

June-09

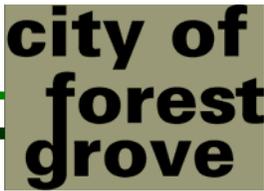
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	CITY COUNCIL JT WORK SESS W/PLANNING COMM Code Ordinances Review (Sign&ROW) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	2 Fire Bd 8pm	3	4 EDC Noon	5	6 COUNCIL WS 8am-10am Coffee Hour
<i>Mayor Kidd out</i>						
7	CITY COUNCIL 5:30 PM - WORK SESS (City Mgr Eval) 6:00 PM - WORK SESS (Transit) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9 Thatcher Park Dedication 4:00 pm - Thatcher Park CCI 4:30pm Library 6:30pm	10	11 PAC 5pm	12 JWC Noon (Cancelled)	13 <i>Thompson out</i>
14	Planning Comm 7pm	15 Senior Ctr Bd 6pm	16	17 P&R 7am CFC 5:15pm	18 Fernhill Wetlands 6pm	19 20
<i>Thompson out</i>						
21		22 HLB 7pm	23	24 PSAC 7:30am	25	26 27
<i>Johnston out</i>						
<i>FG Adult Delegation visit to Nyuzen, Japan (Mayor Kidd and Councilor Thompson out)</i>						
28		29	30			
<i>Johnston out</i>						
<i>FG Adult Delegation Visit to Nyuzen, Japan</i>						

July-09

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 EDC Noon	3 HOLIDAY CITY OFFICES CLOSED	4 COUNCIL WS 8am-10am Coffee Hour
<i>Johnston out</i>						
5	Planning Comm 7pm	6	7	8 PAC 5pm	9 JWC Noon	10 11
<i>Johnston out</i>						
12	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	13 CCI 4:30pm Library 6:30pm	14	15 P&R 7am CFC 5:15pm	16 Fernhill Wetlands 6pm	17 18
<i>Johnston out</i>						
19	Planning Comm 7pm	20 Senior Ctr Bd 6pm	21	22 PSAC 7:30am	23	24 25
<i>Johnston out</i>						
26	NO CITY COUNCIL MEETING	27 HLB 7pm	28	29	30	31
<i>Sykes out</i>						
<i>Johnston out</i>						
<i>Mayors' Association Summer Conference - Pacific University</i>						

August-09

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 COUNCIL WS 8am-10am Coffee Hour
2	Planning Comm 7pm	3	4	5	6	7
<i>Johnston out</i>						
9	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	10 Fire Bd 8pm	11	12 EDC Noon	13 PAC 5pm	14 15
16	Planning Comm 7pm	17 Senior Ctr Bd 6pm	18	19 P&R 7am CFC 5:15pm	20 Fernhill Wetlands 6pm	21 22
23	NO CITY COUNCIL MEETING	24 HLB 7pm	25	26 PSAC 7:30am	27	28 29
30		31				



FOREST GROVE CITY COUNCIL

Monday, June 8, 2009

5:30 PM – Work Session (City Manager Evaluation)

6:00 PM – Work Session (Transit Report)

7:00 PM – Regular Meeting

Community Auditorium

1915 Main Street

Forest Grove, OR 97116

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

Thomas L. Johnston
Victoria J. Lowe
Camille Miller

Richard G. Kidd, Mayor

Ronald C. Thompson
Peter B. Truax
Elena Uhing

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

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

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

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

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

AGENDA

Mayor Kidd 5:30

WORK SESSION: CITY MANAGER EVALUATION PROCESS

Jon Holan 6:00

WORK SESSION: TRANSIT ENHANCEMENT REPORT

Community Development Director

Dan Riordan
Senior Planner

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

7:00 1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance

7:05 1. A. **AWARD PRESENTATIONS:**

- *"If I Were Mayor" 2009 Student Contests*

2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Thank you.

3. **CONSENT AGENDA:** See Page 4

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:**

Michael Sykes
City Manager

7:10 5. A. • *TriMet Line 57 Extension Assessment, Fred Hansen, General Manager*

Jon Holan
Community Development
Director
James Reitz
Senior Planner

7:30 6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2009-08 AMENDING FOREST GROVE DEVELOPMENT CODE CHAPTER 10, SECTION 10.12.210 AND 10.3.120, TO ALLOW DOMESTICATED FOWL**

Paul Downey
Administrative Services
Director
Colleen Winters
Library Director

7:45 7. **PUBLIC HEARING AND RESOLUTION NO. 2009-31 ADOPTING LIBRARY LATE FINES, EFFECTIVE JULY 1, 2009, AND AMENDING RESOLUTION NO. 1995-21**

Paul Downey
Administrative Services
Director
Susan Cole
Assistant Finance Director

8:00 8. **PUBLIC HEARING AND RESOLUTION NO. 2009-32 SETTING FEES AND CHARGES, EFFECTIVELY JULY 1, 2009, AND REPEALING RESOLUTION NO. 2008-38**

Paul Downey
Administrative Services
Director
Susan Cole
Assistant Finance Director
Rob Foster
Public Works Director

8:15 9. **PUBLIC HEARING AND RESOLUTION NO. 2009-33 FIXING WATER RATES FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2009, AND REPEALING RESOLUTION NO. 2008-50**

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- | | | | |
|--|-------|-----|---|
| Paul Downey
Administrative Services
Director | 8:30 | 10. | <u>PUBLIC HEARING AND RESOLUTION NO. 2009-34
INCREASING SURFACE WATER MANAGEMENT (SWM) RATES
FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1,
2009, AND REPEALING RESOLUTION NO. 2008-51</u> |
| Susan Cole
Assistant Finance Director | | | |
| Rob Foster
Public Works Director | | | |
| Paul Downey
Administrative Services
Director | 8:45 | 11. | <u>PUBLIC HEARING AND RESOLUTION NO. 2009-35
ESTABLISHING CERTAIN CLEAN WATER SERVICES UTILITY
RATES AND CHARGES FOR THE CITY OF FOREST GROVE,
EFFECTIVE JULY 1, 2009</u> |
| Susan Cole
Assistant Finance Director | | | |
| Rob Foster
Public Works Director | | | |
| Mayor Richard Kidd | 9:00 | 12. | <u>PUBLIC HEARING TO CONSIDER ADOPTING CITY MANAGER
PERFORMANCE EVALUATION CRITERIA, STANDARDS, AND
POLICY DIRECTIVES</u> |
| Paul Downey
Administrative Services
Director | 9:15 | 13. | <u>SECOND READING OF ORDINANCE NO. 2009-07
AUTHORIZING THE ISSUANCE OF ADDITIONAL EDUCATION
FACILITY REVENUE BONDS FOR THE EXPANSION OF THE
PACIFIC UNIVERSITY COLLEGE OF HEALTH PROFESSIONS
(PHASE II)</u> |
| Michael Sykes
City Manager | 9:30 | 14. | <u>CITY MANAGER'S REPORT:</u> |
| | 9:45 | 15. | <u>COUNCIL COMMUNICATIONS:</u> |
| | 10:00 | 16. | <u>ADJOURNMENT</u> |

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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 Executive Session (Real Property) Meeting Minutes of May 26, 2009.
 - B. Approve City Council Joint Work Session with Planning Commission (Reserves Concept Planning) Meeting Minutes of May 26, 2009.
 - C. Approve City Council Regular Meeting Minutes of May 26, 2009.
 - D. Accept Community Forestry Commission Meeting Minutes of April 15, 2009.
 - E. Accept Economic Development Commission Meeting Minutes of March 5 and April 2, 2009.
 - F. Accept Historic Landmarks Board Meeting Minutes of April 28, 2009.
 - G. Accept Parks and Recreation Commission Meeting Minutes of April 22, 2009.
 - H. Accept Public Safety Advisory Commission Meeting Minutes of April 22, 2009.
 - I. Accept Resignation on Planning Commission (Cindy McIntyre, Term Expiring December 31, 2011).
 - J. **ENDORSE LIQUOR LICENSE APPLICATION RENEWAL FOR 2009:**
 - McMenamins Grand Lodge, 3505 Pacific Avenue,
(Brewery Public House)

Memorandum

TO: Mayor Kidd and City Councilors

FROM: Anna D. Ruggles, CMC, City Recorder

DATE: June 8, 2009

SUBJECT: Standards and Criteria for City Manager Performance Evaluation

BACKGROUND: Pursuant to City Charter, Section 20(4), and City Manager's Employment Agreement, Section 6, the City Council must evaluate the City Manager's performance at least once a year, and establish the criteria for evaluation in accordance with the State's open meeting laws.

ISSUE: The purpose of the Work Session is to review the attached current City Manager Evaluation Form and the attached tentative target dates for completing this year's City Manager performance evaluation process. After the Work Session and upon Council consensus, the Council will be asked to return to open session to consider adopting the City Manager performance evaluation standards and criteria.

As part of the current evaluation process, Council has provided a mechanism for Department Director input with an option to remain confidential. The City Attorney has been named as the third-party person who will prohibit disclosure of information submitted in confidence as provided by ORS 192.502(4). The City Attorney will compile the submitted comments into a single document and distribute the results in a sealed envelope to Council for their review. Council will review the compiled responses with the City Manager, and the City Manager will present his self-evaluation to Council in an executive session tentatively scheduled for June 22, 2009.

RECOMMENDATION: 1) Council action is needed to adopt this year's evaluation standards and criteria for the City Manager to include the evaluation form and mechanism for Department Director input; 2) Council action is needed to send the attached letter to Department Directors, which has been prepared on behalf of Council; and 3) Attached is a tentative schedule for this year's evaluation process for your review.

City Manager Evaluation Process:

- June 8th Work Session to review City Manager performance evaluation criteria and establish the process.
- June 8th Public Hearing to adopt City Manager performance evaluation criteria. If approved: 1) a letter on behalf of the Council will be given to all Department Directors requesting comments on City Manager's annual performance; 2) Each Councilmember is given a performance evaluation form to complete; and 3) Council asks City Manager to prepare a self-evaluation.
- June 15th Deadline for Department Directors to submit comments to third-party person (City Attorney).
- June 17th Compilation of Department Directors comments are submitted in a sealed envelope to Council.
- June 22nd Executive Session (unless City Manager requests open hearing) is held to review compiled comments and City Manager's self-evaluation.
- July 6th Deadline for Councilmembers to submit their evaluation form, signed and dated, and returned to Mayor. Mayor and Council President tabulate and summarize the results of Council evaluations.
- July 13th Executive Session (unless City Manager requests open hearing) is held to discuss the performance appraisal with the City Manager.
- July 13th Return to open session and give a summary of the City Manager's performance appraisal; discuss compensation; consider adopting Resolution Amending/Setting City Manager's Compensation Plan, Amending Employment Agreement and Authorizing Compensation for Fiscal Year 2009-10.

Memorandum

TO: Department Directors

CC: Michael Sykes, City Manager

FROM: Mayor Kidd and City Council

DATE: June 9, 2009

SUBJECT: Performance Evaluation for City Manager

City Council approved the City Manager's evaluation performance standards and criteria, and as part of the evaluation, the Council agreed to seek Department Director input. The Council's goal is to establish a thoughtful and considered process that also expedites the City Manager's evaluation. The Council recognizes the importance of giving Department Directors an option to remain confidential. To achieve this, comments will be returned to a third-party person chosen by the Council. The third party will remove the name of the evaluator unless the evaluator waives the promise of confidentiality. The third party will compile the submitted comments into a single document and distribute the results in a sealed envelope to Council for their review. The Council will review the submitted comments with the City Manager in a special executive session. No action or decision will be made in the executive session. The Council will come out of executive session tentatively scheduled for July 13, 2009, and give a summary of the City Manager's evaluation performance.

Pam Beery, City Attorney, has been named as the third-party person who will keep your name confidential unless you waive this promise of confidentiality. Information submitted in confidence is exempt from public disclosure under ORS 192.502(4).

The Council encourages you to submit written comments; your participation is completely voluntary and is not required by law. **We ask that your comments, for the evaluation period of July 1, 2008, through current date, be submitted no later than June 15, 2009, directly to Pam Beery, City Attorney, preferably by e-mail at: pam@gov-law.com.** Please do not include your name in your written comments if you wish to remain anonymous.

Thank you for your sincere consideration of the above request.

CITY MANAGER PERFORMANCE REVIEW (REV1)

Instructions:

This evaluation has two parts. Part I involves an evaluation of the past performance of the City Manager during the evaluation period of July 1, 2008, to June 30, 2009. Part II concerns your expectations and goals for the City Manager during the coming year. In evaluating the Manager's past performance, you will be asked to rate that conduct according to the following categories:

- | | | | |
|-----|----|---|-------------------|
| (1) | NI | = | Needs Improvement |
| (2) | M | = | Meets Standards |
| (3) | E | = | Exceeds Standards |
| | NO | = | Not observed |

Following each performance standard, please provide any appropriate comments in that area.

Part I. Performance Standards

1 Personal Traits / Professionalism

NI	M	E	NO

Positive attitude, self-motivating; self-confident; creative; uses common sense; professional and personal integrity; emotional stability; takes initiative; receptive to new ideas and changes; maturity in relations with others; prepares quality products; willingness to seek personal growth and development; takes consistent position with different audiences; adherence to high professional ethical standards; exercises diplomacy; demonstrates high personal integrity.

Comments:

2. City Council Relationships

NI	M	E	NO

Effectively implements policies and programs approved by City Council; reporting to City Council is timely, clear, concise, and thorough; accepts direction or instructions in a positive manner; effectively aids the City Council in establishing long-range goals; keeps Council informed of current plans and activities of administration and new development; sensitive to and perceptive of Council needs and desires; maintains a relationship of trust with each Council member and the Mayor; available to members of the Council; properly orients new Council members.

Comments:

3. Technical Knowledge and Use

NI	M	E	NO

General overall knowledge of city operations and responsibilities; willing and able to learn; keeps current on professional issues, trends, techniques, and methods of operation; keeps current on legislation, funding opportunities and regulations; administrative knowledge (budget, personnel and purchasing rules and regulations); knowledge of city developments in public policy.

Comments:

4. Communication

NI	M	E	NO

Ability to write in an understandable, accurate, concise, complete, timely, and positive manner; ability to speak in an understandable, accurate concise, complete, timely and positive manner; keeps City Council informed; agenda preparation; good verbal presentations to City Council and public; effective communication of City Council's position to public; provides City Council with adequate information to make decisions; handles confidential matters appropriately; listens well.

Comments:

5. Problem Solving and Decision Making:

NI	M	E	NO

Anticipates problems; identifies problems, issues and concerns; ability to analyze problems (to honestly identify and assess alternatives); develops and recommends creative, innovative and realistic solutions and implements and refines such solutions; considers alternatives and available facts before making decisions; resolves problems at lowest possible level (takes responsibility for decisions); gets affected parties involved in problem solving; reaches timely decisions; flexibility and receptiveness to suggestions; resolves problems under strained and unpleasant conditions; achieves goals set by or in conjunction with City Council; consults with Council when appropriate.

Comments:

6. External Relations

NI	M	E	NO

Projects positive public image; effectively handles citizens complaints and inquiries; educates public on city problems, programs and operations; keeps commitments to the public; maintains contact/liaison with community groups; maintains effective intergovernmental relations; maintains effective relations with media representatives.

