

March-09

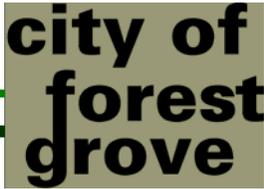
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	CEP Applications Available Planning Comm 7pm	2	3	4	5	6
		COUNCIL WORK SESSION with FG Rural Fire Board 7:00 PM - FIRE CONF RM		Washington County Cities JT Legislative Session 6:00 PM - McMenamins		COUNCIL WS 8am-10am Coffee Hour
8	CITY COUNCIL 5:30 PM - WORK SESS (L&P) 6:00 PM - JT WORK SESS (PC - Reserves) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9	10	11	12	13
Daylight Savings		CCI 4:30pm		PAC 5pm		
<i>Mayor Kidd out until 21st Truax out until 21st Sykes out</i>						
15	Planning Comm 7pm CITY COUNCIL WORK SESSION - TBA	16	17	18	19	20
		Senior Ctr Bd 6pm Library 7pm (resch to 23rd)	P&R 7am CFC 5:15pm	Notice of Measure Filing Deadline - May Election		
<i>Sykes out until 18th Mayor Kidd and Truax until 21st Thompson out until 29th</i>						
22	CITY COUNCIL MEETING RESCHEDULED TO MARCH 30 Library 7pm	23	24	25	26	27
		HLB 7pm	PSAC 7:30am			
<i>Thompson out</i>						
29	CITY COUNCIL 5:30 PM - WORK SESS (JWC) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	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 Coffee Hour
			Water Providers EC 5:30 pm	EDC Noon		
5	Planning Comm 7pm CITY COUNCIL WORK SESSION - TBA	6	7	8	9	10
		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
		CCI 4:30pm	1st Qtrly Disclosure Due Jan 1 - Mar 31 Rpt Period	Budget Committee Informational Meeting 7:00 pm - Comm Aud		
			P&R 7am CFC 5:15pm	Fernhill Wetlands 6pm		
19	Planning Comm 7pm CITY COUNCIL SPECIAL MEETING (CEP Interviews) 6:00 PM - COMMUNITY AUDITORIUM	20	21	22	23	24
		Ride Conn-Salem (Thompson) Senior Ctr Bd 6pm Library 7pm	PSAC 7:30am			Arbor Day 25 Run 9am Lincoln Pk
<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		

May-09

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
						COUNCIL WS 8am-10am Coffee Hour
3	Planning Comm 7pm CITY COUNCIL WORK SESSION - TBA	4	5	6	7	8
		Citywide Cleanup Day Fire BD 8pm	Water Providers CB 7pm	EDC Noon		Citywide Shred Day
10	CITY COUNCIL 6:00 PM WORK SESS (CEP Allocations) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	11	12	13	14	15
		CCI 4:30pm		Budget Committee 1st Meeting 7:00 pm - Comm Aud		
				PAC 5pm		
17	Planning Comm 7pm CITY COUNCIL WORK SESSION - TBA	18	19	20	21	22
		Special Election		Budget Committee 2nd Meeting 7:00 pm - Comm Aud		
		Senior Ctr Bd 6pm Library 7pm	P&R 7am CFC 5:15pm	Fernhill Wetlands 6pm		
24	CITY OFFICES CLOSED HOLIDAY	25	26	27	28	29
		CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM				
		HLB 7pm	PSAC 7:30am			
31						



FOREST GROVE CITY COUNCIL

Monday, March 30, 2009

5:30 PM – Work Session (Joint Water Commission)
7:00 PM – Regular Meeting

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

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.

AGENDA

Rob Foster Public Works Director Paul Downey Administrative Services Director Susan Cole Assistant Finance Director	5:30	<u>WORK SESSION: FOREST GROVE JOINT WATER COMMISSION</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.
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7:00 1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance

1. A. **PROCLAMATION:** National Community Development Week

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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 3
4. ADDITIONS/DELETIONS:
5. PRESENTATIONS:
- Paul Downey 7:15 5. A. • Financial Audit Report Presentation by Isler CPA,
Administrative Services Director City Auditor
- Michael Sykes 7:45 6. DEPARTMENT WORK PLANS FOR 2009:
City Manager
- Colleen Winters, Library 7:45 • Library Department
Director
- Michael Kinkade 8:15 • Fire Department
Fire Chief
- Kerry Aleshire 8:45 • Police Department
Police Chief
- Michael Sykes 9:00 7. CITY MANAGER'S REPORT:
City Manager
- 9:15 8. COUNCIL COMMUNICATIONS:
- 9:30 9. ADJOURNMENT

FOREST GROVE CITY COUNCIL AGENDA
MARCH 30, 2009
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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 Joint Western Washington County Cities Work Session Meeting Minutes of March 5, 2009.
 - B. Approve City Council Work Session (Light and Power) Meeting Minutes of March 9, 2009.
 - C. Approve City Council Joint Work Session with Planning Commission (Metro Reserves Update) Meeting Minutes of March 9, 2009.
 - D. Approve City Council Meeting Minutes of March 9, 2009.
 - E. Accept Committee for Citizen Involvement Meeting Minutes of February 10, 2009.
 - F. Accept Community Forestry Commission Meeting Minutes of February 18, 2009.
 - G. Accept Economic Development Commission Meeting Minutes of September 11, October 2, November 6, December 4, 2008, and January 15, and February 5, 2009.
 - H. Accept Parks and Recreation Commission Meeting Minutes of January 21, 2009.
 - I. Accept Public Safety Advisory Commission Meetings of February 25, 2009.
 - J. Community Development Department Monthly Building Activity Report for February 2009.
 - K. Fire Department Monthly Statistics Report for February 2009.
 - L. **ENDORSE LIQUOR LICENSE APPLICATION RENEWALS FOR 2009:**
 - Seven Eleven Store #2362-20715C, 2001 Yew Street (Off-Premises Sales)
 - Tienda La Rosa, Inc., 3012 Pacific Avenue, Suite F (Off-Premises Sales)
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March 30, 2009

STAFF REPORT ON WATER RATES AND CAPITAL PLANNING

PROJECT TEAM: Rob Foster, Public Works Director
Susan Cole, Assistant Finance Director
Derek Robbins, Civil Engineer
Paul Downey, Administrative Services Director
Michael Sykes, City Manager

ISSUE STATEMENT: Projections for the City's water fund have revealed the need to increase water rates over the next several years by significant amounts in order to adequately fund the capital program. This capital program consists of projects needed for the City's own water utility and also Forest Grove's share of projects needed for the Joint Water Commission's facilities. This report is to provide context and possible options, and to solicit feedback. A more detailed plan will be brought forth during the upcoming budget meetings.

The Joint Water Commissioners will be asked to consider for their approval the Master Plan for the Joint Water Commission (JWC) at the next quarterly meeting, scheduled for April 10, 2009.

An update on the project to raise Scoggins Dam will be provided verbally and therefore is not part of this report.

BACKGROUND: The Joint Water Commission (JWC) has recently completed a draft Master Plan. The JWC Master Plan lays out an aggressive and comprehensive capital improvement plan. Some capital projects expand the capacity of the facilities, while other projects improve the current facilities. Many projects are slated to begin either in this upcoming fiscal year, 2009-10, or the next, FY 2010-2011. The main driver for the timing of many of these projects included in the Master Plan is the expansion of the Water Treatment Plant (WTP) by 60 million gallons a day (MGD). This project is timed to coincide with current efforts by the Tualatin Basin Water Supply Project to raise Scoggins Dam. One JWC partner, the Tualatin Valley Water District (TVWD), is projecting a need for a replacement water supply by the year 2016, and hence is exploring the possibility that both the dam raise and WTP expansion can occur by mid-year of 2016.

Forest Grove is electing to not participate in this WTP expansion. JWC partners are able to opt out of expansion projects for which they do not have a need. However, the Master Plan does include projects that would improve the operations of the current plant. All partners are required to financially participate in plant improvement projects. Plant improvement projects do not necessarily increase the production of the plant; rather, they improve the water quality and/or reliability.

Many projects in the JWC Master Plan are scheduled to coincide with the 2016 expansion of the WTP to take advantage of economies of scale and joint design work. Some plant improvement projects will be designed and sized so that both the existing plant and the expansion plant can make use of them. The costs of these projects are therefore allocated to current partners and to those partners expanding capacity, and the projects are scheduled for completion at the same time as the expansion project to realize efficiencies. Forest Grove is expected to participate in the improvement projects, according to our percent ownership in the current plant.

Another important project included in the Master Plan, but not necessarily tied to the expansion of the WTP, is the exploration of the feasibility of Aquifer Storage and Recovery, or ASR. ASR is the injection of potable water into an aquifer through wells or by surface spreading and infiltration and then pumping it out when needed. The aquifer essentially functions as a water bank. Water is injected during the heavy flow times of winter and spring, and is withdrawn during the summer peak use time. The JWC is planning to initiate exploratory work for locating ASR wells over the next few years.

A project not included in the JWC Master Plan is the Raw Water Pipeline from Scoggins Dam to the current and expanded water treatment plants. Currently, Forest Grove is slated to participate in this project at approximately \$2 million. This pipeline is envisioned to be utilized for summer-time raw-water flow and also for winter-time pump-back flow. Forest Grove would only utilize the raw water pipeline in the summer, and so would participate financially for its portion of the pipe for summer-time flow.

While the Master Plan does a very thorough job of evaluating the various partners' water demands and needs, as well as comprehensively analyzing the state of facilities and necessary improvements and expansions, it does imply an aggressive schedule that financially challenges Forest Grove's water utility.

Preliminary financial analysis shows that in order for Forest Grove to fund both its own city water capital improvement program and its share of the raw water pipeline and the JWC projects, whether through pay-as-you-go cash or through debt financing, the City Council would need to approve significant rate increases. To pay for these projects over the next six years through rates, without issuing debt, rates would need to increase 70% between the fiscal years 2009-10 and 2014-15. (The average annual rate increase would be 11.66%.) However, due to the timing outlined in the Master Plan, as much as 50% of this increase would need to occur by FY 2010-11.

Conversely, if the City were to sell bonds against the revenue of the water fund, rates would need to increase approximately 50% over the six years of 2009-10 to 2014-15.

(Average annual rate increase of 8.33%.) Due to the scheduling of the projects, the bonds would most likely be sold in two separate issues, three years apart. The first bond issue would be approximately \$1.8 million in FY 2010-11, and the second issue would be approximately \$2.3 million in 2013-14. This assumed debt would be 20 year revenue bonds, at a 4.5% interest rate. To afford the first debt issuance, rates would need to increase approximately 30% over the time period of 2009-10 through 2011-12, and then increase an additional 20% for the next debt issuance the next three years, for a total 50% increase over the six year time frame. These estimates are based on the project schedules discussed below and on assumptions made regarding which projects would be eligible for debt financing.

One way to mitigate these rates increases would be to reevaluate the timing of when projects are slated to be completed. If the completion date for the projects tied to JWC WTP expansion were delayed from the schedule in the JWC Master Plan, which is 2016, and instead timed for completion by 2018 or 2020, the rate increases could be spread over ten years instead of six. This would mean more modest rate increases would be necessary beginning in fiscal year 2009-10 of approximately 6% per year. It is important to note that one Forest Grove capital project, the "Distribution Main Improvements", would be moved to contingency (e.g. emergency-based) funding in order to keep rates at an annual increase of 6%.

Most of the revenue generated from these annual rate increases of 6% per year would need to be set aside for the capital projects that would begin in future years. Some allowance for inflationary increases in operating costs has been built into the financial analysis that determined these estimated rate increases, but operating increases that exceed modest inflation would mean additional rate increases.

Below is a table summarizing the main projects included in the JWC Master Plan:

Project Title	Project Description	Estimated Total Cost (Beginning FY 09-10, through FY 23-24, all partners combined)
ASR	Injection of potable water into an aquifer through wells. Future ASRs may help to meet future water demand at a lower cost than expanding other facilities such as the treatment plant or transmission lines.	\$53,000,000
Clearwell – existing plant	A well to the side of the plant to allow treated water to sit in order for chemicals and sediments to settle out prior to transmission. The total well will be 10 million gallons, but 2.63 million gallons will be allocated for the use of the existing plant.	\$4,200,000
Clearwell – expansion plant	Same as above – of the 10 million gallon capacity, 7.37 million gallons will be allocated for the use of the expansion plant.	\$11,600,000
Forest Grove/Hillsboro Transmission Line	After 2035, water demands are projected to exceed the capacity of the Transmission Line serving Forest Grove and Hillsboro customers. This project will expand that capacity.	TBD

Master Plan update	A periodic update of the master plan, scheduled for approximately the year 2014.	\$350,000
Ozone Pilot Study	<p>This study will explore the ozone treatment technology and its applicability and feasibility for both the existing plan and the expansion plant.</p> <p>Other jurisdictions have used ozone treatment successfully to improve taste and odor and to reduce chemical by-products. By-products of chlorine treatment become worse as water travels longer in the pipe. Because ozone does not produce these by-products, water quality is higher as it travels long distance through the pipeline. Ozone treatment may also help meet future clean water regulations.</p>	\$315,000
Ozone retro-fit of existing plant	The JWC may wish to move to using ozone to treat water at the current plant to reduce chemical by-products and improve water taste and odor.	\$13,900,000
Ozone – expansion plant	In addition to the description of ozone above, the Scoggins Dam raise may present new and unknown raw water quality challenges to the plant, which ozone could more effectively handle.	\$10,900,000
Pump Station	Major maintenance and replacement of pumps at existing treatment plant.	\$1,200,000
Rapid Mix – existing plant	Rapid mix is used in initial treatment to mix chemicals. This is proposed to be a dual rapid mix and will be sized to handle 185 MGD, to meet the needs of the expansion plant and providing redundancy to the current plant.	\$365,000
Rapid Mix – expansion plant	Rapid mix is used in initial treatment to mix chemicals. This is proposed to be a dual rapid mix and will be sized to handle 185 MGD, to meet the needs of the expansion plant and providing redundancy to the current plant.	\$1,435,000
Seismic life-safety, existing plant	Improvements to meet life safety following a medium earthquake event and some operational needs following a small earthquake event.	\$3,000,000
Short-term capital improvements	This category of projects include major maintenance and replacement of valves, feeders, meters, and other smaller equipment systems.	\$2,300,000
South Transmission Line	After 2038, water demands are projected to exceed the capacity of the S. Transmission line serving TVWD and Beaverton.	TBD
South Transmission Line Booster Pump Station	A booster pump station on the existing S. Transmission line just south of TVWD will extend the service of the existing line and help meet future demand needs of TVWD and Beaverton.	TBD
Sludge removal – existing	The treatment process causes sludge to build up. This project removes it every 3 years. The dollar estimate covers only the next six years.	\$540,000

Stand-by power (power generator)	Back up power for JWC plant to run at 50% peak capacity.	\$3,000,000
Thickener – existing plant	Sludge and solids are a by-product of the treatment process, and this is a way to separate solids from the water reducing the sludge. This project is split between the existing plant and the expansion plant.	\$1,000,000
Thickener – expansion plant	Sludge and solids are a by-product of the treatment process, and this is a way to separate solids from the water reducing the sludge. This project is split between the existing plant and the expansion plant.	\$600,000
Transmission Line Encroachment Survey	Identifies encroachments on transmission main right of ways.	\$815,000
Valve Repair & Replacement – existing plant	This project is for major maintenance and replacement of major valves, such as replacing six 30-inch butterfly valves.	\$690,000
Water Rights consultant of record	This project is to extend the JWC and update the water right permit (S-50879 for 75 cfs) for future development. The JWC filed an extension application on 6/29/01, and it is still pending at this time.	\$26,000
Water Sense Feasibility	This project is between Hillsboro and Beaverton to analyze the cost & benefits of implementing a water sense rebate program. Water sense is a new labeling program developed by the EPA for water efficient appliances.	\$15,000
Water Mgmt/Conserv. Plan	Nearly complete; plan reporting on each partner's water supply management and conservation measures.	\$40,500
WTP Expansion to 60 MGD	Expanding plant facilities on JWC property to treat an additional 60 million gallons a day.	\$150,000,000
WTP Expansions – future	Expanding plant facilities in the future to meet partner demands. Currently, projections indicate adding 20 MGD in two separate phases, 30 to 50 years from now.	TBD
TOTAL		\$259,291,500

The Master Plan outlines an aggressive schedule for funding these projects. As discussed above, TVWD is projecting a need for a replacement water supply by 2016, and thus the majority of projects are planned to be accomplished by that year. The table below represents the timing of projects outlined in the Master Plan in which Forest Grove would participate. The ASR project is still undergoing review and study, thus no funding allocations have been assigned.

<i>PROJECT</i>	<i>2009-10</i>	<i>2010-11</i>	<i>2011-12</i>	<i>2012-13</i>	<i>2013-14</i>	<i>2014-15</i>	<i>TOTAL</i>
ASR	0	0	0	0	0	0	0
Clearwell - original plant	0	112,000	112,000	112,000	112,000	112,000	560,000
Master Plan	0	0	0	25,926	0	0	25,926
Ozone Pilot Study	23,333	0	0	0	0	0	23,333
Ozone Retro Fit of current plant	0	370,667	370,667	370,667	370,667	370,667	1,853,333
Pump Station #1	0	26,667	133,333	0	0	0	160,000
Rapid Mix current	0	48,667	0	0	0	0	48,667
Seismic Retro Fit of Current Plant	0	60,000	20,000	320,000	0	0	400,000
Short-Term capital improvements	0	40,000	266,667	0	0	0	306,667
Sludge/Scrubber Project Removal	20,000	0	0	20,000	0	0	40,000
Stand by Power (Power generator)	66,667	333,333	0	0	0	0	400,000
Thickener	0	26,667	26,667	26,667	26,667	26,667	133,333
Transmission Line Encroachment Survey	18,582	0	0	0	0	0	18,582
Valve Repair & Replacement	52,000	20,000	20,000	0	0	0	92,000
Water Right Consultant of record	0	3,467	0	0	0	0	3,467
Water Management/Conservation Plan	5,400						5,400
	185,982	1,041,467	949,333	875,259	509,333	509,333	4,070,708

This JWC capital improvement plan is in addition to Forest Grove's water utility capital improvement plan, for its own treatment plant, pipe infrastructure and watershed. The table below indicates the preliminary capital improvement plan for Forest Grove's water utility, independent of the JWC and not including projects eligible for funding from System Development Charges.

