

December-15						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Municipal Court	2	3	4 LOC Board Mtg - 9am Salem S&CC 1st Friday	5 Best Bell Ringer 2pm Holiday In The Grove Holiday Light Parade 5pm
6	7 Red Cross Blood Drive 1pm - 6pm - Comm Aud	8 CCI 5:30pm	9 Employee Luncheon 11:30 am - 2pm - Comm Aud SC Food Waste Composting 6:30pm - Comm Aud MPAC 5pm	10 WEA Breakfast PAC 5pm	11	12 FGSCC Flea Mkt 9am
13	14 CITY COUNCIL 5:30 PM - WORK SESSION (Tokola Properties) 6:05 PM - WORK SESSION (B&C Interviews) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	15 Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	16	17 Sustainability 6pm TBA Food Film 7:30pm	18 JWC (MC) 9am WC Mayors - Cancelled	19
20	21 Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	22 HLB 7:15pm	23 PSAC 7:30am MPAC 5pm	24 Sustainability Moved to 17th	25 CITY OFFICES CLOSED	26 Library Closed
27	28 NO CITY COUNCIL MEETING	29	30	31		

Jan-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 S&CC 1st Friday CITY OFFICES CLOSED	2
3	4 Planning Comm 7pm	5 CCI 5:30pm	6 Municipal Court Water Providers EC 5:30pm	7 Western WA County Cities Joint Legislative Session 5:30 pm - TBD EDC Noon	8 WC Mayors JWC - Noon	9
10	11 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	12 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	13 Beaverton City Address 7:30pm MPAC 5pm	14 Mercy Corps 4pm, Fire St PAC 5pm	15	16
17	18 FGS&CC Bd Mtg 6:30pm CITY OFFICES CLOSED	19 Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm Fernhill Wetlands 5:30pm Planning Comm 7pm	20 Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	21 B&C Recognition Reception 5:30 pm - TBD Mercy Corps 4pm, Fire St Food Film 7:30pm	22	23
24	25 Chamber Luncheon CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	26 HLB 7:15pm	27 PSAC 7:30am MPAC 5pm Tualatin City Address 8pm	28 WEA Breakfast Mercy Corps 4pm, Fire St Sustainability 6pm Hillsboro City Address 7pm	29	30 Annual Town Meeting 8am - Comm Aud
31						

Feb-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Planning Comm 7pm	2 CCI 5:30pm	3 Municipal Court Metro Equitable Housing Summit-8am Water Providers CB 6:30pm	4 EDC Noon Tigard City Address 6:30pm	5 S&CC 1st Friday	6
7	8 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	10 MPAC 5pm	11 PAC 5pm	12 WC Mayors	13
14	15 FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	16 Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm Fernhill Wetlands 5:30pm	17 Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	18 Food Film 7:30pm	19	20 Council Goal-Setting Retreat 8:30 am - TBA
21	22 Chamber Luncheon - State of City Address CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	23 HLB 7:15pm	24 PSAC 7:30am MPAC 5pm	25 WEA Breakfast Sustainability 6pm	26	27
28	29					

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FOREST GROVE CITY COUNCIL

Monday, December 14, 2015

Meeting Agenda

5:30 PM – Work Session (Tokola Properties Project)
6:05 PM – Work Session (B&C Recruitment Interviews)
6:25 PM – Work Session (COPS Grant)
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.

Paul Downey, Administrative Services Director Jon Holan, Community Development Director Jesse VanderZanden, City Manager	<u>5:30</u>	<u>WORK SESSION: TOKOLA PROPERTIES PROJECT</u> 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).
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Anna Ruggles, City Recorder Jesse VanderZanden, City Manager	<u>6:05</u>	<u>WORK SESSION: BOARDS, COMMITTEES AND COMMISSIONS (B&C) ANNUAL RECRUITMENT INTERVIEWS</u> 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).
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J. F. Schutz, Police Chief Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager	<u>6:25</u>	<u>WORK SESSION: POLICE COPS GRANT</u> 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).
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	<u>7:00</u>	1. <u>REGULAR MEETING:</u> Roll Call and Pledge of Allegiance <u>AWARD PRESENTATIONS:</u>
Michael Kinkade, Fire Chief	7:05	1. A. <ul style="list-style-type: none"> • <i>Cardiopulmonary Resuscitation (CPR) Lifesaving Citizen Awards</i>
Tom Gamble, Parks and Recreation Director	7:15	1. B. <ul style="list-style-type: none"> • <i>Paul Waterstreet, Parks and Recreation (P&R) Commission Chair</i> <ul style="list-style-type: none"> ▪ <i>Parks and Recreation Volunteers of the Year Awards</i>
		2. <u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you.
		3. <u>CONSENT AGENDA:</u> See Page 4
		4. <u>ADDITIONS/DELETIONS:</u>
		5. <u>PRESENTATIONS:</u>
Jeff King, Economic Development Manager Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager	7:25	5. A. <ul style="list-style-type: none"> • <i>Comparative Analysis Presentation of Urban Renewal Financing Structure, Economic Development Pacific University Student Interns</i>

Tom Gamble, Parks and Recreation Director Jesse VanderZanden, City Manager	8:10	5. B. • <i>Public Arts Commission (PAC) Presentation “Art-In-The-Park”, Kathleen Leatham, PAC Chair</i>
George Cress, Light and Power Director Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager	8:20	6. <u>PUBLIC HEARING AND RESOLUTION NO. 2015-87 INCREASING LIGHT AND POWER ELECTRIC RATES, EFFECTIVE JANUARY 16, 2016, AND REPEALING RESOLUTION NO. 2014-87</u>
Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager	8:35	7. <u>RESOLUTION NO. 2015-88 ADOPTING PENSION FUNDING POLICY FOR THE CITY OF FOREST GROVE RETIREMENT PLAN</u>
City Councilors	8:40	8. <u>CITY COUNCIL COMMUNICATIONS:</u>
Jesse VanderZanden, City Manager	8:52	9. <u>CITY MANAGER’S REPORT:</u>
Peter Truax, Mayor	8:55	10. <u>MAYOR’S REPORT:</u>
	<u>9:00</u>	11. <u>ADJOURNMENT:</u>

3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).
- A. Approve City Council Work Session (B&C Interviews) Meeting Minutes of November 23, 2015.
 - B. Approve City Council Joint Work Session with Library Commission (Library Strategic Planning) Meeting Minutes of November 23, 2015.
 - C. Approve City Council Regular Meeting Minutes of November 23, 2015.
 - D. Accept Economic Development Commission Meeting Minutes of October 1, 2015.
 - E. Accept Historic Landmarks Board Meeting Minutes of October 27, 2015.
 - F. Accept Parks and Recreation Commission Meeting Minutes of October 21, 2015.
 - G. Community Development Department Monthly Building Activity Report for November 2015.
 - H. RESOLUTION NO. 2015-79 MAKING REAPPOINTMENTS TO BUDGET COMMITTEE (Reappointing Rod Fuiten, David Maisel, and Debby Roth, Term Expiring December 31, 2018).
 - I. RESOLUTION NO. 2015-80 MAKING REAPPOINTMENT TO COMMITTEE FOR CITIZEN INVOLVEMENT (Reappointing David Andersen, Term Expiring January 31, 2020).
 - J. Accept Resignations on Committee for Citizen Involvement (CCI) (Sebastian Lawler, Term Expiring January 31, 2016, and Kathryn Karppinen, Term Expiring January 31, 2016).
 - K. RESOLUTION NO. 2015-81 MAKING REAPPOINTMENTS TO ECONOMIC DEVELOPMENT COMMISSION (EDC) (Reappointing Jennifer Prickett, McMenamins – Primary (Large Commercial) and Catherine Buck, McMenamins – Alternate; James Draznin, At-Large; Hope Kramer, Urban Decanter (Downtown Retail); Mark Nakajima, Ace Hardware (Business/Small Mfg); Justin Norman, Woodfold (Wood/Ag Products); and Javier Urenda, Adelante Mujeres (Hispanic Community), Terms, Expiring December 31, 2018).
 - L. RESOLUTION NO. 2015-82 MAKING REAPPOINTMENT TO LIBRARY COMMISSION (Jon Youngberg, Term Expiring December 31, 2017).
 - M. RESOLUTION NO. 2015-83 MAKING REAPPOINTMENT TO PARKS AND RECREATION COMMISSION (Reappointing Jeremiah Toews, NE, Term Expiring December 31, 2019).
 - N. Accept Resignation on Parks and Recreation Commission (P&R) (Quinn Johnston, At-Large, Term Expiring December 31, 2015).
 - O. RESOLUTION NO. 2015-84 MAKING REAPPOINTMENTS TO PLANNING COMMISSION (Reappointing Thomas Beck and Dale Smith, Terms Expiring December 31, 2019).
 - P. RESOLUTION NO. 2015-85 MAKING REAPPOINTMENTS TO PUBLIC ARTS COMMISSION (PAC) (Reappointing Kathy Broom and Pat Truax, Terms Expiring December 31, 2018).
 - Q. RESOLUTION NO. 2015-86 MAKING REAPPOINTMENT TO SUSTAINABILITY COMMISSION (Reappointing Robin Lindsley, Term Expiring December 31, 2019).

MEMORANDUM

TO: City Council

FROM: Jesse VanderZanden, City Manager
Paul Downey, Administrative Services Director
Jon Holan, Community Development Director

DATE: December 14, 2015

SUBJECT: Tokola Presentation

Dwight Unti and Jeff Edinger from Tokola Properties will be presenting the proposed project for the Phase 1 development on the Times Litho site. They will introduce themselves and the proposed project to the Council.

No financial information will be presented tonight. The financial aspects of the project will be discussed at an upcoming executive session.

2015–16 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 – Vacancy 1 – Vacancy Effective 01/31/16	01/31/20 01/31/20
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	12/31/16 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 – Student Vacancy	12/31/16 12/31/16 12/31/16
LIBRARY Meets 2 nd Tuesday, 6:30 pm	7 – Members - 2 – Year Term Student Advisor	1 – Vacancy 1 – Vacancy	12/31/17 12/31/17
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 – Vacancy At-Large Effective 12/31/15 1 – Student Vacancy	12/31/19 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	1 – Student Vacancy	12/31/16
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		

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.



RECEIVED
NOV 06 2015

BY: Interview
Dec 14, 2015
6:00pm

APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

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

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

SEEKING REAPPOINTMENT: Reappointments interviewed at Council's discretion.

0 # of term(s) previously served. _____ % of previous attendance.

Name: Michael Howell Home Phone: 503-██████████
 Residence Business
 Address: Phone:
 Mailing E-mail
 Address: ██████████ Forest Grove Address: ██████████
 Employer: Howell Tree Farm Occupation Profession: land manager

Years lived in Forest Grove? 27 Do you reside within City limits? Yes How did you hear of this opportunity? David Mizel

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

What ideas do you have for improving "Fair" or "Poor" performance? _____

Why are you interested in serving on the Advisory Board/Commission(s)? I would like to give back while being more involved with my community.

What contributions do you feel you can/will make to the Board/Commission(s)? As a young member of the community I bring a new

What qualifications, skills, or experiences would you bring to the Board/Commission(s)? I have Science & Business degrees from Lin Benton. I run a land mgmt company centered around timber. I understand tactical & strategic planning.

Previous appointed or elected offices: None

Previous/current community affiliations and activities: None

May we keep your name on file if not appointed at this time? YES NO (10/08)



CITIZEN ADVISORY BOARDS, COMMITTEES

INTERVIEW
Dec 14, 2015
6:10pm

RECEIVED
NOV 12 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	<u>3</u>	<input type="checkbox"/> Parks & Recreation Commission	3rd Wednesday, 7am
<input type="checkbox"/> Committee for Citizen Involvement	1st Tuesday, 5:30pm	<u>4</u>	<input type="checkbox"/> Planning Commission	1st & 3rd Monday, 7pm
<u>2</u> <input type="checkbox"/> Community Forestry Commission	3rd Wednesday, 5:15pm	<input type="checkbox"/>	<input type="checkbox"/> Public Arts Commission	2nd Thursday, 5pm
<input type="checkbox"/> Economic Development Commission	1st Thursday, Noon	<input type="checkbox"/>	<input type="checkbox"/> Public Safety Advisory Commission	4th Wednesday, 7:30am
<input type="checkbox"/> Historic Landmarks Board	4th Tuesday, 7:15pm	<u>1</u>	<input type="checkbox"/> Sustainability Commission	4th Thursday, 6pm
<input type="checkbox"/> Library Commission	2nd Tuesday, 6:30pm			

NAME: Kenneth A. Cobleigh
RESIDENCE ADDRESS: [redacted] FG 97116
MAILING ADDRESS: _____
EMPLOYER: None, semi retired

HOME PHONE: [redacted]
BUSINESS PHONE: [redacted]
E-MAIL: [redacted]
OCCUPATION/PROFESSION: Engineer / semi retired

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

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

What ideas do you have for improving "Fair" or "Poor" performance? Keep on track - for a small town of 23,000 or so, I think a good job is being done overall, but to be excellent, we must focus on growth and environmental impacts more closely. A good example is Fern Hill Wetlands, which we all love. A noticeable achievement, with volunteers!

Why are you interested in serving on the Advisory Board/Committee/Commission? To have a say in how the future is realized; to fulfill a need of community involvement; to foster relationships of Forest Grove to Washington County and the State of Oregon; to ensure FG is affordable and livable; to be locally b involved in environmental concerns.

What contributions do you feel you can/will make to the Board/Committee/Commission? I am a 35 year veteran systems engineer, so I pay attention to the details while ensuring the bigger picture is not lost or negatively affected in any way. I am both an excellent listener and speaker, have an environmental background, & have served the public before

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? 1) Avid writer 2) Active listener 3) An engineer (need I say more?) 4) Excellent note keeper 5) Financier 6) Environmentalist 7) Activist 8) Enthusiastic 9) Have the time to focus on these positions 10) Can put things in laymen terms fore all to identify with.

Previous/current appointed or elected offices: None so far...

Previous/current community affiliations or activities: SeaTac and other Seattle gardens, food banks, The Nature Conservancy

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

Signature: Ka Cobleigh Date: 11/7/15
I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(App 01/14)



Forest Grove Police



DATE: December 14, 2015

SUBJECT: Forest Grove Police Department COPS Grant Application

PROJECT TEAM: Janie Schutz, Police Chief
Mike Herb, Police Captain
Kevin Ellingsburg, Police Captain
Jesse VanderZanden, City Manager

ISSUE STATEMENT:

- FGPD granted permission to apply for a federal COPS grant in June 2015.
- FGPD awarded the grant in September 2015.
- Grant supports the hiring of 2 police officers for specific projects to be completed.
- Only 2 other agencies in the state received the grant: Beaverton and Gresham.

BACKGROUND:

- Quality of life issues regarding the police department dealing with criminal investigations is a large part of what a police department is tasked with accomplishing.
- Outreach in regards to quality of life issues for our Latino population is part of the departments' action plan.
- The Latino population makes up approximately 23% of our city's makeup and 50% of our public schools makeup.
- IGET has requested that FGPD take a more active role in issues dealing with the gang culture here in Forest Grove and Cornelius.
- The COPS grant was written with a plan to use the allotted positions to implement a new program called the "Trust Coalition" consisting of two components:
 - Assign an officer to IGET on at least a part-time basis.
 - Assign an officer as a direct liaison to the Latino community.
- The COPS grant written by FGPD believes in and supports our need to build trust in our Forest Grove community.

FISCAL IMPACT:

- Please refer to Paul Downey's fiscal presentation reference impact to the City.

STAFF RECOMMENDATION:

- This presentation is for information only with the intent to aid the Council in a decision prior to the grant acceptance deadline of 02/15/2016.

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Community Oriented Policing Services (COPS)



- **Department received approval from City Manager in Spring 2015 to apply for two COPS positions.**
- **In September 2015, the department received notice that the Forest Grove PD was awarded these two officer positions**
- **Grant was written with a plan to use the positions to implement a program called the “Trust Coalition” consisting of two components:**
 - Assign an officer to IGET, either half or full time.
 - Assign an officer as a direct liaison to the Latino community.



Community Oriented Policing Services (COPS)



- **These positions, if accepted, would support the City's goal of sustainability for our citizens and stakeholders approaching 2020.**
- **These COPS positions comply with the essential best practices and community based initiatives outlined in the Final Report of the President's Task Force on 21st Century Policing.**
- **US Department of Justice program to advance Community Policing. It is in its 21st year.**



Community Oriented Policing Services (COPS)



- **The DOJ is currently administering 2,000 grants.**
- **Beaverton, Gresham and Forest Grove were grant recipients in 2015. FGPD was granted 2 positions.**
- **Grant is worth \$250k for 2 officers Requires 4 year match commitment from the City (3 year grant as well as retaining officers for a 4th year).**



Community Oriented Policing Services (COPS)



- **Quality of life outreach has been part of the department's action plan and goals set by City Council.**
- **The department is lacking Latino Outreach in the community – currently the city is 23% Latino ethnicity with the HS at approximately 50%.**
- **Gang problems continue to plague Forest Grove and Western Washington County – there are 1,439 gang members in county with 345 locally (FG and Cornelius).**
- **IGET has repeatedly requested FGPD to support and participate with the inter-agency team.**



Community Oriented Policing Services (COPS)



- **With the majority of gangs presently made up of Latino members, there is a correlation between outreach to Latino community and working to suppress/reduce gang activity.**
- **Staffing challenges and available resources have not allowed full implementation of addressing quality of life issues in the Latino community.**
- **These same challenges have not allowed for participation on the Washington County Inter-Agency Gang Team.**



Community Oriented Policing Services (COPS)



- **Challenges include meeting basic staffing requirements beyond our need to implement outreach programs allowing for participation in IGET.**
- **Sworn FTE's will increase by 2 in 2016 (cover sgt. and TriMet backfill), the first increase in over 10 years.**
- **Increased calls for service and increased state training requirements forces the department to be reactive and not oriented towards problem solving and progressive strategies.**



Community-Oriented Policing Services (COPS)



	<u>2010</u>	<u>2014</u>	<u>% Change</u>
Total Calls for Service	18585	24947	34.23%
Self Initiated CFS	10420	16294	56.3%
Dispatched CFS	8165	8650	6%
Officer AVG./Year	885(1161)	1188(1559)	34.23%

Note: The average calls/officer above assume a fully staffed patrol base.

Community-Oriented Policing Services (COPS)



	<u>2010</u>	<u>2014</u>	<u>%Change</u>
<u>Population</u>	21,083	23,096	9.55%
<u>Violent Crime</u>	64	136	112.5%
Rape	7	17	142.86%
Robbery	5	9	80%
Agg.Assault	52	110	111.54%
<u>Property Crime</u>	937	686	-26.79%
Burglary	129	117	-9.3%
Theft	683	514	-24.74%
MV Theft	30	52	73.33%
Arson	6	3	-50.0%



Community Oriented Policing Services (COPS Grant)

Fiscal Impact of Grant

A place where businesses and families thrive.

Cost per Officer

- Assumes July 1, 2016 Hire Date

	Officer Compensation	COPS Grant Funding	City's Funding Requirement	City's Funding %
FY 2016-17	96,442	48,797	47,646	49%
FY 2017-18	104,854	39,209	65,646	63%
FY 2018-19	112,686	36,995	75,691	67%
Three Grant Years	313,982	125,000	188,982	60%
FY 2019-20 – Fourth Year	122,159	-	122,159	100%
Total Funding – All Four Years	436,141	125,000	311,141	
Percentage of Total Costs Over Four Years		29%	71%	

Costs for 2 Officers

- Assumes July 1, 2016, Starting Date for Both Officers

	Total Officer Compensation	COPS Grant Funding	City's Funding Requirement	City's Funding %
FY 2016-17	192,884	97,593	95,291	49%
FY 2017-18	209,708	78,417	131,291	63%
FY 2018-19	225,372	73,990	151,382	67%
Three Grant Years	627,964	250,000	377,964	60%
FY 2019-20	244,318	-	244,318	100%
Total Funding – All 4 Years	872,282	250,000	622,282	
Percentage of Total Costs	100%	29%	71%	

General Fund Forecast Information

This information will be presented at the work session.