Comments:

7. Fiscal Management

NI	M	E	NO

Prepares realistic annual budgets; seeks efficiency, economy and effectiveness in all programs; controls expenditures in accordance with approved budgets; keeps City Council informed about revenues and expenditures, actual and projected; is cost effective; assures that Budget Committee is well informed of short and long-term City financial status; involves Council adequately in fiscal affairs.

Comments:

- Concur
- Non-concur
- Minority Report

Richard G. Kidd, Mayor

Date

- Concur
- Non-concur
- Minority Report

Thomas L. Johnston, Councilor

Date

- Concur
- Non-concur
- Minority Report

Victoria J. Lowe, Councilor

Date

- Concur
- Non-concur
- Minority Report

Camille Miller, Councilor

Date

- Concur
- Non-concur
- Minority Report

Ron Thompson, Councilor

Date

- Concur
- Non-concur
- Minority Report

Peter Truax, Councilor

Date

- Concur
- Non-concur
- Minority Report

Elena Uhing, Councilor

Date

Non-Concur may submit minority report.

M E M O R A N D U M

To: Mayor and City Council

From: Daniel Riordan, Senior Planner
Jon Holan, Community Development Director
Michael Sykes, City Manager

Date: June 8, 2009

Subject: Transit Enhancement Report

Request: Staff requests that Council:

1. Receive and file the Transit Enhancement Report prepared by the Transit Enhancement Committee; and
2. Direct staff to schedule a work session to discuss policy issues related to the recommendations contained in the Transit Enhancement Report and summarized in this memorandum.

Background: In September 2008, City Council established an ad-hoc committee charged with looking at ways to enhance transit service to and within Forest Grove. The Committee was comprised of community residents and representatives from the following organizations: Forest Grove School District, TriMet, Ride Connection and Pacific University. The Committee met nine times over an eight month period from September 2008 through May 2009.

This memorandum provides a summary of findings and recommendations developed by the Transit Enhancement Committee. The accompanying Transit Enhancement Report provides additional detail with respect to the committee's work including results from the community-wide transit preference questionnaire and the committee's visit to the South Metro Area Regional Transit (SMART) and Canby Area Transit (CAT) districts.

In addition, to the summary of the committee's findings and recommendations, this memorandum identifies policy questions for consideration by City Council. Additional technical expertise and direction related to the policy questions is necessary to develop a preferred transit enhancement alternative for implementation.

Transit Enhancement Committee Findings:

After several months of gathering facts, conducting site visits to local transit agencies, and distributing a community-wide transit preference questionnaire, the Transit Enhancement Committee found:

TriMet Line 57 is a vital transportation connection for Forest Grove

Line 57 provides approximately 1,200 rides to and from Forest Grove on the average weekday. TriMet reports that these 1,200 rides represent approximately 16% of ridership on Line 57. Within Washington County Line 57 has the highest overall ridership of any bus line serving the county.

Forest Grove residents strongly desire light rail service from Hillsboro to Forest Grove

The community-wide transit preference questionnaire included space for respondents to indicate what they like or dislike about transit service in Forest Grove. The questionnaire responses indicate that light rail transit is much preferred over bus. This in part due to the ability of light rail to bypass congestion, fewer stops and faster travel times as compared to bus travel. Light rail also provides direct connections to destinations such as the Oregon Zoo and downtown Portland.

Many Forest Grove residents drive to the Hatfield Government Center in Hillsboro to access MAX light rail service

The Hatfield parking structure was identified as the number one park and ride destination for Forest Grove residents. TriMet reports that the Hatfield parking structure operates at approximately 85% of capacity.

Opportunities exist for localized feeder and bus circulator service within Forest Grove.

Several alternatives for localized feeder and circulator service were identified by the committee for evaluation. Alternatives include:

- Fixed-route circulator service with formal stops;
- Fixed-route circulator service without formal stops;
- Fixed-route feeder shuttle operates on a demand response basis;
- Alternating fixed-route feeder service;
- Express service to MAX light rail;
- Commuter rail from Forest Grove to Hillsboro; and
- Potential partnerships with local Transportation Management Associations.

These feeder and circulator alternatives should be assessed further as part of a sub-regional alternatives analysis and cost/benefit assessment performed by a consultant with expertise in transit system operations. A multi-year operations plan could also be developed by the consultant. This operations plan could include an assessment of needed payroll tax receipts to fund capital and operational requirements. A proposed fare plan could be developed as well.

Opportunities exist to promote existing transit service options such as the LIFT Program, RideWise and Ride Connection.

Less than 25% of senior citizens responding to the transit questionnaire use TriMet's RideWise or Ride Connection services. Such services will become more important to the community as the population ages. Opportunities to promote these services should be developed through Ride Connection and the Metro Regional Transportation Options (RTO) program. The RTO program provides grants to local jurisdictions and transit providers to reduce reliance on the automobile.

The minimum land use density required to support one-hour fixed route transit service is about four housing units per net acre.

The 2000 Highway Capacity Manual identifies thresholds for minimum land use density necessary to support fixed-route transit service. The general rule of thumb is one-hour service between arrivals requires about four housing units per net acre. Overall residential densities exceed this rule of thumb. The overall average residential land use density in Forest Grove is approximately 5.7 units per net acre. It is important to note that this is a minimum standard and does not necessarily apply to TriMet's decision making process.

Transit Enhancement Committee members believe that Forest Grove is currently underserved by bus transit.

Bus transit does not serve Forest Grove High School, newer residential areas in the north and western areas of the community and southeast Forest Grove including the Homestead community. Employment areas such as the Merix Corporation and 24th Avenue industrial area are also not conveniently served by Line 57.

Each finding, identified above, is discussed more fully in the Transit Enhancement Report attached to this memorandum.

Committee's Recommendations:

The committee developed short- and long-term recommendations for implementation. Short-term recommendations are targeted for completion in one- to three-years and include:

- Increase public awareness of existing transit options, through education and outreach. Seek funding through Metro's Regional Transportation Options Program for outreach to senior citizens and Pacific University students. Seek a grant allocation of \$25,000 to prepare marketing materials targeted to residents living within ½ mile of the Line 57 route with information on available transit service, walking routes, and bicycling opportunities.
- Contact the neighboring cities of Cornelius, Hillsboro, North Plains, Banks and Gaston to discuss possible interest in forming a western-Washington County transit service.
- Depending on the outcome of discussions with the western-Washington County cities proceed with a cost/benefit analysis of implementing a western-Washington County transit service. This analysis should include an assessment of benefit to TriMet and western-Washington County regarding establishing and independent transit service provider.
- Develop a process and allocate funds collected through the Transportation Impact Fee (TIF) and Transportation Development Tax (TDT) for capital improvements intended to enhance transit service.
- Continue to support local efforts directed at winning federal appropriation authority to conduct a high capacity transit alternatives analysis for the Forest Grove to Hillsboro corridor.
- Work with the business community, including the Chamber of Commerce, to develop a partnership with the Westside Transportation Alliance (WTA) to promote travel options for workers.
- Identify a future fixed-route transit service corridor for implementation of transit-oriented land use and design requirements that will help ensure a more pedestrian-friendly urban landscape and provide a transit-ready environment for a Line 57 extension or other type of fixed-route service.

Long-term recommendations are intended for implementation after the next three-years. Long-term recommendations include:

- Contingent on funding complete the recommended alternatives analysis for light rail service between Forest Grove and Hillsboro.
- Depending on local interest, initiate bus circulator service connecting Forest Grove, Cornelius, Hillsboro, North Plains and Gaston.
- Begin construction of light rail from Hillsboro to Forest Grove by the year 2025.

Policy Questions

Staff has identified several policy questions related to the recommendations developed by the Transit Enhancement Committee. Questions include:

Should the City formally contact the western-Washington County cities of Cornelius, Hillsboro, Banks, North Plains, and Gaston about forming a western-Washington County transit district? If so, should contact be made at the staff or elected-official level? Should the City proceed with refinement of a circulator alternative, within Forest Grove, if the neighboring communities decide to forego participation?

Should the City allocate funds to refine the Transit Enhancement Committee's recommendations including retaining consultant services to assess the cost and benefits of forming a western-Washington County transit district, preparing a quantitative analysis of alternatives and an action plan for implementation? Staff estimates the cost for consultant services could amount to \$100,000 to \$200,000 depending on the number of alternatives examined, and depth of analysis. Consultant costs could be shared among the western-Washington County cities based on anticipated benefits. A funding source for these tasks has not been identified.

Another policy question is whether the City should identify a preferred corridor for expanded bus service and prepare development guidelines and standards for transit-oriented development. The City recently adopted development standards for the Forest Grove Town Center and Commercial Corridor areas. These guidelines and standards provide a foundation for potential transit corridors.

Another issue is whether there are specific alternatives/options recommended by the Transit Enhancement Committee that should be taken off the table at this time. For instance, is it premature to proceed with an analysis of the cost and benefits associated with establishing a western-Washington County transit service independent from the TriMet system? TriMet estimates that payroll taxes generated by employment in Forest Grove amounts to approximately \$550,000 in revenue. TriMet reports this amount is nearly equal to the cost of operating the Line 57 service excluding costs associated with the use of other transit connections required for transit riders beyond the boundaries of Forest Grove. Other connections include MAX, WES and other bus lines. TriMet concludes that it is likely that TriMet provides more service to Forest Grove residents, businesses and employees than it receives in payroll tax revenues within the City boundaries.

Finally, how should the City prioritize implementation of the Committee's recommendations among the other projects currently underway or anticipated? A number of complex projects are underway that limit resources available for new initiatives. Projects include comprehensive plan periodic review and the urban/rural reserves planning process. The City has also submitted an application to the Oregon Transportation and Growth Management Program to begin light rail station area planning including an analysis of redevelopment potential within the station areas. If funded, this project will require considerable attention beginning in late-2009. In addition to the projects identified above, City

Council has expressed a desire to look at the feasibility of annexing the remaining unincorporated islands within the urban growth boundary.

Staff recommends that City Council schedule a work session to discuss these policy questions and recommendations contained in the Transit Enhancement Report.

ATTACHMENT A: Review Draft Transit Enhancement Report

REVIEW DRAFT
City of Forest Grove
Transit Enhancement Report



June 2009

Prepared By:

Forest Grove Transit Enhancement Committee
and
City of Forest Grove
Community Development Department

ATTACHMENT A

City of Forest Grove Transit Enhancement Committee

Rich Barnett	Forest Grove Resident
Darin Davidson	Forest Grove School District
Eileen Dolan	Forest Grove Resident
Victoria Johnson	Forest Grove Resident and Business Owner
Patty Purinton	Forest Grove Resident
Joe Recker	Tri-Met
Ron Thompson	City Council
Terry Watson	Ride Connection
Nick Wheeler	Pacific University Student
Dan Wilson-Fey	Forest Grove United Methodist Church
Derek Robbins	City of Forest Grove Engineering
Dan Riordan	City of Forest Grove Planning

For Additional Information Please Contact:

Dan Riordan, Senior Planner
City of Forest Grove
Community Development Department
1924 Council Street
PO Box 326
Forest Grove, OR 97116
(503) 992-3226
driordan@forestgrove-or.gov

Forest Grove Transit Enhancement Report

- 1.0 Executive Summary
 - 1.1 Key Findings
- 2.0 Background
 - 2.1 Introduction
 - 2.2 Existing Conditions
 - 2.3 Opportunities and Constraints
- 3.0 Existing Conditions
 - 3.1 Existing Service
 - 3.2 Transit Service in “Edge Cities”
 - 3.3 Wilsonville and Canby Transit Evaluation
- 4.0 Public Participation
 - 4.1 Transit Enhancement Committee
 - 4.2 Transit Service Questionnaire
- 5.0 Assessment of Alternatives
 - 5.1 Extend Line 57 in Forest Grove
 - 5.2 Bus Circulator and Feeder Options
 - 5.3 Express Service to MAX
 - 5.4 Commuter Rail
 - 5.5 Land Use Changes to Support Transit
 - 5.6 Transportation Management Associations
- 6.0 Funding Strategy
- 7.0 Conclusions and Recommendations for Next Steps
 - 7.1 Short Term Recommendations
 - 7.2 Long Term Recommendations

Appendix

- A. Transit Investment Criteria
- B. Line 57 Ridership Statistics
- C. Ride Connection Service Overview
- D. Transit service in Edge Cities of the Portland Metro Region
- E. Draft Assessment of Forest Grove Service Extension
- F. Transit Committee Agendas
- G. Transit Questionnaire
- H. Transit Questionnaire Response Map
- I. Transit Use Response Map
- J. Ride Connection Transit Analysis
- K. King City Community Shuttle Map
- L. Downtown/Northwest Ride About Map
- M. Washington County Memo on Use of Traffic Impact Fee Transit Funds



Forest Grove Transit Enhancement Report

1.0 Executive Summary

Transportation is integral to the quality of everyday life. A balanced transportation system offers choice over how we get to work, school, shopping and recreational activities. To promote a balanced transportation system, the Forest Grove City Council established a committee of citizen volunteers, technical experts, and city staff to assess opportunities for improving transit service in Forest Grove. The idea of improving transit supports the City Council goal to:

“Promote safe, livable, and sustainable neighborhoods and a prosperous dynamic green city.”

Convenient transit helps to reduce the amount of vehicle miles traveled per person. This is important since the American Planning Association reports that transportation could account for as much as 30% of greenhouse gas emissions contributing to climate change. In addition, newer transit vehicles support “green” initiatives by using more fuel-efficient vehicles and/or by using alternatives to diesel gasoline. Transit also complements higher density development and the efficient use of limited land resources.

After meeting monthly for approximately seven months, the Transit Enhancement Committee developed short- and long-term recommendations for improved transit service within the community. This document summarizes the findings and recommendations for next steps developed by the committee. In addition, this report evaluates existing conditions, constraints and opportunities regarding transit service in Forest Grove.

1.1 Key Findings

After several months of gathering facts, conducting visits to local transit agencies, and conducting a community-wide survey, the Transit Enhancement Committee finds that:

TriMet Line 57 is a vital transportation connection for Forest Grove.

Forest Grove is served by one transit route, bus line 57. Line 57 provides approximately 1,200 rides to and from Forest Grove on the average weekday. This represents approximately 16% of overall rides on Line 57. Line 57

connects Forest Grove with employment areas along the Tualatin Valley Highway and shopping areas in Cornelius and Hillsboro including Fred Meyer and Winco. Line 57 provides regional mobility by connecting Forest Grove with the MAX Blue Line in Hillsboro, WES Commuter Rail, and MAX Red Line at Beaverton Transit Center and no less than 13 local and regional bus lines along the way, providing the ability to access most of the Westside with just one transfer. Line 57 is categorized by TriMet as a high performance frequent service route. Line 57 ranks as one of TriMet's top 25 routes based on ridership system-wide and within Washington County, Line 57 has the highest ridership.

After analysis of various scenarios for extending Line 57, TriMet determined that an extension of Line 57 does not currently meet TriMet's minimum performance standards for bus service based on accepted guidelines for cost-effectiveness given development patterns and potential new ridership. Due to system-wide service cuts and budgetary constraints, TriMet is not in a position to fund an extension of Line 57, or any other transit line, even if standards could be met.