<i>PROJECT</i>	<i>2009-10</i>	<i>2010-11</i>	<i>2011-12</i>	<i>2012-13</i>	<i>2013-14</i>	<i>2014-15</i>	<i>TOTAL</i>
Distribution Main Improvements	267,800	275,834	284,109	292,632	301,411	310,454	1,732,240
Fiber	22,000						22,000
Heather Street PRV Intertie					250,000		250,000
Storage - site analysis and prop acq	137,500	137,500					275,000
Telephone upgrade	12,500						12,500
Watershed Road Improvements	50,000	50,000	50,000	50,000	50,000	50,000	300,000
	489,800	463,334	334,109	342,632	601,411	360,454	2,591,740

One other project not displayed is the Raw Water Pipeline. This project is in conjunction with the Tualatin Basin Water Supply partnership, and adds about \$2 million. Preliminary negotiations with partners indicate that Forest Grove could pay for this project at \$100,000 per year for 20 years. This project is on the same timeline as the 60 MGD WTP expansion. This amount has been included in the financial analysis, even though it is not represented in these tables.

The Forest Grove JWC Commissioners have been briefed on the JWC Master Plan projects and the impact to Forest Grove. The Commissioners endorse the projects presented in the Master Plan, but agree that the schedule is too ambitious. The Commissioners expressed support for slowing the scheduling of the projects so that Forest Grove may adequately prepare to fund them.

The Council may want to note that the formal schedule included in the JWC Master Plan for many capital projects, and especially for expanding the WTP to 60 MGD, is based on informal information from the Tualatin Basin Water Supply Project partnership. Because

TVWD has a need to replace their water supply by 2016, the district is hoping that the Scoggins Dam can be raised by that time. However, a partnership meeting in July of 2008 with the Federal Bureau of Reclamation, the current owner of Scoggins Dam, estimated the completion of the dam raise project between 2018 and 2020. It may be beneficial for the JWC and the Tualatin Basin Water Supply Project partnership to discuss and clarify the schedule for raising the dam, since many JWC projects are contingent upon the dam raise.

RECOMMENDATION:

The JWC Commission meets on April 10, 2009, to discuss and approve the JWC Master Plan, as well as the JWC operating and capital budget. The City Council's perspective on these issues would be informative to Forest Grove's JWC Commissioners and help guide the budget development for the Water Fund.

**FOREST GROVE CITY COUNCIL
WESTERN WASHINGTON COUNTY CITIES
JOINT LEGISLATIVE WORK SESSION
MARCH 5, 2009 – 7:00 P.M.
MCMENAMINS GRAND LODGE, COTTAGE CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

The Forest Grove City Council and Cities of Banks, Cornelius, Gaston (not present), Hillsboro, and North Plains City Council and other invited guests met for dinner and work session with State Senators and State Representatives, League of Oregon Cities, and Johnson Gardner, LLC, and to discuss jointly legislative issues and concerns. Mayor Kidd called the Work Session to order at 7:05 p.m. **COUNCIL PRESENT:** Thomas Johnston, Victoria Lowe, Camille Miller, Ronald Thompson, Peter Truax, Elena Uhing, and Mayor Kidd. **STAFF PRESENT:** Michael Sykes, City Manager; Jon Holan, Community Development Director; Jeff King, Economic Development Coordinator; and Anna Ruggles, City Recorder.

2. INTRODUCTION OF MAYORS, COUNCILORS, AND OTHER INVITED GUESTS:

Mayor Kidd called for introductions from everyone present.

3. PRESENTATIONS:

Chuck Riley, State Representative, provided a brief update on the State’s budget and reported on legislation he has introduced this session. In addition, Riley addressed various legislative-related inquiries and issues.

Elizabeth “Betsy” Johnson, State Senator, provided a brief update on the State’s budget, 2009 legislative priorities, and the various senate committees she serves. In addition, Johnson addressed various legislative-related inquiries and issues.

David Edwards, State Senator, provided a brief update on the State’s budget, 2009 legislative priorities, and the various senate committees he serves. In addition, Edwards addressed various legislative-related inquiries and issues.

Bruce Starr, State Senator, provided a brief update on the State’s budget, 2009 legislative priorities, and the various senate committees he serves. In addition, Starr addressed various legislative-related inquiries and issues.

**FOREST GROVE CITY COUNCIL
WESTERN WASHINGTON COUNTY CITIES
JOINT LEGISLATIVE WORK SESSION
MARCH 5, 2009 – 7:00 P.M.
MCMENAMINS GRAND LODGE, COTTAGE CONFERENCE ROOM
PAGE 2**

Craig Honeyman, League of Oregon Cities, provided a brief update on the League of Oregon Cities' (LOC) 2009 Legislative Priorities, noting the LOC has identified three key priorities for 2009: 1) ethics reforms; 2) transportation funding; and 3) Infrastructure Recapitalization. In addition, Honeyman invited everyone to attend City Hall Day at the Capitol on April 1, 2009.

Bill Reid, Johnson Gardner, LLC; Pat Ribellia, City of Hillsboro Planning Director; Jon Holan, City of Forest Grove Community Development Director; and Jeff King, City of Forest Grove Economic Development Coordinator, provided a brief update and addressed inquiries pertaining to the five-cities (Banks, Cornelius, Forest Grove, Hillsboro, and North Plains) interest in coordinating its approach to employment land provisions and economic development initiatives in western Washington County based on the individual and joint Economic Opportunities Analysis findings prepared by Johnson Gardner, LLC. Reid distributed a copy of a memorandum entitled "Long-Term Economic Development and Land Need Coordination Opportunity" and explained the memorandum is intended as a guiding document for the Cities in considering economic development and employment land provision opportunities as a distinct sub-region of Portland metro area economy. Ribellia reported that Hillsboro's long-term growth will potential significantly exceed its ability to provide sufficient land of sizes and types that will target high-tech clusters, noting the long-term growth will require coordination with neighboring Cities in western Washington County. Ribellia distributed a copy of a proposed resolution asking Cities to consider adopting the proposed resolution supporting the cooperative efforts pertaining to transportation, land use, and economic development issues in designating industrial urban reserves and Urban Growth Boundary expansions to accommodate projected 20 and 50-year industrial land needs within the western Washington County sub-region.

4. LEGISLATIVE OPEN DISCUSSION:

Sykes opened the floor and roundtable discussion ensued as the various Cities discussed the above topics. In conclusion of the above discussion, Sykes solicited feedback on whether the Cities would like to hold another joint session to discuss urban reserves, to which the Cities voiced eagerness in holding another session in May or June.

The Forest Grove City Council took no formal action nor made any formal

**FOREST GROVE CITY COUNCIL
WESTERN WASHINGTON COUNTY CITIES
JOINT LEGISLATIVE WORK SESSION
MARCH 5, 2009 – 7:00 P.M.
MCMENAMINS GRAND LODGE, COTTAGE CONFERENCE ROOM
PAGE 3**

decisions while at the joint session.

5. **ADJOURNMENT**

Mayor Kidd adjourned the session at 9:00 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION
(LIGHT AND POWER DEPARTMENT)
MARCH 9, 2009 – 5:30 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 5:35 p.m. **COUNCIL PRESENT:** Victoria Lowe, Thomas Johnston, Ronald Thompson, Peter Truax, Elena Uhing, and Mayor Richard Kidd. **COUNCIL ABSENT:** Camille Miller, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Jack Hammond, City Attorney; Janet Lonneker, Light and Power Director; and Anna Ruggles, City Recorder

2. WORK SESSION: NORTHWEST REQUIREMENTS UTILITIES RESOURCE ACQUISITION AND LOAD COMMITMENTS

Lonneker facilitated the work session, noting the purpose of the work session was to provide an update on the Northwest Requirements Utilities (NRU) Resource Acquisition Pooling Agreement and Load Commitment Agreement. Lonneker briefly updated Council on the report she gave at the previous work session held on February 9, 2009, noting she has invited Jack Hammond, City Attorney, to discuss issues and concerns pertaining to the NRU proposed pooling agreement. Hammond reported that he reviewed the proposed agreement for legal ramifications pertaining to the City entering into this agreement and advised he is recommending the City not pursue the agreement at this time. Hammond advised there are issues and concerns pursuant to ORS 62 that prohibit municipalities from becoming members of a cooperative structure. Hammond advised that it would be in the City’s best interest to remain with Bonneville Power Administration (BPA) for future load growth at this time.

Council Discussion:

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to the pros and cons of the City not acting on the proposed load commitment agreement at this time, to which Hammond advised if the NRU fixes its organizational structure the City could still join at that time if the City desires. In conclusion of the above discussion, Council collectively concurred with Hammond and advised Lonneker to keep Council informed should any new information emerge.

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

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(LIGHT AND POWER DEPARTMENT)
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3. ADJOURNMENT

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

Respectfully submitted,

Anna D. Ruggles, City Recorder

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**FOREST GROVE CITY COUNCIL
PLANNING COMMISSION JOINT WORK SESSION
(METRO RESERVES UPDATE)
MARCH 9, 2009 – 6:00 P.M.
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Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Kidd called the Joint Work Session to order at 6:07 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas Johnston, Victoria Lowe, Ronald Thompson, Peter Truax, Elena Uhing, and Mayor Richard Kidd. **COUNCIL ABSENT:** Camille Miller, excused. **PLANNING COMMISSION PRESENT:** Luann Arnott, Carolyn Hymes, Al Miller, Lisa Nakajima, Edward Nigbor, and Commissioner Chair Tom Beck. **PLANNING COMMISSION ABSENT:** Cindy McIntyre. **STAFF PRESENT:** Michael Sykes, City Manager; Jack Hammond, City Attorney; Jon Holan, Community Development Director; Dan Riordan, Senior Planner; and Anna Ruggles, City Recorder.

2. JOINT WORK SESSION WITH PLANNING COMMISSION: METRO RESERVES UPDATE:

Staff Report:

Holan and Riordan reported the purpose of the Joint Work Session was to discuss concept planning for the areas around Forest Grove with the Council and Planning Commission, noting the Washington County Reserves Coordinating Committee has recommended candidate urban and rural reserves areas. Holan and Riordan referenced various reports and maps attached to the staff report pertaining to the efforts that are being pursued by Metro; recommendations by the Washington County Reserves Coordinating Committee; relevant urban reserves criteria; and assessments of transportation, sewer, and water services that have been developed for review. Holan and Riordan provided a map outlining the Forest Grove areas, noting the purpose of the map was so Council members and Planning Commissioners could identify areas for possible urban development over the next fifty years. Holan and Riordan paired members into three groups and each group collectively identify areas on the map north of Forest Grove that they felt was more suitable for possible urban development. At the conclusion of the work session, Holan advised that staff would analyze the areas identified by the Council and Planning Commission and would develop pre-qualifying concept plans, noting staff will bring back the concept plans back for review by the Council and Planning Commission.

The City Council and Planning Commission took no formal action nor made

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PLANNING COMMISSION JOINT WORK SESSION
(METRO RESERVES UPDATE)
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any formal decisions during the work session.

3. **ADJOURNMENT**

Mayor Kidd adjourned the work session at 6:57 p.m.

Respectfully submitted,

Anna D. Ruggles, City Recorder



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MARCH 9, 2009 – 7:00 P.M.
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Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Richard Kidd called the regular City Council meeting to order at 7:02 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Victoria Lowe, Thomas Johnston, Ronald Thompson, Peter Truax, Elena Uhing, and Mayor Richard Kidd. **COUNCIL ABSENT:** Camille Miller, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Jack Hammond, City Attorney; Rob Foster, Public Works Director; Jon Holan, Community Development Director; Kerry Aleshire, Police Chief (present in the audience); Nick Kelsay, Project Engineer; Derek Robbins, Civil Engineer; and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS:

Keith and Theresa Cantrell, Forest Grove, addressed Council to inquiry if Council would consider waiving the permit fee for “Music in the Park” events, noting donations will be accepted at the events as fundraisers for public arts in Forest Grove. In addition, Cantrell briefed Council on the specific actions they are taking to ensure compliance with City regulations for the events.

Council Discussion:

In response to Cantrell’s request, Mayor Kidd denied waiving the fee set by Council resolution and advised Cantrell to continue work with City staff to ensure compliance with City regulations. In addition, Cantrell addressed Council inquiries pertaining to excessive noise, liquor requirements, and sanitation service.

Walt Wentz, Forest Grove, addressed Council to inquiry about starting a community garden in Forest Grove. Wentz presented a copy of a proposed “Community Garden Plot Agreement”, noting he is currently working with City staff to find a suitable site, noting staff is currently looking at three potential sites. Wentz outlined the proposed guidelines as noted in the agreement and explained at this time, it is undecided as to who shall administer the program. In addition, Wentz reported he is planning to host a neighborhood meeting to seek community input.

Council Discussion:

In response to Wentz’s proposal, Council advised Wentz to speak to Forest

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Grove High School and Pacific University about the possibility of using one of their existing sites and to continue working with City staff.

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 Work Session (Council Goal Objectives) Meeting Minutes of February 23, 2009.
 - B. Approve City Council Regular Meeting Minutes of February 23, 2009.
 - C. Accept Community Forestry Commission Meeting Minutes of November 19, 2008, and January 28, 2009.
 - D. Accept Historic Landmarks Board Meeting Minutes of January 27, 2009.
 - E. Accept Public Safety Advisory Commission Meeting Minutes of January 28, 2009.
 - F. Police Department Monthly Statistics Report for February 2009.
 - G. **ITEM REMOVED, REFER BELOW.**
 - H. **ITEM REMOVED, REFER BELOW.**
 - I. **RESOLUTION NO. 2009-16 MAKING APPOINTMENT TO COMMUNITY FORESTRY COMMISSION (LANCE SCHAMBERGER, TERM EXPIRING DECEMBER 31, 2009).**
 - J. **RESOLUTION NO. 2009-20 MAKING APPOINTMENT TO PUBLIC SAFETY ADVISORY COMMISSION (MATT POOL, CHAMBER OF COMMERCE, NON-VOTING REPRESENTATIVE).**
 - K. **ENDORSE LIQUOR LICENSE APPLICATION RENEWALS FOR 2009:**
 - Bi-Mart, 3225 Pacific Avenue, Suite F (Off-Premises Sales)
 - Grampy's Deli and Pub, 1918 Main Street (Limited On-Premises and Off-Premises Sales)
 - La Sierra Mexican Restaurant, 2331 Pacific Avenue (Full-On Premises Sales)
 - Latinos Mini Mart, 1916 21st Avenue (Off-Premises Sales)
 - McMenamins Grand Lodge, 3505 Pacific Avenue (Limited On-Premises Sales)

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- My Place Tavern, 1930 21st Avenue (Limited On-Premises Sales)

MOTION: Councilor Truax moved, seconded by Councilor Lowe, to approve the Consent Agenda as amended. **ABSENT:** Councilor Miller. **MOTION CARRIED 6-0 by voice vote.**

3. G. ACCEPT RESIGNATION ON COMMUNITY FORESTRY COMMISSION (HAROLD ROARK, TERM EXPIRING DECEMBER 31, 2009)

Truax removed the above item from the Consent Agenda and expressed his appreciation to Roark for his desire and willingness to serve on the Community Forestry Commission.

3. H. ACCEPT RESIGNATION ON HISTORIC LANDMARKS BOARD (LANCE SCHAMBERGER, TERM EXPIRING DECEMBER 31, 2010)

Truax removed the above item from the Consent Agenda and expressed his appreciation to Schamberger for his desire and willingness to serve on the Historic Landmarks Board.

Hearing no further discussion from the Council, Mayor Kidd asked for a motion and vote to approve Consent Agenda 3. G. and 3. H. as presented.

MOTION: Councilor Truax moved, seconded by Councilor Lowe, to approve Consent Agenda Item 3. G. and 3. H. as presented. **ABSENT:** Councilor Miller. **MOTION CARRIED 6-0 by voice vote.**

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS:

5. A. Annual Town Meeting Report:

Dennis Stoddard, Committee for Citizen Involvement (CCI) Chair, presented the Annual Town Meeting (ATM) report, noting approximately XX people attended the ATM. Stoddard reported CCI is currently studying ways to increase attendance for the 2009 ATM, such as bring a friend or inform a neighbor. This year's ATM opened with the "Mayor's State of the City Address". The topic was "Bringing Our Community Together Through Neighborhoods". Guest speakers focused their discussion points on Community Gardens, Community Emergency Response Teams, and Neighborhood Watch Programs. In addition, Stoddard provided an update on

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the Vision Statement - Action Plan implementation, noting CCI is following-up with the various boards, committees, and commissions regarding their progress on the action items assigned.

Council Discussion:

Truax advised Stoddard that this year's ATM meeting did not include agenda time for Council comments. Truax stressed the importance of the ATM being a yearly event where councilors have an opportunity to individually share their ideas and goals in a community setting, to which Stoddard replied that he would communicate Truax's concerns with CCI.

5. B. Urbanization Forum Update

Holan reported the purpose of the above presentation was to present a copy of a proposed resolution pertaining to participating in the Urbanization Forum. Holan explained the proposed resolution addresses issues concerning future urbanized areas outside and inside the existing current Urban Growth Boundary (UGB). Holan noted staff has two concerns pertaining to Item 3 and Item 6 of the proposed resolution. Holan advised that Item 3 of the resolution is unclear as to which roads would be transferred, noting the interpretation could have implications on the City's budget and ability to maintain the roadways. Holan advised that Item 6 of the proposed resolution is unclear as to what type of financial tools and resources the City would need to provide for urban services.

Council Discussion:

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to the proposed resolution. Council collectively concurred with staff's concerns and asked staff to seek further clarification on the implications to the City. In addition, Council voiced concern of providing fire and police services to unincorporated areas that are currently untaxed to receive City services.

