement.
- 5.1.4 This Agreement has been duly executed and delivered by the Entity and constitutes a legal, valid and binding obligation of the Entity, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.

5.2 By SOS. SOS represents and warrants to the Entity as follows:

- 5.2.1 SOS is an agency of the State of Oregon duly organized and validly existing under the laws of the State of Oregon. SOS has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder.
- 5.2.2 The making and performance by SOS of this Agreement: (1) has been duly authorized by all necessary action of the State; (2) does not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of any other organizational document' and (3) does not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which SOS is a party or by which SOS or any of its properties may be bound or affected.
- 5.2.3 No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by SOS of this Agreement.

- 5.2.4 This Agreement has been duly executed and delivered by SOS and constitutes a legal, valid and binding obligation of SOS, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.

6. DEFAULT

A Party shall be in default under this Agreement if:

- a. The Party fails to perform, observe or discharge any of its covenants, agreements or obligations set forth herein; or
- b. Any representation, warranty or statement made herein by the Party is untrue in any material respect when made and is made in bad faith.

7. TERMINATION

7.1 By Entity. The Entity may terminate this Agreement:

- a. Immediately upon written notice to SOS, or at such later date as the Entity may establish in such notice, if the Entity fails to receive funding, appropriations, limitations or such other expenditure authority at levels sufficient to enable it to meet its contract obligations under this Agreement. In the event the Entity reasonably believes it must terminate this Agreement pursuant to this section, the Entity shall provide notice to SOS as soon as possible of its intent to terminate this Agreement. When possible, the Entity shall provide such notice to SOS 6 months prior to the effective date of the termination;
- b. Immediately upon written notice to SOS if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that the Entity's performance of its obligations under this Agreement is prohibited;
- c. Upon breach of this Agreement by SOS and failure by SOS to cure the breach within 30 calendar days after written notice from the Entity specifying the breach; or
- d. By Opting Out as provided in Section 2.3.

7.2 By SOS. SOS may terminate this Agreement:

- a. Immediately upon written notice to the Entity or at such later date as SOS may establish in such notice, if SOS fails to receive funding, appropriations, limitations or other expenditure authority at levels sufficient to continue to provide the Services.
- b. Immediately upon written notice to the Entity, if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that SOS's performance of Consulting Services under this Agreement is prohibited.
- c. Upon breach of this Agreement by the Entity and failure by the Entity to cure the breach within 30 calendar days after written notice from SOS specifying the breach.

7.3 By Either Party. Either Party may terminate this Agreement, for any or no reason, upon six month's written notice to the other Party.

7.4 Remedies. Termination of this Agreement shall not affect any other remedies and rights which a Party may have under this Agreement, in law or in equity.

8. INDEMNITY

The Parties shall (consistent with ORS chapter 180) defend, save, hold harmless, and indemnify one another, including all officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature resulting from or arising out of any negligent acts

or omissions under this Agreement. SOS's liability under this Section is limited to the extent permitted by Article XI, Section 7 of the Oregon Constitution and subject to the terms, conditions and limitations of the Oregon Tort Claims Act (ORS 30.260 - 30.300). The Entity's liability under this Section is limited to the extent provided by any applicable provisions of the Oregon Constitution and the Oregon Tort Claims Act. The Entity shall carry appropriate insurance to cover the indemnity requirement. Neither the Entity nor any attorney engaged by the Entity or any other entity shall defend the claim, suit or action in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without first receiving from the Oregon Attorney General, in a form and manner determined appropriate by the Attorney General, authority to act as legal counsel for the State of Oregon. Nor shall the Entity or any other entity settle any claim, action or suit on behalf of the State of Oregon without the approval of the Attorney General. The State of Oregon may, at its election and expense, assume its own defense and settlement in the event that the State of Oregon determines that Grantee is prohibited from defending the State of Oregon, or is not adequately defending the State of Oregon's interests, or that an important government principle is at issue and the State of Oregon desires to assume its own defense.

9. OWNERSHIP OF WORK PRODUCT

All Work Product created solely by SOS pursuant to or in connection with this Agreement, including derivative works and compilations, and whether or not such Work Product is considered a work made for hire or an employment to invent, shall be the exclusive property of SOS. All Work Product created solely by the Entity pursuant to or in connection with this Agreement, including derivative works and compilations, and whether or not such Work Product is considered a work made for hire or an employment to invent, shall be the exclusive property of the Entity. All Work Product created jointly by the Entity and SOS pursuant to or in connection with this Agreement, including derivative works and compilations, and whether or not such Work Product is considered a work made for hire or an employment to invent, shall be the joint property of SOS and the Entity, "Work Product" means every invention, discovery, work of authorship including academic programs or course curricula, trade secret or other tangible or intangible item and all intellectual property rights therein that a Party may produce pursuant or in connection with this Agreement. As to Work Product created solely by SOS pursuant to this Agreement, the Parties agree that such original works of authorship are "work made for hire" of which SOS is the author within the meaning of the United States Copyright Act. If for any reason the original Work Product created pursuant to this Agreement is not "work made for hire," SOS hereby irrevocably retains any and all of its rights, title, and interest in all original Work Product created by SOS, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. The Entity forever waives any and all rights relating to original Work Product created pursuant to this Agreement, including without limitation, any and all rights arising under 17 USC §106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications.

