

Aug-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	1 Planning Comm 7pm	2 Nat'l Night Out CCI 5:30pm	3 MPAC 5pm	4 EDC Noon - Cancelled	5 FGS&CC 1st Friday	6
Wenzl out until August 3		Wenzl out until August 7				
7	<b>CITY COUNCIL</b> 5:30 PM - EXECUTIVE SESSION (CM Eva) 6:00 PM - WORK SESSION (Affordable Housing) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	8 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	9 Municipal Court	10 PAC 5pm	11	12 Valley Art Auction
Wenzl Returns		Wenzl out until August 14				
14	Chamber Luncheon FGS&CC Bd Mtg 6:30pm	15	16 P&R No Mtg CFC 5:15pm CAO 5pm CWAC 5:30pm P&R & CCI Joint Mtg 7pm	17	18	19
Wenzl Returns		FG Uncork				
21	<b>CITY COUNCIL</b> NO REGULAR MEETING SCHEDULED	22 Ford Leadership HLB 7:15pm	23 Municipal Court PSAC 7:30am	24 WEA Breakfast Sustainability 6pm	25	26
Kidd out until Sept 4		Kidd out until Sept 4				
28		29 <b>LAST DAY TO FILE COMPLETED</b> <b>PETITION 70-DAYS BEFORE ELECTION</b> 5:00 pm - City Recorder's Office	30	31		
Sep-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 EDC Noon - Moved to 09/08	2 FGS&CC 1st Friday	3
Kidd Returns		Kidd out until Sept 4				
4	<b>CITY OFFICES CLOSED</b> <b>HOLIDAY</b>	5 CCI 5:30pm Planning Comm 7pm	6 MPAC 5pm	7 <b>Notice of Measures &amp; Candidates</b> <b>Statement Filing Deadline</b> Chehalem Ridge Open Housing 5pm - 6:30 pm - Comm Aud EDC Noon PAC 5pm	8	9 FGS&CC Brats & Brew
Kidd Returns		Kidd out until Sept 4				
11	<b>County Voters' Pamphlet Filing Deadline</b>	12 <b>FG &amp; LOC City Hall Day</b> 9am - Noon Community Auditorium	13 Municipal Court	14	15	16 Sidewalk Chalk Art Lions Club Run Corn Roast
FG Summer Fiesta Noon	<b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm Friends & Family Night 5pm McMenamins	20 Flu Shots 7:30am Comm Aud P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	21 WEA Breakfast Sustainability 6pm	22	23
18	Chamber Luncheon FGS&CC Bd Mtg 6:30pm FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	19 Special Election Day Fernhill Wetlands 5:30pm	20 LOC City Hall Week - Statewide	21	22	23
25	<b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	26 HLB 7:15pm	27 Municipal Court PSAC 7:30am OMA Board Mtg LOC Board Mtg	28	29	30
Historic Homes Tour 1pm	ICMA Conference - Kansas City, MO			LOC Conference - Salem		
Oct-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Fernhill Wetlands Birds and Brew 9am LOC Conference
2	Planning Comm 7pm	3 CCI 5:30pm	4 Municipal Court MPAC 5pm	5 Governor's Regional Solutions Team 10am - Comm Aud	6 EDC Noon	7 FGS&CC 1st Friday
9	<b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	10 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	11	12 PAC 5pm	13	14
16	Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	17 Fernhill Wetlands 5:30pm	18 P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	19 Food Film 7:30pm	20	21 Mayor's Dinner & Auction 6pm
23	<b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	24 HLB 7:15pm	25 Municipal Court PSAC 7:30am	26 WEA Breakfast Sustainability 6pm	27	28
30		31			Nyuzen Student Delegation Visit Oct 28 - Nov 1	
Nyuzen Student Delegation Departs Nov 1st						

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**CITY COUNCIL MEETING AGENDA**

**MONDAY, AUGUST 8, 2016**

**5:30 PM – Executive Session (City Manager Evaluation)  
6:00 PM – Work Session (Affordable Housing)  
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](mailto: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](mailto:aruggles@forestgrove-or.gov), 503-992-3235, at least 48 hours prior to the meeting.

**EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.**

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

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

Peter Truax, Mayor

**5:30**

In accordance with ORS 192.660(2)(i) to review and evaluate the employment-related performance of the City Manager.

PowerPoint Presentation  
Dan Riordan, Senior Planner  
Jon Holan, Community Development  
Director  
Jesse VanderZanden, City Manager

**6:00**

**WORK SESSION: AFFORDABLE HOUSING**

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

**7:00**

1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance
1. A. **SPECIAL RECOGNITION:**
  - *Oregon Mayors Association (OMA) Mayor’s Leadership Award, awarded to Mayor Peter Truax at the OMA Summer Conference, presented by City of Tigard Mayor John Cook*
2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. Please sign-in before the meeting on the Citizen Communications form posted in the foyer. In the interest of time, please limit comments to two minutes. Thank you.
3. **CONSENT AGENDA:** See Page 4
4. **ADDITIONS/DELETIONS:**
5. **PRESENTATIONS:**

PowerPoint Presentation

7:15

5. A.

- *Affordable Housing, Washington County Office of Community Development (CDBG), Jennie Proctor, Program Manager*

PowerPoint Presentation

7:30

5. B.

- *Metro Quarterly Exchange Update, Kathryn Harrington, Metro Councilor District 4*

PowerPoint Presentation  
Mindy Laird-Garcia, Forestry &  
Watershed Technician

7:45

5. C.

- *2015 Watershed Timber Harvest Report, Scott Ferguson, Watershed Consultant*

Rob Foster, Public Works Director  
Jesse VanderZanden, City Manager

- |  |                    |       |   |
|--|--------------------|-------|---|
| PowerPoint Presentation<br>George Cress, Light and Power<br>Director<br>Jesse VanderZanden, City Manager | 8:05               | 5. D. | • <i>Light and Power Substation Transformer Replacement Project Update</i>  |
| PowerPoint Presentation<br>Michael Kinkade, Fire Chief<br>Jesse VanderZanden, City Manager               | 8:20               | 6.    | <b><u>RESOLUTION NO. 2016-50 ADOPTING THE FOREST GROVE FIRE AND RESCUE COMMUNITY RISK ANALYSIS AND STANDARDS OF COVER</u></b> |
| Paul Downey, Administrative<br>Services Director<br>Peter Truax, Mayor                                   | 8:35               | 7.    | <b><u>RESOLUTION NO. 2016-51 OF THE CITY COUNCIL ACCEPTING CITY MANAGER'S ANNUAL PERFORMANCE REVIEW</u></b>                   |
| Paul Downey, Administrative<br>Services Director<br>Peter Truax, Mayor                                   | 8:45               | 8.    | <b><u>RESOLUTION NO. 2016-52 OF THE CITY COUNCIL AUTHORIZING COMPENSATION FOR CITY MANAGER FOR FISCAL YEAR 2016-17</u></b>    |
| City Councilors  | 8:50               | 9.    | <b><u>CITY COUNCIL COMMUNICATIONS:</u></b>  |
| Jesse VanderZanden, City Manager   | 9:05               | 10.   | <b><u>CITY MANAGER'S REPORT:</u></b>  |
| Peter Truax, Mayor   | 9:10               | 11.   | <b><u>MAYOR'S REPORT:</u></b>   |
|  | <b><u>9:15</u></b> | 12.   | <b><u>ADJOURNMENT:</u></b>  |

- 3. CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).
- A. Approve City Council Work Session (Police Body Worn Cameras) Meeting Minutes of June 27, 2016.
  - B. Approve City Council Regular Meeting Minutes of June 27, 2016.
  - C. Approve City Council Executive Session (City Manager Performance Evaluation) Meeting Minutes of June 27 and July 11, 2016.
  - D. Approve City Council Regular Meeting Minutes of July 11, 2016.
  - E. Accept Historic Landmarks Board Meeting Minutes of June 28, 2016.
  - F. Accept Library Commission Meeting Minutes of May 10, 2016.
  - G. Accept Public Safety Advisory Commission Meeting Minutes of June 22, 2016.
  - H. Accept Resignation on Library Commission (Jane Burch-Pesses, Term Expiring December 31, 2017).
  - I. Community Development Department Monthly Building Activity Informational Report for June and July 2016.



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

**CITY COUNCIL STAFF REPORT**

**WORK SESSION:**

**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *August 8, 2016*

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

**SUBJECT TITLE:** *Work Session on Affordable Housing*

**ACTION REQUESTED:**

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
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*X all that apply*

**ISSUE STATEMENT:** The purpose of this work session is to discuss upcoming efforts on affordable housing in Forest Grove. This work session will focus on two items:

1. Recent legislation on affordable housing, Senate Bill – SB 1533 (Attachment A); and
2. Preliminary Community Development Department work program for the forthcoming effort to address affordable housing needs.

**BACKGROUND:**

**SB 1533**

Since 1999, state law prohibited “inclusionary zoning” in Oregon. Inclusionary zoning refers to policies requiring developers to sell or rent a percentage of homes in a project to moderate or low income households. Inclusionary zoning programs typically target households at 60% to 80% of area median income.

Affordable housing could be market rate or subsidized through governmental assistance. Examples of governmental assistance include federal low income housing tax credits for affordable housing, federal Section 8 housing vouchers, US Department of Housing and Urban Development Community Development Block Grant (CDBG) and HOME Investment Partnership programs, and affordable housing provided by local housing authorities. An example of market rate affordable housing includes housing in outlying areas that sell or rent at lower cost relative to other locations in a region. The lower cost may be due to lower land values in the outlying area. In some cases lower costs might be due to differences in building permit fees.

Often the trade-off with market rate affordable housing is household transportation costs are often higher due to longer travel distances required to reach employment and shopping areas. Considerations associated with market rate affordable housing include ability to ensure affordable prices are maintained

over time and preventing persons from purchasing homes as a rental investment property with no assurance that the rental housing made available at affordable rents.

Under SB 1533 “affordable housing” is defined to mean housing that is affordable to households with incomes equal to or higher than 80% of the median family income for the county in which the housing is built. The median family income in Washington County for 2014 is approximately \$77,235. Eighty percent of median family income in Washington County is approximately \$61,788. For comparison, median family income in Forest Grove for 2014 is \$58,212 and 80% of median family income in Forest Grove is \$46,570. Since SB 1533 bases eligibility on a county’s median family income, SB 1533 targets households with household incomes higher than the median family income in Forest Grove.

SB 1533 does not provide guidance on when housing costs become unaffordable based on income. An accepted rule of thumb is that housing becomes unaffordable when a household spends more than 30% of income on housing costs including rent/mortgage and utilities. Using the 30% rule of thumb, housing is considered unaffordable if the household earning 80% of Washington County’s median family income spends more than \$1,545 per month on housing costs. To put this in perspective, the median monthly housing cost for renter occupied housing units in Forest Grove is \$792 per month based on US Census Bureau data for 2014. For owner occupied units the median monthly housing cost in Forest Grove is \$1,386 per month. Other ways to define affordable housing could be explored as part of the proposed Community Development project described at the end of this memo.

As mentioned above, SB 1533 provides authority to cities and counties to:

- Adopt policies to effectively establish the sales/rental price for certain new multifamily units; and
- Allows for a construction excise tax on certain property to fund certain affordable housing programs and developer incentives.

Both aspects of SB 1533 are described more fully below.

#### Policies Establishing Sales or Rental Prices

Under SB 1533, policies establishing sales or rental price may take the form of land use regulations or conditions of approval imposed on land use permits. Under SB 1533, a city or county may apply such regulations or conditions only to multifamily projects with 20 or more units. To put that in perspective, during the last five years three multifamily projects with more than 20 multifamily units have been approved in the City. This includes Juniper Gardens (48 units), the Tokola project (Jesse Quinn Apartments) at Pacific Avenue and A Street (78 units), and a recently approved project located at Hawthorne Street and 21<sup>st</sup> Avenue (28 units). Juniper Gardens was constructed by Bienestar for farmworkers and all units are affordable. The Jesse Quinn Apartments and Hawthorne Street project are market rate. Units in both the Jesse Quinn and Hawthorne Street apartments must be available to Section 8 voucher recipients.

SB 1533 also limits the number of multifamily units that are sold or rented as affordable housing. The limit is 20% of housing units within a multifamily structure. If the affordable housing set-aside was applied to the Tokola project the affordable housing set-aside for sale or rent to households earning 80% or more of Washington County’s median family income would be 15 units. If applied to the Hawthorne Street project the 20% limit would result in 5 units being designated for sale or rent to households earning 80% or more of Washington County’s median family income.

SB 1533 requires that cities and counties provide developers an option to pay an in-lieu fee for the required number of affordable units as an alternative to constructing the units on-site. Under the state law, cities and counties may set the amount of the in-lieu fee.

SB 1533 also grants authority to cities and counties to establish incentives for construction of affordable housing. SB 1533 requires that a city or county offer at least one of the following incentives to developers that construct required affordable housing on-site. City Council may choose to offer one incentive listed, all incentives listed, or some other combination.

- Whole or partial fee waivers or reductions for city controlled land use, building or other permits;
- Whole or partial fee waivers of system development charges or impact fees set by the city or county;
- Finance based incentives; or
- Full or partial exemption from ad valorem property taxes for affordable housing

In addition to the required incentives for constructing required affordable housing on-site, SB 1533 grants authority to establish *voluntary* incentives to promote affordable housing. Such incentives include:

- Density adjustments;
- Expedited service for local permitting processes;
- Modification of height, floor area, or other site specific requirements; or
- Other incentives as determined by a city or county.

SB 1533 does not obligate a city or county to offer the voluntary incentives for affordable housing.

#### Construction Excise Tax

As stated above, SB 1533 grants authority to cities and counties to impose a construction excise tax on residential, commercial, industrial and mixed-use property to fund affordable housing incentives and programs. A tax on residential property may not exceed 1% of the permit valuation for permits that result in a new residential structure or additional square footage in an existing residential structure including remodeling that adds living space.

If a construction excise tax is imposed on residential property the proceeds must be distributed as follows:

- 50% for developer incentives for affordable housing;
- 15% for homeownership programs administered by the Oregon Housing and Community Services Department to provide down payment assistance; and
- 35% for local programs related to affordable housing as defined by the city or county.

The value of residential building permits for new construction in calendar year 2015 was approximately \$28,471,711. If a one-percent construction excise tax was in place during 2015 the amount generated would have been approximately \$284,700.

Under SB 1533, a tax may be imposed on improvements to commercial, industrial and mixed-use real property that results in a new structure or additional square footage in a structure including remodeling that adds living space. Unlike a tax on residential property, SB 1533 does not establish a maximum tax rate on commercial, industrial and mixed-use real property. However, the ordinance establishing the tax on non-residential property must state the rate and base of the tax.

If a construction excise tax is imposed on the value of non-residential building permits a city or county must use 50% of proceeds for local programs related to affordable housing as defined by the city or county. This is 15% higher than the distribution from a tax imposed on residential permits. It's unclear from the legislation if the additional 15% for local programs comes from a reduction in allocation to Oregon Housing

and Community Services or from a reduction in funds for local developer incentives. The law does not specify how the remaining 50% revenue must be used.

The valuation of commercial permits for calendar year 2015 was approximately \$8,979,251. Approximately two-thirds of the commercial building permits issued during calendar year 2015 were for commercial alternations and repair.

#### Initial Policy Questions to Address

SB 1533 raises a number of initial policy questions for consideration. The affordable housing analysis project in the Community Development work program for the upcoming fiscal year, described below, provides an opportunity to address the policy questions such as:

- Does SB 1533 target households most in need of affordable housing in Forest Grove?
- If the City proceeds with an inclusionary zoning requirement how long should affordability be required?
- How will required affordability be monitored and by who?
- What is an appropriate in-lieu of construction fee amount?
- Should the City establish a construction excise tax as allowed by SB 1533 to promote housing affordability?
- Should the tax apply to residential property only or to non-residential property as well?
- If a construction tax is imposed on non-residential construction what should the amount and base of the tax be?
- What, if any, voluntary incentives for affordable housing make sense in Forest Grove?

#### **Community Development Department Affordable Housing Work Program**

Addressing affordable housing needs is a 2016 goal of the City Council. The Community Development Department's FY 16-17 work program includes a project to prepare an affordable housing needs assessment and strategic plan with policy and program recommendations for consideration by City Council. The project will evaluate SB 1533 and other affordable housing initiatives for possible implementation in Forest Grove. The project will be managed and performed by Community Development staff with completion expected in about nine months. A technical advisory committee is recommended to assist with this effort. The project as envisioned in the Department's work plan includes three phases:

- Phase 1: Data Gathering;
- Phase 2: Program and Policy Development; and
- Phase 3: Adoption Process.

Each of the project phases are described more fully below.

#### Phase 1: Data Gathering

Phase 1 includes the following tasks:

Task 1: Identify affordable housing goals, objectives and policies in the Forest Grove Comprehensive Plan and other City policy documents.

Task 2: Compile data on local housing needs by income levels based on available demographic and economic data. The City's Economic Opportunity Analysis (EOA), completed for the Comprehensive Plan update, is a possible starting point for determining local affordable housing needs (Attachment B).

Attachment B shows a need for housing during the next ten to twenty years across a variety of income and price/rent ranges. However, the data are over eight years old and would likely need to be up-dated.

Task 3: Identify possible tools to evaluate in Phase 2 to promote affordable housing in Forest Grove including, but not limited to:

- A. Inclusionary zoning authority provided by SB 1533;
- B. Increased development density incentives in the High Density Residential and/or Community Commercial zone;
- C. Relaxed development standards for affordable housing to reduce costs (e.g. reduced off-street parking requirements);
- D. Use of surplus public land owned by State, City, County or regional governments for affordable housing;
- E. Implementation of home rehabilitation incentives to reduce housing costs (e.g. weatherization improvements);
- F. Establish a local rental assistance program;
- G. Reduce permit fees to encourage accessory dwelling units;
- H. Establish development standards and location requirements for “tiny houses”;
- I. Expanded use of the Oregon Vertical Housing Development Zone program to incentive construction of affordable housing; and
- J. Continued designation of Forest Grove as a rural community under the USDA Rural Development Housing Financing Program.

Task 4: Identify existing barriers and local capacity to deliver affordable housing in Forest Grove. This task would include an assessment of work being by local community development corporations and developers experienced using low income housing tax credits. This task could also include an evaluation of non-profit and public agencies engaged in affordable housing issues and capability to deliver affordable housing in Forest Grove.

The findings from Phase 1 will be presented to City Council for consideration. Phase 2 of the project includes program and policy development.

#### Phase 2: Program and Policy Development

If City Council chooses to proceed with program and policy development staff recommends that a technical advisory committee be established to guide program and policy development. Membership could include stakeholders and representatives from the following groups as determined by City Council:

- City Council;
- Planning Commission;
- Economic Development Commission or local employer;
- Local Community Development Corporation/Habitat for Humanity;
- Washington County Agencies (Community Development Block Grant (CDBG)/HOME Program, Housing Services Department, Community Action Agency);
- Community Housing Fund;
- Housing Industry (Realtor, Lender, Homebuilder, Housing Economist);
- Citizen-at-large with background in affordable housing; and
- Other?

Four meetings of the TAC are expected spread over the length of the project. The TAC would be responsible for preparing a draft affordable housing strategy and action plan. Opportunities for general

public input are possible through a community open house. The affordable housing strategic plan would be presented to City Council at a work session for further direction.

Phase 3: Adopt Housing Strategy and Action Plan

If directed by Council staff will initiate the process for adoption of the strategic action plan. This process would include public hearings with the City Council and possibly the Planning Commission if Development Code amendments are needed.

The project description provided above is an initial approach. The work session provides an opportunity for City Council to consider the approach and provide further direction to staff.

**ATTACHMENT**

- A. SB 1533
- B. Economic Opportunity Analysis Housing Needs (2009)

**Enrolled**  
**Senate Bill 1533**

Printed pursuant to Senate Interim Rule 213.28 by order of the President of the Senate in conformance with pre-session filing rules, indicating neither advocacy nor opposition on the part of the President (at the request of Senate Interim Committee on Workforce and General Government)

CHAPTER .....

AN ACT

Relating to affordable housing; creating new provisions; amending ORS 197.309, 320.170, 320.176 and 320.186 and section 1, chapter 829, Oregon Laws 2007; repealing section 9, chapter 829, Oregon Laws 2007; and prescribing an effective date.

**Be It Enacted by the People of the State of Oregon:**

**SECTION 1.** ORS 197.309 is amended to read:

197.309. (1) **As used in this section:**

(a) **"Affordable housing" means housing that is affordable to households with incomes equal to or higher than 80 percent of the median family income for the county in which the housing is built.**

(b) **"Multifamily structure" means a structure that contains three or more housing units sharing at least one wall, floor or ceiling surface in common with another unit within the same structure.**

[(1)] (2) Except as provided in subsection [(2)] (3) of this section, a [city, county or] metropolitan service district may not adopt a land use regulation or functional plan provision, or impose as a condition for approving a permit under ORS 215.427 or 227.178[,] a requirement, that has the effect of establishing the sales **or rental** price for a housing unit or residential building lot or parcel, or that requires a housing unit or residential building lot or parcel to be designated for sale **or rent** to [any] a particular class or group of purchasers **or renters**.

[(2)] (3) [This] **The provisions of subsection (2) of this section [does] do not limit the authority of a [city, county or] metropolitan service district to:**

(a) Adopt or enforce a [land] use regulation, [functional plan] provision or [condition of approval] **requirement** creating or implementing an incentive, contract commitment, density bonus or other voluntary regulation, provision or [condition] **requirement** designed to increase the supply of moderate or lower cost housing units; or

(b) Enter into an affordable housing covenant as provided in ORS 456.270 to 456.295.

(4) **Notwithstanding ORS 91.225, a city or county may adopt a land use regulation or functional plan provision, or impose as a condition for approving a permit under ORS 215.427 or 227.178 a requirement, that has the effect of establishing the sales or rental price for a new multifamily structure, or that requires a new multifamily structure to be designated for sale or rent as affordable housing.**

(5) **A regulation, provision or requirement adopted or imposed under subsection (4) of this section:**

(a) May not require more than 20 percent of housing units within a multifamily structure to be sold or rented as affordable housing;

(b) May apply only to multifamily structures containing at least 20 housing units;

(c) Must provide developers the option to pay an in-lieu fee, in an amount determined by the city or county, in exchange for providing the requisite number of housing units within the multifamily structure to be sold or rented at below-market rates; and

(d) Must require the city or county to offer a developer of multifamily structures, other than a developer that elects to pay an in-lieu fee pursuant to paragraph (c) of this subsection, at least one of the following incentives:

(A) Whole or partial fee waivers or reductions.

(B) Whole or partial waivers of system development charges or impact fees set by the city or county.

(C) Finance-based incentives.

(D) Full or partial exemption from ad valorem property taxes on the terms described in this subparagraph. For purposes of any statute granting a full or partial exemption from ad valorem property taxes that uses a definition of "low income" to mean income at or below 60 percent of the area median income and for which the multifamily structure is otherwise eligible, the city or county shall allow the multifamily structure of the developer to qualify using a definition of "low income" to mean income at or below 80 percent of the area median income.

(6) A regulation, provision or requirement adopted or imposed under subsection (4) of this section may offer developers one or more of the following incentives:

(a) Density adjustments.

(b) Expedited service for local permitting processes.

(c) Modification of height, floor area or other site-specific requirements.

(d) Other incentives as determined by the city or county.

(7) Subsection (4) of this section does not restrict the authority of a city or county to offer developers voluntary incentives, including incentives to:

(a) Increase the number of affordable housing units in a development.

(b) Decrease the sale or rental price of affordable housing units in a development.

(c) Build affordable housing units that are affordable to households with incomes equal to or lower than 80 percent of the median family income for the county in which the housing is built.

(8)(a) A city or county that adopts or imposes a regulation, provision or requirement described in subsection (4) of this section may not apply the regulation, provision or requirement to any multifamily structure for which an application for a permit, as defined in ORS 215.402 or 227.160, has been submitted as provided in ORS 215.416 or 227.178 (3), or, if such a permit is not required, a building permit application has been submitted to the city or county prior to the effective date of the regulation, provision or requirement.

(b) If a multifamily structure described in paragraph (a) of this subsection has not been completed within the period required by the permit issued by the city or county, the developer of the multifamily structure shall resubmit an application for a permit, as defined in ORS 215.402 or 227.160, as provided in ORS 215.416 or 227.178 (3), or, if such a permit is not required, a building permit application under the regulation, provision or requirement adopted by the city or county under subsection (4) of this section.

(9)(a) A city or county that adopts or imposes a regulation, provision or requirement under subsection (4) of this section shall adopt and apply only clear and objective standards, conditions and procedures regulating the development of affordable housing units within its jurisdiction. The standards, conditions and procedures may not have the effect, either individually or cumulatively, of discouraging development of affordable housing units through unreasonable cost or delay.

(b) Paragraph (a) of this subsection does not apply to:

(A) An application or permit for residential development in an area identified in a formally adopted central city plan, or a regional center as defined by Metro, in a city with a population of 500,000 or more.

(B) An application or permit for residential development in historic areas designated for protection under a land use planning goal protecting historic areas.

(c) In addition to an approval process for affordable housing based on clear and objective standards, conditions and procedures as provided in paragraph (a) of this subsection, a city or county may adopt and apply an alternative approval process for applications and permits for residential development based on approval criteria regulating, in whole or in part, appearance or aesthetics that are not clear and objective if:

(A) The developer retains the option of proceeding under the approval process that meets the requirements of paragraph (a) of this subsection;

(B) The approval criteria for the alternative approval process comply with applicable statewide land use planning goals and rules; and

(C) The approval criteria for the alternative approval process authorize a density at or above the density level authorized in the zone under the approval process provided in paragraph (a) of this subsection.

(10) If a regulation, provision or requirement adopted or imposed by a city or county under subsection (4) of this section requires that a percentage of housing units in a new multifamily structure be designated as affordable housing, any incentives offered under subsection (5)(d) or (6) of this section shall be related in a manner determined by the city or county to the required percentage of affordable housing units.

**SECTION 2.** ORS 320.170 is amended to read:

320.170. (1) [*Construction taxes may be imposed by*] A school district, as defined in ORS 330.005, may impose a construction tax only in accordance with ORS 320.170 to 320.189.

(2) Construction taxes imposed by a school district must be collected, subject to ORS 320.179, by a local government, local service district, special government body, state agency or state official that issues a permit for structural improvements regulated by the state building code.

**SECTION 3.** Section 1, chapter 829, Oregon Laws 2007, is added to and made a part of ORS 320.170 to 320.189.

**SECTION 4.** Section 1, chapter 829, Oregon Laws 2007, is amended to read:

**Sec. 1.** (1) A local government or local service district, as defined in ORS 174.116, or a special government body, as defined in ORS 174.117, may not impose a tax on the privilege of constructing improvements to real property except as provided in [*sections 2 to 8 of this 2007 Act*] **ORS 320.170 to 320.189.**

(2) Subsection (1) of this section does not apply to:

(a) A tax that is in effect as of May 1, 2007, or to the extension or continuation of such a tax, provided that the rate of tax does not increase from the rate in effect as of May 1, 2007;

(b) A tax on which a public hearing was held before May 1, 2007; or

(c) The amendment or increase of a tax adopted by a county for transportation purposes prior to May 1, 2007, provided that the proceeds of such a tax continue to be used for those purposes.

(3) For purposes of [*this section and sections 2 to 8 of this 2007 Act*] **ORS 320.170 to 320.189**, construction taxes are limited to privilege taxes imposed under [*sections 2 to 8 of this 2007 Act*] **ORS 320.170 to 320.189** and do not include any other financial obligations such as building permit fees, financial obligations that qualify as system development charges under ORS 223.297 to 223.314 or financial obligations imposed on the basis of factors such as income.

**SECTION 5.** ORS 320.176 is amended to read:

320.176. (1) Construction taxes imposed [*under ORS 320.170 to 320.189*] by a school district pursuant to **ORS 320.170** may be imposed only on improvements to real property that result in a new structure or additional square footage in an existing structure and may not exceed:

(a) \$1 per square foot on structures or portions of structures intended for residential use, including but not limited to single-unit or multiple-unit housing; and

(b) \$0.50 per square foot on structures or portions of structures intended for nonresidential use, not including multiple-unit housing of any kind.

(2) In addition to the limitations under subsection (1) of this section, a construction tax imposed on structures intended for nonresidential use may not exceed \$25,000 per building permit or \$25,000 per structure, whichever is less.

(3)(a) For years beginning on or after June 30, 2009, the limitations under subsections (1) and (2) of this section shall be adjusted for changes in construction costs by multiplying the limitations set forth in subsections (1) and (2) of this section by the ratio of the averaged monthly construction cost index for the 12-month period ending June 30 of the preceding calendar year over the averaged monthly construction cost index for the 12-month period ending June 30, 2008.

(b) The Department of Revenue shall determine the adjusted limitations under this section and shall report those limitations to entities imposing construction taxes. The department shall round the adjusted limitation under subsection (2) of this section to the nearest multiple of \$100.

(c) As used in this subsection, "construction cost index" means the Engineering News-Record Construction Cost Index, or a similar nationally recognized index of construction costs as identified by the department by rule.

**SECTION 6.** ORS 320.186 is amended to read:

320.186. A school district may pledge construction taxes imposed pursuant to ORS 320.170 to the payment of obligations issued to finance or refinance capital improvements as defined in ORS 320.183.

**SECTION 7.** Sections 8 and 9 of this 2016 Act are added to and made a part of ORS 320.170 to 320.189.

**SECTION 8.** (1) The governing body of a city or county may impose a construction tax by adoption of an ordinance or resolution that conforms to the requirements of this section and section 9 of this 2016 Act.

(2)(a) A tax may be imposed on improvements to residential real property that result in a new residential structure or additional square footage in an existing residential structure, including remodeling that adds living space.

(b) An ordinance or resolution imposing the tax described in paragraph (a) of this subsection must state the rate of the tax. The tax may not exceed one percent of the permit valuation for residential construction permits issued by the city or county either directly or through the Building Codes Division of the Department of Consumer and Business Services.

(3)(a) A tax may be imposed on improvements to commercial and industrial real property, including the commercial and industrial portions of mixed-use property, that result in a new structure or additional square footage in an existing structure, including remodeling that adds living space.

(b) An ordinance or resolution imposing the tax described in paragraph (a) of this subsection must state the rate and base of the tax.

(4) Taxes imposed pursuant to this section shall be paid at the time specified in ORS 320.189 to the city or county that imposed the tax.

(5)(a) This section and section 9 of this 2016 Act do not apply to a tax described in section 1 (2), chapter 829, Oregon Laws 2007.

(b) Conformity of a tax imposed pursuant to this section by a city or county to the requirements of this section and section 9 of this 2016 Act shall be determined without regard to any tax described in section 1 (2), chapter 829, Oregon Laws 2007, that is imposed by the city or county.

**SECTION 9.** (1) As soon as practicable after the end of each fiscal quarter, a city or county that imposes a construction tax pursuant to section 8 of this 2016 Act shall deposit the construction tax revenues collected in the fiscal quarter just ended in the general fund of the city or county.

(2) Of the revenues deposited pursuant to subsection (1) of this section, the city or county may retain an amount not to exceed four percent as an administrative fee to recoup the expenses of the city or county incurred in complying with this section.

(3) After deducting the administrative fee authorized under subsection (2) of this section and paying any refunds, the city or county shall use the remaining revenues received under section 8 (2) of this 2016 Act as follows:

(a) Fifty percent to fund developer incentives allowed or offered pursuant to ORS 197.309 (5)(c) and (d) and (7);

(b) Fifteen percent to be distributed to the Housing and Community Services Department to fund home ownership programs that provide down payment assistance; and

(c) Thirty-five percent for programs and incentives of the city or county related to affordable housing as defined by the city or county, respectively, for purposes of this section and section 8 of this 2016 Act.

(4) After deducting the administrative fee authorized under subsection (2) of this section and paying any refunds, the city or county shall use 50 percent of the remaining revenues received under section 8 (3) of this 2016 Act to fund programs of the city or county related to housing.

**SECTION 10.** Section 9, chapter 829, Oregon Laws 2007, is repealed.

**SECTION 11.** A city or county may not adopt a regulation, provision or requirement under ORS 197.309, as amended by section 1 of this 2016 Act, until the 180th day after the effective date of this 2016 Act.

**SECTION 12.** This 2016 Act takes effect on the 91st day after the date on which the 2016 regular session of the Seventy-eighth Legislative Assembly adjourns sine die.

Passed by Senate February 26, 2016

.....  
Lori L. Brocker, Secretary of Senate

.....  
Peter Courtney, President of Senate

Passed by House March 3, 2016

.....  
Tina Kotek, Speaker of House

Received by Governor:

.....M.,....., 2016

Approved:

.....M.,....., 2016

.....  
Kate Brown, Governor

Filed in Office of Secretary of State:

.....M.,....., 2016

.....  
Jeanne P. Atkins, Secretary of State

**Estimate of Current Housing Need**

Following the establishment of the current housing profile, the current housing need was determined based upon the age and income characteristics of current households. The analysis considered the propensity of households in specific age and income levels to either rent or own their home, in order to derive the current need for ownership and rental housing units and the appropriate housing cost level of each. This presents a snapshot of current housing need equal to the number of households in the study area.

**FIGURE 36: ESTIMATE OF CURRENT HOUSING NEED (2008)**

Ownership				
Price Range	# of Households	Income Range	% of Total	Cumulative
\$0 - 50k	211	Less than \$10k	4.7%	4.7%
\$50k - 70k	135	\$10k - \$14.9k	3.0%	7.7%
\$70k - 90k	137	\$15k - \$19.9k	3.1%	10.8%
\$90k - 120k	143	\$20k - \$24.9k	3.2%	14.0%
\$120k - 160k	432	\$25k to \$34.9k	9.7%	23.7%
\$160k - 230k	701	\$35k to \$49.9k	15.7%	39.3%
\$230k - 350k	1,085	\$50k to \$74.9k	24.3%	63.6%
\$350k - 460k	779	\$75k - \$99.9k	17.4%	81.0%
\$460k - 690k	656	\$100k to \$149.9k	14.7%	95.6%
\$690k +	195	\$150k or more	4.4%	100.0%
<b>Totals:</b>	<b>4,474</b>		<b>% of All:</b>	<b>60.3%</b>

Rental				
Rent Level	# of Households	Income Range	% of Total	Cumulative
\$0 - 250	469	Less than \$10k	15.9%	15.9%
\$250 - 375	289	\$10k - \$14.9k	9.8%	25.7%
\$375 - 500	240	\$15k - \$19.9k	8.2%	33.9%
\$500 - 625	271	\$20k - \$24.9k	9.2%	43.1%
\$625 - 875	396	\$25k to \$34.9k	13.5%	56.6%
\$875 - 1,250	497	\$35k to \$49.9k	16.9%	73.4%
\$1,250 - 1,87	601	\$50k to \$74.9k	20.4%	93.8%
\$1,875 - 2,50	133	\$75k - \$99.9k	4.5%	98.4%
\$2,500 - 3,75	48	\$100k to \$149.9k	1.6%	100.0%
\$3,750 +	0	\$150k or more	0.0%	100.0%
<b>Totals:</b>	<b>2,945</b>		<b>% of All:</b>	<b>39.7%</b>

<b>All Households</b>	<b>7,419</b>
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Sources: PSU Population Research Center, Claritas Inc., Census, Johnson Reid Values are in 2008 dollars.

The price levels presented above assumes that an "affordable" housing payment equals 30% of a household's gross income (HUD standard). The affordable price level for ownership housing assumes 30-year amortization, at an interest rate of 6.5%, with 15% down payment.

