

February-09

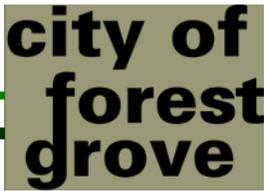
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	Planning Comm 7pm CITY COUNCIL WORK SESSION - TBA	2	3	4	5	6	7
		Fire Bd 7pm	Town Hall Meeting Senator Bruce Starr 6pm - Comm Aud	EDC Noon			COUNCIL WS 8am-10am
							Coffee Hour
	<i>Miller out</i>						
	<i>Truax out</i>						
8	CITY COUNCIL 5:45 PM - WORK SESS (B&C Interview) 6:00 PM - WORK SESS (L&P) 7:00 PM - REGULAR MEETING 7:30 PM - WORK SESS (Dev Code) 8:30 PM - WORK SESS (CC Goal Setting) COMMUNITY AUDITORIUM	9	10	11	12	13	14
		CCI 4pm			PAC 5pm		Oregon's 150th BD
	<i>Truax out</i>						
15	Planning Comm 7pm CITY COUNCIL WORK SESSION - TBA	16	17	18	19	20	21
		Senior Ctr Bd 6pm Library 7pm	P&R 7am CFC 5:15pm				
					Fernhill Wetlands 6pm		
	<i>Truax out</i>						
22	CITY COUNCIL ADOPT COUNCIL GOALS FY 2009-10 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	23	24	25	26	27	28
		HLB 7pm	PSAC 7:30am				

March-09

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	CEP Applications Available	2	3	4	5	6	7
		COUNCIL WORK SESSION with FG Rural Fire Board 7:00 PM - FIRE CONF RM			EDC Noon		COUNCIL WS 8am-10am
							Coffee Hour
8	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9	10	11	12	13	14
Daylight Savings					PAC 5pm		
	<i>Mayor Kidd out until 21st</i>						
	<i>Truax out until 21st</i>						
	<i>Sykes out</i>						
15	Planning Comm 7pm CITY COUNCIL WORK SESSION - TBA	16	17	18	19	20	21
		Senior Ctr Bd 6pm Library 7pm	P&R 7am CFC 5:15pm		Notice of Measure Filing Deadline - May Election		
					Fernhill Wetlands 6pm		
	<i>Sykes out until 18th</i>						
	<i>Mayor Kidd and Truax until 21st</i>						
	<i>Thompson out until 29th</i>						
22	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	23	24	25	26	27	28
		HLB 7pm	PSAC 7:30am				
	<i>Thompson out</i>						
29		30	31				
		CEP Applications Due					

April-09

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2	3	4	
			City Day at Capitol			COUNCIL WS 8am-10am	
			Water Providers EC 5:30 pm	EDC Noon		Coffee Hour	
5	Planning Comm 7pm CITY COUNCIL WORK SESSION - TBA	6	7	8	9	10	11
		Fire Bd 8pm			PAC 5pm	JWC Noon	
	<i>Mayor Kidd out</i>						
12	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	13	14	15	16	17	18
		CCI 4pm	P&R 7am CFC 5:15pm		Budget Committee Informational Meeting 7:00 pm - Comm Aud		
					Fernhill Wetlands 6pm		
19	Planning Comm 7pm CITY COUNCIL SPECIAL MEETING (CEP Interviews) 6:00 PM - COMMUNITY AUDITORIUM	20	21	22	23	24	25
		Senior Ctr Bd 6pm Library 7pm	PSAC 7:30am				
	<i>Mayor Kidd out</i>						
26	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	27	28	29	30		
		HLB 7pm			Council's CEP Evaluations Due to Staff		
	<i>Mayor Kidd out</i>						



FOREST GROVE CITY COUNCIL

Monday, February 9, 2009

5:45 PM – Work Session (B&C Interview)

Community Auditorium

6:00 PM – Work Session (Light and Power)

7:00 PM – Regular Meeting

1915 Main Street

7:30 PM – Work Session (Development Code Review)

Forest Grove, OR 97116

8:30 PM – Work Session (Council Goal Setting)

Forest Grove City Council Meetings are broadcast by Tualatin Valley Community Television (TVCTV) Government Access Programming. To obtain the monthly programming schedule, please contact TVCTV at 503.629.8534 or call the City Recorder at 503.992.3235.

Thomas L. Johnston
Victoria J. Lowe
Camille Miller

Richard G. Kidd, Mayor

Ronald C. Thompson
Peter B. Truax
Elena Uhing

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

→ **Public Hearings** – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

→ **Citizen Communications** – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder at 503-992-3235.

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

A G E N D A

5:45

WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW

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

**FOREST GROVE CITY COUNCIL AGENDA
FEBRUARY 9, 2009
PAGE 2**

<p>Janet Lonaker Light and Power Director</p>	<p>6:00</p>	<p><u>WORK SESSION: NORTHWEST REQUIREMENTS UTILITIES RESOURCE ACQUISITION AND LOAD COMMITMENT</u> The City Council will convene in the Community Auditorium - Conference Room to conduct the above work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council will take no formal action during the work session.</p>
<p>Jeff King Economic Development Coordinator</p>	<p>7:00</p>	<p>1. <u>REGULAR MEETING:</u> Roll Call and Pledge of Allegiance</p> <p>1. A. <u>PROCLAMATION:</u></p> <ul style="list-style-type: none"> • Oregon's Sesquicentennial "150th Birthday" <p>2. <u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Council on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you.</p> <p>3. <u>CONSENT AGENDA:</u> See Page 3</p> <p>4. <u>ADDITIONS/DELETIONS:</u></p> <p>5. <u>PRESENTATIONS:</u> None.</p>
<p>Paul Downey Administrative Services Director</p>	<p>7:15</p>	<p>6. <u>RESOLUTION NO. 2009-13 ADOPTING COMMUNITY ENHANCEMENT PROGRAM (CEP) PROCESS FOR FISCAL YEAR 2009-10 AND REPEALING RESOLUTION NO. 2008-15</u></p>
<p>Jon Holan Community Development Director</p>	<p>7:30</p>	<p>7. <u>WORK SESSION: DEVELOPMENT CODE REVIEW (Continued from the meeting of January 26, 2009):</u> The City Council will convene in the Community Auditorium to conduct the above work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council will take no formal action during the work session.</p>
<p>Michael Sykes City Manager</p>	<p>8:30</p>	<p>8. <u>WORK SESSION: CITY COUNCIL GOAL SETTING FOR FISCAL YEAR 2009-10</u> The City Council will convene in the Community Auditorium to conduct the above work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council will take no formal action during the work session.</p>

Michael Sykes
City Manager

9:10 9. CITY MANAGER'S REPORT:

9:20 10. COUNCIL COMMUNICATIONS:

9:30 11. ADJOURNMENT

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

- A. Approve City Council Executive Session (Real Property) Meeting Minutes of January 26, 2009.
- B. Approve City Council Work Session (Community Enhancement Grant Program) Meeting Minutes of January 26, 2009.
- C. Approve City Council Regular Meeting and Work Session (Development Code Review) Minutes of January 26, 2009.
- D. Accept Historic Landmarks Board Meeting Minutes of December 16, 2008.
- E. Accept Public Arts Commission Meeting Minutes of September 11, October 9, and November 13, 2008.
- F. RESOLUTION NO. 2009-12 MAKING APPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION (RALPH BROWN, ALTERNATE, FOREST GROVE SCHOOL DISTRICT).