6. RESOLUTION NO. 2009-17 AUTHORIZING THE CITY OF FOREST GROVE TO APPLY FOR A TRANSPORTATION AND GROWTH MANAGEMENT (TGM) PROGRAM GRANT FROM THE OREGON DEPARTMENT OF TRANSPORTATION AND THE OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT

Staff Report:

Holan and Riordan presented the above-proposed resolution requesting

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authorization for the City to apply for a Transportation and Growth Management (TGM) Program grant to prepare alternative concept plans and implement strategies for potential high-capacity transit-oriented development areas as shown in Attachment A through Attachment E of the staff report, noting if funding is received, the project would be complementary to and support the City's ongoing Comprehensive Plan Periodic Review efforts. Holan and Riordan reported if funded, the City would be obligated to provide a match of 11 percent or more of the total costs of the project, noting the required funds may be in form of cash, staff time, or project expenses, and communities who are defined as distressed may request a partial match waiver.

Before proceeding with Council discussion, Mayor Kidd asked for a motion to adopt Resolution No. 2009-17.

Hammond read Resolution No. 2009-17 by title.

MOTION: Councilor Johnston moved, seconded by Councilor Uhing, to adopt Resolution No. 2009-17 Authorizing the City of Forest Grove to apply for a Transportation and Growth Management (TGM) Program Grant from the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development.

Council Discussion:

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

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

7. **CONTINUE PUBLIC HEARING AND FIRST AND SECOND READING OF ORDINANCE NO. 2009-01 ADOPTING THE CITY OF FOREST GROVE DEVELOPMENT CODE, FOREST GROVE CODE, CHAPTER 9, SECTION 10.1.000-10.12.210, AND DECLARING AN EMERGENCY**

Staff Report:

Holan presented the above-proposed ordinance as amended and declaring an emergency, noting the proposed ordinance reflects the amendments discussed by Council at the meeting of February 23, 2009, and as outlined in

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the staff report dated March 9, 2009. Holan presented an additional staff report dated March 9, 2009, entitled "Height Standards for Flagpoles and Lighting in the Institutional Districts", noting since the Council meeting of February 23, 2009, concerns have been raised pertaining to the ability to install flagpoles and lighting standards for sport field use in various City parks. Holan referenced the proposed amendments addressing flagpole height limitations and field lighting as outlined in Table 3-9 of the above staff report. In addition, Holan submitted a letter received into the record (refer to written testimony below).

Public Hearing Continued:

Mayor Kidd continued the Public Hearing from the meeting of February 23, 2009.

Written Testimony:

Michael Robinson, Perkins Coie, 1120 NW Couch Street, Tenth Floor, Portland, submitted a letter dated March 9, 2009, pertaining to the Code amendment that would limit the length of stay (30-days) in recreational vehicle parks. Robinson's letter requested that Council consider removing the 30-days limitation, citing the limitation restrictions could create a conflict pursuant to ORS 197.493. Robinson suggested that Council instead impose limitations on a case-by-case basis.

Proponents:

No one wished to testify and no written comments were received.

Opponents:

No one wished to testify and no written comments were received.

Others:

No one wished to testify and no written comments were received.

Public Hearing Closed:

Mayor Kidd closed the Public Hearing.

Council Discussion:

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to Robinson's request to remove the length of stay limitation in recreational vehicle parks. At the conclusion of the above discussion, Council collectively denied the above request and made no motion to amend the

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proposed Code.

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to staff's proposal to amend the flagpole height limitations and field lighting as outlined in Table 3-9 of the staff report. At the conclusion of the above discussion, Council collectively concurred with staff's recommendation and made the following motion to amend Table 3-9 as proposed by staff.

MOTION TO AMEND: Councilor Uhing moved, seconded by Councilor Truax, to amend Table 3-9, flagpole height limitations and field lighting, as proposed by staff.

Council Discussion:

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

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

Council Discussion:

Hearing no further discussion from the Council, Mayor Kidd asked for a motion to adopt first and second reading of Ordinance No. 2009-01 as amended and declaring an emergency.

Hammond read Ordinance No. 2009-01 by title for first and second reading.

MOTION: Councilor Truax moved, seconded by Councilor Thompson, to approve First and Second Reading of Ordinance No. 2009-01 Adopting the City of Forest Grove Development Code, Forest Grove Code, Chapter 9, Section 10.1.000-10.12.210, as amended and Declaring an Emergency.

Council Discussion:

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

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

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**8. CONTINUE PUBLIC HEARING AND FIRST AND SECOND READING OF
ORDINANCE NO. 2009-02 ADOPTING COMPREHENSIVE PLAN TEXT AND MAP
AMENDMENTS, FILE NO. CPA-08-01, AND DECLARING AN EMERGENCY**

Staff Report:

Holan presented the above-proposed ordinance as amended and declaring an emergency, noting the proposed ordinance reflects the amendments discussed by Council at the meeting of February 23, 2009, and as outlined in the staff report dated March 9, 2009.

Public Hearing Continued:

Mayor Kidd continued the Public Hearing from the meeting of February 23, 2009.

Proponents:

No one wished to testify and no written comments were received.

Opponents:

No one wished to testify and no written comments were received.

Others:

No one wished to testify and no written comments were received.

Public Hearing Closed:

Mayor Kidd closed the Public Hearing.

Council Discussion:

Hearing no discussion from the Council, Mayor Kidd asked for a roll call vote on the above motion to adopt first and second reading of Ordinance No. 2009-02 as amended and declaring an emergency.

Hammond read Ordinance No. 2009-02 by title for first and second reading.

MOTION: Councilor Truax moved, seconded by Councilor Uhing, to approve First and Second Reading of Ordinance No. 2009-02 Adopting Comprehensive Plan Text and Map Amendments, File No. CPA-08-01, and Declaring an Emergency.

Council Discussion:

Hearing no discussion from the Council, Mayor Kidd asked for a roll call vote

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on the above motion.

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

9. CONTINUE PUBLIC HEARING AND FIRST AND SECOND READING OF ORDINANCE NO. 2009-03 ADOPTING ZONING MAP AMENDMENTS, FILE NO. ZC-08-01, AND DECLARING AN EMERGENCY

Staff Report:

Holan presented the above-proposed ordinance as amended and declaring an emergency, noting the proposed ordinance reflects the amendments discussed by Council at the meeting of February 23, 2009, and as outlined in the staff report dated March 9, 2009.

Public Hearing Continued:

Mayor Kidd continued the Public Hearing from the meeting of February 23, 2009.

Proponents:

No one wished to testify and no written comments were received.

Opponents:

No one wished to testify and no written comments were received.

Others:

No one wished to testify and no written comments were received.

Public Hearing Closed:

Mayor Kidd closed the Public Hearing.

Council Discussion:

Hearing no discussion from the Council, Mayor Kidd asked for a motion to adopt first and second reading of Ordinance No. 2009-03 as amended and declaring an emergency.

Hammond read Ordinance No. 2009-03 by title for first and second reading.

MOTION: Councilor Johnson moved, seconded by Councilor Uhing, to

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approve First and Second Reading of Ordinance No. 2009-03 Adopting Zoning Map Amendments, File No. ZC-08-01, and Declaring an Emergency.

Council Discussion:

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

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

10. **CONTINUE PUBLIC HEARING AND FIRST AND SECOND READING OF ORDINANCE NO. 2009-04 REPEALING AND REENACTING CHAPTER 9 OF THE FOREST GROVE CODE, ENTITLED BOARDS AND COMMISSIONS AND MISCELLANEOUS PLANNING PROVISIONS, FOREST GROVE CODE SECTION 9.000-9.810, AND DECLARING AN EMERGENCY**

Staff Report:

Holan presented the above-proposed ordinance as amended and declaring an emergency, noting the proposed ordinance reflects the amendments discussed by Council at the meeting of February 23, 2009, and as outlined in the staff report dated March 9, 2009.

Public Hearing Continued:

Mayor Kidd continued the Public Hearing from the meeting of February 23, 2009.

Proponents:

No one wished to testify and no written comments were received.

Opponents:

No one wished to testify and no written comments were received.

Others:

No one wished to testify and no written comments were received.

Public Hearing Closed:

Mayor Kidd closed the Public Hearing.

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Council Discussion:

Hearing no discussion from the Council, Mayor Kidd asked for a motion to adopt first and second reading of Ordinance No. 2009-04 as amended and declaring an emergency.

Hammond read Ordinance No. 2009-04 by title for first and second reading.

MOTION: Councilor Johnston moved, seconded by Councilor Thompson, to approve First and Second Reading of Ordinance No. 2009-04 Repealing and Reenacting Chapter 9 of the Forest Grove Code, Entitled Boards and Commissions and Miscellaneous Planning Provisions, Forest Grove Code Section 9.000-9.810, and Declaring an Emergency.

Council Discussion:

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

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

**11. CONTINUE PUBLIC HEARING AND FIRST AND SECOND READING OF
ORDINANCE NO. 2009-05 ADOPTING CITY OF FOREST GROVE DESIGN
GUIDELINES AND DECLARING AN EMERGENCY**

Staff Report:

Holan presented the above-proposed ordinance, noting Council discussed no proposed amendments to the proposed Design Guidelines at the meeting of February 23, 2009.

Public Hearing Continued:

Mayor Kidd continued the Public Hearing from the meeting of February 23, 2009.

Proponents:

No one wished to testify and no written comments were received.

Opponents:

No one wished to testify and no written comments were received.

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Others:

No one wished to testify and no written comments were received.

Public Hearing Closed:

Mayor Kidd closed the Public Hearing.

Council Discussion:

Hearing no discussion from the Council, Mayor Kidd asked for a motion to adopt first and second reading of Ordinance No. 2009-05 and declaring an emergency.

Hammond read Ordinance No. 2009-05 for first and second reading.

MOTION: Councilor Johnston moved, seconded by Councilor Uhing, to approve First and Second Reading of Ordinance No. 2009-05 Adopting City of Forest Grove Design Guidelines and Declaring an Emergency.

Council Discussion:

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

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

12. APPROVING PLANS AND SPECIFICATIONS FOR 'A' STREET PUBLIC IMPROVEMENTS, COMMUNITY DEVELOPMENT BLOCK GRANT, PROJECT NO. 0127, AND 18TH AVENUE SIDEWALK IMPROVEMENTS, COMMUNITY DEVELOPMENT BLOCK GRANT, PROJECT NO. 9110

Staff Report:

Foster, Robbins, and Kelsay, presented the above plans and specifications for A Street public improvements and 18th Avenue sidewalk improvements, noting the City was awarded a Community Development Block Grant (CDBG) for both projects. Kelsay reported the A Street project would improve a portion of A Street, between 23rd Avenue and 26th Avenue, to City standards, noting the estimated cost of the project is \$317,000 and the CDBG grant award is \$148,000. Kelsay reported the 18th Avenue project would construct sidewalks along 18th Avenue, between Hawthorne and Maple Streets, near Joseph Gale Elementary, noting the estimated cost of the project is

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\$190,000 and the CDBG grant awarded is \$85,000.

Before proceeding with Council discussion, Mayor Kidd asked for a motion to approve the plans and specifications for A Street project as presented.

MOTION: Councilor Uhing moved, seconded by Councilor Lowe, to approve the plans and specifications for A Street Public Improvements, Community Development Block Grant, Project No. 0127, as presented.

Council Discussion:

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

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

Before proceeding with Council discussion, Mayor Kidd asked for a motion to approve the plans and specifications for 18th Avenue project as presented.

MOTION: Councilor Uhing moved, seconded by Councilor Lowe, to approve the plans and specifications for 18th Avenue Sidewalk Improvements, Community Development Block Grant, Project No. 9110, as presented.

Council Discussion:

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

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

13. RESOLUTION NO. 2009-18 APPROVING TO RESCHEDULE MONDAY, MARCH 23, 2009, CITY COUNCIL MEETING TO MONDAY, MARCH 30, 2009

Staff Report:

Sykes presented the above-proposed resolution and asked Council to consider rescheduling the March 23, 2009, regular City Council meeting to Monday, March 30, 2009, due to spring break and Council members who are

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unavailable.

Before proceeding with the Council discussion, Mayor Kidd asked for a motion to adopt Resolution No. 2009-18.

Hammond read Resolution No. 2009-18 by title.

MOTION: Councilor Truax moved, seconded by Councilor Johnston, to adopt Resolution No. 2009-18 Approving to Reschedule the Monday, March 23, 2009, City Council Meeting to Monday, March 30, 2009.

Council Discussion:

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

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

14. RESOLUTION NO. 2009-19 ADOPTING CITY COUNCIL GOAL OBJECTIVES FOR FISCAL YEAR 2009-10

Staff Report:

Sykes presented the above-proposed resolution for Council consideration, noting Council was asked to identify, rank, and prioritize the Council Goal Objectives for Fiscal Year 2009-10 (refer to Exhibit A of the resolution), noting the intent of asking for Council priority goals/objectives for the coming fiscal year is to know if there are specific goals/objectives that require budgeting and/or staff resources in order to be accomplished. Sykes noted staff recognizes that not all of the objectives can be financially accomplished; however, the objectives provide a framework for each department to focus their activities and prioritize resources during their budget preparations.

Before proceeding with the Council discussion, Mayor Kidd asked for a motion to adopt Resolution No. 2009-19.

Hammond read Resolution No. 2009-19 by title.

MOTION: Councilor Lowe moved, seconded by Councilor Uhing, to

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approve Resolution No. 2009-19 Adopting City Council Goal Objectives for Fiscal Year 2009-10.

Council Discussion:

Lowe pointed out that having a Dog Park in Forest Grove is a high priority for her, noting she feels the entire list of goal objectives are important to the whole Council.

Truax concurred noting there are goal objectives that he feels are very important and suggested having more discussion with Council, including holding public hearings if necessary.

In response to Council discussion, Sykes advised he would keep Council informed of the objectives and would provide project status updates.

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

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

15. 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. Sykes reported the City was recently awarded funds as part of Metro's flex plan and the State's stimulus plan, noting staff is submitting additional projects to the State, who recently announced there are additional stimulus funds available. In addition, Sykes reported staff is diligently working on various grants to help support reopening the work force center; to help maintain the COP program at the Forest Grove High School; and to build restroom facilities at Fernhill Wetlands. In conclusion, Sykes provided insight on the recent department directors' retreat, noting the directors conducted a SWOT Analysis to help identify the Strengths and Weaknesses and examine the Opportunities and Threats pertaining to the budget and budget shortfalls.

16. COUNCIL COMMUNICATIONS:

Johnston reported on various meetings he attended and the upcoming meetings he was planning to attend. In addition, Johnston noted he thought

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MARCH 9, 2009 – 7:00 P.M.
COMMUNITY AUDITORIUM
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the Western Washington County Joint Legislative Work Session and the Joint Forest Grove Rural Fire Protection District Work Session went very well. In conclusion, Johnston provided various updates occurring at the Forest Grove High School.

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

Thompson reported on the Transit Advisory Committee meeting, noting discussion focused on the transportation plan and transportation impact fees. In addition, Thompson reported on other various meetings he attended and the upcoming meetings he was planning to attend.

Truax reported on the Forest Grove Rural Fire Protection District meeting, noting discussion focused on budget-related issues. Truax noted he felt good about the discussions heard at the Joint Forest Grove Rural Fire Protection District Work Session. In addition, Truax reported on other various meetings he attended and the upcoming meetings he was planning to attend.

Uhing reported on the Historic Landmarks Board meeting, noting discussion focused on the Board's goals and objectives; Community Enhancement Program grants; and Painter's Wood Historic District designation. In addition, Uhing reported on the Economic Development Commission meeting, noting discussion focused on the branding project and membership recruitment.

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. Mayor Kidd announced "City Hall Day at the Capitol" is April 1, 2009, noting registration is due by March 18, 2009. Mayor Kidd reported on the "Mayor and Council Saturday Coffee" held on March 7, 2009, noting 13 citizens attended the work session to hear and support a citizen's proposal to amend City Code to allow chickens and goats in the City limits.

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17. ADJOURNMENT:

Mayor Kidd adjourned the meeting at 9:05 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



COMMITTEE for CITIZEN INVOLVEMENT
Tuesday, February 10, 2009
Community Auditorium Meeting Room

Attendees:

Members: Dennis Stoddard, Debra Delphs, Mo Nkiwane, Ed Nigbor, Michael Perrault
City Staff: Jon Holan, Community Development Director
City Council: Camille Miller

Call To Order: The meeting was called to order at 4:37 p.m. There were enough members present to make a quorum.

Minutes of Last Meeting: The minutes of the January 13, 2009, meeting were approved with one correction that Mo Nkiwane was not absent just late.

Communication Inbox: None.

Business:

- Regarding the Annual Town Hall meeting follow-up, Bev Maughn delivered the survey compilation. There was a lack of attendance, so CCI would like to find a way to increase participation. Suggestions to inform citizens of the meeting included the neighborhood watch network, yard signs (i.e. political signage), and always hold the meeting on the last Saturday of January.
- The group discussed the possibility of holding a citywide picnic in the summer.
- The group also discussed the possibility of holding a bi-annual neighborhood round table with neighborhood representatives from existing commissions. The representatives could then send emails to the CCI Communication Inbox. Perhaps neighborhood watch representatives could be included.
- There was a discussion of CCI's role in events such as neighborhood cleanup, etc.
- A recommendation was made that Mayor Kidd respond to citizens input/comments from the Annual Town Meeting.
- A question was raised regarding how CCI executes things. Should CCI assign specific names to specific tasks? This is still nebulous right now. Ideas are thrown out, but sometimes fade without specific cheerleaders.
- The question was raised whether CCI members should be thinking of next year's topic for the ATM now, so CCI can begin planning.
- Mike Perrault volunteered to look at the CCI minutes, and from them pull out our "action items".
- Regarding the Vision Statement implementation, it was suggested that someone (perhaps Dennis) follow up with the other boards and commissions regarding progress on what CCI asked them to do. This would be a status update.
- The group had a brief discussion of goals, etc. for the CCI retreat.

Next Meeting: The next meeting will be held on March 10, 2009.

Adjourn: The meeting was adjourned at 5:40 p.m.