**FOREST GROVE CITY COUNCIL WORK SESSION
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEWS)
NOVEMBER 23, 2015 – 5:40 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 5:41 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused. **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 following B&C positions:

- Tom Epler, Community Forestry Commission
- Jane Burch-Pesses, Community Forestry Commission and Sustainability Commission

Council collectively made recommendation to postpone making determination of new appointments until the B&C annual reappointment is conducted, B&C new recruitment period closes, and Council has interviewed all applicants.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:13 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL
JOINT WORK SESSION WITH LIBRARY COMMISSION
(LIBRARY'S STRATEGIC PLANNING)
NOVEMBER 23, 2015 – 6:15 PM
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Joint Work Session to order at 6:29 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT/EXCUSED:** Elena Uhing. **LIBRARY COMMISSION PRESENT:** Nickie Augustine; Douglas Martin; Jon Youngberg; Mitchell Faris, Student Advisor; and Pamela Bailey, Chair. **LIBRARY COMMISSION ABSENT/EXCUSED:** Kathleen Poulsen. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Colleen Winters, Library Director; and Anna Ruggles, City Recorder.

2. JOINT WORK SESSION WITH LIBRARY COMMISSION: STRATEGIC PLANNING

Winters and VanderZanden facilitated the work session, noting the purpose of the work session was so the Library Commission could brief Council on the Library's recent Strategic Planning Process. Winters introduced Mike Smith, President of the Friends of the Library and Library Foundation member, who served as a volunteer consultant on the project, and Katie Allnutt, member of the Friends of the Library, who was also present. Winters and Baily presented a PowerPoint presentation outlining the history and background; strategic planning meetings; and formal planning process used, noting the Library Commission adopted the same strategic planning process as Hillsboro, which focuses on stakeholders and citizens input. Winters and Bailey reported at 2013 Annual Retreat, the Library Commission identified "The Future of Libraries" as a current and vital topic to explore and decided a Strategic Planning Process would be helpful in making plans for the future, noting over the next 18 months the topic and process were researched and explored and became the Library's Visioning and Planning Process. Winters and Bailey listed the stakeholders, consisting of the Chamber of Commerce, School District, Pacific University, Latino Community, High School, Rotary, Friends and Foundation, Council Liaison, library staff, patrons, homeschoolers, senior community and Library Commission, noting the stakeholders worked in groups to brainstorm ideas and focused on four categories: Teens and Tweens, Library as a Cultural Center, Technology, and Latino Outreach and Services. In conclusion of the above-noted report, Winters commended the Library Commission for their hard work and gave special thanks to Mike Smith, who provided much guidance and encouragement to the Library Commission, and Tom Beck, for his insights and facilitating the meetings, and the Library Commission commended Winters and staff for making the library such a

**FOREST GROVE CITY COUNCIL
JOINT WORK SESSION WITH LIBRARY COMMISSION
(LIBRARY'S STRATEGIC PLANNING)
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welcoming place in the community.

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

3. ADJOURNMENT

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

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL REGULAR MEETING
NOVEMBER 23, 2015 – 7:00 P.M.
COMMUNITY AUDITORIUM
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Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:08 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL**

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

COUNCIL ABSENT: Elena Uhing, excused. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Brenda Camilli, Human Resources Manager; Jeff King, Economic Development Manager; Nick Kelsay, Project Engineer; J. F. Schutz, Police Chief (in the audience); George Cress, Light and Power Director; (in the audience); and Anna Ruggles, City Recorder.

1. A. PROCLAMATION:

Human Rights Week

Mayor Truax publicly proclaimed December 7 – December 13, 2015, as “Human Rights Week” and December 10, 2015, as “Human Rights Day” in Forest Grove”. Mayor Truax presented the proclamation to Lauri Stewart, who accepted the proclamation on behalf of Human Rights Council of Washington County.

2. CITIZEN COMMUNICATIONS:

Dale Feik, Forest Grove, referenced a photograph of his daughter and granddaughter for advocacy purposes and an e-mail that he disseminated urging Council to endorse a petition on behalf of the Oregon Forest Communities Council, Center for Sustainable Economy and Faith and Spirituality, who is currently working to promote economically feasible alternatives to clearcutting and chemical spraying in watersheds. In response to Feik’s testimony, Mayor Truax made a point of clarification regarding the City’s Watershed legislative history.

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 remaining Consent Agenda item(s).

**FOREST GROVE CITY COUNCIL REGULAR MEETING
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- A. Approve City Council and Planning Commission Joint Work Session (Proposed Amendments to Development Code; Design Guidelines; and Official Zoning Map)
- B. Approve City Council Regular Meeting Minutes and Work Session (Marijuana Activities – Proposed City Code Amendments) of November 9, 2015.
- C. Accept Library Commission Meeting Minutes of October 13, 2015.

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

4. ADDITIONS/DELETIONS:

VanderZanden removed Item 5. D. from the agenda; refer below.

5. PRESENTATIONS:

5. A. Oregon Department of Transportation (ODOT):

Foster introduced Shelli Romero, ODOT Interim Area Manager, who presented a PowerPoint presentation highlighting the designs and specification plans for Pacific Avenue (Highway 8) and Quince Street (Highway 47) Intersection Improvement Project, noting ODOT, in partnership with the City, is designing the project to reduce congestion and delays, reduce travel times for transit users, improve safety and freight mobility, and improve bicycle and pedestrian facilities. Romero reported traffic often backs up at this intersection, forcing road users to wait through multiple traffic signal cycles before being able to proceed and large trucks have difficulty making right turns in the intersection due to tight turning corners and the bike lane on Pacific Avenue is substandard, noting the \$4.2 million project is estimated to begin construction in late 2016 or early 2017. In conclusion of the above-noted presentation, Romero and Foster addressed various concerns, inquiries, and scenarios posed by Council pertaining to the length of the raised traffic separator in the center of Pacific Avenue on the east side of Quince Street (eliminating left turns in and out of driveways with no U-turn ability until Yew Street); relocating Tri-Met bus stop so it does not interfere with road users turning right onto Pacific Avenue from Quince Street (dedicated right-turn lane on Quince Street onto Pacific Avenue, along with a bike lane); extending right-turn lane on Pacific Avenue onto Highway 47 towards Gaston; truck aprons in both new right turn lanes; and tree replacement and

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maintenance plan, to which Romero advised she would work with City staff to respond to Council concerns.

5. B. Transportation Project Updates:

Foster and Kelsay presented a PowerPoint presentation highlighting the designs and specification plans for the roundabouts intersection improvements for Purdin-Verboort Road/Highway 47 and David Hill Road/Highway 47, noting construction for Purdin-Verboort Road is anticipated to start in early 2016 with completion late 2016 and construction for David Hill Road is anticipated to start in mid-year 2016 with completion in early 2017. In response to Lowe's concerns pertaining to not losing sight of the priority of Maple Street/Highway 47 intersection improvements, Mayor Truax advised this evening's presentation was for the purpose of the above-noted projects and Foster added he would provide an update to Council on Maple Street/Highway 47 intersection improvements at a later date.

5. C. Legislative Update:

State Representative Susan McLain gave a legislative update, noting the 2016 Legislative Session will convene on February 1, 2016. In addition, McLain reported she will be serving as a member of the Transportation Committee and is looking forward to presenting two new legislative bills this upcoming legislative session pertaining to homeowners' association "green grass" water conservation and public/non-profit education spending.

5. D. Sustainability Commission's Latino Summit Report:

VanderZanden removed the above-noted item from the agenda, noting the Sustainability Commission representative was unable to attend this evening's presentation.

6. RESOLUTION NO. 2015-77 AUTHORIZING EXECUTION OF A LABOR AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND FOREST GROVE PAID FIREFIGHTER'S ASSOCIATION (FGPFA), EFFECTIVE JULY 1, 2015, THROUGH JUNE 30, 2018

Staff Report:

Camilli and Downey presented the above-proposed resolution requesting authorization to execute the labor agreement between the City and Forest Grove Paid Firefighters Association (FGPFA), effective July 1, 2015, through June 30, 2018. Camilli reported staff met with FGPFA and

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negotiated a new labor agreement, noting language modifications to the agreement include the following:

- Cost-of-living adjustments (COLA):
All classifications covered within the agreement at the following COLA rates: four percent (4.0%), effective July 1, 2015; four percent (4.0%), effective July 1, 2016; and four percent (4.0%), effective July 1, 2017. The pay differential between the Firefighter and Lieutenant positions will increase from four percent (4.0%) to five percent (5.0%).
- Retirement:
All regular, full-time employees hired into bargaining unit positions on or after the effective date of the Public Employees Retirement System (PERS) coverage agreement shall be enrolled into PERS. The City shall pay 6.0 percent (6.0%) Individual Account Plan (IAP) contribution on applicable employees' behalf. All other terms and conditions will be in accordance with PERS.
- Health and Welfare:
Effective January 1, 2016:
(1) Kaiser Dental will no longer be offered as a dental plan option; and
(2) The City shall pay 95 percent (95%) of the premium for either Blue Cross or Kaiser medical plan and 95 percent (95%) of either the Dental II (Delta Dental) or Willamette Dental premium.
- Term: Extends the term of the labor agreement for three years, expiring June 30, 2018.

In conclusion of the above-noted staff report, Camilli advised the costs to implement the labor agreement are within the parameters set by Council and funds have been identified in the 2015-16 budget and are within the five-year fiscal plan.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-77.

VanderZanden read Resolution No. 2015-77 by title.

MOTION: Council President Johnston moved, seconded by Councilor Wenzl, to adopt Resolution No. 2015-77 Authorizing Execution of a Labor Agreement between the City of Forest Grove and the Forest Grove Paid Firefighter's Association (FGPFA)

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Effective July 1, 2015, and Expiring June 30, 2018.

Council Discussion:

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

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

7. **RESOLUTION NO. 2015-78 AUTHORIZING CITY MANAGER TO APPLY FOR A TRADEMARK OF THE THREE LEAVES LOGO AND/OR TAGLINE AND UPON APPROVAL OF THE TRADEMARK TO PREPARE AN ORDINANCE AND CODE FOR THE ADOPTION OF THE LOGO AS THE OFFICIAL LOGO FOR THE CITY OF FOREST GROVE**

Staff Report:

King and VanderZanden presented the above-proposed resolution authorizing the City Manager to apply for a registered official trademark for the City logo, depicting three green oak tree leaves and/or tagline “a place where businesses and families thrive”, noting the three leaves logo was produced in 2006 for economic development marketing and in recent years, without unified direction, the logo has been used informally throughout the City, i.e., advertising, documents, business cards, apparel, signage, website and branding-related marketing items. King referenced a letter from the Economic Development Commission (EDC), Attachment A to the staff report, dated November 5, 2015, noting the EDC voted unanimously to support adoption of the three leaves logo as the official City logo. King provided background information pertaining to the history of the City’s current logos, noting there are nine different logos used throughout the City and it is unclear if Council ever officially adopted any of the logos. King advised the purpose of seeking trademarking is so the City has a single, cohesive and distinctive official logo that is both recognizable and unified and that sends a consistent and positive message, noting without trademarking, the City does not have control of how its logo is used by third parties. In addition, King advised the application costs for trademarking is \$320 and adoption of the logo will have minimal financial impact, noting it is estimated at \$5,000 or less for design templates and printing costs. King added the City would have design templates that will allow each department to self-print letterhead and envelopes, which will result in cost savings to the City, and Police,

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Fire and Light and Power Department will continue to use their own unique identifier, noting the City will look at adding a smaller three leaves logo on their official city vehicles. In conclusion of the above-noted staff report, King advised once the official City logo is trademarked, staff will bring back a proposed ordinance amending City Code for the official use of the City logo.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-78.

VanderZanden read Resolution No. 2015-78 by title.

MOTION: Council President Johnston moved, seconded by Councilor Wenzl, to adopt Resolution No. 2015-78 Authorizing the City Manager to Apply for a Trademark of the Three Leaves Logo and/or Tagline and Upon Approval of the Trademark to Prepare an Ordinance and Code for the Adoption of the Logo as the Official Logo for the City of Forest Grove.

Council Discussion:

In response to Kidd's inquiry pertaining to graphic standards, King explained the Graphic Standards would be adopted so the City maintains a unified logo, noting the Graphic Standards include official logo colors, typeface and type sized, logo size and layout variations for producing printed materials in order to portray a consistent image across all visual platforms.

In response to Lowe's inquiry pertaining to interfacing with boards, committees and commissions (B&C) who have unique logos, King noted once the official City logo is adopted, staff would work with each B&C so the City's official logo is integrated on all printed materials.

Mayor Truax advised by trademarking the City's official logo, it allows a consistent image to be printed in-house throughout all departments.

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

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

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8. COUNCIL COMMUNICATIONS:

Council President Johnston commended Library Commission members who attended the joint work session this evening. Johnston reported Parks and Recreation Commission (P&R) has received over 500 responses on the Parks Master Plan and Recreation Center citizen survey, noting P&R is also currently focusing on a Latino outreach. Johnston noted the Aquatic Center's 50th anniversary is in 2018. In addition, Johnston reported on other matters of interest, upcoming community-related events, and upcoming meetings he was planning to attend.

Kidd reported attending the Oregon legislators' Town Hall Meeting. In addition, Kidd reported on other matters of interest, upcoming community-related events, and upcoming meetings he was planning to attend.

Lowe reported attending Sustainability Commission meeting, noting the meeting was held a week earlier due to Thanksgiving. In addition, Lowe reported on other matters of interest, upcoming community-related events, and upcoming meetings she was planning to attend.

Thompson reported attending the Society of American Foresters National Conference in Baton Rouge, Louisiana, and recapped highlights of the conference. In addition, Thompson reported on Forest Grove Senior and Community Center and Grovelink-related activities, other matters of interest, and upcoming meetings he was planning to attend.

Uhing was absent.

Wenzl commended the Library Commission for their hard work, noting the Commission gave an update to Council earlier in joint work session on the Library's strategic planning process. Wenzl noted Fernhill Wetlands set the first weekend in October as their annual Birds and Brew Festival date. In addition, Wenzl reported on other matters of interest, upcoming community-related events, and upcoming meetings she was planning to attend.

9. CITY MANAGER'S REPORT:

VanderZanden reported on upcoming meetings and events as noted in the Council calendar and City Manager's Report. VanderZanden reported the Thatcher Junction Substation's new transformer is now serving load.

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VanderZanden commended King for his work on trademarking the City's official logo and his work organizing and promoting the Mercy Corps Northwest six-week Small Business Foundation Course in Forest Grove beginning January 14, 2016. VanderZanden announced the Committee for Citizen Involvement and Sustainability Commission are hosting a Food Composting Forum on December 9, 2015, 6:30 p.m. in the Community Auditorium. VanderZanden noted a citizen survey on acceptability of the program is also assessable on the City's website and Facebook page. In addition, VanderZanden referenced the remainder of the City Manager's Report, which was emailed to Council in advance and outlined various attended meetings and updates on various City department-related activities, projects, and other upcoming city-wide events.

10. MAYOR'S REPORT:

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax reported on his attendance at various Veterans' Day celebrations. Mayor Truax noted he plans to attend the next Economic Development Commission meeting on Uhing's behalf. Mayor Truax provided background history on legislative leadership and creation of the Aquatic Center, which was funded by a levy in 1968. In addition, Mayor Truax reported on other various local, regional, Metro, and Washington County meetings he attended, upcoming community-related events, and upcoming meetings he was planning to attend.

11. ADJOURNMENT:

Mayor Truax adjourned the regular meeting at 9:09 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

APPROVED

Meeting Minutes

ATTENDEES: Tim Budelman, Chair; Hope Kramer, Vice Chair; Kelly Marks; Don Jones; Mark Nakajima; Howard Sullivan; Guy Storms; John Hayes; James Draznin; Lois Hornberger

CITY STAFF: Jeffrey King, ED Coordinator; Cassi Bergstrom, Admin Specialist; Jesse Vanderzanden, City Manager

ALSO ATTENDING: Mayor Peter Truax; Sabrina Van Artsdalen and Jesse Aronson, Worksystems Inc.; Barbie Williams, Worksource Center; Justina Williamson, PCC

1. CALL TO ORDER:

The meeting was called to order at 12:15 p.m. by EDC Chair Tim Budelman.

2. CITIZEN COMMUNICATION:

None.

3. APPROVAL OF SEPTEMBER 10, 2015 SUMMARY MINUTES:

Ms. Marks moved to accept the meeting minutes as presented. Mr. Draznin seconded. The minutes passed unanimously.

4. ADDITIONS/DELETIONS & STAFF SUMMARY:

Mr. King updated the board with the following:

City Council has formally adopted the ED Strategic Plan. This will be the Economic Development guiding document through 2018.

The city has completed an Enterprise Zone Application with Lieb Foods, the food processor is doing a \$2.5 million dollar expansion that will create more jobs.

Staff is assisting two industrial land sites, one for 38 acres and another for 20 acres, to annex to City and to be considered for state industrial site certification program. State programs are being utilized.

In marketing, Portland Business Journal has digital and print advertising in place to promote Forest Grove economic development. Examples are included in the packet. The city will also look into OPB and other avenues to market the city.

Regarding the 4 downtown restaurants, work and progress continue.

The three leaves logo of the city has been used for some time. In order to develop more consistency and a clearer message, the city is looking to bring to the city council the logo to be adopted for use on letterhead, envelopes, etc.

Another issue discussed was the small business workshop. A date needs to be set for the workshop aimed toward marketing, business startup, and counseling. Last workshop was done February 1st, 2012. The city discussed with small businesses that the first of the year is when businesses get revved up again. Mr. Budelman stated that a lot of retailers gear up for Christmas mid-November and how that would work with their schedules. Mr. King will get more feedback from more potential panelists.

Ms. Uhing included in the packet her comments on city issues.

Information was handed out on the Oregon Business Summit. Issues such as PERS, education reform and workforce issues are discussed. If interested in attending, please let Mr. King know.

5. BUSINESS:

A. McMENAMIN'S -HOST UPDATE:

None.

B. FOREST GROVE CHAMBER OF COMMERCE UPDATE:

Howard Sullivan updated the board on the following:

The 51st Annual Corn Roast happened on September 19th at Pacific University, and they sold out of 2,800 pounds of corn. The Lions Run had record numbers, chalk art had over 500 squares reserved, the University had a home football game, and the weather was beautiful.

Next Dimension Bakery has a ribbon cutting on October 15th.

The Forest Grove Leader had an article in the newspaper about the post office. Mr. Sullivan received a telephone call from a gentleman in Kentucky named Tom Coe. Mr. Coe is a post office remodeler, and was seeking out commercial builders. His credentials were checked as working for the USPS, and something might be happening with the post office in the next couple months.

Panda Express in Cornelius set records on the West Coast for weeks/months earnings.

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McMENAMIN'S GRAND LODGE – ALICE INKELY ROOM
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Mr. Budelman stated that the post office was still in receivership. Mr. Sullivan answered that stuff is happening to make it better. Mr. Truax went on to say that the post office was to go up for auction yesterday. The post office lease supersedes anything else that the new owner would want to do with the building.

The city manager provided an update on the Times Litho project. Mr. Vanderzanden stated that the council did pass a resolution on Monday night, and currently in negotiations. Weekly meetings are happening and the project is continuing forward.

C. FOCUS ON WORKFORCE/TALENT DEVELOPMENT RESOURCES:

Mr. King started the discussion by Forest Grove used to have a workforce center but due to budget cuts the center had to shut down. Since then programs have changed and Mr. King invited individuals with knowledge of workforce to discuss with the board resources available.

Sabrina Van Artsdalen introduced herself, and stated that this is like coming home because she was the manager who opened the Forest Grove workforce center. Now Ms. Van Artsdalen works at Worksystems, Inc. Worksystems is the workforce investment board for Multnomah and Washington County, and Ms. Van Artsdalen oversees and invests in the public workforce system. Most funds are targeted toward manufacturing, technology, and healthcare. This doesn't mean that funds aren't provided for other things. In speaking with Mr. King, there is a large workforce in food processing. The needs would need to be established to provide trainings for such employees. There are lots of long term care facilities in Forest Grove, and if interested in connecting and training with them please let Ms. Van Artsdalen know.

Mr. Jesse Aronson from Worksystems, Inc gave a presentation on the manufacturing workforce plan. The plan looks at the broad common issues with workforce factors, and comes up with strategies to make an impact. The number one challenge is the fact that not enough young people pursue a manufacturing career. There are a lot of image problems with the industry. Exposing young people to manufacturing includes company tours, internships, job shadowing, etc. National Manufacturing Day is happening tomorrow to give company tours to area high school students.