TO: Mayor Kidd and City Councilors

PROJECT TEAM: Anna D. Ruggles, CMC, City Recorder
Michael J. Sykes, City Manager

DATE: February 9, 2009

SUBJECT: Interview for Vacancy on Various Boards, Committees,
and Commissions

Attached you will find the following items for the Citizen Advisory Boards, Committees, and Commissions interview that is scheduled for February 9, 2009.

- Boards, Committees, Commissions Number of Vacancies;
- Possible Interview Questions; and
- Application

RECOMMENDATION: Conduct interview of the applicant who expressed interest in serving on various Boards, Committees, and Commissions. Upon Council consent, a resolution making formal appointment will be presented to Council for consideration at the next regular City Council meeting.

2009 – BOARDS, COMMITTEES & COMMISSIONS VACANCY

COMMISSION	REQUIREMENTS	# VACANCIES	TERM EXPIRES
BUDGET	7-Members 3-Year Term All members must live in City per ORS		
COMMITTEE FOR CITIZEN INVOLVEMENT	7-Members 4-Year Term	1 – Vacancy 1 – Vacancy	12/31/10 12/31/11
COMMUNITY FORESTRY COMMISSION	7-Members 3-Year Term Three members may live outside City – Currently four (one exception)		
ECONOMIC DEVELOPMENT COMMISSION	19-Members 3-Year Term 6 Public & Non-Profit 12 Business 1 At-Large		
HISTORIC LANDMARKS BOARD	7-Members 4-Year Term Two members may live outside City – Currently none		
LIBRARY	7-Members 2-Year Term	1 – Vacancy 1 – Vacancy	12/31/09 12/31/10
PARKS & RECREATION COMMISSION	9-Members 4-Year Term Two members may live outside City – Currently one		
PLANNING COMMISSION	7-Members 4-Year Term Two members may live outside City – Currently one One member in real estate for profit – Currently one Two members same trade/occupation – Currently none		
PUBLIC ARTS COMMISSION	9-Members 3-Year Term Three At-Large Voting reps Chamber; School Dist; Pacific University; Senior Center; Theater In The Grove; and Valley Art		
PUBLIC SAFETY ADVISORY COMMISSION	7-Members 4-Year Term Two members within Rural Fire Dist – Currently two Non-voting reps Rural Fire Dist; Chamber; School Dist; and Pacific University		

Possible Questions for Council Applicant Interviews:

- What is your understanding of the function of the board/committee/commission for which you have applied?

- What do you feel are the important tasks currently facing the board/committee/commission for which you have applied?

- Do you have any conflict with the board/committee/commission meeting date(s) and time(s) for which you have applied?

- What do you hope to gain from your volunteer experience?

- What do you see as a critical need that is currently facing the City?

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

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

- Have you written any grants and/or have any grant-writing experience?

- If we cannot appoint you to your first choice, are there any other boards /committees/commissions that interest you? May we keep your application on file?

Do you have any questions for us? _____

PROCLAMATION

Oregon's Sesquicentennial "150th Birthday"

WHEREAS, Oregonians will commemorate Oregon's sesquicentennial on February 14, 2009, along with events throughout 2009; and

WHEREAS, since joining the Union on February 14, 1859, Oregon has attracted and provided inspiration to generations of dreamers and innovators whose creative ideas have included pioneering laws and outstanding business and technological innovations; and

WHEREAS, Oregonians prize their glorious natural environment and lead the way toward sustainable practices, both economic and environmental; and

WHEREAS, as creative Oregonians, the City of Forest Grove has and continues to be leaders with innovations in education, agriculture, and industry; and

WHEREAS, Forest Grove has significantly contributed to the history and growth of Oregon since the settlement of the West Tualatin Plain in 1841, adoption of the name Forest Grove in 1851, incorporation of Forest Grove in 1872 as the first city in Washington County, and Pacific University as the first educational institution chartered in 1849 by the Oregon Territorial Legislature; and

WHEREAS, today, Forest Grove is a full-service city with both urban and rural elements and is characterized by its National Register of Historic Places, university, downtown, architecturally distinctive neighborhoods, and outstanding outdoor recreational and educational enrichment opportunities, and embodies a true small-town spirit that is evident in the culture and community activities and events that take place.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM:

FEBRUARY 14, 2009, AS OREGON'S SESQUICENTENNIAL "150TH BIRTHDAY"

And call upon all citizens to actively commemorate and celebrate Oregon's 150 years of Statehood throughout the year of 2009, and to celebrate and promote what it is to be an Oregonian by exploring Oregon's past, celebrating Oregon's present and imagining Oregon's future.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 9th day of February, 2009.

Richard G. Kidd III, Mayor, City of Forest Grove

**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION
ORS 192.660(2)(E) REAL PROPERTY
JANUARY 26, 2009 – 5:00 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Richard Kidd called the Executive Session to order at 5:00 p.m. **ROLL CALL: COUNCIL PRESENT:** Victoria Lowe, Camille Miller, Thomas Johnston, Ronald Thompson, Peter Truax, Elena Uhing, and Mayor Richard Kidd. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; and Bev Maughan, Assistant to City Manager

2. EXECUTIVE SESSION:

The City Council met in Executive Session in accordance with:

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

3. ADJOURNMENT

Mayor Kidd adjourned the Executive Session at 5:40 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

3B

**FOREST GROVE CITY COUNCIL WORK SESSION
(COMMUNITY ENHANCEMENT GRANT PROGRAM)
JANUARY 26, 2009 – 6:00 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Richard Kidd called the Work Session to order at 6:07 p.m. **COUNCIL PRESENT:** Victoria Lowe, Camille Miller, Thomas Johnston, Ronald Thompson, Peter Truax, Elena Uhing, and Mayor Richard Kidd. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; and Bev Maughan, Assistant to City Manager

2. WORK SESSION: COMMUNITY ENHANCEMENT GRANT PROGRAM PROCESS

Mayor Kidd and Downey facilitated the work session, noting the purpose of the work session was to review the current Community Enhancement Program (CEP) grant application process. Mayor Kidd advised that Metro recently amended its process; however, Metro's amendments do not affect the City's current process or requirements. Downey presented a draft of the current CEP grant application packet for Council review, noting staff is suggesting adding a box requiring the applicant to identify a date when funding is required due to quarterly disbursements of enhancement fees from Metro.

Council Discussion:

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to the current CEP grant application process; specifically, the methodology Council uses to score the discretionary points and whether it was necessary for the applicant to submit a copy of their budget report. At the conclusion of the above discussion, Council collectively agreed to the following proposed amendments: 1) add a box requiring the applicant to identify the date when funding is required; 2) eliminate submittal of budget reports; 3) consider having staff score the objective questions and have Council score the qualitative questions; and 4) consider modifying the grant application to allow sufficient space for the applicant to respond to the questions on the grant application form without having to submit attachments. In addition, Council collectively agreed to have staff prepare a resolution for the CEP grant application process as amended for Council consideration for the Council meeting scheduled for February 9, 2009. Council also set April 20, 2009, to hold a Special Meeting to hear the CEP sponsor presentations for the proposed projects; May 11, 2009, to hold a Work Session to discuss and determine funding distribution for the proposed CEP projects; and May 26,

**FOREST GROVE CITY COUNCIL WORK SESSION
(COMMUNITY ENHANCEMENT GRANT PROGRAM)
JANUARY 26, 2009 – 6:00 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 2**

2009, to hold a Public Hearing for the purpose of allocating the CEP funding and designating the CEP projects for Fiscal Year 2009-10.

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

3.

ADJOURNMENT

Mayor Kidd adjourned the work session at 6:35 p.m.