Respectfully Submitted
Marcia Phillips
City of Forest Grove Permit Coordinator



**CITY OF FOREST GROVE
COMMUNITY FORESTRY COMMISSION
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET
WEDNESDAY, FEBRUARY 18, 2009 - 5:30 P.M.**

Stephanie Beall - Present
Brandy Dodd - Present
Scott Hanselman - Absent
David Hunter – Present

Mark Nakajima - Present
Harold Roark - Absent
Dale Wiley - Present

MINUTES – FEBRUARY 18, 2009

1. Call to Order and Approval of Minutes. Chair Beall, noting a quorum was present, called the meeting to order at 5:34 PM. Dale Wiley, made a motion to approve the meeting minutes of January 28, 2009. The motion was seconded by Mark Nakajima. The motion passed unanimously

2. Citizen Communication. No citizens in attendance wished to speak.

3. Previous Business:

(1) Arbor Day Fun Run Assignments – The Commission discussed assignments related to Arbor Day Fun Run assignments. Steve Huffman noted that Lincoln Park has been reserved on April 25th for the Fun Run. Chair Beall reviewed tasks that need to be accomplished including mailing invitations to prior participants, updating the flyer announcement and mailing the flyer with the next round of utility bill statements. Chair Beall agreed to update the flyer. Dan Riordan agreed to coordinate mailing the flyer with the utility statements. The Commission also discussed limited the group registration rate to 4 people. David Hunter agreed to be in charge of marking the route with safety cones. The Commission also agreed to hold special meetings on April 9th and April 15th in advance of the run on April 25th.

The Commission considered nominations for the 2009 Friends of Tree Award to be made at the Fun Run. Mark Nakajima made a motion to nominate Camille Miller, of the Miller Insurance Agency, as the recipient of the business award. The motion was seconded by Dale Wiley. The motion passed unanimously. After consideration of several nominees, Dale Wiley made a motion to award the individual 2009 Friends of Tree Award to Harold Roark for his service as a Commission member. The motion was seconded by David Hunter. The motion passed unanimously.

(2) Selection of Arborist(s) for Inspection Services. [David Hunter was not present for this agenda item] The Commission considered the statements of qualifications and proposed fee received from certified arborists interested in conducting tree inspections for trees included in the Register of Significant Trees. Letters of interest were received from Applied Horticultural Services, Multnomah Tree experts, David D. Hunter, AKS Engineering and Mazany and Associates. The Commission noted that the letters of interest from AKS Engineering and Mazany and Associates were received after the submittal deadline. The Commission considered responsiveness to the City's request for letters on interest, statement of qualifications, availability and lump sum fee before making a selection decision. Dale Wiley made a motion to select David H. Hunter as the consulting arborist for tree inspections required for the Register of Significant Tree program. The motion was seconded by Mark Nakajima. The motion passed unanimously.

(3) Tree City Growth Award Projects for 2009. The Commission discussed activities to do during 2009 for the Tree City Growth Award. Activities and assignments were discussed:

- Tree Inventory and Analysis (7 points) – David Hunter

- Wildlife Habitat Protection and Enhancement (3 points) – Dale Wiley
- Publications (2 points) – Stephanie Beall
- Local Awards Program (3 points) – Stephanie Beall
- Recycling/Biomass Reduction – City

4. **New Business:** No new Commission business discussed

5. **Project Reports:**

- (1) Arbor Day Fun Run/Walk & Library Display – Brandy. See #3, above.
- (2) Neighborwoods – Dale. The Neighborwoods tree planting was completed on January 17, 2009
- (3) Street Tree Inventory – David. David is reviewing the condition of street trees include in the inventory and will be conducting site visits soon.
- (4) Register of Significant Trees – Dan. Dan mentioned that the request to remove two Giant Sequoia trees at 2617 17th Avenue has been withdrawn by the property owner.
- (5) Farmers' Market & Website – Scott. General discussion.
- (6) City Wood Ornaments – Steve H. Dale provided some examples of wood ornaments made with Oak.
- (7) Tree Tour Guide – Edits pending.
- (8) Commemorative Trees – Mark. Mark mentioned that the commemorative tree template is in Publisher. Mark also mentioned that student essays are due on March 19th and a school assembly will held during April. Chair Beall noted the Forestry Center may donate prize items. Pool passes were also suggested as a possible prize item.

6. Other Business – No other business was discussed.

7. Adjourn – Dale made a motion, seconded by Mark to adjourn the meeting at 6:38 PM. The motion passed unanimously.

Respectfully submitted by: Daniel Riordan

APPROVED

Forest Grove Economic Development Commission
Thursday, September 11, 2008



Meeting Minutes

Attendees: Lois Hornberger, Brian Wilbur, Don Jones, Bob Hillis, Allie Brown, Cindy Sturm, Janet Lonneker, Jack Musser, JJ Johnston, Dave Rasmussen.

City Staff: Jeff King, Michael Sykes

1. Call to Order

Meeting was called at 12:10 pm by EDC Vice President-Lois Hornberger

2. Citizens Communications

There was none.

3. Approval of EDC summary minutes

Jack Musser made a motion to pass the minutes. Brian Wilbur seconded the motion. The motion was approved unanimously.

4. Additions/Deletions

None

5. Business

Economic Opportunity Analysis

Jerry Johnson of the firm Johnson and Gardner was introduced to discuss an economic opportunity analysis they are preparing for the City as well as regional analysis of Western Washington county area including Hillsboro, Cornelius, North Plains and Banks. Jerry Johnson said that Goal 9 of the statewide planning goals- Economic Opportunity Analysis allows jurisdictions to study the long term land need demands and supply so the land use system is not getting in the way of economic development strategies. But Metro controls UGB expansions so we don't have control of this land issue. This regional study with other communities will help inform and influence Metro on moving the UGB. Metro only does these reports examining the UGB every 5 years or even less often. This analysis will help develop a more defensible and supportable economic development objective. Very important to make a very strong case to metro. This analysis is also part of periodic review for the City.

Johnson added that you may only get one shot at this as this could affect the boundaries for 20 or up to 50 years, so it is important to get right businesses together for input. He said we would like to get input via for focus groups and interviews. The point to recruitment of businesses is to get as much input from local businesses as you can. It will be very difficult to get additional land for the

next 50 years if UGB lands or reserve lands as part of this current Metro review. So a good strong business case is needed for this EOA analysis. Need great ag land but also great development land. Under state law you should be able to make a case that you can accommodate businesses such a cluster like solar so that with Hillsboro, Cornelius and others, Metro will aggregate all and allow for expansion.

Cindy Sturm stated that it used to be soils that were the tipping point on where to expand. Has that changed at all? Jerry replied that the last time metro went through this process, metro considered not just soil, there were infrastructure issues as well. Before that they considered on ag or non-ag not things like infrastructure and that resulted in hilly and other difficult areas for development like Damascus. Cindy asked if an inarguable position include infrastructure costs. In the past Metro did public hearings and listened to all of the issues but in the end they only considered ag or non-ag. Jerry stated that our plan on this one is to work with industry to make sure there their interests are heard. It was asked as an example –the winery cluster, what if every community in our areas wants to expand to accommodate that? Jerry said that Metro will allow only 1 or 2 cluster areas, so oversupply won't happen. The problem is that there is not much flexibility in that approach. Metro is very slow to change UGB land but business changes more quickly.

The committee then suggested who in the community should be asked to attend one of the three or four focus groups and one-on one interviews. ED Staffer Jeff King listed the recommendations; each of the focus groups will ideally have 8-10 participants. There will be about a dozen one-on-one interviews. The first focus group is traditional non-ag; the second ag and ag-related. The third is non-traditional or new businesses. The fourth could be service or public. Lois asked that somewhere in the mix be representatives from retirement homes, health, medical and education as well as someone from the Planning Commission.

B Strategic Plan Branding Grant Updates

EDC staffer Jeff King gave a short update. He said that the project is on track. A contract has been signed with TDM/Bill Baker. The first stage is community input. Focus groups and interviews will be held on September 23 and 25 and a third focus group on October 7th. A community survey will be provided on-line and the link will be presented to EDC members at the October meeting.

C Strategic Plan Subcommittee Reports/Updates

Janet Lonneker said that the small business subcommittee did some brainstorming and came up with three comprehensive goals. She said that the Industrial and Infrastructure subcommittee has done a SWOT and hopes to do a brainstorming to develop goals for those committees.

Cindy Sturm asked if there is a place for mentoring for small business. Lois Hornberger said that SCORE is a good source for that. Janet Lonneker talked

about holding local workshops to help with this. Lois added that the Chamber has a member buy member campaign.

Lois said that the Workforce and Education subcommittee has met and do have 2 goals. Lois asked that perhaps each subcommittee meet for ½ hour at the next meeting.

D. County Ballot Initiative: Transportation SDC Increase

ED staffer informed the commission that Washington County will place on the ballot an increase in the transportation system development charge commonly called a TIF or Traffic Impact Fee. Included in the packet were the proposed increases. It mostly likely will pass in November since the public sees the cost being borne by developers.

Mike Sykes said that the County collects the fee and it is put into account for Forest Grove and can be used only for expanding or building new local arterials and collectors. Dave Rasmussen said this will have the effect of driving up house prices and discourage building. Lois said that there are no MSTIP projects in this area for the next five years –the last of the MSTIP monies. Mike Sykes said that Tigard and Beaverton are fine with this increase but creates problems in small cities who oppose it. Forest Grove is concerned about the impact. Dave Rasmussen that on the development side some TIF is necessary but the problem is that both the developer and builder are both charged for the same lot. Cindy Sturm said that housing in Oregon is above cost of what it should cost relative to income make it less affordable as it is now.

ED staff Jeff King explained that the County took a poll on taxpayer support for a new MSTIP transportation bond but the vast majority was against it. This may be some of what is driving the TIF increase in order to raise the funds somewhere. There was discussion on the role of the EDC and if they should make a recommendation to Council and what the Chamber of Commerce stand is on this. Cindy Sturm said the EDC is not independent but rather should make a recommendation to Council. Lois said members should come back to the October meeting to discuss.

6. Council Communications

None

7. Staff Communications

Forest Grove Workforce Center Update

There was no news to report at this time.

8. Announcement of Next Meeting

EDC staff Jeff King reminded that the next meeting was on October 2nd.

9. Adjournment

The meeting was adjourned at 1:38 PM

Approved by the Forest Grove Economic Development Commission:

Date: _____ October 2, 2008 _____

Signed: _____


APPROVED

Forest Grove Economic Development Commission
Thursday, October 2, 2008

Meeting Minutes

Attendees: Lois Hornberger, Brian Wilbur, Don Jones, DJ Simcoe, Allie Brown, Cindy Sturm, Janet Lonneker, Jack Musser, JJ Johnston, Dave Rasmussen, Preston Alexander, Mike Henningsen, John Schwan.

City Staff: Jeff King,

1. Call to Order

Meeting was called at 12:13 pm by EDC Vice President-Lois Hornberger

2. Citizens Communications

There was none.

3. Approval of EDC summary minutes

Jack Musser made a motion to pass the minutes. Don Jones seconded the motion. The motion was approved unanimously.

4. Additions/Deletions

Letter from Steve Boone

5. Business

Lois read a letter of resignation from Steve Boone. It stated that with significant time requirements with work and family, he has been unable to devote the time needed. Brian Wilbur state that Steve would like to contribute and feels strongly about the work of the EDC but feels guilty that he has too many time constraints. There was discussion and a request to ask Mr. Boone if he might stay on the board without being president with the acknowledgement that he may not be able to attend regularly. Jack Musser was concerned that that it might put more pressure on Steve. Lois said she will talk to Steve and give him a month to decide.

In a related matter, JJ Johnston announced that Melanie Stagnitti is leaving Merix. She had served as alternate on the EDC board. He introduced John Schwan as the new alternate. John has been with Merix for nine years in charge of Safety and Regulatory Compliance.

A. Mcmenamins –Host Update

DJ Simcoe said that the Grand Lodge had its best summer yet. He said that they are working on a new hotel in downtown Portland near Jakes and Burnside. It is due to open in February or March of 2009

B. Economic Opportunity Analysis

EDC staffer Jeff King distributed the current list of names that the EDC suggested for the three focus groups and one-on-one interviews. There was some discussion on some additional names. Lois suggested that Jeff King email the current list to all members to get additional names to fill out the remaining slots. King explained the three goals of the EOA analysis. The EOA has three purposes/benefits 1. It is required for the City' periodic review update of the 20-year comprehensive plan and general long-range planning 2. It will support efforts to document and make the case before Metro for urban reserves over a 20-year and even 50-year period to allow for adequate growth, and 3) to help inform the EDC in development of its EDC. The study will look at growing and emerging industrial and commercial needs, look at long-range economic opportunities and employment land needs, look at economic trends and do trend analysis and make economic forecasts for Forest Grove. The first interviews and focus group is planned for the last week in October and completed before Thanksgiving.

C. Branding Project Update

Brian Wilbur asked Mike Henningsen what he thought about the interview process. Mike said that it was a good discussion but said that he was not real familiar of the local topics. He said out of this process something needs to happen, can't keep doing consulting studies.

ED Staffer King explained the process. He said that most interviews and two of the three focus groups have been completed. There has been a good cross-section of community leaders. The final interviews and focus group will be held on October 7. King explained there are two additional steps for outreach – completion of an online survey and any materials that organizations may have that promotes Forest Grove. Lois Hornberger asked if Merix of the School District had any materials that sell Forest Grove such as in their recruitment process for positions. Jack Musser said that they have some information that they use in their search for employees. Brian Wilbur said that it was important to complete the online survey before the November meeting. Allie Brown asked if it could also be posted in Spanish in order to get more of a Latino voice. Brain said that in a month, Bill Baker will be meeting with the Branding/marketing subcommittee. Cindy Sturm when the full work will be completed. Jeff replied that a final report will be completed by March but Bill Baker will have several check-ins with the Branding/marketing sub-committee over this period.

D. Strategic Planning/Sub-Committee Update

Industrial/Infrastructure

Janet Lonneker said the combined committee brainstormed about 8 goals. The next step is to look at long-term vs. short-term and then come up with action plan

based on each goal. For example site inventory and data needed for recruitment. Infrastructure status for each site needs and the cost to move to Forest Grove. Another key issue is that Forest Grove will need more power after 2010 or 2011 as cheaper power may come into question. Another is to work with existing business to understand their goals and their use of land. Jane then explained each goal. Will need to look at prioritizing goals and short-term vs. long-term.

Mike Henningsen asked about the cheap power and what happens after 2010. Janet replied that some rate will fall into a m Tier 2 market rate. Key issue is what happens when large company comes in and needs 10MW of power. What do we do? JJ Johnston is concerned that Forest Grove has lost competitive edge because companies cannot get long-term pricing guarantees. Janet said that is correct, can't guarantee volume or cost of power. Cindy Sturm: we have less control over availability and price. Janet replied that yes that is correct, pricing will go up but availability is generally available for a price. ED staffer King asked when some this will be resolved? Janet said that in 2009 if tier method goes through, then tiered rates will be clarified. But still would be unsure what market price would be. Dave Rasmussen says that solar, wind or other types that could be put out here would help. Janet said that getting a company that used co-gen for some their power. She added that as a utility we are looking to get into wind or geothermal to help stabilize price. JJ Johnston asked if BPA is aware that the whole Columbia Basin is losing its competitive edge. Janet said they are aware but BPA is between a rock and a hard place as there is only so much hydro power that can be generated and they have reached their limit due to growth. Staffer King stated that it seems that we only have the competitive edge with smaller or mid-sized deal.

Small Business/Retention

The most recent meeting of this sub-committee looked at trends and issues. Janet Lonneker said the sub-committee meet with Teri Koerner to see what the Chamber could do. The next meeting will look at developing more detailed action plans

Commercial Retail

Preston Alexander asked who is responsible for moving commercial/retail issues forward and communicating and promoting small business. Preston said one goal is to fill in more businesses in Forest Grove and add more clustering of retail. Need to first identify where we are right now, Business licensing will help but some zoning has changed –so trying to get ideas where capacity is in terms of available/sites and what businesses are here. Preston said he got an inventory of properties actively being marketed and another list of downtown property owners and businesses from Jeff King. Preston said they will break the city's commercial areas into 5 zones to take inventory. End of the day want to create spreadsheet and have some info available as pdf.

Workforce

Jack Musser said that they have developed three goals and discussed an action plan . One is to determine needs for local workforce. Lois mentioned the quarterly meetings they held in the past through the key industries council. Should we hold these again? Jack Musser said that there are many different issues/needs that we could share. JJ Johnston said that middle management training is needed. Lois replied that such training is in one of their bullet goals. Allie would also like make sure we involve the Latino community.

Open Container Ordinance –Forest Grove

Police officer Jeff Williams and police Chief Kerry Aleshire spoke about the proposed open alcohol container law. Williams stated that Forest Grove along with Sherwood is only community in Washington County that allows open containers in public areas. He said the police department has gotten lots of complaints as well as other violations connected with public drinking. We know that this will not solve the underlying social problems but will give the City one more tool. Cindy Sturm asked if currently you can walk around anywhere with an alcoholic drink. Officer Williams said yes. Williams added that the Forest Grove police department is on pace to exceed other years in intoxication arrests. He added that these are not those just mildly impaired but those severely intoxicated that must be taken off the street. He said that the ordinance call for a civil fine not criminal arrest. OLCC regulated events like vendors at First Wednesday are exempt. The plan is to bring the ordinance to Council on October 13.

Jack Musser asked: do you fee you need support/consensus from the EDC? Chief Aleshire replied that it would be helpful. He added that one issue of concern is will a family get a permit to provide booze in a park. But this could be too much of an administrative burden on the City. Preston Alexander said he assumed that public drunkenness was against the law but it is not. Police Captain Ashbaugh said that the 20+ that pass out in public that pass out in public have to be brought to the Hooper detox in Portland and this takes a police officer off the street during that time. Cindy Sturm asked how would the ordinance change this? Chief Aleshire stat when people see someone passed to people drinking on a park swing set it creates a sense of fear. Cindy Sturm said that this ordinance seems to be acceptable in other communities. Janet Lonneker said that with this ordinance, you will get a lot of calls, do you have the staff to respond to all of these calls? Captain Ashbaugh said they will ticket and fine the violator and pour out the beer or wine. That is something we can't do know. Word will get around fast one they learn that they will lose their alcohol. Lois Hornberger thought that most people believe we already have such an ordinance. Don Jones said that this will not affect quality of life negatively but actually be positive. Allie Brown said there should be an education piece so this can be an opportunity. Officer Williams said that there will be a lot of outreach.

Jack Musser moved for the EDC to support the EDC proposal. Mike Henningsen seconded the motion. It passed unanimously.

