

CITY COUNCIL MONTHLY MEETING CALENDAR

Apr-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Steve Huffman's Party 1 2pm - 5pm Comm Aud S&CC 1st Friday	2 Meet The Artist Dinner 6pm
<i>Sister Cities Plant Sale Student Fundraiser through April 28th</i>						
3	4	5	Municipal Court	6	7	8
	Planning Comm 7pm	CCI 5:30pm	Water Providers EC 5:30pm	EDC Noon	JWC 12:30pm WC Mayors	9
10	CITY COUNCIL 5:30 PM - WORK SESSION (Marijuana Status) 6:15 PM - WORK SESSION (Urban Forest Plan) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	11 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	12 CEPC SPECIAL MEETING CEP PRESENTATIONS 7:00 PM - COMMUNITY AUD	13	14	15
			MPAC 5pm	PAC 5pm	If I Were Mayor Deadline	16
17	Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	18	19 Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	20	BUDGET COMMITTEE Info Mtg 6:30 PM - COMMUNITY AUD	21
		Fernhill Wetlands 5:30pm		Food Film 7:30pm		Ford Leadership
24	CITY COUNCIL 5:30 PM - EXECUTIVE SESSION (Labor) 6:00 PM - WORK SESSION (Police Facility) 6:30 PM - WORK SESSION (Marijuana Status) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	25	26 PSAC 7:30am WC Managers' Mtg 1:30pm Comm Aud WCCLS Bd Mtg 1:30pm Comm Aud MPAC 5pm	27	WEA Breakfast Sustainability 6pm	28
		HLB 7:15pm				29
May-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	Municipal Court	4	BUDGET COMMITTEE 1st Mtg 6:30 PM - COMMUNITY AUD	5
	Planning Comm 7pm	CCI 5:30pm	FG History Series 6:30pm	EDC Noon	S&CC 1st Friday	6 Spring Clean Up Event City Shred Event 9am-1pm ORCC Run Hagg Lake
8	CITY COUNCIL 5:30 PM - CEPC SPECIAL MEETING 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	10 FG History Series 6:30pm MPAC 5pm	11	BUDGET COMMITTEE 2nd Mtg 6:30 PM - COMMUNITY AUD	12
<i>Kidd returns</i>				PAC 5pm	LOC Mtg WC Mayors	13 Fernhill Wetlands Eco-Biltz - 8:30 am
15	16	17	Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm Latino Summit 6pm - UCC	18	19	20
	Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	Ford Leadership 4pm Fernhill Wetlands 5:30pm		WC MSTIP3E Open House Food Film 7:30pm		21
22	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	23 HLB 7:15pm	24 PSAC 7:30am FG History Series 6:30pm MPAC 5pm	25	WEA Breakfast Sustainability 6pm	26
29	CITY HALL CLOSED HOLIDAY Memorial Day Flag Ceremony 12:30pm	30	31			27
Jun-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
			Water Providers CB 6:30pm	EDC Noon	Rotary Steak Feed S&CC 1st Friday	4
5	6	7	Municipal Court	8	9	10
	Planning Comm 7pm	CCI 5:30pm	MPAC 5pm	PAC 5pm	JWC 12:30pm TBA WC Mayors	11
12	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	13 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	14 P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	15	16	17
				Food Film 7:30pm	LOC Directors	18
19	20	21	Municipal Court	22	23	24
	Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	Fernhill Wetlands 5:30pm		WEA Breakfast Sustainability 6pm		25
26	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	27 HLB 7:15pm	28 MPAC 5pm	29 Employee Breakfast 7am - Fire Station	30	

Meeting dates/times may cancel without notice; please confirm with meeting agendas.
TBD=To Be Determined

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CITY COUNCIL MEETING AGENDA

MONDAY, APRIL 25, 2016

**5:30 PM – Executive Session (Labor Negotiations)
6:00 PM – Work Session (Police Facility Design Services)
6:30 PM – Work Session (Marijuana Status and Update)
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, aruggles@forestgrove-or.gov, 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, aruggles@forestgrove-or.gov, 503-992-3235, at least 48 hours prior to the meeting.

Brenda Camilli, Human Resources
Manager
Jesse VanderZanden, City Manager

5:30

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.

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

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

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

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

6:00

WORK SESSION: POLICE FACILITY DESIGN SERVICES

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).

Dan Riordan, Senior Planner
Jeff King, Economic Development
Manager
Jon Holan, Community Development
Director
Paul Downey, Administrative
Services Director
Jesse VanderZanden, City Manager

6:30

WORK SESSION: MARIJUANA STATUS AND UPDATE

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

7:00

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

Rob Foster, Public Works Director

7:10

5. A.
 - *Tualatin Basin Water Supply/Scoggins Dam Project, presentation by Tom Vanderplaat, Water Supply Project Manager, Clean Water Services*

Paul Downey, Administrative
Services Director
Tom Gamble, Parks and Recreation
Director
Jesse VanderZanden, City Manager

7:30

6. **PUBLIC HEARING AND RESOLUTION NO. 2016-27 SETTING FEES AND CHARGES FOR AQUATIC CENTER, EFFECTIVE JULY 1, 2016, AND REPEALING RESOLUTION NO. 2015-29**

Paul Downey, Administrative Services Director Colleen Winters, Library Director Jesse VanderZanden, City Manager	7:40	7. <u>RESOLUTION NO. 2016-28 AUTHORIZING THE EXPENDITURE OF ADDITIONAL FUNDS FROM THE WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES (WCCLS) IN THE LIBRARY DEPARTMENT IN THE GENERAL FUND FOR FISCAL YEAR 2015-16</u>
Dan Riordan, Senior Planner Jon Holan, Community Development Services Director Jesse VanderZanden, City Manager	7:50	8. <u>RESOLUTION NO. 2016-29 ADOPTING 2016-21 URBAN FOREST MANAGEMENT PLAN AS RECOMMENDED BY COMMUNITY FORESTRY COMMISSION</u>
Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager	8:05	9. <u>REPORT TO COUNCIL ON FOOD COMPOST PROPOSAL</u>
		10. <u>DEPARTMENT WORK PLANS FOR 2016:</u>
Jesse VanderZanden, City Manager	8:15	<ul style="list-style-type: none">• <i>Legislative and Executive</i>
Colleen Winters, Library Director	8:30	<ul style="list-style-type: none">• <i>Library</i>
George Cress, Light and Power Director	8:40	<ul style="list-style-type: none">• <i>Light and Power Department</i>
Jeff King, Economic Development Manager	8:50	<ul style="list-style-type: none">• <i>Economic Development</i>
City Councilors	9:00	11. <u>CITY COUNCIL COMMUNICATIONS:</u>
Jesse VanderZanden, City Manager	9:15	12. <u>CITY MANAGER'S REPORT:</u>
Peter Truax, Mayor	9:20	13. <u>MAYOR'S REPORT:</u>
	<u>9:30</u>	14. <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 Regular Meeting Minutes of April 11, 2016.
 - B. Accept Library Commission Retreat Minutes of March 15, 2016.
 - C. Accept Parks and Recreation Commission Meeting Minutes of February 17, 2016.
 - D. Accept Public Safety Advisory Commission Meeting Minutes of February 24, 2016.
 - E. **ENDORSE LIQUOR LICENSE RENEWAL APPLICATIONS FOR YEAR 2016:**
 - 1. Forest Grove Elks Lodge, 2810 Pacific Avenue (Full On-Premises Sales Private Club)
 - 2. Tyson Pub n Grub, 2104 Main Street (Full On-Premises Sales)



Proposed Police Facility Design Services

Presentation to City Council
April 25, 2016

A place where businesses and families thrive.

Goal of Presentation

- Discuss proposed design services for proposed new police facility
- Discuss project timeline including potential election date to ask voters to approve general obligation bond (GOB)
- Direction from Council on whether or not proceed with design services

Background

- On September 28, 2015, City Council reviewed the Needs Assessment.
- The Needs Assessment discussed the need for a new facility and proposed three different options: 1) remodel and expand current building, 2) demolish and rebuild on current site, or 3) build new on new site.
- Council consensus at the time was to build a new facility on a new site due to the size limitations of the current site.
- Council directed staff to do an Request for Qualifications (RFQ) for architect and engineering services for all services through final construction.

MACKENZIE's Proposed Services

- MACKENZIE's divided proposed services in four phases:
 - Phase I – Conceptual Design – includes services through the general obligation bond election process
 - Phase II – Design through Construction Documents
 - Phase III – Bidding/Permitting
 - Phase IV – Construction Administration through Close-out

Design Services Selection

- Staff issued a RFQ which is the process required by the State for these types of design services with costs over \$100,000. This process considers qualifications prior to the price of the services being known.
- The City issued the RFQ and received one response from MACKENZIE, the firm that prepared the Needs Assessment.
- The City advertised in the Daily Journal of Commerce, a website that lists these proposals for design firms listed on its site, and the City sent it to the design firms that proposed on the Needs Assessment.
- After determining that MACKENZIE was qualified, staff asked MACKENZIE to submit a price proposal.

Proposed Fee for Services

- MACKENZIE has submitted a proposed fee for services to be provided for each phase
 - Phase I - \$113,750
 - Phase II - \$638,220
 - Phase III - \$35,000
 - Phase IV - \$176,080
 - Total Proposed Fees are \$962,780
- The proposed fees for Phases II – VI are estimated fees. The final fees for those services cannot be fixed until the services actually needed for those phases is determined by the results of Phase I services.

Potential Fees – Optional Services

- Potential Additional Fees for Options Services
 - Fees for LEEDS Silver-Level Certification - \$81,000
 - Furniture Coordination - \$26,000
 - Graphics and Signage - \$12,000

Phase I Proposed Tasks

- The Conceptual Design (Phase I) is split into ten tasks:
 - Task 1 – Project Kickoff/Program Validation
 - Task 2 – Site Selection
 - Task 3 – Facility Tours
 - Task 4 – Sustainability Charrette
 - Task 5 – Preliminary Concept Plan Development
 - Task 6 – Visioning/Public Outreach
 - Task 7 – Concept Design Finalization
 - Task 8 – Cost Development
 - Task 9 - Final Report/Presentation
 - Task 10 - Bond Campaign Assistance

Timeline for Phase I Services

- Timeline for Phase I Services is dependent on when the City wants to ask the voters to approve the GOB.
- Possible election dates to avoid double majority requirements:
 - November 8, 2016 – GOB Ballot Measure must be submitted to County Elections by September 8, 2016, which leaves little time to properly complete process and educate the public.
 - May 2017
 - November 2017 – this election is the first of two possible election dates to renew the City's Local Option Levy.
- Staff is recommending the May 2017 Election for the GOB

Current Police Facility

- The Needs Assessment contained an analysis to re-purpose the current facility into general offices using Engineering and Community Development as an example
- MACKENZIE has proposed base fees from design through construction close-out of \$272,930 to re-purpose the police facility. All but \$3,300 of these fees would be incurred after a GOB is approved
- If the City decides to re-purpose the facility, funding to do so would need to be included in the proposed GOB

Current Police Facility

- The architects indicated that the police facility is an odd-shape and was designed principally for police use
- The building while it can be re-purposed may not convert well for general use
- Are there other uses for the building or site that should be considered such as
 - Putting an outdoor plaza where the building is
 - Study building additional office space elsewhere which could be more cost effective
 - For example, consider remove old Engineering and building a two-story building attached to the current City Hall

Funding for Design Services

- The proceeds from the GOB will ultimately fund all of the project costs including design services
- All costs incurred before the GOB are issued, will need to be paid from another source which will be reimbursed from proceeds from the GOB. If GOB fails, those costs will not be reimbursed
- Potential costs to be incurred prior to the GOB include:
 - Conceptual Design Services (Phase I = \$113k)
 - Costs of Evaluating Potential Sites including environmental, survey, and limited geotechnical evaluation – sites will go through a criteria evaluation so very few sites, potentially only one, will have this work performed (\$10-\$25k)

Funding for Services (cont.)

- If other uses for the current police facility or site are to be reviewed, additional conceptual design funds will be needed. Estimated costs for this service in Phase I are between \$20-\$30k
- Two Funds that could advance the costs for the pre-GOB services
 - General Fund
 - Capital Projects Fund

Staff Recommendations

- Target the May 2017 Election to ask the voters to approve the GOB
- Commence work as soon as contract is finalized so site selection task can commence.
- Authorize staff to finalize the contract with MACKENZIE for all phases with a fee for Phase I of \$113,750 and additional conceptual design fees up to \$30k for examining the re-use of the current police facility. Estimated fees for Phases II through VI will be included in the contract with a statement that the fees will be finalized after full services needed are determined.



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	_____
MEETING DATE:	_____
FINAL ACTION:	_____

CITY COUNCIL STAFF REPORT

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *April 25, 2016*

PROJECT TEAM: *Daniel Riordan, Senior Planner
Jeff King, Economic Development Manager
Jon Holan, Community Development Director
Paul Downey, Administrative Services Director*

SUBJECT TITLE: *Work Session: Marijuana Status and Update*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

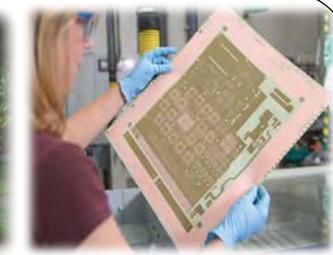
ISSUE STATEMENT: The purpose of the Work Session is to report back to the Council on Council questions during the 4/11 Work Session regarding marijuana regulations in Industrial Zones, including but not limited to: 1) if “vesting” applies upon application or approval of a permit, 2) if the issue is eligible for a moratorium and if so, what the process is to establish one, 3) similarly, the process to establish a land use ordinance, and 4) report feedback, if any, from PSAC and EDC.

BACKGROUND: Per testimony from TTM Technologies on March 7, 2016, regarding potential economic impacts should marijuana growing, processing, and wholesaling occur adjacent to their business located in an industrial zone, a Council discussion was held at the March 28th and April 11th meetings regarding potential marijuana regulations in industrial zones. The Council agreed that more information was needed prior to taking any action restricting the growing, processing, and wholesaling of marijuana in industrial zones and directed staff to research the issue and report back. Further research results are the focus of this Work Session.

ATTACHMENTS:

- A. A PowerPoint Presentation will be supplemented to the Council packet on Friday April 22.

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Marijuana Work Session Update and Report Back

City Council Work Session
April 25, 2016

Purpose of Presentation

- Recap and answer Council questions from 4/11 Work Session:
 - “Vesting” under HB 3400
 - “Ban” or “Moratorium” under HB 3400
 - PSAC and EDC Updates

Recap: 7 Categories of Marijuana Facilities

District	Medical Dispensary	Medical Processor	Medical Producer	Recreational Retail	Recreational Processor	Recreational Producer	Recreational Wholesaler
Residential	N	N	N	N	N	N	N
Mixed Use	P	N	N	P	N	N	N
Neighborhood Commercial	N	N	N	N	N	N	N
Community Commercial	P	N	N	P	N	N	N
Town Center	P*	N	N	P*	N	N	N
Light Industrial	N	N	P	N	N	P	P
General Industrial	N	P	P	N	P	P	P
County Zoning	N	N	P	N	N	P	N

*Not allowed due to State school buffer requirements

P = Currently Permitted

N = Not Allowed

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Recap: Other WA CTY Cities

Community	Total Ban?	Banned from Industrial Zone?	Banned Open Grow?	Additional Set-backs Adopted?
Sherwood, OR*	Yes	_____		
Tigard, OR	No	No	Yes	Yes
Hillsboro, OR	No	No	Yes	Yes
Beaverton, OR	No	Only growing**	Yes	No
Cornelius, OR	No	Yes	Yes	No
Tualatin, OR	No	No	Yes	Yes
Banks, OR	No	No	No***	No

Notes:

1. Additional Set-backs referenced throughout slides range between 100-3,000 ft.

*North Plains, Lake Oswego, Sherwood, and Wilsonville have banned all marijuana activities through moratorium until Aug/Nov 2016

**Beaverton does not allow agricultural activities in city limits, therefore growing is banned.

***Only retail sales have been addressed at this time due to lack of Industrial Zone space

“Vesting”

- “Vesting” is an established land use law. It means that when a land use application is submitted, the application is approved or denied by the municipality based on the laws in effect at the time of the land use application submittal.
- HB 3400 tweaks this concept. It allows a land use application for a marijuana facility to be approved or denied by the municipality based on the laws in effect at the time of the land use application approval. This change in vesting is only allowed if a municipality enacts a “ban” under HB 3400.

HB 3400 “Ban” or “Moratorium”

- HB 3400 allows municipalities to “ban” one or all marijuana facilities, excepting medical grow.
- A “ban” can be temporary – known as a “moratorium” – if it has an automatic expiration date.
- A “ban” can be referred to the voters. The ban can then be rescinded by the Council prior to the filing deadline. The Council can pass time, place and manner restrictions during the time the ban is in effect.

“Ban” Continued...

A “ban”:

- Must prohibit all types of the marijuana facility city-wide, i.e., all recreational grow facilities, indoor and outdoor. Personal use would still be allowed.
- Ban does not require DLCD notice.
- Passing a city ordinance that restricts only a portion of a marijuana facility, i.e., recreational outdoor grow, without enacting a ban does not change existing vesting requirements.
- A ban is not a land-use ordinance. A land-use ordinance requires a 35 day notice to DLCD.

Other Notes:

- Under HB 3400, a local municipality can “ban” marijuana facilities on lands within city limits where county land use designation applies.
- The City recently approved an open grow facility on Elm Street south of HWY 47. Development code requires solid fence.
- Medical grow is limited within city limits by the # of plants allowed by OHA. Limited to 12 plants per grow site.
- Recreational grow is limited by OLCC licensing; if ban enacted, OLCC cannot give license.

PSAC and EDC Update

- PSAC and EDC to consider marijuana regulations at April 27th and May 5th meetings, respectively.
- PSAC Subcommittee met 4/19 and expressed concerns regarding open grow; marijuana by schools, parks and libraries; retail and medical sales in mixed-use, and production/processing near residential areas.

Questions?

A large, light green graphic of four oak leaves arranged in a circle, centered on the page behind the text.

3A

Monday, April 11, 2016

City Council Regular Meeting Minutes

7:00 p.m., Community Auditorium

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

ROLL CALL: COUNCIL PRESENT: Thomas Johnston, Council President; Richard Kidd; Victoria Lowe (dismissed at 10:24 pm); Ronald Thompson; Elena Uhing (dismissed at 10:24 pm); Malynda Wenzl; and Mayor Peter Truax.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Elsner, City Attorney; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager; Michael Kinkade, Fire Chief; Dan Riordan, Senior Planner; and Bev Maughan, Executive Assistant to City Manager. STAFF ABSENT: Anna Ruggles, City Recorder, excused.

1. B. PROCLAMATION:

National Arbor Day

Thompson publicly proclaimed April 29, 2016, as "National Arbor Day" in Forest Grove". Thompson noted this is the 26th consecutive year the City has received the national "Tree City USA" award recognition. Thompson presented the proclamation to Community Forestry Commission, who reported CFC is sponsoring its "Annual Tree Planting" on April 12, 2016.

2. CITIZEN COMMUNICATIONS:

David Schlay, Forest Grove, addressed Council, voicing opposition of charging five cents per paper bag to those who cannot afford the fees if Council enacts the ordinance banning plastic bags and asked what type of support will the City offer and how will the monies be used.

Stephen Nelson, Forest Grove, addressed Council, voicing opposition of charging five cents per paper bag if Council enacts the ordinance banning plastic bags, noting Eugene offered credit for using reusable bags.

Loren Waltz, Forest Grove, addressed Council, voicing support of the Council enacting the ordinance banning plastic bags, noting using reusable bags is fine.

Dale Feik, Forest Grove, addressed Council and read an article pertaining to the court

ruling in favor of the 21 youth plaintiffs representing “Our Children’s Trust”, who petitioned federal court to secure their fundamental rights on climate change. Feik urged Council to adopt a resolution showing its support of the youth plaintiffs.

3. CONSENT AGENDA:

Items under the Consent Agenda are considered routine and are 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).

1. Approve City Council Work Session (Defined Benefit Retirement) Meeting Minutes of March 14, 2016.
2. Approve City Council Work Session (Council Goal-Setting and Council Team Agreement) Meeting Minutes of March 28, 2016.
3. Approve City Council Regular Meeting Minutes of March 28, 2016, as amended.
4. Accept Public Arts Commission Meeting Minutes of February 11 and February 20, 2016.
5. Community Development Department Monthly Building Activity Informational Report for March 2016.
6. **ENDORSE LIQUOR LICENSE RENEWAL APPLICATIONS FOR YEAR 2016:**
 1. Little Monkey Deli, 1919 Pacific Avenue (Full On-Premises Sales)

KIDD CALLED FOR A MOTION TO RECONSIDER COUNCIL’S ADOPTION OF ORDINANCE NO. 2016-07, AS NOTED BELOW AS AGENDA ITEM 6. A.

(Pursuant to Council Rules of Procedure, Section 6.7., a councilmember who voted yes on a motion that passed or no on a motion that failed may move for reconsideration of an action at the same or next following regular Council meeting prior to the approval of the minutes of the first meeting).

Hearing no further discussion from the Council, Mayor Truax asked for a voice vote on the motion to approve the Consent Agenda.

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

4. **ADDITIONS/DELETIONS:** Refer to Agenda Item 6. A.

5. PRESENTATIONS:

5. A. Bienestar Affordable Housing

Ann Blaker, Executive Director of Bienestar, a 501(c)(3), Community Development Corporation, who gave an informational presentation and distributed brochures on

Bienestar's portfolio of properties, Strategic Plan 2016-18 and facts. Blaker reported Bienestar was founded in 1981 and has a portfolio of 12 affordable multifamily properties in Washington and Columbia County, located in Forest Grove (Elm Park I & II built in 1984 and 1988, includes 62 apartments, 40 percent or less of Area Median Income (AMI) and 10 migrant seasonal units; Willow Park built in 1970, includes 46 apartments, 50 percent or less of AMI; and Juniper Gardens I & II built in 2012 and 2014, includes 46 farmworker apartments and 2 migrant seasonal units) and located in Aloha, Cornelius, Hillsboro and Scappoose. In addition, Blaker reported Bienestar's integrated resident service program is available to 512 families, representing 93 percent Latino, and many 30 percent below AMI, noting Bienestar is building housing, hope and futures for the well-being of working families and seniors.

5. B. NLC Congressional Conference in Washington, D.C.

Mayor Truax introduced the student delegates Briana Larios, Committee for Citizen Involvement Student Advisor; Mitchell Faris, Library Commission Student Advisor; and Edgar Sanchez-Fausto, Sustainability Commission Student Advisor, noting the students were chosen to attend the NLC Congressional Conference in Washington, D. C., which was held March 6 through 9, 2016, based on their student participation on the City's advisory boards and commissions. Mayor Truax reported the students joined hundreds of peers from 43 states to network, attended workshops and meetings and learned about the political process. In conclusion of the above-noted report, each student recapped highlights of their experiences, noting they had the opportunity to share their insights with members of Congress, the White House and federal agency representatives.

