

CITY COUNCIL MONTHLY MEETING CALENDAR

May-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Planning Comm 7pm	CCI 5:30pm	Municipal Court FG History Series 6:30pm	BUDGET COMMITTEE 1st Mtg 6:30 PM - COMMUNITY AUD EDC Noon	S&CC 1st Friday	Spring Clean Up Event City Shred Event 9am-1pm ORCC Run Hagg Lake
8	9	10	11	12	13	14
	CITY COUNCIL 5:30 PM - Solid Waste CEP Committee Meeting 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	FG History Series 6:30pm MPAC 5pm	BUDGET COMMITTEE 2nd Mtg 6:30 PM - COMMUNITY AUD PAC 5pm	LOC Mtg	Fernhill Wetlands Eco-Blitz - 8:30 am
Kidd returns						
15	16	17	18	19	20	21
	Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	Ford Leadership 4pm Fernhill Wetlands 5:30pm	Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm Latino Summit 6pm - UCC	WC MSTIP3E Open House 5:30pm Food Film 7:30pm		
22	23	24	25	26	27	28
	CITY COUNCIL 5:30 PM - WORK SESSION (Fire Standards) 6:00 PM - SOLID WASTE CEP COMM MEETING 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	HLB 7:15pm	PSAC 7:30am FG History Series 6:30pm MPAC 5pm	WEA Breakfast Sustainability 6pm		
29	30	31				
	CITY HALL CLOSED HOLIDAY Memorial Day Flag Ceremony 12:30pm					
Jun-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Election Packets Available 9am - City Recorder's Office Water Providers CB 6:30pm	EDC Noon	Rotary Steak Feed S&CC 1st Friday	
5	6	7	8	9	10	11
	Planning Comm 7pm	CCI 5:30pm	Municipal Court MPAC 5pm	PAC 5pm	JWC 12:30pm TBA	
12	13	14	15	16	17	18
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	Food Film 7:30pm	LOC Directors	
19	20	21	22	23	24	25
	Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	Fernhill Wetlands 5:30pm	Municipal Court PSAC 7:30am	WEA Breakfast Sustainability 6pm		
26	27	28	29	30		
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	HLB 7:15pm	MPAC 5pm	Employee Breakfast 7am - Fire Station		
Jul-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					S&CC 1st Friday	
3	4	5	6	7	8	9
	CITY OFFICES CLOSED HOLIDAY	Planning Comm 7pm CCI 5:30pm	MPAC 5pm	EDC Noon		
10	11	12	13	14	15	16
	1st DAY TO FILE CANDIDACY PETITION 120-DAYS BEFORE ELECTION 9:00 am - City Recorder's Office CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	Municipal Court	PAC 5pm Nyuzen Meet & Greet 5pm - Comm Aud Nyuzen Adult Delegation Arrives	Nyuzen Welcome Dinner 6pm - Location TBA	
17	18	19	20	21	22	23
	Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm Nyuzen Adult Delegation Departs	Fernhill Wetlands 5:30pm	P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	Food Film 7:30pm UMA Conference		
24	25	26	27	28	29	30
	CITY COUNCIL NO REGULAR MEETING SCHEDULED	HLB 7:15pm	Municipal Court	WEA Breakfast Sustainability 6pm		
31						

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CITY COUNCIL MEETING AGENDA

MONDAY, MAY 23, 2016

**5:30 PM – Work Session (Fire Standards of Cover)
6:00 PM – Solid Waste CEP Committee Meeting
7:00 PM – Regular Meeting**

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

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

PETER B. TRUAX, MAYOR

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

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.

<p>(PowerPoint Presentation) Michael Kinkade, Fire Chief Jesse VanderZanden, City Manager</p>	<p><u>5:30</u></p>	<p><u>WORK SESSION: FOREST GROVE FIRE & RESCUE COMMUNITY RISK ANALYSIS AND STANDARDS OF COVER</u> The City Council will convene in the Community Auditorium – Conference Room to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).</p>
<p>Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager</p>	<p><u>6:00</u></p>	<p><u>SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM ADVISORY COMMITTEE MEETING</u> The Solid Waste Community Enhancement Program Advisory Committee (CEPC) will convene in the Community Auditorium to conduct the above meeting. <i>(Refer to separate agenda)</i></p>
<p>(PowerPoint Presentation) Jeff King, Economic Development Manager</p>	<p><u>7:00</u></p>	<p>1. <u>REGULAR MEETING:</u> Roll Call and Pledge of Allegiance 2. <u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Council on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you. 3. <u>CONSENT AGENDA:</u> See Page 4 4. <u>ADDITIONS/DELETIONS:</u> 5. <u>PRESENTATIONS:</u></p>
<p>Jon Holan, Community Development Director Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager</p>	<p>7:10 7:25</p>	<p>• <i>Forest Grove/Cornelius Enterprise Zone Renewal</i> 6. <u>CONTINUE PUBLIC HEARING FROM MAY 9, 2016: SECOND READING OF ORDINANCE NO. 2016-11 REPEALING ORDINANCE NO. 2014-09 AND DELETING FOREST GROVE CITY CODE SECTIONS 2.11.000 TO 2.11.075 (TITLED MARIJUANA TAX)</u></p>
<p>(PowerPoint Presentation) Brandi Walstead, Program Coordinator Jon Holan, Community Development Director Jesse VanderZanden, City Manager</p>	<p>7:30</p>	<p>7. <u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2016-12 AMENDING FOREST GROVE CITY CODE CHAPTER 7 BY ADDING NEW CODE SECTIONS 7.900 TO 7.930 PROHIBITING THE USE OF SINGLE-USE PLASTIC CARRYOUT BAGS</u></p>
<p>Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager</p>	<p>8:00</p>	<p>8. <u>PUBLIC HEARING AND RESOLUTION NO. 2016-31 SETTING FEES AND CHARGES (THREE PERCENT INCREASE) FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2016, AND REPEALING RESOLUTION NO. 2015-38</u></p>
<p>(PowerPoint Presentation) Anna Ruggles, City Recorder Mayor Peter Truax</p>	<p>8:10</p>	<p>9. <u>PUBLIC HEARING AND RESOLUTION NO. 2016-32 ADOPTING CITY MANAGER ANNUAL PERFORMANCE EVALUATION STANDARDS AND CRITERIA</u></p>

<p>(PowerPoint Presentation) Colleen Winters, Library Director Jesse VanderZanden, City Manager</p>	<p>8:20</p>	<p>10. <u>RESOLUTION NO. 2016-33 AUTHORIZING CITY MANAGER TO ENDORSE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN CITY OF FOREST GROVE AND WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES (WCCLS) "PUBLIC LIBRARY SERVICES AGREEMENT"</u></p>
<p>(PowerPoint Presentation) Colleen Winters, Library Director Jesse VanderZanden, City Manager</p>	<p>8:25</p>	<p>11. <u>RESOLUTION NO. 2016-34 AUTHORIZING CITY MANAGER TO ENDORSE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN CITY OF FOREST GROVE AND WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES (WCCLS) "WCCLS INFORMATION NETWORK AGREEMENT"</u></p>
<p>(PowerPoint Presentation) Colleen Winters, Library Director Jesse VanderZanden, City Manager</p>	<p>8:30</p>	<p>12. <u>RESOLUTION NO. 2016-35 AUTHORIZING CITY MANAGER TO ENDORSE THE SECOND AMENDMENT TO INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN CITY OF FOREST GROVE AND WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES (WCCLS)</u></p>
<p>(PowerPoint Presentation) Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager</p>	<p>8:35</p>	<p>13. <u>REPORT AND FINDINGS ON WASTE MANAGEMENT'S RATE INCREASE REQUEST AND SETTING A PUBLIC HEARING FOR MONDAY, JUNE 13, 2016, CITY COUNCIL MEETING, TO CONSIDER UP TO 5.1 PERCENT RATE INCREASE AND \$1.50 PER MONTH INCREASE FOR FOOD WASTE RECYCLING TO BE EFFECTIVE JULY 1, 2016</u></p>
<p>(PowerPoint Presentation) Rob Foster, Public Works Director</p>	<p>8:50</p>	<p>14. <u>DEPARTMENT WORK PLANS FOR 2016:</u></p> <ul style="list-style-type: none"> • <i>Public Works/Engineering</i>
<p>(PowerPoint Presentation) J. F. Schutz, Police Chief</p>	<p>9:00</p>	<ul style="list-style-type: none"> • <i>Police Department</i>
<p>(PowerPoint Presentation) Paul Downey, Administrative Services Director</p>	<p>9:10</p>	<ul style="list-style-type: none"> • <i>Administrative Services</i>
<p>City Councilors</p>	<p>9:20</p>	<p>15. <u>CITY COUNCIL COMMUNICATIONS:</u></p>
<p>Jesse VanderZanden, City Manager</p>	<p>9:35</p>	<p>16. <u>CITY MANAGER'S REPORT:</u></p>
<p>Peter Truax, Mayor</p>	<p>9:40</p>	<p>17. <u>MAYOR'S REPORT:</u></p>
	<p><u>9:45</u></p>	<p>18. <u>ADJOURNMENT:</u></p>

-
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 Meeting Minutes of May 9, 2016.
 - B. Accept Economic Development Commission Meeting Minutes of February 4, March 3, and April 7, 2016.
 - C. Accept Library Commission Meeting Minutes of April 12, 2016.
 - D. Accept Parks and Recreation Commission Meeting Minutes of April 20, 2016.
 - E. Accept Public Arts Commission Meeting Minutes of March 10 and April 14, 2016.
 - F. **ENDORSE LIQUOR LICENSE RENEWAL APPLICATION FOR YEAR 2016:**
 - 1. Tienda La Rosa (Off-Premises Sales)



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>WORK SESSION</u>
MEETING DATE:	<u>MAY 23, 2016</u>
FINAL ACTION:	

CITY COUNCIL STAFF REPORT

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *April 11, 2016*

PROJECT TEAM: *Michael Kinkade, Fire Chief*

SUBJECT TITLE: *Fire Department Community Risk Analysis and Standards of Cover*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational
X all that apply

ISSUE STATEMENT:

The purpose of this document is to provide a system which will assist with:

- Assessing community fire and non-fire risks;
- Defining baseline and benchmark emergency response performance standards;
- Planning future station locations;
- Determining apparatus and staffing patterns;
- Evaluation workload and ideal unit utilization;
- Measuring service delivery performance; and
- Supporting strategic planning and policy development relative to resource procurement and allocation.

BACKGROUND:

The key elements in this document include:

- A community risk assessment identifying the fire and non-fire risk common and/or unique to our communities.
- A determination of levels of service to be provided to the areas protected by our departments.
- An analysis of the department’s current response capability in terms of time and on-scene performance for personnel and equipment; and
- A development of standards describing how department resources shall be allocated and deployed to maximize emergency response effectiveness.

The Public Safety Advisory Commission reviewed this document during the month of April 2016 at two meetings. On April 27, 2016 PSAC unanimously recommended that the City Council approve the Forest Grove Fire & Rescue Community Risk Analysis and Standards of Cover and its recommendations.

FISCAL IMPACT:

There is no fiscal impact to approving this document. This document can provide direction for decision with financial implications.

STAFF RECOMMENDATION:

Staff is presenting this document at a work session to receive input prior to bringing it to the City Council for resolution approval.

ATTACHMENT(s):

Community Risk Analysis and Standards of Cover



Community Risk Analysis and Standards of Cover



What is a Standards of Cover?

- A method of assessing community risks.
- A means of measuring what we are currently getting for the investment we have put into our system.
- A means for defining baseline and benchmark emergency response performance.
- A planning tool to help with strategic planning, station locations and system improvements.

Why do we have to do it?

- Good governance
- Performance measurement tool
- Fiscally responsible
- Excellent planning tool
- Future ISO rating
- Meets national and regional best practices
- Required for accreditation

Components of a Standard of Cover

- Description of the Communities Served
- Description of Services Provided
- Community Expectations
- **Community Risk Assessment**
- **Historical Perspective of System Performance**
- **Performance Objectives and Measurement**
- **Compliance Methodology**
- **Conclusions and Recommendations**

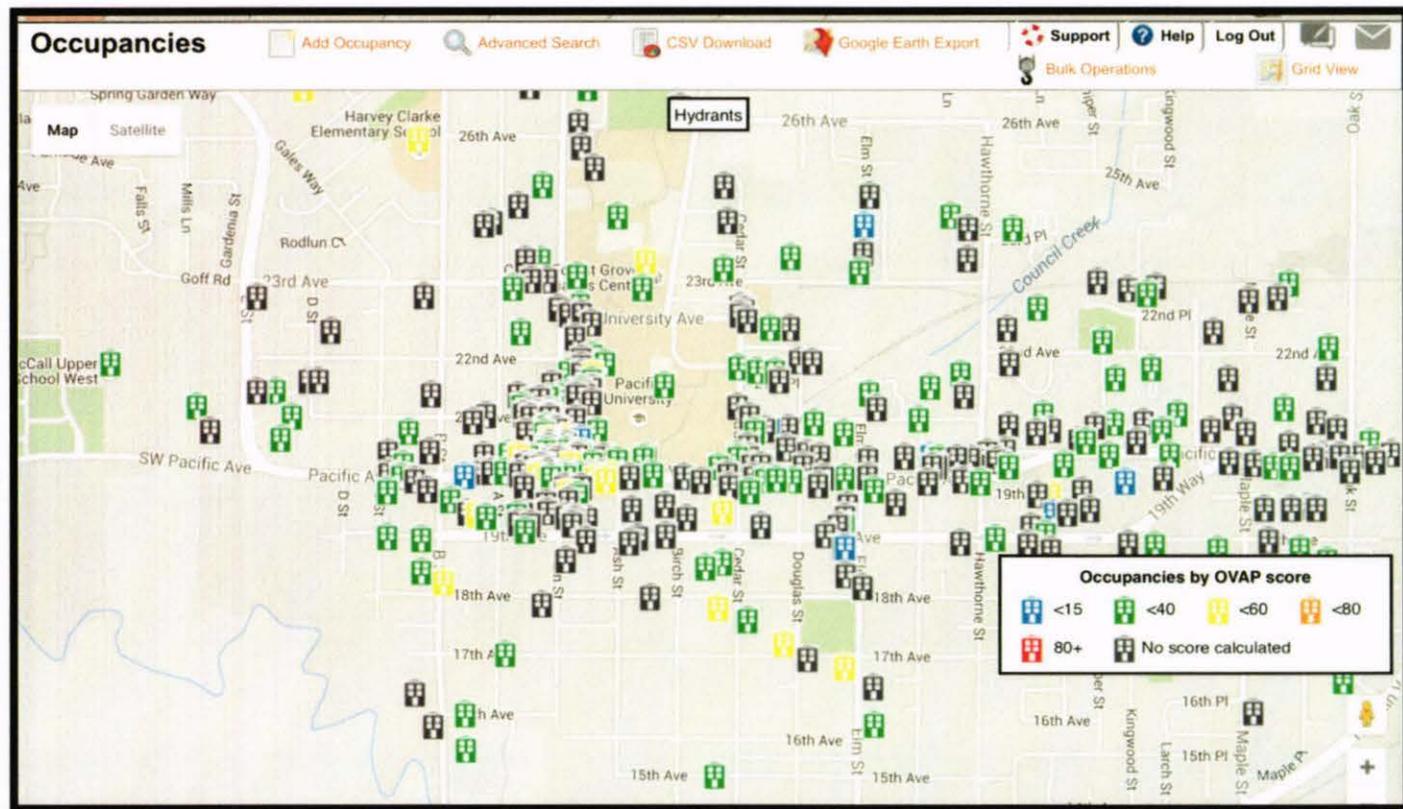
Community Risk Assessment

- Community Risk

Hazard Analysis Matrix for the Cities of Cornelius and Forest Grove					
Hazard	Rating Criteria with Weight Factors				Total Score
	History ¹ (WF=2)	Vulnerability ² (WF=5)	Max Threat ³ (WF=10)	Probability ⁴ (WF=7)	
Score for each rating criteria = Rating Factor (High = 10 points; Medium = 5 points; Low = 1 points) X Weight Factor (WF)					
Hazardous Materials	H	H	H	H	240
Health Emergency	H	H	H	H	240
Severe Weather	H	H	H	H	240
Utility Fail/Resource Shortage	H	H	H	H	240
Earthquake	M	H	H	M	195
Flood	H	H	M	H	190
Volcano/Ash	L	M	M	L	107
Fire	H	L	L	H	105
Transportation/Industrial	H	L	L	H	105
Civil Disorder/Terrorism	M	L	L	M	60
Notes:					
1. History addresses the record of previous major emergencies or disasters. Weight Factor is 2. Rating factors: high = 4 or more events in last 100 years; medium = 2-3 events in last 100 years; low = 1 or 0 events in last 100 years.					
2. Vulnerability addresses the percentage of population or property likely to be affected by the average occurrence of a hazard. Weight Factor is 5. Rating factors: high = more than 10% affected; medium = 1%-10% affected; low = less than 1% affected.					
3. Maximum Threat addresses the percentage of population or property that could be affected in a worst case incident. Weight Factor is 10. Rating factors: high = more than 25% could be affected; medium = 5%-25% could be affected; low = less than 5% could be affected.					
4. Probability addresses the likelihood of a future hazard occurrence within a specified period of time. Weight Factor is 7. Rating factors: high = one incident likely within a 10-35 year period; medium = one incident likely within a 35-70 year period; low = one incident likely within a 75-100 year period.					

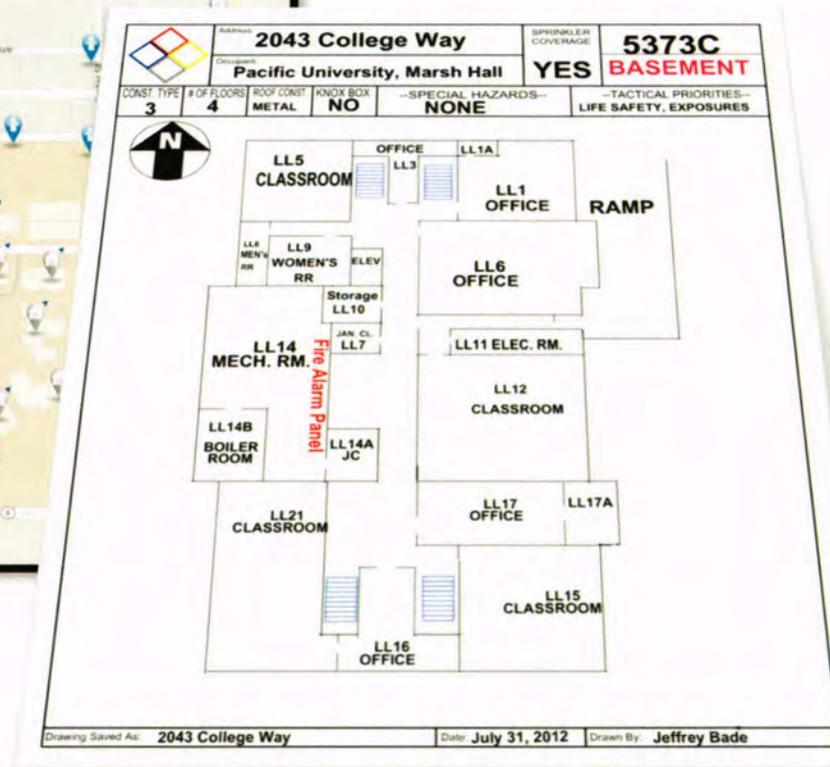
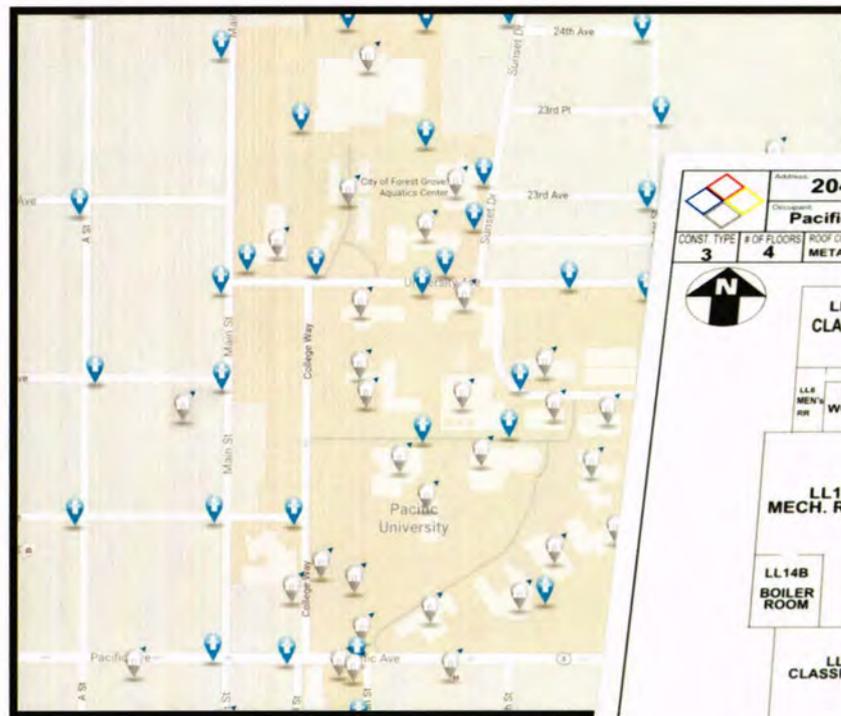
Community Risk Assessment

- Building Risk



Community Risk Assessment

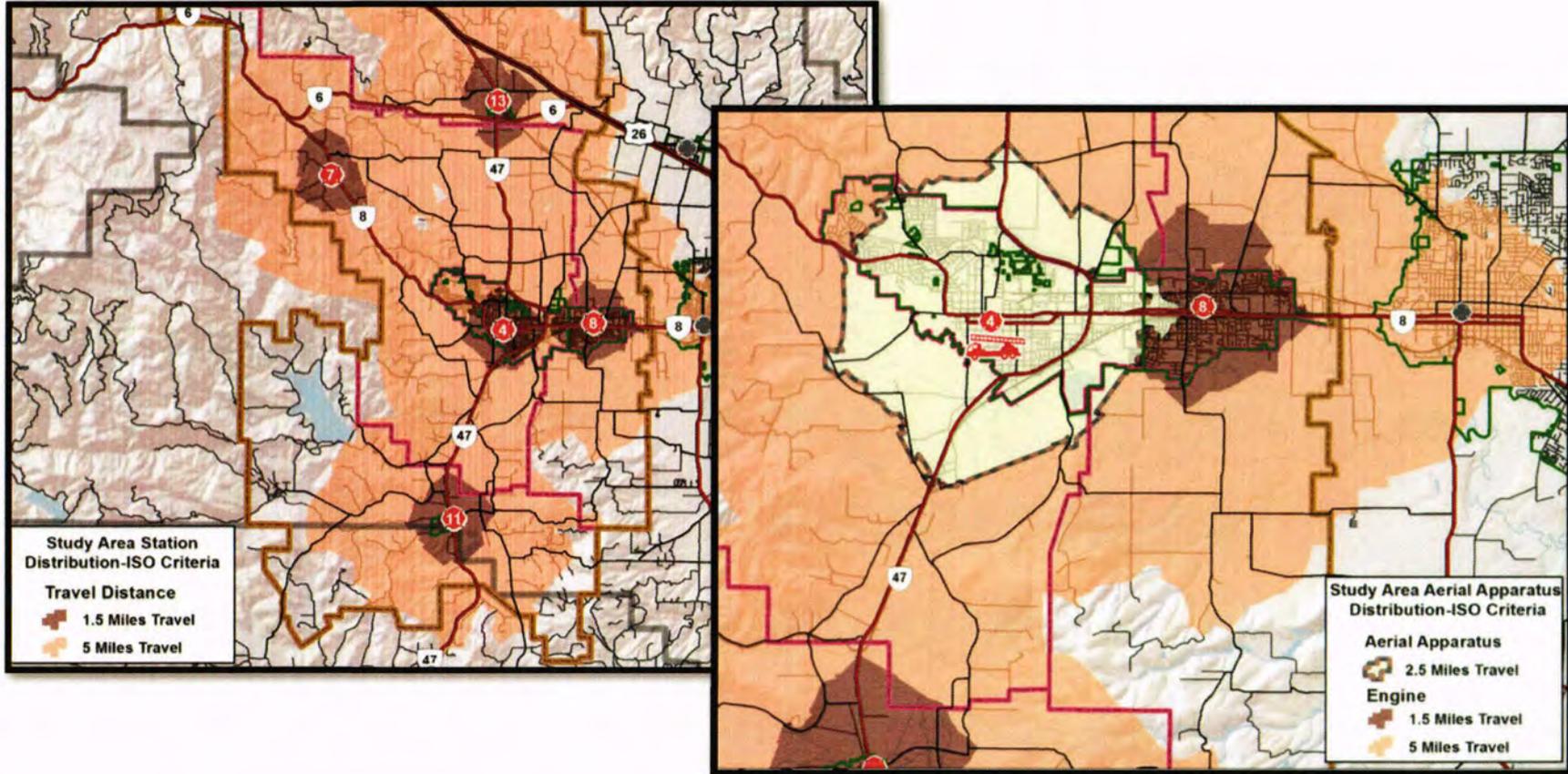
- Target Hazards



Drawing Saved As: **2043 College Way** Date: **July 31, 2012** Drawn By: **Jeffrey Bade**

System Performance

- Resource Distribution Factors



System Performance

- Concentration

EFFECTIVE RESPONSE FORCE – STRUCTURE FIRE, URBAN/HYDRANTED, 1 ST ALARM			
Unit	Crew Size	Task	Personnel Needed
1 st Due Engine	3	Size-up, establish command, water supply, primary attack	3
2 nd Due Engine	3	Backup attack line, protect exposures, ingress/egress, search/rescue	3
3 rd Due Engine	3	Rapid Intervention Team (RIT)	3
1 st in Truck	3	Rescue, Access, Ventilation, Utilities, Salvage, Overhaul	3
1 st Due Chief	1	Incident Command	1
2 nd Due Officer	1	Safety Officer	1
Total Responding	14		14

EFFECTIVE RESPONSE FORCE – EMS CALL, CODE 3, CARDIAC ARREST/MAJOR TRAUMA			
Unit	Crew Size	Task	Personnel Needed
1 st Due Engine	3	Patient care, airway, venous access, medications, advanced cardiac monitoring	3
1 st Due Rescue	2	CPR, patient movement, documentation and history	2
Chaplain	1	Family support	1
Medic Unit	2	Medical transport	2
1 st Due Chief	1	Helicopter Landing Zone (ONLY IF USED)	1
Total Responding	8-9		8-9

System Performance

- Reliability

Concurrent Incidents, 2012 and 2013

	Single Incident	2 Incidents	3 Incidents	4 Incidents
CFD	96.8%	3.1%	0.1%	0.0%
FGFR	88.7%	10.8%	0.4%	0.0%
GFD	97.4%	2.6%	0.0%	0.0%

FGFR Unit Hour Utilization 2013		
Apparatus	Time Committed	UHU
E421	722:41:15	8.25%
E422	245:35:59	2.80%
E423	58:01:03	0.66%
E427	17:17:25	0.20%
MED4	117:02:07	1.34%
T4	32:51:02	0.38%
WT4	160:36:32	1.83%
WT7	32:11:48	0.37%

Performance Objectives

- **BENCHMARK:** The NFPA 1720 benchmark is:
 - For urban communities is to assemble 15 firefighters in 540 seconds (9 minutes) from time of dispatch, 90% of the time.
 - For rural communities, the benchmark is to assemble 6 firefighters in 840 seconds (14 minutes) from time of dispatch 80% of the time.
- **BASELINE:** Forest Grove Fire and Rescue has historically been able to achieve:
 - 15 firefighters on scene 90% of the time in 13 minutes 38 seconds within the City.
 - For rural communities, the department achieves 6 firefighters on scene in 840 seconds (14 minutes) 86% of the time.

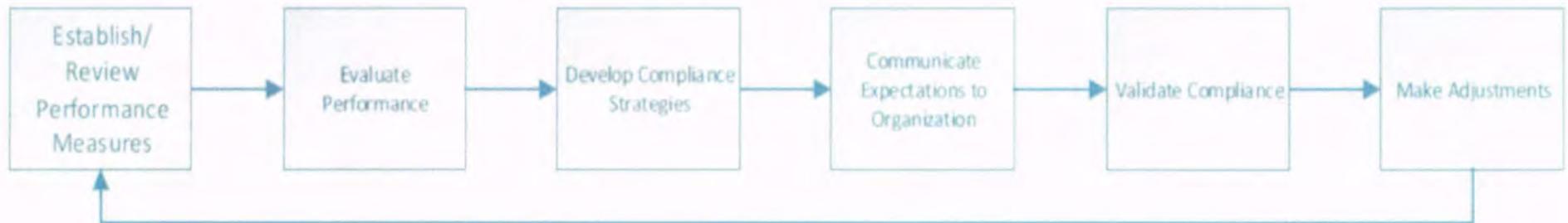
NFPA 1710 Comparison

While NFPA 1710 is **not the adopted** standard for our department, we include the benchmark and baseline comparison for future consideration.

First Arriving Unit, 2015

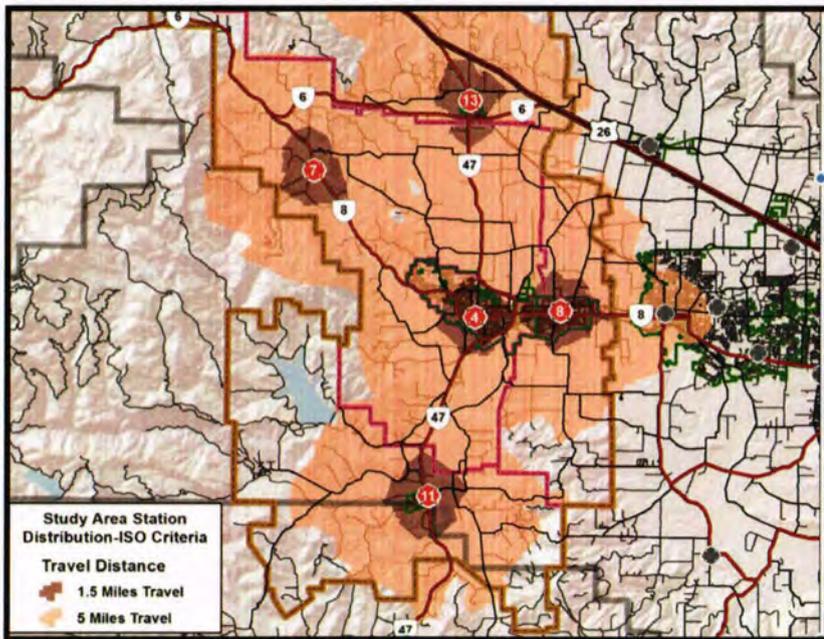
Incident Type	Response Zone	Alarm Processing				Turnout				Travel Time				Total Response Time			
		FGFR Baseline	TVFR Baseline	CAI Baseline	CAI/NFPA Benchmark	FGFR Baseline	TVFR Baseline	CAI Baseline	CAI/NFPA Benchmark	FGFR Baseline	TVFR Baseline	CAI Baseline	CAI/NFPA Benchmark	FGFR Baseline	TVFR Baseline	CAI Baseline	CAI/NFPA Benchmark
EMS	Urban	01:59	01:59	01:30	01:00	01:30	01:40	01:30	01:00	5:10	05:35	05:12	04:00	08:30	08:49	05:12	06:00
EMS	Rural	01:59	01:59	01:30	01:00	01:30	01:40	01:30	01:00	7:10 16:02*	09:01	13:00	10:00	11:50 18:45*	12:05	06:30	12:00
Structure Fire	Urban	01:43	01:43	01:30	01:00	03:30	02:10	01:30	01:20	05:16	05:01	05:12	04:00	9:15	08:18	05:12	06:00
Structure Fire	Rural	01:30	01:30	01:30	01:00	03:30	02:10	01:30	01:20	10:08	09:35	13:00	10:00	N/A	15:38	06:30	12:00

Compliance Methodology



Conclusions

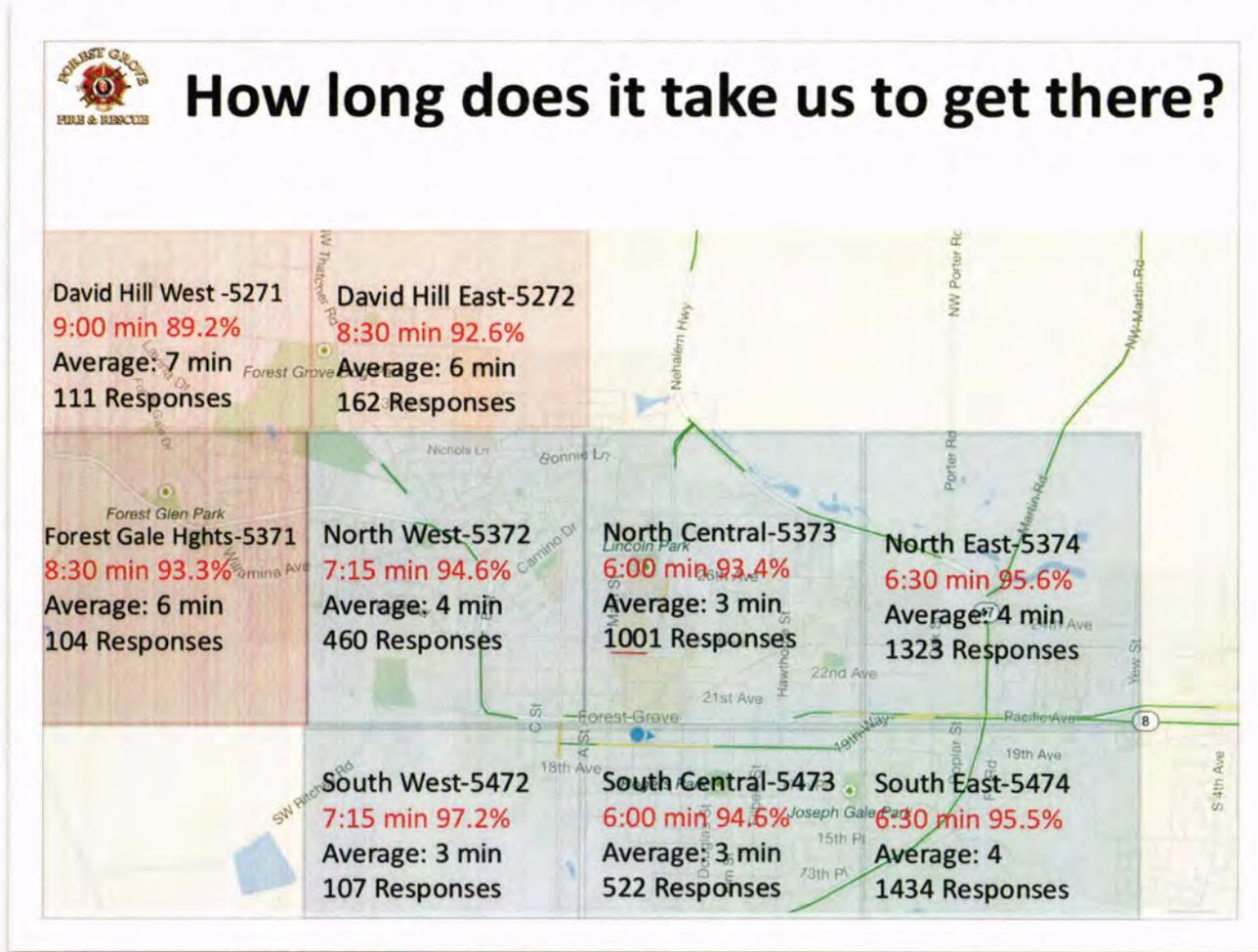
- Forest Grove Fire and Rescue is dependent on the surrounding communities to assemble the concentration of an Effective Response Force for most fire suppression and critical EMS events.



EFFECTIVE RESPONSE FORCE – STRUCTURE FIRE, URBAN/HYDRANTED, 1 ST ALARM			
Unit	Crew Size	Task	Personnel Needed
1 st Due Engine	3	Size-up, establish command, water supply, primary attack	3
2 nd Due Engine	3	Backup attack line, protect exposures, ingress/egress, search/rescue	3
3 rd Due Engine	3	Rapid Intervention Team (RIT)	3
1 st in Truck	3	Rescue, Access, Ventilation, Utilities, Salvage, Overhaul	3
1 st Due Chief	1	Incident Command	1
2 nd Due Officer	1	Safety Officer	1
Total Responding	14		14

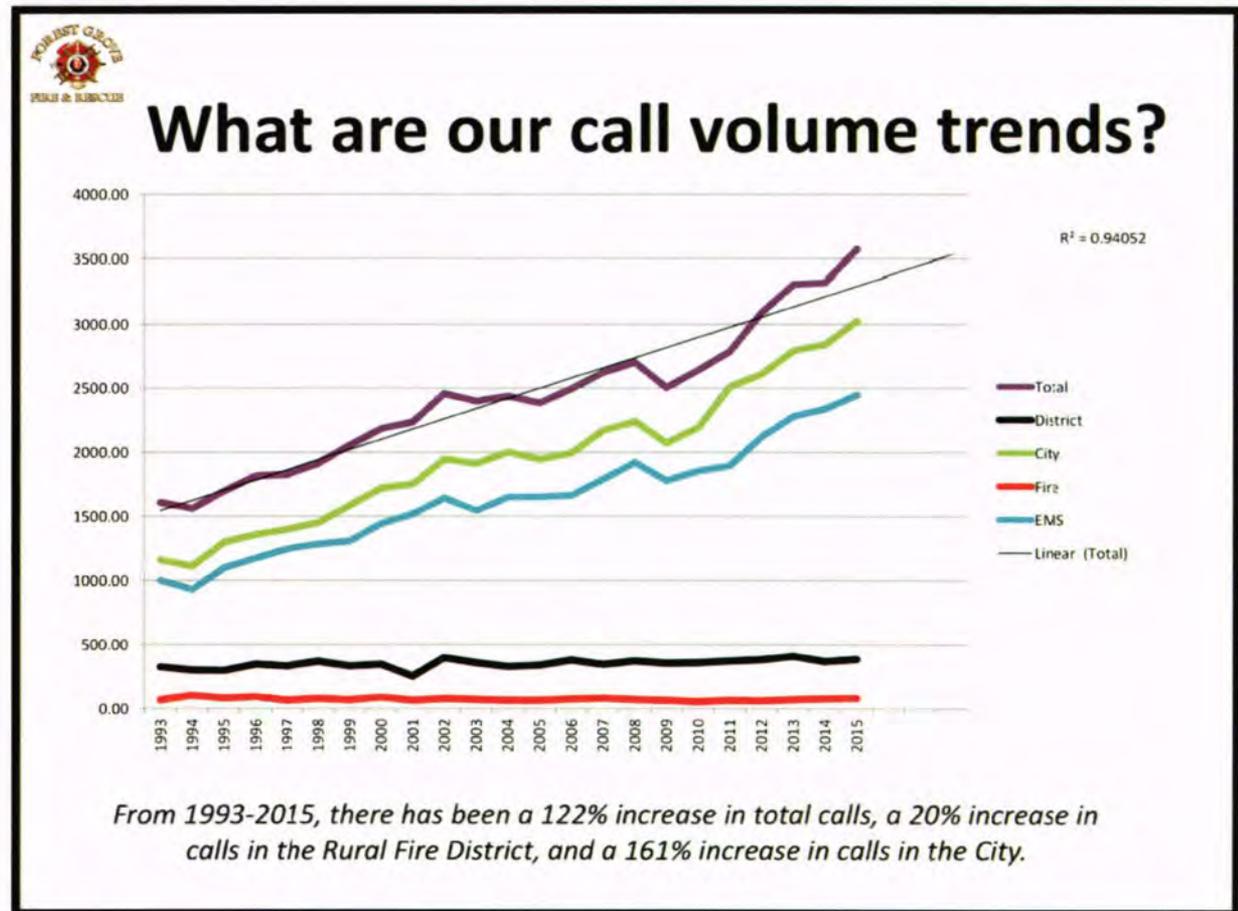
Conclusions

- The current distribution of a single station located in the downtown core has led to significantly extended response times to the Forest Gale Heights area and the northern fire response zones where most future residential development is expected.



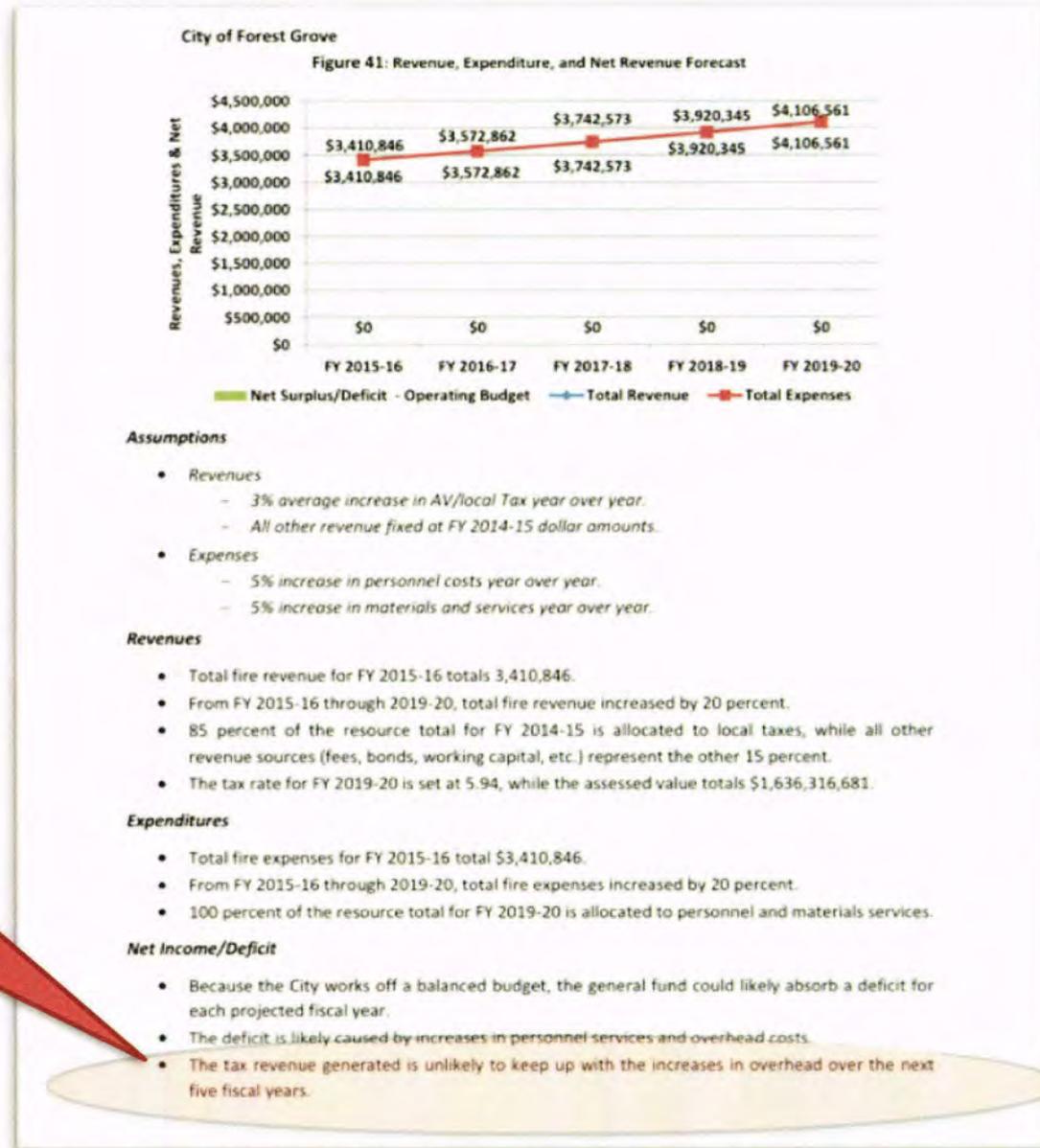
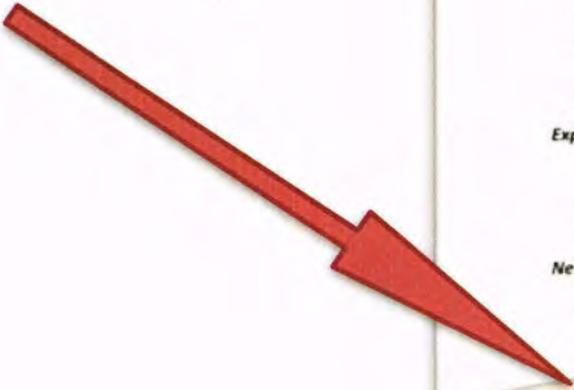
Conclusions

- The current call volume trends clearly demonstrate a trending increase which is increasing response times and workload, and decreasing reliability.



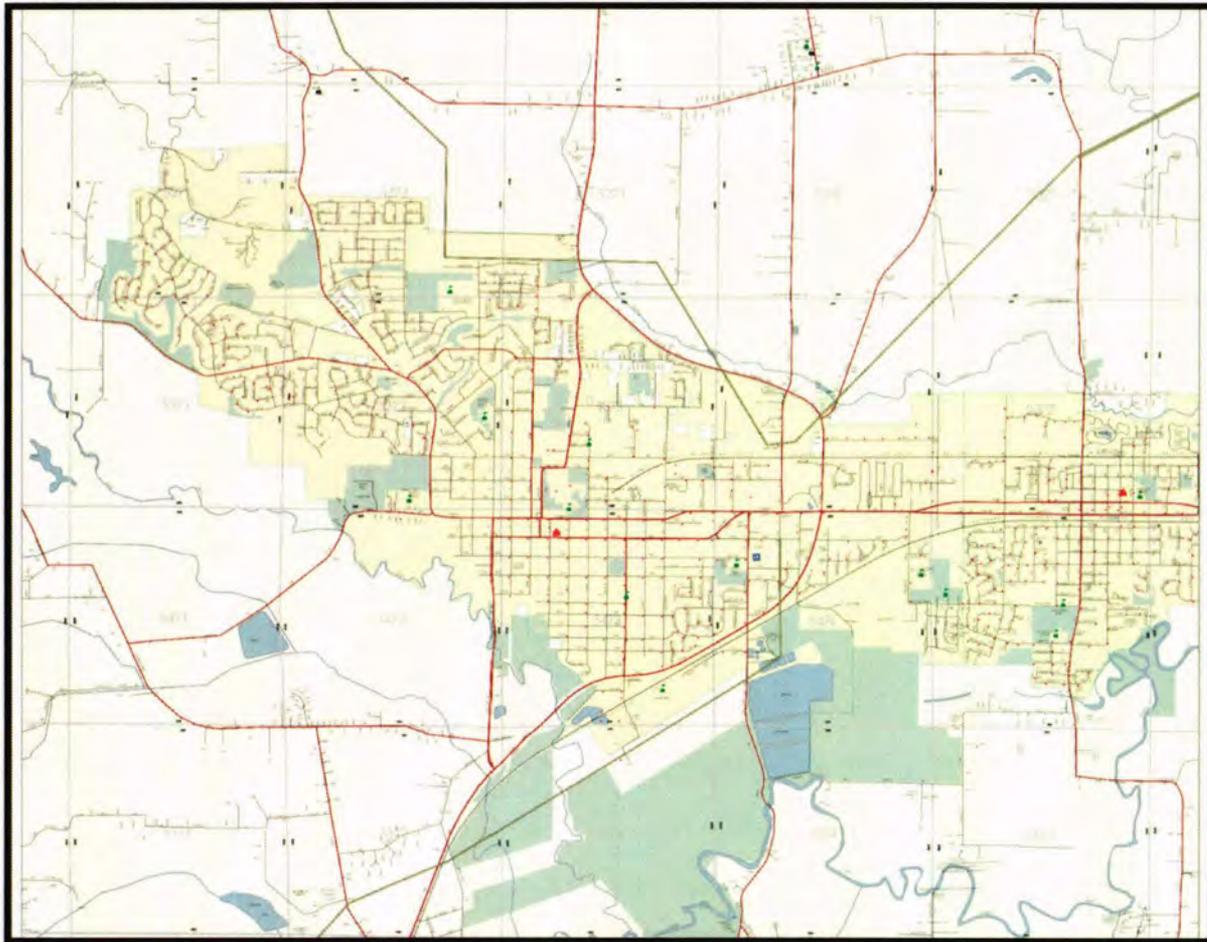
Conclusions

- As presented in the Cooperative Services Study, the projected revenue and expenses for current fire department operations is unsustainable for the City.



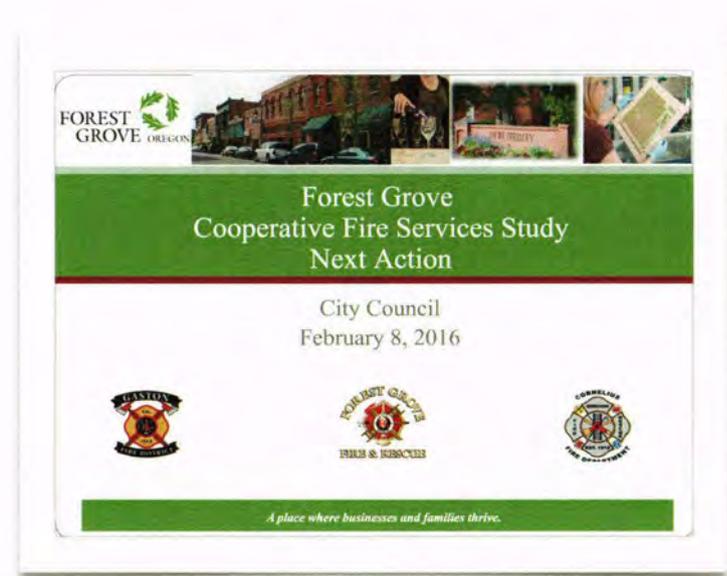
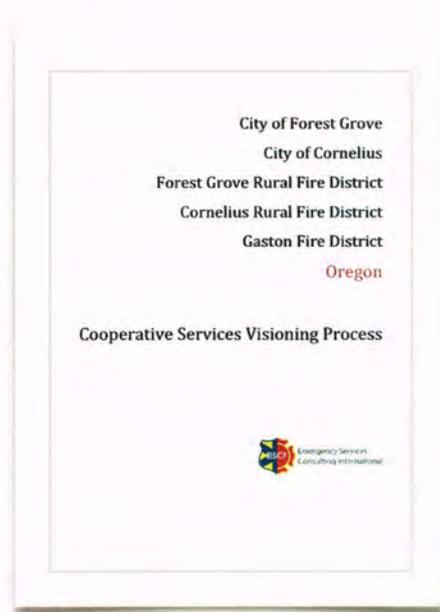
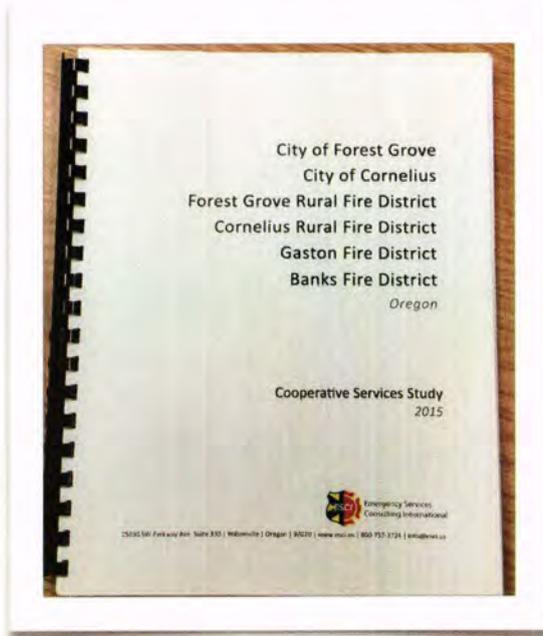
Conclusions

- A second station is required to be built to decrease travel time to the northern fire management zones, to increase reliability and to increase concentration. There is no funding set-aside for station construction in the City budget. Station construction costs will require a voter-approved bond.
- A second station will require the hiring of 6-9 additional firefighters. Current General Fund tax revenue cannot support this.



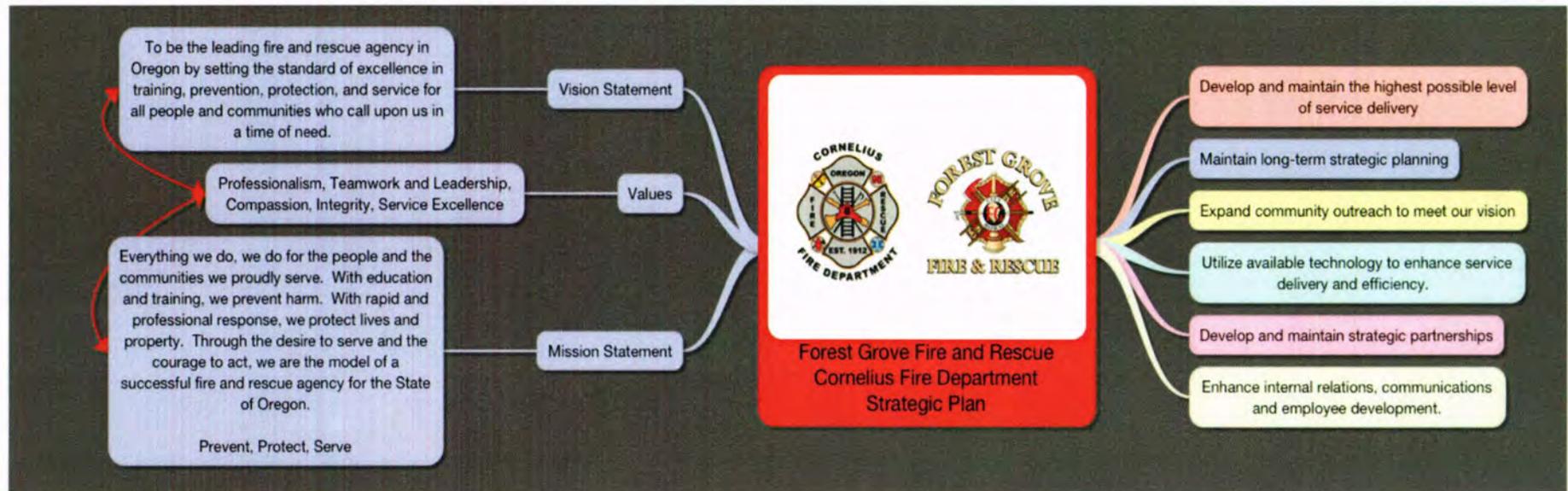
Recommendations

- Implement the recommendations in the 2015 Cooperative Fire Services Study.
 - What the City Council has done so far:
 - Completed the Cooperative Service Study
 - Mayors and Rural Fire Board chairs participated in Visioning Session as the first step of the study recommendations.
 - Gained agreement with surrounding jurisdictions.
 - Directed Fire Chief to prepare draft intergovernmental agreement to create a Fire Authority.



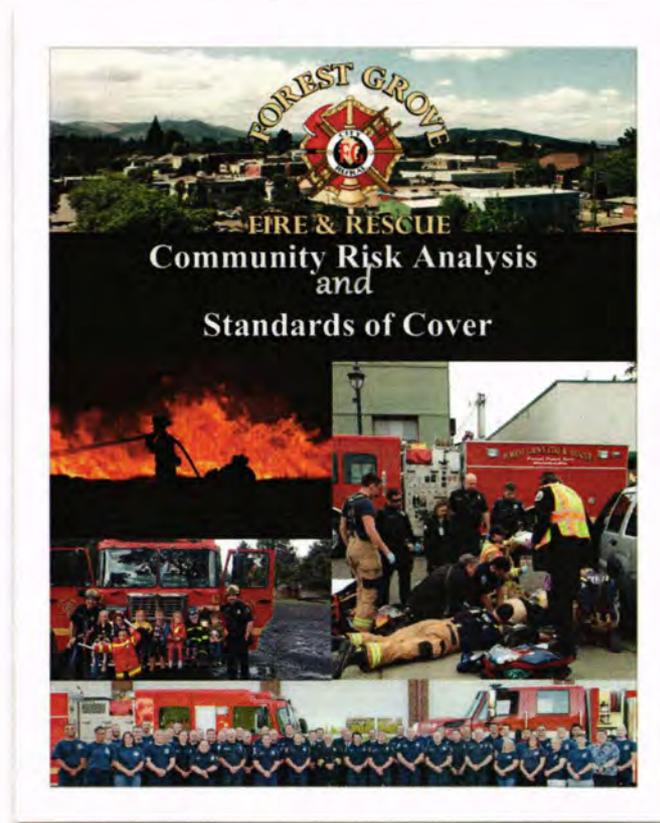
Recommendations

- Begin a strategic planning process that incorporates a future station deployment plan and increased staffing.



Recommendations

- Continue monitoring system performance utilizing the standards of cover.



Questions?

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Community Risk Analysis and Standards of Cover



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INTRODUCTION/EXECUTIVE SUMMARY

As the communities we serve grow, leaders continue to struggle with defining appropriate levels of service. The variety of risks and levels of hazards that exist in each community mandate that our department conduct a self-assessment, and design and develop an "all hazards" response system that will meet the needs of the community in a safe, efficient and effective manner. The fire service must continue to strive for consensus on programs that create a standard for minimal level of response in each of the communities we serve.

If resources arrive too late or lack sufficient capabilities, the emergency will continue to escalate, drawing more resources into a losing battle. What emergency response companies must do, if they are to save lives and limit property damage, is arrive within a short period of time with sufficient resources to do the job. To control an emergency before it has reached its maximum intensity requires geographic dispersion of technical assets and cost-effective clustering of service delivery points for maximum effectiveness against the greatest number and types of risk. Matching arrival of resources with a specific point of fire growth or medical problem is one of the greatest challenges currently facing the fire service.

A Standards of Cover consists of decisions made regarding the placement of field resources in relation to the potential demand placed on them by the type of risk and historical needs of the community. The outcome must demonstrate that lives are saved and properties are protected.

This document is a rational and systematic way of looking at the basic service provided by an emergency service agency. The purpose of this document is to provide a system which will assist with:

- *Assessing community fire and non-fire risks;*
- *Defining baseline and benchmark emergency response performance standards;*
- *Planning future station locations;*

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- *Determining apparatus and staffing patterns;*
- *Evaluating workload and ideal unit utilization;*
- *Measuring service delivery performance; and*
- *Supporting strategic planning and policy development relative to resource procurement and allocation.*

The key elements in this Standards of Cover document include:

- *A community risk assessment identifying the fire and non-fire risk common and/or unique to our communities.*
- *A determination of levels of service to be provided to the areas protected by our department.*
- *An analysis of the department's current response capability in terms of time and on-scene performance for personnel and equipment; and*
- *A development of standards describing how department resources shall be allocated and deployed to maximize emergency response effectiveness.*

This document describes and defines a community-based risk analysis and documents historical performance based on call type, risk and population. After evaluating these factors, new performance baselines (how we are currently performing) and benchmarks (where we would like to be) were established and found to be equal to, or in some cases, exceed industry best practice.

Recommendations will be presented to maintain the current level of service and recognize the need to employ a continuous improvement model that will ensure the effectiveness of operational programs.

It is the intent of Forest Grove Fire & Rescue that this document be a "living document" referred to often, reviewed and updated on an annual basis.

A. DESCRIPTION OF COMMUNITY SERVED

Legal Basis

Forest Grove Fire and Rescue (FGFR) is organized as a municipal subdivision of the City of Forest Grove. The City of Forest Grove has an estimated population of 22,419, and a total land area of approximately six square miles. The fire department provides fire suppression, rescue, first response emergency medical services, operations level hazardous materials response, fire prevention, and life-safety services from two fire stations, staffed with a combination of career and volunteer responders.

The Forest Grove Rural Fire District is organized as a Rural Fire Protection District under the provisions of Oregon Statutes. Revenues to support the fire district are obtained from ad-valorem taxes levied by the district or from other sources such as bonds, timber revenues, contracts, or grants. FGFRPD currently encompasses 75 square miles and an approximate population of 4,450.

The district owns capital resources, including fire stations and equipment, but does not provide services directly, but rather by contract with the City of Forest Grove.

The City of Forest Grove is one of the oldest communities in the state of Oregon, originally settled by missionaries in the 1840's. The city was named for the groves of Oregon white oak trees that spread across the upper Tualatin River Valley where these settlements occurred. Today our city is a western suburb in what is referred to as the Portland Metro Area.

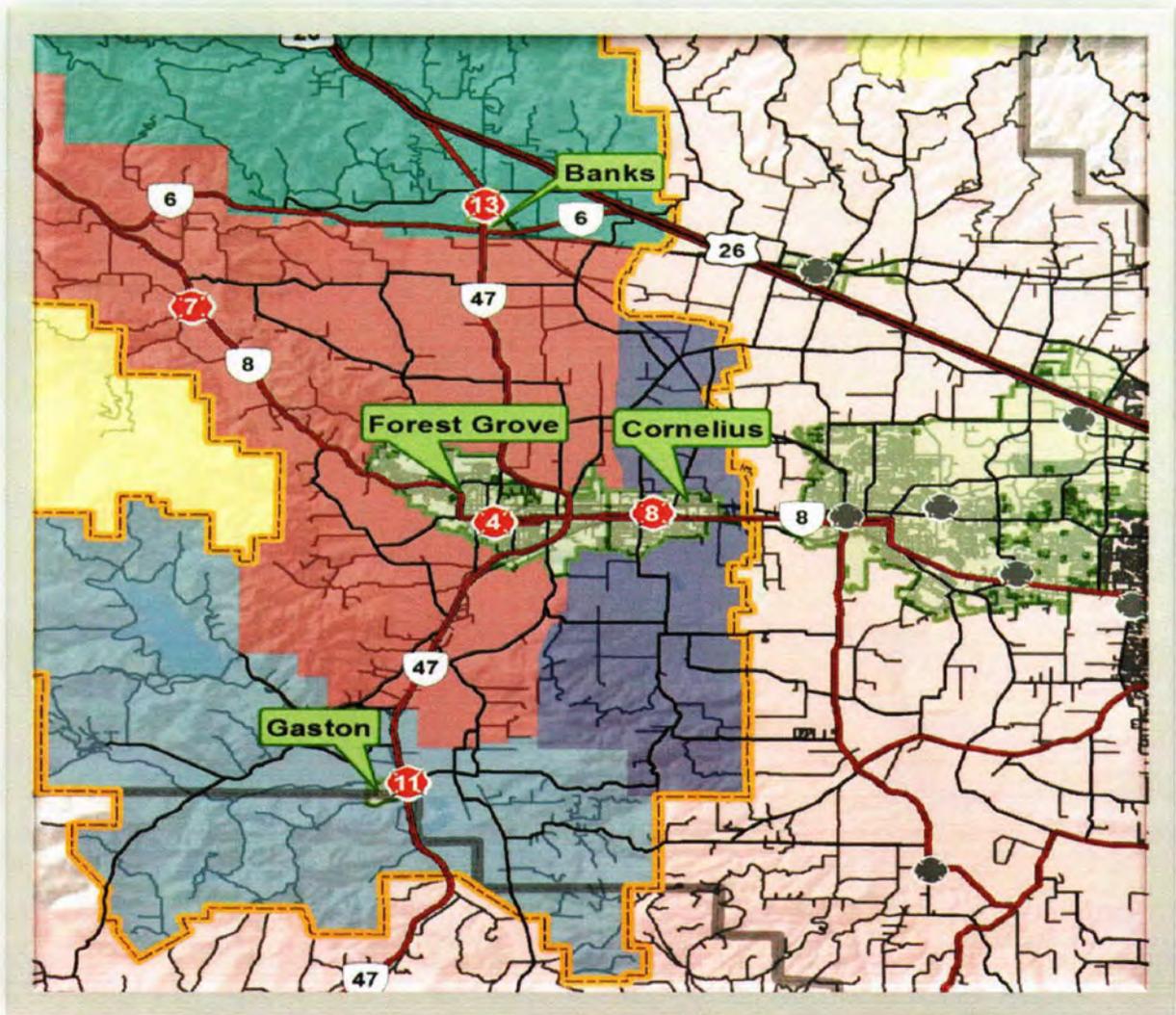
Surrounding the City of Forest Grove is the Forest Grove Rural Fire Protection District (FGRFPD). The FGRFPD was established in 1940 as a way of providing fire protection to these areas. The FGRFPD contracts with the City to provide services for their residents, making for a total FGFR service area of approximately 85 diverse square miles.

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The City of Forest Grove operates as a “home rule” municipality under the Constitution of the State of Oregon, and operates as a Council-Manager form of government.

Through intergovernmental agreement, Forest Grove provides Fire Chief Services to the City of Cornelius, the Forest Grove and Cornelius Rural Fire Protection District, and the Gaston Rural Fire Protection District. Throughout this document information will be provided for each of these jurisdictions to compare and contrast Forest Grove data.