## Comparison of Current Need to Current Supply

A comparison of estimated current housing needs with current supply identifies the existing discrepancies between needs and the housing which is currently available.

In general, this identifies a current surplus of inexpensive ownership units (including mobile home units) and a current need for more units in the median and upper price range. In other words, the current housing stock offers ample lower end units, and insufficient median and higher price units.

The analysis identifies a general need for rental units at the lower and upper price levels, and a surplus of rental housing in the middle price levels. This reflects that most housing stock will be found near the median rent levels, with lower income households stretching to pay these prices, and higher income households who rent tend to live in homes costing somewhat less than they can afford based on our definition of "affordable."

**FIGURE 38: COMPARISON OF CURRENT NEED TO CURRENT SUPPLY**

Ownership				Rental			
Price Range	Estimated Current Need	Estimated Current Supply	Unmet (Need) or Surplus	Rent	Estimated Current Need	Estimated Current Supply	Unmet (Need) or Surplus
\$0 - 50k	211	416	205	\$0 - 250	469	40	(429)
\$50k - 70k	135	156	21	\$250 - 375	289	138	(151)
\$70k - 90k	137	156	18	\$375 - 500	240	163	(77)
\$90k - 120k	143	157	14	\$500 - 625	271	933	662
\$120k - 160k	432	390	(42)	\$625 - 875	396	1,163	767
\$160k - 230k	701	1,462	762	\$875 - 1,250	497	642	145
\$230k - 350k	1,085	1,027	(58)	\$1,250 - 1,875	601	330	(271)
\$350k - 460k	779	315	(464)	\$1,875 - 2,500	133	82	(51)
\$460k - 690k	656	147	(510)	\$2,500 - 3,750	48	0	(48)
\$690k +	195	52	(143)	\$3,750 +	0	0	0
<b>Totals:</b>	<b>4,474</b>	<b>4,278</b>	<b>(196)</b>	<b>Totals:</b>	<b>2,945</b>	<b>3,490</b>	<b>546</b>

<b>Occupied Units:</b>	<b>7,419</b>
<b>All Housing Units:</b>	<b>7,768</b>
<b>Total Unit Surplus:</b>	<b>350</b>

Sources: PSU Population Research Center, Claritas Inc., Census, Johnson Reid  
Values are in 2008 dollars.

Overall, the analysis identifies a total need for ownership units (196), and a current surplus of rental units (546). This is based on a model of general preferences of households in different age and income cohorts to either own or rent. The analysis indicates that currently there are some household which might be expected to own homes based on these demographic indicators, who nonetheless are currently renting. As mentioned above, Forest Grove currently has a high ratio of rental units to ownership units compared to the Washington County as a whole, and most nearby cities.

There are an estimated 350 units more than the current number of households (i.e. 350 vacant units.)

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# Affordable Housing

City Council Work Session  
August 8, 2016

*A place where families and businesses thrive.*

## Purpose of Work Session

- The purpose of this work session is to discuss upcoming efforts on affordable housing in Forest Grove. This is the first step in a larger effort to address this issue.
- This work session will focus on two items:
  - Recent legislation on affordable housing, Senate Bill 1533.
  - Seeking Council feedback on preliminary Community Development Dept. work program re: affordable housing.
- This work session addresses City Council Goal 3.18:
  - Draft a white paper on City efforts relating to affordable housing including reviewing codes for tiny houses and holding a work session.

# Overview of SB 1533

## SB 1533

- Since 1999 state law prohibited local jurisdictions from adopting “inclusionary zoning” programs to promote affordable housing.
- Inclusionary zoning refers to policies that require developers to sell or rent a percentage of homes to moderate or low income households.
- The prohibition against inclusionary zoning in Oregon was lifted with the adoption of SB 1533 during the last Legislative session.

## SB 1533

- Affordable housing can be market rate or subsidized by government assistance such as federal low income housing tax credits, Community Development Block Grant, HOME Investment Partnership, Section 8 housing vouchers, and County constructed housing.
- Under SB 1533 “Affordable Housing” is defined to mean:
  - Housing that is affordable to households with incomes equal to or higher than 80 percent of the median family income for the county in which housing is built.
    - Median Family Income in Washington County (2014) is \$77,235. 80% of Median Family Income in Washington County (2014) is \$61,788.
    - Median Family Income in Forest Grove is \$58,212. 80% of Median Family Income in Forest Grove (2014) is \$46,570

## SB 1533

- SB 1533 does not stipulate when housing becomes unaffordable for households earning 80% of the county's median family income.
- An accepted rule of thumb is that housing becomes unaffordable when a household spends more than 30% of income on housing costs.
  - Using 80% of Washington County's median family income and the 30% threshold, housing is affordable if less than \$1,545 is spent on housing costs (rent/mortgage and utilities) per month.
  - At 80% of Forest Grove median family income the amount is \$1,164 before exceeding 30%. The median monthly housing cost for a renter occupied housing unit in Forest Grove is \$792 per month and an owner occupied unit is \$1,386 per month.

## SB 1533

- SB 1533 provides authority to cities and counties to:
  - Adopt policies that effectively establish the sales/rental price for certain new multifamily units; and
  - Allows for a construction excise tax on certain property to fund affordable housing programs and developer incentives.

## SB 1533

- Policies establishing sales or rental price may take the form of land use regulations or conditions of approval imposed on land use permits.
- Such regulations or conditions apply only to multifamily projects with 20 or more units.
- Regulations or conditions applied by a city may not require more than 20% of housing units within a multifamily structure to be sold or rented as affordable housing.

## SB 1533

- Under SB 1533 a city or county may establish a construction excise tax on residential, commercial, industrial and mixed-use property to fund affordable housing incentives and programs.
- A tax on residential property may not exceed 1% of the permit valuation for permits that result in a new residential structure, additional square footage in an existing residential structure including remodeling that adds living space.
- If a construction excise tax is imposed on residential property the proceeds must be distributed as follows:
  - Local developer incentives for affordable housing
    - 50% of proceeds to be used for developer incentives
  - Homeownership programs administered by the Oregon Housing and Community Services Department that provide down payment assistance
    - 15% of proceeds provided to OHCS
  - Local programs and incentives related to affordable housing as defined by the city or county.
    - 35% of proceeds used for city or county programs or incentives

## SB 1533

- Under SB 1533, a tax may be imposed on improvements to commercial, industrial and mixed-use real property that results in a new structure or additional square footage in a structure including remodeling that adds living space.
- Unlike a tax on residential property, SB 1533 does not establish a maximum tax rate on commercial, industrial and mixed-use real property. However, the ordinance establishing the tax on non-residential property must state the rate and base of the tax.

## SB 1533

- SB 1533 raises a number of policy questions that could be considered as part of the affordable housing work program described on the next slide.
- Some policy questions include:
  - Does SB 1533 target households most in need of affordable housing in Forest Grove?
  - If the City proceeds with an inclusionary zoning requirement how long should affordability be required?
  - How will required affordability be monitored and by who?
  - Should the City establish a construction excise tax as allowed by SB 1533 to promote housing affordability?
  - Should the tax apply to residential property only or to non-residential property as well?
  - What should the amount and base of the tax be?
    - SB 1533 allows for up to a 1% tax on value of residential permits for new dwellings or improvements adding living space.

# Affordable Housing Work Program

A place where businesses and families thrive.

# Affordable Housing Work Program

- **Phase 1: Data Gathering**

- Identify goals, objectives and policies in the Forest Grove Comprehensive Plan for affordable housing
- Compile data on local housing needs by income levels based on available demographic and economic data. The City's Economic Opportunity Analysis (EOA) provides a starting point for determining local affordable housing needs.
  - The EOA shows a need for housing during the next 10 to 20 years across a variety of income and price/rent ranges. Needs to be updated.
- Identify possible tools on housing needs to evaluate such as:
  - Inclusionary zoning authority (SB 1533)
  - Density bonus in RMH and/or CC zones
  - Relaxed development standards for affordable housing
  - Use of publicly owned surplus land for affordable housing
  - Home rehabilitation program
  - Rental assistance program
  - Reduced fees for ADUs
  - Tiny house ordinance
  - Annexation agreements for affordable housing
  - Vertical Housing Development Zone program
  - USDA Rural Development Program Financing
- Identify Barriers and local capacity to deliver affordable housing
- Summarize Findings from Phase 1 for Council consideration

# Affordable Housing Work Program

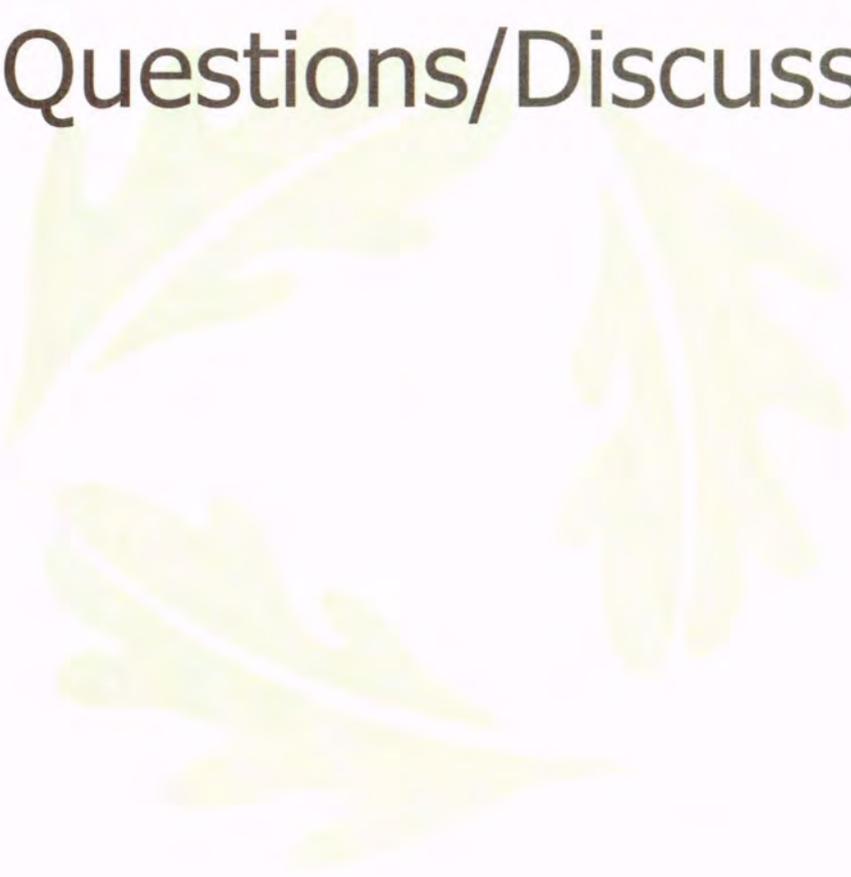
- **Phase 2: Program and Policy Development**

- With Council direction, establish a technical advisory committee (TAC) to guide program and policy recommendations. Identified stakeholders/ reps:
  - City Council
  - Planning Commission
  - Economic Development Commission or large local employer
  - Community Development Corporation/Habitat for Humanity
  - Washington County Agencies (CDBG/HOME Program, Housing Services, Community Action)
  - Community Housing Fund
  - Housing Industry (Realtor, Lender, Homebuilder, Housing Economist)
  - Citizen-at-large with background in affordable housing
  - Other?
- Four meetings of TAC expected
- TAC to prepare draft affordable housing strategy and action plan
- Conduct open house to gather community feedback
- Revise strategy and action plan based on community feedback
- Present strategy and action plan to City Council at work session

# Affordable Housing Work Program

- Phase 3: Adopt Housing Strategy and Action Plan
  - If directed by Council, conduct public hearing process leading to City Council adoption of Housing Strategy and Action Plan
- Project Timeline
  - Expected completion in 9-12 months

# Questions/Discussion



**Minutes are unofficial until approved by Council.**

**1. ROLL CALL:**

Mayor Peter Truax called the Work Session to order at 6:05 p.m.

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

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Ashley Driscoll, City Attorney; Paul Downey, Administrative Services Director; J. F. Schutz, Police Chief; Kevin Ellingsburg, Police Captain; Mike Herb, Police Captain; and Bev Maughan, Executive Assistant to City Manager. **STAFF ABSENT:** Anna Ruggles, City Recorder, excused.

**2. WORK SESSION: LAW ENFORCEMENT BODY WORN CAMERAS**

Police Chief Schutz, Police Captain Ellingsburg, Police Captain Herb and VanderZanden facilitated the work session, noting the purpose of the work session was to provide an update on Forest Grove's law enforcement body worn camera pilot program. Chief Schutz and Police Captains presented a PowerPoint presentation overview of the pilot program study, noting staff held a work session with Council on October 27, 2014, and the pilot program was implemented on May 1, 2015. Chief Schutz reported two cameras were purchased with grant funds and cloud storage for one year was budgeted and two officers volunteered to wear the cameras for duration of the pilot program. Chief Schutz and Police Captains presented video captured by the officer's camera, noting the cameras record the officer's interactions with members of the public while the officer is on duty and the video is logged as evidence in any arrest, use of force incident or when evidence is collected in a criminal investigation and the video is labeled in any citation issued for traffic violations, officers are required to submit a pre-formatted monthly report and policy compliance is monitored randomly. In conclusion of the above-noted staff report, Chief Schutz referenced HB2571, which went into effect on June 25, 2015, and requires law enforcement to establish policies and procedures for camera use and retention compliance, noting maintaining a department-wide body worn camera program will require additional capital and operating resources on an ongoing basis.

**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued pertaining to Forest Grove's law enforcement body worn camera pilot program. Chief Schutz, Police Captains and VanderZanden responded to various concerns, inquiries and scenarios Council presented pertaining to the status of other cities who have implemented body worn camera programs, long-term security of using cloud storage, grant opportunities and budgetary/financial obligations, noting Captain Herb helped develop a county-wide work group on a body worn camera policy to get area agencies on the same page and the work group includes leaders from area agencies, along with Washington County District Attorney's Office. Chief Schutz advised no agency in Washington County has fully implemented body worn cameras, noting Washington County Sheriff's Office has 25 officers testing several different camera systems in a pilot program and other local jurisdictions will be implementing pilot programs soon. In conclusion of the above-noted Council discussion, Chief Schutz advised that a placeholder exists in the budget for Fiscal Year 2016-17 for Forest Grove's law enforcement body worn camera program and, if approved, staff will continue to pursue grant opportunities for expansion of a full scale program.

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

**3. ADJOURNMENT**

Mayor Truax adjourned the work session at 6:59 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

**Minutes are unofficial until approved by Council.**

**1. CALLED TO ORDER AND ROLL CALL:**

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

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

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Ashley Driscoll, City Attorney; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Jon Holan, Community Development Director; J. F. Schutz, Police Chief; Kevin Ellingsburg, Police Captain; Dan Riordan, Senior Planner; Brandi Walstead, Program Coordinator; and Bev Maughan, Executive Assistant to City Manager.  
**STAFF ABSENT:** Anna Ruggles, City Recorder, excused.

**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 (Fire Standards Cover) Meeting Minutes of May 23, 2016.
- B. Approve City Council Regular Meeting Minutes of May 23, 2016.
- C. Approve City Council Executive Session (Labor Negotiations) Meeting Minutes of June 9, 2016.
- D. Accept Parks and Recreation Commission Meeting Minutes of May 18, 2016.
- E. Accept Planning Commission Meeting Minutes of June 6, 2016.
- F. Accept Sustainability Commission Meeting Minutes of February 25, March 31 and April 28, 2016.

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

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

5. **PRESENTATIONS:**

5. A. Representative Susan McLain, House District 29, Update  
Susan McLain, State Representative District 29, presented a legislative update.

6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2016-13 AMENDING FOREST GROVE CITY CODE CHAPTER 2, GOVERNMENT AND ADMINISTRATION, BY ADDING NEW CODE SECTIONS 2.705 TO 2.710, ESTABLISHING MUNICIPAL COURT JURISDICTION; ADDING NEW CODE SECTIONS 5.375 TO 5.390, ESTABLISHING EXCLUSION FROM CITY FACILITY OR PROPERTY; AND AMENDING CITY CODE CHAPTER 5, PUBLIC PROTECTION, ABATEMENT-RELATED PROCEDURES AND OTHER PROVISIONS**

**Staff Report:**

Ellingsburg and Downey presented the above-proposed ordinance for first reading, noting the proposed ordinance is amending City Code Chapter 5 for the purposes of delegating jurisdiction to Municipal Court over nuisance abatement proceedings instead of City Council and, with the proposed updates to Charter 5, new code provisions are necessary in Chapter 2, authorizing the Municipal Court to implement processes for conduct of hearings, ordering compliance of code provisions and imposing civil penalties on behalf of the City. Downey provided background information, noting Council amended Chapter 6 in 2013 and delegated jurisdiction to Municipal Court over abatement proceedings for discarded vehicles and, as a result, staff is seeking to make Chapter 5 consistent with Chapter 6. Downey advised staff and City Attorney met with Council in Work Session on June 13, 2016, to discuss the proposed code amendments, noting Chapter 5 contains nuisances on private property deemed as Nuisances Affecting Public Health, Safety or Welfare, i.e., accumulations of debris and rubbish, unsanitary conditions or premises, attractive nuisances, sidewalk nuisances, noxious vegetation and graffiti. In addition, Downey presented a PowerPoint presentation outlining the amendments proposed in Chapter 2 and Chapter 5 as noted below:

- 5.270(2): The Enforcement Officer (~~City Manager~~) making the determination that a nuisance exists;
- 5.270(2&3): The Enforcement Officer (~~City Manager~~) posting a notice directing Person-in-Charge or Owner (~~person responsible~~) to abate the nuisance. At the time of posting, mailing a copy of the notice by Certified Mail (~~registered~~), which is consistent with current practice;
- 5.270(4): Allowing Person-in-Charge or Owner (~~responsible party~~) to file a written petition with Municipal Court (~~City Recorder~~) and request a hearing to

- challenge the abatement notice;
- 5.270(7): In the event a written petition is filed with Municipal Court (~~City Recorder~~), the Municipal Court (~~Council~~) shall schedule and a conduct hearing. The Court may alter the date and time on its own motion or at the request of the person or City for good cause;
- 5.275(1): If the nuisance is not abated within the time specified, the Enforcement Officer may file a complaint or citation with the Municipal Court (~~instead of Council causing the nuisance to be abated~~);
- 5.275(6): Upon determination by the Court that the City has carried its burden, the Court is authorized to issue a written order authorizing the City to enter the property and abate the nuisance and such other relief that the Court deems reasonably;
- 5.275(9): The Enforcement Officer shall send notice and an accounting statement showing the costs incurred by the City for abating the nuisance;
- 5.275(11): The person may challenging the reasonableness or justification of any cost, charge or fee imposed by the City as a result of the abatement by filing a written petition with Municipal Court; and
- 5.280: At the hearing, the Municipal Court shall either affirm or deny and make final determination on behalf of the City; and
- 5.305: Violations and Penalties: Allowing Municipal Court discretion to impose a penalty to a first time violator in an amount of not less than \$100 and not more than \$250 per day for each nuisance violation, consistent with the penalty of other nuisance-related violations, i.e., discarded vehicles.
- Section 5.180: Graffiti Removal; Notice and Procedures
- 5.180(2): The Enforcement Officer (~~City Manager~~) determining if a graffiti nuisance exists;
- 5.180(3): The Enforcement Officer (~~City Manager~~) mailing a warning notice directing Person-in-Charge or Owner (~~occupant responsible~~) to abate the nuisance; and
- 5.180(3): Allowing persons to file written hardships directly to Police Chief (~~City Manager~~); and
- 5.180(4) and 5.265: Declaring graffiti a nuisance that may be abated through Municipal Court. (Repealing 5.170 as this section was combined with 5.180(4).

Downey referenced other minor housekeeping amendments proposed in Chapter 5 as noted below:

- 5.295: Summary Abatement: Clarifies and expands provisions to require sending notice if the City takes action to cause summary abatement and enables the person to challenge the summary abatement and costs imposed thereof by filing a written petition with Municipal Court, consistent with other nuisance abatement hearings and the Court making final findings. Currently, City Code does not contain these requirements.
- Section 5.000: Adoption of Criminal Code of 1971 (adopted in 2004): Repealing

in its entirety as advised by the City Attorney as these provisions are cited into Circuit Court and not into Municipal Court jurisdiction.

- ❑ 5.505: Dog Control: Enacting Washington County Code, Ordinance No. 794, 01/20/2016, Chapter 6.04, titled "Animal Services Code" as the City's code to regulate the keeping, licensing and control of dogs within the City. Washington County repealed its 1985 "Dog Control Ordinance", so the City must reenact the County's new ordinance for compliance. The County's code includes dog bites, abuse, neglect, and abandonment of dogs, cats, livestock and other animals, aggressive or dangerous dogs, stray dogs (animals at large), and injured dogs or cats.
- ❑ 5.510: Amendments to Dog Control Ordinance: Deleting this section as it is no longer applicable.

New proposed Code Provisions, Sections 2.705 and 2.710, Municipal Court:

Downey advised with the proposed updates to Charter 5, new code provisions are necessary in Chapter 2 for purposes of delegating jurisdiction to Municipal Court and authority to implement processes for conduct of hearings, ordering compliance of code provisions and imposing civil penalties on behalf of the City. Downey outlined the new code provisions in Chapter 2 as noted below:

- ❑ 2.705: Jurisdiction – Limitation: Authorizing Municipal Court jurisdiction over City Code violations and certain offenses, i.e., traffic violations, minor in possession of alcohol and provisions of Oregon marijuana laws;
- ❑ 2.710: Authority of the Municipal Court: Granting authority to Municipal Court to implement processes for conduct of hearings; ordering compliance of code provisions; imposing civil penalties; and assessing costs on behalf of the City.

New Code Provisions, Sections 5.375 to 5.385, Exclusion from City Facility or Property:

Ellingsburg and Downey reported the City is proposing to enact new code provisions authorizing the City the ability to exclude an individual from city parks, city-owned or leased properties or city-sponsored events for a period of up to 90 days, if the individual is engaging in conduct made criminal or in violation of code provisions or adopted rules of conduct. Ellingsburg reported the proposed code is due to increased criminal activities and behaviors that disrupt or create a risk of harm to other users, particularly children and families, who are using city facilities, such as parks and recreational areas, and officers having no authority to exclude individuals who are engaging in such criminal activities while on city-owned properties, noting the proposed code provisions allow appealing exclusion notices through Municipal Court. In addition, Downey outlined the new code provisions in Chapter 5 as noted below:

- ❑ 5.375: Exclusion Authority: Exclusion authority is based upon substantial objective belief that the individual engaged in:

- Conduct made criminal as either a misdemeanor or felony under state law;
- Conduct in violation of City Code;
- Conduct in violation of adopted rule of conduct.
- 5.380: Exclusion Notice: Requires issuance of a Exclusion Notice
- 5.385: Appeal of Exclusion: Allowing an individual to file an appeal with Municipal Court to have the exclusion rescinded or period shortened.
- 5.390: Violation – Criminal Trespass: Contains provisions warning an individual who knowingly violates a Notice of Exclusion that is effect, commits the crime of criminal trespass.
- 5.415: Conduct; Exclusion: Incorporating into Park Regulations, Code Sections 5.405 to 5.490, the provisions of Section 5.375 (90-day Exclusion Authority).

In conclusion of the above-noted staff report, Downey advised staff met and reviewed the proposed code amendments with Parks and Recreation Commission and Public Safety Advisory Commission and both commissions unanimously supported the proposed amendments, noting staff is recommending Council consider adopting the proposed ordinance as outlined in Exhibit A.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2016-13 for first reading.

VanderZanden read Ordinance No. 2016-13 by title for first reading.

**MOTION:** Council President Johnston moved, seconded by Councilor Kidd, to adopt Ordinance No. 2016-13 Amending Forest Grove City Code Chapter 2, Government and Administration, by Adding New Code Sections 2.705 to 2.710, Establishing Municipal Court Jurisdiction; Adding New Code Sections 5.375 to 5.390, Establishing Exclusion from City Facility or Property; and Amending City Code Chapter 5, Public Protection, Abatement-Related Procedures and Other Provisions.

**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 June 27, 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, July 11, 2016.

**Public Hearing Recessed:**

Mayor Truax recessed the Public Hearing until the next Council meeting of Monday, July 11, 2016.

**7. PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2016-14 AMENDING FOREST GROVE DEVELOPMENT CODE ARTICLES 3, 8 AND 12 FOR THE PURPOSES OF ADOPTING TIME, PLACE AND MANNER RESTRICTIONS FOR MARIJUANA FACILITIES; CLASSIFYING MARIJUANA FACILITIES; AND ADOPTING DEFINITIONS; FILE NO. 311-16-00034**

**Staff Report:**

Riordan and Holan presented the above-proposed ordinance for first reading, noting the proposed ordinance is amending Development Code Articles 3, 8 and 12 for the purposes of adopting time, place and manner restrictions for marijuana facilities. Riordan advised under state law, the city may adopt by ordinance restrictions regarding time, place, and manner, i.e., 1,000-foot distance requirements from schools, parks, libraries and residential zones. Riordan provided background information, noting Council adopted Ordinance No. 2016-07, on March 28, 2016, which was intended to establish general restrictions prior to state licensing of marijuana facilities and was not intended to address all possible aspects of where and how marijuana facilities should operate. Subsequently, Council adopted Ordinance No. 2016-10 on April 28, 2016, temporarily prohibiting the establishment of recreational marijuana producer (also known as outdoor grow) locations within the city until August 5, 2016. Riordan and Holan referenced Attachment 1, Staff Report to Planning Commission dated May 27, 2016; Attachment 2, Written Testimony submitted to Planning Commission dated June 6, 2016; Attachment 3, Planning Commission's meeting minutes dated June 6, 2016; Attachment 4, Planning Commission's Decision and Findings of Fact dated June 6, 2016; and the above-noted proposed ordinance. Riordan and Holan presented a PowerPoint presentation outlining information pertaining to legal requirements; state mandated buffers; Public Safety Advisory Commission's (PSAC) recommendations as outlined below; Planning Commission's (PC) recommendations as outlined below; and staff recommendations as outlined below. Riordan reported on April 27, 2016, the PSAC adopted recommendations pertaining to time, place and manner recommendations for marijuana facilities for consideration by the PC as outlined below:

- 1) **No open grow** of marijuana for **recreational production** in the city limits (medical production is not addressed by recommendation);
- 2) **All marijuana activities** shall **not** be **permitted** in **mixed use zones** or **residential zones** (personal grow cannot be prohibited under state law);
- 3) **All marijuana activities** are **not allowed** within 1,000 feet of a **school (public or private), city parks and libraries**;
- 4) Any marijuana **processing** or **commercial production**, whether enclosed or not, shall not be permitted within 1,000 feet of a **residential zone** (applies to medical and recreational processing and production);
- 5) Any marijuana activities shall be **conditional uses** in the affected zone (currently reviewed through site plan review process).

Riordan added the PSAC's recommendations were endorsed by:

- Economic Development Commission (EDC), which supported all five recommendations on May 5, 2016;
- Parks and Recreation Commission (P&R), which supported proposed buffers from parks on June 15, 2016;
- Forest Grove School District Board, which adopted a resolution supporting proposed buffers from schools on May 23, 2016.

In addition, Riordan reported the PC endorsed the PSAC's recommendations with the exception of Item 3 and 4 above, noting the PC did not find a supportable basis for recommending the proposed buffer if outdoor marijuana production is banned. Next, Riordan outlined the proposed Development Code Article 3, Article 8 and Article 12 text amendments outlined in Exhibit A as follows:

- a. Banning outdoor marijuana production with the city limits;
- b. Adopting and clarifying time, place and manner restrictions for marijuana facilities within the city;
- c. Classifying permissible marijuana related facilities as conditional uses requiring review and approval by the Planning Commission; and
- d. Clarifying and establishing marijuana facility related definitions as recommended by the Planning Commission.

In conclusion of the above-noted staff report, Riordan and Holan reported the proposed ordinance contains an effective 30-day clause following its enactment by Council, noting there would be two business days between the effective date of the proposed ordinance and sunset date of August 5, 2016, pursuant to Ordinance No. 2016-10, unless Council declares an emergency and an immediate effective date clause. Riordan and Holan advised staff is recommending Council consider adopting the proposed ordinance as outlined in Exhibit A with an immediate effective date clause at the second reading on July 11, 2016; otherwise, if an application is filed

during the two-business day period mentioned above, recreational marijuana production would be allowed in the Light Industrial zone.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2016-14 for first reading.

VanderZanden read Ordinance No. 2016-14 by title for first reading.

**MOTION: Council President Johnston moved, seconded by Councilor Kidd, to adopt Ordinance No. 2016-14 Amending Forest Grove Development Code Articles 3, 8 and 12 for the purposes of Adopting Time, Place and Manner Restrictions for Marijuana Facilities; Classifying Marijuana Facilities; and Adopting Definitions; File No. 311-16-00034.**

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing and explained hearing procedures.

**Written Testimony Received:**

Corinne Celko, Emerge Law Group, 805 SW Broadway, Suite 2400, Portland, OR 97205, submitted a letter dated June 24, 2016, urging Council to allow marijuana production in Light Industrial zone, noting they represent Progressive Property Management (PPM) who has acquired the right to lease property, located at 4114 Heather Street (Matsushita), which is zoned Light Industrial.

Corinne Celko, Emerge Law Group, 805 SW Broadway, Suite 2400, Portland, OR 97205, submitted a letter dated June 24, 2016, urging Council to support the Planning Commission's recommendation to maintain state-mandated distance requirements for marijuana businesses, noting they represent Jon Burnett and Ryan Lundahl who own property located at 2336 9<sup>th</sup> Avenue, which is zoned General Industrial and is within Elm Street Industrial Area. Celko's letter referenced an attached memo from the U. S. Department of Justice, Office of Attorney General, which addressed federal prosecutorial enforcement in all states.

Sam Nizam, Vice-President, White Oak River, Inc., no address, submitted a letter dated June 23, 2016, urging Council to allow marijuana production in the Light Industrial zone, as well as General Industrial zone, subject to conditional use review, noting they own property located at 4114 Heather Street (Matsushita), which is zoned Light Industrial.

No other written testimony was received prior to the deadline of June 27, 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:**

Corinne Celko, Emerge Law Group, 805 SW Broadway, Suite 2400, Portland, OR 97205, representing Jon Burnett and Ryan Lundahl who own property located at 2336 9<sup>th</sup> Avenue, which is zoned General Industrial and is within Elm Street Industrial Area. Celko and Lundahl urged Council to support the Planning Commission's recommendation to maintain state-mandated distance requirements, noting state law does not impose a distance requirement from schools, parks and libraries for marijuana production. Celko and Lundahl provided informational background on the above-noted property pertaining to buffers, security, safety, and odor control, noting the property is zoned General Industrial and is located within the Elm Street Industrial Area and a applying a buffer would prevent well-suited industrial land from being utilized for marijuana production. In addition, Celko pointed out the Attorney General's memo, which was also referenced under written testimony.

Margot Wheeler, PO Box 19210, Portland, OR 97209, spoke on behalf of the Matsushita property, located at 4114 Heather Street, urging Council to allow marijuana production in Light Industrial zone, noting the property has been vacant for years and utilizing the building and putting 50 employees to work is a great benefit for Forest Grove.

Nick Chan, 4268 Anderson Road, Forest Grove, questioned the federal government's definition of "strong" state regulation and supported buffer requirements from schools, i.e., Neil Armstrong School.

No one else testified and no written comments were received.

**Council Discussion:**

In response to Uhing's concern pertaining to zoning for indoor and/or outdoor grow, Riordan affirmed the PC's recommendation prohibits wholesale marijuana activities in Light Industrial zone and requires a conditional use permit in General Industrial zone.

Lowe voiced concern of zoning out equal opportunity businesses, to which Holan pointed out this is a policy question for Council. In response to Lowe's concerns pertaining to zoning areas, Riordan referenced a map titled "Planning Commission Recommendation: Marijuana Producers (Indoor), Processors and Wholesalers", showing areas zoned Light Industrial and General Industrial.

City Attorney Driscoll also provided clarification pertaining to zoning and staff

recommendations outlined above.

Hearing no further discussion from the Council, Mayor Truax recessed the Public Hearing until the next meeting of Monday, July 11, 2016

**Public Hearing Recessed:**

Mayor Truax recessed the Public Hearing until the next Council meeting of Monday, July 11, 2016.

**Recess:** Mayor Truax called for a recess at 8:45 p.m. and Council reconvened at 8:50 p.m.

8. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2016-15 OF CITY OF FOREST GROVE IMPOSING A THREE PERCENT TAX ON THE SALE OF MARIJUANA ITEMS BY A MARIJUANA RETAILER AND REFERRING ORDINANCE TO THE ELECTORS OF FOREST GROVE AT THE NEXT GENERAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2016**

**Staff Report:**

Holan presented the above-proposed ordinance for first reading, noting the proposed ordinance is imposing a three percent tax on the sale of marijuana items by a marijuana retailer and referring the ordinance to the electors of Forest Grove at the next General Election on Tuesday, November 8, 2016. Holan presented a PowerPoint presentation, noting under state law, the city may impose a tax of up to three percent on retail sale of all marijuana items sold by a marijuana retailer if the electors approve such a tax. In conclusion of the above-noted staff report, Holan advised staff is recommending Council approved the proposed ordinance providing that time, place and manner restrictions being considered by Council under Agenda Item 7 does not ban any of the seven regulated marijuana activities, noting if the proposed ordinance is approved by voters, staff will come back with a proposed Code ordinance establishing the tax collection process.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2016-15 for first reading.

VanderZanden read Ordinance No. 2016-15 by title for first reading.

**MOTION:** Councilor Kidd moved, seconded by Councilor Uhing, to adopt Ordinance No. 2016-15 of City of Forest Grove Imposing a Three Percent Tax on the Sale of Marijuana Items by a Marijuana Retailer and Referring Ordinance to the Electors of Forest Grove at the Next General Election to be held on Tuesday, November 8, 2016.

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing and explained hearing procedures.

**Written Testimony Received:**

No written testimony was received prior to the deadline of June 27, 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:**

In response to Uhing's concern pertaining to imposing a tax, Holan clarified state law allows the city to impose a voter-approved tax of up to three percent on recreational sales as long as the city does not ban any type of marijuana facility, noting state law prohibits taxing medical marijuana sales.

In response to Lowe's concerns pertaining to the City's previously adopted 10 percent tax and requiring voter-approval for imposing a three percent tax, City Attorney Driscoll advised state law preempted the 10 percent tax so the city had to repeal the tax, noting legislators approved HB3400, which requires voters to affirm if they want their city to impose a tax on recreational marijuana sales that can only be up to a three percent tax. Driscoll also provided an update on election law and state revenue, noting if the voters approve the tax, the city may have an opportunity to enter into an intergovernmental agreement with the state to collect the tax on the city's behalf.

Hearing no further discussion from the Council, Mayor Truax recessed the Public Hearing until the next meeting of Monday, July 11, 2016.

**Public Hearing Recessed:**

Mayor Truax recessed the Public Hearing until the next Council meeting of Monday, July 11, 2016.

**9. PUBLIC HEARING AND RESOLUTION NO. 2016-40 ADOPTING BUDGET FOR FISCAL YEAR COMMENCING JULY 1, 2016, AND ENDING JUNE 30, 2017**

**Staff Report:**

Downey presented the above-proposed resolution for Council consideration, noting the Budget Committee approved at its May 12, 2016, meeting a proposed budget of

\$98,246,884 for Fiscal Year commencing July 1, 2016, and ending June 30, 2017. Downey reported staff is proposing an increase of \$111,256 to the proposed budget as outlined in the staff report. In conclusion of the above-noted staff report, Downey advised staff is recommending approval of the proposed budget in the amount of \$98,358,140 for Fiscal Year 2016-17 as proposed in the resolution

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-40.