Skilling up and preparing workers now is beneficial for everyone. Certified Production Technician Credential is supported and is a national certification. Community Colleges have been set up to train this credential. Over the summer, a course wrapped up and 16-17 graduates were swept up by manufacturing companies. Courses are continually held throughout the year.

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Also available is the Oregon Employee Training Assistance fund that strengthens the existing manufacturing work force. This is funded with a grant that will reimburse up to \$400 for the training of the employees.

Worksystems, Inc is at the end period of the manufacturing plan, and is in the process of update the design and looking at if the critical challenges are still relevant. Industry drives that conversation, and the next industry panel meeting in November 5th. Forest Grove area manufacturers are welcome to be a part of the conversation.

Lastly, another grant recently received is for ReBoot NW. Ms. Van Artsdalen stated that the flyer being handed out was just received today, so the contact information has not been entered in yet. Mr. Aronson continued on, stating this is a Department of Labor competitive training grant applied for last summer. The goal is to train one thousand people who are long term unemployed or veterans. This is a big grant to take advantage of, and a lot of work based placed training. Business participation is important, and currently looking for companies to host, be guest speakers, and allow internships. On the job training also has a lot of funding over the next two years. It is a wage offset/reimbursement for training that a company provides to someone whole on the job. It is a great way to get people back to work, support businesses, and acquire worker skills.

Ms. Van Artsdalen mentioned that Worksystems, Inc has also partnered with Treehouse, an online coding class, last fall. Worksystems, Inc purchased 10,000 seats, and only 4-5,000 seats have been filled. This is completely free, and you learn coding at your own pace. The people coming out of this program are getting good paying jobs. A flyer was passed around showing the benefits of the program. Mr. Aronson stated that all the grants and initiatives are all implemented through Worksource.

Ms. Barbie Williams introduced herself as the Regional Manufacturing Specialist with Worksource Center. There are reps with the center that work with each individual employer's needs. The goal is to work with the employers by actually going there and touring the facility so that way it is known that when they post a listing, exactly what they are looking for. Duties have changed, and hiring needs are thoroughly examined nowadays to connect them with the right people. Facts were given and put together by a Workforce analyst for Cornelius/Forest Grove demographics specifically:

- In 2013, there were 20,447 people twenty five years and older who had less than a high school diploma. That is about 20% without a high school diploma, 27% had a high school diploma, and 20% had a bachelor's degree and above.

- Manufacturing, healthcare, and retail trade represented 53% of the employment.
- The top three manufacturing sectors are food, wood products, and computer and electronic products.
- Manufacturing is the main economic strength with 22% density of employment, compared to 12% for the state, and 13% for the Portland metro area.
- All industries pay average annual wages well below metro and state levels. Wages are 21% below the state level, and 31% below the Portland metro area. Some could be due to the education level.

Mr. King asked a question about enhanced screening recruitment. Ms. Williams stated that enhanced recruitments are going through the Worksource Center, and they sort out where resumes should go. The focus is to work with the employers and do special recruitments to meet their employment needs. Mr. King asked if businesses looking to recruit should call her. Ms. Williams answered yes, and she will direct them.

Ms. Van Artsdalen went on to explain current changes in the workforce center. They have taken business service staff out of the workforce centers so they can focus on the business needs instead of being distracted by the needs of the public walking in. Business representatives in Multnomah, Clackamas, and Washington County are now in Tualatin focusing on one industry for each person. There is a more focus on the employer and time to take care of the business, so the needs are met. Ms. Williams agreed that this makes everything more consistent with unbelievable energy to get employers the correct matches.

Mr. King asked about the point of contact issue. When working with an employer, who should Mr. King have them contact? Mr. Williams stated that they just completed a handout with all the industry representatives listed on it, and she will email it to Mr. King. Ms. Van Artsdalen inserted that Worksystems is working on having one phone number to contact to make things easy.

Mr. King went on to ask if the Employee Assistance Fund goes through Ms. Williams? Mr. Aronson stated that you follow the link on the Employee Assistance Fund, but Worksystems can find the right grant for employees to apply for. Mr. King stated there are a variety of programs, and would like to more direct referrals. Ms. Williams summarized what employers she cares for versus the employers Mr. Aronson works with. Ms. Van Artsdalen will email Mr. King the workforce directory information so he can have the referrals he needs. Ms. Marks stated that PCC partners with programs in the small business training creating a great collaboration.

6. COUNCIL COMMUNICATIONS:

Mr. Truax gave the update on Council Communications:

Mr. Truax wants to express the appreciation from the City Council on the work done by the EDC on the Strategic Plan. Now the plan will come off the paper and onto the streets.

On September 9th in Portland Metro Headquarters, IMPACT (Metro Policy Advisory Committee to Metro Council) board advised the council to adopt/accept recommendations of the chief operating officer for the current iteration of the UGB and UG report. Two recommendations by Martha Bennett that were of significance: One being that there will be no expansion of the UGB in the current period, the other being the re-convenience of the study into the next cycle of adjustment of proposed expansion/adjustment of the UGB in 2016. This is "IF" the urban and rural reserves issues in Clackamas/Multnomah Counties are resolved, which the chances are they will not be immediately resolved. The board would like the expansion to begin now, period, regardless of what happens in Clackamas/Multnomah County. Discussion in Clackamas County has gone into politics, bleeding into land use/planning and transportation. They use the Sellwood Bridge the most, but refuse to fund the bridge because it is in Multnomah County when it is actually a regional problem. The issue becomes that if that doesn't get resolved, then we wait until it is figured out. The board is no longer willing to wait, will plow ahead and move on. There is an IMPACT meeting on October 14th that may change things.

Greater Portland Inc (GPI) had their Economic Summit at the Portland Art Museum a week ago. It is concerning that GPI gets more muscle in making sure we are truly a regional force.

Community Action Organization has their empowerment breakfast on October 13th from 7:30-11am at the NW Event Center. This is part of the 50th anniversary of the Community Action Organization.

The Governor Volunteer Awards will be October 12th from 11:30-1:30pm. One person and one organization from Forest Grove will be receiving awards.

Mr. Budelman asked about IMPACT and how things are landscaped out between the cities and counties for urban renewal reserves, will that change? Mr. Truax answered that the membership of IMPACT needs to be more streamlined, and he got some pushback from the board. As a mayor, he is representing 22,000 people but only one vote, but others in there are one vote based on their one opinion. The mayors ought to have a little more say in the game because they are representing more people.

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

City Manager Jesse Vanderzanden gave an update:

The League of Oregon Cities had a conference that Mr. Vanderzanden was in attendance last week, along with mayor and some councilors. Three of the councilors went on a tour on urban renewal development hosted by the city of Redmond. They got into a lot of specifics of urban renewal and it was very educational. Also, the mayor represented the city of Forest Grove exceptionally with his speech at dinner that night.

Mr. King added that Greater Portland 2020 plan in the packet was well done. At the last meeting it was talked about inviting Pacific University business school to the next meeting, and they will be able to attend future meetings. Also would like to add one of the business students as a board member.

Ms. Hornberger made comment about last meetings minutes as being one sided. Discussion was made on what brings students downtown. Examples of businesses that attract the students were given. The minutes are public and it is concerning that this will cause constraints against Pacific University. We need to embrace each other.

Mr. Budelman made the comment that it gives the board the opportunity to ask the question if they are doing a good job within the community of reaching out. Mr. Truax stated there is an opportunity on both sides to do a better job. It is a cycle; kids came downtown when there was an attraction, then there was a phase when the "well was poisoned". The community doesn't get, at times, about the diversity of that campus. The college kids schedule is so much different than the real world. Ms. Hornberger and Mr. Truax both agreed that student leaders need to be involved in discussions. Mr. Vanderzanden stated that Mr. King and he have a meeting with the University involving the discussion of tourism. It's time to involve the university in the discussions.

7. STAFF & BOARD MEMBER COMMUNICATIONS:

Ms. Marks stated lastly that the Cultural Coalition of Washington County is looking for board members. They meet 4-5 times a year and grant money.

8. ANNOUNCEMENT OF NEXT MEETING:

Mr. Budelman announced that the next meeting of the EDC will be on Thursday, November 5 at 12:00 noon in the Alice Inkley Room at McMenamin's Grand Lodge.

9. ADJOURNMENT:

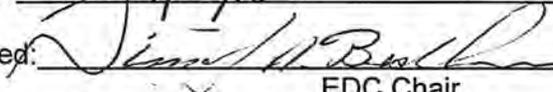
Ms. Hornberger moved a motion to adjourn the meeting, Mr. Nakajima seconded. The meeting was adjourned at 1:39 p.m.

Respectfully submitted by: Cassi Bergstrom

ECONOMIC DEVELOPMENT COMMISSION
THURSDAY October 1, 2015
McMENAMIN'S GRAND LODGE – ALICE INKELY ROOM
PAGE 8

Approved by the Forest Grove Economic Development Commission:

Date: 11/05/15

Signed: 
EDC Chair

APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
October 27, 2015 -- 7:15 P.M. Page 1 of 2

35

Members Present: Jennifer Brent, George Cushing, MJ Guidetti-Clapshaw, Holly Tsur (02 vacancies)
Member Excused: Kaylene Toews
Staff Present: James Reitz
Council Liaison: Richard Kidd
Citizens Present: -0-

1. **Call to Order:** Tsur opened the meeting at 7:32 p.m. **The meeting minutes of September 29, 2015 were approved as submitted.** MJ Guidetti-Clapshaw was welcomed as the Board's newest member.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. **Fire Department Open House:** Cushing reported that the open house went very well and could be considered a success. He noted that Ali Ryan Hansen of the Oregon Department of Geology and Mineral Industries attended and provided great information in the form of a large map for display and many brochures that were handed out. Northwest Natural Gas also provided swag to pass out, promoting the "Call Before You Dig" program. Both Brent and Toews helped staff the table. Tsur suggested contacting the seismic refit contractors to advise them of the day's attendance to hopefully entice them to participate next year; Cushing said he would follow-up.

B. **Strategic Plan:** To bring MJ up to speed, Reitz noted that the Board had been in existence since 1980 and had been very successful in its efforts, but as far as any long term goals, there were none. To assess the present state of the program and help determine a path forward, a request for proposals was sent out to 11 firms to help prepare a strategic plan. Four firms responded; staff vetted those responses and invited two firms to interview. Tsur and Planning Division staff conducted the interviews. The firm of HPNW (Bernadette Niederer and Dave Pinyerd) was the unanimous choice. Tsur noted that they were action-orientated and had Kimberli Fitzgerald as sub-consultant; Tsur felt we were getting three highly-qualified consultants for the price of one. Reitz advised that he was finalizing the contract details.

It was noted that the Board had prepared a number of draft survey questions, which will be forwarded to HPNW for refinement. They may suggest other questions for the Board to consider for inclusion in the utility bill as well as other ways to solicit responses.

C. **Recruitment:** Reitz reported that he had received no responses to the letters sent to FGHS history teachers. He suggested reaching out to the Pacific University history department staff and/or students. Tsur concurred. Reitz and Tsur will continue this effort.

4. **Old Business/New Business:**

- Council Liaison Report: Kidd updated the Board on various items of interest.
- Staff update: Reitz had a number of items to discuss, including:
 - The Anderson Building remodel project previously reviewed and approved by the Board has been initiated.
 - Staff had a request from a homeowner in Painter's Woods for a painting project. While the home was intact, its construction date was indeterminate and could be out-of-period by a couple of years. After discussion by the Board, Reitz was requested to prepare a policy to address this matter, to be considered at the next meeting.

- Reitz brought up the question of fiberglass windows as possible replacements of wooden sashes that are beyond repair. It was noted that fiberglass windows are more stable and paintable as compared to vinyl windows. Kidd said that wood windows were generally constructed now of young trees, not the old growth of old windows. He said they are made of small sticks glued together and are generally not all wood but a clad product. He noted that although pure wood windows are available, they tend to be expensive. He further noted that the grain and appearance of fiberglass windows could almost exactly match old wooden windows. The Board requested that Reitz draft a policy for consideration at the next meeting to allow fiberglass windows as a replacement option.
- Tsur voiced concern about Pacific University's destruction of historic buildings (citing the Marsh family home still sitting on blocks several years after it was removed from the campus, and another home potentially to be removed, relocated or demolished) and suggested that Restore Oregon should be advised, with the idea that perhaps one or more of them could be listed on their 11 Most Endangered list.
- Brent announced that she will not be able to attend the November meeting.

5. Adjournment: The October 27, 2015 meeting adjourned at 8:23 p.m.

These minutes respectfully submitted by George Cushing, Secretary

3F

PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, OCTOBER 21, 2015
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 1 OF 3

APPROVED

- 1) **ROLL CALL:**
 - a) Commissioners – Brad Bafaro, Howard Sullivan, Susan Taylor, Paul Waterstreet and Todd Winter. Absent – Ralph Brown, Quinn Johnson, Jeremiah Toews and Glenn VanBlarcom.
 - b) Staff – Tom Gamble, Steve Huffman and Cindy Donovan.
- 2) **CITIZEN COMMUNICATIONS:** None
- 3) **APPROVAL OF MINUTES:** The minutes of the September 16, 2015 meeting were approved.
- 4) **ADDITION/DELETIONS:** None
- 5) **CITY MANAGER COMMENTS:** Our new City Manager, Jesse Vanderzanden, sat in our meeting and thanked everyone for their time and commitment. His goal was to visit all 11 committee's during his first two months with the City. Jesse also acknowledged Tom and thanked him for his service.
- 6) **OLD BUSINESS:**
 - a) **C.E.P. Grant Process**
 - i) Jeremiah and Paul are working with the printing contractor to fine tune the parks and recreation brochure: pictures, text, lay-out, etc.
 - ii) They have been gathering historical information and pictures to be included.
 - iii) The goal was to have the brochure completed by the end of December.
 - iv) A mock-up will be available at next month's meeting.
 - b) **Master Plan C.A.C. Report/Progress**
 - i) The responses to the on-line survey are being compiled and looked at.
 - ii) The second Citizens Advisory meeting has been held.
 - iii) The consultants are now working on the formal telephone survey which will deal with the community center, including programming, funding and other options.
 - 1) To clarify things it will be referred to as a recreation center rather than a community center.
 - iv) Phase 3 will focus on the 5 properties we have to develop: A. T. Smith, North Lincoln Park, Kyle Recreation area, Soasey property and Stites property.
 - v) Howard described the process as a definitive process with a definitive outcome.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, OCTOBER 21, 2015
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 2 OF 3**

c) Old Town Loop Trail Report

- i) The alignment for the trail has been set with a little more buffering along the residences.
- ii) Metro and Clean Water Services have bought into the design.
- iii) The second follow up meeting with neighbors will be November 5 at 6:00 p.m. at the Light & Power auditorium.

d) By-Laws Development

- i) Todd and Glenn are still working on these.

7) NEW BUSINESS:

a) Urban Forest Master Plan

- i) The Forestry Commission has completed their survey of all the trees in our parks and urban areas to help determine the long term plans.
 - 1) Looked at the existing conditions of the trees and vegetation and offered recommendations.
 - 2) Looked at the tree canopy in the parks and streets to help develop the ultimate canopy goal.
- ii) Ordinances need to be in place for new developments in town.
- iii) There needs to be a diversity of tree types.
- iv) Their thought is what do you have/what do you want/how do you get there?
- v) Tree goals need to be mentioned in a Parks Master Plan addendum.

b) Volunteer of the Year Nominations/Dates

- i) So far we have 4 nominations for the person/program of the year.
- ii) Steve will take Paul and Todd on a tour of the projects and they will bring back their recommendation.
- iii) The presentation of the awards will occur at the City Council meeting on November 23 at 7:00 p.m.

c) Aquatic Center Revenue Report

- i) The report shows both attendance and revenue are up for the current fiscal year.

8) COMMISSIONER'S REPORTS:

a) Susan:

- i) The showcase at the aquatic center looks very nice and Rotary is pleased with how it turned out. Sherri did a great job.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, OCTOBER 21, 2015
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 3 OF 3**

b) Paul:

- i) Forest Grove will be hosting the 3A and 4A Volleyball State Championships the first weekend in November.

9) CITY MANAGERS REPORT:

a) Jesse:

- i) There will be a special City Council meeting Friday, October 30 at 9:00 a.m. so the student delegation from Japan can attend.

10) STAFF REPORTS:

a) Steve:

- i) The Parks crew is busy with leaves and mowing.
- ii) Mindy will be attending the Water shed meeting tomorrow.
- iii) In November one employee transitions to Light & Power for tree trimming.
- iv) In December the last seasonal worker will be gone.
- v) As always if you see things, please let the parks crew know.

b) Tom:

- i) We have had a bit of a conflict because a softball organization has been showing up at Thatcher Park before the scheduled soccer groups and they are refusing to leave the field. Soccer is the priority this time of year. I will be contacting the groups involved.
- ii) The City is having some issues with homeless people in the parks. The police are taking the lead in dealing with the people camping in the parks. This is a long term problem with some people still around since last spring.

11) ANNOUNCEMENT OF NEXT MEETING: The next meeting will be Wednesday, November 18 at 7:00 a.m.

12) ADJOURNMENT: The meeting was adjourned at 8:04 a.m.

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Monthly Building Activity Report

November-15

2015-2016

Category	Period: November-14		Period: November-15	
	# of Permits	Value	# of Permits	Value
Man. Home Setup			1	
Sing-Family New	8	2,022,218.38	7	1,939,858.25
SFR Addition & Alt/Repair	7	68,720.11	10	154,350.00
Mult. Fam. New/At				
Group Care Facility				
Commercial New				
Commerical Addition				
Commercial Alt/Repair	6	529,600.00	4	945,200.00
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)				
Signs			1	2,500.00
Grading			1	
Demolitions	1		1	
Total	22	\$2,620,538	25	\$ 3,041,908.25

Fiscal Year-to-Date

2014-2015		2015-2016	
Permits	Value	Permits	Value
129	\$20,030,505	135	\$19,453,735

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Memorandum

To: Mayor Truax and City Councilors
From: Anna D. Ruggles, CMC, City Recorder
Subject: Make Reappointments to Boards, Committees and Commissions
Date: December 14, 2015

BACKGROUND:

The following Boards, Committees and Commissions (B&C) members whose terms are expiring at year-end have submitted reappointment applications (attached) and/or has submitted resignation:

Budget Committee 3-Year Term

A2010; 2013	Rod	Fuiten	Reappt
A2004; 2013	David	Maisel	Reappt
A2013	Debby	Roth	Reappt

Committee for Citizen Involvement 4-Year Term

A2015	David	Andersen	Reappt
A2014	Kathryn	Karppinen	Resigned
A2013	Sebastian	Lawler	Resigned

Economic Development Commission 3-Year Term

(Representatives currently appointed; reapplication is not required)

A2015	Jennifer	Prickett	Reappt
A2015	Catherine	Buck	Reappt
A2014	James	Draznin	Reappt
A2011	Hope	Kramer	Reappt
A2012	Mark	Nakajima	Reappt
A2014	Justin	Norman	Reappt
A2015	Javier	Urenda	Reappt

Library Commission 2-Year Term

A2012; 2014 Jon Youngberg Reappt

Parks and Recreation Commission 4-Year Term

A2007 Quinn Johnson Resigned

A2014 Jeremiah Toews Reappt

Planning Commission 4-Year Term

A2000; 2012 Thomas Beck Reappt

A2012 Dale Smith Reappt

Public Arts Commission 3-Year Term

A2007; 2013 Kathy Broom Reappt

A2006; 2013 Pat Truax Reappt

Sustainability Commission 4-Year Term

A2014 Robin Lindsley At-Large Reappt

A2014 Hope Kramer Economic At-Large Reappt

STAFF RECOMMENDATION:

Staff is recommending the City Council consider approving the attached resolutions making the above-noted reappointments. If Council desires not to make reappointments, Council may reject item(s) on the Consent Agenda and/or discuss separately.

RESOLUTION NO. 2015-79

**RESOLUTION MAKING REAPPOINTMENTS
TO THE CITY OF FOREST GROVE
BUDGET COMMITTEE**

WHEREAS, the City of Forest Grove has provided for a City Budget Committee pursuant to State Law; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Budget Committee, three-year term.

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

Section 1. That the following persons are hereby reappointed to the City of Forest Grove Budget Committee for the following terms:

<u>Last Name:</u>	<u>First Name:</u>	<u>Term Expires:</u>
Fuiten	Rod	December 31, 2018
Maisel	David	December 31, 2018
Roth	Debby	December 31, 2018

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

PRESENTED AND PASSED this 14th day of December, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of December, 2015.