FOREST GROVE FIRE AND RESCUE
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History of the Agency

Firefighting has always existed in the community of Forest Grove, as the original settlers obviously protected each other's properties during the first few decades prior to the incorporation of the City of Forest Grove in 1872. Starting in 1872, there existed separate "fire companies" that were tasked with the work of controlling fires in the city. This "fire company" system was not perfect, and often times the men who worked for these companies spent more time fighting each other than they did the fires they worked



to extinguish. On February 4, 1894, the City Council of Forest Grove established the Forest Grove Fire Department as the official response agency for the city's residents. Over the next forty years, there existed much confusion as to the role of the city's fire department for responses outside of the city limits. With moderate-sized rural communities within a few miles of the city borders, it was natural for the fire department to do its best to provide for these residents as well, but the funding for this service was in question. In 1940 the rural residents voted in favor of forming the Forest Grove Rural Fire Protection District. The newly formed district immediately entered into a contract with the City of Forest Grove to provide fire protection to the surrounding rural communities.

As with most American cities, devastating fires were somewhat common in our earliest days. Based on our records, here is a list of the most significant fires in the history of our fire department.

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- 1914 Fire guts three stories of the Hotel Laughlin. It was rebuilt and lasted until 1957.
- 1919 Two city blocks, and sixteen separate buildings, were destroyed by fire. Included in this downtown conflagration were the United Church of Christ and the City Library.
- 1933 A fast moving fire develops in a Coast Range Mountains logging operation west of the city, eventually spreading to over 311,000 acres. This fire became known as "The Tillamook Burn". Every six years, until the final fire in 1951, devastating fire would burn in the mountains west of Forest Grove. These Tillamook Burn Fires would destroy nearly 713,700 acres of prime timber land and leave a devastated landscape between Forest Grove and the Oregon Coast.
- 1948 The First Christian Church at 19th Avenue and Cedar Street was destroyed by a fire. Attempts to rescue the historic church bell from the smoke-filled belfry were unsuccessful. This bell was of symbolic importance to the fire department, as it was the original way that the firefighters were notified that an emergency existed.
- 1948 Part of one city block is destroyed when a fire breaks out in the Kuenzi Meat Market and Hardy Foods Store on Main Street. Firefighters were slowed in their response to this fire because they had to move a large cache of dynamite that was stored inside a back storage room.



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- 1949 Parts of the Carnation Lumber Company sawmill are destroyed by a rapidly developing fire in the old heavy wooden structures.
- 1970 Recently purchased by Pacific University, the former Lincoln Junior High School burns. This begins a dangerous decade of fires on campus. Herrick Hall was destroyed by fire in 1973, and Marsh Hall was gutted by flames in 1975.
- 1975 The Copeland Lumber Yard in downtown Forest Grove is destroyed by a fire that also caused severe injuries to one of our volunteer firefighters when the aerial ladder truck he was working from came into contact with nearby power lines.
- 1982 The last of the "great downtown fires" burns three businesses along Pacific Avenue.
- 1988 Valley Warehouse, an expansive food storage facility, burns in the middle of the night causing exploding jars of fruit to launch into the air.



Service Milestones

- 1905 The Department purchases a ladder wagon to respond to the upper stories of buildings.
- 1905 Joseph Lenneville comes from the Midwest and becomes fire chief; he is recognized as the first person in the history of our fire department to have formal firefighting education and training.
- 1912 A new fire hall was built in downtown Forest Grove
- 1920 In the wake of the devastating downtown fire of 1919, a series of fire prevention and inspection programs are initiated where the department begins regular inspections of hazards within businesses, as well as the chimneys of private homes.
- 1921 The first pieces of motorized equipment is purchased from Pulmotor and Chevrolet Trucks, which were converted into two separate hose wagons.
- 1922 College students from nearby Pacific University move into the fire station as "sleepers" who responded on calls when not in class.
- 1924 The department converts a Cadillac 8 chassis into a chemical engine
- 1932 The department organizes its first medical response kits and responds to first aid emergencies as well as fire calls.
- 1934 Our first pumper was purchased for \$150, a 1906 American LaFrance steam powered pumper, from the City of Portland surplus equipment program. This piece of equipment is now fully restored and on display in our museum.

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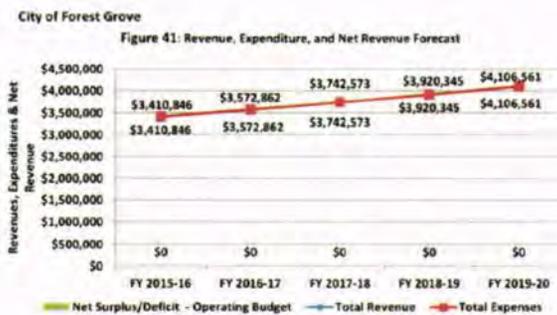
- 1938 A new fire station was built on Council Street in downtown Forest Grove, which now serves as City Hall
- 1954 The Department hires a full time fire chief and two firefighters, the first employees of the agency. In 1955 a third man would be hired to work Sundays during the summer months.
- 1957 A new fire station was built across the street from the one built in 1938. This new building would last until it was damaged by an earthquake in 1993. This building was replaced in 1995 by our current headquarters station.
- 1967 Full time firefighters begin providing 24-hour response coverage
- 1973 The first paramedic-trained firefighters begin working for the agency, and funding was also set aside to purchase the first sets of hydraulic rescue tools for vehicle accidents.
- 1973 Our all-volunteer fire station in the Gales Creek community opens.
- 1982 A new fire station is built in Gales Creek, allowing the department to move out of the rented garage on school district property.
- 1995 A full time fire inspector is hired
- 1996 Funding is increased to staff each 24 hour shift with four firefighters
- 2003 After successfully passing a public services levy, one additional firefighter is assigned to each 24 hour shift. This is our current service level of five full time firefighters assigned to each of our A, B, and C shifts.

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- 2009 An economic downturn forces the department to eliminate the fire inspector position.
- 2010 An intergovernmental agreement is created with the City of Cornelius for a shared Fire Chief position.
- 2013 A federal grant allows the department to refill the fire inspector position lost in 2009. The position is again funded by the City in 2015 when the grant expires.
- 2014 A federal grant is received that allows the department to hire a staff member dedicated to volunteer recruitment and retention.
- 2015 A Fire Service Cooperative Services study is created for the City of Forest Grove, Forest Grove Rural Fire Protection District, Cornelius Rural Fire Protection District, Gaston Rural Fire Protection District, the City of Cornelius, and Banks Fire District. The study recommends that all departments pursue a merger and consolidation to improve services.
- 2015 An intergovernmental agreement is created with the Gaston Rural Fire Protection District for a shared Fire Chief position.

Financial Basis

Forest Grove Fire & Rescue is funded through the annual budgets of the City of Forest Grove and the Forest Grove Rural Fire Protection District. Within the City of Forest Grove our funding is mostly provided by the general fund which is a shared fund between Police, Parks & Recreation, Library, and some areas of City Administration. The agreement between the Forest Grove Rural Fire Protection District and the City of Forest Grove calls for sharing of personnel and operating costs based on the call volumes in each of the jurisdictions. In the current 2014-2015 fiscal year, the City funds 86% of personnel and operations and the FGRPD funds 14%. Capital projects such as apparatus and stations are funded through a 50% cost-sharing/ownership formula. The majority of funding for the department comes from property taxes, cigarette taxes, and grants, and the city's



Assumptions

- Revenues
 - 3% average increase in AV/local Tax year over year.
 - All other revenue fixed at FY 2014-15 dollar amounts.
- Expenses
 - 5% increase in personnel costs year over year.
 - 5% increase in materials and services year over year.

Revenues

- Total fire revenue for FY 2015-16 totals 3,410,846.
- From FY 2015-16 through 2019-20, total fire revenue increased by 20 percent.
- 85 percent of the resource total for FY 2014-15 is allocated to local taxes, while all other revenue sources (fees, bonds, working capital, etc.) represent the other 15 percent.
- The tax rate for FY 2019-20 is set at 5.94, while the assessed value totals \$1,636,316.681.

Expenditures

- Total fire expenses for FY 2015-16 total \$3,410,846.
- From FY 2015-16 through 2019-20, total fire expenses increased by 20 percent.
- 100 percent of the resource total for FY 2019-20 is allocated to personnel and materials services.

Net Income/Deficit

- Because the City works off a balanced budget, the general fund could likely absorb a deficit for each projected fiscal year.
- The deficit is likely caused by increases in personnel services and overhead costs.
- The tax revenue generated is unlikely to keep up with the increases in overhead over the next five fiscal years.

capital improvement project fund, which receives money from a tax on electrical meters. For the 2014-2015 fiscal year the budget was \$3,265,402. The picture to the left is the projected revenues and expenditures to 2019-20 as presented in the 2015 Cooperative Fire Services Study.

FOREST GROVE FIRE AND RESCUE
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Components	Forest Grove Fire	Cornelius Fire	Forest Grove Rural Fire	Cornelius Rural Fire	Gaston Rural Fire
Designated fiscal year	July – June	July – June	July – June	July – June	July – June
Assessed property value, FY 2014-2015	\$1,366,044,365	\$597,357,812	\$395,166,183	\$152,482,446	\$307,863,146
Revised current year general operating fund budget, fire department	\$4.4 M	\$1 M	\$2.8 M	\$796 K	\$1.2 M
General fund property tax, city levy – current budget year	Fund Dept. through general fund, revenue, prop tax, fees, charges, and overhead.	Fund Dept. through general fund, revenue, prop tax, fees, charges, and overhead.	Fund Dept. through general fund, revenue, prop tax, fees, charges, and overhead.	Fund Dept. through general fund, revenue, prop tax, fees, charges, and overhead.	None
General fund property tax, city/protection district levy, FY 2014-15 (Tax roll)	\$8,112,118	\$2,379,635	\$504,469	\$191,487	\$542,486
Levy rate (2010-2014 Average)	\$5.80/thousand \$2.00/thousand equivalent for FD funding	\$3.98/thousand \$1.20/thousand equivalent for FD funding, fire levy in 2015 of .487/1000, total now \$1.68/1000	\$1.37/thousand	\$1.31/thousand	\$1.76/thousand
General fund levy collection rate – prior year FY 2013-14	\$5.96/thousand	\$3.98/thousand	\$1.37/thousand	\$1.28/thousand	\$1.76/thousand
Bonds, fire department	None	None	None	None	None
Levy rate FY 2014-15	\$5.94/thousand	\$3.98/thousand	\$1.28/thousand	\$1.26/thousand	\$1.76/thousand
Other tax levy, public safety	Charge \$3/mo. For utility bills – 90% goes to police/fire for vehicles.	None	None	None	None

Area Description

Area Demographics		
Agency	Square Miles	Service Area Population
Forest Grove Fire and Rescue	6	22,419
Forest Grove Rural Fire Protection District	75	4,450
Cornelius Fire Department	2	12,161
Cornelius Rural Fire Protection District	24	2,725
Gaston Rural Fire Protection District	55	6,100
Combined Area	162	47,855

Topography

Forest Grove Fire & Rescue provides fire protection and emergency medical response to an area of approximately 85 square miles. Located in the upper Tualatin River and Gales Creek Valleys, and nestled in the eastern slopes of the Oregon Coast Range, Forest Grove is the western most community in the greater Portland Metro Area. The City of Forest Grove makes up about 5.7 square miles of the total 85 square miles that we serve. Our response area offers a wide range of topography. The west edge is located in the foothills of the Oregon Coast Range and is made up of rugged evergreen-forested hillsides with mountain-streams flowing down into the valley below. Within this valley you will find some of the most fertile soils in the Pacific Northwest. This agricultural land has provided farmers with the ability to grow bountiful harvests of everything from grass seeds to berries. Flowing through this valley is the Tualatin River and Gales Creek, as well as many other smaller tributaries that make up the upper Tualatin Valley ecosystem.

These topographical features create unique challenges for our response planning. We are faced with a significant wildland and urban interface risk in our rural areas and along the City borders.

Our major waterways, combined with one of the wettest climates in the United States, regularly causes flooding for the lowest elevations of our response area.

Oregon State Highway 6 travels through our north and west region and through the rugged Coast Range Mountains, where we provide first-responder services. Oregon State Highways 47 and 8 cross through the flatter valley region and create an area where speeds and intersections often result in significant traffic accidents.

Our engines are designed to navigate rural driveways as well as city streets, and our brush rigs are made to be highly maneuverable in rugged terrain.

Over the years we have increased our ability to respond to emergencies by purchasing specialized equipment for high and low angle rescue, confined space and technical rescues, water-rescue incidents, and advanced vehicle extrication.

Climate

By the definitions of the Koppen Climate Classification System, Forest Grove is considered to have a "Warm-Summer Mediterranean Climate". Located less than 50 miles from the Pacific Ocean, our weather is significantly influenced by the coastal systems that come from offshore, which creates a climate that is generally mild. The average high temperature for Forest grove is 62.4 degrees Fahrenheit, our average low temperature is 42 degrees Fahrenheit. The overall average temperature is 52.2 degrees Fahrenheit. On average 45.53 inches of rain falls on our area every year. All twelve months of the year can have measurable rain with December leading at 8.19 inches, while July brings on average of .43 inches. Parts of our fire district can reach upwards of 1,000 feet above sea level, but the City

of Forest Grove sits at 200 feet. There is an average of 4 inches of snow fall per year.

Population

Forest Grove Fire & Rescue serves a population of approximately 25,000, with just over 22,000 people residing within the boundaries of the City of Forest Grove, with the remainder living in the rural areas that surround the city. These rural areas have their own identifiable communities centered on settlements from the days of the Oregon Trail. These historic communities include Gales Creek, Glenwood, Verboort, Roy, and Dilley.

Our city is one of the fastest growing cities in Oregon, and currently has a population density of approximately 3,673 people per square mile, which is considered urban. In the rural areas, the population density is approximately 100 people per square mile.

Within the City of Forest Grove the main employers are the private Pacific University, the public Forest Grove School District, and a circuit board manufacturer. In our rural area, the economy is more limited to agriculture and timber harvesting. Within both the city and rural areas a large portion of our residents work in the "The Silicon Forest" high tech industries of Hillsboro and the Portland Metro Area.

Area Development

Washington County is one of the fastest growing population areas in the entire United States. Since 2010 the population growth rate in our county has been double that of the State of Oregon. Commercial growth in Washington County has exploded since the mid 1990's, when chip maker Intel expanded their operations. As the central core cities of the Portland Metro Area have moved towards higher density housing, Forest Grove has become a bedroom community for the area. The average commute-to-work

time for our area is 24 minutes. Between 2000 and 2012 the population of Forest Grove expanded by 24%.

Forest Grove and our surrounding rural communities offer a considerable diversity in housing and neighborhood styles. Within the city limits exists century-old historic homes, modern homes of over 3,000 square feet, starter homes on smaller lots, and single family ranch-style homes on moderately-sized parcels of land. With a large number of university students, as well as a large migrant worker population, our city also has over 120 apartment complexes.

Our downtown core is made up of buildings constructed from the late 1800's until modern times. Most downtown buildings are Type III Ordinary Construction (brick with wood structural members). Our public school system has completed significant upgrades in the last decade. Most of our schools are Type II Non Combustible Construction and are fully protected by fire sprinklers (exceptions being Harvey Clarke, Gales Creek, and Dilley Elementary Schools). On the campus of Pacific University the buildings vary from large wood-frame dorms that are sprinkled, to classic buildings that were first built in the early 1900s. Our industrial centers are much more modern and are typically classified as tilt-up Type II Non-Combustible Construction.

Depending on location, street systems in our response area are maintained by the City of Forest Grove, Washington County Land Use and Transportation, or the Oregon Department of Transportation. Over the years, many of these roads, streets, and highways have been updated to modern standards of pavement and signage. Our City water system is operated by the Forest Grove Public Works Department and follows the city's street network. Water within the City of Forest Grove is supplied from both our own water treatment facility (that receives water from the City of Forest Grove Watershed in the hills near Gales Creek), or the shared Joint Water Commission's treatment center on Fernhill Road. Our system is built to modern standards with a minimum water line diameter of eight inches.

This system is capable of providing 2,000 gallons of water per minute at 20 pounds per square inch of pressure from any fire hydrant. In the rural areas there are designated rural water sources pre-identified.

Demographic Features

According to the 2010 U.S. Census:

- *Residents in the City of Forest Grove have a median age of 32.7 years*
- *13.9% of our residents are older than sixty-five*
- *28.8% are under eighteen, and the remaining 57.3% are between nineteen and sixty-four years of age.*
- *Forest Grove's population is 23.1% Latino or Hispanic (compared to 11.7% statewide).*
- *The median household income within the City of Forest Grove is \$45,290 per year.*
- *85.4% of the population are high school graduates (Oregon state rates are 89.4%)*
- *22.7% of our residents have earned a Bachelor's Degree (Oregon state rates are 29.7%)*
- *15.9% of our population are below the poverty level.*

B. SERVICES PROVIDED

FIRE SUPPRESSION

Forest Grove Fire & Rescue is staffed with a minimum of four firefighters working a 24-hour shift. Four firefighters are enough to staff one engine company. Our volunteer intern program will occasionally allow us to split our personnel to staff two apparatus daily. Forest Grove Fire & Rescue depends on automatic aid agreements with surrounding departments to assemble an effective response force for all fires and major events.

The department does not have on-duty Battalion Chiefs. On-scene supervision is provided by the Fire Chief, two Division Chiefs, and two volunteer Battalion Chiefs on a rotating schedule. The department maintains a force of volunteers who work as suppression firefighters, chaplains and support volunteers. All support volunteers are trained as Community Emergency Response Team (CERT) members. The department responds to approximately 35 structure fires annually. This number has been stable for the last several years.

EMERGENCY MEDICAL

Forest Grove Fire & Rescue has been providing medical response since 1933, and paramedic-level response since 1973. Medical functions performed by the department are state-of-the-art for prehospital care. Advanced life support is provided by a system of paramedics and emergency medical technicians equipped with the latest in medical equipment, including 12-lead transmission-capable cardiac monitors, video laryngoscopes and advanced airway devices. Over 70% of all requests for service are emergency medical calls.

Ambulance transport is provided by Metro West Ambulance by franchise agreement with Washington County. These ambulances are staffed with at least one paramedic and one emergency medical technician.

RESCUE

Rescue functions include vehicle and machinery extrication, high-angle rope rescue, water and flood rescue, confined space rescue and light structural collapse rescue. First response to emergencies involving technical rescue usually begins by a response from the closest fire unit, with a chief officer and/or technical rescue trailer added when appropriate.

HAZARDOUS MATERIALS

Emergency response to hazardous materials incidents are limited in nature to those tasks defined as core competencies for Operations Level Responders per NFPA 472 "Standards for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction, 2013 Edition." A complement of equipment and supplies such as gas monitors, absorbent material, and oil booms are maintained for hazardous materials mitigation. The department works in cooperation with the Oregon State Fire Marshal's Regional Hazmat Teams for large scale events.

Another resource available to the department is a foam trailer which is housed at Cornelius Fire Station 8, which is capable of suppressing large hydrocarbon fires/vapors from petrochemical spills.

WILDLAND

With a number of rural areas in the Forest Grove Rural Fire Protection District, the surrounding districts, and several significant urban-wildland interfaces in the City, two Type VI brush trucks and one Type III brush truck are maintained by the department, along with two 3000 gallon tenders. The Western Washington County Fire departments of Forest Grove, Cornelius and Gaston maintain more wildland vehicles than any other department in Washington County.

FIRE PREVENTION/COMMUNITY OUTREACH

The department actively participates in a number of fire prevention and community outreach activities throughout the year. Our annual open house during Fire Prevention week each year, brings a large number of families and residents to our facilities to view the equipment, meet the personnel, and view demonstrations on fire safety and general emergency preparedness. In addition, department personnel provide tours, demonstrations and fire prevention talks throughout the communities we serve.

FIRE INSPECTION/INVESTIGATION

The Oregon Fire Code is adopted by Oregon Administrative Rule 837, Division 40, and was last adopted by both the City and Rural District in 2016.

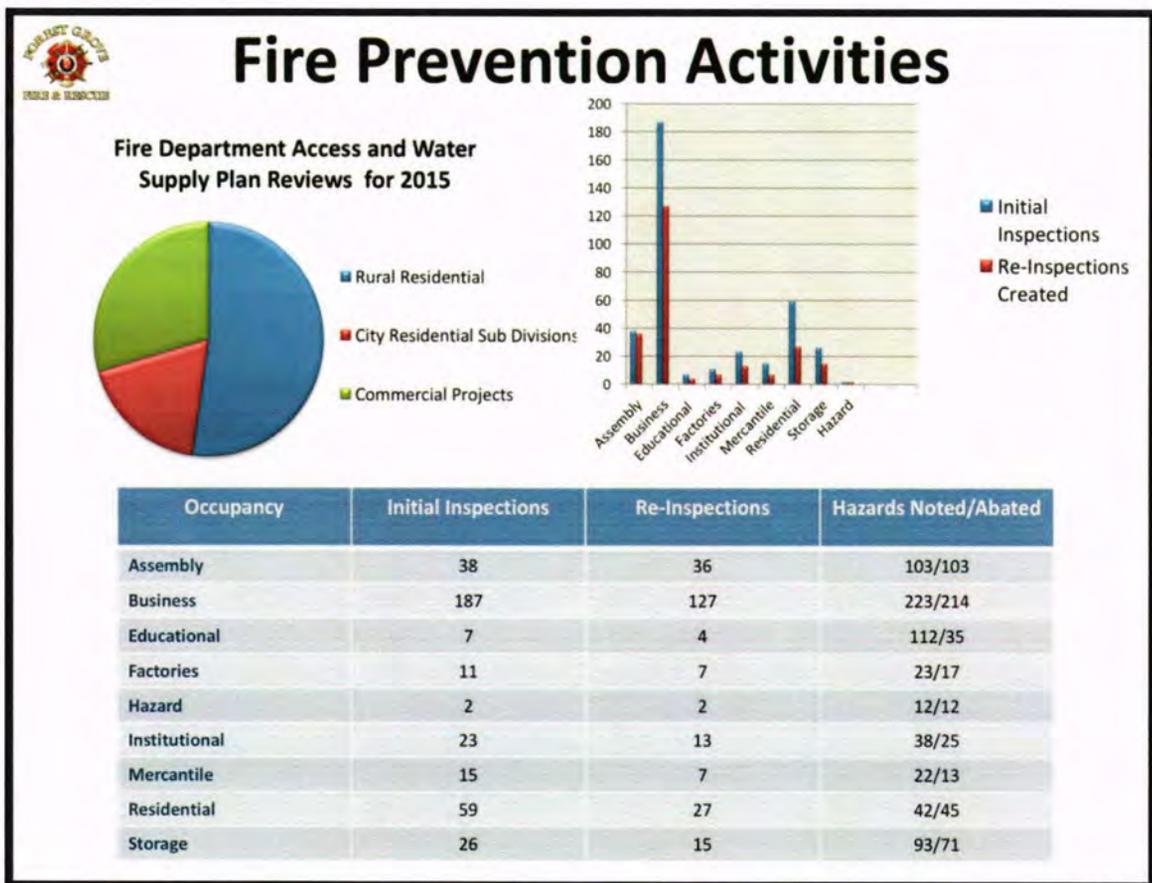
The Oregon Fire Code is a statewide minimum fire code. Local jurisdictions may adopt and amend the Oregon Fire Code with some limitations. By default, all fire protection agencies in Oregon are subject to the fire and life safety rules promulgated by the Oregon State Fire Marshal and the State Fire Marshal has authority over and responsibility for the enforcement of the fire code statewide. However, ORS 476.030 provides that governmental subdivisions may be exempted from the code enforcement statutes, as long as they demonstrate the ability to provide the oversight of regulations generally conforming to the applicable state and national standards.

The City of Forest Grove is one of only nine exempt jurisdictions in the state of Oregon, meaning that the city has taken on responsibility for the enforcement of the adopted fire code.

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The fire code forms the foundation from which the agencies code enforcement activities are conducted.

FGFR has a dedicated fire marshal's position and one inspector on their staff. The fire marshal reviews new construction plans for access and water supply concerns, and is consulted in building permit submissions, but does not complete a fire and life safety plan review. Instead, the review is completed by the city building department. The fire marshal's signature is required for permit issuance. On-going commercial property inspections, to find and eliminate potential safety hazards, are an essential part of the overall fire protection system.



EMERGENCY MANAGEMENT

The Fire Department is responsible for providing emergency management including preparation, response, mitigation and recovery for disasters that occur in our jurisdiction. The department provides a joint emergency operations center (EOC) for both Cities' and provides training, plans development/review, and community preparedness education to help minimize the costs and recovery time of a disaster in our region. The department maintains a joint mobile command unit, EOC 4, designed for multi-alarm and extended incidents. EOC 4 is a special call resource available to respond to both fire and law enforcement needs.

A disaster or major emergency is characterized as an incident requiring the coordinated response of all government levels to save the lives and protect the property of a large portion of the population.

This Emergency Operations Plan (EOP) is issued in accordance with, and under the provisions of, Oregon Revised Statutes (ORS) Chapter 401, which establishes the authority for the highest elected official of the City Council to declare a State of Emergency.

For the purposes of this plan and consistency with the County and State plans, the Cities' emergency management structure will be referred to generally as the Emergency Management Organization (EMO), which is maintained by the fire department. The EMO will:

- *Coordinate planning activities necessary to prepare and maintain this EOP.*
- *Manage and maintain the EOC, from which City officials can coordinate emergency and disaster response activities.*
- *Coordinate with County and State agencies, as well as other private, nonprofit, volunteer, and faith-based organizations, to*

integrate effective practices in emergency preparedness and response in a manner consistent with NIMS.

- *Establish an Incident Command Structure for management of all incidents by all local emergency service agencies.*

Through promulgation of this plan, the Cities have designated Forest Grove Fire & Rescue as the lead agency in the EMO. The Fire Chief, given the collateral title of Emergency Manager, has authority and responsibility for the organization, administration, and operation of the EMO. The Emergency Manager may delegate any of these activities to designees, as appropriate.

The EMO is consistent with NIMS, and procedures supporting NIMS implementation and training for the Cities have been developed and formalized by the Emergency Manager.

CURRENT DEPLOYMENT

Forest Grove Fire Station 4

1919 Main Street

Forest Grove



Built in 1995, this station serves as Forest Grove's main fire station and includes their administrative offices. The facility consists of five apparatus bays of a drive-through configuration, housing three engines, two water tenders, one ladder truck, one medic unit, two brush vehicles, technical rescue trailer, EOC trailer, boat and 2 staff vehicles.

Station 4 includes the fire department's administrative offices, consisting of six individual offices and one shared office with four work areas. The facility is modern, well designed, and will serve the fire department adequately for the foreseeable future.

Structure	
Construction type	Wood frame and masonry
Date Built	1995
Seismic protection/energy audits	Completed in 2011
Auxiliary power	Automatic start generator is in place
Special considerations (American with Disabilities Act of 1990 (ADA), mixed gender appropriate, storage, etc.)	Station is ADA compliant, storage is reaching capacity
Square Footage	18,000
Training/meetings	A large training room is present as well as a conference room and Emergency Operations Center
Sprinkler system	Building is fully protected by a fire sprinkler system
Smoke detection	Building is fully protected by a smoke detection system
Security	Electronic key pad

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Forest Grove Station 4 Apparatus Inventory							
Apparatus Designation	Type	Year	Make/Model	Condition	Seating Capacity	Pump Capacity	Tank Capacity
E421	Engine (Type 1)	2008	Spartan/BME	Excellent	5	1,500 GPM	750 Gal
E422	Engine (Type 1)	2008	Spartan/BME	Excellent	5	1,500 GPM	750 Gal
E423	Engine (Type 1) (reserve)	2001	HME/Central States	Good	6	1,500 GPM	1,000 Gal
T4	Aerial	2001	HME/Central States	Good	6	2,000 GPM	300 Gal
WT4	Tender	2015	Spartan	Excellent	2	1,000 GPM	3,000 Gal
WT7	Tender	1991	Int./Western States	Good	2	1,000 GPM	3,000 Gal
MED4	Medic	2004	Int./Horton	Good	3	N/A	N/A
HB4	Brush (Type 3)	2015	HME	Excellent	4	1000 GPM	500 Gal
BR418	Brush (Type 6)	2011	Dodge/Local	Excellent	4	123 GPM	400 Gal
TR4	Tech. Rescue	2010	Millennium Trailer	Excellent	N/A	N/A	N/A
EOC4	Command EOC	2010	Trailer	Excellent	N/A	N/A	N/A
B4	Rescue Boat	2008	Boat	Very Good	4	N/A	N/A

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FOREST GROVE FIRE STATION 7

GALES CREEK SUBSTATION



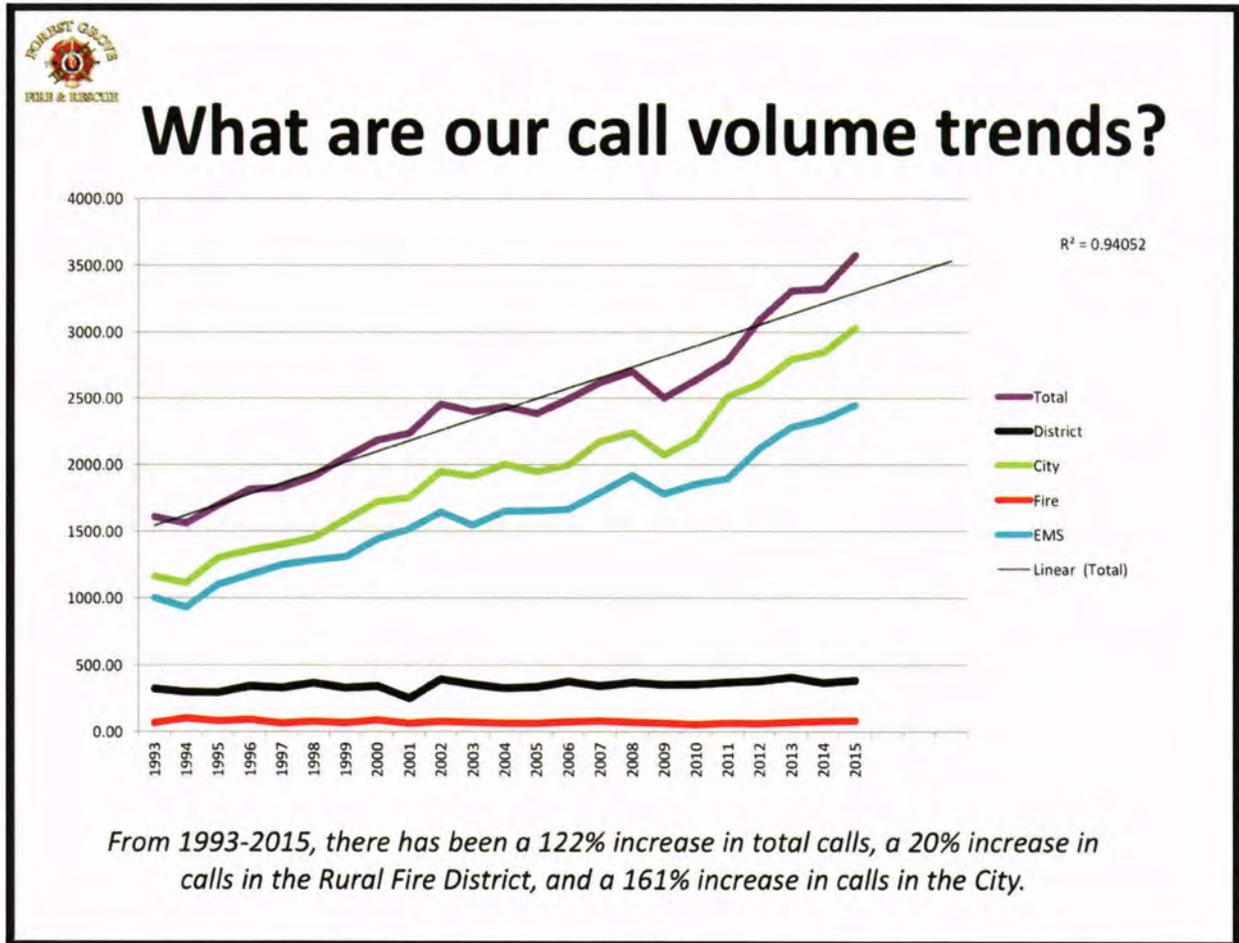
The Gales Creek Station is a six-bay sub-station, housing one engine and one brush truck. The facility is configured for volunteer use only and does not include residential quarters. However, a small kitchen is present along with a bed in an office area in the front of the station.

Construction type	Steel clad, steel frame
Date Built	1982
Seismic protection/energy audits	None other than when originally designed
Auxiliary power	Automatic start generator is in place
Square Footage	1,800
Sprinkler system	Station is not protected by a fire sprinkler system; residential house is protected by sprinkler system
Smoke detection	Smoke and heat detection system is in place and monitored off-site
Security	Electronic key pad, monitored alarm, video surveillance.

Forest Grove Station 7 Apparatus Inventory

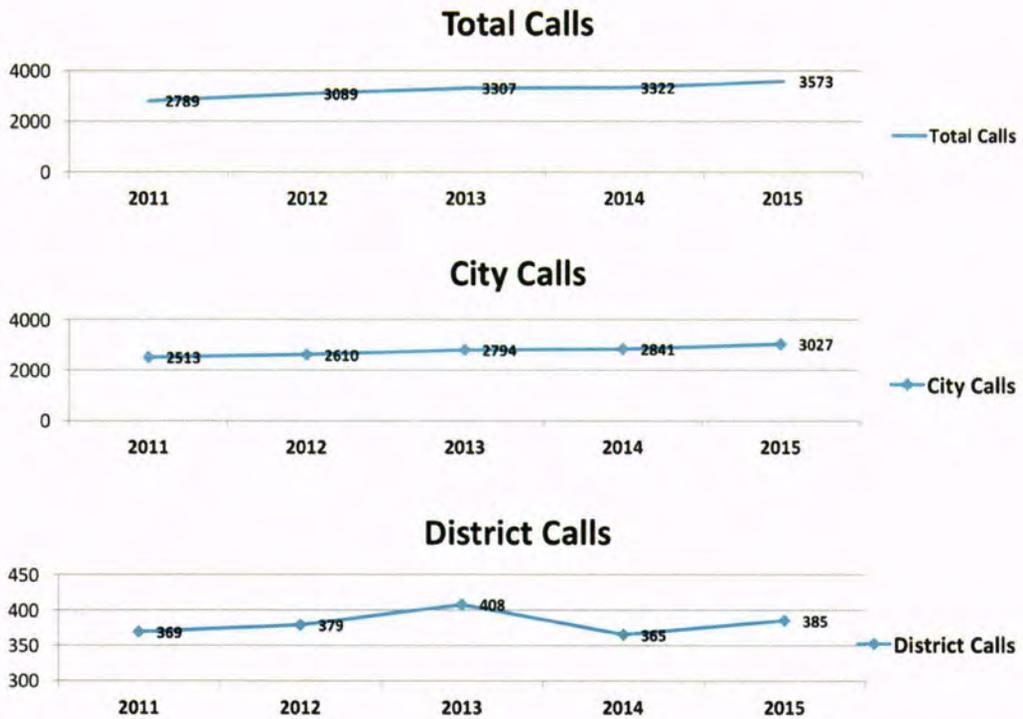
Apparatus Designation	Type	Year	Make/Model	Condition	Seating Capacity	Pump Capacity	Tank Capacity
E427	Engine (Type I)	2005	HME/BME	Good	4	1,200 GPM	875 Gal
BR417	Brush (Type VI)	2011	Dodge	Excellent	4	123 GPM	400 Gal

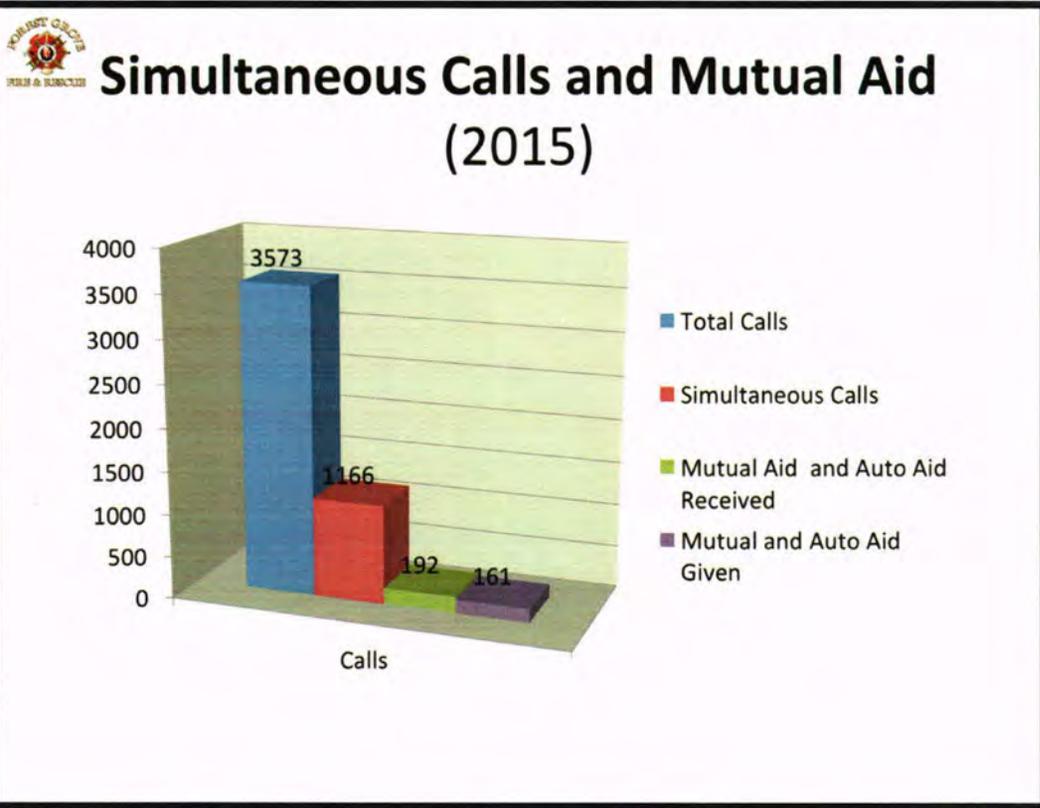
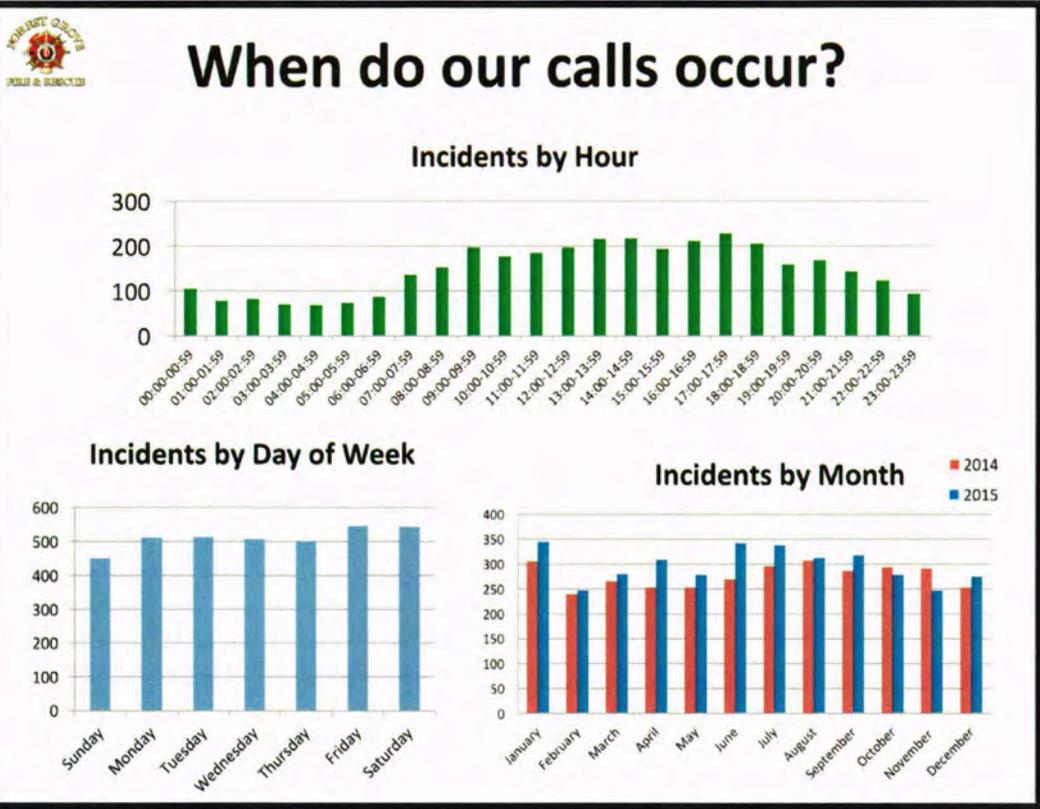
COMMUNITY RESPONSE HISTORY



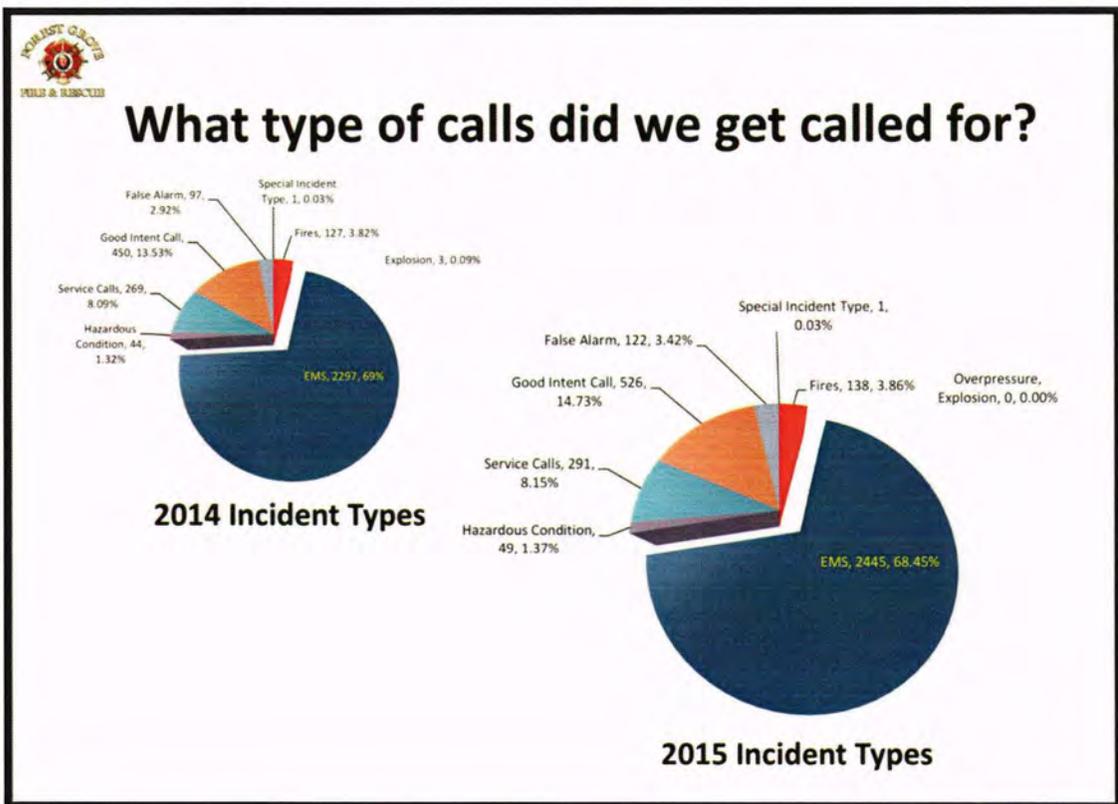
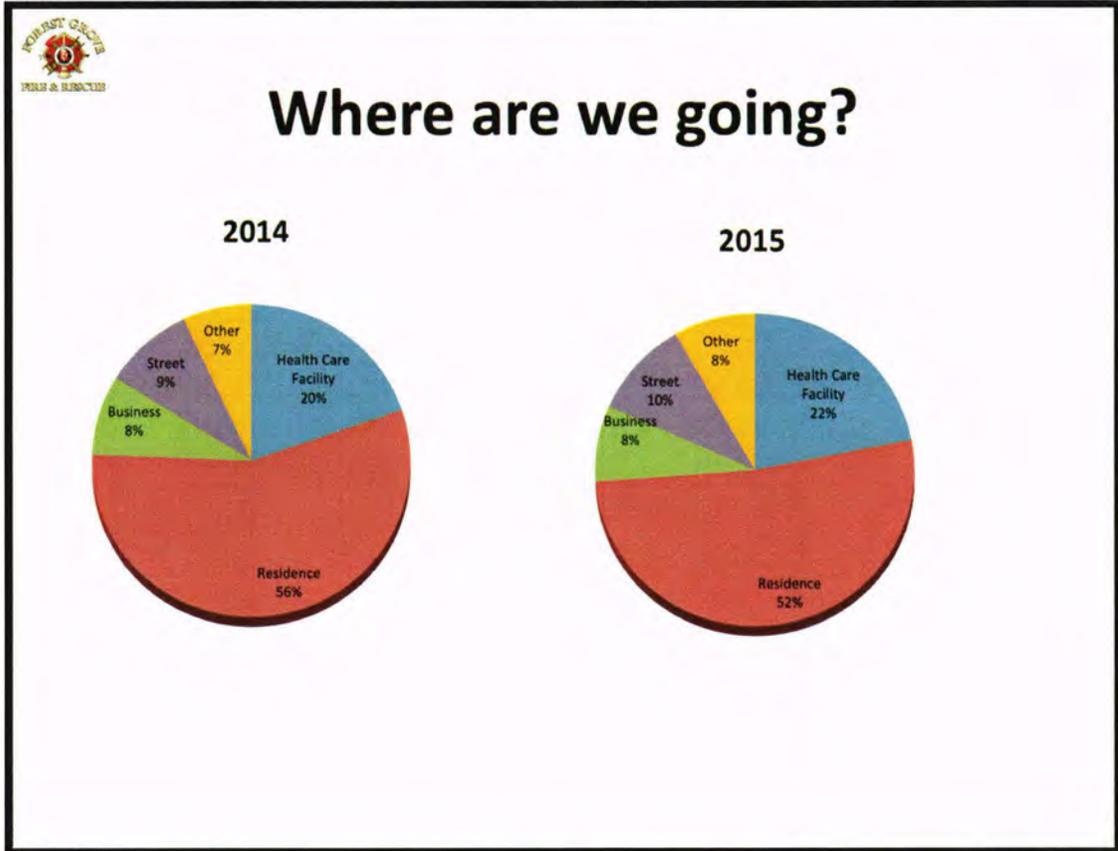


How many calls did we run?





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Fire Losses (2015)

FIRES IN STRUCTURES BY FIXED PROPERTY USE (OCCUPANCY)	NUMBER OF INCIDENTS	# Civilian Fire Casualties		EST. PROP. DAMAGE
		DEATHS	INJURIES	
Private Dwellings (1 or 2 family), including mobile homes (FPU 419)	26	0	0	\$788,900.00
Apartments (3 or more families) (FPU 429)	3	0	0	\$0.00
Hotels and Motels (FPU 449)	0	0	0	\$0.00
All Other Residential (dormitories, boarding houses, tents, etc.) (FPU 400, 439, 459-499)	2	0	0	\$0.00
TOTAL RESIDENTIAL FIRES (Sum of lines 1 through 4)	31	0	0	\$788,900.00
Public Assembly (church, restaurant, clubs, etc.) (FPU 100-199)	1	0	0	\$0.00
Schools and Colleges (FPU 200-299)	1	0	0	\$500.00
Health Care and Penal Institutions (hospitals, nursing homes, prisons, etc.) (FPU 300-399)	0	0	0	\$0.00
Stores and Offices (FPU 500-599)	2	0	0	\$100,000.00
Industry, Utility, Defense, Laboratories, Manufacturing (FPU 600-799)	2	0	0	\$200,000.00
Storage in Structures (barns, vehicle storage garages, general storage, etc.) (FPU 800-899)	2	0	0	\$0.00
Other Structures (outbuildings, bridges, etc.) (FPU 900-999)	1	0	0	\$0.00
TOTAL FOR STRUCTURE FIRES (Sum of lines 5 through 12)	40	0	0	\$1,089,400.00
Fires in Highway Vehicles (autos, trucks, buses, etc.) (IT 131-132, 136-137)	5	0	0	\$5,700.00
Fires in Other Vehicles (planes, trains, ships, construction or farm vehicles, etc.) (IT 130, 133-135, 138)	1	0	0	\$0.00
Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc.) (IT 140, 141, 161, 162, 164, 170-173)	47	0	0	\$300.00
Fires in Brush, Grass, Wildland (excluding crops and timber), with no value involved (IT 142-143)	25	0	0	\$500.00
Fires in Rubbish, including Dumpsters (outside of structures), with no value involved (IT 150-155)	7	0	0	\$0.00
All Other Fires (IT 100, 160, 163)	4	0	0	\$11,600.00
TOTAL FOR FIRES (Sum of lines 13 through 18)	129	0	0	\$1,107,500.00
Rescue, Emergency Medical Responses (ambulances, EMS, rescue) (IT 300-381)	2445	0	0	\$0.00
False Alarm Responses (malicious or unintentional false calls, malfunctions, bomb scares) (IT 700-746)	122	0	0	\$0.00
Mutual Aid Responses Given	116	0	0	\$10,000.00
Hazardous Materials Responses (spills, leaks, etc.) (IT 410-431)	26	0	0	\$0.00
Other Hazardous Responses (arcing wires, bomb removal, power line down, etc.) (IT 440-482, 400)	23	0	0	\$0.00
All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200-251, 500-699, 800-911)	818	0	0	\$0.00
TOTAL FOR ALL INCIDENTS (Sum of lines 19 through 24)	3679	0	0	\$1,117,500.00

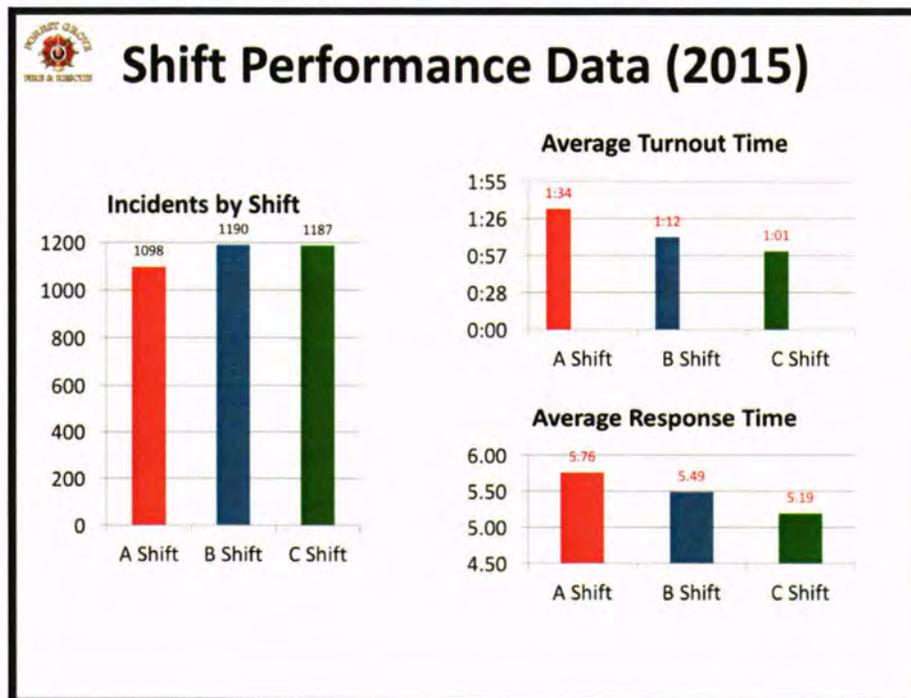
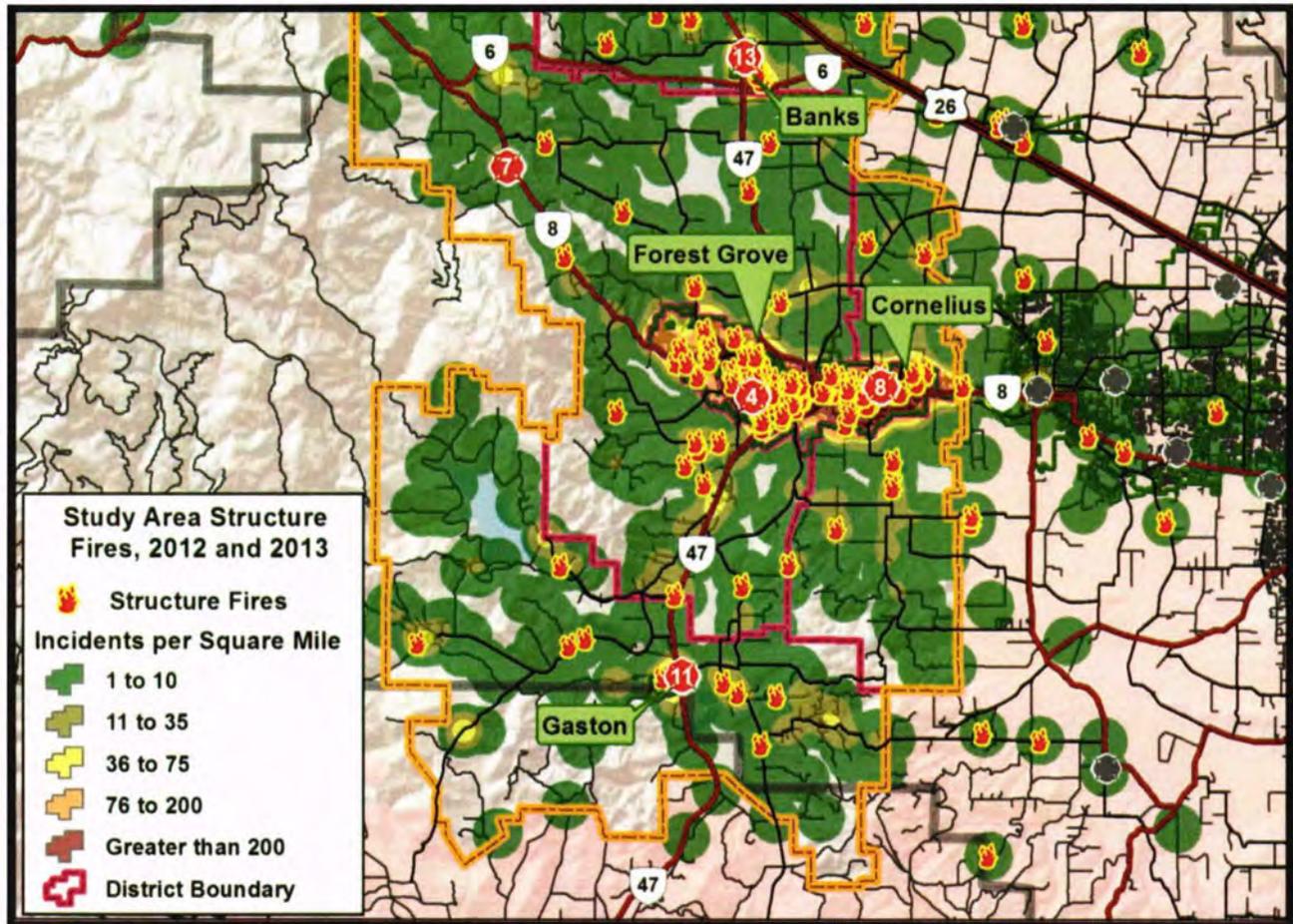


EMS Calls: (2015)

PROVIDER'S PRIMARY IMPRESSION	# PATIENTS	% of TOTAL
Not Applicable	432	33.6%
Abdominal pain / problems	119	9.2%
Airway obstruction	13	1.0%
Allergic reaction	9	0.7%
Altered level of consciousness	103	8.0%
Behavioral / psychiatric disorder	37	2.9%
Cardiac arrest	17	1.3%
Cardiac rhythm disturbance	9	0.7%
Chest pain / discomfort	83	6.4%
Diabetic symptoms (hypoglycemia)	31	2.4%
Hyperthermia	3	0.2%
Hypovolemia / shock	4	0.3%
Obvious death	5	0.4%
Poisoning / drug ingestion	19	1.5%
Pregnancy / OB delivery	2	0.2%
Respiratory distress	72	5.6%
Respiratory arrest	1	0.1%
Seizure	29	2.3%
Stroke / CVA	21	1.6%
Syncope / fainting	37	2.9%
Traumatic injury	238	18.5%
Vaginal hemorrhage	3	0.2%
TOTAL # of PATIENTS:	1287	

MEDICATION	# TIMES ADMINISTERED
0.9% Sodium Chloride (Ns)	4
Adenosine	2
Albuterol Sulfate	19
ALPS 1A and 1B	1
Amiodorone (Cordarone)	1
Aspirin (ASA)	58
Dextrose 10%	1
Dextrose 10% (D10)	1
Dextrose 50% (D50)	15
Diphenhydramine (Benadryl)	3
DuoNeb (0.5 Atrovent/3.0 Albuterol)	1
Epinephrine 1:10,000	43
Epinephrine 1:1000	4
Etomidate	4
Fentanyl	90
Glucagon	3
Glucose, Oral	8
Lidocaine	1
Midazolam	9
Naloxone (Narcan)	7
Nitroglycerin	11
Not Applicable	1
Ondansetron (Zofran)	39
Other	3
Oxygen	24
Oxygen (non-rebreather mask)	9
Oxygen by Mask	3
Oxygen by Nasal Cannula	51
Oxygen by Positive Pressure Device	1
Sodium bicarbonate	1
Succinylcholine	5
Vasopressin	6
Vecuronium	3

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C. COMMUNITY EXPECTATIONS AND PERFORMANCE GOALS

Forest Grove Fire and Rescue has traditionally provided an “all-hazards” response. Through community surveys, the Department has consistently been ranked as one of the highest services provided by the City of Forest Grove to the community.

Performance Expectation Goals

Mission Statement

“Everything we do, we do for the people and the communities we proudly serve. With education and training, we prevent harm. With rapid and professional response, we protect lives and property. Through the desire to serve and courage to act, we are the model of a successful fire and rescue agency for the State of Oregon. Prevent, Protect, Serve”

Vision Statement

To be the leading fire and rescue agency in Oregon by setting the standard of excellence in training, prevention, protection, and service for all people and communities who call upon us in a time of need.

Value Statement

We achieve our mission and vision by building upon our core values and being loyal to our duty to serve. We work with a continued focus in the direction of leadership and excellence. Our defining core values include Professionalism, Teamwork, Leadership, Compassion, Integrity, and Service Excellence. We hold ourselves accountable to these values.

Professionalism

We believe our professionalism defines who we are. We believe in honor, competency, integrity and outstanding public service to the community. We strive to be positive role models for future generations of firefighters and continue the legacy of service excellence.

Teamwork and Leadership

We believe all individuals have the capacity to lead, and our organization values leadership at all levels. Our lives depend on a well-functioning team of people. Teamwork and shared leadership are integral to our organization. We seek out and value the opinions of our members.

Compassion

We believe in caring for our community members who are suffering from significant events in their lives, and with mercy and compassion, we do all that is possible to assist in stabilizing the situation.

Integrity

We believe in living by moral and ethical principles. We understand the trust placed in us by the public and our colleagues is integral to the performance of our duties. We are honorable to our profession and we inspire each other to maintain trustworthiness and openness in all our activities.

Service Excellence

We believe the pursuit of excellence and demonstrated high professional standards are critical to our work. To ensure the best possible service to our community, we do all we can to meet the needs of our neighbors through a committed, competent, and well trained, efficient agency.

Community Service Expectations

In 2010-11 Forest Grove Fire & Rescue held “external stakeholder” meetings as part of their strategic planning process. These meetings were held with elected officials and members of the Public Safety Advisory Commission (PSAC) and the public-at-large. The purpose of this meeting was to gain a better understand of the community’s expectations of their fire department.

Top 5 Expectations

1. Fast Response
2. Training
3. Professional personnel
4. Adequate staffing
5. Quality equipment

Our department takes 1,120 calls every day. Do you know how many of the calls the public expects perfection on? 1,120. Nobody calls the fire department and says, 'Send me two dumb-ass firemen in a pickup truck.' In three minutes they want five brain-surgeon decathlon champions to come and solve all their problems."

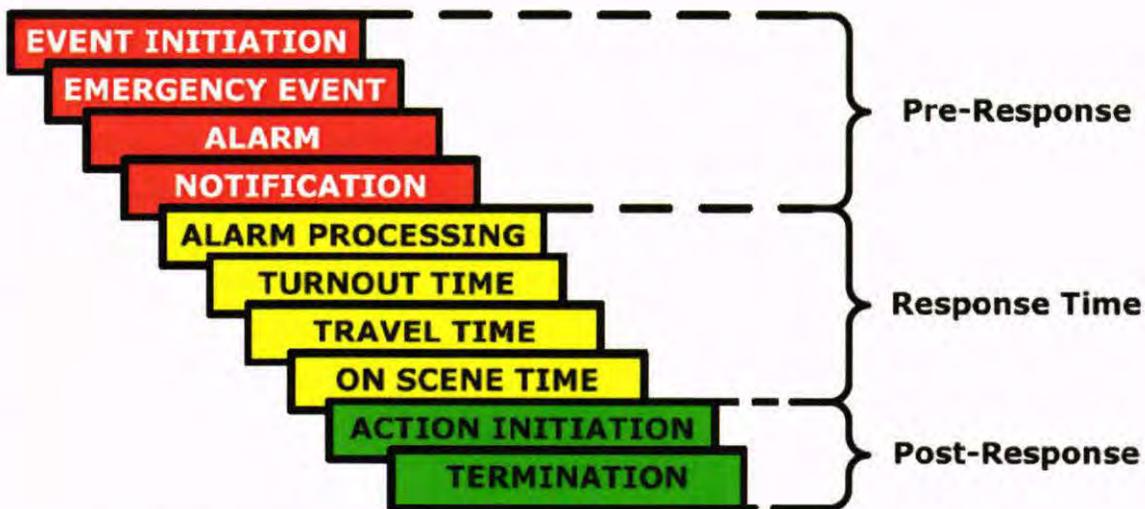
— John Eversole, Chief, Chicago Fire Department

Top 5 Areas of Concern

1. Fiscal responsibility
2. Staffing to meet response needs
3. Response times
4. Future planning
5. Training

ELEMENTS AND CONTINUUM OF EMERGENCY RESPONSE TIME

An emergency response time continuum is composed of a number of different elements which are key factors in determining the response time as indicated above. The following graphic illustrates this continuum along with a description of the points evaluated.



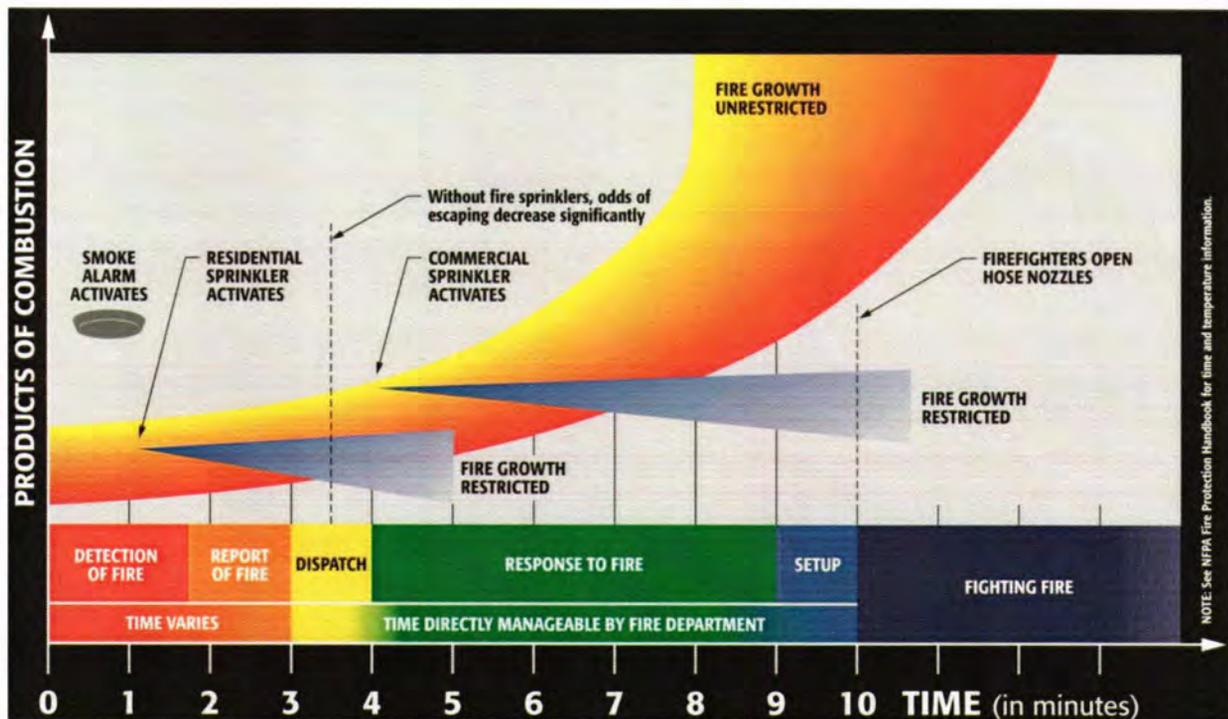
- *Event initiation – the event initiation occurs when factors combine to ultimately result in the activation of an emergency response system. Precipitating factors can occur in seconds, minutes, hours or even days before a point of awareness is reached.*
- *Emergency event – the emergency event begins at this point when the need for an emergency response system is recognized. These identifiers may include an individual that recognizes or witnesses a need for an emergency response or an electrical or mechanical system such as a smoke or heat detector.*
- *Alarm – an alarm begins when the emergency response system is activated such as when 911 is initiated by someone in need or*

when a local or central alarm is transmitted to a receiving agency.