VanderZanden read Resolution No. 2016-40 by title.

**MOTION: Councilor Lowe moved, seconded by Councilor Wenzl, to approve Resolution No. 2016-40 Adopting Budget for Fiscal Year Commencing July 1, 2016, and Ending June 30, 2017, in the amount of \$98,358,140.**

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing and explained hearing procedures.

**Written Testimony Received:**

No written testimony was received prior to the published deadline of June 27, 2016, 7:00 p.m.

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

**Council Discussion:**

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

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

**10. RESOLUTION NO. 2016-41 MAKING APPROPRIATIONS FOR THE CITY OF**

**FOREST GROVE, WASHINGTON COUNTY, OREGON, FOR THE FISCAL YEAR COMMENCING JULY 1, 2016, AND ENDING JUNE 30, 2017**

**Staff Report:**

Downey presented the above-proposed resolution making the necessary appropriations for Fiscal Year commencing July 1, 2016, and ending June 30, 2017, as outlined in the staff report and as proposed in the resolution.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-41.

VanderZanden read Resolution No. 2016-41 by title.

**MOTION:** Councilor Wenzl moved, seconded by Council President Johnston, to adopt Resolution No. 2016-41 Making Appropriations for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2016, and Ending June 30, 2017.

**Council Discussion:**

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

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

11. **RESOLUTION NO. 2016-42 LEVYING AND CATEGORIZING TAXES FOR FISCAL YEAR COMMENCING JULY 1, 2016, AND ENDING JUNE 30, 2017**

**Staff Report:**

Downey presented the above-proposed resolution levying and categorizing taxes imposed at the rate of \$5.554 per \$1,000 of assessed value for Fiscal Year commencing July 1, 2016, and ending June 30, 2017, as outlined in the staff. In conclusion of the above-noted staff report, Downey advised as proposed in resolution, the City levies the following: 1) General Fund – Permanent Rate of \$3.9554 and 2) City's Five-Year Local Option Levy of \$1.6000, which expires June 30, 2018.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-42.

VanderZanden read Resolution No. 2016-42 by title.

**MOTION:** Council President Johnston moved, seconded by Councilor Kidd, to

**adopt Resolution No. 2016-42 Levying and Categorizing Taxes for Fiscal Year Commencing July 1, 2016, and Ending June 30, 2017.**

**Council Discussion:**

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

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

**12. RESOLUTION NO. 2016-43 ADOPTING FISCAL YEARS 2016-21 CAPITAL IMPROVEMENTS PROGRAM**

**Staff Report:**

Downey presented the above-proposed resolution adopting Fiscal Years 2016-21 Capital Improvements Program (CIP) as approved by the Budget Committee, noting the CIP forms the basis for planning capital projects over a five-year period and aids in setting system development charges (SDC) for the City. In conclusion of the above-noted staff report, Downey advised the projects to be accomplished for Fiscal Year 2016-17 are identified in the appropriate funds in the adopted budget, noting projects funded by SDC must be listed in the CIP in order for SDC funds to be expended on those projects.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-43.

VanderZanden read Resolution No. 2016-43 by title.

**MOTION: Council President Johnston moved, seconded by Councilor Wenzl, to approve Resolution No. 2016-43 Adopting Fiscal Years 2016-21 Capital Improvements Program.**

**Council Discussion:**

Lowe indicated she has the same concerns as she had during the budget process pertaining to specific capital projects.

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

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

**13. PUBLIC HEARING AND RESOLUTION NO. 2016-44 DECLARING CITY'S ELECTION TO RECEIVE STATE REVENUES**

**Staff Report:**

Downey presented the above-proposed resolution declaring the City's intent to receive State Revenue Sharing for Fiscal Year 2016-17 as outlined in the staff report and as proposed in the resolution. In conclusion of the above-noted staff report, Downey advised the City is projected to receive \$342,969 in Alcohol Tax Revenue; \$27,465 in Cigarette Tax Revenue; and \$240,078 in State Revenue Sharing, noting for budgetary purposes, Alcohol Tax is allocated to the Police Department; Cigarette Tax is allocated to the Fire Department; and State Shared Revenue goes into the General Fund Discretionary Revenue.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-44.

VanderZanden read Resolution No. 2016-44 by title.

**MOTION: Councilor Wenzl moved, seconded by Councilor Uhing, to adopt Resolution No. 2016-44 Declaring City's Election to Receive State Revenues.**

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing and explained hearing procedures.

**Written Testimony Received:**

No written testimony was received prior to the published deadline of June 27, 2016, 7:00 p.m.

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing

**Council Discussion:**

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

above motion.

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

**14. PUBLIC HEARING AND RESOLUTION NO. 2016-45 CERTIFYING SERVICES PROVIDED BY THE CITY OF FOREST GROVE**

**Staff Report:**

Downey presented the above-proposed resolution certifying services provided by the City for Fiscal Year 2016-17 as outlined in the staff report and as proposed in the resolution. In conclusion of the above-staff report, Downey advised the City is required to certify the services provided by the City in order to receive State Shared Revenue.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-45.

VanderZanden read Resolution No. 2016-45 by title.

**MOTION: Councilor Kidd moved, seconded by Councilor Wenzl, to adopt Resolution No. 2016-45 Certifying Services Provided by the City of Forest Grove.**

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing and explained hearing procedures.

**Written Testimony Received:**

No written testimony was received prior to the published deadline of June 27, 2016, 7:00 p.m.

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing

**Council Discussion:**

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

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

15. **PUBLIC HEARING AND RESOLUTION NO. 2016-46 ADOPTING CAPITAL IMPROVEMENTS PROGRAM EXCISE TAX AND REPEALING RESOLUTION NO. 2015-49**

**Staff Report:**

Downey presented the above-proposed resolution imposing Capital Improvements Program (CIP) Excise Tax for the purpose of funding public safety and general government programs within the CIP for Fiscal Year 2016-17 as outlined in the staff report and as proposed in the resolution. Downey reported the City expects to collect approximately \$330,000 in revenue from the CIP Excise Tax in Fiscal Year 2015-16 based on current fee levels. Downey noted staff is not proposing increasing the monthly CIP fees on each electric meter for Fiscal Year 2016-17, noting the fees will remain as follows: 1) Residential, \$3.00; 2) Commercial – Single Phase, \$7.50; and 3) All others, \$15.00. Downey explained 90 percent of fees collected will be used to fund public safety capital needs, particularly police and fire vehicle replacements, and 10 percent will be used to fund General Government Programs. In conclusion of the above-noted staff report, Downey advised the CIP Excise Tax is accounted for in a separate fund to ensure the tax proceeds are spent as required by resolution.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-46.

VanderZanden read Resolution No. 2016-46 by title.

**MOTION:** Council President Johnston moved, seconded by Councilor Kidd, to approve Resolution No. 2016-46 Adopting Capital Improvements Program Excise Tax and Repealing Resolution No. 2015-49.

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing and explained hearing procedures.

**Written Testimony Received:**

No written testimony was received prior to the published deadline of June 27, 2016, 7:00 p.m.

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

**Council Discussion:**

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

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

**16. RESOLUTION NO. 2016-47 TRANSFERRING APPROPRIATIONS WITHIN VARIOUS FUNDS FOR FISCAL YEAR 2015-16**

**Staff Report:**

Downey presented the above-proposed resolution transferring various appropriated amounts for Fiscal Year 2015-16 as outlined in the staff report. In conclusion of the above-noted staff report, Downey advised staff is recommending Council adopt the proposed resolution transferring appropriations within Fiscal Year 2015-16 budget as proposed in the resolution, so budgeted appropriations are not exceeded.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-47.

VanderZanden read Resolution No. 2016-47 by title.

**MOTION: Council President Johnston moved, seconded by Councilor Kidd, to adopt Resolution No. 2016-47 Transferring Appropriations within Various Funds for Fiscal Year 2015-16.**

**Council Discussion:**

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

**VOICE VOTE: AYES: Councilors Johnston, Kidd, Lowe, Uhing, Wenzl, and**

Mayor Truax. NOES: None. ABSENT: Councilor Thompson. MOTION CARRIED 6-0.

17. **PUBLIC HEARING AND RESOLUTION NO. 2016-48 ESTABLISHING CERTAIN CLEAN WATER SERVICES UTILITY RATES AND CHARGES FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2016, AND REPEALING RESOLUTION NO. 2015-52**

**Staff Report:**

Foster and Downey presented the above-proposed resolution authorizing the City to collect sanitary sewer rates, Sewer System Development Charges (SDC), and Surface Water Management (SWM) rates pursuant to the Intergovernmental Agreement with Clean Water Services (CWS). The CWS' Board of Directors approved increasing its sanitary sewer rates by three percent (3%) from \$40.80 to \$42.01 for a typical residential consumption of 8ccf and SWM rates by \$0.50 from \$7.25 to \$7.75 per Equivalent Dwelling Unit (EDU). The City is not proposing increasing its monthly SWM surcharge for Fiscal Year 2016-17, which is currently \$1.00 per EDU above the SWM rates established by CWS, resulting in a combined monthly SWM rate of \$8.75 per EDU. In addition, CWS approved increasing its SWM SDC by \$10 from \$500 to \$510 and Sewer SDC by \$200 from \$5,100 to \$5,300 per EDU. The City retains 20 percent (20%) of the SDC revenue. In conclusion of the above-noted staff report, Downey advised that CWS has held public hearings on June 16, 2016, notifying customers of the above-noted rate increases.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-48.

VanderZanden read Resolution No. 2016-48 by title.

**MOTION:** Councilor Uhing moved, seconded by Councilor Wenzl, to adopt Resolution No. 2016-48 Establishing Certain Clean Water Services Utility Rates and Charges (Sanitary Sewer, Surface Water Management and System Development Charges) for the City of Forest Grove, Effective July 1, 2016, and Repealing Resolution No. 2015-52.

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing and explained hearing procedures.

**Written Testimony Received:**

No written testimony was received prior to the published deadline of June 27, 2016, 7:00 p.m.

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

**Council Discussion:**

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

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

**18. CITY COUNCIL COMMUNICATIONS:**

Council President Johnston reported on matters of interest and upcoming meetings he was planning to attend.

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 was absent.

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.

**19. 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.

**20. MAYOR'S REPORT:**

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. In addition, Mayor Truax referenced a written copy of his notes and 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.

**21. ADJOURNMENT:**

Mayor Truax adjourned the regular meeting at 9:32 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

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*A place where families and businesses thrive.*

30

**Monday, June 27, 2016**  
**City Council Executive Session Minutes** **5:30 p.m., Community Auditorium**

***Minutes are unofficial until approved by Council.***

**1. CALLED TO ORDER AND ROLL CALL:**

Mayor Peter Truax called the Executive Session to order at 5:30 p.m.

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

**STAFF PRESENT:** Jesse VanderZanden, City Manager.

**2. EXECUTIVE SESSION:**

The City Council met in Executive Session in accordance with:

**ORS 192.660(2)(I)** to review and evaluate the employment-related performance of the City Manager.

**3. ADJOURNMENT**

Mayor Truax adjourned the Executive Session at 6:00 p.m.

Respectfully submitted,

\_\_\_\_\_  
Anna D. Ruggles, CMC, City Recorder



30

*A place where families and businesses thrive.*

Monday, July 11, 2016

City Council Executive Session Minutes

5:30 p.m., Community Auditorium

***Minutes are unofficial until approved by Council.***

**1. CALLED TO ORDER AND ROLL CALL:**

Mayor Peter Truax called the Executive Session to order at 6:00 p.m.

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

**STAFF PRESENT:** Jesse VanderZanden, City Manager.

**2. EXECUTIVE SESSION:**

The City Council met in Executive Session in accordance with:

**ORS 192.660(2)(I)** to review and evaluate the employment-related performance of the City Manager.

**3. ADJOURNMENT**

Mayor Truax adjourned the Executive Session at 6:45 p.m.

Respectfully submitted,

\_\_\_\_\_  
Anna D. Ruggles, CMC, City Recorder

***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 7:01 p.m. and led the Pledge of Allegiance.

**ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President (attended by conference call starting at 7:24 p.m. and remained until the meeting adjourned); Richard Kidd; Victoria Lowe; Elena Uhing; and Mayor Peter Truax. **COUNCIL ABSENT:** Ronald Thompson and Malynda Wenzl (attended by conference call starting at 7:32 p.m. and lost cellular connectivity at 7:53 p.m.), excused.

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Ashley Driscoll, City Attorney; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; Colleen Winters, Library Director; Kevin Ellingsburg, Police Captain; Rob Foster, Public Works Director (in the audience); Michael Kinkade, Fire Chief (in the audience); and Anna Ruggles, City Recorder.

**1. A. EMPLOYEE RECOGNITION:**

Mayor Truax and Winters presented a Certificate of Appreciation honoring Linda Taylor, Adult Services Librarian, for 18 years of dedicated service to the City, noting Taylor worked for the City from 1979-1984 as a Librarian and 1998-2002 as a Temporary Youth Services Librarian prior to becoming a City employee in 2003 as the Adult Services Librarian. Mayor Truax commended Taylor for her legacy as an outreach coordinator in the Latino community as well as the many other programs that Taylor has coordinated throughout her career as the Adult Services Librarian.

**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 Regular Meeting Minutes of June 13, 2016.
- B. Approve City Council Work Session (City Code Update) Meeting Minutes of June 13, 2016.
- C. Accept Historic Landmarks Board Meeting Minutes of May 24, 2016.

D. Accept Public Safety Advisory Commission Meeting Minutes of April 27 and May 25, 2016.

**MOTION:** Councilor Uhing moved, seconded by Councilor Lowe, to approve the Consent Agenda as presented. **ABSENT:** Council President Johnston and Councilors Thompson and Wenzl. **MOTION CARRIED 4-0 by voice vote.**

*Council President Johnston joined by conference call at 7:24 p.m.*

*Councilor Wenzl joined by conference call at 7:32 p.m. and lost cellular connectivity at 7:53 p.m.*

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

5. **PRESENTATIONS:** None.

6. **SECOND READING OF ORDINANCE NO. 2016-13 AMENDING FOREST GROVE CITY CODE CHAPTER 2, GOVERNMENT AND ADMINISTRATION, BY ADDING NEW CODE SECTIONS 2.705 TO 2.710, ESTABLISHING MUNICIPAL COURT JURISDICTION; ADDING NEW CODE SECTIONS 5.375 TO 5.390, ESTABLISHING EXCLUSION FROM CITY FACILITY OR PROPERTY; AND AMENDING CITY CODE CHAPTER 5, PUBLIC PROTECTION, ABATEMENT-RELATED PROCEDURES AND OTHER PROVISIONS**

The first reading of Ordinance No. 2016-13 by title occurred at the Council meeting of June 27, 2016.

**Staff Report:**

Ellingsburg and Downey presented the above-proposed ordinance for second reading, noting staff had nothing further to report; however, staff distributed copies of Parks and Recreation Commission and Public Safety Advisory Commission minutes and Park Regulations, rules of conduct, as requested by Council at the meeting of June 27, 2016.

**Public Hearing Continued:**

Mayor Truax continued the Public Hearing from the meeting of June 27, 2016, and explained hearing procedures.

**Written Testimony Received:**

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

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

**Council Discussion:**

Hearing no discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of June 27, 2016.

VanderZanden read Ordinance No. 2016-13 by title for second reading.

**ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Uhing, and Mayor Truax. NOES: None. ABSENT: Councilors Thompson and Wenzl. MOTION CARRIED 5-0.**

**7. SECOND READING OF ORDINANCE NO. 2016-14 AMENDING FOREST GROVE DEVELOPMENT CODE ARTICLES 3, 8 AND 12 FOR THE PURPOSES OF ADOPTING TIME, PLACE AND MANNER RESTRICTIONS FOR MARIJUANA FACILITIES; CLASSIFYING MARIJUANA FACILITIES; AND ADOPTING DEFINITIONS; FILE NO. 311-16-00034**

The first reading of Ordinance No. 2016-14 by title occurred at the Council meeting of June 27, 2016.

**Staff Report:**

Riordan and Holan presented the above-proposed ordinance for second reading and a PowerPoint presentation recapping the Planning Commission's recommendations with respect to limiting marijuana facilities in Light Industrial zone (LI). Riordan explained the Planning Commission is recommending prohibiting indoor marijuana producers, processors, wholesalers in LI in order to preserve land for high value and value added manufacturing and processing. The Planning Commission is also recommending prohibiting outdoor medical and recreational marijuana producers within all zones consistent with PSAC's recommendation. In addition, Riordan and Holan advised Council has the following options regarding the effective date of the above-proposed ordinance as noted below:

- Taking no action regarding the effective date, which would allow two business days in which applications would be reviewed based on code requirements adopted March 28, 2016, instead of the restrictions in the above-proposed ordinance, meaning outdoor recreational marijuana producers would be allowed during the two business days as well as marijuana producers, processors and

- wholesalers in LI.
- Enacting the above-proposed ordinance effective immediately or date certain less than 30 days and declaring an emergency for preservation of public, health, safety and welfare.

In conclusion of the above staff report, Riordan and Holan advised the Planning Commission's recommendations allow the City to impose up to a three percent tax on recreational marijuana sales as allowed by state law, since the City is not banning any of the seven marijuana facility types, including recreational marijuana producers, since indoor production would be allowed in GI. In addition, Riordan and Holan provided a handout titled "Council Deliberations", which outlined options Council could take if amending the above-proposed ordinance, Exhibit A.

**Public Hearing Continued:**

Mayor Truax continued the Public Hearing from the meeting of June 27, 2016, and explained hearing procedures.

**Written Testimony Received:**

In addition, Riordan and Holan referenced a written letter from the Public Safety Advisory Commission (PSAC) reaffirming PSAC's support and recommendations to Council, noting the points outlined in PSAC's letter support PSAC's rationale and belief that the safety of the public should be of the utmost concern for the City.

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

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

**Council Discussion:**

*Wenzl lost cellular connectivity at 7:53 p.m. and after numerous attempts to try to reconnect, staff discontinued efforts.*

In response to Kidd's inquiry pertaining to the building that is vacant in LI (Matsushita

site), Riordan referenced the building as shown on the aerial map, noting the building has been vacant at least 10 years. In response to Kidd's inquiry pertaining to the ordinance effective date, City Attorney Driscoll referenced City Charter, noting an ordinance may have a 30-day or later effective date and/or anything less than 30 days must contain an emergency clause. In response to Kidd's inquiry pertaining to number of allowable plants for indoor medical and recreational grow, City Attorney Driscoll advised for recreational marijuana, a licensee would be allowed up to 10,000 square feet of canopy indoors and for medical marijuana, a licensee would be allowed up to 48 plants if grown indoors within non-residential zones consistent with state law.

Uhing spoke about the building referenced in earlier testimony that has been vacant for 10 years (Matsushita site), noting the building has drawn complaints from neighbors because of upkeep. In response to Uhing's inquiry pertaining to employment plans, Riordan indicated it is his understanding based on testimony heard on June 27, 2016, that the tenant would utilize the building for marijuana production and employ 50 employees. In response to Uhing's inquiry pertaining to site plan review versus conditional use, Riordan explained in respect to marijuana production a conditional use provides livability and compatibility and requires Planning Commission (quasi-judicial) review, including a public hearing, as well as appealable to Council; whereas, a site plan review provides compliance with development standards and is an administrative review with no public hearing and appealable to the Planning Commission. In response to Uhing's concern pertaining to the relevance of signage referenced in PSAC's letter, City Attorney Driscoll cited state law for signage requirements for recreational and medical production facilities. Riordan added all applicants must also comply with the City's sign code regulations. In addition, Uhing voiced concern that the above-proposed ordinance was such a key vote that she asked staff to attempt to contact Wenzl by conference call again, which staff did but was unsuccessful after numerous attempts.

Lowe stressed the "value of the building" is added to the tax base when businesses or industries begin expanding and/or as new machinery and equipment is added, noting such value activities generate property tax revenue. Lowe added she could not find good reason as far as safety that would have a negative impact on the community. In addition, Lowe indicated she is very much in favor of conditional use based on the premise of public input. In response to Lowe's inquiry pertaining to making modifications at a future date, such as amending conditional use to site plan review, Riordan advised Council could make code modifications at any time.

In response to Council President Johnston's inquiry pertaining to 30 day effective date versus an immediate effective date, Riordan explained the importance relies on which set of criteria would apply if applications are filed between the two-day window, i.e., outdoor grow would be permitted during the two day period based on existing criteria. In response to Johnston's inquiry pertaining to public input between site plan review

and conditional use, Riordan explained for site plan review, notices are sent to surrounding property owners for comments and for conditional use, a formal Planning Commission public hearing is held.

In response to Mayor Truax's inquiry pertaining to declaring an ordinance as an emergency, City Attorney Driscoll advised if Council determines to declare the ordinance as an emergency, the ordinance must contain an emergency clause, i.e., standard language "...is necessary for the preservation of public, health, safety and welfare".

Hearing no further discussion from the Council, Mayor Truax asked if there were any proposed amendments to Ordinance No. 2016-14, to which the following motions to amend were made.

**MOTION TO AMEND NO. 1:** Councilor Lowe moved, seconded by Councilor Uhing, to amend Ordinance No. 2016-14 to allow marijuana facilities in the Light Industrial (LI) Zone; Development Code Section 10.3.520, Table 3-14, Industrial Zones Use Table, by amending:

1. Wholesale Sales from ~~Not Permitted~~ to Conditional Use in LI.
2. Medical and Recreational Marijuana Producer (Indoor) from ~~Not Permitted~~ to Conditional Use in LI.
3. Wholesale activities for marijuana requires a conditional use permit in the LI and GI zone.

VanderZanden read Amendment No. 1 to Ordinance No. 2016-14 in its entirety.

**Council Discussion:**

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

**ROLL CALL VOTE:** AYES: Councilors Johnston, Kidd, Lowe, Uhing, and Mayor Truax. NOES: None. ABSENT: Councilors Thompson and Wenzl. MOTION CARRIED 5-0.

**MOTION TO AMEND NO. 2:** Councilor Lowe moved, seconded by Councilor Kidd, to amend Ordinance No. 2016-14, Section 4 to read: This ordinance is effective on July 25, 2016 (14 days) following its enactment by City Council.

VanderZanden read Amendment No. 2 to Ordinance No. 2016-14 in its entirety.

**Council Discussion:**

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

**ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Uhing, and Mayor Truax. NOES: None. ABSENT: Councilors Thompson and Wenzl. MOTION CARRIED 5-0.**

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of June 27, 2016, and as amended.

VanderZanden read Ordinance No. 2016-14 by title for second reading as amended.

**ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Uhing, and Mayor Truax. NOES: None. ABSENT: Councilor Thompson and Councilor Wenzl. MOTION CARRIED 5-0.**

8. **SECOND READING OF ORDINANCE NO. 2016-15 OF CITY OF FOREST GROVE IMPOSING A THREE PERCENT TAX ON THE SALE OF MARIJUANA ITEMS BY A MARIJUANA RETAILER AND REFERRING ORDINANCE TO THE ELECTORS OF FOREST GROVE AT THE NEXT GENERAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2016**

The first reading of Ordinance No. 2016-15 by title occurred at the Council meeting of June 27, 2016.

**Staff Report:**

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

**Public Hearing Continued:**

Mayor Truax continued the Public Hearing from the meeting of June 27, 2016, and explained hearing procedures.

**Written Testimony Received:**

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

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

**Council Discussion:**

Hearing no discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of June 27, 2016.

VanderZanden read Ordinance No. 2016-15 by title for second reading.

**ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Uhing, and Mayor Truax. NOES: None. ABSENT: Councilors Thompson and Wenzl. MOTION CARRIED 5-0.**

9. **RESOLUTION NO. 2016-49 OF THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, APPROVING REFERRAL TO THE ELECTORS OF THE CITY OF FOREST GROVE THE QUESTION OF IMPOSING A THREE PERCENT TAX ON THE SALE OF MARIJUANA ITEMS BY A MARIJUANA RETAILER WITHIN THE CITY OF FOREST GROVE AT THE GENERAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2016**

**Staff Report:**

Holan presented the above-proposed resolution for Council consideration, noting now that Council has adopted Ordinance No. 2016-15 (refer above) as required by state law, the City may submit to the electors the question if the City should impose a three percent tax on the sale of recreational marijuana items (which include marijuana concentrates, extracts, edibles and other products intended for human consumption and use) by a retail licensees in the City at the next general election to be held Tuesday, November 8, 2016. Holan advised if approved, the annual tax revenue is estimated to range from \$36,846 to \$40,425 per year. In conclusion of the above-noted staff report, Holan advised staff is recommending Council approve the above-proposed resolution directing the City Recorder, Elections Officer, to file the required forms with Washington County Elections to place the matter on the ballot for Tuesday, November 8, 2016, General Election, which include: Exhibit A, Form SEL805, Request for Ballot Title – Publication of Notice; Exhibit 2, Form SEL802, Notice of Measure Election; and Exhibit 3, Form JVCP-05, Washington County Voters' Pamphlet Explanatory Statement.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-49.

VanderZanden read Resolution No. 2016-49 by title.

**MOTION: Councilor Kidd moved, seconded by Councilor Uhing, to adopt Resolution No. 2016-49 of the City of Forest Grove, Washington County, Oregon,**

**Approving Referral to the Electors of the City of Forest Grove the Question of Imposing a Three Percent Tax on the Sale of Marijuana Items by a Marijuana Retailer within the City of Forest Grove at the General Election to be held on Tuesday, November 8, 2016.**

**Council Discussion:**

In response to Council President Johnston's inquiry pertaining to informing the electors how the City will use the tax revenue if approved, City Attorney Driscoll advised if approved, the tax is unrestricted in the General Fund until such time that Council takes formal action to allocate the tax revenue to specific fund(s).

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

**ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Uhing, and Mayor Truax. NOES: None. ABSENT: Councilors Thompson and Wenzl. MOTION CARRIED 5-0.**

**10. CITY COUNCIL COMMUNICATIONS:**

Council President Johnston had nothing to report.

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

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

Thompson was absent.

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

Wenzl was absent.

**11. 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.

**12. MAYOR'S REPORT:**

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax projected a detour map route, noting Verboort Road is temporarily closed east of Highway 47 for construction of a roundabout at Verboort-Purdin Road intersection. Mayor Truax spoke in remembrance of Don Waggoner, who recently died at the age of 81, noting Waggoner was known as the father of the Bottle Recycling Bill, an instrumental key piece of Oregon legislative history. Mayor Truax added he would like to think that the same attitude Oregonians have now about deposit on bottles and cans, citizens will have in ten, fifteen or twenty years down the road about using reusable bags, noting Oregonians recycle without a second thought, and he hopes citizens do the same with plastic bags. In addition, Mayor Truax referenced a written copy of his notes and 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.

League of Oregon Cities (LOC) 2017 Legislative Agenda:

Mayor Truax reported the LOC has asked each city to select its top four legislative objectives that they recommend as priorities for the League's' 2017 legislative agenda. Mayor Truax referenced the Council's tabulations, noting each Councilor was asked to identify their top five legislative objectives, which resulted in the following priorities:

- (1) **A. Needed Housing Assistance Program – 4**
- (2) **P. Mental Health Investments – 4**
- (3) **Z. Transportation Funding and Policy Package – 4**
- (4) **I. Property Tax Reform, Fairness and Equity – 3**
- (5) V. Rights of Way – 3

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council reviewed the above-noted tabulation results. Lowe voiced disappointment that water legislation did not make the list. In conclusion of the Council discussion, the Council collectively voiced consensus to submit the top four priorities shown in bold above.

**13. ADJOURNMENT:**

Mayor Truax adjourned the regular meeting at 8:50 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

# APPROVED

Forest Grove Historic Landmarks Board  
Community Auditorium, 1915 Main Street  
June 28, 2016 -- 7:15 P.M. Page 1 of 2

**Members Present:** George Cushing, MJ Guidetti-Clapshaw Kaylene Toews, Holly Tsur, Larissa Whalen Garfias (01 vacancy)  
**Member Excused:** Jennifer Brent  
**Staff Present:** James Reitz  
**Council Liaison:** Richard Kidd was excused  
**Citizens Present:** 03 (Heidi Ruby, Roman Ozeruga, Brent Laurila)

1. **Call to Order:** Tsur opened the meeting at 7:18 p.m.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

**A. Renovation Grant Request – Boos House at 1628 Douglas Street (Washington County Tax Lot 1S3 6BD-8900). Applicant: Heidi M. Ruby. File Number 311-16-000137-PLNG.** Heidi Ruby was present to discuss her stucco repair project. She noted that there was significant deterioration of the stucco on the south side of the house; that the chimney attachment to the house was failing; and that there was infiltration around some of the windows. She noted that one bid include painting, but she felt her budget would not allow that project at this time. Board members noted that painting could be a second project and would be eligible for a grant in its own right, but that the stucco was the primary aspect of her current request and by itself would still be eligible for the maximum grant amount. Board members had some questions about the work that would be performed as both bids were a bit lacking in detail. Board members made several suggestions to help ensure that the contractor better defined the scope of work, and recommended that she insist on more detail in the final bid. **Cushing/Toews to approve a \$1,000 grant. Motion carried unanimously.**

**B. Design Review – Anderson Building at 2001-2003 Main Street (Washington County tax lot 1S3 6BB-600). Applicant: Roman Ozeruga. File Number: 311-15-000025-PLNG.** Building owner Roman Ozeruga and his architect Brett Laurila discussed the fact that damage to the foundation and building on the front (west) side was much more severe than originally thought: the floor framing and footings were so damaged and rotten so as to require a total replacement. Given that, they proposed to bring the storefront out to the sidewalk, possibly as the building was originally constructed. Even though no conclusive evidence was found, surrounding buildings of that vintage and evidence from past remodels suggests that the storefront had not been originally inset. They noted that a later remodel had caused runoff from the sidewalk to flow into and pool in the alcove due to its lower grade; this water then infiltrated through the flooring into the basement, thus rotting the structure.

They proposed to bring the storefront back out to the sidewalk with a smaller alcove entrance. The finish floor elevation would remain above sidewalk level thus diverting away any runoff. The grade would be such that an ADA ramp would connect the sidewalk to the new building entrances. They advised they would be building a small foot wall at the sidewalk comparable to what was demolished, and that they had found an outlet for new tiles that would be very similar in size, shape and color to the tile that was removed. The windows would be a newer model appropriate to retail space but would be similar to most other retail buildings in the downtown area.

Board members discussed the proposed changes and concluded that the new construction would be acceptable. **Toews/Cushing to approve the redesign as submitted. Motion carried unanimously.**

The Board then continued discussing the remodel project. They were advised that the second floor Main Street-side window repairs were almost complete; Cushing and Reitz will do an inspection on June 30<sup>th</sup> prior to the interior wood trim being reinstalled. Ozeruga and Laurila noted that most of the other upstairs windows were being upgraded

to wood-clad windows instead of vinyl; Board members were pleased with that decision. Ozeruga and Laurila further advised that the old floors would be reused and refinished. The apartments were all framed in and plumbing and electrical was being installed. They also noted that the two skylights had been re-glazed and that the interior transom windows were being retained. They expected to install the Pacific Avenue door and the lift in the near future. They discussed that a new four-foot-wide staircase was being installed on the east end of the building for access to the apartments. This additional staircase was required by the building code because the existing staircase on the west end is actually not a part of this building; they only have an easement to use it and it would not be remodeled or improved at this time. Board members felt all of their efforts to retain and remodel the building were respectful of the building's heritage and were appreciated.

- C. Strategic Plan – Review and Discussion of Next Draft:** As the latest draft had just been received, discussion was postponed to the next meeting. Reitz noted that we would need to have all the reviews and revisions done in the next couple of weeks, for adoption at the July meeting, as the end product must be submitted to SHPO in August. Tsur was working on the technical aspects and expected to have them available to the Board by the week's end. Reitz again stressed that he thought the tasks were too front-loaded in the first two years and that the Board needs to reevaluate the time required of to complete them.

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

- Approval of HLB Meeting Minutes. **The meeting minutes of May 24, 2016 were approved as submitted.**
- Council Liaison Report: None, as Kidd was excused.
- Staff Update: Reitz reported that the Tokola plans for the old Times Litho site were expected to be submitted shortly. He noted other projects either approved or anticipated, including a 28-unit complex at 21<sup>st</sup> Avenue and Hawthorne Street, a 200-unit complex at the old Haggen's site, a remodel of the McMenamins Grand Lodge to add rooms to the third floor, and a significant expansion of the Old Trapper production facility on 24<sup>th</sup> Avenue.
- New Business: Restore Oregon sent a letter to the Board requesting nominations for Oregon's Most Endangered Places (the A. T. Smith house is on the list this year) and for the DeMuro Award to honor historic restoration projects. Tsur commented that Knight Hall on university campus might be considered to be endangered because it is in an area being considered for redevelopment for student housing. Reitz said he would forward information from the university master plan for the Board's education.
- For the DeMuro Award it was suggested that the Macrum House would be an easy nomination due to the Oregonian article already done on the home. Tsur suggested we consider the Anderson Building for that owner's effort to keep it historically accurate. It was noted that when completed it could be a good project for next year. Concern was voiced if the Macrum House was submitted this year and approved that it might be problematic to expect a second approval the next year. Guidetti-Clapshaw volunteered to do some research on Restore Oregon to see what the application entailed and the likelihood of two places from the same town being approved in consecutive years.
- Whalen Garfias showed her catalog house project she did with her grade school class. She noted it was very successful and well received.

- 5. Adjournment:** The June 28, 2016 meeting adjourned at 9:08 p.m.

These minutes respectfully submitted by George Cushing, Secretary

**APPROVED**

**FOREST GROVE LIBRARY COMMISSION  
MEETING DATE – 6:30PM TUES MAY 10, 2016  
ROGERS CONFERENCE ROOM  
PAGE 1**

*Library Commission approved minutes as amended on July 12, 2016.*

**1. CALLED TO ORDER AND ROLL CALL:**

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday May 10, 2016.

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

**Members Absent:** Nickie Augustine; Mitchell Faris, Student;

**Staff:** Colleen Winters, Library Director (not present)

**Council Liaison:** Malynda Wenzl

**Others:** None

**2. ADDITIONS/DELETIONS:** None.

**3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF (Apr 12, 2016):**

**MOTION:** Pamela moved, seconded by Jon, to approve the Apr 15, 2016 minutes as presented. **MOTION CARRIED** by all.

**4. CITIZEN COMMUNICATIONS:** None.

**5. INFORMATIONAL ITEMS:**

**5a. FOUNDATION REPORT:** No report this month.

a) The Library Foundation of Forest Grove’s web site ([www.fglf.org](http://www.fglf.org)).

**5b. FRIENDS REPORT:** No report this month.

a) The Friends web site is at: [fglibraryfriends.org](http://fglibraryfriends.org).

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

a) Several budget meetings have been held. The City Council will consider and approve a budget by the end of June.

b) Rules and regulations for marijuana facilities and activities continue to be

**FOREST GROVE LIBRARY COMMISSION  
MEETING DATE – 6:30PM TUES MAY 10, 2016  
ROGERS CONFERENCE ROOM  
PAGE 2**

discussed. Waiting for recommendations from boards, etc. Temp ban on production until Aug 5. What are other cities doing? Is growing outside a concern?  
c) Fire Dept wants a new ladder truck.

5d. **LIBRARY DIRECTOR'S REPORT:** No report this month.

**6. DISCUSSION OF ITEMS:**

**a) Library Commission 2016 Goals.** The Library Commission felt it could not approve the amended list of goals without Colleen being present.

Jane suggested that the Library Commission obtain the names of library staff so that we might be better able to give individualized recognition to staff members.