Transit Enhancement Committee members believe that Forest Grove is currently underserved by bus transit.

Bus transit does not serve Forest Grove High School, newer residential areas in the north and western areas of the community and southeast Forest Grove including the Homestead community. Employment areas such as the Merix Corporation and 24th Avenue industrial area are also not conveniently served by Line 57.

Forest Grove residents strongly desire light rail service from Hillsboro to Forest Grove.

Based on the community questionnaire conducted by the Transit Enhancement Committee, Forest Grove residents indicated a strong desire to see light rail extended from Hillsboro to Forest Grove. The questionnaire responses indicate that light rail transit is much preferred over bus. This is in part due to the ability to bypass congestion, fewer stops, faster travel time, and direct connections to destinations such as the Oregon Zoo and downtown Portland.

Many Forest Grove residents drive to the Hatfield Government Center in Hillsboro to access MAX light rail service

The Hatfield parking structure was identified as the number one park and ride destination for Forest Grove residents. Of persons indicating use of a park and ride facility, 69% indicated parking at the Hatfield station. The Sunset park and ride was the second most popular park and ride location followed by

Orenco Station. TriMet reports that the Hatfield Park and Ride operates at about 85% of capacity. The Sunset Station Park and Ride operates at 100% of capacity during some peak periods.

Many Forest Grove residents use transit for off-peak leisure and recreation trips including trips to downtown Portland and Portland International Airport

Responses to the community questionnaire indicate that many Forest Grove residents use transit for off-peak leisure and recreation trips. Transit seems to be used more frequently for off-peak trips than commute trips. This could be due to the type of transit service provided in Forest Grove. Principal destinations for transit riders from Forest Grove include downtown Portland and the airport. Some Forest Grove residents also use transit for leisure and shopping trips to Cornelius and Hillsboro.

Opportunities exist for localized feeder and bus circulator service within Forest Grove.

With only 25% of Forest Grove served by transit, an opportunity exists for localized feeder and circulator bus service connecting key destinations such as Forest Grove High School, shopping areas in Cornelius and Hillsboro and light rail stations. The City of Canby transit system and Ride Connection provide good examples of successful feeder and circulator service. Such a service could supplement Line 57 and may result in increased bus ridership.

Another circulator bus service is the in King City Community Shuttle provided by Ride Connection and funded, in part, by the American Red Cross. Information about the King City shuttle is included in the appendix. The Canby Transit system is operated by Oregon Housing and Associated Services (OHAS) and is funded, in part, by a payroll tax collected from businesses. The Canby payroll tax replaced most of the payroll previously collected by TriMet. OHAS also provides regional fixed route service in Marion and Polk Counties and City of Sandy. Similar to Ride Connection, the OHAS mission focuses on housing and transportation needs for elderly and disabled persons.

Opportunities exist to promote existing transit service options such as the Lift program, Ridewise and Ride Connection.

Less than 25% of senior citizens responding to the transit questionnaire have used TriMet's Ridewise or Ride Connection services. Such services will become more important to the community as the population ages. Opportunities to promote these services should be developed through partnerships with Ride Connection and the Metro Regional Transportation Options program.

The minimum land use density required to support one-hour fixed route transit service is about four housing units per net acre.

The 2000 Highway Capacity Manual identifies thresholds for minimum land use density necessary to support fixed-route transit service. The general rule of thumb is one-hour service between arrivals requires about four housing units per net acre. Overall residential densities exceed this rule of thumb. The overall average residential land use density in Forest Grove is approximately 5.7 units per net acre. It is important to note that this is a minimum standard and does not necessarily apply to TriMet's decision making process.

2.0 Background

This section of the Transit Enhancement Plan provides an overview of the process used to develop the recommendations contained in this document. This section also addresses current conditions and general opportunities and constraints affecting transit service in Forest Grove.

2.1 Introduction

The City of Forest Grove is located at the western edge of the Portland metropolitan area, has a 2008 population of approximately 21,465 persons. Like many "edge cities" Forest Grove faces the challenges of increasing traffic congestion, longer commute times, and limited access to the region's employment, cultural, and recreational areas. In addition, residents living in many of Forest Grove's newest neighborhoods must either bike or park-and-ride to use existing regional transit service provided by line 57. Furthermore, there is no direct transit service to Forest Grove High School, requiring students to either use the school bus or drive themselves. The high school's lack of transit service likely compounds parking and congestion problems in adjacent residential areas.

In September 2008, the Forest Grove City Council established an ad hoc committee charged with looking at ways to enhance transit service to and within Forest Grove. The committee was made-up of community residents and representatives from the Forest Grove City Council, Forest Grove School District, TriMet, Ride Connection and Pacific University. The committee met nine times over an eight month period from September 2008 through May 2009. Copies to the meeting agendas are included in the Appendix for reference.

To provide a framework for developing the transit plan, the Committee prepared an issue and mission statement. The mission statement focuses on community livability one of the City Council's stated goals. This mission statement is as follows:

To enhance community livability, the City of Forest Grove desires a balanced transportation system characterized by accessible transit options for all members of the community. The city is working to optimize transit connections to growing residential areas of the city, major local employers in western Washington county, educational and cultural amenities, and high capacity transit corridors serving the greater metropolitan area.

The City of Forest Grove Transit Committee was formed at the request of City Council. The Committee is tasked with assessing transit improvement opportunities, analyzing costs and benefits, setting priorities, and determining funding strategies, all of which will be compiled into a report for the Council.

To get a first hand account of how other communities improved transit service for residents and employers the Transit Enhancement Committee visited other “edge cities” including Wilsonville and Canby. In addition, the committee conducted a community survey over the months of January and February regarding transit use and interest. The committee received over 550 responses to the survey. This report summarizes the findings from these efforts. In addition, this report offers recommendations for possible next steps for consideration by the City Council to enhance transit service within Forest Grove and western Washington County.

2.2 Existing Conditions

Forest Grove’s population in 2008 was estimated at 21,465 persons by the Portland State University Center for Population Research and Census. This population represents a total increase of 21.2% or approximately 2.7% annually compared with the city’s 2000 population of 17,708 persons. According to the 2000 Census, 19.7% of Forest Grove’s residents are over the age of 55. In addition, approximately 13.7% of Forest Grove residents are over the age of 65. This is slightly higher than the percentage of residents within Washington County over the age of 65. The 2000 Census reports that 12.9% of Washington County residents are over age 65. The 2005-2007 American Community Survey conducted by the US Census Bureau estimated that approximately 11% of Forest Grove residents are over age 65. The apparent decline in percentage of persons over 65 could simply be the result of the margin of error inherent in statistical analysis. Another possible explanation is the amount of new residential construction occurring in Forest Grove over the past seven years that is appealing to younger families and non-retirees.

According to the 2000 US Census, 69.6% of workers from Forest Grove commute by driving alone. This number increased to 73% during the period 2005 to 2007. The estimated number of persons carpooling fell from 13.1% in 2000 to 10% in 2005-2007. The estimated number of persons commuting by public transportation remained steady at approximately 4.0%. Mean travel time

to work also remained relatively constant between 2000 and 2007 at 22 to 24 minutes for Forest Grove residents. This relatively short commute time makes it difficult for transit service to be competitive with the automobile for commute trips based on time alone. Increases in transportation costs could improve transit competitiveness especially if gasoline prices return to or exceed the levels experienced during the summer of 2008.

Within Forest Grove, approximately 14.6% of households have no vehicle available to residents. This amounts to over 1,000 households with no vehicle available. Over 32.6%, roughly 2,300 households, have only one vehicle available. Households with no vehicle, or one vehicle, represent an opportunity to increase transit ridership provided service is convenient and serves desired destinations at the right time of the day.

Demographics suggest that transit use could be increased by serving households with limited travel options. This is especially true if fuel prices return to or exceed levels experienced during the summer of 2008. Opportunities should be explored to provide outreach to students, retirees and households with limited travel options by marketing transit services currently available. The committee recommends that the city pursue grant funding through Metro's Regional Transportation Options program for marketing transit services.

2.3 Opportunities and Constraints

Forest Grove's location at the western edge of the Portland Metropolitan area provides poses a constraint for enhanced transit service. Forest Grove is not alone in this respect. The cities of Wilsonville, Canby and Sandy have all experienced less than optimal transit service for community residents. These communities chose to enhance transit service within their service boundaries while limiting service for regional connectivity.

Ride Connection provides an opportunity to expand transit service in Forest Grove. Ride Connection has developed key partnerships with organizations such as the American Red Cross to offer fixed-route shuttle service benefiting elderly persons and persons with disabilities. Ride Connection supports a network of over 30 community-based transportation programs in Clackamas, Clark, Multnomah and Washington counties. The city should look at ways to enhance transit service in the community with the assistance of Ride Connection.

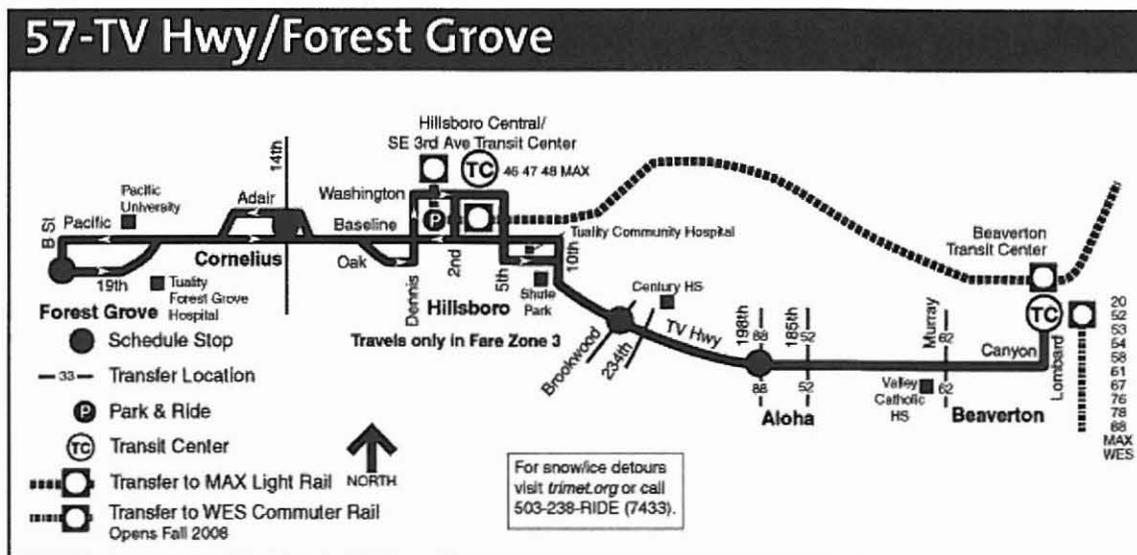
Funding is a major obstacle to enhancing transit service in Forest Grove. Forest Grove does not have access to transit funds targeted to rural areas and the city must compete with larger communities for limited regional transportation funding.

3.0 Existing Conditions

3.1 Existing Service

The City of Forest Grove is currently served by TriMet line 57 which operates along Pacific Avenue and 19th Avenue from the eastern edge of town to B Street. Line 57 serves the highest density development in the city, about approximately 25% of the incorporated city limits. Although Line 57 serves Pacific University and Forest Grove town center, bus service is not provided to Forest Grove High School and residential neighborhoods located in the northern and western parts of the community. Some residents of Forest Grove must walk or bicycle up to two miles or drive to a park and ride locations to access transit service. In addition, the length of trip and time required for a bus trip between the Pacific University campuses in Forest Grove and Hillsboro is a deterrent to transit use and increasing transit ridership.

Line 57 is the backbone of Washington County bus service providing a continuous connection from Forest Grove to the Beaverton Transit Center. Line 57 also provides connections to the Blue Line MAX service in Hillsboro. It also provides connection to the Red Line MAX service (Portland Airport) and WES (Wilsonville) at the Beaverton Transit Center.



A complete trip from Forest Grove to Beaverton takes approximately one hour to one and one-half hour depending on traffic and weather conditions. Line 57 is designated as a frequent service line by TriMet meaning the line operates with 15 minute frequency all day, every day of the week. Specifically, frequent service is provided between 6:00 AM to 10:00 PM on weekdays, 7:00 AM to 10:00 PM on Saturdays, and 8:00 AM to 9:00 PM on Sundays.

According to the passenger count conducted by TriMet in spring 2008, there are approximately 1,200 boardings on an average weekday in Forest Grove. This

represents approximately 16% of the total boardings from Forest Grove to the Beaverton Transit Center.

Most bus boardings in Forest Grove occur at the 19th and B Street bus layover location followed by 19th and Main Street. The bus stop with lowest boardings is the Pacific and Cedar stop with only one boarding during an average weekday. The bus stop with the most people exiting the bus is the 19th and B Street stop followed by Pacific and A Street. Ridership statistics from the spring 2008 TriMet passenger count is included in the Appendix.

In addition to fixed route service, TriMet also provides paratransit lift service to customers in Forest Grove. The Americans with Disability Act (ADA) requires that paratransit be provided as a “safety net” for people who, due to their disability, are unable to ride regular buses and trains some or all of the time. Paratransit service operates in the same area, on the same days and during the same hours as public transit. At a minimum, paratransit service must be provided for anyone qualifying for the service living within $\frac{3}{4}$ of a mile from a fixed-route bus line.

TriMet reports 346 lift clients in 2008 generating approximately 22,800 total number of lifts and 2,100 trip ends in Forest Grove through the paratransit service. The number of lift rides increased by approximately 10% between 2004 and 2008. TriMet’s ridership survey indicates that approximately 270 monthly lifts occurred on Line 57 in Forest Grove. The location with the most lifts on Line 57 in Forest Grove was the stop located at the 2900 block of Pacific Avenue with 34 monthly lifts.

On average the cost of a lift ride in 2007 amounted to approximately \$26.00. This compares with \$2.14 per ride for frequent bus service.



Forest Grove is also served by Ride Connection, a private non-profit agency providing transportation services to elderly and disabled individuals in the Portland area. Ride Connection provides a door-to-door service called U-Ride. U-Ride is a shared ride system meaning that the vehicle may make several stops to a particular destination. Ride Connection provides over 13,000 job access rides within the rural portion of the Ride Connection service area. Rides are provided to customers who call in advance. Hours of service are generally from 8:00 AM to 5:00 PM during weekdays. Community door-to-door service is

provided free of charge but donations are accepted. Additional information about the Ride Connection system is provided in the Appendix.

Local shuttle service is also provided by Pacific University and several residential care facilities including Jennings McCall and Camelot Care. As many as nine shuttles are available in Forest Grove. Based on the questionnaire results independent shuttle service is not relied upon much for individual trips. Empirical evidence suggests that shuttle service is popular for group trips for shopping and recreational activities.

3.2 Transit Service in “Edge Cities”

TriMet provided the committee with background information documenting transit service in cities located at the periphery of the Portland metropolitan area. Service to edge cities is similar throughout the region. It is typical for large transit destinations to receive TriMet service. This includes destinations such as major employment areas, retail centers and colleges. Transit service to single-family residential areas is more problematic since it is less cost-effective (ie. more spread out, less density, and high car ownership).