- *Notification – notification begins when a dispatcher receives the call or alarm.*
- *Alarm processing – defined as the interval of time between the notification of alarm to the fire department dispatcher and the receipt of the alarm by the emergency responders. This is the first point at which the actual recording of the time begins in the response time continuum.*
- *Turnout time – turnout time is from the start of the alert tones in the stations until units indicate they are responding to the call.*
- *Travel time – this is the point at which the units indicate they are responding to the incident until they arrive at scene. Travel time can be affected by the location of apparatus within the municipality, weather, traffic, and time-of-day.*
- *On-Scene time – On-scene time is the point at which the responding unit arrives at the emergency and ends the recording of the total response time.*
- *Total Response Time – this is the total of dispatch, turnout, and travel time.*
- *Initiation of action – this is the point at which the operations to mitigate the incident begin. Actions may include size-up, resource deployment or when patient contact is initiated.*
- *Termination of Incident – this is the time as which the emergency units have completed the assignment and are available to respond to another request for service.*

IMPORTANCE OF EMERGENCY RESPONSE CONTINUUM

Having a system in place to document and analyze an emergency response time not only provides a metric for the department to measure its response time based on nationally recognized trends, but it also provides a method to determine when the department will be able to intervene and mitigate the effects of the emergency. The following graphics illustrates the stages of a fire and how it relates to the response time continuum. The ability of the department to intervene in a timely fashion is predicated on the proper distribution of apparatus, and having enough resources to effectively and safely mitigate the incident.



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Fire Time/Temperature Curve and Cardiac Survival Curve

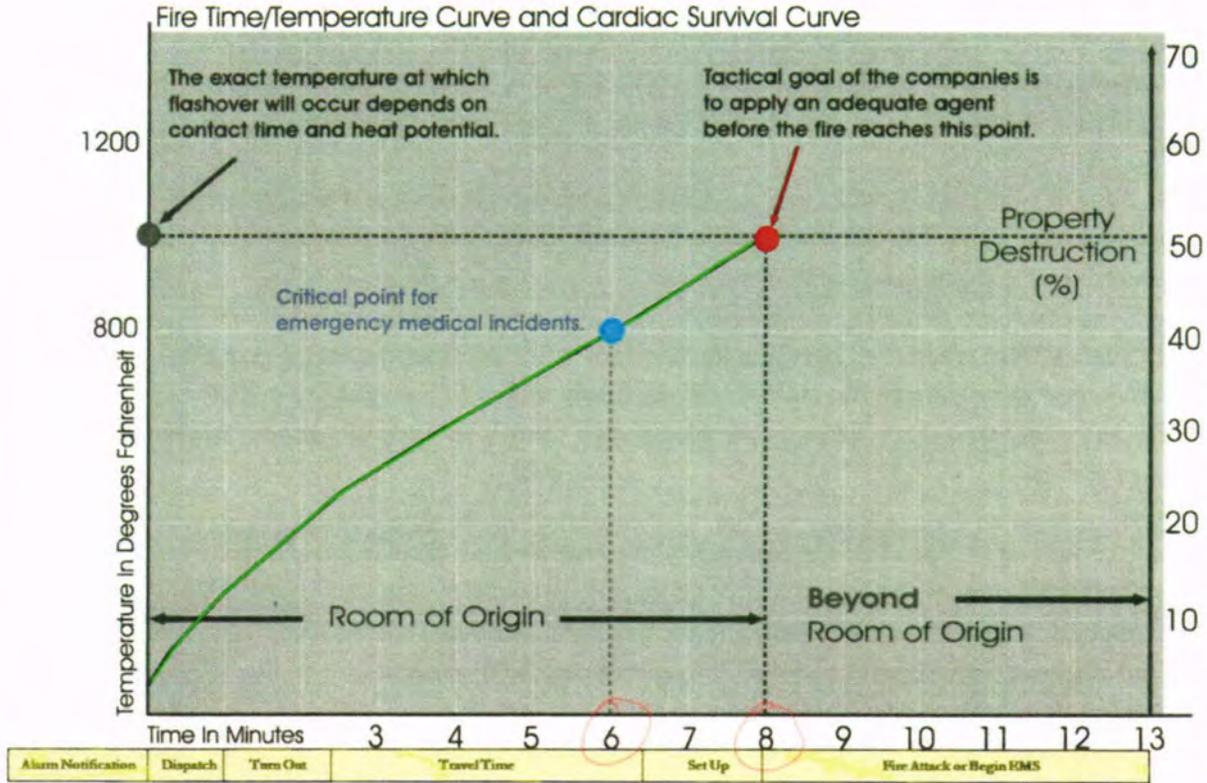
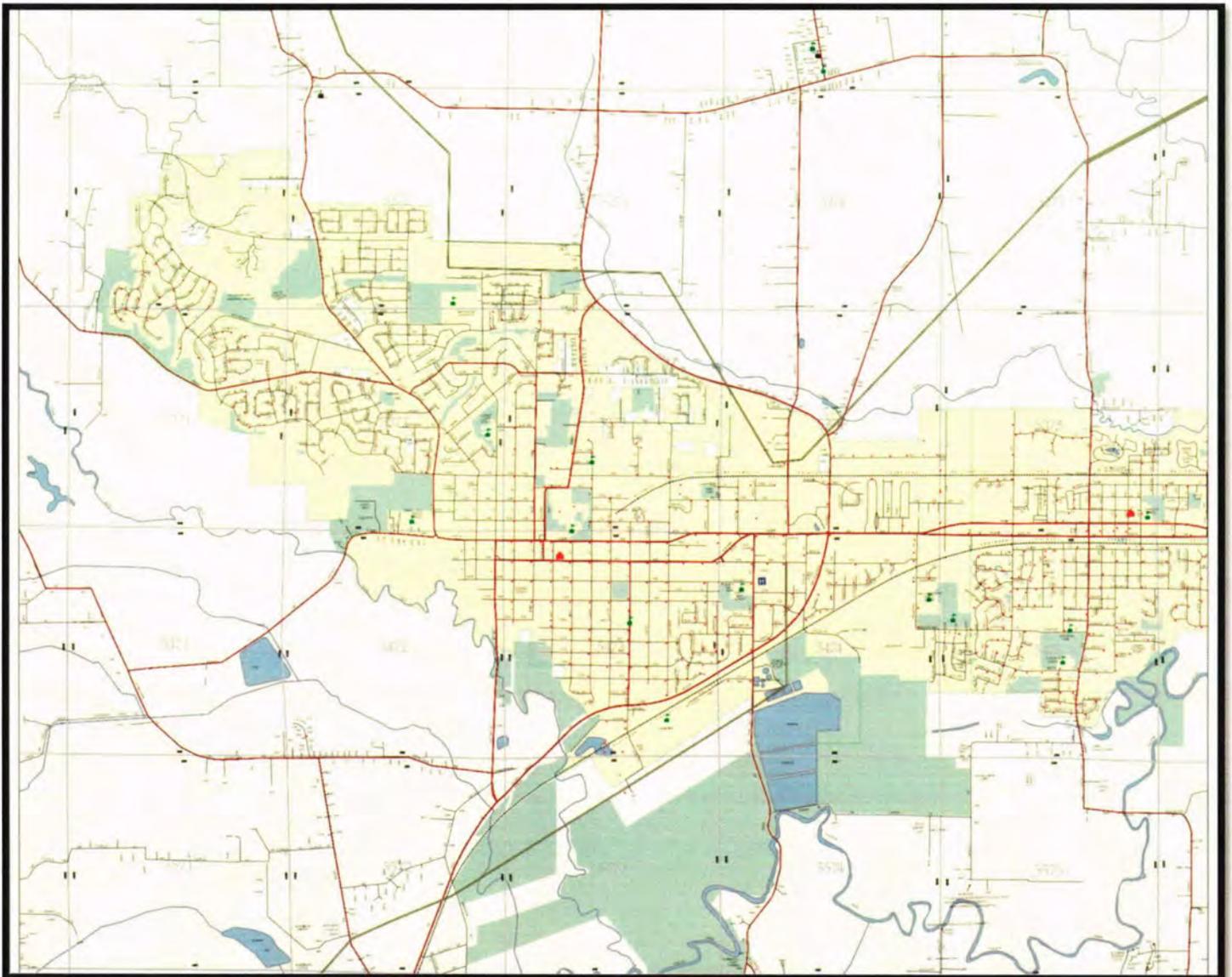


Table A.5.2.2.1(b) Fire Extension Home Structure Fires, 2006–2010 Rate per 1000 Fires

Flame Spread	Rate per 1000 Fires		
	Civilian Deaths	Civilian Injuries	Average Dollar Loss per Fire
Confined fires or contained fire identified by incident type*	0.000	10.29	\$212
Confined fire or flame damage confined to object of origin	0.65	13.53	\$1,565
Confined to room of origin, including confined fires and fires confined to object	1.91	25.32	\$2,993
Beyond the room but confined to floor of origin	22.73	64.13	\$7,445
Beyond floor of origin	24.63	60.41	\$58,431

FIRE MANAGEMENT ZONE

Fire Management Zones (FMZ) are defined as geographic areas of a jurisdiction that is classified to one or more risk categories. For purposes of this document the FMZ have been designated using existing run cards utilized by the department and the Washington County Consolidated Communications Agency (WCCCA). Below is a FMZ map for Forest Grove.



D. COMMUNITY RISK ASSESSMENT

An All-Hazards approach to Risk Assessment was completed through a comprehensive analysis of the communities' hazards. This three-part process looks at the area risk potential and evaluates risks specific to the area served by the department.

- *Community risks are past events and potential occurrences that will not only affect the Fire District but also our surrounding partners.*
- *Fire Department risk are risks specific to the Fire Department boundaries. These are outlined by the CFAI as Structural Fires, Emergency Medical Incidents and Special Operations Emergencies.*
- *Target hazards are defined as significant hazards; those that can strain fire department response capability.*

COMMUNITY RISK

Risk Assessment Methodology

The Hazard Analysis identifies the relative risk posed to the City by each of the hazards and threats described below, in order to ensure that high priority hazards are addressed in the hazard mitigation planning, emergency response, and recovery procedures. Each natural and technological/human-caused hazard is scored using a formula that incorporates four independently weighted rating criteria (history, vulnerability, maximum threat, and probability) and three levels of severity (low, moderate, and high). For each hazard, the score for a given rating criterion is determined by multiplying the criterion's severity rating by its weight factor. The four rating criteria scores for the hazard are then summed to provide a total risk score for that hazard. Note that while many hazards may occur together or as a

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consequence of others (e.g., dam failures cause flooding, and earthquakes may cause landslides), this analysis considers each hazard as a singular event.

Hazard Analysis Matrix for the Cities of Cornelius and Forest Grove					
Hazard	Rating Criteria with Weight Factors				Total Score
	History ¹ (WF=2)	Vulnerability ² (WF=5)	Max Threat ³ (WF=10)	Probability ⁴ (WF=7)	
<i>Score for each rating criteria = Rating Factor (High = 10 points; Medium = 5 points; Low = 1 points) X Weight Factor (WF)</i>					
Hazardous Materials	H	H	H	H	240
Health Emergency	H	H	H	H	240
Severe Weather	H	H	H	H	240
Utility Fail/Resource Shortage	H	H	H	H	240
Earthquake	M	H	H	M	195
Flood	H	H	M	H	190
Volcano/Ash	L	M	M	L	107
Fire	H	L	L	H	105
Transportation/Industrial	H	L	L	H	105
Civil Disorder/Terrorism	M	L	L	M	60
Notes:					
1. History addresses the record of previous major emergencies or disasters. Weight Factor is 2. Rating factors: high = 4 or more events in last 100 years; medium = 2-3 events in last 100 years; low = 1 or 0 events in last 100 years.					
2. Vulnerability addresses the percentage of population or property likely to be affected by the average occurrence of a hazard. Weight Factor is 5. Rating factors: high = more than 10% affected; medium = 1%-10% affected; low = less than 1% affected.					
3. Maximum Threat addresses the percentage of population or property that could be affected in a worst case incident. Weight Factor is 10. Rating factors: high = more than 25% could be affected; medium = 5%-25% could be affected; low = less than 5% could be affected.					
4. Probability addresses the likelihood of a future hazard occurrence within a specified period of time. Weight Factor is 7. Rating factors: high = one incident likely within a 10-35 year period; medium = one incident likely within a 35-70 year period; low = one incident likely within a 75-100 year period.					

BUILDING RISK

Risk Assessment Methodology

In order for a fire department to properly determine the programs, services, force strength and station locations necessary for its community's protection, it is necessary to complete an in-depth community risk assessment. Forest Grove Fire & Rescue has chosen to utilize the community risk assessment model recommended by the Commission on Fire Accreditation International.

This risk assessment uses risk, hazard and value evaluation software to collect and analyze data regarding the identification and assessment of structure risks within our response area. This software provides a means of scoring each building in the area being assessed and placing it into a risk category. The final result of this assessment is called an Occupancy Vulnerability Assessment Profile (OVAP) score. The following components are used to develop the OVAP score:

<i>Component class</i>	<i>Criteria</i>
<i>Building</i>	<i>Property use, size and height, access, occupancy type, square footage, exposure separation</i>
<i>Life Safety</i>	<i>Occupant load, occupant mobility, alarm systems, fire protection systems</i>
<i>Risk</i>	<i>Fire code enforcement, human activity, fire event history</i>
<i>Consequences</i>	<i>Capacity to control fire, hazards in building, fire load</i>
<i>Water Demand</i>	<i>Fire flow, availability of fire flow, fire sprinklers</i>
<i>Value</i>	<i>Property Value</i>

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Once the OVAP score is determined for a building it is placed in one of four (4) risk categories. Those categories, along with their OVAP Score ranges are explained below.

Category	OVAP Score Range
Maximum	60+ <i>A building categorized as Maximum Risk will be significant in size, not have built in fire protection and alarm systems, require a large amount of water to contain a fire and have a potential for a high life loss due to existing and non-conforming exiting. These buildings will have an irreplaceable or major financial or social impact on the community if lost. A key factor that places a building in this category is inadequate water availability for fire suppression operations at the site of this building. An example of a building categorized as Maximum would be as follows: An older, multi-story, non-reinforced masonry building considered to have historical significance. This building would have no fire protection or alarm system, poor exiting, and a marginal water supply for firefighting operations.</i>
Significant	40-59 <i>A building categorized as Significant Risk will be substantial in size and have the potential for life and property loss. The potential for life loss varies between those occupants in the immediate area to threatening the lives of all of the people in the building. The financial impact to the community created by this level can be high due to loss of jobs and/or loss of tax revenue. These buildings usually have built-in fire protection and alarm systems. Examples of Significant Risk buildings include common hallway apartments, warehouses, office complexes, moderate to large sized retail stores, hospitals, medical buildings, and older downtown buildings that have retrofitted their buildings with fire protection systems.</i>

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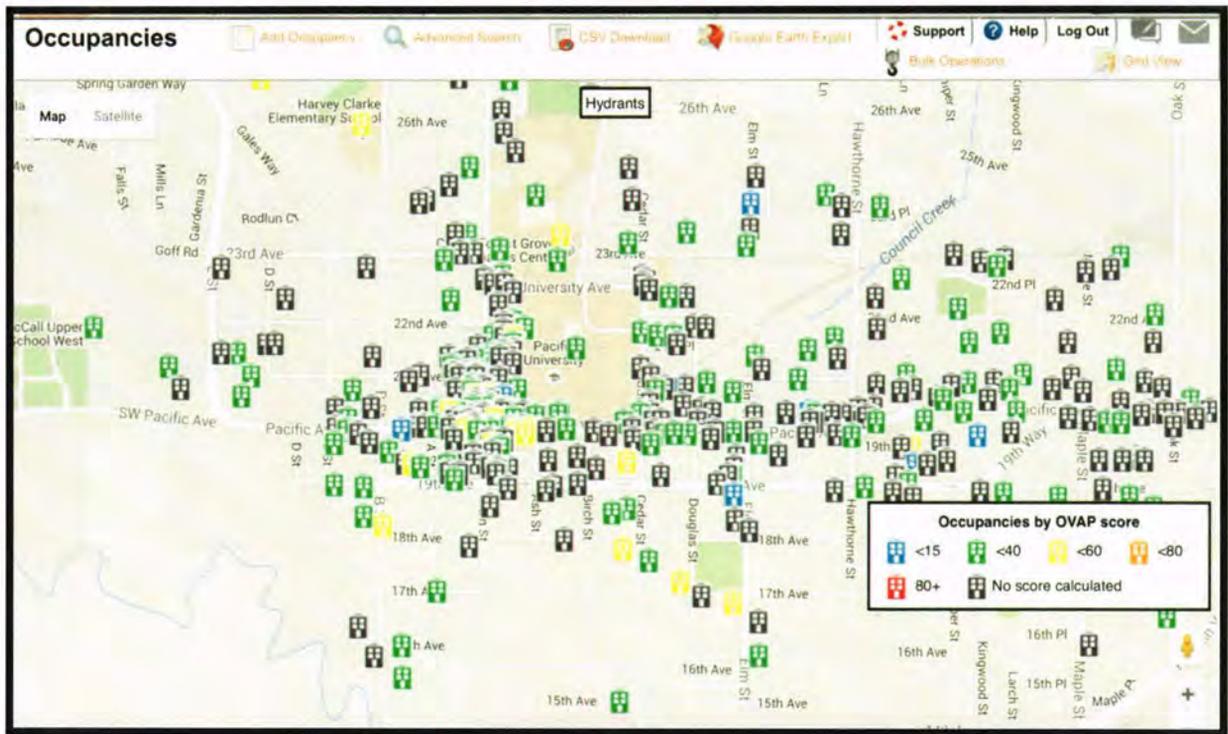
Moderate	<p>15-39</p> <p><i>Buildings categorized as Moderate Risk are average in size and can present a potential for a high life loss but are usually limited to threatening only the immediate occupants of the structure. The financial impact due to the loss of this structure has an impact on the occupants or owners and not the surrounding properties. Examples of these buildings vary widely with the most typical in this class being a single family residence. Smaller apartment buildings are also included in this category</i></p>
Low	<p><15</p> <p><i>Buildings categorized as Low Risk have a very limited exposure. They are small structures that are not normally occupied by people. They also generally have a reduced amount of fire load, require small amounts of water to extinguish, have limited potential to spread to other buildings, and have little financial impact to the owners or the community. An example of a building in the Low Risk category would be a carport, shed, or out building with limited potential for spreading to nearby buildings.</i></p>

In 2014, FGFR began using the VISION® fire risk assessment model. Currently, all code-enforced occupancies are being assessed using this hazard assessment and model with a summary of findings identified in the table below. As the table illustrates, no Maximum Risks have been identified in the city, less than 8.72%% of the occupancies are of Significant Risk, and over 86.6% of all code-enforced occupancies are of a Moderate Risk level.

Hazard Statistics

Risk Level	OVAP Score	# of Occupancies	%
Maximum	60 +	0	0.00%
Significant	40 - 59	28	8.72%
Moderate	15 - 39	278	86.60%
Low	0 - 14	15	4.67%
Average Score	30.90	-	-
# of complete OVAP scores		321 (41%)	
# of incomplete OVAP scores		460 (59%)	

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TARGET HAZARDS

Risk Assessment Methodology

Target hazards are defined as significant hazards; those that can strain fire department response capability. It is suggested that a well-constructed assessment of risk is the essential first step towards management of these hazards.

Forest Grove Fire & Rescue has developed the following operational definition to establish the criteria for target hazard structures;

Any structure which requires a higher-than-normal degree of pre-fire planning so that department operations will have an effective plan to address an emergency at the facility. These include, but are not limited to, the following occupancy classifications, according to the 2009 International Fire Code:

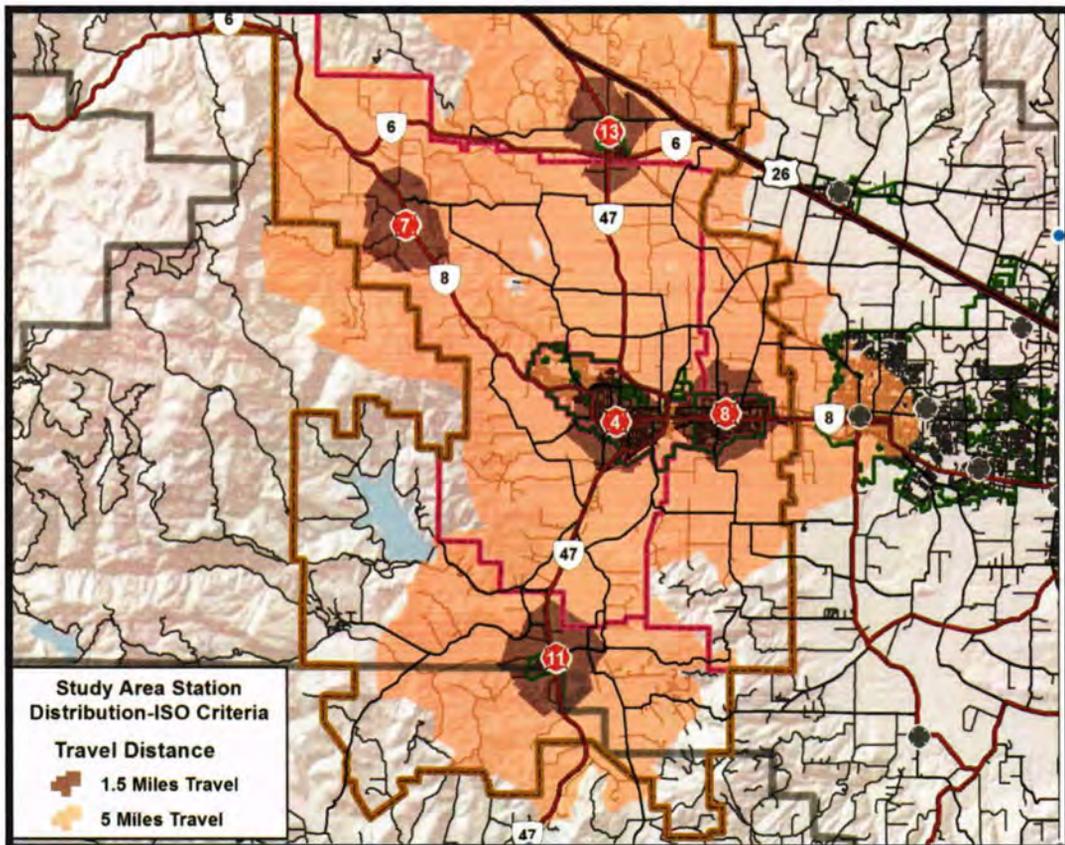
- *Assembly Group A, where the occupant load is greater than 50 persons.*
- *Educational Group E, where the purpose is for six or more persons at any one time for educational purposes through the 12th grade.*
- *Factory Industrial Group F, where the purpose is assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations;*
- *High Hazard Group H, where the manufacturing, processing, generation or storage of materials constitute a physical or health hazard;*
- *Institutional Group I, where people are cared for or live in a supervised environment, having physical limitations because of health or age, are harbor end for medical treatment or other care or treatment, or in which people are detained for penal or correctional purposes or in which the liberty of occupants is restricted;*
- *Mercantile Group M, where the display and sale of merchandise, involves the stock of goods, wares or merchandise incidental to such persons and is accessible to the public;*
- *Residential Group R, where more than four dwelling units are contained within the structure; and*
- *Storage Group S, where the storage of combustible and non-combustible materials occurs.*

The fire department has decided on what should be considered a target hazard, then identified them, gathered useful data for each target hazard, and developed pre-incident plans. Forest Grove Fire & Rescue has identified 194 target hazards, and completed pre-plans for greater than 90% of them. These pre-plans are available to all first-responders using Active 911 response software that displays the response location and an icon of the pre-incident pre-plan for the

E. HISTORICAL PERSPECTIVE AND SUMMARY OF SYSTEM PERFORMANCE

Resource Distribution Factors

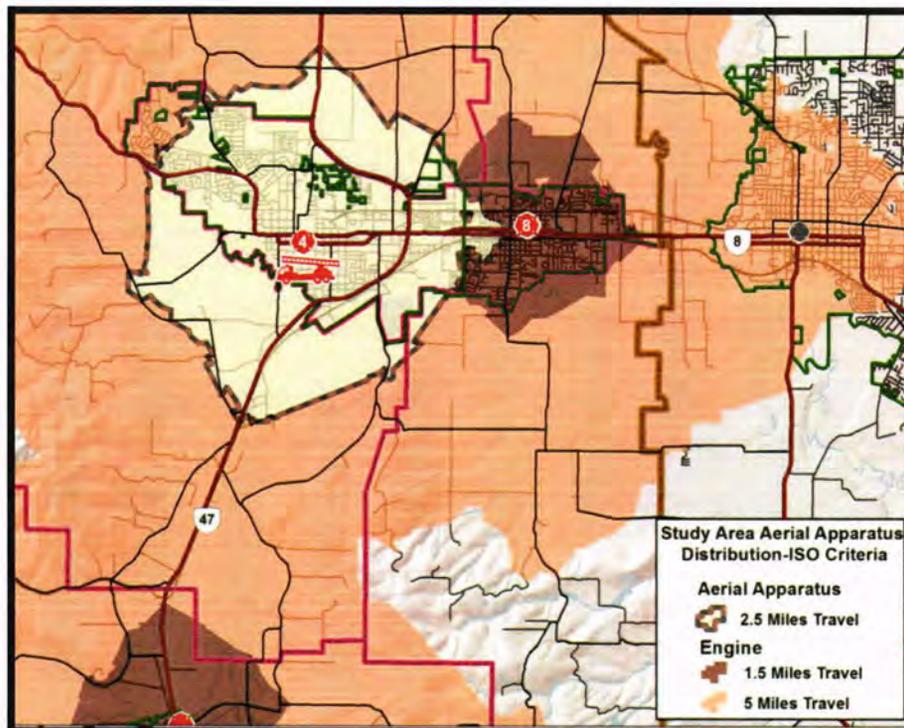
The Insurance Services Organization (ISO) is a national insurance industry organization that evaluates fire protection for communities across the country. A jurisdiction's ISO rating is an important factor when considering fire station and apparatus distribution, as it can affect the cost of fire insurance for fire district individuals and businesses. To receive maximum credit for station and apparatus distribution, ISO recommends that all "built upon" areas in a community be within 1.5 road miles of an engine company. Additionally, a structure should be within five miles of a fire station to receive any fire protection rating for insurance purposes. In the figure below, we examine fire facility distribution by distance over the existing road network.



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Based on the ISO rating criteria, fire stations are appropriately located throughout the area. Approximately 90 percent of the road network in the area is within five miles travel of a fire station. Generally, the ISO 1.5 miles travel distance applies to municipal areas such as Forest Grove, Cornelius, Banks, and Gaston. The fire stations in these communities provide adequate coverage. The current fire station locations are deemed appropriate under current service demand and service delivery standards. One area of exception is the northwest corner of Forest Grove, known as Forest Gale Heights. As additional anticipated construction occurs in the northern area of Forest Grove, an additional station will need to be built in the near future to meet current response time and effective firefighting force standards.

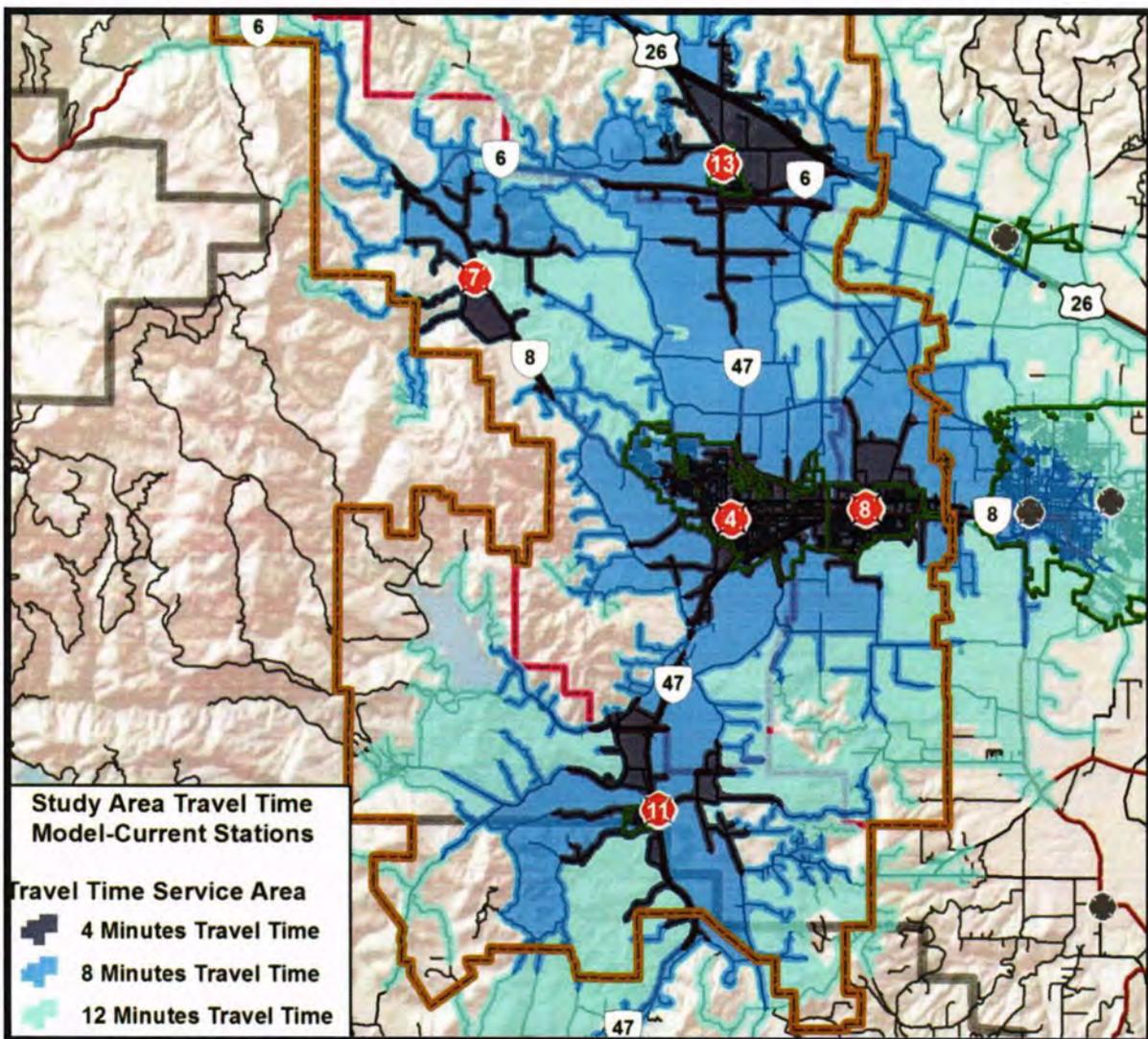
Similar to the 1.5 mile engine company criteria, ISO recommends that aerial apparatus be placed at 2.5 mile intervals in areas with buildings over six stories in height. Forest Grove Fire and Rescue staffs an aerial apparatus at Station 4 in Forest Grove. The next figure demonstrates the 2.5 mile service area for this aerial apparatus.



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ISO criteria are only one of many factors to consider when deploying fire department resources. The ISO criteria are primarily concerned with the geographic coverage of a service area and only address fire suppression. Equally as important, especially to all hazard fire agencies, is the time required to respond to a call for service and whether resources are located to serve the greatest amount of service demand within a jurisdiction's service area.

The following analysis demonstrates travel time over the existing road network. Travel time is calculated using the posted speed limit and adjusted for negotiating intersections and turns.



Based on the travel time study, area apparatus are capable of reaching nearly all (97 percent) of historical service demand in eight minutes travel time. Approximately 87 percent of the 2012 and 2013 service demand is within 4 minutes travel of a fire station within the study area.

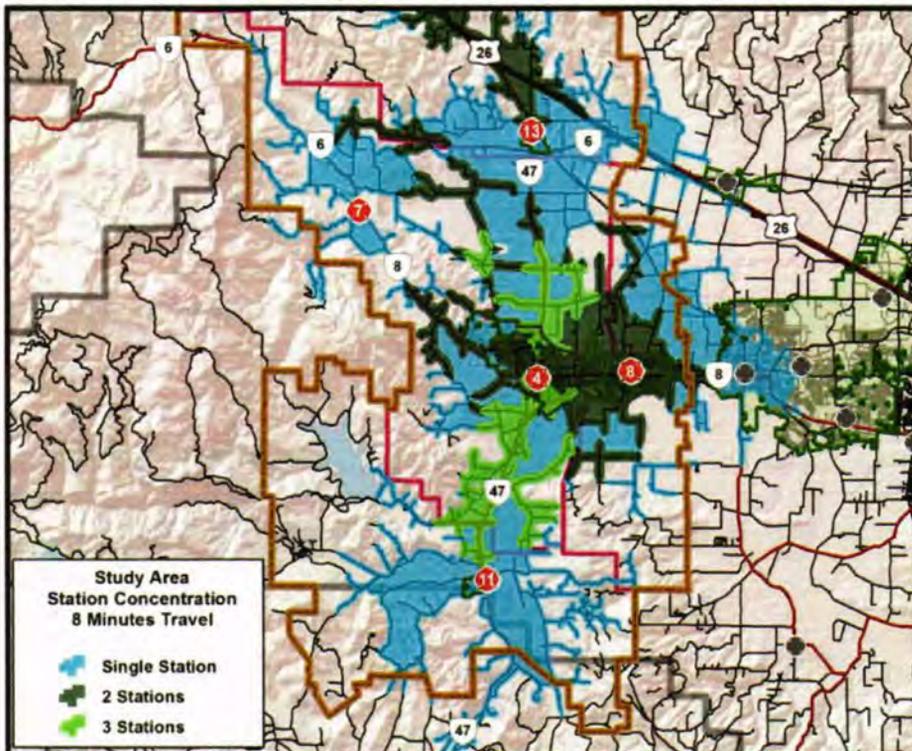
Service Demand Coverage by Agency, 2012 and 2013

	4 Minutes	8 Minutes	12 Minutes
CFD	91%	98%	100%
FGFR	86%	98%	100%
GFD	42%	74%	95%

This figure summarizes the percentage of each agency's service demand within four, eight, or twelve minutes travel of their respective fire stations.

Resource Concentration Factors

Standard firefighting procedures call for the arrival of the entire initial assignment (sufficient apparatus and personnel to effectively deal with an emergency based on its level of risk, referred to as Effective Response Force) within a specified amount of time. This is to ensure that enough people and equipment arrive soon enough to safely control a fire or mitigate any emergency before there is substantial damage or injury. In this analysis, we examine the participating agencies' ability to assemble multiple resources from across the area. The following figure uses the eight-minute travel time model to illustrate the portions of the study area within 8 minutes travel of 2 or more of the area fire jurisdictions. It should be noted that the department cannot assemble an Effective Response Force for most fire suppression calls without response from surrounding jurisdictions. The cities of Forest Grove and Cornelius are entirely within 8 minutes travel of two or more jurisdictions. The next figure depicts the count of



stations within 8 minutes travel time in the area.

CRITICAL TASK ANALYSIS

Once the community risk assessment process is completed, an evaluation of the equipment and personnel resources required to mitigate these situations is necessary. With any given type of incident, there are critical tasks that must be performed by personnel in order to ensure that the event is properly and safely terminated. In order to properly assign resources and personnel based on the type of incident, the department creates "run cards" which designate the apparatus and resources that are dispatched for specific types of calls.

The following sections of this critical task analysis are structured around the categories of incidents defined by the department and the resources dispatched to each of these call types. As you will notice, the critical task analysis takes into consideration only those resources which are dispatched on the initial assignment or 1st alarm. If the incident expands beyond what can be handled by these initial resources, additional apparatus is identified in the run cards used by the department and WCCCA.

The second section of the critical task analysis identifies the minimum number of trained personnel required to complete the identified critical task. The metric for this variable is referred to as the "effective response force." As you will note, different types of incidents require different numbers of personnel.

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EFFECTIVE RESPONSE FORCE – STRUCTURE FIRE, ROOM/CONTENTS, TASK FORCE, URBAN HYDRANTED			
Unit	Crew Size	Task	Personnel Needed
1 st Due Engine	3	Size-up, establish command, water supply, primary attack	3
2 nd Due Engine	3	Backup attack line, protect exposures, ingress/egress, search/rescue	3
1 st in Truck	3	Rescue, Access, Ventilation, Utilities, Salvage, Overhaul	3
1 st Due Chief	1	Incident Command	1
Total Responding	10		10

EFFECTIVE RESPONSE FORCE – STRUCTURE FIRE, URBAN/HYDRANTED, 1ST ALARM			
Unit	Crew Size	Task	Personnel Needed
1 st Due Engine	3	Size-up, establish command, water supply, primary attack	3
2 nd Due Engine	3	Backup attack line, protect exposures, ingress/egress, search/rescue	3
3 rd Due Engine	3	Rapid Intervention Team (RIT)	3
1 st in Truck	3	Rescue, Access, Ventilation, Utilities, Salvage, Overhaul	3
1 st Due Chief	1	Incident Command	1
2 nd Due Officer	1	Safety Officer	1
Total Responding	14		14

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EFFECTIVE RESPONSE FORCE – RESIDENTIAL FIRE, NON-HYDRANTED, 1ST ALARM			
Unit	Crew Size	Task	Personnel Needed
1 st Due Engine	3	Size-up, establish command, water supply, primary attack	3
2 nd Due Engine	3	Backup attack line, protect exposures, ingress/egress, search/rescue	3
3 rd Due Engine	3	Rapid Intervention Team (RIT)	3
1 st in Tender	2	Water supply	2
2 nd in Tender	2	Water supply	2
1 st Due Chief	1	Incident Command	1
2 nd Due Officer	1	Safety Officer	1
Total Responding	17		17

EFFECTIVE RESPONSE FORCE – BRUSH FIRE 1ST ALARM			
Unit	Crew Size	Task	Personnel Needed
1 st Due Engine (TYPE III)	3	Size-up, establish command, primary attack	3
2 nd Due Engine (TYPE VI)	2	Primary attack	2
3 rd Due Engine (TYPE VI)	2	Primary attack, overhaul	2
1 st in Tender	2	Water supply	2
1 st Due Chief	1	Incident Command	1
2 nd Due Officer	1	Safety Officer	1
Total Responding	11		11

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EFFECTIVE RESPONSE FORCE – EMS CALL/MVA CODE 3 (NO ENTRAPMENT OR BARIATRIC)			
Unit	Crew Size	Task	Personnel Needed
1 st Due Engine	3	Patient care, stabilization, documentation and history, patient movement	3
Medic Unit	2	Transport	2
Total Responding	5		5
		INCREASE BY ONE ENGINE AND ONE MEDIC FOR EACH ADDITIONAL CRITICAL PATIENT OR EVERY 2 NON-CRITICAL PATIENTS	

EFFECTIVE RESPONSE FORCE – EMS CALL, CODE 3, CARDIAC ARREST/MAJOR TRAUMA			
Unit	Crew Size	Task	Personnel Needed
1 st Due Engine	3	Patient care, airway, venous access, medications, advanced cardiac monitoring	3
1 st Due Rescue	2	CPR, patient movement, documentation and history	2
Chaplain	1	Family support	1
Medic Unit	2	Medical transport	2
1 st Due Chief	1	Helicopter Landing Zone (ONLY IF USED)	1
Total Responding	8-9		8-9

EFFECTIVE RESPONSE FORCE – VEHICLE ACCIDENT (WITH ENTRAPMENT)			
Unit	Crew Size	Task	Personnel Needed
1 st Due Engine	3	Size-up, establish command, triage, extrication	3
2 nd Due Engine	3	Patient care and movement	3
1 st Due Chief	1	Incident Command	1
2 nd Due Chief	1	Helicopter Landing Zone (ONLY IF USED)	1
Medic Unit	2	Medical transport	2
Total Responding	9-10		9-10
		INCREASE BY ONE ENGINE AND ONE MEDIC FOR EACH ADDITIONAL CRITICAL PATIENT OR EVERY 2 NON-CRITICAL PATIENTS	

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EFFECTIVE RESPONSE FORCE – TECHNICAL RESCUE (HIGH ANGLE/CONFINED SPACE/COLLAPSE)			
Unit	Crew Size	Task	Personnel Needed
1 st Due Engine	3	Size-up, establish command, Primary Rescue/Lowering Team, Patient Care	3
2 nd Due Engine	3	Patient packaging, Backup, Air Monitoring	3
Technical Rescue	2	Rigger for mechanical advantage system, safety officer, Supplied Air	3
1 st Due Chief	1	Incident Command	2
2 nd Due Chief	1	Safety Officer, Helicopter Landing Zone (ONLY IF USED)	1
Medic Unit	2	Patient transport	2
Total Responding	12		12
		MAY REQUIRE ADDITIONAL MUTUAL AID TECHNICAL RESCUE TEAMS DEPENDING ON COMPLEXITY	

EFFECTIVE RESPONSE FORCE – WATER/FLOOD RESCUE			
Unit	Crew Size	Task	Personnel Needed
1 st Due Engine	3	Size-up, establish command, determine access	3
Boat 4	2	Search and rescue	2
1 st Due Chief	1	Incident Command	1
Medic Unit	2	Patient transport (if needed)	2
Total Responding	8		8
		MAY REQUIRE ADDITIONAL WATER RESCUE TEAMS DEPENDING ON SWIFTWATER/COMPLEXITY	

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EFFECTIVE RESPONSE FORCE – HAZARDOUS MATERIALS RELEASE (1ST ALARM)			
Unit	Crew Size	Task	Personnel Needed
1 st Due Engine	3	Size-up, establish command, fluid control/air monitoring, establish perimeter	3
2 nd Due Engine	3	Isolate, deny entry, evacuations	3
1 st Due Chief	1	Incident Command	1
2 nd Due Chief	1	Safety Officer	1
Medic Unit	2	Medical support	2
Total Responding	10		10
		MAY REQUIRE REGIONAL HAZMAT TEAM RESPONSE FROM TVFR	

Response Reliability Factors

The workload of emergency response units can be a factor in response time performance. Concurrent incidents or the amount of time individual units are committed to an incident can affect a jurisdiction's ability to muster sufficient resources to respond to additional emergencies.

In the figure below, we examine 2012 and 2013 incidents to find the frequency that the jurisdiction is handling multiple calls in our service areas. This is important because the more calls occurring at one time; the more stretched available resources become leading to extended response times from more distant responding available apparatus.

Concurrent Incidents, 2012 and 2013

	Single Incident	2 Incidents	3 Incidents	4 Incidents
CFD	96.8%	3.1%	0.1%	0.0%
FGFR	88.7%	10.8%	0.4%	0.0%
GFD	97.4%	2.6%	0.0%	0.0%

With the greatest service demand FGFD displays the highest percentage of concurrent incidents. GFD demonstrates the lowest percentage of simultaneous incidents. The percentage of concurrent incidents experienced in both the overall study area and the individual agencies does not appear to be excessive; and is similar to that of comparable areas with a like amount of service demand.

Unit hour utilization (UHU) describes the amount of time that a unit is not available for response because it is already committed to another incident. The larger the number, the greater its utilization and the less available it is for assignment to subsequent calls for service. UHU rates are expressed as a percentage of the total hours in a year. The

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following figures display the amount of time primary response apparatus were committed to an incident in 2013.

FGFR Unit Hour Utilization 2013		
Apparatus	Time Committed	UHU
E421	722:41:15	8.25%
E422	245:35:59	2.80%
E423	58:01:03	0.66%
E427	17:17:25	0.20%
MED4	117:02:07	1.34%
T4	32:51:02	0.38%
WT4	160:36:32	1.83%
WT7	32:11:48	0.37%

Engine 421 displays the highest utilization rate for any apparatus. Note that staff vehicles, utility vehicles, and specialty apparatus (tender, boat, Hazmat, etc.) with a utilization rate of less than 0.15 percent (approximately 13 hours annually) are not displayed in the figures above.

The CPSE Standards of Cover document and other studies indicate that UHU rates in the range of 25 to 30 percent for fire and EMS apparatus can lead to personnel burnout issues and can negatively affect response performance. While Current UHU rates in the area are not approaching the levels mentioned, it is notable that engine 421 and 422 alternate as first responding units due to a significant workload and service demand (as staffing allows).

F. PERFORMANCE MEASUREMENT

FIRE SERVICE INDUSTRY STANDARDS

There are numerous industry standards and suggested best practices in the Fire Industry. While we have not adopted any of these standards or best practices, they do have an impact and an influence on District business and deployment.

National Fire Protection Association – NFPA 1710 and NFPA 1720 (discussed later).

Insurance Services Office (ISO)

The Fire Suppression Rating System (FSRS) considers three main areas of a community's fire protection program:

Fire Alarm - The acceptance and transmission of incidents from WCCCA to our responders.

Ten percent of a community's overall score is based on how well the fire department receives and dispatches fire alarms. Field representatives evaluate:

- The communications center, including the number of operators at the center.
- The telephone service, including the number of telephone lines coming into the center.
- The listing of emergency numbers in the telephone book.
- The dispatch circuits and how the center notifies firefighters about the location of the emergency.

Fire Department

Fifty percent of the overall score is based on the fire department. ISO reviews the distribution of fire companies throughout the area and checks that the fire department tests its pumps regularly and

inventories each engine company's nozzles, hoses, breathing apparatus, and other equipment. ISO also reviews the fire company records to determine:

- Type and extent of training provided to fire company personnel.
- Number of people who participate in training.
- Firefighter response to emergencies.
- Maintenance and testing of the fire department's equipment.

Water Supply

Forty percent of the overall score is based on the community's water supply. This part of the survey focuses on whether the community has sufficient water supply for fire suppression beyond daily maximum consumption. ISO surveys all components of the water supply system, including pumps, storage and filtration. They observe fire-flow tests at representative locations in the community to determine the rate of flow the water main provides. They also review the condition and maintenance of fire hydrants. Last, the distribution of fire hydrants (no more than 1000 feet from the representative locations) is counted.

Occupational Safety and Health Administration

Applicable sections of the Code of Federal Regulations (CFR) 29, Part 1910, Occupational Safety and Health Standards.

National Institute of Standards and Technology

Report on Residential Fireground Field Experiments, April 2010

Report on EMS Field Experiments, September 2010

Center for Public Safety Excellence, Commission on Fire Accreditation International

CFAI Standards of Cover, 6th Edition

CFAI Fire & Emergency Service Self-Assessment Manual, 9th Edition.

PERFORMANCE MEASURES

Following a comprehensive review of the department's historical response performance and an analysis of the distribution, concentration, and reliability of emergency response resources, the department was able to develop appropriate performance objectives and measures.

This section establishes benchmark and baseline performance objectives and measure for EMS and fire suppression programs in direct relation to the population densities (urban and rural).

Performance objectives are qualitative goal statements that generalize the intended outcome of a program in words rather than numbers.

Performance measures are the quantitative numerical representation of activities that help evaluate whether goals are met.

Benchmark refers to a standard by which something can be measured, and is also representative of industry best practices.

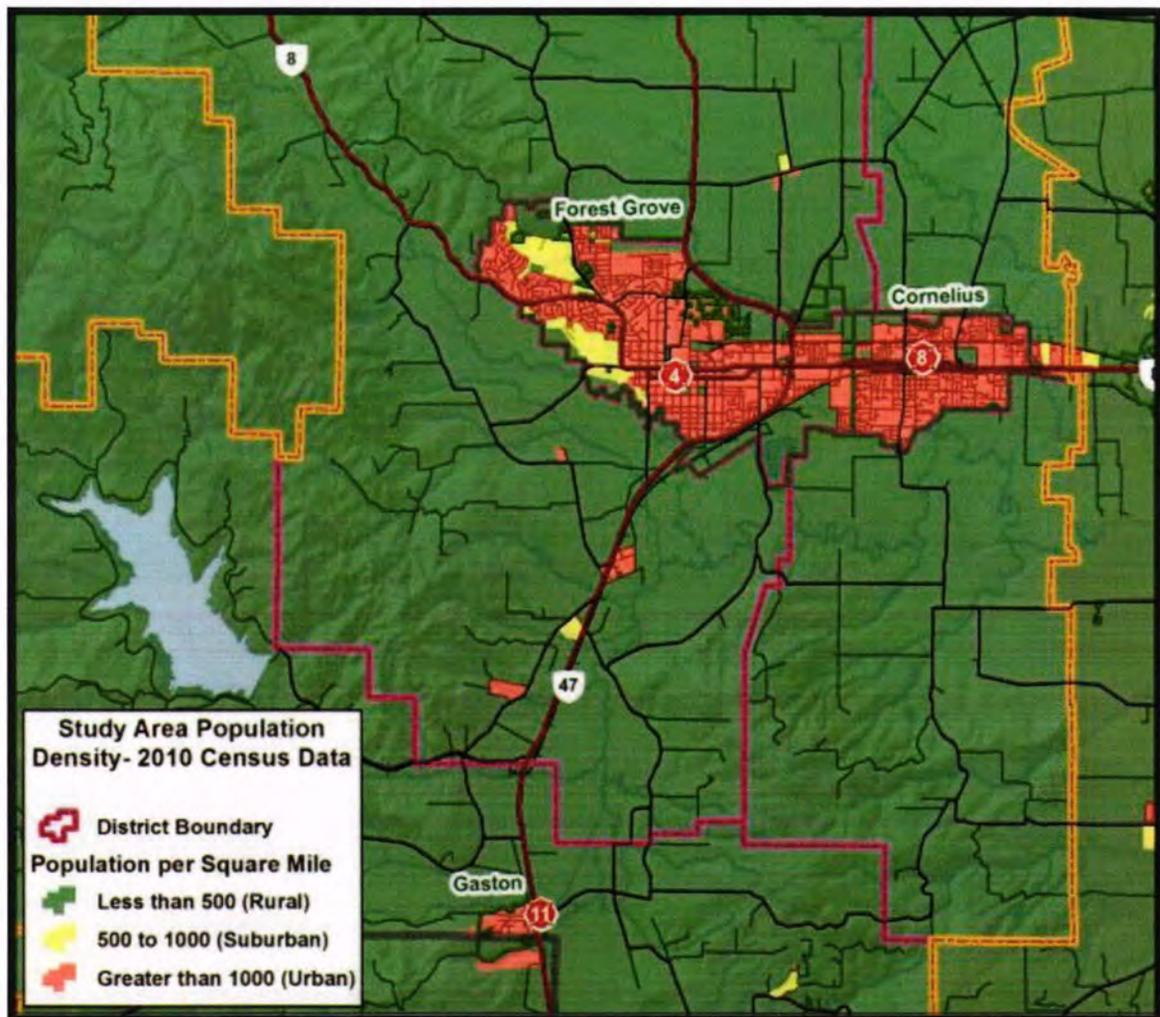
Baseline refers to the assessment and measurement of current service delivery practices related to a benchmark.

The Commission on Fire Accreditation International (CFAI) publishes a manual titled "Fire & Emergency Service Self-Assessment Manual" (9th Edition). The mission of the CFAI is to "assist fire and emergency service agencies throughout the world in achieving excellence in self-assessment and accreditation in order to provide continuous quality

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improvement and enhancement of service delivery to their communities.” This Standard of Cover was written using the best practices and format provided by CFAI.

Based on the demographics of the City of Forest Grove, the response area covered by Forest Grove Fire & Rescue has been divided into two types; urban (within the City limits) and rural (outside the City limits). Those areas in the Forest Grove Rural Fire Protection District greater than 8 miles from the nearest staffed fire station are classified as remote.



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The National Fire Protection Association has developed two consensus standards. NFPA 1720 titled "Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments," (2014 Edition). This standard contains the minimum benchmarks to address functions and outcomes of fire department emergency service delivery, response capabilities, managing resources and systems, and addresses the strategic and system issues involving the organization, operation, and deployment of a fire department.

Forest Grove Fire & Rescue best meets the description of a "combination department" in section 3.3.15.1 of NFPA 1720:

- *3.3.15.1 Combination Fire Department. A fire department having emergency service personnel comprising less than 85 percent majority of either volunteer or career membership.*

Table 4.3.2, "Staffing and Response Time" of NFPA 1720 established the various Demand Zones which are based on the demographics of the specific areas. Our department meets the description of a "combination department" in section 3.3.15.1.

NFPA 1720 Staffing and Response Times				
Zone	Demographics	Minimum Staff	Response Time	Meet Objective
Urban	>1000 people	15	9	90%
Suburban	500-1000	10	10	80%
Rural	<500	6	14	80%
Remote	Travel >/- 8 mi	4	Dep. On Distance	90%

BENCHMARK: The NFPA 1720 benchmark is:

- For urban communities is to assemble 15 firefighters in 540 seconds (9 minutes) from time of dispatch, 90% of the time.
- For rural communities, the benchmark is to assemble 6 firefighters in 840 seconds (14 minutes) from time of dispatch 80% of the time.

BASELINE: Forest Grove Fire and Rescue has historically been able to achieve:

- 15 firefighters on scene 90% of the time in 13 minutes 38 seconds within the City.
- For rural communities, the department achieves 6 firefighters on scene in 840 seconds (14 minutes) 86% of the time.

NFPA 1710 Comparison

While NFPA 1710 is **not the adopted** standard for our department, we include the benchmark and baseline comparison for future consideration.

First Arriving Unit, 2015

Incident Type	Response Zone	Alarm Processing				Turnout			
		FGFR Baseline	TVFR Baseline	CFAI Baseline	CFAI/NFPA Benchmark	FGFR Baseline	TVFR Baseline	CFAI Baseline	CFAI/NFPA Benchmark
EMS	Urban	01:59	01:59	01:30	01:00	01:30	01:40	01:30	01:00
EMS	Rural	01:59	01:59	01:30	01:00	01:30	01:40	01:30	01:00
Structure Fire	Urban	01:43	01:43	01:30	01:00	03:30	02:10	01:30	01:20
Structure Fire	Rural	01:30	01:30	01:30	01:00	03:30	02:10	01:30	01:20

First Arriving Unit, 2015

Incident Type	Response Zone	Travel Time				Total Response Time			
		FGFR Baseline	TVFR Baseline	CFAI Baseline	CFAI/NFPA Benchmark	FGFR Baseline	TVFR Baseline	CFAI Baseline	CFAI/NFPA Benchmark
EMS	Urban	5:10	05:35	05:12	04:00	08:30	08:49	05:12	06:00
EMS	Rural	7:10 16:02*	09:01	13:00	10:00	11:50 18:45*	12:05	06:30	12:00
Structure Fire	Urban	05:16	05:01	05:12	04:00	9:15	08:18	05:12	06:00
Structure Fire	Rural	10:08	09:35	1300	10:00	N/A	15:38	06:30	12:00

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Effective Response Force, 2015

Incident Type	Response Zone	Alarm Processing				Turnout			
		FGFR Baseline	TVFR Baseline	CFAI Baseline	CFAI/NFPA Benchmark	FGFR Baseline	TVFR Baseline	CFAI Baseline	CFAI/NFPA Benchmark
EMS	Urban	01:59	01:59	01:30	01:00	01:30	01:40	01:30	01:00
EMS	Rural	01:59	01:59	01:30	01:00	01:30	01:40	01:30	01:00
Structure Fire	Urban	01:43	01:43	01:30	01:00	03:30	02:10	01:30	01:20
Structure Fire	Rural	01:30	01:30	01:30	01:00	03:30	02:10	01:30	01:20

Effective Response Force, 2015

Incident Type	Response Zone	Travel Time				Total Response Time			
		FGFR Baseline	TVFR Baseline	CFAI Baseline	CFAI/NFPA Benchmark	FGFR Baseline	TVFR Baseline	CFAI Baseline	CFAI/NFPA Benchmark
EMS	Urban	5:10	05:32	05:12	04:00	8:30	08:48	08:12	06:00
EMS	Rural	7:10 16:02*	09:01	13:00	10:00	08:30	12:05	16:00	12:00
Structure Fire	Urban	09:55	13:00	10:24	08:00	13:38	18:08	13:24	10:20
Structure Fire	Rural	N/A	15:19	18:12	14:00	N/A	17:59	21:12	16:20

Turnout Times determined by ERS Report 1654

Total Response Time determined by ERS Report 1641

Travel Times determined by ERS Report 1653

Note: Rural Response times may include 2013-15 to gather sufficient data for analysis.

N/A = not enough data

**Gales Creek area, which has a significantly longer travel time.*

TVFR Baselines from TVFR 2015 Standards of Cover

Effective Response Force is measured by manual review of all working task force and 1st alarms since 2013, when new records management system was implemented.

CURRENT LEVELS OF SERVICE

BASELINE FIRE SUPPRESSION (NFIRS 111, 120, 121)

Baseline objectives are based on total response times that include call processing time, dispatch time, turnout time and travel times for responding apparatus and personnel. Event times for 2014-2015 were used in determining service level objectives.

The first arriving apparatus will have the ability to pump a minimum of 1250 GPM from a Type I engine with a minimum of three firefighters in the urban areas, and be capable of providing initial incident command and initial actions for fireground operations in accordance with department policy and procedures.

For 90 percent of fire responses, the total response time of the first arriving apparatus arrives within:

- *8 minutes and 30 seconds in URBAN areas (FMZ 5271, 5272, 5371, 5372, 5373, 5374, 5472, 5473, 5474)*
- *11 minutes and 45 seconds in RURAL areas, 18 minutes and 45 in the Gales Creek FMZs.*

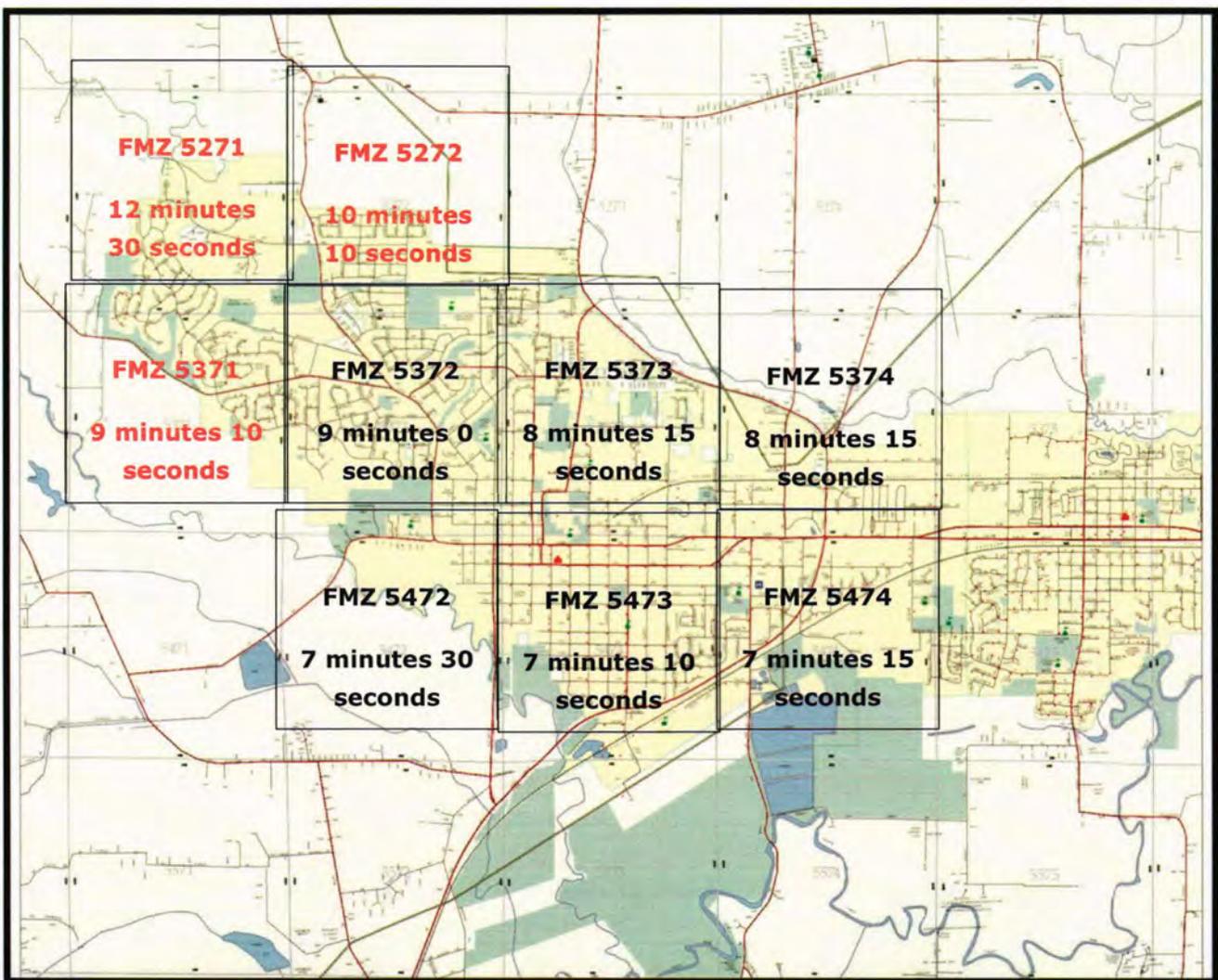
BASELINE EMS (NFIRS 321)

For 90 percent of EMS responses, total response time of the first arriving apparatus arrives within:

- *8 minutes and 25 seconds in URBAN areas (FMZ 5271, 5272, 5371, 5372, 5373, 5374, 5472, 5473, 5474)*
 - *See chart below for individual FMZ response times.*
- *14 minutes and 28 seconds in RURAL communities*

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The first arriving unit is staffed with two firefighter personnel (minimum of one is a paramedic 90% of the time) and is capable of providing advanced life support and treatment for a one or two patient medical incident while providing for the safety of victims and responders in accordance with department policy and procedures.



About the Data – Exception Reporting

The department continues to make improvements not only to its data reliability, but also its ability to validate the data which it depends on for decision making. Part of that process has been a detailed, step-by-step approach to verify and validate some of the fundamental components which emergency response performance statistics are predicated.

That validation process has been successful in identifying some of the inconsistencies in the data entry, collection, reporting, and synthesis issues faced by many agencies dealing with autonomous business structures and multiple data entry and reporting processes.

Specifically, some of the bureaucratic structures that affect data reporting are current GIS limitations, the Washington County Ambulance Service Area Agreement, WCCCA Fire Dispatch, and even our own records management system, Emergency Reporting Software.

In order to ensure accurate system analysis, data used for performance measurement must be “cleaned” prior to analysis. Various exceptions are utilized for data reporting in order to take a realistic look at emergency response performance. Exceptions may be defined somewhat differently depending upon the nature of the data report queried. For example, EMS calls where “staging” was initiated, such as suicide attempts and injuries from assaults, are typically not used in data analysis since they are considered Code 1, or non-emergent. The intent of data cleaning is to pare down the emergency responses for analysis to those which actually show a start-to-finish emergency response, thereby giving an accurate indication of system performance.

Other examples of data exceptions include weather-related extremes, which impede normal response modes such as heavy snow accumulation, flooding, or dense fog.

Exceptions to Response Times

The response time standard will be applied to all Code 3 (emergency) calls with the following exceptions:

- *Calls when apparatus is staged*
- *Calls occurring during inclement weather (ice and snow)*
- *Dispatch errors or address changes after dispatch*
- *Cancelled enroute or downgraded calls*
- *Restricted access; unimproved roads, impassible bridges, gates*

Why Fractal Reporting?

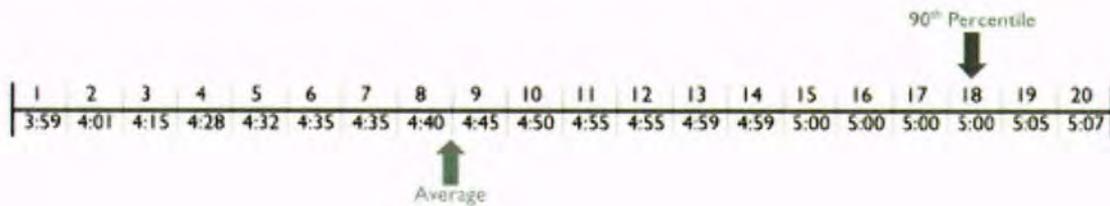
Fractal reporting is a methodology by which response times are sorted from least to greatest, and a "line" is drawn at a certain percentage of the calls to determine the percentile (for the purposes of our industry, the 90th percentile is used most often). The point at which the "line" crosses the 90th percentile is the fractal time performance.