Jane suggested that we look into creating our own combined city and library event calendar so we could see events important to the Library Commission farther ahead of time. Jon mentioned that there was a library patron event calendar sent out by email, but that it was for only one or two months ahead. Malynda mentioned the online City event calendar at the City's web site. Kathleen asked if this new calendar could be a full year planning calendar.

One of the proposed goals mentioned the "Gathering of the Groups" event and the Library Commission reminded itself that the event was "at least once every two years", not "annual".

**b) Gathering of Groups event.** Pamela suggested that the Library Commission start planning the Gather of Groups event to be held in the Rogers room on an early Thursday evening in Oct 2016. Possibilities are: Oct 6, 13, 20, and 27.

**c) Proposed survey on preferred Additional Library Open Hours.** Jane presented a draft she had created of a possible survey. The Library Commission wanted a month to review the draft, and agreed that Colleen and her staff would need to look at it as well.

Malynda mentioned that because some library visitors use the WiFi service, that Sunday afternoon open hours might be desirable now. Pamela suggested that only limited library staff might be needed for these new library open hours, especially for earlier weekday morning open hours. Choices mentioned for how to deliver the survey to Forest Grove residents include: a printed survey on paper to be handed out, use of a QR (smartphone) code to get to "Survey Monkey" or an appropriate web site, and a survey included with Forest Grove utility bills (one month this Fall).

**FOREST GROVE LIBRARY COMMISSION  
MEETING DATE – 6:30PM TUES MAY 10, 2016  
ROGERS CONFERENCE ROOM  
PAGE 3**

It was mentioned that results from the survey would be needed by March 1, 2017 to be used in the budget process for next year's budget (that begins July 1, 2017).

**d) Opening back entrance of library.** Same old concerns about security and staffing that are required in order to open the back entrance. This topic does not seem to require coverage in the proposed survey. Pamela asked that a subcommittee be formed to study this issue more carefully. Doug Martin and Elizabeth Beechwood volunteered to work with Colleen and library staff.

**e) Bike repair station outside the library.** Jane mentioned that both Hillsboro Library branches have a bicycle repair or fix station and that having such a bike repair station outside our library (and other possible places in Forest Grove) would be one way for the City as a whole to be friendlier to bicyclists.

**f) "Library of Things" or "Alternative Collections" idea.** A lengthy airing of ideas. Goal: bring more people to the library. Questions asked: "Is it a good idea to ask about this on the survey?" & "What are other libraries doing?" & "Who cleans the items?" & "What about breakage of the items"?

Hillsboro library branches may have 2,000 items in their "Library of Things" that can be borrowed. Our library has a collection of board games that can be used in the library, and some technology items (like Kindles, etc.) that can be borrowed. So our library is already in the "Library of Things" world. How much farther do we go? Another idea is for additional programming, including a possible Friday teen game night, monthly. (The library is closed Friday night otherwise.)

Malynda suggested ideas for acquisitions: quality over quantity, and as a way to have "experiences". Do our best to minimize staff time required to deal with a "Library of Things", and to minimize storage problems required for the items.

Doug suggested that for the "Extra library open hours" and "Library of Things" ideas that we not only find out what other libraries are doing, but ask them how they do these things well, and what is most popular with their visitors.

Jane's ideas were that: Storage concerns might mean that the items acquired be smaller in size. Liability and insurance issues might lead to careful choosing of items. Would there be a "cleaning charge"? Who would clean the returned items? Which items will be the most "popular" locally, and how do we find out? Other concerns are: initial expense of the items, inventory lists and processing, staff time required to handle all this, and inevitable maintenance of the "things". A staged acquisition of items was suggested, so that an updated inventory list was always available.

**FOREST GROVE LIBRARY COMMISSION  
MEETING DATE – 6:30PM TUES MAY 10, 2016  
ROGERS CONFERENCE ROOM  
PAGE 4**

**7. ANNOUNCEMENT OF NEXT MEETING:**

The next Library Commission meeting will be held on Tues June 14th, 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

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**APPROVED**

PUBLIC SAFETY COMMISSION  
Forest Grove Fire Department  
1919 Ash St.  
June 22<sup>nd</sup>, 2016

**Minutes approved by Public Safety Advisory Commission on July 27<sup>th</sup>, 2016**

**1. ROLL CALL**

Meeting called to order by Nathan Seable at 7:32 am.

**Members Present:** Tim Rippe, Glenn VanBlarcom, Anne Niven, Nathan Seable, Drue Garrison, and Thomas Epler

**Members Absent:** Mason Brown and Robert Mills

**Liaisons Non-Voting Representatives Present:** Guy Storms, Nick Chan (departed at 8:30 am) & Connie Potter (arrived at 7:41 am)

**Others Present:**

Police Chief Janie Schutz, Fire Chief Michael Kinkade, and Kara Oliver

**2. INTRODUCTIONS**

Self-Introductions were made.

**3. CITIZEN COMMUNICATIONS**

None at this time

**4. APPROVAL OF MINUTES**

**MOTION:** Glenn VanBlarcom moved, seconded by Drue Garrison to approve minutes from April 27<sup>th</sup>, 2016. **MOTION CARRIED 6-0 by voice vote.**

**MOTION:** Drue Garrison moved, seconded by Glenn VanBlarcom to approve minutes from May 25<sup>th</sup>, 2016. **MOTION CARRIED 6-0 by voice vote.**

**5. ADDITIONS/DELETIONS**

**Additions:** Planning Commission Update

**6. STAFF REPORTS**

**Police Department-** There has been major change over in personnel with seven new officers. The department is currently running patrol with 14-15 officers, including sergeants; with a full staff, patrol typically runs with 21 officers. This shortage is mostly due to three retirements in the last year.

The department is currently working with the Latino community in building the trust coalition. They have been meeting on a regular basis to better understand each other.

An officer was sent to the high school's equality club to open up communication between the school and police force.

The police department participated in 'Cascadia Rising', which focused on the Scoggins Dam area and the effect on the City of Forest Grove if such an earthquake would occur.

**Fire Department –**

Two crews have been sent to conflagrations in the month of June. The first one was for the Mosier train wreck; one tender was used for a 24 hour period. The second conflagration, Akawana, requested a crew for a couple of days. Each year conflagrations begin earlier in the summer months.

Life Flight has relocated to Hillsboro which has assisted with arrival time. In the last few weeks there have been multiple instances where Life Flight has been activated.

Gaston and Cornelius had job openings in the fire department. Within the last two months, six volunteers have left, leaving a hole. Division Chief Ian O'Connor will be leaving the department and his last day will be June 30<sup>th</sup>.

Chief Kinkade will be taking the Standard of Cover to the City Council in August to have it endorsed by resolution.

WCCCA's bond passed, beginning a 2-3 year process of radio replacements and implementing a new CAD system.

**City Council –** The City Manager's report was emailed prior to the meeting due to Councilor Thompson's absence.

**7. NEW BUSINESS**

**Planning Commission Update-** There was a hearing at the Community Auditorium regarding marijuana open grow. The agenda was to go over the recommendations that PSAC put together. There was public testimony from citizens. Prior to the public testimony, there was a work session where the council accepted three of our recommendations.

- No open grow of marijuana for recreational production in the city limits of Forest Grove
- All marijuana activities shall not be permitted in mixed use zones or residential zones.

- Any marijuana activities shall be conditional uses in the affected zonings (Permit requests go before the planning commission).

Our recommendations regarding setbacks, other than school setbacks, were not accepted.

There was a round table discussion regarding PSAC's recommendations and it was agreed upon that Tim Rippe, Nathan Seable, and Glenn VanBlarcom would meet and prepare a statement for the City Council.

8. **OLD BUSINESS**

**National Night Out Update-** PSAC will have a booth and it will be much more prominent this year. There will be paper bags handed out to people that arrive, and as people complete the scavenger hunt, they will be returning to the booth to claim their prize. Bottled water will also be handed out, so the PSAC booth will act as the arrival and departure booth. The final coordination meeting for NNO will be in the third week of July. There has been over \$2,000 in business donations thus far.

**Member Resource Manual Update-** Previously called 'New Member Orientation Manual', the finished product is now on Dropbox. Tim Rippe will continue to attempt to keep it updated. The only thing that has not been updated is the strategic plan.

9. **ANNOUNCEMENT OF NEXT MEETING** – July 27<sup>th</sup>, 2016 at Forest Grove Fire Department

10. **ADJOURN**

The meeting was adjourned at 8:38 am.

Recorded & submitted by Kara Oliver, Administrative Assistant

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*A place where families and businesses thrive.*

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>34</u>
MEETING DATE:	_____
FINAL ACTION:	_____

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

**FROM:** *Anna Ruggles, CMC, City Recorder*

**MEETING DATE:** *August 8, 2016*

**PROJECT TEAM:**

**SUBJECT TITLE:** *Library Commission Resignation*

**ACTION REQUESTED:**  Ordinance  Order  Resolution  Motion  Informational

*X all that apply*

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Jane Burch-Pesses, Library Commission, Term Expiring December 31, 2017, has informed staff of her desire to resign from the Library Commission as per the attached resignation notification.

**STAFF RECOMMENDATION:** Staff recommends Council accept the above resignations and deem the seats vacant.

**Anna Ruggles**

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**From:** Jane BP <[REDACTED]>  
**Sent:** Tuesday, August 02, 2016 10:47 AM  
**To:** Anna Ruggles  
**Subject:** My resignation

Hello, Anna,

I am very sorry to say that some previous commitments in my personal life have become more demanding lately and I must resign from the Library Commission. Thanks very much for your (and the city's) consideration and I am sorry to cause you work and then not be able to fulfill the full term of my appointment. I enjoyed the Commission for the time that I was there.

Sincerely,

Jane Burch-Pesses

App'd 2/16  
Term EXP 12/31/17

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# Monthly Building Activity Report

June-16

2015-2016

Category	Period:	June-15	Period:	June-16
	# of Permits	Value	# of Permits	Value
Man. Home Setup			3	
Sing-Family New	10	\$2,342,980	4	\$1,338,655
SFR Addition & Alt/Repair	7	\$180,374	2	\$222,200
Mult. Fam. New/At			2	\$3,600
Group Care Facility				
Commercial New				
Commerical Addition				
Commercial Alt/Repair	7	\$1,494,950	11	\$1,578,125
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)				
Signs	1	\$200	1	\$350
Grading	1		2	
Demolitions	3			
<b>Total</b>	<b>29</b>	<b>\$4,018,503</b>	<b>25</b>	<b>\$3,142,930</b>

### Fiscal Year-to-Date

2014-2015		2015-2016	
Permits	Value	Permits	Value
272	\$37,497,348	296	\$41,425,343

# Monthly Building Activity Report

July-16

2016-2017

Category	Period:	July-15	Period:	July-16
	# of Permits	Value	# of Permits	Value
Man. Home Setup			1	
Sing-Family New	3	905,497.03	1	349,437.00
SFR Addition & Alt/Repair	4	156,409.08	5	26,712.00
Mult. Fam. New/At	1	140,000.00	2	8,275.00
Group Care Facility				
Commercial New				
Commerical Addition				
Commercial Alt/Repair	6	478,833.00	2	14,600.00
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)				
Signs				
Grading	1		1	
Demolitions			1	
<b>Total</b>	<b>15</b>	<b>\$1,680,739.11</b>	<b>13</b>	<b>\$399,024.00</b>

### Fiscal Year-to-Date

2015-2016		2016-2017	
Permits	Value	Permits	Value
15	\$1,680,739	13	\$399,024

# Role of Washington County Office of Community Development in Affordable Housing

Forest Grove City Council

August 8, 2016

# Office of Community Development

- Formed in 1979 to administer the Community Development Block Grant Program (CDBG)
- Later HUD Programs:
  - HOME Investment Partnerships Program (HOME)
  - Emergency Solutions Grant (ESG)
- Lead Agency for the Consolidated Plan

# Program Administration

Washington County Board of Commissioners has overall responsibility for the programs as the direct Grantee/Recipient.

- Formed a Policy Advisory Board (PAB) in 1979 to memorialize the importance of the cities and the County in the formation and implementation of the CDBG program.

# Program Administration (cont)

- PAB provides oversight and makes recommendations to the Board of Commissioners on CDBG, HOME & ESG program policy and project selection.
  - PAB reflects representation from every city in the County (except Beaverton/CDBG)
  - Your city's PAB representatives: Mayor Truax and Councilor Thompson
    - Past PAB member: Councilor Kidd

# Office of Community Development

FY 16/17 Allocations from HUD:

- CDBG        \$2,499,420
- HOME        \$1,180,962
- ESG         \$ 164,525

# What is the Consolidated Plan?

Purpose: 5 Year Strategic Plan for how and where to invest the scarce federal resources to address the highest priority needs.

Process:

- Heavy emphasis on public participation
  - Outreach to underserved communities
- Heavy emphasis on data collection and analysis to assess needs
- Identification of priorities for funding

# Washington County Priorities

- People experiencing homelessness or at imminent risk of homelessness (strong linkage with the 10 Year Plan to End Homelessness)
- **Rental housing for extremely low and low income households (emphasis on creating units targeted at households earning at or below 50% MFI).**
- Owner-occupied housing (housing rehabilitation programs) targeted at low income households, the elderly and persons with disabilities.

# Community Development Block Grant

## Competitive Annual Funding Cycle

1). Public Services

\* 80%-100% support the 10 Year

Plan

2). Public Facilities

3). Infrastructure

# CDBG Program – Facilities and Infrastructure



# Community Development Block Grant

## **Non-Competitive Program**

### 4). Housing Rehabilitation

- \* Loans – up to \$25,000
- \* Grants – up to \$4,500
- Affordable housing set-aside

# CDBG – Housing Rehab



Flooring



Ramps



Roofing



Siding

# HOME Investment Partnerships Program

Affordable Housing Development focused on:

- **Multi-family rental housing**
  - **Focused on 50% MFI Units**
- Reduced role in homeownership

# HOME Program



# HOME Projects in the Pipeline

## **Cornelius Place (Cornelius)**

- 44 units of housing for seniors above a community library

## **Bridge Meadows (Beaverton)**

- 41 units of housing for seniors and children in foster care reunited with families/guardians

## **REACH Orchards at Orenco Ph. 3 (Hillsboro)**

- 52 units of housing for families w/ children

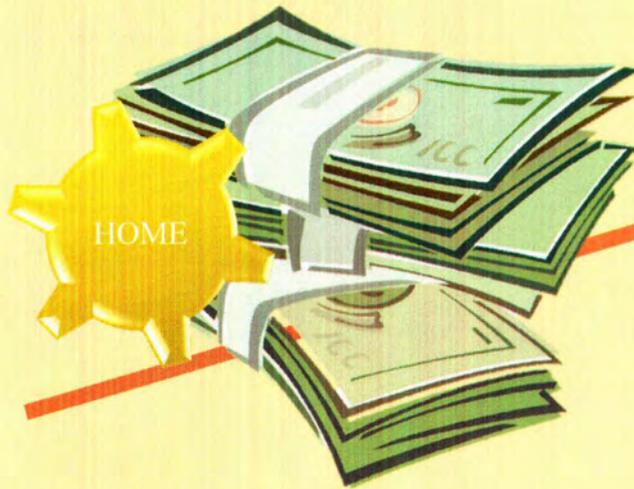
## **NHA Blanton Street (Aloha)**

- 20 units of housing for veterans

# HOME Investments

*Average investment of  
\$14,500  
per affordable home*

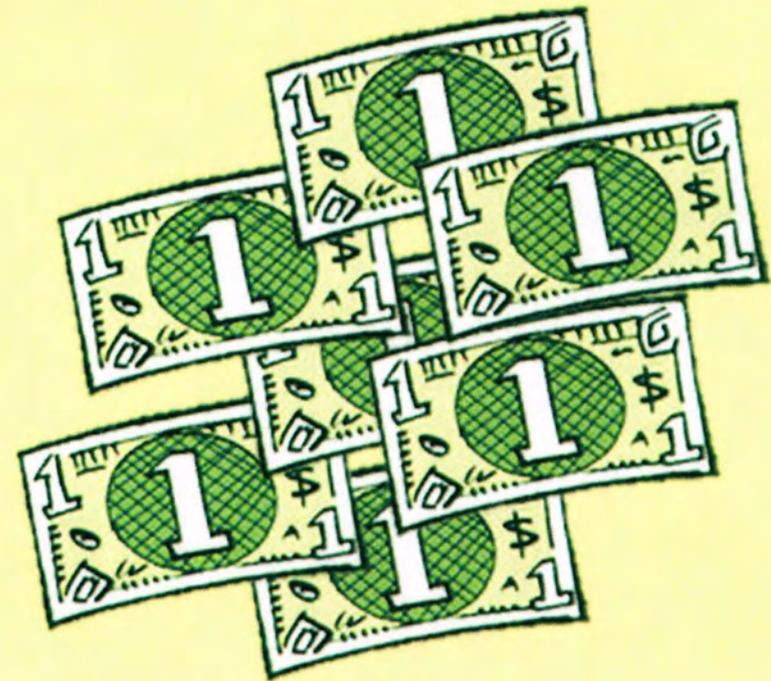
\$28.3 Million in HOME funds



More than **1,900** affordable homes

# Leveraging

*\$1 in HOME funding leveraged \$7.05 in other funds*



# Affordable Housing Challenges

- Large gaps in affordable units
- Vacancy Rates
- Limited production capacity (thru HOME)
- Bottleneck in the pipeline

Con Plan: Gap of 13,000 units affordable to those under 50% MFI



But we will only build 500 in next five years.....

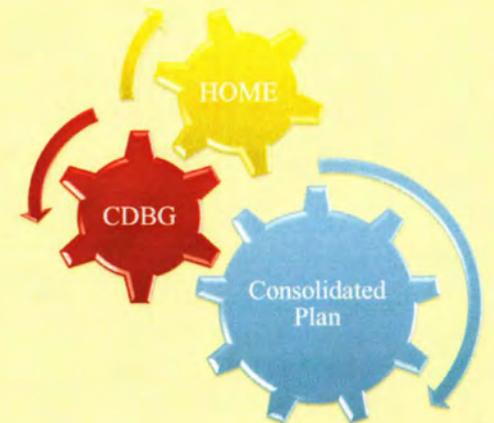
Proposed Housing Production Targets 2015 -2020



352 New Units

152 Preserved  
Units

100 units  
per year



Federal funds are decreasing at a time when need for more housing is at critical levels

**HOME**

2003	\$1,862,562	
2016	\$1,180,962	36%↓

**CDBG**

2003	\$3,213,000	
2016	\$2,499,420	22%↓

Most of these decreases in the last 5 years!

# Vacancy Rates – Tightest Market in the Country?

<b>County</b>	<b>2010</b>	<b>2014</b>
<b>Multnomah County, Oregon</b>	3.7%	1.8%
<b>Clackamas County, Oregon</b>	7.3%	3.1%
<b>Washington County, Oregon</b>	5.1%	2.3%
<b>Clark County, Oregon</b>	8.2%	2.4%

# Lack of Options in Public Resources

- Section 811 Capital Construction Funding gone
- Section 202 Capital Construction Funding gone
- Complete dependence on 9% Tax Credit
- Bond/4% financing - tough nut to crack

Thank you!

Discussion and Questions?

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# District 4 Metro update

Forest Grove City Council

Councilor Kathryn Harrington  
August 8, 2016

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# Overview

- Natural Areas
  - Levy renewal
  - Chehalem Ridge planning
  - Orenco Woods
- Transportation
  - Regional Snapshot
  - Funding
  - Planning for tomorrow: Corridors and RTP
- Urban Growth Readiness Task Force update
- Equitable Housing
- Summer fun at regional venues

---

# Natural Areas Levy Renewal



- System of parks, trails and natural areas for clean water, fish, wildlife habitat and access to nature for people
- Parks levy on November ballot to extend funding for five years
- Same cost to homeowners

---

# Chehalem Ridge planning



- 1,200 acre natural area – a real gem
- Outreach underway as we plan the park's future
- Tours, surveys, open houses, engagement with neighbors
- Open house on September 8 to consider alternatives
- For more information, visit [oregonmetro.gov/chehalemridge](http://oregonmetro.gov/chehalemridge)

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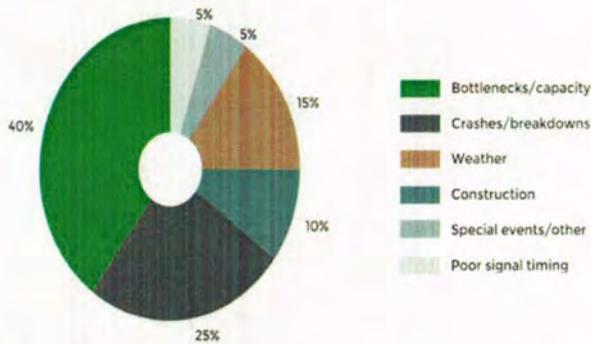
# Orenco Woods



- Broke ground on \$4m park in April
- Joint project between Metro and Hillsboro
- 30 acres, could open early 2017

# Regional Snapshot - Transportation

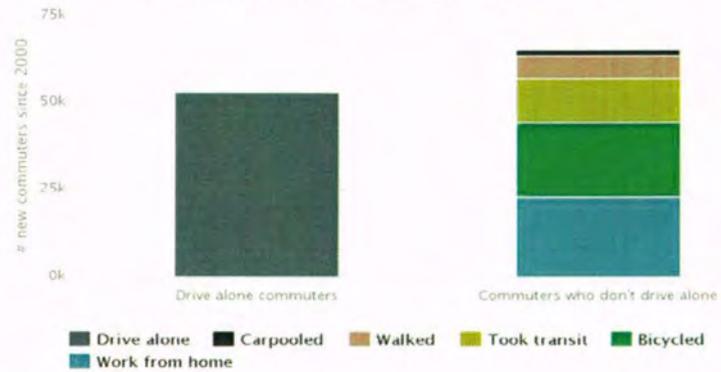
**Causes of congestion**  
National summary



Source: Federal Highway Administration, Traffic Congestion and Reliability: Trends and advanced strategies for congestion mitigation, 2005.

More new commuters travel to work by means other than driving alone.

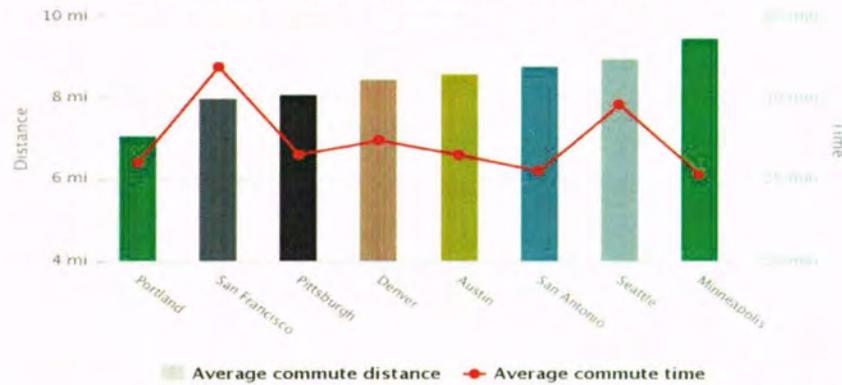
Change in Portland region commuters by mode, 2000 to 2014



US Census 2000 and ACS 5-yr Estimates 2010-2014 via Roger Geller, City of Portland

Commutes in the Portland region are shorter and faster than many metro regions.

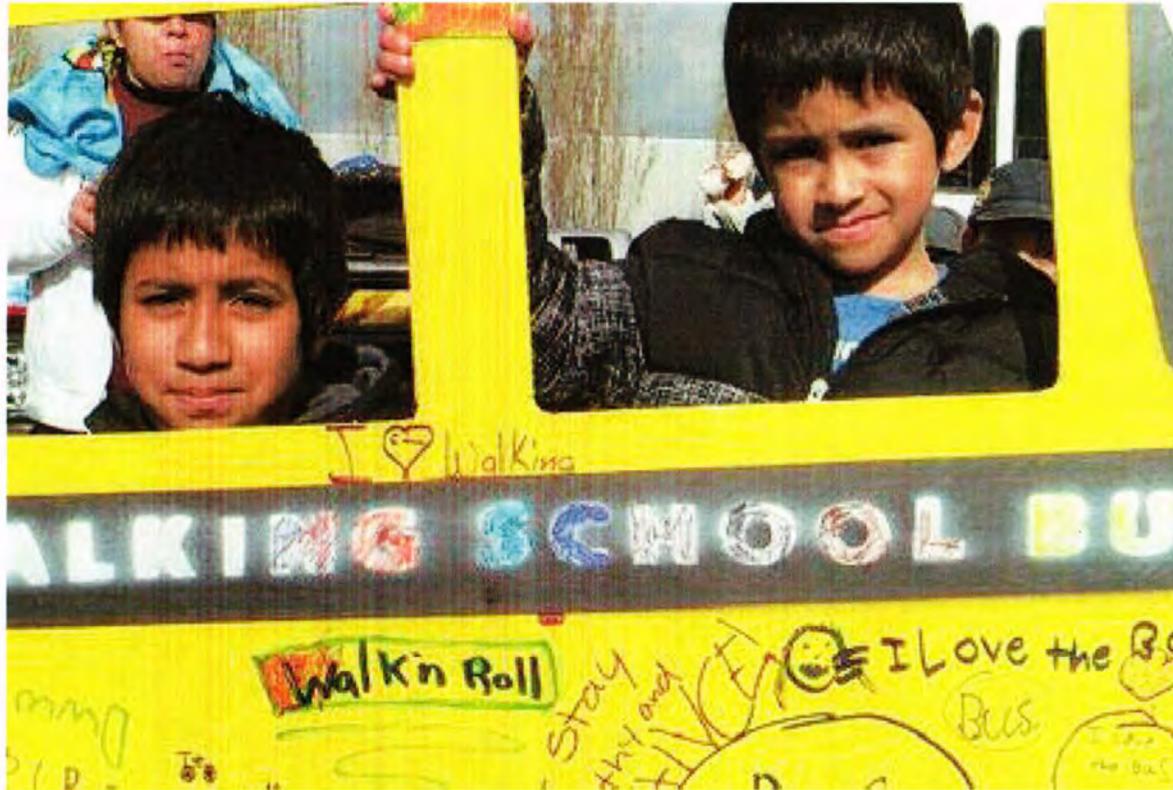
Average commute distance and time by metro area, including all modes



Source: US Census Bureau

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# Regional Flexible Funds



- Investments in transit, Climate Smart, congestion relief
- Public support for Safe Routes to Schools
- Policy decisions done; project proposals now

---

# Transportation Funding



- State Legislature considering transportation tax package
- We need your support!
- Improve congestion, air quality, costs

---

# Corridor projects



- Light rail selected for Southwest Corridor, EIS to start later this year
- Public engagement focused on Division route later this year

Getting there with a connected region



## 2018 REGIONAL TRANSPORTATION PLAN UPDATE

# Moving Our Region

WE  
ARE  
HERE



MPAC recommendation  
Council/JPACT action

IMPLEMENTATION & MONITORING

# Regional Leadership Forums Next Steps

**1** Exploring Big Ideas for Our Transportation Future **4/22/16**

**2** Navigating Our Transportation Funding Landscape **9/23/16**

**3** Transforming Our Vision into Regional Priorities **12/2/16**

**4** Drafting Our Shared Plan for the Region **Fall 2017**

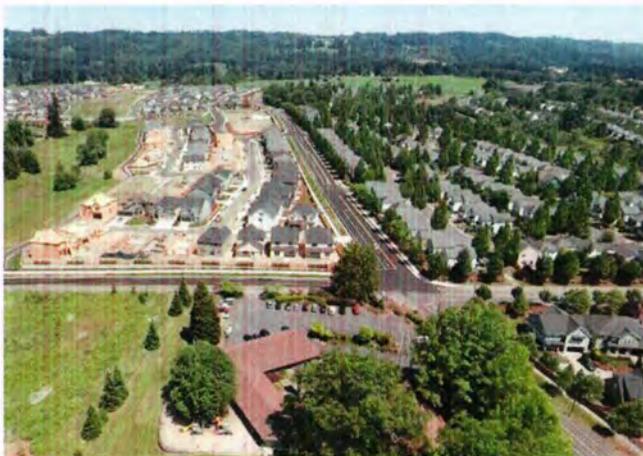
**5** Finalizing Our Shared Plan for the Region **Spring 2018**



Summary and full report:  
[www.oregonmetro.gov/public-projects/2018-regional-transportation-plan](http://www.oregonmetro.gov/public-projects/2018-regional-transportation-plan)

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# Urban Growth Readiness Task Force



- How can our process be improved to better support our community growth and planning needs?
- Urban growth readiness task force met in May & June
- Evaluated the problem statement and began brainstorming
- Hope to have both short- and long-term solutions this fall

---

# Equitable Housing Grants



- To support innovative projects that support the creation of equitable housing – defined as diverse, quality, physically accessible affordable housing choices with access to opportunities, services and amenities
- Grants: to support local planning to eliminate barriers to equity housing development
- Grants awards coming in fall

---

# Summer fun at regional venues



- Tickets still on sale at [www.zooconcerts.com](http://www.zooconcerts.com) for the B-52s, Pink Martini, ThePianoGuys

- Tickets on sale at [www.portland5.com/tickets](http://www.portland5.com/tickets) for Los Tigres del Norte, Wilco, The Lion King, Martin Short, Steve Martin



- PDX Drive-In Movie Spectacular! coming to Expo on August 24 – [www.expocenter.org](http://www.expocenter.org)

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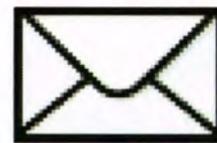
# Your questions...

Kathryn Harrington

Metro Councilor, District 4

503-797-1553

kathryn.harrington@oregonmetro.gov



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# Forest Grove Watershed 2015 Review