Peter B. Truax, Mayor



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

FAX MEMO # PAGES 1 DATE 11/24/15 FAX# 503 992 3207 TO ANNA RUGGLES FROM ROD FUITEN CO. PH# 503 357 3798 FAX# 503 357 4520

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 reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

- Budget Committee 3-4 times in May
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
Planning Commission 1st & 3rd Monday, 7pm
Public Arts Commission 2nd Thursday, 5pm
Public Safety Advisory Commission 4th Wednesday, 7:30am
Sustainability Commission 4th Thursday, 6pm

NAME: Rod Fuiten
RESIDENCE ADDRESS: Forest Grove OR 97116
MAILING ADDRESS: Forest Grove OR 97116
EMPLOYER: Self

HOME PHONE: 503
BUSINESS PHONE: 503
E-MAIL:
OCCUPATION/PROFESSION: Construction/Real Estate

How would you currently rate City's performance? [] Excellent [x] Good [] Fair [] Poor
What ideas do you have for improving "Fair" or "Poor" performance?

Please indicate your accomplishments during your term on the Board/Committee/Commission: Chaired Budget Committee, passed Budgets

Please indicate what you would like to accomplish during your new term: Continue to go through Budget process in a timely and efficient manner, while allowing fair discussion of the issues

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? Chaired Committee. I have over 20 yrs experience

Previous/current appointed or elected offices: City Council 1992-2004 JWC 1995 - present

Previous/current community affiliations or activities: JWC, Library Foundation, City Budget Committee

Within the last 12 months, please indicate the number of meetings you were unable to attend: Budget Committee - none

Reapptd: 2013-2015

Signature: [Signature] Date: 11/24/2015
I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed.

(ReApp 11/13)



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

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 reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

<input checked="" type="checkbox"/> Budget Committee	3-4 times in May	<input type="checkbox"/> Parks & Recreation Commission	3 rd Wednesday, 7am
<input type="checkbox"/> Committee for Citizen Involvement	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: David A. Maisel

HOME PHONE: 503-██████████

RESIDENCE ADDRESS: ██████████ Forest Grove, OR 97116

BUSINESS PHONE: 503-██████████

MAILING ADDRESS: ██████████ Forest Grove, OR 97116

E-MAIL: ██████████

EMPLOYER: JW Millegan Inc.

OCCUPATION/
PROFESSION: Investment Analyst/Trader

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

What ideas do you have for improving "Fair" or "Poor" performance? _____

Please indicate your accomplishments during your term on the Board/Committee/Commission: Helped recommend fair and reasonable Budgets to the council, as well as communicated the budget message to my peers within the community.

Please indicate what you would like to accomplish during your new term: Help steer the committee through the perceived fiscal short falls faced by the city in the coming bienniums.

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? 12 years experience on the budget committee, Extensive financial knowledge, practical and pragmatic approach to prioritizing community needs.

Previous/current appointed or elected offices: Local School Committee Neil Armstrong Middle School, Current Member of the Budget Com

Previous/current community affiliations or activities: Grad Night 2015 Committee, Fundraiser & Chaperone

Within the last 12 months, please indicate the number of meetings you were unable to attend: 1 - Informational Mtg

ReApp: 2013-2015

Signature: <u>David A. Maisel</u>	Date: <u>11-30-15</u>
<i>I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed.</i>	

(ReApp 11/13)



SUBMIT

CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS

(Please complete, sign and date application form and return to:

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

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

Table with 4 columns: Board Name, Meeting Frequency, Board Name, Meeting Frequency. Includes Budget Committee, Parks & Recreation Commission, etc.

NAME: Debby Roth

HOME PHONE: 503- [redacted]

RESIDENCE ADDRESS: [redacted], Forest Grove, OR 97116

BUSINESS PHONE: 503- [redacted]

MAILING ADDRESS:

E-MAIL: [redacted]

EMPLOYER: City of Cornelius

OCCUPATION/ PROFESSION: City Recorder-Treas/HR

Years living in Forest Grove? 12 Live in City limits? yes How did you hear of this opportunity? Term expiring

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

What ideas do you have for improving "Fair" or "Poor" performance?

Why are you interested in serving on the Advisory Board/Committee/Commission? It's my responsibility to serve my community and the budget committee works well with my schedule.

What contributions do you feel you can/will make to the Board/Committee/Commission? I'll bring a fresh perspective to the committee.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? I have 30+ years work experience in municipal government. I understand Oregon Budget Law and know how to read a budget. I'm a good listener.

Previous/current appointed or elected offices: Budget Committee appointment 2013-14

Previous/current community affiliations or activities: Chamber of Commerce member.

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

Signature Debby Roth Date 11-18-2015
I have sufficient time to devote to this responsibility and will attend the required meetings if appointed

Apprd: 2013

(App 01/14)

RESOLUTION NO. 2015-80

**RESOLUTION MAKING REAPPOINTMENT
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 incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Committee for Citizen Involvement, four-year term, expiring January 31st.

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

Section 1. That the following person is hereby reappointed to the City of Forest Grove Committee for Citizen Involvement for the following term:

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
Andersen	David	January 31, 2020

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

PRESENTED AND PASSED this 14th day of December, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of December, 2015.

Peter B. Truax, Mayor



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

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 reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: 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: David Andersen **HOME PHONE:** 503-

RESIDENCE ADDRESS: Forest Grove **BUSINESS PHONE:** same

MAILING ADDRESS: **E-MAIL:**

EMPLOYER: self employed **OCCUPATION/PROFESSION:** Entrepreneur

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

What ideas do you have for improving "Fair" or "Poor" performance? I think there is an opportunity to gradually shift Forest Grove to be more of a destination and less of a bedroom community.

Please indicate your accomplishments during your term on the Board/Committee/Commission: Brought fresh new perspective to discussions, significantly improved clarity and focus of questions included in various "clicker sessions" employed to get community feedback, recruited an additional hispanic member of the community to serve on CCI.

Please indicate what you would like to accomplish during your new term: Continue to work towards our community involvement meetings - being fresh, informative, inclusive and relevant.

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

Previous/current appointed or elected offices: CCI, Budget Committee

Previous/current community affiliations or activities: Serving as HOA director, volunteer service in LDS Church

Within the last 12 months, please indicate the number of meetings you were unable to attend: 11

App'd: 2015

Signature: <u>David B. Andersen</u>	Date: <u>26 Nov 2015</u>
<i>I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed</i>	

(ReApp 11/13)

MEMORANDUM

TO: Mayor Peter Truax and City Councilors

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

DATE: December 14, 2015

SUBJECT: Accept Resignations on Committee for Citizen Involvement

Sebastian Lawler and Kathryn Karppinen, Terms Expiring January 31, 2016, have informed staff of their desire to resign from the Committee for Citizen Involvement as per attached e-mail resignations.

STAFF RECOMMENDATION:

Staff is recommending the City Council accept the above-noted resignations and deem the seats vacant, effective terms expiring January 31, 2016.

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Anna Ruggles

cc

From: Sebastian Lawler [REDACTED]
Sent: Friday, November 13, 2015 7:56 PM
To: Anna Ruggles
Subject: Re: Time to Renew your B&C Term; Current Term Expire 01/31/16

Dear Recorder Ruggles,

I'm going to resign from the committee for citizen involvement effective 01/31/2016. Please keep me informed of any openings on the budget committee.

Best,

Sebastian

Anna Ruggles

CCI

From: [REDACTED]
Sent: Friday, November 27, 2015 7:18 PM
To: Anna Ruggles
Subject: CCI Resignation

Hi Anna,

After much thought, I am tendering my resignation from CCI effective when my term ends in February. I am resigning due to the fact that I have had some very tough [REDACTED] challenges that impact my ability to do the best job I can for the City. I have enjoyed my term at CCI and am confident that we will have a pool of new applicants who will be able to do a great job for Forest Grove.

Sincerely,

Kathryn Karppinen

3K

RESOLUTION NO. 2015-81

**RESOLUTION MAKING REAPPOINTMENTS TO
ECONOMIC DEVELOPMENT COMMISSION
VOTING REPRESENTATIVE**

WHEREAS, Resolution No. 2007-45 has provided for an Economic Development Commission; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from representatives who desire to be reappointed to the Economic Development Commission, three-year term.

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

Section 1. That the following persons are hereby appointed to the City of Forest Grove Economic Development Commission for the following terms:

<u>Last Name:</u>	<u>First Name:</u>	<u>Position/Representative:</u>	<u>Term Expires:</u>
Prickett	Jennifer	McMenamins – Primary (Large Commercial)	December 31, 2018
Buck	Catherine	McMenamins – Alternate	
Draznin	James	At-Large	December 31, 2018
Kramer	Hope	Urban Decanter (Downtown Retail)	December 31, 2018
Nakajima	Mark	Ace Hardware (Business/Small Mfg)	December 31, 2018
Norman	Justin	Woodfold (Wood/Ag Products)	December 31, 2018
Urenda	Javier	Adelante Mujeres (Hispanic Community)	December 31, 2018

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

PRESENTED AND PASSED this 14th day of December, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of December, 2015.

Peter B. Truax, Mayor

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RESOLUTION NO. 2015-82

**RESOLUTION MAKING REAPPOINTMENT
TO THE CITY OF FOREST GROVE
LIBRARY COMMISSION**

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

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Library Commission, two-year term.

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

Section 1. That the following person is hereby reappointed to the City of Forest Grove Library Commission for the following term:

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
Youngberg	Jon	December 31, 2017

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

PRESENTED AND PASSED this 14th day of December, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of December, 2015.

Peter B. Truax, Mayor



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

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 reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

- | | | | |
|--|-----------------------------------|--|---|
| <input type="checkbox"/> Budget Committee | 3-4 times in May | <input type="checkbox"/> Parks & Recreation Commission | 3 rd Wednesday, 7am |
| <input type="checkbox"/> Committee for Citizen Involvement | 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 checked="" type="checkbox"/> Library Commission | 2 nd Tuesday, 6:30pm | | |

NAME: Jon A. Youngberg

RESIDENCE ADDRESS: [REDACTED]

MAILING ADDRESS: Forest Grove, OR 97116

EMPLOYER: Retired

HOME PHONE: (503) [REDACTED]

BUSINESS PHONE: n/a

E-MAIL: [REDACTED]

OCCUPATION/PROFESSION: Software Engineer

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

What ideas do you have for improving "Fair" or "Poor" performance? _____

Please indicate your accomplishments during your term on the Board/Committee/Commission: Helped with "Future of Libraries" effort in 2014 and 2015, as well as Community Strategic Planning effort for our library in 2015. Assisted with ideas for update of Room Use Policy. Have been secretary of Library Commission for last two years.

Please indicate what you would like to accomplish during your new term: Helping to take forward the ideas from the Community Strategic planning effort, over the next few years.

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? Interest in books, libraries, learning, computers, technology.

Previous/current appointed or elected offices: Current: appointed to Forest Grove Library Commission 2012 - 2015

Previous/current community affiliations or activities: None

Within the last 12 months, please indicate the number of meetings you were unable to attend: None

Reappointed: 2014

Signature	Date: Nov 20, 2015
<i>I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed.</i>	

(ReApp 11/13)



RESOLUTION NO. 2015-83

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

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

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Parks and Recreation Commission, four-year term, and student advisory, one-year term.

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

Section 1. That the following person is hereby reappointed to the City of Forest Grove Parks and Recreation Commission for the following term:

<u>Last Name</u>	<u>First Name</u>	<u>District</u>	<u>Term Expires</u>
Toews	Jeremiah	NE	December 31, 2019

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

PRESENTED AND PASSED this 14th day of December, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of December, 2015.

Peter B. Truax, Mayor



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

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 reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

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

NAME: Jeremiah Toews
RESIDENCE ADDRESS: Forest Grove, OR 97116
MAILING ADDRESS: Forest Grove, OR 97116
EMPLOYER: PREM Group

HOME PHONE: 503-
BUSINESS PHONE: 503-
E-MAIL:
OCCUPATION/PROFESSION: Accounting Manager

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

What ideas do you have for improving "Fair" or "Poor" performance?

Please indicate your accomplishments during your term on the Board/Committee/Commission: Aided in coordination of the playground installation at Talisman Park.

Please indicate what you would like to accomplish during your new term: See through the parks and rec brochures to production. Possibly develop more marketing/advertisement deliverables in order to publicise all of the great features Forest Grove has to offer. Support the rest of the commission in any capacity I can to see that our collective goals experience progress.

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? I enjoy dreaming big and thinking out of the box. I revel in project management and working with people. Oh - and I LOVE to run which makes me fancy trail development just a scosh. I am also a morning person which helps since the PR meetings are at 7am.

Previous/current appointed or elected offices: Forest Grove Parks and Rec Commission

Previous/current community affiliations or activities: Friends of Historic Forest Grove member

Within the last 12 months, please indicate the number of meetings you were unable to attend: 1

App'd: 2014

Signature [Handwritten Signature] Date: 11/14/2015
I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed.

(ReApp 11/13)

MEMORANDUM

TO: Mayor Peter Truax and City Councilors

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

DATE: December 14, 2015

SUBJECT: Accept Resignation on Parks and Recreation Commission

Quinn Johnson, At-Large, Term Expiring December 31, 2015, has informed staff of his desire to resign from the Parks and Recreation Commission as per attached e-mail resignation.

STAFF RECOMMENDATION:

Staff is recommending the City Council accept the above-noted resignation and deem the seat vacant, effective term expiring December 31, 2015.

P.R

Anna Ruggles

From: [REDACTED]
Sent: Sunday, November 15, 2015 1:45 PM
To: Anna Ruggles
Subject: RE: Time to Renew your B&C Term, Current Term Expire 12/31/15

Anna,

I spoke to Tom Gamble and I will not be seeking reappointment to the Parks and Rec board.

Thank you,
Quinn Johnson

Quinn Johnson
[REDACTED]
[REDACTED]

RESOLUTION NO. 2015-84

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

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

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Planning Commission, four-year term.

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

Section 1. That the following persons are hereby reappointed to the City of Forest Grove Planning Commission for the following terms:

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
Beck	Thomas	December 31, 2019
Smith	Dale	December 31, 2019

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

PRESENTED AND PASSED this 14th day of December, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of December, 2015.

Peter B. Truax, Mayor

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CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

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 reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

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

RESIDENCE ADDRESS: [REDACTED]

MAILING ADDRESS: Forest Grove OR 97116

EMPLOYER: _____

HOME PHONE: (503) [REDACTED]

BUSINESS PHONE: _____

E-MAIL: [REDACTED]

OCCUPATION/PROFESSION: retired

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

What ideas do you have for improving "Fair" or "Poor" performance? _____

Please indicate your accomplishments during your term on the Board/Committee/Commission: I have provided solid leadership to a thoughtful and conscientious set of commissioners.

Please indicate what you would like to accomplish during your new term: We have a major challenge in recommending a new plan for the Westside planning area and to work with the Sustainability Commission on ways to improve the City's treatment of global climate change.

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? Fifteen years of being a Planning Commissioner with the last 13 as Chair.

Previous/current appointed or elected offices: Planning Commission 2000- present; Budget Committee 2013-15

Previous/current community affiliations or activities: Fernhill Wetlands Council, Friends of Historic Forest Grove, Friends of the library

Within the last 12 months, please indicate the number of meetings you were unable to attend: 3

Reappointed 2018

Thomas Beck 11/14/18

I have sufficient time to devote to this responsibility and will attend the requested meetings if reappointed.

(ReApp 11/13)



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

Please complete, sign and date application form and return to:

City of Forest Grove
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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 reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

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

RESIDENCE ADDRESS: [REDACTED], Forest Grove, OR 97116

MAILING ADDRESS: [REDACTED], Forest Grove, OR 97116

EMPLOYER: Self employed

HOME PHONE: 503-[REDACTED]

BUSINESS PHONE: 503-[REDACTED]

E-MAIL: [REDACTED]

OCCUPATION/PROFESSION: Design & build custom furniture

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

What ideas do you have for improving "Fair" or "Poor" performance? Continue to help develop Forest Grove for the future. Help to provide a consistency with the goals and direction of the planning commission.

Please indicate your accomplishments during your term on the Board/Committee/Commission: Developed a greater knowledge of the city and how the Comprehensive Plan and Development Code help to prepare Forest Grove for the Future.

Please indicate what you would like to accomplish during your new term: Help to maintain the direction of the growth of Forest Grove in a responsible manner.

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? Previous 4 years on the Planning Commission. Thirty years working with a multi national corporation.

Previous/current appointed or elected offices: Planning Commission, Budget Committee.

Previous/current community affiliations or activities: None

Within the last 12 months, please indicate the number of meetings you were unable to attend: 2

Reapptd: 2012

Signature: Dale B. Smith Date: 11/23/2015
I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed

(ReApp 11/13)



RESOLUTION NO. 2015-85

**RESOLUTION MAKING REAPPOINTMENTS
TO THE CITY OF FOREST GROVE
PUBLIC ARTS COMMISSION**

WHEREAS, Resolution No. 2006-06 has provided for a Public Arts Commission; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Public Arts Commission, three-year term.

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

Section 1. That the following person are hereby reappointed to the City of Forest Grove Public Arts Commission for the following terms:

<u>Last Name:</u>	<u>First Name:</u>	<u>Term Expires:</u>
Broom	Kathy	December 31, 2018
Truax	Pat	December 31, 2018

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

PRESENTED AND PASSED this 14th day of December, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of December, 2015.

Peter B. Truax, Mayor

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CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

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 reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

<input type="checkbox"/> Budget Committee	3-4 times in May	<input type="checkbox"/> Parks & Recreation Commission	3 rd Wednesday, 7am
<input type="checkbox"/> Committee for Citizen Involvement	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 checked="" 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: Kathy Broom
 RESIDENCE ADDRESS: [Redacted]
 MAILING ADDRESS: Same
 EMPLOYER: Forest Grove School Dist.

HOME PHONE: 503-[Redacted]
 BUSINESS PHONE: None
 E-MAIL: [Redacted]
 OCCUPATION/PROFESSION: Sub. Teaching Asst.

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

What ideas do you have for improving "Fair" or "Poor" performance? _____

Please indicate your accomplishments during your term on the Board/Committee/Commission: We have purchased new art works for the city - helped raise funds to install art work in the library - provided funds for many free events enjoyed free by the community

Please indicate what you would like to accomplish during your new term: I would like to see more outreach and inclusion with our Latino community

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? Knowledge and passion for art to be accessible to our whole community

Previous/current appointed or elected offices: _____
 Previous/current community affiliations or activities: _____
 Within the last 12 months, please indicate the number of meetings you were unable to attend: 2

2 reapp'd: 2013

Signature: Kathy Broom Date: 11-23-15
 I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed.

(ReApp 11/13)



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

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 reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

Table with 4 columns: Board Name, Meeting Frequency, Board Name, Meeting Frequency. Includes Budget Committee, Committee for Citizen Involvement, Community Forestry Commission, Economic Development Commission, Historic Landmarks Board, Library Commission, Parks & Recreation Commission, Planning Commission, Public Arts Commission, Public Safety Advisory Commission, Sustainability Commission.

NAME: Pat Truax
RESIDENCE ADDRESS: [Redacted], Forest Grove, OR 97116
MAILING ADDRESS:
EMPLOYER:

HOME PHONE: 503 [Redacted]
BUSINESS PHONE:
E-MAIL: [Redacted]
OCCUPATION/PROFESSION: retired

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

What ideas do you have for improving "Fair" or "Poor" performance?

Please indicate your accomplishments during your term on the Board/Committee/Commission: Helped with fund raising for the Arts commission though 'Meet the Artist' dinners. Planned and assisted with grants.

Please indicate what you would like to accomplish during your new term: Create an Arts foundation enabling the commission to apply for larger grants to procure public art.

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? A love and appreciation of the arts and improving the quality of public art in the Forest Grove community.

Previous/current appointed or elected offices: none

Previous/current community affiliations or activities: Valley Art Board, Habitat for Humanity Board, DayBreak Rotary secretary.

Within the last 12 months, please indicate the number of meetings you were unable to attend: Once.

Reappointed: 2013

Signature: Pat Truax Date: November 15, 2015
I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed.