6. A. MOTION TO RECONSIDER ORDINANCE NO. 2016-07:

Councilor Kidd moved, seconded by Councilor Thompson, to RECONSIDER ORDINANCE NO. 2016-07, which was adopted at the Council meeting of March 28, 2016, amending Forest Grove Development Code Article 3, Article 7 and Article 8 to Address Marijuana Facilities; File No. 311-15-00028-PLNG; specifically, Amendment No. 3 (which failed 6-1) relating to prohibit outdoor grow operations in any industrial zone areas, and TABLE ORDINANCE NO. 2016-07 for two weeks or until the next regular Council meeting.

ROLL CALL VOTE ON MOTION TO RECONSIDER ORDINANCE NO. 2016-07:

AYES: Councilors Kidd, Thompson, and Mayor Truax. NOES: Councilors Johnston, Lowe, Uhing, and Wenzl. MOTION FAILED 3-4.

6. SECOND READING OF ORDINANCE NO. 2016-09 AMENDING THE FOREST GROVE COMPREHENSIVE PLAN MAP TO DESIGNATE THE SOUTH URBAN GROWTH BOUNDARY ADDITION AS CAMPUS EMPLOYMENT (600 ELM STREET, WASHINGTON COUNTY TAX LOTS 1S30000100 AND 1S306D000700); FILE NO. 311-

15-00032-PLNG

The first reading of Ordinance No. 2016-09 by title occurred at the Council meeting of March 28, 2016.

Staff Report:

Riordan presented the above-proposed ordinance for second reading, noting the area is suitable for the types of industrial activities promoted by the Campus Employment Designation; however, permitted uses do not include outdoor recreation.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the meeting of March 28, 2016, and explained hearing procedures.

Written Testimony Received:

No additional written testimony was received prior to the published deadline of April 11, 2016, 7:00 p.m.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

In response to Lowe's inquiry pertaining to urban and rural reserves, Riordan advised the southern boundary of the property that is affected by the proposed Comprehensive Plan map amendment is coterminous with the Urban Growth Boundary (UGB), noting the area south of the UGB is designated rural reserves by Washington County and under current law, rural reserves are intended to protect rural land from urban use for a 50-year timeframe.

In response to Kidd's inquiry pertaining to Taylor Way intersection connectivity, Riordan advised an intersection analyses would need to occur, noting the Transportation System Plan (TSP) includes a project to improve operation of the intersection at Highway 47/Elm Street, which requires the Oregon Department of Transportation approval as jurisdictional owner of Highway 47.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of March 28, 2016.

VanderZanden read Ordinance No. 2016-09 by title for second reading.

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

7. PUBLIC HEARING AND RESOLUTION NO. 2016-24 FIXING SOLID WASTE RATES TO BE CHARGED BY FRANCHISE (WASTE MANAGEMENT) IN THE CITY OF FOREST GROVE AND REPEALING RESOLUTION NO. 2013-72, EFFECTIVE JUNE 1, 2016

Staff Report:

Downey presented the above-proposed resolution requesting to increase Waste Management residential collection rates by \$1.50 per month to implement the City's Food Waste Recycling Program; however, staff is recommending delaying the effective date from June 1 to July 1, 2016, because Waste Management has advised staff that they are proposing to submit overall proposed rate increases for operations, with an effective date of July 1, 2016, as its 2015 rate of return has dropped below what is considered to be a reasonable rate of return. Downey noted Waste Management's last rate increase occurred in 2014 and was an overall four percent rate increase. In addition, Downey reported staff met with Council in work session on January 11, 2016, and met with Sustainability Commission, noting the Food Waste Recycling Program is proposing to combine food waste with yard debris, which would then be taken to Nature's Needs in North Plains where both will be composted. Downey added as part of the Food Waste Recycling Program, the City secured a grant from the Department of Environmental Quality (DEQ) to purchase and deliver kitchen compost pails to residential households. In conclusion of the above-noted staff report, Downey advised staff is recommending Council adopt the proposed resolution but is asking Council to wait until staff brings back Waste Management's overall proposed rate increases in May or June, which would have an effective date of July 1, 2016.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-24.

VanderZanden read Resolution No. 2016-24 by title.

MOTION: Councilor Kidd moved, seconded by Councilor Uhing, to adopt Resolution No. 2016-24 Fixing Solid Waste Rates to be Charged by Franchise (Waste Management) in the City of Forest Grove and Repealing Resolution No.

2013-72, Effective June 1, 2016.

MOTION TO AMEND RESOLUTION NO. 2016-24: Councilor Kidd moved, seconded by Councilor Uhing, to adopt Resolution No. 2016-24 Fixing Solid Waste Rates to be Charged by Franchise (Waste Management) in the City of Forest Grove and Repealing Resolution No. 2013-72, Effective June 1, July 1, 2016. MOTION CARRIED 7-0 by voice vote. (*Motion on the floor for Resolution No. 2016-24 as amended will be carried over to the Council meeting sometime in May or June 2016*).

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received prior to the published deadline of April 11, 2016, 7:00 p.m.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

Dean Kampfer, Waste Management, gave an overview on the proposed Food Waste Recycling Program, noting the proposed fee of \$1.50 per month is mostly due to tipping fees at a facility that has higher environmental controls as well as increased transportation and collection costs projected once the program gets underway. In addition, Kampfer gave an overview on the reduction of estimated tons of food waste that would not be taken to the landfill, noting Waste Management currently services a little over 5,000 residential customers in Forest Grove.

No one else testified and no written comments were received.

Council Discussion:

In response to Lowe's concern pertaining to whether the carbon footprint would be offset and/or reduction in tonnage by recycling food waste and diverting material away from landfills, Downey advised Waste Management estimates that approximately 245 tons of food waste will be diverted from the landfill on an annual basis, noting food waste would be put into yard debris roll carts and taken to Nature's Needs in North Plains where it will be turned into compost, instead of taken by semi-trucks to Riverbend Landfill, located in McMinnville. In response to Lowe's concern pertaining to

Waste Management being allowed a reasonable rate of return, Downey affirmed the City collects five percent of gross revenues, which is the City's franchise fee. In addition, Lowe requested obtaining statistical data from Portland to help guide the decision-making process, to which Downey noted.

Council President Johnston voiced concern pertaining to the overall added costs to residential customers if the Food Waste Recycling Program is implemented versus reduction in carbon footprint as well as animal nuisances increasing due to food waste being placed in roll carts instead of contained in garbage bags.

In response to Kidd's concern pertaining to the Food Waste Recycling Program, Downey advised the proposal is to combine food waste with yard debris and taken to a facility where both can be converted to compost. In response to Kidd's concern pertaining to the overall added costs to residential customers, Downey affirmed the weekly 20-gallon roll cart service rate would increase from \$18.05 to \$19.55, and biweekly 60-gallon yard debris service rate would increase from \$4.10 to \$4.85.

In response to Uhing's concern pertaining to the overall cost savings to residential customers, Kampfer replied the City and Sustainability Commission requested the recycling program, noting Waste Management is the service provider for Forest Grove. Kampfer added environmentally it is better to compost food waste as it produces less methane than at the landfill.

Public Hearing Closed:

Hearing no further discussion from the Council, Mayor Truax closed the Public Hearing and Mayor Truax advised he would reopen the Public Hearing at the Council meeting sometime in May or June 2016.

Council collectively concurred to extend the meeting past 9:30 p.m. adjournment, to which, Mayor Truax called for a recess at 9:24 p.m. and reconvened the meeting at 9:30 p.m.

8. CONSIDER MOTION AUTHORIZING EXPENDITURE OF CITY BUDGETED FUNDS FOR REUSABLE BAGS PRIOR TO POTENTIAL ADOPTION OF THE PLASTIC BAG BAN

Staff Report:

Downey presented the above-noted staff report requesting authorization to expend City budgeted funds to purchase reusable shopping bags prior to enacting the potential ordinance banning plastic bags, noting the Fiscal Year 2015-16 budget contains \$5,000 for the purchase of reusable bags with a restriction that funds cannot be expended unless Council enacts the ordinance banning plastic bags. Downey

reported the Sustainability Commission was awarded Community Enhancement Program grant funds to purchase reusable shopping bags, noting the City's funds and CEP funds are needed to complete the purchase and delivery of the reusable shopping bags to about 5,800 residential households. Downey added as part of the Food Waste Recycling Program, the City was awarded a grant from DEQ to purchase and deliver kitchen compost pails to residential households, which the City will begin delivering on June 6, 2016, noting if the reusable bags are available by this date, the vendor is willing to deliver the majority of reusable bags at the same time as the pails, which is a cost savings to city resources. In conclusion of the above-noted staff report, Downey advised staff is recommending Council authorize expending the \$5,000 budgeted so staff can purchase the reusable bags so the majority of the bags can be delivered at the same time as the kitchen compost pails.

Before proceeding with Council discussion, Mayor Truax asked for a motion as noted below.

MOTION: Councilor Lowe moved, seconded by Councilor Wenzl, to Authorize Expenditure of City Budgeted Funds (\$5,000) for Reusable Bags prior to potential adoption of the Plastic Bag Ban.

Council Discussion:

Kidd voiced concern of expending general fund monies to purchase reusable bags.

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

ROLL CALL VOTE: AYES: Councilors Johnston, Lowe, Thompson, Uhing, Wenzl, and Mayor Truax. NOES: Councilor Kidd. MOTION CARRIED 6-1.

9. RESOLUTION NO. 2016-25 ADOPTING REVISIONS TO CITY OF FOREST GROVE EMPLOYEE HANDBOOK AND REPEALING RESOLUTION NO. 2015-66

Staff Report:

Camilli presented the above-proposed resolution for Council consideration, noting staff is proposing policy modifications and amendments necessary to update the Employee Handbook, which was last revised in 2015. Camilli reported the proposed policy modifications and amendments are pursuant to State legislation passed January 1, 2016, mandating in part, that employers with 10 or more employees provide up to 40 hours of paid sick leave to all employees, including part-time, temporary and intermittent employees, noting currently only regular employees are eligible to accrue sick leave. Camilli referenced an edited copy of Attachment A, which contained the proposed amendments, noting the City's labor union representatives have reviewed

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

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-25.

VanderZanden read Resolution No. 2016-25 by title.

MOTION: Council President Johnston moved, seconded by Councilor Thompson, to approve Resolution No. 2016-25 Adopting Revisions to City of Forest Grove Employee Handbook and Repealing Resolution No. 2015-66.

Council Discussion:

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

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

10. **RESOLUTION NO. 2016-26 AUTHORIZING CITY MANAGER TO ENDORSE INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND GASTON RURAL FIRE PROTECTION DISTRICT FOR FIRE ADMINISTRATIVE SERVICES**

Staff Report:

Fire Chief Kinkade presented the above-proposed resolution authorizing the City Manager to endorse an Intergovernmental Agreement between the City of Forest Grove and Gaston Rural Fire Protection District for fire administrative services, noting the existing IGA is scheduled to expire May 1, 2016, and it is the desire of both cities to extend the IGA for another 12 months (or until such time the IGA is terminated by either party with 30 day notice). In conclusion of the above-noted staff report, Kinkade advised staff is recommending Council approve the proposed resolution as Gaston is satisfied with the services Forest Grove is providing and would like to continue the contract, noting Gaston pays the City \$33,000 in revenue for providing fire administrative services.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-26.

VanderZanden read Resolution No. 2016-26 by title.

MOTION: Council President Johnston moved, seconded by Councilor Wenzl, to adopt Resolution No. 2016-26 Authorizing the City Manager to Endorse Intergovernmental Agreement between the City of Forest Grove and Gaston Rural Fire Protection District for Fire Administrative Services.

Council Discussion:

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

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

11. **RESOLUTION NO. 2016-21 OF THE CITY OF FOREST GROVE CITY COUNCIL ADOPTING CITY COUNCIL GOALS FOR FISCAL YEAR 2016-17**

Staff Report:

VanderZanden presented the above-proposed resolution for Council consideration, noting the above-noted resolution was carried over from the meeting of March 28, 2016. VanderZanden reported at the Council Retreat, held on February 20, 2016, and Work Sessions, held on March 14 and March 28, 2016, Council proposed no changes and collectively concurred to keep the following three key goals for Fiscal Year 2016-17:

- GOAL 1: PROMOTE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS AND A PROSPEROUS DYNAMIC, GREEN CITY
- GOAL 2: PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE CITY
- GOAL 3: PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-21.

VanderZanden read Resolution No. 2016-21 by title.

MOTION: Council President Johnston moved, seconded by Councilor Kidd, to approve Resolution No. 2016-21 of the City of Forest Grove City Council Adopting City Council Goals for Fiscal Year 2016-17.

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, Uhing, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

12. **RESOLUTION NO. 2016-22 OF THE CITY OF FOREST GROVE CITY COUNCIL ADOPTING CITY COUNCIL OBJECTIVES FOR FISCAL YEAR 2016-17**

Staff Report:

VanderZanden presented the above-proposed resolution for Council consideration, noting the above-noted resolution was carried over from the meeting of March 28, 2016. VanderZanden reported at the Council Retreat, held on February 20, 2016, and Work Sessions, held on March 14 and March 28, 2016, Council identified 12 new objectives and carried over 13 identified as ongoing and/or long-term as outlined in Exhibit A of the resolution. VanderZanden noted each of the new Council goals/objectives have been grouped within one of the three Council key goals and will be assigned to the pertinent City department so staff can focus their activities and prioritize resources during budget preparations for the upcoming fiscal year. In conclusion of the above-noted staff report, VanderZanden advised he has scheduled Department Work Plan presentations for the Council meetings of April 25, May 9 and May 23, 2016, noting the work plans will incorporate the newly-adopted Council Goals/Objectives.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-22.

VanderZanden read Resolution No. 2016-22 by title.

MOTION: Council President Johnston moved, seconded by Councilor Thompson, to approve Resolution No. 2016-22 of the City of Forest Grove City Council Adopting City Council Goal Objectives for Fiscal Year 2016-17.

Council Discussion:

Wenzl suggested posting the Council Objectives, if adopted by Council, on the City website, to which VanderZanden noted.

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, Uhing, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

13. **RESOLUTION NO. 2016-23 OF THE FOREST GROVE CITY COUNCIL ADOPTING CITY COUNCIL TEAM AGREEMENT**

Staff Report:

VanderZanden presented the above-proposed resolution for Council consideration, noting the above-noted resolution was carried over from the meeting of March 28, 2016. VanderZanden reported at the Council Retreat, held on February 20, 2016, and Work Sessions, held on March 14 and March 28, 2016, Council made minor amendment to Number 8 of the Council Team Agreement, which is addressing use of personal communication electronic devices while conducting business at the dais; added a new Number 14, which allows Councilors to request on their own accord one-on-one meetings with the Mayor; and removed Page 2, signature page, and adopting the Council Team Agreement as amended by resolution as outlined in Exhibit A. In conclusion of the above-noted staff report, VanderZanden advised pursuant to City Charter (Section 11), Council must adopt by resolution rules governing its meeting and proceedings and pursuant to Council Rules of Procedures (Section 18.1), amendments to any Council Rules must be adopted by resolution.

Questions of Staff:

Lowe stated that in previous years the Council Team Agreement has been a non-resolution action and more so a friendly hand signature agreement of the Council, voicing concern that adopting the Council Team Agreement by a resolution changes the governance of the agreement. Lowe asked who is the judge/jury of consequences of Council's behavior, pointing out she already abides by federal and state statutes pertaining to ethics as an elected official. In response to Lowe's concern pertaining to legal requirements of adopting the Council Team Agreement by resolution, VanderZanden explained staff's findings as follows: a) City Charter (Section 10) mandates Council adopt its rules by resolution; b) Council Team Agreement is cited as a rule within the Council Rules of Procedures (Section 5, Decorum and Order), and c) proposed language amendments are being made to the Council Team Agreement; thereby, Council Rules of Procedures (Section 18.1) mandates amendments to any Council Rules be made by resolution, noting likewise when amendments occur to the Council's goals and objectives, Council resolutions are adopted. In addition, VanderZanden deferred the question to City Attorney Elsner who added although it is not a legal requirement, it is appropriate for a governing body to adopt official documents and amendments to those documents by resolution as required by Charter and Council Rules of Procedures. In addition, Lowe voiced opinion regarding freedom of speech, because of her interpretation of language cited in Number 10 of the Council Team Agreement, polarization, stating Number 10 is restricting councilors from lobbying or communicating as an elected official, such as public involvement and citizens' rights or any other business that comes before the dais, to which City Attorney

Elsner advised while free expressions are a right protected by the constitution, there are exceptions that limit that right. Elsner pointed out governing bodies and state senate and state legislative bodies have rules of decorum, noting the rules generally speak to effective decorum and do not somehow unlawfully infringe on someone's right to express themselves. City Attorney Elsner further advised the governing body has the ability to establish conduct of its members within its governing body's structure and/or can also delegate judgement authority to a third party if the governing body chooses to do so. Lowe recurrently asked for a definitive answer that the Council Team Agreement is not a freedom of speech issue and recurrently asked who is the judge (of the Council), to which Mayor Truax upheld that the City Manager and City Attorney had addressed Lowe's questions.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-23.

MOTION: Councilor Kidd moved, seconded by Council President Johnston, to approve Resolution No. 2016-23 of the City of Forest Grove City Council Adopting City Council Team Agreement.

Council Discussion:

Wenzl moved to amend and replace Number 10 of the Council Team Agreement to state: *"Agree to be diplomatic about disagreement; leave this disagreement at the dais and do not try to polarize other Councilors."* Motion died due to lack of a second.

Uhing indicated she does not feel Number 10 is limiting any councilor's ability to state their opinions or, i.e., going to the press, noting she supports Number 10 as long as there are no retaliations. Uhing added she believes Number 10 is stating that when she is out representing the City, she must come to terms with the final actions of the Council as a whole, pointing out; however, she does have fear that there is no consequence or process to uphold the Council Team Agreement.

Lowe pointed out why have a Council Team Agreement if it has no consequence, stating it makes the agreement open to interpretation of what is accepted. Lowe added she agrees with most rules stated in the agreement; however, she has issue with freedom of speech and the right to speak as an elected official.

Council President Johnston spoke about citizen electors holding Council accountable and constitution laws of free expressions, pointing out he does not think Council wants to get to the point where state officials are mandating local governance, i.e., state ethics is already mandating filings or be fined.

Mayor Truax commented the Council Team Agreement carries the weight of the Council and each Councilmember has a personal code of ethics that is tied into the Council's code of ethics, to which Mayor Truax later apologized and corrected his comment to say it is a Council Team Agreement and not a code of ethics. In addition, Mayor Truax spoke about the need to protect free speech, but at the same time, protecting the good name of the City, stating councilors need to understand that when there is opposition, it is appropriate to express its own personal opposition, but still represent the Council as a whole, pointing out that is the purpose statement of Number 10 in the Council Team Agreement.

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, Thompson, Uhing, Wenzl, and Mayor Truax. NOES: Councilor Lowe. MOTION CARRIED 6-1.

14. CITY COUNCIL COMMUNICATIONS:

Council President Johnston reported on Forest Grove Rural Fire Protection District-related meeting and activities. In addition, Johnston reported on other legislative-related matters of interest and upcoming meetings he was planning to attend.

Kidd reported on Historic Landmarks Board; Public Arts Commission; and Sister Cities Commission-related meetings and activities. In addition, Kidd reported on state legislative-related matters of interest and upcoming meetings he was planning to attend.

Lowe had nothing to report.

Thompson reported on Community Forestry Commission and Public Safety Advisory Commission-related meetings and activities. Thompson reported Ride Connection exceeded 5,000 riders in March. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing reported on Economic Development Commission-related meeting and activities. In addition, Uhing reported on other matters of interest.

Wenzl reported on Library Commission-related meeting and activities. Wenzl reported the Committee for Citizen Involvement has discussed the topic for next year's Annual Town Meeting as "*Full-Service Definition*". In addition, Wenzl reported on other matters of interest and upcoming meetings she was planning to attend.

Lowe and Uhing dismissed themselves at 10:24 p.m.

15. 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 Solid Waste Committee Enhancement Program (CEP) Committee is holding CEP project presentations on April 13, 2016, and is holding a meeting on May 9, 2016, to determine CEP project funding allocations. In addition, VanderZanden referenced the City Manager's Report, which was emailed to Council in advance and outlined various upcoming Council-related meetings; upcoming Council-related agenda; updates on department-related activities and projects, including Administrative Services, Parks and Aquatics, Police, Library, Light and Power, Economic Development, Community Development, and Engineering and Public Works; and other upcoming citywide calendar events.

16. MAYOR'S REPORT:

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax reported he and the City Manager will be scheduling a Council joint work session with Committee for Citizen Involvement to discuss ideas for next year's Annual Town Meeting. 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.

17. ADJOURNMENT:

Mayor Truax adjourned the regular meeting at 10:35 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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APPROVED

Library Commission approved minutes as presented on Apr 12, 2016.

1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday March 15, 2016.

Members Present: Pamela Bailey, Chair; Doug Martin; Elizabeth Beechwood; Jon Youngberg, Secretary; Kathleen Poulsen, Vice-Chair; Mitchell Faris, Student; Nickie Augustine;

Members Absent: Jane Burch-Pesses;

Staff: Colleen Winters, Library Director

Council Liaison: Malynda Wenzl

Others: None

2. ADDITIONS/DELETIONS: None.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF (Feb 9, 2016):

MOTION: Doug moved, seconded by Nickie, to approve the February 9, 2016 minutes as presented. **MOTION CARRIED** by all.

4. CITIZEN COMMUNICATIONS: None.

5. INFORMATIONAL ITEMS:

5a. FOUNDATION REPORT: Colleen Winters shared comments about the activities of the Library Foundation of Forest Grove:

- a) The Foundation board will meet next Monday. There was no February meeting.
- b) Maggie of Maggie's Buns would like to put on a "Books and Buns" fundraiser for the Foundation later in 2016.
- c) The Foundation has received a \$1000 donation from the Forest Grove Elkettes.
- d) See the Library Foundation of Forest Grove's web site (www.fglf.org).

5b. FRIENDS REPORT: Colleen Winters shared comments about the activities of the Friends of the Forest Grove Library:

- a) The Friends Board met in the last month.
- b) Online book sales continue to do well, on Amazon.com. Items are shipped all

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over the world. This effort needs volunteers to sort and scan donated items that are then chosen to be part of the online book sale. Online book sale volunteers will go through the same selection and review process as regular library volunteers.

c) The next semi-annual Used Book Sale will be held April 18 thru 23, 2016 in the Rogers Room, with Mike Smith in charge. Many donated items have been gathered for the sale, and as usual, many volunteers will be needed before, during, and after the sale. Setup for the book sale will start Tues April 12.

d) The Tues Mar 1, 2016 Cultural Series talk was by Russ Dondero with a title of "The twists and turns of the 2016 campaign ..."

e) An in-house used book sale kiosk is closer to becoming a reality. A cart (not a bookshelf) is being chosen. Several locations around the library will be tried out to find the most desirable place. Library staff will take payment for purchased items.

f) The Friends web site is at: fglibraryfriends.org.