Averaging calculates the response time by adding all the response times together and then dividing the total number of minutes by the total number of responses. Unfortunately, measuring and reporting average response times is inadvisable because one-half of the public may receive the required response time, while the other half do not.

For example: The graph on the next page represents the response times of 20 emergency incidents for a fire department. This fire department has set a travel time objective of 5 minutes at the 90th percentile. The agency analyzes their 20 incidents to determine their actual performance at the 90th percentile. When the line is drawn, it is drawn at the 18th incident. In the example, the performance at the 90th percentile is 5 minutes, or in other words, 90% of the incidents

FOREST GROVE FIRE AND RESCUE
2016 COMMUNITY RISK ANALYSIS AND STANDARDS OF COVER

were responded to in 5 minutes or less. Given this same set of incidents, a department could report their average travel time is 4 minutes and 44 seconds. But the statement only represents just less than 50% of the total incidents...what about the other 50%?

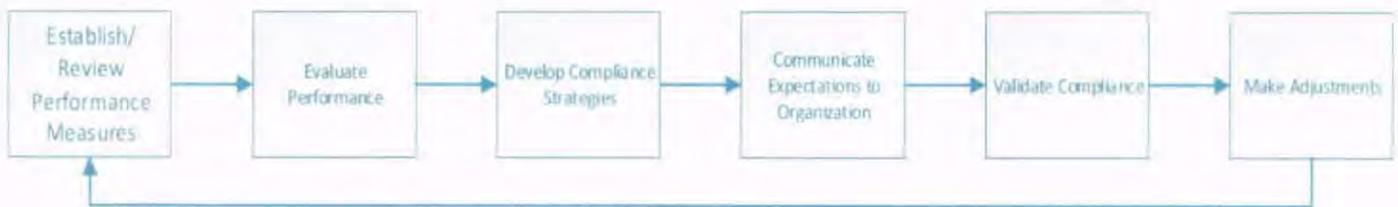


G. COMPLIANCE METHODOLOGY

Compliance methodology requires that service level objectives and performance measures are evaluated and efforts are made to reach and maintain the established levels. Maintenance of effort refers to the resources and energy put forth by the organization to ensure any benefits derived from the Standards of Cover process are maintained at this level or at an improved level.

COMPLIANCE MODEL

Compliance is best achieved through a systematic approach. This is best identified using a six-phase compliance model.



PHASE I – ESTABLISH/REVIEW PERFORMANCE MEASURES

The initial development of the Standards of Cover document established performance measures, however ongoing evaluation of the document and the metrics developed to measure its effectiveness should be implemented on a pre-determined basis. Each time these measures are reviewed, the following should be considered:

- *Service provided*
- *Levels of services provided*
- *Levels of risk exposed to*
- *Performance measures identified*

PHASE II – EVALUATE PERFORMANCE

The performance objectives and measurements defined in the previous section are applied to the actual service provided. A comprehensive evaluation of these performance indicators needs to be performed at various levels of the organization and community:

- *System level*
- *Unit level*
- *Effective Response Force level*

PHASE III – DEVELOP COMPLIANCE STRATEGIES

The result of a completed SWOT analysis, in addition to the data collected during the review process, can assist in identifying issues and solutions. Consideration should be given to the following areas:

- *Action items to address deficiencies*
- *Resources that should be reallocated*
- *Alternative methods of service delivery*
- *Budget estimates as necessary*
- *Maximization of existing resources*

The compliance strategies that are developed in this step serve as a foundation for creating an action plan to address the shortcomings identified.

PHASE IV – COMMUNICATE EXPECTATIONS TO ORGANIZATION

Once the action plan has been created, it is important to communicate the expectations for service improvement to the entire organization and the public. The following are methods for providing this information:

- *Explain the method of measuring compliance to personnel who are expected to perform the services*
- *Provide feedback in Monthly and Annual Report of performance*

If the action plan requires a change in policies and/or procedures, training shall be conducted to ensure compliance and understanding of the new process.

PHASE V – VALIDATE COMPLIANCE

Develop and deploy verification tools that can be used to identify the effectiveness of the changes. Evaluations are completed after every major event, in monthly reports and annual reports, and at various levels of the organization (system level, unit level, etc.)

PHASE VI – MADE ADJUSTMENTS AND REPEAT PROCESS

Review the program on a monthly and an annual basis to ensure that changes which have been made are effective and facilitating a positive improvement in the level of service provided by the department. Make any adjustments to deficiencies identified and return to Phase I of the compliance methodology to begin the evaluation process from the beginning.

H. OVERALL EVALUATION AND CONCLUSION RECOMMENDATIONS

A comprehensive evaluation of the entire delivery system is necessary in order to bring together the performance objectives and measures developed to this point. The process of the evaluation step is to ensure that the following items are addressed:

- *Identification of Delivery System Strengths and Weaknesses*
After the completion of the SWOT analysis all areas of performance that need attention can be summarized into issues and solution. Each issue should be considered and alternative methods identified.
- *Identification of Delivery System Opportunities and Threats*
Continuing with the SWOT analysis, additional items are identified and alternative solutions identified.
- *Conclusion/Recommendations*
After all variables are identified, recommendations should be documented as to the methods and processes that will be used to correct the issues identified.

The overall evaluation of the delivery system is performed utilizing this standards of cover document and the department's strategic plan. This overall evaluation should be conducted at the conclusion of each year and documented in the annual report to enable the department to compare the delivery system with consistent metrics.

Conclusion

- Forest Grove Fire and Rescue is dependent on the surrounding communities to assemble the concentration of an Effective Response Force for most fire suppression and critical EMS events.
- The current distribution of a single station located in the downtown core has led to significantly extended response times to the Forest Gale Heights area and the northern fire response zones where most future residential development is expected.
- The current call volume trends clearly demonstrate a trending increase which is increasing response times and workload, and decreasing reliability.
- The projected revenue is unlikely to meet future expenses for *current* fire department operations.
- A second station will need to be built within the next 3-6 years to decrease travel time to the northern fire management zones, to increase reliability and to increase concentration. There is currently no funding set—aside for station construction in the City budget. Station construction costs will probably require a voter-approved bond.
- A second station will require the hiring of 6-9 additional firefighters.

Recommendations

- Implement the recommendations in the 2015 Cooperative Fire Services Study. The first phase of this (presented in October 2015) is the establishment of a Fire Authority.
- Begin a strategic planning process that incorporates a future station deployment plan and increased staffing.

FOREST GROVE FIRE AND RESCUE
2016 COMMUNITY RISK ANALYSIS AND STANDARDS OF COVER

- Continue monitoring system performance utilizing the standards of cover.

GLOSSARY OF TERMS

Alarm: A signal or message from a person or device indicating the existence of a fire, medical emergency or other situation that requires emergency service response. In some jurisdictions this may be referred to as an "incident" or "call for service."

Alarm Handling Interval: The interval between the first ring of the 9-1-1 telephone at the dispatch center and the time station alert devices are activated. (C-COM has established a performance standard of 75 seconds for total alarm (call) processing time.)

Arrived: (on scene) Physically on location at address, wheels stopped (may be followed with additional info such as "looking for patient, standby for size-up, unable to locate reported incident, etc.").

Available: (unit available for service) Personnel and apparatus immediately available for response and monitoring dispatch.

Baseline: The current measurement of performance in an organizational context; usually an initial set of critical observations or data used for comparison or a control. The activities that are currently in place to achieve the organization's goals and objectives. Clackamas Fire baselines are established at 90 percent of current performance.

Benchmark: A standard from which something can be judged. Searching for the benchmark, or best practice, will help define superior performance of a product, service or process.

Call Processing Interval: Public Safety Answering Point (PSAP) call receipt to dispatch time.

Concentration: Spacing of multiple resources arranged so that an initial "effective response force" can arrive on scene within the time frames outlined in the on-scene performance expectations.

Defibrillator: A device that discharges an electrical current to restore organized electrical activity to cardiac muscle tissue.

Effective Response Force (ERF): The minimum amount of staffing and equipment that must reach a specific emergency zone location within a maximum prescribed total response time and is capable of initial fire suppression, EMS and/or mitigation. The ERF is the result of the critical tasking analysis conducted as part of a community risk assessment.

Dispatch time: The time responding unit was notified/toned by dispatch.

Emergency Incident: A specific emergency operation.

Emergency Operations: Activities of the fire department relating to rescue, fire suppression, emergency medical care, and special operations, including response to the scene of the incident and all functions performed at the scene.

Enroute time (responding) : Personnel on apparatus, clothed, seat-belted, apparatus wheels turning.

Fire Management Zone (FMZ): A geographic area of a jurisdiction.

First Due Area: The portion of a jurisdiction that each response company has been assigned to be the first unit to arrive at the scene of an emergency. Usually, the first due company is responsible for most activities in that area.

Fractal: A term used to measure fractions of data, that added together, creates a whole. Used to support total response time which is composed of several elements such as alarm processing time, turnout time, travel times and can include notification and dispatch time.

In Quarters (station): Unit in station or on fire station property.

Incipient Stage: The initial or beginning stage of a fire that can be controlled or extinguished by portable fire extinguishers, Class II standpipe or small, 1.75 inch hand line hose systems.

Initial Attack: Firefighting efforts and activities, which occur in the time increment between the arrival of the fire department on the scene of a fire and the tactical decision by the incident commander that the resources dispatched on the original response will be insufficient to control and extinguish the fire, or that the fire is extinguished.

Mutual Aid: A written policy or contract to allow for the deployment of personnel and equipment to respond to an alarm in another jurisdiction. This is part of the written deployment criteria, for response to alarms, as dispatched by a communication center. Also, aid given or received by neighboring agencies, under agreement.

On-Scene Time: The point in time when the responding company physically arrives at the emergency scene. This point in time is confirmed by the company officer pressing the MDC "arrive" button as well as verbal confirmation via the mobile radio.

Out of Service: (apparatus problem) Unit out of service for mechanical, water, or equipment problem.

Pre-alert: When a dispatch pre-alert is used, the address and nature of the call is given as a means to assist companies in lowering turnout time while dispatcher finishes collecting additional information, at which time the call is toned out and all information is given.

Public Safety Answering Point (PSAP): Any facility where 911 calls are answered, either directly or through re-routing.

Receipt of Alarm: The point where sufficient information is known to the dispatcher and has been transmitted to applicable units for deployment to the emergency.

Response Reliability: The probability that the required amount of staffing and apparatus that is regularly assigned will be available when a fire or emergency call is received, i.e. the percentage of time that all response units are available for dispatch. This is a function of the average amount of time that a fire unit is unavailable for dispatch because they are already committed to another response. When a response unit is unavailable, the response time to an emergency in their first due area will be longer, because a more distant unit will have to respond to the call. Response reliability is a statement of the probability that an effective response force may not be provided when a call is received.

Service Level Objectives: Statements of performance unique to a given jurisdiction. These statements should be developed by the agency based upon nationally recognized standards and practices for fire and ancillary services. The service level objectives should be written based upon a community's specific profile, which includes both existing and future risk levels. The community risk profile should examine the makeup of occupancies, types of uses, what the probability/consequences are of anticipated incidents and the historical response trends and patterns.

Total Response Time: The time interval from the receipt of the alarm at the primary PSAP to when the first emergency response unit is initiating action or intervening to control the incident.

Travel Time: Time interval that begins when a unit is en route to the emergency and ends when the unit arrives at the scene. This can generally be interpreted as from wheels rolling to wheels stopped.

Turnout Time: The time interval that begins when the emergency response facilities (ERFs) and emergency response units (ERUs) notification process begins by either an audible or visual annunciation or both and ends at the beginning point of travel time. For staffed fire

stations the benchmark is 80 seconds for fire and special operations response and 60 seconds for EMS response, for 90 percent of events.

Unit Dispatched to Arrival: (See Travel Time and Total Response Time)

Urban Response Areas: Describes fully developed areas with population density greater than 2,000 per square mile with a significant number of buildings and closely gridded street networks. Urban zones have limited open space, manufacturing facilities, industrial, and mid-and low-rise buildings. Core areas including transportation hubs are typically designated urban. Both incorporated cities of Milwaukie and Oregon City are considered urban response areas as well as some unincorporated areas within the Fire District.

With patient (patient contact time): In physical or verbal contact with patient, able to begin assessment and/or treatment.

Zero Times: Indicates incidents that reflect a zero or blank duration on the CAD sheet or incident report. Examples of a zero response time would be when a fire unit happens upon a motor vehicle accident and notifies dispatch they are on scene, thus the dispatch, responding, and arrival times are identical. Another example would be when an EMS patient walks into a fire station.

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A place where families and businesses thrive.

**Forest Grove Solid Waste
Community Enhancement Program Committee**

**CEPC
6:00 PM – Meeting
Community Auditorium**

**MONDAY, MAY 23, 2016
1915 Main Street
Forest Grove, OR 97116**

Tom Johnston	Katherine Harrington, Co-Chair	Ron Thompson
Richard Kidd	Peter Truax, Co-Chair	Elena Uhing
Victoria Lowe		Malynda Wenzl
<p>All public meetings are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. All 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, 503-992-3235, at least 48 hours prior to the meeting.</p>		

A G E N D A

6:00	1.	<u>ROLL CALL:</u>
	2.	<u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the form provided.</i> In the interest of time, please limit comments to two minutes.
6:05	3.	<u>APPROVE MINUTES FROM MEETING ON MAY 9, 2016</u>
6:10	4.	<u>DISCUSSION OF ALLOCATIONS AND DESIGNATION OF 2016-17 PROJECTS</u>
6:55	5.	<u>ADJOURN</u>

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Minutes are unofficial until approved by CEPC.

1. **ROLL CALL**

Co-Chair Peter Truax called the meeting of the Community Enhancement Program Committee (CEPC) to order at 5:30 pm. **ROLL CALL:** Co-Chair Kathryn Harrington, Thomas Johnston (left at 6:18 pm), Richard Kidd, Victoria Lowe, Ronald Thompson, Elena Uhing, Malynda Wenzl and Co-Chair Peter Truax. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; and Beverly Maughan, Executive Assistant to City Manager.

2. **CITIZEN COMMUNICATIONS:** None.

3. **APPROVE MINUTES FROM MEETING ON APRIL 13, 2016**

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

4. **DISCUSSION ON PROJECT APPLICATIONS for 2016-17**

Co-Chair Truax reviewed the process thus far noting there were 28 applications totaling \$207,357 requests for funds compared to \$114,084 CEP funds available and opened the floor for discussion.

Roundtable discussion ensued highlighting the large number of garden projects requesting funds and raised the question of possible City funding alternatives for the waterline at A.T. Smith House and the City budgeting for replacement of park signs in the future according to the Parks Master Plan.

In response to Wenzl's inquiry whether the FG Senior & Community Center was eligible for CEP funds since it had a line item in the budget, Downey clarified the City owns the building and is responsible for the exterior repairs and upkeep while the FGS&CC is responsible for programming and interior repairs. (Johnston left the meeting at 6:18 pm). In response to Wenzl's concern with the lack of protocol or policy regarding non-profits versus non-profits which receive City budget funds, Uhing requested that the City have a policy in place before next year's CEP process to eliminate further concerns and questions regarding non-profits. VanderZanden noted the City has attained more information than in the past on the FGSCC's financial acuity and the FGS&CC board has made a commitment to long-term financial goal setting. Co-Chair Harrington noted in her review of the applications for the referenced projects (AT Smith House, Park Signs, and FGS&CC) that they met the criteria and would not present a conflict in funding during this year's process.

In response to Uhing's inquiries, Downey confirmed the FGSD Athletic Director had given verbal support for the use of the Tom McCall Upper Elementary School by the

Junior Baseball Association and noted that, while the FGRC project did not have any partnership contributions, the CEP program guidelines listed the amount of matching funds as an additional factor for the committee members to use in evaluating the projects but it was not a requirement. Co-Chair Truax reiterated that the individual committee members distribute their funding allocations based on their personal evaluations and projects that receive contributions from five out of eight members are designated a project for the 2016-17 CEP. Co-Chair Harrington also noted her methodology was to fund the full allocation to quality projects versus spreading funds to as many projects as possible.

In response to Uhing's and Lowe's inquiry for a variance to allow FG School District projects to be completed in schools outside the Urban Growth Boundary, the committee concurred there are students attending Gales Creek, Dilley and Echo Shaw who live in Forest Grove and they would benefit from programs at their schools so this fits the project criteria.

In response to Kidd's inquiry, Downey explained that it is the prerogative of the individual committee members to not allocate their full funds in each category but any remaining funds from that committee member are not available to move to the other category unless a total project is deleted and the committee votes as a whole to move the funds to the other category. In response to Harrington's inquiry, Downey confirmed that a committee member's allocation to projects not funded by a majority will be available to that committee member to reallocate to another project in that category or returned to the funds available for next year.

Co-Chair Truax noted committee evaluation forms needed to be completed and submitted to staff by Thursday, May 12. The next meeting will be Monday, May 23, 2016, prior to the City Council meeting for the committee to discuss allocation of funds and designated CEP projects for 2016-17.

5. **ADJOURNMENT**: Meeting was adjourned at 6:58 pm

Respectfully Submitted by

Beverly Maughan, Executive Assistant

3A

Monday, May 9, 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 7:04 p.m. and led the Pledge of Allegiance.

ROLL CALL: COUNCIL PRESENT: Richard Kidd; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas Johnston, Council President, excused.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Tom Gamble, Parks and Recreation Director; Jon Holan, Community Development Director; Mike Kinkade, Fire Chief; J. F. Schutz, Police Chief; James Reitz, Senior Planner; Brandi Walstead, Program Coordinator; and Bev Maughan, Executive Assistant to City Manager. **STAFF ABSENT:** Anna Ruggles, City Recorder, excused.

1. A. IF I WERE MAYOR AWARD PRESENTATIONS:

Mayor Truax announced the 2016 "If I Were Mayor Contest" winners: Poster (grades 4-5): 1st Place, Isabel Minor; Essay (grades 6-8): 1st Place, Noelle Robison; and 2nd Place, Alexis Wentworth; and Video/PowerPoint (high school/college), no entries submitted. Mayor Truax presented 1st Place winners with a \$50 cash prize on behalf of the City, noting 1st Place entries will be submitted to the state level competition for a chance to win iPads and winners will be announced at the Oregon Mayors Association Conference in July, 2016.

1. B. PROCLAMATIONS:

National EMS Week, May 15 – 21, 2016

Mayor Truax publicly proclaimed May 15 – May 21, 2016, as "Emergency Medical Services Week". Metro West Ambulance received the proclamation.

National Police Week, May 15 – 21, 2015

Councilor Thompson publicly proclaimed May 15 – May 21, 2016, as "National Police Week". Police Chief Schutz received the proclamation on behalf of the Police Department.

National Public Works Week, May 15 – 21, 2016

Mayor Truax publicly proclaimed May 15 – May 21, 2016, as “*National Public Works Week*”. Foster received the proclamation on behalf of the Public Works Department.

National Historic Preservation Month, May 2016

Councilor Kidd publicly proclaimed the month of May, as “*National Historic Preservation Month*”. The Historic Landmarks Board (HLB) received the proclamation.

2016 ERIC. G. STEWART AWARD:

Mayor Truax, on behalf of the Historic Landmarks Board (HLB), presented the “*2016 Eric G. Stewart Award*” to Valerie and Allen Warren in recognition of outstanding service and commitment to historical preservation. The Warren’s were commended for their restoration of the Macrum House, located at 2225 12th Place, which is known as the “Castle” and is one of Forest Grove’s most recognizable 109-year-old National Historic Landmarks and is valued not only for its beautiful Queen Anne-Style architecture but also for its local historic history.

2. CITIZEN COMMUNICATIONS: None.

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).

- A. Approve City Council Work Session (Marijuana Status Update) Meeting Minutes of April 11, 2016.
- B. Approve City Council Work Session (Urban Forestry Management Plan) Meeting Minutes of April 11, 2016.
- C. Approve City Council Executive Session (Labor Negotiations) Meeting Minutes of April 25, 2016.
- D. Approve City Council Work Session (Police Facility Design Services) Meeting Minutes of April 25, 2016.
- E. Approve City Council Work Session (Marijuana Status Update) Meeting Minutes of April 25, 2016.
- F. Approve City Council Regular Meeting Minutes of April 25, 2016.
- G. Accept Community Forestry Commission Meeting Minutes of February 17 and March 16, 2016.
- H. Accept Historic Landmarks Board Meeting Minutes of March 22, 2016.
- I. Accept Public Safety Advisory Commission Meeting Minutes of April 12, 2016.
- J. Community Development Department Monthly Building Activity Informational

Report for April 2016.

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

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

5. **PRESENTATIONS:**

5. A. **Affordable Housing Series**

Val Valfre, Executive Director of Washington County Department of Housing, presented an informational PowerPoint presentation highlighting Washington County's 10-Year Strategic Plan to End Homelessness; Rental Assistance Programs (Forest Grove has 19 units in Public Housing Program; 170 households in Section 8 Housing Choice Program; and an economic impact of \$1.4 million paid to landlords); Affordable Housing (Forest Grove has three properties containing 77 units in Housing Authority-Owned Portfolio); and reported on state, federal and county Affordable Development Options. In conclusion of the above-noted presentation, Valfre addressed various Council inquiries pertaining to inclusionary zoning and new planned developments setting aside a certain percentage for affordable housing units as well as local exemptions.

5. B. **PROPOSED PLASTIC BAG ORDINANCE:**

Walstead and Holan presented an informational PowerPoint presentation outlining the proposed City Code ordinance regulations, as recommended by the Sustainability Commission, prohibiting the use of single-use plastic carryout bags, noting the proposed code ordinance applies to any retail business and organization who sells food or goods and any city facility, city managed concession, city sponsored event and/or city permitted event and contains exemptions for bulk items, frozen foods and meats, potted plants, bakery goods, pharmacy prescriptions, dry cleaning, and pet, garbage and yard wastes, etc. Walstead and Holan reported the proposed code also requires retailers with more than 10 full-time-equivalent employees to charge the customer a reasonable pass-through-cost of not less than five cents for paper bags and retailers with less than 10 full-time-equivalent employees have the option but are not required to charge the pass-through-cost of not less than five cents for paper bags. Walstead and Holan advised the penalties are similar to other penalties found in the code except a warning notice is issued for first violation and then fines progressing from \$100, \$200 and \$500, noting the code violations are complaint driven. In addition, Walstead and Holan reported on findings from the City of Corvallis, who has implemented a similar code prohibiting plastic bags, and recapped the Sustainability Commission's educational outreach efforts as outlined in the presentation. In

conclusion of the above-noted presentation, Walstead and Holan addressed various Council inquiries pertaining to the proposed code ordinance, noting the Economic Development Commission unanimously voted in the support of the proposed code ordinance, but opposed the pass-through-cost for paper bags and instead preferred an incentive approach rather than issuing fines.

6. **FIRST READING OF ORDINANCE NO. 2016-11 REPEALING ORDINANCE NO. 2014-09 AND DELETING FOREST GROVE CITY CODE SECTIONS 2.11.000 TO 2.11.075 (TITLED MARIJUANA TAX)**

Staff Report:

Holan presented the above-proposed ordinance for first reading, noting the proposed ordinance is repealing City Code Sections 2.11.000 to 2.11.075 (titled Marijuana Tax) in its entirety, which established a ten percent tax on sale of marijuana and marijuana infused products. Holan advised the State legislature subsequently passed ORS 475B.345, which purportedly preempts local government entities from imposing any tax or fee on the sale of marijuana products other than imposing a three percent tax or fee on the sale of marijuana products subject to voter approval. In conclusion of the above-noted staff report, Holan recommended Council adopt the above-noted ordinance repealing City Code Sections 2.11.000 to 2.11.075 (titled Marijuana Tax) in its entirety as outlined in Exhibit A.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2016-11 for first reading.

VanderZanden read Ordinance No. 2016-11 by title for first reading.

MOTION: Councilor Kidd moved, seconded by Councilor Uhing, to adopt Ordinance No. 2016-11 Repealing Ordinance No. 2014-09 and Deleting Forest Grove City Code Sections 2.11.000 to 2.11.075 (Titled Marijuana Tax).

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received prior to the deadline of May 9, 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.

Council Discussion:

Hearing no discussion from the Council, Mayor Truax recessed the Public Hearing until the next meeting of Monday, May 23, 2016.

Public Hearing Recessed:

Mayor Truax recessed the Public Hearing until the next Council meeting of Monday, May 23, 2016.

7. DEPARTMENT WORK PLANS FOR 2016:

Parks and Recreation Department:

Gamble presented a PowerPoint presentation outlining the Parks and Recreation Department's Work Plan for 2016-17 as noted in his staff report. Gamble's report focused on five top program accomplishments for 2015; facilities and planning accomplishments; energy conservation efforts; master planning and development; installation of new playground equipment at Thomas Bard Park and Talisman Park; and eight top priorities for 2016-17.

Community Development Department:

Holan presented a PowerPoint presentation outlining the Community Development Department's Work Plan for 2016-17 as noted in his staff report. Holan's report focused on nine top program accomplishments for 2015 and four top priorities for 2016-17.

Forest Grove Fire and Rescue Department:

Fire Chief Kinkade presented a PowerPoint presentation outlining the Forest Grove Fire and Rescue Department's Work Plan for 2016-17 as noted in his staff report. Kinkade's report focused on five top program accomplishments for 2015 and three top priorities for 2016-17.

8. CITY COUNCIL COMMUNICATIONS:

Council President Johnston was absent.

Kidd reported on matters of interest and upcoming meetings he was planning to attend.

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

Thompson reported on matters of interest and upcoming meetings he was planning to attend.

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

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

9. CITY MANAGER'S REPORT:

VanderZanden reported on upcoming meetings and events as noted in the Council calendar and City Manager's Report. 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.

10. MAYOR'S REPORT:

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County-related matters of interest and meetings he attended, upcoming community-related events, and upcoming meetings he was planning to attend.

11. ADJOURNMENT:

Mayor Truax adjourned the regular meeting at 9:15 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

Meeting Minutes

APPROVED

ATTENDEES: Tim Budelman, Chair; John Hayes; Steve Krautscheid; Kelly Marks; Bruce McVean; Mark Nakajima; Justin Norman; Guy Storms; Howard Sullivan; Javier Urenda

CITY STAFF: Jeffrey King, ED Program Manager; Cassi Bergstrom, Admin Specialist; George Cress, L&P Director; Jon Holan, Community Development Director; Brandi Walstead, Program Specialist

ALSO ATTENDING: Mary Jo Lorelli, Business Owner; Linda Lewis, Business Owner; Gretchen Keifer, Business Owner for Curves

1. CALL TO ORDER:

The meeting was called to order at 12:16 p.m. by EDC Chair Tim Budelman.

2. CITIZEN COMMUNICATION:

None.

3. APPROVAL OF JANUARY 7, 2016 SUMMARY MINUTES:

Mr. Hayes moved to accept the meeting minutes as presented. Mr. Sullivan seconded. The minutes passed unanimously.

4. ADDITIONS/DELETIONS & STAFF SUMMARY:

A. STAFF BUSINESS UPDATES:

Mr. King has been working with a food processor on a significant expansion.

There is an Urban Renewal Agency open house coming up, and a handout was included in the packet.

The Oregon Travel Guide example ad was passed around.

A press release was passed around for two workshops available for small businesses. The city is in the middle of training with Mercy Corp and had 13 entrepreneurs in that class, 10 being from Forest Grove.

An update on the Washington County economic indicators was given, showing Forest Grove unemployment being down and the average wage being higher than Sherwood and Cornelius but still lags.

There is a pre-application in for the Matsuchida building becoming a marijuana grow operation. Mr. Holan clarified that code amendments are being processed in dealing with recreational marijuana. One issue needing more direction is how to buffer marijuana growing facilities. Two work sessions with council have been held to get a sense of direction.

5. BUSINESS:

A. McMENAMIN'S -HOST UPDATE:

None.

B. FOREST GROVE CHAMBER OF COMMERCE UPDATE:

Howard Sullivan updated the board on the following:

The new visitor guide will have 4 businesses insert a q&a segment answering the question "Why Forest Grove?"

The Chamber auction will be held March 12th at St. Anthony's church. Maggie's Buns will be catering. This is their biggest fundraiser of the year.

The chamber is partnering with Pacific University in presenting 'Stars in the Grove'. All proceeds go to a local charity, this year being Valley Art to help upgrade the building.

Forest Grove High School has a new gym facility that is now being recognized by the OSAA to host state/metro tournaments. On the 12 and 13th of February, FGHS is hosting the metro wrestling tournament. They are looking for sponsors for each weight class to contribute \$50. This gathering of schools statewide is providing excellent potential for local businesses. Mr. Nakajima stated that this is a great opportunity for local businesses to sponsor an event.

C. CEP 2016 EDC PROPOSALS:

Mr. King spoke on the Community Enhancement Program (CEP) city grant program and the different businesses the program has benefited. Mr. King gave a brief update on the Times Litho property, and the revitalization it is proposed to provide for the city. The CEP proposal involves helping older downtown businesses strategize their appearance with color, sidewalk approach, window positioning of merchandise, etc. A few years ago, Michelle Reeves had consulted with the city to help the downtown businesses with storefront design. Mr. King proposes that we follow that same idea to get both education and outcomes of our downtown businesses frontal façade. EDC will have another meeting next month to approach this subject.

Mr. Holan spoke on the action plan for projects and looking at the downtown by a design standpoint. There is an amount of money designated toward this project. With the Tokola property going forward, there may be a shift of design on 21st Avenue.

Today, Mr. King is looking for feedback from the EDC if this is a direction to pursue. Chairman Budelman inquired about what the funds will be used for. Mr. King clarified

that they will be used for education and outcome of design issues such as sidewalk approach, window merchandise appearance, signage, awnings, colors, etc.

Ms. Lorelli stated that is important to focus on the downtown renewal in order to maintain and preserve the historical integrity of the downtown district. A recent survey went out in the utility billing, and there was positive support of the historic districts of Forest Grove.

Mr. King will discuss this topic further with the Chamber and City Club to gather more input on the CEP grant, with concentration on the downtown core. The general consensus from the board is that this is a great idea and look forward to discussing it more in March.

D. FOCUS ON DOWNTOWN-SWOT EXERCISE, 2 DOWNTOWN BUSINESS GUESTS:

Mr. King introduced the business guests to give a background on their downtown businesses.

Ms. Lewis stated that she restores old furniture in her business, so her shop has an "old" feel. Every month she changes the window appearance to get different looks and attract customers. She feels that Forest Grove has lost its "cozy" appeal, and would like to see the downtown core extend onto 21st Ave. She is hopeful the Times Litho project will bring people down that direction. The show "The Librarians" did little things throughout the town to inexpensively change the downtown area, giving it the "more cozy" feel.

Ms. Keifer stated that Curves has been in Forest Grove on 21st Ave for 13 years. The location of Curves is hard to see, and with a tight budget it is hard to get a sign put up. Visibility, signage, and parking is an issue in downtown for her business.

Mr. King led the SWOT exercise. The EDC, along with business guests Linda Lewis and Curves owner Gretchen Keifer, did a SWOT exercise on the strengths, weaknesses, opportunities, and threats of the Forest Grove downtown business core.

Strengths found within downtown Forest Grove were: Walkability; Farmer's Market; historic buildings; charming; Pacific University; intersections/pedestrian use; signage; business diversity; parking on the street; long history of established buildings; small town feel; defined downtown district; library; cultural diversity/variety; friendly/safe.

Weaknesses found within downtown Forest Grove were: Perception of FG's geographical location; lack of parking; empty storefronts; dead space at event hall;

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unification of hours; weekend operations; one ways; back of businesses esthetic upkeep; garbage container locations; industrial "blank" space along 19th; vacancies along Main St.

Opportunities found within downtown Forest Grove were: Design workshop/program; Tokola Property at Times Litho site; consistent hours, late hours; Ride Connection; marketing of vacant store fronts; marketing as a destination location; marketing as a sporting event location; signage on Highway 47; partnerships for leveraging nearby events.

Threats found within downtown Forest Grove were: One sided industry with no diversity; lack of jobs in FG to keep citizens shopping here; the need for a smaller chain grocery store; smaller footprint.

6. COUNCIL LIAISON COMMUNICATIONS:

None.

7. STAFF & BOARD MEMBER COMMUNICATIONS:

None.

8. ANNOUNCEMENT OF NEXT MEETING:

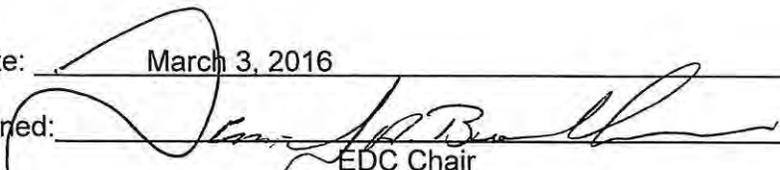
Chair Budelman announced that the next meeting of the EDC will be on Thursday, March 3, 2016 at 12:00 noon in the Alice Inkely Room at McMenamin's Grand Lodge.

9. ADJOURNMENT:

Chairman Budelman adjourned the meeting at 1:32 p.m. by consensus.

Respectfully submitted by: Cassi Bergstrom

Approved by the Forest Grove Economic Development Commission:

Date: March 3, 2016
Signed: 
EDC Chair

Meeting Minutes

APPROVED

ATTENDEES: Tim Budelman, Chair; Hope Kramer, Vice Chair; James Draznin; Kelly Marks; Guy Storms; Howard Sullivan; Javier Urenda

CITY STAFF: Jeffrey King, ED Program Manager; Jesse Vanderzanden, City Manager; Cassi Bergstrom, Admin Specialist; George Cress, L&P Director; Brandi Walstead, Program Specialist

ALSO ATTENDING: Connie Potter, Forest Grove School District; Katie Ragan, Forest Grove High School; Marc Meinecke, Chaucer General Manager; Colin Kunz, Chaucer Foods Finance Director; Chris Carlson, Chaucer Foods HR Manager

1. **CALL TO ORDER:**

The meeting was called to order at 12:13 p.m. by EDC Chair Tim Budelman.

2. **CITIZEN COMMUNICATION:**

None.

3. **APPROVAL OF FEBRUARY 4, 2016 SUMMARY MINUTES:**

Mr. Sullivan moved to accept the meeting minutes as presented. Mr. Storms seconded. The minutes passed unanimously.

Mr. Draznin brought to attention after the meeting the spelling of Mary Jo Morelli's name to be corrected. Minutes were corrected.

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

A. **STAFF BUSINESS UPDATES:**

5. **BUSINESS:**

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

None.

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

Howard Sullivan updated the board on the following:

Stars in the Grove went really well, and raised about \$1,700, maybe more after all the numbers come in. There was a great collection of talent.

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McMENAMIN'S GRAND LODGE – ALICE INKELY ROOM
PAGE 2

Visitor Guide update will include every chamber member with name, address, phone number. Additional \$25 will add your website/email. More Visitor Guides will be printed this year.

The Chamber auction will be held March 12 at St Anthony's Church at 5:30pm. There are a lot of great items and vacations to be auctioned off.

Katie Ragan from Forest Grove High School was introduced. She helps kids at the high school learn the soft skills to get a job. Ms. Ragan helps find opportunities for students and is always sending them to Hillsboro. Ms. Ragan would like to keep them within Forest Grove, and April 19th is planning a school wide career day and is looking for businesses within the community to volunteer.

Mr. Sullivan stated that the City of Hillsboro holds a "Visit the City-Youth Invasion" day for the schools, and City Manager Jesse Vanderzanden showed interest in collaborating on that sort of event as well as the career day. It was discussed how the kids can get involved with Council within the city as well.

C. CHAUCER FREEZE DRIED, GUEST SPEAKER – MARC MEINECKE, GENERAL MANAGER:

Chairman Budelman introduced Marc Meinecke, general manager from Chaucer.

Mr. Meinecke gave a presentation about the history and startup of Chaucer. Chaucer is an international company started in 1970 by freeze drying mainly fruit for cereal companies. In 2014 a factory was brought and built in Forest Grove. This facility has the latest technology in freeze drying and has received their full certification in less than 12 months. Mr. Meinecke continued to give an overview of the building, technology, and departments. Their products include strawberries, limes, blueberries, mango, apples, and raspberries.

The future for Chaucer looks promising, with over almost a million dollars invested in growing the capacity. This will, in turn, create more jobs for the future. Three percent of the budget is solely for training the work force.

Some challenges include finding skilled labor, keeping 24/7 operation going, the commute to Forest Grove for employers, and recruiting upper level management. Opportunities include the business friendly community of Forest Grove, and the local food processors in the area being willing to help each other out.

Chaucer has hired students from Forest Grove High School and interns from Pacific University. In order to continue to hire and intern students, Chaucer is in need of more resources to off-set costs for training and involving students.

Ms. Kramer inquired about the difference between freeze drying and dehydrating. Mr. Meinecke gave a description of how freeze drying works, and the difference.

Mr. Cress asked where the tunnels come from. Mr. Meinecke answered that China and Denmark mainly fabricate the tunnels.

Mr. Draznin asked if Chaucer is selling to any Oregon companies, and Mr. Meinecke answered that yes, they are selling to some well-known Oregon brands.

Mr. Urenda inquired about the employee numbers. Mr. Meinecke answered that there are currently 89 employees, and if they double capacity they will add between 20-40 jobs. Ms. Ragan inquired about employee requirements, and Mr. Carlson stated that they must be minimum age 17, prefer a high school education, can drive to work, follow instruction, and show up to work every day.

Mr. Vanderzanden asked if the work force changes seasonally. Mr. Meinecke answered no, they are a fixed-cost operation. More questions were asked about part time work, weekly output, and the other logistics of the business.

Mr. King asked what is perception is about Forest Grove. Mr. Meinecke stated that Forest Grove has a lot to offer, but the problem is there is lots of traffic to get to Forest Grove from downtown Portland, it is far from Hwy 26, public transportation is lacking, and the town is not a "hip" location to hang out for young people. The school district reputation is poorly represented online. Discussion continued about the public transportation and possibilities for it moving out this direction, as well as grants possible to help Chaucer train employees.

Mr. Storms, manager at Henningsen Cold Storage, ended the conversation stating how they appreciate Chaucer and the amazing things they have done in a short amount of time.

D. DOWNTOWN: CEP GRANT APPLICATION, SWOT ANALYSIS:

Mr. King discussed the Community Enhancement Program (CEP) grant and how it has increased its max application to \$10,000. Mr. King passed out a concept outline to the board. The Metro Transformation Grant is for a similar amount to be used to enhance the community with beautification techniques. This is done by activating business front sidewalk area with color, signage, lighting, merchandising in windows,

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PAGE 4

etc. Deadline is March 31st for CEP, sometime in April for the Metro grant. Everyone was in consensus that this is a good idea.

An existing EDC project is the website, and should go live this coming spring. A tear sheet based towards tourism is also in the works that includes maps to farms, food, wineries, etc. That should be completed in the spring as well.

E. HAWORTH ZONING:

Mr. King spoke about the zoning of two industrial sites looking to be annexed into the city. Included in the packet is the BIP wording that explains the proposed zoning designation that will be going through the Planning Commission. More discussion will be held next meeting.

6. COUNCIL LIAISON COMMUNICATIONS:

Mr. Vanderzanden gave an update on the Times Litho location. An Urban Renewal Board of Directors has decided to move forward with the project. The newspaper had the inaccurate financials listed. Site prep is proposed to begin in July time frame, with structural to begin in August/September time frame. A project name needs to be determined in the near future, preferably not the Times Litho. Mr. Sullivan inquired about the Urban Renewal attendance. Mr. Vanderzanden stated there were not very many people. Urban Renewal was briefly explained to the board.

Council Retreat was last week, and a strong work program for staff was put together. The goals and objectives will go to work session with council on March 28.

New city limit signs are now at all 10 entrances into town.

Mr. King explained the downtown kiosks, and how the glue is not lasting. The front face of the kiosks is falling off. They are looking to resolve the issue with the company who installed them (who is now out of business and is under direction of a new company).

Mr. Vanderzanden stated that Farmer's Market is going to have some minor improvements for the upcoming year.

Mr. Draznin suggested a public renaming contest for the Times Litho Site. It was agreed it would be a fun contest for the community to be involved in.

7. STAFF & BOARD MEMBER COMMUNICATIONS:

Mr. King gave an upcoming board update: Mark Frandsen and Don Jones will be moving on and resigning off the board. There is also a CEO change for the new TTM business (formerly ViaSystems). Ms. Kramer went on to say the EDC board needs to inquire about a Pacific University business member would be willing to join the board.

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McMENAMIN'S GRAND LODGE – ALICE INKELY ROOM
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8. ANNOUNCEMENT OF NEXT MEETING:

Chair Budelman announced that the next meeting of the EDC will be on Thursday, April 7, 2016 at 12:00 noon in the Alice Inkley Room at McMenamin's Grand Lodge.

9. ADJOURNMENT:

Chairman Budelman adjourned the meeting at 1:37 p.m. by consensus.

Respectfully submitted by: Cassi Bergstrom

Approved by the Forest Grove Economic Development Commission:

Date: _____

Signed: _____

4/7/16 
EDC Chair

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ECONOMIC DEVELOPMENT COMMISSION
THURSDAY April 7, 2016
McMENAMIN'S GRAND LODGE – ALICE INKELY ROOM
PAGE 1

Meeting Minutes

APPROVED

ATTENDEES: Tim Budelman, Chair; Hope Kramer, Vice Chair; James Draznin; John Hayes; Steve Krautscheid; Kelly Marks; Mark Nakajima; Janis Nichols; Justin Norman; Guy Storms; Howard Sullivan; Lois Hornberger, Alternate

CITY STAFF: Jeffrey King, ED Program Manager; Jesse Vanderzanden, City Manager; Cassi Bergstrom, Admin Specialist; George Cress, L&P Director; Brandi Walstead, Program Specialist; Jon Holan, Community Development Director

ALSO ATTENDING: Elena Uhing, Council Liaison

1. CALL TO ORDER:

The meeting was called to order at 12:11 p.m. by EDC Chair Tim Budelman.

2. CITIZEN COMMUNICATION:

None.

3. APPROVAL OF MARCH 3, 2016 SUMMARY MINUTES:

Mr. Sullivan moved to accept the meeting minutes as presented. Mr. Norman seconded. The minutes passed unanimously.

4. ADDITIONS/DELETIONS & STAFF SUMMARY:

A. STAFF BUSINESS UPDATES:

City Manager, Jesse Vanderzanden, gave an update on the project at Pacific/A Street being done by Tokola Properties. City Council has authorized the financial terms of the project, and it is moving forward smoothly. There is the potential for site preparation in the fall.

Councilor Uhing stated that there have been inquiries about the business retail space available, and suggested that Mr. King create a list of the inquiries. Mr. King stated that he is formalizing an approach and will forward onto Tokola. Councilor Uhing also suggested that the naming of the project be a community involved event. Mr. Vanderzanden agreed that would be a good idea.

Mr. King gave an update on other commercial and downtown areas that are looking to expand. The small business development center has 3 businesses going through their training program. There are also two promotional projects moving forward, the tear sheet and Savor Forest Grove website.

5. BUSINESS:

A. McMENAMIN'S -HOST UPDATE:

None.

B. FOREST GROVE CHAMBER OF COMMERCE UPDATE:

Ms. Hornberger invited everyone to attend the Malama Honua Worldwide Voyage and Luau that will be going on this coming weekend (April 7, 8, 9) at Pacific University celebrating the Hawaiian heritage.

C. PLASTIC BAG ORDINANCE:

Mr. King gave background on the EDC proposal drafted last May in regards to the plastic bag ordinance. He opened the floor for discussion on the current draft of the ordinance.

Mr. Holan spoke on the successfulness on the ordinance within Corvallis.

Mr. Hayes stated that most everyone is in agreeance that plastic bags are bad, and addressed the issue of the 5 cent charge. Small businesses do not like the idea of the 5 cent charge, and the Sustainability Commission voted that small businesses (10 or fewer employees) would not have to charge for the bags. The best choice is reusable bags, and the 5 cents is incentive to people to use them. Paper bags still require energy to make. The National Grocer's Association strongly favors the 5 cent charge due to the cost going up \$60,000/year as a result of banning plastic bags.

Councilor Uhing had concerns from a Council point, stating there needs to be a slower, educative introduction to the community and not such a restrictive ordinance.

Ms. Kramer stated that the Sustainability Commission has spent a year in a half developing this ordinance and a lot of outreach to the public has been done to educate the community. It is time to move this forward. Mr. Hayes went over all the outreach the Sustainability Commission has done to educate the community.

There was clarification of section 7.915 by Mr. Holan by request of Mr. King.

Mr. Nakajima, owner of Ace Hardware, was asked of his opinion of the 5 cent charge. He stated that he doesn't feel like he should be put in a position that he has to charge 5 cents for his paper bags. Ace Hardware already is not using plastic bags. Using the business to educate the consumer is not the way to go about the issue.

More discussion was held on the 5 cent charge discussing the pros and cons. Mr. King suggested taking out section 7.915 so it could be the business' choice. Ms.

ECONOMIC DEVELOPMENT COMMISSION
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McMENAMIN'S GRAND LODGE – ALICE INKELY ROOM
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Kramer clarified that section 7.930 has educational warnings initially, and slowly graduates to fine making the ban more enforceable.

Councilor Uhing is concerned about the division between community and businesses that this 5 cent charge may create. She is in agreeance that plastic bags need banned, but more community education is needed.

Ms. Hornberger brought up the point that business bags have their logo on the side, and is a way to advertise.

Mr. Draznin brought up that what if a bag is brought back for use will the 5 cents be reimbursed? Positive reinforcement is more of the answer. Mr. Nakajima agreed stating that giving a discount instead of a 5 cent penalty is more encouraging.

Mr. Hayes went on to say that there is nothing to say you, as a business, can't provide that discount. Stores like New Seasons already do this. As far as the 5 cent charge, this is to remind people to do the right thing. Mr. Hayes read over the CEP goals showing how the ordinance is focusing on the environment and being a leader.

Ms. Walstead spoke on section 7.930 and the restrictiveness of the wording. Ms. Walstead met with Jon the other day to work on language changes. As a former code enforcement office, a letter is always sent first to warn of the code that is not being met.

Chairman Budelman took a vote on supporting a single-use plastic bag ban as defined in section 7.905. All were in favor.

Chairman Budelman took a vote to amend section 7.915, more specifically to remove this section and the 5 cent charge and generally to reduce or soften the language on the violations and penalties and to focus more on education. 6 were in favor, 3 were opposed.

MARIJUANA ORDINANCES – INDUSTRIAL & COMMERCIAL AREAS:

Discussion was started in regards to the marijuana open grown, but it was found that there was not enough time to go over all the details of the ordinance. This topic will be discussed in more detail at the next meeting.

6. STAFF & BOARD MEMBER COMMUNICATIONS:

None.

7. ANNOUNCEMENT OF NEXT MEETING:

ECONOMIC DEVELOPMENT COMMISSION
THURSDAY April 7, 2016
McMENAMIN'S GRAND LODGE – ALICE INKELY ROOM
PAGE 4

Chairman Budelman announced that the next meeting of the EDC will be on Thursday, May 5, 2016 at 12:00 noon in the Alice Inkley Room at McMenemy's Grand Lodge.

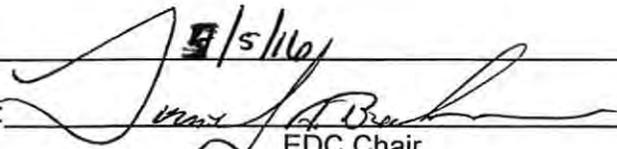
8. ADJOURNMENT:

Mr. Norman moved to adjourn the meeting, Mr. Sullivan seconded. The meeting was adjourned at 1:50 p.m.

Respectfully submitted by: Cassi Bergstrom

Approved by the Forest Grove Economic Development Commission:

Date: 5/5/16

Signed: 
EDC Chair

30

APPROVED

Library Commission approved minutes as amended on date May 10, 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 April 12, 2016.

Members Present: Pamela Bailey, Chair; Elizabeth Beechwood; Jane Burch-Pesses; Jon Youngberg, Secretary; Kathleen Poulsen, Vice-Chair; Nickie Augustine;

Members Absent: Doug Martin; Mitchell Faris, Student;

Staff: Colleen Winters, Library Director

Council Liaison: Malynda Wenzl

Others: None

2. ADDITIONS/DELETIONS: None.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF (Mar 15, 2016):

MOTION: Nickie moved, seconded by Elizabeth, to approve the Mar 15, 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 had a short meeting recently. Looking at status of efforts.
- b) Have asked Colleen what remains to be done in the older part of the library. They asked for an itemized list (including known furniture & signage items) of desired purchases. Expecting approximately \$50,000 of items to be requested. This is the continuation of a (partially completed) several-year effort by the Foundation to enhance the older part of the library.
- c) Maggie of Maggie's Buns "Books and Buns" 2016 fundraiser for the Foundation is being planned. Date and particulars to be determined.
- d) McMenamin's Grand Lodge 2016 fundraiser for the Foundation is also being planned. Date to be determined.
- e) Proposals considered for rain garden outside library's back entrance.
- f) See the Library Foundation of Forest Grove's web site (www.fglf.org).

**FOREST GROVE LIBRARY COMMISSION
MEETING DATE – 6:30PM TUES APR 12, 2016
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 2**

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

- a) The semi-annual Used Book Sale in the Rogers Room, setup started today. Will be open all next week. Lots of books and videos! Have had an adequate number of volunteers. Leftover books will be given to a company for sale.
- b) An in-house used book sale cart has been in operation in the library for about a week. Several locations around the library will be tried out to find the most desirable place. Library staff will take payment for purchased items.
- c) Apr 5 Cultural Series presented "Mrs. Pittock Returns"
- d) May 3 Cultural Series will present "Young at Heart Theatre"
- e) 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) Mitchell Faris and two other students discussed trip to Washington, D.C. for NLC Congressional Conference.
- b) Rules and regulations for marijuana facilities and activities continue to be discussed. Taxes. Store open hours. Medicinal vs. recreational. Waiting for recommendations from boards, etc.
- c) Urban Forestry Management plan presented.
- d) Composting food waste proposal presented.
- e) Continuing efforts on plastic bag ban ordinance.
- f) Approved City Councils Goals and Team Agreement for 2016.

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

- a) Several changes in library staff are about to happen. Elizabeth (Library Assistant) will move away in June. Ann's (Youth Service) position may be reclassified to require Master's degree. Kari Middleton (full-time Volunteer Coordinator, 10 hrs/wk for Library, and 30 hrs/wk for City) is leaving very soon – the position may change for next budget year. 2 employees are "expecting" during the summer, and will take 12 weeks off each. Have four on-call employees who will help. Circulation staff members are working extra hours. City has been helpful.
- b) Library budget for next fiscal year has been prepared. Colleen will meet with City Manager and City Finance Director next week – an internal review. Then budget will go to Budget Committee – public meetings (Apr 21, May 5 & 12). City Council expected to approve entire budget by June 30, 2016.
- c) Library's budget – before internal review. Approximately 80% of budget is for personnel & benefits. The 20% of budget for materials & supplies has few changes proposed from last year. No increase in the materials budget, in particular.

**FOREST GROVE LIBRARY COMMISSION
MEETING DATE – 6:30PM TUES APR 12, 2016
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 3**

- d)** Part of Library budget asking for 3 personnel changes: (1) Ann's Youth Service position would change from 30 hrs/wk to 40 hrs/wk. (2) Volunteer Coordinator person would change from 10 hrs/wk for library to 25 hrs/wk Library Associate. (3) Sergio's "intermittent" (15 hrs/wk) Adult Services position to a 24 hr/week regular position. Increased funding from WCCLS levy package to pay for these changes.
- e)** Definite plans decided for the \$49,000 one-time extra funding (Pool 2) from WCCLS, to be spent by June 30. (a) Replace two old self-checkout machines, with two new machines that accept credit cards with chips (b) New self-checkout machine for Children's (older) part of the library (c) New security system for older part of the library.
- f)** Fri Apr 29 10am to 12 noon is "Dia de los Niño's" or "Children's Day" and "Book Day" at the library.
- g)** Wed Apr 6 from 7 to 8pm was WCCLS "Art of the Story" annual event in the Rogers Room, with Patrick Ball. 84 people attended this event.
- h)** The ugly hodgepodge of blinds on the south windows of the library staff areas are going to be replaced later this week with new nicer blinds that all look alike.
- i)** Lighting has been improved (i.e. to be brighter) in the music CD and video DVD shelf area, just outside the Stewart History room door.

6. DISCUSSION OF ITEMS:

a) Library Commission 2016 Goals. Jane recommended changes to the draft list of 2016 goals for the Library Commission, and also suggested that explanations for the items that might be useful for newer members of the Commission. Jon said he would rework and update the proposed goals, from the leftover set of goals from two (or more) years ago into something that made more sense for 2016, and also as a result of the Strategic Planning events that took place in 2015.

Kathleen suggested adding objectives under our list of goals, for more forward-thinking. Jane wanted to know which of our 2014 goals was actually accomplished, and which are annual or ongoing, also which require work with or cooperation with other city groups? Malynda mentioned that the CCI committee wants the B's & C's to work together better. Colleen mentioned that the Sustainability group has held three recent Recycling talks at the library.

b) Discussion of adding additional library open hours. The Library Commission thought that this seems like a good topic to ask patrons about, i.e. a useful survey topic.

Possible new open hours: Pamela suggested extra teen-only (game?) night hours one night per month. Colleen suggested a new possibility (beyond more open evening hours, or Sunday open hours) of extra weekday morning open hours from 8am to 10am for (at least) a quiet place to sit with coffee and start the day, with a

**FOREST GROVE LIBRARY COMMISSION
MEETING DATE – 6:30PM TUES APR 12, 2016
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 4**

lower level of library service. She also mentioned that the extra library open hours might not begin until sometime in 2017, due to the budget implications. Colleen said that just having the library open for extra hours is a good goal, even if not all normal library services are available during those extra open hours. The library is currently open from 10am to 8pm Mon-Wed, and 10am to 5pm Thurs-Sat. Colleen said that when the library had open hours on Sunday afternoons, that there were not many visitors during those hours.

So, the resulting important questions here include which extra open hours that library patrons want (evenings, mornings, weekend), and what do patrons want to be able to do during those extra open hours? How do we find the answers to these questions? The Library Commission suggested leaned toward a survey. Do we ask only library patrons, or all Forest Grove residents, or who? How to get new potential patrons to come to the library, and/or all patrons to come more often?

Malynda suggesting asking the CCI committee to help with aspects of the survey. Kathleen suggested looking at the online survey site called "Survey Monkey". Jane volunteered to start coming up with a set of draft survey questions, and said that a series of logical questions might lead to getting useful information.

c) Discussion of opening back entrance of library. Only touched on this topic briefly. Same old concerns about security and staffing that are required in order to open the back entrance. This topic did not seem to require coverage in a survey.

d) Discussion of "Alternative Collections" or "Library of Things" idea. Colleen mentioned the pros and cons. Mentioned games available in children's part of library. Use at possible Game Night for Teens. Could do something this way to bring more people in to the library. Example of cooking equipment and worry about cleaning and storage. Will bring more ideas for this topic to our next meeting? Just started talking about this topic. Survey would be useful here?

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tues May 10th, 2016 at 6:30PM at the Rogers Room of the Library.

8. ADJOURNMENT:

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

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary

APPROVED

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, APRIL 20, 2016
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 1 OF 3**

1. ROLL CALL:

- a) Commissioners – Brad Bafaro, Kenneth Cobleigh, Mackenzie Johnston Carey, Howard Sullivan, Susan Taylor, Jeremiah Toews, Glenn VanBlarcom and Paul Waterstreet. Absent – Ralph Brown
- b) Council Liaison – Tom Johnston
- c) Staff – Tom Gamble and Cindy Donoven.

2. CITIZEN COMMUNICATIONS: None

3. APPROVAL OF MINUTES: The minutes of the February 17, 2016 meeting were approved.

4. ADDITION/DELETIONS: None

5. OLD BUSINESS:

a) 2016 C.E.P. Update

- i) Jeremiah has not yet received an update. There are a few more hours of work to be done.
- ii) If anyone has pictures to add, please send them to him.
- iii) He will share an electronic copy before the next meeting, so everyone can look it over.

b) Master Plan News/Schedule

- i) The Master Plan process is heading into the final steps and is on schedule to be approved at the end of September, beginning of October.
- ii) A meeting was held with a group from the Friends of Historic Forest Grove regarding the A.T. Smith property.
 - (1) A MIG representative that deals with historic properties attended and helped outline what they need to look at for the property.
 - (2) In order to be self-sustaining it needs to be more than just a museum to generate enough revenue to sustain it.
 - (3) They are looking at other ideas, what does the City lack in venues? Possibly a wedding/event space or an amphitheater/concert venue.
 - (4) The three and a half acres the City owns will provide parking, ingress and egress for the site and an easement for utilities.
- iii) A landscape architect is currently going through all the City's park properties (current and undeveloped) to recommend what could be there.
- iv) There will be a joint work session with the Council, Recreation Commission and Planning Commission for the development of new SDC's, the methodology and charges.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, APRIL 20, 2016
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 2 OF 3**

c) Old Town Loop Trail Update

- i) It has taken a year and a half to gather everything needed to apply for the permit from Washington County, including easements, credits from the Mitigation Bank Agency and wetlands.
- ii) Once the paperwork was submitted to Washington County it took one and a half months for the permit to be completed, but it will take an additional 150 days to receive the permit.
 - (1) The two grants we have received from Metro and State Parks will expire before that time, so we have filed for extensions.
 - (2) We also have a small window when the work can be done because the property is in a flood plain, so Tom is trying to expedite things.

d) Art In The Park Project

- i) The artwork is completed, but engineering needs to okay the structure it will sit on before it is installed.
- ii) There will be a dedication and fundraiser for the project on July 9th at Lincoln Park.
- iii) There is a brick campaign in progress to help raise money for the artwork.
- iv) A contractor will put in the curbing.

e) Staffing (New and Returning)

- i) Matt Baum is the new Parks Crew Chief. He previously held a similar position in Astoria.

7) NEW BUSINESS:

a) 2017 C.E.P. Project

- i) Another work session is needed because the requests were for five times the amount available.

b) 2016-17 Budget Proposal

- i) Mostly status-quo, but asking for \$35,000 to renovate the spray park at the aquatic center which was built in 2001. We are currently trying to determine where a leak is in the water line.
- ii) Parks is requesting money for a large five and a half foot roller.

c) Aquatic Center Fees (16-17)

- i) The proposed fees include a 3% increase (in rounded numbers).
 - (1) This has occurred for the last several years and is generally tied to employee costs.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, APRIL 20, 2016
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 3 OF 3**

- (2) We always try to keep ahead of the minimum wage and with the new laws we will have to address how to deal with the changes.
- (3) The Recreation Commission voted to accept the new fees and next they will be need to be adopted by the Council.

d) Aquatic Center Monthly Report/Revenue and Attendance

- i) The attendance and revenue is up for the year.
- ii) Lessons and insurance reimbursement have increased.

8) COMMISSIONER'S REPORTS:

a) Susan:

- i) Daybreak Rotary is interested in taking back control of the North Entrance and refreshing the area a couple of times a year. They already take care of the flag.

9) COUNCIL LIAISON REPORT:

a) Tom:

- i) The Council has adopted a new Employee Handbook.
- ii) They have designated a Campus Destination for the AT Smith House.
- iii) Garbage rates will increase 5%.
 - (1) They are discussing including raw garbage in the green bins. This would add a cost of \$1.45 a month to the garbage rates.
- iv) Plastic bag discussion continues. Will there be non-compliance fines?
- v) A new Police Department is in the design stage.
- vi) There are currently two marijuana stores in town. There will be a work session to determine where they can be located.
- vii) Phase 1 of the Tokalia/Times Litho property will take place in late summer.
- viii) There will be a hearing to look at property to move the Post Office to.
- ix) There will be a round-about installed on David Hill Road. The Clean Water infrastructure has been started.

10) STAFF REPORTS:

a) Tom:

- i) Bill Bauer, former Parks and Recreation Director, passed away. His memorial will be Monday at 3:00 p.m. at Willamette National Cemetery.

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

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

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3E

APPROVED

PUBLIC ARTS COMMISSION
Thursday, March 10, 2016
Rogers Room, Forest Grove Library
Page 1

MINUTES APPROVED BY THE PAC ON APRIL 14, 2016

Commission Members Present: Kathy Broom, Laura Frye, Dana Lommen, Emily Lux, Linda Taylor, Pat Truax, Dana Zurcher. **Staff Present:** Tom Gamble, Colleen Winters

Guest(s): N/A

Absent: Kathleen Leatham, Helvi Smith, Richard Kidd.

1. **CALL TO ORDER:** By Dana Zurcher at 5:05pm.
2. **CITIZEN COMMUNICATION:** N/A
3. **APPROVAL OF PAC MEETING MINUTES:** Motion to approve last month's minutes as written made by Pat, seconded Kathy. Motion carried.
4. **ADDITIONS/DELETIONS:** N/A
5. **DISCUSSION/DECISION ITEMS:**
 - A. **Art in the Park status:** Tom spoke with Ben Dye and a city building official regarding the structural stability of the sculpture, especially the wind load factor. The building official provided dimensions for connecting the sculpture to the base structure. Pat-Is there a cost estimate on this? The installation of the sculpture and related platform and pathways? Tom-It's safe to say that it will be in the ballpark of \$5,000. Colleen-Met with Tom and Paul Downey (city finance director) to give a verbal update on the project. The City is expecting a budget update (approximately 30k) and revenue update to include secured funds and plans to secure the remainder. Tom-The artist has been very responsive. He is essentially ready when we are.
 - B. **Approve Meet the Artist Policy and Procedure:** Motion to approve as amended made by Emily, seconded by Laura. Motion carried.
 - C. **Meet the Artist Event-Amanda Houston:** Kathleen's dietary manager is cooking and delivering the conventional main courses; gluten-free main courses are being made by Laura Frye.
 - D. **Other Fundraisers:**
 - Dinner with Ben Dye-This will be held in late May, possibly at Kama'aina. Dana Z. is calling again for additional information.
 - Brick Campaign-Subcommittee to meet soon.
 - Dana L-PAC coloring book featuring designs by local artists, possibly large format, to be sold locally and an Art Sale event as additional fundraising ideas. The sale could potentially be an annual event. Dana Z.-The first steps will be to solicit artists to submit artwork for the coloring book, and to form subcommittees to solidify details.
 - E. **Approve Goals:** Motion to approve as written made by Pat, seconded by Dana L. Motion carried.

6. INFORMATION ITEMS:

A. Finance Report: Line item to be added for Art in the Park. The only other update is the TITG mini-grant.

7. COMMISSIONER COMMUNICATIONS:

- Pat-Stars in the Grove decided to list the Public Arts Commission as beneficiary every 4 years.
- Laura-Is donating a brick as a memorial to a friend who passed away. This might be a nice thing to pass along to people as an idea.

8. STAFF COMMUNICATIONS: None.

9. COUNCIL LIAISON COMMUNICATIONS: None.

10. ADJOURNMENT: Dana Zurcher adjourned the meeting at 5:56pm. The next regular meeting will be April 14, 2016, in the Rogers Room of the Forest Grove Library.

Respectfully Submitted by Emily Lux

MINUTES APPROVED BY THE PAC ON MAY 12, 2016

Commission Members Present: Laura Frye, Kathleen Leatham, Dana Lommen, Emily Lux, Linda Taylor, Pat Truax, Dana Zurcher. **Absent:** Kathy Broom. **Guest(s):** N/A.

Council Liaison Present: Richard Kidd. **Staff Present:** Tom Gamble, Colleen Winters.

1. **CALL TO ORDER:** By Dana Zurcher at 5:00 pm.
2. **CITIZEN COMMUNICATION:** N/A
3. **APPROVAL OF PAC MEETING MINUTES:** Motion to approve last month's minutes as written made by Pat, seconded Laura. Motion carried.
4. **ADDITIONS/DELETIONS:**
 - Addition 5E: First Wednesday
5. **DISCUSSION/DECISION ITEMS:**
 - A. **Art in the Park status:**
 - Dana Zurcher provided an updated budget figure needed if bricks are changed to 25, so the amount to be raised will be reduced to \$5375. Forms were updated and handed out.
 - Pacific University said they would offer brick sales to families to honor seniors.
Richard: If we don't sell enough bricks, how will we make up the difference? General answers: The amount to be made up by the late summer walking tour will be determined later. Funding can be made up partially through discretionary funds. Pat moved to use \$5000 from discretionary, plus \$1140 from the piano duet to apply to Art in the Park if needed. Seconded by Laura. Motion carried. Brick timing: The first set of order forms can go to the engravers by May 15th. Tom will look into construction requirements and report back. Bricks can still be installed after the installation of the sculpture, but the goal is to have them done before summer is over. Work cannot begin until after July 1st. Bricks can be sold at the dedication event.
 - Linda moved to ask for an extension to the current 2015-2016 CEP grant. Kathleen seconded. Motion carried.
 - Ben Dye benefit dinner: Robyn Tenbroek of Gales Creek will be the host. May 22 is the date set for the dinner. Number of guests will be determined through discussions with the host. Linda-Perhaps we could donate wine. Pat-We could use the jelly jars again. The media portion could be done on the porch and projected onto the house. This will be discussed further as we get closer. A picnic theme was suggested. Emily will make a pen and ink drawing of the sculpture for the invitation and poster.
 - Art in the Park Festival: Dana Z.-Tom Gamble "ok'd" the activity. The goal is for 50 artist participants. Discussed general parameters. July 9 is the festival date. Pat suggested that we count the vendors at First Wednesday to get an idea of size. All of the artists

featured at Meet the Artist events should be personally invited. Linda-Could we have a children's activity booth at the event?