Other

Jack Musser brought up the issue of attendance of EDC board member attendance. He said that is has only been 60% the last few months. Is this a concern? Cindy Sturm mentioned that Tuality hasn't been in attendance for awhile. Dave Rasmussen also mention that Pete Van Dyke has also not been at a meeting recently either. Janet Lonneker thought that maybe it was due to the summer. Preston thought Rudy Marchesi might be a good choice should a new board member be need for Steve Boone.

8. Announcement of Next Meeting

EDC staff Jeff King reminded that the next meeting will be November 6th.

9. Adjournment

The meeting was adjourned at 1:41 PM

Approved by the Forest Grove Economic Development Commission:

Date: 11/06/09

Signed: 

APPROVED

Forest Grove Economic Development Commission
Thursday, November 6th, 2008

Meeting Minutes

Attendees: Lois Hornberger, Don Jones, Mike Henningsen, Dave Rasmussen, Janet Lonneker, Jack Musser, JJ Johnston, Mike Henningsen, John Schwan, Teri Koerner, Lisa Duncan, Elena Uhing

City Staff: Jeff King, Michael Sykes, Jon Holan

Guest: Camille Miller, City Councilor

1. Call to Order

Meeting was called at 12:120 pm by EDC Vice President-Lois Hornberger

2. Citizens Communications

There was none.

3. Approval of EDC summary minutes

Mike Henningsen made a motion to pass the minutes. JJ. Johnston seconded the motion. The motion was approved unanimously.

4. Additions/Deletions

Letter from Steve Boone

5. Business

Economic Opportunity Analysis

EDC Staff, Jeffrey King provided an update of the outreach process. One focus group has been held with the consultants Johnson and Gardner, as were most of the one-on-one interviews. There are two additional focus groups to be held, one on ag and ag-related and another on small, non-traditional and others missed in the first round. There are also 2-3 more interviews to be completed. The focus group goal is to have 8-10 participants at each. However more names are needed. King asked the board if they recommended any additional names to target. Mike Sykes suggested Kristen Ling of A Framers Touch., also suggested was Safeway. King said he will contact them and also has contacted B-mart. Everything will be completed prior to Thanksgiving and the report should be completed by the end of the year.

Branding Project Update

Lois Hornberger gave an update of the process of the branding and marketing project. She explained the extensive public and business input and explained the

draft Destination Promise that was prepared by Bill Baker. It was explained that the Destination Promise is an important element of the brand. It is a beacon that will guide all that we do in regard to tourism marketing. It captures the way that we want customers to think and feel relative to competitors. Lois read the three guiding promises that were prepared and the "reason to believe" or evidence that the Promise and benefit claims are credible.

Lois asked for feedback. Elena asked about whether the statement should read that we are a small, rural town, or city. Camille said that it should be town since you are trying to get people to "escape" from the city. Don Jones liked the word town better but was concerned with adding the word "small" before it. Lois agreed that it should not read small town but just town.

JJ Johnston had a broader question how this tourism branding will affect marketing for industrial companies. ED staff King agreed that is somewhat but we will merge with industrial marketing report and look where there is overlap or mutual support and what areas will remain distinct. Jack Musser added that he saw nothing the Destination Promise for families and children. Lois said that the main focus is for tourism and economic development not to relocate here. Teri Koerner added that the grant is for tourism related projects and seeks to tie our efforts into county wide programs. Lois said that it was key that we do provide a united front to tourists. Mike Henningsen asked about Lincoln Park and how amateur sports fit. King said it fits well with the WCVA as it is one of their key focus areas of golf, outdoor recreation and amateur sports and will be part of our efforts as well. Don Jones said that outdoor recreation is listed in the destination promise. Jack Musser said that the City has multiple fields including 2 artificial ones to bring in youth tournaments. Mike stated that 70% of these people come from out of town can be argued as tourism.

Lois Hornberger expected the branding project to be completed by March. She said however that we need to fundraise the final \$10,000 of the \$52,000 contact. She added that Pacific University, Sake One and Pacific Insurance will each be donating \$1,000. She said that Brian Wilbur and Steve Boone will be leading the fundraising effort. She appealed to each board member asking for a small donation. Lois stated that this effort will help all businesses by increasing prosperity in town and helping to build up needed amenities.

Strategic Planning/Sub-Committee Update

Lois stated that sub-committees with completed goals were listed in the board members packets.

Industrial/Infrastructure

Goals have been established. Issue is now to develop an action plan for each goal and to develop a usable template.

One overarching issue concerning members was the future power supply and cost in Forest Grove. Janet Lonneker gave a summary of issues Forest Grove is facing for 2011-2012. She said the City will probably hit their ceiling by 2012. From there, adding power needs will come at market rate. Light and Power is working with other groups to see what can be purchased but limited because alternative technology is still limited plus much of green power is not consistent generation. There is a shortage of time. In 5 years City will need some concrete options. In 2010 Light and Power will hit the high water mark. Then forced into market rates or if the city chooses, some type of blended rate. Jack Musser asked if this affects residential. Janet responded that it all effects all of BPA's customers, but investor owned utilities will have cost issues of their own due to carbon caps. JJ Johnston said that work in being done in our (industrial/infrastructure) sub-committee. How will policy be worked out? Different ways to do it like have tiered rates or grandfathering largest current users. Our subcommittee wants to influence local policy. How do we satisfy our EDC charter? JJ asked. Janet said it affects retaining businesses not just recruitment. Mike Henningsen asked if we got someone by 2010, could they be grandfathered in? There is an incentive to get someone in by 2101 as long as a single load is not over 2010. JJ Johnston asked who the top five power users in Forest Grove are? Janet said they were Pacific University, Merix, Forest Grove School District, Westak and Henningsen. She added that 20 year contracts expire in 2011 or 2012. Don Jones asked how much rates will jump for market based power. Janet said they will double from current average of 3.5 – 4 cents kWh to 7.5 cents. The key is to find a power resource we own, she added.

Workforce/Training Subcommittee

Lois said that they have established goals. The next item for them is to prepare a survey to ask businesses what their training needs are.

Small Business

Janet said that there have been goals established and they looked at trends impacting this sub-committee. For example priority may change more toward retention during the current recession. She said that the sub-committee also wants to do an inventory of certain sectors such as downtown businesses, top employers, professional service, and clusters; and identify resources and training needs. Lois said that the small business sub-committee should work with the workforce subcommittee. Janet asked how do we actually do the business training survey?

Commercial/Retail

Members are currently doing an inventory of site commercial/retail businesses and the site status. They will develop goals shortly.

JJ Johnston asked what are the milestones to complete the strategic plan, Councilor Uhing stated that it would good to have something prepared for the

City Council meeting in late January as part of your annual report and the boards and commissions appreciation night. There was discussion on this matter. Acting Chair Lois Hornberger cited the following milestones:

- December 4 EDC meeting –Goals
- January EDC meeting-Action Plans for each goal
- TBD –Completion of Strategic Plan

JJ Johnston asked if we move the EDC meeting to the 2nd week of January if that would be enough time for a council report. Mike Sykes said that Councilor Camille Miller will speak in January on the status of the CCI Vision and Goals so the timing would be good. JJ Johnston asked that the meeting in January be formally moved to January 15th –the 3rd Thursday of the month. The board agreed. EDC staff King will email all board members of the EDC meeting change and the Strategic Plan milestones.

Election of a new EDC Chair

Lois Hornberger said she had received several nominations but the most were for Don Jones. Also a couple of other nominees declined. Don Jones name was entered into nomination. Teri Koernor made a motion to close the nominations. Janet Lonneker seconded. The motion passed unanimously. Teri Koernor made a motion to vote Don Jones as the new chair of the EDC. Janet Lonneker seconded the motion. The motion passed unanimously. Board members congratulated Don. Don Jones took over running the meeting.

Staff Communications: Vision Statement and Action Plan

City Councilor Camille Miller is the City Council liaison for CIC (Citizens Involvement Committee). One of their missions is to work on implementation of vision statement and goals/action plan created in 2005/2006. From the Action Plan, City Council asked the CIC to see that it was implemented. The economic development items of this plan were listed. Camille asked that the EDC include these goals/action plan in their EDC strategic plan. Lois Hornberger noted that many were already completed and others were in the process of being implemented. Also Camille mentioned a flow chart on how the City Strategic planning process worked. Community Development Director Jon Holan explained the chart in greater detail. The Chart was included in each board members packet. Jon also explained that the CIC does an annual townhall meeting in late January. Every Year the vision statement and action plan in part of the townhall meeting and is reviewed and it can be tweaked. EDC staff King will give everyone a copy of the current economic development and tourism sections.

Don Jones asked how it would be folded into the strategic plan and asked that we discuss it at the December 4th EDC Meeting. Mike Sykes added that it also should be reviewed in the relevant subcommittees.

Other

Lois responded to an issue brought up by Teri Koerner regarding the Forest Grove Planning Commission and signage ordinances. Lois talked with Tom Beck, chair of the Planning Commission who agreed that a joint committee (Planning and EDC) would be the best approach to the review of the signage ordinance. JJ Johnston felt that the signage issue should be sent to the appropriate sub-committee. Terri also talked about the workforce issues for the next state legislative sessions. She said we should monitor these issues and provide our input and possibly invite area legislators to a future meeting to get their updates.

8. Announcement of Next Meeting

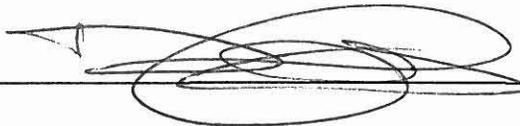
EDC staffer Jeff King reminded that the next meeting will be December 4th, 2008.

9. Adjournment

The meeting was adjourned at 1:40 PM

Approved by the Forest Grove Economic Development Commission:

Date: _____ 12/04/09 _____

Signed: _____  _____

APPROVED

Forest Grove Economic Development Commission
Thursday, December 4th, 2008

Meeting Minutes

Attendees: Lois Hornberger, Don Jones, Mike Henningsen, Dave Rasmussen, Jack Musser, Jackie Sandquist, Cindy Sturm, John Schwan, Preston Alexander, Lisa Duncan, TJ Buehler, Brian Wilbur, Randy Roedl, Allie Brown

City Staff: Jeff King,

1. Call to Order

Meeting was called at 12:11 pm by EDC Chair- Don Jones

2. Citizens Communications

There were none.

3. Approval of EDC summary minutes

Lois Hornberger moved to accept minutes as presented. Jack Musser seconded the motion. The motion was approved unanimously.

4. Additions/Deletions

There were none

5. Business

Mcmenamins- Host Update

Don Jones thanked Mcmenamins for use of the meeting space and lunch.

Branding Project Update

Brian Wilbur gave a short update. We still need to fundraise about \$12,000 to fulfill the contract. Steve Boone will be meeting with DJ Simcoe of Mcmenamins to see if they will participate. Others pledging funds are Sake One, Pacific Insurance and Pacific University. Brian will report back at the January meeting what the remaining gap is. Staff Jeff King added that the next meeting of the branding committee is in December to discuss themeline, logos and core identity items.

Strategic Planning/Sub-Committee Update of Goals

Don asked board members to look at the list of collective goals of all the subcommittees and make any recommendations to add, subtract or modify. Preston asked about the upcoming power cap and if the City can offer long-term power rates. King responded that the City is negotiating a 10-year power allotment from Bonneville. But the pricing is another story as additional growth over the cap means blending in market rate. Cindy Sturm asked if it could be

offered to anyone. King stated that new power requests of any size would have to get in before the 2010 high water mark cap. Beyond that it is hard to market price certainty.

In regards to the goals, King asked the board members to look at three things”

- Where they may overlap and then how we may streamline
- How you want to prioritize them
- Short-term vs. Long-term

Lois asked if the action plans would needed to be completed by Jan. 15 to be presented to Council. Don Jones said the 15th date meeting is general in nature for all of the Boards and commissions. He suggested for that we just present the goals at the meeting. Lois asked that subcommittee members submit action plans via email to Jeff King before January 15th. Lois also discussed surveys and wanted to coordinate any survey effort so there is not any overlap and that multiple surveys are not prepared. Don Jones said this is one reason why we put all the goals on one sheet so we can indentify overlap and better coordinated. He asked if the heads of sub-committee review the goals and perhaps meet as a group to refine a final list.

There was then some discussion of presenting the goals and action plans to City Department heads. Don and Lois both suggested that it be after January 15th. Don asked if King could schedule it via email. Jeff said that the department heads meet as a group the day after every council meeting.

Small Business Initiative

EDC Staff Jeff King introduced this topic. He would like to put together different small business providers in a roundtable/brainstorming meeting to determine how we might provide an environment that is supportive of new business creation/small business growth. This would include people like the chamber, SBDC, SCORE, Pacific University business professors, EDC, local bank, PCC workforce training, library researcher and City staff. The point is to generate ideas and partnerships to sustain small business support. One of the issues is that no one organization has the staff or resources to adequately provide this service alone. King referred to a handout of potential organizations for this roundtable meeting. Don Jones said given the current economy, there is an immediate need to help businesses with retention strategies. Jack Musser asked what the scope of this group is. Don Jones said this wouldn't be a new organization but a group to develop some programs and where to steer a business to the resources they may need. Ali Brown said this group would brainstorm to gather ideas of what we need to help small and new businesses. Brian Wilbur asked whether this is what the Chamber does. King responded yes but no one group can do it all and we need to see how we can leverage each other. Preston Alexander said we might be able to pull in other groups too like City Club and Rotary. Cindy Sturm asked how you would market these services.

At this point Mike Henningsen introduced the new representative to EDC from Henningsens. He introduced Guy Storm who is the new warehouse manager for the Forest Grove facility. Preston said he is worried local businesses failing. Ali said we should work with all small businesses not just those failing.

TJ said that the timing is good as the chamber is working to provide some small business seminars.

Dave Rasmussen talked about his experience with La Sierra the Mexican restaurant. He said they had no computerized records, all by hand, also have limited command of English. He said they have lost 50% of sales in downturn but don't know where to turn for help. He said he has assisted them with a new menu and value items that have helped sales. Cindy Sturm added that some small businesses don't know what they don't know. Some property owners don't want to do leases with a business that may lack information or fail. They need resources to educate them. Ali Brown said that a few small businesses should be part of that roundtable meeting. Jackie Sandquist said that the small business training contact at PCC is a different contact than her office. She will forward the correct name.

6. Council Communications

ED staff Jeff King said Council is seeking appointments to the 1/3 of board positions that are expiring at the end of December. At this point it appears that all members expiring will reapply. King asked that members get their paperwork to the City Recorder. There was also discussion of absences. It was mentioned that Pete VanDyke had not been to a meeting in a long while. Don Jones said that he will talk to Pete as his perspective and background is valued. The board also asked Jeff King to ask if Council liaison Elena Uhing will be able to attend regularly.

7. Staff Communications

Workforce Center

EDC Staff Jeff King said that there is a meeting on December 16th at PCC with all parties including WorkSystems Inc. to see if some services can be restored in Forest Grove. Jackie Sandquist stated that there is a possibility of sharing space with the Family Resource Center. The FRC is outgrowing its space at the school and has been offered free space by Tuality Health services in Forest Grove. The problem with the Tuality space is that there is no money for utilities. She added that Jack Musser should be invited to the meeting. The budget prognosis for PCC is looking even worse –in crisis mode. She that that the will for services in Forest Grove is there if enough funding can be scraped together.

Other

Cindy Sturm asked who will be presenting the annual report at the January 15 Boards and Commission Recognition Dinner. Don Jones said he will make the presentation. Cindy said it will be beneficial for members to show up. Randy

Roedl said that it is good for the whole EDC to show and stand up to show support. Don Jones suggested that the next meeting should be January 15th on account of January 1 being the regular meeting date and the need to have enough time for subcommittees to complete action steps.

Randy Roedl said that it was important to help businesses that are already here in Forest Grove, especially in this downtown. We need to do something. We have been working on a strategic plan for six months. Perhaps hold a community forum for businesses. Lois Hornberger stated that we could have a panel of 4 or 5 such as the Small Business Development Center (SBDC) or SCORE and maybe have some vendors. TJ said that this is the goal of the Chamber of Commerce on these same issues and will work on a small business forum for January. Don Jones supported the Chamber's efforts and the EDC could work in coordination. Lois said we could also do surveys to see what business people really need. Jackie Sandquist said that business decline and unemployment will get much worse in January so timeliness will be important.

8. Announcement of Next Meeting

EDC Board members agreed that the next meeting will be January 15, 2009

9. Adjournment

The meeting was adjourned at 1:23 PM

Approved by the Forest Grove Economic Development Commission:

Date: 12/15/09

Signed: 

APPROVED

Forest Grove Economic Development Commission
Thursday, January 15th, 2009

Meeting Minutes

Attendees: Elena Uhing, Lois Hornberger, Don Jones, Dave Rasmussen
Jack Musser, Guy Storm, Cindy Sturm, John Schwan, Preston Alexander, Lisa
Duncan, Janet Lonneker, TJ Buehler, Brian Wilbur, Allie Brown, Teri Koerner

Student Representative: Lauren Wilbur

City Staff: Jeff King, Michael Sykes, City Manager

1. Call to Order

Meeting was called at 12:18 pm by EDC Chair- Don Jones

2. Citizens Communications

There were none.

3. Approval of EDC summary minutes

Lois Hornberger moved to accept minutes as presented. Preston Alexander
seconded the motion. The motion was approved unanimously.

4. Additions/Deletions

1. Don Jones added Branding and Economic Opportunity Analysis and Branding
updates

5. Business

A. Mcmenamins- Host Update

Don Jones thanked Mcmenamins for use of the meeting space and lunch.

B. Board Member Communications

Preston Alexander discussed a collaborative project on improving the diagnosis
of pancreatic cancer. He said it was the most deadly form of cancer with a 95%
mortality rate. An information event will be held at BJ's Coffee. Preston gave the
time and day of the event.

Lois Hornberger mentioned a Spaghetti Dinner Fundraiser at the Forest Grove
High School. It will be held on Friday, January 16th, 2009 from 4:30pm -6:30pm

C. Business Retention Practices

Board chair Don Jones introduced Rob Pochert, the Economic Development
Director of the City of Beaverton.

Rob discussed best practices of business retention program. He called it "ugly
economic development" because it is not as sexy as recruitment of large firms.