5c. COUNCIL LIAISON REPORT : Malynda Wenzl shared comments about the recent activities of the Forest Grove City Council:

a) Metro Councilor Kathryn Harrington visited. She discussed various issues including: affordable housing, transportation, parks, and natural areas.

b) Parks & Recreation & Open Space Master Plan updates. Including Rogers Park improvements.

c) Council Creek regional trail alignment through the city.

d) Business Industrial Park zone plans.

e) Rules and regulations for marijuana facilities and activities continue to be discussed.

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

a) Several changes in library staff are about to happen. Kate has left, leaving a Library Associate position to be filled. Elizabeth will leave around June 1, leaving a Library Assistant position. Kari Middleton, Library (and City of Forest Grove) Volunteer Coordinator is leaving in April. Sergio (15 hrs per week) may need to reduce his hours. There are two new on-call staff people.

6. DISCUSSION OF ITEMS:

a) **New Library Commission Member.** Elizabeth Beechwood was introduced as the newest member of the Library Commission. She was approved by the City Council on Mon Feb 22, 2016 and is attending her first Library Commission meeting tonight. Welcome, Elizabeth!

b) As part of an informal discussion of possible future library expansion (when, where, how, etc.), it was mentioned that once a new building for the Police

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Department is completed, that the library might inherit the old Police building next door. This would solve a number of problems, related to the eventual need for a larger library facility. Of course, no decisions have been made. Some remodeling would be necessary, including connecting the two buildings.

c) "Future of the Forest Grove City Library" Strategic Planning process continues. The library staff has taken all the input from the two big strategic planning meetings held in 2015, and is continuing to do a great deal with it. Combined with a timeline, and work on a proposed budget for 2016, staff is still working on much of the Forest Grove City Library (3-year) Strategic Plan. Some of the items are already in progress.

There are four parts of the Strategic Plan for 2016 through 2018:

- Technology – keeping up with, and helping library visitors with technology.
- Teen Outreach
- Latino Outreach / Services
- Center of Culture / Build a Community

d) Draft of Library Commission 2016 Goals.

1. Occasionally review the library's plans for and implementation of the Library's Strategic Plan for 2016 through 2018 at a few meetings per year. Give advice and encouragement, as needed.

2. Consider the following three issues in some depth:

- a. Additional open hours for the library
- b. Opening of the back entrance of the library
- c. The idea of "Alternative Collections" or a "Library of Things"

Questions we might need to ask about these three issues: Are these appropriate goals? Are they "doable" or necessary? What good comes from them to library visitors? Why are they important or necessary? Do we want to do these things? What are the obstacles to doing these items? How soon could each of these items be started or accomplished?

Concerning the back entrance of the library: There are safety and security issues, not just the costs of extra staff. Landscaping near the back entrance will make it more attractive. A security gate for the back entrance, and self-checkout machine in the children's part of the library could be paid for (with extra WCCLS funds) and available. The back entrance of the library could be open during selective times of the day, if not during all library open hours.

3. Decide on a survey that supports item 2 above. What questions would we

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ask? What are we looking to find out? Who do we ask?

4. Show appreciation for the library staff, in various ways. Also, involve the library staff in (and work with them on) more activities, as appropriate, with advice from Colleen.

5. Enhanced celebration plans are desired for National Library Week, and Library Work's Day, that occur annually in April.

6. Host a friendly "Gathering of the Groups" annual informal social event in the Rogers Room. Invite the Friends and Foundation board members, the Mayor and the City Council, all library staff, and the members of the Library Commission. This event is intended to enhance communication among these groups.

7. Perform library policy reviews as needed, such as Volunteer and Circulation policies or guidelines, with assistance of library staff.

e) At our next meeting, April 12, we could each bring something nice to share (cards, goodies, etc.) with library staff as part of celebrating National Library week and as appreciation for the library staff.

f) The Gathering of the Groups event could be held in the early Fall, rather than in May of this year. The Friends and Foundation boards will be consulted on possible dates for the event.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tues Apr 12th, 2016 at 6:30PM at the Rogers Room of the Library, or at the Fire Department's conference room, if the Rogers Room is being set up for the Used Book Sale.

8. ADJOURNMENT:

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

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary

30

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, FEBRUARY 17, 2016
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 1 OF 3**

1. ROLL CALL:

- a) Commissioners – Ralph Brown, Kenneth Cobleigh, Howard Sullivan, Susan Taylor, Jeremiah Toews and Paul Waterstreet. Absent – Brad Bafaro, Glenn VanBlarcom
- b) Council Liaison – Tom Johnston
- c) Staff – Tom Gamble, Steve Huffman and Cindy Donovan.
- d) Guest – Bruce Countryman

2. CITIZEN COMMUNICATIONS: None

3. APPROVAL OF MINUTES: The minutes of the January 20, 2016 meeting were approved.

4. ADDITION/DELETIONS: None

5. OLD BUSINESS:

a) C.E.P. Update

- i) Jeremiah presented the final rendition of the flyer and asked everyone to take it with them to review.
- ii) Please bring changes, anything new to add and pictures that should be included to the March meeting.

b) Master Plan Update/Schedule

- i) There were 180 responses for the phone survey which took approximately 10 minutes.
- ii) Questions were asked about a possible recreation center and what they would be willing to pay to build it, future acquisitions, the Police Department and upkeep and maintenance of the current facilities.
- iii) The online survey had 500 responses.
- iv) There will be a Citizens Advisory Committee meeting in mid-March to review the responses.
- v) There will also be a workshop in the auditorium with the Forestry Commission to work on the Urban Forest Master Plan, which will be included in the City's Master Plan.
- vi) What should be done with the undeveloped properties in the City? Lincoln Park north end, Soasey, Stites, A.T.Smith and Kyle.
- vii) The process will wrap up in early fall.
 - (1) Recommendations go to the City Council on the Parks & Recreation Master Plan, Recreation Center concept and services provided.
 - (2) Look at the SDC's methodology and adopt improvements.

PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, FEBRUARY 17, 2016
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 2 OF 3

viii) The current CIP's involve Rogers Park and the trail project.

c) Old Town Loop Trail Report

- i) The final easements are in place, with the document set to be signed tonight or tomorrow.
- ii) The paperwork has been submitted to the Division of State Lands for a Cut and Fill Permit.
- iii) The project will go out to bid shortly once the final documents have been prepared.
- iv) We don't want to build in the wet season, so the project should begin in July or August with a completion date in mid-September before the grants expire.
- v) The permitting process is lengthy because of all the agencies involved.
- vi) There is a swath in the middle that will involve removing 2300 plants that will need to be replanted. Clean Water Services is taking that on and replanting in the wetland areas. The cost will be \$4000.

7) NEW BUSINESS:

a) Urban Forest Management Plan

- i) Bruce Countryman from the Forestry Commission shared with us that they have been working on this plan for over a year.
- ii) It is a strategic level document that will cover the tree resources within Forest Grove, with specific elements regarding the vegetation in parks.
- iii) It is considered a "living document" with a guide for vegetation and trees. Strategic with the "haves" verses the "wants" and more detailed plans of specific elements.
- iv) When determining what vegetation should be in Parks they look at creating a safe environment with healthy trees, while keeping maintenance costs low.
- v) The City has 20 parks, which include open spaces.
- vi) They will take forward a series of recommendations to the City Council.
- vii) Public outreach included a survey, which received about 250 to 300 responses and a booth at the farmers market.
- viii) There is now a forester in the water shed. One of the City's parks employees.

b) Staffing Update

- i) Steve is retiring April 1. We hope to have his replacement on-board the week before he leaves.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, FEBRUARY 17, 2016
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 3 OF 3**

- ii) There were 84 applicants for his position. Tom will meet with HR this afternoon to review the applications. The top applicants will be interviewed by a panel and narrowed down to the top two or three.
- iii) We are looking for similar work experience, supervisory skills and various certifications.

8) COMMISSIONER'S REPORTS:

a) Howard:

- i) The State of the City will be presented at the Chamber lunch at noon on Monday.
- ii) One week from Saturday the "Stars in the Grove" will be performing at the Taylor Meade Performing Arts Center. All proceeds go to Valley Art. The cost is \$10 for adults and \$7 for seniors and students.

9) COUNCIL LIAISON REPORT:

a) Tom:

- i) There have been two public hearings regarding the Times Litho property. There was also an open house that focused on urban renewal, with another taking place tomorrow.
- ii) The vote was taken on allowing raw garbage in the green bins to be transported to North Plains. It was five to one in favor of this change.
- iii) There will be an open house regarding the Porter Road round-a-bouts.

10) STAFF REPORTS:

a) Tom:

- i) The "Art In The Park" design has been reconfigured and will require a 400 to 500 pound stone for it to be mounted on.
- ii) Next Wednesday Metro will host an informative meeting about the new Chehalem Ridge Park at Cultural Centro at 6:00 p.m.

b) Steve:

- i) We're still trimming street trees and park trees.
- ii) Working on the leak in the Joseph Gale bathroom and hope to have it open by Spring Break.

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

12) ADJOURNMENT: The meeting was adjourned at 8:14 a.m.

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APPROVED

PUBLIC SAFETY ADVISORY COMMISSION
Forest Grove Fire Department
1919 Ash Street
February 24, 2016
Page 1 of 4

Minutes approved by the Public Safety Advisory Commission on April 12th, 2016

1. **CALL TO ORDER**

Meeting called to order by Chairman Nathan Seable at 7:33 am

Members Present:

Nathan Seable, Tim Rippe, Robert Mills, Tom Epler and Mason Brown.

Members Absent: Glenn VanBlarcom, Drue Garrison and Anne Niven

Liaisons Non-Voting Representatives Present:

Guy Storms, Councilor Ron Thompson & Connie Potter (arrived @ 7:38 am)

Liaisons Non-Voting Representatives Excused:

Nick Chan

Others Present:

Police Chief Janie Schutz, Sharon Cox and Newstimes reporters Travis Loose and Caryssa Dieni.

2. **INTRODUCTIONS**

Self-Introductions were made.

3. **CITIZEN COMMUNICATIONS**

None at this time

4. **APPROVAL OF MINUTES**

There was a motion by Tim Rippe and a second by Robert Mills to approve the minutes from January 27, 2016 as emailed.

Motion Carried 5-0 VanBlarcom, Garrison & Niven absent

5. **ADDITIONS/DELETIONS**

Orientation Manual Draft presentation/discussion

6. **STAFF REPORTS**

Police Department – Chief Schutz said they are having a lot of personnel shifts at this time and possibly two retirements in April and May. She has recently hired two lateral officers – one from Hillsboro and one from Hubbard. When they hire a lateral they come already certified and only have to complete their field training.

PUBLIC SAFETY ADVISORY COMMISSION
Forest Grove Fire Department
1919 Ash Street
February 24, 2016
Page 2 of 4

Beginning April 1st, a Forest Grove Officer will be assigned to TriMet. They have a 3 year commitment to

They are installing a new recording device in their interview room.

The Pacific University Student Union has asked to have a Coffee with a Cop session in March.

Chief Schutz said they will be beefing up their Reserve Officers. She feels that if she has a solid Reserve force she could possibly hire from that pool of Officers.

She said that she is encouraging City Department Heads to participate in NNO and make it a citywide event.

The Citizen's Academy has been shortened this year and is being offered to FGHS seniors to complete their senior projects.

Chief Schutz said that she and 8 Forest Grove Police Department employees attended the Memorial Service for Officer Jason Goodding in Seaside last week.

She said that for the second time she was asked to be the Keynote Speaker at the Basic Police Academy Graduation last Friday. Her youngest son graduated from the class and is currently working for Hillsboro PD.

Bob Mills said that due to the recent arrest in town, could she tell them the difference between 1st degree, 2nd degree and 3rd degree sex abuse? Chief Schutz said that it has to do with the level of touching and the frame of mind of the victim at the time of the incident.

Tim Rippe asked if there was an update on the new Police Department building. Chief Schutz said no but she sent an email to Paul Downey asking him about the RFP. As soon as the RPP is complete the Sub Committee will be asked to participate.

Nathan Seable asked if there was closure on the COPS Grant. Chief Schutz said she contacted the Federal Agency and turned down the grant. She knew they would not be able to fund it. She said she will apply again using the same concept of working with the Latino community, IGET and her Trust Coalition.

Fire Department – The Fire Department report was emailed to the PSAC prior to the meeting. Chief Kinkade was not in attendance.

City Council – Councilor Thompson said they discussed the Operating Levy at their retreat. It is due to expire in June 2016. The Police Building is a top priority for Council. They plan to begin this project as soon as they can.

They also want to see development of industrial jobs for the City.

He will share the priority list with the PSAC as soon as they put it together.

Councilor Thompson said tax revenue was above what was expected for the year.

Building activity is the second highest in Forest Grove history. Demographics show we are attracting younger families.

He spoke about the meetings that were held recently regarding the Urban Renewal Agency. He shared literature explaining the URA as well as Plan 1 and Plan 2 of the Forest Grove Urban Renewal Agency Downtown Mixed-Use Project. (These were emailed to the PSAC after the meeting)

7. NEW BUSINESS

Fire Authority IGA – Councilor Thompson said Council held a Work Session with Chief Kinkade. He explained to them the efficiencies to be made with a Fire Authority IGA. Status quo is not sustainable. Council gave him permission to move ahead with the development of a draft IGA.

Orientation Manual Draft presentation/discussion

Tim Rippe said that one task of their Strategic Plan was to put together an Orientation Manual for new members. He has put together a draft and will let the new members take and review it. The Manual contains a Table of Contents, List of Members, Task List for new members, Bylaws, Annual Boards & Commissions presentation, the PSAC Strategic Plan, general Fire and Police Department info and reports, information on Public Safety funding in regards to the City's budget and the Operating Levy. Once the manual is final the departments will purchase binders and make copies for each member.

8. **OLD BUSINESS**

Update on PD Budget Preparation – Chief Schutz said with the new City Manager has come a new budget process. She said she will be putting in a request for Body Worn Cameras and the storage for the videos.

Follow up on City/School District communication regarding school safety and emergency response – Nathan Seable said that back in October Connie Potter spoke to the PSAC regarding what FGSD is doing to prepare for emergencies. This meeting began further communications with both police and fire departments regarding their working relationship.

Connie said that since then, the FGSD has ordered numbers for their doors (suggestion by the PD). They meet every other month with Chief Schutz and her department. She has met with Chief Kinkade and they are regularly corresponding.

They held a reunification drill in January. They will be having a follow up drill in June.

Chief Schutz said they will be visiting all of the schools to make sure they are familiar with the layouts. They are appointing a new SRO in June.

Strategic Planning Special Meetings

Nathan said he had polled the group trying to set a date for March 9th. There were enough members that couldn't make that date and with not everyone at this meeting, he will send out an email with a couple more dates to try to schedule this for the near future.

9. **ANNOUNCEMENT OF NEXT MEETING** – TBA

10. **ADJOURN**

The meeting was adjourned at 8:57 am.

Recorded & submitted by Sharon Cox, Administrative Assistant



A place where businesses and families thrive

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3. E.1

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Forest Grove Elks Lodge #2440 (John Wahl)

BUSINESS LOCATION ADDRESS: 2810 Pacific Avenue

LIQUOR LICENSE TYPE: Full On-Premises Private Club

CITY BUSINESS LICENSE: BL-000516

TYPE OF LICENSE REQUESTED:

Liquor License Application is for the following:

<p>1. LICENSE TYPE:</p> <p><input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial</p> <p><input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer</p> <p><input checked="" type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club</p> <p><input type="checkbox"/> F-PL – Full On-Premises Public Location</p> <p><input type="checkbox"/> TSL – Temporary Sales License</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> L – Limited On-Premises</p> <p><input type="checkbox"/> O – Off-Premises Sales</p> <p><input type="checkbox"/> BP – Brewery Public House</p> <p><input type="checkbox"/> SEW – Special Event Winery</p> <p><input type="checkbox"/> SEG – Special Event Grower</p> <p><input type="checkbox"/> SED – Special Event Distillery</p>	<p>2. LICENSE FEE:</p> <p><input type="checkbox"/> New Application \$100</p> <p><input type="checkbox"/> Temporary \$35</p> <p><input type="checkbox"/> Change \$75</p> <p><input checked="" type="checkbox"/> Annual Renewal \$35</p> <p><input type="checkbox"/> Event \$22.60</p> <p><input type="checkbox"/> Other _____</p>
<p><input checked="" type="checkbox"/> FULL ON-PREMISES SALES:</p> <p>F-COM – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> BREWERY - PUBLIC</p> <p>BP – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input type="checkbox"/> LIMITED ON-PREMISES SALES:</p> <p>L – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p> <p><input type="checkbox"/> OFF-PREMISES SALES:</p> <p>O – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

J. F. Schutz

J. F. Schutz, Chief of Police/Designee

4/6/2016

Date



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CITY RECORDER USE ONLY:

AGENDA ITEM #: 3. E.2.

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Tyson Pub n Grub (Tyson Saunders)

BUSINESS LOCATION ADDRESS: 2104 Main Street

LIQUOR LICENSE TYPE: Full On-Premises Sales

CITY BUSINESS LICENSE: BL-218864

TYPE OF LICENSE REQUESTED:
Liquor License Application is for the following:

<p>1. LICENSE TYPE:</p> <p><input checked="" type="checkbox"/> F-COM – Full On-Premises Sales, Commercial</p> <p><input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer</p> <p><input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club</p> <p><input type="checkbox"/> F-PL – Full On-Premises Public Location</p> <p><input type="checkbox"/> TSL – Temporary Sales License</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> L – Limited On-Premises</p> <p><input type="checkbox"/> O – Off-Premises Sales</p> <p><input type="checkbox"/> BP – Brewery Public House</p> <p><input type="checkbox"/> SEW – Special Event Winery</p> <p><input type="checkbox"/> SEG – Special Event Grower</p> <p><input type="checkbox"/> SED – Special Event Distillery</p>	<p>2. LICENSE FEE:</p> <p><input type="checkbox"/> New Application \$100</p> <p><input type="checkbox"/> Temporary \$35</p> <p><input type="checkbox"/> Change \$75</p> <p><input checked="" type="checkbox"/> Annual Renewal \$35</p> <p><input type="checkbox"/> Event \$22.60</p> <p><input type="checkbox"/> Other _____</p>
<p><input checked="" type="checkbox"/> FULL ON-PREMISES SALES:</p> <p>F-COM – Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p><input type="checkbox"/> BREWERY - PUBLIC</p> <p>BP – Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	<p><input type="checkbox"/> LIMITED ON-PREMISES SALES:</p> <p>L – Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p> <p><input type="checkbox"/> OFF-PREMISES SALES:</p> <p>O – Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

J. F. Schütz
J. F. Schütz, Chief of Police/Designee

4/8/2016
Date



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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	6.
MEETING DATE:	
FINAL ACTION:	

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: April 25, 2016

PROJECT TEAM: Paul Downey, Director of Administrative Services
Tom Gamble, Parks and Recreation Director

SUBJECT TITLE: Setting Aquatic Center Fees and Charges for FY 2016-17

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

ISSUE STATEMENT: Aquatic Center fee increases are brought to the City Council for consideration in late April for the increases to be effective as of July 1. Changes in Aquatic Center fees are presented prior to other fee increases so the Aquatic Center can include the revised fees in its summer brochure. Having the correct fees in the brochure reduces confusion for the public. Staff is requesting that the Council establish the new Aquatic Center fees now and has prepared a resolution setting fees for Council consideration.

BACKGROUND: City Code Section 2.605 says subsequent fee adjustments prior to completion of the next required cost-of-service study shall be based on the CPI of the percentage of the wage adjustment for City employees.

Staff has prepared the proposed fee schedule using general personnel and other costs increases of 3.0%. The fees have been rounded up or down where necessary to reduce creating change issues.

The City Council will be asked to approve increases in the City's other fees at its May 23, 2016, meeting.

FISCAL IMPACT: A 3.0% increase in all fees would mean approximately \$10,500 in additional revenue in FY 2016-17.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution.

ATTACHMENT(s): Resolution and Exhibit A – Fee Schedule

**NOTICE OF PUBLIC HEARING
PROPOSED RESOLUTION INCREASING VARIOUS AQUATIC FEES
FOR THE CITY OF FOREST GROVE**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, April 25, 2016, at 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution that would increase various Aquatic fees by three (3%) percent or slightly higher for the City of Forest Grove. The proposed fees would be effective upon approval by the City Council and shall become effective July 1, 2016.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the report and a list of the proposed fees 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 Anna Ruggles, City Recorder, 503.992.3235.

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

Published NewsTimes ~ Wednesday, April 20, 2015



RESOLUTION NO. 2016-27

**RESOLUTION SETTING FEES & CHARGES FOR AQUATIC CENTER,
EFFECTIVE JULY 1, 2016, AND REPEALING RESOLUTION 2015-29**

WHEREAS, the City Code Section 2.601 requires fees and charges to be adjusted annually in July of each year in accordance with Code Section 2.605; and

WHEREAS, the Aquatic Center Fees and Charges have been previously set by Resolution 2015-29; and

WHEREAS, staff is proposing fee adjustments in accordance with City Code Section 2.605; and

WHEREAS, staff has prepared a resolution with the proposed fees and charges attached as Exhibit 1; and

WHEREAS, a duly-noticed Public Hearing was held on April 25, 2016.

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

Section 1. The Aquatic Center Fees and Charges listed on Exhibit A of this resolution are hereby adopted effective July 1, 2016.

Section 2. Resolution 2015-29 is hereby repealed upon the effective date of the foregoing Aquatic Center Fees and Charges listed on Exhibit A of this resolution.

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

PRESENTED AND PASSED this 25th day of April, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 25th day of April, 2016.

Peter B. Truax, Mayor

Forest Grove Fee Schedule

Aquatic Center

Exhibit A

Adopted Fees - 7/1/15 Adopted Fees - 7/1/16

Public and Fitness Swim		
In-City under 2 years	0.00	0.00
In-City 2-17 years; Senior or Disabled Veteran	3.50	3.60
In-City 18-64 years	5.00	5.15
In-City Family	11.75	12.10
Outside-City under 2 years	0.00	0.00
Outside-City 2-17 years; Senior or Disabled Veteran	4.50	4.65
Outside-City 18-64 years	7.25	7.50
Outside-City Family	16.50	17.00
Drop-in Aerobic Fee	7.00	7.25
Membership		
In-City Family	133.50	137.50
In-City Individual	67.50	69.50
In-City Senior/ Disabled Veteran	41.00	42.25
Outside-City Family	181.50	187.00
Outside-City Individual	91.00	93.75
Outside-City Senior/ Disabled Veteran	54.25	56.00
Punch Pass (10 visits)		
In-City 2-17 years; Senior or Disabled Veteran	27.85	28.75
In-City 18-64 years	41.00	42.25
Outside-City 2-17 years; Senior or Disabled Veteran	36.90	38.00
Outside-City 18-64 years	60.00	61.80
Pacific University		
Monthly Fee	1,236.00	1,275.00
Laminating Service		
Small Card	0.75	0.75
Large	2.25	2.25
Instruction		
In-City Member (per session)	35.00	36.00
In-City Non-Member (per session)	52.00	53.50
Non-Member Senior and Disabled Veteran (per session)	41.00	42.25
Instruction		
Outside-City Member (per session)	35.00	36.00
Outside-City Non-Member (per session)	68.75	71.00
Lifeguard Training		
Member	147.50	152.00
In-City Non-Member	181.25	187.00
Out-of City	214.75	221.00
Lifeguard Challenge	87.50	90.00
Pool Rental		
1-60 People (per hour)	126.00	130.00
61-100 People (per hour)	148.00	152.50
101-200 People (per hour)	172.00	178.00
Staff/Classroom (per hour)	23.00	23.75
Spray Park Rental (per hour)	62.00	64.00
School District 15		
Fee per Employee per Hour	18.15	18.75

* Senior is defined as a person 65 years or older.