(ReApp 11/13)

RESOLUTION NO. 2015-86**RESOLUTION MAKING REAPPOINTMENTS
TO THE CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION**

WHEREAS, Resolution No. 2013-69 has provided for a Sustainability Commission; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, the City Council has received notification from incumbents who desire to be reappointed to the Sustainability Commission, four-year term, and student advisory, one-year term.

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

Section 1. That the following persons are hereby reappointed to the City of Forest Grove Sustainability Commission for the following terms:

<u>Last Name:</u>	<u>First Name:</u>	<u>Position:</u>	<u>Term Expires:</u>
Lindsley	Robin	Citizen At-Large	December 31, 2019
Kramer	Hope	Economic At-Large	December 31, 2019

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

PRESENTED AND PASSED this 14th day of December, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of December, 2015.

Peter B. Truax, Mayor

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CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS REAPPOINTMENT APPLICATION

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 reappointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please Note: Meeting dates/times are subject to change with advance notice).

<input type="checkbox"/> Budget Committee	3-4 times in May	<input type="checkbox"/> Parks & Recreation Commission	3 rd Wednesday, 7am
<input type="checkbox"/> Committee for Citizen Involvement	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 checked="" type="checkbox"/> Sustainability Commission	4 th Thursday, 6pm
<input type="checkbox"/> Library Commission	2 nd Tuesday, 6:30pm		

NAME: Robin Lindsley

RESIDENCE ADDRESS: [REDACTED], FG 97116

MAILING ADDRESS: same

EMPLOYER: retired (Portland Public Schools)

HOME PHONE: 503 [REDACTED]

BUSINESS PHONE: same

E-MAIL: [REDACTED]

OCCUPATION/PROFESSION: Citizen activist

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

What ideas do you have for improving "Fair" or "Poor" performance? "Keep working on all things sustainable"

Please indicate your accomplishments during your term on the Board/Committee/Commission: Still in the middle of Food Action Plan efforts, but gains made in creating School Nutrition Gardens, mapping some neighborhood gardens, connecting "food people" & organizations, supporting mini-grant applicants, clarifying role of SusComm in local sustainability efforts, outreach to Latino community folks, public ed

Please indicate what you would like to accomplish during your new term: Continue to develop School Nutrition gardens at every FG public school, collaborate with faith community people and others to screen Place At the Table (hunger in America), create an online site to track and support available food sources for ongoing hungry people - from food boxes to hot meals, finish upgrade for rentable kitchen..

What qualifications, skills, or experiences do you bring to the Board/Committee/Commission? Continuing work within Dairy Creek Community Food Web, collaboration with more (and varied) community groups focussed on food issues - including new farmers/master gardeners/ food distribution companies/Adelante Mujeres...

Previous/current appointed or elected offices: Sustainability Commission, member, Farms, Food and Drink Initiative Committee member

Previous/current community affiliations or activities: Dairy Creek Community Food Web, Chamber of Commerce member, FG Community Sc

Within the last 12 months, please indicate the number of meetings you were unable to attend: one

Apptd: 2014

Robin B. Lindsley | 11/19/15

I have sufficient time to devote to this responsibility and will attend the required meetings if reappointed.

(ReApp 11/13)

Kramer, Hope

From: [REDACTED]
To: [Anna Ruggles](#)
Subject: RE: FW: Time to Renew your B&C Term; Current Term Expire 12/31/15
Date: Tuesday, December 08, 2015 7:50:26 PM

Sorry for the delay, I am reapplying for my position on the sustainability commission.

Thanks
Hope Kramer

Sent from my T-Mobile 4G LTE Device

----- Original message -----

From: Anna Ruggles <aruggles@forestgrove-or.gov>
Date: 12/08/2015 11:40 AM (GMT-08:00)
To: [REDACTED]

Subject: FW: Time to Renew your B&C Term; Current Term Expire 12/31/15

Reminder, refer below: I haven't received notification from you; please let us know if you are reapplying or resigning your position on Sustainability Commission.

December 14, 2015

**COMPARATIVE ANALYSIS PRESENTATION OF URBAN RENEWAL
FINANCING IN SIX OREGON COMMUNITIES**

PROJECT TEAM:

Jeffrey King, Economic Development Manager
Jesse Vanderzanden, City Manager
Paul Downey Director of Administrative Services
Jon Holan, Community Development Director
Jon-Michael Kowertz, Economic Development Intern
Earl W. Fines, Economic Development Intern

ISSUE STATEMENT:

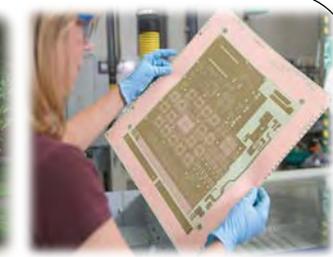
The City of Forest Grove established an Urban Renewal District in April, 2014. The implementation of these districts has been fairly common in middle and large size cities in Oregon. Some have been in place since the 1980's. There is a wealth of information on the operation and financial practices in these communities.

The Times Litho mixed use redevelopment proposal now before the City provides a good opportunity to gain a better awareness on urban renewal district financing. Forest Grove recently hired two interns from Pacific University's Master of Business Administration to research and review urban renewal results in Oregon communities that are in similar size to Forest Grove. Six communities chosen for a comparative analysis were Albany, Redmond, Canby, Astoria, Hood River and Wilsonville. The presentation will provide a better understanding of the financial results of urban renewal practices. Items, such as debt, bond issuance, per capita debt, public/private leveraging and a number of financial ratios will be presented.

FINANCIAL IMPACT:

None, presentation only.

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City of Forest Grove: Urban Renewal Agency (URA) Analysis

Study Cities:

Albany

Astoria

Canby

Hood River

Redmond

Wilsonville

Presented by:

Jeff King, Economic Development, City of Forest Grove

E. W. Fines and Jon-Michael Kowertz, Students, M.B.A.

Program, Pacific University

What We're Covering Today:

1. URA Refresher
2. City Financial Comparisons
3. URA Financial Comparisons
4. Community Impacts - Projects

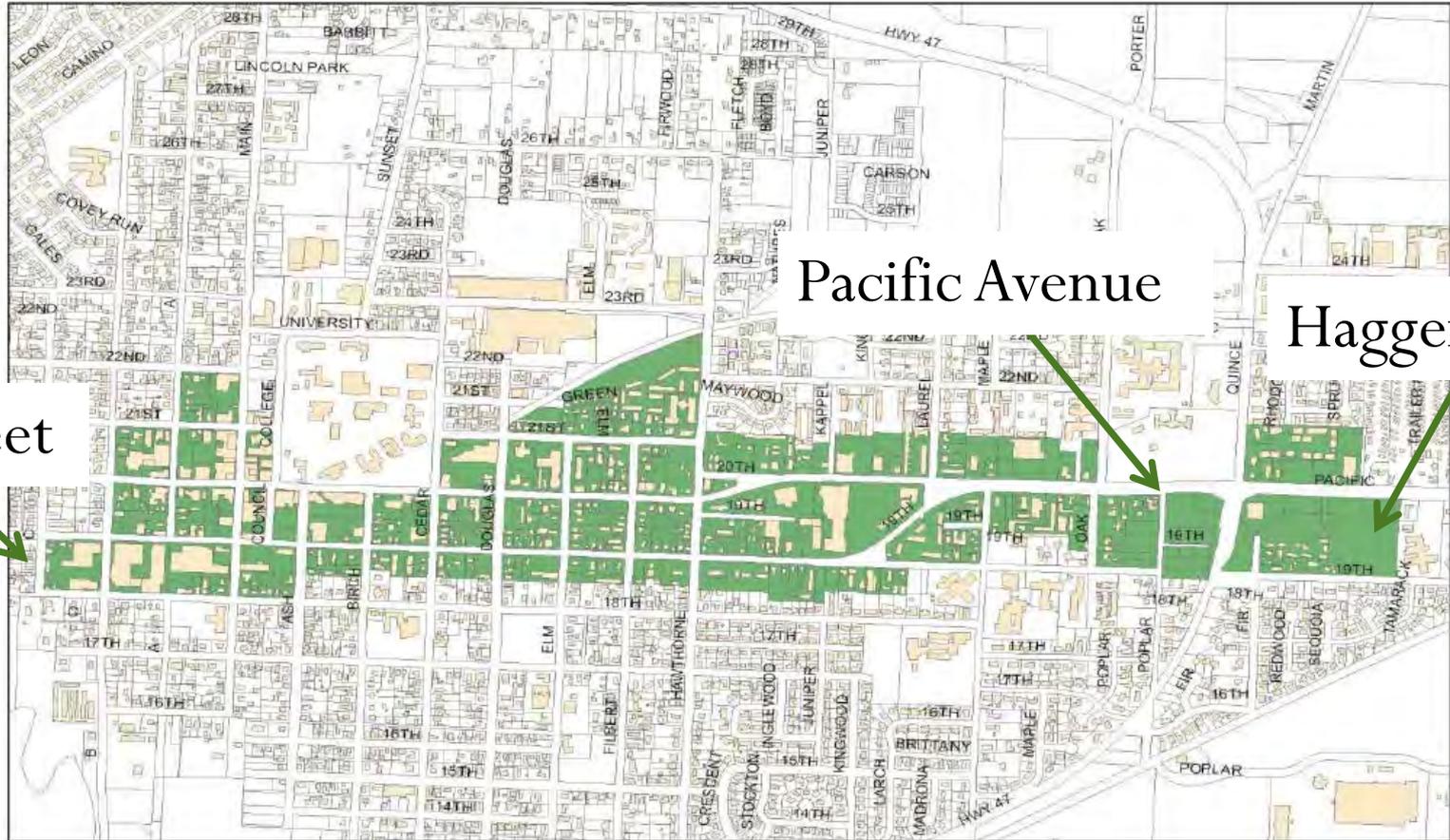
What We're Covering in Future Sessions:

1. Independent Assessment of Tokola's Pro-Forma
2. Economic Impact Assessment
3. Ad-Hoc Work Group To Staff
4. Forest Grove URA Projections with Project
5. Disposition and Development Agreement

URBAN RENEWAL AGENCY (URA) REFRESHER

Urban Renewal Area Boundary

(URA Covers 6% of FG land mass)



Pacific Avenue

Haggen Site

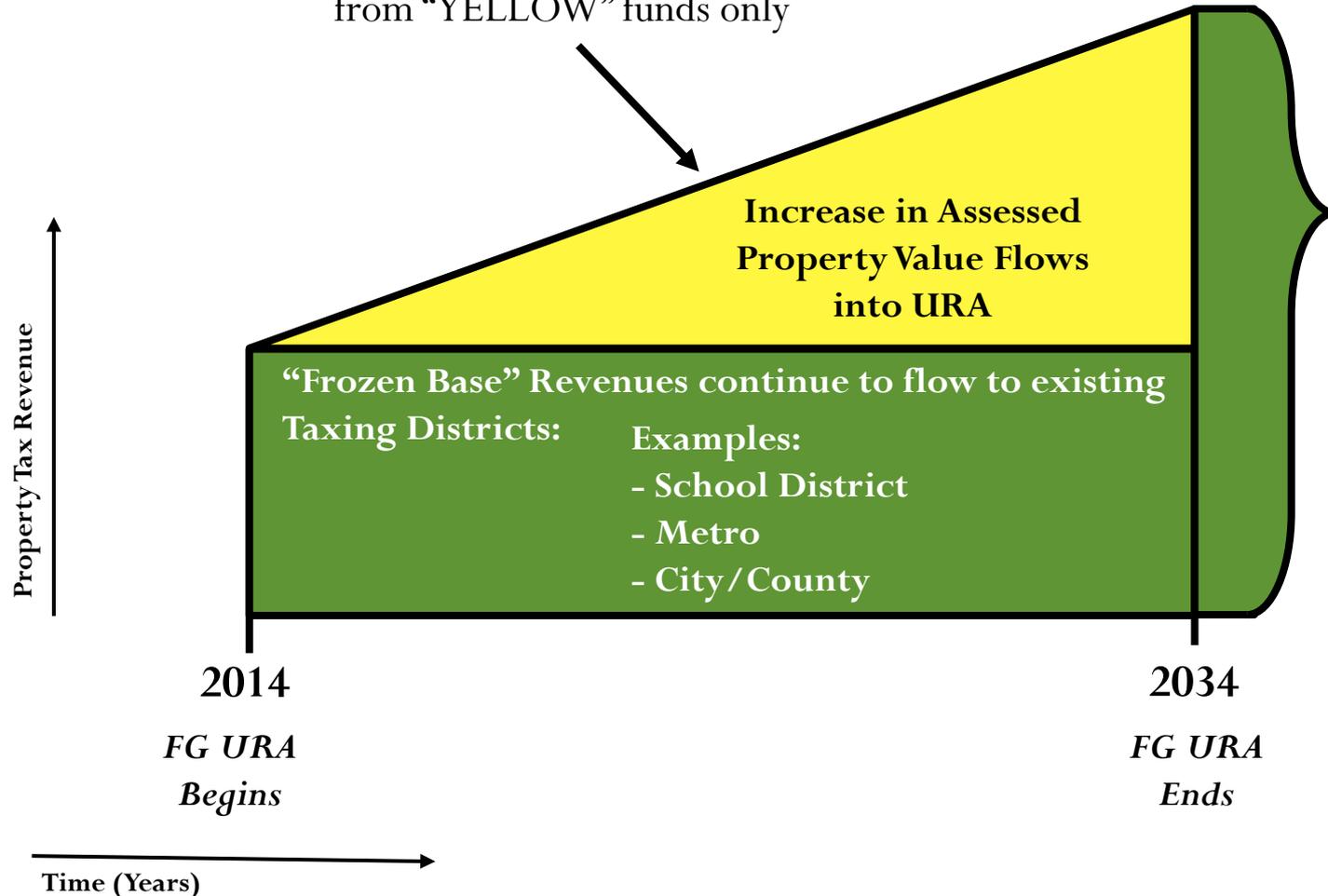
C Street

Forest Grove Urban Renewal Area



Tax Increment Financing

(1) URA projects are funded from "YELLOW" funds only



(2) At the end of the URA, the Full Assessed Value returns to existing Taxing Districts.

URA Goals

Goal 1: Provide opportunities for public participation in the preparation and adoption of urban renewal plans, plan amendments and policies.

Goal 2: Adopt a prudent annual budget to minimize financial risk to the Urban Renewal Agency and the City of Forest Grove.

Goal 3: Improve the local investment climate by reducing financial barriers to development and redevelopment within the urban renewal area.

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

Goal 5: Promote commercial and mixed-use redevelopment of sites along the Pacific Avenue corridor.

Potential URA Projects

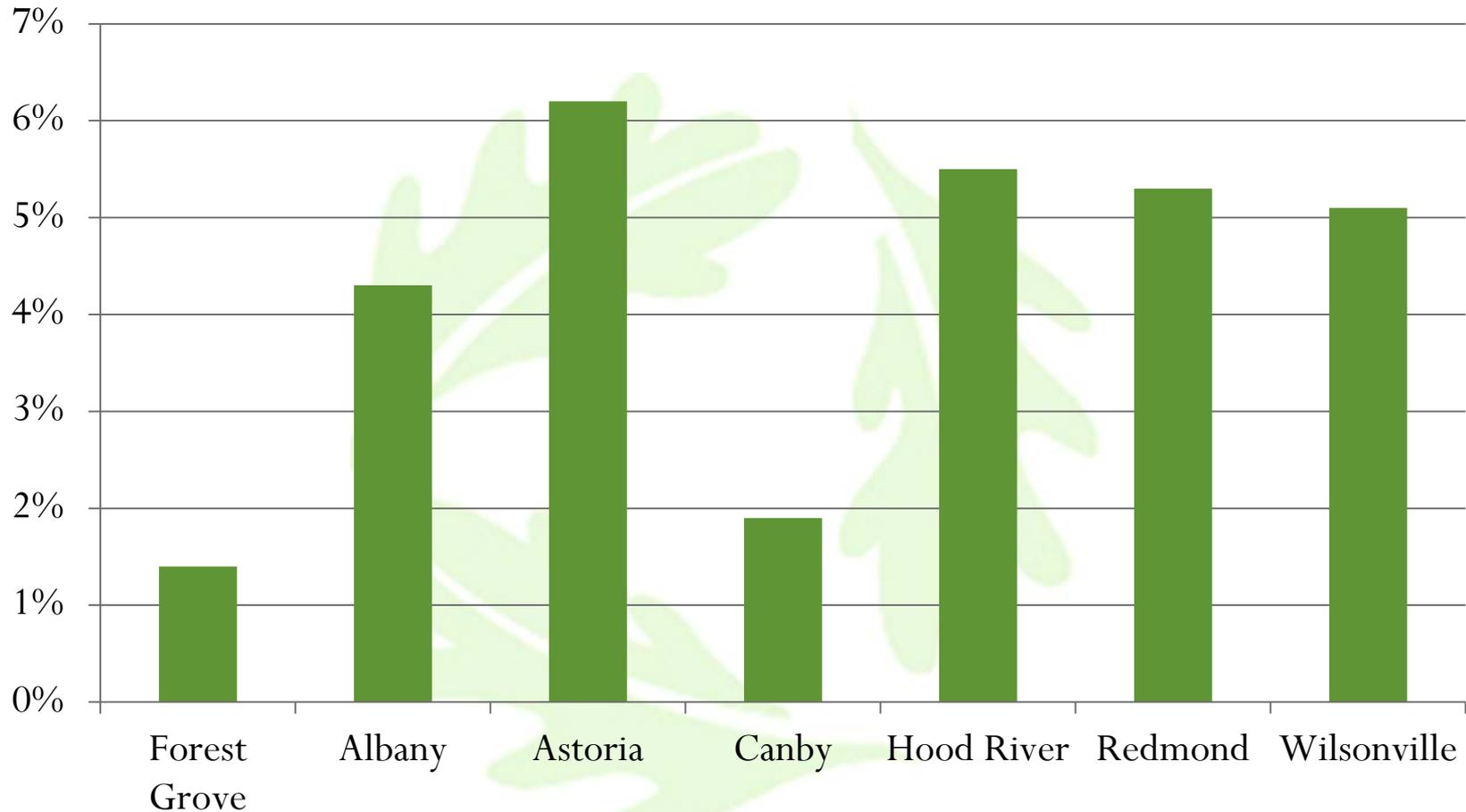
- Mixed –Use Development
- Transit-Oriented Development
- Infrastructure Improvements
- Residential & Commercial Development
- Interior/Exterior Improvement Programs
- Environmental Remediation
- Funds for Matching Grant Opportunities
- Town Center Public Plaza