However he said “Thou shalt retain before recruiting” is one of the ten commandments of economic development. He defined business retention as *A program to assist your existing employers remain successful and expand employment.* He said 70-90% of new jobs come from companies with fewer than 20 employees and that retention efforts directly affect business attraction because a companies will not come to a city that has a bad business climate.

Porchert outlined four categories of an existing business program:

1. Responsive Attention. This is the most basic level and involves a liaison contact in city hall that answers companies’ calls.
2. Attention Retention. The next step up. Requires an ongoing commitment and focuses on business recognition such as awards, ambassadors, business appreciation week, etc.
3. Executive Retention. Involves planning, interviews, analysis, reporting and follow-up actions. Keep track of meetings with companies. Focus on follow up not only to the specific company but also informs group initiatives, policy actions, program development and marketing initiatives.
4. Business Development. The ultimate program. Focus is less on entrepreneur development but traded-sector and second stage businesses. Relationship based not transaction driven and provides services not typically available. Important to collaborate with a network with service delivery partners.

Mr. Porchert also talked about another element of business retention called “Economic Gardening”. This program, first developed in Littleton, Colorado has as an objective to help local small businesses expand using high-powered databases and GIS and strategic information typically not available to small business. He said that the program is 100% focused on existing, local businesses. The business support services include a start-up checklist, databases of competition, available sites and also linked with demographic and market data for those sites. The City can do customized research for a business looking to expand. Some of the databases that City of Beaverton uses in there economic gardening program include Info USA, ESRI-GIS Business Analysis, Reference USA, Marketplace Gold Direct, Mail Lists, Costar Real Estate Services and Selectory Business Database.

Preston Alexander asked about competing goals. If the analysis said restaurant a needed does the City try to bring a new restaurant angering existing restaurants. Is there a competing interest. Rob said this a long-term process could be 3-5 years front front-end assistance to small companies to results on back end for economic gardening. Cindy Sturm asked how the program operates –is it with volunteers? What is the mix of staff vs. volunteers? Porchert stated that the City has two paid employees working on the economic gardening. He said that the Beaverton Chamber also is very helpful. They commit 25% of their staff to the program helping with marketing to small business and intake of clients. They also work to recognize businesses and let them know that we are “glad you are here”.

Rob left written copies of the powerpoint for board members

D. Strategic Plan Subcommittee/Branding

Staffer Jeff King gave an update of the development of the strategic plan. He discussed the list of goals that have been completed by each subcommittee. He said that some but not all of the committees have completed the action steps. He outlined the process to completion of the plan. After the action steps, an action plan page needs to be completed for each action step, a short 2-3 sentence narrative on each goal, and each committee needs to prioritize their goals and state whether they are long or short term or on-going. Don Jones said that we have 26 goals total. He asked subcommittees to complete the action plan sheets. He said those will help flesh out implementation. Preston Alexander stated that when doing these final action plans the focus should be on concrete items rather than observations. Don Jones would like to see everything completed by March. He said that we will need to prioritize goals and action steps so when we can implement them to the best effect.

Staffer Jeff King pointed out the summary report from the Economic Opportunity Analysis in the packet. The initial report talked about the key growth opportunities and business sectors. It also said that we did not have enough commercial land to meet 20-yr demand but more than enough industrial land. King said he is going to look at the methodology that determined current supply and compare the findings to the Hillsboro report.

King also included updated information on the branding project. He said that the PowerPoint packet was the latest presentation from Bill Baker. He said that it is important to show the building blocks and context of how the messages, destination promise and eventual tagline and logo were developed and what the process was. Brian Wilbur said that that Bill Baker and the branding/marketing subcommittee have done a really good job and have not over-promised. Lois Hornberger said the ad-hoc wayfinding committee will also incorporate the final branding product into some of the signage.

E. Small Business Initiative

TJ Buehler updated the Board on one of the small business/retention initiatives, a small business seminar led by the Chamber. TJ said the Chamber had a "first cut" of the seminar. It would be 2 hours in length and include a small business fair. The planned date is early-mid March. Don Jones said the EDC would support and help with the effort.

Allie Brown of Adelante Mujeres announced that they got funding to launch a small business program and also that she would be staying on with the organization. The program also received private funding.

6. Council Communications

Councilor Elena Uhing discussed the Boards and Commission Annual Recognition Dinner on January 15th. She said that each chair will give the presentation and be more the focus of the show rather than have the Council be the main presenter. Staff for each board will make the introductions. She said about 88 will be in attendance. She said it starts at 6PM for mingling and presentations and meal starts at 6:30pm. Elena thanked each of the members who were reappointed.

7. Staff Communications

Staffer Jeff King brought the attention to the board of the updated development code being proposed by Community Development Department. Most of it is just modernizing and streamlining the code but some of it involved changes to zoning and zoning regulations. King brought up one issues regarding the Community Commercial Zone (CC) which covers most of the commercial property along Pacific Ave. Currently there is an allowance for a light industrial use in the CC zone but only as a conditional use permit and if there are no external impacts and it doesn't detract from the general CC zone. This provides the City with some flexibility for small companies that could fit in commercial space. King stated that recently has two requests from start-ups-one of a gelatin product and one for a rum beverage. Both have less impact than a restaurant and need less than 2,000sf. Some of these very small spaces can be found in the commercial zone but not the industrial. As they grow they could then move to industrially zoned areas. In the proposed update the conditional use provision would be eliminated and there would be no flexibility.

Preston said that he operates under a conditional use permit and it has a whole different set of criteria and side issues. Don Jones said he was concerned about the loss of flexibility but would like more information. Preston added that the City is really hands-off on being proactive on what we really want. Elena Uhing asked if this is just process or is it that the City not have useful rules. Cindy Sturm said that the conditional use is a more subjective process. Mike Sykes suggested we have Jon Holan come to the EDC and explain. He added that the regulations that are simplified. Elena added that we need flexibility.

8. Announcement of Next Meeting

EDC Board members agreed that the next meeting will be February 5, 2009

9. Adjournment

The meeting was adjourned at 1:55 PM

Approved by the Forest Grove Economic Development Commission:

Date: 2/5/09

Signed: 

APPROVED

Forest Grove Economic Development Commission
Thursday, February 5th, 2009

Meeting Minutes

Attendees: Elena Uhing, Lois Hornberger, Don Jones, Dave Rasmussen
Jack Musser, Guy Storm, Mike Henningsen, Cindy Sturm, John Schwan,
Preston Alexander, Lisa Duncan, Brian Wilbur, Alie Brown, Teri Koerner

Student Representative: Lauren Wilbur

City Staff: Jeff King, Michael Sykes, City Manager, Jon Holan

1. Call to Order

Meeting was called at 12:12 pm by EDC Chair- Don Jones

2. Citizens Communications

There were none.

3. Approval of EDC summary minutes

Two typos were identified –one on page 2 and one on page 3.

Preston Alexander moved to accept minutes as amended. Cindy Sturm seconded the motion. The motion was approved unanimously.

4. Additions/Deletions

There were none

5. Business

A. Mcmenamins- Host Update

Don Jones thanked Mcmenamins for use of the meeting space and lunch.

B. Board Member Communications

Cindy Sturm said that the Westside Economic Alliance meeting will feature County Commission Chair Tom Brian giving an overview of the County. The meeting is February 19th from 7:30AM-9AM.

Lauren Wilbur wanted to do a survey of Forest Grove high schoolers to get their opinions on what they would like to see in Forest Grove. ED Staffer Jeff King will help her in putting together survey information.

John Schwan of Merix said that the company received military certification. This will allow them to compete for military specifications known for telecommunications and high-end certification. John said that the consumer side is slowing down so Merix needs to find other markets. Merix has little involvement with defense and aerospace in the past but with certification, this may add to new product opportunities.

C. Strategic Plan Subcommittee Update/Goals/Action Plan

Don Jones referred board members to the EDC strategic plan update page. He said this explains where we are in the process and that we should complete the plan in a month or two. Don said the next big piece is to complete the action step forms. This will enable members to clarify action steps and implementation. Don added that the format helps us to think through the process and that we now are getting very close to the final steps of the plan.

Workforce

Jack Musser said he had nothing to report at this time

Industrial/Infrastructure

Dave Rasmussen said that they had a meeting recently and completed the action steps, most of the goal narratives and prioritized the goals.

Small Business

Jeff said that they have completed the action steps, goal narratives and began some of the action step forms. Another meeting will be held shortly.

Retail Commercial

Don said the committee has met and has completed all of the action steps. Another meeting will be held soon to complete goal narrative and action step forms.

Branding/Marketing

Brian Wilbur said that the committee is setting up an internal meeting to prepare for the Feb. 23 Council presentation and will review the goals and action steps.

Don encouraged that the subcommittees meet one or two more times as soon as possible to complete our plan

D. Economic Development Marketing Practices

ED Staff Jeff King presented the marketing steps that we have implemented to date to help recruit/attract new companies of Forest Grove. He went over four elements:

1. Economic Development Web Site
2. Tourism Branding Efforts
3. Economic Development Brochure
4. An example of our response to an industrial lead.

The items were presented via PowerPoint/projector. He explained the core sections of the website that included Summary of Advantages, Area Map, Business Directory, Available Sites and Properties, Doing Business in Forest Grove, Workforce/Education, Profile & Demographics, Incentives, Resources for Business, and Contact Us.

King explained that having marketing items on the web are critical. Many site selectors will make decisions to get to short lists based on research they gather and before local officials are even aware they are considering your community.

Jack Musser asked why there was not more k-12 school information in the economic development brochure. Several board members replied that the focus was not on residential relocation but industrial recruitment and there was only room for highlights on the brochure. He also mentioned that there was not much information on the economic development section on the k-12 school district. Staffer King said there was some information and a link to the Forest Grove School District but he agreed that there needs to be a robust section on k-12 education. He offered to work with Jack in expanding information on the Forest Grove School District as education and building workforce skills are critical to today's economy.

King also gave a short PowerPoint on the branding efforts so far and that it would be presented to the Council on Feb. 23. Councilor Uhing that the branding committee should explain what the end product is, what are the tangibles. She added that the product should explain who we (Forest Grove) are, what is the shared vision and that this is a public-private partnership. Brian Wilbur said that the branding will be developed in such a way to present the attractiveness of the City. Cindy Sturm said the product is not a tangible item like a brochure but develops the shared vision and plan. She added that branding is important so that we have a coordinated approach; that everyone has the same message from Mcmenamins to Olsen's Bike Shop. In the past everyone has presented a different message. King said that the branding provides an important road map to tourism marketing efforts. Brian Wilbur that we need better PR, like the awards the high school has gotten. There is not enough focus on the good news of Forest Grove. Too often the only thing you hear about Forest Grove is meth labs and things like that.

Councilor Uhing said that the project and presentation needs to focus more on results. The Council will want more on what the branding will do, what it is, where will it lead to, what will be the final product, what is the end result. Lois Hornberger said the branding sub-committee also feels this way. Councilor Uhing reiterated that before the Feb. 23rd presentation, the subcommittee should explain what the project is and what it will do. Lois Hornberger said the sub-committee will be prepared for the Council. Don Jones thanked Uhing for her input. He said that as council liaison, her input and perspective is very valuable.

E. Small Business Initiatives/Retention

Teri Koener of the Chamber said that a hands-on business seminar will be held on Feb. 25 from 5-7pm. The speakers will be in the first hour and from 6-7pm, guests will be able to visit various business assistance organizations like SCORE and SBDC. This will be a launching point of providing information of what businesses want. The event is free of charge.

Teri also added that Mark Frandsen of New Seasons Foods told her that business is booming and that he is purchasing some new equipment. Because he has been so busy, he has not been able to attend.

6. Council Communications

There was none

7. Staff Communications

ED staffer Jeff King pointed to a memo that was part of the board members packet. This is update from last month's EDC meeting discussion of the some of the development code changes the City is proposing. The memo points to allowing conditional use for light industrial in the CC zone, language to accommodate call centers and information sector and other sections to provide some better flexibility to encourage economic development.

Jon Holan discussed the information sector. Information centers are not really addressed in the development code but this could be made clearer with the changes. This included value-added information, production of information such as data centers and computer related information like Google and internet service providers. This would be added to the allowed uses in the industrial zone. It would also be allowed in the Town Center zones so long as there are no off-site impacts. Jon said the next step would be public hearings held by the Council beginning Feb. 23. He said part of this change was prompted by the fact that call centers and information centers have approached Forest Grove in the recent past such as the data center that Oracle was proposing. Data centers are part of the larger information sector under the national NAICS code classifications. There will be discussion with Council including information and call centers also in parts of the downtown as an allowed use.

Preston Alexander asked if the City is planning to do away with conditional use in the CC zone. Jeff King replied that it is now being kept. Jon Holan said the zoning is going to broad categories of uses to increase flexibility rather listing each narrow business separately as is now done in the code. Cindy Sturm mentioned a use like doggy daycare. Is it commercial or does it fit as daycare? Another example is adult daycare. The hope is that the code is less prescriptive.

Teri Koerner asked about a proposed 5,000 s.f. cap on light industrial conditional use permits in the CC Zone. The chamber board had some concerns about this cap and that it might force businesses to move if they grow. Preston Alexander said that the conditional use permit is difficult because you need a review by an architect and must bring up to higher standards. Dave Rasmussen asked if it would help if the Industrial/Infrastructure sub-committee helped present the issues to the chamber or council. Teri said that there was a lot of material for the Planning Commission to work through and some could affect businesses. Holan said that he has been getting public input on these code changes for a long time

and there have been a lot of eyes on it. Don Jones said that Teri can talk to Jon Holan about the cap and her concerns. Cindy Sturm said that small businesses would naturally move to the industrial zone as they grew because industrial space is cheaper than commercial. Jeff King said that would be the goal that if they grew beyond 5,000sf we would have industrial space for them. Jon Holan said that there is nothing magical about 5,000sf. However we want to make sure that creating a light industrial sector in the CC Zone. Preston says he has 4,000sf on Pacific Ave. Dave Rasmussen felt that 5,000sf. Is sufficient.

Don Jones reminded board members to complete the sub-committee work so we can roll into implementation.

8. Announcement of Next Meeting

EDC Board members agreed that the next meeting will be March 5, 2009

9. Adjournment

The meeting was adjourned at 1:40 PM

Approved by the Forest Grove Economic Development Commission:

Date: 3/5/09

Signed:  _____

APPROVED

34

Recreation Commission Meeting Minutes
Wednesday, January 21, 2009

1. Roll Call

- A. Commission members; Ralph Brown, Susan Taylor, Paul Waterstreet, Dick Kover, Quinn Johnson, Duane Anderson, Stephanie Vasquez, Don Jones
- B. Staff Members: Tom Gamble, Steve Huffman,
- C. Council Liaison: No

2. Citizen Communication: None

3. Approval of Minutes: Minutes from last meeting, November 2008 are missing. Everyone is looking for a copy.

4. Additions or Deletions: There were no changes, state the obvious

5. Election of Officers: Susan Taylor volunteered to continue her duties as Chairperson. She was unanimously reelected.

Secretary position is a rotating position shared by a different person each meeting.

6. Old Business: **Thatcher park**: little damage from the snow. Lots of sledders. Restroom – concrete work is completed. Final construction for building is awaiting final approval of plans. Should happen next week. This includes landscaping and electrical work. Road improvements with turn lane are almost completed with the additional required sidewalk. Completion within a month. Park should be open in the middle of March for grass and play structure. Softball will start later as grass ripened and infields are firm and ready for use. Project is right on budget. Count road improvements/sidewalks are extra.

Forest Glenn trail: Damage from storms caused part of the trail to be washed away. Drains from streets above trail were plugged causing overflow of water to damage 400 to 500 feet of trails. Work is proceeding to repair trails. Eagle Scout project looking to install drainage to help prevent future damage. Paved portion of trail is useable. Discussed is repair more expensive than paving. The water run off from Lavina is being addressed.

Aquatic Center Easment/Planning: Engineering and planning are going to compete work for the pool parking lot. Work will be competed after budget is finalized, Approximately \$90,000 to \$100,000. Additional parking on Eastside of Pacific 's gym is being used for pool parking. Coordination from Pacific on tournament dates so better use of parking behind gym can occur.

7. New Business:

"B" Street Trail Design: Clearing has happened, survey is completed. At the kickoff meeting to start project – environmental issues will be studied, parking on 16th street design work to review. John White, Mike Olson, and John Barrett to help with

design. Funding for project with SDC's discussion – will there be enough funds with \$300,000 from the state. Completion date end of Oct. 2009 with extensions are possible.

Thatcher Park Opening: something small. Coordinate with Adult league softball and Jr. Baseball. Possible schedule - Jr. baseball Mon. and Wed., Softball Sun., Tues., and Thurs. Opening first part of June, 2009

8. **Commissioner's Reports**: Farmer's Mark would like us to have a booth every 3rd Wednesday during their season. They would like activities for children. Do we want to get involved? Possible other booth users – swim team, baseball, softball, basketball, soccer, Pacific, etc.

Soccer is playing at the High School field on Tue. and Thurs. nights. The classic and Santos teams are at Lincoln Park.

Work is being done on the grass and drainage at the practice field at Lincoln Park

9. Staff Reports. No report.

10. Next Meeting February 24th, 2009 7:00am

X Meeting adjourned 8:15 a.m.

Submitted:

Paul Waterstreet

APPROVED

31

PUBLIC SAFETY ADVISORY COMMISSION
FOREST GROVE FIRE STATION,
1919 ASH STREET
February 25, 2009
PAGE 1 OF 3

1. **ROLL CALL:**

Chair Randy Roedl called the meeting to order at 7:30 am

MEMBERS PRESENT: Rod Fuiten, Randall Roedl, Herb Drew, Sharon Boge, Bob Mills, and Russell Redmond

IAISONS PRESENT: Ralls Hall, Tom Johnston, and Matt Pool

STAFF PRESENT: Fire Chief Michael Kinkade, Dave Nemeyer, Police Chief Kerry Aleshire, and Carol Lorenz.

MEMBERS NOT PRESENT: Susan Aguilar

IAISONS NOT PRESENT: Brandon Hundley, Bob Davis, Naomi Montelongo, and Tim Dierickx

2. **CITIZEN COMMUNICATIONS:**

3. **APPROVAL OF MINUTES:** February 25, 2009

4. **ADDITIONS/DELETIONS:**

5. **ACTION ITEMS/DISCUSSION:**

Herb Drew – Hand out regarding Library consider asking voters for permanent levy. T.J. is going to ask council if it is possible to request a permanent levy for public safety. T.J. will report back to PSAC.