TriMet found that providing any type of transit service to single-family neighborhoods on the edge of the region is difficult since the type of service that makes transit practical and effective (frequent and direct service to desired destinations) is simply too costly for the amount of ridership gained. High schools in edge cities may be served by transit if they are incidentally located close to other services and employment centers. It has not been the practice of TriMet to directly serve high schools by themselves, especially when school bus service is already provided.

Members of the Transit Enhancement visited Wilsonville and Canby to gain first hand information about transit operations. Additional information about the Wilsonville and Canby site visits can be found below.

Wilsonville

The Wilsonville Innovative Transportation Association successfully petitioned TriMet to withdraw and form an independent city-owned transit system in 1988. The Wilsonville system initially offered only dial-a-ride/next day trips on small vans. Fixed-route service began in 1993. The Wilsonville transit system known as the South Metro Area Rapid Transit District (SMART) was established in 1994 shortly after fixed-route service to major employment areas began in 1993. Currently, SMART provides free transit service within the City of Wilsonville. In addition to other sources of revenue, service is funded through a payroll tax. The current system serves approximately 18,000 employees and 18,000 residents. SMART reports approximately 30,000 rides per month with 60% of the rides

serving workers getting to work. The SMART service area is approximately 14 square miles. Fare box recovery is approximately 7% of revenue, versus approximately TriMet's FY08 audited farebox recovery rate of 28% of operating costs. The SMART operating budget is approximately \$3 million. The SMART fleet includes 30 short passenger size shuttle type buses. In addition to the bus circulator system within the city, Wilsonville also provides service to Canby, Tualatin, Portland and Salem.

Canby

The Canby transit system was formed in 2002. The City contracts with the non-profit Oregon Housing and Community Services for day-to-day operations. Canby is considered a rural transit system making it eligible for funding not available within urban areas.

The Canby vehicle fleet includes 31 foot buses with a capacity of 35 passengers. There are 8 buses in service at any one time. The Canby system is also funded through a payroll tax.

Canby provides a local bus circulator within the city. Service is also provided to Woodburn and Oregon City. Ridership is estimated at 250,000 rides per year or 21,000 rides per month.

Sherwood

The City of Sherwood is served by TriMet Lines 12 and 94. Line 94 provides express service to Portland during peak commute times. Similar to Line 57, Line 12 operates as a frequent service line between Portland and King City but runs every 30 minutes between King City and Sherwood. About 10% of riders on Line 12 come from Sherwood and approximately 4% of riders on Line 94 come from Sherwood. TriMet estimates it takes about 70 minutes for an express ride from downtown Portland to Sherwood, a distance of approximately 17 miles. This compares to about 86 minutes to travel 27 miles between downtown Portland and Forest Grove using MAX and Line 57 including a wait of about 7 minutes for one transfer. Thus, existing service to Forest Grove is comparable to an express bus service to the southern part of the region.

Estacada

Estacada is served by TriMet Line 31 with service to Clackamas and Milwaukie Transit Centers. About 9% of ridership on Line 31 comes from the Estacada area with a population of approximately 2,700 persons. Direct service to downtown Portland on Line 31 is scheduled to stop as a result of duplicative service on several other lines with low ridership. The City of Estacada approached TriMet to alter the Line 31 route to better serve residences.

Oregon City

Oregon City is a designated Regional Center under the Metro Region 2040 land use concept. Several bus lines serve Oregon City including one frequent service line - Line 33 - operating along McLaughlin Blvd. Oregon City High School is located over one mile from Clackamas Community College, the terminus of Line 33.

3.3 Wilsonville and Canby Transit System Evaluation

Wilsonville and Canby share common attributes with the Forest Grove. First, both cities are located at the edge of the Portland metropolitan area. Second, both cities are located at the end of regional transit system. Third, both cities provide feeder and circulator bus service for their residents and workers.

Canby is quite similar to Forest Grove with a compact town center, commercial corridor, established neighborhoods and newly developing residential areas. Wilsonville, however, is quite distinct. Wilsonville has a large employment base with several large national and regional companies located within the city. Historically, transit service has been funded through payroll taxes collected from local employers. Funding transit services is much more viable in a community such as Wilsonville with a large employment base.

Staff and committee members visited Wilsonville and Canby on February 24, 2009, in order to get a first hand account of how transit service is provided in these two communities. Four representatives from the Transit Enhancement Committee, including a TriMet staff member, participated with City of Forest Grove planning and engineering staff during the all day site visit. The site visit included a stop at the WES terminus in Wilsonville and a ride on one Canby's circulator buses.

Generally, Committee members agreed that the Canby transit system provided a better match for Forest Grove than the Wilsonville system. The primary reason for this conclusion is the Wilsonville system serves mostly commute trips whereas the Canby system serves commuters, shoppers and other "off peak" local needs. Wilsonville staff estimates that approximately 60% of rides are for employees and indicated that 90% of persons employed at Wilsonville businesses reside outside of Wilsonville's city boundary.

4.0 Public Participation

4.1 Transit Enhancement Committee

The Forest Grove City Council formed the Transit Enhancement Committee to assess opportunities for improved transit service for Forest Grove. The Transit

Enhancement Committee was made-up of ten members representing various community interests. The Committee included representatives from the Forest Grove City Council, Forest Grove School District, TriMet and Ride Connection. In addition, the committee included three Forest Grove residents with an interest in transit issues including a student from Pacific University, local small business owner, two retirees, and a pastor at a local church. This broad representation provided a strong foundation for review and discussion of ideas and alternatives.

4.2 Transit Service Questionnaire

A community transit questionnaire was prepared by the Transit Enhancement Committee as a way to gauge community perceptions and interest related to transit service. A copy of the questionnaire is included in the Appendix. In addition, maps showing the location of questionnaire respondents and distribution of transit users are included in the Appendix.

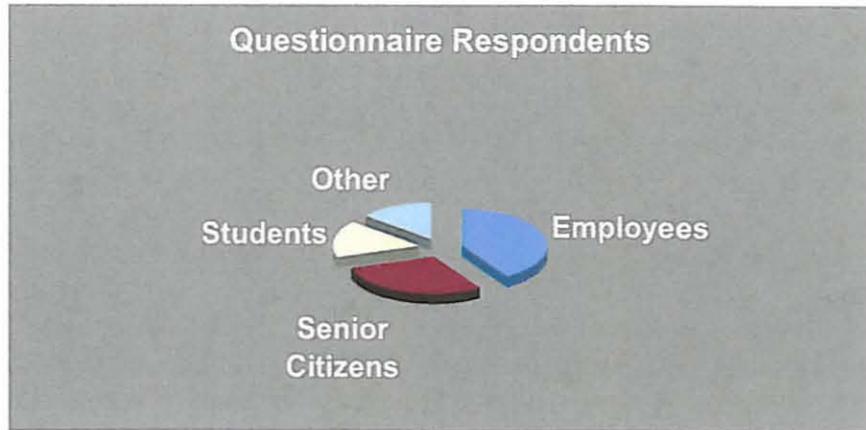
The questionnaire was distributed with city utility billing statements, delivery to retirement communities, and placement at the Forest Grove Library and City Hall. The survey was conducted during January and February 2009. Over 550 questionnaires were returned.

The results of the survey reflect the viewpoints of only those persons that took the time to respond. The questionnaire was not a scientific survey of the community and does not necessarily reflect the desires of the community as a whole. Questionnaire responses are weighted more heavily toward retired individuals and residents living near Line 57.

Who Responded to the Questionnaire?

Although the questionnaire is not a scientifically valid survey, the results point to some interesting trends. Consistently, respondents reported support for extending light rail from Hillsboro to Forest Grove. Many respondents expressed interest in using transit for shopping and leisure trips. The questionnaire also indicated that many Forest Grove residents use the Hatfield park and ride in Hillsboro to catch MAX rather than using Line 57 and transferring to light rail. The next most popular park and ride destinations included Sunset Transit Center followed by Orenco Station.

Participants to the questionnaire are generally reflective of the community as a whole. Employees/commuters provided the most responses at 41% followed by Senior Citizens (29%) and students (16%). Approximately 14% of respondents provided some other response such as employer or parent.



Approximately 49% of respondents reported that they currently use transit. More than 80% of respondents reported that they a motorized vehicle available for use, which is consistent with TriMet’s general transit rider population.

Where are Transit Users Located?

The transit questionnaire revealed that transit users are located throughout the city. As might be expected the area with the highest concentration is near the Pacific Avenue/19th Avenue corridor especially the Clark Historic District. A map showing the location of transit users responding to the questionnaire is included in the Appendix.

Where Do Respondents Work?

Commuting accounts for a significant proportion of transit trips. The transit questionnaire asked respondents to generally identify where they work. As might be expected the number one location identified is Forest Grove at 25% of persons indicating a work location. The next highest location is Portland at 10% followed by Hillsboro downtown at 11% and Hillsboro North Industrial Area at 6%. Nine percent of respondents travel less than one mile to work. Sixteen percent travel 1 to 5 miles to work. Another 15% of respondents travel 6 to 10 miles to work.



How Do Respondents Get to Work or School?

Currently the majority of respondents to the transit questionnaire get to work by driving alone. According to the 2000 US Census, 69.6% of workers from Forest Grove commute by driving alone.

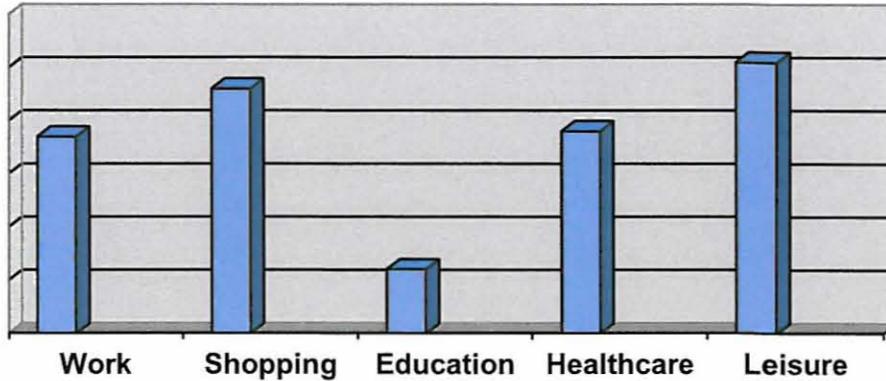
What Do you Like and Dislike About Transit Service?

The transit questionnaire asked respondents what they liked best about transit service and what they liked least. The number one like expressed was MAX service to Portland. The number one dislike was no MAX service from Forest Grove to Hillsboro.

Level of interest using transit service by Trip Type

The transit questionnaire asked respondents to indicate their level of interest in using transit service for specific types of trips. Trip types include shopping, work, education/school, healthcare and leisure/recreation. Persons were asked to rate their level of interest by: very interested, somewhat interested, not very interested or wouldn't use transit at all. The type of trip receiving the most positive responses for transit use included leisure/recreation trips followed by shopping trips. The following chart shows the relative ranking of trip types:

Transit Interest by Trip Type

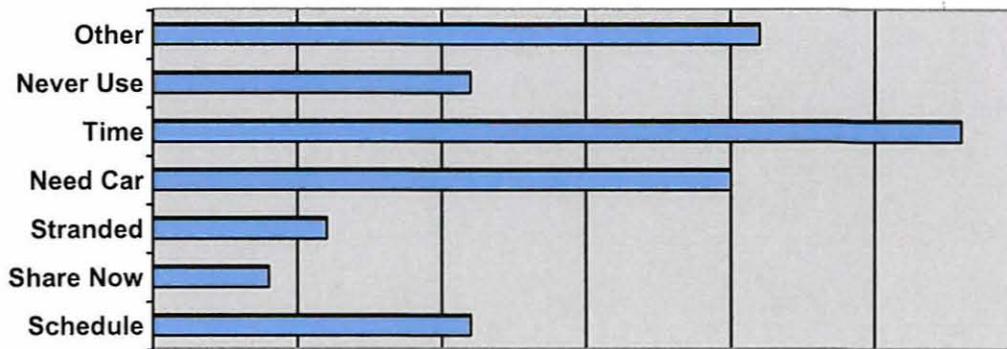


What Prevents People from Using Transit Service

Any number of reasons may prevent persons from using transit. The transit questionnaire asked individuals to identify why they may avoid taking transit. The following table shows the most common responses provided to the question.

The following chart provides a graphical representation showing the distribution of responses.

Reason for Not Using Transit



The category of other, identified above, includes responses such as “have own car”; “transit service too far from home”; and “crime and safety concerns”.

5.0 Assessment of Alternatives

The Transit Enhancement Committee discussed several alternatives to improve access to transit. Each alternative must be weighed against the cost to provide the service, funding availability, ability of the alternative to attract riders, potential impact to established neighborhoods and whether the alternative is supportive of

land use goals intended to promote efficient development patterns within the urban growth boundary.

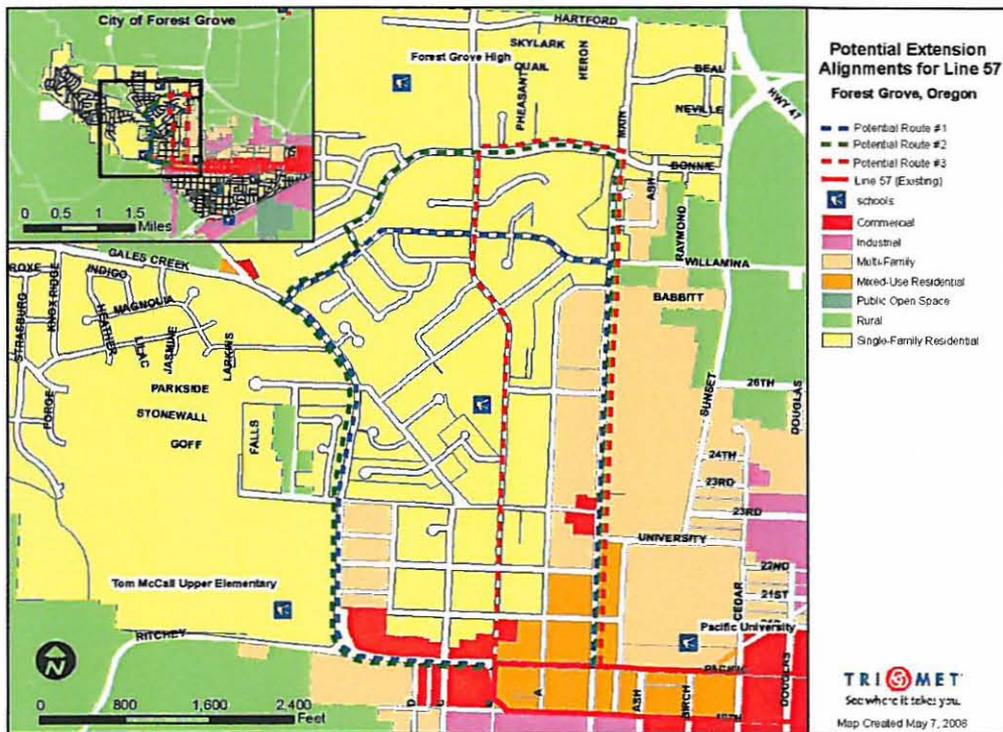
5.1 Extend Line 57 in Forest Grove

TriMet evaluated several options for extending line 57 to serve Forest Grove High School and the residential areas north of the Forest Grove Town Center.