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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	7.
MEETING DATE:	
FINAL ACTION:	

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: April 25, 2016

PROJECT TEAM: Paul Downey, Administrative Services Director
Colleen Winters, Library Director

SUBJECT TITLE: Library Budget Resolution – Additional WCCLS Funds

ACTION REQUESTED:	<input type="checkbox"/>	Ordinance	<input checked="" type="checkbox"/>	Resolution	<input checked="" type="checkbox"/>	Motion	<input type="checkbox"/>	Informational
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X all that apply

ISSUE STATEMENT: The Library has received additional funding from the Washington County Cooperative Library Services (WCCLS) for FY 2015-16. The Library wants to spend the funds on needed capital purchases. The expenditure of these funds needs to be appropriated before the funds can be spent.

BACKGROUND: WCCLS distributes funding to member libraries each year based on a projected average increase in countywide assessed value. When the actual assessed value is above the projected increase, there is additional property tax revenue available over what was budgeted to be paid to the member libraries. WCCLS agreed to make a one-time payment of these additional funds. Each member library will receive \$48,794. Since this is a one-time payment, staff is recommending that the funds not be spent on ongoing operational expenditures.

Most of the funds are proposed to be used to purchase three new self-checkout machines and security equipment for the outer doors by the Rogers Room so those doors are available for future public use. Two of the three self-checkout machines are to replace existing old self-checkout machines and the third machine is to have a self-checkout machine near the exit by the Rogers Room. There will still be some remaining funds and Library staff is prioritizing needs to determine how the remaining funds will be spent.

FISCAL IMPACT: This one-time payment will allow the Library to be able to make some operational changes that it has been wanting to make without having to use regular operating funds to make the changes.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution.

ATTACHMENT(s): Resolution Authorizing the Expenditure of Additional WCCLS Funds



RESOLUTION NO. 2016-28

RESOLUTION AUTHORIZING THE EXPENDITURE OF ADDITIONAL FUNDS FROM THE WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES (WCCLS) IN THE LIBRARY DEPARTMENT IN THE GENERAL FUND FOR FISCAL YEAR 2015-16

WHEREAS, Oregon Local Budget Law (ORS 294.471(1)(c)) allows the expenditure of funds that are made available by another unit of federal, state or local government and the availability of which could not reasonably be foreseen when preparing the original budget or a previous supplemental budget for the current year or current budget period; and

WHEREAS, the City of Forest Grove (City) has received additional one-time funding of \$48,794 from WCCLS and is proposing to spend those funds on self-checkout machines, security equipment and other capital items; and

WHEREAS, the expenditure of the additional funds needs to be appropriated before the funds can be expended.

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

Section 1. In the General Fund, WCCLS Revenue (revenue line item 100-14-10-420035) will be increased by \$48,794 and appropriations expenditure account titled Office Equipment and Furniture (expenditure line item 100-14-10-550051) will be increased by \$48,794 for the purchase of equipment. Total General Fund Library Department appropriations are increased to \$1,160,284.

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

PRESENTED AND PASSED this 25th day of April, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 25th day of April, 2016.

Peter B. Truax, Mayor



A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	8.
MEETING DATE:	_____
FINAL ACTION:	_____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *April 25, 2016*

PROJECT TEAM: *Daniel Riordan, Senior Planner; and Jon Holan, Community Development Director*

SUBJECT TITLE: *Resolution Adopting 2016-21 Urban Forest Management Plan as recommended by Community Forestry Commission*

ACTION REQUESTED:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Order	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Motion	<input type="checkbox"/> Informational
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X all that apply

ISSUE STATEMENT: The Community Forestry Commission completed an urban forest management plan to address the long term health and viability of the City’s urban forest. The Plan is intended to serve as a strategic framework for urban forestry related programs and projects to fulfill the duties granted to Community Forestry Commission by Municipal Code Section 9.230(4), Community Forestry Commission Powers and Duties.

BACKGROUND: The Community Forestry Commission (CFC) was created by City Council to provide advice on matters related to protection of trees in the community (i.e. the urban forest). The powers and duties of the CFC are described in detail in Article 9 of the Municipal Code (Section 9.230). To assist City Council’s efforts related to protection of trees in the community, the CFC prepared an Urban Forest Management Plan (Exhibit A) for Council consideration. The plan provides a strategic framework for addressing long term needs associated with the urban forest.

The impetus for the plan resulted from concerns about the condition of trees in the wooded area at Thatcher Park. As the CFC discussed the issues related to the Thatcher Park woods it became apparent that a comprehensive strategic plan is needed to address the health and viability of the urban forest as a whole including trees within parks. The CFC approached the Parks and Recreation Commission about interest in the CFC preparing a comprehensive urban forest management plan. The Parks and Recreation Commission endorsed the concept and supported incorporating the urban forest management plan into the Parks Master Plan update as an appendix.

As stated in the plan, trees provide a variety of important benefits to the urban environment. These benefits include removing carbon from the atmosphere, reducing energy use, improving air

quality, moderating storm water flows, protection of water quality, supporting the health of residents and providing habitat for wildlife.

The urban forest is a system and must be managed in order to maintain benefits provided by trees. Unlike most other urban infrastructure, the value of the urban forest generally increases over time. In contrast, benefits provided by the urban forest may take years to develop to desirable levels. However, tree resources can be adversely impacted over short periods of time by a lack of timely management or poor management choices. An urban forest management plan helps a community protect the investment made in the urban forest and provides a blueprint for enhancing and improving the asset to maximize the benefits provided while minimizing costs to maintain the resource.

The plan prepared by the CFC addresses the following elements of the urban forest:

- Street trees;
- Facility trees (trees near buildings);
- Parking lot trees;
- Park trees;
- Register/Heritage trees;
- Open space trees; and
- Hazard trees

The plan identifies tree related issues for each element identified above and includes goals, objectives and actions recommended to address the issues. The goals, objectives and actions were developed based on best management practices and public input from a survey on the urban forest mailed with the City's utility billing statements. The survey asked residents to identify:

- Satisfaction with tree care in parks, along trails and within open space;
- Satisfaction with quantity and quality of street trees;
- Satisfaction with current rules protecting old, healthy trees;
- Satisfaction with current rules related to tree planting and maintenance requirements in parking lots;
- Satisfaction with pruning of trees near powerlines;
- Awareness of street tree maintenance and permitting requirements;
- Awareness of the City's Historic and Significant Register Tree Program

Over 260 survey forms were returned. The CFC also attended the farmers market in 2015 to gather additional input.

In addition, to the goals, objectives and recommended action, the plan contains an implementation strategy. The implementation strategy is provided as advice to City Council and does not commit the Council to any specific course of action. The CFC recognizes that implementation will be based on City Council goals and available financial resources allocated through the annual budget process. Once adopted by City Council the Urban Forest Management Plan will be incorporated into the Parks Master Plan Update as an appendix.

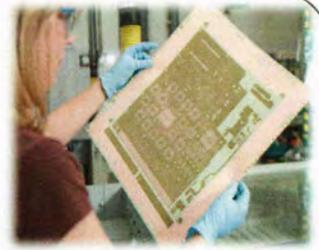
FISCAL IMPACT: Adoption of this Urban Forest Management Plan does not obligate the expenditure of funds. Funding for urban forestry related projects and programs will be considered by the Budget Committee and City Council through the annual budget process.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution adopting the 2016-21 Urban Forest Management Plan, attached as Exhibit A.

ATTACHMENT(s):

- A. PowerPoint Presentation Slides
- B. Resolution Adopting 2016-21 Urban Forest Management Plan, attached as Exhibit A

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Resolution Adopting Community Forestry Commission Urban Forest Management Plan

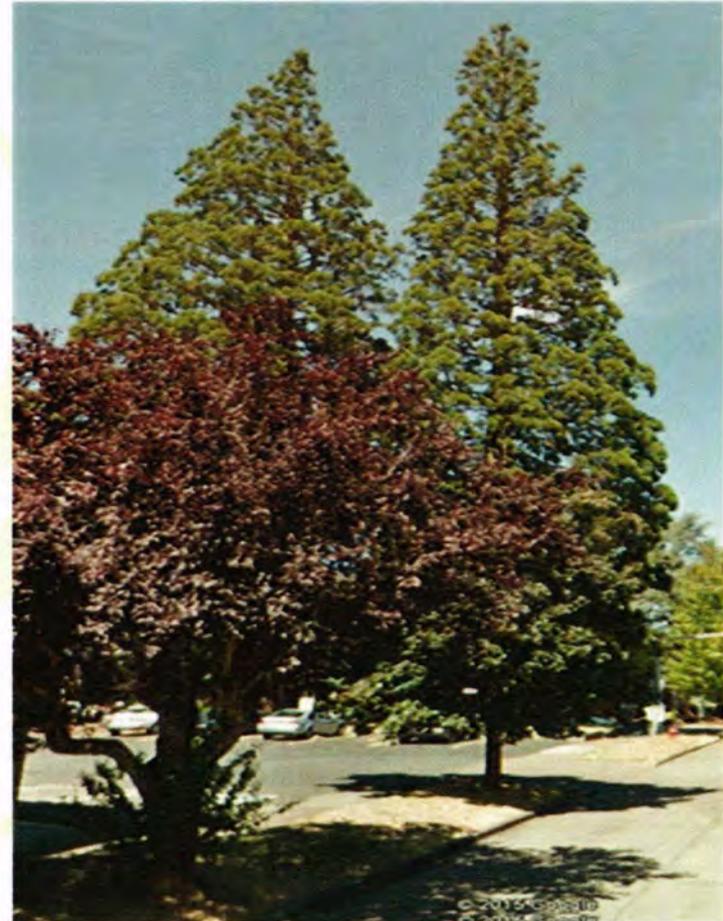
City Council Presentation

April 25, 2016

A place where families and businesses thrive.

Purpose of Agenda Item

- Council consideration of a resolution adopting the 2016-21 Urban Forest Management Plan (UFMP) as recommended by the Community Forestry Commission.
- If approved by Council, the UFMP will be added to the Parks Master Plan as an appendix.



Plan Preparation

- Principal Author
 - **Bruce Countryman**
 - CFC Member
 - Retired US Forest Service Planner
- Support Provided by the CFC
 - Jen Warren, Chair
 - Document formatting and editing
 - David Hunter, Vice-Chair
 - Dale Wiley, Secretary
 - Mark Nakajima
 - Lance Schamberger
 - Michael Howell
 - Council Thompson, Council Liaison
 - Project Oversight
- Public Involvement
 - Survey with utility bill
 - Outreach at Farmers Market

Community Forest Management Plan

♦
April 2016
♦



Plan Overview

- Why the need for an urban forest management plan?
 - The City lacks a strategic plan for managing the urban forest as a community resource
 - Primary need for a plan arose from safety concerns at Thatcher Park woods
 - The scope of the project was then expanded to include:
 - Park Trees (Generally);
 - Street Trees;
 - Parking Lot Trees;
 - Register/Heritage Trees; and
 - Hazard Trees
 - The plan fulfills the CFC's duties and responsibilities under the Municipal Code (Chapter 9):
 - Provide advice to City Council on protection of trees
 - Make recommendations to City Council for community related forestry programs

Strategic Goals

- Increase the abundance and survival of white oaks as an element of the urban forest in Forest Grove;
- Strive to achieve an increase in tree canopy from 23% to 30% by 2025 and 40% by 2035;
- Increase street tree diversity and reduce potential impact of tree diseases;
- Increase tree canopy coverage in existing parking lots;
- Improve community outreach for the Register Tree Program;
- Enhance safety to persons and property by identifying and mitigation potential tree hazards;
- Evaluate programs to mitigate property owner costs associated with retaining large, mature trees.

Implementation Strategy

- The Plan contains recommendations for implementation but does not commit City Council to any specific course of action;
- Implementation should be based on City Council goals and budgetary resources;
- Need for ongoing monitoring is identified as part of the implementation strategy:
 - Monitoring ensures desired outcomes are met and allows for changes if something isn't working well.

Fiscal Impact

- Adoption of this resolution does not obligate the expenditure of funds;
- Funding for urban forestry related projects and programs will be considered by the Budget Committee and City Council through the annual budget process.

Staff Recommendation

- Approve the Resolution adopting the 2016-21 Urban Forest Management Plan as recommended by the Community Forestry Commission.

RESOLUTION NO. 2016-29**RESOLUTION ADOPTING 2016-21 URBAN FOREST MANAGEMENT PLAN,
AS RECOMMENDED BY COMMUNITY FORESTRY COMMISSION**

WHEREAS, the City Council established the Community Forestry Commission to advise on matters related to the urban forest; and

WHEREAS, Municipal Code Section 9.230(4) grants the Community Forestry Commission the duty to advise the City Council on protection of trees in the community; and

WHEREAS, Municipal Code Section 9.230(4) also grants the Community Forestry Commission the duty to make recommendations to City Council for community forestry related programs; and

WHEREAS, the Community Forestry Commission prepared an Urban Forest Management Plan as a strategic framework for ensuring the long-term viability of the urban forest to fulfill the duties of Municipal Code Section 9.230(4); and

WHEREAS, the Community Forestry Commission is recommending the City Council adopt the 2016-21 Urban Forest Management Plan as described in Exhibit A.

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

Section 1. The City Council of the City of Forest Grove hereby adopts the 2016-21 Urban Forest Management Plan, dated April 2016, attached as Exhibit A.

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

PRESENTED AND PASSED this 25th day of April, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 25th day of April, 2016 .

Peter B. Truax, Mayor

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2016-2021

URBAN FOREST
MANAGEMENT PLAN

◆
APRIL 2016
◆



Dates covered by plan:

2016 – 2021

Prepared by:

Forest Grove Community Forestry Commission:

Bruce Countryman, Project Lead

Jen Warren, Chair

David Hunter, Vice Chair

Dale Wiley, Secretary

Mike Howell

Mark Nakajima

Lance Schamberger

Ron Thompson, City Council Liaison

Dan Riordan, Senior Planner

Steve Huffman, Parks Crew Chief

Plan adopted:

April 25, 2016

Adopted by:

Forest Grove City Council:

Pete Truax, Mayor

Tom Johnston, President

Richard Kidd

Victoria Lowe

Ron Thompson

Elena Uhing

Malynda Wenzl

Acceptance by Forest Grove Parks and Recreation Commission
by unanimous vote on February 16, 2016

Acknowledgements:

Urban Forest Management Toolkit

Executive summary

This document provides an overall framework for managing Forest Grove's urban and natural forest resources (this plan does not include the Forest Grove City watershed). It is based on the condition of the forest in 2014 and an analysis of trends that have shaped Forest Grove's urban forest to date and will continue to influence it in the future. The major portions of this document are described below.

Tree resource assessment

This section discusses current condition, issues and trends that are likely to impact Forest Grove's tree resources over at least the next 25 to 50 years. Topics include:

- Canopy cover
- Street trees
- Facility trees
- Parking lot trees
- Park trees
- Register/Heritage trees
- Open space trees
- Hazard trees

Community values

This section presents the summary of stakeholder attitudes and perceptions about the urban forest and its management.

Strategic plan

Topics include:

- Issues, trends, and needs
- Goals
- Objectives
- Actions

Implementation plan

Topics include:

- Potential funding sources
- Proposed implementation strategy
- Monitoring plan

Appendix

This section presents several of the inventories and technical guides. Topics include:

- 2011 street tree inventory
- 2014 vegetation assessment and recommendations for City parks
- Tree planting standards
- City list of recommended street trees for planting
- Register of Historic and Significant (Heritage) trees list
- Tree related ordinances (Forest Grove Development Code Article 5 and Municipal Code Chapter 9)
- Chronological public involvement record
- Public survey questions and responses
- Other management plans

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Mission & Vision

Mission statement

The mission of the Forest Grove CFC is to work with the community and government to increase awareness about the importance and values of urban trees. To this end the City Council authorized the CFC to:

1. Maintain the Forest Grove Significant Tree Register (Tree Register) by:
 - a. Recommending to the City Council the designation of properties with significant trees that meet the criteria for designation.
 - b. Recommending removal of trees from the Register
2. Ensure that significant trees are protected and pruned appropriately
3. Review activities proposed by the City and other agencies that may seriously affect Register trees and advise on such matters
4. Perform other activities relating to community trees, including but not limited to:
 - a. Providing public education on the history and importance of the Register trees;
 - b. Providing advice to the City Council and other City boards on protection of trees in the community
 - c. Providing technical information on community tree issues
 - d. Making recommendations to the City Council for community forestry related programs
 - e. Periodically reviewing and making recommendations for updating the Significant Tree Register
 - f. Recommending to the City Council the acceptance of grant funds and donations towards the protection and planting of trees in the community

Vision statement

The Forest Grove Community Forestry Commission (CFC) believes that a healthy and expanding community forest is essential to our community's quality of life and to our environmental and economic wellbeing.

Vision for the Forest Grove Urban Forest in 2020

The health of this urban forest, a mosaic of the planted landscape and the remnant native forest, is a reflection of the city's health, well-being and livability. These trees and other plants are a vital part of the city character, giving it a special sense of place. Forest Grove continues to be recognized as a Tree City USA for the 25th consecutive year in 2015.

The urban forest canopy is cohesive, not fragmented, because development includes trees as part of the total vision for sustainable development. The air and water are cleaner because the trees and other plants remove pollution from the air and reduce runoff. Fish and wildlife have healthy habitats. Open spaces and urban stream corridors define a sense of space in our

communities while providing a quiet respite from hectic urban life. Tree-lined streets offer shade and protect us from inclement weather. Shoppers frequent shaded business districts where trees help save energy, reduce noise and soften the hard edges of structures and paved areas.

Coordinated management of the urban forest occurs because city agencies, businesses, civic organizations and residents have formed partnerships to make a place for trees in the city. Residents recognize trees as a vital, functioning part of the city's infrastructure and ecosystem and provide adequate, stable funding to maintain and enhance the urban forest.

We have achieved a healthy, sustained urban forest, carefully managed and cared for, which contributes to the economic and environmental well-being of the city.

Why we need a plan

Trees provide a variety of important benefits in the urban environment. These benefits include removing carbon from the atmosphere, reducing energy use, improving air quality, moderating storm water flows, protecting water quality, improving economic sustainability, supporting physical and mental health of residents, and providing habitat for wildlife.

The community's trees need to be managed in order to maintain this stream of benefits which are critical to the community's economic well-being and overall quality of life. Unlike most other urban infrastructure, the value of the urban forest generally increases over time. Benefits provided by the urban forest may take years to develop to desired levels, but tree resources can be adversely impacted over short time periods by a lack of timely management or poor management choices. An urban forest management plan helps a community protect the investment it has made in its community forest and provides a blueprint for enhancing and improving that asset to maximize the benefits provided while minimizing costs required to maintain the resource.

Whether for good or ill, the community's trees are being managed in some fashion whether a plan is in place or not. Without a vision and plan for the management of the urban forest as a whole, however, it is unlikely to thrive and provide the benefits that the community desires.

Many benefits provided by trees are listed below:

Benefits provided by trees

- Removing carbon from the atmosphere;
- Producing oxygen;
- Reducing energy use;
- Improving air quality;
- Moderating storm water flows;
- Protecting water quality;
- Improving economic sustainability;
- Increasing property values;
- Supporting physical and mental health of residents; and
- Providing habitat for wildlife

The City's street tree inventory completed in 2011 provided a glimpse into the benefits to the community as a result of our urban forest. For example street trees in Forest Grove remove nearly 8 million pounds of air pollutants per year.

Scope of the plan

This intent of this plan is to provide a strategic framework for managing the urban forest within Forest Grove. Other site specific plans may be developed that address the management of the urban forest in areas such as college campuses, office parks, historical sites, botanical gardens, recreation areas, or other large properties that contain significant amounts of tree canopy. These site specific plans would fit within the strategic framework of the urban forest management plan.

The following types of trees are included in this urban forest management plan:

- Street trees
- Facility trees
- Parking lot trees
- Park trees
- Register/Heritage trees
- Open space trees
- Hazard trees

Planning horizon

Efforts should be made to update the management plan every 5 years, or sooner if the need exists and resources are available.

Relationship to other planning documents

Cities and counties, as well as other public districts, typically have multiple layers of planning documents. This plan will incorporate elements from the following documents (this list will be expanded as necessary):

- Parks and recreation master plan
- Urban renewal plans
- Community sustainability element of the comprehensive plan
- Design and landscaping guidelines and development standards (Public Works Specifications)
- Ordinances, including the local tree ordinance
 - Forest Grove Development Code Article 5
 - Tree Protection
 - Forest Grove Development Code Article 8
 - Landscaping, Screening and Buffering (Parking Lot Trees)
 - Municipal Code Chapter 5
 - Trees and Plants
 - Municipal Code Chapter 9
 - Boards and Commissions (Community Forestry Commission)
 - Street Trees

The Urban Forest

Historical context

Native Vegetation

At the time of European settlement, heavy forests covered most of the region. Stands of Douglas-fir, western hemlock, and western redcedar dominated the landscape. Deciduous bigleaf maple and red alder were intermixed. Wetlands and flood plains along the river supported Oregon ash, willows, and black cottonwood. Oregon white oak and Pacific madrone grew in drier uplands. Understory upland vegetation included vine maple, western hazel, oceanspray, snowberry, thimbleberry, Oregon grape, salal, red huckleberry, ferns and forbs. Wetland species included elderberry, Douglas spirea, dogwood, sedges and rushes.

Much of this forest was cleared for farming beginning in the mid 1800's. The earliest european settlers came to the Tualatin Valley of Oregon as farmers and missionaries in the 1840s. The Native Americans in the region were of various bands of the Tualatin Branch of the Kalapuya Indian Group. Several Native American villages were located along the banks of Gales Creek just south of present day Forest Grove (From Forest Grove Comprehensive Plan (1980) p. IV-1.).

In 1859 the name "Forest Grove" was officially recognized for the area around what is now Pacific University. The name probably referred to the grove of oak trees on and around the University grounds. Several of these trees exist today. According to historical accounts many of the large sequoia trees in Washington County were planted from seed by John R. Porter circa 1870. This includes the sequoia trees located on the Pacific University campus and elsewhere in Forest Grove.