Respectfully submitted,

Anna D. Ruggles, City Recorder



**FOREST GROVE CITY COUNCIL REGULAR MEETING
WORK SESSION (DEVELOPMENT CODE REVIEW)
JANUARY 26, 2009 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Richard Kidd called the regular City Council meeting to order at 7:00 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Victoria Lowe, Camille Miller, Thomas Johnston, Ronald Thompson, Peter Truax, Elena Uhing, and Mayor Richard Kidd. **STAFF PRESENT:** Michael Sykes, City Manager; Chris Crean, City Attorney; Paul Downey, Administrative Services Director; Kerry Aleshire, Police Chief; Jeff Williams, Police Captain; Jeff King, Economic Development Coordinator; and Bev Maughan, Assistant to City Manager.

2. CITIZEN COMMUNICATIONS: None.

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

- A. Approve City Council Retreat Meeting Minutes of January 10, 2009.
- B. Approve City Council Regular Meeting and Joint Work Session (Local Community Growth Aspirations) Meeting Minutes of January 12, 2009.
- C. Approve City Council Executive Session (Real Property) Meeting Minutes of January 12, 2009.
- D. Accept Committee for Citizen Involvement Meeting Minutes of December 2, 2008.
- E. Accept Planning Commission Meeting Minutes of November 3, November 17, and December 1, 2008.
- F. Community Development Department Monthly Building Activity Report for December 2008.
- G. Fire Department Monthly Statistics Report for December 2008.
- H. Library Department Monthly Circulation Statistics Report for January 2009.

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

**FOREST GROVE CITY COUNCIL REGULAR MEETING
WORK SESSION (DEVELOPMENT CODE REVIEW)
JANUARY 26, 2009 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 2**

vote.

4. ADDITIONS/DELETIONS:

Sykes added an Executive Session pursuant to ORS 192.660(2)(E) Real Property, which was held before the regular meeting.

5. PRESENTATIONS:

5. A. First Citizen's Academy Overview

Aleshire and Williams gave an overview of the Citizen's Academy, noting the Police Department's first eight-week Academy will be held at the Forest Grove Senior and Community Center, February 18 through April 15, 2009, and will be limited to 15 participants. Williams reported the purpose of the Citizen's Academy is to build a better long-term relationship with the community and to better acquaint the community with police services. The Academy will include sessions pertaining to patrol procedures, criminal investigations, forensics, and other criminal justice-related content.

Council Discussion:

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to the Citizen's Academy. Johnston suggested adding a session pertaining to general budgeting and funding mechanisms for police services, to which Aleshire and Williams concurred.

Mayor Kidd called for a recess from the regular meeting at 7:14 p.m. to convene in Work Session at 7:15 p.m.

6. WORK SESSION: DEVELOPMENT CODE REVIEW:

Mayor Kidd called the Work Session to order at 7:15 p.m.

Staff Report:

Sykes and Holan facilitated the work session, noting the purpose of the work session was to give Council an opportunity to review the newly proposed Development Code. Holan reported the Planning Commission has completed its review and is submitting the newly proposed Development Code for Council approval. Holan summarized the Planning Commission's proposed amendments, noting the amendments include Administrative Adjustments, change in land use designation, non-conforming use provision, sign requirements, sustainable requirements, and downtown parking

**FOREST GROVE CITY COUNCIL REGULAR MEETING
WORK SESSION (DEVELOPMENT CODE REVIEW)
JANUARY 26, 2009 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 3**

requirements. Holan presented two handouts entitled “Article 8 - General Development Standards” and “Tree Protection”, noting the handouts incorporate the Planning Commission’s proposed amendments. In addition, King presented a handout entitled “Light Industrial Uses in the Community Commercial Zone District”. Holan noted the City recently received two prospective economic development proposals that do not comply with the proposed Development Code. Holan advised that staff is proposing to add Attachment 3, which adds Information Data Centers to the Town Center and Industrial Use Tables. Holan summarized the contents of the proposed Development Code, as well as the proposed Comprehensive Plan and Municipal Code amendments and proposed Design Guidelines (Attachment 5), noting the new Development Code provides the analysis for compliance with State planning goals, Metro Functional Plan requirements, and Comprehensive Plan goals, policies, and criteria. In conclusion, Holan gave an overview of the new Development Code, noting the new Development Code is organized as a reference document and contains the following Articles:

- Article 1 - Introductions and Procedures
- Article 2 - Land Use Reviews
- Article 3 - Zoning Districts
- Article 4 - Overlay Districts
- Article 5 - Special Provisions
- Article 6 - Land Divisions
- Article 7 - Miscellaneous Provisions
- Article 8 - General Development Standards
- Article 9 - 11 are held for future Articles.
- Article 12 - Use Categories and Definitions

In conclusion, Holan advised that if Council approves the new Development Code, the new Development Code would replace the current Zoning and Land Division ordinances and would adopt the Design Guidelines (Attachment 5).

Council/Commission Discussion:

Mayor Kidd opened the floor and roundtable discussion ensued as Council members reviewed Articles 1 through 7. Mayor Kidd voiced concern of allowing information data and call centers to be located in the Town Center area. Concern was voiced pertaining to Article 3, Table 3-5; Council

**FOREST GROVE CITY COUNCIL REGULAR MEETING
WORK SESSION (DEVELOPMENT CODE REVIEW)
JANUARY 26, 2009 – 7:00 P.M.
COMMUNITY AUDITORIUM
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preferred a minimum lot size of 70%, instead of 5,000 square feet, for residential areas and single family. In addition, concern was voiced that Section 10.7.070.H. may be too restrictive as proposed. In addition, Council discussed the following:

- Article 1, Section 10.1.235; whether zone map amendments should require a return receipt from relevant interested parties.
- Article 2, Section 10.2.310; whether home occupations should be considered as a Type I or Type II process.
- Article 2, Section 10.2.02; whether the Public Arts Commission should be included as a review body for matters relating to artwork that is visible to the public.
- Whether the Elm Street area, located north of Highway 47, should be considered as Community Commercial or Residential.
- Section 10.4.225.C.6, Geotechnical Engineer's Report; whether the above Section should also be referenced in Article 8.

In conclusion of the above review, Council tentatively scheduled continuing its review at the next meeting of February 9, 2009.

Council took no formal action nor made any formal decisions during the Work Session.

Mayor Kidd adjourned the Work Session at 9:26 p.m. and reconvened the regular meeting at 9:27 p.m.

7. CITY MANAGER'S REPORT:

Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and events. In addition, Sykes reported staff is currently implementing a severe weather-related emergency action plan and is drafting an ordinance addressing usage of the public rights-of-way.

8. COUNCIL COMMUNICATIONS:

Lowe reported on the various meetings she attended and the upcoming meetings she was planning to attend.

Johnston reported on the various meetings he attended and the upcoming meetings he was planning to attend.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
WORK SESSION (DEVELOPMENT CODE REVIEW)
JANUARY 26, 2009 – 7:00 P.M.
COMMUNITY AUDITORIUM
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Miller commended staff for their hard work and assistance at the Annual Town Meeting.

Thompson reported the Community Forestry Commission members participated in planting street trees at various locations.

Truax reported on the various meetings he attended and the upcoming meetings he was planning to attend.

Uhing reported on the various meetings she attended and the upcoming meetings she was planning to attend.

Mayor Kidd reported on various Metro and Washington County meetings and tours he attended and upcoming meetings and events he was planning to attend. Mayor Kidd reported on various Washington County transportation issues, various regional and local issues, and various upcoming community events and activities. In addition, Mayor Kidd commended staff for their hard work and assistance at the Annual Town Meeting.