CITY FINANCIAL COMPARISONS

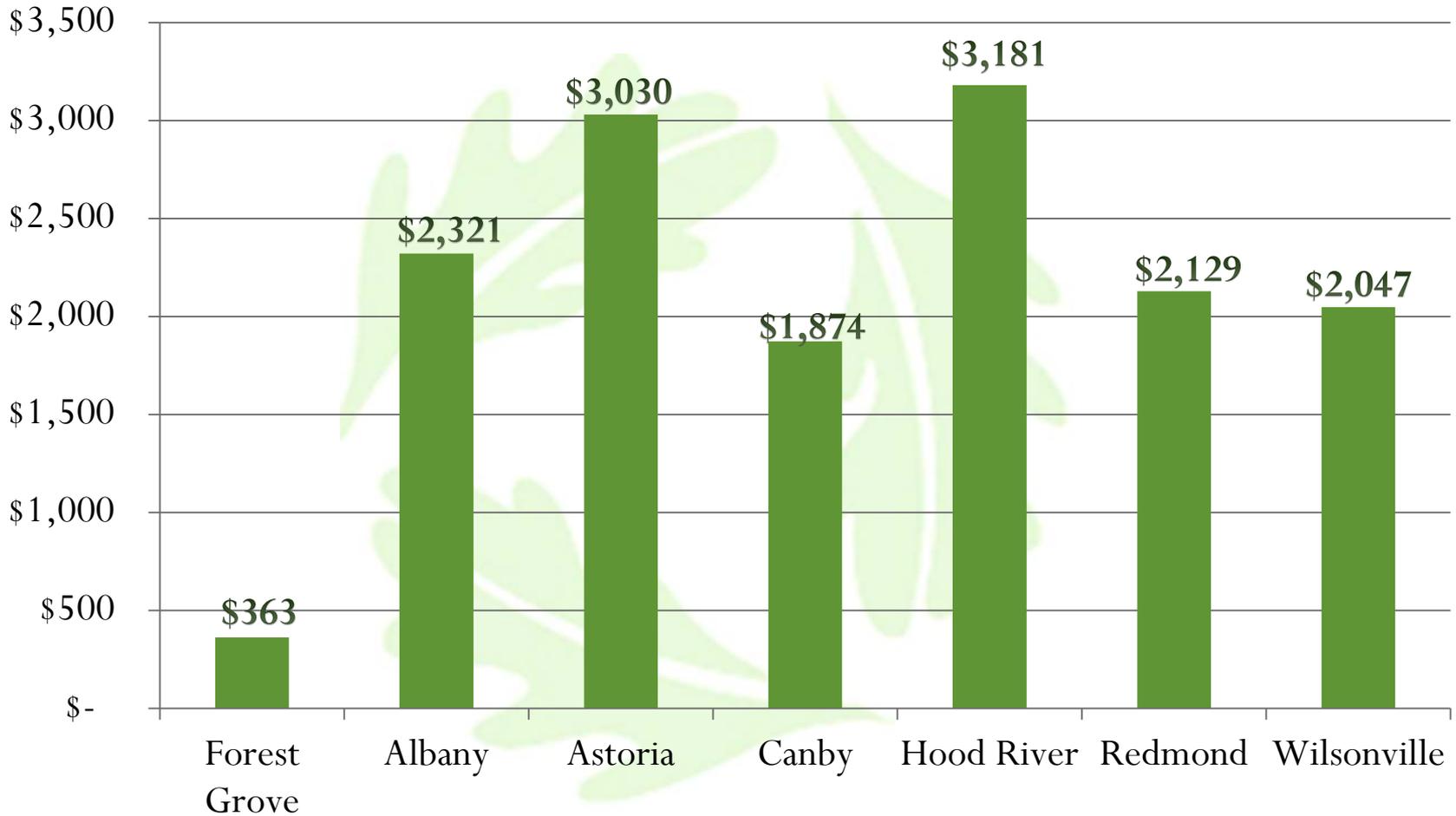
City Budget Comparisons

City	Pop.	Median Household Income	Annual Budget (Cap + Op) (millions)	Total Debt (millions)	Annual Debt Payment (millions)	Annual Debt as % of Budget	Total Debt per Capita	Credit Rating
Forest Grove	23,080	\$48,363	\$96	\$8	\$1.3	1.4%	\$363	Aa3
Albany	51,270	\$45,478	\$168	\$119	\$7.3	4.3%	\$2,321	AA-
Astoria	9,570	\$45,104	\$37	\$29	\$2.3	6.2%	\$3,030	none
Canby	16,010	\$58,653	\$32	\$30	\$620k	1.9%	\$1,874	A2
Hood River	7,545	\$49,350	\$31	\$24	\$1.7	5.5%	\$3,181	A-
Redmond	26,770	\$39,008	\$96	\$57	\$5.1	5.3%	\$2,129	Aa3
Wilsonville	21,980	\$58,757	\$113	\$45	\$5.8	5.1%	\$2,047	Aa2

Annual City Debt as a Percent of City Budget



Total City Debt Per Capita



URA FINANCIAL COMPARISONS

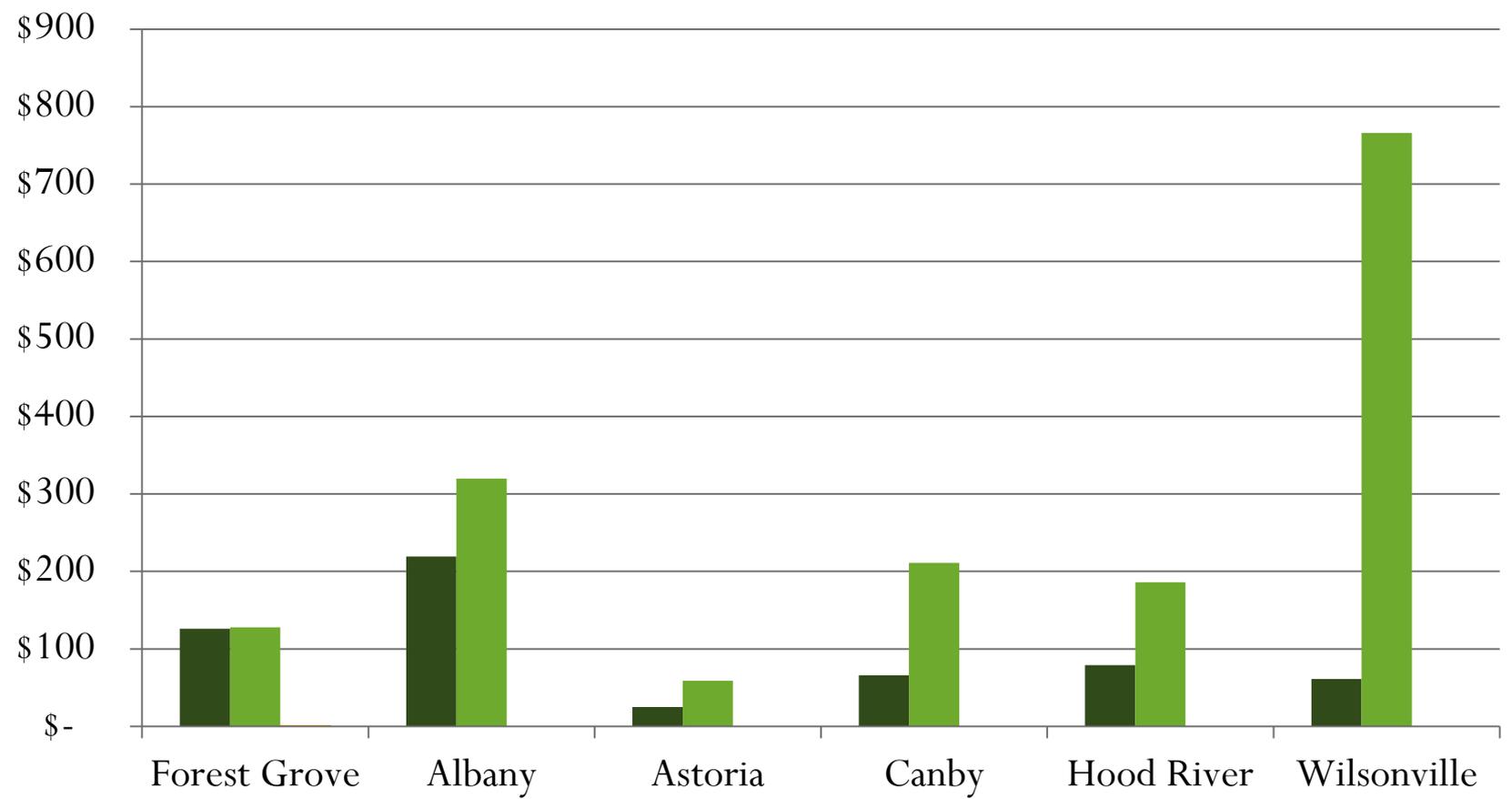
URA Comparisons

City	Current Debt (millions)	Max Bond Debt (millions)	Annual Debt Payment (millions)	Bond/ Note Term (years)*	Debt as % of Max Bond Debt
Forest Grove	\$1.1	\$15	\$120k	10	7.3%
Albany	\$2.8	\$56	\$1.1	15	5%
Astoria**	\$479 k	\$26	\$136 k	None	1.8%
Canby	\$28	\$51	\$3	20-25	54.8%
Hood River**	\$2.5	\$33.5	\$ 800k	5	7.5%
Redmond	\$20	\$121	\$1.7	25-30	16.6%
Wilsonville**	\$34.9	\$133	\$7.2	15	26.2%

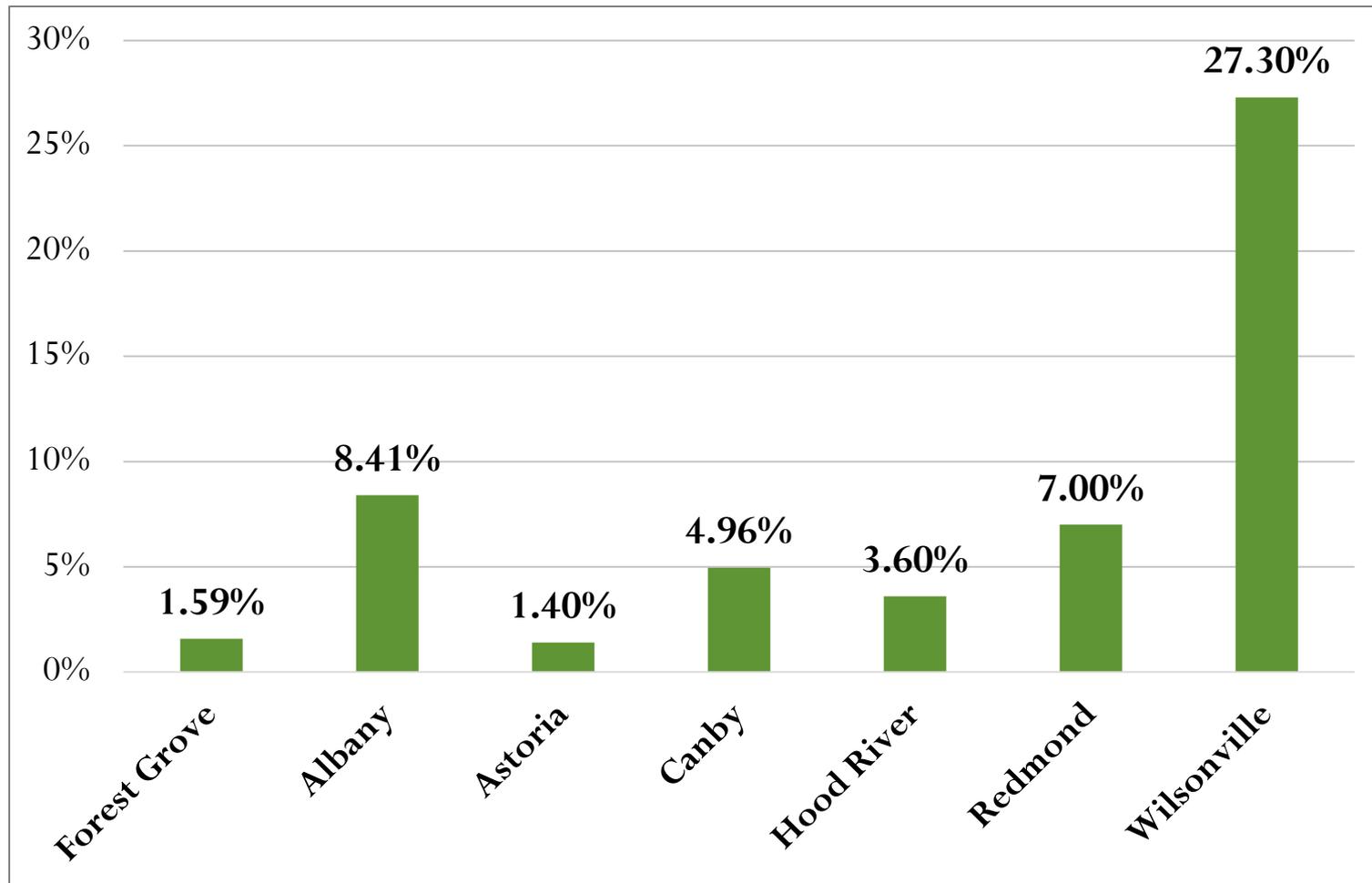
* No Credit Defaults For Any City

** More than one URA

URA IMPACT: Initial Vs Current Assessed Property Value



URA IMPACT: Annual Assessed Property Value (APV) Growth



URA CATALYST PROJECTS

Examples of Public Participation:

URA:

- Revenue Bonds
- Land write-downs
- SDC deferrals/payments
- Grants and Low-Interest Loans

OTHER PUBLIC:

- State and Federal Tax Credits
- Metro TOD Program

Albany: Woodwind Apartments



- Project Budget: \$10 million
 - URA Dollars: \$1.5 million
 - Other Public: \$7.6 million
- Public/Private: 9 to 1
- URA Revenue Bond

Hillsboro 4th and Main (Tokola)



- Project Budget: \$15.3 million
 - URA Dollars: \$950,000
 - Other Public: \$1.2 million
- Public/Private: 1 to 7

Wilsonville: Villebois Community (ongoing)



- Project Budget: \$117+ million
 - URA Dollars: \$40 million
 - Other Public: \$5 million
- Public/Private: 4 to 10
- URA Revenue Bonds and short-term financing

Astoria: Liberty Theatre (ongoing)



- Project Budget: \$9 million
 - URA Dollars: \$2 million
 - Other Public: none
- Public/Private: 2 to 10

Redmond: Downtown Property Assistance Program (storefront improvement)



- Project Budget: \$730,000
- 50% private match
- Public/Private 1 to 1

THE END

Memorandum

TO: Mayor Truax and City Councilors

FROM: Tom Gamble, Parks Director
Colleen Winters, Library Director
Jesse VanderZanden, City Manager

DATE: December 14, 2015

SUBJECT: Public Arts Commission Presentation re: Public Art Acquisition: Art in Park

BACKGROUND: In 2010, the Public Arts Commission successfully designed and implemented a process for its first public art acquisition project. The result of that process was the procurement of the three "sculpture" benches in downtown Forest Grove.

This year, the Commission decided to embark on a second public art acquisition project. Using the same model as 2010, the goal is to purchase a three-dimensional original sculpture, 10-12 feet tall, for either Lincoln or Rogers Park. Funding for the project will come from fund-raising events and grants.

A Call for Art went out in October and 11 proposals were received.

An adjudication committee was created who reviewed the submissions and made their recommendation to the Public Arts Commission. The Commission reviewed and discussed the recommendation at their December 10 meeting.

Kathleen Leatham, Chair of the Public Arts Commission, will describe the process and present the selection of the Commission.

Staff recommends that the Council accept the selection of the Commission.

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

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December 14, 2015

**REPORT ON RESOLUTION ADOPTING NEW LIGHT AND POWER DEPARTMENT
ELECTRIC RATE SCHEDULES AND DEFINITIONS AND DESCRIPTIONS
AND REPEALING RESOLUTION NO. 2014-87**

PROJECT TEAM: Paul Downey, Administrative Services Director
George Cress, Light and Power Director
Jesse VanderZanden, City Manager

ISSUE STATEMENT: In 2014, the City conducted a cost of service study and a rate design study for the Light & Power Department. City staff and Financial Consulting Solutions Group (FCSG) looked at current and projected operating costs, power costs, capital requirements, and reserve requirements to determine what, if any increases, were need in electric rates over the next four years. The result of that study was that the City needed to increase electric rates by an average of six (6) percent for each of the next four years starting in January 2015. The City Council approved the first of these rate increases effective in January 2015. Staff is bringing the second of those recommended rate increases to the Council for its consideration. Staff is proposing a four and one-half (4.5%) percent rate increase for services effective January 16, 2016.

BACKGROUND: The City had not performed a formal cost of service and rate study in at least sixteen years prior to the completion of the study in December 2014. Prior to that study, rate increases had been done to only pass the costs of rate increases from Bonneville Power Administration through to the retail customers. With increases in other operating costs and the capital requirements of replacing three substation transformers and rebuilding two substations, the City saw the need to do a cost of service study and a rate study. Staff and consultants held several work sessions with the City Council during this process and the need to increase utility rates, including electric rates, was a focus of the last Annual Town Meeting.

DISCUSSION: As stated above, this rate increase request is the second of four rate increases recommended by the rate study. The rate study recommended rate increases that average six percent beginning in January 2015. Since the rate study was done, the City has issued the debt for replacing three large substation transformers and rebuilding the two substations where the transformers are located. BPA increased its power and transmission rates in October 2015. Staff and consultant updated the rate model with the Adopted Fiscal Year 2015-16 Light & Power Budget, the actual BPA increases, and the annual debt service requirements. The updating of the model showed that staying with the suggested six percent increases recommended by the study would result in the projected ending reserves in 2018 being higher than was projected when the study was done one year ago.

The update of the model showed the following results:

- Total revenue has not increased as much as was projected.
- Expenses have been lower than projected particularly purchased power expenses. Debt service was lower in FY 2015-16 due to the timing of borrowing the money which resulted in an interest only payment in the current fiscal year.
- Annual debt service will be about \$9,000 higher annually from the estimate used in the study a year ago. The debt issued was about \$180,000 higher than originally estimated. However, the debt will be paid off over fifteen years instead of twenty years as originally estimated by the study.
- Using an annual six percent increase over the next three years for the model update, the ending reserves in 2018 would be about \$3,950,000 or \$450,000 more than projected in the original study completed in 2014.

When rates were increased a year ago, staff told the City Council that the model would be updated before staff made a recommendation on the increase effective January 2016. After reviewing the update of the model, staff is recommending that the City increase electric rates across all classes of service by four and one-half percent (4.5%) effective for services provided on or after January 16, 2016.

That recommended rate increase of 4.5% would provide ending reserves of \$3.5 million in 2018 which is the amount of reserves that the original rate study from 2014 projected with six percent increases projected. Achieving this amount of ending reserves assumes that revenue and expenditures continue as the updated model projects they will continue. Staff will again update the model before the next rate increase planned for January 2017.

The average residential electric bill in 2015 (December 2014 through November 2015) was \$74.82 of which \$16.00 was the customer charge and \$58.82 was the energy charge. The proposed increase of 4.5% will increase the average residential energy bill to \$78.19 for an increase of \$3.37 per month if all of the increase is received. As a comparison, the average residential electric bill in 2012 was \$73.26. There has been two rate increases since then and the increase in the average residential bill has not increased as much as the total of two rate increases.

Attached is a chart which compares residential bills at 1,100 kWh usage for the City of Forest Grove, PGE, and McMinnville Water and Light with current rates and rates after upcoming increases.

FISCAL IMPACT: The updated rate model indicates that the City will still be able to reach the financial reserves target with a 4.5% across-the-board increase. Actual results will fluctuate depending on actual revenue received and actual expenditures incurred. Weather and resulting consumption of electricity is a large driver of revenue and costs particularly if the winter has extended cold periods. Staff will update the model a year from now to see how much of rate increase will be necessary for January 2017.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution which authorizes an across-the-board 4.5% increase for all classes of service effective for usage on or after January 16, 2016. Revisions are shown in red in the attached Exhibit A.

Light and Power Rate Increase

Effective January 16, 2016

Est. Rates - 1,100 kWh Usage - Residential



NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, December 2 and December 9, 2015

**NOTICE OF PUBLIC HEARING
ELECTRIC UTILITY RATE INCREASE
FOR THE CITY OF FOREST GROVE**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, December 14, 2015**, at **7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution that would increase electric utility rates by six percent (6.0%) for all Forest Grove customers. The proposed new electric utility rates would be effective upon approval by the City Council and shall become effective for services rendered on or after January 15, 2016.

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

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

Published December 2 and 9, 2015



RESOLUTION NO. 2015-87

**RESOLUTION ADOPTING NEW LIGHT AND POWER DEPARTMENT
ELECTRIC RATE SCHEDULES AND DEFINITIONS AND DESCRIPTIONS
AND REPEALING RESOLUTION NO. 2014-87**

WHEREAS, the City, through the Light and Power Department, provides electric service to customers within the City and some surrounding areas; and

WHEREAS, the City has performed an Electric Cost of Service and Rate Study in 2014; and

WHEREAS, the City has determined that revised Light and Power electric rates over the next three years are necessary to ensure appropriate department revenues; and

WHEREAS, the City of Forest Grove published a hearing notice on this proposed resolution in the *NewsTimes* on December 2 and 9, 2015; and

WHEREAS, a duly-noticed Public Hearing was held Monday, December 14, 2015, on the proposed rate resolution.

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

Section 1. The City Council adopts the revised Light and Power Electric Rate Schedules and Definitions and Descriptions marked Exhibit A.

Section 2. The new Light and Power Electric Rate Schedules shall be effective for services provided on or after January 16, 2016.

Section 3. Resolution No. 2014-87 is hereby repealed upon the effective implementation date of the foregoing Light and Power electric rates.

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

PRESENTED AND PASSED this 14th day of December, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of December, 2015.

Peter B. Truax, Mayor

ELECTRIC SERVICE
DEFINITIONS AND DESCRIPTIONS

RESIDENTIAL SERVICE:

Service furnished to customers using energy for domestic purposes in single family dwellings, apartments where each dwelling unit is separately metered, mobile homes being utilized as a family dwelling, and farms.