Oregon Department of Transportation: T.J. reported that ODOT is working on putting in illumination lights out on Hwy 47 and Verbort. If this does not solve the problem then ODOT will look at the idea of a round about. ODOT does not feel that a light is warranted at this time.

Fire:

Public Service / Good Intent: PSAC asked what kind of calls are Public Service / Good Intent – If a child is locked in a car, if someone has fallen out of bed, etc. The question was also asked regarding calls to the Assisted Living Facilities and if they could be reduced. The fire department has been working with the different assisted living facilities in Forest Grove. The fire department has been trying to educate the facilities staff on how to handle situations. The fire department has also recommend equipment that would be helpful with the care at the facilities. This has seemed to help with lowering the call load.

**PUBLIC SAFETY ADVISORY COMMISSION
FOREST GROVE FIRE STATION,
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Residential Fire Sprinkler: The fire department is looking into a sprinkler ordinance for new residential properties in the City of Forest Grove. A motion was approved and 2nd to support this idea. PSAC has requested to be updated as the fire department learns more.

Police:

Update Citizen Academy: Captain Williams announced that the citizen's academy had started last week and that the class full. PSAC members are still welcome to drop in.

New Hires: Tri-Met process – the police department is looking at a position with Tri-Met. A Forest Grove Officer would work both the max and bus line on this side of Portland. If this position is approved the department would fill it with an officer already working with the Forest Grove Police Department.

Policy Manual: The Forest Grove Police Department is in the process of reviewing all of the department's current operations directives.

National Night Out: This year National Night Out will be held on Aug. 4, 2009 and will be either located at Pacific University or in a park. The Community Service Officers are trying to reserve a rock wall for the event from the National Guard.

6. **COMMISSIONER'S REPORTS:** None

7. **STAFF REPORT:** None

8. **OLD BUSINESS:**

Correction to Gales Creek Station Open House: There was no activity at the Gales Creek station that day. Instead, all of the volunteers from the Gales Creek station were involved with the American Tree Farm System national convention. The convention was held at the Portland Hilton Hotel during the week and finished on Saturday with the field day and then a final banquet in Portland. There were around 800 people at the field day event in Gales Creek at Richard and Anne Hanschu's tree farm on Parson Rd. The State Forestry also participated.

Police:

PSAC Objectives: Hand out: Resolution No. 2005-56 Resolution Establishing Public Safety Advisory Commission. II Objectives – The objectives of the Public Safety Advisory Commission. PSAC reviewed and discussed the objectives listed. Under C. To review and recommend public safety policies and plans. PSAC felt that they should not be involved in reviewing and recommending changes to policies and that this statement needs to be changed.

Citizen Academy: The police department is holding a Citizen's Academy during the months of February 18th through April 15th. The primary goal is to build a better long-term relationship with community members and to increase understanding of police services in the community.

**PUBLIC SAFETY ADVISORY COMMISSION
FOREST GROVE FIRE STATION,
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PAGE 3 OF 3**

Police Department Accomplishments – 2008: PSAC asked how this information is going to be advertized. The police department will be putting together an annual report regarding accomplishments for the year 2008. Citizens will also be able to access this information on the city web site. PSAC also felt that using neighborhood watch to put out this information might also be a good idea.

Special Olympics: The Forest Grove Police Department stated that they are planning on participating in the Special Olympics this year.

Fire:

Neighborhood watch: The fire department would like to start being involved in neighborhood as part of their outreach program.

Sprinkler Ordinance: The fire department is looking into a sprinkler ordinance. The fire department asked if they should bring the ordinance to PSAC for review before proposing the ordinance to council. PSAC feels that this is a good idea so that they could review the ordinance and provide support for or against the ordinance before it goes to council.

Upcoming community activities: Wrecked car in front of the high school. Child safety seat education program. Fire prevention team.

PSAC:

Agenda: PSAC would like to receive the council agenda so that PSAC knows what is going to be discussed at the council meeting. It was stated that the commissioned groups should be attending the council meetings. PSAC asked if an email could go out to remind them of the council meetings and what would be listed on the agenda. PSAC would like to look at the idea of a work session with council. PSAC also would like to receive a list from Police and Fire of ideas that they feel PSAC could possibly help with.

Elect new chairperson: PSAC nominated Rod Fuiten as the new chair and it was seconded. Since Rod Fuiten was not present they stated they would ask him and report back with his answer.

IAISONS Tom Johnston: Tom Johnston reported a lot of positive discussions were discussed down in Salem. Tom reported that Bruce Starr will be at the auditorium Feb. 4th at 6:00 if anyone would like to ask questions.

9. **ANNOUNCEMENT OF NEXT MEETING:** March 25, 2009

10. **ADJOURNMENT:**

Randy Roedl adjourned the meeting at 08:50 a.m.

Respectfully submitted by:

Carol Lorenz



Monthly Building Activity Report
February-09
2008-09

Category	Period: February-08		Period: February-09	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	10	\$2,040,112	1	\$205,408
SFR Addition & Alt/Repair	2	\$152,510	4	\$49,807
Mult. Fam. New/At				
Group Care Facility				
Commercial New				
Commerical Addition				
Commercial Alt/Repair	1	\$159,952	3	\$82,030
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)			1	\$5,975
Signs	1	\$21,600	1	\$3,000
Grading				
Demolitions				
Total	14	\$2,374,174	10	\$346,220

Year-to-Date

2007-08		2008-09	
Permits	Value	Permits	Value
149	\$27,531,835	101	\$7,549,140

FIRE DEPARTMENT MONTHLY REPORT

February 2009

3K

ALARM RESPONSE	THIS MONTH			7 AM - 4:59 PM			5 PM - 6:59 AM	
TOTAL CALLS	197			105			92	
TYPES OF ALARMS	City	THIS MONTH		City	THIS Y-T-D		THIS MONTH	LAST
		Dist	Total		DIST	Total	LAST YEAR	Y-T-D
Rescue & First Aid	131	28	159	252	46	298	164	315
Structure Fire	3	1	4	5	2	7	4	8
Vehicle Fire (mobile property)	0	0	0	1	1	2	1	2
Brush, Grass, Leaves, Trees	0	0	0	0	0	0	1	1
Trash, Rubbish	0	0	0	0	1	1	3	3
Smoke & Odor Investigation	2	2	4	3	2	5	1	3
Illegal Burn	0	1	1	2	3	5	3	5
Hazardous Mat/Situation	3	2	5	6	2	8	3	12
Public Service/Good Intent	9	2	11	28	5	33	15	57
Mutual Aid	0	0	5	0	0	10	3	15
False Alarm/Alarm Malfunctions	8	0	8	23	3	26	18	43
Other	0	0	0	0	0	0	0	0
TOTAL CALLS	156	36	197	320	65	395	216	462
CAUSES OF FIRES	City	Dist	Total	City	Dist	Total	Last Year	Last Y-T-D
Matches,smoking,discarded matl	-	-	-	-	-	-	-	-
Electrical, battery	-	-	-	2	-	2	2	2
Appliance Malfunction	-	-	-	-	-	-	1	1
Chimneys, flues, pellet stoves	2	1	3	3	2	5	1	4
Spontaneous Combustion,Rekindle	-	-	-	-	-	-	-	-
Machinery/Mechanical	-	-	-	-	-	-	-	-
Ignition of Hot Grease/Cooking	1	-	1	1	-	1	-	-
Explosions	-	-	-	-	-	-	-	-
Fuel System Malfunction	-	-	-	-	1	1	1	1
Sparks, Embers, Coals	-	-	-	-	-	-	-	-
Fireworks	-	-	-	-	-	-	-	-
Contact W/Heating Device	-	-	-	-	-	-	-	1
Incendiary/Suspicious	-	-	-	-	1	1	3	3
Undetermined	-	-	-	-	-	-	-	-
Juveniles With Fire	-	-	-	-	-	-	-	-
Burning Out of Control, unattended	-	-	-	-	-	-	1	1
Vehicle Problems, oil, trans, etc.	-	-	-	-	-	-	-	1
Other	-	-	-	-	-	-	-	-

LEADING CAUSE THIS MONTH: Chimneys - Flues
 LEADING CAUSE THIS Y-T-D: Chimneys - Flues

CAUSE LAST YEAR: Incendiary-Suspicious
 LAST YEAR TO DATE: Chimneys-Flues

MONTH/YEAR: February 2009

NEW SMOKE ALARMS	10	COMPLAINTS	0	DRIVEWAYS	1
LOANER SMOKE ALARMS	0	INVESTIGATIONS	0	PLANS REVIEWED	
SELF INSPECTED BUSINESSES	0	JUVENILES	0	- COMMERCIAL	3
HOME OCCUPATIONS	0	ADDRESS SIGNS	3	- SUB-DIVISIONS	

OCCUPANCY	REGULAR INSPECTION	RE-INSPECTION	SPECIAL INSPECTION	HAZARDS NOTED	HAZARDS ABATED	PUBLIC EDUCATION PROGRAMS
ASSEMBLIES Amusement, recreation, churches, restaurants, clubs, etc.	0	0	1	0	0	0
EDUCATIONAL Schools, Colleges, Trade Schools, etc.	14	1	1	52	14	1
INSTITUTIONAL Day care, Hospitals, Assisted Living, Nursing, Jails, etc.	0	0	0	0	0	0
RESIDENTIAL Apartments, Hotels, Dorms, Motels, etc.	2	0	0	0	0	0
STORES AND OFFICES Retail, equipment sales and service, offices, repair shops, etc.	14	8	2	24	15	0
INDUSTRIAL AND MANUFACTURING Labs, Farms, Metal, Wood Products, Petroleum, Textile, Chemical, etc.	0	0	0	0	0	0
STORAGE Farms, Lumber, Petroleum, Chemicals, General Warehouses, etc.	0	0	2	0	0	0
SPECIAL PROPERTIES Vacant property, equipment, vehicles, bridges, etc.	0	0	0	0	0	0



3L

FOR CITY USE ONLY
 (Please return to City Recorder)

The Forest Grove City Council
 Recommends that license be

Granted Denied

\$25.00 Liquor License Fee: Paid: _____
 Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT
LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT _____ Robert Klug _____

NAME OF BUSINESS: _____ Seven Eleven Store #2362-20715C _____

BUSINESS ADDRESS: _____ 2001 Yew Street, Forest Grove _____

TYPE OF LICENSE REQUESTED:
Application is being made for

ACTION: <input type="checkbox"/> Change in Application <input type="checkbox"/> New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.	<input type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises. <input checked="" type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.
<input type="checkbox"/> New Business <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F - CAT Caterer <input type="checkbox"/> F - COM Commercial Establishment <input type="checkbox"/> F - PC Passenger Carrier <input type="checkbox"/> F - CLU Private Club <input type="checkbox"/> F - SE Special Event <input type="checkbox"/> F - PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Winery <input type="checkbox"/> Other: _____

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire

Kerry Aleshire, Chief of Police
 - or Designee

3-11-09

Date

Police Department Recommendation Revised 12/07



FOR CITY USE ONLY
(Please return to City Recorder)

The Forest Grove City Council
Recommends that license be

Granted **Denied**

\$25.00 Liquor License Fee: Paid: _____

Acct No.100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT
LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT Jose Gonzalez

NAME OF BUSINESS: Tienda La Rosa, Inc.

BUSINESS ADDRESS: 3012 Pacific Avenue, Suite #F, Forest Grove

TYPE OF LICENSE REQUESTED:
Application is being made for

ACTION: <input type="checkbox"/> Change in Application <input type="checkbox"/> New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.	<input type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises. <input checked="" type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.
<input type="checkbox"/> New Business <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F - CAT Caterer <input type="checkbox"/> F - COM Commercial Establishment <input type="checkbox"/> F - PC Passenger Carrier <input type="checkbox"/> F - CLU Private Club <input type="checkbox"/> F - SE Special Event <input type="checkbox"/> F - PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Winery <input type="checkbox"/> Other: _____

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire
Kerry Aleshire, Chief of Police
- or Designee

3-11-09
Date

Police Department Recommendation Revised 12/07

DEPARTMENT PRESENTATIONS
March 30, 2009

Each year, City Council determines its goals and objectives for the coming year. These goals and objectives are adopted by City Council and become the City's Work Plan and guide for City Council and City Staff as they move forward throughout the year. This year, City Council established a Work Plan with 45 objectives to be addressed. The following Departments will be presenting their 12-Month Department Work Plan as follows:

- Library Department
- Fire Department
- Police Department

FOREST GROVE CITY LIBRARY ANNUAL WORK PLAN

FISCAL YEAR 2009-2010

1. Complete implementation of SWOT committee recommendations

(Start Date: already in progress)

- a. STAFF – volunteer coordinator/volunteers, job description analysis, training; focus on options for increasing staff presence and effectiveness
- b. BUILDING – inadequate equipment, signage, computer support, maintenance and repair; focus on what is needed to function in the library building
- c. OUTREACH – activate the space, provide services to all ages, increased public relations, real and perceived decline in services; focus on options for library services and service levels
- d. COLLECTION DEVELOPMENT- weeding; selection; interlibrary loans; displays; databases; re-cataloging and collection security

(Completion Date: June, 2010)

2. Implement new Volunteer Program under direction of Volunteer Coordinator

(Start Date: already in progress)

- a. Develop volunteer positions and written job descriptions
- b. Develop volunteer application forms and procedures
- c. Recruit, screen, and train volunteers
- d. Evaluate effectiveness of volunteer program

(Completion Date: December, 2009)

3. Evaluate Public Desk management

(Start Date: July, 2009)

- a. Work flow and work load issues
- b. Patron expectations
- c. Scheduling

(Completion Date: December, 2009)

4. Assist Library Commission in completion of 2009-10 goals

(Start Date: already in progress)

- a. Update Commission documents, e.g. by-laws, ordinance, etc
- b. Develop technology plan; finalize all other policies; forward to Council
- c. Continue exploration of Library District
- d. Begin strategic planning in conjunction with Periodic Review
- e. Evaluate and respond to survey results
- f. Facilitate cooperation and communication among the Commission, library staff, Friends, Foundation and City Council

(Completion Date: June, 2010)

5. Assist Library Foundation with Campaign for furniture and artwork

(Start Date: already in progress)

- a. Implement campaign components; selection of furniture; develop budget and priorities
- b. Complete case statement and work with Campaign Consultant
- c. Work with campaign grant writer
- d. Raise \$250,000

(Completion Date: December, 2009)

6. Plan and implement Library Centennial Celebration

(Start date: already in progress)

- a. Select and publicize centennial slogan and logo
- b. Promote centennial through displays, programs, and publicity
- c. Organize community celebration including presentations and recognitions

(Completion date: December, 2009)

7. Develop Action plans for implementation of Council objectives

(Start Date: already in progress)

- a. Library late fees
- b. New drop box

(Completion Date: July, 2009)

8. Participate in WCCLS Strategic Planning Process

(Start Date: already in progress)

- a. Evaluate findings and recommendations of consultants
- b. Develop implementation plan

(Completion Date: December, 2009)

9. Examine Open Hours

10. Customer Service Training

(Start Date: July, 2009)

Forest Grove Fire and Rescue Annual Work Plan Fiscal Year 2009-2010



ID	Projects, Tasks, Programs	Start	Program Notes	2009						2010					
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Strategic Plan	1/1/2009	On-going fire department strategic plan	Strategic Plan											
2	CFSAI Accreditation	1/1/2009	Commission on Fire Service Accreditation International	CFSAI Accreditation											
3	Grant preparation/submission	12/30/2009	Includes AFG Fire Prevention, SAFER and Safety grants	Grant preparation/submission											
4	ISO Rating Preparation	2/27/2010	Sets fire insurance rates for city, current rating 4	ISO Rating Preparation											
5	Budget preparation	2/2/2010	Annual budget preparation	Budget preparation											
6	Medical surveillance/fitness programs	9/1/2009	National Fire Protection Administration standard	Medical surveillance/fitness programs											
7	Emergency operations plan update	7/1/2009	Coordinate with Washington County EOP	Emergency operations plan update											
8	Community Risk Reduction Programs	6/30/2009	Includes Child safety seats, fire safety, cadet, CPR, etc.	Community Risk Reduction Programs											
9	Fire Prevention Week	8/16/2009	Annual Open House in October	Fire Prevention Week											
10	Fire Inspection program	7/1/2009	On-going business inspection program	Fire Inspection program											
11	Quick access pre-plan program	7/1/2009	Fire pre-plan program for high risk occupancies	Quick access pre-plan program											
12	Quarterly vehicle extrication training	7/1/2009	Firefighter vehicle extrication training - quarterly	Quarterly vehicle extrication training											
13	Regional disaster exercise	12/6/2009	Participate in State/County disaster exercises, NIMS	Regional disaster exercise											
14	EMS Week	5/10/2010	Annual EMS public education and prevention week	EMS Week											
15	EMS training	7/1/2009	On-going EMS training for new protocols, meds, refresher	EMS training											
16	Fall volunteer academy	9/10/2009	New volunteer training academy	Fall volunteer academy											
17	Spring volunteer academy	1/14/2010	New volunteer training academy	Spring volunteer academy											
18	Structural Suppression Training	7/1/2009	On going training in commercial/residential fire suppression.	Structural Suppression Training											
19	Annual wildland training/prep	1/2/2010	Includes mandatory training, equipment prep, public ed	Annual wildland training/prep											
20	Cold Weather Training/Prep	10/15/2009	Training, equipment prep, chimney safety public ed	Cold Weather Training/Prep											
21	Intern Recruitment	8/1/2009	Recruit from local community colleges to expand program	Intern Recruitment											
22	Officer development program	8/21/2009	Career and officer volunteer development program	Officer development program											
23	Promotional testing process	2/17/2010	Create criteria for career and volunteer promotional testing	Promotional testing process											
24	Hose Testing	8/14/2009	Mandatory testing to meet NFPA standard	Hose Testing											
25	Staff vehicle purchase/in-service	7/24/2009	Replacement for 1994 Chevy Suburban	Staff vehicle purchase/in-service											
26	Volunteer dorm remodel	7/6/2009	Increased space for expanded intern/resident volunteers	Volunteer dorm remodel											

	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	June 2015	July 2015	Aug 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	
DEPARTMENT PROJECTS																			
Initiation/Topic	NACMAT				EVOC	Range				Collaboration Evaluation/Behavioral Tobacco Programs		Fire Aid	Emergency Trenching	NACMAT					
Public	TRNET									CCPS Ours	Assignment of 50%								
Section: State Report or Report Card	Continued Management of Grant Program																		
Continued/Status	First Citizens Academy	Enclave Property	LEED - Special Districts	Common	Second Night Out	Card Power				Light Probe	Annual Green Building	Second Citizen's Academy							LEED - Special Districts
Initiation/Topic	Colorado Post	Ongoing Process of Police Department Emergency Management Operations Plan and Annexes																	
Section: Report	Public Grant Funding Opportunities										Policy Development			Officer Education/Purchasing					



	Apr 2015	May 2015	Jun 2015	Jul 2015	Aug 2015	September	October	November	December	January 2016	February 2016	March 2016	April 2016	May 2016	June 2016	
DEPARTMENT PROJECTS																
Initiation/Topic	Publish 2015 Annual Report					Review FOPD Vision Statement				Prepare 2016 Annual Report	Publish 2016 Annual Report					
Public	20%	40%	60%	80%	100%	FOPD Vision Statement										
Section: State Report or Report Card	Neighborhood Watch Strategy - New Group Development (Enforcement of Code Violations (Disseminated/Disseminated Vehicles), Enforcement of Traffic Violations (Violations/Signs/Parking Enforcement/Equipment/Enforcement/Controlled/Community/Outreach/Events)															
Continued/Status	Train the Trainer	Departmental Personnel (Labor/Out/Recruit)	Leaves of Absence													
Initiation/Topic	Program Development	Policy Development	Online												System Evaluation for Effectiveness	
Section: Report	School Year		Continuity of Learning (in-class & out-of-class)										School Year			
Public	FY 2015 Budget Process														FY 2016 Budget Process	



Bulletproof Vest Grant

- Department of Justice Annual Block Grant
- Purchases up to 50% of costs for new and replacement vests.
- Annual request required – funding not guaranteed.