The TriMet evaluation was based on the option based on the cost-effectiveness of providing the service and potential to generate ridership. A detailed explanation of TriMet’s investment criteria and analysis are included in the Appendix. In general, the investment criterion considers the presence of transit supportive land use, physical infrastructure needed for convenient pedestrian and bicycle access, and street widths. TriMet categorizes bus routes based on the number of boarding rides per hour and cost per ride.

The area studied for extended service is generally characterized by medium density residential development along Main Street next to Pacific University and large-lot, single-family residential development elsewhere, including along B Street and Gales Creek Road. Existing land use in this area limits potential transit ridership.

Line 57 Route Extension Alternatives



TriMet estimated that approximately 3,900 to 5,800 residents live within ¼ mile of the potential routes, including some residents who can already walk to Line 57. TriMet also estimated that approximately 1,700 to 2,150 employees work within ¼ mile of the routes studied, mostly at Pacific University which is already served by Line 57. The extension primarily serves single-family areas of the city and the Forest Grove High School, which already has school bus service.

Extending bus service to Forest Grove High School would add from 1.8 to 3.3 miles to the present route and approximately 6 to 11 minutes to complete the loop. TriMet's analysis indicates that extending the line would require an additional bus with a cost of \$81,900 to \$155,740 in annual operating expenses depending on scheduling.

TriMet measures cost-effectiveness in expanding bus hours of service. Cost-effectiveness is measured with increased ridership per added vehicle hour. TriMet's operating principle is that each bus added in service should carry at least 15 boarding riders per vehicle hour at a minimum, and ideally closer to 30 boarding riders per vehicle hour, which is the system average. TriMet estimates the Line 57 extension would likely serve 6 to 12 new rides per added vehicle hour depending on the route, schedule scenario and park and ride estimate. The reason for the low ridership estimate is due to the low density residential density residential development along the corridor studied. As a result, TriMet concludes the likely ridership productivity is not favorable when compared to the overall cost of the extension. Instead, TriMet recommends that the City consider rezoning a corridor for higher density development and a mix of uses in anticipation of supporting future fixed-route bus service. Such corridor(s) should minimize single-family residential development, emphasize pedestrian-friendly urban design with buildings located close to the street, have a complete sidewalk network and high street connectivity, and include multiple transit rider destinations such as commercial centers with significant employment.

5.2 Bus Circulator and Feeder Options

Several bus circulator and feeder options were evaluated by the Transit Enhancement Committee. These options include:

1. Formal stops for shuttle/feeder route at fixed times. This is similar to the type of service provided by Canby and Wilsonville.
2. Fixed-Route no formal stops. Canby is an example of transit system where riders may flag down a bus anywhere on the route.
3. Shuttle can be hailed by riders as it passes through their neighborhood; advance notice door-to-door dial-a-ride service for older adults and people with disabilities. Transit service provided in King City and Northwest Portland are examples of this kind of service.

4. Feeder shuttle operates on demand response basis only (at bus stops) for everyone. This type of service is provided in Chapel Hill, North Carolina.
5. Feeder shuttle alternates each ½ hour to cover a different area to bring riders to primary bus line. This type of service is provided in Klamath Falls. Transit Service in Klamath Falls is provided by Basin Transit Service. Basin Transit Service operates five large buses, two mini-vans and one small bus for both regular route service and specialized curbside service for elderly and persons with disabilities. The Basin Transit District is approximately the size of the Urban Growth Boundary and serves a population of approximately 45,000 persons.

Additional options for a fixed-route bus circulator and feeder system include establishing transit service between Forest Grove, Cornelius, Hillsboro, North Plains, Banks and Gaston. Approximately 114,750 persons reside in these six incorporated cities identified above representing approximately 22% of Washington County's total population. Whereas Forest Grove, Cornelius, and Hillsboro are located within the Portland regional urban growth boundary and TriMet service area; Banks, North Plains and Gaston are not. This presents some challenges such as coordinating between multiple public agencies including Metro, TriMet, Washington County and each city. Coordination among six cities presents a level of complexity that could increase service delivery costs. Frequency of service could be impacted due to the length of the route and number of vehicles on the road at any given time. Limited frequency service could reduce the potential to maximize ridership.

Another challenge is related to potential sources of funding and eligibility requirements. For instance Banks, North Plains and Gaston are considered rural communities while Forest Grove, Cornelius and Hillsboro are not. Rural communities have funding options that urban communities don't have access to. In addition, federal transportation funding in the Portland area is directed through Metro. As such funding for transit related improvements in western Washington County must compete for limited resources at the regional level. Regional funding is restricted to areas within the Metro regional service district boundary preventing use in areas such as Banks, North Plains and Gaston.

Expanding transit service in western Washington County has the potential to improve access to jobs, shopping, educational and other activities.

Items for follow-up include contacting the cities of Banks, North Plains, Cornelius and Gaston to assess interest in establishing a western Washington County bus circulator. A detailed cost/benefit analysis of implementing a regional bus circulator should follow with input from partner agencies. The cost/benefit analysis should identify a recommended bus route, stop locations, capital costs including number of transit vehicles required, and costs associated with administration including operations and maintenance. In addition, sources of funding should be identified.

Potential funding sources for implementation of a bus circulator system include grants, direct business sponsorships, and federal resources such as Job Access and Reverse Commuting funds.

Potential Routes

Ride Connection assessed potential bus circulator routes based on the location of transit users identified through the transit questionnaire. A map showing potential routes is included in the Appendix. Two routes were identified. One route would serve the central, southern and eastern areas of Forest Grove. The second route would loop through the north and western are of the city.

The northwest loop would generally follow B Street, from Pacific Avenue, north to Bonnie Lane. From Bonnie Lane the route would continue west to Brooke Street. From Brooke Street the route would continue to David Hill Road meeting up with Forest Gale Drive. Once on Forest Gale Drive the bus would travel south to Gales Creek Road. From there the route follows Gales Creek Road to E Street and Pacific Avenue.

The Mid-South Route would begin at B Street and Pacific and travel south on B Street to 16th Avenue. From there the route traverses 16th Avenue to Elm and continues south on Elm to Highway 47. Once on Highway 47 the route would continue to Quince Street and loop through the 24th Avenue industrial area. The Mid-South route also includes service along Yew Street, Mountain View Lane and Heather Street. This alternative provides transit service to the Homestead Community and Merix Corporation.

5.3 Express Service to MAX

The community questionnaire indicated a strong interest in light rail service. Using Line 57 to access light rail was seen as a disincentive given the amount of time it takes to get to Hillsboro and transfer to MAX. Similar to the feeder service described above, additional service on Line 57 would require an additional bus with associated capital and operating costs. It is uncertain whether express service would increase ridership enough to warrant the additional expense.

No source of funding has been identified to implement this alternative. TriMet is not in a position to fund new service at a time when service is being reduced. Instead, TriMet and Forest Grove may consider a financial partnership with Pacific University to utilize an express public transit service between Forest Grove and downtown Hillsboro, which would benefit from more direct and more frequent connections between the two campuses.

This alternative would not impact existing neighborhoods provided express service follows the current Line 57 route. The utility of introducing express

service to the Pacific Highway/Baseline corridor is reduced especially if traffic congestion increases along the highway. As a result traffic signal pre-emption for express buses or bus by-pass lanes would be required to provide a time advantage over auto and non-express bus service.

Express bus service is not particularly supportive of land use goals since bus routes can change over time. Therefore development investment decisions may not be made based on the existence of express bus service.

5.4 Commuter Rail

Commuter Rail, such as the WES line recently started between Wilsonville and Beaverton could be a lower cost alternative to light rail. Commuter rail does not require electrification and commuter rail operations often share the railway with freight operations with either a simple temporal separation between uses or a more expensive communications and signal system upgrade and more crash-resistant passenger rail vehicles. Commuter rail projects fall under the jurisdiction of the Federal Railroad Administration instead of guidelines administered by the Federal Transit Administration.



The lack of available passenger rail cars for heavy rail commuter service is an obstacle for project implementation. Cost to operate the service may also be an obstacle. These factors should be assessed more fully as part of a formal alternatives analysis of high capacity transit options required by Federal Transit Administration requirements for new projects.

Commuter rail can be a cost-effective alternative to light rail under the proper circumstances, primarily when existing tracks can be upgraded at minimal costs. The existing freight rail tracks are about 100 years old and require replacement. Additionally, without the addition of double-track sections on some or all of the alignment, service frequency would be severely limited. The current biggest obstacle to implementation is the absence of diesel mechanical unit (DMU) manufacturers following the close of Colorado Railcar last year (the manufacturer

of WES vehicles). These type of vehicles are necessary for operating passenger rail service on freight rail tracks without temporal separation between uses.

Funding sources include local, regional, state and federal funding.

Commuter rail ridership in the Forest Grove to Hillsboro corridor is uncertain. A potential source for ridership includes students attending Pacific University. Convenient and timely transit service between Forest Grove and Hillsboro will provide an opportunity to more fully integrate Pacific University's Forest Grove and Hillsboro campuses. Given the transit survey responses from Forest Grove residents, students, and employees, service would need to extend throughout the day to realize the full ridership potential of this type of project.

Commuter rail service provides better transit access to existing neighborhoods north of Line 57 alignment through Forest Grove, but does not access single-family residential neighborhoods to the north and west of the town center. Commuter rail service is supportive of land use goals by providing more permanent transit infrastructure that may increase transit-oriented development and new, higher-density neighborhood centers. A park-and-ride for automobiles and bicycles would also provide improved transit access to households in existing, low-density, single-family neighborhoods north and west of the town center that are not within walking distance of stations.

5.5 Land Use Changes to Support Transit

The best way to improve the viability of transit service is to increase the number of houses and jobs within walking distance of transit service. As a rule of thumb, walking distance to bus stops is considered to be approximately ¼ mile depending on existing obstacles and barriers. Walking distance to a light rail stop is generally ½ mile. TriMet surveys suggest people will walk further for a transit service if it is their only viable option. Regardless, walk distances vary by physical ability and the completeness of sidewalk infrastructure.

The design and characteristics of land use also affect the level of "transit-readiness". Simply adding transit service to a typical suburban residential, industrial, or commercial environment will create few transit riders. Buildings and pedestrian entrances should be located close to the street and sidewalk, allowing clear and easy access. This may require zoning code revisions to implement successfully. Narrow sidewalks on the edge of a large, high-speed roadway create an uncomfortable pedestrian environment, whereas street trees, parked cars, or other landscaped buffers provide more comfort. This may require revisions to street design requirements to ensure proper implementation. More compact developments and mixed-uses provide more opportunities for pedestrians trip-chain and increase the attractiveness of walking and taking transit over driving, which becomes more attractive when destinations are spread

out further. Minimum floor area ratios and ground-floor active uses may be required as part of zoning code revisions.

In summary, the City of Forest Grove should consider identification of a suitable future fixed-route transit corridor where implementation of a design or transit-oriented development overlay will ensure proper land use density and design in support of future fixed-route transit service.

5.6 Transportation Management Associations

Transportation Management Associations (TMAs) have been successfully used to bring workers to jobs in areas lacking convenient transit service. Such service is often funded by local businesses and transportation grants. In general, TMAs are nonprofit coalitions of local businesses and/or public agencies that work in employment areas to strengthen partnerships with businesses to reduce traffic congestion and pollution by improving commuting options for their employees. The Westside Transportation Alliance provides value to employers in Washington County through transportation services, advocacy, and education. Municipal members of the Westside Transportation Alliance include the cities of Hillsboro, Tigard, and Beaverton. Washington County and TriMet are also WTA members. Currently, there are no local Forest Grove businesses partnering with the WTA.

This approach could be a cost-effective way to improve job access especially as Forest Grove continues to evolve into an attractive location for workers employed throughout western-Washington County. Recent grants for TMAs provided through the Metro Regional Transportation Options program generally ranged from \$28,000 to \$42,000 for trip matching assistance, provision of vanpools, and to encourage residents to live closer to their place of employment.

6.0 Funding Strategy

It is no surprise that funding is the most significant challenge to enhancing transit service in Forest Grove. Several sources of funding have been identified that could be used to improve transit service. The property taxes and payroll taxes are two methods of funding transit services. Another source is non-profit organizations

Currently TriMet collects a payroll tax at a rate of \$0.006618 per \$1.00 of payroll. The payroll tax is imposed on most employers who pay wages for services performed in the district. The payroll tax also covers self-employed persons. Public schools, IRS c(3) charities, federal agencies are among the categories exempt from the tax.

Calculation of payroll tax from an individual city is a complicated process involving the Oregon Department of Revenue and Department of Employment.

TriMet believes that businesses within Forest Grove could generate as much as \$550,000 in payroll tax revenue. Research by the economic consulting firm of Johnson-Reid indicates that employment in Forest Grove could total as many as 9,300 employees. Deducting employees in the education field (to account for employees exempt from the payroll tax) reduces the total employment subject to payroll tax to 6,305 persons. Using the US Census Bureau's estimate of median earnings for workers in the 2005-2007 American Community Survey of \$19,752 and multiplying the median earnings times the number of taxable employees yields a crude estimate of \$824,181 in payroll taxes. Therefore, it is likely that the payroll tax for transit service based on employment in Forest Grove could range from \$500,000 to as much as \$825,000 in revenue. TriMet estimates this is nearly equal to the cost of service provided by Line 57, not including the provision of associated transit connections required for transit riders using service beyond the boundaries of Forest Grove, such as MAX, WES, and the variety of bus lines throughout the system. Use of these additional transit service routes outside the boundaries of Forest Grove does not require an additional transfer cost for Line 57 riders. Additionally, TriMet provides over 20,000 LIFT rides per year that begin or end within the boundaries of Forest Grove at additional cost to the agency. Overall, it is likely that TriMet provides more service to Forest Grove residents, businesses, and employees than it receives in payroll tax revenues within the City boundaries.

Under state law the Canby transit system can assess a payroll tax of not more than six-tenths of one percent of payroll. According to the City of Canby Transit Plan (2001), the Canby system was developed using an initial estimate of \$640,000 in payroll tax revenue.

Washington County collects a transportation impact fee for transportation projects. A portion of the fee may be used for capital improvements related to transit. Approximately \$400,000 in TIF funds for transit improvements has been collected over the years. Transit Impact fees collected for transit must be used for capital improvements. Projects that could be funded with TIF funds include:

- Buses
- Bike lockers
- Park and Ride Lots (city owned property near substation on Bonnie Lane)
- Sidewalks
- Multi-Use Paths
- Pedestrian Safety improvements

Potential transit-related capital projects identified in Forest Grove include:

- New sidewalk, curb ramps, drainage and backfill on Pacific Avenue at the mobile home park on Pacific Avenue east of Quince Street.

- Bus shelter upgrade, tree removal and new sidewalk at 19th Avenue and Cedar Street.
- Replacement of existing sidewalk, curb and backfill at 19th Avenue and Ash Street.
- Replacement of existing sidewalk, re-direction of parking and added landscaping strip on 19th Avenue between A Street and Main Street.
- Pacific Avenue/19th Avenue Transit Signal Priority. Coordinate with TriMet to construct and implement transit signal priority on Pacific Avenue and 19th Avenue as congested conditions occur and ridership volumes increase.