Sequoias at 19th Avenue and Elm Street

Environmental context

Rainfall

Average annual precipitation is 45.12 inches (Source: Western Regional Climate Center). Northwest Oregon, including Forest Grove, is susceptible to strong winter storms that are carried along the Jet Stream over the Pacific Ocean. Heavy rain events are not uncommon during the fall, winter and spring months. Such events pose potential risk to the urban forest especially mature Oregon white oak trees.

Temperature

Average Max: 63.6/Average Low: 41.6, Average Range 32.1 to 82.6 (Source: Western Regional Climate Center). Northwest Oregon, east of the Coast Range and west of the Cascades, typically experiences moderate temperatures during spring, fall and winter. Summers are characterized by warm to hot days and cool evenings. The summer months are typically dry which can cause considerable stress on certain trees especially non-native varieties.

Climate Zone

USDA Tree hardiness zone 8. USDA developed tree hardiness zones to guide plant selection with an eye toward those which are most likely to survive at a given location. The zones are based on the average annual minimum winter temperature. As the map below indicates, Washington County is located within tree hardiness zone 8.



The Arbor Day Foundation provides information on tree species suitable for the various tree hardiness zones. Popular trees suitable for zone 8 identified by the Arbor Day Foundation include:

- Eastern white pine
- Sugar maple
- Red maple
- Yoshino cherry
- Saucer magnolia
- Dogwood
- Northern red oak
- Black walnut

Soil conditions

Soils in this area are dominated by clays, silts, and loams partially as a result of historic flood events (Lake Missoula 15-20,000 years ago). Soil types found throughout the City have potential shrink-swell and low shear strength problems. Soil is an important factor contributing the growth of tree especially within urban or suburban environments. Research shows that soil compaction is a significant contributor to overall tree health.

Tree resource assessment

Canopy cover

Background

Tree canopy cover refers to the proportion of land area covered by tree crowns, as viewed from the air. Canopy cover is tied to many of the benefits provided by the urban forest.

Existing condition

The tree canopy cover in Forest Grove is estimated to be approximately 23.2 %. (*Source: Portland State University, Regional Urban Forestry Assessment and Evaluation for the Portland-Vancouver Metro Area, Revised June 2010*). This figure is estimated to have increased 2-5% in the past 20 years as former farmland has been developed into new housing areas and trees have been planted.

The organization American Forests recommends tree canopy coverage for urban and suburban areas. American Forests recommends 40% as the goal for urban areas overall and 50% for suburban residential areas in the Pacific Northwest. The City of Vancouver, Washington has set a canopy goal of 28% and the City of Tigard, Oregon has a goal of 32% canopy coverage by 2027.

The Community Forestry Commission recommends the following canopy coverage goals:

Goals/desired condition

- 30% canopy cover by 2025
- 40% canopy cover by 2035

Achieving these goals requires concentrated effort and a clear strategy. This plan provides a framework for setting our community on a path for realizing a viable and sustainable urban forest worthy of a city named Forest Grove.

Street trees

Background

Trees along streets are one of the most visible portions of the urban forest. Due to their location, street trees provide specific benefits not provided by other trees. Benefits include traffic calming and extending the life of roadway pavement. Streets shaded by trees contribute to "sense of place," which can also contribute to increased community pride and property values.

Street trees are often located in very constrained locations. Pavement and utility lines may limit growing space. Other management issues that may be important for street trees include:

- Trees are commonly subject to damage by vehicles and street construction activities.
- Conflicts with utilities, hardscape (especially sidewalks, curbs, and gutters) and other built infrastructure are common.
- Branch, trunk, and root failures commonly have a high potential to cause property damage and/or injury.
- Tree canopies typically need to be maintained for street and sidewalk clearance, visibility issues for motorists, and to minimize risk of branch failures.
- Falling leaves, seeds, and fruits may create hazards on sidewalks and contribute to storm drain clogging.
- Street trees may generate high numbers of service requests and complaints.

Because of these issues, species selection is often a primary consideration. The species used may be specified in a master planting plan or on an approved species list. The palette of potential street tree species may be limited, which can sometimes lead to low species diversity. Low species diversity can pose a risk to the urban forest if one or more common species develop serious problems.



Existing condition

The City of Forest Grove Community Development Department manages the street tree planting program within newly developed areas. Historically, street tree planting was left to home builders. Many trees, however, did not fare well due to improper tree selection and planting in less-than-desirable locations. To address this problem, the City now selects trees with input from homeowners and manages tree planting to ensure proper placement. The street tree planting program is funded through an assessment at time of building permit issuance. The Street Tree Fund contained in the City budget is the collection of these assessments.

A street tree inventory was completed for Forest Grove in 2011 (see appendix). Findings include:

- Over 150 different tree species were found in Forest Grove
- The three most abundant trees are Japanese maple, Japanese flowering cherry, and Norway maple
- Deciduous trees are the dominant tree type, comprising 69% of all street trees
- Greater than half (59%) of the trees are less than 12 inches in diameter
- Street trees comprise approximately 350 acres (10% of the total land area in the City)
- The total replacement value for the street trees is estimate to be \$148 million
- White oak, Douglas-fir, and Sequoia had a higher proportion of observations in the poor to fair condition class than the average for the average of all species surveyed.

Opportunities include

- Identification of unoccupied areas as potential future planting sites
- Include an assessment element of whether the inventoried tree is in an appropriate location (based on potential tree size, crown characteristics, overhead utility location, etc.) in future inventories
- Expand the sample size
- Intensive tree survey along heavy traffic corridors (19th Avenue, Pacific Avenue, B Street, Thatcher Road) to develop long-range management plan to replace aging trees in poor condition
- Identification of street trees causing problems for pedestrians or motorists

Goals/desired condition

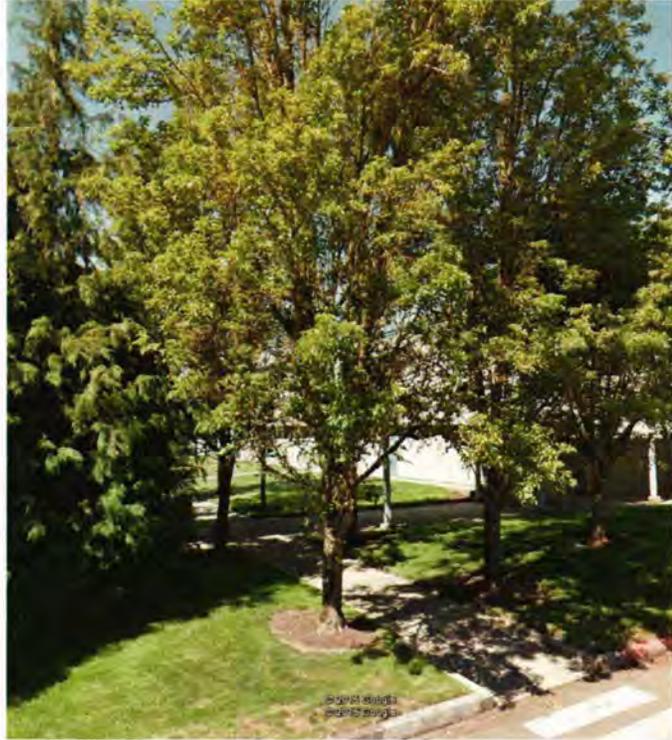
- Mixed age/size classes and species composition
- Retain tree species representing character of Forest Grove (White oak, Douglas-fir, bigleaf maple, sequoia)
- Resistant to insect, disease, environmental damage
- Minimal impact to adjacent utilities (including storm sewer)
- Safe environment for pedestrians, motorists, and home owners
- Efficient to maintain
- Non-invasive species suitable for Forest Grove's climate

Facility trees

Background

Many urban trees fall into the "facility tree" category. These are privately owned and maintained trees around buildings and other built facilities that are not adjacent to streets. Most trees in sites such as office parks or campuses are facility trees. Shade provided by trees near buildings can greatly reduce summer cooling costs. Facility trees also modify the visual impact of structures.

Most facility trees grow where soil volume is restricted by hardscape. They commonly occur in landscape beds near structures. These landscape beds can vary widely in size. Facility trees may also occur in small planters or cutouts in sidewalks or plazas.



Some potential management issues:

- Soil near buildings may be unfavorable due to severe compaction and alkaline residues from concrete, stucco, etc.
- Planting beds may have inadequate drainage or irrigation.
- Competition from other landscape plants may be excessive.
- Reflected heat or excessive shading from structures may affect tree growth and health.
- Pruning may be needed to maintain clearance from buildings and over walkways.
- Potential for root damage to foundations and walkways needs to be considered.
- Underground utility maintenance may damage tree roots.

Existing condition

Notable facility trees include the Oregon white oaks, and Douglas-firs on the Pacific University campus. The university has a draft vegetation management plan for the campus (55 acres) and has recently expanded non-irrigated areas near white oaks to improve tree health.

Goals/desired condition:

- Mixed age classes and species composition
- Resistant to insect, disease, environmental damage
- Minimal impact to adjacent buildings and utilities
- Safe environment for pedestrians, motorists, and home owners
- Efficient to maintain

Parking lot trees

Background

Parking lots can occupy large patches of the urban landscape. Trees in parking plots can help mitigate some of their undesirable characteristics:

- Tree shade helps cool pavement. This helps reduce the urban heat island effect that is associated with paved areas.
- Tree shade cools parked cars. Hydrocarbon vapors emitted by hot cars contribute to photochemical smog formation.
- Trees intercept and channel rainfall, reducing runoff and water pollution associated with runoff from paved surfaces.
- Trees screen and soften the visual blight that parking lots pose



Forest Grove High School Nichols Lane Frontage

Parking lots are typically poor areas for growing trees. Trees are often grown in small cutouts with compacted soils, poor irrigation, and inadequate drainage. Trees may be subject to heat damage from hot pavement and vehicle engines. Trees are also damaged by vehicles and shopping carts. Trees are pruned to provide vehicle clearance and avoid blocking parking lot lighting. Retailers sometimes have trees pruned inappropriately to enhance visibility of signs or buildings from the street. Trees in parking lots can also have undesirable effects such as dripping sap on cars or causing additional maintenance/cleaning of the parking surface.

Existing condition

The Forest Grove development code for parking lots requires:

- At least 8% of the interior parking lot area shall be landscaped (DC 10.8.415(E)(3)).
- One tree shall be required for every 1,600 square feet of interior parking lot area. Trees shall have a minimum 2-inch caliper and 6-foot branch height at time of planting (DC 10.8.415(E)(4)).
- Interior parking area landscaping and trees must be dispersed throughout the parking area. Some trees may be grouped, but the groups must be dispersed. Required trees may be planted within 5 feet of the edges of the parking area (DC 10.8.415(E)(5)).

Forest Grove has a variety of parking lots developed over time, some have trees planted in them, and some do not. The recent remodel of Forest Grove High School included the planting of trees within the reconfigured parking lot and along Nichols Lane. The photograph above shows some of the newly planted trees.

Opportunity

Inventory parking lots to identify potential areas for planting, as well as existing plantings that may be incompatible with goals/desired conditions.

Goals/desired condition:

- Mixed age classes and species composition
- Resistant to insect, disease, environmental damage
- Minimal potential impact to vehicles
- Safe environment for pedestrians and motorists
- Efficient to maintain



Example of Well-Maintained Parking Lot Trees



Example of Improper Pruning of Parking Lot Tree

Park trees

Background

Park trees include trees in public parks maintained by the City. Compared with street or facility trees, park trees may have fewer space constraints for both canopies and roots. This can allow the use of a wider range of species and larger trees overall. Tree care, however, may not receive high priority where turf or sports fields are primary uses. Other considerations:

- Trees in or near lawns need to tolerate high amounts of irrigation. Turf can also compete strongly with young trees.
- Soil compaction due to foot and equipment traffic on wet soils may impair root growth and drainage.
- Surface roots in turf may conflict with mowing equipment and may pose tripping hazards.
- Trees can be subject to damage from mowing equipment and park users. This can make it difficult to establish new trees.
- Hazard management may be a primary concern, especially in areas that are heavily used.
- Newly-developed parks often start with even-aged stands of trees. Phased tree replacement and interplanting may be needed to avoid a future replacement of the entire stand.
- Parks may include heritage trees or other old or unique trees with special maintenance needs.



Thatcher Woods



Rogers Park

Existing condition and opportunities

Forest Grove currently has over 20 park sites covering approximately 100 acres. Recent findings from the 2014 City park vegetation assessment include:

- The parks contain a wide variety of planted and native trees
- Significant tree maintenance is occurring
- Opportunities exist to plant additional trees, both to fill in unoccupied space, and to provide for future replacement of existing trees
- Some hazard abatement (dead branches) needs to occur
- May need a regular assessment schedule for overhead hazards?
- Opportunities exist to remove and replant a few smaller trees that appear to be too close to existing structures and utility wires
- Some past plantings need to be thinned to fewer trees on the site because of over crowding

Goals/desired condition:

- Safe environment for park visitors
- Mixed age classes and species composition
- Retain tree species representing character of Forest Grove (Oregon white oak, Douglas-fir, bigleaf maple, sequoia)
- Resistant to insect, disease, environmental damage
- Minimal impact to adjacent utilities
- Efficient to maintain (watering, mowing, etc.)
- Non-invasive species
- Greater coordination between the Community Forestry Commission and Parks and Recreation Commission regarding management of trees within the City's parks and open spaces.

Register trees

Background

Register/heritage trees are trees that are awarded special status due to their

1. Tree size, shape, or location;
2. Botanical significance;
3. Exceptional beauty;
4. Functional or aesthetical relationship to a natural resource.

In Forest Grove these trees are a reminder of the city's namesake and offer historic, aesthetic, environmental, and monetary value to the community. Because these are special trees by definition, they may have special needs relative to tree care activities and inspections.



Register Tree (Goff Oak)

Existing condition

The register tree program in Forest Grove was initiated in the mid-1990s. Approximately 100 trees were identified. Protection ordinances were developed for the register trees. Yearly notices of pertinent tree care information or additional services are sent to homeowners with register trees on their property. The City of Forest Grove requires a permit for activities that will impact heritage trees.

Current summary of Forest Grove's register trees:

Tree Type	Number
Oregon white oak	138
Douglas-fir	15
Giant Sequoia	19
Big leaf maple	2
Ponderosa pine	1
Umbrella tree	1
European beech	1
Western red cedar	2
Deodora cedar	2
Camperdown elm	1

Goals/desired condition

- Safe environment for home owners
- Retain tree species representing character of Forest Grove (White oak, Douglas-fir, Big leaf maple, sequoia)
- Minimal impact to adjacent utilities
- Provide for periodic health inspections
- Have adequate ordinances for protection
- Have adequate process for identification of new candidate register trees

Opportunities

- Increase public awareness of program
- Identification of potential Register tree candidates

Open space trees

Background

Open space trees are often remnants of the native forest found along creeks or on hills. In some areas, some or all of these trees may be exotic species. Management goals and needs will depend on what types of species are present, their condition, and their location.

Tree management in open spaces is usually less intensive than in other parts of the urban forest. In some areas, open space trees may be largely unmanaged. However, these stands can and will change over time. Active management may be needed to:

- Help maintain native stands that have low levels of natural regeneration
- Suppress exotic species that may crowd out native trees in riparian areas
- Replace flammable exotic species with lower risk trees such as native oaks

Existing condition

Open space areas in Forest Grove total approximately 350 acres. Examples of open space trees include:

- Area along Gales Creek near the B Street Trail

Goals/desired condition

- Maintain native species composition
- Maintain conditions reducing threat from wildland fires

Opportunities

- Additional tree plantings along Gales Creek and the B Street Trail,

Hazard trees

Background

Forest Grove is susceptible to strong wind weather events during the winter months. Many older iconic trees in the City are vulnerable to damage. An example of this occurred in March of 2012 when one of the large Oregon white oak trees located in downtown Forest Grove succumbed to the wind. (See photo at right.) Fortunately, the tree fell in the early morning hours and did not cause injury to persons or significant property damage.



Tree Hazard

Many communities have developed programs to mitigate safety risks to persons and property. Some communities perform hazard tree risk assessments based on criteria developed by the International Society of Arboriculture. Such an assessment takes into account factors including history of tree failure, topography, soil conditions, tree foliage, vigor and possible defects, crown size, wind exposure, and conditions of roots. Based on these factors likelihood of failure is categorized. Categories include improbable, possible, probable and imminent. Potential impact and consequences are also assessed.

Existing condition

Hazard trees exist throughout Forest Grove, primarily in the older sections of town, and include the Old Town and Forest Gale Heights neighborhoods.

Goals/desired condition

- Safe environment for residents.

Opportunities

- Develop a hazard tree mitigation program and assessment methodology
- Perform hazard tree assessments

Management of the tree resource

Background

Almost all processes needed to sustain the urban forest – establishment, growth, decline, death, and degradation of trees – require some level of active management. Urban forest managers typically:

- Plan and implement tree plantings
- Maintain existing trees
- Manage hazards associated with declining trees
- Remove trees that have reached the end of their useful life span
- Recycle or dispose of green waste and wood from pruning and removals

Urban forest managers must also deal with problems related to the urban environment. These may include:

- Utility line clearance
- Damage to sidewalks and other hardscape due to tree roots
- Complaints from pedestrians and motorists about trees causing safety (visibility) issues
- Construction damage to tree roots
- Exotic species invading natural areas
- Fire hazards at the urban-wildland interface

Existing condition

Tree maintenance falls to three departments: Public works, Parks and Recreation, and Light and Power. Tree planting is the responsibility of the department undertaking the project. The Community Development Department manages the street tree planting program, issues permits for pruning or removal of protected trees including street trees, Register trees and trees on development sites.

Roles and Responsibilities (*Forest Grove City departments*):

- *Parks and Recreation Department:*
Maintain trees in City parks and on City-owned property, provide tree inspections at request of other departments, and support Community Forestry Commission
- *Community Development Department:*
Manage street tree planting program; review development proposals potentially affecting trees, issue tree pruning and removal permits, enforce tree planting regulations, support Community Forestry Commission.
- *Public Works Department:*
Address tree/sidewalk conflicts, annual fall leaf pick-up, maintenance along rights-of-way to address tree/ public way signage conflicts
- *Light and Power Department:*
Prune trees potentially affecting overhead utilities.

- No lead department/person for coordination of tree related activities between departments .

Forest Grove tree pruning standards prescribe a maximum 20% of tree canopy or 10% of critical root zone system impact. Tree topping prohibited.

Goals/desired condition

- Have adequate ordinances, plans and policies in place to manage tree resource (tree planting standards, pruning standards, protection standards during construction, tree removal permits, street tree species planting list, invasive tree species list)
- Safe environment for pedestrians, motorists, and homeowners
- Recycle (urban forest salvage) or dispose of green waste and wood from pruning and removals
- Adequate training for city and private crews doing tree maintenance work
- Adequate budgets for maintaining city trees
- Adequate coordination between city departments involved with tree related work

Opportunities

- Update tree planting standards
- Update/develop pruning standards
- Develop protection standards for underground utility, sidewalk, or other work that affects tree roots
- Determine if there is adequate coordination between departments for tree maintenance activities
- Identify areas available for additional planting of trees
- Determine adequacy of budgets for current and future maintenance/removal of trees in declining health (especially large trees)
- Surveys to locate trees causing visibility issues for motorists and pedestrians

Community desires, values & concerns

Background

The desires, attitudes, and perceptions of stakeholders and decision-makers can have a large impact on this plan. These potential issues were developed from the results of a 2015 urban forestry survey of Forest Grove residents.

Forest Grove resident concerns/issues include:

- Where to find information on proper tree care
- Cost of planting trees
- Cost of maintaining trees (includes cost of disposing of green material)
- Safety concerns for overhead trees hazards when visiting parks
- Safety concerns when living near large trees

Goals/desired condition

- Adequate information on proper tree care
- Safe environment when recreating or living (includes motorists) near trees
- Cost efficient system for recycling or dispose of green waste and wood from pruning and removals
- Adequate information about tree related ordinances

Strategic Plan

The strategic plan summarizes the issues, trends, goals, objectives, and actions under appropriate topic headings, e.g. Tree Resources, Management, and Community.

Issues and needs categories

- ***Tree needs***
Needs related to the tree resource itself and processes that maintain the urban forest.
 - ***Street trees***
 - ***Facility trees***
 - ***Parking lot trees***
 - ***Register/heritage tree program***
 - ***Park and open space trees***
 - ***Hazard trees***
- ***Management needs***
Needs of the urban forest program and the people involved with the short- and long-term care and maintenance of the urban forest.
- ***Community needs***
Needs related to how the public perceives and interacts with the urban forest and the urban forest management program.

Goals

The goals in this plan are the general outcomes that are sought. Goals may address some or all of the needs identified. They can also address other concerns or desires of the stakeholders.

Objectives

Objectives provide more specificity by breaking goals into the components that make up each goal. Like goals, objectives are desired outcomes, but are more specific and limited in scope.

Actions

An action is something that is done to achieve an outcome - e.g. plant trees, conduct workshops, or enforce regulations.

Tree needs

Issue 1: *Wrong tree in the wrong location rather than right tree in the right location*

Goal

Have minimal conflict between trees and utility lines, buildings, etc.

Objective

Reduce conflicts and improve tree health

Actions

- Expand future street tree surveys to include assessment of whether a tree is in an appropriate location (locates potential sites for correction).
- Review street tree planting list for possible conflicts.
- Increase public awareness about street tree program through expanded information placed on City website (requirement for tree removal permit and recommended list of street trees).
- Review list of recommendations in 2014 parks vegetation survey for specific remedial actions (tree replacement, removal).

Issue 2: *Lack of diversity in Oregon white oak size and age class (Not enough young oaks)*

Goal

Increase the abundance and survival of young white oaks as an element of the urban forest in Forest Grove.

Objective

Continuation of the Oregon white oak as an iconic tree in Forest Grove.

Actions

- Utilize 2014 parks vegetation survey to locate planting sites (open non-irrigated sites).
- Increase public awareness about the health risk to white oaks from watering in the summer.

Issue 3: *Insufficient tree canopy within the city limits*

Goal

Strive to achieve an Increase in tree canopy from 23% to 30% by 2025 and 40% by 2035

Objective

Increase public and private community benefits of trees by increasing tree canopy.

Actions

- Seek funding opportunities to increase tree planting throughout the community
- Establish partnerships between the Community Forestry Commission and other agencies and organizations interested in planting trees in Forest Grove.

Street trees

Issue 1: *Reduce possible impact of disease affecting street trees*

Goal

Increasing street tree diversity and reduce the potential impact of tree diseases

Objective

Effective management of street trees

Actions

- The Community Forestry Commission in conjunction with appropriate City staff should develop street tree management plans for new subdivisions of the City. The management plans should address recommended tree species to plant in the neighborhood.
- Educate property owners about City policies regarding adjacent property owner responsibility for maintaining street trees.
- Prepare an estimate of cost to taxpayers if the City were to undertake complete responsibility for maintaining street trees. The estimate should address staffing levels and required expenditures. The analysis should address equity in terms of not all streets have street trees.
- Utilize grants to assess, plan, and implement tree removal and planting projects as needed.
- Develop risk/age/condition based mapping (GIS) of potential neighborhood needs.