- CEP Grant presentations: Richard complimented the presenters. He stated that it is possible PAC will not receive the full amount.
- Concerns: Tom urged the commission to realize the obligation. There is nervousness regarding the monetary gap. Kathleen found a financial backer to fund the remaining gap, with the understanding that this amount will be paid back in full. A loan of \$9300 was secured so that we can proceed with the contract. Questions have been asked and answered, so now the contract will be signed. A statement will be sent from the donor to the city. The projected repayment date is August 15. Tom-If fundraising does not go as planned, will this donor be willing to cover the remainder. Discussion-There is no precedent of fundraising being unsuccessful in past endeavors. If, for some reason, planned fundraising is unsuccessful, we will simply continue to fundraise until the loan amount is repaid.

B. Meet the Artist Event Feedback: The event went very well. The food was excellent and Amanda was a fantastic speaker. Thank you to everyone who made this possible. It was a great idea to have gluten and dairy-free options. \$2025 was raised in ticket sales, and \$55 in donations. We exceeded our goal by \$80.

C. Coloring Book: Dana L.-Will schedule a meeting with the subcommittee soon.

D. Art Walk Status: Subcommittee is meeting Sunday at Valley Art, and will possibly do a walk-through pending time and weather. Linda-We could have a binder with photos of locations that we can't enter into.

E. First Wednesday: Pat will set up a table around 3:30. Dana and Emily will be there around 5. Space needs to be reserved. Richard will provide three racks with clamps for display. Brick information and display will be set up. Linda will bring the canopy and chairs, and will reserve a double space.

6. INFORMATION ITEMS:

Finance Report: Amanda Houston event addition. Bev would like to know about the \$1000 grant. Dana Z. will call Bev. The timing of grant payout is uncertain.

7. COMMISSIONER COMMUNICATIONS:

- Dana L.: TITG opening night is tomorrow. It is highly encouraged that people attend this Tony Award winning play. The production runs this weekend and the following two weekends.
- Linda: Friday, April 29, Dio de los Ninos is happening at the library. Volunteers are needed. The next day is the Green Grove Co-Housing community open house.

8. STAFF COMMUNICATIONS:

The Friends of the Library book sale is coming up. There are more books than have been seen before, especially children's books. At Art of the Story, 82 people attended to see Patrick Ball.

9. **COUNCIL LIAISON COMMUNICATIONS:**

Richard: Three members of city council are working on an agenda for legislation for the state in 2017. One topic is 1% for art. There is an open house on May 11 to discuss the location and design of the new post office.

10. **ADJOURNMENT:** Dana Zurcher adjourned the meeting at 6:36 pm.

The next regular meeting will be May 12, 2016, in the Rogers Room of the Forest Grove Library.

Respectfully Submitted by Emily Lux

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A place where businesses and families thrive

CITY RECORDER USE ONLY:
 AGENDA ITEM #: 3F.1
 FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Tienda La Rosa (Miguel A Martinez)
BUSINESS LOCATION ADDRESS: 3012 Pacific Avenue, Suite F
LIQUOR LICENSE TYPE: Off-Premises Sales
CITY BUSINESS LICENSE: BL-001022

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 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 checked="" 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 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 checked="" 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

5/4/2016
 Date

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Enterprise Zone 10 Year Re-Authorization Application

City Council
May 23, 2016

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

A place where families and businesses thrive.

Enterprise Zone: Statewide Program

- Enacted in 1985 by Oregon State Legislature
- State Statutes Guide Program But Local Sponsorship and Control. Program designated by State.
- Currently 69 Urban and Rural Enterprise Zones Statewide (some zones include multiple jurisdictions)
121 cities, 11 ports, 30 counties, 2 tribes are local sponsors
- Program must be authorized for 10 years at a time.
- Program is administered by state agency named Business Oregon
- Intent is to create new jobs and investment by attracting new companies and expansion of local companies

Enterprise Zone: Statewide Program

- **Must Be an Eligible Business:**
 - Traded sector industrial companies: manufacturing, assembly, fabrication, processing, shipping/warehousing software publishing, energy generation. Also special conditions: hotel/motel, financial/retail call center, or headquarters facility
 - All Marijuana Business types are not eligible
- **Business Must Provide the Following:**
 - Increase number of full time jobs by 10% over existing employment and maintain over the entire incentive period.
 - When moving into a zone from elsewhere in Oregon, must create new jobs.
 - Must sign a First Source Hiring Agreement to post jobs openings first with Employment Department.
 - Must pay new hires an average of at least of 150% of minimum wage.
 - Must Invest a minimum of \$50,000 in real property being new plant or equipment.
 - Jobs must be created before first year of incentive is provided.
 - Business must file each year for exemption and document job creation and property.
- **Enterprise Zone Incentives:**
 - Property taxes are exempted on only the new investment. No loss of existing taxes.
 - Exemption period is three years.

Enterprise Zone in Forest Grove

- **History:**

- Initially Established in June 2006
- Expanded to Include Cornelius in 2008
- Forest Grove and Cornelius are Joint Local Sponsors
- Enterprise Zone includes two areas: industrial zone and hotel/motel within commercial zone.
- Program will terminate on June 30, 2016 unless Re-Authorized
- Cornelius City Council passed resolution to Re-Authorize on May 2nd, 2016

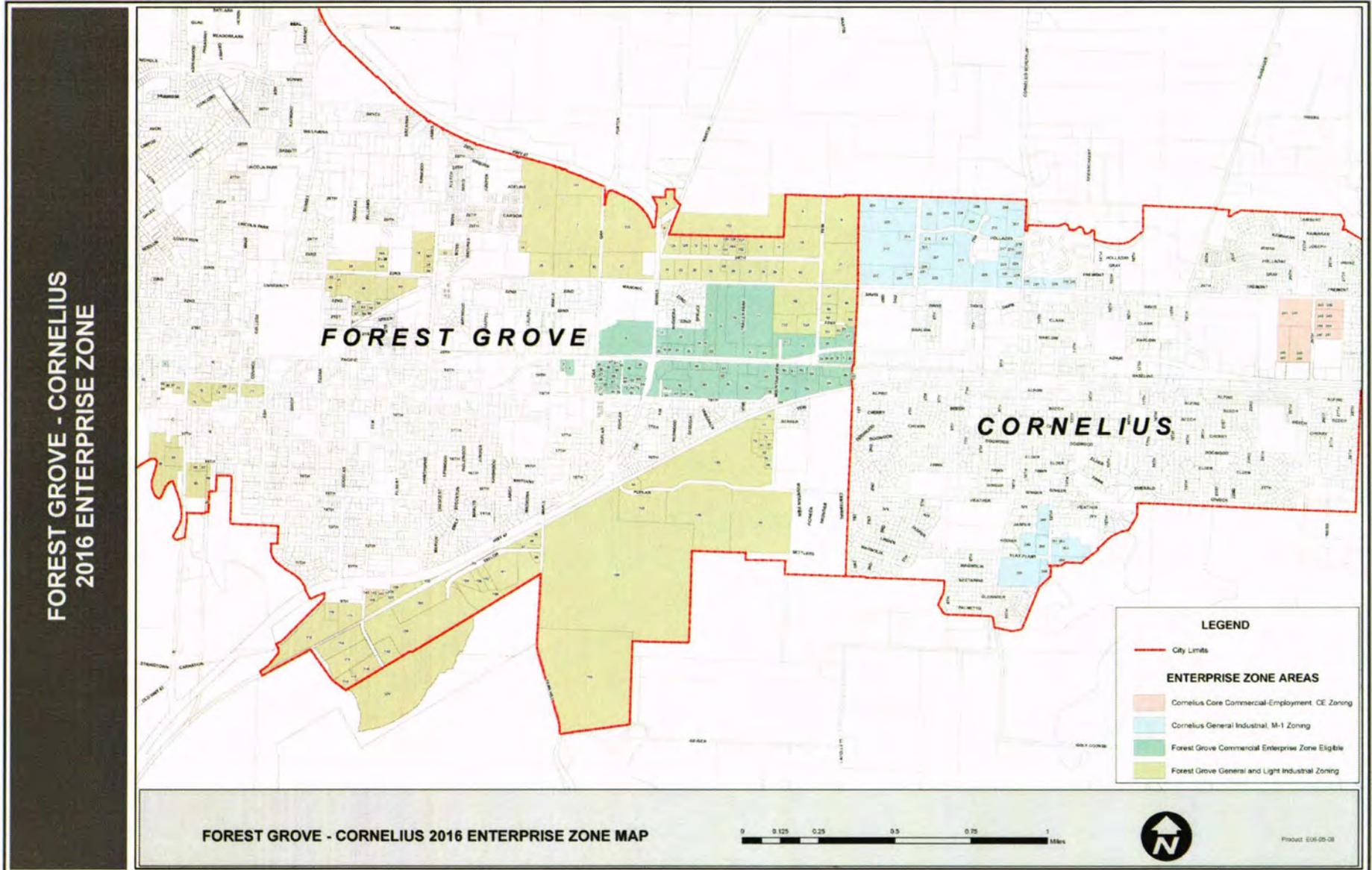
- **Businesses Assisted**

- Six Businesses have received Enterprise Zone benefits. All in Forest Grove. Includes: Henningsen Cold Storage, Old Trapper, Pascor, Chaucer, Lieb Foods (twice), McMenamins Grand Lodge
- Six local businesses for expansion, one of the six was also a new recruitment.

- **Results**

- A total of 172 jobs created and \$21.86 million in new investment
- Leverage \$6,544 private dollars investment to every \$1 of public Forest Grove property tax incentive
- Value of property taxes benefit to business –Forest Grove City Taxes, \$30,331 annually or an estimated \$333,644 over 11 years.
- Estimated new property taxes to be generated annually to Forest Grove: \$111,215

Enterprise Zone in Forest Grove



Enterprise Zone: Re-authorization

- **Economic Indicators:**

- Unemployment and vacant space has dropped substantially
- However, Forest Grove per capita income is only 60% and Median Household Income 81% of Portland MSA averages
- Forest Grove poverty is 17.2% of population which is 24% higher than Portland MSA average

- **Economic Maintenance and Growth**

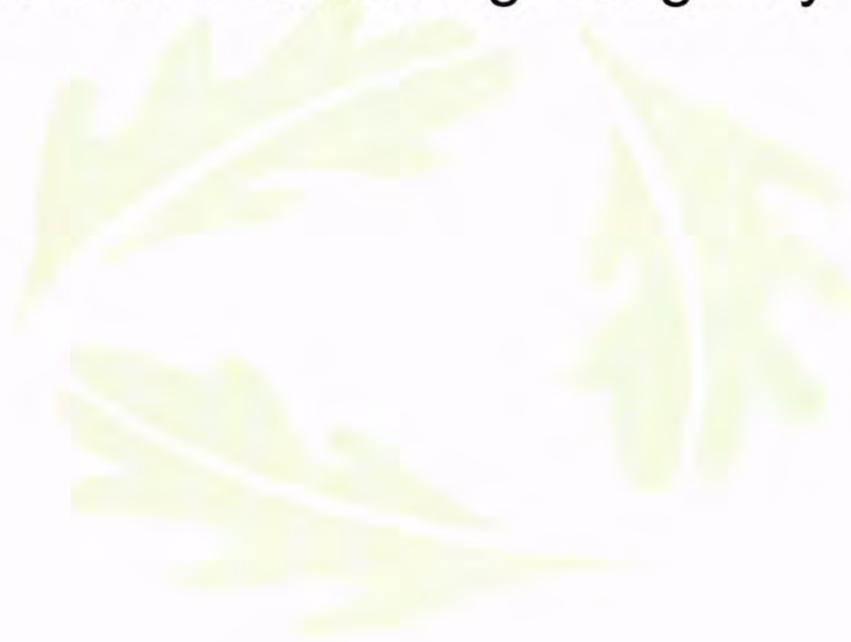
- 121 cities in Oregon with Enterprise Zones
- Competitive environment: Beaverton, Hillsboro, and Tigard all recently added Enterprise Zones

- **Economic Perception of Community**

- All sizable industrial leads we receive request information on local incentives including enterprise zones. While not the leading factor, clearly one that factors into site location decisions
- Oregon has few business incentive programs compared to competitor states. Enterprise Zone is leading business development tool in Oregon
- Presence of an Enterprise Zone is perceived by business as being more business-friendly

Enterprise Zone: Next Steps

- **Next Steps:**
 - Bring to Council a Resolution on June 13 to Re-Authorize and extend the existing Enterprise Zone program for another Ten-Year Period beginning July 1, 2016



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ORDINANCE NO. 2016-11**ORDINANCE REPEALING ORDINANCE NO. 2014-09 AND
DELETING FOREST GROVE CITY CODE SECTIONS 2.11.000 TO 2.11.075**

WHEREAS, the City Council adopted Ordinance Number 2014-09 on September 22, 2014, and said ordinance established a ten percent tax on sale of marijuana and marijuana infused products; and

WHEREAS, the Oregon state legislature subsequently passed ORS 475B.345, which purportedly preempts the City from imposing any tax or fee on the sale of marijuana items other than imposing up to a three percent tax or fee on the sale of marijuana items by a marijuana retailer in the area subject to the jurisdiction of the city if such a tax is approved by the voters of the City; and

WHEREAS, the City Council desires to repeal the previously adopted ten percent tax, which is now purportedly preempted by state law;

WHEREAS, the City Council held a duly-noticed Public Hearing on this proposed ordinance on May 9 and continued the hearing on May 23, 2016.

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

Section 1. The City Council of the City of Forest Grove hereby repeals a tax on the sale of marijuana and marijuana-infused products in the City of Forest Grove as established by Ordinance Number 2014-09 and hereby deletes Forest Grove City Code Sections 2.11.000 to 2.11.075, as shown in Exhibit A.

Section 2. Ordinance No. 2014-09 is hereby repealed in its entirety.

Section 3. This Ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading this 9th day of May, 2016.

PASSED the second reading this 23rd day of May, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 23rd day of May, 2016.

Peter B. Truax, Mayor

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ORDINANCE NO. 2016-11

EXHIBIT A

MARIJUANA TAX

2.11.000 — Purpose.

~~For the purposes of this Chapter, every person who sells marijuana, medical marijuana or marijuana-infused products in the City of Forest Grove is exercising a taxable privilege. The purpose of this Chapter is to impose a tax upon the retail sale of marijuana, medical marijuana, and marijuana-infused products.~~

2.11.005 — Definitions.

~~When not clearly otherwise indicated by the context, the following words and phrases as used in this Chapter have the following meanings:~~

~~Gross Taxable Sales. The total amount received in money, credits, property or other consideration from sales of marijuana, medical marijuana and marijuana-infused products that is subject to the tax imposed by this Chapter.~~

~~Manager. The City Manager, or designee, of the City of Forest Grove.~~

~~Marijuana. All parts of the plant of the Cannabis family Moraceae, whether growing or not; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its resin, as may be defined by Oregon Revised Statutes as they currently exist or may from time to time be amended. It does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted there from), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.~~

~~Oregon Medical Marijuana Program. The office within the Oregon Health Authority that administers the provisions of ORS 475.300 through 475.346, the Oregon Medical Marijuana Act, and all policies and procedures pertaining thereto.~~

~~Person. Natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or any group or combination acting as a unit, including the United States of America, the State of Oregon and any political subdivision thereof, or the manager, lessee, agent, servant, officer or employee of any of them.~~

~~Purchase or Sale. The retail acquisition or furnishing for consideration by any person of marijuana within the City and does not include the acquisition or furnishing of marijuana by a grower or processor to a seller.~~

~~Registry identification cardholder. A person who has been diagnosed by an attending physician with a debilitating medical condition and for whom the use of medical marijuana may mitigate the symptoms or effects of the person's debilitating medical condition, and who has been issued a registry identification card by the Oregon Health Authority.~~

~~Retail sale. The transfer of goods or services in exchange for any valuable consideration and does not include the transfer or exchange of goods or services between a grower or processor and a seller. Seller. Any person who is required to be licensed or has been licensed by the State of Oregon to provide marijuana or marijuana-infused products to purchasers for money, credit, property or other consideration.~~

~~Tax. Either the tax payable by the seller or the aggregate amount of taxes due from a seller during the period for which the seller is required to report collections under this Chapter.~~

~~Taxpayer. Any person obligated to account to the City Manager for taxes collected or to be collected, or from Chapter whom a tax is due, under the terms of this Chapter.~~

2.11.010 — Levy of Tax.

~~A. Every seller exercising the taxable privilege of selling marijuana and marijuana-infused products as defined in this Chapter is subject to and must pay a tax for exercising that privilege. This tax is in addition to any other taxes or fees required by the City.~~

~~B. The amount of tax levied is:~~

~~1. Ten percent (10%) of the gross sale amount paid to the seller of marijuana and marijuana-infused products by persons who are purchasing marijuana and marijuana-infused products but are not doing so under the provisions of the Oregon Medical Marijuana Program.~~

2.11.015 — Deductions.

~~The following deductions are allowed against sales received by the seller providing marijuana:~~

~~A. Refunds of sales actually returned to any purchaser;~~

~~B. Any adjustments in sales that amount to a refund to a purchaser, providing such adjustment pertains to the actual sale of marijuana or marijuana-infused products and does not include any adjustments for other services furnished by a seller.~~

2.11.020 — Seller Responsible For Payment Of Tax.

~~A. Every seller must, on or before the last day of the month following the end of each calendar quarter (in the months of April, July, October and January) make a return to the Manager, on forms provided by the City, specifying the total sales subject to this Chapter and the amount of tax collected under this Chapter. The seller may request or the Manager may establish shorter reporting periods for any seller if the seller or Manager deems it necessary in order to ensure collection of the tax. The Manager may require~~

further information in the return relevant to payment of the tax. A return is not considered filed until it is actually received by the Manager.

- B. ~~At the time the return is filed, the seller must remit to the Manager the full amount of the tax collected. Payments received by the Manager for application against existing liabilities will be credited toward the period designated by the taxpayer under conditions that are not prejudicial to the interest of the City. A condition considered prejudicial is the imminent expiration of the statute of limitations for a period or periods.~~
- C. ~~The City will apply non-designated payments in the order of the oldest liability first, with the payment credited first toward any accrued penalty, then to interest, then to the underlying tax until the payment is exhausted. Crediting of a payment toward a specific reporting period will be first applied against any accrued penalty, then to interest, then to the underlying tax.~~
- D. ~~If the Manager, in his or her sole discretion, determines that an alternative order of payment application would be in the best interest of the City in a particular tax or factual situation, the Manager may order such a change. The Manager may establish shorter reporting periods for any seller if the Manager deems it necessary in order to ensure collection of the tax. The Manager also may require additional information in the return relevant to payment of the liability. When a shorter return period is required, penalties and interest will be computed according to the shorter return period. Returns and payments are due immediately upon cessation of business for any reason. Sellers must hold in trust all taxes collected pursuant to this Chapter for the City's account until the seller makes payment to the Manager. A separate trust bank account is not required in order to comply with this provision.~~
- E. ~~Every seller required to remit the tax imposed by this Chapter is entitled to retain five percent (5%) of all taxes due to the City to defray the costs of bookkeeping and remittance.~~
- F. ~~Every seller must keep and preserve in an accounting format established by the Manager records of all sales made by the seller and such other books or accounts as the Manager may be require. Every seller must keep and preserve for a period of three years all such books, invoices and other records. The Manager has the right to inspect all such records at all reasonable times.~~

2.11.025 Penalties and Interest.

- A. ~~Any seller who fails to remit any portion of any tax imposed by this Chapter within the time required must pay a penalty of 10 percent (10%) of the amount of the tax, in addition to the amount of the tax.~~
- B. ~~If any seller fails to remit any delinquent remittance on or before a period of 60 days following the date on which the remittance first became delinquent, the seller must pay a second delinquency~~

penalty of 10 percent (10%) of the amount of the tax in addition to the amount of the tax and the penalty first imposed.

- C. If the Manager determines that the nonpayment of any remittance due under this Chapter is due to fraud, a penalty of 25 percent (25%) of the amount of the tax will be added thereto in addition to the penalties stated in subparagraphs A and B of this section.
- D. In addition to the penalties imposed, any seller who fails to remit any tax imposed by this Chapter must pay interest at the rate one percent (1%) per month or fraction thereof on the amount of the tax, exclusive of penalties, from the date on which the remittance first became delinquent until paid.
- E. Every penalty imposed, and any interest as accrues under the provisions of this section, becomes a part of the tax required to be paid.
- F. All sums collected pursuant to the penalty provisions in paragraphs A through C of this section will be distributed to the City's General Fund.
- G. **Waiver of Penalties.** Penalties for late tax payments may be waived or reduced if approved by City Council pursuant to City Council policy. Nothing in this subsection requires the City to reduce or waive penalties.

2.11.030 — Failure To Report and Remit Tax — Determination of Tax by Manager.

- A. If any seller fails to make any report of the tax required by this Chapter within the time provided in this Chapter, the Manager will proceed to obtain facts and information on which to base the estimate of tax due. As soon as the Manager procures such facts and information upon which to base the assessment of any tax imposed by this Chapter and payable by any seller, the Manager will determine and assess against such seller the tax, interest and penalties provided for by this Chapter.
- B. If the Manager makes a determination as outlined in Subsection A, the Manager must give notice to the seller of the amount assessed. The notice must be personally served on the seller or deposited in the United States mail, postage prepaid, addressed to the seller at the last known place of address.
- C. The seller may appeal the determination as provided in Section 3.25.080. If no appeal is timely filed, the Manager's determination is final and the amount assessed is immediately due and payable.

2.11.035 — Appeal.

- A. Any seller aggrieved by any decision of the Manager with respect to the amount of the tax owed along with interest and penalties, if any, may appeal the decision to the City Council.
- B. The seller must file the written notice of appeal within 10 days of the City's serving or mailing of the determination of tax due.
- C. The Council's decision is final subject only to judicial review pursuant to ORS 34.010 et seq.

- D. ~~The City will serve the findings upon the appellant in the same manner as that used to give notice for a tax determination in City ode Section 2.10.030.B. Any amount found to be due is immediately due and payable upon the service of notice.~~

2.11.040 — Refunds.

- A. ~~The City may refund to the seller any tax, interest or penalty amount under any of the following circumstances:~~
1. ~~The seller has overpaid the correct amount of tax, interest or penalty; or~~
 2. ~~The seller has paid more than once for the correct amount owed; or~~
 3. ~~The City has erroneously collected or received any tax, interest or penalties.~~
- A. ~~The City may not issue a refund under this subsection unless the seller provides to the Manager a written claim under penalty of perjury stating the specific grounds upon which the claim is founded and on forms furnished by the Manager. The seller must file the claim within one year from the date of the alleged incorrect payment to be eligible for a refund.~~
- B. ~~The Manager has 20 calendar days from the date of the claim's receipt to review the claim and make a written determination as to its validity. After making the determination, the Manager will notify the claimant in writing of the determination by mailing notice to the claimant at the address provided on the claim form.~~
- C. ~~If the Manager determines the claim is valid, the claimant may either claim a refund or take as credit against taxes collected and remitted the amount that was overpaid, paid more than once, or erroneously received or collected by the City. The claimant must notify the Manager of the claimant's choice no later than 15 days following the date the Manager mailed the determination and the claimant must do so in a manner prescribed by the Manager.~~
- D. ~~If the claimant does not notify the Manager of claimant's choice within the 15-day period and the claimant is still in business, the City will grant a credit against the tax liability for the next reporting period. If the claimant is no longer in business, the City will mail a refund check to claimant at the address provided in the claim form.~~
- E. ~~The City will not pay a refund unless the claimant establishes by written records the right to a refund and the Manager acknowledges the claim's validity.~~

2.11.045 — Actions to Collect.

~~Any tax required to be paid by any seller under the provisions of this Chapter is a debt owed by the seller to the City. Any tax collected by a seller that has not been paid to the City is a debt owed by the seller to the City. Any person owing money to the City under the provisions of this Chapter is liable to an action brought in the name of the City of Forest Grove for the recovery of the amount owing. In lieu of filing an action for~~

the recovery, the City, when taxes due are more than 30 days delinquent, may submit any outstanding tax to a collection agency. So long as the City has complied with the provisions set forth in ORS 697.105, if the City turns over a delinquent tax account to a collection agency, it may add to the amount owing an amount equal to the collection agency fees, not to exceed the greater of \$50.00 or 50 percent (50%) of the outstanding tax, penalties and interest owing.

2.11.050 — Violation Infractions.

- A. — In addition to the penalties provided in Code Section 2.11.025, a violation of this Chapter is punishable as set forth in Code Section 1.095. It is a violation of this Chapter for any seller or other person to:
1. — Fail or refuse to comply as required herein;
 2. — Fail or refuse to furnish any return required to be made;
 3. — Fail or refuse to permit inspection of records;
 4. — Fail or refuse to furnish a supplemental return or other data required by the Manager;
 5. — Render a false or fraudulent return or claim; or
 6. — Fail, refuse or neglect to remit the tax to the city by the due date.
- B. — The remedies provided by this section are not exclusive and do not prevent the City from exercising any other remedy available under the law.
- C. — The remedies provided by this section do not prohibit or restrict the City or other appropriate prosecutor from pursuing criminal charges under state law or City ordinance.

2.11.055 — Confidentiality.

Except as otherwise required by law, it is unlawful for the City, any officer, employee or agent to divulge, release or make known in any manner any financial information submitted or disclosed to the City under the terms of this Chapter. Nothing in this section prohibits any of the following:

- A. — The disclosure of the names and addresses of any person who is operating a licensed establishment from which marijuana is sold or provided; or
- B. — The disclosure of general statistics in a form which would not reveal an individual seller's financial information; or
- C. — Presentation of evidence to the court, or other tribunal having jurisdiction in the prosecution of any criminal or civil claim by the Manager or an appeal from the Manager for amount due the City under this Chapter; or
- D. — The disclosure of information when such disclosure of conditionally exempt information is ordered under public records law procedures; or
- E. — The disclosure of records related to a business' failure to report and remit the tax when the report or tax is in arrears for over six months or when the tax exceeds \$5,000. The City Council expressly finds

that the public interest in disclosure of such records clearly outweighs the interest in confidentiality under ORS 192.501(5).

2.11.060 — Audit of Books, Records or Persons.

~~The City may examine or may cause to be examined by an agent or representative designated by the City for that purpose, any books, papers, records, or memoranda, including copies of seller's state and federal income tax return, bearing upon the matter of the seller's tax return for the purpose of determining the correctness of any tax return, or for the purpose of an estimate of taxes due. All books, invoices, accounts and other records must be made available within the City limits and be open at any time during regular business hours for examination by the Manager or an authorized agent of the Manager. If any taxpayer refuses to voluntarily furnish any of the foregoing information when requested, the Manager may immediately seek a subpoena from the Forest Grove Municipal Court to require that the taxpayer or a representative of the taxpayer attend a hearing or produce any such books, accounts and records for examination.~~

2.11.065 — Forms And Regulations.

~~A. — The Manager is authorized to prescribe forms and promulgate rules and regulations to aid in the making of returns, the ascertainment, assessment and collection of the marijuana tax and to provide for:~~

- ~~1. — A form of report on sales and purchases to be supplied to all vendors;~~
- ~~2. — The records that sellers providing marijuana and marijuana-infused products must keep concerning the tax imposed by this Chapter.~~

2.11.070 — Severability.

~~The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause does not affect the validity of the remaining sections, subsections, paragraphs and clauses.~~

2.11.075 — Savings.

~~Notwithstanding any amendment/repeal, the City ordinances in existence at the time any criminal or civil enforcement actions were commenced, remain valid and in full force and effect for purposes of all cases filed or commenced during the times this ordinance or portions thereof were operative. This section simply clarifies the existing situation that nothing in this Ordinance affects the validity of prosecutions commenced and continued under the laws in effect at the time the matters were originally filed.~~

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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>7.</u>
MEETING DATE:	_____
FINAL ACTION:	First Reading May 23, 2016

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *May 23, 2016*

PROJECT TEAM: *Jon Holan, Community Development Director; and Brandi Walstead, Program Coordinator*

SUBJECT TITLE: *Plastic Bag Ordinance*

ACTION REQUESTED:

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

ISSUE STATEMENT: The Sustainability Commission has proposed Ordinance 2016-12 for Council consideration to prohibit the use of plastic carryout bags.

BACKGROUND: Over the past year, the Sustainability Commission has developed and solicited comments from the public on a proposed amendment to the City Code to prohibit the use of plastic bags for carry out. The reason for the proposed code is to reduce the amount of plastic bags entering the City's waste stream. Plastic carryout bags do not decompose and has ended up in the environment. It is also intended to encourage people to use recyclable bags rather than relying on the use of paper bags. Paper bags do require energy to manufacture and while it does decompose, it is a lengthy process and adds waste to a landfill. To help implement this ordinance if adopted, funding has been provided to distribute one recyclable bag to each household in the community.

Key elements of the code are as follows:

- Application:** The code would ban the use of plastic bags for carry-out of products from a store or at all City sponsored events such as city facilities, farmers market and other city permitted events (see Section 7.910). That is, when you purchase your goods from Safeway or goods from a vendor at the Farmer's Market, for example, the store or vendor must place your purchased goods into either paper or recyclable bags.
- Exemptions:** It would not apply to plastic bags used for bulk items, wrapping foods, protection from dampness such as flowers, unwrapped prepared foods or bakery good or prescription bags, dry cleaning or bags sold in packages (e.g. garbage bags) (see Section 7.905 – definition of "carry-out bags").
- Charge:** If you do not bring in your own bag(s) (preferably recyclable), then the store would use paper bags and charge you 5¢ for each paper bag used. The ordinance requires stores (not

vendors) to include the 5¢ charge on receipts. Stores with 10 full-time equivalent employees or less would be exempt to having charge the 5¢ per bag. (Sections 7.915 and 7.920a.)

4. Penalties: Section 7.930 establishes the penalties which are similar to the penalties for noise and junk and debris nuisance enforcement, except the amount after the first violation is lower for plastic bags.

The Sustainability Commission sought comments on the proposed ordinance during 2015. Attachment 1 is a summary of the Commission's outreach efforts prepared by the Commission for their work session with the Council on February 8th. Attachment 2 is minutes from a public meeting held by the Commission on March 26, 2015. Attachment 3 is written comments from table discussions and voting results from the public forum on the ordinance conducted by CCI. The forum was held on September 2, 2015.

Comments on the proposed code are as follows:

1. Plastic Bag Prohibition: There is no technical issue with the question of whether to prohibit plastic carryout bags. This is a policy question for the Council. Four communities in Oregon including Portland, Eugene, Corvallis and Ashland do prohibit carryout bags. A survey performed by Earth Policy Institute (Attachment 4) indicates that nationally 163 jurisdictions have adopted some form of a plastic bag ban.

Some of the public comments received in opposition expressed concerns about whether this is an appropriate role for the City to establish such a requirement. Suggestions included a voluntary effort to encourage the use of recyclable bags and to recycle plastic bags.

2. Charge for Paper Bags: The single biggest comment received on the Ordinance was pertaining to the 5¢ per bag charge for paper bags. The Economic Development Commission (EDC) at their April 7, 2016 meeting, while unanimously supporting the Ordinance, voted 6-3 in opposition to the charge. Members of EDC suggested an incentive rather than punitive approach would be more appropriate. That is, prohibit the use of plastic bags, but provide a credit where recyclable bags are used. This is the approach used at WinCo.

The Chamber of Commerce expressed concern about smaller businesses having to charge for the paper bags. They were concerned that the charge would be creating a negative impact on many of these establishments, particularly those involved with tourist activities. As a result, the Sustainability Commission modified the proposed Ordinance not to require establishments with 10 or less full-time equivalent employees to charge for the bags.

The Sustainability Commission prefers the nickel charge to create a disincentive to use paper bags and encourage the use of recyclable bags. By eliminating the charge, there is no disincentive to use paper bags.

3. Enforcement: A significant staff concern is the ability to enforce the Code, particularly the nickel charge for bags. Section 7.915 c) requires that the charge be included with the receipt of any transaction charging the nickel. Staff does not have the capacity to audit transactions, even on a random basis, to determine compliance with the charge. Further, there is no authority for the store to provide a copy of receipts to the City to perform an audit. Any enforcement would be done on a complaint basis.

The City of Corvallis has a plastic bag ban. Mr. Scott Dybvad, Sustainability Coordinator with the City of Corvallis is responsible for the enforcement of the code. The following is input received from Mr. Dybvad. Enforcement in Corvallis is also on a complaint basis. Mr. Dybvad indicated they do not require stores to indicate a charge for bags on receipts. He also indicated the City does not audit or have inspections of stores. He indicated that non-compliance has been due to being uninformed. Thus, the City has a program to educate store operators and cashiers about the program. As a result, after about the first month, he indicated that he has received very little complaints and spends very little time on this program. He also indicated that they do not use the fine provision in their code. Working with the store operators and providing education has been a successful approach in that community.

Based on the Corvallis experience, staff does not anticipate a significant enforcement issue although initial implementation will require extensive staff time. The City would likely use the approach taken by Corvallis.

It should be noted that both Eugene and Corvallis included a section in their ordinance to phase in enforcement of the ban and imposition of any charges. For Eugene, it was six months for all businesses. For Corvallis, it was six months for stores with 50 or more employees and one year for smaller businesses.

FISCAL IMPACT: Initially there would be the need for staff to develop and implement an educational program. Additional costs in terms of printing materials would also be anticipated.

STAFF RECOMMENDATION: Staff recommends the City Council open the public hearing and take appropriate action on Ordinance Number 2016-12. Such action may be:

1. Adopt the ordinance as proposed;
2. Adopt the ordinance with modifications. Such modifications may include:
 - a. Remove the fee;
 - b. Allow the store the option to either charge for paper bag or provide an incentive (i.e. rebate) to use recyclable bags;
 - c. Phase-in enforcement; and/or
 - d. Other modifications as accepted by the Council;
3. Refer the ordinance back to the Sustainability Commission with specific direction for reconsideration; or
4. Deny the ordinance.

ATTACHMENT(s): Attachment 1 - Plastic Bag Ordinance 2015 Outreach and Education Summary
Attachment 2 - Minutes from a public meeting held by the Commission on March 26, 2015.
Attachment 3 - Written comments from table discussions and voting results from the public forum on the ordinance conducted by CCI. The forum was held on September 2, 2015
Attachment 4 – Survey of communities in United States that have adopted plastic bag bans – prepared by Earth Policy Institute



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NOTICE OF PUBLIC HEARING PROPOSED ORDINANCE AMENDING CITY OF FOREST GROVE CITY CODE, CHAPTER 7, BUSINESS REGULATIONS

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, May 23, 2016, at 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting an ordinance amending Forest Grove City Code, Chapter 7, Business Regulations, Prohibiting Single-Use Plastic Carryout Bags. The proposed ordinance, if enacted by the City Council, would take effect 30 days immediately after enactment unless City Council declares an emergency.

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

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

Published NewsTimes ~ Wednesday, May 18, 2016

ATTACHMENT 1

Plastic Bag Ordinance 2015 Outreach and Education Summary Prepared by the Sustainability Commission

Outreach and Education. The following is a list of public outreach and education we did in 2015 and in particular, since our last work group session on June 8, 2015. We will also summarize our outreach to businesses and a meeting we had with the Chamber of Commerce Executive Director and President.

- Wrote articles for *News Times, Leader*; plastic bag articles appeared about 5 times
- Wrote successful CEP grant for reusable bags
- Placed two articles regarding plastic bags on the City of FG Sustainability Commission website
- Took public comment at two First Wednesday Farmers' Markets
- Held an Open Forum at FG Community Auditorium in collaboration with CCI; 50 participants
- Discussed ordinance with Economic Development Commission on April 2, 2015; EDC expressed no opposition to plastic bag ban (but not the 5-cent charge for paper)
- Spoke with about 60 local business owners in Forest Grove regarding ordinance
- Included two informational write-ups in utility bill inserts; responded to residents who emailed after reading the inserts
- Decided on a title for the reusable bag campaign: ***City of Forest Grove-Sustainability is in the Bag!*** (overwhelming choice of survey at Farmers' Markets)
- Spoke with business owners about advertising on reusable bags
- Conducted educational effort at FG High School, including a fall survey
- Conducted outreach to Washington County, Cornelius, Hillsboro, Partners for a Sustainable Washington County Committee
- Spoke with major retailers in Forest Grove

Proposed Change to Ordinance. A majority of individuals and businesses in Forest Grove support a ban on plastic bags. The only major controversial piece is the proposed charge of 5 cents for paper bags. The Economic Development Commission, the Chamber Board of Directors, many business owners, and about half of the participants at the Open Forum expressed concern about the proposed 5-cent charge. In a meeting we had with the Chamber Director and President, they said that the Chamber Board was not opposed to the plastic bag ban if small businesses could avoid charging 5 cents for paper. Consequently, the Sustainability Commission took up a proposal to recommend to the City Council that the proposed ordinance be changed so that businesses with 10 or fewer full-time-equivalent employees would be given the option to charge or not to charge for paper but not be required to do so. The commission voted unanimously for this recommendation.

The commission strongly feels that the 5-cent charge for paper remain for larger businesses because use of paper is not great for the environment, and consumers need some incentive to use reusable bags. In addition, the National Grocers Association supports plastic bag bans if a 5-cent charge for paper is included.

Summary of Outreach to Businesses. We have contacted about 60 Forest Grove businesses about the proposed plastic bag ban. Of the 45 that have indicated an opinion, 70% supported the ban. An additional 7 have said that they might support the ban, while 6 more are still considering it. Some businesses that we contacted early on did not support the ban because of the 5-cent charge for paper, which has now changed for small businesses.

Summary and Recommendation. Single-use plastic checkout bags are very harmful for the environment and, as the most used consumer item, serve as a symbol of a throwaway society. The Sustainability Commission and, indeed, most residents and businesses in Forest Grove believe that it is time to enact an ordinance banning single-use bags.

We believe that we have done due diligence in providing more education and getting public input and feedback. We would like to submit this ordinance for council's approval at this time. We hope that you would consider putting this on an upcoming Council meeting.

Attachment 2

**CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
COMMUNITY AUDITORIUM**

THURSDAY, March 26, 2015 – 6:00 P.M.

Councilor Victoria Lowe

Elaine Cole
Deke Gundersen
Hope Kramer
Robin Lindsley
Brian Schimmel
Diane Taniguchi-Dennis
Edgar Fausto

Dale Feik
John Hayes
Leslie Applegate Lanzar
Karin Pfeiffer-Hoyt
Mitch Taylor
Hailey Jongeward

All public meetings are open to the public and all persons are permitted to attend any meetings except as otherwise provided by ORS 192:

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

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

CALL TO ORDER:

Sustainability Commission Present: Brian Schimmel, Robin Lindsley, John Hayes, Mitch Taylor, Edgar Fausto, Dale Feik, Deke Gundersen, Hailey Jongeward, Karin Pfeiffer-Hoyt, Diane Taniguchi-Dennis

Absent: Leslie Applegate Lanzar, Elaine Cole, Hope Kramer

Council Present: Victoria Lowe

Staff Present: Jon Holan, Community Development Director; George Cress, Director of L&P

Guests: Robert Dean, Dean Kampfer, Waste Management; Dillon Pilanget; Forest Grove leader

REGULAR MEETING: Chair Schimmel called the meeting to order at 6:03 PM.

2. COMMUNITY COMMUNICATIONS: Chair Schimmel introduced Shannon Perry from the Community School, she is here tonight to talk about a project that the Commission might want to endorse. Ms. Perry teaches Level 4 at the Community School, I'm here tonight to discuss a student initiated project from the 7th grade students called Project Citizen. The one rule we have for student initiatives are, they must affect public policy in some way, and they must become activist. Our first and second graders identified a problem; provide healthy food, food that is free for the community, to make gardens more accessible to those who don't have access to a garden. Our level 1 students identified an initiative from Austin Texas; food is free for the community not for us to eat, where students would construct raised gardens in public right-of-way. My students wanted to undertake this idea as a project here and found out from the City that they couldn't grow raised gardens in the right-of-way. My students wanted to know how

policy actually works and if they could change it to allow raised gardens or at the very least be able to grow gardens in the space without raised beds. My students heard about the Commission's Sustainability Action Plan and their work in encouraging community gardens. The students gave the project a name, Take a Bite, Please Enjoy the Food. We are asking the Commission to publicly endorse our project for growing food gardens in the public right-of-way.

Commissioner Feik made a motion to publicly endorse this project, seconded by Commissioner Lindsley. I'm excited for the opportunity to affect public policy. This is a good charter for public schools to follow. Commissioner Lindsley offered a raised garden space at the Senior Center for their project. Chair Schimmel made mention that if the Commission is making an endorsement for the Council to consider we should have member (s) present for the Council meeting to answer questions and show support for the topic. Commissioner Gundersen volunteered to be present for the Council meeting when this item is discussed. After a brief discussion the motion was changed to; the Commission supports the Community School's endeavors for the Take a Bite Food for Free program. Motioned passed unanimously.

3. CONSENT AGENDA: Chair Schimmel asked for approval of the Consent Agenda including the minutes. Commissioner Lindsley asked to change the wording of "manning" the (Sustainability Booth) to "staffing the booth". Commissioner Pfeiffer-Hoyt mentioned correcting the wording for the motion to only retile the Social Equity Plan to Social Equity & Environmental Justice Plan and not changing the Plan. Commissioner Pfeiffer-Hoyt made a motion to approve the Consent Agenda including the edits to the minutes. Commissioner Feik seconded the motion. Motion passed.

4. PUBLIC MEETING:

a. Plastic Bag ordinance: Commissioner Hayes began the public meeting by presenting a summary of activities to date. The Commission gave Mr. Holan the ordinance to be formatted for suitable review and presentation to City Council. The language of the proposed ordinance is very similar to other city's adopted ordinances.

The Forest Grove ordinance prohibits the use of single-use carryout plastic bags at retail establishments, any city facilities, city managed concessions, city sponsored events and /or city permitted events. It does not prohibit their use for carrying out nuts and bolts at Ace Hardware. It does not prohibit the use for plastic bags for items that are wet, for carrying flowers, produce, meats, fish, pharmacy prescriptions and other similar items. The ordinance requires charging \$.05 for a paper bag and we encourage the use of recyclable bags.

In lieu of a formal staff report, Mr. Holan handed out comments that were received today by Councilor Lowe from a Mindy MeBane from the American Progressive Bag Alliance. She expressed some concerns about the ordinance. I received comments concerning the required pass through costs, are these costs appropriate, prevention of using a plastic bag should be sufficient. Mr. Holan, typically the City usually doesn't impose a requirement on a business unless it involves the use of a public right-of way or similar item. Other comments received concerns the potential impact at the Farmers Market. Mr. Holan asked Commissioner Pfeiffer-Hoyt to check with Adelante Mujeres if they had comments concerning service issues for their farmers.

Public Testimony: Chair Schimmel asked for comments from members of the audience. Joanna Hilderman offered her support for the ban and use of reusable bags.

Dean Kampfer from Waste Management wanted to introduce himself and stated he wanted to work with the City. Mr. Kampfer did not offer any testimony.

Robert Dean, resident, thought the recent newspaper article in the Forest Grove Leader was slanted in favor of the ban. Mr. Dean expressed his concern over the Commission voting on the ordinance before any public testimony was given. He felt it was presumptuous for the Commission to vote to recommend the ban on to the City Council. Pass the bill before you know what's in it. I will wait to provide more testimony at Council hearing. Commissioner Feik, what is it you don't like, is it the process, lack of public comment or the ban. Mr. Dean, I'm opposed to the ordinance for lots of reasons.

Commissioner Hayes, we will forward the comments on to the Council that we hear tonight. Mr. Holan, based on the testimony you hear tonight, you may want to change the ordinance. Commissioner Pfeiffer-Hoyt, will the Council take public testimony or offer a hearing on the ordinance. Mr. Holan, the process moving forward is similar to the tobacco ban. Before a formal submission, the Council would like the ordinance to go through a vetting process by the Commission. Part of the vetting process is to take public comment.

Commissioner Feik asked Mr. Dean why he's opposed to the ban. Mr. Dean, going to the store you have a choice of bags; this ordinance would limit that choice. I personally use paper bags. What research have you done, have you talked to any volunteers who pick up trash, have you talked to the waste haulers on how much volume or space do plastic bags take up at a landfill, not very much. A ban would affect everybody in this City, young or old; I think this ban is an overreaction, everybody uses plastic bags. I used live in a small town and I volunteered to pick up trash. I don't remember picking up a lot of plastic bags, the one thing I did find out was, who the popular take out restaurant is in town. How many plastic bags per mile do the folks who clean up the public beaches find, I think this is an overreaction.

Chair Schimmel asked for group discussion. Commissioner Hayes, plastic bags are not a dominate mass in landfills. Plastic bags require less energy than paper bags to make. We ought to recommend using reusable bags. The ordinance requires merchants to charge for paper bags this encourages folks to use reusable bags. Plastic bags clog up recycling machines and cause problems for recyclers. People do throw out plastic bags and the wind blows them around, they blow all over the place. I fish on the Columbia and Willamette Rivers and find plastic bags floating on to the ocean. There are environmental reasons to enact the ban, we as a community need to send a message about the environment. It sends an example about our concerns for being a throwaway society.

Commissioner Feik, there are concerns over protection for marine life. Plastic bags are a major concern. Commissioner Lindsley, plastic bags around young children are a hazard. Eliminating plastic bags are one way of eliminating chemicals in our society. Commissioner Feik, maybe I have to change my behavior for using plastic bags for garbage containers and other uses around

my home. Group discussion brought up the issue of decomposing plastic disposable wipes. Commissioner Taniguchi-Dennis, this is a philosophical choice, it requires a mind shift for how we want to live on this planet. Individuals have choices to make; we use more resources on this earth than any other society. We need to have these discussions on impacting the environment; these are all choices we have to make.

Councilor Lowe, I would like to mention the opportunity for an educational example. I lost a family member to a death caused by a plastic bag. I'm very sensitive to this issue. Any Tupperware that you bought is still in existence. Marketing efforts by companies to buy plastic is over whelming. You have to take a step to realize your own behavior in using plastic bags. Maybe that next step you make you may not decide to use a plastic bag. I support this effort.

Chair Schimmel asked Mr. Holan is there a schedule for the Council to decide on this ordinance. The Council is currently busy with the City budget and other issues; they may have room on their schedule in May.

Councilor Lowe, made an additional comment on the price question, should the requirement for charging for the bags be a must. I have a problem as a Councilor mandating someone to charge for something. We don't mandate charging for things, normally only for fees or fines. I'm concerned over the requirement for the charge for the bags. Commissioner Hayes, other communities have required the charge. In Ireland they mandated a charge at checkout which is much higher than \$.05. They didn't think it would work but it works well, they have reduced the amount of plastic bags in their society. If we don't require a charge you lose the incentive to use recyclable bags and I'm not in favor of this ordinance without a charge.

Chair Schimmel, I'm not a fan of plastic bags, I'm concerned over the added cost to low income people that worries me. I would support getting reusable bags out into the community. I don't want anything to onerous to low income folks. Mr. Dean offered a further comment about killing trees to make paper bags, companies use pulp and chips to make paper. Tree farms grow trees specifically for making paper, it all a matter of economics.

Commissioner Gundersen, Costco uses cardboard boxes instead of bags and it works well.

Commissioner Feik made a motion to move the ordinance banning plastic bags forward for approval by City Council. Chair Schimmel asked for further discussion, hearing none closed the hearing.

5. PRESENTATIONS:

a. RETITLE SUSTAINABILITY PLAN TOPIC AREA: Chair Schimmel, at the last meeting there was a motion to retitle the Social Equity Plan. Commissioner Feik made the motion to change the Social Equity Plan to Social Equity & Environmental Justice Plan. Commissioner Lindsley asked why should there be a retitle to the Social Equity and not Natural Resources. Commissioner Pfeiffer-Hoyt, the Social Equity subcommittee met to discuss the proposed language to Social Equity Topic Area and additional target area for a "Good Neighbor Agreement". This target area would be for companies willing to commit to emission standards.

I feel the Environmental Justice might be better suited to natural resources than to the topic area of Social Justice. Environmental justice is not specific enough to address social inequities.

Chair Schimmel, Commissioner Feik made a motion for the Commission to approve an amendment to the Action Plan. I want to get the motion out on the table for making a decision. Commissioner Feik, I feel the environmental justice equity impacts low income folks more. I have a concern about incorporating a good neighbor agreement in this topic area. You have to have a group that is powerful enough that can negotiate with an entity like an Intel that is damaging the environment. I question if the Commission is that group that can take on causes like this. Chair Schimmel, do you want the subcommittee to take another look at this issue again. Commissioner Feik, I'm not in any big hurry to take a vote on this now.

Commissioner Pfeiffer-Hoyt will take it back to the subcommittee for review. The subcommittee would like to propose a change to Target Area 1d. of the Social Equity Plan to read:

Target Area 1: Support equitable access to opportunities, civic engagement, and the distribution of resources.

a.Target Area 1d currently states: Improve access to affordable health care by supporting the marketing of local health care services such as the Virginia Garcia Memorial Health Clinic. Replace with: Prioritize and integrate equity in city-wide decision-making, budgeting, and programs.

b.Action: Annual review of City actions in terms of social, environment and economic factors.

Commissioner Pfeiffer-Hoyt made a motion to approve the changes to the Target Area 1d as stated above in the prior paragraph. The motion was seconded by Commissioner Lindsley. Vote taken, motion passed to recommend amending the Plan and submitting the changes to City Council. Mr. Holan will submit the the proposed changes to the Plan for Council approval.

Commissioner Taniguchi-Dennis made comment as to her support of Commissioner's Feik comments regarding the Good Neighborhood Agreements. We need to focus on outcomes.

6. SUSTAINAINABILITY PLAN TASKS: Chair Schimmel, last meeting we assigned leads for each Topic Areas. We have this time scheduled for members to report on any activity since the last Commission meeting.

Energy Conservation & Green Building: Commissioner Hayes, no activity,

Materials Management: Mr. Holan announced that Commissioner Lanzar has resigned from the Commission, Commissioner's Kramer & Cole are absent from the meeting,

Natural Resources: Commissioner Gundersen, I've been working with a Pacific University student who's working on restoration projects in the Forest Grove area. I've produced a spreadsheet with the projects and I will make the list available to Mr. Holan for distribution to members.

Transportation: Commissioner Jongeward, I've met with Out Door Pursuits from Pacific University to discuss their activities and will meet with them again after spring break on how we can involve the community with the bike program.

Food: Commissioner Fausto, I wrote my first column for the News Times spotlighting Jerry Anderson a local master gardener. Commissioner Lindsley, I got a letter from the lunch lady and cook at the visitation school. They are interested in building a greenhouse for a school garden. We are interested in getting free food to the local schools from leftover food from the Farmers Market. Again we are refurbishing the raised beds at the Senior Center.

Social Equity: Commissioner Pfeiffer-Hoyt, our Pacific University student is graduating in May so we are working on a replacement. We are also working on a community summit to be held in May. We are inviting the Latino community to come and share their ideas we want them to identify barriers and discuss their needs for what they would like to see. Prior to the summit we'll be meeting with women in the adult education program from Adelante Mujeres. They will be part of a small focus group to discuss ideas from the Latino community.

Sustainable Schools and Education: Chair Schimmel, in late January a group of us met with John O'Neil and the school district to get them on board for forming a partnership for sustainability projects. The district is going to give us a list of teachers and programs so we can develop a baseline of what's available. Also, we've been working with Don Schweitzer from Pacific University to identify a student to work with and the administrative process for selecting a student to work with us. In the next couple of months our objective is to develop a baseline that we would propose to the school district that is cost neutral that can enhance what they're already doing. We want to offer an alternative that's better to what they already have for developing a curriculum and a plan for supplies and human resources by August in time for the next school year.

Chair Schimmel I wanted to give Commissioner Gundersen some time to give his thoughts on what we do here as a commission. Commissioner Gundersen, after meeting with Don Schweitzer, I've asked Chair Schimmel for some time to discuss my ideas on sustainability. When the Commission first formed I made a request for members to provide their definition of sustainability; that was not what I really wanted I wanted the dialog to be on major environmental problems. Commissioner Gundersen presented a brief power point asking the questions how sustainable are we, and the relationship of the economy, society and the environment and it fits for Forest Grove. What is it going to take to change people's ideas on the environment, what are the things that are practical for change I want to generate discussion on these environmental problems. Mr. Holan will save the presentation and provide the slides via email to the Commission.

Commissioner Taniguchi-Dennis liked the presentation, I think Forest Grove is the right size to try the principals of sustainability. I believe we are in a funnel we are going to hit the wall with climate change and peak oil. The question is; how does Forest Grove stay ahead of the funnel. I'm a natural step believer, I can help develop strategies in dealing with this.

Commissioner Schimmel, these are important topics I would like members to be prepared to deliberate on at future meetings.

Commissioner Lindsley introduced the book 10 Ways for Sustainable Happiness.

7. CEP GRANT REQUESTS: Chair Schimmel asked Mr. Holan on the timing for the program. Mr. Holan, it's my understanding that Metro is still working through some issues. I will keep the Commission informed as to any progress. Chair Schimmel asked members for projects. Commissioner Hayes would support a grant request for purchasing reusable bags. Commissioner Lindsley, I would support a grant for the planting and gleaning program. We need to develop a model for planting more fruit and nut trees. Chair Schimmel a potential for sustainable schools. Commissioner Lindsley, a potential project to provide solar panels for the Senior Center.

Chair Schimmel, let's talk more on this at a future meeting, it looks like we have some more time to work on this.

8. STAFF UPDATE: Mr. Holan introduced Dean Kampfer from, Waste Management. Mr. Downey has been meeting with Waste Management and Nature's Needs in North Plains. There is a problem with Nature's Needs being located outside of Metro. We are working to solve that problem. Another matter is the cost per ton to deliver to North Plains, \$15 per ton to Corneilus versus North Plains at \$40 per ton. White Paper is being developed to look at these issues. We are working through the budget process for funding staff.

9. COUNCIL LIAISON: Councilor Lowe, I participated in the planting of 2700 trees at Fernhill Wetlands in the rain. Good job by Clean Water Services. August 22, Birds and Brew; come on out and help the Wetlands. Metro purchased a parcel of land near Gaston for more bird and critter habitat.

10. COMMISSIONER COMMUNICATIONS: Commissioner Hayes asked for public document that list the meeting dates for the Commission. Mr. Holan will get that information along with time sensitive issues. Commissioner Pfeiffer-Hoyt mention the CSA ad for the Salsa Share an upcoming event.

11. Future Agenda Items: Chair Schimmel, next meeting we will discuss Topic Areas as well as major environmental issues that Commissioner Gundersen introduced. **NEXT MEETING:** Next meeting will be held on April23, 2015

12. ADJOURNMENT: The meeting was adjourned at 8:04 P.M.

Respectfully Submitted
George Cress, Director
Light & Power
Folder 5.1

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Attachment 3

Written Comments from Table Discussions

and

Voting Results

From

Plastic Bag Forum

September 2, 2015

PLASTIC BAG FORUM

Written Comments From Table Discussions

September 2, 2015

“What I believe about the ban is that it will make people more thoughtful about their use of plastic.”

Make me ... “More thoughtful and less of what is easy for me.”

There is no “away”. We are all on this planet, and so is our trash.

The bigger point here is to get people thinking about when there are no harmful disposables.

Is my small convenience worth billing or harming other lives?

Don't kill my future.

Concerned about adding 5 cent addition. Make change would be a problem. A nickel would upset their sale. Making change would be difficult.

Jerry: Ambivalent

Lisa: Uses recyclable bags. Resource conserve. Would do it if she could.

Chips come in a bag. Why do I need or; wants to see it reduced blight or landscape. Gales Creek.

Charlie: Works for environment One Grassroots

It would be good to make the reusable bags from sustainability commission voluntary or optional, recognizing that many people have multiple reusable bags.

Plastic bags still are around when there's a ban.

Not a huge impact but a great way to raise awareness about plastic use.

Plastic is made from non-renewable resources; paper is made from renewable sources.

Until the plastics industry addresses the recycling issues, we need to change our practices.

We need to consider the dense mess of plastic that is threatening our ocean and our future. We need to take steps to deal with all plastics. McMinnville is here to observe because citizens are interested in doing that.

From Hawaii and ship yard worker - lots of other plastic in ocean as well as bags. Interesting—reusable are best of two evils but need to reduce all waste and educate.

Consider there are other alternatives in addition to plastic versus paper. Need to think more broadly about options for carrying groceries in any type of disposable container.

The number can be reduced.

Don't want government legislating our use of bags. Where does the 5 cents for paper go? To grocer or government?

For and against.

Ok to ban. Not a big deal.

Too much government. People should have a choice. Would hurt local business.

What about an ordinance requiring retailers who distribute plastic bags to provide pick up for recycling? Bins or curbside.

Just ban them. Get creative with other options. Reduce, reuse, recycle.

Can Waste Management provide recycle option for plastic films of all sorts? Curbside or take it there?

Would be a non-issue if plastics were made from bio-degradable hemp.

Boy Scouts: Carry in – carry out. Leave, no trade.

Survey households by way of utility bills. Ask PU if they will conduct an environmental study of the impact of plastic bags.

It's a start of a much larger problem.

Do not like charges for options.

Want a bag that is: Robust, handled, prevalent, cost neutral, autonomous.

Want to get groceries out of car into house in rain without bag failure.

Do not want city to increase my grocery bill.

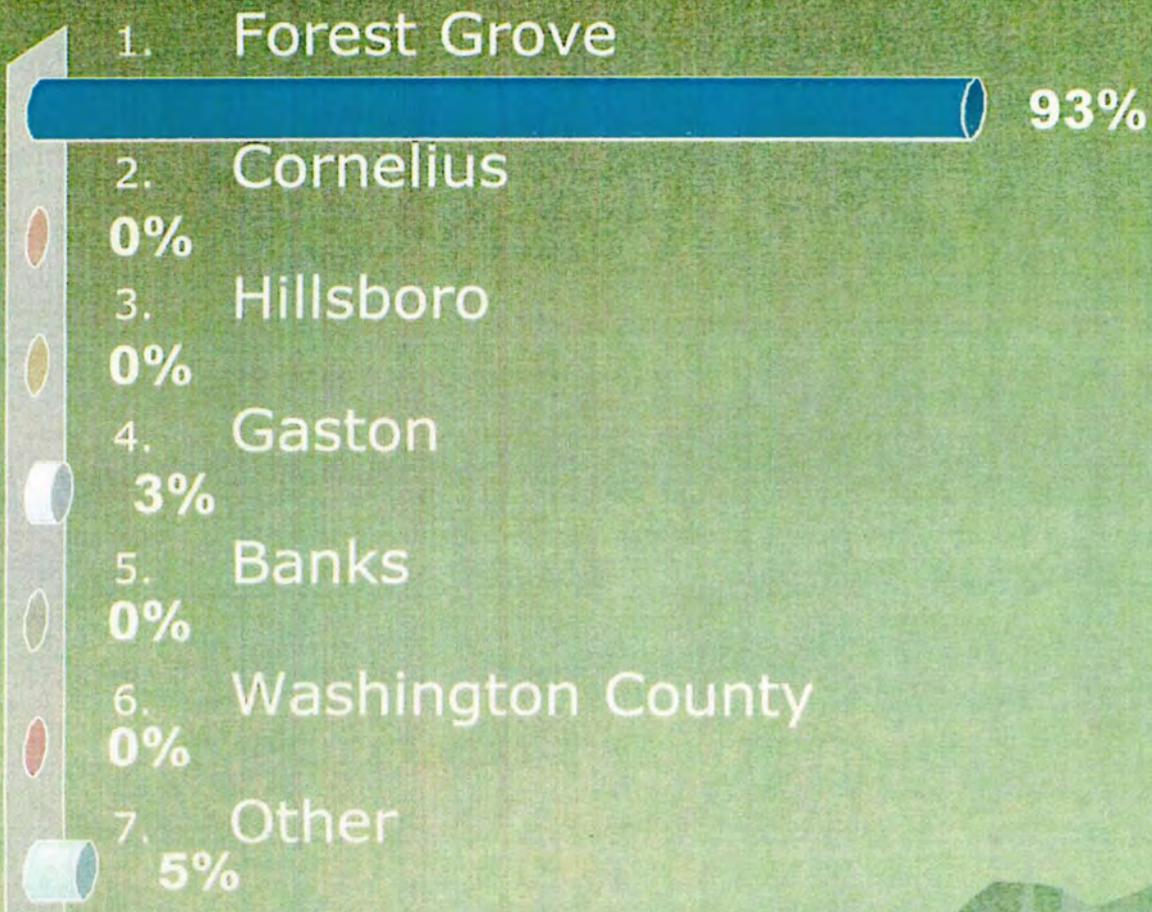
Out of control of voters because the Council wants it.⁹

Voting Results
From
Plastic Bag Forum
September 2, 2015

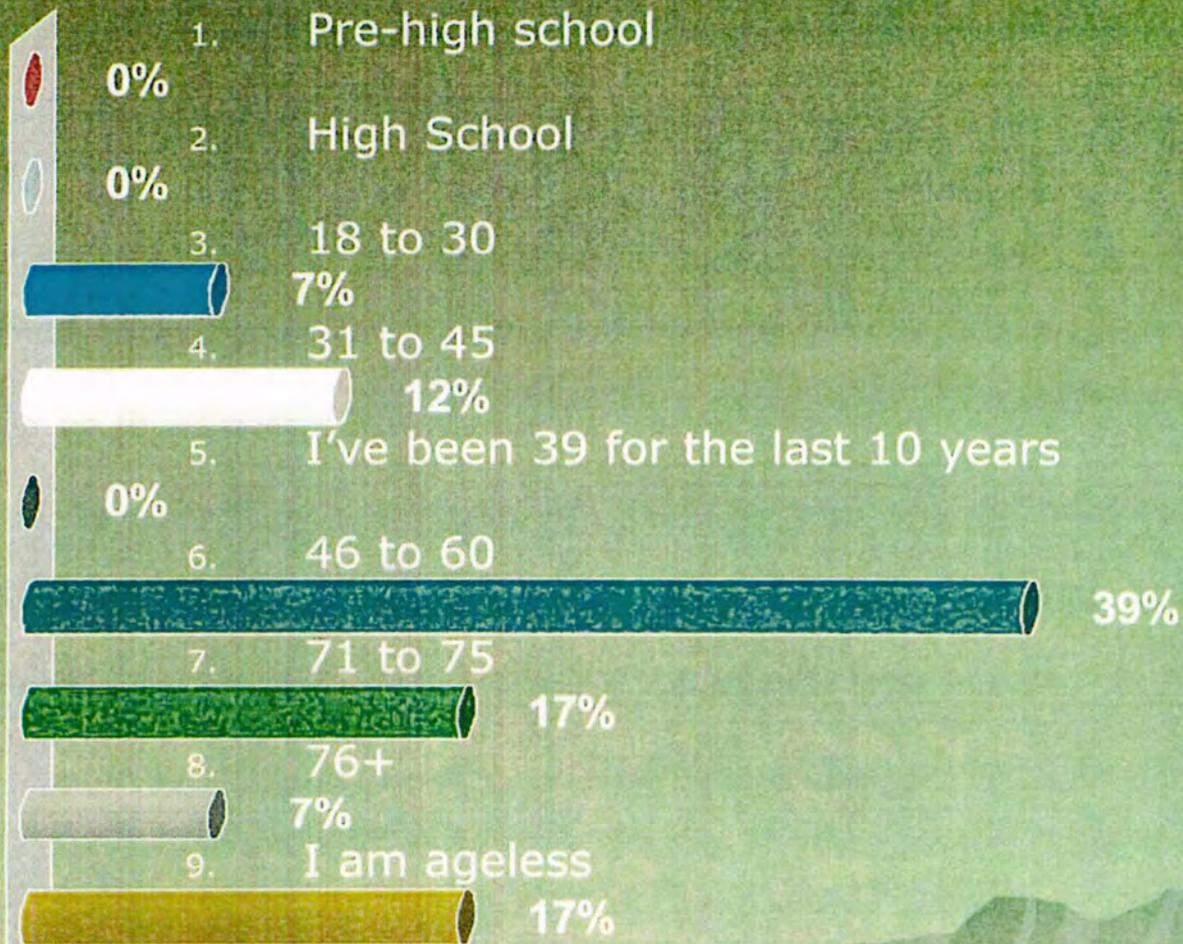


Plastic Checkout Bag
Ordinance Forum
September 2, 2015

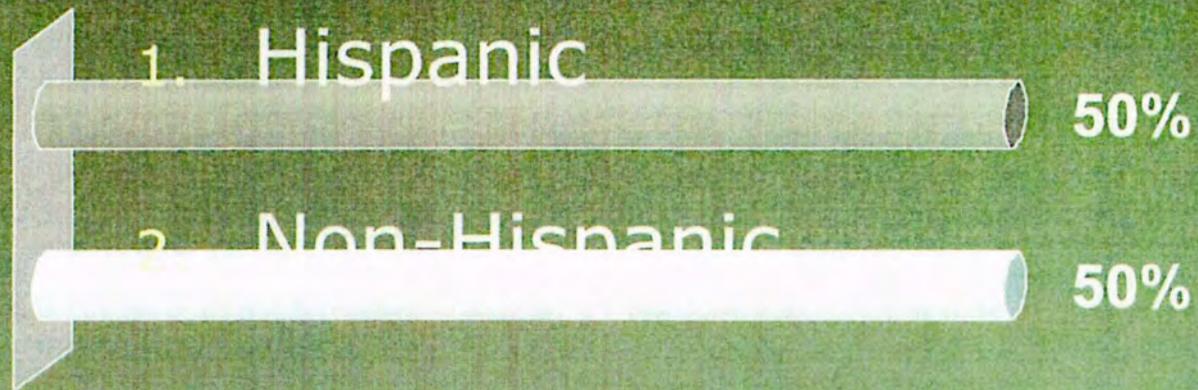
1. Where is your primary residence?