Regional Transportation Options Grants (Transportation Demand Management Program). Next grant cycle will begin 2010 for 2012 to 2014 projects. Grants range from \$15,000 to \$300,000. Eligible: outreach and marketing, bike racks and lockers, installation of pedestrian and bicycle way-finding signs to aid travelers in finding the locations of local amenities and facilities.

7.0 Conclusions and Recommendations for Next Steps

The Transit Enhancement Committee considered short- and long-term recommendations to improve transit service in Forest Grove. Short-term is defined as the next one- to three-years with long term actions expected to occur after the year 2012.

7.1 Short Term Recommendations (1 to 3 years)

1. Increase public awareness of existing transit options, through education and outreach. Seek funding through Metro's Regional Transportation Options Program for outreach to senior citizens, and Pacific University students. Seek grant allocation of \$25,000 to prepare marketing materials targeted to residents living within ½ mile of the Line 57 route with information on available transit service, walking routes, and bicycling opportunities.
2. Contact the neighboring cities of Cornelius, Hillsboro, North Plains, Banks and Gaston to discuss possible interest in forming a western Washington County transit service.
3. Depending on the outcome of discussions with the western-Washington County cities proceed with a cost/benefit analysis of implementing a western-Washington County transit service. This analysis should include an assessment of the benefit to TriMet and western-Washington County of establishing independent transit service provider.

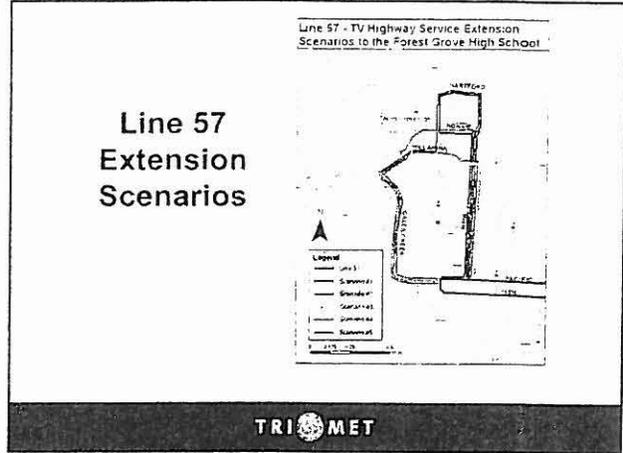
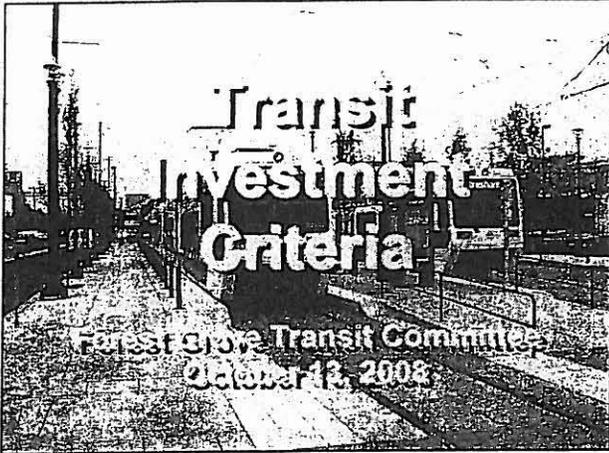
4. Develop a process and allocate funds collected through the Transportation Impact Fee for capital improvements intended to enhance transit use. Appropriate capital improvements include transit shelters at select locations, customer improvements at the B Street bus layover facility, curb extensions at bus stops and streetscape improvements including sidewalks, street trees, benches and crosswalk improvements.
5. Continue to support local efforts directed at winning federal appropriation authority to conduct a high capacity transit alternatives analysis for the Forest Grove to Hillsboro corridor meeting Federal Transit Administration requirements. Transportation options that should be studied include bus rapid transit, light rail, streetcar service, commuter rail, light rail extension, and retaining the existing frequent Line 57 service.
6. Work with the Chamber of Commerce to develop a partnership with the Westside Transportation Alliance (WTA) to expand outreach to local businesses to and travel options to work for Forest Grove residents.
7. Fully adopt recommendations for transit-oriented development prepared as part of the Forest Grove Comprehensive Plan update project by the year 2011. Include the adopted land use recommendations in future efforts to update the Regional Transportation Plan.
8. Identify a future fixed-route transit service corridor for implementation of transit-oriented land use and design requirements that will help ensure a more pedestrian-friendly urban landscape and provide a transit-ready environment for a Line 57 extension or other type of fixed-route service.

7.2 Long Term Recommendations (3+ years)

1. Contingent on funding, complete the recommended alternatives analysis for light rail service between Forest Grove and Hillsboro. Estimated completion by 2015.
2. Depending on local interest, initiate bus circulator service connecting Forest Grove, Cornelius, Hillsboro, North Plains, Banks and Gaston by 2015.
3. Begin construction of light rail from Hillsboro to Forest Grove by the year 2025.

APPENDIX

APPENDIX



Service Allocation Criteria

Transit supportive land uses

- Residential and employment densities
- Mixed use centers and corridors

Physical infrastructure

- Pedestrian Access
- Street width
- Turning Radius
- Arterials with limited conflicts
- Layover space

TRI MET

Land Use

- Route extensions and new routes must have employment and residential densities that yield sufficient boarding rides per hour
- Lower performing lines are subject to service adjustments

Route Type	FY 2007 Route Level Production Boarding Rides / Veh. Hr.	Fall 2008 Cost per Ride
Low Performing	15	-\$5.50
Bus System Avg.	32	-\$2.64
Top 5 Effectiveness	49	-\$1.69

TRI MET

Land Use (Con't)

- Models reasonably predicts these residential densities are needed to achieve target boarding rides/hour:
 - 15 br/hr: 5 du/acre
 - 30 br/hr: 12 du/acre
- Density is closely linked to the other important land use ridership generators.
 - Mixed use centers and corridors
 - Frequency and span of service

TRI MET

Infrastructure

- Pedestrian access
- Street width
- Turning radius
- Arterials with limited driveways to reduce conflicts with autos and for pedestrians

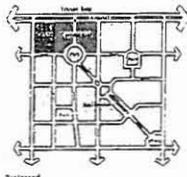
TRI MET

Infrastructure (Con't)

Pedestrian access is essential for pedestrians to be able to reach transit.

The most important pedestrian components are:

- Street connectivity/ Street Pattern
- Sidewalks
- Safe and convenient crossings

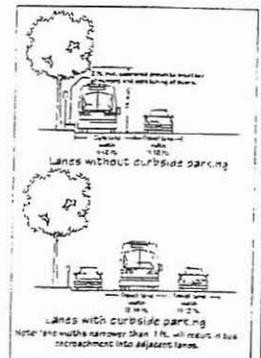


TRI MET

Infrastructure (Con't)

Preferred Street Width

- Normal bus operation on mixed roadway traffic
 - Min 12 feet
 - Roadway segments where operating speeds and bus frequency are higher
 - Min 14 feet
 - Roadways where on-street parking is available
 - Min 14 feet
- All other arterial lanes should be a minimum of 11 feet when adjacent to a 12 foot bus arterial



TRI MET

Infrastructure (Con't)

Turning Radius

Delays result when buses have to encroach into adjacent lanes or oncoming traffic

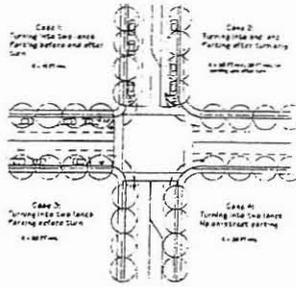
Preferred Radii

Bus turning into single lane with no encroachment

- 50 Feet

Bus turning into two or more travel lanes

- 15 to 30 Feet



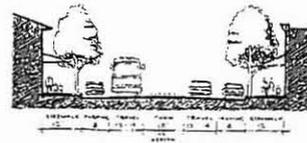
TRI MET

Infrastructure (Con't)

Commercial Arterials

Most transit routes are primarily composed of commercial arterials because ...

- Commercial arterials serve employment and services
- Arterials have adequate road capacity
- Residential development is usually 1-2 blocks away
- Conflicts between buses and residential neighborhoods are reduced



TRI MET

TRI MET

See where it takes you.

503-238-RIDE • trimet.org

Joe Recker

503-962-2893

ReckerJ@trimet.org

TRI MET

Route Number	Direction Description	Stop Location	Ons	Offs	Total	Monthly Lifts
57	To Forest Grove	Pacific & Mountain View Lane	8	48	56	3
57	To Forest Grove	3800 Block Pacific	13	60	73	20
57	To Forest Grove	Pacific & Quince	7	29	36	3
57	To Forest Grove	Pacific & Oak	10	59	69	5
57	To Forest Grove	Pacific & Maple	9	61	70	10
57	To Forest Grove	2900 Block Pacific	32	142	174	34
57	To Forest Grove	Pacific & Hawthorne	4	57	61	14
57	To Forest Grove	Pacific & Elm	2	57	59	21
57	To Forest Grove	Pacific Ave & Cedar	1	81	82	6
57	To Forest Grove	Pacific & College Way	2	110	112	6
57	To Forest Grove	Pacific Ave & A St	2	144	146	6
57	To Forest Grove	19th & B St	3	151	154	20
57	To Beaverton TC	19th & B St	265	1	266	20
57	To Beaverton TC	19th & Main	214	56	270	1
57	To Beaverton TC	19th & Birch	51	1	52	2
57	To Beaverton TC	19th & Cedar	37	1	38	4
57	To Beaverton TC	19th & Elm	78	2	80	3
57	To Beaverton TC	19th & Hawthorne	48	3	51	12
57	To Beaverton TC	19th Way & 19th Ave	122	28	150	30
57	To Beaverton TC	Pacific & Maple	65	10	75	5
57	To Beaverton TC	Pacific & Oak	41	7	48	7
57	To Beaverton TC	Pacific & Quince	41	11	52	4
57	To Beaverton TC	3900 Block Pacific Ave	53	12	65	18
57	To Beaverton TC	Pacific & Mountain View Lane	32	16	48	10
57	To Beaverton TC	Pacific & Yew	47	13	60	4
57	To Beaverton TC	Baseline St & S 1st	7	4	11	1
57	To Beaverton TC	Baseline St & S 4th	69	20	89	1
57	To Beaverton TC	700 Block Baseline	8	5	13	0
57	To Beaverton TC	Baseline St & S 10th	83	35	118	3
57	To Beaverton TC	Baseline St & N 12th	85	23	108	10
57	To Beaverton TC	Baseline St & S 14th	92	37	129	11
57	To Beaverton TC	Baseline & S 20th	43	30	73	5
57	To Beaverton TC	2200 Block Baseline St	66	37	103	15
57	To Beaverton TC	Baseline St & S 26th	36	12	48	1
57	To Beaverton TC	Baseline St & N 29th	15	9	24	0

closest stop to mobile home park	
closest stop to Merix	
Total Rides (mobile homes) = 69	
Total Rides (Merix stop) = 44	
Total Rides (Forest Grove) = 1174	
Total Rides Line 57 = 4194	
Forest Grove Percentage = 0.28	
Total Ons (Forest Grove) = 1187	
Total Ons Line 57 = 3703	
Forest Grove Percentage = 0.32	
closest stop to Merix	
closest stop to mobile home park	

APPENDIX B

57	To Beaverton TC	SW Baseline & 345th	4	3	7	0
57	To Beaverton TC	E Baseline & Valley View	10	3	13	0
57	To Beaverton TC	SW Baseline & NW 338th	4	2	6	0
57	To Beaverton TC	SW Baseline & NW 334th	1	1	2	0
57	To Beaverton TC	SW Baseline & 331st	3	3	6	0
57	To Beaverton TC	SW Oak & 17th	61	42	103	16
57	To Beaverton TC	SW Oak & Armco Ave	37	19	56	2
57	To Beaverton TC	SW Dennis & Baseline	11	25	36	7
57	To Beaverton TC	SW Washington & Adams	74	414	488	23
57	To Beaverton TC	Hillsboro Transit Center	313	423	736	63
57	To Beaverton TC	SE Oak & 7th	79	56	135	21
57	To Beaverton TC	SE Oak & 9th	14	53	67	3
57	To Beaverton TC	SE 10th & Walnut	146	72	218	15
57	To Beaverton TC	SE 10th & Maple	101	78	179	14
57	To Beaverton TC	SE Tualatin Valley Hwy & 11th	35	25	60	4
57	To Beaverton TC	SE Tualatin Valley Hwy & River Road	18	19	37	1
57	To Beaverton TC	SE Tualatin Valley Hwy & Minter Bridge	72	129	201	33
57	To Beaverton TC	SE Tualatin Valley Hwy & Sunset Esplnd	55	82	137	6
57	To Beaverton TC	SE Tualatin Valley Hwy & 24th	38	21	59	5
57	To Beaverton TC	SE Tualatin Valley Hwy & 40th	3	14	17	0
57	To Beaverton TC	SE Tualatin Valley Hwy & 44th	47	41	88	41
57	To Beaverton TC	SE Tualatin Valley Hwy & Brookwood	52	42	94	8
57	To Beaverton TC	SE Tualatin Valley Hwy & SW 239th	7	11	18	1
57	To Beaverton TC	SE Tualatin Valley Hwy & SW 234th	76	108	184	14
57	To Beaverton TC	SE Tualatin Valley Hwy & SW 229th	56	35	91	19
57	To Beaverton TC	SE Tualatin Valley Hwy & SW Cornelius Ps	44	33	77	3
57	To Beaverton TC	SW Tualatin Valley Hwy & 214th	23	25	48	1
57	To Beaverton TC	SW Tualatin Valley Hwy & 209th	39	29	68	1
57	To Beaverton TC	SW Tualatin Valley Hwy & Market Centre	49	43	92	11
57	To Beaverton TC	SW Tualatin Valley Hwy & 198th	64	68	132	7
57	To Beaverton TC	SW Tualatin Valley Hwy & 192nd	17	16	33	0
57	To Beaverton TC	18882-19040 SW Tualatin Valley Hwy	13	13	26	0

57	To Beaverton TC	SW Tualatin Valley Hwy & 185th	92	165	257	44
57	To Beaverton TC	SW Tualatin Valley Hwy & 178th	75	57	132	4
57	To Beaverton TC	SW Tualatin Valley Hwy & 174th	23	21	44	0
57	To Beaverton TC	SW Tualatin Valley Hwy & 170th	108	64	172	26
57	To Beaverton TC	SW Tualatin Valley Hwy & St Marys Home	7	8	15	0
57	To Beaverton TC	SW Tualatin Valley Hwy & 160th	56	26	82	3
57	To Beaverton TC	SW Tualatin Valley Hwy & 153rd	2	4	6	0
57	To Beaverton TC	SW Tualatin Valley Hwy & Murray	27	125	152	9
57	To Beaverton TC	SW Tualatin Valley Hwy & 142nd	5	21	26	0
57	To Beaverton TC	SW Tualatin Valley Hwy & Hocken	16	54	70	7
57	To Beaverton TC	SW Canyon & Cedar Hills Blvd	5	56	61	2
57	To Beaverton TC	SW Canyon & Watson	2	59	61	2
57	To Beaverton TC	Beaverton Tc & North Approach	1	6	7	0
57	To Beaverton TC	Beaverton Transit Center	27	699	726	162



**U-RIDE Service Outline
ZONE A
Washington County
Effective July 1, 2006**

Zone A Service Area: Within two driving miles of the Urban Growth Boundary for Forest Grove and Cornelius.