Where a portion of the electric energy in a residential premise is used regularly for the conduct of a business or profession, electric service used in such portion must be metered separately and billed under a nonresidential schedule; otherwise, the entire premises will be classified as nonresidential.

Service through one meter to two dwelling units will be classified as residential where an existing dwelling unit is or has been divided into two dwelling units. However, in the case where service is supplied through one meter to two or more new dwelling units, or to three or more existing dwelling units, service will be classified as nonresidential.

Additional meters on residential premises will be classified as residential, provided energy is used for domestic purposes and each such meter is on a separate building or structure separated from the other meters by such distance that service through the same point of delivery is impractical. Should any portion of the energy used on an additional meter on a residential premises be used for the conduct of a business or profession, the service will be classified as nonresidential. Service through additional meters will be supplied only when additional facilities can be installed under the Department's line extension rules. All residential customers are billed according to the terms and rates as stated in Schedule 1.

SWIMMING POOL SERVICE:

Existing service furnished to residential swimming pools which is a separate service in addition to the service to the dwelling. This service is limited to providing electrical energy to equipment directly related to the operation and maintenance of domestic swimming pools and only to those having had the service previously installed. All Swimming Pool Service customers are billed according to the terms and rates as stated in Schedule 6.

GENERAL SERVICE:

Nonresidential service furnished to businesses and professions whose electrical energy requirements are limited to less than 50 KW demand for any month during the prior 12-month period. This service is further limited to exclude irrigation customers. General Service customers are billed according to the terms and rates as stated in Schedule 2.

LARGE COMMERCIAL AND INDUSTRIAL SERVICE:

Nonresidential service furnished to businesses and professions whose electrical energy requirements include three phase service and with a demand of over 50 KW for any month during the previous 12-month period. This service is further limited to exclude irrigation service, and any electrical service having a measured demand of 5,000 kW or greater. This service is also limited to exclude any electrical service exceeding 22,000,000 annual kWh consumption. Large Commercial and Industrial Service customers are billed according to the terms and rates as stated in Schedule 3.

IRRIGATION SERVICE:

Nonresidential service provided only for agricultural irrigation and drainage pumping. This service is totally

limited to the described usage and, therefore, absolutely no portion of this electrical service may be used for any other function or process. Irrigation Service customers are billed according to the terms and rates as stated in Schedule 8.

STREET LIGHTING SERVICE:

Service provided to City and publicly owned streets, highways, roadways, bikeways, walkways, parking lots, parks and traffic control lights. Street Lighting Service customers are billed according to the terms and rates of Schedule 4.

NONMETERED GENERAL SERVICE:

Nonresidential service provided to loads utilizing relatively small amounts of electrical energy and demand and, which remain constant from day to day. Typical loads are telephone booths, cable television in-line amplifiers, etc. This service is provided only at the option of the Light and Power Department. Monthly billing is a fixed amount computed from equipment design load data furnished by the customer or from tests performed by the Light and Power Department. Nonmetered General Service customers are billed according to the terms and rates of Schedule 5.

OUTDOOR AREA LIGHTING SERVICE:

Outdoor rental light service is available and provided upon request to all Light and Power Department customers. The type and size of lighting fixtures, poles, and related equipment that can be provided is limited to the Department's normal inventory items. Outdoor Area Lighting Service customers are billed according to the terms and rates of Schedule 7.

CONTRACTED SERVICE:

Any special services not covered by the aforewritten definitions (i.e., services at transmission voltages, services having a demand of 5000 KW or greater, and alternate service) are provided in accordance with a negotiated service contract.

ALTERNATE SERVICE:

Service provided to a customer from a second, electrically independent primary voltage circuit. This service is available to 3 phase large commercial and industrial customers only who have a higher than normal degree of need for service continuity. The design and arrangement of both the preferred and alternate services will be the option of the Light and Power Department. Customers receiving alternate service will be billed an additional amount on their normal monthly demand charge.

DISCONNECT/RECONNECT CHARGES AND METER TAMPERING:

The Reconnection Service fee shall apply during normal business hours, and the After-Hours Reconnection Service fee shall apply during the hours of 5:01 pm – 8:00 pm, Monday through Friday, for reconnection service resulting from failure to pay. An Electric Meter Tamper/Damage Fee shall be imposed where applicable. Referenced fees are published in the Forest Grove Fee Schedule as adopted by City Council.

SURGE SUPPRESSION SERVICE:

Utility-provided whole-house surge suppression service is available through a utility installed, meter mounted device. This service is available to residential customers and small commercial customers with single phase, self-contained meters only.

TIME OF USE SERVICE

All large commercial and industrial customers with demand metered service will be billed for energy usage on a time of use basis. Time of use service will be available to all general service customers at their option.

This service will feature a separate kilowatt hour rate for heavy load hours and light load hours. Heavy load hours are from 6:00am to 10:00pm Monday through Saturday. Light load hours are all other times.

NET METERING

The City will enter into an agreement with customer-generators that own a net metering facility. A net metering facility is an electric generation facility that uses solar, wind, fuel cell, or hydroelectric power to generate electricity. The rated generating capacity of any customer-generator facility cannot exceed 25 kilowatts. The net metering facility must be located on the customer's property, must comply with all applicable safety provisions, and must be compatible with the City's distribution system. The primary intent of the net metering facility will be to offset part or all of the customer's own electric power requirements. The Customer will be required to enter into a net metering agreement with the City, and all customer-generation facilities must be inspected by the City prior to inter-connection. The energy charge for customers with an approved Net Metering facility will be determined by net kWh consumption (kWh delivered by City less kWh generated by customer).

GREEN POWER SERVICE

Voluntary program to support green power resources. Green power may be purchased in 200 kWh units. This program is available to all electric customers of the City of Forest Grove.

ENERGY ANALYSIS SOFTWARE

Voluntary service offered to large commercial and industrial customers. The Energy Analysis Software is a web-based energy management/analysis service that provides customers with interval usage data depicted in charts and graphs for the purpose of comparing current and historic load data, identifying anomalies in usage, tracking savings from efficiency projects, and understanding usage.

CUSTOMER CHARGE

Customer Charge is defined as a flat fee charged per billing interval when the meter is read which may or may not coincide with a calendar month. The Customer Charge is assessed when a new billing interval begins or when occupancy changes and a different customer is established on the account.

SCHEDULE 1
RESIDENTIAL SERVICE

Page 1 of 1

AVAILABILITY:

Available in all territory served by the City Light and Power Department.

APPLICABILITY:

Applicable to domestic use of all residential and farm customers.

Service under the residential rate shall apply only to electrical service in a single private dwelling and its appurtenances, for general farm service or for heating or pumping water in a private swimming pool, and not for resale to others.

Electricity consumed in that portion at a private dwelling regularly used for the conduct of a business will be separately metered and billed under the General Service Rate. If separate circuits are not provided by the customer, the entire premises shall be classified as non-residential and billed accordingly.

The residential rate shall not apply to service institutions such as clubs, fraternities, orphanages or homes, to recognized rooming or boarding houses, or to the spaces in an apartment or other residential building primarily devoted to use as an office or studio for professional or other gainful purposes or to general use by tenants.

CHARACTER OF SERVICE:

Single phase, sixty hertz alternating current at 120/240 volts, or at the City Light and Power Department's option, 120/208 volts.

CHARGES PER BILLING INTERVAL:

Customer Charge:	\$16.72
Energy Charge:	0-1000 kWh at 5.73 cents/kWh 1001+ kWh at 6.74 cents/kWh

SURGE SUPPRESSION SERVICE:

At the customer's option, whole house surge suppression service is available at a monthly rate of \$4.50.

DELIVERY POINT:

The above rates are based on the supply of service at a single voltage through a single delivery and metering point. Separate supply for the same customer at a different voltage or at other points of consumption shall be separately metered and billed.

RULES AND REGULATIONS:

Service under this classification is subject to the rules and regulations of the City, as set out in Sections 4-200 through 4-215 of the Code and elsewhere.

SCHEDULE 2
GENERAL SERVICE

Page 1 of 1

AVAILABILITY:

Available in all territory served by the City Light and Power Department.

APPLICABILITY:

Applicable to commercial, non-agricultural pumping and other non-residential electrical service. Not applicable to agricultural irrigation or pumping, or services with a demand of 50 KW or more for any month during the previous 12-month period..

Energy supplied under this schedule shall not be resold to others.

CHARACTER OF SERVICE:

Single phase or three phase, sixty hertz alternating current at such voltage as the Light and Power Department may have available.

CHARGES PER BILLING INTERVAL:

Customer Charge: \$19.24 - Single-phase service
\$30.13 - Three-phase service

Energy Charge: 6.34 cents/kWh

OPTIONAL TIME OF USE RATE:

Customer Charge: \$19.24 - Single-phase service
\$30.13 - Three-phase service

Energy Charge:
Heavy Load hours 6.67 cents/kWh
Light Load hours 5.94 cents/kWh

SURGE SUPPRESSION SERVICE:

For qualified customers, surge suppression service is available at a monthly rate of \$4.50.

DELIVERY POINT:

The above rates are based on the supply of service at a single voltage through a single delivery and metering point. Separate supply for the same customer at a different voltage or at other points of consumption shall be separately metered and billed.

RULES AND REGULATIONS:

Service under this classification is subject to the rules and regulations of the City as set out in Code Sections 4-200 through 4-215 and elsewhere.

NOTE: Customers opting for time of use service will be charged a one-time meter conversion fee of \$100.00.

SCHEDULE 3
LARGE COMMERCIAL AND INDUSTRIAL SERVICE

Page 1 of 2

AVAILABILITY:

Available in all territory served by the City Light and Power Department.

APPLICABILITY:

Applicable to commercial, industrial, non-agricultural pumping, and other non-residential electrical service with a minimum electrical demand of 50 KW for any month during the previous 12-month period. Not applicable to any electrical service exceeding 5,000 kW measured demand. Not applicable to any electrical service exceeding 22,000,000 annual kWh consumption. Not applicable to agricultural irrigation or pumping.

Energy supplied under this schedule shall not be resold to others.

CHARACTER OF SERVICE:

Three Phase, sixty hertz alternating current of such voltage as the City Light and Power Department may have available.

CHARGES PER BILLING INTERVAL:

Customer Charge:	\$62.70
Energy Charge:	
Heavy Load hours	4.63 cents/kWh
Light Load hours	3.86 cents/kWh
Demand Charge:	\$6.33/kW

DEMAND CHARGE:

Based on the highest 15 minute average demand recorded during the billing period measured in kilowatts (kW).

REACTIVE DEMAND:

In addition to the energy and demand charges, the customer shall pay \$2.31 for each kilovolt ampere of reactive demand in excess of 40 percent of the kilowatt billing demand.

ENERGY ANALYSIS SOFTWARE:

Energy analysis software is available as an optional service at a monthly rate of \$50.00 per meter. Customer is responsible for installation costs.

SCHEDULE 3
LARGE COMMERCIAL AND INDUSTRIAL SERVICE

Page 2 of 2

DELIVERY POINT:

The above rates are based on the supply of service at a single voltage through a single delivery and metering point. Separate supply to the same customer at a different voltage or at other points of consumption shall be separately metered and billed.

ALTERNATE SERVICE:

Customers receiving alternate service under this rate schedule shall pay an additional \$0.83 per kilowatt of demand per month.

SPECIAL CONDITIONS:

If the Department's transformers are used exclusively for service to the customer, the Department may, at its option, permit installation of metering equipment on the primary voltage side of the transformers. In this case, billing will be based on meter registration less a deduction of 2.0 percent to compensate for transformer losses. Metering equipment will be installed at customer expense and all distribution and service facilities on the load side of the meter, except for transformers, will be owned and maintained by the customer.

RULES AND REGULATIONS:

Service under this classification is subject to the rules and regulations of the City as set out in Code Sections 4-200 through 4-215 and elsewhere.

SCHEDULE 4
STREET LIGHTING SERVICE

Page 1 of 1

AVAILABILITY:

Available within the corporate city limits of the City of Forest Grove.

APPLICABILITY:

Applicable for lighting of City owned streets, roadways, bikeways, walkways, parking lots, parks and traffic control lights.

CHARACTER OF SERVICE:

From dusk to dawn daily, controlled by photo-electric control or time switch.

CHARGES PER BILLING INTERVAL:

Energy Charge: 6.22 cents/kWh

ANNUAL INVESTMENT CHARGE:

The investment in property and equipment used as a basis for the investment charge shall consist of the installed cost of the property and equipment used solely for lighting purposes such as fixtures, brackets, mast-arms, conductors, poles, posts, standards, control equipment, switches, transformers, etc. computed on June 30 of each year. The annual investment charge shall be 10.5 percent of such investment.

LIGHT SYSTEM MAINTENANCE:

All maintenance expenses shall be borne by the City Light and Power Department.

METERING:

For billing purposes, the total energy consumed by the street lighting system shall be computed by application of a meter multiplier to the meter reading of a selected part of the system which is metered. The meter multiplier shall represent the ratio of the entire system load to the load being metered. Accuracy of the meter multiplier will be verified at least annually by the Light and Power Department and any changes reported to the City Management and Finance Department.

If more than one part of the street lighting system is metered, the meter multiplier shall be applied to only one selected meter and the other metered loads shall not be included in the multiplier calculation. In the event of multiple meters, the readings shall be consolidated for billing purposes.

RULES AND REGULATIONS:

Service under this classification is subject to the rules and regulations of the City, as set out in Code Sections 4-200 through 4-215 and elsewhere.

SCHEDULE 5
NONMETERED GENERAL SERVICE

Page 1 of 1

AVAILABILITY:

Available in all territory served by the City Light and Power Department.

APPLICABILITY:

Applicable to commercial service where both electric demand and energy usage are small and constant such as telephone booths, traffic signals, cable television, in-line amplifiers, etc. Under such circumstances, and at the Light and Power Department's option, service may be provided without metering. A monthly billing amount will be computed from equipment design load data furnished by the customer or from tests performed by the Light and Power Department and thereafter will be a fixed charge.

CHARACTER OF SERVICE:

Single phase, sixty hertz alternating current of such voltage as the City Light and Power Department may have available.

CHARGES PER BILLING INTERVAL:

Customer Charge:	\$10.61
Energy Charge:	6.22 cents/kWh

DELIVERY POINT:

The above rates are based on the supply of service at a single voltage through a single delivery point. Charges for a separate supply for the same customer at other points of consumption shall be computed on the same rate basis but may be consolidated on a common monthly bill.

RULES AND REGULATIONS:

Service under this classification is subject to the rules and regulations of the City as set out in Code Sections 4-200 through 4-215 and elsewhere.

SCHEDULE 6
SWIMMING POOL SERVICE

Page 1 of 1

AVAILABILITY:

Available only to those customers and for those loads presently served under this rate schedule.

APPLICABILITY:

Applicable to residential customers for heating water for private swimming pools and for other electrical loads directly related to swimming pool operation.

CHARACTER OF SERVICE:

Single phase, sixty hertz alternating current at 120/240 volts, or at the City Light and Power Department's option, 120/208 volts.

CHARGES PER BILLING INTERVAL:

Customer Charge:	\$7.97
Energy Charge:	6.48 cents/kWh (for all kWhs)

DELIVERY POINT:

The above rates are based on the supply of service at a single voltage through a single delivery and metering point. Separate supply for the same customer at a different voltage or at other points of consumption shall be separately metered and billed.

SPECIAL CONDITIONS:

A customer being served under this rate schedule may continue to be served only so long as no increase in capacity is made in this service equipment. If such changes are needed by the customer, the entire service load will be reclassified as Residential Service, Schedule 1. The customer may, at his option and expense, combine this load with his existing Residential Service.

RULES AND REGULATIONS:

Service under this classification is subject to the rules and regulations of the City as set out in Code Sections 4-200 through 4-215 and elsewhere.

SCHEDULE 7
OUTDOOR AREA LIGHTING SERVICE

Page 1 of 2

AVAILABILITY:

Available in all territory served by the City Light and Power Department.

APPLICABILITY:

Applicable to outdoor area lighting.

CHARACTER OF SERVICE:

Outdoor area lighting from dusk to dawn daily, by means of Department-owned luminaries mounted on Department-owned poles, in accordance with Department specifications as to equipment, installation, maintenance and operations.

Maintenance by the Department includes lamp replacement on a scheduled basis. Individual lamps will be replaced on burnout as soon as reasonably possible after notification by the customer and subject to the Department's operating schedules and requirements. Current standard lamps will be used for replacement purposes.

CHARGES PER BILLING INTERVAL:

<u>LAMP TYPE AND WATTAGE</u>		<u>FIXTURE STYLE</u>	<u>RATE PER MONTH</u>
<u>HPS</u>	<u>MH</u>		
100	---	Security	8.13
100*	---	Post Top and Pole	13.69
100*	---	Post Top w/o Pole	8.37
100	---	Projection Flood	9.07
200	---	Projection Flood	13.40
250*	---	Projection Flood	13.69
400	400	Projection Flood	20.83
---	1000	Projection Flood	43.71
100	---	Cobra Head Type	7.43
200	---	Cobra Head Type	10.60
400	---	Cobra Head Type	16.32
LED 53	---	Parking Lot Cobra Head	1.35**

HPS - High Pressure Sodium MH - Metal Halide

* No new service offered.

** Energy Only, Future Availability TBD

SCHEDULE 7
OUTDOOR AREA LIGHTING SERVICE

Page 2 of 2

All rates, except that for the post top light and pole, are based on mounting the light fixture on an existing pole. Special poles required for service hereunder will be billed according to the following schedule:

<u>POLE TYPE</u>	<u>LENGTH</u>	<u>FIXTURE HEIGHT</u>	<u>RATE PER MONTH</u>
Pressure Treated Wood	30'	25 ft.	\$2.30
Pressure Treated Wood	45'	39 ft.	4.30
Galvanized Steel with Arm*	25'	26 ft.	4.25
Aluminum with Arm*	25'	26 ft.	4.25
Fiberglass with Arm	30'	25 ft.	4.95

INSTALLATION CHARGES:

Installation charges will be calculated and billed to the customer for lighting systems not mounted on existing power poles, for those systems employing underground electrical feed, and for temporary installations. Such charges will be paid upon completion of the lighting system installation.

RULES AND REGULATIONS:

Service under this classification is subject to the rules and regulations of the City as set out in Code Sections 4-200 through 4-215 and elsewhere.

* No new service offered.

SCHEDULE 8
IRRIGATION SERVICE

Page 1 of 2

AVAILABILITY:

Available in all territory served by the City Light and Power Department.

APPLICABILITY:

Applicable only to agricultural irrigation and drainage pumping electrical service.

Energy supplied under this schedule shall not be resold to others.

CHARACTER OF SERVICE:

Single or three phase, sixty hertz alternating current of such voltage as the City Light and Power Department may have available.

CHARGES PER BILLING INTERVAL:

Customer Charge:

March 16-October 15	\$17.92
October 16-March 15	none

Energy Charge: **5.33** cents/KWh

SEASONAL DEFINITION AND BILLING:

Irrigation season is defined as starting on March 16 and ending on October 15. All irrigation services will be available for use during this period. Use outside of this period must be specifically requested by the customer. Meters will be read on March 15 and again on October 16 and will be the basis for the seasonal energy billings. Customers will receive monthly service charge bills only during the irrigation season. No disconnect/reconnect charges will be assessed.

SCHEDULE 8
IRRIGATION SERVICE

Page 2 of 2

CONNECTION CHARGE:

Line Extension charges will be calculated and billed to the customer for all electrical services provided under the Irrigation Service Schedule. Connection charges must be paid upon completion of service installation. At the City Light and Power Department's option, all or part of the connection charge may be in the form of facilities provided by the customer for the Department's use. Such facilities must be inspected by the Department and must meet all applicable City, County, State, and National Electrical Codes.

DELIVERY POINT:

The above rates are based on the supply of service at a single voltage through a single delivery and metering point. Separate supply for the same customer at a different voltage or at other points of consumption shall be separately metered and billed.

RULES AND REGULATIONS:

Service under this classification is subject to the rules and regulations of the City as set out in Code Sections 4-200 through 4-215 and elsewhere.

SCHEDULE 9
GREEN POWER SERVICE

Page 1 of 1

AVAILABILITY:

Available in all territory served by the City Light and Power Department.

APPLICABILITY:

Applicable to all customers who sign up for the voluntary program to help support the production of green power.