9. ADJOURNMENT:

Mayor Kidd adjourned the meeting at 9:36 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



APPROVED

Members Present: George Cushing, Kevin Kamberg, Cindy Kistler, Neil Poulsen, Claude Romig
Members Absent: Margie Waltz-Actor (one vacancy)
Staff Liaison: James Reitz was excused
Council Liaison: Elena Uhing was excused
Citizens Present: 02 (Jon Stagnitti, Kim Fitzgerald)

1. **Call to Order:** Chair pro tem Romig called the meeting to order at 7:30 p.m. **The November 25, 2008 meeting minutes were approved as submitted.**

2. **Citizen Communication:** Fitzgerald suggested the Board might consider some kind of award for people who do a good job in their efforts to preserve and restore their historic homes.

3. **Action Items/Discussion:**

(a) **Painter's Woods District:** Fitzgerald has updated the application, including some additions stressing the agricultural basis of the original Clark District, to help differentiate it from the more urban-style development of this area. She reported that a member of SACHP will audit the application before their next meeting to help ensure that the committee's concerns have been adequately addressed.

(b) **Walker's/Naylor's Addition Update:** Fitzgerald is continuing her research and reported that the State Historian suggested enlarging the proposed district to include some areas adjacent to the Walker's and Naylor's plats. They would not be in any other proposed districts, so they could fit well into this one. She noted that it might be advisable to exclude any commercial buildings so as not conflict with a future downtown district.

(c) **Fall (November) Newsletter:** Poulsen will do an update on Painter's Woods in addition to his article on past grant projects.

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

- **Council Liaison Update:** No report.
- **A. T. Smith House:** No report.
- **Recruitment:** It was suggested that the Board contact the Pacific University presidential recruitment committee to see about participating in that process. The school has not always been on the forefront of preservation, and the Board would like to encourage the hiring of someone more receptive to preserving the university's significant buildings.
- **Board and Commission Reception:** Cushing volunteered to do the presentation at the reception. Romig offered to put together a Powerpoint presentation with staff's help.

5. **Adjournment:** The December 16, 2008 meeting adjourned at 8:30 p.m.

These minutes respectfully submitted by George Cushing

Minutes approved by the PAC on October 9, 2008.

Forest Grove Public Arts Commission Minutes Thursday, September 11, 2008

1. **CALL TO ORDER:** The meeting was called to order at 5 PM by Chair Kathleen Leatham. Present were PAC members: Linda Taylor, Jim Flory, Kathy Broom, Vicki Pich, Kathleen Leatham, Philip Thias, Pat Truax, and Mona Ward. Staff present: Tom Gamble. Council Liaison: Mayor Kidd.
2. **CITIZEN COMMUNICATIONS:** NONE
3. **APPROVAL OF PUBLIC ARTS COMMISSION REGULAR MEETING MINUTES FROM AUGUST 14, 2008:** On correction was noted on item 5A changing staff liaison to Tom Gamble instead of Bev. Pat moved to approve the minutes as corrected. Philip seconded. Passed unanimously.
4. **ADDITIONS/DELETIONS:** NONE
5. **BUSINESS:**
 - A. **Mini-Grant Applications:** The mini-grant application received from Valley Art Association requesting \$300 to hire musicians for the Annual Artist Event to be held on November 3 and 5, 2008, was considered. Pat noted that the in-kind amount from VAA should be \$5,500. **Linda moved, seconded by Mona, to grant \$300 to the VAA to hire musicians for their Annual Art Event. Vote was unanimous in favor of motion.**
 - B. **Art Collection Management Policy Follow-up:** Mayor Kidd confirmed that Council's expectation is for the Public Arts Commission to manage the City's art collection and that the policy did not need any changes. Other topics discussed were inquiries about insurance coverage on art pieces and endowment funds for acquiring art. The money from the Chamber of Commerce's Name This Brick campaign could be put into an endowment. The City plans to extend 1% for art policy beyond just federally funded projects.
 - C. **Corn Roast:**
 - D. **Goal Setting Follow Up:** This item was tabled until a future date when all new members were present. Kathleen suggested a separate meeting to work on this in October. Staff will facilitate setting this meeting date.
 - E. **2008-09 CEP Grant Allocation Update:**
 - F. **Finance Report:** Tom will review a more understandable format for the finance report.
6. **COMMISSIONERS' COMMUNICATIONS:**
 - Jim reported that a Pacific University intern student would be available to photograph all relevant events for PAC.
 - Vicki noted Patti Schmidt offered to do a Meet the Artist dinner in the future.
 - Linda reported that the Artrageous Afternoons in the Library were a great success.
 - Philip reviewed his research for picture postcards and indicated the cost would be \$100 for 500 postcards. **Pat moved, seconded by Vicki, to set aside \$100 of CEP funds for this project. Motion passed.**

- Linda raised the issue of publicity by mini-grant recipients and discussed options to make sure grantees are aware that credit to the PAC be publicized. Kathleen will contact each organization to make sure each organization understands the conditions of the grant regarding publicity and a follow-up report.
 - Philip mentioned the Chalk Art Festival and possible PAC representation at the event. Discussion included A-frame, banner, and brochures.
7. **STAFF COMMUNICATIONS:** Tom reported on the triangle project at the Maple and Pacific intersection. A flagpole is being donated by a local family. The City's plan for the area at this time is for grass, minimum landscaping and lighting on the flagpole.
8. **ANNOUNCEMENT OF NEXT MEETING:** **Thursday, October 9, 2008**
9. **ADJOURNMENT:** Vicki moved and Linda seconded that the meeting be adjourned. With all those present in favor, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Kathy Broom

Forest Grove Public Arts Commission Minutes Thursday, October 9, 2008

Members Present: Jim Flory, Linda Taylor, Donna House, Mona Ward, Kathleen Leatham and Philip Thias.

Members Absent: Ruth Anne McCullough, Kathy Broom and Vicki Pich.

City Staff present: Colleen Winters and Richard Kidd

Guest citizens present: Debbie Delfs and Jon Holan representing CCI

Citizen Communication: None

Approval of Minutes from PAC meeting of September 11, 2008

Minutes were approved without deletions or additions. Donna made the motion to accept the minutes all approved.

Business:

- A. Vision Action Implementation-** CCI representatives present proposal for Public Arts Commission to include in an Action Plan. Presentation by Deb and Jon on Vision Statement Action Plan list that PAC may wish to undertake. They requested PAC members look over the list and decide which tasks the commission wishes to be involved in. Time frames for tasks are flexible. A reply from PAC to CCI's Jon and Deb is requested before the end of 2008.
- B. Ad Hoc Group for Cataloging Public Art:** Colleen, Mona and Jim will work together to investigate and photograph public art at the City Auditorium, Police and Fire Departments.
- C. PAC Goal Setting Workshop:** Commission agreed to meet on a Saturday morning 9-12 in November. Kathleen will send out an e-mail for members to select the best date: Nov. 1st, Nov. 8th or Nov. 15th.
- D. Establishment of Endowment Fund Guidelines:** Creating a Foundation for the Arts in Forest Grove. Colleen will share information on the Library Endowment and how it was established in the future.
- E. Westside Cultural Alliance Friends Membership:** Commission agreed by a passed motion to become a member. The membership fee of \$50.00 will come from the PAC's Leadership gifts fund.
- F. Finance Report:** A new report format was received with enthusiasm from PAC members because of its improved clarity. There was a lot of gratitude and a big thank you to Bev for all her effort.
- G. Added Agenda Items for Discussion:** Mayor Richard Kidd discussed the history and protocol for the Flag Triangular Park under construction. No vote was required although PAC input may be requested in the future if there are issues related to the scale of the flag or if art is included in the park.