FOR SENIORS AGE 60 AND OLDER AND PERSONS WITH DISABILITIES

Fare: Service is free of charge with donations greatly appreciated. Donations can be mailed to Ride Connection at: 3030 SW Moody Avenue, Suite 230, Portland, OR 97201.

Service Outline: All service is door to door. Service is as follows:

- Service within Forest Grove and Cornelius can be requested Monday to Friday, 9:00 AM – 4:00 PM.* We share as many rides as possible; if sharing your ride will change the time of your pickup by more than 15 minutes, you will receive a call the day before the ride informing you of the change.
- Service to destinations west of 10th Street in Hillsboro from Forest Grove or Cornelius can be requested Monday to Friday at 9:00 AM, 11:00 AM and 1:00 PM.* Personal trips to Hillsboro for reasons other than medical or professional appointments will be provided only when they can be shared.
- Service from points west of 10th Street in Hillsboro to Forest Grove or Cornelius can be requested Monday to Friday at 11:00 AM, 12:00 PM, 2:00 PM and 3:30 PM.*
- For service to destinations east of 10th Street in Hillsboro you may request a ride through our volunteer program. Rides are provided based on the availability of drivers and vehicles.

**Our service staff converts the pick-up time into a thirty (30) minute "pick-up window". The window begins 15 minutes before and ends 15 minutes after the pick up time you requested. You need to take the "pick-up window" into consideration when planning your trip.*

APPENDIX C

Please call our Service Center at (503) 226-0700 for further information



**U-RIDE Service Outline
ZONE B
Washington County
Effective September 1, 2008**

Zone B Service Area: Within 1.5 driving miles of the city centers of Gaston, Banks and North Plains.

FOR GENERAL PUBLIC

Fare: \$2.00 one way for adults. Children are \$2.00 if traveling alone and \$1.00 if accompanied by an adult.

Pick Up/Drop Off Locations: Service is provided to connect to TriMet fixed route service as follows:

- Between Banks and 19th and B in Forest Grove;
- Between Gaston and 19th and B in Forest Grove; or
- Between North Plains and the Hillsboro Transit Center.

Pick Up Times in Zone B: Service can be requested Monday to Saturday at 5:30 AM, 6:30 AM, 8:00 AM, 10:00 AM, 12:00 PM, 2:00 PM, 4:00 PM, 6:00 PM and 8:00 PM.*

Pick Up Times at 19th and B and Hillsboro Transit Center: Service can be requested Monday to Saturday at 6:30 AM, 7:30 AM, 9:30 AM, 11:30 AM, 1:30 PM, 3:30 PM, 5:30 PM, 7:00 PM and 9:00 PM.*

FOR SENIORS AGE 60 AND OLDER AND PERSONS WITH DISABILITIES

Fare: Service is free of charge with donations greatly appreciated. Donations can be mailed to Ride Connection at: 3030 SW Moody Avenue, Portland, OR 97201.

Pick Up Times in Zone B: Service can be requested Monday to Saturday at 8:00 AM, 10:00 AM, 12:00 PM and 2:00 PM.*

Pick Up Times within Forest Grove, Cornelius or Hillsboro: Service can be requested Monday to Saturday at 9:30 AM, 11:30 AM, 1:30 PM, 3:30 PM.*

Pick Up & Drop Off: Service is door-to-door between your home and your destination in Forest Grove, Cornelius or west of 10th Street in Hillsboro. If you are connecting to Public Transit, we will drop you off at and pick you up from the nearest transit stop.

**Our service staff converts the pick-up time into a thirty (30) minute "pick-up window". The window begins 15 minutes before and ends 15 minutes after the pick up time you requested. You need to take the "pick-up window" into consideration when planning your trip.*

Please call our Service Center at (503) 226-0700 for further information



**U-RIDE Service Outline
ZONE C
Washington County
Effective September 1, 2008**

Zone C Service Area: Washington County west of 185th Avenue and outside the Urban Growth Boundaries of Greater Portland, Gaston, Banks, and North Plains.

FOR GENERAL PUBLIC

Service Options: there are two service options from Zone C:

- If you can get yourself to and from a pickup/drop off location in Zone B, you can use the General Public service for Zone B. **Fare: \$2.00 one way** (see reverse side for Zone B service outline); **OR**
- We offer a taxi voucher to get you to or from the closest bus stop on TriMet Bus Line 57 between 19th and B in Forest Grove and the Hillsboro Transit Center. Taxi voucher rides can be requested Monday to Saturday between 5:30 AM and 9:00 PM. The voucher will cover part of your taxi fare as follows:
 - (A) For fares up to \$20 **you will pay \$2.00** and we will pay the balance.
 - (B) For fares over \$20 we will pay \$18 and **you will pay the balance. You will be responsible for paying the balance of the taxi fare at the time of service.**
 - (C) Two or more riders traveling together can combine their vouchers. Each rider will pay a **minimum of \$2.00** towards the fare and we will pay up to \$18 per rider. **The riders will be responsible for paying the balance of the taxi fare at the time of service.**

FOR SENIORS AGE 60 AND OVER AND PERSONS WITH DISABILITIES

You may request 24 one-way trips per month. Some exceptions may be made; please call the Service Center to find out if we can accommodate you.

Fare: Service is free of charge with donations greatly appreciated. Donations can be mailed to Ride Connection at: 3030 SW Moody Avenue, Portland, OR 97201.

Pick Up Times in Zone C: Service can be requested Monday to Saturday at 7:30 AM, 9:30 AM, 11:30 AM and 1:30 PM.*

Pick Up Times within Forest Grove, Cornelius or Hillsboro: Service can be requested Monday to Saturday at 9:30 AM, 11:30 AM, 1:30 PM, 3:30 PM.*

Pick Up & Drop Off: Service is door-to-door between your home and your destination in Forest Grove, Cornelius or west of 10th Street in Hillsboro. If you are connecting to Public Transit, we will drop you off at and pick you up from the nearest transit stop.

**Our service staff converts the pick-up time into a thirty (30) minute "pick-up window". The window begins 15 minutes before and ends 15 minutes after the pick up time you requested. You need to take the "pick-up window" into consideration when planning your trip.*

Please call our Service Center at (503) 226-0700 for further information

TriMet Service in Edge Cities of the Portland Metro Region

Summary

Service to edge cities is similar throughout the region. Large transit destinations (ie. employment and retail centers and colleges) in these cities receive TriMet service whereas single-family neighborhoods, especially those built over the last decade remain most difficult to serve. Experience shows that providing any type of transit service to single-family neighborhoods on the edge of the region is difficult because the type of service that makes transit practical and effective – frequent headways and direct service to desired destinations – is simply too costly for the amount of ridership gained. Many of these newer residential neighborhoods have been constructed more than 1 mile from existing transit service and thus making walking impractical. Bicycle and auto access are still possible for riders in the furthest neighborhoods, and TriMet’s inclusion of bike racks on every bus improves bus-bike coordination where bike access is needed on both ends of the trip. High schools in these cities may be served by transit if they are incidentally located close to other services and employment centers. It has not been the practice of TriMet to directly serve high schools by themselves.

Example Edge Cities

Sherwood – Lines 12 – Barbur Blvd and 94 – Sherwood Express go into Sherwood, a city of about 16,000 residents. Line 12 operates as a Frequent Service line between Portland and King City, but runs only every 30 minutes between King City and Sherwood. Line 94 provides express service to downtown Portland in the peak periods only. TriMet service on both lines is limited to commercial/industrial areas of the city, but closer-in residential neighborhoods and all of the multi-family in the city is accessible to TriMet service. The newest single-family neighborhoods are at least one mile from TriMet service. About 10% of riders on Line 12 come from Sherwood and almost 4% on Line 94 come from Sherwood. It takes about 70 minutes for an express ride from downtown Portland to Sherwood, about 17 miles. This compares to about 86 minutes to travel 27 miles between downtown Portland and Forest Grove using MAX and Line 57 (includes about 7 minutes for one transfer).

Estacada – Served by Line 31 with service to Clackamas and Milwaukie Transit Centers. Some peak period trips continue on to downtown Portland (*note: direct service to downtown Portland on Line 31 is scheduled to stop as a result of duplicative service on several other lines and low ridership*). About 9% of ridership on Line 31 comes from the Estacada area, population approximately 2,700. The line runs down Main Street without providing service into surrounding neighborhoods, except those in the direction of Clackamas transit center. The city is small/compact enough that most homes are within a one-half mile walk of TriMet service. The city recently requested to have service re-aligned to better serve residences, but agreed, following TriMet analysis, that such a move would not improve ridership.

Oregon City – This is a designated regional center, so it has several bus lines that run through it, including one Frequent Service line – Line 33 – McLoughlin. Line 33 is Frequent Service between downtown Portland and downtown Oregon City, but provides

30-minute headways to Clackamas Community College (CCC). Line 32 also provides 30-minute headways to CCC, but through different neighborhoods in Oregon City, expanding the service area. Both lines serve commercial and industrial uses in addition to the college and some residential neighborhoods. However, there are small lot single-family neighborhoods and Oregon City HS located over a mile southeast from CCC.

Wilsonville – Wilsonville withdrew from the TriMet service district in 1988 and formed its own independent, city-owned transit system that initially offered only dial-a-ride/next-day trips on small vans, but began offered fixed-route service as early as 1993. Now, South Metro Area Rapid Transit (SMART) provides local service to major employers in Wilsonville as well as connections to Salem Transit Center, TriMet routes (Barbur Blvd Transit Center and Commerce Circle), and Canby Transit Center. Most service is limited to peak periods on Monday through Friday and runs every 30-60 minutes. SMART does not provide service on six holidays out of the year. SMART began charging fares in 2005 for service outside of the city boundary and has increased them to \$2.50 coming to or from Salem and \$1.25 for all other connections. SMART fares are in addition to fares needed for any connecting transit system (ie. $\$1.25 + \$2.30 = \$3.55$ for SMART-TriMet connections). SMART has a transit master plan that intends to provide service to top destinations (ie. Portland, Tigard, etc.) as early as 2010. SMART has applied for grants for regional transit options programs through Metro’s competitive grant process. These programs include an individualized marketing outreach (like Portland’s SmartTrips program), a bike/ped coordinator for improved access to transit and an annual award of \$60,000 to support their transportation demand management program (TDM). Forest Grove and/or Cornelius could also apply for some of these competitive grants, but employers in Forest Grove already have access to TriMet’s TDM staff services. To date, none have utilized this service.

TriMet Service in Suburban Residential Neighborhoods

One year ago, TriMet extended Line 155 - Sunnyside from SE 147th Ave. to SE 162nd Ave. We also increased the service to every 30 minutes. It now generates less than 30 rides/day, but the extension and headway upgrade cost an extra \$300K/year in operations costs approximately. This comes to more than \$20/ride compared to about \$2/ride on the Frequent Service system.

Destination cities for Line 57 transit riders who began or ended their trip in Forest Grove taken from 2000 O-D survey.

	Expanded Responses	% of Responses
Hillsboro	145	52%
Portland	70	25%
Beaverton	30	11%
Cornelius	16	6%
Tigard	9	3%
Forest Grove	7	3%
Gresham	4	1%

Joe Recker
 Planner
 Capital Projects & Facilities



T 503 962 2893
 F 503 962 2281
 E reckerj@trimet.org

Assessment of Line 57 -TV Hwy/Forest Grove Service Extension to Forest Grove High School Area

TriMet Service Planning & Scheduling

Background: This report provides an assessment of the potential ridership impacts and operational costs to extend TriMet bus service north on Main St. to the Forest Grove High School area. The Forest Grove City Council and staff met with TriMet staff in spring 2008 to inquire about an extension of bus service to the high school area. Located just over a mile away from the existing Line 57 route, Forest Grove High School is the recipient of a federal grant to provide health services to students in the Forest Grove School District. School bus service is available to students just before and after school, but not later in the evening. TriMet staff agreed to conduct a ridership and cost analysis to determine the feasibility of bus service to the high school.

As part of the analysis, Forest Grove city staff met with TriMet staff in spring and summer 2008 to discuss the need for service, tour the area, review the route possibilities, and test turn movements.

The assessment is based on five different route scenarios with three different schedule scenarios. The analysis assumes an extension of Line 57-TV Hwy/Forest Grove as the most likely method to provide bus service, given the proximity of the current line to the Forest Grove High School area. TriMet's Line 57 currently operates westbound on Pacific Ave. and eastbound on 19th Ave, with a layover at the corner of B St. and 19th Ave.

Profile of the service coverage area: Under the five route scenarios evaluated, the area that would be served has 3,900-5,800 residents living within one-quarter mile of the potential bus routes. The majority of the development consists of single-family homes with some student housing. In addition, there are 1,700-2,150 employees working within one quarter of a mile of the routes analyzed. Major employers in the area include Pacific University, Forest Grove High School, Tom McCall Upper Elementary School and Harvey Clark Elementary School.

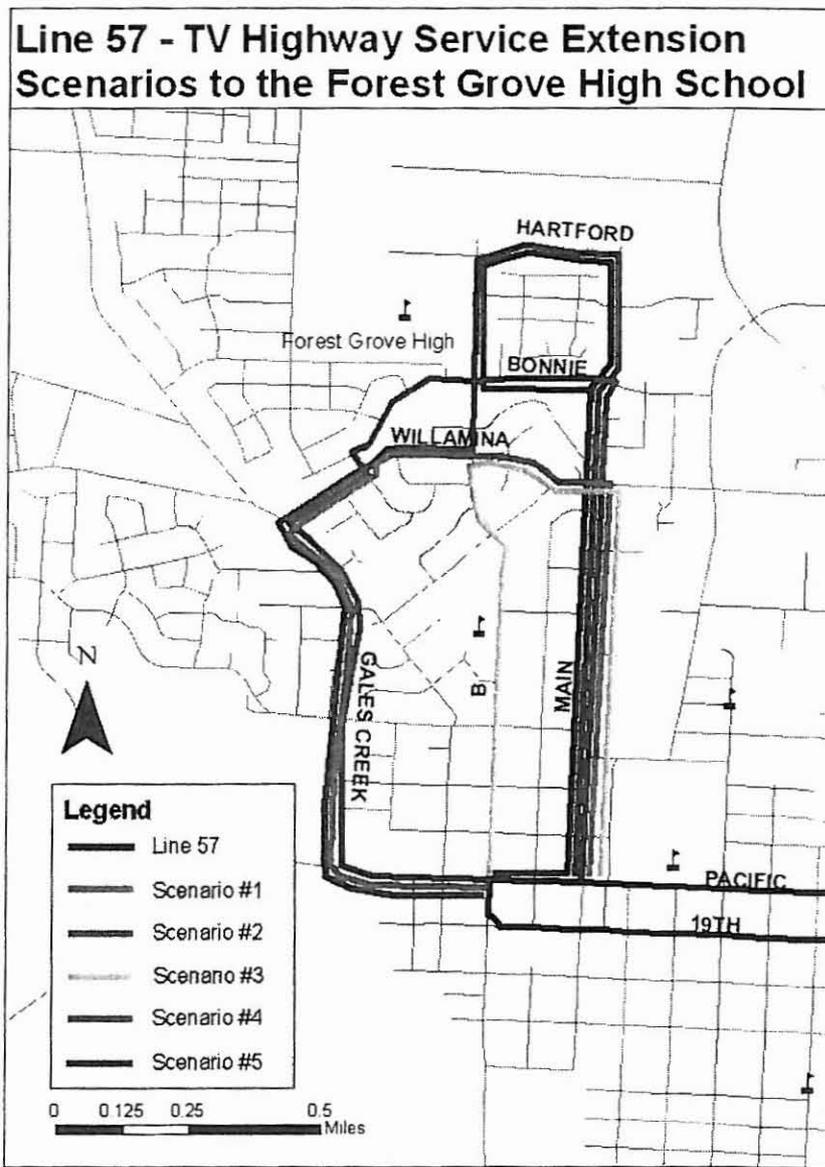
Routing for extending service: The route scenarios are illustrated on the next page. All routings begin on Main St. at Pacific Ave., and would add from 1.8 to 3.3 miles to the present route.