CHARACTER OF SERVICE:

Funds collected in this program will be used to purchase renewable energy resources, which will in turn use the funds to support the production of new green power sources throughout the region.

CHARGES PER BILLING INTERVAL:

Customer Charge: \$4.00 /200kWh unit

SPECIAL CONDITIONS:

Customers may sign up voluntarily for the program. A minimum six-month commitment to the program is required.

RULES AND REGULATIONS:

Service under this classification is subject to the rules and regulations of the City as set out in Code Sections 3-200 through 4-215 and elsewhere.

December 14, 2015

**REPORT ON RESOLUTION ADOPTING PENSION FUNDING POLICY FOR THE CITY
OF FOREST GROVE RETIREMENT PLAN**

PROJECT TEAM: Paul Downey, Administrative Services Director
Jesse VanderZanden, City Manager

ISSUE STATEMENT: The City has funding practices that it follows for the City of Forest Grove Retirement Plan (Plan) which is the City's defined benefit plan that covers police officers, firefighters, IBEW employees, and other general service employees hired prior to July 1, 2011. The funding practices followed are described in the annual Plan valuation prepared by Milliman, the Plan's actuary. Due to changes in retirement plan standards issued by the Governmental Standards Accounting Board (GASB), the City needs to formalize its funding practices into a formal policy. Staff and the actuary have prepared a formal funding policy for the Council's consideration.

BACKGROUND: The City has been implementing GASB Statements 67 and 68 which have new standards for retirement plans. Part of implementing those standards is the need to have a formal adopted funding policy. These new retirement accounting standards will affect the City's audited generally accepted accounting principle (GAAP) financial statements. This will be discussed by the auditor when he presents the City's June 30, 2015, audit report to the City Council.

DISCUSSION: The funding practices in the proposed funding policy are described in the actuary's annual valuation report. The City has been following the items listed in the proposed funding policy so adoption of this proposed policy will not cause the City to make any changes to how it funds the retirement plan.

The proposed policy addresses three main areas: 1) Actuarial Cost Method which is the method used to allocate pension costs over an employee's working career; 2) Asset Valuation Method which is how the Actuarial Value of the Plan's Assets are determined; and 3) Amortization Method which determines how the payments will be made that are required to fund the Plan that are not covered by the Actuarial Value of the Plan's Assets.

The City has always used the Entry Age Normal (level percentage of payroll) to determine the Plan's funding requirements. For the Asset Valuation Method, the City has always used the market value of the Plan's assets at the valuation date to determine the market value of the assets. The Amortization Method has been changed within the last few years. The City used to have a rolling thirty year amortization to fund the Unfunded Accrued Actuarial Liability (UAAL) which meant the City essentially refinanced the UAAL every year. The current practice which was adopted over the last few years is to use a closed

amortization over a fifteen year period to fund the UAAL. This method will actually pay down the UAAL over time whereas the old method simply refinanced the UAAL every year and did not reduce it over time.

FISCAL IMPACT: Adopting this policy will not have any budgetary impact as the City is already using the practices in the policy. The assumptions used by the actuary to determine the funding for the plan, such as assumed rate of return, may cause the funding requirements of the Plan to change over time. Staff and actuary are discussing revisions to some of the actuarial assumptions which will be presented to the City Council at an upcoming meeting.

STAFF RECOMMENDATION: Staff recommends the City Council approve the proposed policy.

RESOLUTION NO. 2015-88**RESOLUTION ADOPTING PENSION FUNDING POLICY FOR
THE CITY OF FOREST GROVE RETIREMENT PLAN**

WHEREAS, the City of Forest Grove has defined benefit pension plan for some employees known as the City of Forest Grove Retirement Plan (Plan); and

WHEREAS, the City has funding practices for the Plan that it follows but has not formalized in a written policy; and

WHEREAS, the City needs to formalize the Plan's funding practices into a written funding policy due to the requirement of recently implemented Governmental Accounting Standard Board's statement on pension practices and reporting requirements.

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

Section 1. The City Council adopts the City of Forest Grove Retirement Plan Pension Funding Policy attached as Exhibit A.

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

PRESENTED AND PASSED this 14th day of December, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of December, 2015.

Peter B. Truax, Mayor

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**City of Forest Grove Retirement Plan
Pension Funding Policy
(Adopted December 14, 2015)**

Background

The City of Forest Grove Retirement Plan Trust is a tax exempt trust which holds assets and funds benefits under the City of Forest Grove Retirement Plan (Pension Plan or Plan), a governmental defined benefit plan. The Plan's assets are held for the exclusive benefit of participants and beneficiaries under the terms of the retirement plan established by the City of Forest Grove (the City), and cannot be used to pay any benefits or expenses of any other retirement plan or trust. The benefits are funded by employer and employee contributions, and earnings from Pension Plan investments.

Purpose

The purpose of this Pension Funding Policy is to document the primary components of the City's current funding policy. The City may choose to modify the Pension Funding Policy at any time by the City Council approving a resolution to revise the adopted policy.

Overview

The City intends to systematically fund the Plan's liabilities on a sound actuarial basis. The determination of actuarially sound contribution requirements are based upon the following methods:

- Actuarial Cost Method
- Asset Valuation Method
- Amortization Method

The methods chosen by the City are detailed below.

Actuarial Cost Method

The Actuarial Cost Method is the method used to allocate the pension costs (and contributions) over an employee's working career. The policy objective is that each participant's benefit should be fully funded under a reasonable allocation method by the expected retirement date. Benefit costs should be determined as a level percentage of compensation and include expected income adjustments. The Actuarial Cost Method used to determine the Plan's funding requirements shall be the **Entry Age Normal (level percentage of payroll)** method.

Asset Valuation Method

The Asset Valuation Method is the method used to develop the Plan's Actuarial Value of Asset's, which is the asset value used to determine the Plan's funding requirements. For this purpose, the Plan's assets shall be valued at **Market Value**, with no "smoothing" of actuarial gains and losses resulting from investment performance.

Amortization Method

The Amortization Method refers to the length of time and structure of the payments required to systematically fund accrued employee benefits not covered by the Actuarial Value of Assets. The Plan's amortization policy will have an overall goal of stable costs and intergenerational equity. The Amortization Method incorporates the following components:

“Open” or “Closed” Period: Changes in the Plan's unfunded liability will be amortized over a **closed amortization period** (rather than utilizing a “rolling” amortization period).

Amortization Period: Effective July 1, 2014, emerging amortization bases will be amortized over **15 years**.

Payment Increase Assumption: When developing the amortization schedule for a given amortization base, payments will be assumed to increase at **2.75% per annum**.

Frequency of Calculation

The calculation of the actuarially determined contribution requirement based upon the above methods will be completed annually.

Actuarial Assumptions

In addition to the methods outlined in this document, the Plan's funding requirements for a given year are highly dependent on the actuarial assumptions used to determine the Plan's pension liability. The assumptions used for this purpose will be reviewed annually as part of annual actuarial valuation process. The City has ultimate authority over assumptions used to determine the Plan's funding requirements.



CITY MANAGER'S REPORT TO COUNCIL December 14, 2015

Dates to Remember:

Dec 20: Winter Farmers Market, Noon to 4 pm, Elks Lodge

2016 – Mark your calendars

Jan 7: Western Washington County Cities' Legislative Joint Session, 5:30 pm, Location TBA

Jan 21: B&C Annual Recognition Dinner, 5:30 pm, Location TBA

Jan 30: Annual Town Meeting, 9 am to noon, Community Auditorium

Feb 20: Council Goal-Setting Retreat, 8:30 am, location TBA

Feb 22: State of the City Address, noon, Chamber Luncheon

ADMINISTRATIVE SERVICES:

- Annual Financial Audit: The auditors have completed the field work and the audited financial statements are being prepared. The auditors reported no major issues. The auditors will present the audited financial statements to the City Council at a meeting in January or February 2016.
- Retirement Activity: Staff is working on the following retirement activities:
 - Reviewing the draft Coverage Agreement with PERS. This agreement will be presented to the City Council for approval at the January 25, 2016, meeting. The PERS Board will be asked to approve the agreement at its January 30, 2016, meeting. If approved by both parties, new police officers and fire fighters hired after that date would go into PERS.
 - The retirement plan attorney has a drafted a restatement of the plan documents for the City's defined benefit plan to account for required changes by the IRS and to incorporate plan amendments made by the City since the last restatement into the plan document.
 - The retirement plan attorney is amending the defined contribution retirement plan to include part-time FG Police Association members as of January 1, 2016.
 - Staff is discussing the defined benefit plan's actuarial assumptions with the actuary. The actuary is proposing modifications to the actuarial assumptions as part of their preparation of the annual valuation report. Depending on the outcome of these discussions, a work session with Council might be scheduled for early next year.
- Accounting/Utility Billing System Replacement Reviews: Staff continues to evaluate MUNIS as replacement software. Currently, the focus of the review is the utility billing system as staff wants to ensure that features are not being lost with the new system. Staff will be conducting a future site visit to look at financial and HR portions of the software before making the final decision to proceed with this software or portions of it.
- Police Facility: The request for proposal (RFP) for architectural and other design services from pre-design through final construction will be issued in the next week or two. The intent is to contract services in two phases: 1) work necessary to prepare for asking the voters to approve financing; and 2) services that would occur if the voters approve financing. Staff will bring the contract for the first phase to the Council for approval since no funds have been budgeted for this activity.
- Labor Contracts: Police and Fire Associations contracts are finalized. HR and Payroll are working on calculating and paying retroactive pay for the Firefighters by the end of the year.
- Recruitments: Current recruitments underway include: Police Officer, Code Enforcement Officer, Police Reserve Officer, Volunteer Firefighter.

PARKS and AQUATICS:

- Parks Master Plan Update:
 - The Master Plan/Recreation Community Center Study is progressing with the completion of inventory of all facilities, Natural Resource Areas and School Sites.
 - Analysis of Park and Facility Standards and Guidelines.
 - Access To Amenities Analysis.
 - Needs Assessment Summary Analysis.

- The Forest Grove Swim Club hosted the 47th Annual Winter Invitation Swim Meet Dec. 4, 5, 6. Over 400 swimmers and their families from around the state participated in the three-day affair.
- Wet weather conditions caused the downing of a large Oregon White Oak tree near Forest Glen Park. The tree was on the property of a park neighbor, but now resides mostly in the bowl area of the park off Lavina Drive. Staff is working with the neighbor to have the tree removed.

POLICE:

- The department joined the sheriff's office in a joint "Shop with a Cop" project on Dec 9 at Walmart.
- Officer Clarice Gordon was selected to be the next School Resource Officer, effective Sept. 2016.
- Darren Pomeroy has successfully completed the hiring process and will begin his duties as an FGPD Officer on December 21, 2015.
- The Code Enforcement position has closed with over 70 applications.
- Community Outreach Specialist, Lauren Quinsland, attended a 3-day National Child Passenger Certification class and is now a certified technician through 12/6/2017.
- The Chief participated in the 3rd Annual Salvation Army Bell Ringing competition, with very stiff competition!

LIBRARY:

- The new furniture for the Teen area has arrived. Plans are in the works for a ribbon cutting.
- Celebrate Star Wars! Where the Force Awakens @ your library. There will be games, crafts, trivia, refreshments, and more! All ages are welcome but the majority of our activities will appeal to preschool and grade school children. Costumes highly encouraged! Saturday, January 16, 2-3:30pm
- The next Cultural Series program will be presented by Friends of Historic Grove. The presentation will describe the Friends history and achievements, their place and purpose in the city and how they work with other organizations to protect and preserve Forest Grove's History. The program will be held in the Rogers Room, Tuesday, January 5, at 7 PM.
- On Saturday, the library was filled with people, beautiful music and the wonderful aroma of hot apple cider. It was the library's Annual Wassail party, made possible by the generosity of volunteers Kate Grandusky, Susan Vosburg and Judy Zaleski and the Friends of the Library.

LIGHT & POWER:

- Met with Washington County regarding on the Verboort/Purdin HWY47 round-a-bout project. Preliminary design is pending. The project will require additional coordination for temporary lighting and traffic. The Porter Road bridge replacement was also discussed and will require Light and Power to de-energize part of our line to allow for equipment clearance.
- In September of 2014, Astound Broadband, LLC, a business subsidiary of Wave Broadband, requested and received a franchise from the City to provide telecommunications services within the City. In 2016, Wave Broadband will be attaching new cable at selected locations to Light & Power poles to provide telecommunications services for their customers. Field reviews of the first PA (pole attachment) tickets from Wave Broadband have taken place.
- A preliminary design for the Tokola site was generated to allow a rough estimate of cost to underground power lines on A St near the former Times Litho site.
- Engineering met with the builder for The Green Grove Co. housing development to discuss options for the 9-unit housing project.
- The design for Westwind Gardens expansion on Stringtown Road has been completed and issued.
- Filbert Substation customers experienced a power outage for approximately 5 seconds due to BPA equipment failure at McMinnville Substation. This affected approximately 1500 customers.

ECONOMIC DEVELOPMENT:

Business Recruitment/Retention:

- Working on several early stage industrial and commercial development projects and business leads.

- Assisting new restaurant to open at 1910 Main Street, Kama 'aina – Hawaiian food fine dining. To have formal opening mid-January 2016.
- Working on potential industrial expansion of food processor.
- Assisted Miget's Island Grill and Thai House II, two downtown restaurants that are now open.
- Continued making process assisting two property owners of large lot industrial land in the UGB to improve marketability and bring sites into city.

Workforce Development:

- With Mercy Corps Northwest promoting a 6-week Small Business Foundation Course in Forest Grove beginning January 14.
- Issued press release on small business services and programs available to assist Forest Grove businesses and entrepreneurs.
- Working on developing a one-day Small Business Resources Workshop in February Forest Grove.

Promotion:

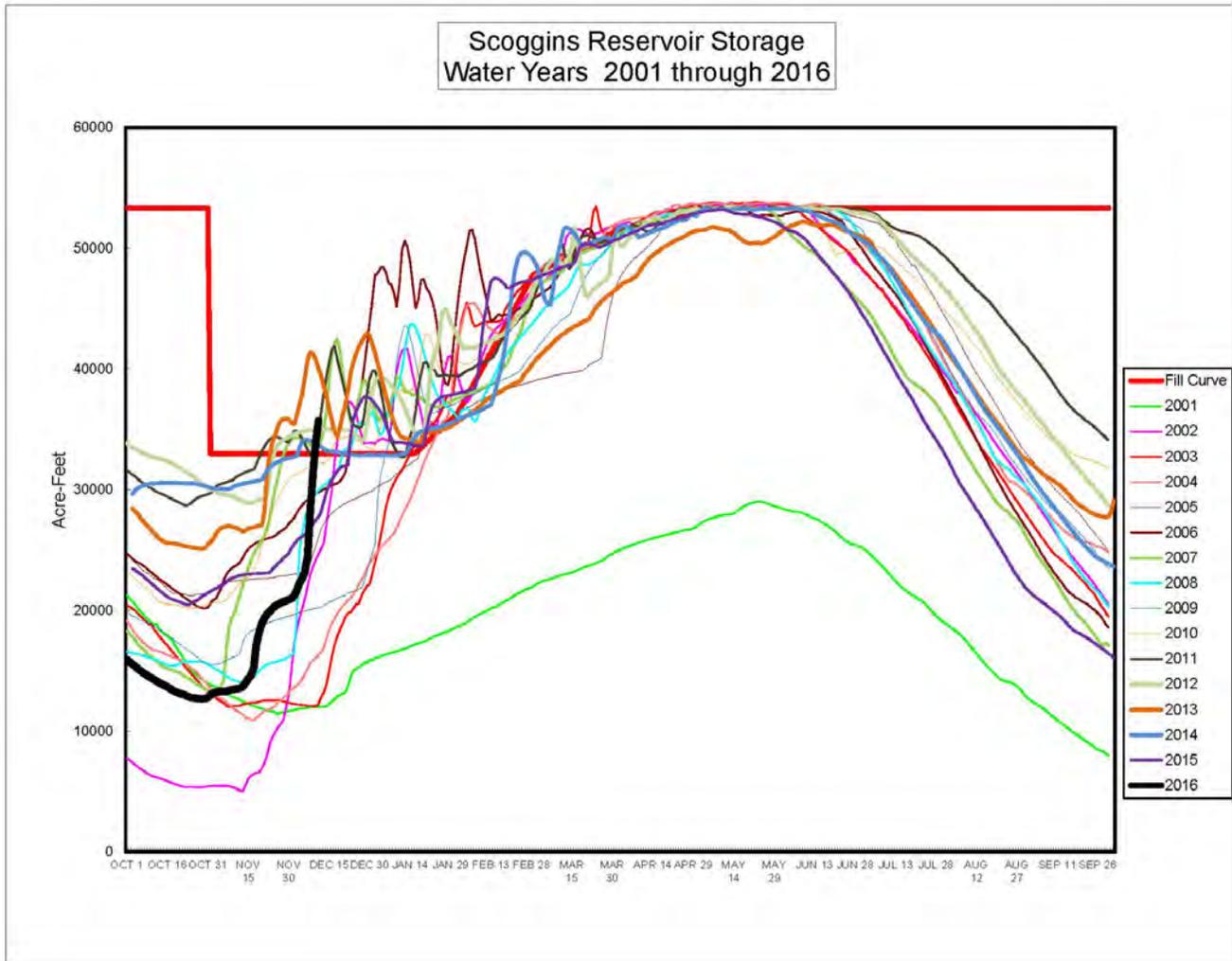
- Contract signed to begin advertising program with Travel Oregon to promote tourism.
- Taking next steps to trademark three leaves logo and help integrate into city departments
- Print ad and digital ads are in rotation in the Portland Business Journal through the end of 2015
- Working with consultant to complete a tourism two-sided tear sheet, poster and directory.
- Continuing to work with contractor to build a new Forest Grove Farms, Food and Drink website to be owned through Forest Grove Tourism Committee consortium.

COMMUNITY DEVELOPMENT:

- Times Litho: Land use application for the project was heard by the Planning Commission on December 7. They recommend approval of all three applications to the City Council. As separate motions, the Commission recommends that the Council consider painting sidewalks for all four legs of the Pacific Avenue/A Street intersection and make improvements to A Street to improve traffic circulation. This was based on testimony received at the public hearing. The matter will be forwarded to the Council's January 11 meeting.
- Periodic Review/Code Update: Planning Commission public hearing is scheduled for January 4, 2016. A City Council public hearing may occur at the February 8, 2016, meeting.
- Westside Planning Project: Staff and CWS have provided input to the consultant's draft infrastructure analysis for the David Hill and Purdin Road areas. A Planning Commission work session is tentatively scheduled for February 1 to consider it. The Technical Advisory Committee will review the document prior to the PC meeting. Upon completion of those tasks, a land use plan and infrastructure program will be prepared for public hearing.
- Marijuana Code Update: Staff conducted two work sessions with City Council and will be initiating amendments to the Development Code. The first set of code amendments is to focus on direction already provided by the Council including prohibiting marijuana activities in residential areas and allowing in the Town Center districts. The public hearing for those first amendments is scheduled for the Planning Commission at their January 19 meeting.
- Sustainability Commission: The Commission will present their findings from the Latino Summit at the January 11 Council meeting.
- Food Compost proposal: The food compost forum was held on Wednesday, December 9, and was attended by about ten citizens in the community, a representative from Waste Management, Washington County Solid Waste staff and City staff. A good discussion was held through the course of the meeting about composting in general, food and yard waste programs in general and on the proposal. A clicker exercise was conducted asking the same questions as the City website questionnaire. The online survey will be available until December 31.

ENGINEERING / PUBLIC WORKS:

- OR8/OR47/Quince Intersection: ODOT staff will meet with City staff to discuss tree replacement.
- Hwy 47 Roundabouts (David Hill Road Extension): ODOT has advertised for construction of Purdin & Verboort Intersection.
- Timber Harvest: The timber harvest is performing cable logging operations in the steep terrain area of this year's harvest. This work should continue into January 2016.
- Leaf Pickup Program: The annual leaf pickup program is on schedule currently servicing Area 5.
- Recent Rain Issues: Both JWC and Forest Grove water plants slowed down during the flood stage due to turbid water. Public Works crews worked on cleaning storm water catch basins.
- As of 12/11/15, HAGG LAKE has stored 12,517 AF (1/4 of the lake) in the last 5 days!





Activity Report
November 2015