Commissioners Communications: Goal setting workshop will more than likely happen before the next PAC monthly meeting.

Chalk Art Festival was a huge success

Postcard samples were requested for the Forest Grove Arts postcards and photos will need to be taken of art and art events in the community.

Musician and artist resource guide was discussed and will be an ongoing project with the listing posted on the web page once it is developed.

Staff Communications: Colleen discussed the possibility of having Lyn Magner share the brick fund raising report at a future PAC meeting. The PAC's decommissioning and commissioning of public art will be presented for approval by Kathleen at the next city council meeting.

Next Meeting: Thursday, November 13, 5:00 pm.

Adjournment 6:35 pm

PUBLIC ARTS COMMISSION
Thursday, November 13, 2008

1. CALL TO ORDER:

Present were PAC Board members: Philip Thias, Donna House, Vicki Pich, Kathleen Leatham, Linda Taylor, Ruth Anne McCullough, and Jim Forbes.
City Staff present: Colleen Winters, Tom Gamble
Guests Present: Teri Koerner (Chamber of Commerce Exec. Director) and Lynne Magner. (Miracle Sign Owner)

2. CITIZEN COMMUNICATIONS:

Kathy Broom's husband passed recently and a card was sent around. Donna House's husband is ill.

3. APPROVAL PUBLIC ARTS COMMISSION REGULAR MEETING MINUTES FROM October 9, 2008: Vicki moved and Jim seconded. Passed unanimously.

4. ADDITIONS/DELETIONS: There were none.

5. BUSINESS:

A. Review of Goal Setting Meeting

Kathleen reread notes from our goal setting meeting on November 1, 2008 and thanked the commissioners for coming out on a Saturday morning to plan. Colleen had some changes: Add Philip, Kathleen and Jim on brochures and Donna on the display committee. Every meeting our goals will be read. Colleen suggested adopting our goals. Philip made a motion to vote and support goals; Donna seconded. There was a unanimous vote for the affirmative.

B. Chamber of Commerce Presentation

Lynn Magner, member of the Chamber and owner of Miracle Sign, and Teri Koerner, Executive Director of FG's Chamber of Commerce, presented to the PAC a check for \$8,066.45 from the Brick Fundraiser. The actual bricks were no cost to the town (part of a grant), the bricks were sold for \$50 and the cost of engraving was \$18. The brick chart layout for FG was shown at the Corn Roast 2008.

The check is to be spent on art that: 1) can be touched and 2) done by a local artist. There was a suggestion made that a plaque be made to honor Dale Mitcheltree who began the brick project idea years ago.

Tom mentioned City Procurement Policies. Colleen read letter indicating that the art bought should be interactive, touchable, and by a local artist.

Linda Taylor reminded us that Lake Oswego's Art Commissioner has ideas for obtaining public art. Kathleen will put together a list of questions lined out for the Lake Oswego commissioner and take a tour of the city of L.O. asking the commissioner what she would recommend for F.G.

To Do: December Meeting: RAC rep is coming - Colleen Winters.

Contacting the L.O. commissioner - Linda Taylor.

Letter to the Chamber of Commerce will be Kathleen Leatham.

Give the check to the City – Colleen Winters.

D. Expectations of the PAC Board Members

- Participation – only two terms on PAC (three years each); renewals are due tomorrow, 11-15-08.
- Colleen shared the Library's notes on expectations and follow through. Regular attendance to all meetings; absences should be called in, let somebody know.

E. Finance Report

- There were no changes.
- Grant applications will be coming next month.
- Superintendent Screening Committee: Linda Taylor has applied for position. Philip suggests a letter be sent to FGSD to recommend Linda Taylor on Screening Committee as a "statement of support". Kathleen will write the letter.
- Our Grant application form will be changed to include "Literary Arts" term to the application. Linda motioned that this be accepted and Vicki seconded as an acceptable category activity.

6. COMMISSIONERS' COMMUNICATIONS:

- Philip brought postcard and brochure ideas from Uprinting.com. The brochure was a tri-fold with images. Discussion was about photos for the postcards.
- Lang Schwartzwald wants to join our meetings for one or two of them.
- P.U. -- Dress Rehearsals are free for kids. There is an open invitation to any of the theatre or dance performances or the art gallery that should include a prior notice. Jim announced their dinner will be on Dec. 9 and Jan. 10.
- TITG - Ruth Anne announced the opening weekend of The King and I at Theatre in the Grove. Free tickets for PAC will be available at the Beehive with Kathleen week before the show. The TITG cast was invited to sing at the Beehive.
- Valley Art - Donna announced that Valley Art will be closed for two months while the new floor is laid. Monday is the last day.

7. STAFF COMMUNICATIONS:

- Colleen passed a sympathy card around the commissioners for Kathy.
- Colleen announced an informal piano event at the library on the 6th of December from 3 – 5 p.m. On the 10th of the month from 6 to 8 p.m. student violinists will be playing. The theme will be "Wassail Time".

8. ANNOUNCEMENT OF NEXT MEETING: Thursday, December 11, 2008

9. ADJOURNMENT: Jim moved and Linda seconded. Meeting adjourned at 6:30 p.m.

Respectfully submitted,
Ruth Anne McCullough

3F



TO: Mayor Kidd and City Councilors

PROJECT TEAM: Anna D. Ruggles, City Recorder
Michael J. Sykes, City Manager

DATE: February 9, 2009

SUBJECT: Appointment to Economic Development Commission

The City received recommendation from the Forest Grove School District requesting to appoint Ralph Brown, as their alternate representative to the Economic Development Commission, to replace Shawn Vilhauer.

RECOMMENDATION: Staff recommends Council approve the resolution appointing Ralph Brown to the Economic Development Commission. Since the Forest Grove School District is making this recommendation, staff is not requesting an applicant/Council interview for this specific appointment; however, if Council desires not to make this appointment, Council may pull this item from the Consent Agenda for separate consideration.

RESOLUTION NO. 2009-12

RESOLUTION MAKING APPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION

WHEREAS, Resolution No. 2007-46 has provided for an Economic Development Commission; and

WHEREAS, there currently exist vacancies on the Economic Development Commission; and

WHEREAS, the City Council has received applications from citizens desiring to serve on the Economic Development Commission, and subsequently interviewed citizens making application for service on this Commission.

WHEREAS, the City Council has received application from incumbents who desire to be reappointed to the Economic Development Commission.

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

Section 1. That the following person is hereby appointed to the City of Forest Grove Economic Development Commission for the following term (new appointment noted in CAPS and BOLD and reappointments noted in BOLD):

<u>Last Name:</u>	<u>First Name:</u>	<u>Representative:</u>	<u>Term Expires:</u>
Alexander	J. Preston	Triple Point Biologics, Inc. Citizen/Business At-Large	December 31, 2011
Boone	Steve	Sake' One Small Manufacturer	December 31, 2009
Duncan	Lisa	Tuality Hospital Health/Medical Care	December 31, 2011
Frandsen	Mark	News Seasons Foods, Inc. Food/Beverage Processor	December 31, 2010
Hornberger Akers	Lois Philip	Pacific University Higher Education Pacific University	December 31, 2010 Alternate
Johnston	John	Merix Corporation Large Manufacturer	December 31, 2010
Jones	Don	Bank of The West Financial Institution	December 31, 2010
Lonneker	Janet	Forest Grove Light and Power Utility	
Musser BROWN	Jack RALPH	Forest Grove School District Public School FOREST GROVE SCHOOL DISTRICT	December 31, 2009 ALTERNATE