Facility trees

Issue 1: *Educate property owners about proper care of facility trees*

Goal

Promote planting of facility trees and proper facility tree care including pruning

Objective

Improve condition of facility trees throughout the community.

Actions

- Educate property owners about proper tree care and pruning techniques
- Educate property owners about the economic benefits trees provide

Parking lot trees

Issue 1: *Many existing parking lots lack trees*

Goal

Increase tree canopy coverage in existing parking lots

Objective

Bring existing parking lots into compliance with current Development Code standards

Actions

- Educate property owners about the benefits of adding trees to parking lots including increasing pavement life cycle.
- Work with property owners to select appropriate parking lot trees to reduce ongoing maintenance costs
- Work with property owners regarding proper tree pruning techniques.

Register/Heritage Tree Program

Issue 1: *Lack of protection for tree groves*

Goal

Develop tree grove protection program

Objective

Improve the Register/Heritage tree program

Actions

- Improve standards and incentives for tree grove protection
- Preserve existing tree groves
- Create new tree groves

Issue 2: *Lack of recruitment of new register trees into the program*

Goal

Improve community outreach for Register Tree Program

Objective

Encourage property owners to nominate trees to include on the Register/Heritage Tree list

Actions

- Educate community about Register Tree Program and benefits of seeking Register Tree designation

- Implement a “Register Tree of the Year” recognition program

Park and open space trees

Issue 1: *Unfulfilled opportunities for new trees plantings in parks and open spaces*

Goal

Increase tree canopy within open space areas, and insuring “right tree in the right place”.

Objective

Promote trees as an important component of the City’s open space programs.

Action

- The Community Forestry Commission should work with the Parks and Recreation Commission to ensure tree canopy is considered as an integral part of community open space programs.
- Utilize the park vegetation inventory to locate potential opportunities.

Issue 2: *Lack of park specific tree management plans*

Goal

Have plans as needed.

Objective

Develop plans as needed.

Action

- Develop a tree management plan for Thatcher Park.

Management needs

Issue 1: *Survival of planted or maintained trees*

Goal

Have greater than 90 percent survival of planted/maintained trees.

Objective

Encourage proper tree planting and care practices to increase survival rate

Actions

- Update the tree planting standards used by City contractors.
- Develop pruning standards/practices

- Develop inspection schedule for maintenance of downtown street trees (checking metal grates, etc. near street tree boles.)
- Develop/review ordinances/standards for underground utility or other work affecting tree roots.

Issue 2: *Coordination between City departments when working near trees*

Goal

Minimize duplication of efforts and ensure proper techniques to reduce harmful impacts to trees resulting from construction activities.

Objective

Ensure survival of trees near construction areas.

Actions

- Identify lead person or department for coordination on tree related issues.
- Consolidate tree planting and management efforts among City departments
- Designate a lead City staff person to coordinate urban forest management efforts.

Issue 3: *Affordability of City managed trees (maintenance cost)*

Goal

Have an urban forest that is sustainable with a minimal level of investment.

Objective

Reduce costs associated with tree care.

Action

- Review program for activities that have a low cost/benefit ratio.

Issue 4: *Funding*

Goal

Secure ongoing and dedicated funding for the urban forest management program.

Objective

Identify and utilize potential funding sources for urban forestry related programs.

Actions

- Identify possible funding mechanisms to support the urban forest management program
- Seek grant opportunities to implement urban forestry initiatives

- Seek dedicated funding through the City budget process for tree planting efforts by documenting tree related benefits to street preservation, surface water management, and environmental sustainability.

Community needs

Issue 1: *Availability of information related to proper tree care, or tree ordinances*

Goal

Have tree related information readily available through a variety of media.

Objective

Improve the availability of tree related information.

Actions

- Post Forest Grove tree removal permit/ordinance on City website
- Post tree planting and pruning information on City website. (or link to OSU Extension website)
- Post recommended street tree planting list.
- Continue CFC sponsored pruning and planting workshops
- Evaluate need for a City urban forester or arborist

Issue 2: *Affordability of tree maintenance as trees grow larger and older*

Goal

Having an affordable means of managing mature landscaping.

Objective

Mitigate property owner costs associated with retaining large, mature trees

Actions

- Evaluate possibility of expanding street tree leaf pick up to also include leaves/trimmings from other trees (especially in light of possible elimination of backyard burning).
- Increase awareness of urban tree salvagers that may offset cost of total tree removal.
- Establish grant or assistance program for low income home owners for tree maintenance activities.

Issue 3: *Effectiveness of the fall leaf pick-up program*

Goal

Assist property owners with removal of fall leaves.

Objective

Encourage the proper removal of fall leaves. Determine effectiveness of current fall leaf pick-up program.

Action

- Encourage volunteer opportunities to assist property owners with removal of fall leaves, especially elderly property owners.
- Determine effectiveness of current fall leaf pick-up program, and develop alternative strategies if necessary.

Issue 4: *Safety of public while recreating, driving, or living near areas with trees***Goal**

Enhance safety to persons and property by identifying and mitigating potential tree hazards.

Objective

Identify potential tree hazards

Actions

- Develop and maintain criteria for what constitutes a tree hazard using the Tree Risk Assessment methodology available from the Pacific Northwest Chapter of the International Society of Arboriculture.
- Prior to acquisition of land for parks or public places conduct a tree hazard assessment
- Develop and implement a formal emergency response system for tree hazards on City streets, City parks, and greenspaces.
- Utilize 2014 parks vegetation assessment to locate areas needing overhead hazards removed (dead or comprised branches over trails or in heavily used areas).
- Develop schedule to assess and remove hazards.
- Survey to identify potential safety issues to pedestrians, motorists, or cyclists from trees (low hanging branches blocking visibility of signs or crosswalks etc..)
- Develop a hazard tree identification and abatement program

Implementation plan

Funding is a critical component of successful implementation. The following section identifies current and potential sources of funding for sustaining the urban forest.

Urban Forest Funding Sources

Grants

Grants have been used by the Community Forestry Commission to fund inspections of trees on the Register of Significant Trees, street tree infill planting, publication of a tree of the month calendar and publication of a tour of trees brochure. Potential grant funding opportunities include:

- Forest Grove Community Enhancement Program
- Oregon Community Trees
- Alliance for Community Trees
- American Forests

Street Tree Fund

The City's Development Code requires all subdivisions and partitions to install street trees. To prevent trees from being damaged, street trees are not installed until construction is completed. As a result, each development is assessed for the cost of acquisition, installation and one year of maintenance for the street trees required for a project. The Street Tree Fund is the collection of these assessments.

Surface Water Management Fund

The Surface Water Management Fund provides resources for the City's annual fall leaf pick up program. Approximately 1,400 cubic yards of debris is removed from the street to minimize flooding.

Parks and Recreation Fund

A portion of the Parks and Recreation Fund is used to provide landscaping around City facilities and some non-park areas. In addition, this fund is used for street plantings and trimming trees for street clearance.

Light and Power Fund

The Light and Power Department funds two journeyman tree trimmers with responsibility for tree care near overhead power lines.

Proposed Implementation Strategy

- Develop standards and procedures for tree code enforcement
- Develop standards and procedures for tree protection related to public improvement projects and subdivision development
- Develop and maintain as part of the City's GIS and permit systems a publicly accessible inventory of protected trees
- Develop a hazard tree identification and abatement program
- Improve coordination among City departments related to the urban forestry program
- Identify and secure long term funding sources for urban forestry projects.
- Take advantage of the Community Forestry Commission area of the City's website as a way to distribute educational information about tree selection, care and permit requirements.
- Improve public outreach related to the benefits of the Register Tree program
- Develop site specific park/open space plans as needed.
- Assess effectiveness of current leaf/limb removal program.
- Develop an inventory (condition & opportunity) and mapping (GIS) of potential areas for street tree improvement projects.

Monitoring plan

Monitoring is key to the success of any planning effort. Monitoring ensures desired outcomes are met or to make changes if something isn't working well.

Data will be collected as resources allow. Such resources include volunteer efforts, availability of grant resources, and how often data provided by outside organizations is updated. Whenever possible, field inventories should be conducted during the summer months

Register of Historic and Significant Trees

Inventory trees listed on the Register of Historic and Significant Trees as resources permit. The purpose of the inventory is to confirm the trees presence and identify general condition.

Street tree

Inventory street trees to determine overall health and viability of individual species. This data will be used to help guide selection of tree species used for street tree planting projects.

Park trees

Monitor the ongoing condition of trees located in the City's parks

Tree canopy

Assess tree canopy every two to five years. To minimize costs, tree canopy assessment should be based on data provided by regional, state or federal agencies.

Available tools

The City is in the process of developing an enterprise GIS system that could be used to advance the City's efforts to manage the urban forest. Integrating urban forest data with the GIS database will promote data sharing across departments and the general public. Data collection efforts should be done in a way that facilitates use of GIS.

A variety of free software tools, developed by the USDA Forest Service is available, at no charge, to anyone interested in analyzing forest resources. This tool, called I-Tree allows for assessment of tree canopy coverage using Landsat imagery. I-Tree allows for linking urban forest management activities with environmental quality and community livability. I-Tree provides a way to analyze data to demonstrate the value of the urban forest and set priorities for more efficient decision making.

Appendices

- Appendix A: Forest Grove park 2014 vegetation assessment
- Appendix B: Technical guides and standards
- Appendix C: Chronological record of public involvement
- Appendix D: Public survey questions and summary of results
- Appendix E: Summary of other related planning documents
- Appendix F: Ordinances
- Appendix G: Additional related resources

Appendix A:

2014 Forest Grove parks vegetation assessment and recommendations

Park and Trail Property Addresses

B Street Trail	1910 16 th Ave
Bard Park	2921 22nd Avenue, 22 nd & Kingwood
East Entrance	Yew St between Adair and Baseline
Forest Glen Park – lower	101 Gales Creek Road, south end of Lavina
Forest Glen Park – upper	3250 Forest Gale Drive, corner of Circle Crest
Forest Glen Trail	101 Gales Creek Rd to Ridge Point Dr. Parallels Gales Creek Rd over an existing sewer easement
Hazel Sills Park	1627 Willamina Avenue
Joseph Gale Park	3014 18 th Avenue, 18th and Maple
Knox Ridge Park	2422 Strasburg Drive, corner of Strasburg Drive and Kalex Lane
Lincoln Park	2725 Main Street, Between Main and Sunset Drive North of Aquatic Center
North Entrance	Beale Rd.
Reuter Farm Green Space	480 Willamina
Rogers Park	2421 17 th Avenue, 18th and Elm
Stites Park (future)	2324 26 th Ave
Talisman Park	1210 Willamina Avenue
Thatcher Park	750 David Hill Road

B Street Trail

Size	.73 miles (16 th av to highway 47)
Location	1910 16 th Ave
Facilities (general overview)	Trailhead, paved bike and walking trail, tables, benches, pedestrian bridge over Gales Creek
Irrigated?	Yes, at trailhead
General vegetation overview	Mowed grass and planted young trees at trailhead. Planted trees along some of the trail. Natural vegetation along Gales creek portion of the trail (big leaf maple, ash, white oak, red osier dogwood, cottonwood)
Overstory trees	Young planted ash, red oak, cedar, locust at trailhead. A few planted cottonwood, Douglas-fir, willow along the trail

Understory trees	Douglas-fir, ash.
Understory shrubs	Snowberry, ribes, willow, beaked hazel
Past vegetation work (planting, thinning, etc.)	A variety of shrubs and trees were planted by Metro (about 2011) in the Gales Creek floodplain area east of the north portion of the trail. Species planted include: cottonwood, willow, dogwood, etc.
	Trees and grass/shrubs (ash, red oak, locust, cedar, grass, shrubs?) planted at the time of establishment of the trailhead (2010.)
Existing maintenance needs/recommendations	<ul style="list-style-type: none"> • A few of the planted cedar along the fence at the trailhead are probably too close to the fence, and if so, it would be cheaper to replace them now instead of waiting until they are larger • There may be opportunities to plant additional cottonwood, willows, ash, Oregon white oak, Douglas-fir directly adjacent to the portion of the trail south of the Gales Creek bridge (will depend on how wide the right-of-way is)

Bard Park

Size	2.75 acres
Location	2921 22nd Avenue, 22 nd & Kingwood
Facilities (general overview)	Includes picnic shelter, tables play equipment, basketball court, paved trail
Irrigated?	Yes
General vegetation overview	Mowed and watered park grass with scattered mid-age planted trees
Overstory trees	Mid-age maples, Scotch pine, lodgepole/shore pine, sycamore, sequoia, and walnut
Understory trees	N/A
Understory shrubs	Mowed grass
Past vegetation work (planting, thinning, etc.)	No recent plantings
Existing maintenance needs/recommendations	<ul style="list-style-type: none"> • Continue lower crown pruning/lifting for access of mowing equipment • Monitoring for removal needs of dead branches in crown

East Entrance

Size

Location

Yew St between Adair and Baseline

Facilities (general overview)

No recreational structures in park. Entry sign for City of Forest Grove (other entities listed on sign?? Didn't write this down). Doesn't appear to get much use, just drive by viewing, no parking except along road

Irrigated?

Yes

General vegetation overview

Watered and mowed area indicating entry point into Forest Grove, several different species of planted trees

Overstory trees

Generally younger-mid age planted trees including, small clump of birch, several Oregon white oak (planted in an area that doesn't appear to be watered- good job!), sequoia, cedar, spruce, lodgepole pine, Douglas-fir, small ornamental Nyuzen Japan (sister city) town tree along east edge of site- very poor condition- much of the cambium rotted away

Several areas along the north edge are too crowded and very close to the utility lines. Douglas-fir along north edge competing with a young white oak; the fir should be removed

Understory trees

N/A

Understory shrubs

Watered/mowed grass, clumps of fescue in bark mulched area, dogwood, vine maple, Japanese maple

Past vegetation work (planting, thinning, etc.)

Plantings at establishment of area. Some general maintenance and pruning of lower branches has occurred

Existing maintenance needs/recommendations

- Check birch for top die back (birch bore?)
- Evaluate dense band of trees along south edge for thinning to reduce density
- Opportunity to remove several fir that are competing with the white oak
- Several trees (lodgepole pine, Douglas-fir) under the utility lines should be removed or pruned

Forest Glen Park – lower

Size	11 acres
Location	Gales Creek Road, south end of Lavina
Facilities (general overview)	Open space park with a paved and gravel trail around perimeter. Basketball court, tables, benches, and baseball field. Very little parking other than adjacent side streets.
Irrigated?	No
General vegetation overview	Mowed (infrequent) grass with a few remnant walnut trees and large white oaks along park edge.
Overstory trees	A few walnut and white oak.
Understory trees	N/A
Understory shrubs	Mowed grass
Past vegetation work (planting, thinning, etc.)	None
Existing maintenance needs/recommendations	<ul style="list-style-type: none">• Evaluate dead/rotten tree branches overhanging the paved trail along west edge of park

Forest Glen Park – upper

Size	
Location	3250 Forest Gale Drive, corner of Circle Crest
Facilities (general overview)	Small neighborhood park with play structure.
Irrigated?	Yes
General vegetation overview	Mowed and watered grass with a few planted trees.
Overstory trees	Mid-age big leaf maple, white oak, Douglas-fir, Ohio buckeye, flowering pears, ginko, young white oak.
Understory trees	N/A
Understory shrubs	Mowed grass
Past vegetation work (planting, thinning, etc.)	Trees in the slump appear to have been planted
Existing maintenance needs/recommendations	<ul style="list-style-type: none">• Monitor slump along edge of park for movement• Monitor overstory trees along edge of park for overhead

- hazard (dead/weak branches)
- Don't water the young white oak along west edge of the park

Forest Glen Trail

Size

Location

101 Gales Creek Rd to Ridge Point Dr. Parallels Gales Creek Rd over an existing sewer easement

Facilities (general overview)

Paved trail through a Steep wooded area along Gales creek road, which connects Ridge Point Drive and Lower Forest Glen Park. Also includes a low use gravel trail along a small drainage connecting Upper and Lower Forest Glen Park.

Irrigated?

No

General vegetation overview

Mixed species native trees

Overstory trees

Mature overstory of Douglas-fir, Oregon white oak, big leaf maple, Oregon ash. A few alder in the drainage bottom. Several dead trees and dead branches adjacent to, and hanging over the paved trail.

Understory trees

Bigleaf maple, cherry

Understory shrubs

Snowberry, service berry, beaked hazel, ocean spray, poison oak, black berry, ivy, Oregon grape.

Past vegetation work (planting, thinning, etc.)

The area along the lower portion of the drainage was planted (ponderosa pine, madrone, white oak, thimble berry, others.) in 2014 by SOLVE and Clean Water Services.

Existing maintenance needs/recommendations

- Evaluate overstory along trail for hazard trees
- Remove dead branches hanging over the trail, including several partially decayed large oak branches directly over the trail (eastern portion of the trail on the knob along the edge of Lower Forest Glen park
- Continue spraying poison oak directly adjacent to trail
- Blackberry spraying?
- Ivy removal?
- Opportunity for wood placement in drainage bottom to stop down-cutting
- Opportunity to plant several white oak near the small grove of mature white oak along the eastern portion of the trail

Hazel Sills Park

Size	.5 acres
Location	1627 Willamina Avenue
Facilities (general overview)	Small neighborhood park. Play equipment.
Irrigated?	Yes
General vegetation overview	Mowed grass with a few recently planted trees
Overstory trees	Young ponderosa pine, maple, cedar
Understory trees	N/A
Understory shrubs	Mowed grass
Past vegetation work (planting, thinning, etc.)	Removal of existing overstory Douglas-fir, and planting of new trees
Existing maintenance needs/recommendations	<ul style="list-style-type: none">• Pruning and shaping of young trees to facilitate mowing.

Joseph Gale Park

Size	3.6 acres
Location	3014 - 18 th Avenue, 18th and Maple
Facilities (general overview)	Developed park adjacent to Joseph Gale school. Includes play structures, ball fields, horseshoe pits, picnic tables, bathroom.
Irrigated?	Yes
General vegetation overview	Mowed grass with medium sized scattered trees
Overstory trees	Silver maples, sweetgum, spruce, Norway maple, lodgepole, sequoia, flowering plum, birch
Understory trees	N/A
Understory shrubs	Mowed grass
Past vegetation work (planting, thinning, etc.)	
Existing maintenance needs/recommendations	<ul style="list-style-type: none">• Crown cleaning of dead branches (especially in the silver maples)

- Continued pruning of lower branches to facilitate mowing

Knox Ridge Park

Size	0.4 acres
Location	2422 Strasburg Drive, corner of Strasburg Drive and Kalex Lane
Facilities (general overview)	Small neighborhood park with play structures and picnic table
Irrigated?	Yes
General vegetation overview	Watered and mowed grass with a few young, planted trees
Overstory trees	Planted white cedar, maples, and flowering pears
Understory trees	N/A
Understory shrubs	Mowed grass
Past vegetation work (planting, thinning, etc.)	Tree planting
Existing maintenance needs/recommendations	<ul style="list-style-type: none"> • Pruning of lower branches • Evaluate cedar along edge of park for proximity to fence... looks too close to me. Evaluate for removal and re-planting of something else.

Lincoln Park

Size	18.9 acres (owned by city)
Location	2725 Main Street, Between Main and Sunset Drive North of Aquatic Center
Facilities (general overview)	Large City park with football/soccer/track field, toilet, skate board park, picnic tables and shelter structure. Paved walking trail around perimeter. Several parking lots.
Irrigated?	Yes
General vegetation overview	Scattered mid-age and mature trees with mowed and watered grass
Overstory trees	Cedar, lodgepole, scotch pine, red oak, ash, flowering pear, sycamore, basswood
Understory trees	N/A

Understory shrubs	Mowed grass
Past vegetation work (planting, thinning, etc.)	Tree planting
Existing maintenance needs/recommendations	<ul style="list-style-type: none"> • Continued pruning of lower branches to facilitate mowing and walking on path • Continued evaluation of overhead hazard (dead branches) • Possible opportunities for plantings as the open lot (recently acquired) to the north and east gets developed

North Entrance

Size	Less than 1 acre
Location	Beale Rd.
Facilities (general overview)	Entrance sign for north entrance to Forest Grove. Several ponds, sidewalk, viewing structure, and table/bench.
Irrigated?	
General vegetation overview	Wetland vegetation surrounding the ponds
Overstory trees	Young planted willow, big leaf maple, white pine, Douglas-fir, ponderosa pine, lodgepole pine
Understory trees	N/A
Understory shrubs	Willow, dogwood
Past vegetation work (planting, thinning, etc.)	Tree/shrub planting
Existing maintenance needs/recommendations	<ul style="list-style-type: none"> • Thin vegetation near the viewing area (trail/sidewalk and shelter) to improve views of the pond • Needs a sign indicating the name of the park

Reuter Farm Green Space

Size	
Location	480 Willamina
Facilities (general overview)	Several picnic tables on the back side of the hill overlooking a pond
Irrigated?	No

General vegetation overview	Mature grove of Oregon white oak with a mowed grass understory
Overstory trees	Approximately twenty large mature white oak with an open, mowed (not watered) grass understory.
Understory trees	N/A
Understory shrubs	Mowed grass
Past vegetation work (planting, thinning, etc.)	Removal of several overstory oaks. Trimming of lower branches that appear to have been decayed.
Existing maintenance needs/recommendations	<ul style="list-style-type: none"> • Continue monitoring overstory oaks for overhead hazards (dead/decaying branches) • Possible opportunity to plant several white oaks along the edge of the park

Rogers Park

Size	3.6 acres
Location	2421 - 17 th Avenue, 18th and Elm
Facilities (general overview)	Heavily developed park. Includes play structures, tennis courts, picnic shelter and tables, portable toilets.
Irrigated?	Available but not used
General vegetation overview	Dominated by a grove of mature Oregon white oaks with a mowed grass understory
Overstory trees	Dominated by mature white oaks with a few Douglas-fir. Mature sweetgum trees along Elm Street. A few scattered yew, cedar, redwood, holly, Japanese maple.
Understory trees	Planted flowering plums, red oak, white oak, tulip tree
Understory shrubs	Mowed grass
Past vegetation work (planting, thinning, etc.)	Arbor Day tree plantings
Existing maintenance needs/recommendations	<ul style="list-style-type: none"> • Opportunities to plant a few white oaks • Monitor overhead hazards in oaks • Install interpretative sign about white oaks and why the City is not watering the park?

Stites Park (This area was not visited. Access uncertain.)

Size 9.9 acres
Location 2324 26th Ave

Facilities (general overview)

Irrigated?

General vegetation overview

Overstory trees

Understory trees

Understory shrubs

Past vegetation work (planting, thinning, etc.)

Existing maintenance needs/recommendations

Talisman Park

Size 2.5 acres
Location 1210 Willamina Avenue

Facilities (general overview) Play structure, picnic table and shelter. Paved path around the park and connecting to Gales Creek Road.