10. GENERAL PROVISIONS

10.1 Notices. Notices shall be in writing and either delivered personally or sent by registered or certified mail, postage prepaid, by internationally recognized air courier or by facsimile or electronic means which provides for confirmation and acknowledgment of receipt. Notices sent to any Party under this Agreement shall be sent to the Party's Authorized Representative. "Authorized Representative" means (i) with respect to v, the person that is designated in Appendix A; and (ii) with respect to SOS, the Director of the Archives Division of the Office of the Oregon Secretary of State or the person that the Director of the Archives Division designates. Each Party may change its address for receiving notice or its Authorized Representative at any

time upon notice given in accordance with this Section. Notices shall be deemed given upon delivery or, in the case of facsimile or electronic transmission, when acknowledgment and confirmation of receipt is received electronically, provided that a printed copy of such acknowledgment and confirmation is forwarded on the date received, by another means provided for in this Section.

- 10.2 Force Majeure. Neither Party shall be liable for a delay or failure to perform due to causes beyond its control including, but not limited to, a labor dispute, strike, lock-out, civil commotion or like operation, invasion, rebellion, hostilities, military or usurped power, sabotage, governmental regulations or controls, inability to obtain labor, services or materials, or through act of God or causes beyond the reasonable control of Parties, provided such cause is not due to the willful act or neglect of SOS or the Entity.
- 10.3 Independent Status. The Entity shall have no right to, and shall not, control the manner or determine the method of accomplishing Consulting Services. Neither SOS nor SOS's staff are employees or agents of the Entity, nor are the Entity or the Entity's staff employees or agents of SOS for any purpose whatsoever. Neither Party nor its staff shall, under any circumstances, have any authority to act for or to bind the other Party, or to sign the name of the other Party, or to otherwise represent that it is in any way responsible for the other Party's acts or omissions.
- 10.4 Governing Law; Venue; Consent to Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon, without regard to principles of conflict of law. Any claim, action, suit or proceeding, (collectively, "Claim") between SOS (or any other agency or department of the State of Oregon) and the Entity that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court of the District of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. The Entity, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.
- 10.5 Severability; Waiver. If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected. The rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provisions held to be invalid. The failure by a Party to enforce any provision of this Agreement shall not constitute a waiver of that or any other provision.
- 10.6 Survival. All rights and obligations shall cease upon termination or expiration of this Agreement except for the rights and obligations set forth in the following sections: Section 4 (Payment); Section 5 (Representations and Warranties); Section 8 (Indemnity); Section 9 (Work Product); Section 10.4 (Governing Law; Venue; Consent to Jurisdiction); Section 10.6 (Survival); Section 10.8 (Records); and Section 10.9 (Entire Agreement; Amendments).
- 10.7 Compliance with Law. Both Parties shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to this Agreement.

- 10.8 Records. Each Party shall maintain financial records relating to this Agreement in accordance with generally accepted accounting principles to clearly document the Party's performance. Additionally, each Party shall maintain any other records pertinent to this Agreement in such a manner as to clearly document the Party's performance of its duties under this Agreement. SOS, the Entity, and the federal government and their duly authorized representatives shall have access to such financial records and other books, documents, papers, plans, records of shipments and payments and writings of the Parties that are pertinent to this Agreement, whether in paper, electronic or other form, to perform examinations and audits and make excerpts and transcripts. The Entity and SOS shall retain and keep accessible all such financial records, books, documents, papers, plans, records of shipments and payments and writings for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.
- 10.9 Entire Agreement; Amendments. This Agreement constitutes the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No amendment, waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such amendment, waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day, month and year noted below.

THE STATE OF OREGON, acting through its OFFICE OF THE SECRETARY OF STATE

By: _____

Title: _____

Date: _____

Address and Fax for Notices: Oregon Secretary of State
Attn: Linda Lichty
255 Capitol St NE, Suite 180
Salem, OR 97310
Phone # 503-986-2241
Fax #503-378-4991

City of Forest Grove

By: _____

Michael "Jesse" VanderZanden
City Manager

Title: _____

September 28, 2015

Date: _____

Address and Fax for Notices **MUST** be filled in:

Contact: Anna D. Ruggles, City Recorder

1924 Council Street
P. O. Box 326
Forest Grove, OR 97116

Address: _____

503.992.3235

Phone number: _____

503.992.3207

Fax Number: _____

Appendix A
City of Forest Grove (Entity)

The Entity will use the ORMS

Annual Payment to SOS for the Initial Term (as that term is defined in Section 2.1): \$0

The Entity Contact Information:

Title	Name	Phone	email
Project Management and Records Contact	Anna Ruggles	503.992.3235	aruggles@forestgrove-or.gov
IT Contact	Mike Nolop	503.992.3278	mnolop@forestgrove-or.gov

Appendix B
Supported Services

Record Classification: SOS shall assist the Entity with classification of all appropriate records as determined jointly by SOS and the Entity

Retention Services: SOS shall specify and recommend record retention schedules and SOS shall assist the Entity with applying the Entity Records Retention Schedule to electronic records in the ORMS.

File Structure: SOS will work with the Entity to develop and implement a file structure that best fits the needs of the Entity and the use of the ORMS. SOS shall assist the Entity to help ensure that file structures are in place to effectively implement the ORMS.

ORMS Preparation: SOS shall ensure the Entity records and structures are in order to effectively begin using the ORMS.

Training Services: SOS shall provide all necessary training to ensure a successful migration to the new records management system.

Final Acceptance: SOS will work with the Entity for final user acceptance which meets success criteria outlined by both parties.