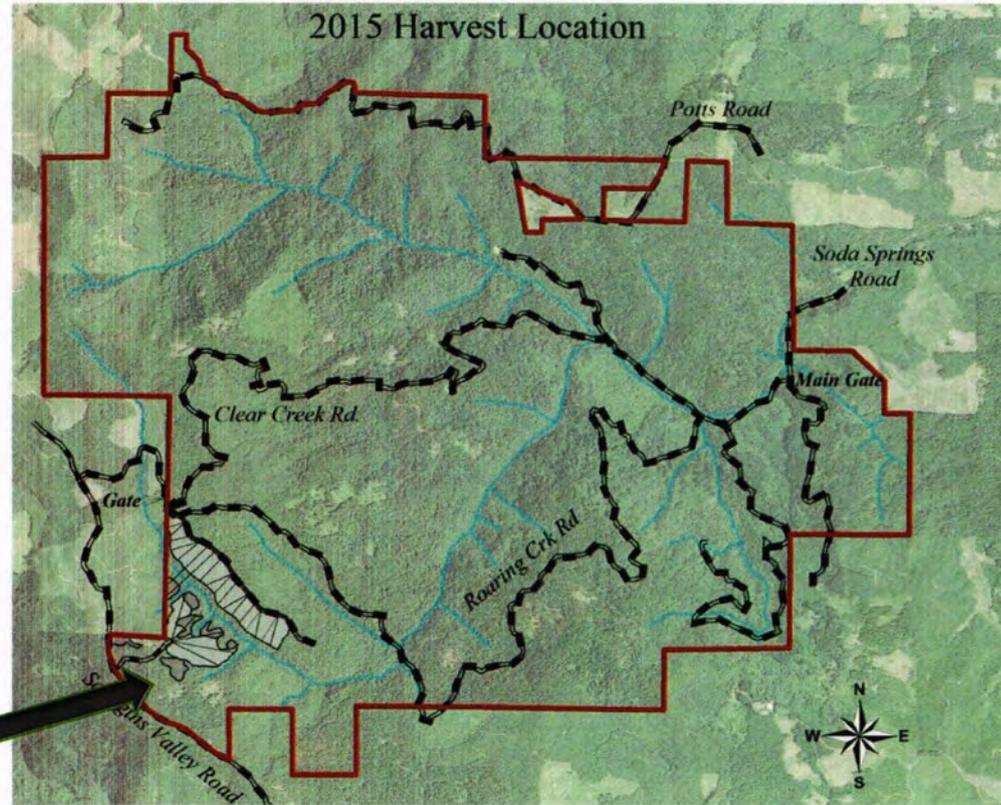
HARVEST  
ROAD DECOMMISSIONING  
UPCOMING ACTIVITIES

*A place where families and businesses thrive.*



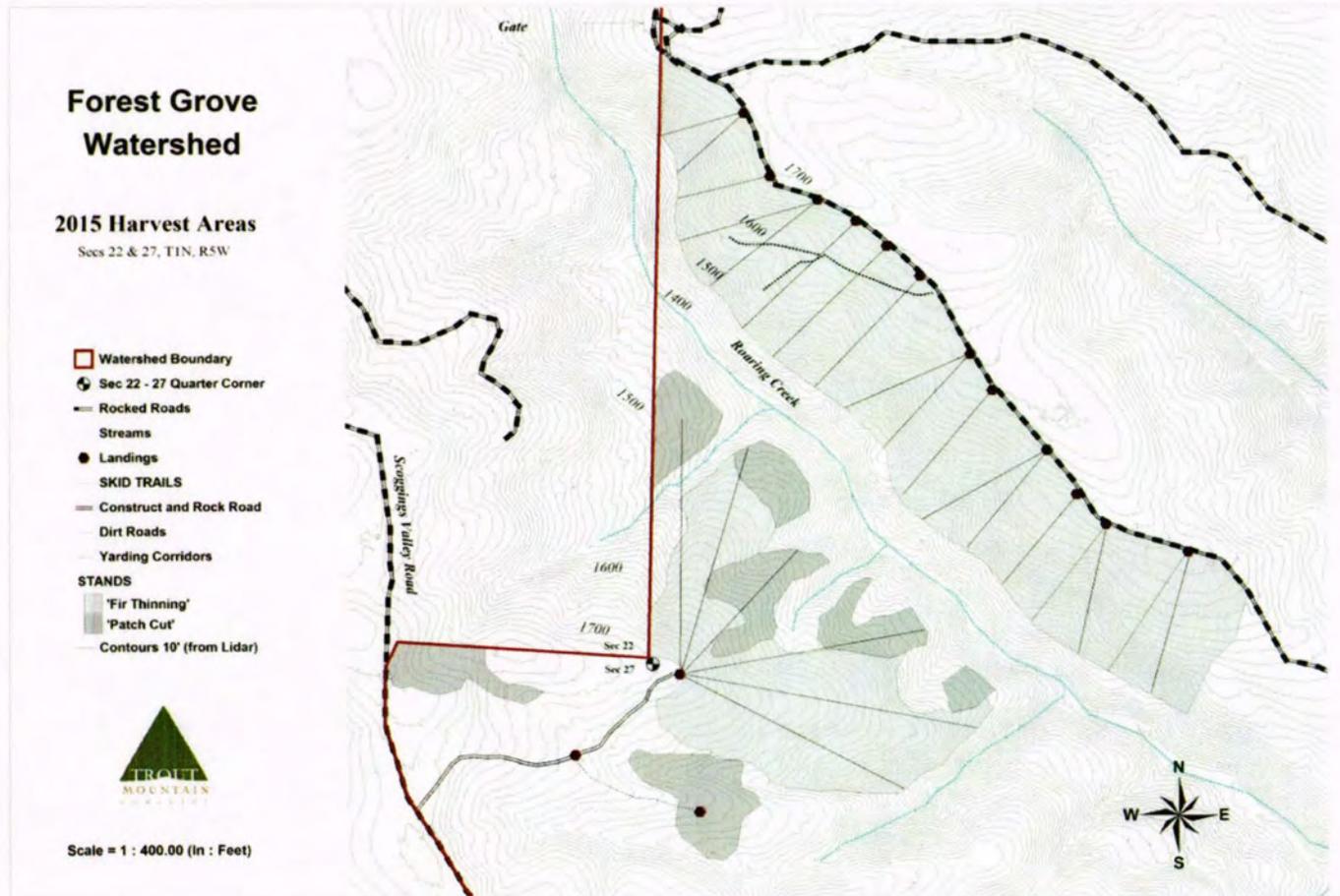
# HARVEST

# WATERSHED HARVEST MAP



2015 Harvest Location

# 2015 HARVEST AREA



# 2015 HARVEST

- ACRES HARVESTED: 86 ACRES
- TOTAL BOARD FEET HARVESTED:  
2,152 MBF
- NET REVENUE: \$900K

# SELECTING TREES TO HARVEST



# CUTTER



# LLOYD AND ROB



# ON THE WAY TO THE MILL



# 328 MBF OF POLES



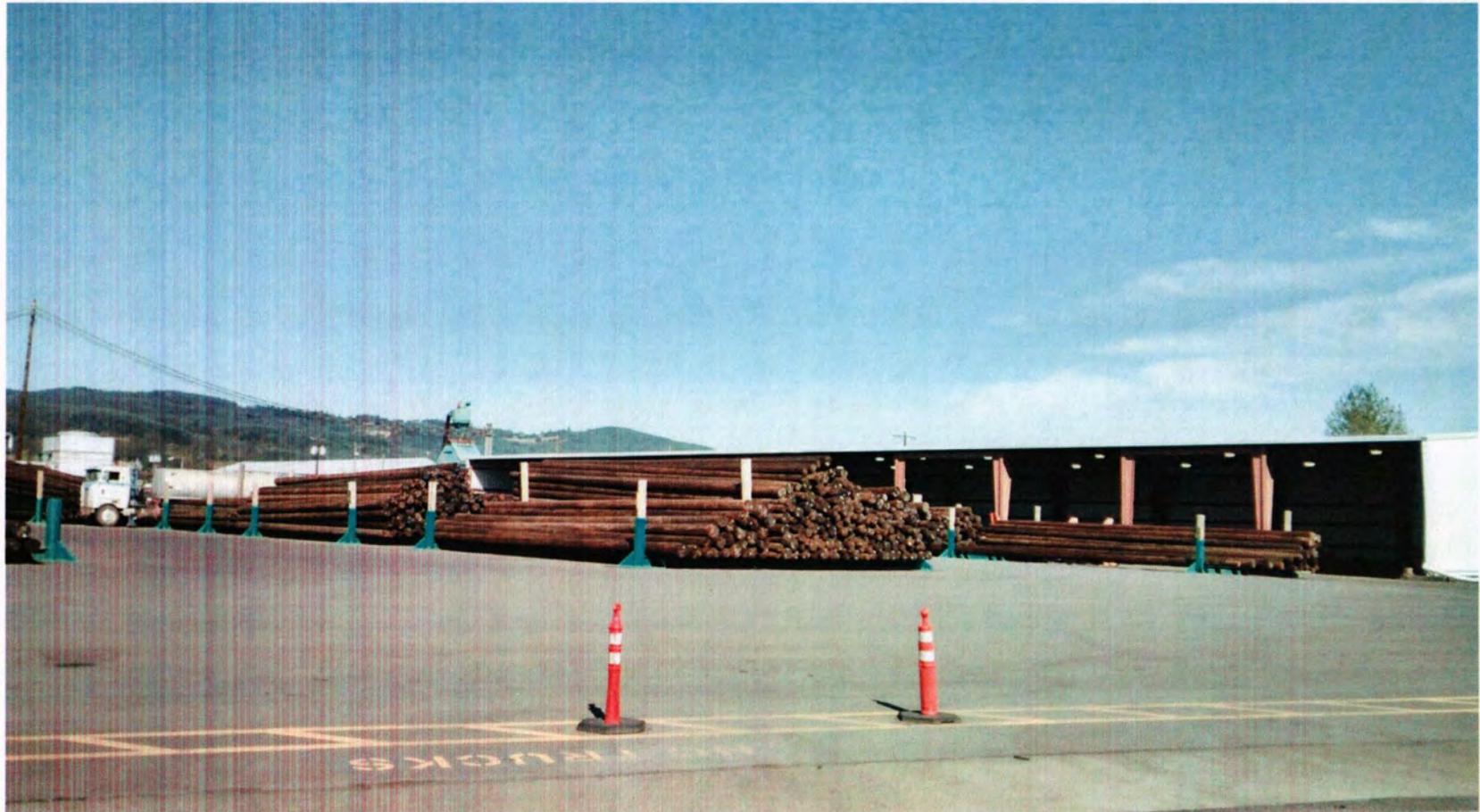
# LOG BEING PROCESSED INTO POLE



# ONE OF OUR POLES



# POLES DRYING



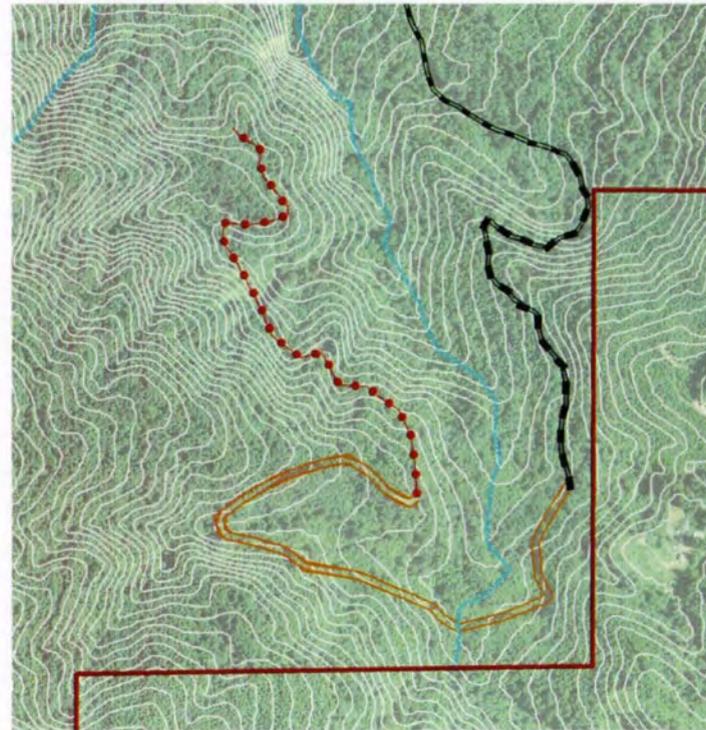


# ROAD REPAIR AND DECOMMISSIONING

# DEEP CREEK ROAD

## Deep Creek Road Project

-  Watershed Boundary
- STREAMS(by Type)
-  'Medium Creek'
-  Deep Creek Roads
-  Deep Creek Road
-  Road Improvements
-  Road Decommission
- Topographic Countours (20')
-  2009 Aerial Photo



Scale = 1 : 600.00 (In : US Feet)



# REPAIR AND DECOMMISSIONING

- 7 FAILING CULVERTS REPAIRED
- OVER 5000 FEET OF ROAD DECOMMISSIONED
- 6 CULVERTS REMOVED
- MATTING INSTALLED AND NATIVE GRASS SEEDED

# REMOVED CULVERT



# INSTALLING MATTING



# INSTALLATION OF MATTING



# DECOMMISSIONED ROAD



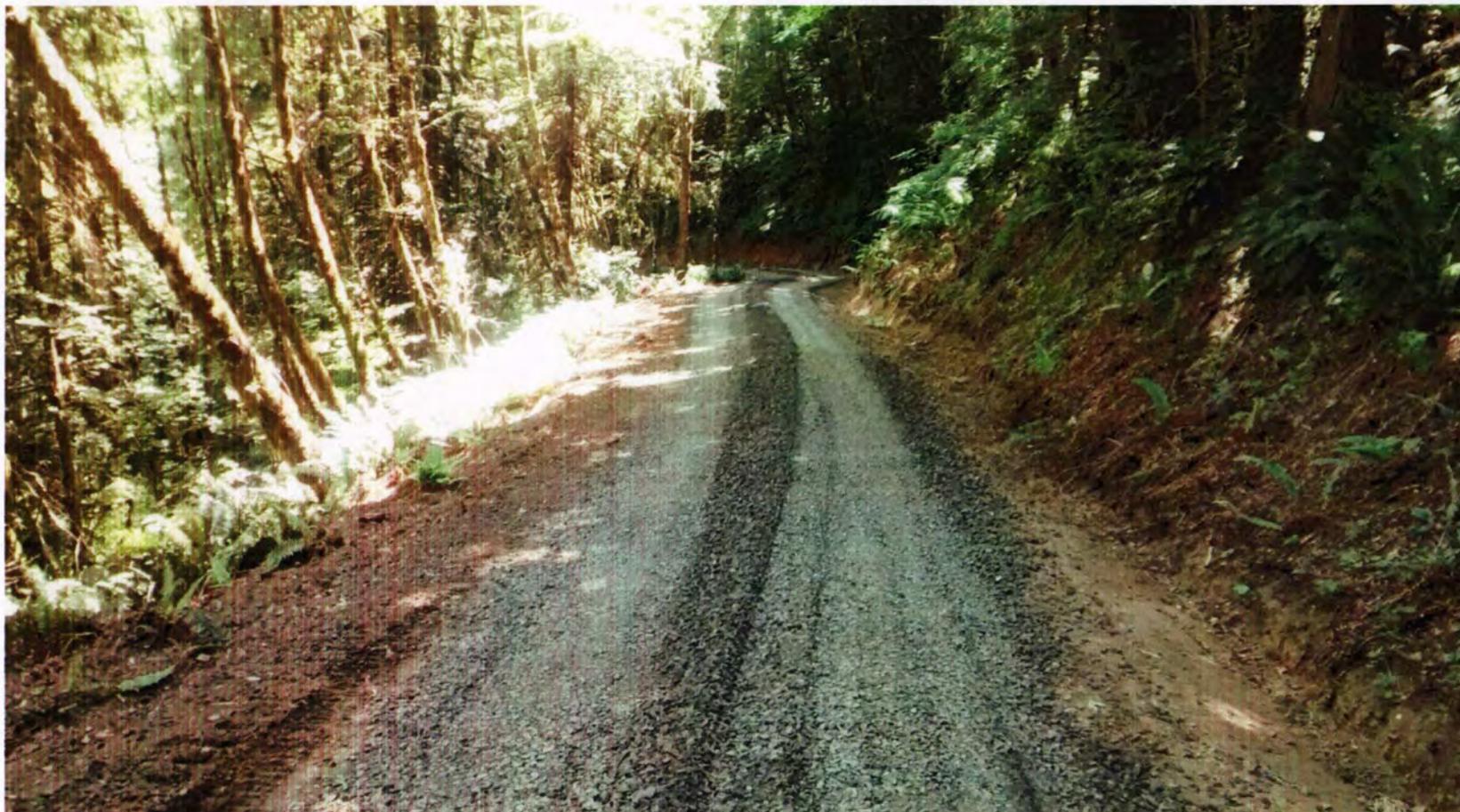
# EROSION & EXPOSED CULVERT



# NEW CULVERT & ROCK



# REPAIRED ROAD

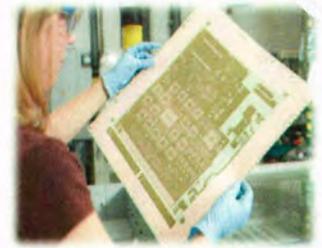


## COMPLETED WORK

- GRASS SEEDING OF SLIDE ON POTTS ROAD
- NOXIOUS WEED CONTROL
- MONITORING OF RARE PLANTS
- FINE TUNING OF FISH LADDER
- TRWC VISIT/MONITORING DOWN WOOD
- 10 MILES OF ROADSIDE BRUSHING
- NEW GATE INSTALLED ON POTTS ROAD

## UPCOMING ACTIVITIES

- SNORKEL SURVEY OF FINGERINGS IN CLEAR CREEK
- REPAIR OF MAIN AND BACK GATE
- ON-GOING DEVELOPMENT OF LAND ACQUISITION PROCESS



# Substation Transformer Replacement Project Update

City Council

August 8, 2016

George Cress, Director Light & Power

*A place where families and businesses thrive.*

# Purpose of Presentation

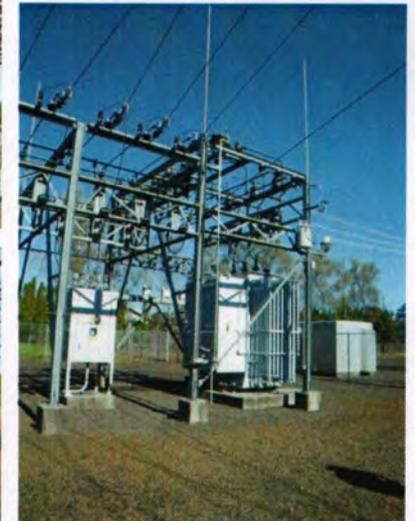
- Give City Council status, update and timeline for Forest Grove Light and Power Substation replacement program



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# Substations

- Thatcher-Junction
- Forest Grove
- Filbert
- 2013 Electric System Master Plan:  
Developed as a guideline for a staged replacement for aging major power equipment while providing capacity for reasonable load growth to accommodate future City service expansion.



# Replacement Projects

- **Thatcher Junction Substation (1959):**

(2015-16) Purchase and install one electric transformer, control house, circuit switcher and relays. Installed and energized November, 2015. The existing transformer was replaced with a new transformer manufactured by the Virginia Transformer Corporation located in Pocatello, Idaho. The new transformer will provide winter capacity increase of approximately 45%.

Substation is to be commissioned Fall 2016

# Replacement Projects (continued)

- **Forest Grove Substation (1968)**
  - (2015-18)- Purchase and install two electric transformers, control house, circuit switcher and relays. Purchased and delivered Fall 2015; install and energize scheduled for Spring 2017.
  - Two existing transformers will be replaced with two new transformers manufactured by the Virginia Transformer Corporation located in Pocatello, Idaho. The new transformers will provide winter capacity increase of approximately 45%.
  - Substation to be commissioned fall 2018
- **Filbert Substation (1983)**
  - Power transformer remaining life is 10 years
  - No improvements planned until 2025-2026

# Overall Financial Information

## Capital Improvement Program 2015-2018

- Expenditures:

● Design/Engineering	\$ 215,000	
● Site Prep	\$ 177,000	
● Construction	\$ 500,000	
● Equipment	<u>\$2,900,000</u>	<u>Total To Date:</u>
● Total	\$3,792,000	\$2,140,092

- Resources:

- Light & Power Fund

# Thatcher Junction Transformer



# Thatcher Junction Transformer



# L& P Crew



# L&P Crew – Thatcher Junction



# New Thatcher Junction Transformer



# Thatcher Junction Substation



# Thatcher Junction Circuit Breaker



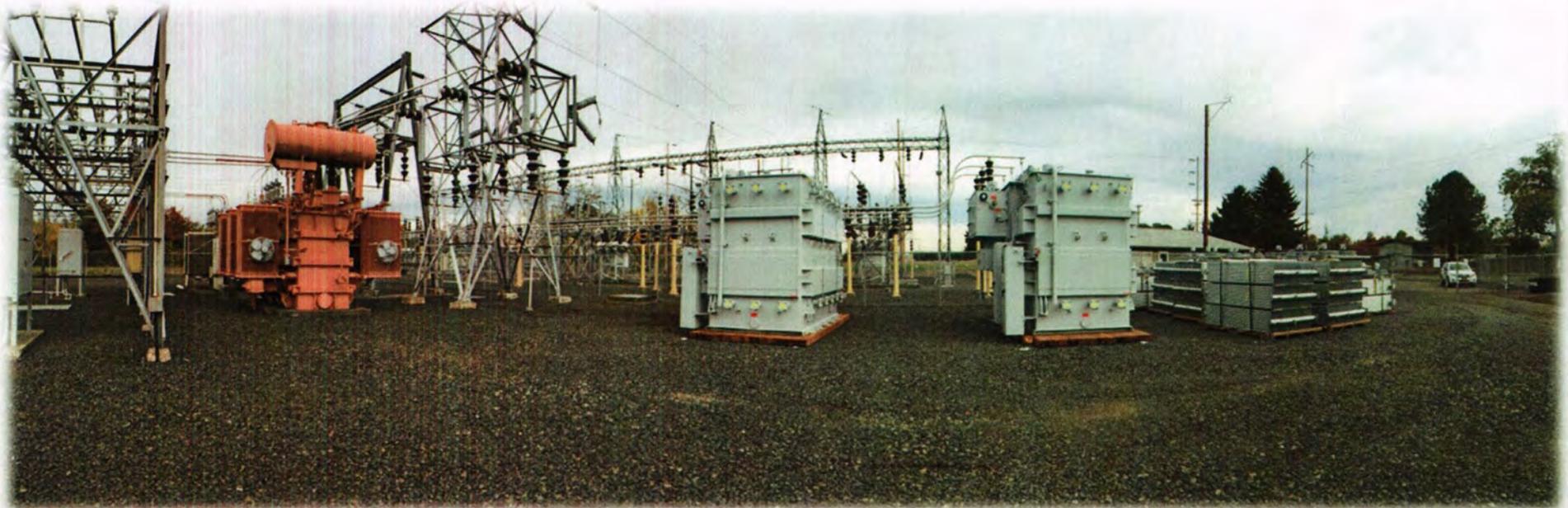
# Thatcher Junction Control House



# Forest Grove Substation Transformer



# Forest Grove Substation



# Questions?



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>6.</u>
MEETING DATE:	_____
FINAL ACTION:	_____

**CITY COUNCIL STAFF REPORT**

---

**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *August 8, 2016*

**PROJECT TEAM:** *Michael Kinkade, Fire Chief*

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

<b>ACTION REQUESTED:</b>	<input type="checkbox"/>	<b>Ordinance</b>	<input type="checkbox"/>	<b>Order</b>	<input checked="" type="checkbox"/>	<b>Resolution</b>	<input type="checkbox"/>	<b>Motion</b>	<input type="checkbox"/>	<b>Informational</b>
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*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.
- This document is also used by the new Insurance Services Office (ISO) rating system in establishing our community fire service rating, which impacts all commercial and residential fire insurance costs.

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. This document was presented to the City Council at work session on May 23, 2016. The Forest Grove Rural Fire Protection District adopted this Standards of Cover by resolution on May 4, 2016.

**FISCAL IMPACT:**

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

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the resolution adopting the Forest Grove Fire & Rescue Community Risk Analysis and Standards of Cover, attached as Exhibit A.

**ATTACHMENT(s):**

Exhibit A, Community Risk Analysis and Standards of Cover



# Forest Grove Fire & Rescue Community Risk Analysis and Standards of Cover

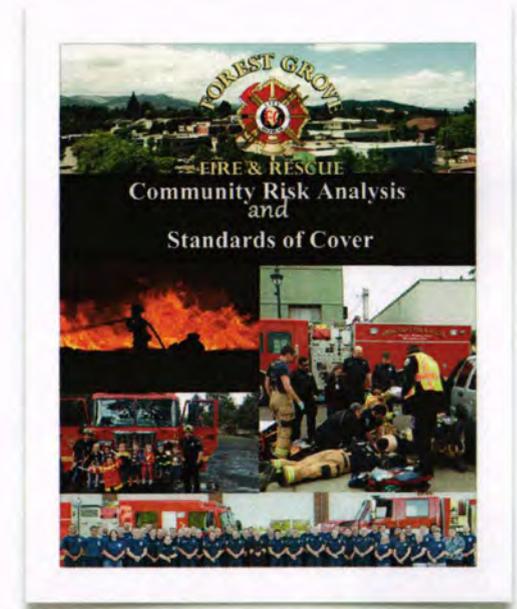
City Council  
August 8, 2016



*A place where businesses and families thrive.*

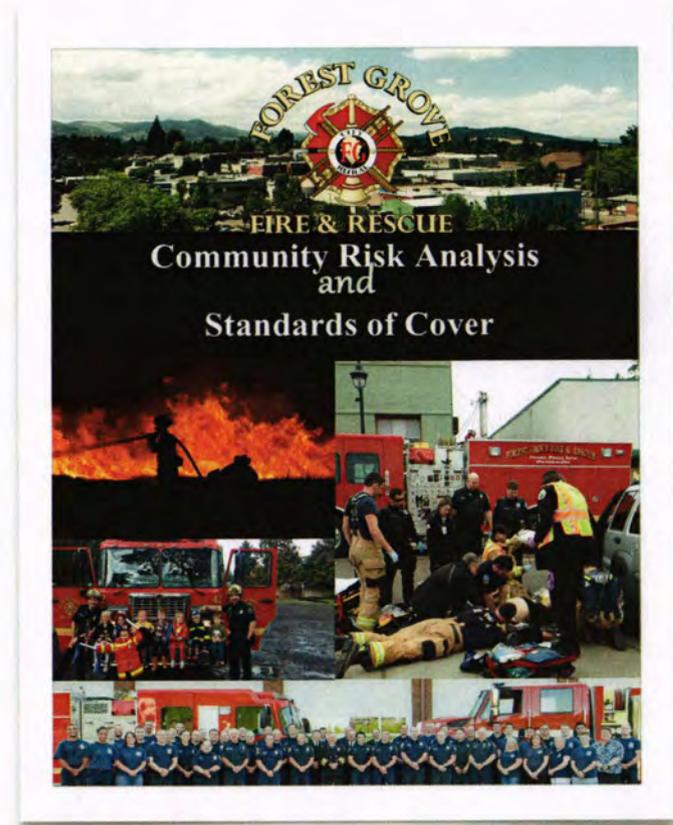
# What is a Standards of Cover?

- 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

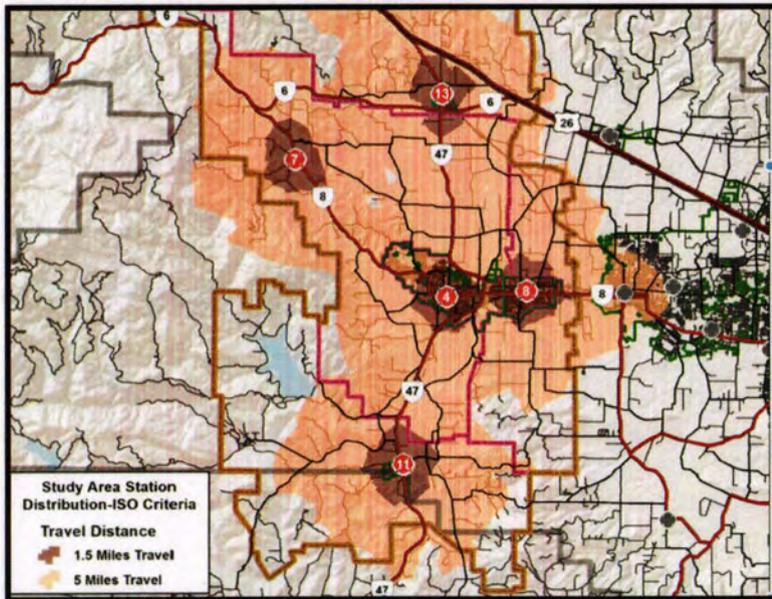


# Components of a Standard of Cover

- **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**

# System Performance

- Resource Distribution Factors
- Concentration
- Reliability



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

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

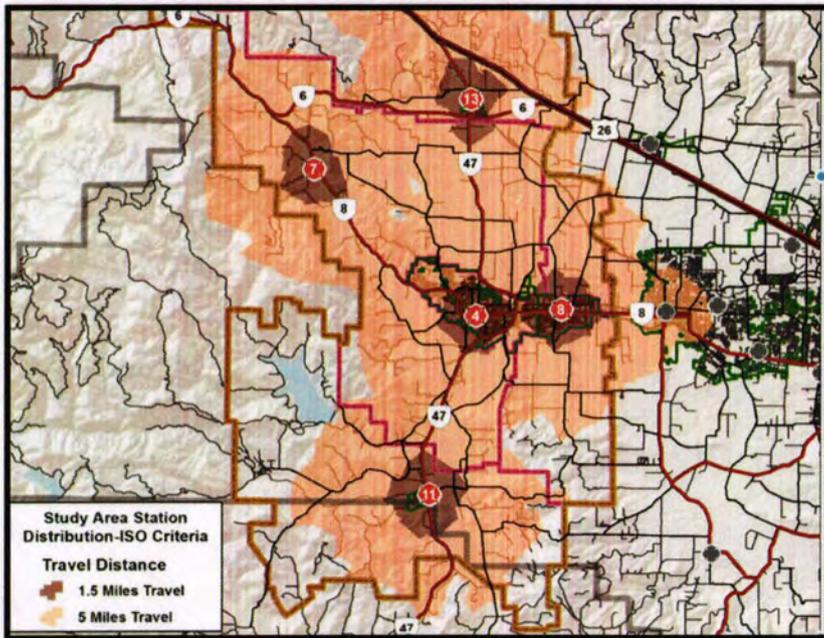
While NFPA 1710 is **not the adopted** standard for our department, we include the benchmark and baseline comparison for future consideration.

## 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

# Conclusions

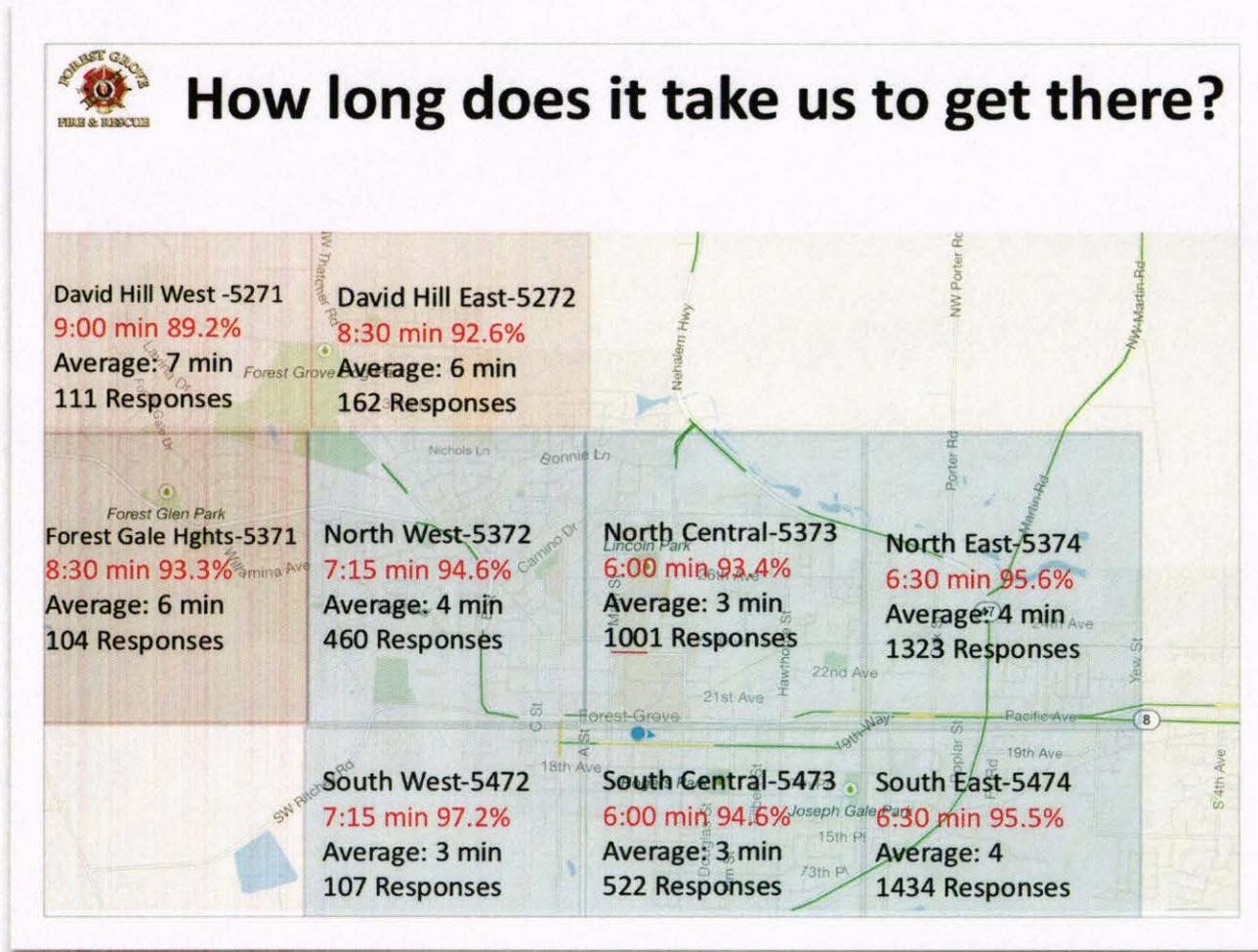
- Forest Grove Fire and Rescue is dependent on the surrounding communities to assemble the concentration of an Effective Response Force for most fire suppression and critical EMS events.



EFFECTIVE RESPONSE FORCE – STRUCTURE FIRE, URBAN/HYDRANTED, 1 <sup>ST</sup> ALARM			
Unit	Crew Size	Task	Personnel Needed
1 <sup>st</sup> Due Engine	3	Size-up, establish command, water supply, primary attack	3
2 <sup>nd</sup> Due Engine	3	Backup attack line, protect exposures, ingress/egress, search/rescue	3
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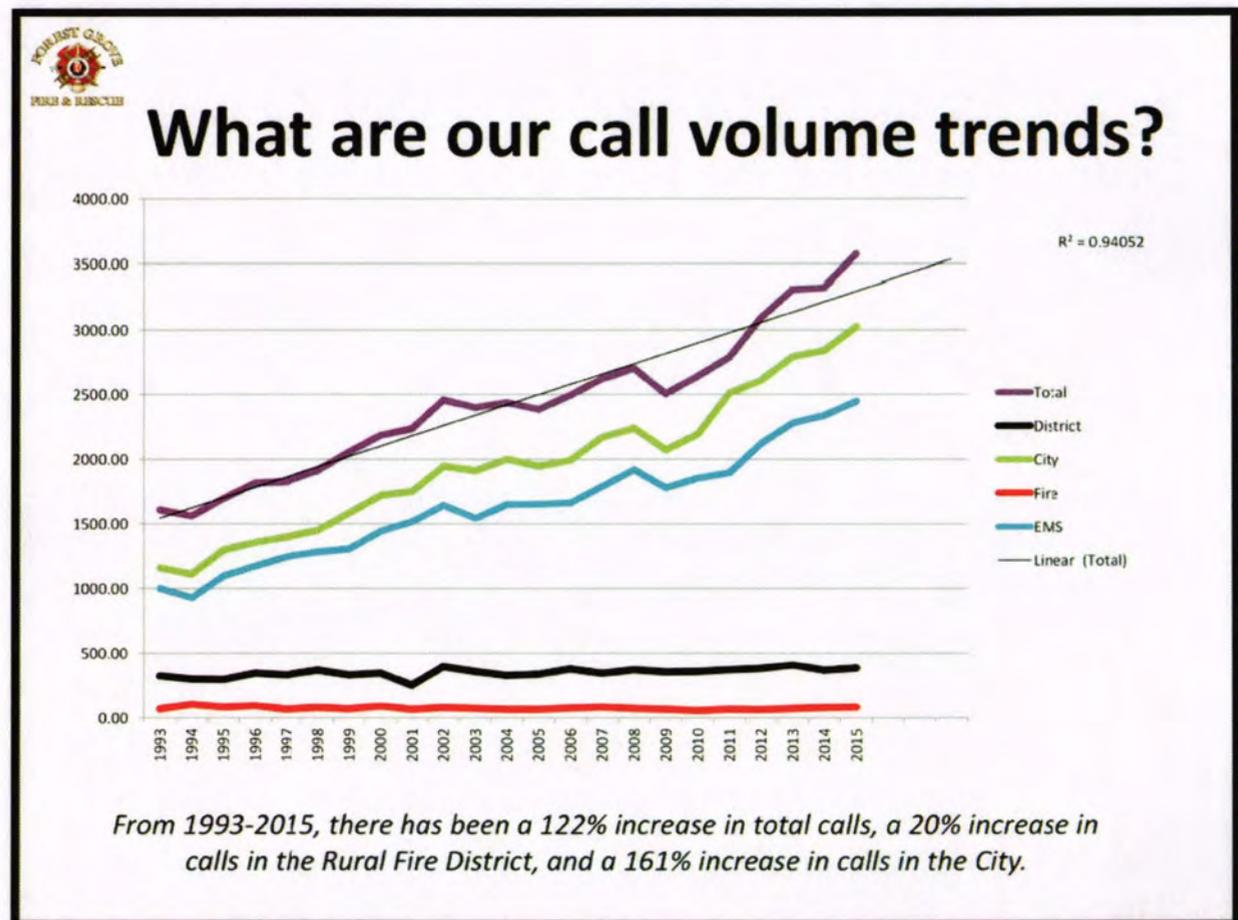
# Conclusions

- 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.