<u>Last Name:</u>	<u>First Name:</u>	<u>Representative:</u>	<u>Term Expires:</u>
Olson	Mike	Forest Grove Chamber of Commerce Chamber Representative	December 31, 2010
Rasmussen	Dave	Summerfield Homes Residential Developer	December 31, 2010
Roedl	Randy	Woodfold-Marco Manufacturing Wood/Agricultural Products	December 31, 2009
Sandquist	Jackie	Portland Community College Workforce Development	December 31, 2011
Simcoe	DJ	McMenamins Grand Lodge Large Commercial	December 31, 2009
Storms	Guy	Henningesen Cold Storage Company Commercial/Industrial Property Owner	December 31, 2011
Sturm	Cynthia	Sturm Real Estate Industrial/Commercial Broker	December 31, 2011
Tecum	Alejandro	Adelanete Mugeris Hispanic Community Representative	December 31, 2009
VanDyke	Peter	VanDyke Appliances Downtown Retail Business	December 31, 2009
Wilbur	Brian	Pacific Insurance Partners Small Commercial	December 31, 2010
Wilbur	Lauren	Non-Voting Student Representative	December 31, 2009

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

PRESENTED AND PASSED this 9th day of February, 2009.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 9th day of February, 2009.

Richard G. Kidd, Mayor

February 9, 2009

**REPORT AND RESOLUTION ADOPTING PROCESS FOR
COMMUNITY ENHANCEMENT PROGRAM FOR FY 2009-10**

PROJECT TEAM: Paul Downey, Administrative Services Director
Beverly Maughan, Executive Assistant to City Manager
Michael J. Sykes, City Manager

ISSUE STATEMENT: Each fiscal year the City Council authorizes a schedule and process to designate Community Enhancement Projects (CEP). The process establishes clear expectations for both the public and the City Council on how projects will be selected.

BACKGROUND: In August 1989, Council authorized the City Manager to sign the Enhancement Fee Agreement with Metro. In October 1989, Metro signed the Enhancement Fee agreement. Based on the agreement, the City receives \$.50 from Metro for each ton of solid waste transferred through the Forest Grove Transfer Station. Following execution of the agreement, the Council established a boundary designating the area eligible for enhancement and the eligibility criteria. As required in the Enhancement Fee agreement, the boundary and criteria were approved by Metro and specified in Resolution 90-2. The boundary for eligible projects is the City's Urban Growth Boundary.

Eligible projects must meet one or more of the following criteria:

- Enhance appearance and cleanliness of the area within the boundary.
- Preserve or improve natural, cultural or recreational resources for public enjoyment within the boundary.
- Improve public safety within the boundary.
- Improve transportation including pedestrian and bike routes within the boundary.
- Improve viability of commercial, industrial, and residential areas within the boundary.

If the project meets one or more of the above criteria, the following factors will be considered in the evaluation process:

- The amount of matching funds.
- The number of benefiting residents.
- Future costs associated with the project.
- The amount of public support.

A timeline of changes that the City has made to the CEP application process is attached to this staff report. Any changes made this year to the application process will be added to that timeline for the following year.

Community Enhancement Program

February 2, 2009

Page 2

DISCUSSION:

Council and staff met in work session to discuss the process for FY 2009-10. Based on that work session, the following changes are proposed to the application process: 1) a box requiring the applicant to identify the date when funding is required; 2) having sponsors submit a copy of their budget reports will be eliminated; 3) staff will score the objective questions and Councilors will score the qualitative questions; and 4) the application form will be modified to permit more room to answer questions and applicants will be limited to the space available on the form. None of these changes modify the overall program requirements so Metro approval is not required.

The amount of funds available to distribute is projected to decline significantly next year. For the current year, \$90,107 of funds is budgeted to be distributed. For fiscal year 2009-10, the amount of funds available for distribution, including fund balance carryover, is estimated to be \$70,000.

The reason for the significant decline in available funds is the sharp decline in tonnage being collected at the transfer station: from April through June 2008, about 38,600 tons were collected; from July through September 2008, about 36,800 tons were collected; and from October through December 2008, about 32,000 tons were collected. I thought December tonnage might be weather related but December tonnage was higher than October and November tonnages. Current year enhancement fees are budgeted at \$80,000 while the amount of fees to actually be collected this year is \$69,700. This reduces the fund balance carryover that is available for next year.

RECOMMENDATION: It is recommended that the Council review the attached application, instructions, evaluation form and contract for the CEP grant application process. If acceptable, Council should approve the resolution adopting the CEP process and authorize staff to commence the process for selecting community enhancement projects for FY 2009-10.

Community Enhancement Program Timeline of Process Changes

In June 2001, Council determined that Community Enhancement Project grants funding will be awarded only to non-profit groups or a governmental agency and its respective boards, commissions and committees. To receive funding, each project sponsor is required to execute a contract with the City. Each sponsor is required to submit a formal report when the project is completed or by June 30th of the fiscal year.

During the review of the process in February 2005, Council concurred to remove the following conditions for project consideration as they were no longer applicable:

- For projects that directly affect the transfer station, the City Council acknowledges that the Forest Grove Transfer Station Mitigation Study prepared by Sax Associates Architects in February 1999 will be the basis for evaluating those projects.
- Projects that directly affect the transfer station must be reviewed and endorsed by the Transfer Station Monitoring Committee (TSMC) prior to being considered for CEP funding. Those projects not endorsed by the TSMC will not be considered for CEP funding.

During the review of the process in January 2006, Council made the following changes:

- The addition of four categories for funding identified as:
 - 1) Infrastructure (35%): funding for facilities, services, and installations enhancing the functioning of the community, not to include basic services provided by the City such as transportation and communications systems, water and power lines;
 - 2) Social and Educational (30%): funding for services or items that enhance the social and/or educational impact on the community;
 - 3) City Promotion and Tourism (20%): funding for services or items that promote a positive image of Forest Grove to citizens and/or visitors; and
 - 4) Beautification (15%): funding for services or items that enhance the community's livability and attractiveness.
- Funds for personnel services are only available in the social and educational category;
- Sponsors would indicate which category of funding their project was requesting; and
- Each project would be competitively ranked within its funding category.

In 2006, the boundary and the criteria for eligible projects were not changed and remain the same as specified in Resolution No. 90-2. The evaluation form eliminated the following conditions for scoring a project:

- A weighted factor of 5 (x5) for projects within ½ mile radius of the transfer station;
- Project/program should help offset direct impacts associated with operation of the transfer station; and
- Project should reduce the volume of solid waste flowing through the transfer station.



RESOLUTION NO. 2009-13

**RESOLUTION ADOPTING COMMUNITY ENHANCEMENT PROGRAM
PROCESS FOR 2009-10 AND REPEALING RESOLUTION NO. 2008-15**

WHEREAS, the City has executed an agreement with Metro to receive funds for the purpose of enhancing and rehabilitating the area impacted by operation of the Forest Grove Transfer Station; and

WHEREAS, the Forest Grove City Council has adopted a boundary for the area eligible to receive funding and criteria for determining enhancement projects receiving funding; and

WHEREAS, the Metro Council has approved the Forest Grove boundary and criteria; and

WHEREAS, the City Council wishes to establish a fair and equitable process for selecting community enhancement projects.

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

Section 1: In selecting community enhancement projects to receive funding, that the City will follow the process outlined in the application, instructions and evaluation forms attached as Exhibit A.

Section 2: That the City Council sets the percentage of available funds for the categories as follows:

Infrastructure	35%
Social and Education	30%
City Promotion and Tourism	20%
Beautification	15%

Section 3: Resolution No. 2008-15 is hereby repealed.