Irrigated? Yes

General vegetation overview Former wetland that has been filled in and planted with a variety of trees

Overstory trees One large, open grown white oak is a focal point for this park. A variety of other tree species (oaks, maples, etc.) have been planted along the perimeter of the park. Each of the trees has a numbered post at the base that corresponds to a list of the species.

Understory trees N/A

Understory shrubs Mowed and watered grass.

Past vegetation work (planting, thinning, etc.) Tree planting. Tree pruning workshop site

- Existing maintenance needs/recommendations**
- Continue pruning of lower tree branches to facilitate mowing
 - Evaluate for overhead hazards
 - Update and re-post the numbered key to the tree species in this park

Thatcher Park

Size	15.4 acres
Location	750 David Hill Road
Facilities (general overview)	Baseball/soccer fields, paved walking path, un-paved path through the forested portion of park, picnic table and shelter, toilet, dog park.
Irrigated?	Partial (ball fields)
General vegetation overview	The park includes two different areas. One is a 5-10 acres heavily forested area with a walking trail. The second area is the heavily developed park with mowed lawn, planted young trees, and developed facilities.
Overstory trees	Overstory of mature Douglas-fir (80-90 percent), with scattered big leaf maple, white oak, and cherry. The overstory appears to be fairly even aged (age??). Approximately 25-50 percent of the Douglas-fir are infected with heart rot (species??... The understory trees include big leaf maple, cherry, and holly. Shrub species include snowberry, blackberry, holly, elderberry, ivy, beaked hazel, willow, serviceberry.
Understory trees	Mowed and watered grass with planted oak), ash, Douglas-fir.
Understory shrubs	
Past vegetation work (planting, thinning, etc.)	Removal of hazard trees. Holly removal. Blackberry spraying. Removal of brush in riparian area along east side.
Existing maintenance needs/recommendations	<ul style="list-style-type: none"> • Continued evaluation of Douglas-fir heart rot and potential overhead hazards • Removal of existing dead branches hanging over the forested portion of the trail • Blackberry and ivy removal? • Opportunities to convert portions (mostly along the forest edge) to white oak through planting

Appendix B:

Technical guides and standards

1. Field Guide for Hazard-Tree Identification and Mitigation on Developed Sites in Oregon and Washington Forests. 2014 USDA Forest Service. Forest Health Protection. Pacific Northwest Region. Portland, OR. R6-NR-TP-021-2013
2. Dunster, J. 2009. Tree Risk Assessment in Urban Areas and The Urban/Rural Interface. Course Manual. Silverton, OT. Pacific Northwest Chapter, International Society of Arboriculture
3. Urban Tree Risk Management (A community guide to program design and implementation). USDA Forest Service. State and Private Forestry. Northeastern Area. NA-TP-03-03.
4. Urban Forestry Best Management Practices for Public Works Managers. Urban Forest Management. APWA press.

Appendix C:

Chronological record of public involvement

January 2014	Initiate project
January 2014	Draft outline following Urban Forest Planning Toolkit
Early 2014	Gather background data and produce first rough draft
Spring 2014	Inventory parks and open areas, list opportunities
Summer 2014	Outreach to public at farmers market
Fall 2014	Second and third draft
Fall 2014	Outreach to city commissions (parks, sustainability, CCI)
December 2014	Develop survey questions
January 2015	Refine survey questions with CCI commission
March 2015	Send out survey in March utility bills and post on-line
March 2015	Outreach to newspaper to produce article about plan and survey
April 2015	Review survey and use to modify draft plan
May 2015	Meet with city departments (parks, planning, public works) about tree management
June-July 2015	Revised draft of plan
July-August 2015	Outreach to public at farmers market
September 2015	Next draft of plan
2016	Review plan with public during Parks/Recreation master plan update public meeting
April 2016	Review with city and council
2016	Final draft
2016	Final plan recommendations to city council

Appendix D:

Public survey questions and summary of results



CFC Urban Forest Management Planning Survey

The Forest Grove Community Forestry Commission (CFC) is working on a plan to guide and manage trees within the City. Trees provide a variety of important benefits in the urban environment. Without a vision and plan for the management of the urban forest as a whole, however, it is unlikely to thrive and provide the benefits that the community desires. We will look at **what we have now** for tree resources, determine **what we want** in the future, and make recommendations for **how we get there**. More details of the scope of the project can be found online at [Community Forestry Commission](#).

Trees included in an urban forest management plan may include the following:

- o Street trees (those directly adjacent to streets)
- o Heritage/special trees (those with special status)
- o Facility trees (those near public buildings)
- o Parking lot trees
- o Park trees
- o Open space trees (those in natural areas)

The Commission invites you to help develop the plan by answering the following questions. This survey is also available [online](#).

Questions 1-3 pertains to tree care in parks, trails, or open space areas. Please rank on a scale of 1 to 5 with (1) being "Very Satisfied" and (5) being "Very Dissatisfied".	Very Satis Bed	Satis Bed	Neither	Dissatis Bed	Very Dissatis Bed
	1	2	3	4	5
1. How satisfied are you with the quantity and quality of trees in parks, along trails, or in open space areas?					
2. How satisfied are you with the care of trees in parks, along trails, and/or in open space areas?					
3. How satisfied are you with pedestrian safety near large trees?					

Questions 4 –13 ask how much you agree with a given statement regarding street trees, parking lot trees, register trees, and/or facility trees. Please rank on a scale of 1 to 5 with (1) being "Strongly Agree" and (5) being "Strongly Disagree".	Strongly Agree	Agree	Neither	Disagree	Strongly Disagree
	1	2	3	4	5
4. I am satisfied with the quantity and quality of street trees, parking lot trees, registry trees, or facility trees.					
5. I am satisfied with the care of street trees, parking lot trees, registry trees, or facility street trees.					
6. Trees positively contribute to the value of a home.					
7. More trees would be good for the City.					
8. I believe it would benefit the City if more resources were directed towards maintenance and protection of existing trees.					
9. The City should require the protection of old, healthy trees on sites that are being developed.					
10. The City should require the planting of new trees on sites that are being developed.					
11. The condition of the urban forest has improved over the last 10 years.					
12. The large oak trees in town are an important cultural element in Forest Grove.					
13. I am satisfied with the pruning of street trees for utility lines.					

Questions 14 – 18 ask about your awareness of City policy and programs relating to urban trees. Please rank on a scale of 1 to 3 with (1) being fully aware and (3) being unaware.	Fully Aware	Somewhat Aware	Unaware
	1	2	3
14. I have adequate information about how to maintain trees on my property.			
15. Property owners are responsible for care and maintenance of street trees.			
16. Property owners need to have a free City permit before pruning or removing street trees.			
17. A replacement street tree may need to be planted if one is removed.			
18. Forest Grove has a tree registry/significant tree program.			

The following questions encourage further comments about Forest Grove’s Urban Forest.

19. What could be done to improve the quantity or quality of trees in Forest Grove?
20. What are other issues related to trees?
21. What is the best method(s) to get you additional information about trees (website link, newsletter, email, other)?

Please return this survey with your utility bill payment or in person to Forest Grove City Hall, Community Development Department, at 1924 Council Street or by mail at PO Box 326, Forest Grove, OR, 97116. You may also email to driordan@forestgrove-or.gov. THANK YOU!

Please consider becoming a member of the Community Forestry Commission. Applications available online at www.forestgrove-or.gov/b&c or at City Hall.

Did you know that . . .

- The top three most abundant trees are Japanese maple (*Acer palmatum*), Japanese flowering cherry (*Prunus serrulata*), and Norway maple (*Acer platanoides*).
- The total replacement value for Forest Grove’s street trees is estimated at \$148,273,010.
- Street trees remove nearly 8 million pounds of air pollutants per year, a service worth more than \$72 thousand.
- Forest Grove residents save close to \$69,000 per year in avoided energy costs from the shading and wind calming effects of street trees.
- Street trees provide more than \$1.2 million in property resale value per year.

Survey Results

	RESPONSE %				
	1	2	3	4	5
	Very Satisfied	Satisfied	Neither	Dissatisfied	Very Dissatisfied
Q1	26.29%	52.99%	11.16%	7.97%	1.59%
Q2	26.10%	53.41%	13.65%	4.42%	2.41%
Q3	28.23%	49.60%	13.71%	6.05%	2.42%
	Strongly Agree	Agree	Neither	Disagree	Strongly Disagree
Q4	19.28%	48.19%	16.47%	14.46%	1.61%
Q5	21.58%	45.23%	18.26%	12.86%	2.07%
Q6	64.68%	24.60%	5.56%	2.78%	2.38%
Q7	50.40%	21.77%	16.13%	6.45%	5.24%
Q8	33.60%	38.40%	17.60%	6.40%	4.00%
Q9	56.75%	25.40%	9.92%	2.78%	5.16%
Q10	54.98%	26.69%	5.98%	5.58%	6.77%
Q11	9.29%	28.76%	49.12%	10.62%	2.21%
Q12	56.52%	28.85%	8.70%	3.56%	2.37%
Q13	25.59%	42.91%	17.32%	9.06%	5.12%
	Fully Aware	Somewhat Aware	Unaware		
Q14	31.20%	42.80%	26.00%		
Q15	38.31%	31.45%	30.24%		
Q16	31.30%	23.98%	44.72%		
Q17	34.55%	26.02%	39.43%		
Q18	22.95%	22.95%	54.10%		

Appendix E:

Summary of other related planning documents

Forest Grove:

- Parks and recreation master plan
- Urban renewal plans
- Community sustainability element of the comprehensive plan
- Design and landscaping guidelines and development standards (Public Works Specifications)

Other:

- Regional Urban Forestry Assessment and Evaluation for the Portland-Vancouver Metro Area. Portland State University. June 2009.
- Regional Conservation Strategy for the Greater Portland-Vancouver Region. The Intertwine Alliance 2012.
- Greenspaces Policy Advisory Committee. Vision, Outcomes, objectives and means. Metro. 2005.
- Protecting and Developing the Urban Tree Canopy. The United States Conference of Mayors. 2006.
- The Road to a Thoughtful Street tree Master Plan. University of Minnesota. 2008.
- Urban Forest Management Planning Toolkit. USDA Forest service.

Appendix F: *Ordinances*

Forest Grove Development Code

www.forestgrove-or.gov/city-hall/planning-division/community-development-planning-zoning-information.html

- Forest Grove Development Code Article 5
 - Tree Protection
- Forest Grove Development Code Article 8
 - Landscaping, Screening and Buffering (Parking Lot Trees)

Forest Grove City Code

www.forestgrove-or.gov/city-hall/city-manager/community-development-planning-city-code.html

- Municipal Code Chapter 5
 - Trees and Plants
- Municipal Code Chapter 9
 - Boards and Commissions (Community Forestry Commission)

Appendix G:

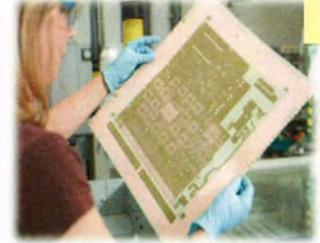
Additional related resources

Additional related resources available on the Community Forestry Commission portion of the City of Forest Grove's website (forestgrove-or.gov/city-hall/citizen-boards-commissions/citizen-bac-community-forestry-commission.html).

- 2011 Forest Grove street tree inventory and assessment
- Suggested street tree list
- Register of significant trees
- Tree trimming information
- Tree pruning or removal permit (for street trees or historic/significant trees only)

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9.



Food Compost Proposal

Report Back to City Council

April 25, 2016

A place where families and businesses thrive.

Purpose of Presentation

- Respond to City Council questions from the 4/11/16 City Council meeting.
- Recap:
 - Resolution proposed 4/11/16 to combine food and yard debris in same container. Combining these would increase collection rates \$1.50/month.
 - Further consideration of Resolution postponed until June 13th meeting to allow for consideration of Waste Management operational increase.
 - Council took no action except to amend the Resolution to take effect July 1 instead of June 1, 2016.

Food Compost Containers



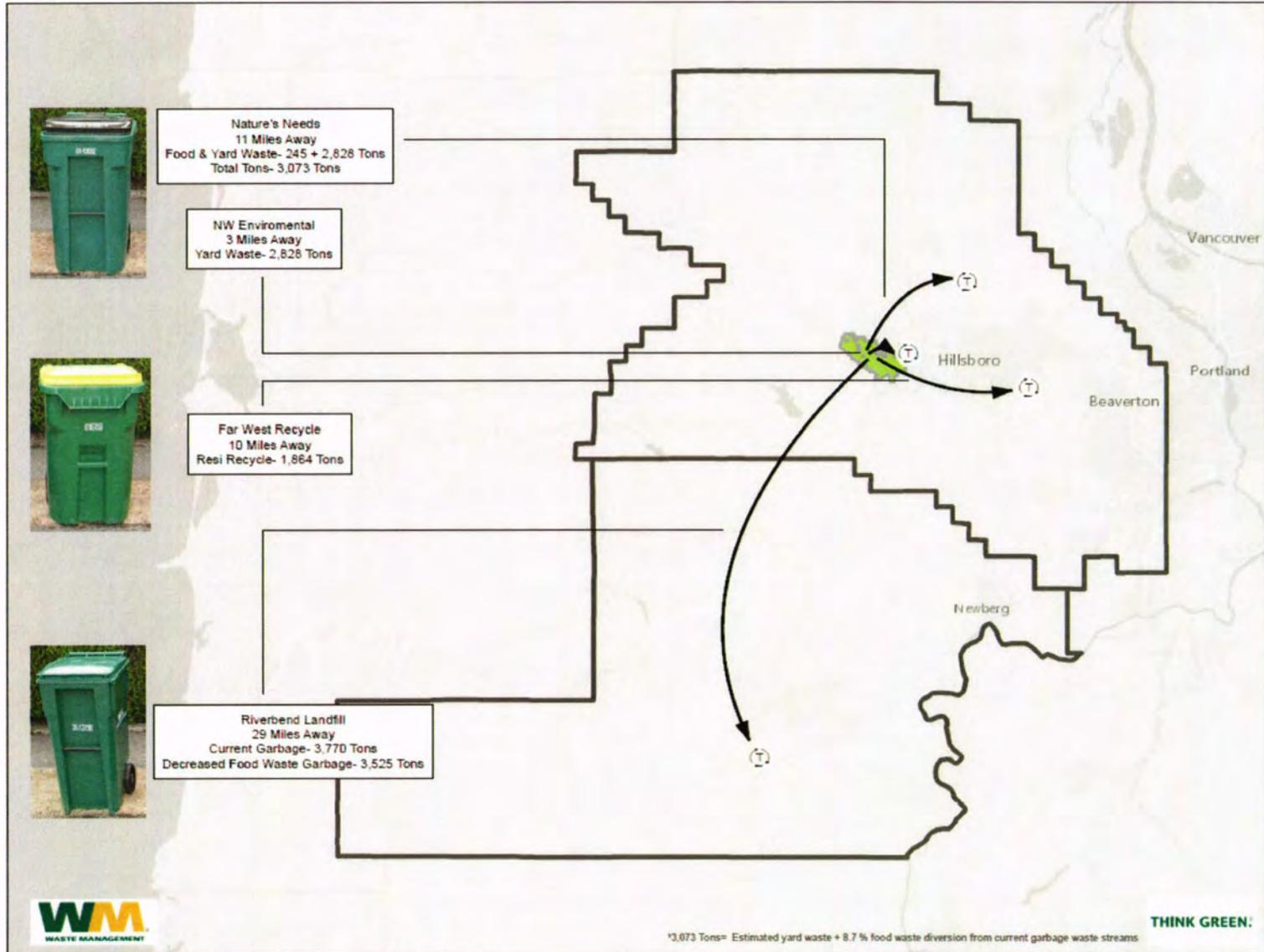
Glass Recycling Yard/Food Garbage



Glass Recycling Garbage Yard/Food

- Food waste / compost would be in same type of container as recycling and garbage
- No significant reports of rodent issues from Portland program

Times and Distances



Carbon Footprint – Forest Grove

The net decrease in Greenhouse Gas (GHG) emissions expected to result from the addition of food waste to the Forest Grove residential compost program is approximately 211 metric tons of carbon dioxide equivalent. This is a reduction in emissions of about 44 passenger vehicles driven for a year or 19.3 homes' energy use for one year.

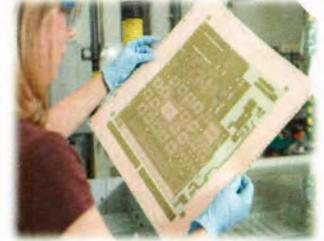
This accounts for:

- Increase in energy used to operate the compost facility (245 tons of food)
- Decrease in energy used to operate the landfill (245 tons of food)
- Change in transport for food (245 tons shipped 11 miles to Natures Needs vs. 29 miles to Riverbend)
- Change in transport for yard debris (2,828 tons shipped 11 miles to Natures Needs vs. 3 miles to NW Environmental)
- Increase in carbon storage in finished compost (245 tons of food)
- Decrease in fugitive methane emissions at Riverbend (245 tons of food)
- Decrease in carbon storage at Riverbend (245 tons of food)
- Decrease in energy offsets at Riverbend (due to reduced gas generation and capture) (245 tons of food)

Estimates provided by David Allaway, OR DEQ, Materials Management Program, 2016

Carbon Footprint – Portland

- Residential garbage decreased from 97,200 tons to 58,300 tons the first year
- Residential composting increased from 30,600 tons to 85,400 tons the first year



Legislative and Executive Work Plan: FY 2016-17

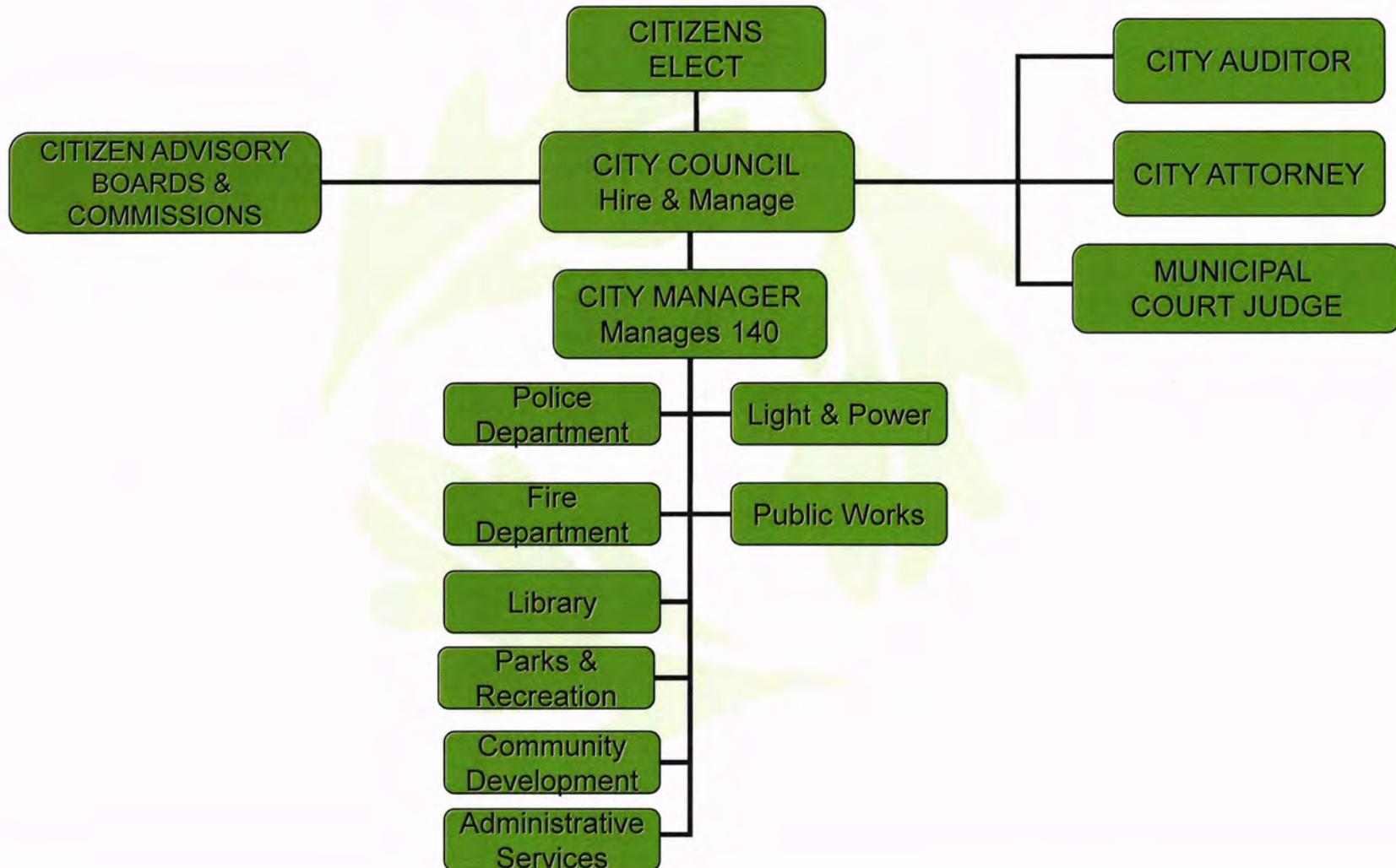
Report to City Council
April 25, 2016

A place where families and businesses thrive.

Purpose of Presentation

- 1) Tie together the Council's Vision, Goals, Objectives, and Department Work Plans
- 2) Give the Council a broad overview of each Department's priorities and how they connect to the Council's recently adopted Goals and Objectives.

CITY OF FOREST GROVE ORGANIZATIONAL CHART



Tying it Together



Vision Statement

The Council has one Vision Statement that is four paragraphs in length and leads with:

“Forest Grove is a friendly, twenty-first century, small, full-service city.”

Council Goals

The Council has three main Goals:

- Goal 1: Promote Safe, Livable and Sustainable Neighborhoods and a Prosperous Dynamic, Green City.
- Goal 2: Promote a prudent financial plan to maintain effective service levels of a full-service city.
- Goal 3: Promote the interests and needs of Forest Grove in local, state, and national affairs.