DUII/Seatbelt Grant

- Grant funded through the Oregon Association of Chiefs of Police
- Multiple DUII Saturation patrols annually.
- Multiple seatbelt blitz's coordinated through the Three Flag's program.



Safe Schools Grant Application

- Regular (quarterly or as needed) meeting with district and school administrators.
- Application process completed – pending notification later 2009.
- Would provide additional School Resource Officer for FG School District (in addition to current officer assigned to FGHS).



COPS 2009 Grant Application



- Part of The American Recovery and Reinvestment Act of 2009 Recovery act.
- Potential for one or two additional officer positions.
- Budget forecasting accounts for overhead costs of new employees.



Lexipol Policy Development

- Currently about 33% through review of policies.
- Large migration and updating process occurring – anticipate completion of initial changeover July 2009.



Public Safety Advisory Commission



- Continued regular meeting with PSAC.
- Identify new avenues of involvement in police department activities and planning.



Departmental Training

- HAZMAT
- EVOC
- Range
- Confrontation Simulation
- Defensive Tactics
- First Aid/CPR
- Bloodborne Pathogens



Staffing

TRI MET
See where it takes you.



- Tri-Met Position
- Potential for COPS Grant
- Potential for Safe School Grant
- Attrition through retirement/promotion of personnel.

Reducing Youth Access to Alcohol (RYAA Grant)

- Final year of two-year grant.
- Participation in OLCC purchasing operations.
- Educational outreach with community partners.



Community Outreach



- First Citizen's Academy completion
- Special Olympics – Law Enforcement Torch Run
- National Night Out
- Participation in various community events



Departmental Emergency Planning

- On-going emergency planning/training with Pacific University CPS.
- Liaison with WC Emergency Management.
- Review of department policies



Narcotics K9 Program



- Continued research on viability of program.
- Research for potential grant (or other) funding opportunities.
- Program pushed out from FY09/10 to FY10/11.



Strategic Planning

- Review of Department Mission
- Review of Department Vision
- Review of Core Values
- Annual Report



Department NIMS Compliance

- Active member of NIMSCAST
- Goal for compliance of September 2009
- Increases federal grant opportunities.
- Increases interagency capabilities of department personnel.



Community Service Officer Projects

- Neighborhood Watch
- Enforcement of Code Violations
 - Graffiti
 - Abandoned Vehicles
 - Nuisance violations
- Station Tours
- Public Speaking
- Parking Enforcement
- Special Events (National Night Out, Light Parade)
- Develop volunteer program



Tiburon CAD Migration



- Projected launch date of June 2, 2009
- Fully funded program – hardware/software
- Improved efficiency with dispatch capabilities / mapping features
- Countywide migration



Online Reporting

- Anticipate August 2009 launch date.
- Available through city website
- Available for minor no-suspect crimes / nuisance violations



Welcome Message from Chief Alshuler

Thank you for taking the time to visit our website. I am pleased to hear your comments and feedback to assist our department in better serving the citizens of Columbus. The Forest Grove Police Department, and the Office of the Mayor, are committed to providing the best possible service to the community and the opportunities we have to make Forest Grove a better place to work, live, and play.



The core values of the Forest Grove Police Department are Integrity, Professionalism, Service, Honesty, and Commitment. We strive to provide these values in the work we do. Please submit all comments to our phone, fax, or email.

In addition to providing traditional law enforcement services, the Forest Grove Police Department attempts to proactively identify and address issues in collaboration with community members. We have a great relationship with the program and will continue to work on programs to provide a safe and secure environment for our citizens.

We are committed to continual improvement and understand that improvement comes from ideas. We will continue to work in partnership with our community. In that effort we welcome your comments as we seek new and creative ways to improve the effectiveness and efficiency of our organization. You can contact me at 707-777-1700 or through a web at www.forestgrovepolice.com, with any comments or suggestions. I look forward to hearing from you.

Regards,

Kerry P. Alshuler



School Resource Officer



- Continued presence at Forest Grove High School
- Summer participation with outreach organizations (i.e. Boys and Girls Club)
- Attending SRO conference / GREAT training during the Summer.



Budgeting

- Monthly review of expenditure reports.
- Aggressive pursuit of grant opportunities / revenues
- Early planning for FY 10/11 and beyond.



2008 Activity Snapshot

- Reviewed and Updated Department Mission Statement
- Established Core Values
- Established Department Goals and Vision
- 2,982 Original Reports Written
- 1,195 Supplemental Reports Written (Follow-up Investigation)
- 1,432 Criminal Arrests/Citations
- 1,537 Traffic Citations Issued
- 16,907 Total Calls Serviced
 - 9,901 Dispatched Calls
 - 7,706 Self-Initiated Calls



Conclusion

- Comments
- Questions



Forest Grove Police Department
14 Month Work Plan
April 2009 - June 2010

	April 2009	May 2009	June 2009	July 2009	August 2009	September 2009	October 2009	November 2009	December 2009	January 2010	February 2010	March 2010	April 2010	May 2010	June 2010
DEPARTMENTS / PROJECTS															
Bullet proof vest grant 50% reimbursement	Approximately \$2000													Re-apply for funding	
DUII/Seat Belt Grant		DUII Saturation		DUII Saturation		Seatbelt Blitz		Seatbelt Blitz	DUII Saturation		Seatbelt Blitz	Grant Solicitation for FY 10/11 (approx)	DUII Saturation		
Safe Schools Grant Application				Notification of Awards			Assignment of SRO								
COPS 2009 Grant Application		Anticipated Solicitation		Potential Awards	Potential Hiring	Lateral Hires - Available on Patrol		Academy Field Training (As Required)						Non-Experienced Hires - Available on Patrol	
Lexipol Policy Development	Transition to Lexipol Policy Management System														
Work with Public Safety Commission (PSAC)	Continue Monthly Meetings														
Department Training	HAZMAT			EVOC	Range	Confrontation Simulation / Defensive Tactics / Firearms					First Aid	Bloodborne Pathogens	HAZMAT		
Staffing	TRIMET					COPS Grant	Assignment of SRO								
Reducing Youth Access to Alcohol (RYAA)	Continued Management of Grant Program														
Community Outreach	First Citizens Academy	On-Line Reporting	LETR - Special Olympics	Concours	National Night Out	Corn Roast			Light Parade	Annual Town Meeting	Second Citizen's Academy			LETR - Special Olympics	
Emergency Planning	Cascadia Peril	On-Going Review of Police Department Emergency Management Operations Plan and Annexes													
Narcotics K9 Program	Pursue Grant Funding Opportunities								Policy Development	Officer Selection / Purchasing					
Strategic Planning	Publish 2008 Annual Report			Review FGPD Vision Statement			Review FGPD Mission Statement		Prepare 2009 Annual Report		Publish 2009 Annual Report				
NIMS Compliance	20%	40%	60%	80%	100%	FGPD NIMS Compliant									
Community Service Officer Projects	Neighborhood Watch Meetings - New Group Development / Enforcement of Code Violations (Discarded/Abandoned Vehicles) / Management of Graffiti Tracking / Station Tours / Public Speaking Engagements / Volunteer Coordination / Community Outreach Events														
Tiburon CAD Migration	Train the Trainer	Department Personnel Trained (End Users)		Launch of Tiburon											
Online Reporting	Program Development		Policy Development		Online	System Evaluation for Effectiveness									
School Resource Officer	School Year			Continuity of Contact / (i.e. Boys & Girls Club)			School Year								
Budgeting	FY 09/10 Budget Process										FY 10/11 Budget Process				

**Forest Grove Police Department
14 Month Work Plan
April 2009 - June 2010**

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Safe Schools Grant Application				Notification of Awards			Assignment of SRO								
COPS 2009 Grant Application		Anticipated Solicitation		Potential Awards	Potential Hiring	Lateral Hires - Available on Patrol	Academy Field Training (As Required)							Non-Experienced Hires - Available on Patrol	
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Staffing	TRIMET					COPS Grant	Assignment of SRO								
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Community Outreach	First Citizens Academy	On-Line Reporting	LETR - Special Olympics	Concours	National Night Out	Corn Roast			Light Parade	Annual Town Meeting	Second Citizen's Academy			LETR - Special Olympics	
Emergency Planning	Cascadia Peril	On-Going Review of Police Department Emergency Management Operations Plan and Annexes													
Narcotics K9 Program	Pursue Grant Funding Opportunities									Policy Development	Officer Selection / Purchasing				
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Tiburon CAD Migration	Train the Trainer	Department Personnel Trained (End Users)		Launch of Tiburon											
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School Resource Officer	School Year			Continuity of Contact / (i.e. Boys & Girls Club)				School Year							
Budgeting	FY 09/10 Budget Process					FY 10/11 Budget Process									

DEPARTMENT

CITY COUNCIL GOALS AND OBJECTIVES ACTION PLAN

Action plan includes a general description of what is to be done with respect to the goal objective. Where relevant and appropriate, the following will be considered:

Department(s) Assigned: <u>Police Department</u>			
Goal Objective: Amend City Code to allow Municipal Court to extend graffiti cleanup timelines			
Fiscal Year Assigned Date: FY 2009-10			
Background and/or history of the objective: On May 27, 2008, the City Council passed city ordinance 2008-03: ORDINANCE ADOPTING PROVISIONS TO ALLOW FOR GRAFFITI PREVENTION, PROHIBITION, AND REMOVAL, AMENDING FOREST GROVE CODE BY ADDING SECTIONS 5.150 THROUGH 5.180 RELATING TO GRAFFITI PREVENTION, PROHIBITION, AND REMOVAL. Clean-up of graffiti by property owners is required to occur within 10 days of discovery (5.180(1)). If graffiti is not cleaned-up within this time frame, written notice is provided regarding the requirements for clean-up. If after 10 additional days the graffiti is not removed, a citation may be issued to the property owner (5.180(3)).			
Current status of the objective: The department is tracking graffiti and has issued two warning letters since the passage of this ordinance. This warning letters resulted in the clean-up of graffiti. The department has not received complaints from property owners of any inability to clean-up graffiti or use alternate resolutions (i.e. community service or volunteer clean-up). The department will continue monitoring the use of the ordinance to determine if additional time is required for reasonable clean-up efforts.			
Cost benefit analysis (financial, environmental, economic, public satisfaction and/or other related factors): N/A			
Options and/or alternatives for the objective (what are other communities doing, grant opportunities, other resources needed, etc.): N/A			
Status of Objective: (Check <input checked="" type="checkbox"/> all that apply)			
√	Budgetary funding required or needed. If so, how much?		
	Completed		
	In progress		
	Other resources required or needed. If so, what?		
	Promoting. If so, how?		
√	Remains on hold. If so, why?		
	Reviewing		
MILESTONES (Progress Checkpoint and/or Completion Timeframe)			
<input checked="" type="checkbox"/> 1 to 5 yrs	<input type="checkbox"/> 5 to 10 yrs	<input type="checkbox"/> 10 to 15 yrs	<input type="checkbox"/> On-going

DEPARTMENT CITY COUNCIL GOALS AND OBJECTIVES ACTION PLAN

Action plan includes a general description of what is to be done with respect to the goal objective. Where relevant and appropriate, the following will be considered:

Department(s) Assigned: <u>Police Department</u>	
Goal Objective: Acquire grants	
Fiscal Year Assigned Date: FY 2009-10	
Background and/or history of the objective: The department has historically pursued grant opportunities for both special programs and funding shortfalls.	
Current status of the objective: The department currently receives the following grants: Bulletproof Vest Grant; Seatbelt/DUII Grant; RYAA Grant. During the past year the department unsuccessfully applied for a grant to fund a Narcotics Canine Program, and participated with the Forest Grove School District in a safe schools grant (not awarded). During the upcoming year, the department is again working with the Forest Grove School District to obtain funding for a youth services officer (formerly school resource officer). The department is also applying for COPS grant funding for personnel in FY09/10. The department administration will be seeking re-funding of already existing grants (with the exception of the RYAA grant – one time funding), and new opportunities to fund specific programs. Collaborative grant opportunities will also be considered.	
Cost benefit analysis (financial, environmental, economic, public satisfaction and/or other related factors): The awarding of grants for personnel does not cover overhead costs related to equipping and training new personnel – this must be funded by the department. The investment in equipment and training is a sound investment considering the addition of public safety personnel and services to the community.	
Options and/or alternatives for the objective (what are other communities doing, grant opportunities, other resources needed, etc.): Other law enforcement agencies typically seek grant funding for programs and staffing. Larger agencies may have dedicated personnel to seek and apply for grants – in our department this task is assigned as needed to various personnel, but managed as one task by the support unit supervisor.	
Status of Objective: (Check <input checked="" type="checkbox"/> all that apply)	
√	Budgetary funding required or needed. If so, how much?
	Completed
	In progress
	Other resources required or needed. If so, what?
	Promoting. If so, how?
	Remains on hold. If so, why?
Reviewing	
MILESTONES (Progress Checkpoint and/or Completion Timeframe)	
<input checked="" type="checkbox"/> 1 to 5 yrs	<input type="checkbox"/> 5 to 10 yrs
<input type="checkbox"/> 10 to 15 yrs	<input type="checkbox"/> On-going

DEPARTMENT CITY COUNCIL GOALS AND OBJECTIVES ACTION PLAN

Action plan includes a general description of what is to be done with respect to the goal objective. Where relevant and appropriate, the following will be considered:

Department(s) Assigned: <u>Police Department</u>	
Goal Objective: Public Safety security/fenced yard	
Fiscal Year Assigned Date: FY 2009-10	
Background and/or history of the objective:	
Current status of the objective:	
Cost benefit analysis (financial, environmental, economic, public satisfaction and/or other related factors):	
Options and/or alternatives for the objective (what are other communities doing, grant opportunities, other resources needed, etc.):	
Status of Objective: (Check <input checked="" type="checkbox"/> all that apply)	
	Budgetary funding required or needed. If so, how much?
	Completed
	In progress
	Other resources required or needed. If so, what?
	Promoting. If so, how?
	Remains on hold. If so, why?
	Reviewing
MILESTONES (Progress Checkpoint and/or Completion Timeframe)	
<input type="checkbox"/> 1 to 5 yrs	<input type="checkbox"/> 5 to 10 yrs
<input type="checkbox"/> 10 to 15 yrs	<input type="checkbox"/> On-going

DEPARTMENT CITY COUNCIL GOALS AND OBJECTIVES ACTION PLAN

Action plan includes a general description of what is to be done with respect to the goal objective. Where relevant and appropriate, the following will be considered:

Department(s) Assigned: <u>Police Department</u>	
Goal Objective: Promote Ordinance / Code Enforcement	
Fiscal Year Assigned Date: FY 2009-10	
Background and/or history of the objective: Promoting ordinance and code enforcement is part of the police department's overall public safety strategy. Ordinance and code enforcement is one component of ordinance and code compliance, which is achieved through the proper balance of enforcement, education, and in some cases engineering efforts.	
Current status of the objective: On-going review and incorporation into strategic planning documents.	
Cost benefit analysis (financial, environmental, economic, public satisfaction and/or other related factors): The department will continue to effectively use resources to target specific ordinance and code enforcement problems. Additionally, when possible, the department will attempt to forecast ordinance/code enforcement issues and respond pro-actively when appropriate.	
Options and/or alternatives for the objective (what are other communities doing, grant opportunities, other resources needed, etc.): Pursue grant opportunities to fund additional Community Service Officer position(s).	
Status of Objective: (Check <input checked="" type="checkbox"/> all that apply)	
	Budgetary funding required or needed. If so, how much?
<input type="checkbox"/>	Completed
<input checked="" type="checkbox"/>	In progress
<input type="checkbox"/>	Other resources required or needed. If so, what?
<input checked="" type="checkbox"/>	Promoting. If so, how?
<input type="checkbox"/>	Remains on hold. If so, why?
<input checked="" type="checkbox"/>	Reviewing
MILESTONES (Progress Checkpoint and/or Completion Timeframe)	
<input checked="" type="checkbox"/> 1 to 5 yrs	<input type="checkbox"/> 5 to 10 yrs
<input type="checkbox"/> 10 to 15 yrs	<input checked="" type="checkbox"/> On-going