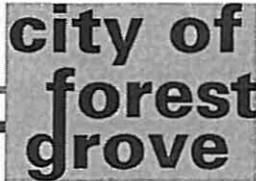
Section 4: This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 9th day of February, 2009.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 9th day of February, 2009.

Richard G. Kidd, Mayor



March 2009

To All Citizens of Forest Grove:

The Community Enhancement Program is an exciting opportunity for citizens to participate in making Forest Grove a better place to Live, Learn, Work and Play.

The program is open to non-profit groups, organizations, or committees. We encourage you to let us know your ideas and plans for enhancing the community.

Whether you have big ideas, small ideas, or ideas somewhere in-between, you can be sure they will be considered. Fill out the attached application and we look forward to reviewing your proposal.

Sincerely,

The Forest Grove City Council

pd

2009-10
COMMUNITY ENHANCEMENT PROJECT
APPLICATION INSTRUCTIONS

The following is the process schedule for the Community Enhancement Projects Grant Program:

Feb – March		Applications for project proposals will be available. (Application form is attached)
March 31	-	Applications must be completed and returned to City Hall, 1924 Council Street, by 5 pm.
April 20	-	City Council will hold special meeting to hear sponsor presentations of project proposal. Meeting will be held in the Community Auditorium, 1915 Main Street. Presentations should be limited to 10 minutes.
April 30	-	Council's completed evaluations due to staff. (Sample evaluation form is attached.)
May 11		Compilation of scores discussed at Council Meeting, funding allocations determined.
May 26	-	Council will hold a public hearing on funding of proposed projects at 7:00 pm in the Community Auditorium.
June 22	-	Adoption of City Budget
July 15		Contracts between City and Sponsor will be executed. Contracts must be executed by September 30, 2009, or grant is forfeited. (Sample contract is attached.)

General Instructions

Attached is a map with the City's Urban Growth Boundary outlined in black. All projects must be within the City's Urban Growth Boundary to be eligible for funding. Each Project must meet one of five criteria listed in the City Council's evaluation work sheet (attached). Each project is competitively ranked within its category and may be marked as fully funded, partly funded, or not funded. Sponsor must indicate which category of funding their project is requesting (some projects may be in more than one category). **Sponsors are encouraged to limit question responses to the spaces provided on the application.** Additional information may be provided during the presentation of the proposed project. Every question should have a response. If question does not apply to your proposed project, indicate this response in the appropriate space.

Application packets will be available on the website at www.forestgrove-or.gov or at City Hall, 1924 Council Street, from 8:00 am to 5:00 pm Monday through Friday. Any questions regarding the application should be directed to Paul Downey, Administrative Services Director, at 503-992-3200.

Categories for funding

There are four categories of funding.

1. Infrastructure: funding for facilities, services, and installations enhancing the functioning of the community, not to include basic services provided by the City such as transportation and communications systems, water and power lines.
2. Social and educational: funding for services or items that enhance the social and/or educational impact on the community.
3. City promotion & Tourism: funding for services or items that promote a positive image of Forest Grove to citizens and/or visitors.
4. Beautification: funding for services or items that enhance the community's livability and attractiveness.

Each category is limited to the amount of funds available on an annual basis. The actual dollar amount for each category is based on a percentage of available funds. The percentage is established by council resolution. Other funds available include contingency and re-programmed funds. Any funds outside the percentage cap may be

CEP - INSTRUCTION SHEET

Page 2

awarded by council to projects deserving special merit. Projects designed to offset City general fund responsibilities are not eligible for this grant program.

Applicant Information

Name of applicant non-profit group, organization, or committee should be listed in Sponsor Information. Contact person, phone and address should be provided for notification purposes and in case further information is required. The contact person should be the person who prepared the project proposal, or is able to answer questions about the project. The person signing the proposal should be the person authorized to submit the application.

Project Information

- A. Project Title, Amount Requested and Funds Needed by: Sponsor should indicate when the requested funds are required as availability of funds is contingent on City's receipt of disbursements from Metro. Sponsor should identify which funding category their project falls within and the amount of Community Enhancement money requested should be listed. A project can receive funding from more than one category. Also indicate the date the project will begin and when the project will be completed.
- B. Project Description: This should be a short description for the proposed program or project. When possible, statements should be related to the project criteria within the evaluation work sheet.
- C. Estimate how many residents within the boundary area will benefit, and specify who will benefit if the project is funded. Also complete the information indicating whether or not the project and/or sponsor have received Community Enhancement grant money in past years.
- D. Project Budget: Complete the budget chart. Chart should indicate how the enhancement funds will be used. Personnel Services should include employee salaries, salary estimates for volunteers and/or contractual costs for personnel services. Supplies and services would include any consumable materials and supplies used to complete project or program. Examples include postage and paper products. Capital would include major expenditures greater than \$500. This would include major tools, equipment or furnishings. When sponsor is providing matching funds, costs should be separated between enhancement funds and sponsor.
- E. List the amounts and sources of the funding for the Sponsor's share of the project and whether the sponsor has secured funding from the other sources. **Include any prior Community Enhancement Projects.**
- F. List any on-going operations and/or maintenance costs associated with the project and indicate how these will be funded.

Project Management

- A. Provide an outline of the major project tasks and completion dates for the tasks.
- B. Describe prior experience managing similar projects: Provide a description of project, the dollar amount of project and the date the project was completed. **Include any prior Community Enhancement Projects.**
- C. Explain whether this project is part of a coordinated effort involving other individuals or organizations within the community. Describe how the project activities have been coordinated with other individuals or organizations.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: _____ Tax ID # _____

Contact Person: _____ Daytime Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
_____	\$ _____	_____

*Availability of funds is contingent on City's receipt of disbursements from Metro

Categories for funding

- | | |
|--|----------|
| 1. <u>Infrastructure</u> | \$ _____ |
| 2. <u>Social and educational</u> | \$ _____ |
| 3. <u>City promotion & Tourism</u> | \$ _____ |
| 4. <u>Beautification</u> | \$ _____ |

Proposed schedule

Project Start Date: _____ Project Completion Date: _____

B. Project Description:

B. Project Description Continued:

C. Estimate how many residents will benefit if this project is funded.

<p>Has the sponsor received a Community Enhancement grant for this project in the past? If so, amount received \$ _____</p> <p>Has the sponsor received a Community Enhancement grant for the <u>current year</u>? If so, is the project completed?</p> <p>Please provide a brief summary of services for <u>current year</u> grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.</p>

D. BUDGET CHART

Category	CEP	Sponsor	Other #1	Other #2
Personnel Services*				
Supplies				
Capital				
Materials				
Other				
Total				

*CEP funds for personnel services are only available in the social & education category

Enhancement Funds: _____

Sponsor's Share: _____

Total Costs _____

% of Total Budget provided by Sponsor: _____%

E. Is there secure funding for Sponsor's share of the total costs and what are the sources of funding?

F. After the project has been completed, are there ongoing operations and/or maintenance costs? How will these be funded?

Project Title: _____

Councilor Signature: _____ Date: _____

Community Enhancement Project - Evaluation Worksheet

Evaluation Process: Following public comment on the proposals, each City Councilor will evaluate each project. Scores from each Councilor's evaluation will be added together to create a combined total score. Projects will be ranked by total score. Based on funding requests and money available within each category, Council will determine which projects receive funding. Funding may be full, partial, or none.

Criteria: Projects must meet one or more of the following criteria to be eligible for funding. Projects must score at least 1 in the first 5 questions to be considered further. STOP EVALUATION IF TOTAL PAGE SCORE IS LESS THAN ONE (1).