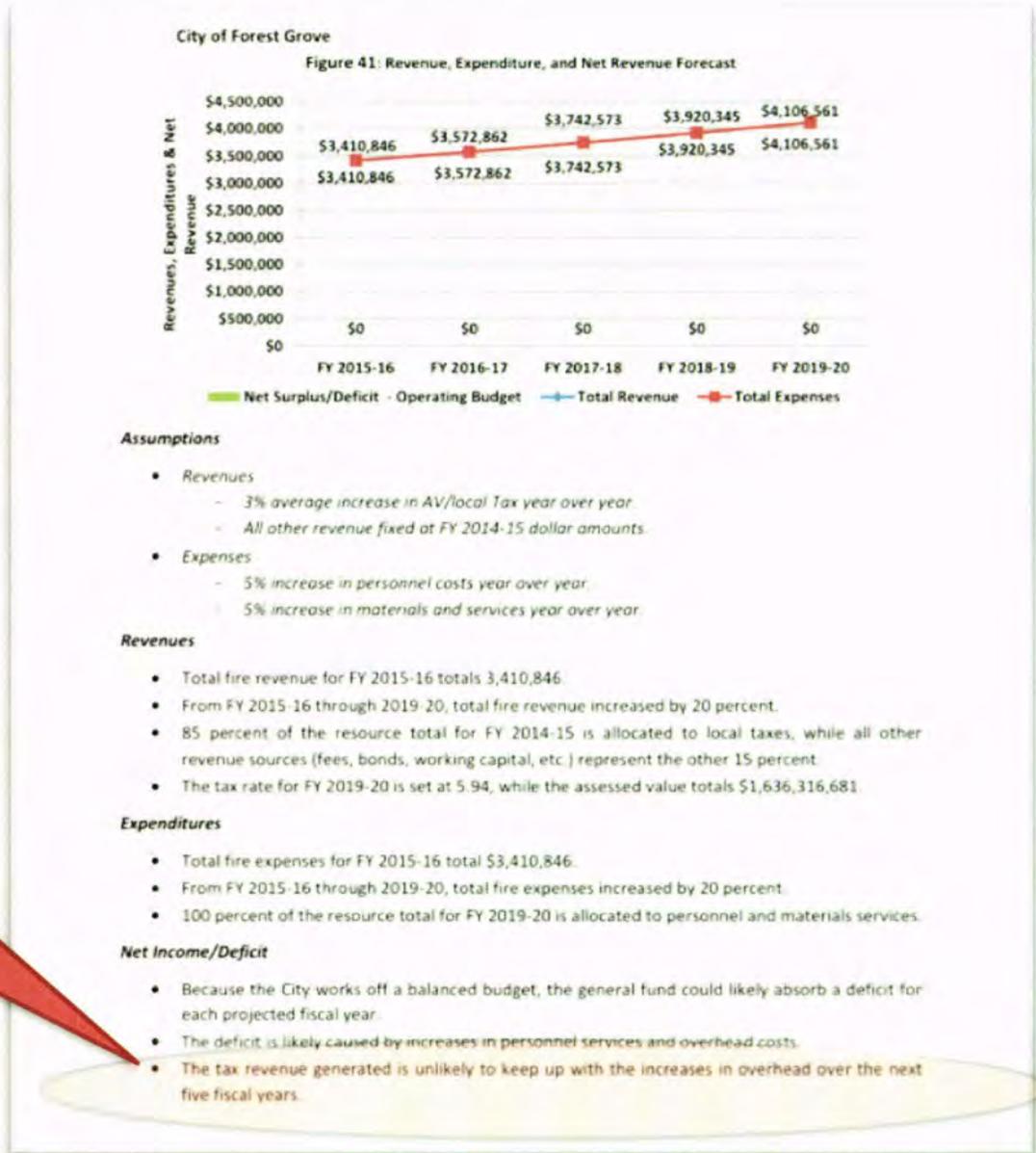
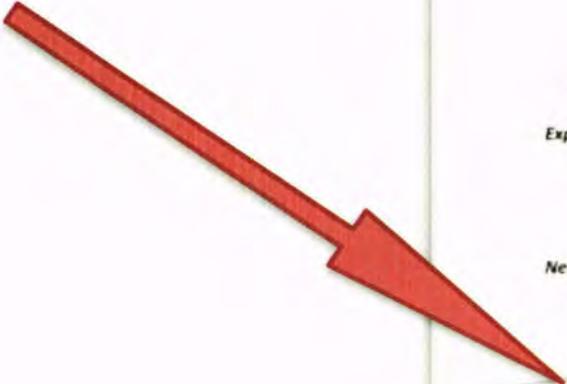
# Conclusions

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



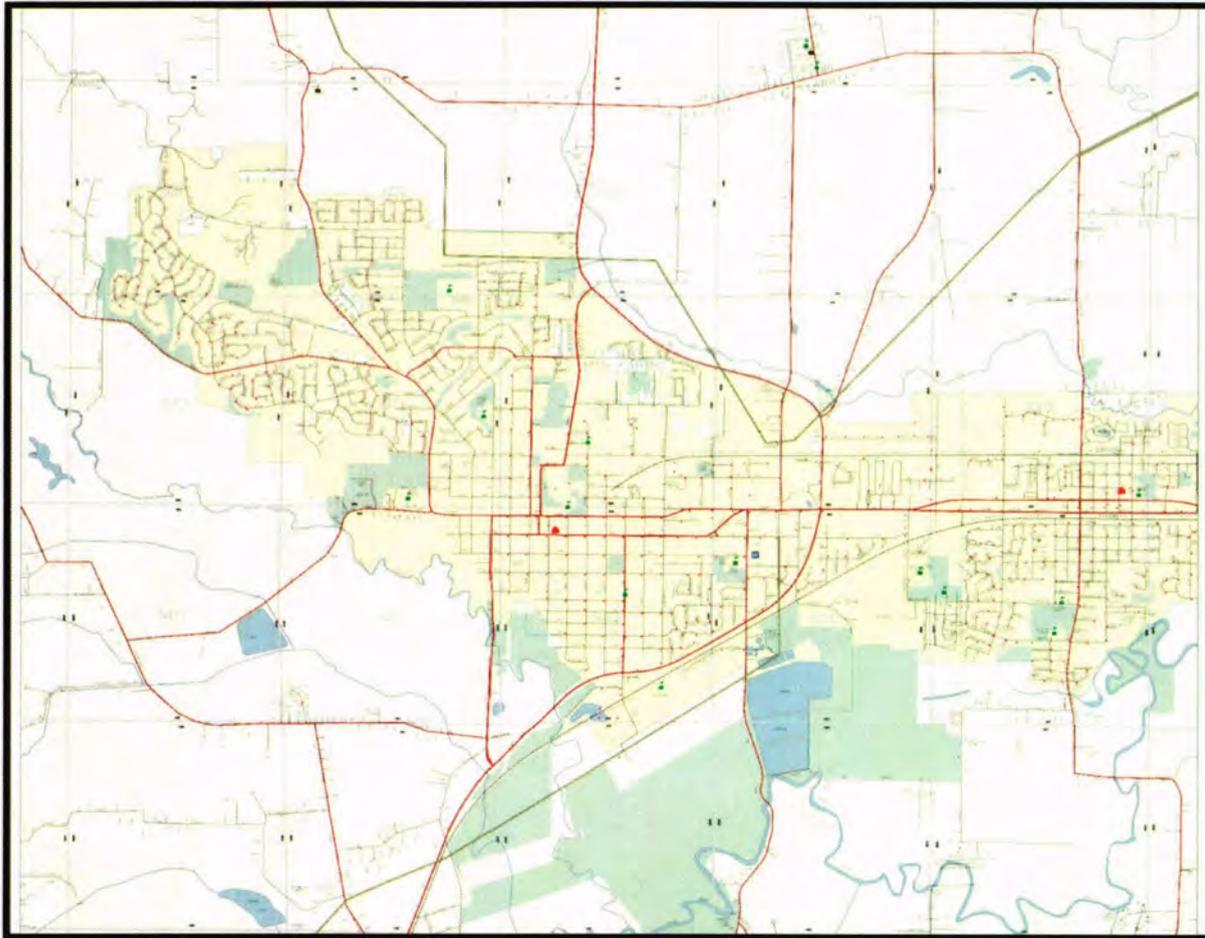
# Conclusions

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



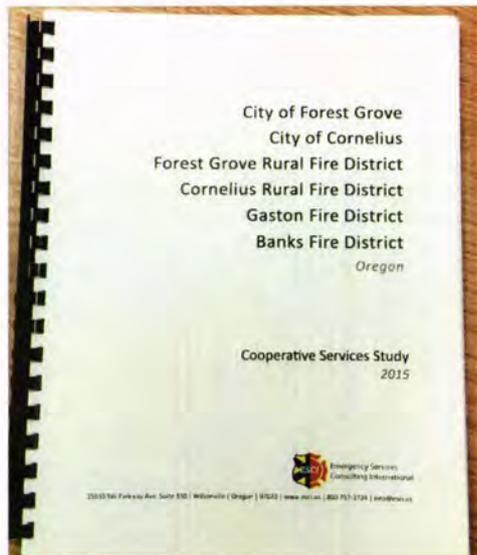
# Conclusions

- A second station is necessary 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.



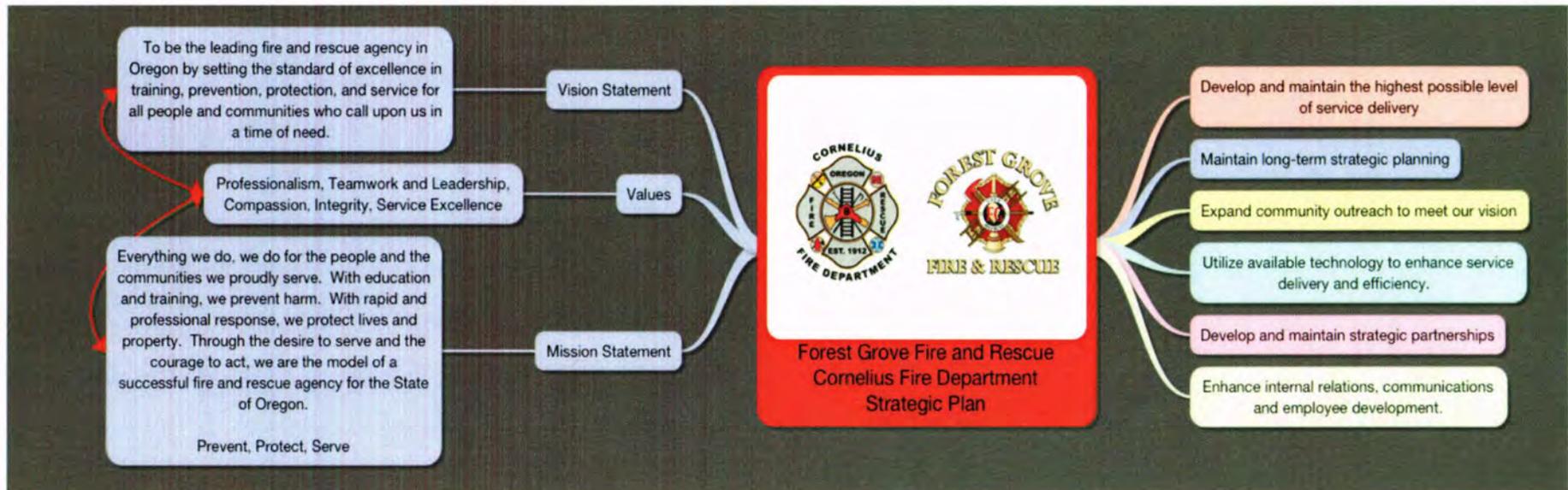
# Recommendations

- 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.
    - Held a work session on February 8, 2016, and concurred to have staff prepare a draft intergovernmental agreement to consider creating a Fire Authority.



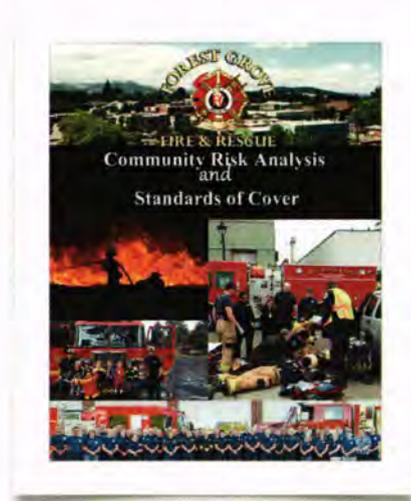
# Recommendations

- 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.
- Approve the resolution adopting the Forest Grove Fire & Rescue Community Risk Analysis and Standards of Cover.



Questions?

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**RESOLUTION NO. 2016-50**

**RESOLUTION ADOPTING THE FOREST GROVE FIRE & RESCUE  
COMMUNITY RISK ANALYSIS AND STANDARDS OF COVER**

**WHEREAS**, the Fire Department, through the Fire Chief, has prepared a Community Risk Analysis and Standards of Cover according to national standards; and

**WHEREAS**, the Fire Department recommended adoption of the proposed Community Risk Analysis and Standards of Cover to the City Council; and

**WHEREAS**, the Forest Grove City Council finds that the Community Risk Analysis and Standards of Cover is a data-driven, historical review of the Department's performance and provides significant value in establishing performance baselines and benchmarks, subject to periodic review and update.

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

**Section 1:** The City Council hereby adopts the Forest Grove Fire & Rescue Community Risk Analysis and Standards of Cover, attached as Exhibit A.

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

**PRESENTED AND PASSED** this 8<sup>th</sup> day of August, 2016.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 8<sup>th</sup> day of August, 2016.

\_\_\_\_\_  
Peter B. Truax, Mayor

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# Community Risk Analysis and Standards of Cover



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FOREST GROVE FIRE AND RESCUE  
2016 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;*

- *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.

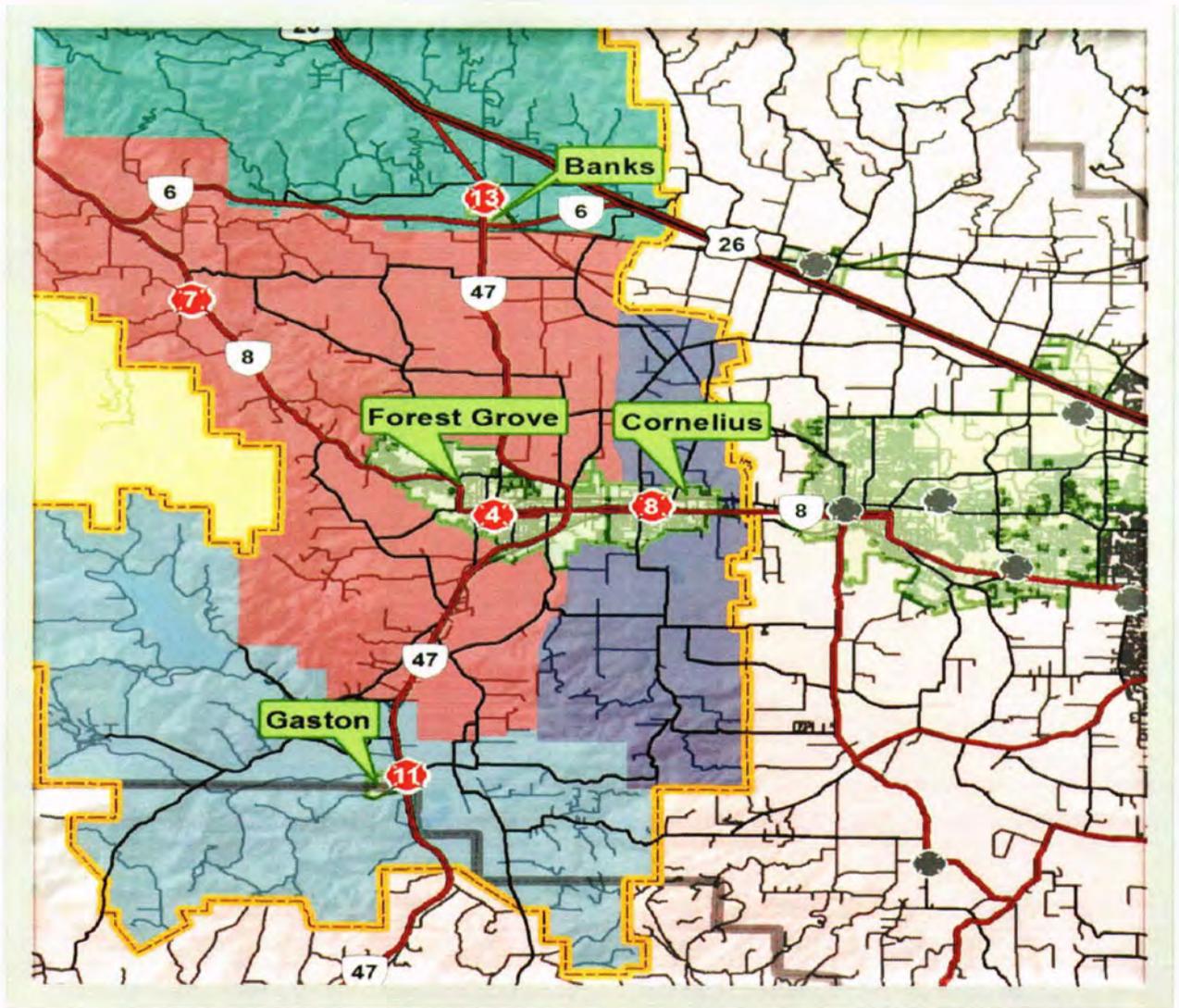
Surrounding the City of Forest Grove is the Forest Grove Rural Fire Protection District (FGRFPD). The FGRFPD was established in 1940 as a way of providing fire protection to these areas. The FGRFPD contracts with the City to provide services for their residents, making for a total FGFR service area of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

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  
2016 COMMUNITY RISK ANALYSIS AND STANDARDS OF COVER

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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.

- 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 19<sup>th</sup> 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.



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**

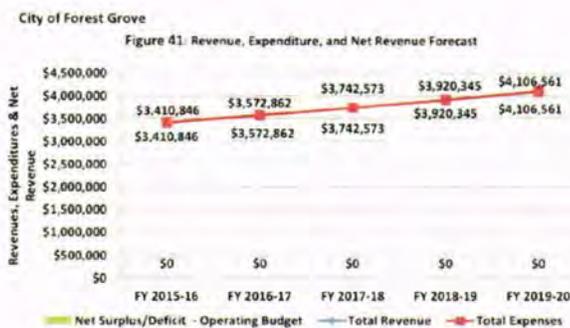
- 1905            The Department purchases a ladder wagon to respond to the upper stories of buildings.
- 1905            Joseph Lenneville comes from the Midwest and becomes fire chief; he is recognized as the first person in the history of our fire department to have formal firefighting education and 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.

- 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.

- 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
<b>Forest Grove Fire and Rescue</b>	6	22,419
<b>Forest Grove Rural Fire Protection District</b>	75	4,450
<b>Cornelius Fire Department</b>	2	12,161
<b>Cornelius Rural Fire Protection District</b>	24	2,725
<b>Gaston Rural Fire Protection District</b>	55	6,100
<b>Combined Area</b>	<b>162</b>	<b>47,855</b>

### ***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 protections 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.

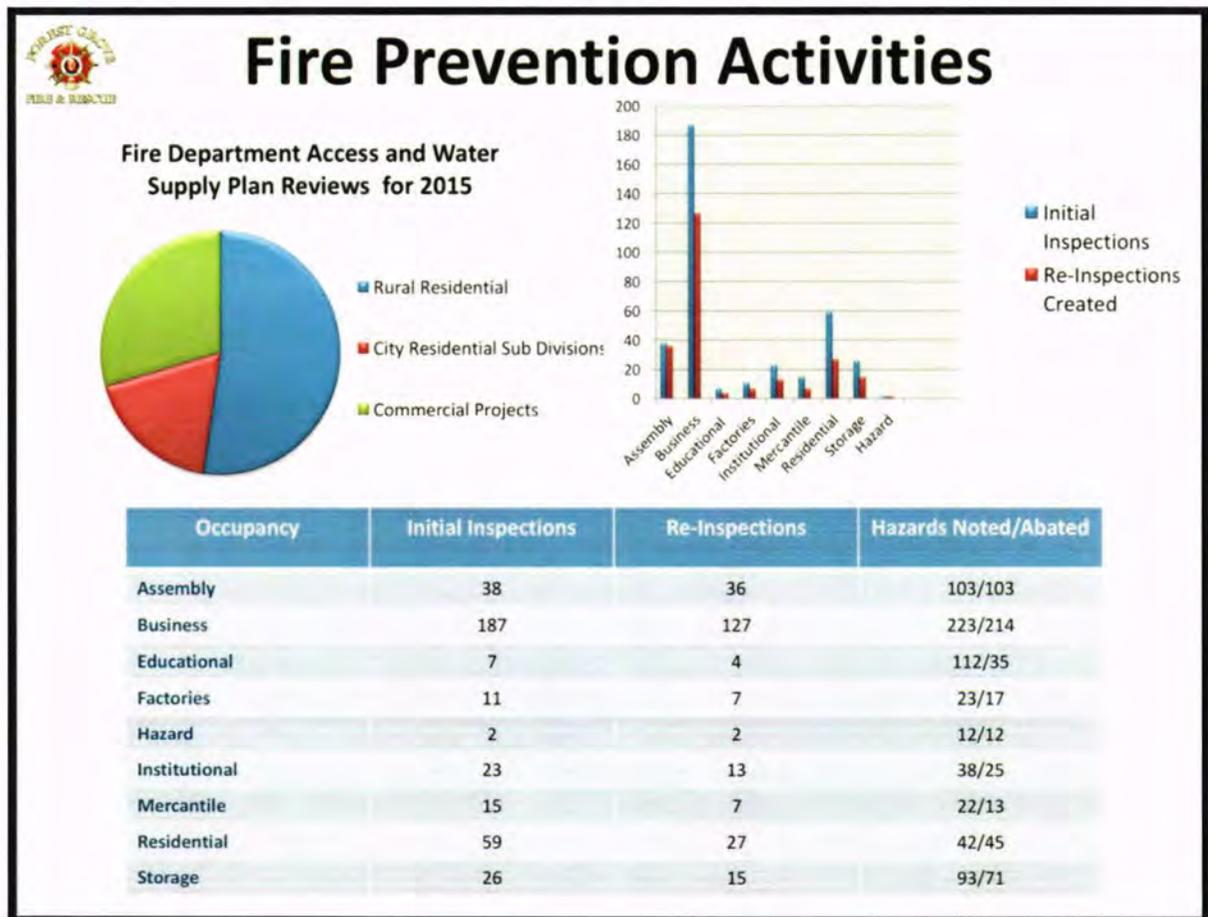
The City of Forest Grove is one of only nine exempt jurisdictions in the state of Oregon, meaning that the city has taken on responsibility for the enforcement of the adopted fire code.

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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

<p><b>Forest Grove Fire Station 4</b></p> <p><b>1919 Main Street</b></p> <p><b>Forest Grove</b></p>	<p>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.</p> <p>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.</p>
	

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

FOREST GROVE FIRE AND RESCUE  
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**FOREST GROVE FIRE STATION 7**

**GALES CREEK SUBSTATION**



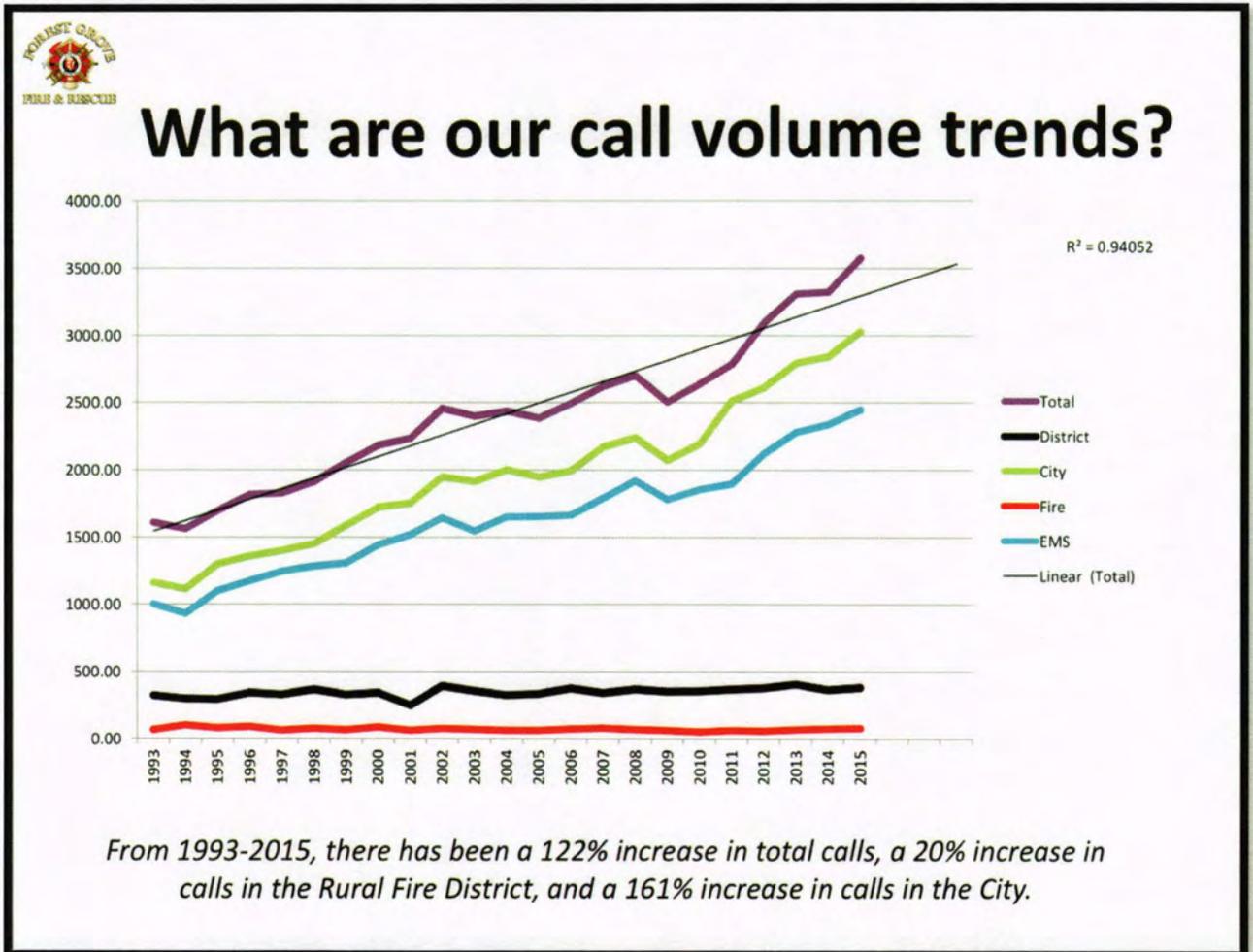
The Gales Creek Station is a six-bay sub-station, housing one engine and one brush truck. The facility is configured for volunteer use only and does not include residential quarters. However, a small kitchen is present along with a bed in an office area in the front of the station.

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**

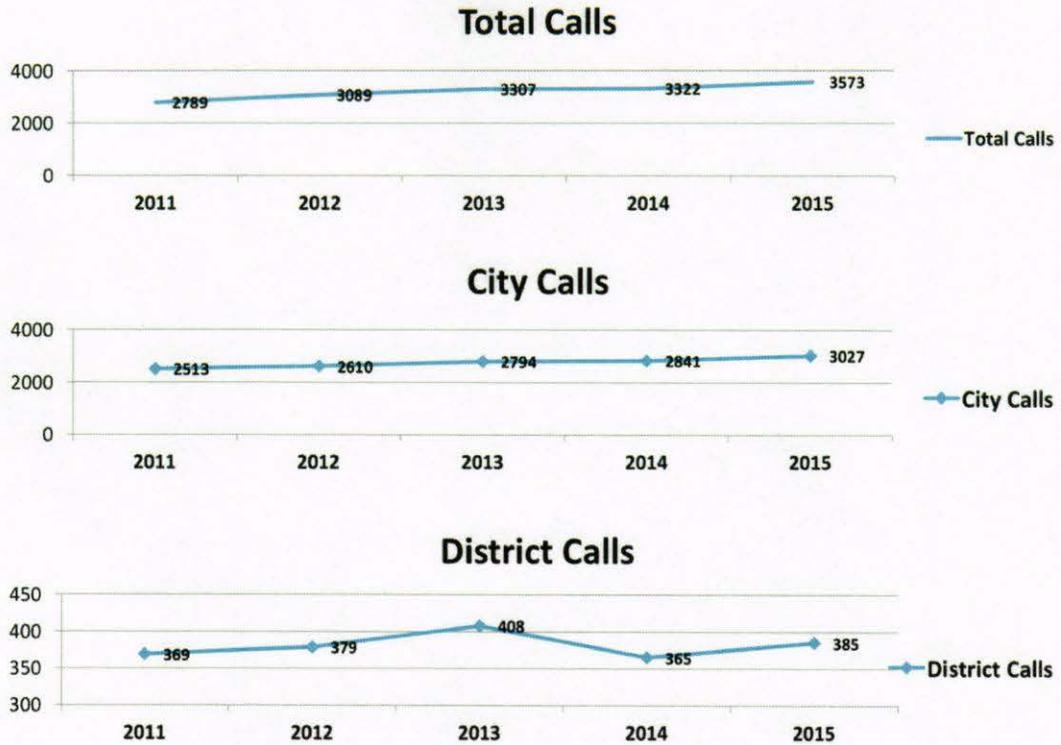
Apparatus Designation	Type	Year	Make/Model	Condition	Seating Capacity	Pump Capacity	Tank Capacity
<b>E427</b>	Engine (Type I)	2005	HME/BME	Good	4	1,200 GPM	875 Gal
<b>BR417</b>	Brush (Type VI)	2011	Dodge	Excellent	4	123 GPM	400 Gal

## COMMUNITY RESPONSE HISTORY





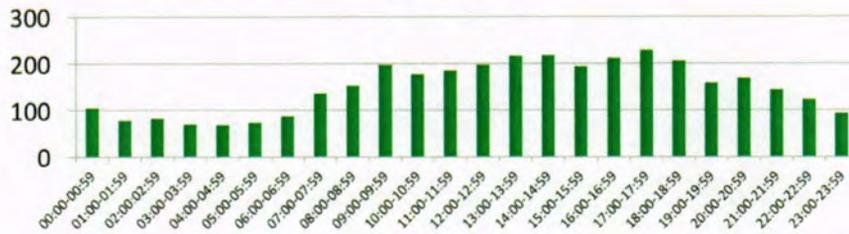
# How many calls did we run?



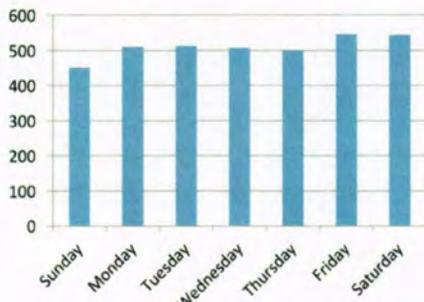


## When do our calls occur?

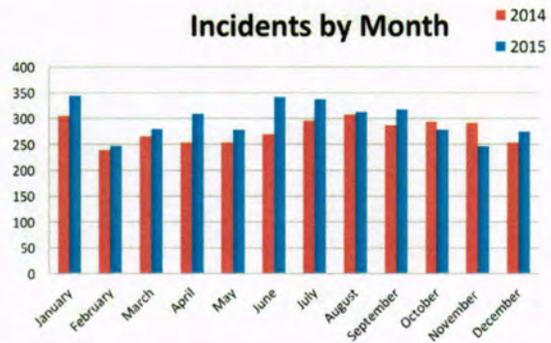
Incidents by Hour



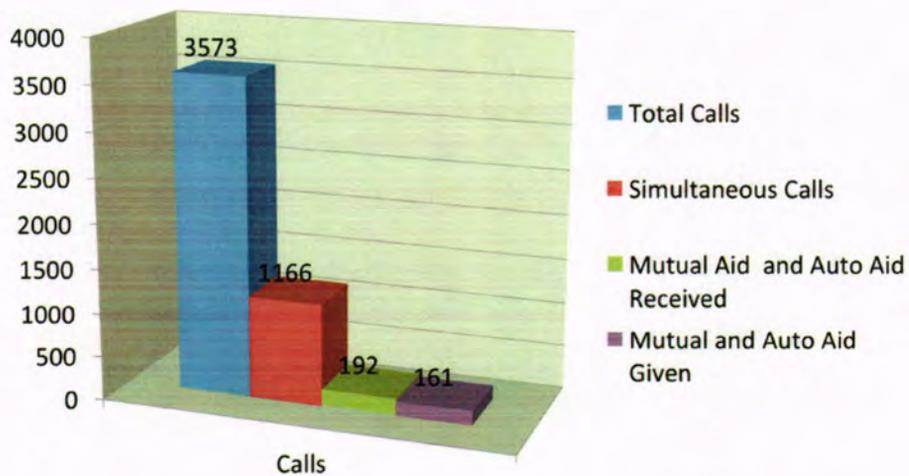
Incidents by Day of Week



Incidents by Month



## Simultaneous Calls and Mutual Aid (2015)

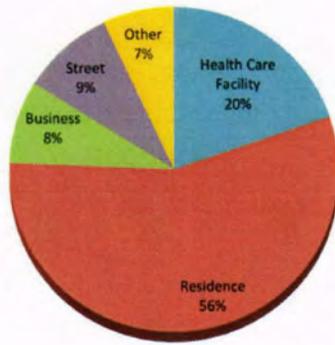


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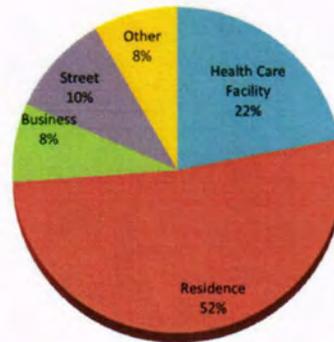


# Where are we going?

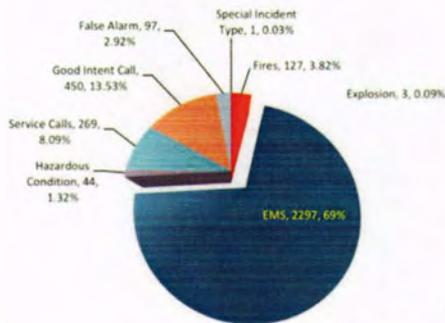
2014



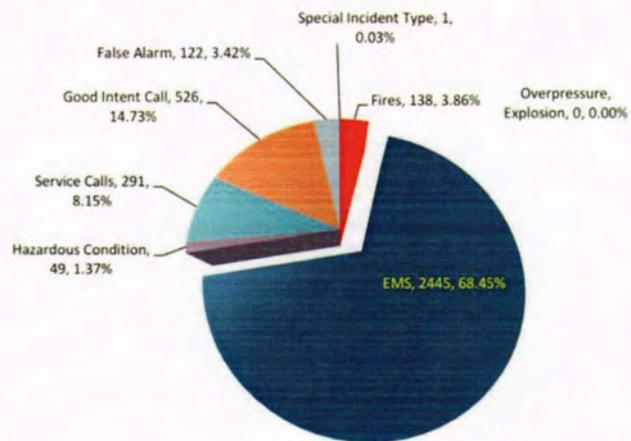
2015



# What type of calls did we get called for?



2014 Incident Types



2015 Incident Types

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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
<b>TOTAL RESIDENTIAL FIRES (Sum of lines 1 through 4)</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>\$788,900.00</b>
Public Assembly (church, restaurant, clubs, etc.) (FPU 100-199)	1	0	0	\$0.00
Schools and Colleges (FPD 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
<b>TOTAL FOR STRUCTURE FIRES (Sum of lines 5 through 12)</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>\$1,089,400.00</b>
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
<b>TOTAL FOR FIRES (Sum of lines 13 through 18)</b>	<b>129</b>	<b>0</b>	<b>0</b>	<b>\$1,107,500.00</b>
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
Hazards 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
<b>TOTAL FOR ALL INCIDENTS (Sum of lines 19 through 24)</b>	<b>3679</b>	<b>0</b>	<b>0</b>	<b>\$1,117,500.00</b>