Council Objectives

The Council has 25 Objectives:

- 11 under Goal 1
- 6 under Goal 2
- 8 under Goal 3

Council Goal →

Council Objectives →

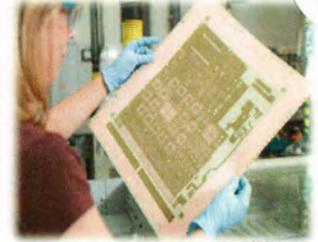
GOAL 1 (continued)	Actions:		Budget:	Time Frame:		Depts:	COUNCIL DIRECTION <i>Proposed</i>	STATUS <i>Next Steps</i>
	Needs Direction	Council Action	Fiscal Impact	1-3 Years	4+ Years	Assigned		
1.5 Neighborhood Watch Program			\$	■		PD	Draft a map showing established neighborhoods and Annual Report	Prepare a map showing established neighborhoods. Draft 1-2 page annual executive summary report.
1.6 Parks Recreation and Open Space Master Plan		◆	\$	■		P&R	Continue efforts and draft brochure listing parks/open spaces by location.	Continue efforts. Prepare brochure listing parks/open spaces by location. Submit final master plan recommendation to Council.
1.7 Planned Residential Developments		◆		■		CD	Draft simple flow chart for PRD process	Draft a simple flow chart showing the steps of the process in sequential order for PRD.
1.8 Plaza Downtown		◆	\$		■	CD, L&E	Identify concept location	Incorporate concept analysis into URA downtown storefront revitalization program.
1.9 Rogers Park Upgrades		◆	\$	■		P&R	Complete renovation efforts in FY16-17	Issue an RFP for renovations including, but not limited to, new restroom facilities and playground equipment.
1.10 Staff Succession Planning				■		Admin, L&E	Draft succession planning guidelines for staff	Draft 1-2 page executive summary report outlining procedural guidelines for staff succession planning efforts.
1.11 Urban Renewal Agency Downtown Storefront Revitalization Program		◆	\$	■		CD, ECD, Eng	Draft downtown storefront revitalization program	Draft downtown storefront revitalization program. Hold URA work session.

Department Work Plans

- Each Department has a detailed Work Plan. Work Plans cover both requirements and goals and objectives.
- Council will hear from each Department over the next three meetings. Presentations will vary between 5-15 minutes.
- Presentations will consist of the Departments top 3-5 accomplishments, top 3-5 objectives, and their relation to the Council's Goals and Objectives.

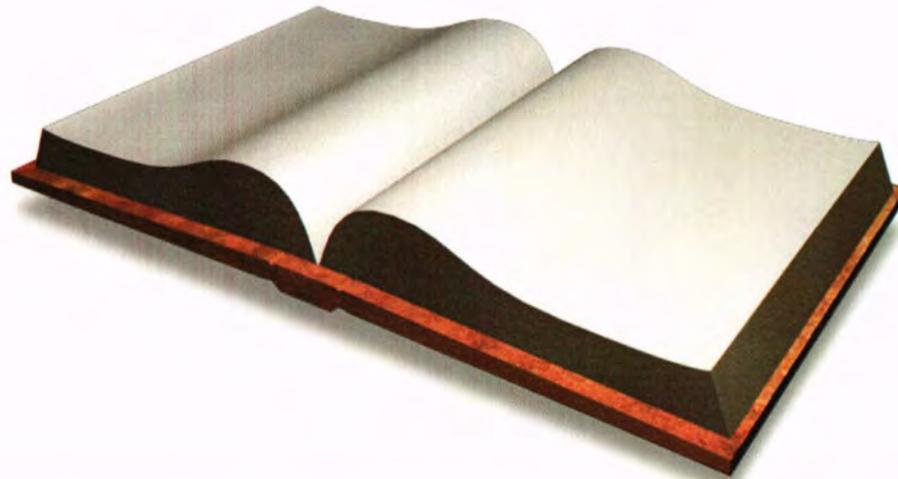
Example Work Plan





102.

Forest Grove City Library Work Plan: FY 2016-17



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Usage Statistics

- Use statistics 2014-15 (from 2015 Oregon State Library Report)
 - 361,280 items checked out
 - 17,220 e-book items checked out
 - 15,195 reference questions answered
 - 25,113 number of public internet use sessions
 - 68,833 number of public wireless sessions
 - 158,962 persons came into the library
 - 121,543 items borrowed for Forest Grove patrons
 - 117,771 Forest Grove items shipped to other libraries
 - 12,871 registered borrowers
 - 72 volunteers working 3,364 hours

Library Top Accomplishments

- Completed Library Strategic Planning Process
- Passage of WCCLS levy with a 64 percent margin and in all Forest Grove precincts
- Set records for participation in Summer Reading and number of books read
- Began circulating e-readers

Library Top Priorities

- Implement Strategic Plan
- Replace current self-check out machines and purchase additional for west end
- Complete Library Foundation's west end project
- Develop History Room Policy and Procedures
- Develop Programming Policy and Procedures

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Implement Strategic Plan

- Library Staff will develop action plans for: Teens, Technology, Latino Outreach and Services; and Community
- Library Commission will develop action plans for:
Open hours; west entrance; alternative collections and programs

Replace self check out machines

- Self-check out machines need to be replaced as they will not accept new debit/credit cards with chip
- Received unanticipated funding from WCCLS to be spent this fiscal year
- Plan is to replace two current machines and add one to west end/Children's area
- Plan is also to add security system to west end in anticipation of having back doors open more in future









Complete Library Foundation's west end project

- Children's area: Artwork
- Rogers Room: Sound System; new podium
- Adult Fiction area and study rooms: new tables and chairs; end panels

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Develop new Policy and Procedures

- Stewart History Room: collection; access; management
- Programming: funding; who: schedule;

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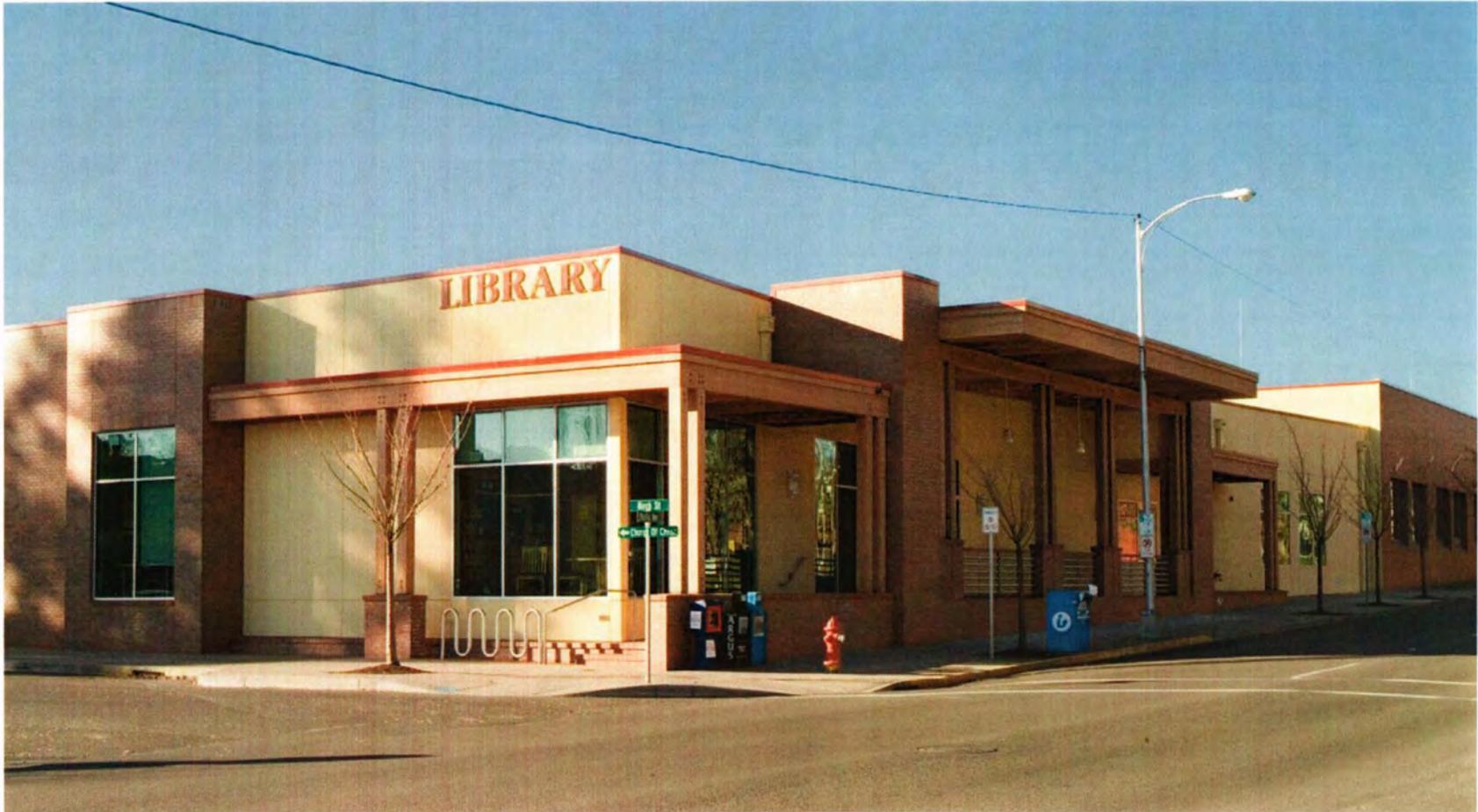
Maintain the quality of the staff and working environment via:

- Staff training and continuing education
- Recognition and celebration of staff and volunteers
- Attention to facility repair and maintenance

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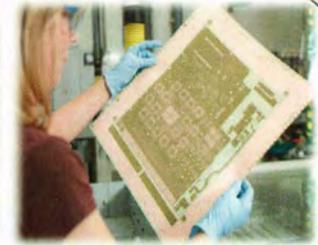


Your Forest Grove City Library



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10.3.

Light and Power Work Plan: FY 2016-17

City Council

April 25, 2016

George Cress, Director Light & Power

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Top Accomplishments for 2015

- Implementation of the 2013 Light & Power Electric system Master Plan: Purchase of three substation transformers, circuit breakers, circuit switcher for Thatcher Junction & Forest Grove substations. Energized Thatcher Junction substation.
- City Council adopted Electric Rate Schedules for all customers effective January 15, 2016.
- Commenced LED street lighting pilot project for replacement of existing street light bulbs. Installed 43 LED lights.
- Replaced 6,460' of underground cable: projects comprised the design, construction, and easement for re-conductoring the underground feed for Parry's Tree Farm/Cell towers, Casey Meadows & Rose Grove Mobile Home Park.
- Provided mutual aid assistance to neighboring consumer owned utilities on multiple occasions following severe weather events.
- Energized 95 residential subdivision lots in:
 - Poplar Commons,
 - Pacific Crossings 2A & 2B
 - Hillside Road

Top Priorities for 2016-17

- Thatcher Junction and Forest Grove substation upgrades:
 - Complete installation of Thatcher Junction substation transformer & protective equipment
 - Design/Engineer and install Forest Grove substation transformers & protective equipment
- Replacement of failing underground high voltage cable systems:
 - Most of the City's 69 miles of underground cable was installed in the early 1960's. L&P's objective is to replace 13,000 lineal feet of high-failure cable with new cable over the next two years.
- New Housing:
 - Design and install electrical service for Silverstone (93 lots) and Gales Creek Terrace (195 lots).
- Highway Realignment Projects:
 - Construction and installation of 9 power poles, wire, & service connections for the Verboort/Purdin Hwy 47 round-a-bout project.
 - Quince/Hwy 8 intersection redesign: L&P may need to run electrical service underground at that location due to conflicts with traffic signals & illumination.
 - Design & engineer electric service realignment for the David Hill Road extension & round-a-bout.
 - Complete design for replacement of existing A Street overhead electrical service to underground.
- Energy Reduction Programs (Council Objective 1.2)
 - Continue residential rebate programs for solar installations.
 - Continue replacing existing street light bulbs and fixtures with LED lights.
 - Review OSU's 2010 "A GIS Analysis of Wind Turbine Placement in Forest Grove" for potential wind tower watershed locations.

LED Replacement Project

The Light Emitting Diode Replacement (LED) Project is....

- ... an effort by the Light & Power Department and Engineering/Public Works Department to implement a street light conversion project by replacing existing security and street lights with LED lights
- ... currently the City's street lights are a mixture of high pressure sodium, metal halide, and induction lighting with the vast majority of them being high pressure sodium
- ... in 2014 -2015 Light & Power Department took the first step by starting a pilot project by replacing 25 of our high pressure sodium lights on major thoroughways throughout the community
- ... the pilot project was implemented to evaluate data and draw on experiences of other communities for considering converting the City's street lighting system to LEDs. The retro fit project is a multi-year undertaking to be completed in 3-5 years
- ... we are replacing (904) 100-watt high pressure sodium fixtures with 40-watt equivalent LED fixtures and (787) 200- watt HPS with 70-watt equivalent LED devices, in addition to replacing (300) 100-watt HPS security rental lights with 40-watt LED fixtures



LED Replacement Project

LED street lights will ...

- ... Improve nighttime visibility and safety through better color rendering, more uniform lighting distributions and the elimination of many dark areas between poles
- ... Reduce direct and reflected up-light which are the primary causes of urban sky glow
- ... 40-80% energy savings (dependent on incumbent lighting source and lighting design criteria)
- ... 50-75% street light maintenance savings
- ... conversion, it takes roughly an hour to convert one streetlight to LED, a two-man crew works with a bucket truck to install the streetlight bracket and put the new light in place
- ... a portion of the cost for the conversion is offset by energy efficiency incentives from the Bonneville Power Administration
- ... the remaining costs are offset by energy savings and reduced maintenance expense
- ... new fixtures are guaranteed by the manufacturer for 10 years, so little maintenance is expected
- ... street light maintenance – changing bulbs and PE cell fixtures, July 2014 – 2015, --\$42, 145.



LED Replacement Project

Benefits from the LED Replacement program ...

- ...with the old high-pressure sodium lights, the bulbs needed to be replaced every four to six years. The new LED bulbs have an expected lifetime of 20 years, and will only need to be washed every seven years
- ... the cost of power for (25) 200 W HPS lights for one year is \$821. The cost of power for (25) 100 W LED lights for one year would be \$365.
- ... estimated energy savings = 1,000 street lights X 4,000 hours per year X 75 W per luminaire savings X .10 kWh rate = \$30,000
- ... estimated annual Maintenance savings = 1,000 street lights X \$25 per fixture per year savings
 - (assuming 4 year cycle of HID spot relamping, cleaning, changing igniters, ballasts, photocells, etc. vs. 10 year cleaning cycle and occasional photocell and driver replacements) = \$25,000

LED Replacement Project

Project to date and LED Funding Estimates ...

- ... 2014 -2015 Light & Power Department installed 25 LED's along Pacific Avenue and 19th Street's
- ... 2016 Light & Power Department will replace (300) 100 watt round HPS security lights with 40 watt equivalent LEDs at a cost of \$56,706
- ... 2016 BPA Rebate for security lighting for 300 LED's -- \$18,000





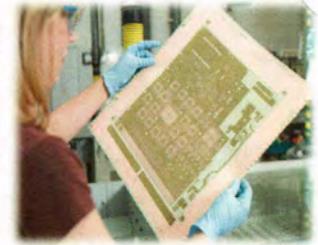


Questions?



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Economic Development Work Plan: FY 2016-17

City Council
April 25, 2016

Jeffrey King, Economic Development
George Cress, Director Light & Power

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Top Accomplishments for 2015

- **Business Incentive Program & technical assistance implementation.** Resulted in eight (8) new small businesses to open. Resulted in over 25 new jobs and reduction of vacant space.
- **Industrial Expansion.** Chaucer Foods sited a new manufacturing operation in Forest Grove and Lieb Foods expanded. Both Chaucer and Lieb Foods were assisted by the Enterprise Zone and regulatory assistance. Chaucer invested \$14 million, occupied 84,600sf of vacant industrial space and created 95 jobs. Lieb Foods expansion is creating 12 jobs and a \$2.6M investment.
- **Completed participation in the Washington County Industrial Site Assessment Project.** Five sites in Forest Grove were assessed for readiness. The study included analysis of infrastructure needs and costs, access, net developable area, conceptual development, market feasibility and impact analysis. The analysis will bring these industrial sites to shovel ready status and facilitate private investment.
- **Completion of Forest Grove Economic Development Commission Strategic Plan.** Plan changes enable better response to post-recession changes in area economy to support economic growth opportunities.
- **Implemented Comprehensive Marketing Effort.** Marketing and messaging campaign to promote growth of industrial, commercial and tourism sectors. Included print, web, e-newsletter, radio, City website, and real estate brokers e-letters.
- **Facilitated Small Business Training Assistance.** Provided small business management and marketing training scholarships for ten existing local small businesses to help strengthen and grow their operations.

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Top Priorities for 2016-17

- ***Re-Authorize the Forest Grove Enterprise Zone for another 10 years***
 - The Enterprise Zone has been an important tool in helping grow the local economy. The enterprise zone has been used by diverse companies such as Pascor, Lieb Foods, Henningsen Cold Storage and Chaucer. The 10-year authorization ends on June 30, 2016. **Council Objective 1.3**
- ***Development of Larger Commercial Sites***
 - Provide assistance, strategies and tools to help develop our largest commercial sites including the “Haggen”, “Albertsons”, “Rice” and “Times-Litho”. **Council Objective 1.3**
- ***Industrial Site Readiness***
 - Increase Market Availability and Readiness of Industrial Sites. Approaches include reducing barriers, assist/provide funding, and public-private approaches. **Council Objective 1.3**
- ***Retain and Expand Existing Forest Grove Companies***
 - Objective is to help reduce companies from curtailing or closing operations as well as to support expansion. **Council Goal #1**
- ***Further Develop the Tourism Sector of the Economy***
 - Work with the Chamber of Commerce, EDC, City Club, WCVA, and other organizations to promote and grow the tourism sector. **Council Objective 3.24**
 - Update and refresh the Tourism kiosks located throughout the City. **Council Objective 3.24**
- ***Support Growth of Small/New Businesses***
 - Hold work session with the Urban Renewal Agency to discuss modeling and viability of a Storefront Revitalization Program. **Council Objective 1.11**

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Questions?

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CITY MANAGER'S REPORT TO COUNCIL

April 21, 2016

Dates to Remember:

- May 2-7:** Spring Cleanup Events
- May 7:** Shredding Event, 9 to 1, Council & Ash Street Parking Lot
- May 5:** Budget Committee First Meeting, 6:30 pm, Community Auditorium
- May 9:** CEP Committee Meeting, 5:30 pm, Community Auditorium
- May 11:** Post Office Relocation Open House, 6 pm, Community Auditorium
- May 12:** Budget Committee Second Meeting, 6:30 pm, Community Auditorium
- May 18:** Latino Summit, 6 pm, FGUCC

CITY MANAGER:

- Forest Grove is hosting the Washington County City Manager's meeting April 27 in the Community Auditorium, followed by the WCCLS Executive Committee.
- JWC voted to approve their annual operating budget and to approve the CM/GC contracting method for retrofit and expansion of the Water Treatment Plant.
- I plan to be on vacation May 16-20. I will be available by e-mail and cellphone.

ADMINISTRATIVE SERVICES:

- FY 2016-17 Budget Preparation: Internal budget reviews have been completed. Proposed budget is being finalized and will be distributed to the Budget Committee on April 28 in preparation for the May 5 and May 12 Budget Committee meetings which are scheduled to start at 6:30 pm.
- Recruitments: Current recruitments underway include Police Officer, Police Reserve Officer, IT Manager, Human Resources Technician, Librarian Assistant, Public Services Librarian (Youth), Parks Seasonal Workers.

PARKS and AQUATICS:

- Upcoming Parks, Recreation Center and Open Space Master Plan elements:
 - Community Workshops first week of June.
 - Draft Master Plan and Public Information Updates mid-July.
 - Citizen Advisory Committee receives draft plan for comments early August
 - Parks and Recreation Commission receives draft document August Commission meeting
 - Joint Work Session: City Council, Planning Commission, Recreation Commission mid-September.
 - Final Plan adopted late September.
 - Final SDC and CIP adoption by Recreation Commission, City Council and Implementation Schedule early October.
- Old Town Loop Trail is waiting for the Washington County Land Use permit. This process could take as long as 150 days, but staff is encouraging the County to issue the permit no later than July 1st.
- The Aquatic Center has enjoyed a significant boost in attendance the past two weeks, due to the record-setting weather. The public is getting in the mood for summer by the looks of attendance.

LIBRARY:

- The library celebrated Volunteer Appreciation Week with staff bringing treats each day for our library volunteers. There was also a trivia contest with prizes from local vendors. The library currently has 36 volunteers with regularly weekly schedules.

- Library staff is celebrating the arrival of new shades for the south side windows of the staff work room and lunch room. To date, these windows have been covered with a variety of hand-made solutions.
- Resolving another long-standing issue, diaper changing stations have been ordered for both bathrooms at the west end of the building. Funding is provided by the Mom's Club of Forest Grove.
- The Library Foundation is working with the City to develop a rain garden on the south side of the library.

POLICE:

- The department is searching for more reserve officers in a recruitment & selection process.
- Shannon Humphrey, Code Enforcement Officer, began duties with the department on April 18.
- FGPD is hosting a Washington County Commanders meeting with metro area executive supervisors.
- FGPD is holding an interview process for a volunteer chaplain that will join Chaplain Danielson.
- Chief Schutz attended the Oregon Association Chiefs of Police conference.

LIGHT & POWER:

- The new control house at Thatcher substation was attached to its foundation last week.
- Current designs being drawn and routed for review are: Usher transformer replacement and down-size, Power for Farmer's market, a new redundant primary extension for Clean Water Services new vertical pump station, Silverstone Phase I, an ODOT signal project at HWY 8 and Quince, and FG Storage.
- Plan reviews of new homes are ongoing with five received in Pacific Crossing and one on Hillside Road.

ECONOMIC DEVELOPMENT:

- Continued to make progress with Old Trapper food processor expansion on 24th Avenue. Plans for renovation of existing 57,000 sf have been submitted. Phase II is planned for 60,000 sf of new construction. Total project could create up to 100 new jobs.
- Received enterprise zone expansion application for McMenamin's Grand Lodge. \$4.2 million investment will result in 22 new rooms and 4 new jobs.
- Working with The Great Northwest Grill, located in former Thai House II space. They had a soft opening last week. Grand opening in early May.
- Preparing grant application to Metro on behalf of Economic Development Commission to improve downtown store design attractiveness. Would match other grant funds.
- Proceeding with re-authorization application of the Forest Grove Enterprise Zone, which is set to expire on June 30. Has resulted in \$22 million of new investment and 166 new jobs. Will come before council at May 9 meeting.
- Received pricing and contract to replace kiosk boards at corner of Main and Pacific. Expect contract to be signed this week.
- Continued making progress assisting two property owners of large lot industrial land in the UGB to improve marketability and bring sites into city.

ENGINEERING / PUBLIC WORKS:

- Parks Trail Project: Staff is working with the Parks Department to provide City contract documents for trail construction services.
- Intersection Improvement – Vibrotactile APS Request: A citizen requested that audible and vibratory crosswalk devices at Pacific Avenue & Elm Street and 19th Avenue & Elm Street be installed. City staff met with Oregon Commission for the Blind representative onsite and the Commission is in favor of installing the devices.
- Crews continue with crack sealing efforts around town and flushing water main lines this week.
- Timber Harvest: The 2015 harvest is expected to be complete in two weeks. The 2016 harvest will advertise this week with bids due on May 5.

- Deep Creek Road Improvement Project: Chris Dials Contracting of Tillamook, Oregon was awarded this project. The project will begin on July 1, 2016.
- Main Street - Electrical: Staff is working with the UCC Church to obtain an easement and provide electricity to Main Street for the Farmers Market.

Activity Report Mar 2016