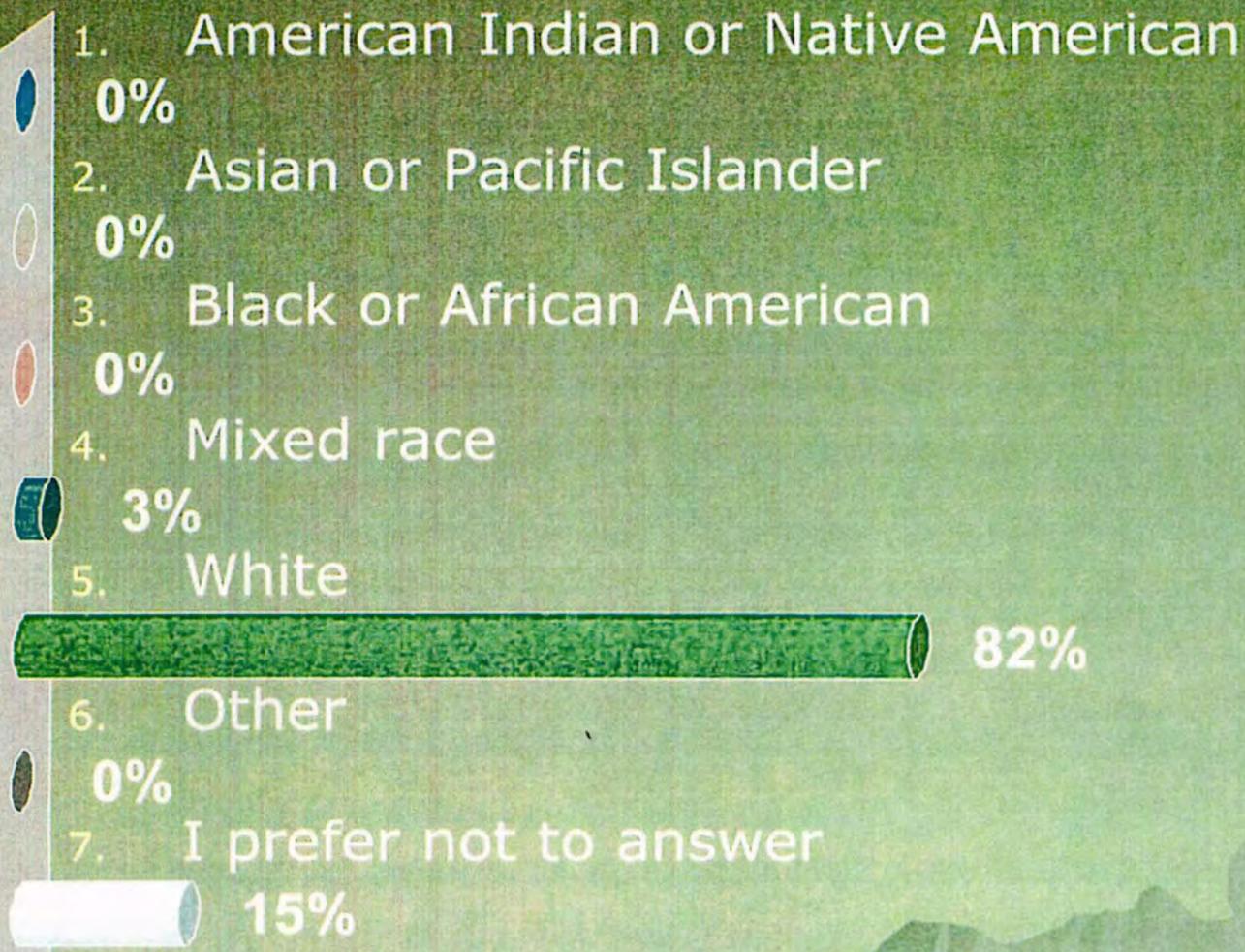
2. In what age range do you fall?



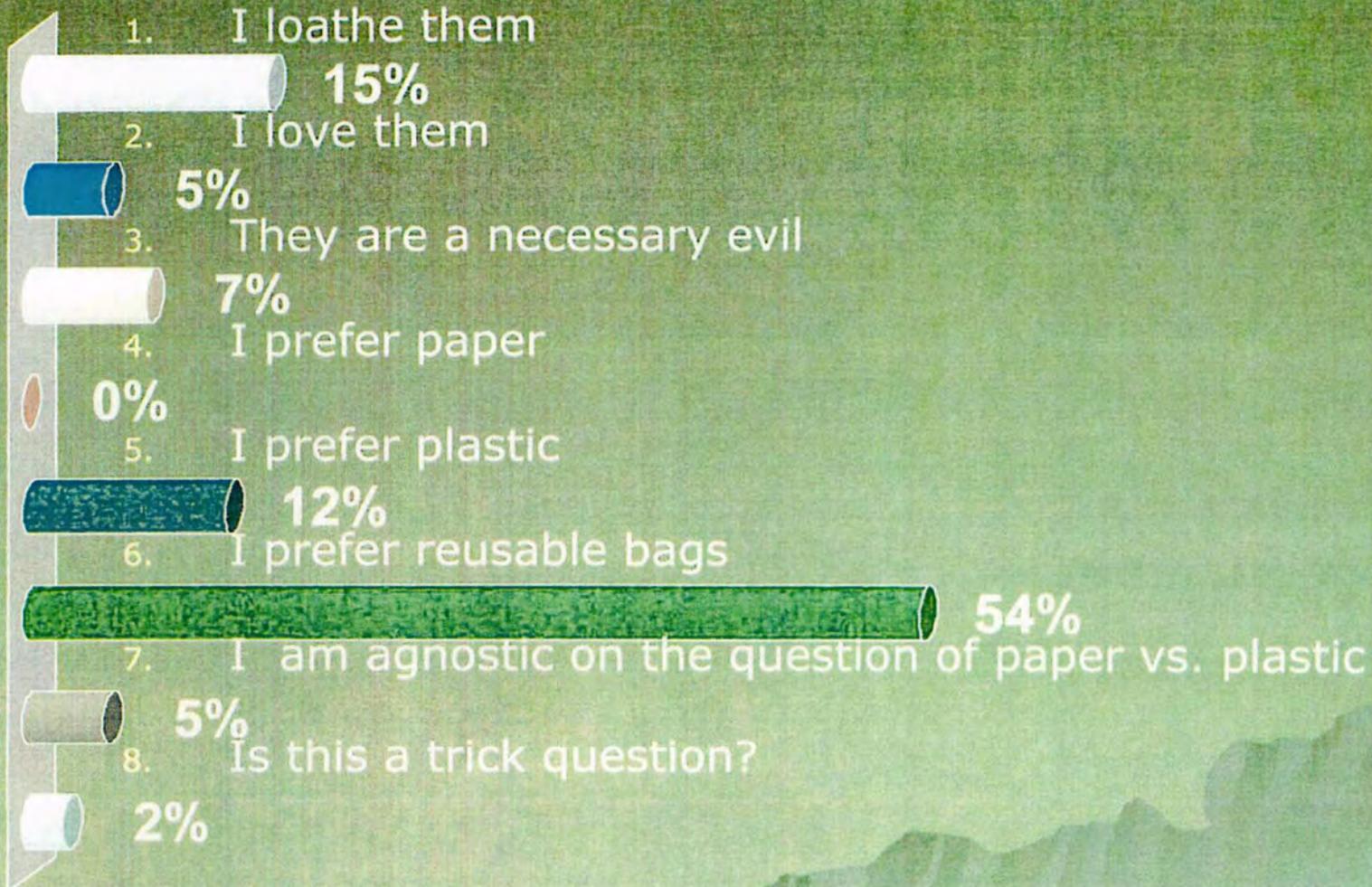
3. How would you describe your ethnicity?



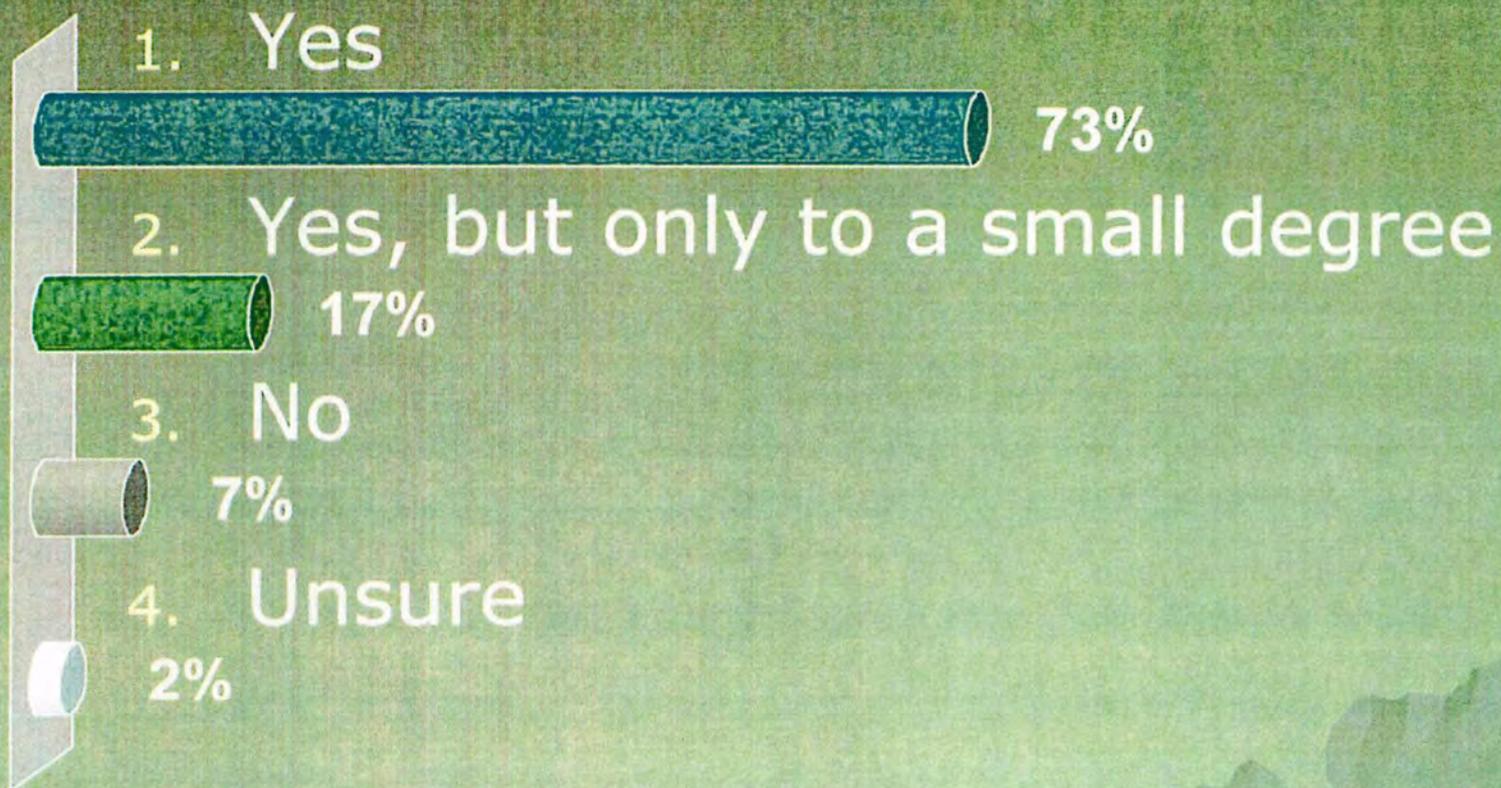
4. And your race?



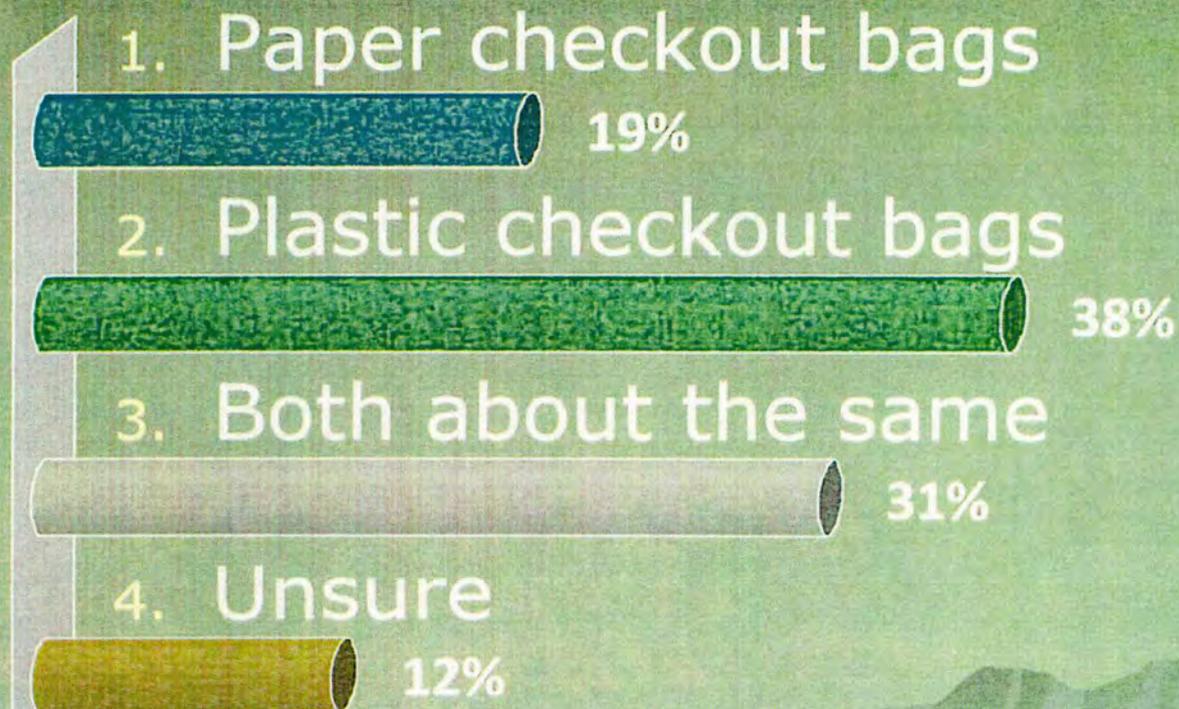
5. What are your feelings about plastic checkout bags?



6. Do you believe plastic checkout bags are harmful to the environment?

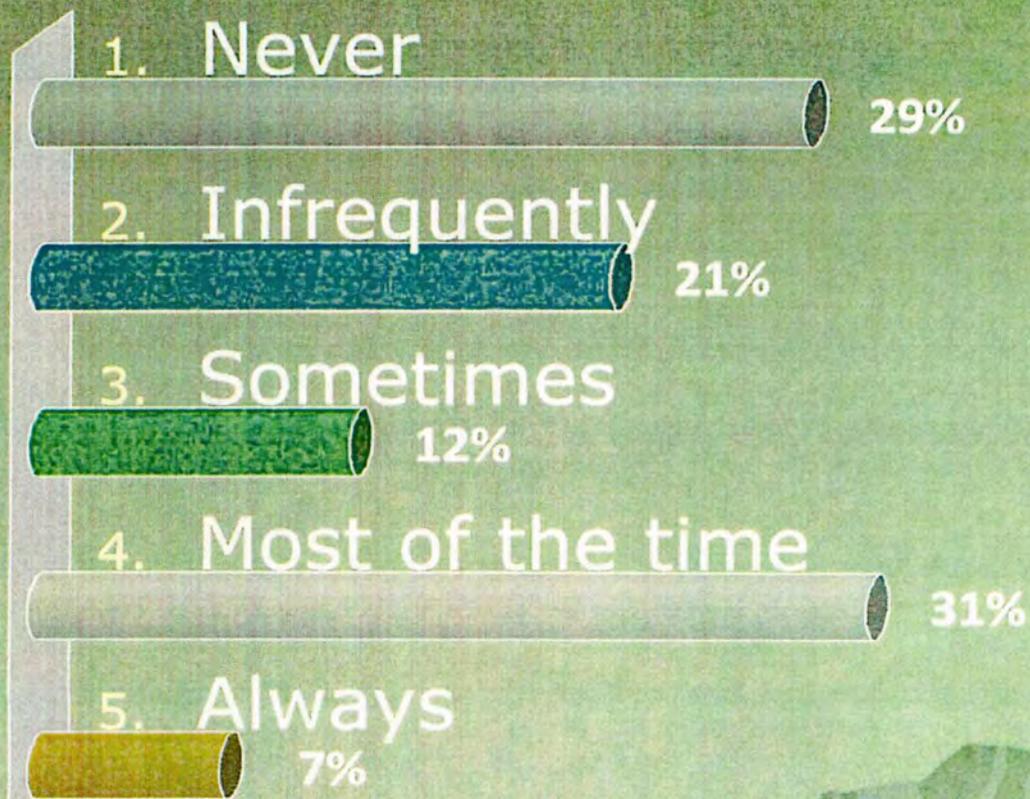


7. Considering the full lifecycle (natural gas drilling/tree harvesting, manufacturing, transporting, using, disposing, recycling rates) which do you think has the more adverse impact on our environment?



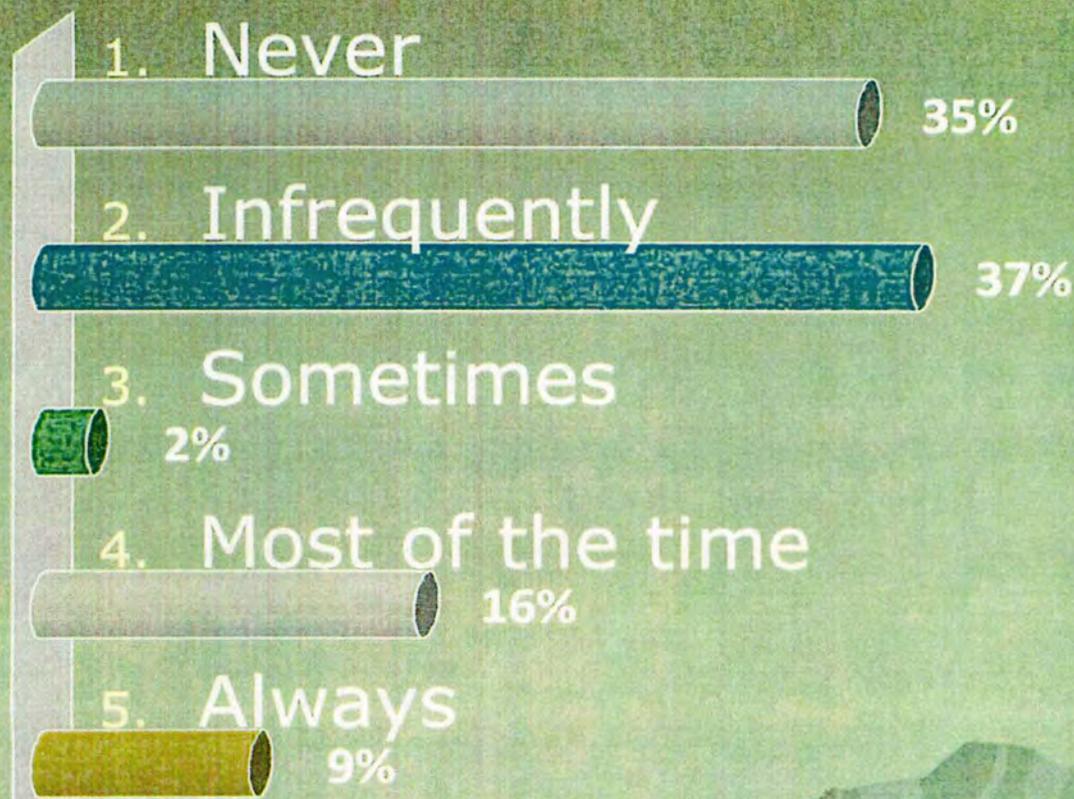
8. Paper vs. Plastic:

When at the checkout counter, how often do you choose paper (if it's available)?



9. Paper vs. Plastic:

When at the checkout counter, how often do you choose plastic?

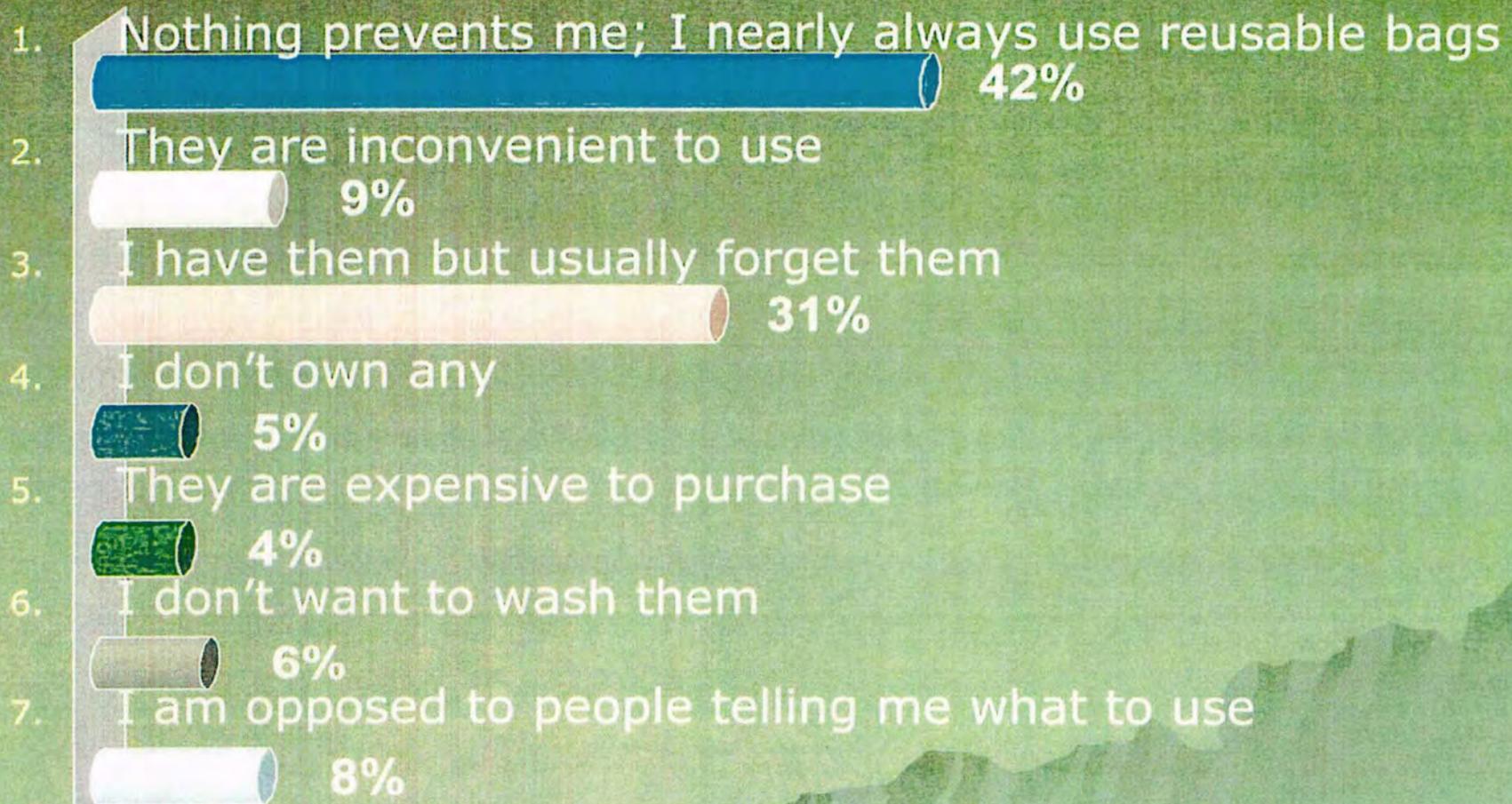


10. Paper vs. Plastic:

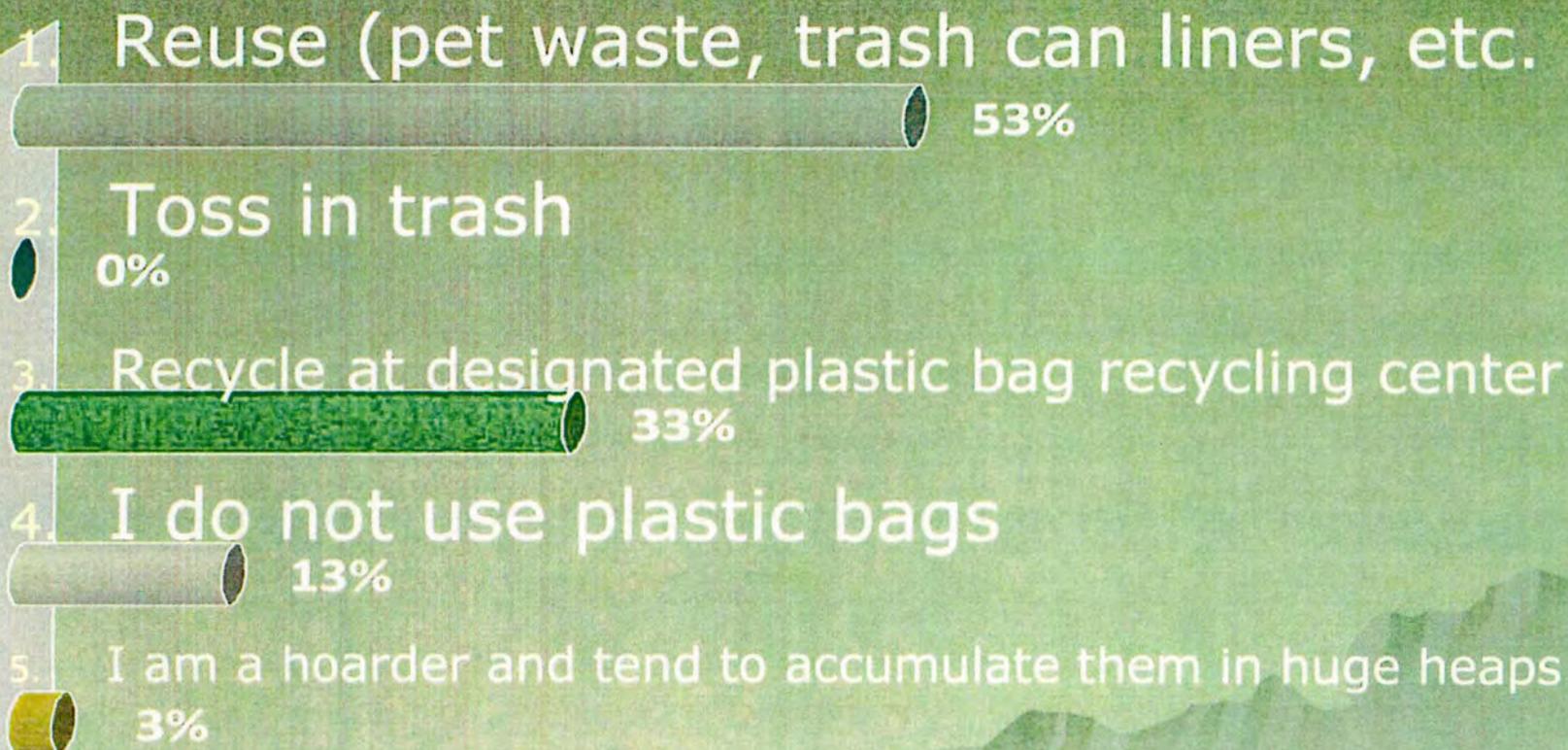
When at the checkout counter, how often do you choose a reusable bag?



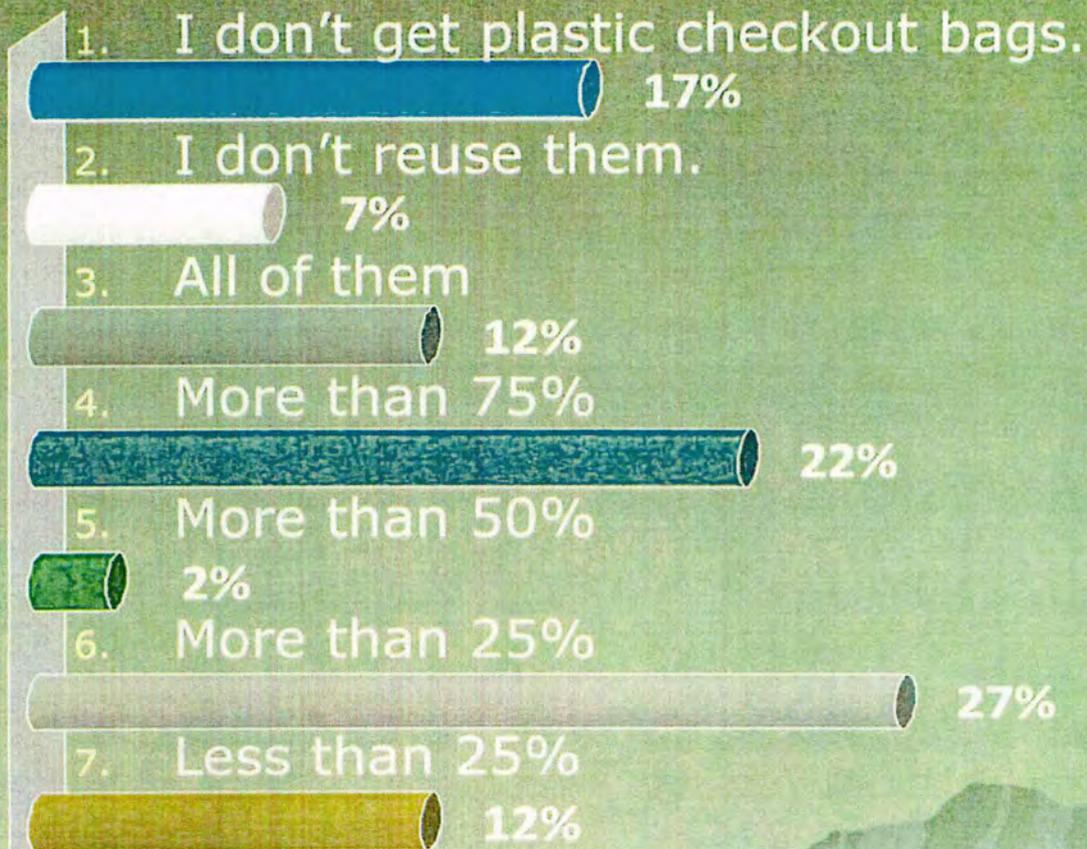
11. What, if anything, prevents you from using reusable checkout bags when shopping? (choose up to 3)



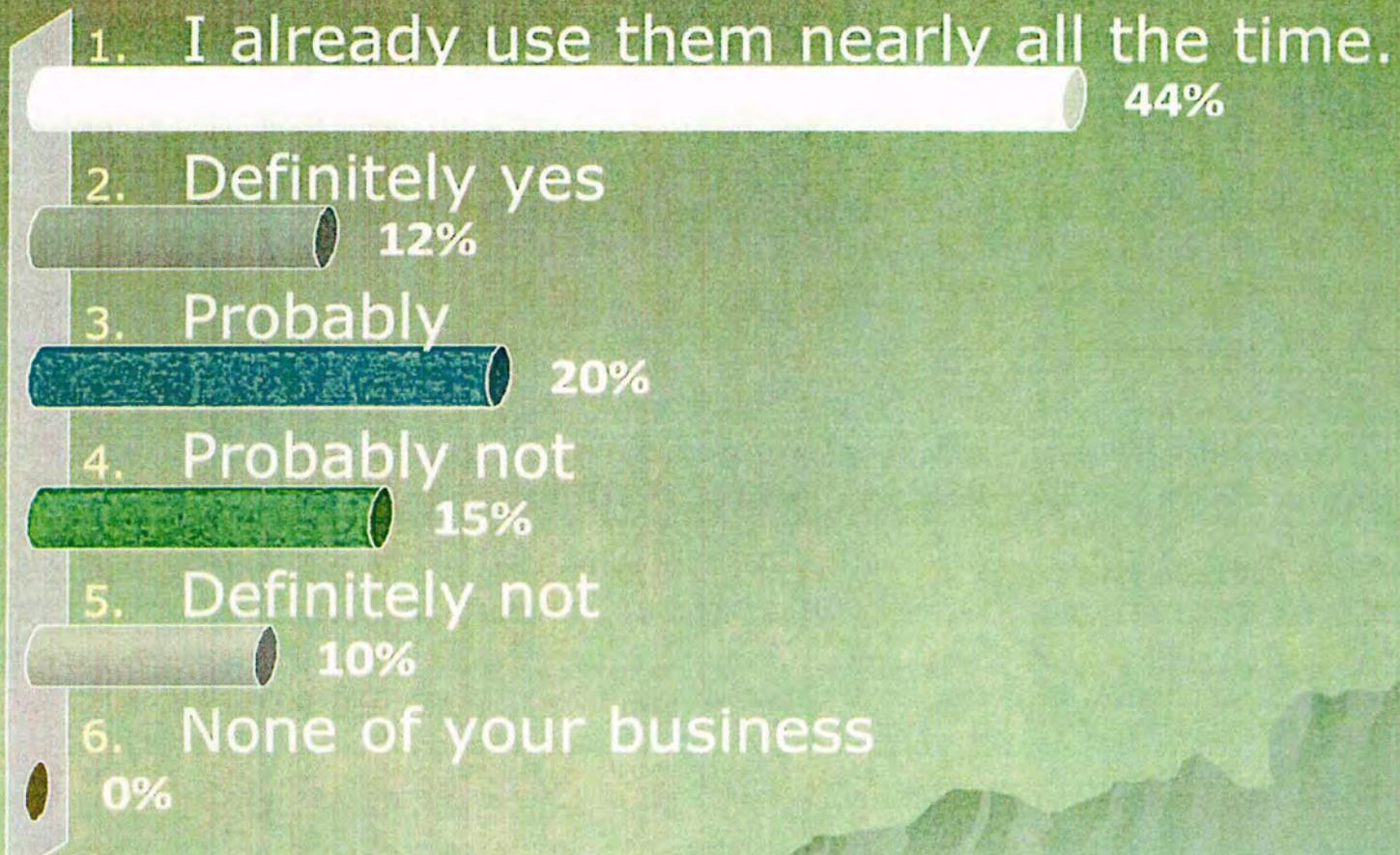
12. If you use single-use plastic checkout bags, what do you do with them afterwards?



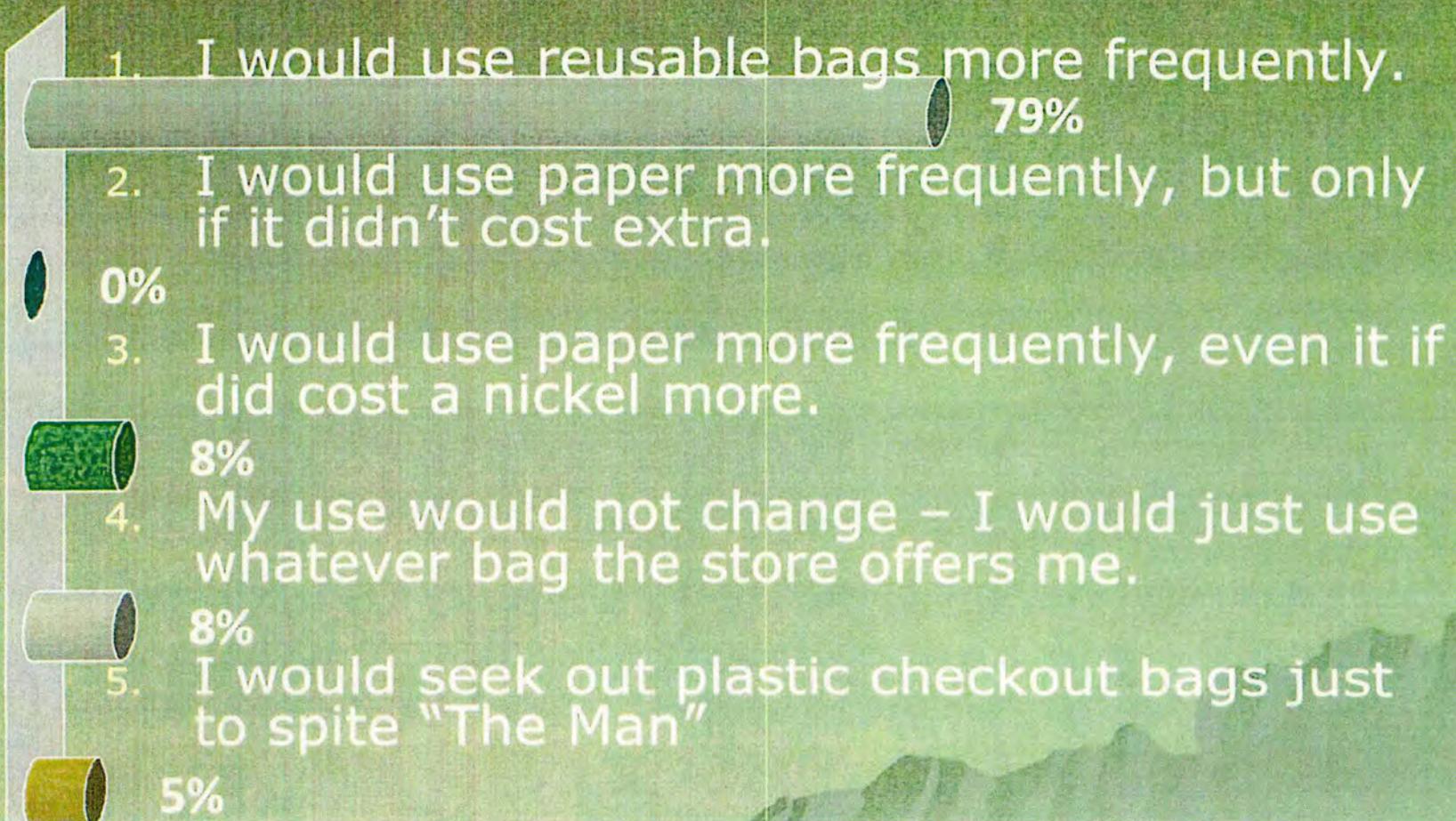
13. If you routinely reuse them, approximately what percent actually get reused? Now, come on, be honest...



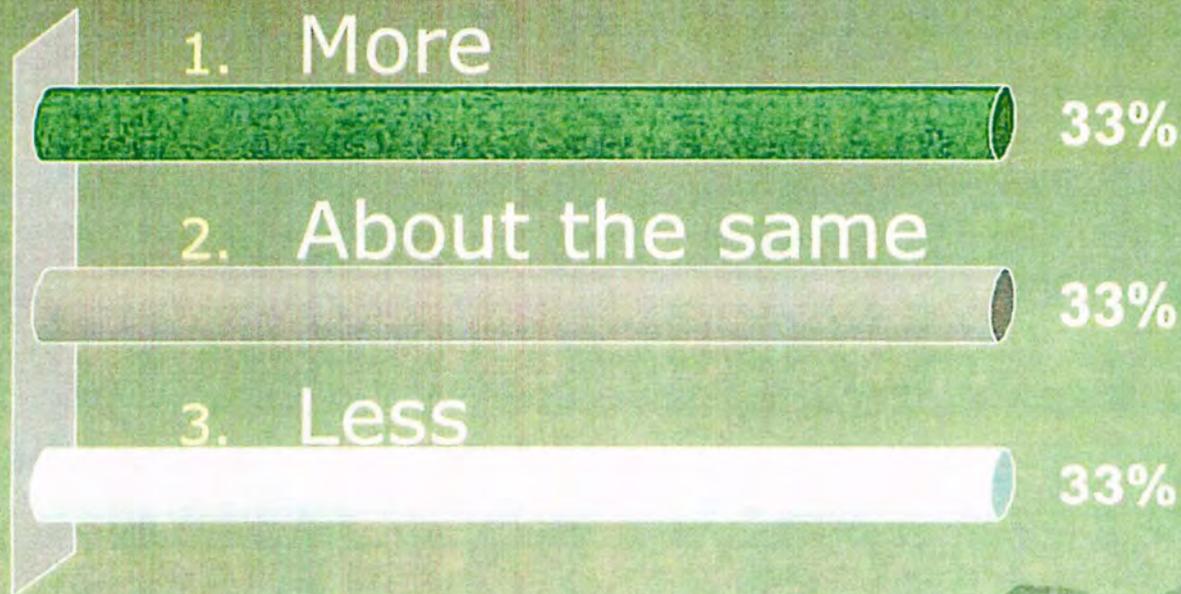
14. Assuming for a moment that Forest Grove does NOT enact a plastic checkout bag ban, would you use reusable bags more frequently in the near future?



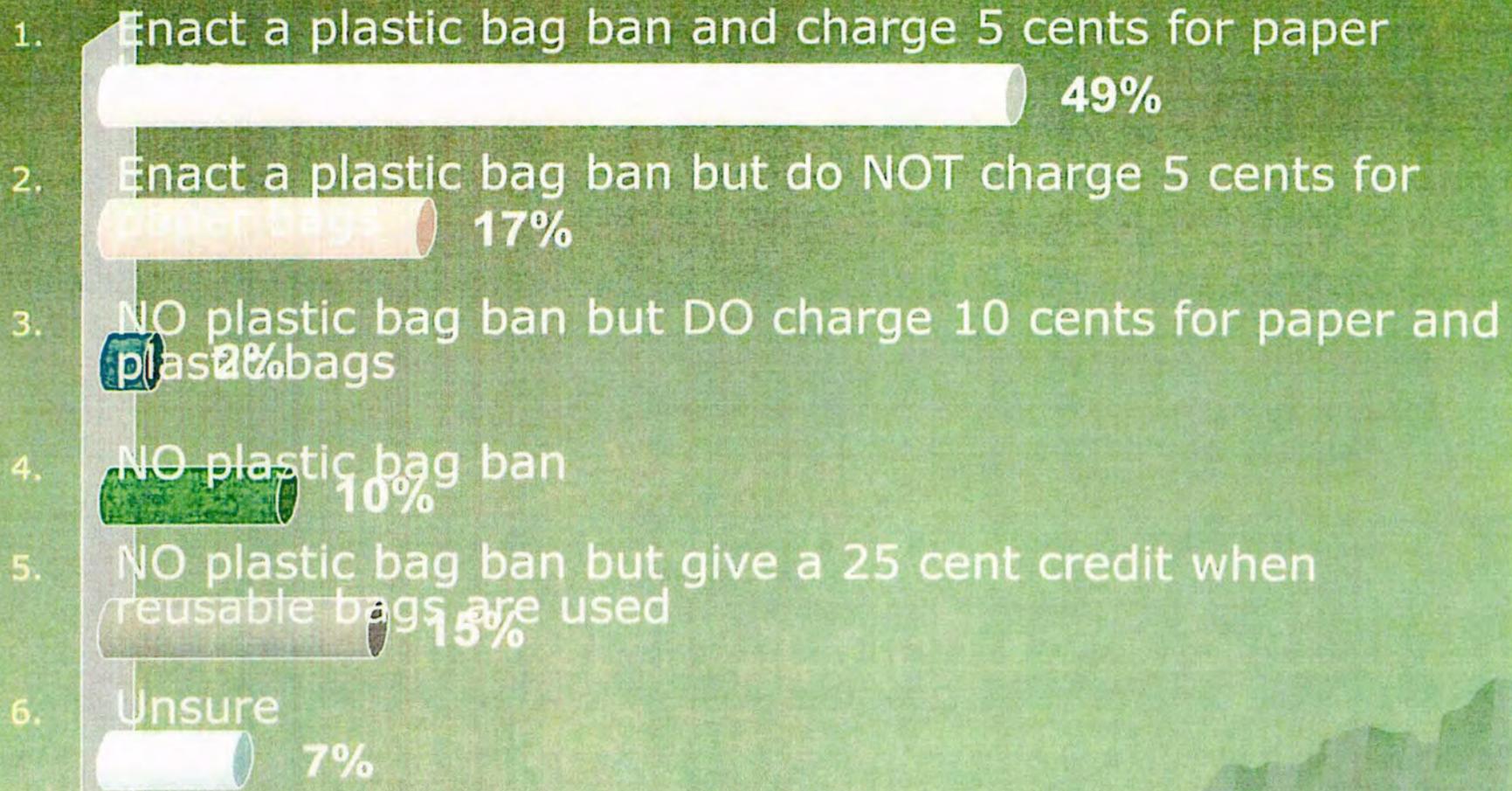
15. If Forest Grove enacted a plastic checkout bag ban, how do you think your use of checkout bags would change?



16. If Forest Grove enacted a plastic checkout bag ban, would you be more or less inclined to shop in Forest Grove?



17. What should Forest Grove do?



18. Did you find this forum useful?



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Plastic Bag Bans and Charges in the United States

City or County	State	Area Affected	Policy	Enforcement Date	Paper Bag Fees	Details	Population
Bethel	AK	City	Ban	September 2010	No fee mandated.	This ban does not apply to biodegradable bags, but does apply to foam containers. Environmental coordinator Bernard Murran has been quoted as saying, "(When) women go pick berries or wild greens, they encounter many of these plastic shopping bags across the tundra." Anchorage Daily News quotes advocate Kathy Hanson as saying, "It's throughout our food chain now. It's in the bottom of the Pacific Ocean, it's in the plankton."	6,371
Hooper Bay	AK	City	Ban	July 2009	No fee mandated.		1,093
Various Alaskan Villages	AK					Concerns about the damage plastic bags were doing to rivers, wildlife, and the broader landscape led the villages of Galena, Kotlik, and Emmonak to ban the bag. News reports indicate that at least 30 Alaskan villages have done so.	not available
Bisbee	AZ	City	Ban	April 2014	5c	Of the five cents charged per bag, stores keep some to recover costs and remit the rest to the city. The city will use its portion of the fee to cover costs for reusable cloth bags, to support the city's recycling program, and to educate residents on recycling.	5,498
Alameda City	CA	City	Ban	January 2013	10c	Covered under the Alameda County ban.	75,641
Alameda County	CA	County	Ban	January 2013	10c	Alameda hopes it will reduce the costs of cleaning up litter and unclogging storm drains, amounting to \$24 million a year.	1,554,720
Alameda County (Unincorporated)	CA	County	Ban	January 2013	10c	Covered under the Alameda County ban.	132,409
Albany	CA	City	Ban	January 2013	10c	Covered under the Alameda County ban.	18,969
Arcata	CA	City	Ban	February 2014	10c (starting August 2014)		17,726
Arroyo Grande	CA	City	Ban	October 2012	10c	Covered under San Luis Obispo County ban.	17,543
Atascadero	CA	City	Ban	October 2012	10c	Covered under San Luis Obispo County ban.	28,814
Belmont	CA	City	Ban	April 2013	10c (rises to 25c in January 2015)	Adopted San Mateo County ordinance.	26,491
Berkeley	CA	City	Ban	January 2013	10c	Covered under the Alameda County ban.	115,403
Brisbane	CA	City	Ban	April 2013	10c (rises to 25c in January 2015)	Adopted San Mateo County ordinance.	4,282
Burlingame	CA	City	Ban	April 2013	10c (rises to 25c in January 2015)	Adopted San Mateo County ordinance.	29,660

Calabasas	CA	City	Ban	July 2011	10c	Supermarkets affected July 2011, more store types affected January 2012.	23,954
Campbell	CA	City	Ban	January 2014	10c (rises to 25c in January 2015)		40,272
Capitola	CA	City	Ban	April 2013	25c		10,012
Carmel-by-the-Sea	CA	City	Ban	February 2013	No fee mandated.	Mayor Jason Burnett, in an email to a newspaper, said: "When I worked at EPA, these same [pro-plastic groups] argued against our work on greenhouse gas regulations, saying the federal government should defer to local government. Now they are arguing against local government. Guess what, chemical companies? You can't have it both ways."	3,722
Carpinteria	CA	City	Ban	October 2012	Ban for large stores; no ban or fee for small stores.	Larger stores affected October 2012; smaller stores affected April 2013.	13,231
Chico	CA	City	Ban	January 2015	10c	The city's ordinance is expected to pass a final vote by the City Council in May 2014. Implementation begins in January 2015 for certain retailers; all stores affected by January 2016.	87,714
Cloverdale	CA	City	Ban	September 2014	10c	Covered under Sonoma County ban.	8,695
Colma	CA	Town	Ban	April 2013	10c (rises to 25c in January 2015)	Adopted San Mateo County ordinance.	1,792
Cotati	CA	City	Ban	September 2014	10c	Covered under Sonoma County ban.	7,360
Culver City	CA	City	Ban	December 2013	10c	Large retailers affected December 2013; small retailers affected June 2014.	39,313
Cupertino	CA	City	Ban	October 2013	10c (rises to 25c in January 2015)		60,009
Daly City	CA	City	Ban	April 2013	10c (rises to 25c in January 2015)	Adopted San Mateo County ordinance.	103,690
Dana Point	CA	City	Ban	April 2013	No fee mandated.	The City Council passed a ban in March 2012. It came into effect on April 1, 2013 for businesses that generate over \$4 million in annual sales and became effective October 1, 2013 for all other businesses. Restaurants are exempted, as they are in many cities with ban ordinances.	34,048
Davis	CA	City	Ban	July 2014	10c		65,993
Desert Hot Springs	CA	City	Ban	October 2014	10c		27,745
Dublin	CA	City	Ban	January 2013	10c	Covered under Alameda County ban.	48,775
East Palo Alto	CA	City	Ban	October 2013	10c	Adopted San Mateo County ordinance.	28,867

El Cerrito	CA	City	Ban	January 2014	5c (rises to 10c in 2016)		24,048
Emeryville	CA	City	Ban	January 2013	10c	Covered under Alameda County ban.	10,335
Fairfax	CA	Town	Ban	May 2009	10c	The Town Council adopted a ban in 2007, but made it voluntary because of a threatened lawsuit. Citizens made this issue a ballot initiative and a mandatory ban passed with 79 percent support in November 2008.	7,534
Fort Bragg	CA	City	Ban	December 2012	10c	Larger stores affected December 2012; smaller stores affected December 2013.	7,252
Foster City	CA	City	Ban	April 2013	10c (rises to 25c starting in January 2015)	Adopted San Mateo County ordinance.	32,129
Fremont	CA	City	Ban	January 2013	10c	Covered under Alameda County ban.	221,986
Glendale	CA	City	Ban	July 2013	10c	Larger stores affected July 2013; smaller stores affected January 2014.	194,478
Grover Beach	CA	City	Ban	October 2012	10c	Covered under San Luis Obispo County ban.	13,342
Half Moon Bay	CA	City	Ban	April 2013	10c (rises to 25c in January 2015)	Adopted San Mateo County ordinance.	11,653
Hayward	CA	City	Ban	January 2013	10c	Covered under Alameda County ban.	149,392
Healdsburg	CA	City	Ban	September 2014	10c	Covered under Sonoma County ban.	11,440
Huntington Beach	CA	City	Ban	November 2013	10c		194,708
Indio	CA	City	Ban	December 2014	10c	The City Council voted 4-1 to approve the ordinance in mid-April. The ordinance is expected to pass the "second reading" vote it needs in order to become official.	79,302
Laguna Beach	CA	City	Ban	January 2013	10c		23,176
Livermore	CA	City	Ban	January 2013	10c	Covered under Alameda County ban.	83,547
Long Beach	CA	City	Ban	August 2011	10c	Large stores affected August 2011; smaller stores affected January 2012.	467,892
Los Altos	CA	City	Ban	July 2013	10c (rises to 25c in January 2015)	Adopted San Mateo County ordinance.	29,929
Los Angeles City	CA	City	Ban	January 2014	10c	In June 2013, the City Council of Los Angeles voted to ban stores from providing plastic carryout bags to customers, as well as to require stores to charge 10 cent for paper bags. Large retailers are affected in January 2014; smaller retailers are affected in July 2014. The city was spending \$2 million a year cleaning up plastic bags.	3,857,799

Los Angeles County (Unincorporated)	CA	County	Ban	July 2011	10c	In July 2011, a ban on plastic bags in large stores took effect in the unincorporated area of Los Angeles County, home to 1.1 million people. In January 2012, that ban expanded to include small stores, like pharmacies and convenience marts. Nearly 800 retail stores are affected. This was the first in California to add a 10 cent charge for paper bags; since its enactment, all other California municipalities have included a paper bag charge. In December 2013, the Department of Public Works announced that the ordinance had resulted in a sustained 90 percent reduction in single-use bag use at large stores.	1,103,260
Los Gatos	CA	Town	Ban	February 2014	10c (rises to 25c in January 2015)	The ban was part of the town's Sustainability Plan, adopted in 2012.	30,141
Malibu	CA	City	Ban	November 2008	No fee mandated.		12,832
Manhattan Beach	CA	City	Ban	January 2012	No fee mandated.	After passing a plastic bag ban in 2008, the city became the first to be sued by the Save the Plastic Bag Coalition—a group of plastic bag manufacturers and distributors—for not preparing an environmental impact report as required under the California Environmental Quality Act. The Coalition claimed a shift from plastic to recycled paper bags would harm the environment. Two lower courts sided with the Coalition and ruled that a report was required, but in 2011, on appeal, the California Supreme Court said that any increased use of paper bags in a small city like Manhattan Beach would have negligible environmental impact and therefore a report was unnecessary. This precedent allowed many California cities to proceed with banning plastic bags without such a report.	35,738
Marin County (Unincorporated)	CA	County	Ban	January 2012	5c	The ordinance was passed in 2011. The Save the Plastic Bag Coalition sued the county but lost in September of that year. The Coalition appealed the decision, but the First District Court of Appeal ruled in favor of Marin County in 2013.	67,427
Mendocino County (Unincorporated)	CA	County	Ban	January 2013	10c	Large retailers affected January 2013; small retailers affected January 2014.	59,156
Menlo Park	CA	City	Ban	April 2013	10c (rises to 25c in January 2015)	Adopted San Mateo County ordinance.	32,881
Mill Valley	CA	City	Ban	January 2014	5c		14,159
Millbrae	CA	City	Ban	September 2012	10c		22,078
Monterey	CA	City	Ban	July 2012	25c	This city's fee on paper bags increased from 10 cents (effective July 2012) to 25 cents (effective January 2013).	29,003
Morgan Hill	CA	City	Ban	April 2014	10c		39,420
Morro Bay	CA	City	Ban	October 2012	10c	Covered under San Luis Obispo County ban.	10,370

Mountain View	CA	City	Ban	April 2013	10c (rises to 25c in January 2015)		76,621
Newark	CA	City	Ban	January 2013	10c	Covered under Alameda County ban.	43,621
Oakland	CA	City	Ban	January 2013	10c	The city originally passed a plastic bag ban in 2007 but was sued by the Coalition to Support Plastic Bag Recycling on the grounds that the ban would lead to a "shift in consumer use from one environmentally damaging product to another" (i.e. paper bags). The Alameda County Superior Court decided in favor of the Coalition in 2008, a decision that the Save the Plastic Bag Coalition cited in suing other California cities and counties. Oakland was subsequently covered under the Alameda County bag ban.	400,740
Ojai	CA	City	Ban	July 2012	10c		7,558
Pacifica	CA	City	Ban	April 2013	10c (rises to 25c in January 2015)	Adopted San Mateo County ordinance.	38,189
Palm Desert	CA	City	Ban	April 2015	10c	The City Council approved the ordinance unanimously in early April. The ordinance is expected to pass the "second reading" vote it needs in order to become official. Larger stores affected April 2015; smaller stores affected October 2015.	50,013
Palm Springs	CA	City	Ban	October 2014	10c	Large stores affected October 2014; small stores affected April 2015.	45,907
Palo Alto	CA	City	Ban	September 2009	10c	A 2013 ordinance, which expands the 2009 ban on single-use plastic bags in large grocery stores to include all other retail stores and restaurants, is expected to lead to a reduction of 20 million single-use plastic and paper bags per year.	66,363
Pasadena	CA	City	Ban	July 2012	10c	Larger stores affected July 2012; smaller stores affected December 2012.	138,547
Paso Robles	CA	City	Ban	October 2012	10c	Covered under San Luis Obispo County ban.	29,793
Petaluma	CA	City	Ban	September 2014	10c	Covered under Sonoma County ban.	58,921
Piedmont	CA	City	Ban	January 2013	10c	Covered under Alameda County ban.	10,893
Pismo Beach	CA	City	Ban	October 2012	10c	Covered under San Luis Obispo County ban.	7,785
Pittsburg	CA	City	Ban	January 2014	10c first year, 15c second year, 25c third year and beyond		65,664
Pleasanton	CA	City	Ban	January 2013	10c	Covered under Alameda County ban.	72,338
Portola Valley	CA	Town	Ban	April 2013	10c	Adopted San Mateo County ban.	4,462

Redwood City	CA	City	Ban	October 2013	10c (rises to 25c in January 2015)	Adopted San Mateo County ban.	79,009
Richmond	CA	City	Ban	January 2014	5c (rises to 10c after 2 years)		106,516
Rohnert Park	CA	City	Ban	September 2014	10c	Covered under Sonoma County ban.	41,232
San Bruno	CA	City	Ban	April 2013	10c (rises to 25c in January 2015)	Adopted San Mateo County ban.	42,165
San Carlos	CA	City	Ban	July 2013	10c (rises to 25c in January 2015)	Adopted San Mateo County ban.	29,092
San Francisco	CA	City and County	Ban	December 2007	10c	San Francisco was the first U.S. city to regulate plastic bags. The original ordinance, which was adopted in April 2007, banned non-compostable plastic bags at all large supermarkets and chain pharmacies. In October 2012 the law was applied to all stores, and in October 2013 the law expanded to restaurants. The Save the Plastic Bag Coalition sued the city, contesting the extensions to the ban, but those were upheld by the First District Court of Appeal in December 2013. In April 2014, the Supreme Court of California denied the Coalition's first appeal, allowing the city to keep its bag ban.	825,863
San Jose	CA	City	Ban	January 2012	10c	The plastic bag ordinance dovetails with an ordinance aimed at phasing out foam containers, beginning in 2014.	982,765
San Leandro	CA	City	Ban	January 2013	10c	Covered under Alameda County ban.	86,890
San Luis Obispo	CA	City	Ban	October 2012	10c	Covered under San Luis Obispo County ban.	45,878
San Luis Obispo County	CA	County	Ban	October 2012	10c	All parts of the county, including incorporated cities, are required to comply with the ordinance.	274,804
San Luis Obispo County (Unincorporated)	CA	County	Ban	October 2012	10c	Covered under San Luis Obispo County ban.	
San Mateo	CA	City	Ban	June 2013	10c	Adopted San Mateo County ban.	99,670
San Mateo County (Unincorporated)	CA	County	Ban	April 2013	10c		61,222
San Pablo	CA	City	Ban	January 2014	5c (rises to 10c after 2 years)		29,720
San Rafael	CA	City	Ban	September 2014	10c		58,502
Santa Barbara	CA	City	Ban	May 2014	10c	Large retailers affected May 2014; small retailers affected November 2014.	89,639
Santa Clara County (Unincorporated)	CA	County	Ban	January 2012	15c		89,960

Santa Cruz	CA	City	Ban	April 2013	10c		62,041
Santa Cruz County (Unincorporated)	CA	County	Ban	March 2012	25c	"Second generation" ordinances require a charge for paper bags. Santa Cruz County's was the first such ordinance to include restaurants.	132,643
Santa Monica	CA	City	Ban	September 2011	10c	Santa Monica has banned plastic bags from all retailers since September 2011. Grocery, liquor, and drug stores may offer paper bags for 10 cents each, while department stores and restaurants may provide paper bags for no fee. Because the Save the Plastic Bag Coalition had sued other cities for not conducting an environmental impact review prior to the announcements of their bag bans, Santa Monica conducted a review and thus avoided a lawsuit. Plastic bags for carryout food items from restaurants and reusable bags made from polyethylene are allowed.	91,812
Santa Rosa	CA	City	Ban	September 2014	10c	Covered under Sonoma County ban.	170,685
Sausalito	CA	City	Ban	September 2014	5c		7,037
Sebastopol	CA	City	Ban	September 2014	10c	Covered under Sonoma County ban.	7,525
Solana Beach	CA	City	Ban	August 2012	10c	In early 2008, the city prohibited the use of plastic bags in door-to-door advertising. Later that year, the city began a voluntary recycling program for plastic bags, which was eventually followed by the ban for stores in 2012. Grocers and food vendors affected August 2012; other stores affected November 2012.	13,154
Sonoma	CA	City	Ban	September 2014	10c	Covered under Sonoma County ban.	10,849
Sonoma County	CA	County	Ban	September 2014	10c	The Sonoma County Waste Management Authority adopted a countywide ban on plastic bags in February 2014. Enforcement starts in September 2014.	491,829
Sonoma County (Unincorporated)	CA	County	Ban	September 2014	10c	Covered under Sonoma County ban.	147,978
South Lake Tahoe	CA	City	Ban	January 2014	No fee mandated.	The plastic bag ban took effect for grocery stores and food vendors (including farmers markets) in January 2014. The ban will expand to all retail stores in October 2014.	21,286
South San Francisco	CA	City	Ban	April 2013	10c (rises to 25c in January 2015)	Adopted San Mateo County ordinance.	65,547
Sunnyvale	CA	City	Ban	June 2012	10c	Large stores affected June 2012; smaller stores affected March 2013.	146,197
Truckee	CA	Town	Ban	June 2014	10c		16,156

Ukiah	CA	City	Ban	January 2013	10c	Large retailers affected January 2013; small retailers affected January 2014.	15,907
Union City	CA	City	Ban	January 2013	10c	Covered under Alameda County ban.	71,763
Walnut Creek	CA	City	Ban	September 2014	10c	Plastic bags will be banned from all stores starting in September 2014; restaurants will need to comply starting in December 2014. The minimum paper bag fee—all of which is kept by the retailer—may be raised to as much as 25 cents to further disincentivize paper bag consumption.	65,695
Watsonville	CA	City	Ban	September 2012	25c	After the first year, the fee on paper bags was raised as planned from 10 cents to 25 cents.	51,881
West Hollywood	CA	City	Ban	February 2013	10c	Large stores affected February 2013; small stores affected August 2013.	34,781
Windsor	CA	Town	Ban	September 2014	10c	Covered under Sonoma County ban.	27,144
Aspen	CO	City	Ban	May 2012	20c	After a number of largely unsuccessful voluntary programs encouraging reusable bag use, Aspen passed its plastic bag ban for grocery stores in October 2011. The city had collected almost \$45,000 via the paper bag fee as of September 2013, \$20,000 of which was used to cover implementation costs and public outreach.	6,680
Boulder	CO	City	Fee (10c)	July 2013	10c	Boulder grocery stores charge 10 cents for plastic and paper bags. The city's reasons for applying the fee to both were that plastic bags are difficult to recycle and paper bag production is also energy- and water-intensive. Stores keep 4 cents and the rest of the money goes to the city to cover administrative costs, to provide residents with free reusable bags, and to otherwise minimize the impacts of bag waste. Just six months after the fee began in 2013, the city announced that bag use had dropped by 68 percent.	101,808
Breckenridge	CO	Town	Fee (10c)	October 2013	10c		3,406
Carbondale	CO	Town	Ban	May 2012	20c		6,489
Telluride	CO	Town	Ban	March 2011	10c	The ban applies to all grocers in town. Half of the paper bag fee is kept by the grocery, and half goes to the town for use in public outreach and education on the environmental importance of trash reduction.	2,325
Westport	CT	Town	Ban	March 2009	No fee mandated.	First Connecticut town to ban plastic bags.	26,391