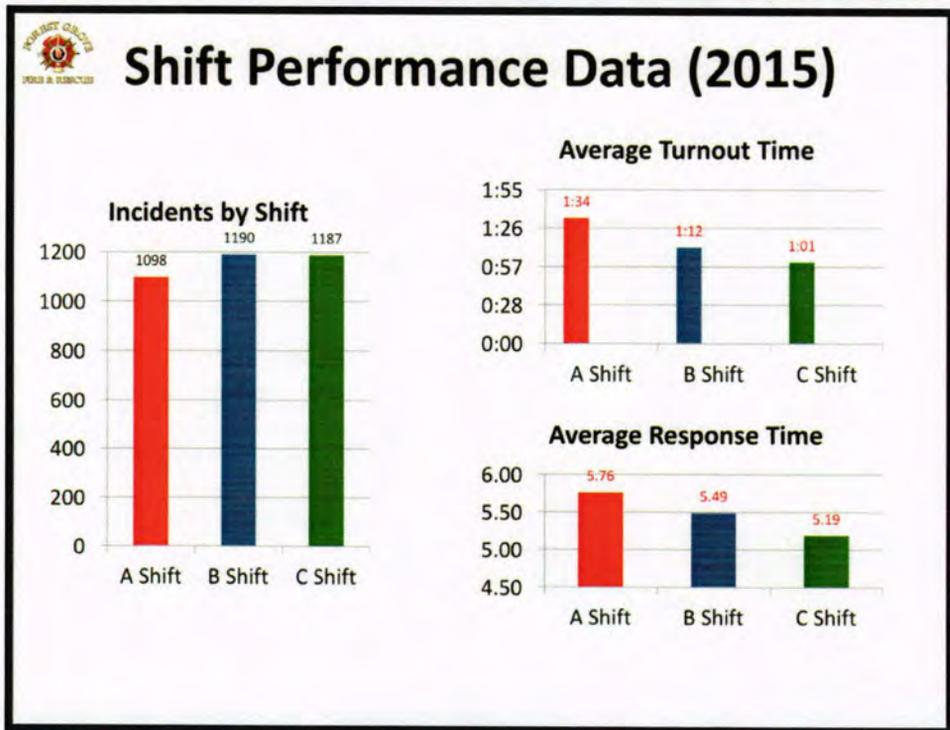
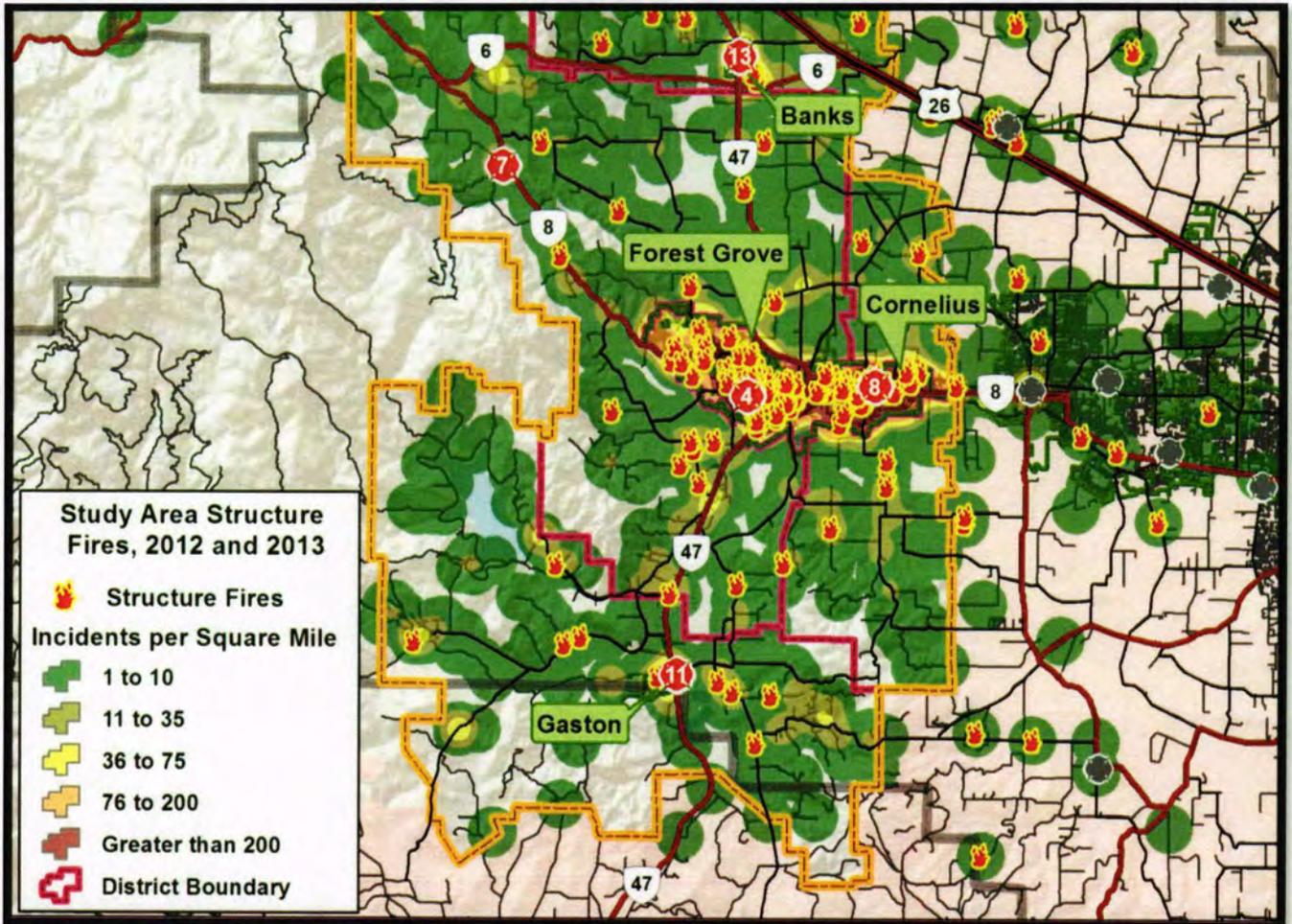


## EMS Calls: (2015)

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%
<b>TOTAL # of PATIENTS:</b>	<b>1287</b>	

MEDICATION	# TIMES ADMINISTERED
0.9% Sodium Chloride (Ns)	4
Adenosine	2
Albuterol Sulfate	19
ALPS 1A and 1B	1
Amiodarone (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.”*

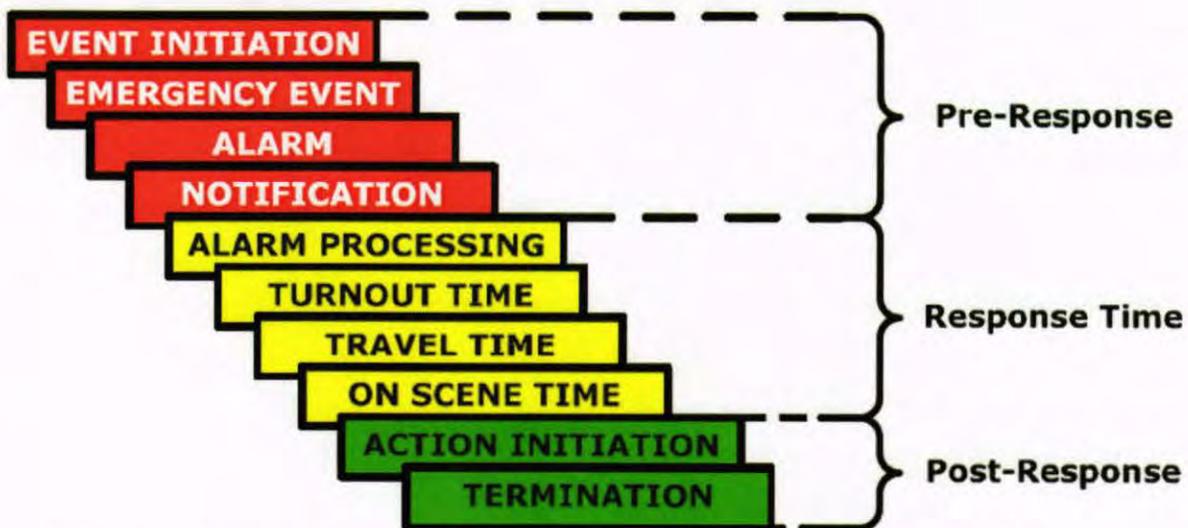
*— John Eversole, Chief, Chicago Fire Department*

### 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.



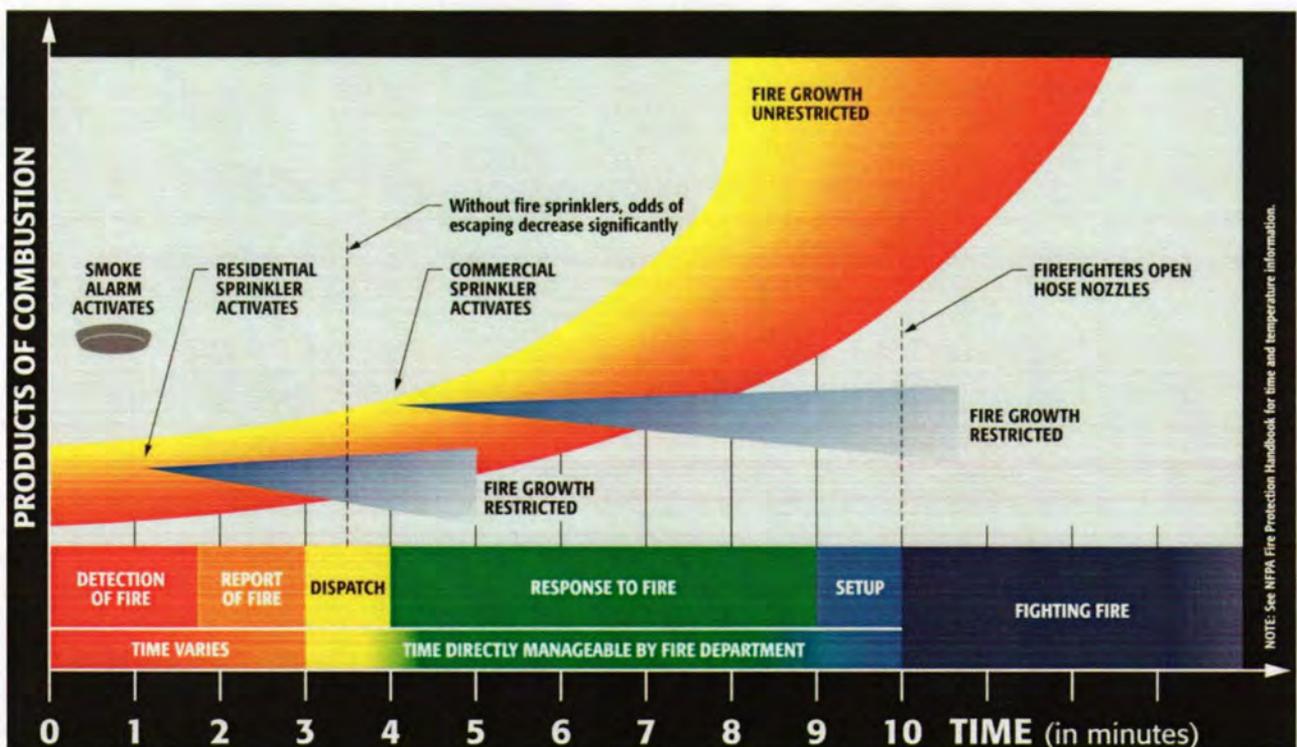
- *Event initiation – the event initiation occurs when factors combine to ultimately result in the activation of an emergency response system. Precipitating factors can occur in seconds, minutes, hours or even days before a point of awareness is reached.*
- *Emergency event – the emergency event begins 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.*

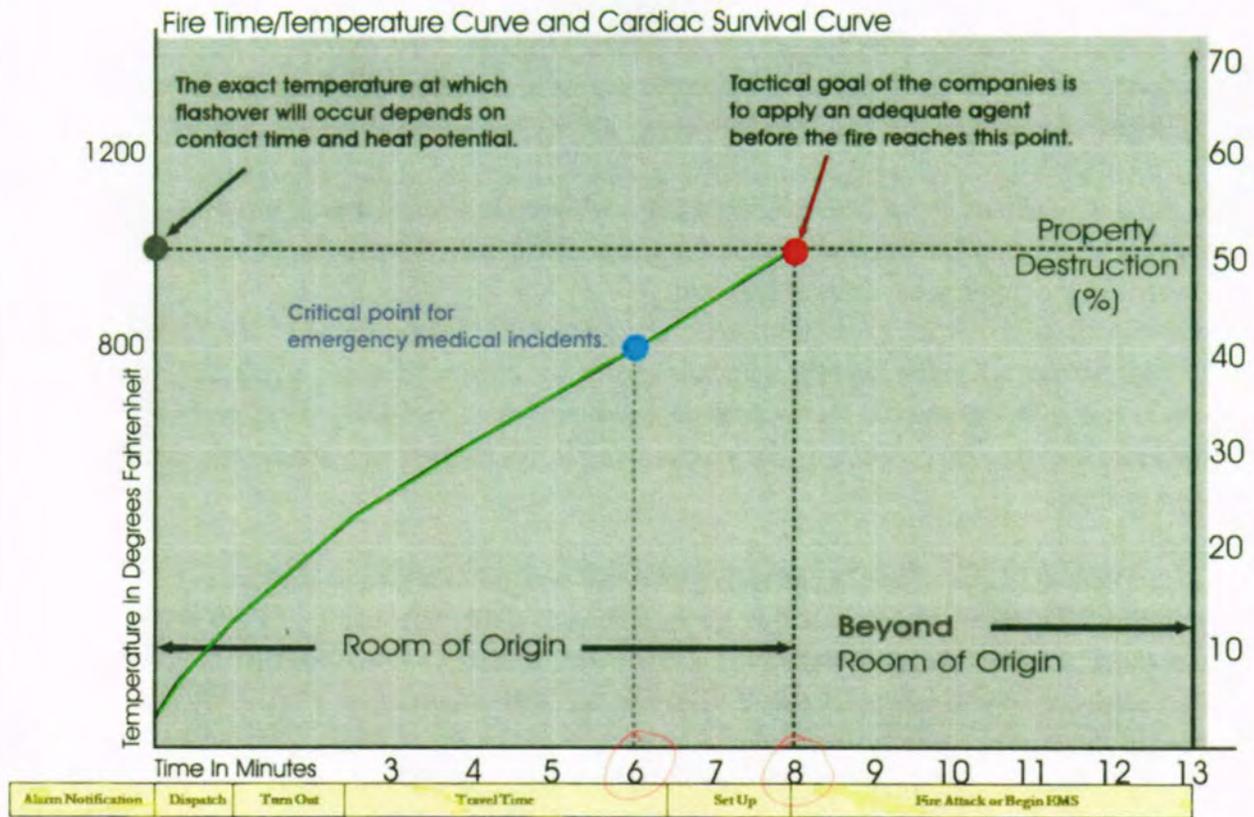
## IMPORTANCE OF EMERGENCY RESPONSE CONTINUUM

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**

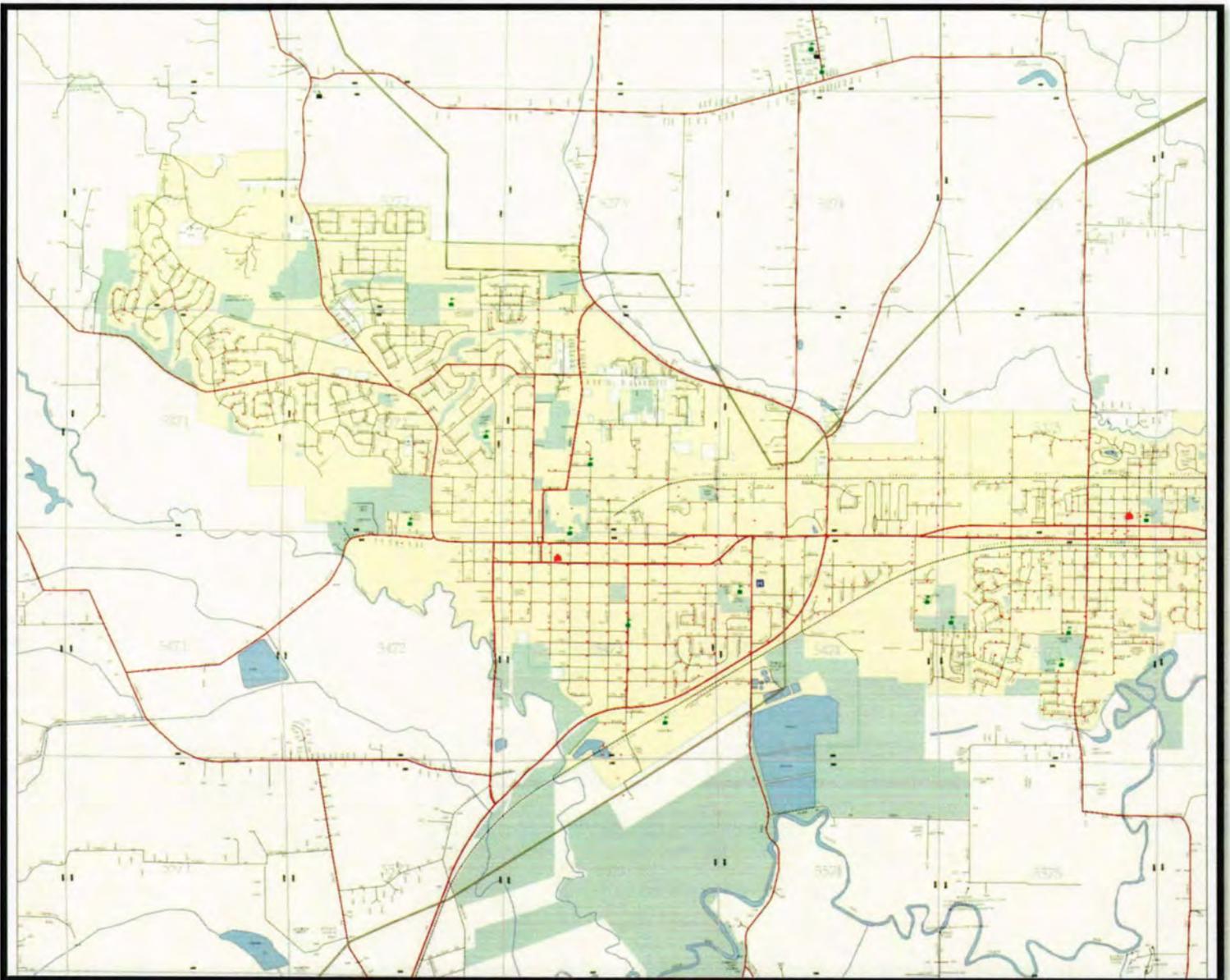


**Table A.5.2.2.2.1(b) Fire Extension Home Structure Fires, 2006–2010 Rate per 1000 Fires**

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.

<b>Hazard Analysis Matrix for the Cities of Cornelius and Forest Grove</b>					
Hazard	Rating Criteria with Weight Factors				Total Score
	History <sup>1</sup> (WF=2)	Vulnerability <sup>2</sup> (WF=5)	Max Threat <sup>3</sup> (WF=10)	Probability <sup>4</sup> (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	<b>240</b>
Health Emergency	H	H	H	H	<b>240</b>
Severe Weather	H	H	H	H	<b>240</b>
Utility Fail/Resource Shortage	H	H	H	H	<b>240</b>
Earthquake	M	H	H	M	<b>195</b>
Flood	H	H	M	H	<b>190</b>
Volcano/Ash	L	M	M	L	<b>107</b>
Fire	H	L	L	H	<b>105</b>
Transportation/Industrial	H	L	L	H	<b>105</b>
Civil Disorder/Terrorism	M	L	L	M	<b>60</b>
<b>Notes:</b>					
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:

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

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.

<b>Category</b>	<b>OVAP Score Range</b>
<b>Maximum</b>	<p><b>60+</b></p> <p><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></p>
<b>Significant</b>	<p><b>40-59</b></p> <p><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></p>

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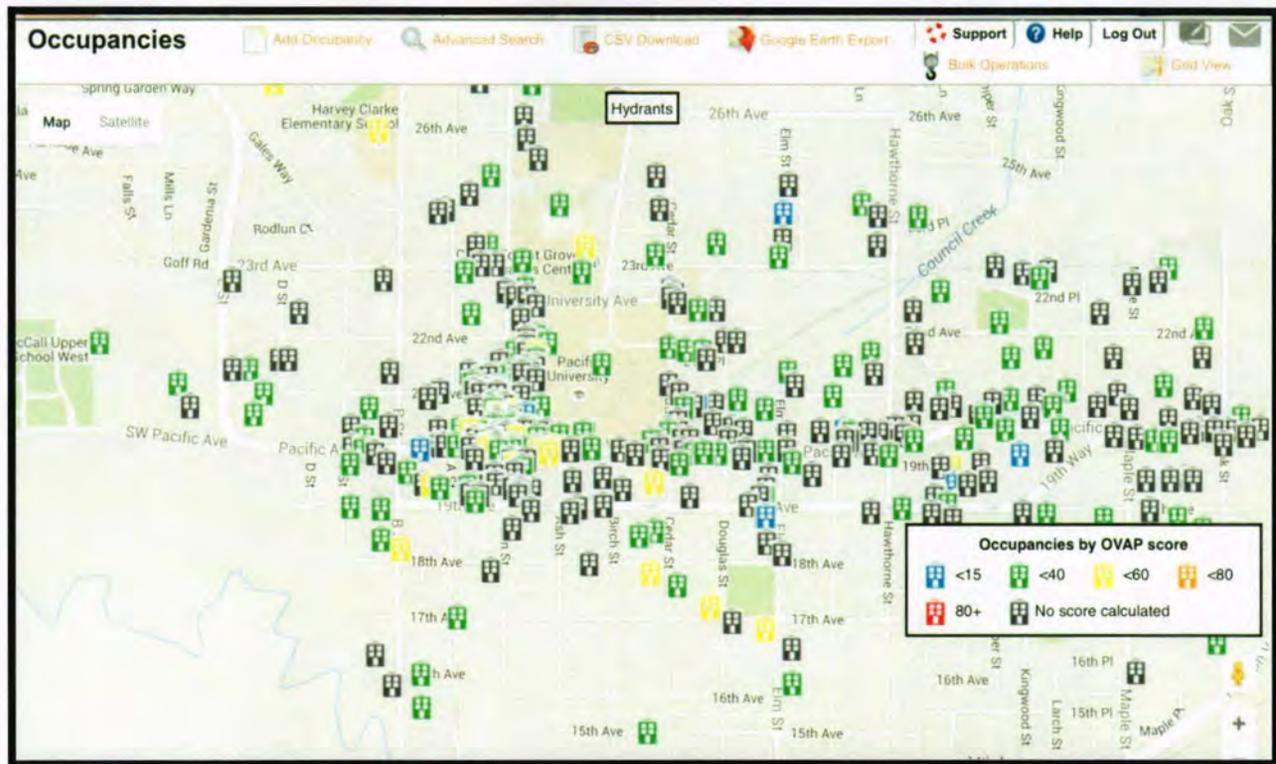
<b>Moderate</b>	<p><b>15-39</b> Buildings categorized as Moderate Risk are average in size and can present a potential for a high life loss but are usually limited to threatening only the immediate occupants of the structure. The financial impact due to the loss of this structure has an impact on the 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</p>
<b>Low</b>	<p><b>&lt;15</b> 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.</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:*

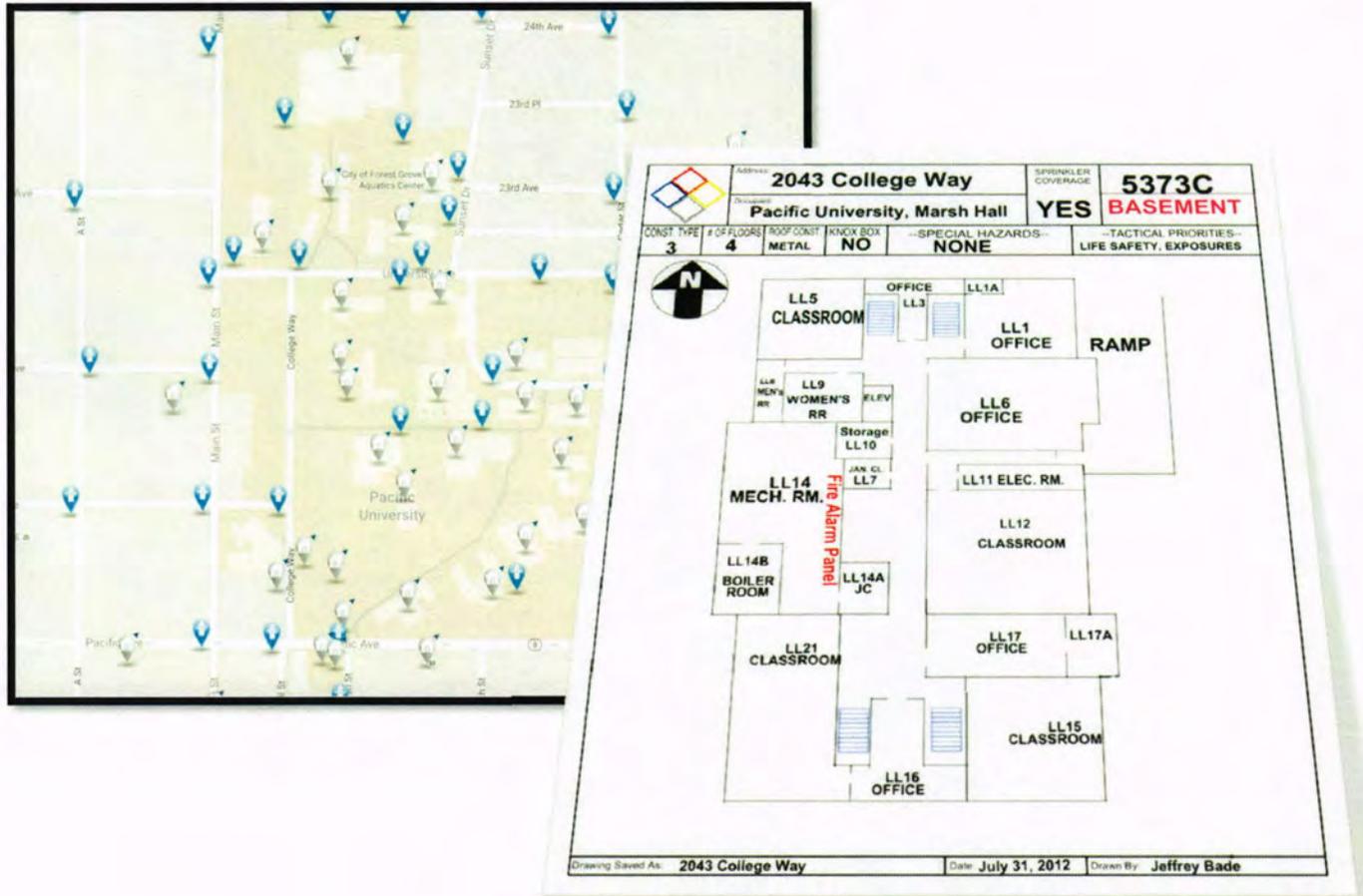
- *Assembly Group A, where the occupant load is greater than 50 persons.*
- *Educational Group E, where the purpose is for six or more persons at any one time for educational purposes through the 12<sup>th</sup> grade.*
- *Factory Industrial Group F, where the purpose is assembling, disassembling, fabricating, 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

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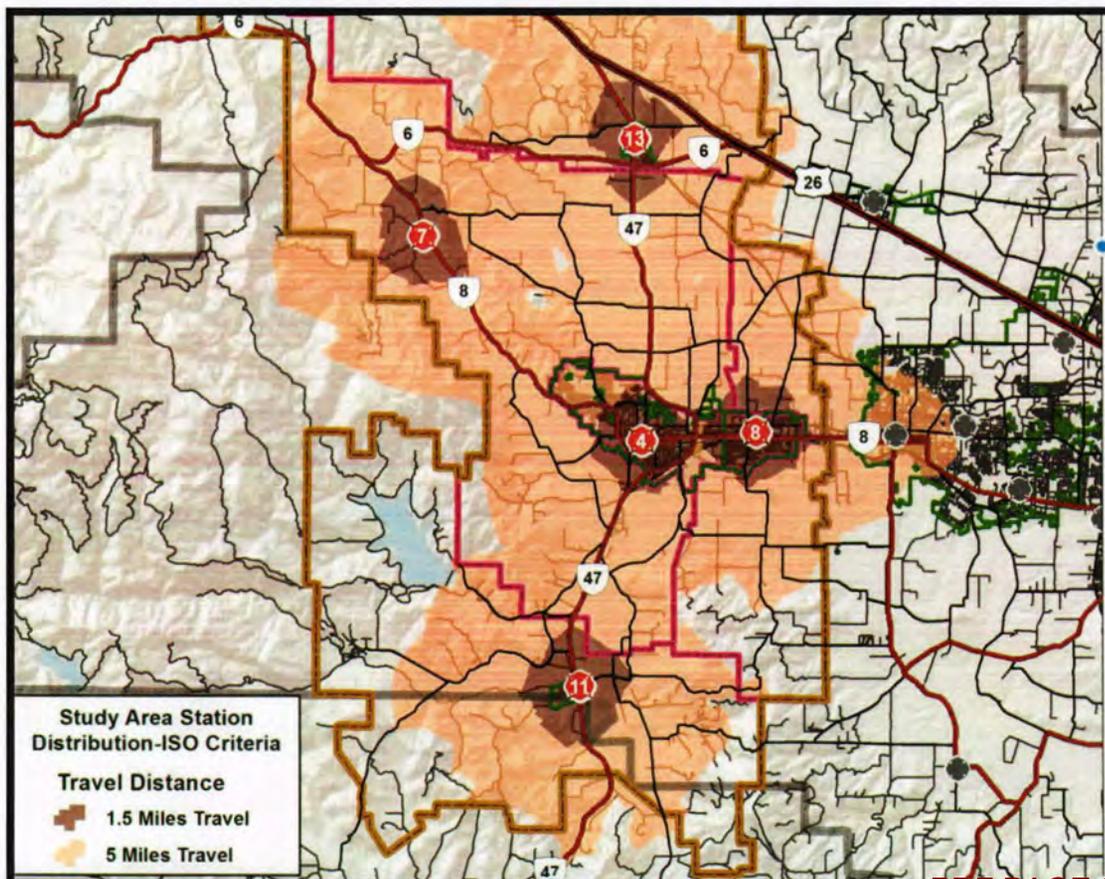
structure. Our incident pre-plan program meets the requirements of NFPA 1620 "Standard for Pre-Incident Planning," 2015 Edition.



## 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.

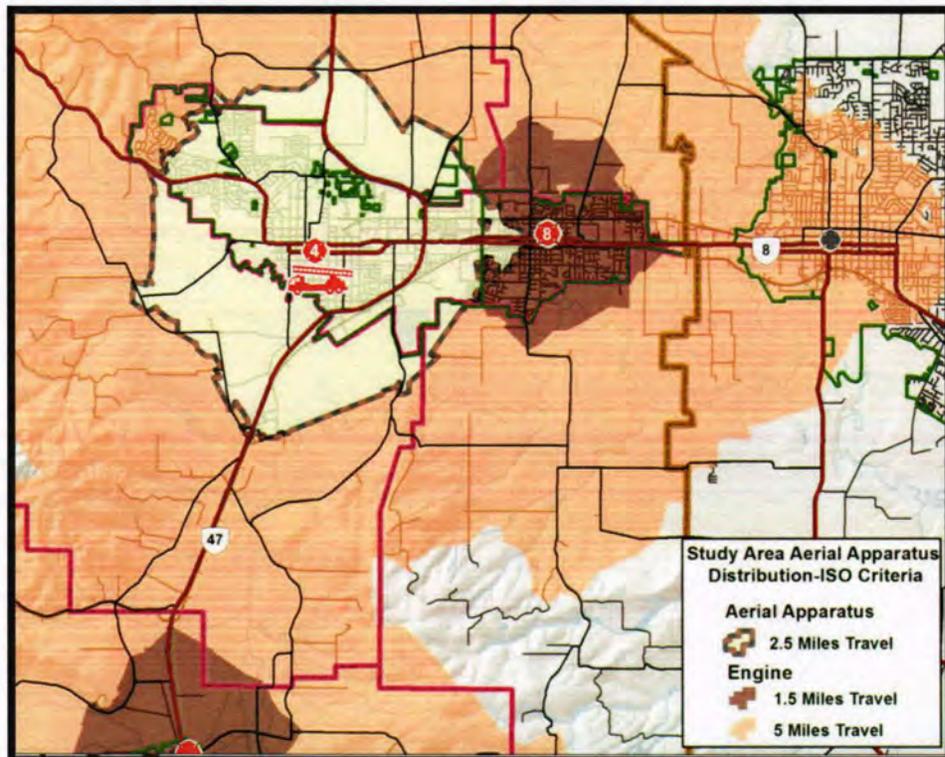


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Based on the ISO rating criteria, fire stations are appropriately located throughout the area. Approximately 90 percent of the road network in the area is within five miles travel of a fire station. Generally, the ISO 1.5 miles travel distance applies 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.

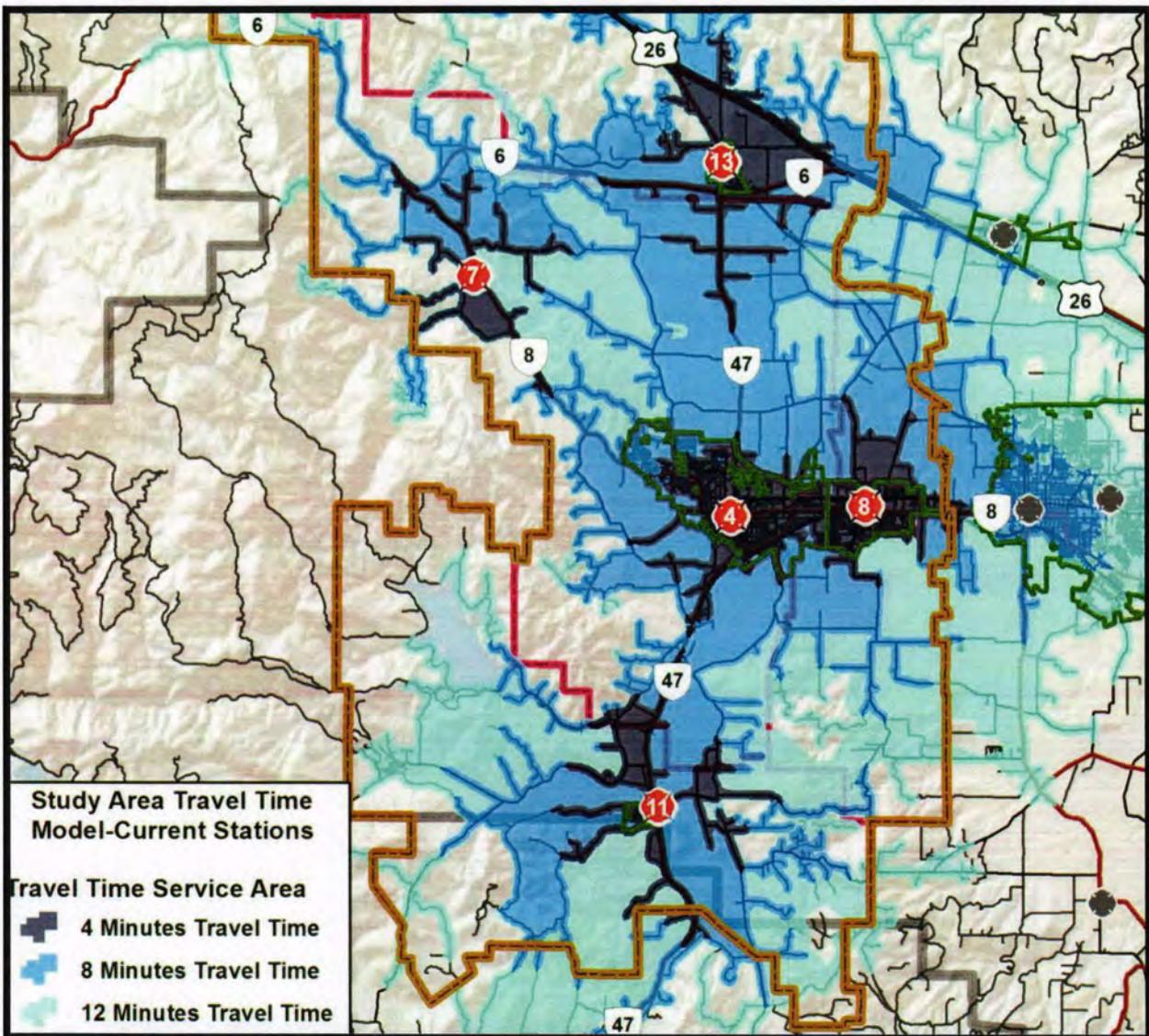


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ISO criteria are only one of many factors to consider when deploying fire department resources. The ISO criteria are primarily concerned with the geographic coverage of a service area and only address fire suppression. Equally as important, especially 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.