1. Does the project enhance the appearance and cleanliness of the area within the boundary?

none low high
0 1 2 3 4 5 _____

2. Does the project improve public safety within the boundary?

none low high
0 1 2 3 4 5 _____

3. Does it improve natural, cultural or recreational resources for public enjoyment within the boundary? Including support of tourism.

none low high
0 1 2 3 4 5 _____

4. Does the project improve transportation including pedestrian and bike routes within the boundary?

none low high
0 1 2 3 4 5 _____

5. Does the project improve the viability of commercial, industrial or residential areas within the boundary? Including support of tourism.

none low high
0 1 2 3 4 5 _____

COMMUNITY ENHANCEMENT PROJECT AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Forest Grove ("City") and «SPONSOR» ("Sponsor"). The City has designated «PROJECT» as a "Community Enhancement Project". The project will be completed as proposed in your application. **If the Project did not receive total funds requested, necessary revisions to the proposed project are described in B1 below.**

Upon execution of this agreement, the parties agree as follows:

A. The City agrees to:

1. Grant the Sponsor \$«AMT_APPROVED» to assist in completing the Community Enhancement Project.

B. The Sponsor agrees to:

1. Complete all improvements and activities within the specified time as described in Sponsor's application with the following revisions, if any, due to partial funding:
2. Provide all necessary administrative support to manage the project.
3. Provide upon request by the City any receipts, documents, or contracts showing use of the \$«AMT_APPROVED» in grant money.
4. Provide the City with a report upon completion of the project. The report should include activities completed and indicate how the grant money has been spent. Any unspent grant money shall be remitted back to the City.
5. Hold the City harmless and indemnify City from any claims or causes of action of whatever nature that may arise out of Sponsor's administration of the Community Enhancement proposal.

C. If the sponsor fails to comply with all the provisions in this agreement within the designated time, the Sponsor shall remit back to the City the full \$«AMT_APPROVED» of grant money. The deadline for completing the Community Enhancement Project may be extended upon mutual agreement by the City and the Sponsor. Such extension shall be approved in writing.

Signed this _____ day of _____, 2009.

City of Forest Grove

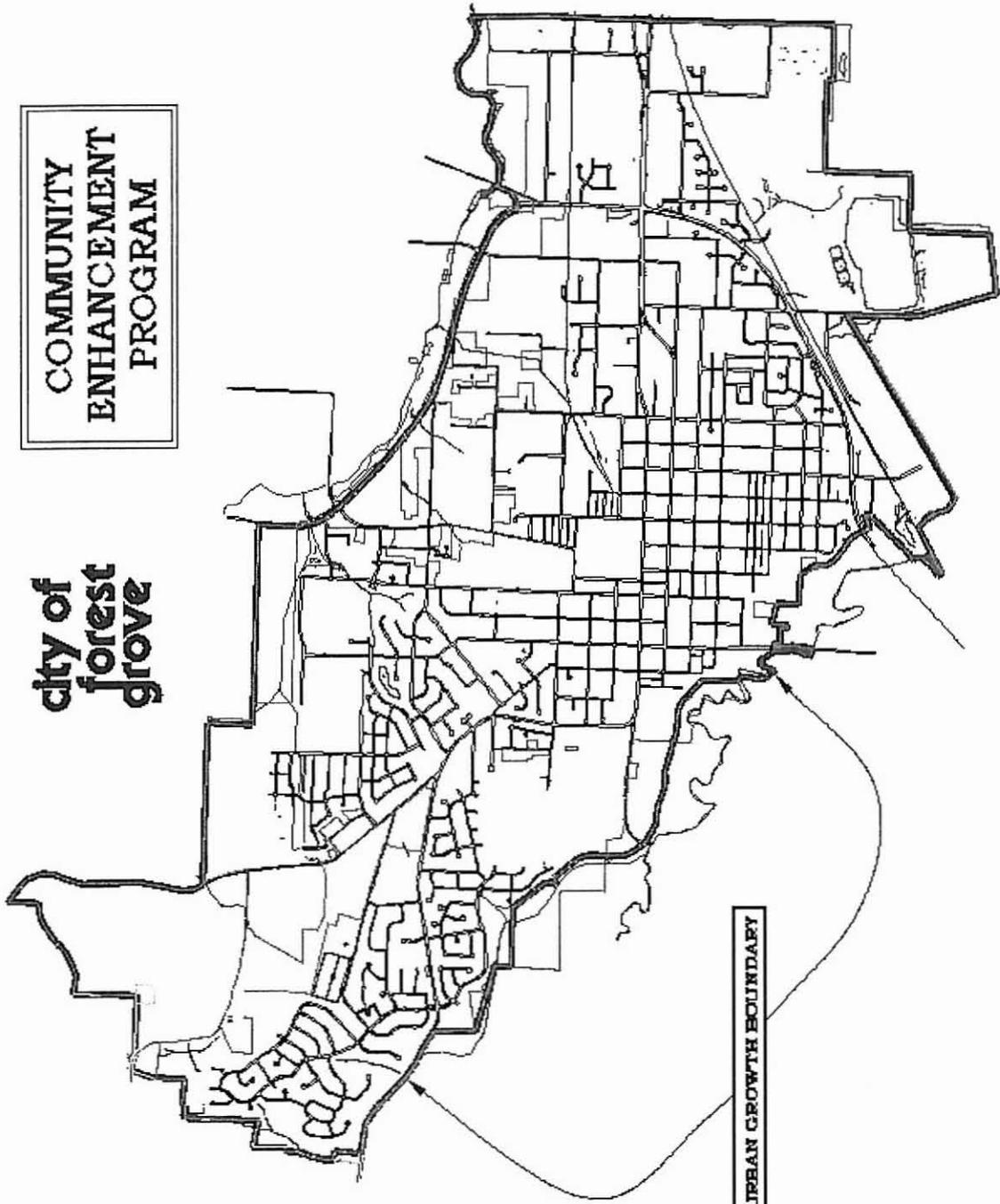
«SPONSOR»

By _____
Michael J. Sykes, City Manager

By _____
Authorized Person To Execute Contract

**city of
forest
grove**

**COMMUNITY
ENHANCEMENT
PROGRAM**





February 9, 2009

**CITY COUNCIL GOAL SETTING FOR FISCAL YEAR
JULY 1, 2009, THROUGH JUNE 30, 2010**

**Project Team: Michael J. Sykes, City Manager
Anna D. Ruggles, CMC, City Recorder**

BACKGROUND:

Each year the governing body sets broad goals to help guide city administration and departments as they plan for the upcoming budget year.

DISCUSSION:

City Council identified the following three key goals for Fiscal Year 2008-09:

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

RECOMMENDATION:

Staff recommends that City Council identify its key goals and objectives for Fiscal Year 2009-10. At the next meeting scheduled for February 23, 2009, Council will be asked to rank and prioritize its objectives. The intent of asking Council to prioritize its objectives for the coming fiscal year is to know if there are specific objectives that require budget resources in order to be accomplished. In addition, a resolution formally adopting the City Council Goals and Objectives for Fiscal Year 2009-10 will be presented to Council for consideration at the next regular City Council meeting. After Council adopts its key goals and objectives, Department Directors will provide funding source information if required and incorporate any significant Council goals and objectives into their work plans, which will be presented to Council at a later date.

Forest Grove City Council Goals for 2008-09

**Promote Safe, Livable, and Sustainable Neighborhoods
and a Prosperous Dynamic Green City**

**Promote a Prudent Financial Plan to
Maintain Effective Service Levels**

**Promote the Interests and Needs of Forest Grove
in Regional Affairs**