Washington	DC	City	Tax (5c)	January 2010	5c (tax)	In January 2010, Washington, DC, began requiring a 5 cent charge for plastic and paper carryout bags at all retailers that sell food or alcohol. Businesses keep a portion of the fee, and the remainder goes to The Anacostia River Clean Up and Protection Fund. A survey conducted in early 2013 found that four out of five District households are using fewer bags since the tax came into effect. Almost 60 percent of residents reported carrying reusable bags with them "always" or "most of the time" when they shop. Two thirds of District residents reported seeing less plastic bag litter since the tax came into effect. One half of businesses reported saving money because of the fee.	632,323
Hawaii County	HI	County	Fee --> Ban	Jan 2013 (fee); Jan 2014 (ban)	No fee mandated.	Hawaii County's ordinance was approved in 2012. In 2013, businesses were allowed to provide checkout bags for a fee. Starting January 17, 2014, businesses are banned from providing single-use plastic bags.	189,191
Honolulu County	HI	County	Ban	July 2015	No fee mandated.	The approval of this ban completes a de facto statewide ban in Hawaii.	976,372
Kauai County	HI	County	Ban	January 2011	No fee mandated.	Kauai banned plastic bags because they were found to be a significant source of litter, a burden to landfills, and hazardous to marine life.	68,434
Maui County	HI	County	Ban	January 2011	No fee mandated.		158,226
Marshall County (Unincorporated)	IA	County	Ban	April 2009	No fee mandated.	Marshall County banned non-compostable plastic bags at all retailers in the unincorporated county; Marshalltown City decided not to follow suit, so the ban applies only to two small stores.	7,452
Brookline	MA	Town	Ban	December 2013	No fee mandated.	The town has also banned foam food and beverage containers.	58,732
Great Barrington	MA	Town	Ban	March 2014	No fee mandated.		7,082
Manchester-by-the-Sea	MA	Town	Ban	July 2013	No fee mandated.		5,286
Nantucket	MA	Town	Ban	1990	No fee mandated.	Nantucket, a small seasonal tourist town, banned non-biodegradable plastic bags in 1990. Facing a growing waste disposal problem, the town envisioned building a facility where as much material as possible could be diverted from the landfill to be recycled or composted; such a facility would only be able to accept biodegradable bags.	7,446
Chestertown	MD	Town	Ban	January 2012	No fee mandated.		5,368

Montgomery County	MD	County	Tax (5c)	January 2012	5c (tax)	Montgomery County mandated a 5¢ charge for plastic and paper bags beginning in January 2012 at all retailers in an attempt to reduce the profusion of plastic bag litter in county streams and stormwater ponds. Safeway grocery stores in the county reported more than a 70 percent decrease in plastic bag use from 2011 to 2012. Local groups have observed a drop-off in bags collected in stream cleanups. The county includes cities Gaithersburg, Rockville, and Takoma Park.	1,004,709
Santa Fe	NM	City	Ban	February 2014	10c fee repealed.	Like many cities enforcing a plastic bag ban or fee, Santa Fe is giving away reusable bags. The day before the law took effect, the City Council voted to drop the 10-cent charge after legal advisors for the city determined that it would be an "impermissible tax" under state law.	69,204
East Hampton	NY	Village	Ban	February 2012	No fee mandated.		1,388
Larchmont	NY	Village	Ban	October 2013	No fee mandated.		5,915
Mamaroneck (Village)	NY	Village	Ban	April 2013	No fee mandated.		19,112
Rye	NY	City	Ban	June 2012	No fee mandated.		15,868
Southampton Village	NY	Village	Ban	November 2011	No fee mandated.		3,109
Ashland	OR	City	Ban	November 2014	10c	The City Council voted 5-1 to approve the ordinance in mid-April. The ordinance is expected to pass the "second reading" vote it needs in order to become official.	20,366
Corvallis	OR	City	Ban	January 2013	5c	Large stores affected January 2013; small stores affected July 2013.	54,998
Eugene	OR	City	Ban	May 2013	5c		157,986
Portland	OR	City	Ban	October 2011	No fee mandated.	At first, only major grocers and some big-box stores were covered. As of October 2013, plastic bags are now banned in all retail stores and restaurants. A survey conducted one year after the initial ban found that the use of reusable checkout bags quadrupled and recyclable paper checkout bag use grew nearly six-fold.	603,106
Barrington	RI	Town	Ban	January 2013	No fee mandated.	Barrington's plastic bag ban will expire in early 2015 unless the Town Council votes to renew it. A survey in late 2013 showed that most residents support the ordinance and prefer to use reusable bags over paper ones now that plastic bags are banned.	16,310
Austin	TX	City	Ban	March 2013	No fee mandated.	The people of Austin use an estimated 263 million plastic bags a year, costing the city over \$850,000 annually for garbage collection and disposal; litter cleanup and street sweeping; and removing the bags from recycling equipment.	842,592

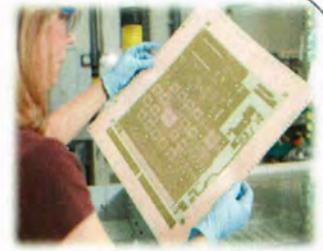
Brownsville	TX	City	Officially ban, but enforced as fee (\$1 per transaction)	January 2011	No fee mandated.	Although Brownsville officially has a ban on the books, consumers can pay a \$1 fee per transaction for an unlimited number of plastic bags. The revenue generated from the fee has gone up, suggesting an increase in bag use.	180,097
Corpus Christi	TX	City	Ban	February 2015	No fee mandated.	As part of a broader litter ordinance, the City Council banned the provision of plastic bags on city property and at city-sponsored events. The ban takes effect in February 2015, one year after the ordinance was passed.	312,195
Dallas	TX	City	Fee (5c)	January 2015	5c	Plastic bags and bottles make up about 40 percent of all the trash in the Trinity River that provides water to over half of all Texans, including those living in Dallas-Fort Worth and Houston, according to estimates by Peter Payton, Executive Director of Groundwork Dallas, a group that does monthly cleanups in the watershed. In March 2014, a 5 cent fee on plastic and paper bags at all grocery and retail stores, along with a ban on plastic bags at all city events, facilities, and properties, was approved by the City Council. It will go into effect in January 2015. Nine tenths of the revenue generated from bag sales will go to the city.	1,241,162
Fort Stockton	TX	City	Ban	September 2011	No fee mandated.	According to the Sierra Club's Alamo Group, both the Fort Stockton and Kermit bans were motivated in part by cattle deaths from eating plastic bags.	8,344
Freer	TX	City	Ban	June 2013	No fee mandated.		2,818
Kermit	TX	City	Ban	November 2013	10c		5,886
Laguna Vista	TX	Town	Ban	January 2013	No fee mandated.		3,117
Laredo	TX	City	Ban	January 2015	No fee mandated.	The current ordinance passed in August 2013 is written to institute a ban, but the City Council intends to make changes to the ordinance, possibly instituting a fee instead.	244,731
South Padre Island	TX	City	Ban	January 2012	No fee mandated.		2,816
Sunset Valley	TX	City	Ban	September 2013	No fee mandated.	Sunset Valley's ban was inspired by Austin's.	749
Bainbridge Island	WA	City	Ban	November 2012	5c		23,263
Bellingham	WA	City	Ban	August 2012	5c		82,234
Edmonds	WA	City	Ban	August 2010	No fee mandated.		40,400
Issaquah	WA	City	Ban	March 2013	5c	A group opposed to the ban, West Seattle-based Save Our Choice, collected enough signatures to put it on the February 2014 ballot. Voters let the ban stand. Large retailers affected March 2013; small retailers affected July 2014.	32,633
Lacey	WA	City	Ban	July 2014	5c	Lacey adopted the language of Thurston County's ban.	43,860

Mukilteo	WA	City	Ban	January 2013	No fee mandated.		20,605
Olympia	WA	City	Ban	July 2014	5c	Olympia adopted the language of the Thurston County ban.	47,698
Port Townsend	WA	City	Ban	November 2012	5c		9,117
Seattle	WA	City	Ban	July 2012	5c	In July 2008 the Seattle government approved a 20 cent charge on all paper and plastic checkout bags, but opponents collected enough signatures to put the ordinance up for a vote on the August 2009 primary ballot. The Coalition to Stop the Seattle Bag Tax—consisting of the American Chemistry Council's Progressive Bag Affiliates, 7-Eleven, and the Washington Food Industry—spent \$1.4 million on the referendum campaign (15 times more than fee supporters), and voters chose to reject the ordinance. It took until July 2012 for the city to enact its current ban on plastic bags and place a 5 cent fee on paper bags. Seattle residents are largely in favor of the ban, and attempts to gather signatures to repeal it have not been successful.	634,535
Shoreline	WA	City	Ban	February 2014	5c	Shoreline modeled its ban after Seattle's.	54,352
Thurston County (Unincorporated)	WA	County	Ban	July 2014	5c		135,123
Tumwater	WA	City	Ban	July 2014	5c	Tumwater adopted the language of Thurston County's ban.	18,102
American Samoa	N/A	Territory	Ban	February 2011	No fee mandated.	Out of concern for the damage plastic bags do to marine life, American Samoa banned all stores from giving away petroleum-based plastic bags that are not biodegradable or compostable.	55,519
Rincón	PR (Territory)	City	Ban	February 2015	Fee amount unspecified.	In early 2014, Rincon became the first city in Puerto Rico to ban plastic bags. Mayor Carlos López cited the harm done to a nearby marine reserve as a motivating factor in mandating the ban.	15,200

Note: This table aims to give a sense of the geographical spread and nature of plastic bag regulations in the United States as of April 2014. Voluntary initiatives and recycling ordinances are not included. Dates given are for the start of required compliance, which often lags the passing of an ordinance. Descriptions include information that may be unique to a location, but some common threads exist. For example, cities that allow paper bags generally expect them to be of 40 percent or greater recycled content. Some cities allow biodegradable plastic bags to be used, and most have allowances for bags to hold meat or produce. Some apply their regulations only to bags of certain thicknesses. In many cases where plastic or paper bag charges exist, the money goes directly to retailers and none is collected by the government. Washington, DC, Boulder, CO, and Montgomery County, MD, do have a portion of the bag charge go to the government.

Locations are mapped at: <https://goo.gl/maps/bhKnx>

Source: Compiled by Savina Venkova and J. Matthew Roney, Earth Policy Institute, www.earth-policy.org, April 2014.



Proposed Plastic Bag Ordinance

Public Hearing
City Council
May 23, 2016

A place where families and businesses thrive.

History

- February, 2015 – Sustainability Commission develops a draft plastic bag ordinance. (Subsequently converted to a codified form by staff.)
- Placed on City's Website
- March 26, 2015 – Sustainability Commission conducted public meeting (meeting minutes attached) on proposed ordinance
- April 2, 2015 – Economic Development Commission (EDC) reviewed proposed ordinance
- June 8, 2015 – City Council held work session with Sustainability Commission on proposed ordinance – directed Commission to continue to gather more public input
- June, 2015 to January, 2016 – Sustainability Commission continued public input effort
- September 2, 2015 – CCI held a forum on the proposed ordinance (written comments from table discussion and voting results from meeting attached)
- February 8, 2016 – City Council held second work session with Sustainability Commission on reviewing public input efforts
- March, 2016 – Utility Bill insert summarized ordinance
- April 7, 2016 – EDC conducted second review of proposed ordinance
- May 9, 2016 – Staff presentation to City Council on proposed ordinance

Proposed Ordinance

- Ban the use of plastic bags for carry-out of products
- Applies to all business or organization selling food or other goods to a customer
- Ban applies to all City facilities and City sponsored events (this would include, for example, vendors selling products at a farmers market or other city permitted event)
- Not apply to plastic bags used for bulk items, wrapping foods, protection from dampness, unwrapped prepared foods or bakery goods, prescription bags, dry cleaning or bags sold in packages (e.g. garbage bags)
- If you do not bring in your own bag(s), then the store would use paper bags and charge 5¢ to cover the cost of the bag
- Stores with 10 full time equivalent employees or less are exempt from having the charge the 5¢
- Enforcement would be a warning and then progressively increased fines of \$100, \$250 and \$500.

Issues

- Plastic Bag Prohibition: Comments received about whether this is an appropriate role for the City. This is a policy question for the Council.
- Charge for Paper Bags: Single biggest comment received. Included as a disincentive to use paper bags and encourage use of recyclable bags. Others disagree with the punitive approach and should consider an incentive approach. Other comments were concerned with smaller businesses having to charge for the paper bags and ordinance was modified by the Commission to address that concern.
- Enforcement: As noted above, the ordinance includes penalty provisions. Penalties based on progressive fine increase structure in the current City Code although amount for second and subsequent violations is lower. Other fine options provided by City Code could be considered.
Ordinance would be difficult to enforce to assure no bags are used or that the 5¢ charge is made. Any enforcement would be based on a complaint basis.

Comments

- Economic Development Commission – April 7th meeting
 - Unanimously voted in support the ordinance.
 - Opposes the 5¢ charge for bags and prefers a different approach such as an incentive (6-3 vote).
 - Recommends softer violations and penalties language and focus more on education.
- Public Comments
 - Reported to the Council by the Sustainability Commission at the February 8th work session and is included in the packet.

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Anna Ruggles

From: Lisa Nakajima [REDACTED]
Sent: Sunday, May 08, 2016 8:59 PM
To: Anna Ruggles
Subject: City of Forest Grove Proposed Code Amendments 7.00-7.930 Single- Use Plastic Carryout Bags

Dear Mayor Truax and Forest Grove City Councilors,

I am writing in opposition to 7.915- 7.920 and 7.93 of the Proposed Code amendments regarding Plastic / Recyclable bag fees and fines. As part owner of ACE Hardware, Forest Grove we have historically offered only paper bags (except parts bags) for our customer's purchases **because they are bio-degradable**. We provide bags to customers as a service and I oppose a mandatory fee for this courtesy. Forest Grove already experiences considerable retail leakage to other jurisdictions (Estimated to be 48% by Jerry Johnson, Johnson Economics in a memorandum March 31, 2015). Imposing a bag fee places more disincentive to shop in Forest Grove. Consider the commuter who realizes they've forgotten their recyclable bag(s) so they stop in Hillsboro for groceries so they won't have to pay a bag fee. A fee makes me feel like I'm chiding the customer like a small child for not remembering their bag.

There are practical complications to the fee. Consider for example: the customer's purchases are rung up; they decline a bag; the transaction is completed and the customer changes their mind and requests a bag. Put yourself in the shoes of the cashier.

There is no customer service in the bag fee scenario.

In 2007-2008 recyclable bags became popular fueled by education efforts to encourage environmentally friendly practices. Those efforts were successful. Our customers regularly decline a bag if they only have a few items. We also have those who bring their own bags. I support public education to share ways we can all be more environmentally conscious. Education efforts are far more productive than a mandatory fee for a bag because they lead everyone to consider **all** aspects of their daily lives not just bag usage. I support the existence of the sustainability committee but feel that these proposed code amendments requiring a bag fee are not right for Forest Grove.

Thank you for your careful consideration of the amendments before you.

Sincerely,

Lisa Nakajima

[REDACTED]
ACE Hardware #661
3602 Pacific Ave / PO Box 308
Forest Grove, OR 97116
503.357.3164 / FAX 503.357.3165

From: David Morelli [REDACTED] >
Sent: Tuesday, May 10, 2016 12:40 AM
To: Anna Ruggles
Subject: Public comment on the proposal to ban plastic bags

At tonight's meeting a draft text of a proposed ban on plastic bags was presented to council. The mayor said that public comment would reach the council if sent to you.

Members of the City Council,

While something may need to be done about single trip plastic bags, I disagree with the offered solution.

I am working from a principle that "those who introduce a product into commerce should include the cost of removing it from the environment in the selling price". That allows the free market to function efficiently. Where the suppliers fail to include the cost of removal in their pricing, the government has a proper function to require that cost be included.

Those locations that provide single trip bags should be required to accept post consumer bags, and the bag distributors should be required to collect those bags, and the bag manufacturers should be required to provide a means to reprocess the bags into reusable materials. And to some degree this is already done. It is not sufficient.

In the case of single trip bags, the cost of collecting discarded bags and processing them back to usable material is a cost, and it should be added to the selling price through a retail "Sales Tax" on the bag. The size of the tax should be sufficient to collect enough money to fully fund the collection and processing of the discarded bags, including roadside trash pickup. Presume for the sake of discussion that it costs a nickel a bag to fund the cleanup of plastic bags, so the sales tax would need to be at least \$.05 per bag. If the merchant needs to recover the cost of collecting the tax (and they should) they may easily add a selling price to the bag as well. For example the old "free" plastic bag might now cost thirteen cents with a nickel going to the City and eight cents going to the merchant.

With an across the board \$.05 sales tax on plastic bags, it isn't necessary to distinguish between food merchants and grocery stores, between small businesses or large businesses. You do not even need to address advertising bags as a separate category, if it is reused the customer avoids the tax, if not then it is truly a single trip bag and part of the described problem.

This is Oregon, and Oregonians don't like a sales tax. Good! If the financial incentive is labeled as a Sales Tax it will be perceived as more onerous and more likely to encourage behaviors that avoid or minimize paying the tax. Behavior like, bringing in reusable bags rather than accepting single trip bags.

David Morelli
[REDACTED]
Forest Grove, OR 97116

ORDINANCE NO. 2016-12**ORDINANCE AMENDING FOREST GROVE CITY CODE CHAPTER 7
BY ADDING NEW CODE SECTIONS 7.900 TO 7.930 PROHIBITING
THE USE OF SINGLE-USE PLASTIC CARRYOUT BAGS**

WHEREAS, there has been a proliferation of plastic bags that has resulted in environmental degradation;

WHEREAS, it is in the public interest that the City of Forest Grove minimize the proliferation of plastic bags from entering into the City's waste stream through the use of recyclable bags;

WHEREAS, the Sustainability Commission in 2015 developed a proposed amendment to ban plastic carryout bags;

WHEREAS, the Sustainability Commission conducted substantial outreach on the subject throughout much of 2015 including, but not limited to, holding a public hearing on the matter at a Sustainability Commission meeting on March 26 and a forum on September 2;

WHEREAS, the City Council held a duly-noticed Public Hearing on May 23 and continued the hearing on June 13, 2016, on the proposed ordinance.

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

Section 1. Forest Grove City Council hereby amends Forest Grove City Code Chapter 7 by adding new Code Sections 7.900 to 7.930 prohibiting the use of "Single-Use Plastic Carryout Bags", as set forth in the attached Exhibit A.

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

PRESENTED AND PASSED the first reading the 23rd day of May, 2016.

PASSED the second reading this 13th day of June, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of June, 2016.

Peter B. Truax, Mayor

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Exhibit A

ORDINANCE NO. 2016-12

CHAPTER 7 – BUSINESS

CITY OF FOREST GROVE CODE AMENDMENTS

NEW CODE SECTIONS 7.900 – 7.930

SINGLE-USE PLASTIC CARRYOUT BAGS

7.900 Purpose. The purpose of Code Sections 7.900 – 7.930 is to prohibit use of single-use plastic carryout bags at retail establishments, any city facilities, city managed concessions, city sponsored events and/or city permitted events, and requires retailers to charge at least five cents for a paper bag.

7.905 Plastic Bag Use; Definitions.
For purposes of Code Sections 7.900 – 7.930, the following terms are defined as follows:

ASTM standard. The American Society for Testing and Materials (ASTM)'s International D-6400.

Carryout bag. Any bag that is provided by a retail establishment at the point of sale to a customer for use to transport or carry away purchases, such as merchandise, goods or food, from the retail establishment.

"Carryout bag" does not include:

- (1) Bags used by consumers inside retail establishments to:
 - a) Package bulk items, such as fruit, vegetables, nuts, grains, candy or small hardware items;
 - b) Contain or wrap frozen foods, meat, fish, whether packaged or not;
 - c) Contain or wrap flowers, potted plants, or other items where dampness may be a problem;
 - d) Contain unwrapped prepared foods or bakery goods;
or
 - e) Pharmacy prescription bags;
- (2) Laundry-dry cleaning bags or bags sold in packages containing multiple bags intended to be used for home food storage, garbage waste, pet waste, or yard waste;
- (3) Product bags.

City sponsored event. Any event organized or sponsored by the city or any department of the city.

Customer. Any person obtaining goods from a retail establishment or from a vendor.

Food provider. Any person in the City that provides prepared food for public consumption on or off its premises and includes, without limitation, any retail establishment, shop, sales outlet, restaurant, grocery store, delicatessen, or catering truck or vehicle.

Grocery store. Any retail establishment that sells groceries, fresh, packaged, canned, dry, prepared or frozen food or beverage products and similar items and includes supermarkets, convenience stores, and gasoline stations.

Pharmacy. A retail use where the profession of pharmacy by a pharmacist licensed by the State of Oregon's Board of Pharmacy is practiced and where prescription medications are offered for sale.

Product or produce bag. Any bag without handles provided to a customer for use within a retail establishment to assist in the collection or transport of products to the point of sale within the retail establishment. A product or produce bag is not a carryout bag.

Recyclable paper bag. A paper bag that meets all of the following requirements:

- a) Is 100% recyclable and contains a minimum of 40% post-consumer recycled content;
- b) Is capable of composting consistent with the timeline and specifications of the ASTM Standard D6400 as defined in this section.

Retail establishment. Any store or vendor located within or doing business within the geographical limits of the city that sells or offers for sale goods at retail.

Reusable bag. A bag made of cloth or other material with handles that is specifically designed and manufactured for long-term multiple reuses and meets all of the following requirements:

- a) If cloth, is machine washable; or
- b) If plastic, has a minimum plastic thickness of 4.0 mils; and
- c) Does not contain lead, cadmium, or any other heavy metal in toxic amounts as defined by applicable state and federal standards and regulations for packaging or reusable bags.

Vendor. Any retail establishment, shop, restaurant, sales outlet or other commercial establishment located within or doing business within the geographical limits of the City that provides perishable or nonperishable goods for sale to the public.

Single-use plastic carryout bag. Any plastic carryout bag made predominately of plastic, either petroleum or biologically based, and made available by a retail establishment to a customer at the point of sale. It includes compostable and biodegradable bags but does not include reusable bags, recyclable paper bags, or product or produce bags.

Undue hardship. Circumstances or situations unique to the particular retail establishment such that there are no reasonable alternatives to single-use

plastic carryout bags or a recyclable paper bag pass-through cannot be collected.

7.910 **Plastic Bag Use - Regulations.** Except as exempted in Section 7.920 of this Code:

- a) No retail establishment shall provide or make available to a customer a single-use plastic carryout bag;
- b) No person shall distribute or provide a single-use plastic carryout bag at any city facility, city managed concession, city sponsored event, or city permitted event.

7.915 **Plastic Bag Use - Cost Pass-Through.** When a retail establishment with more than 10 full-time-equivalent employees makes a recyclable paper bag available to a customer at the point of sale pursuant to section 7.920(b) of this code, the retail establishment shall:

- a) Charge the customer a reasonable pass-through cost of not less than 5 cents per recyclable paper bag provided to the customer; and
- b) Not rebate or otherwise reimburse any customer any portion of the pass-through cost; and
- c) Except for the exemption in 7.920(d), indicate on the customer's transaction receipts the total amount of the recyclable paper bag pass-through charge.

7.920 **Plastic Bag Use - Exemptions.** Notwithstanding Sections 7.910 and 7.915 of this Code:

- a) Retail establishments with 10 or fewer full-time-equivalent employees may charge for provided paper bags but are not required to do so. If such establishments do charge for paper bags, they are exempt from the requirement to note the cost on receipts.
- b) Single-use plastic carryout bags may be distributed to customers by food providers for the purpose of safeguarding public health and safety during the transportation of hot prepared take-out foods and prepared liquids intended for consumption away from the food provider's premises.
- c) Retail establishments may distribute product bags and make reusable bags available to customers whether through sale or otherwise.
- d) A retail establishment shall provide a reusable bag or a recyclable paper bag at no cost at the point of sale upon the request of a customer who uses a voucher issued under the Women, Infants and Children Program established in the Oregon Health Authority under ORS 413.500.
- e) Vendors at retail fairs such as a farmers' market or holiday fair are not subject to indicating on the customer's transaction receipt the total amount of the recyclable paper

bag pass-through charge required in section 7.915(b) of this Code.

- f) The City Manager or the designee may exempt a retail establishment from the requirement set forth in sections 7.910 – 7.915 of this Code for a period of not more than one year upon the retail establishment showing, in writing, that this Code would create an undue hardship or practical difficulty not generally applicable to other persons in similar circumstances. The decision to grant or deny an exemption shall be in writing, and the City Manager's or designee's decision shall be final.

7.925 **Promotion of Reusable Bags.** Retail establishments and vendors are strongly encouraged to educate their staff to promote reusable bags and to post signs encouraging customers to use reusable bags.

7.930 **Violations and Penalties.**

(1) Any retail establishment or vendor violating Sections 7.900 – 7.920 is subject to:

- A. Upon the first violation, the Enforcement Officer shall issue a warning notice to the retail establishing or vendor that a violation has occurred.
- B. Upon subsequent violations, the following penalties shall apply:
 - a. \$100 for the first violation after the written warning in a calendar year;
 - b. \$200 for the second violation in the same calendar year; and
 - c. \$500 for any subsequent violation within the same calendar year.
- C. No more than one penalty shall be imposed upon any single location of retail establishment or vendor within a 7-day period.

(2) Upon making determination that a violation of this code or regulations has occurred, the Enforcement Officer will send a written notice of the violation by mail to the retail establishment or vendor specifying the violation and the applicable penalty as set forth in subsection 1.

(3) Any retail establishment or vendor receiving a notice of violation must pay to the City the stated penalty or appeal the finding of a violation in accordance with the procedures set forth in Code Section 1.090.



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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	8.
MEETING DATE:	
FINAL ACTION:	

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: May 23, 2016

PROJECT TEAM: Paul Downey, Director of Administrative Services

SUBJECT TITLE: Setting Fees & Charges Effective July 1, 2016

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

ISSUE STATEMENT: During FY 01-02, the City completed a cost-of-service study and the City Council approved fee increases based on that study. City Code Section 2.601 states the licenses, permits, and fees will be adjusted by Council Resolution in July each year. It further states that subsequent adjustments prior to completion of the next required cost-of-service study shall be made in accordance with Section 2.605. That section states that adjustments to fees and charges shall be based on the CPI or the percentage of the wage adjustment for City employees. Staff has prepared a resolution setting fees for Council consideration.

BACKGROUND: Staff has prepared the proposed fee schedules using a general cost increase of 3.0% based on projected total wage and benefit increases. The fees have been rounded in some instances to eliminate creating change issues for some departments.

Aquatic fees are not included in this resolution as the Council established those fees at its April 25, 2016, meeting. Building permits fees are not proposed to be changed as part of this resolution. Based on the FY 2016-17 Proposed Budget, staff is not recommending any change in building permit fees.

Only one new fee or changes in current fees other than the 3% increase or rounding is proposed in FY 2016-17. The Planning Department is proposing: 1) to separate out new residential developments of six or more units to its own fee and charge the hourly rate fee with a deposit; and 2) to set a standard deposit of \$3,000 on all fees charged by an hourly rate and the department collects the deposit when the work begins.

FISCAL IMPACT: The proposed 3.0% fee increase should increase fee revenue to the City but the projected revenue increase is dependent on the volume of transactions that occur.

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



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NOTICE OF PUBLIC HEARING PROPOSED RESOLUTION SETTING FEES AND CHARGES FOR THE CITY OF FOREST GROVE

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing **Monday, May 23, 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 existing fees and charges by approximately three (3%) percent, excluding building fees, for the City of Forest Grove. The proposed fees and charges 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 proposed resolution 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, at 503.992.3235.

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

Published NewsTimes ~ Wednesday, May 18, 2016

RESOLUTION NO. 2016-31**RESOLUTION SETTING FEES & CHARGES, EFFECTIVE JULY 1, 2016,
AND REPEALING RESOLUTION 2015-38**

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

WHEREAS, certain fees and charges have been previously set by Resolutions 2015-38; and

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

WHEREAS, staff has prepared the resolution with the proposed fees and charges attached as Exhibits 1 and 2; and

WHEREAS, a duly-noticed Public Hearing was held on May 23, 2016.

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

Section 1. The planning fees listed on Exhibit 1 of this resolution are hereby adopted as of July 1, 2016.

Section 2. Other fees listed on Exhibit 2 of this resolution are hereby adopted as of July 1, 2016.

Section 3. Resolution 2015-38 is hereby repealed upon the effective implementation of date of the foregoing fees.

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

PRESENTED AND PASSED this 23rd day of May, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 23rd day of May, 2016.

Peter B. Truax, Mayor

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Exhibit 1 - Planning Fees

	ADOPTED FEES AS OF JULY 1, 2015	ADOPTED FEES AS OF JULY 1, 2016
Amendment to Map	\$76.55/hour with a \$2,850 deposit*	\$78.85/hour with a \$3000 deposit*
Amendment to Text	\$76.55/hour with a \$2,300 deposit*	\$78.85/hour with a \$3,000 deposit*
Annexation	\$76.55/hour with a \$675 deposit (City); \$2,600 (Metro)	\$78.85/hour with a \$3,000 deposit*
Appeal of Administrative Decision	\$250.00	\$250.00 (limit per ORS 227.175(10))
Appeal of Planning Commission Decision	\$389.00	\$401.00
Multi-Family & Commercial Design Review	\$76.55/hour with a \$3,000 deposit*	\$78.85/hour with a \$3,000 deposit*
Conditional Use	\$76.55/hour with a \$2,300 deposit*	\$78.85/hour with a \$3,000 deposit*
Preliminary Expedited Land Division	\$1,253.00	\$1,291.00
Final Expedited Land Division	\$383.00	\$395.00
Historic Designation	\$39.00	\$40.00
Lot Line Adjustment	\$161.25	\$166.00
Preliminary Partition	\$1,253.00	\$1,291.00
Final Partition	\$383.00	\$395.00
Plat and Street Vacation	\$1,902.00	\$1,959.00
Preliminary Planned Development	\$76.55/hour with a \$4,300 deposit*	\$78.85/hour with a \$3,000 deposit*
Final Planned Development	\$2,052.00	\$2,114.00
Renovation Grant	\$0.00	\$0.00
Sign Permit	\$76.55+ \$3.48/sq. ft. (maximum fee of \$2,004)	\$78.85+ \$3.59/sq. ft. (maximum fee of \$2,004)
Site Plan Review		
Non-Residential		
Non-Residential	\$76.55/hour with a \$3,000 deposit*	\$78.85/hour with a \$3,000 deposit*
Non-Residential Additions	\$1,121.00	\$1,155.00
Residential		
New Residential - Five or less units	\$341.00 + \$119.70/unit over 1	\$351.00 + \$123.30/unit over 1
New Residential - Six or more units		\$78.85/hour with a \$3,000 deposit*
Residential Additions & Accessory Structures	\$74.30	\$76.50
Preliminary Subdivision	\$76.55/hour with a deposit* of \$2,000 + \$78.75/lot over 3 lots	\$78.85/hour with a \$3,000 deposit*
Final Subdivision	\$900.00	\$927.00
Street Tree Fee	\$363.00	\$374.00
Tree Permit Fee	\$0.00	\$0.00
Erosion Control Review	fee schedule set by CWS	fee schedule set by CWS
Variance from Regulations	\$76.55/hour with an \$2,000 deposit*	\$78.85/hour with a \$3,000 deposit*

*Plus all incidental costs associated with processing a permit including but not limited to legal notice publication, copying and postage.

Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/15

Adopted Fees - 7/1/16

PARKS AND RECREATION

Facility Reservation (not including Light Charge)

Lincoln Park Stadium & Turf Field (in-City)	\$50.90 per hour: \$407.50 max	\$52.45 per hour: \$419.60 max
Lincoln Park Stadium & Turf Field (Out of City)	\$101.80 per hour: \$815.00 max	\$104.90 per hour: \$839.00 max
Bond Field (every 2 hour rental)	\$38.00 (in-city); \$76.00 (out)	\$39.20 (in-city); \$78.40 (out)
Sherman Field (every 2 hour rental)	\$31.60 (in-city); \$63.20 (out)	\$32.50 (in-city); \$65.00 (out)
Thatcher Park Soccer Field (every 2 hour rental)	\$25.35 (in-city); \$50.70 (out)	\$26.20 (in-city); \$52.40 (out)
Lincoln Park Practice Soccer Field (every 2 hour rental)	\$25.35 (in-city); \$50.70 (out)	\$26.20 (in-city); \$52.40 (out)
Thatcher Park Softball Field (every 2 hour rental)	\$12.90 (in-city); \$25.80 (out)	\$13.30 (in-city); \$26.60 (out)
Shelter (4 Hour Period)	\$47.50 (in-city); \$95.00 (out)	\$49.00 (in-city); \$98.00 (out)
Light Charge		
Soccer Field - Lincoln Park or Thatcher	\$45.00 per hour	\$46.50 per hour
Bond Field	\$45.00 per hour	\$46.50 per hour
Sherman Field & Thatcher Park Softball (per field)	\$22.50 per hour	\$23.25 per hour
Lincoln Park Practice Field	\$22.50 per hour	\$23.25 per hour

ENGINEERING

Permit to Construct Public Improvements	\$139.00 per hour	\$143.00 per hour
Excavation Permit	\$32.00	\$33.00
Permit to Deposit on Streets (per permit)	\$48.00	\$49.50
Tourist-Oriented Signs	\$110.00	\$113.50
Engineering Plans & Specifications (Copies)		
Standard	\$63.00	\$65.00
Mail	\$63.00	\$65.00
Disk	\$34.00	\$35.00
Copies per Sheet (Copy Machine)		
8.5x11	\$0.20	\$0.20
Larger than 8.5x11	\$0.25	\$0.25
Auditron Copies	\$7.25	\$7.25

WATER

Forest Grove Fee Schedule Exhibit 2

	Adopted Fees - 7/1/15	Adopted Fees - 7/1/16	
Water Shut-Off/On During Public Works Business Hours (Customer Request)	0.00	0.00	
Water Shut-Off/On After Public Works Business Hours (Customer Request)	171.90	177.00	If determined by Public Works Director circumstances beyond control of property owner, fee may be waived.
Non Payment Disconnect Fee	34.50	35.50	Charged at the time of disconnect.
Non Payment Reconnection Service -			
During City Hall Business Hours	34.50	35.50	Charged at the time of reconnect.
After City Hall Business Hours-Mon-Fri 5:01pm-8:00pm			
After City Hall Business Hours Additional Surcharge (After hours reconnection service not available on weekends or holidays)	114.00	118.00	
Water Meter Tamper/Damage Fee	200.00	206.00	Plus cost to repair/replace meter
Water Stand-By Service (Annual)	57.00	59.00	Meter out of service for 7+ months
Water Stand-By Service- outside City limits (Annual)	114.00	118.00	Meter out of service for 7+ months
Water Connections - Drop In			
3/4-inch Meter	305.00	314.00	
1-inch Meter	305.00	314.00	
1 1/2-inch Meter	Actual cost	Actual cost	\$500 deposit
2-inch Meter	Actual cost	Actual cost	\$500 deposit
3-inch Meter	Actual cost	Actual cost	\$1,000 deposit
4-inch Meter	Actual cost	Actual cost	\$1,000 deposit
> 4-inch Meter	Actual cost	Actual cost	\$1,000 deposit
Water Connections - Full Service			
3/4-inch Meter	Actual cost	Actual cost	\$1,000 deposit
1-inch Meter	Actual cost	Actual cost	\$1,000 deposit
1 1/2-inch Meter	Actual cost	Actual cost	\$1,000 deposit
2-inch Meter	Actual cost	Actual cost	\$1,000 deposit
3-inch Meter	Actual cost	Actual cost	\$2,000 deposit

Forest Grove Fee Schedule Exhibit 2

	Adopted Fees - 7/1/15	Adopted Fees - 7/1/16	
4-inch Meter	Actual cost	Actual cost	\$2,000 deposit
> 4-inch Meter	Actual cost	Actual cost	\$2,000 deposit
SEWER			
Sewer Connection Inspection	\$64.15	\$66.00	
Residential Sewer Lateral	Actual cost	Actual cost	\$2,000 deposit
Sewer Dye Test	\$85.20	\$88.00	
LIGHT AND POWER			
Main Street Auditorium Rental			
Non-Profit Group (per hour)	\$40.00 min; \$114.00 max	\$41.20 min; \$117.50 max	
For-Profit Group(per hour)	\$56.00 min; \$160.00 max	\$57.70 min; \$164.50 max	
Non Payment Disconnect Fee	34.50	35.50	Charged at the time of disconnect.
Non Payment Reconnection Service -			
During City Hall Business Hours	34.50	35.50	Charged at the time of reconnect.
After City Hall Business Hours			
After City Hall Business Hours Additional Surcharge	114.00	117.50	
Electric Meter Tamper/Damage Fee	200.00	206.00	Plus cost to repair/replace meter
POLICE			
Copies			
Reports	\$16.00 + \$.20/p over 10	\$16.50 + \$.20/p over 10	
Audio Cassette /VHS Tape	\$33.30	\$34.30	
Burn CD/DVD	\$22.70	\$23.40	
Photographs Burned to CD/DVD	\$22.70 (up to 30 photographs per disc)	\$23.40 (up to 30 photographs per disc)	
Photographs Burned to CD/DVD (continued)	\$0.57 per duplicate photograph copy	\$0.60 per duplicate photograph copy	
Color Photograph Print	\$5.90 per sheet	\$6.10 per sheet	
Citation Copy	\$5.90	\$6.10	
Radar Certification Copy	\$5.90	\$6.10	
Record Check Letter	\$40.80	\$42.00	

Forest Grove Fee Schedule Exhibit 2

	Adopted Fees - 7/1/15	Adopted Fees - 7/1/16
Release Impounded/Immobilized Vehicle	\$117.50	\$121.00
After-Hours Release Impounded/Immobilized Vehicle	\$155.50	\$160.20
Damage to Boot Immobilizer Fee	\$107.00 plus cost to repair/replace	\$110.00 plus cost to repair/replace
Event Security - Officer Reimbursement	\$69 per hour plus 10% overhead fee (Per officer - Minimum of 4 Hours)	\$72 per hour plus 10% overhead fee (Per officer - Minimum of 4 Hours)
Miscellaneous Permits		
Event Permit	no fee	no fee
Temporary Street Closure	\$17.80	\$18.35
Dance	no fee	no fee

FIRE

Report Copies (after 1 free copy to customer)	\$16.00 + \$.20/p over 10	\$16.50 + \$.20/p over 10
Emergency Response Cost Recovery Fees & Charges (billed only to Non-Residents of City, Rural Fire District, and mutual aid IGAs)		
Motor Vehicle Incidents: \$250 minimum, plus 15% administrative fee & actual costs of supplies and/or equipment used		
Fire/Public Safety Incidents: \$400 minimum, plus 15% administrative fee & actual costs of supplies and/or equipment used		
After first half-hour, fees set by State Fire Marshal Standardized Costs Schedule		

LIBRARY

Processing Fee - Lost & Damage	\$5.00 per WCCLS	\$5.00 per WCCLS
Collection Agency	\$10.00 per WCCLS	\$10.00 per WCCLS
Rogers Room Rental Fee		
Whole Room (per hour)	\$14.00	\$14.50
One Half (Divider Closed - per hour)	\$7.00	\$7.25
Inter-Library Loan	\$0 per WCCLS	\$0 per WCCLS
Library Late Fine	per WCCLS schedule	per WCCLS schedule
Public Online Printing	\$.10/page	\$.10/page
Public Copy Service	\$.10/page	\$.10/page

CITY RECORDER

City Council Packet Subscription (per 6 mos.)	\$206.00	\$212.00	
City Council Agenda Annual Subscription	\$36.00	\$37.00	
Liquor License			
Original Application	\$100.00	\$100.00	Set by ORS 471.166(7)
Change: Ownership, Location, Privilege Application	\$75.00	\$75.00	Set by ORS 471.166(7)

Forest Grove Fee Schedule Exhibit 2

	Adopted Fees - 7/1/15	Adopted Fees - 7/1/16	
Renewal or Temporary Application	\$35.00	\$35.00	Set by ORS 471.166(7)
Special Liquor License Permit	\$22.60	\$23.40	
Noise Variance Permit	\$17.80	\$18.35	
Copies			
Audio Cassette /VHS Tape	\$33.30	\$34.30	
Burn CD/DVD	\$22.60	\$23.40	
Photographs Burned to CD/DVD	\$22.60 (up to 30 photographs per disc)	\$23.40 (up to 30 photographs per disc)	
Photographs Burned to CD/DVD (continued)	\$0.57 per duplicate photograph copy	\$0.60 per duplicate photograph copy	
Document Copy	\$16.00 + \$.20/p over 10	\$16.50 + \$.20/p over 10	

ADMINISTRATIVE SERVICES

Hydrant Permit	\$49.50	\$51.00	
Lien Search	\$26.20	\$27.00	
Reserve Parking (monthly)	\$23.50	\$24.25	
Utility Bill Inserts	\$198.00	\$204.00	
Utility Billing Account Set-Up Fee - In-City	\$19.75	\$20.50	
Utility Billing Account Set-Up Fee - Out-of-City	\$39.50	\$41.00	
Utility Billing Account Transfer Fee - In-City	\$10.00	\$11.00	
Utility Billing Account Transfer Fee - Out-of-City	\$20.00	\$22.00	
Door Hanger Fee - In-City	\$14.00	\$14.50	
Door Hanger Fee - Out-of-City	\$28.00	\$29.00	
Failure to Keep Payment Arrangements	\$10.50	\$11.00	
Convenience Fee for Telephone Payment Execution	\$7.25	\$7.50	
Returned Item Processing Fee	\$28.00	\$29.00	
Passport Processing Fee	Fee set by State Department	Fee set by State Department	

ALL DEPARTMENTS

Research Fee - City Staff	57.25	59.00	
Research Fee - City Attorney's Office	Attorney's Hourly Billing Rate plus costs		Attorney's Hourly Billing Rate plus costs



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	9.
MEETING DATE:	_____
FINAL ACTION:	_____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Anna Ruggles, CMC, City Recorder*

MEETING DATE: *May 23, 2016*

PROJECT TEAM: *Mayor Truax*

SUBJECT TITLE: *City Manager Annual Performance Evaluation Standards and Criteria*

ACTION REQUESTED:

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

ISSUE: Pursuant to City Manager’s Employment Agreement, Section 6, the City Council must evaluate the City Manager’s annual performance, and establish the criteria for evaluation in accordance with open meetings law. A Public Hearing Notice was published in the *NewsTimes* on Wednesday, May 18, 2016.

BACKGROUND: The purpose of this report is to approve the following (attached as Exhibit A): 1) City Manager Performance Evaluation Form; 2) Target dates for completing the City Manager’s performance evaluation appraisal; and 3) Memorandum to Department Directors.

The City Manager’s Performance Evaluation process is as follows:

1. City Manager is directed to prepare a self-evaluation.
2. Department Directors are asked to submit input with an option to remain confidential. Council has named the City Attorney, as third-party person, who will prohibit disclosure of information submitted in confidence as provided by ORS 192.502(4).
3. City Attorney compiles submitted comments into a single document and distributes results in a sealed envelope directly to Council.
4. Council reviews compiled responses with City Manager in Executive Session.
5. Each Councilmember submits an evaluation form to Mayor.
6. Mayor and Council President tabulate and summarize results of Council evaluations and present performance appraisal to City Manager in Executive Session.

STAFF RECOMMENDATION: City Council shall consider approving the attached resolution adopting the City Manager annual performance evaluation criteria as outlined in the attached Exhibit A.



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NOTICE OF PUBLIC HEARING

CITY OF FOREST GROVE CITY COUNCIL APPROVING CITY MANAGER ANNUAL PERFORMANCE EVALUATION STANDARDS AND CRITERIA

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, May 23, 2016, at 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider approving the City Manager Annual Performance Evaluation Standards and Criteria.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the proposed performance evaluation standards and criteria is 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 contact Anna Ruggles, City Recorder, at 503.992.3235, or e-mail aruggles@forestgrove-or.gov.

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

Published NewsTimes ~ Wednesday, May 18, 2016



City Manager Evaluation Process

City Council

May 23, 2016

Pete Truax, Mayor

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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>9.</u>
MEETING DATE:	_____
FINAL ACTION:	_____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Anna Ruggles, CMC, City Recorder*

MEETING DATE: *May 23, 2016*

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<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input checked="" type="checkbox"/>	Resolution	<input checked="" type="checkbox"/>	Motion	<input type="checkbox"/>	Informational
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3. City Attorney compiles submitted comments into a single document and distributes results in a sealed envelope directly to Council.
4. Council reviews compiled responses with City Manager in Executive Session.
5. Each Councilmember submits an evaluation form to Mayor.
6. Mayor and Council President tabulate and summarize results of Council evaluations and present performance appraisal to City Manager in Executive Session.

STAFF RECOMMENDATION: City Council shall consider approving the attached resolution adopting the City Manager annual performance evaluation criteria as outlined in the attached Exhibit A.



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NOTICE OF PUBLIC HEARING

CITY OF FOREST GROVE CITY COUNCIL APPROVING CITY MANAGER ANNUAL PERFORMANCE EVALUATION STANDARDS AND CRITERIA

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, May 23, 2016, at 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider approving the City Manager Annual Performance Evaluation Standards and Criteria.

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

Published NewsTimes ~ Wednesday, May 18, 2016



City Manager Evaluation Process

City Council

May 23, 2016

Pete Truax, Mayor

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City Manager Evaluation Process

Purpose of Tonight's Meeting:

- Public Hearing to adopt City Manager performance evaluation criteria.
- If approved:
 - A letter on behalf of the Council will be given to all Department Directors requesting comments on City Manager's annual performance,
 - Each Councilmember is given a performance evaluation form to complete; and
 - City Council asks City Manager to prepare a self-evaluation

City Manager Evaluation Process

Purpose of Tonight's Meeting:

- Public Hearing to adopt City Manager performance evaluation criteria.
- If approved:
 - A letter on behalf of the Council will be given to all Department Directors requesting comments on City Manager's annual performance,
 - Each Councilmember is given a performance evaluation form to complete; and
 - City Council asks City Manager to prepare a self-evaluation

City Manager Evaluation Process cont.

June 24: Dept. Directors' deadline to submit comments to City Attorney.

June 27 City Council Meeting: First Executive Session to perform City Managers Self-Evaluation.

June 30: Attorney submits Dept. Director comments to City Council.

July 5: Councilmembers deadline to submit individual evaluations to Mayor. Mayor and Council President tabulate and summarize results.

July 11 City Council Meeting: Second Executive Session to review and discuss evaluation with City Manager.

August 8 City Council Meeting: Third Executive Session (if necessary) to finalize evaluation with City Manager. Council returns to Open Meeting and gives summary of City Manager's evaluation and discuss compensation. Council considers adopting Resolutions to 1) Amend Employment Agreement and 2) Authorize compensation.

City Manager Evaluation: Performance Standards

- Personal Traits / Professionalism
- City Council Relationships
- Technical Knowledge and Use
- Problem Solving and Decision Making
- External Relations
- Personnel Management and Supervision
- Future Expectations

RESOLUTION NO. 2016-32**RESOLUTION ADOPTING THE CITY MANAGER ANNUAL PERFORMANCE EVALUATION STANDARDS AND CRITERIA**

WHEREAS, pursuant to Section 33 (a) of the City Charter, the City Manager is the administrative head of the City, which reports directly to the City Council and is supervised by the governing body; and

WHEREAS, pursuant to Section Six of the City Manager's Employment Agreement, the City Council shall evaluate the City Manager's performance at least once a year, and establish criteria for evaluation in accordance with the open meetings law; and

WHEREAS, the City Council held a duly-noticed Public Hearing on May 23, 2016.

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

Section 1. The City Council hereby adopts the City Manager performance evaluation standards and criteria as outlined in Exhibit A.

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

PRESENTED AND PASSED this 23rd day of May, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 23rd day of May, 2016.

Peter B. Truax, Mayor

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2016 City Manager Evaluation Process:

Monday, May 23	<p>Public Hearing to adopt City Manager performance evaluation criteria: If approved:</p> <ol style="list-style-type: none"> 1) A letter on behalf of the Council will be given to Department Directors requesting comments on City Manager's annual performance; 2) Each Councilmember is given a performance evaluation form to complete; and 3) Council asks City Manager to prepare a self-evaluation
Friday, June 24	Department Directors deadline to submit comments to City Attorney
Monday, June 27	<p>First Executive Session (unless City Manager requests open hearing) is held to present:</p> <ol style="list-style-type: none"> 4) City Manager's Self-Evaluation
Thursday, June 30	City Attorney (third-party) deadline to submit directly to Council compilation of Department Directors comments in a sealed envelope
Tuesday, July 5	<p>Councilmembers deadline to submit individual evaluation, signed and dated, and returned to Mayor.</p> <ol style="list-style-type: none"> 5) Mayor and Council President tabulate and summarize the results of Council evaluations
Monday, July 11	<p>Second Executive Session (unless City Manager requests open hearing) is held to review and discuss:</p> <ol style="list-style-type: none"> 6) Performance appraisal with City Manager
Monday, August 8	<p>Third Executive Session (unless City Manager requests open hearing) if necessary is held to:</p> <ol style="list-style-type: none"> 7) Finalize Performance appraisal with the City Manager <ul style="list-style-type: none"> • Council returns to Regular Open Meeting: Council gives a summary of the City Manager's annual performance appraisal and discuss compensation in an open meeting in accordance with state law; and consider adopting Resolutions as follows: <ol style="list-style-type: none"> 8) Amending Employment Agreement; and 9) Authorizing Compensation for Fiscal Year 2016-17



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MEMORANDUM

TO: *Department Directors*

FROM: *Mayor and City Council*

DATE: *May 24, 2016*

SUBJECT: *City Manager's Performance Appraisal*

The City Council approved the City Manager's evaluation performance standards and criteria, and as part of the evaluation process, the Council is seeking Department Director input on the performance appraisal of the City Manager for the evaluation period of August 31, 2015 to current. The Council's goal is to establish a thoughtful and considered process that also expedites the City Manager's evaluation. The Council recognizes the importance of giving Department Directors an option to remain confidential. To achieve this, the Council has named City Attorney, as a third-party person, who will keep your name confidential upon your request. The City Attorney will remove the name of the evaluator, unless the evaluator waives the promise of confidentiality. Information submitted in confidence is exempt from public disclosure under ORS 192.502(4).

The Council encourages you to submit your input **no later than Friday, June 24, 2016**, directly to City Attorney, preferably by e-mail at: [Paul Elsner \[Paul@gov-law.com\]](mailto:Paul@gov-law.com). If submitting comments by e-mail and you wish to remain anonymous, please advise the City Attorney of your desire to remain anonymous.

The City Attorney will compile the submitted comments into a single document and distribute the results in a sealed envelope to Council **no later than Thursday, June 30, 2016**. The Council will review comments with City Manager in executive session unless City Manager requests an open hearing.

Thank you for your sincere consideration of the above request.

CITY MANAGER PERFORMANCE REVIEW

Instructions:

This evaluation has two parts. Part I involves an evaluation of the annual performance of the City Manager during the evaluation period of **August 31, 2015 to current**. Part II concerns your expectations and goals for the City Manager during the coming year. In evaluating the Manager's past performance, you are asked to rate that conduct according to the following categories:

- (1) NI = Needs Improvement
- (2) M = Meets Standards
- (3) E = Exceeds Standards
- NO = Not observed

Following each performance standard, please provide any appropriate comments in that area.

Part I. Performance Standards

1. Personal Traits / Professionalism

NI	M	E	NO

Positive attitude, self-motivating; self-confident; creative; uses common sense; professional and personal integrity; emotional stability; takes initiative; receptive to new ideas and changes; maturity in relations with others; prepares quality products; willingness to seek personal growth and development; takes consistent position with different audiences; adherence to high professional ethical standards; exercises diplomacy; demonstrates high personal integrity.

Comments:

2. City Council Relationships

NI	M	E	NO

Effectively implements policies and programs approved by City Council; reporting to City Council is timely, clear, concise, and thorough; accepts direction or instructions in a positive manner; effectively aids the City Council in establishing long-range goals; keeps Council informed of current plans and activities of administration and new development; sensitive to and perceptive of Council needs and desires; maintains a relationship of trust with each Council member and the Mayor; available to members of the Council; properly orients new Council members.

Comments:

3. Technical Knowledge and Use

NI	M	E	NO

General overall knowledge of city operations and responsibilities; willing and able to learn; keeps current on professional issues, trends, techniques, and methods of operation; keeps current on legislation, funding opportunities and regulations; administrative knowledge (budget, personnel, grants, and purchasing rules and regulations); knowledge of city developments in public policy.

Comments:

4. Problem Solving and Decision Making:

NI	M	E	NO

Anticipates problems; identifies problems, issues and concerns; ability to analyze problems (to honestly identify and assess alternatives); develops and recommends creative, innovative and realistic solutions and implements and refines such solutions; considers alternatives and available facts before making decisions; resolves problems at lowest possible level (takes responsibility for decisions); gets affected parties involved in problem solving; reaches timely decisions; flexibility and receptiveness to suggestions; resolves problems under strained and unpleasant conditions; achieves goals set by or in conjunction with City Council; consults with Council when appropriate.

Comments:

5. External Relations

NI	M	E	NO

Projects positive public image; effectively handles citizens complaints and inquiries; educates public on city problems, programs and operations; keeps commitments to the public; maintains contact/liaison with community groups; maintains effective intergovernmental relations; maintains effective relations with media representatives.

Comments:

6. Fiscal Management

NI	M	E	NO

Prepares realistic annual budgets; seeks efficiency, economy and effectiveness in all programs; controls expenditures in accordance with approved budgets; keeps City Council informed about revenues and expenditures, actual and projected; is cost effective; assures that Budget Committee is well informed of short and long-term City financial status; involves Council in fiscal affairs.

Comments:

7. Personnel Management & Supervision

NI	M	E	NO

Maintains adequate levels of supervisions and internal control and communication; employees are given necessary guidance regarding responsibilities and tasks; follow-up is initiated to properly account for employee activities; disciplinary matters and corrective actions are appropriate and applied in a timely fashion. Management atmosphere encourages professional growth; encourages initiative and creativity; allows subordinates to grow professionally.

Comments:

Part II. Future Expectations

1. What objectives should the City Council set for the City Manager for the coming year?

Concur
Non-concur
Minority Report

Peter B. Truax, Mayor

Date

Concur
Non-concur
Minority Report

Thomas L. Johnston, Council President

Date

Concur
Non-concur
Minority Report

Richard G. Kidd, Councilor

Date

Concur
Non-concur
Minority Report

Victoria J. Lowe, Councilor

Date

Concur
Non-concur
Minority Report

Ronald C. Thompson, Councilor

Date

Concur
Non-concur
Minority Report

Elena Uhing, Councilor

Date

Concur
Non-concur
Minority Report

Malynda H. Wenzl, Councilor

Date

Non-Concur may submit minority report.



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>10; 11 & 12</u>
MEETING DATE:	_____
FINAL ACTION:	_____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *May 23, 2016*

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

SUBJECT TITLE: *Approving Public Library Services Agreement, WCCLS Information Network Agreement, and Intergovernmental Agreement for WCCLS*

ACTION REQUESTED:

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

ISSUE STATEMENT:

Washington County holds three common Inter-Governmental Agreements with nine cities and three non-profit associations on behalf of Washington County Cooperative Library Services (WCCLS). City of Forest Grove is a signatory to these Agreements. Two IGAs are presented as revisions for Approval, and one is presented as an Amendment.

BACKGROUND:

1. The Public Library Services Agreement defines the responsibilities of the Washington County Cooperative Library Services (WCCLS) and the nine cities and three non-profit associations that provide public library service to county residents. The Agreement also outlines the central support services provided by WCCLS to member libraries, and serves as the primary vehicle for distribution of county funds to public library service providers. Beginning July 1, 2016, there will be twelve contractors: the cities of Banks, Beaverton, Cornelius, Forest Grove, Hillsboro, North Plains, Sherwood, Tigard, and Tualatin, and the Aloha, Cedar Mill and Garden Home community library associations. With the passage of the 2015 WCCLS library local option levy, a new five-year Agreement is presented for approval. The WCCLS Executive Board has recommended adoption of this new Agreement for the term covering the same five-year period as the WCCLS Local Option Levy, July 1, 2016, through June 30, 2021. Annual distribution of WCCLS funds to Forest Grove City Library will be \$802,081 in FY16-17 and are projected to increase 3% annually for the remainder of the term.
2. The WCCLS Information Network Agreement defines the responsibilities of WCCLS member libraries for use of the shared Information Network including the integrated library system software, the WCCLS.org website and its resources, databases and e-content provided by WCCLS for library staff and the public, Internet access, software, hardware and peripheral

products provided to member libraries by WCCLS, and the central site hardware, software and telecommunications network operated by WCCLS. The term of this Agreement is from July 1, 2016, through June 30, 2021.

3. The Second Amendment to the Intergovernmental Agreement for Washington County Cooperative Library Services amends an IGA approved in 2006, and amended in 2007, which defines the membership and governance structure for WCCLS and the duties of the Executive Board and Policy Group. This Amendment updates some language in the original Agreement and adds Aloha Community Library as an additional member. This Amendment would go into effect on July 1, 2016.

FISCAL IMPACT: The fiscal impact for the City will be positive.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolutions adopting Intergovernmental Agreements with Washington County Cooperative Library Services and authorize the City Manager to sign the agreements.

ATTACHMENT(s):

Resolution No. 2016-33

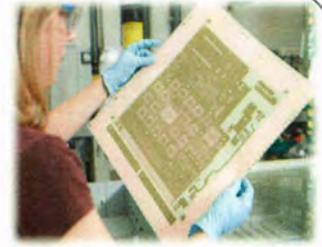
Exhibit A: Public Library Services Agreement

Resolution No. 2016-34

Exhibit A: WCCLS Information Network Agreement

Resolution No. 2016-35

Exhibit A: Second Amendment to the IGA with WCCLS



WCCLS Intergovernmental Agreements (IGA's)

City Council
May 23, 2016

Colleen Winters, Library Director
Jesse VanderZanden, City Manager

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WCCLS and Forest Grove

- Washington County holds three common Inter-Governmental Agreements with nine cities and three non-profit associations on behalf of Washington County Cooperative Library Services (WCCLS).
- Forest Grove Library is a signatory to all these Agreements. Other signatories include Banks, Beaverton, Cornelius, Hillsboro, North Plains, Sherwood, Tigard, and Tualatin, and the Aloha, Cedar Mill and Garden Home community library associations.
- Two IGAs are presented as revisions and one is presented as an Amendment to an existing IGA. All members are being asked to approve the same revisions.
- Changes are being sought as a result of the Local Option Levy that passed in November, 2015.

WCCLS Resolution No. 2016-33

- The “Public Library Services Agreement” defines the responsibilities of the Washington County Cooperative Library Services (WCCLS) and the nine cities and three non-profit associations that provide public library service to county residents.
- The Agreement outlines the central support services provided by WCCLS to member libraries, and serves as the primary vehicle for distribution of county funds.
- With the passage of the local option levy, a new five-year Agreement is presented for approval. The WCCLS Executive Board has recommended adoption of this new Agreement for the term covering the same five-year period as the WCCLS Local Option Levy, July 1, 2016-June 30, 2021.
- Annual distribution of WCCLS funds to the Forest Grove City Library will be \$802,081 in FY16-17 and are projected to increase 3% annually for the remainder of the term.

WCCLS Resolution No. 2016-34

- The WCCLS Information Network Agreement defines the responsibilities of WCCLS member libraries for use of the shared Information Network including the integrated library system software, the WCCLS.org website and its resources, databases and e-content provided by WCCLS for library staff and the public, internet access, software, hardware and peripheral products provided to member libraries by WCCLS, and the central site hardware, software and telecommunications network operated by WCCLS.
- The term of this Agreement is from July 1, 2016 through June 30, 2021.

WCCLS Resolution No. 2016-35

- The Second Amendment to the Intergovernmental Agreement for Washington County Cooperative Library Services amends an IGA approved in 2006, and amended in 2007, which defines the membership and governance structure for WCCLS and the duties of the Executive Board and Policy Group.
- This Amendment adds Aloha Community Library as an additional member, effective July 1, 2016.

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RESOLUTION NO. 2016-33**RESOLUTION AUTHORIZING CITY MANAGER TO ENDORSE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE CITY OF FOREST GROVE AND WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES "PUBLIC LIBRARY SERVICES AGREEMENT"**

WHEREAS, Washington County has approved funding for county-wide library services; and

WHEREAS, the Washington County Cooperative Library Services (WCCLS) Executive Board has been the representative for the member libraries; and

WHEREAS, consensus has been reached on a new Intergovernmental Agreement for public library services attached as Exhibit A; and

WHEREAS, the governing bodies of the participants need to approve the Intergovernmental Agreement attached as 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 approves the Intergovernmental Agreement (IGA) between the City of Forest Grove and Washington County Cooperative Library Services (Attached as Exhibit A).

Section 2. The City Manager is hereby authorized to endorse the IGA on behalf of the City of Forest Grove.

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

PRESENTED AND PASSED this 23rd day of May, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 23rd day of May, 2016.

Peter B. Truax, Mayor

Public Library Services Agreement 2016

Public Library Services Agreement

This Agreement is made by and between Washington County, a home rule subdivision of the State of Oregon hereinafter referred to as "County", on behalf of Washington County Cooperative Library Services, hereinafter referred to as "WCCLS," and the Cities of Banks, Beaverton, Cornelius, Forest Grove, Hillsboro, North Plains, Sherwood, Tigard, and Tualatin, and Aloha Community Library Association, Cedar Mill Community Library Association and Garden Home Community Library Association, hereinafter referred to as "Contractor(s)." County and Contractors are collectively known as "the Parties." WHEREAS, Washington County has approved funding for countywide library services including non-fee access by County residents to public libraries operated by Contractors; and

WHEREAS the Parties originally entered into this Agreement in 1976 and the Agreement has had subsequent amendments and renewals including the last one entered into on June 21, 2011 (MO #11-165); and

WHEREAS, the Parties to this Agreement are either units of local government empowered by ORS 190.010 to enter into an intergovernmental agreement or are private non-profit agencies operating public libraries; and

WHEREAS, the Parties desire to maintain and provide residents of Washington County with access to quality public library services and Contractors can provide such access and services.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

I. DEFINITIONS

The following definitions shall be used in this Agreement:

- A. WCCLS (Washington County Cooperative Library Services) – An agency of County government that exists to coordinate, contract for or provide a full range of library and information services to all residents of the county.
- B. WCCLS Information Network– The system that includes: the shared integrated library system software (circulation, public access catalog, cataloging, serials control and acquisitions software); the WCCLS.org website and its resources; other databases and e-content provided by WCCLS for Contractors' staff or public access; wireless Internet access for the public; central site hardware and software; software, hardware or peripheral products provided to Contractors and supported by WCCLS; and the telecommunications network linking Contractors to the system and for Internet access.

- C. Qualified Borrowers – All Washington County residents, residents of counties or cities with which Washington County has reciprocal borrowing agreements, and paying card holders.
- D. West Slope Community Library - The public library that is a department of WCCLS and managed by the County. For purposes of this Agreement, West Slope is a Contractor.
- E. Oregon Public Library Statistical Report – The report mandated by ORS 357.520, containing statistics and provided on an annual basis to the Oregon State Library via a reporting format determined by the State Library. Report data is typically due October 1 of each year.
- F. WCCLS Executive Board – the board established to advise the Board of County Commissioners and the Cooperative Library Services Director on matters pertaining to the funding for countywide library services, distribution of financial resources by WCCLS for the provision of countywide public library services, and long term governance and funding strategies.
- G. WCCLS Policy Group – the Board established to provide technical and professional support and advice to the WCCLS Executive Board, to develop and implement policies and procedures for delivery of countywide public library services, and to advise the Cooperative Library Services Director.

2. TERM OF AGREEMENT

This Agreement shall be in effect from July 1, 2016 through June 30, 2021, except as otherwise provided in Section 11 of this Agreement.

3. FUNDS

As compensation to Contractor for the services to be provided pursuant to this Agreement, WCCLS agrees to distribute funds to Contractor on the basis set forth in Section 5 and the Payment Schedule set forth in Section 7.

By receipt of funds from WCCLS each Contractor agrees to expend those funds to provide library services according to Contractor's established policies, and to ensure that Contractor's library facilities are open for public use by all Qualified Borrowers. Contractors must spend all funds received from WCCLS on the provision of library services.

4. MINIMUM OPERATING REQUIREMENTS

By receipt of funds from WCCLS each Contractor agrees that Contractor's library facilities will be open to the public at least 45 hours per week, and to employ at least one full-time employee who will serve as the primary contact with WCCLS.