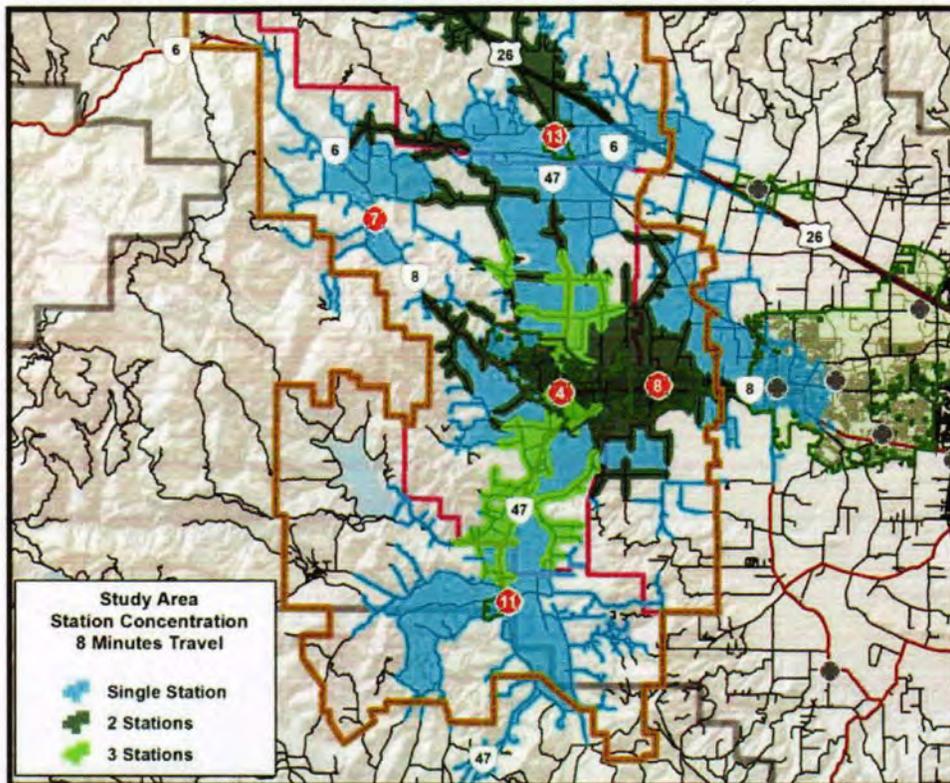
***Service Demand Coverage by Agency, 2012 and 2013***

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

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

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

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

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

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

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

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

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

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

## 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

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, 6<sup>th</sup> Edition*

*CFAI Fire & Emergency Service Self-Assessment Manual, 9<sup>th</sup> 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.

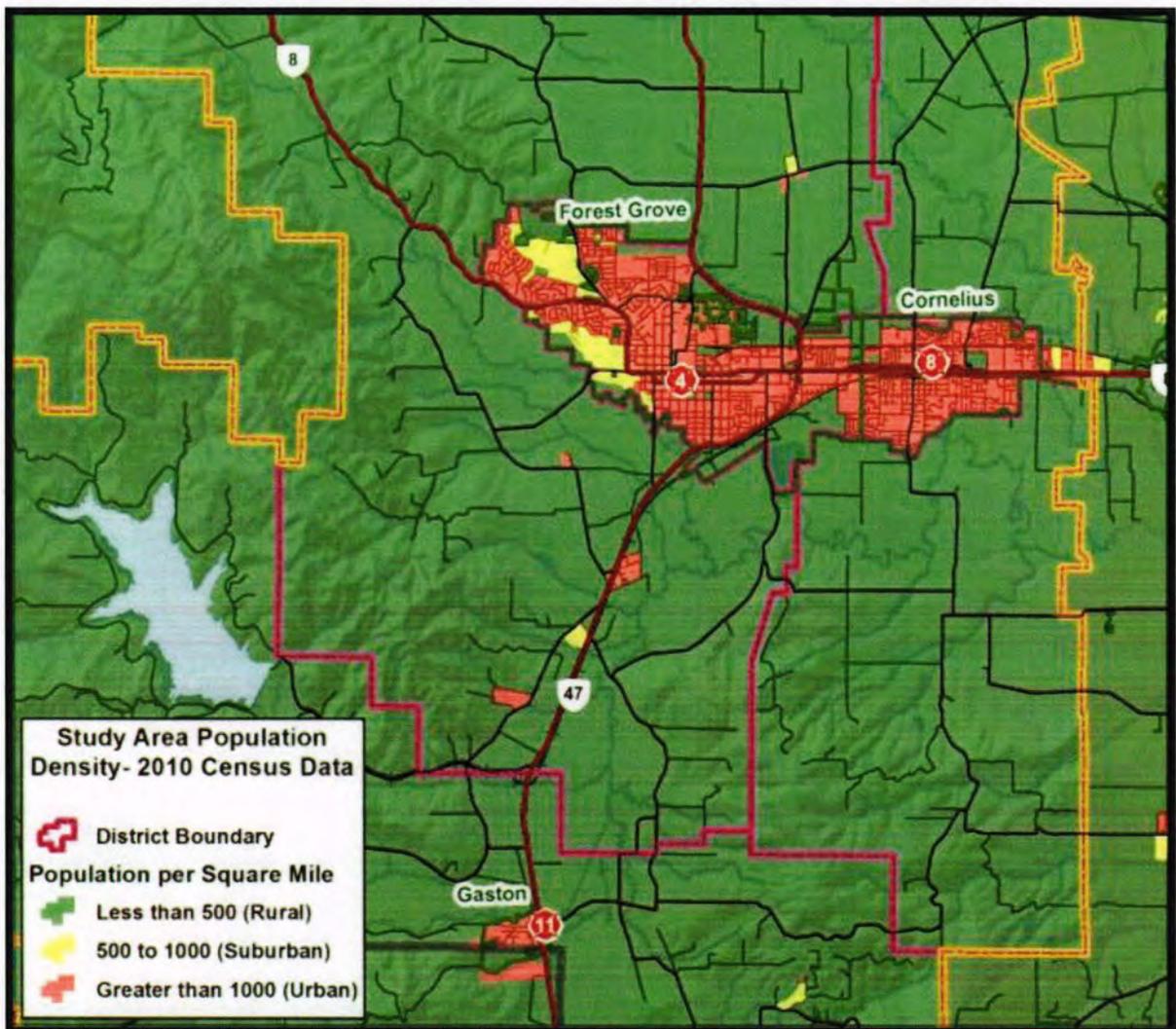
The Commission on Fire Accreditation International (CFAI) publishes a manual titled "Fire & Emergency Service Self-Assessment Manual" (9<sup>th</sup> Edition). The mission of the CFAI is to "assist fire and emergency service agencies throughout the world in achieving excellence in self-assessment and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



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.

<b>NFPA 1720 Staffing and Response Times</b>				
<b>Zone</b>	<b>Demographics</b>	<b>Minimum Staff</b>	<b>Response Time</b>	<b>Meet Objective</b>
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 1<sup>st</sup> 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)**

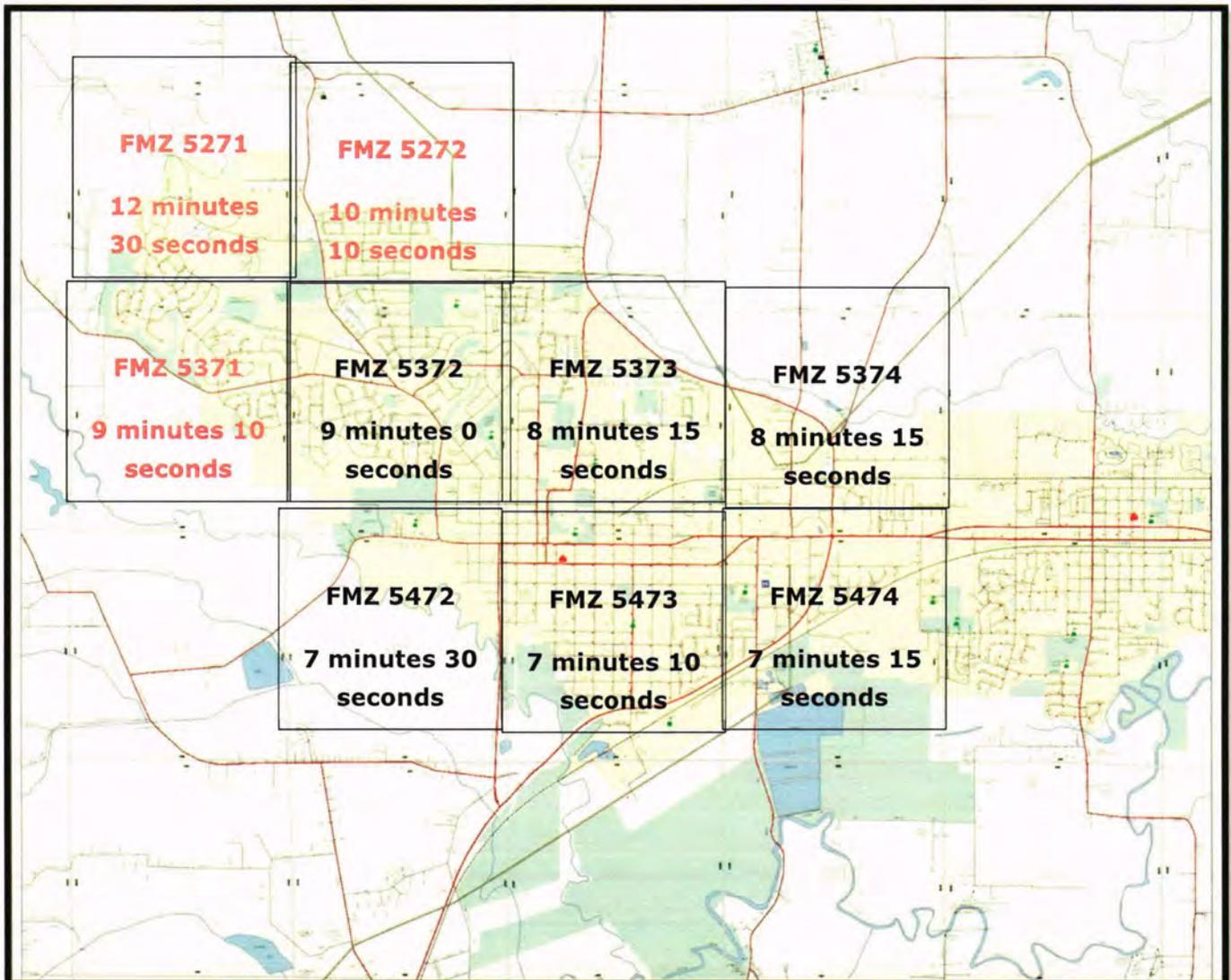
For 90 percent of EMS responses, total response time of the first arriving apparatus arrives within:

- *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 90<sup>th</sup> percentile is used most often). The point at which the "line" crosses the 90<sup>th</sup> percentile is the fractal time performance.

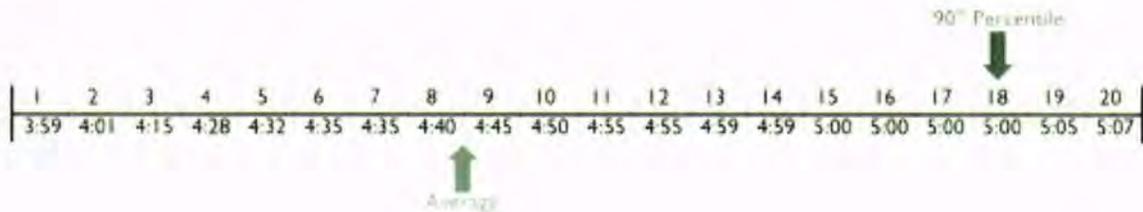
Averaging calculates the response time by adding all the response times together and then dividing the total number of minutes by the total number of responses. Unfortunately, measuring and reporting average response times is inadvisable because one-half of the public may receive the required response 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 90<sup>th</sup> percentile. The agency analyzes their 20 incidents to determine their actual performance at the 90<sup>th</sup> percentile. When the line is drawn, it is drawn at the 18<sup>th</sup> incident. In the example, the performance at the 90<sup>th</sup> 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

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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.

- 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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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>748</u>
MEETING DATE:	_____
FINAL ACTION:	_____

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *July 11, 2016*

**PROJECT TEAM:** *Paul Downey, Administrative Services Director*

**SUBJECT TITLE:** *Council Resolutions Accepting City Manager's Performance Review and Authorizing Compensation*

<b>ACTION REQUESTED:</b>	<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*

**BACKGROUND:**

The City Council shall evaluate the City Manager's performance at least once a year in accordance with City Manager's Employment Agreement, Section 5 and 6. The City Council may adjust by resolution the City Manager's annual base salary upon conclusion of the performance review in accordance with the City Manager's Employment Agreement, Section 5 and 6.

The Council held an Executive Session under ORS 192.660(2)(i) on June 27, 2016, to hear the City Manager's self-evaluation and held Executive Sessions on July 11 and August 8, 2016, to complete the review and present the evaluation to the City Manager.

The State of Oregon open meeting law requires Council to return to an open public meeting to give a summary of the City Manager's annual performance review as it relates to any compensation consideration. The City Manager's current salary is \$138,420/annually (\$11,535/monthly).

**RECOMMENDATION:** The City Council shall take such action, as it deems appropriate. Staff prepared draft Council resolutions accepting the City Manager's Annual Performance Review and Authorizing Compensation for the City Manager for Fiscal Year 2016-17, effective \_\_\_\_\_ (date) through June 30, 2017. If approved by City Council, staff will revise/update the resolutions after Council discussion pertaining to the City Manager's performance review and compensation consideration.

**Attachment(s):**  
Draft Resolutions

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**RESOLUTION NO. 2016-51**

**RESOLUTION OF THE CITY COUNCIL  
ACCEPTING CITY MANAGER'S PERFORMANCE REVIEW**

**WHEREAS**, Michael "Jesse" VanderZanden was appointed as City Manager effective August 1, 2015; and

**WHEREAS**, the City Council shall evaluate the City Manager's performance at least once a year in accordance with the City Manager's Employment Agreement, Section 6;

**WHEREAS**, the City Council evaluated the performance of the City Manager in Executive Sessions under ORS 192.660(2)(i) held on June 27, July 11 and August 8, 2016.

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

**Section 1.** The City Council hereby accepts City Manager's Performance Review dated August 8, 2016.

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

**PRESENTED AND PASSED** this 8<sup>th</sup> day of August, 2016.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 8<sup>th</sup> day of August, 2016.

\_\_\_\_\_  
Peter B. Truax, Mayor



**RESOLUTION NO. 2016-52**

**RESOLUTION OF THE CITY COUNCIL  
AUTHORIZING COMPENSATION FOR CITY MANAGER  
FISCAL YEAR 2016-17**

**WHEREAS**, Michael "Jesse" VanderZanden was appointed as City Manager effective August 1, 2015; and

**WHEREAS**, the City Council may adjust by resolution the City Manager's annual base salary upon conclusion of the performance review in accordance with the City Manager's Employment Agreement, Section 5 and 6; and

**WHEREAS**, the City Council evaluated the performance of the City Manager in Executive Sessions under ORS 192.660(2)(i) held on June 27, July 11 and August 8, 2016, and found the City Manager's performance meritorious.

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

**Section 1.** The City Manager's base salary shall be \$\_\_\_\_\_/annually (\$\_\_\_\_\_/monthly), (\_\_\_\_\_% increase), effective \_\_\_\_\_(date) through June 30, 2017.

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

**PRESENTED AND PASSED** this 8<sup>th</sup> day of August, 2016.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 8<sup>th</sup> day of August, 2016.

\_\_\_\_\_  
Peter B. Truax, Mayor



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## **CITY MANAGER'S REPORT TO COUNCIL**

**August 5, 2016**

### **Dates to Remember:**

- Aug 20:** FG UnCorked!, 4 to 9 pm, Main Street
- Aug 30:** Last Day to File Completed Petition for Election, City Recorder's Office
- Sept 8:** Chehalem Ridge Nature Park Community Mtg, 6 to 8 pm, Community Auditorium
- Sept 13:** LOC City Hall Week, 9 to noon, Community Auditorium
- Sept 13:** Library Friends & Family Night at McMenamins
- Sept 19:** Jt. Legislative Transportation Committee Meeting, 5 pm, Civic Center, Hillsboro

### **CITY MANAGER:**

- Ballot Measure No. 34-249, "Authorizing a tax on recreational retail sales of marijuana items" has been filed with Washington County Elections.
- Metro placed a five-year levy on the November ballot to extend their 9.6 cents per \$1,000 of assessed value for restoration, education, and maintenance of their 17,000 acres in the Tri-County area. The Tualatin Valley Soil and Water Conservation District also plans to place a permanent 9.0 cents per \$1,000 of assessed value on the November ballot.
- Attended the Oregon County City Managers Association Annual Meeting in Bend July 12-15 and attended sessions on Latino outreach, media relations, police body cams, citizen engagement, performance management, and funding transportation projects; among others. It was an excellent opportunity to network with other managers/administrators and I will be reaching out to departments and community groups on some concepts and ideas learned.
- The City is gearing up to conduct its biennial City Survey in November, 2016. If there is a topical area you would like citizen feedback on, please let Bev know by August 31. The 2014 survey garnered 738 respondents; slightly above the five year average of 700.

### **ECONOMIC DEVELOPMENT:**

- Met with Chaucer Freeze Dried for new expansion. Investment estimate of \$8M, 9 + new jobs. Completed Enterprise Zone Application. Project work to begin in October.
- Received a new lead for a new food processing manufacturer. Considering an existing facility on 24<sup>th</sup> Avenue and working with broker.
- Working with "Haggen Site" Development. Commercial portion of site to be called Stonewood Center and will have approximately 42,000 sf of commercial/retail in several buildings. Separate developer working on residential units on eastern part of property. Permit applications expected to be submitted in August.
- Old Trapper project underway. Completed Enterprise Zone Application. Renovation plans for existing 57,000 sf have been submitted. Phase II is planned for 60,000 sf new construction. Total project could create 10-50 new jobs.
- Completing contract with consultant for Downtown Design Improvement Program. This is a smaller version of a storefront façade program. Project kick-off this fall.
- Completed draft of RFQ for new economic development brochure to replace older version. Will release shortly.
- Working with two new food carts looking to set up at 19<sup>th</sup> Ave and Elm parking lot. One is Vietnamese and the other is crepes.
- McMenamins' Grand Lodge project is under construction. \$4.65 million investment will result in 13 net new rooms, AC, new bathrooms and 4 new jobs.
- Ridgewalker Brewery, 1921 21st Avenue opened August 5 and will be serving food including BBQ.

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**ADMINISTRATIVE SERVICES:**

- Senior Management Analyst: Bryce Baker starts as the City's new Senior Management Analyst on August 16. He lives in Forest Grove and currently works for the Multnomah County Health Department.
- Food Waste Recycling: The delivery of the kitchen pails was delayed due to production problems with the pails. Residents have been able to put food waste into the yard debris carts as the program did start on July 1.
- GIS: The Web Mapping Application is up and running for staff use and testing. Staff has been asked to try the system and send any feedback to Leo Cortes in Engineering who has worked hard to get this project up and running.
- Library: Replacement of two HVAC units at the Library is complete.
- Auditorium: The upgrade for the sound and video system has been ordered. The vendor will give us a date the work will be done. The system includes new speakers for the audience, new microphones for staff and Council, more headset microphones, improved assistance listening devices that could double as translation headsets for up to four people, improved recording system, relocating inputs to the City Recorder station so she can control the computer at her station, and a new control system. The City is evaluating three quotes to replace the auditorium lighting with LED lights.
- Pacific University Bonds: Pacific University is reviewing refinancing some of its bonds issued by the City on their behalf due to the favorable interest rate markets. If the process proceeds as anticipated, the City Council will be asked to approve the refinancing at its September 26 meeting.
- Accounting System: The staff is nearing completion of the chart of accounts update which is the first step in the upgrade to the new financial and human resources system.
- Police Facility: The architects have the contract for final review and signature. After the contract is returned, staff will schedule a kick-off meeting with the architects to start the pre-design phase.
- IBEW Negotiations: Negotiations with IBEW continue to progress.
- Current recruitments underway include: Youth Services Librarian, PC Technician, Administrative Assistant – Engineering, Administrative Specialist – L&P, Fire Division Chief, Library Associate, Adult Services Librarian, Aquatics Program Specialist, Police Reserves, Volunteer Firefighters.

**PARKS AND RECREATION:**

- Parks Master Plan Update: The Final Draft was delivered to staff on July 20. The Technical Advisory Group (Staff) is reviewing the document for a final time. The document will be presented at the August 17 meeting of the Recreation Commission and the Citizen's Advisory Committee. The meeting will take place at 7 p.m. in the Community Auditorium. Included in the plan are Council objectives 1.4 (Multiplex ball fields), 1.6 (Complete Parks Master Plan) and 1.9 (Rogers Park Upgrades).
- The contract for the construction of the Old Town Loop Trail has been awarded to Lyda Excavating from Banks, Oregon. Construction is expected to begin towards the middle of August. This project will construct nearly 3,500 additional feet of multi-use trail connecting to the B Street Trail on property owned by Metro.
- The Aquatic Center spray park experienced two significant failures of a water line the evening/night of July 16 and then again on Friday July 29 when the main line leaked. The spray park was closed both times for two days to repair the leaks. Parks staff appreciated the help from other city departments including: Light and Power, Public Works, and Fire Department. Staff is evaluating the causes.
- Staff attended a Friends of Historic Forest Grove meeting where the future of the partnership between the City of Forest Grove and FHFG was discussed. The friends have enlisted the services of an architect who specializes in historic properties. Discussions included the future of both properties which is incorporated in the Master Plan.

**COMMUNITY DEVELOPMENT:**

- Marijuana – Held a pre-application meeting for a grow operation at the Matsushita site on Heather Street. This project would require a conditional use permit approval by the Planning Commission.
- Plastic Bag Ban: Staff has sent out 340 copies of a letter to all businesses in Forest Grove informing them of the plastic bag ban, who it applies to and key provisions of the ordinance. In addition, the letter indicated two meetings in English and one meeting in Spanish to explain the requirements. The first English speaking meeting is scheduled for August 23rd from 1:00 to 2:00 pm in the Community Auditorium. The second English speaking meeting will be on November 3rd from 1:00 to 2:00 pm at the same location. The Spanish speaking meeting will be on August 16th at the Adelante Mujeres Empresas workshop. In addition to these meetings, staff will hold meetings at those businesses with 10 or more employees. Staff will work with retailers to schedule training sessions prior to the ban being phased in beginning January 2017. Staff has already been contacted by Safeway staff about implementation. Safeway has developed their own training material as a result of bans adopted by Portland and Corvallis. Staff is also developing two Q&A sheets to help inform businesses and citizens. Brandi Walstead is the contact person for further information or to arrange a training time. Sustainability Commission members are working on distributing reusable bags to households. Many of the bags will be delivered with the pails being distributed to residents falling under the food composting project. The remainder will be delivered by the Sustainability Commission.
- Planning Commission – The Commission's next meeting will be August 15th. Staff will hold a public hearing on revised floodplain regulations and adoption of new maps. The City's current regulations are out-of-date and do not comply. The floodplain regulations must be in effect by November 4th. Failure to comply with adequate floodplain regulations would potentially jeopardize federal disaster assistance to the community. Further, property owners would not be able to obtain flood insurance and would likely impact their ability to obtain or maintain their home mortgages. On the schedule for future Planning Commission meetings will be a work session on infrastructure and financing for the Westside Planning area.

**LIGHT & POWER:**

- Work orders in process are Pacific & A, Hwy 8/Quince, Hwy 47 detention pond and Cedar Manor Apts.
- An onsite meeting with Old Trapper was held to discuss specifics of their expansion. The requested service size requires additional design factors including feeder capacity at Forest Grove Substation and coordination of protection.
- Crews have completed their portion of work installing power and control circuit substructure upgrades at Thatcher Substation. The manufacturer of the new circuit switcher has scheduled install and testing date at the end of August.
- Power lines have been re-located in preparation of the bridge replacement project on Porter Road.
- The second phase of work at Clean Water Services has begun. Crews are relocating existing redundant circuit switchgear ATS # 2 to a location which will also feed a vertical flow pump station building being built this Fall.
- Repairs were made to a faulted primary underground cable on Ballard Lane. This cable failure caused a power outage affecting 40 customers approximately 3 hours.
- Crew's made repairs to a car-hit pole in the 1300 block of Larch St. This caused a power outage to 12 customers for approximately 4 hours while repairs were made.
- Crews made repairs to a car-hit pole in the 45000 block of David Hill Rd. The accident caused a power outage to 10 customers for approximately 1½ hours.

**LIBRARY:**

- On August 1, approximately 150 children and adults came to a Super Summer Reading Celebration. It was the first day to turn in reading records. Face Painters were available and The Friends of the Library sponsored two programs with W.E.C.A.R.E. Sports. The End of Summer Reading party for adults will be held on Monday, August 8, with literary games, prizes and treats.
- On Saturday, August 27, at 2 pm teens can participate in the second annual "Experience the Adventure: Obstacle Course" complete with Water Element and BBQ (at the Fire Station). Cosponsored with the Forest Grove Fire Department and the Friends of the Library. *Registration Required.*
- Programs for the Friends Cultural Series are being scheduled. This year, Jim Jatkevicius of the library staff is doing the selection and scheduling and the Friends are providing the funding. The schedule thus far includes:
  - Tuesday, October 4: *Lost & Gone: Oregon's Vanished Structures.* Richard Engeman is a historian and archivist with a vast knowledge of the Pacific Northwest.
  - Tuesday, November 1: *Prepare! The Cascadia Event and Other Common Disasters.* Join the Regional Preparedness Manager for the American Red Cross as she presents on how to prepare for the Cascadia Event and other natural disasters which may occur in the Pacific Northwest.
  - Tuesday, December 6: *It Happened on the Oregon Trail.* Join Professional Storyteller Holly Robison as she recreates the experiences of the Oregon Trail through story and song.

**POLICE:**

- National Night Out was a success with an estimated 1,100 in attendance and received great feedback.
- Officer Wesley Heuston graduated from the Basic Police Academy and will continue with FTEP upon his return from Coast Guard Reserve duty. Recruit Officer Austin Adams graduates from the Academy on August 12. Recruit Officers Hector Aguilar and Matthew Krump will begin their 16-week Academy training on August 15.
- Captain Herb attended the second user group meeting of Washington County agencies on the use of Body Worn Cameras.
- Captain Herb met with Dean Perkins with Pacific University to discuss revisions of an MOU on police response of incidents on campus.

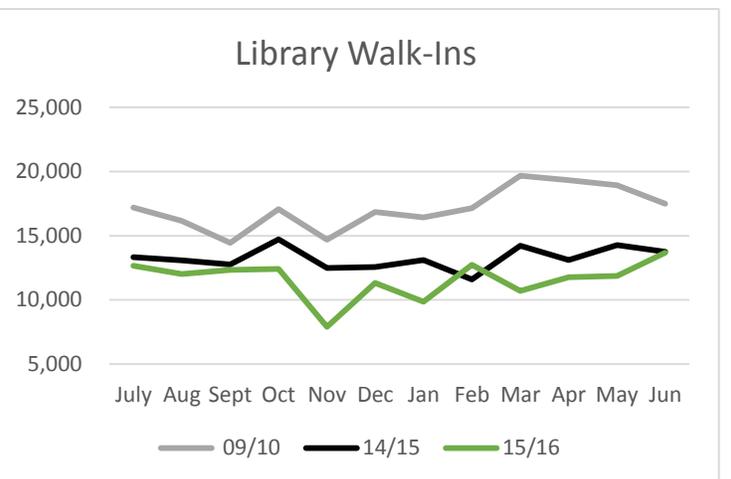
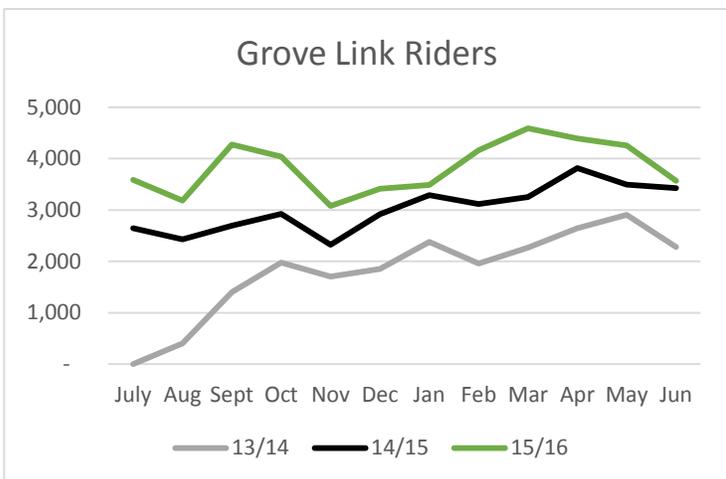
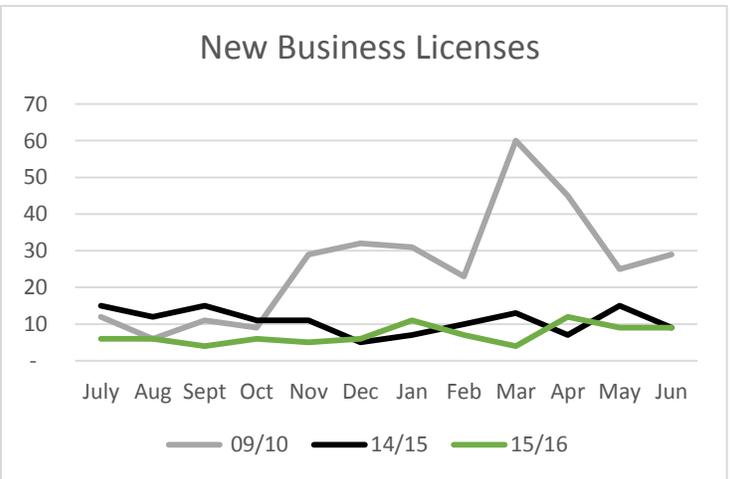
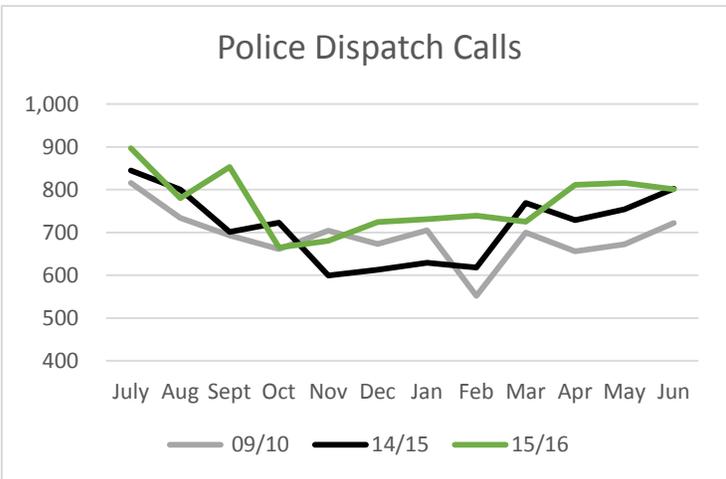
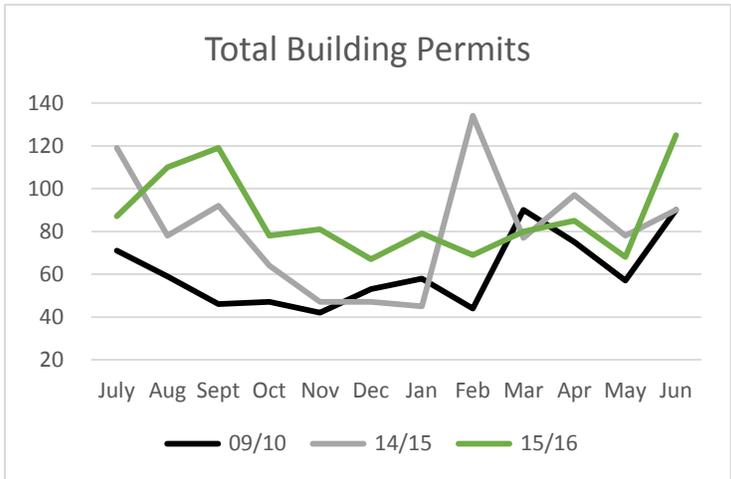
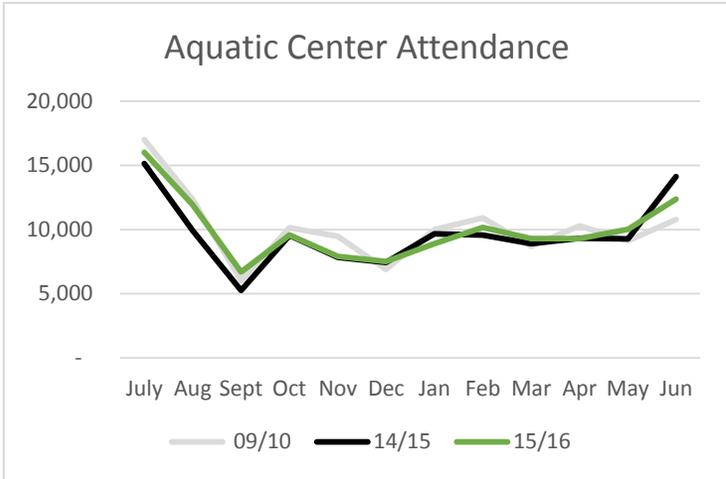
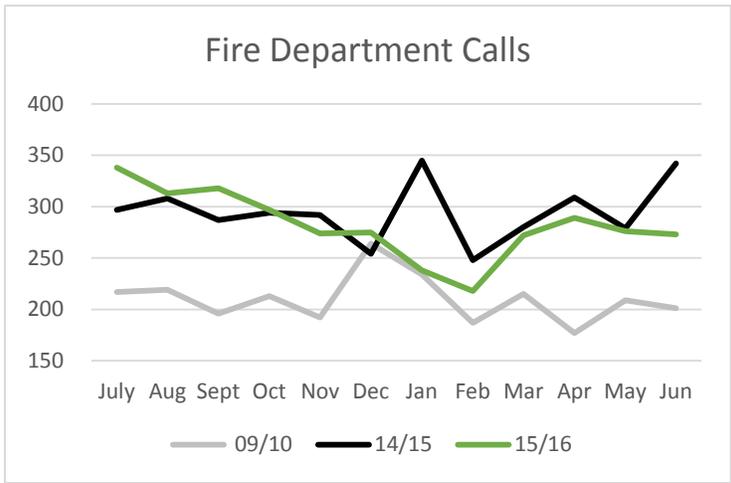
**ENGINEERING:**

- OR8/Quince Intersection Improvements: Contractors are securing permits and preparing for the start of construction, to be later this summer.
- David Hill Road Extension: The County portion of this project is currently under construction.
- GroveLink Bus Shelters: Elaine Wells, Ride Connection, Debra Bratland, GroveLink, and driver Bob Crosby joined Mayor Truax, Councilor Thompson and Rob Foster on Friday to celebrate the installation.
- Firwood Lane Sewer Project: The project was rebid in July and only 1 bid was received. The bid was significantly higher than estimates and the decision was to reject the bid. Staff is working with CDBG to determine the next step.
- ADA Public Right-of-Way Transition Plan: The American's with Disabilities Act (ADA) self-evaluation and development of Transition Plan RFP was issued in July. Bids are due in late August.
- Oakcrest Drive Waterline & Douglas Street Stormwater Line: AKS Engineering & Forestry, LLC, was selected to provide topographic surveying services for this project. The work will start in mid-August.
- Water Rights: The City just received notice from Water Resources department (WRD) that City water rights junior to April 17, 1935 are regulated off for the rest of the irrigation season or until notified otherwise. This leaves 1.17 MGD Total available to Forest Grove Water Treatment Plant. This is better than last year as WRD did make adjustments in the cut-off dates as they said they would. We still have two senior water rights: 3/29/1917 (0.52 MGD) and 4/16/1935 (0.65 MGD) or 1.17 MGD Total. Last year's cut off included the 1935 WR.





**Activity Report**  
**June 2016**



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