5. FUNDING DISTRIBUTION

A. WCCLS shall determine the total payment to be made to each Contractor during the term of this Agreement by using the method set forth in this Section and based on figures set forth in EXHIBIT A "Funding Distributions."

B. Payments to Contractors shall be budgeted in three (3) funding distribution pools.

1. Pool One. If the countywide assessed value increases at least 3% annually, for FY2016-17 the total amount in Pool One shall be \$23,313,017 as identified in EXHIBIT A. Thereafter, if countywide assessed value increases at least 3% annually Contractors shall each receive increases of 3% on an annual basis for the Term of this Agreement.

2. Pool Two. After actual County assessed valuation, tax levies and taxes are certified, County will determine WCCLS revenue which is subject to adjustment to actual revenue. WCCLS will use the WCCLS actual revenue to first fully fund Pool One distributions and budgeted WCCLS support and outreach services, including the Jump Start Operating Fund. WCCLS may then allocate additional funds to Pool Two. The WCCLS Executive Board shall recommend whether funds from Pool Two shall be distributed to Contractors, and if so, on what basis. Typically, the WCCLS Executive Board shall make the recommendation in February of each year. Any distribution of funds from Pool Two shall be distributed on a separate schedule from Pool One.

3. Jump Start Operating Fund. WCCLS shall create a third funding pool and use funds from this pool to support Contractors that physically expand a library building or add a new library branch during the term of this Agreement. Funds shall be allocated to support the operations of said expansions. WCCLS shall allocate funds through an application process created by the WCCLS Executive Board. Funds from this third funding pool will be added to the Contractor's Pool 1 base allocation at the beginning of the next Agreement term.

6. ADJUSTMENTS IN PAYMENTS

- A. WCCLS may adjust payments if funding for payments noted in 5.B.1 is less than projected. WCCLS will reduce amounts paid to each Contractor in an amount proportionate to each library's percentage of the total amount available for payment.
- B. WCCLS shall notify the Contractors in writing of any adjustments under this Section after the County adopts the budget for the subsequent fiscal year. If reductions in revenue are necessary after the beginning of a fiscal year, County shall give sixty (60) days notification to Contractors, if possible.

7. PAYMENT SCHEDULE

- A. WCCLS shall make payments to those Contractors that are cities as follows:
 - 1. 80% (eighty percent) of the total annual payment shall be made on or before December 31; and
 - 2. 20% (twenty percent) of the total annual payment shall be made on or before April 15.
- B. Notwithstanding paragraph 7.A above, a city not formerly a party to a Public Library Services Agreement with WCCLS, that establishes a public library and becomes a party to this Agreement, shall be entitled to receive payment on a monthly basis during the term of this Agreement. The monthly payment shall be 1/12 of the total annual payment. In addition, WCCLS agrees that any city to which this subsection applies shall be entitled to receive monthly payments for the entire term of any renewal or successor agreement to which it becomes a party, provided funds are available.
- C. WCCLS shall make payments to those Contractors that are community libraries, specifically Aloha Community Library Association, Cedar Mill Community Library Association, Garden Home Community Library Association and the West Slope Community Library, on a monthly basis. The monthly payment shall be 1/12 of the total annual payment.

8. SPECIAL LIBRARY FUND

County, on behalf of WCCLS, shall maintain a Special Library Fund that shall include:

- A. Any remaining funds from a previous year which shall be carried over to the next year;
- B. All property tax collections made under all County library local option levies;

- C. All transfers of county general funds made to WCCLS;
- D. All interest earnings on the Special Library Fund, in accordance with ORS 294.080(1); and
- E. Other revenues for library services.

9. SERVICES TO BE PROVIDED BY WCCLS

WCCLS agrees to provide the following central support and outreach services to Contractors and West Slope Community Library:

- A. Reciprocal borrowing with other metropolitan area public libraries and Oregon Library Passport Program participating libraries;
- B. Coordination of countywide library services among Contractors and with regional and state library service providers;
- C. Coordination of selection and purchase of shared electronic products available through WCCLS.org, coordination of training and education for adult services staff, coordination of countywide adult programming such as Summer Reading, and interlibrary loan borrowing from and lending to libraries outside of Washington County;
- D. Outreach services to special populations of Washington County residents, including, but not limited to, circulation of materials to those who cannot get to a public library (homebound), information and education about library-related services for child care providers and the children in their care, Latino and other cultural communities.
- E. Coordination and support of countywide youth services, including Summer Reading Programs and shared resources, coordination of training and education of youth services staff;
- F. Courier pick-up and delivery of materials between Contractors and provision of courier connections to regional library delivery systems;
- G. Planning for long-term growth and development of countywide library services;
- H. Operation and maintenance of the WCCLS Information Network as defined in the WCCLS Information Network Agreement; and
- I. Other services to address Long Range Service Plan goals as agreed upon by the Parties.

10. SERVICES TO BE PROVIDED BY CONTRACTORS

- A. Each Contractor agrees to ensure equity of access to materials, resources and services for all Qualified Borrowers.
- B. Qualified Borrowers will not be charged a fee for the initial circulation or renewal of library materials.
- C. Each Contractor shall apply all fees and policies uniformly to all Qualified Borrowers. Such fees may include special service and overdue fees.
- D. Each Contractor shall designate a staff member who will work with WCCLS and administer this Agreement on behalf of Contractor. Contractor shall authorized the staff member to receive and give any

notices that may be required under this Agreement. Unless otherwise designated, this shall be the Library Director for each Contractor.

- E. Each Contractor shall meet all requirements for Level 5 Libraries as defined in the Admission of New Public Libraries to Washington County Cooperative Library Services, as approved by the WCCLS Executive Board May 23, 2012 and subsequent revisions.
- F. Each Contractor shall abide by shared policies and procedures as agreed upon by the WCCLS Policy Group.
- G. Each Contractor shall identify its membership in WCCLS through identification marks, and through public communications in selected library printed materials, websites or other publicity materials.

11. RECORD KEEPING

- A. WCCLS shall provide each Contractor with a copy of the County's annual audit, upon request by Contractor.
- B. Each Contractor shall provide WCCLS with a copy of Contractor's annual audit. For purposes of this Section, the following requirements shall apply:
 - 1. For Contractors which are cities, the audit shall be that of the city, and shall be supplied upon request of WCCLS.
 - 2. For Contractors which are community libraries (specifically Aloha Community Library Association, Cedar Mill Community Library Association and Garden Home Community Library Association), the audit shall be the result of an annual review of the Contractor's financial statements made by an independent certified public accountant in accordance with standards of the American Institute of Certified Public Accountants, and shall be supplied by December 31st of each year to WCCLS.
- C. Each Contractor shall provide WCCLS with a copy of its Oregon Public Library Statistical Report.

12. TERMINATION

- A. County may terminate this Agreement upon sixty (60) days written notice for a termination date no sooner than the end of the current fiscal year, if it determines, in good faith through an open, public process, that:
 - 1. The public interest would be served by such termination; or
 - 2. Adequate funds are not available.
- B. Each Contractor shall have the right to terminate this Agreement upon sixty (60) days written notice, if Contractor determines, in good faith, that:
 - 1. The public interest in its jurisdiction or area of service would be served by such termination; or

2. Appropriated funds for Contractor are less than the amount reasonably anticipated.
- C. County and each Contractor may terminate participation in this Agreement separately, and Agreements between remaining parties and County shall remain in effect.
- D. If Contractor terminates its participation in the Agreement, the County shall distribute funds to the Contractor prorated to the date of termination.

13. INSURANCE

Each contractor to this Agreement shall maintain comprehensive general liability insurance or adequate reserves in a program of self-insurance covering personal injury and property damage for the Contractors, its employees and agents. The insurance coverage shall cover the minimum amount specified in ORS 30.271. For Contractors which are not units of local government, certification of insurance shall be provided to WCCLS and all such insurance coverage shall name Washington County, its officers, employees and agents as additional insureds.

14. COMPLIANCE WITH APPLICABLE LAWS

The Parties shall comply with all local, state, and federal ordinances, statutes, laws and regulations that are applicable to the services provided under this Agreement.

- A. Equal Opportunity Contractor shall not discriminate against its employees (including applicants for employment) on the basis of race, color, religion, gender, sexual orientation, national origin, disability, age, or marital status except in case of bona fide occupational qualifications as defined and provided by applicable federal or state law. No person shall be denied or subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this Agreement on the grounds of race, color, religion, gender, sexual orientation, national origin, disability, age, or marital status. Any violation of this provision shall be grounds for cancellation, termination or suspension of the Agreement in whole or in part by County.
- B. Public Contracting Statutes ORS 279B.200 through 279B.240 and 279C.500 through 279C.870, as applicable, are incorporated herein by reference. The Contractor agrees to:
 1. Make payment promptly, as due, to all persons supplying, to Contractor, labor or material for the performance of the work provided for in this Agreement;
 2. Pay all contributions or amounts due the Industrial Accident Fund incurred in the performance of the Agreement:

3. Not permit any lien or claim to be filed or prosecuted against the County on account of any labor or material furnished pursuant to this Agreement; and
4. Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

15. INDEMNIFICATION

Each party agrees to hold harmless, defend, and indemnify each other, including its officers, agents, and employees, against all claims, demands, actions and suits (including all attorney fees and costs) arising from the indemnitor's performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party. If the indemnifying party is a unit of local government, such indemnification shall be subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.302, and the Oregon Constitution.

16. DEBT LIMITATION

This Agreement is expressly subject to the debt limitation of Oregon Counties set forth in Article XI, Section 10 of the Oregon Constitution, and is contingent upon appropriation of funds therefor.

17. INDEPENDENT CONTRACTOR

Each party is an independent contractor with respect to each other party and has no control over the work performed by the other. No party is an agent or employer of another party. No party or its employees is entitled to participate in a pension plan, insurance, bonus, or similar benefits provided by any other party.

18. NOTICE

Each party shall give the other immediate written notice of any action or suit filed or any claim made against that party that may result in litigation in any way related to this Agreement.

18. COUNTERPARTS

This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

19. CAPTIONS

Captions and headings used in this Agreement are for convenience only and shall not be construed or interpreted so as to enlarge or diminish the rights or obligations of the parties hereto.

20. SEVERABILITY

If any section, subsection, sentence, clause, phrase or portion of this Agreement is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this Agreement unless the result of the holding is a failure of consideration of any party.

21. AMENDMENT

This Agreement may only be amended in writing and signed by all of the Parties.

FOR THE CONTRACTOR:

FOR WASHINGTON COUNTY:

SIGNATURE

SIGNATURE

City Manager

TITLE

TITLE

DATE May 23, 2016

DATE _____

APPROVED AS TO FORM:

COUNTY COUNSEL



RESOLUTION NO. 2016-34

RESOLUTION AUTHORIZING CITY MANAGER TO ENDORSE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE CITY OF FOREST GROVE AND WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES "WCCLS INFORMATION NETWORK AGREEMENT"

WHEREAS, the City of Forest Grove is currently a participant in the Washington County Cooperative Library Services (WCCLS) information network; and

WHEREAS, the Washington County Cooperative Library Services (WCCLS) Executive Board has been the representative for the member libraries; and

WHEREAS, consensus has been reached on a new Intergovernmental Agreement for information network services attached as Exhibit A; and

WHEREAS, the governing bodies of the participants need to approve the Intergovernmental Agreement attached as 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 approves the Intergovernmental Agreement (IGA) between the City of Forest Grove and Washington County Cooperative Library Services (Attached as Exhibit A).

Section 2. The City Manager is hereby authorized to endorse the IGA on behalf of the City of Forest Grove.

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

PRESENTED AND PASSED this 23rd day of May, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 23rd day of May, 2016.

Peter B. Truax, Mayor

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WCCLS Information Network Agreement 2016

WCCLS Information Network Agreement

This WCCLS Network Agreement, hereafter referred to as "Agreement," is made by and between Washington County, a home rule subdivision of the State of Oregon hereinafter referred to as "County", by and through Washington County Cooperative Library Services, hereinafter referred to as "WCCLS," and the Cities of Banks, Beaverton, Cornelius, Forest Grove, Hillsboro, North Plains, Sherwood, Tigard and Tualatin, Aloha Community Library Association, Cedar Mill Community Library Association, Garden Home Community Library Association, Tuality Healthcare and Oregon College of Art and Craft, hereinafter referred to as "Network Users." County and Network Users are collectively known as "the Parties."

WHEREAS the Parties originally entered into this Agreement in 1986 and the Agreement has had subsequent amendments and renewals including the last one entered into on July 11, 2011,

WHEREAS, the parties to this Agreement are either units of local government empowered by ORS 190.010 to enter into an intergovernmental agreement, or are private non-profit agencies operating libraries, and

WHEREAS, the Parties desire to continue to provide residents of Washington County with access to public library services and can provide such access and services, and

WHEREAS, WCCLS has purchased and installed an integrated library system and operates and maintains a secure telecommunications network to facilitate connections between Network Users' libraries and to the Internet, and desires to make this system available for use by libraries in Washington County;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. DEFINITIONS

The following definitions shall be used in constructing the following phrases, terms and abbreviations in this Agreement:

- A) WCCLS (Washington County Cooperative Library Services) - An agency of County government that exists to coordinate, contract for or provide a full range of library and information services to all residents of the county.
- B) WCCLS Information Network— The system that includes: the shared integrated library system software (circulation, public access catalog, cataloging, serials control and acquisitions software); the WCCLS.org website and its resources; other databases and e-content provided by WCCLS for Network Users' library staff or public access; wireless Internet access for the public; central site hardware and software; software, hardware or peripheral products provided to Network Users' libraries and supported by WCCLS; and the telecommunications network linking Network Users to the system and for Internet access, hereinafter referred to as the "Network."

- C) Host – Any intelligent device connected to the Network that is addressable by a network/transport protocol. All workstations, network printers, routers, etc. are hosts.
- D) Broadband Users' Group – A membership organization through which WCCLS procures Internet and firewall network services.
- E) WCCLS Policy Group – The board established to provide technical and professional support and advice to the WCCLS Executive Board, to develop and implement policies and procedures for delivery of countywide public library services, and to advise the Cooperative Library Services Director.
- F) WCCLS Information Network Users' Group - A committee of the WCCLS Policy Group to advise WCCLS and the WCCLS Policy Group on the operation of the automated system as defined in the WCCLS Policy Group Bylaws.
- G) Public Library Services Agreement - The Inter-Governmental Agreement between Washington County and library service providers to provide library services to all county residents, containing a distribution formula under which WCCLS makes payments to public libraries.
- H) WCCLS Executive Board – The board established to advise the Board of County Commissioners and the Cooperative Library Services Director on matters pertaining to the funding for countywide library services, distribution of financial resources by WCCLS for the provision of countywide public library services, and long term governance and funding strategies.
- I) West Slope Community Library – The public library that is a department of WCCLS and managed by the County. For purposes of this Agreement, West Slope is treated as a Network User.

2. TERM OF AGREEMENT

This Agreement shall be in effect from July 1, 2016, through June 30, 2021, except as otherwise provided in Section 14 of this Agreement.

3. OWNERSHIP AND MANAGEMENT OF THE WCCLS INFORMATION NETWORK

- A) The Washington County Board of Commissioners, as the governing body of WCCLS, retains final authority for decision-making related to Network and its operation.
- B) WCCLS shall have full ownership of all Network components and shall make the system available to Network Users. All software and upgrades provided to Network Users by WCCLS will remain the property of WCCLS.

- C) Item records owned by Network Users, the associated bibliographic and patron records where the patron is registered at the Network User Library, shall be considered the property of that Network User. On termination of this Agreement by either party Network User shall pay all reasonable costs associated with data extraction necessary to provide records in machine-readable format.

4. SERVICE AVAILABILITY

- A) Network shall be available for use twenty-four (24) hours a day except for routine maintenance and when software, hardware, or telecommunications upgrades or changes necessitate making the system unavailable. WCCLS agrees to provide Network User with prior notice of Network downtime if it will affect library operations or business hours except for unexpected outages due to Network failure or other circumstances beyond the control of WCCLS. No liability shall be assumed by WCCLS if Network experiences downtime.
- B) WCCLS staff shall be available to support the Network and to answer questions about the Network from Network Users. No Network staff will be available on days that are official Washington County holidays.

The hours of service are as follows:

8:00 am – 9:00 pm, Monday – Thursday;

8:00 am – 6:00 pm Friday,

9:00 am – 5:00 pm Saturday, and

10:30 am - 5:30 pm Sunday.

Staff will be available for emergency support from 6:00pm to 9:00pm Friday only.

5. DATA RECOVERY

WCCLS will duplicate at least daily all data maintained in the Network database. WCCLS will maintain back-up data on-site and off-site so that files can be reconstructed if a system malfunction occurs that requires restoring or rebuilding data files, in whole or in part. A minimum of one weekly back-up will be stored in a location physically apart from the site of the central system in case of major disaster at the central site. The purpose of the back-up is for emergency recovery is live data or the system is damaged or destroyed and is not for archival purposes.

6. DUTIES AND RESPONSIBILITIES OF WCCLS

WCCLS shall:

- A) Purchase all Network hardware, software, and telecommunications equipment; house such equipment in a suitable environment; and maintain said equipment in good operating condition.
- B) Purchase integrated library system client software licenses for Network Users and coordinate distribution of licenses.

- C) Provide, or contract for the provision of, maintenance of Network hardware, software, and the telecommunications equipment.
- D) Provide and maintain directory services to control access to the Network.
- E) Employ personnel needed to maintain and operate Network and staff a help desk for problem reporting and resolution.
- F) Provide a source of, and maintain for Network Users, MARC bibliographic cataloging records and authority records in the catalog. This includes monitoring and evaluating bibliographic services to maintain quality bibliographic records.
- G) Purchase, and coordinate licensing of, other software, applications or equipment to support Network services.
- H) Purchase item inventory tags, security tags and patron cards to be used by Network Users.
- I) Provide initial training and initial and on-going training materials to Network Users for WCCLS-provided software applications as documentation is provided by vendors.
- J) Provide documentation for the integrated library system as documentation is provided by vendors.
- K) Provide software updates to Network Users for software applications purchased by WCCLS and licensed for use at member libraries.
- L) Regularly review the operations of Network hardware, software and telecommunications, evaluate performance, and develop plans for modifications, upgrades and new services, as outlined in the WCCLS Long Range Plan.
- M) Monitor compliance with Policies & Procedures adopted by the WCCLS Policy Group and the Broadband Users' Group to coordinate orderly and secure use of the Network.
- N) Conduct an independent security audit of the Network and implement recommendations to maintain security and integrity.
- O) Take steps to maintain security, up to and including terminating a connection between one or more network Hosts that presents a problem or threatens security, integrity, or performance of the Network. WCCLS shall notify affected Network Users about an impending disconnection if time permits. Unless WCCLS determines that the problem or threat has resulted in a default under paragraph 11, WCCLS shall restore connectivity when the WCCLS staff determines that the problem is resolved or the threat removed.
- P) Provide and maintain library security gates (RFID enabled).
- Q) Manage the Network pursuant to the terms and conditions of this Agreement.

7. DUTIES AND RESPONSIBILITIES OF NETWORK USERS

Network Users shall:

- A) Participate in the use and operation of the Network under the terms and conditions of this Agreement and the Policies & Procedures adopted by the WCCLS Policy Group.
- B) Take full responsibility for linking item information for Network User's holdings to bibliographic records in the catalog and for meeting cataloging standards as outlined in the Policies & Procedures.
- C) Provide, maintain, and administer cabling, equipment, software, associated devices and Hosts within Network User's building that are connected to the Network. Network Users should meet ANSI/TIA-5568-C or ISO/IEC 11801(Ed2.2) standards when installing new data cabling.
- D) Provide site preparation, access, and environmental conditions necessary for optimal security and functioning of Hosts provided by WCCLS.
- E) Ensure that devices configured by Network User and accessing the Network comply at all times with hardware, software and security requirements deemed necessary by WCCLS staff. Network User shall use WCCLS directory services to access the Network.
- F) Ensure that all Hosts connected to the Network are secured and supervised by library staff during use. Network User shall not allow public users to use staff workstations.
- G) Ensure that any Host or device connected to the Network shall neither cause, nor have the potential to cause, any network disruption, security breach, nor other deleterious outcome.
- H) Obtain permission from WCCLS before attempting to attach any new equipment to the Network.
- I) Obtain permission from WCCLS before adding workstations that will run software applications purchased by WCCLS and licensed for use at Network Users' libraries.
- J) Protect Network equipment and software from abuse, theft or misuse, and assume financial responsibility for repairing or replacing damaged equipment.
- K) Be responsible for system security by limiting access to non-public accounts to trained, authorized staff and volunteers, using individually-assigned user logon credentials, and following security protocols and procedures as directed by WCCLS to prevent unauthorized access. Examples may be password protection, encryption of sensitive information, or locking workstations when not in use.

- L) Notify WCCLS before requesting additional services, including but not limited to domain accounts, integrated library system staff or volunteer logon accounts, workstations, and staff email accounts.
- M) Notify WCCLS promptly to request that a logon or staff email account be deleted to maintain system security. For example, if a Network User terminates an employee, the Network User shall promptly request that the terminated employee be deleted.
- N) Provide an inventory of Network Hosts in Network User's facility and connected to the Public Communications Network as needed by WCCLS.
- O) Conduct an annual inventory of licenses in use by the Network User as instructed by WCCLS staff.
- P) Keep records and statistics when required by WCCLS to document system performance.
- Q) Designate at least one person as the WCCLS contact concerning use of the Network.

8. CONFIDENTIALITY OF DATA

The patron and circulation records in the catalog are exempt from public disclosure pursuant to ORS 192.502(23). Network Users agree that they will not disclose patron and circulation information or patron's use of library resources and services including, but not limited to, databases, e-content and wireless access. Network Users also agree that only library staff and designated library volunteers shall have access to such records in the course of operating the system. Network Users agree to forward to WCCLS all requests for confidential data from law enforcement or other requestors in accordance with established Policies and Procedures. Network Users may use patron name and address information for library purposes as long as it is used in accordance with established Policies & Procedures.

9. COST ALLOCATION FORMULA

On an annual basis, WCCLS shall calculate the Cost Allocation Formula (EXHIBIT A) based on measures of Network Users' use of the Network: integrated library system licenses, total circulation, number of titles, number of items, number of patrons, and volumes added in the fiscal year. WCCLS uses the Cost Allocation Formula to identify each Network User's percentage share of operational costs to maintain the Network if WCCLS funding ceases.

Network Users that are not signatories to the Public Library Services Agreement, chiefly Tuality Health Resource Center and Oregon College of Art and Craft, shall be responsible for ten percent of their share of the cost allocation on an annual basis. These Network Users shall be notified of Network operating costs by April 1 as determined by the Cost Allocation Formula used in EXHIBIT A "Cost Allocation Formula". These Network Users shall receive an invoice from WCCLS by April 15 for the annual cost, which shall be paid by June 30.

10. ADMISSION OF NEW NETWORK USERS THAT ARE NOT SIGNATORIES TO THE PUBLIC LIBRARY SERVICES AGREEMENT

WCCLS may admit other libraries that are not signatories to the Public Library Services Agreement to the Network if WCCLS undertakes the necessary system modification to ensure continued security and performance. Admission of new Network Users shall require unanimous approval of present Network Users and the WCCLS Executive Board. New Network Users are assessed a share of operating costs for the first year of membership as determined by the WCCLS Executive Board. The "Cost Allocation Formula" in Exhibit A applies during and after the second year.

11. DEFAULT

A) Each of the following shall constitute a default:

1. Material noncompliance with the terms of the Agreement or any policies or procedures adopted pursuant to this agreement;
2. Misuse of any Network resources including, but not limited to, system operating software, hardware, or telecommunications.
3. Failure to maintain system security protocols or procedures as directed by WCCLS.

B) If a Network User or WCCLS defaults on the Agreement, WCCLS or the Network User or WCCLS, respectively, shall:

1. Advise the party in writing of the alleged default and any action required to cure the default;
2. Set forth a time by which the default must be cured, a minimum of thirty (30) days.

C) If a Network User fails to cure the alleged default after WCCLS notifies the Network User of the alleged default, WCCLS may, following written notice to the Network User:

1. Prohibit Network User from the use of the system;
2. Take any action to cure or stop the default;
3. Recover any costs, expenses or disbursements incurred by WCCLS to cure the default;
4. Terminate this Agreement as regards the defaulting Network User.

D) Notwithstanding subparagraph B, WCCLS may lock out a Network User from the system without notice in the event of an emergency involving, but not limited to, system damage or the breach of security or confidentiality of the database.

12. TERMINATION

A) County may terminate this Agreement in its entirety or as to any individual Network User upon sixty (60) days written notice, if it determines, in good faith, through an open, public process, that:

1. The public interest would be served by such termination;
2. Adequate funds are not available.

- B) Each Network User may terminate this Agreement upon sixty (60) days written notice, if the Network User determines, in good faith, that the public interest in its jurisdiction or area of service would be served by such termination.
- C) County and each Network User may terminate this Agreement for a default by the other party that has not been cured.
- D) Upon termination of this Agreement as to any individual Network User, this Agreement between remaining Parties shall remain in effect.
- E) Except for termination under subparagraph A, the Network User shall be responsible for payment of any costs, expenses, or disbursements incurred by WCCLS to remove or otherwise mask Network User's data from the system on termination.

13. INSURANCE

- A) County and each Network User shall maintain comprehensive general liability insurance or adequate reserves in a program of self-insurance covering personal injury and property damage for the Network User, its employees and agents. The insurance coverage shall cover the minimum amount specified in ORS 30.271. For Network Users who are not units of local government, certification of insurance shall be provided to WCCLS and all such insurance coverage shall name Washington County, its officers, employees and agents as additional insureds.
- B) WCCLS shall maintain insurance adequate to cover the replacement of the central site equipment including but not limited to central hardware, telecommunications equipment and uninterruptible power supply. The insurance coverage shall be for a minimum of \$600,000.
- C) Network Users shall maintain insurance adequate to cover the replacement of the telecommunications and security equipment owned by WCCLS and housed at Network User's site.

14. COMPLIANCE WITH APPLICABLE LAWS

The Parties shall comply with all local, state, and federal ordinances, statutes, laws and regulations that are applicable to the services provided under this Agreement.

- A) Equal Opportunity Network User shall not discriminate against its employees (including applicants for employment) on the basis of race, color, religion, gender, sexual orientation, national origin, disability, age, or marital status except in case of bona fide occupational qualifications as defined and provided by applicable federal or state law. No person shall be denied or subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this Agreement on the grounds of race, color, religion, gender, sexual orientation, national origin, disability, age, or marital status. Any violation of this provision shall be grounds for cancellation, termination or suspension of the Agreement, in whole or in part, by County.

- B) Public Contracting Statutes ORS 279B.200 through 279B.240 and 279C.500 through 279C.870, as applicable, are incorporated herein by reference. The Contractor agrees to:
1. Make payment promptly, as due, to all persons supplying, to Contractor, labor or material for the performance of the work provided for in this Agreement;
 2. Pay all contributions or amounts due the Industrial Accident Fund incurred in the performance of the Agreement;
 3. Not permit any lien or claim to be filed or prosecuted against the County on account of any labor or material furnished pursuant to this Agreement; and
 4. Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

15. INDEMNIFICATION

Each party agrees to hold harmless, defend, and indemnify each other, including its officers, agents, and employees, against all claims, demands, actions and suits (including all attorney fees and costs) arising from the indemnitor's performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party. If the indemnifying party is a unit of local government, such indemnification shall be subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.302, and the Oregon Constitution.

16. DEBT LIMITATION

This Agreement is expressly subject to the debt limitation of Oregon Counties set forth in Article XI, Section 10 of the Oregon Constitution, and is contingent upon appropriation of funds therefor.

17. INDEPENDENT CONTRACTOR

Each party is an independent contractor with respect to each other party and has no control over the work performed by the other. No party is an agent or employer of another party. No party or its employees is entitled to participate in a pension plan, insurance, bonus, or similar benefits provided by any other party.

18. NOTICE

Each party shall give the other immediate written notice of any action or suit filed or any claim made against that party that may result in litigation in any way related to this Agreement.

19. COUNTERPARTS

This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

20. CAPTIONS

Captions and headings used in this Agreement are for convenience only and shall not be construed or interpreted so as to enlarge or diminish the rights or obligations of the parties hereto.

21. SEVERABILITY

If any section, subsection, sentence, clause, phrase or portion of this Agreement is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this Agreement unless the result of the holding is a failure of consideration of any Party.

22. AMENDMENT

This Agreement may only be amended in writing and signed by all of the Parties.

FOR THE NETWORK USER:

Signature

City Manager
Title

May 23, 2016
Date

FOR WASHINGTON COUNTY:

Signature

Title

Date

APPROVED AS TO FORM:

County Counsel

RESOLUTION NO. 2016-35**RESOLUTION AUTHORIZING CITY MANAGER TO ENDORSE THE SECOND AMENDMENT TO INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES (WCCLS)**

WHEREAS, in 2006, an intergovernmental services agreement for WCCLS was approved that established the members of the group and a new governance structure; and

WHEREAS, in 2007, the first amendment of the intergovernmental services agreement further refining the governance structure was approved; and

WHEREAS, the Aloha Community Library has met the qualifications to become a member of WCCLS and the agreement needs to be amended to add Aloha Community Library as a member; and

WHEREAS, some of the current governance language needs updating; and

WHEREAS, consensus has been reached on the language amending the intergovernmental agreement; and

WHEREAS, the governing bodies of the participants need to approve the intergovernmental agreement.

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

Section 1. The City Council of the City of Forest Grove hereby approves the Second Amendment to Intergovernmental Agreement (IGA) between the City of Forest Grove and Washington County Cooperative Library Services (Attached as Exhibit A).

Section 2. The City Manager is hereby authorized to endorse the IGA on behalf of the City of Forest Grove.

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

PRESENTED AND PASSED this 23rd day of May, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 23rd day of May, 2016.

Peter B. Truax, Mayor

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**SECOND AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT
WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES**

This amends the Intergovernmental Agreement dated January 17, 2006 and amended July 1, 2007 between Washington County on behalf of Washington County Cooperative Library Services, and the cities of Banks, Beaverton, Cornelius, Forest Grove, Hillsboro, North Plains, Sherwood, Tigard, and Tualatin, and the Cedar Mill Community Library Association and the Garden Home Community Library Association (“Contractors”) as follows:

In accordance with **Section 4.I: Adding or Subtracting Members**, the Aloha Community Library Association shall be added as a Member, effective July 1, 2016. The Aloha Community Library Association, by its execution of this Amendment, also hereby agrees to be bound by all of the terms and conditions of the January 17, 2006 Intergovernmental Agreement and all Amendments thereto.

Amend Section 1, B: delete definition as it is an obsolete reference term.

Amend Section 1, C: replace definition of WILInet (Washington County Inter-Library Information network) as follows:

WCCLS Information Network– The system that includes: the shared integrated library system software (circulation, public access catalog, cataloging, serials control and acquisitions software); the WCCLS.org website and its resources; other databases and e-content provided by WCCLS for member library staff or public access; wireless Internet access for the public; central site hardware and software; software, hardware or peripheral products provided to member libraries and supported by WCCLS; and the telecommunications network linking Contractors to the system and for Internet access.

Amend Section 1, F: replace definition of WCCLS Library Directors’ Board as follows:

WCCLS Policy Group – the Board established to provide technical and professional support and advice to the WCCLS Executive Board, to develop and implement policies and procedures for delivery of countywide public library services, and to advise the Cooperative Library Services Director.

Amend Section 1, G replace definition of Cooperative Library Advisory Board (CLAB) as follows:

WCCLS Executive Board – the Board established to advise the Board of County Commissioners and the Cooperative Library Services Director on matters pertaining to the funding for countywide library services, distribution of financial resources by WCCLS for the provision of countywide public library services, and long term governance and funding strategies.

- A. **Equal Opportunity** Member hereby agrees that its employees (including applicants for employment) shall not be discriminated against race, color, religion, gender, sexual orientation, national origin, disability, age, or marital status except in case of bona fide occupational qualifications as defined and provided by applicable federal or state law. No person shall be denied or subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this contract on the grounds of race, color, religion, gender, sexual orientation, national origin, disability, age, or marital status. Any violation of this provision shall be grounds for cancellation, termination or suspension in whole or in part by County.

- B) **Public Contracting Statutes** ORS 279B.200 through 279B.240 and 279C.500 through 279C.870, as applicable, are incorporated herein by reference. The Member agrees to:
 - 1. Make payment promptly, as due, to all persons supplying, to Member, labor or material for the performance of the work provided for in this contract;
 - 2. Pay all contributions or amounts due the Industrial Accident Fund incurred in the performance of the contract;
 - 3. Not permit any lien or claim to be filed or prosecuted against the County on account of any labor or material furnished pursuant to this contract; and
 - 4. Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

Replace Section 11, LIABILITY AND INDEMNIFICATION to read as follows:

11. INDEMNIFICATION

Each party agrees to hold harmless, defend, and indemnify each other, including its officers, agents, and employees, against all claims, demands, actions and suits (including all attorney fees and costs) arising from the indemnitor's performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party. If the indemnifying party is a unit of local government, such indemnification shall be subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.302, and the Oregon Constitution.

Replace Section 12, NO BENEFITS to read as follows:

12. INDEPENDENT CONTRACTOR

Each party is an independent contractor with respect to each other party and has no control over the work performed by the other. No party is an agent or employer of another party. No party or its employees is entitled to participate in a pension plan, insurance, bonus, or similar benefits provided by any other party.

Replace Section 14, INSURANCE to read as follows:

All parties to this Agreement shall maintain comprehensive general liability insurance or adequate reserves in a program of self-insurance covering personal injury and property damage for the Members, their employees and agents. The insurance coverage shall be for a minimum of the amounts specified in ORS 30.271. For Members which are not units of local government, certification of insurance shall be provided to WCCCL and all such insurance coverage shall name Washington County, its officers, employees and agents as additional insureds.

This amendment shall become effective July 1, 2016.

In performing the above, it is understood and agreed that all other terms and conditions of the original Intergovernmental Agreement of January 17, 2006 and amendments thereto are still in effect.

FOR THE CONTRACTOR:

Signature

City Manager

Title

May 23, 2016

Date

FOR WASHINGTON COUNTY:

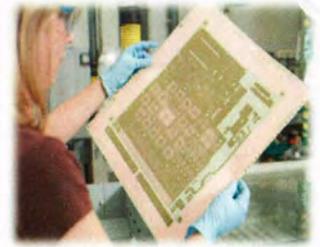
Signature

Title

Washington County

APPROVED AS TO FORM:

County Counsel



Waste Management Rate Increase Request

City Council

May 23, 2016

A place where businesses and families thrive.

Purpose

- Waste Management (WM) has requested a 5.1% rate increase as of July 1, 2016
- Franchise agreement requires that City staff present findings concerning the rate increase and to recommend to the Council on whether or not to schedule a public rate hearing.
- Tonight staff will present initial findings on the rate request.

Rate Increases

- Currently there are two rate increase requests for solid waste collection rates
 - The 5.1% rate increase request from WM for increased operational costs resulting in a lower rate of return
 - Second rate increase for \$1.50 per month is for a program requested by the City Sustainability Committee to start mixing food waste with yard debris
- Tonight's report concerns only the WM rate increase request. Information discussed tonight is for WM's Forest Grove's operations.

Rate Increases

- WM has had two rate increases since 2010:
 - Effective January 1, 2011, 4.37% increase for 20, 35, 60, and 90 gallon roll carts for residential and commercial services.
 - Effective January 1, 2014, 4.0% increase across all classes of services

Rate of Return

- Franchise agreement allows franchise holder the allowable costs to provide services under the franchise and a reasonable rate of return.
- A reasonable rate of return is considered to be 8 to 12 percent. Typically the City has targeted about a 10% rate of return.

Rates of Return

- Since 2012, WM has had the following rates of return:
 - 2015 – 6.4%
 - 2014 – 9.8%
 - 2013 – 8.5%
 - 2012 – 4.7%
- WM is projecting a 5.3% rate of return for 2016 – staff has not reviewed this projection

WM's Reasons for Rate Increase

- 5.1% rate increase is composed of:
 - 2.5% of the increase is due to increases in direct wages and benefits
 - 1.8% of the increase is due to increases in disposal costs. Tipping fees have increased from \$95.00 per ton to \$97.50 and are scheduled to increase to \$99.00 per ton due to increased Metro fees and a \$0.68 per ton increase in DEQ fees. The franchise agreement allows for a pass-through of these costs in the rates.
 - 0.8% is increase in other costs due to CPI

Revenue and Cost Review

- Overall revenue increases:
 - 2015 – 5.4%
 - 2014 – 4.2%
- Revenue from sale of recycling material has dropped significantly over the past two years to almost zero in 2015. When asked about the decline, WM responded the market for recycling materials has declined so much that WM is almost paying to dispose of recyclable materials.
- Overall direct costs increases:
 - 2015 – 11.8%
 - 2014 – 2.7%

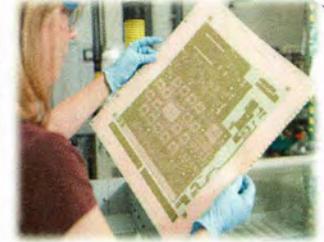
Staff Review of Costs

- Direct wages and benefits increased by 6.7% in 2015 after decreasing by 0.3% in 2014
- Disposal costs increased 13.1% in 2015 and 3.3% in 2014
- Vehicle related expenses increased in 2015 due to the replacement of old vehicles with vehicles that operate on Compressed Natural Gas (CNG). Depreciation and interest expense for those vehicles increased significantly by about \$147,000 in 2015 but were largely offset by about a \$90,000 decrease in fuel and repair costs.
- Indirect costs declined by \$10,000 in 2015 due to a decline of \$25,000 in allocated corporate overhead costs.

Staff Conclusion

- Based on a limited review of the revenues and costs, staff concludes that WM has sufficient justification for the Council to consider a rate increase and recommends the Council schedule a public hearing to consider up to a 5.1% rate increase to be effective July 1, 2016
- Staff has not finalized its rate increase recommendation but will have a recommendation at the rate hearing
- Staff recommends the public hearing be scheduled for the June 13, 2016, City Council meeting. The Council will also be asked to approve the \$1.50 per month increase for food waste recycling at that meeting

14-1



City Council Meeting May 23, 2016

Public Works FY 2016-17 Work Plan

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2015-16 ACCOMPLISHMENTS

- David Hill Road – design
- Firwood Lane Sewer – design
- Firwood Lane Storm Drain – design
- University Avenue – reconstruction
- 23rd Avenue Sanitary Sewer Infiltration & Inflow – repair
- Water Treatment Plant Filter – repair
- Radio Read Meters - installed

2016 -17 DEPARTMENT PRIORITIES

- Transportation
- Sanitary Sewer
- Water
- Storm Drainage Improvements

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TRANSPORTATION

- Street Maintenance
- ADA Curb Ramp Study
- Fern Hill Road & Hwy 47 Intersection - safety improvements
- 26th Avenue & Willamina Avenue – road improvements (LID)
- David Hill Road – construction
- TSP – project priorities

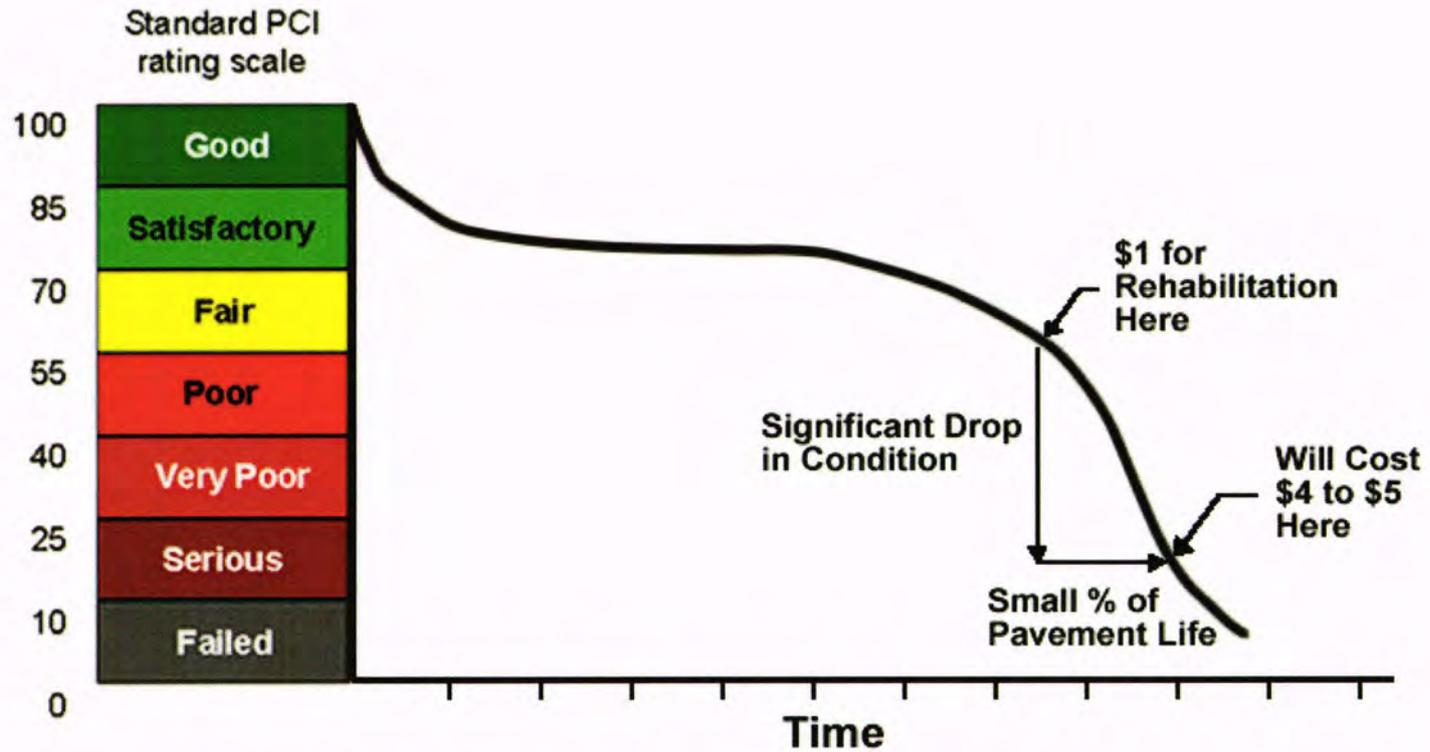
Summer Overlay Program



Pacific Avenue



Pavement Condition Index



Pavement Layers



Pavement Maintenance Cost

 FOREST GROVE OREGON <i>A place where businesses and families thrive.</i>		FG Street Maintenance \$ Projections		
		<i>Maint. Item</i>	<i>Cost/unit</i>	<i>Total Replacement Cost</i>
Tot. Length (LF)	400,554	FOG Seal	\$1.00/SY	\$1,341,725
Total Area (SY)	1,471,332	AC Grind 2"	\$1.50/SY	\$2,206,999
		2in AC	\$9.50/SY	\$13,977,657
Replacement		20 year (Arterial)	30 year (Collector)	40 year (Local)
	Area (SY)	129,608	329,089	1,012,636
FOG Seal (Every 10 yrs)			\$658,177	\$3,037,908
Grind-2"		\$194,411	\$493,633	\$1,518,954
AC-2"		\$1,231,272	\$3,126,342	\$9,620,043
		\$1,425,683	\$4,278,153	\$14,176,906
Annual Cost		\$71,284	\$142,605	\$354,423
		<u>Total Annual Cost \$568,312</u>		

ADA Curb Ramp Study



ADA Curb Ramp Study



ADA Curb Ramp Study



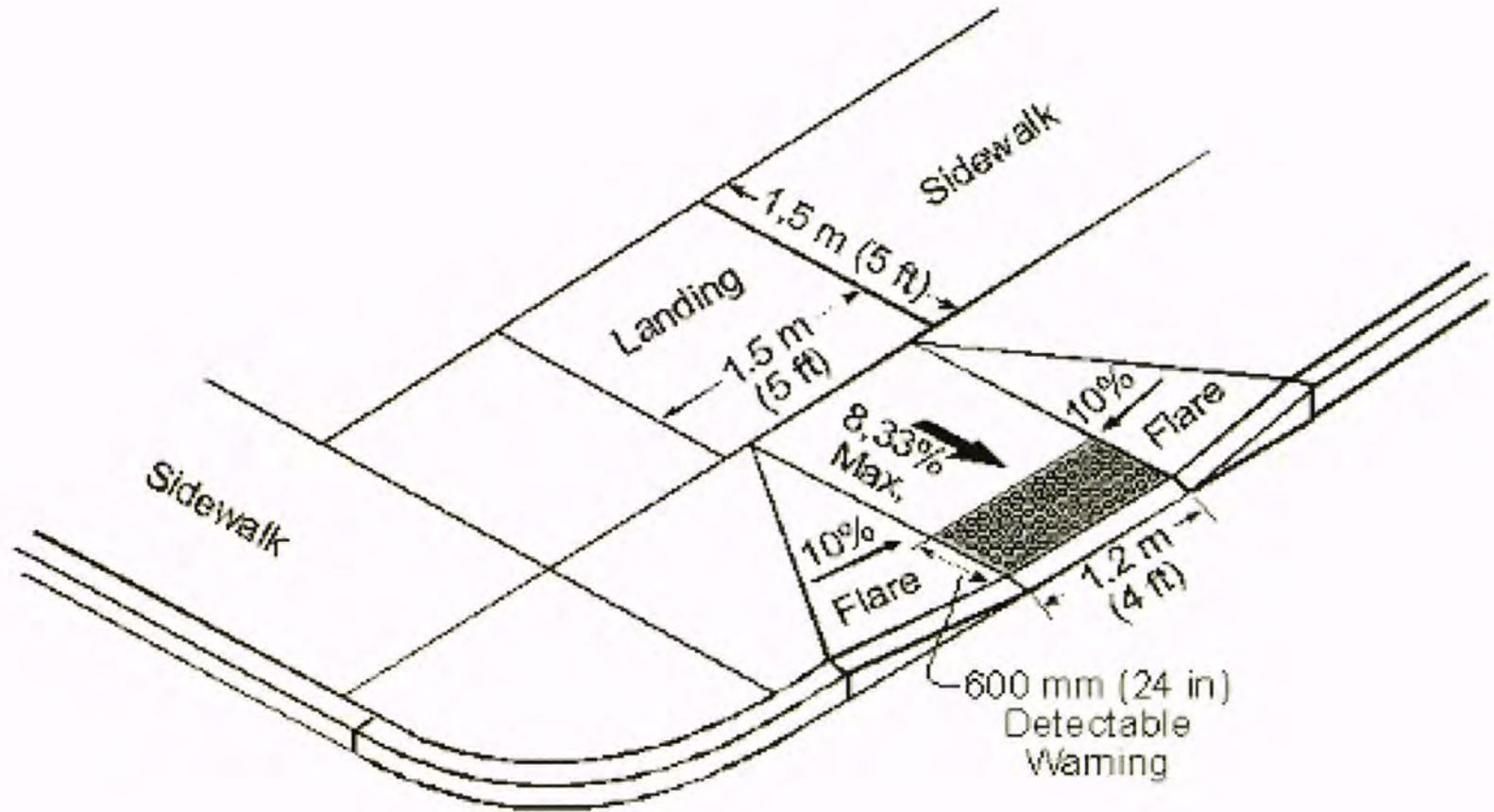
ADA Curb Ramp Study



ADA Curb Ramp Study



ADA Curb Ramp Study



Fern Hill Road & Highway 47

- Road Safety Audit – Completed November 2014
- Washington County MSTIP 3E
 - The MSTIP3e project list needs trimmed by \$80M. An Open House was held on May 19 for citizens to provide input on importance of projects on the list.
 - www.MSTIP3e.com is the online location to provide comments about the Fern Hill Road & Highway 47 Improvement project.

SANITARY SEWER

- Firwood Sewer (CDBG grant) - construction
- Infiltration and Inflow – rehabilitation program

WATER

- Water System Vulnerability Study
- Oak Street Water Line
- Emergency Water Trailer
- Watershed Deep Creek Road – decommission

Water Treatment Trailer



Water Treatment Trailer



Deep Creek Road - Decommission



STORM DRAINAGE IMPROVEMENTS

- Hawthorne Street Culvert - replacement
- Firwood Lane Storm Drainage - construction

Hawthorne Street Culvert - Replacement



Firwood Lane Drainage - Improvement

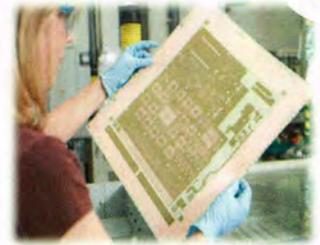


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14.2

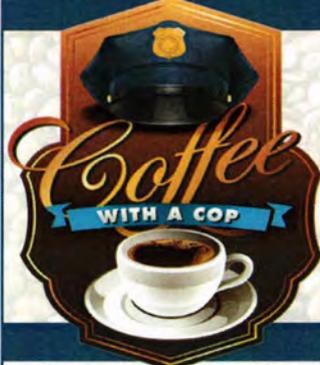


Forest Grove Police Department Work Plan 2016/2017



Find us on Facebook

Follow us on twitter



**Wednesday,
April 6, 2016
8:00am-10:00am**

McDonald's
3315 Pacific Ave
Forest Grove

JOIN YOUR NEIGHBORS AND POLICE OFFICERS FOR COFFEE AND CONVERSATION!

No agenda or speeches, just a chance to ask questions, voice concerns, and get to know the officers in your neighborhood!

Questions? Contact Community Outreach Specialist Lauren Quind and 503-992-3104

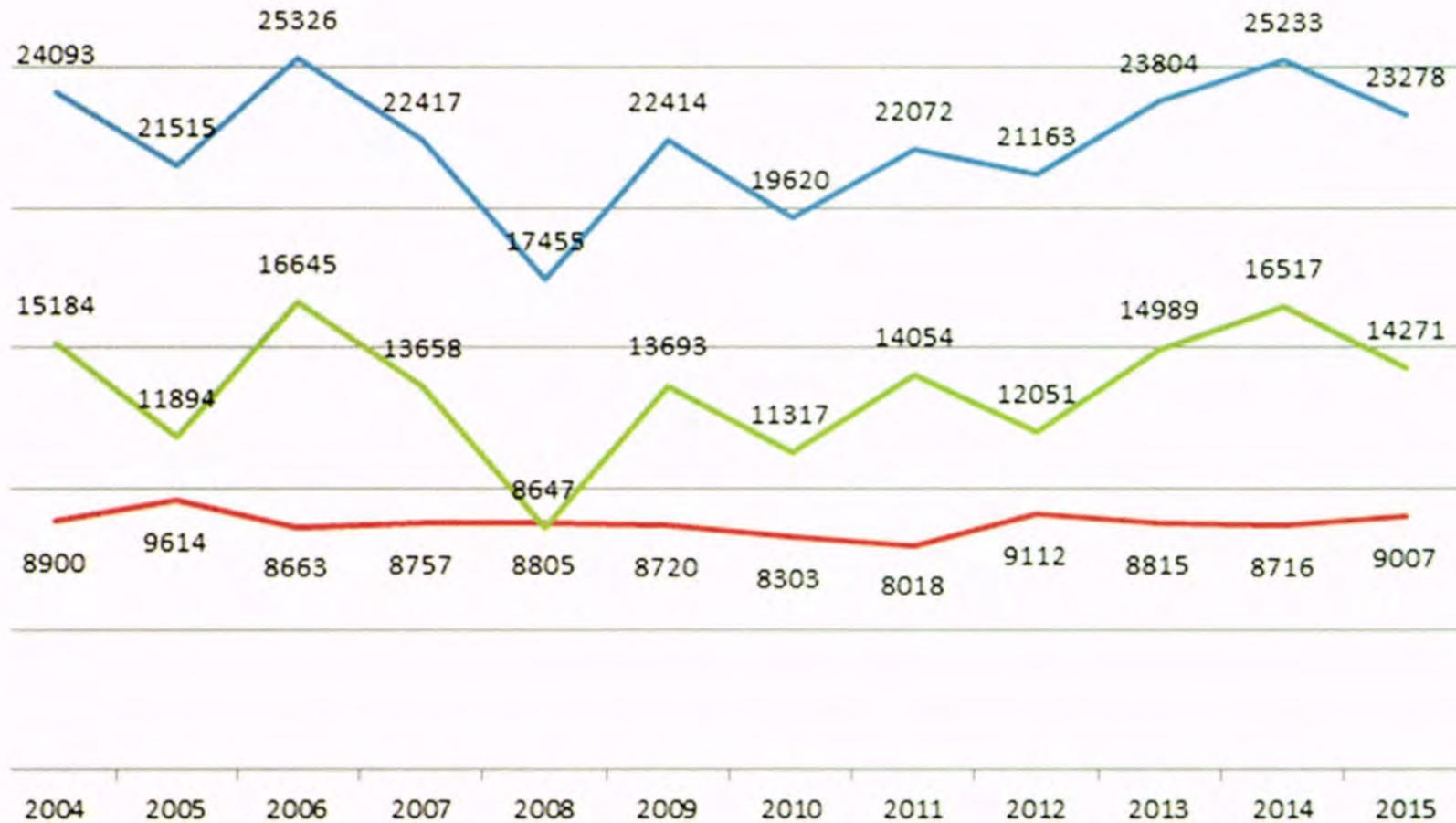
Forest Grove Police Department



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2015 CFS STATISTICS



2004-2015 CFS STATISTICS

2015 Department Accomplishments

- ❑ Decline in traditional Neighborhood Watch but a growth of virtual NW called Nextdoor. Currently there are 43 total NW groups.**
- ❑ Code Enforcement continues to be a challenge in which we are slowly succeeding to make a difference in the community for our citizens.**
- ❑ Police Department Facility Implementation**
 - ✓ Initial planning process is underway.**

- ❑ Returned National Night Out to its previous format which was held on the grounds of Pacific University. By all accounts it was very successful.**
- ❑ FGPD's Facebook page broke its 5000 follower mark.**
- ❑ Five "Coffee with a Cop" events took place over the last year.**
- ❑ Another successful Citizens Academy.**

- Began the quarterly publishing of our community newsletter called “Grove Watch”.**
- The first agency in the county to run a pilot study on Body Worn Camera’s.**
- Implemented an Inventory/Equipment and Property Storage/Management Program**
- Recruitment and Selection**
- Successful in the grant writing process**
- First annual Department Meeting and Executive Retreat.**

2016/17 Top Priorities

- ❑ Implement the Oregon Task Force on School Safety Objectives – HB 4087**
 - ✓ Cooperating at State level to assist in creation of a database for all schools w/in the state, accessible to authorized users via the Internet.
 - ✓ Establish a statewide tip line.

- ❑ Work at developing an environment of open/safe communication between our Latino population and FGPD through the “Trust Coalition”.**

- ❑ Police Facility Project**
 - ✓ Continue to work with the City on appropriate steps.

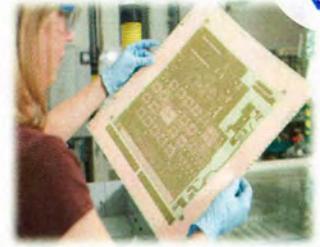
- ❑ **Examine Staff Management within the PD**
 - ✓ **Develop a Professional Development Program.**
 - ✓ **Develop guidelines to promote long term staff employment.**

- ❑ **Poverty, Homelessness/Mental Health**
 - ✓ **Training of staff in awareness of mental health issues and tools available to assist.**
 - ✓ **Work more closely with the County's Mental Health Response Team (MHRT).**
 - ✓ **Continued work with OACP on the issue.**

Questions



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14.3

Administrative Services FY 2016-17 Work Plan

City Council

May 23, 2016

Paul Downey, Administrative Services Director

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Priorities for FY 2016-17

- Implementation of new Financial/Human Resources Information System
 - This will be the major effort of Finance and HR staff.
 - Eventually staff from all department will be involved in the project.
- Financial planning for renewal of Local Option Levy
- Complete financial policies and submit for Council review and approval

Priorities for FY 2016-17

- Review options for three-year implementation of increased defined benefit plan pension costs for all affected funds
- Financial analysis of Street Fund's ability to pay for future ongoing maintenance (work with Engineering Dept.)
- Manage process for pre-design of proposed police facility including potential re-use of current facility

Priorities for FY 2016-17

- Update City's Website
 - The City's website is eight years old and in need of updating. One goal of this project will be to make the website more friendly for tablet and smartphone use.
- Continued Implementation of GIS
 - Initial GIS will be implemented by June 30, 2016. Next year, staff will work with consultant to ensure system is enhanced with additional features as more information is made available to staff and the public.
- Study implementing virtual desktop interface to replace desktop PCs

HR Priorities for FY 2016-17

- Evaluation of alternative health plans to replace the Kaiser HMO and Regence Blue Cross Plan V-E on December 31, 2017
- AFSCME Contract Negotiations
- Complete mandatory and supervisory training

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CITY MANAGER'S REPORT TO COUNCIL

May 19, 2016

Dates to Remember:

- May 30:** Memorial Day Event, 11 am, Mountain View Cemetery
- June 1:** Election Packets Available, City Recorder's Office
- June 3:** Rotary Steak Feed, Pacific University

ADMINISTRATIVE SERVICES:

- Accounting/HR Software: The new software should be installed in the next few weeks. Staff will be meeting with the vendor to plan the implementation process. Staff is also planning to review the City's current chart of accounts to see if changing the current account structure could provide better financial information.
- Community Auditorium: Staff has received a quote for upgrading the Community Auditorium's sound system and will be meeting with the vendor to discuss the quote and have any necessary changes made. Staff needs to obtain other quotes before a vendor can be chosen and the project started. Staff has two quotes for the lighting system and needs to obtain one more quote before selecting a vendor. Staff hopes to complete both projects this summer.
- Budget: Staff is preparing the resolutions needed to adopt the FY 2016-17 Budget for the June 27, 2016, City Council meeting. At this time, staff does not expect any changes to the Budget approved by the Budget Committee.
- Recruitments: Current recruitments underway include Police Officer, Police Reserve Officer, Human Resources Technician, Librarian Assistant, Public Services Librarian (Youth), Parks Seasonal Workers

PARKS and AQUATICS:

- Master Plan dates:
 - June 7, Citizens Advisory Committee meets to discuss draft recommendations, including results from the surveys that were conducted.
 - June 8, Open House in the Library Rogers Room beginning at 5:30 with the Latino session (conducted in Spanish) and then at 7:30 for the general session.
- Old Town Loop trail project is currently out to bid. Construction is planned for late July and August. Dedication of the trail will be held in late September.
- The aquatic center staff has nearly completed the installation of new chemical controls for all pools. The control system was beginning to fail and was becoming unreliable which can lead to unbalanced water conditions. The new system is adaptable to the future installation of a UV disinfection system which will reduce the amount of chlorine used.
- Summer swimming lesson registration is underway. Classes begin June 13.
- The aquatic center will be closed Saturday, June 11, for summer staff training.

POLICE:

- Hosted a meeting with the School Board on Wednesday, May 18.
- Graduations from Academies: Officer Bradley Schuetz, Basic Police Academy; Reserve Officers Matthew Krump and Conner Keith; Reserve Academy.
- New hires effective June 6: Officer Waael Jared, Officer Hector Aguilar, and Officer Matthew Krump; Reserve Officer Bon McBee.

LIGHT & POWER:

- Crews are about 75% complete with their work on the Hwy 47 / David Hill Rd Roundabout line move project. Review of alternatives to feed the existing customers on David Hill road during construction of the extension and roundabout are being discussed. Work has been suspended until engineering is able to make needed design modifications that were identified during construction. Constructability of the permanent feed is dependent on traffic moving over to the new travel lane.
- Current designs being drawn and routed for review are: Pole and conductor upgrade between David Hill Rd and Purdin Rd, Thatcher Junction substation conduit and vault installation and a tap line re-route on Porter Rd that will coincide with the bridge replacement work by Washington County.
- Pacific University is upgrading service to Jefferson Hall in order to install an HVAC system that will replace their existing boiler and provide cooling to the building.
- Crews have begun a large work order separating power feeds serving a portion of Clean Water Services. This work was requested by CWS to ensure better reliability of redundant feeds into the plant.
- Crews continue on upgrading high pressure sodium rental lights to LED.

ECONOMIC DEVELOPMENT:

- Continued to make progress with Old Trapper food processor expansion on 24th Avenue. Plans for renovation of existing 57,000sf have been submitted; Phase II is planned for 60,000sf new construction. Total project could create up to 100 new jobs.
- Savor Forest Grove Map & Directory Tear Sheet CEP Project completed and sent to printer.
- Continued making progress to bring two large lot industrial land parcels into City. Sent applications into Business Oregon certified site program.
- Completed updated Dining Guide printing.
- Nearing completion with contractors to build a new Forest Grove Farms, Food and Drink website to be owned through Forest Grove Tourism Committee consortium.
- Completing additional pre-contract administrative requirement for \$325,000 Washington County CDBG grant application for Senior Center Kitchen Improvements.
- Assisted local food and beverage processors group in scheduling a supervisory training seminar on June 28 and 29 in the Community Auditorium.

ENGINEERING / PUBLIC WORKS:

- GroveLink Bus Shelters: Staff is reviewing bids received from contractors. The project will be awarded on May 20. The shelters are scheduled for delivery in 2-3 weeks.
- David Hill Road Extension: Construction for this project is expected to start this summer.
- Highway 47 & Fern Hill Road: An Open House was held Thursday, May 19, in the Community Auditorium. This project is on the MSTIP3e (Washington County Major Street and Transportation Improvement Program) Project list. The County is looking for comments on all the projects on the list as they need to cut the list by \$80M.
- FEMA Updated Flood Maps: Updated FEMA Flood Insurance Rate maps for the Forest Grove area will become officially effective on November 4, 2016. Flood plain maps are the primary regulatory tool used by the National Flood Insurance Program (NFIP) and the insurance industry to regulate floodplain development and rates for flood insurance policies. The maps will be used by federally regulated lending institutions and insurance agents to determine who must purchase flood insurance, and the cost of that insurance, if it's necessary. In addition, the maps will be used by City and County officials for floodplain management and permitting purposes. City staff is currently working with FEMA and the State to address some mapping errors found in the Strasburg and Willamina area along Gales Creek. The City of Forest Grove is now going through a process to formally adopt the new FEMA maps – which might include possibly holding an Open House to go over the adoption process.

- Firwood Lane Sewer Project: An Open House was held Wednesday, May 18. Soon after the Open House, residents that have committed to connecting will be entering into contract. Staff is finalizing plans and will advertise for bids soon so construction can take place this summer.
- Water Treatment Plant: Staff has been busy making repairs on equipment and pumps at the plant. The plant is currently working at full capacity.
- Water Quality: The 2016 water quality report otherwise known as the CCR (Consumer Confidence Report) is out and is on the City website. Printed brochures are available at City Hall and Engineering.
- 2016 Timber Harvest: The 2016 timber harvest project has been awarded to Banks Rock Products, of Gales Creek. The logger will start this project in a couple weeks, once he wraps up the current harvest.

COMMUNITY DEVELOPMENT:

- Latino Summit – The second Latino Summit was held on Wednesday, May 18, from 6 to 8 pm at the UCC Church, 2032 College Way.
- Westside Planning Project – The Technical Advisory Committee (TAC) reviewed the final infrastructure analysis from the consultants for the David Hill and Purdin Road areas. The consultants will make some minor changes based on comments received from the TAC and will begin preparing a financial analysis report. Upon receiving that information, the documents will be placed on the City's website and a work session with the Planning Commission will be scheduled. Originally the work session was targeted for June 20 but will be delayed to July because a land use permit (for a new 21-unit apartment house) needs to be considered by the Commission on the June 20 date. This will allow some additional time for the consultants to complete their products and the public a longer opportunity to review a detailed document. Depending on the availability of the Commission on July 5, the work session will be targeted for either that day or July 18. Upon completion of those tasks, a land use plan and infrastructure program will be prepared for public hearing.
- Marijuana Code Update – Staff is developing a set of proposed amendments to City codes (Development and Code) to develop time, place and manner requirements for marijuana facilities. The amendments will be based on direction received from Public Safety Advisory Committee with any modifications the Planning Commission may make. The Council through its public hearing may make further changes to establish the appropriate direction. One option that will be considered is a total ban of grow operations. Key target dates include: June 6 – Planning Commission public hearing; June 27 – First reading of a proposed ordinance by the City Council; and July 11 – Second reading by the City Council.
- Marijuana projects – Based on the passage of Ordinance 2016-10, staff denied an application on a proposed outdoor grow operation on Elm Street. The property owner and Friends of Historic Forest Grove have filed appeals on this action. The Planning Commission will conduct a de novo public hearing (meaning open record) on the appeals. As a de novo public hearing, all aspects of the permit including its approval/denial (and if approved, conditions of approval) based on the Ordinance 2016-10 and site plan review criteria can be considered.

FOREST GROVE OREGON

Activity Report April 2016