- Route scenario #1 has Line 57 travel north on Main St., west on Willamina Ave. and south on Gales Creek Rd. back to B St.
- Route scenario #2 has Line 57 travel north on Main St., west on Bonnie Ln., south on Limpus Ln., west on Willamina Ave. and south on Gales Creek Rd. back to B St.
- Route scenario #3 has Line 57 travel north on Main St., west on Willamina Ave. and south on B St.

Assessment of Line 57 Service Extension

Page 2

- Route scenario #4 has Line 57 travel north on Main St., west on Hartford Dr., south on B St., west on Willamina Ave. and south on Gales Creek Rd. back to B St.
- Route scenario #5 has Line 57 travel north on Main St., west on Hartford Dr., south on B St., east on Bonnie Ln. and south on Main St back to its regular route.



Assessment of Service Extension

Page 3

Bus Stops: TriMet places stops approximately every 1,000 feet in low-density neighborhoods. Current practice is to install a blue pole with line and stop ID numbers at each stop. TriMet staff would review all stops for accessibility and make recommendations based on the presence of sidewalks, costs of improvements, known access needs of adjacent land uses and other similar factors. Some stops in the neighborhood may not be ADA accessible because no sidewalks exist. A shelter may be possible at one or more stops if ridership warrants it. TriMet would adopt a "wait-and-see" approach to determine whether ridership is high enough at a particular stop before installing a shelter.

Service frequency and travel times: Line 57 is a Frequent Service Line. Frequent Service Lines operate with 15-minute frequency between 6:00 a.m. and 10:30 p.m. on weekdays and 8:00 a.m. and 10:30 p.m. on weekends.

This analysis assumes the extension is served only during the hours of 6:00 a.m. to 9:00 a.m. and 3:00 p.m. to 6:00 p.m., weekdays only. Three separate schedule scenarios were tested; assuming service every 15, 30 and 60 minutes.

Operational assessment of the service extension: Operational testing of each route scenario revealed that the northeast parking space on Main St. at Pacific Ave. would need to be eliminated to help the bus safely turn onto Main St. from Pacific Ave. Additionally, the southbound stop bar on Main St. at Pacific Ave. would need to be moved three to five feet north to help facilitate the bus making the right turn from Main to Pacific.

During the assessment, concern was expressed about heavy afternoon traffic congestion along B St. near the Harvey Clark Elementary School impacting on-time performance of Line 57. The traffic congestion makes route scenario #3 a less attractive option.

Line 57 has layovers on each end of the route, in Forest Grove and at the Beaverton Transit Center. A layover is a short period of time when the bus operator is given a break and is usually at the end of the route. Layover locations require adequate space for the bus or buses to pull over or off the road, lighting, and a restroom. In Forest Grove, Line 57 lays over at a TriMet owned, off-street location at the northeast corner of B. St. and 19th Ave. The layover location has room for two buses.

Only route scenarios #4 and #5 have potential layover space at the end of the extension. Route scenarios #1, #2 and #3 would require a mid-route layover at the existing layover location. TriMet could potentially avoid a mid-route layover with a schedule "meet", or short overlap in the schedule, between the bus arriving at the layover and the bus leaving the layover. This would require

Assessment of Service Extension

Page 4

passengers to transfer between buses at the layover location. Schedule analyses for route scenarios #1, #2, and #3 assumed that a meet would be built into the schedule.

Time added for extension of service: The additional running time required for each route scenario was determined by multiplying the assumed minutes per mile by the number of miles in each route scenario. Buses are assumed to operate at an average of 17 miles per hour along the route or 1 mile per 3.5 minutes. The miles per minute assumption was confirmed for the route scenarios during a routing test to make sure the bus could make all the turn movements. Both route scenarios #1, #2, and #5 required a round trip time of 9 minutes, and route scenario #3 required a round trip time of 6 minutes. Route scenario #4 was the longest with a round trip time of 11 minutes.

Operating costs for extension of service: Adding 6 to 11 minutes of round trip running time would mean that one additional bus would be required on Line 57 during the time span of extended route operation to maintain the present 15-minute frequency of service under all route scenarios. The operating cost for extending service has been calculated based on the additional vehicle hours multiplied by \$63 per vehicle hour (Source: TriMet FY2008 Financial Issues Report #1).

Ridership impacts of the service change: Potential ridership for the extension has been estimated based on the number of households and employees within the area that would be newly served. The benchmark for the ridership estimate is the known ridership and the numbers of households and employees on the current Line 57 within Metro's Traffic Analysis Zones in Forest Grove. Additionally, projected ridership at the high school, the aquatic center, a proposed park and ride and the student health center at the high school were included in the analysis. Projected ridership at the high school and aquatic center was determined by taking the average ridership per trip at all Washington County high schools and aquatic centers with bus service.

Usage of the proposed park and ride was determined using high, medium and low projections. The high projection estimates 100 occupied spaces per day, resulting in 200 trips on the extension. The medium projection estimates 50 occupied spaces per day, resulting in 100 trips on the extension. The low projection of 5 occupied spaces and 10 trips per day is based on the level of usage at the former Forest Grove Seventh-Day Church shared-use park and ride located at 4030 Pacific Ave. This estimate of park and ride usage is considered likely given TriMet's prior park and ride experience in Forest Grove and the Portland region.

Assessment of Service Extension

Page 5

Forest Grove School District staff estimate a total of 9 students a day will use the health center, predominantly coming from the high school. Staff is unable to estimate how many non-high school students would use the health center.

TriMet has found that ridership on existing lines in areas with similar demographic characteristics provides reliable estimates of ridership potential for expanded service. Ridership estimates are in a range of expected lower and upper bounds based on the number of daily bus trips. The range of estimate for new ridership per trip generated by the extension is 5 to 13 boarding rides per bus trip. Depending on the route, schedule scenario and park and ride estimate, the extension would produce 31 to 308 boarding rides per weekday.

Projected Line 57 Extension Bus Ridership per Trip and Day by Schedule Scenario and Park and Ride Estimate			
	Per Trip/Per Day With High P&R Estimate	Per Trip/Per Day With Medium P&R Estimate	Per Trip/Per Day Low P&R Estimate (Likely)
Every 15 Minutes (24 trips/day)	12.8 per trip 308 per day	8.6 per trip 208 per day	4.9 per trip 117 per day
Every 30 Minutes (12 trips per day)	13.3 per trip 160 per day	9.3 per trip 110 per day	5.4 per trip 65 per day
Every 60 Minutes (6 trips per day)	13 per trip 78 per day	8.8 per day 53 per trip	5.2 per trip 31 per day

Ridership and operating cost summary: Likely estimated ridership and operating cost impacts for the extension are summarized in the table below:

Likely Line 57 Extension Ridership, Vehicle Hours, and Operating Costs Summary		
	Avg, Weekday +(-)	Annual +(-)
Boardings Gained - Extension	31 to 117	8,060 to 30,420
Added Vehicle Hours	5 to 9.5	1,300 to 2,470
Boardings on Extension Per Added Vehicle Hour	6.2 to 12.3	6.2 to 12.3
Operating Cost	\$315 to \$599	\$81,900 to \$155,740
Operating Cost Per Boarding - Gained on Extension	\$10.16 to \$5.12	\$10.16 to \$5.12

Assessment of Service Extension

Page 6

Conclusions: This service extension would necessitate substantial resource requirements, with one additional bus on Line 57 equaling \$81,900 to \$155,740 in annual operating expenses (depending on the schedule scenario). Ridership prospects vary significantly based on the route, schedule scenario and park and ride estimate.

TriMet measures ridership productivity of investments in expanding bus hours of service in terms of the gain in boarding rides per added vehicle hour. TriMet's overall guideline for productive service is that each bus added in service should carry at least 15 boarding rides per vehicle hour. The extension would likely serve 6 to 12 new rides per added vehicle hour depending on the route, schedule scenario and park and ride estimate. As a result, the likely ridership productivity is not favorable when compared to the overall cost of the extension.

Assessment of Service Extension To Forest Grove High School 3-5-09.doc

A G E N D A

TRANSIT COMMITTEE

City of Forest Grove

September 5, 2008

2:30 to 4:00

City of Forest Grove Auditorium, 1915 Main Street

Meeting 1

NO	AGENDA ITEM	PRESENTER	ACTION	TIME
1	Welcome and opening context	Mayor Kidd		2:30 p.m.
2	Committee chair (volunteers?) and members are empanelled, discuss committee charge	Sykes, Foster, Holan	Discussion	2:40 p.m.
4	History, status and future of the Forest Grove Transit System	Ride Connection, TriMet	Information	2:50 p.m.
6	Final questions	Committee Chair		3:30 p.m.
8	Adjourn to Reception Brainstorm Transit Enhancement ideas Informally with each other	Committee Chair		3:40 p.m.

UPCOMING MEETINGS:

Proposed Systems: October, 2:30-4 p.m. City of Forest Grove Auditorium

Costs and Investment Strategies: November, 2:30-4 p.m. City of Forest Grove Auditorium

For committee information, call Derek J. Robbins at 503-992-3292. e-mail: djrobbins@forestgrove-or.gov



A G E N D A

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A G E N D A

TRANSIT COMMITTEE

City of Forest Grove

October 13, 2008

3:00 to 4:30

City of Forest Grove Auditorium, 1915 Main Street
Meeting 2

NO	AGENDA ITEM	PRESENTER	ACTION	TIME
1	Welcome and Introductions	City Staff		3:00 p.m.
2	Elect Committee Chair	City Staff	Motion to Approve	3:05 p.m.
3	Transit Enhancement Ideas and Discussion of Handout from September Meeting	Committee Chair	Discussion	3:10 p.m.
4	Identification of Potential Evaluation Criteria	Committee Chair	Discussion	4:00 p.m.
5	Overview of Next Meeting and Next Steps	City Staff Committee Chair	Discussion	4:20 p.m.
6	Select Next Meeting Date and Adjourn	Committee Chair	Motion to Approve	4:30 p.m.

UPCOMING MEETINGS:

November, Date TBD, City of Forest Grove Auditorium: Topics: Narrow Choices, Public Outreach Options and Funding Strategies

December, Date TBD: Topics: Priorities and Timing (Develop 5-Year Goals and Strategies)

For committee information, call Dan Riordan, Senior Planner, at 503-992-3226. e-mail: driordan@forestgrove-or.gov; or Derek Robbins, Civil Engineer, at 503-992-3292. e-mail: djrobbins@forestgrove-or.gov



A G E N D A

TRANSIT COMMITTEE

City of Forest Grove

December 8, 2008

3:00 to 4:30

City of Forest Grove Auditorium, 1915 Main Street
Meeting 4

NO	AGENDA ITEM	PRESENTER	ACTION	TIME
1	Welcome and Introductions	Chair Johnson		3:00 p.m.
2	Citizen Communication	Chair Johnson		3:05 p.m.
3	Overview of Agenda Packet	Staff	Consensus	3:10 p.m.
4	Review Draft Issue Statement	Chair Johnson/Staff	Consensus	3:15 p.m.
5	Community Survey Questionnaire	Chair Johnson/Staff	Consensus	3:30 p.m.
6	Short and Long Term Project Goals	Staff	Discussion	3:45 p.m.
7	Funding Options	Staff	Discussion	4:00 p.m.
8	Metro High Capacity Transit Plan	Staff	Discussion	4:15 p.m.
9	Other Updates/Information Sharing	Chair Johnson	Discussion	4:20 p.m.
10	Overview of Next Meeting and Adjourn	Chair Johnson	Consensus	4:30 p.m.

UPCOMING MEETINGS:

January, Date TBD: Topics: Review of Questionnaire Results/ Begin Enhancement Plan Outline

For committee information, call Dan Riordan, Senior Planner, at 503-992-3226. e-mail: driordan@forestgrove-or.gov; or
Derek Robbins, Civil Engineer, at 503-992-3292. e-mail: djrobbins@forestgrove-or.gov



A G E N D A

TRANSIT COMMITTEE

City of Forest Grove

February 2, 2009

3:00 to 4:30

City of Forest Grove Auditorium, 1915 Main Street
Meeting 5

NO	AGENDA ITEM	PRESENTER	ACTION	TIME
1	Welcome and Introductions	Chair Johnson		3:00 p.m.
2	Citizen Communication	Chair Johnson		3:05 p.m.
3	Overview of Agenda Packet	Staff	Consensus	3:10 p.m.
4	Final Issue/Mission Statement - Handout	Chair Johnson	Discussion	3:15 p.m.
5	Community Survey Questionnaire – Review of Preliminary Results	Staff	Discussion	3:30 p.m.
6	Identify Priorities Based on Preliminary Survey Results	All	Discussion	3:50 p.m.
7	Draft Transit Enhancement Plan Outline	All	Discussion	4:10 p.m.
8	Other Updates/Information Sharing	All	Discussion	4:20 p.m.
9	Schedule Next Meeting	All	Consensus	4:30 p.m.

UPCOMING MEETINGS:

Trip to Wilsonville: February 23, 2009

Committee Meeting: Date TBD - Topics: Finalize Priorities/Finalize Enhancement Plan Outline

For committee information, call Dan Riordan, Senior Planner, at 503-992-3226. e-mail: driordan@forestgrove-or.gov; or
Derek Robbins, Civil Engineer, at 503-992-3292. e-mail: djrobbins@forestgrove-or.gov



A G E N D A

TRANSIT COMMITTEE

City of Forest Grove

March 9, 2009

3:00 to 4:30 PM

Fire Department Training Room

1919 Ash Street

Location: Northeast Corner of Pacific and Ash

NO	AGENDA ITEM	PRESENTER	ACTION	TIME
1	Welcome and Introductions	Chair Johnson		3:00 p.m.
2	Citizen Communication	Chair Johnson		3:05 p.m.
3	Overview of Agenda Packet	Staff	Consensus	3:10 p.m.
4	Draft Transportation System Plan Transit Chapter	TSP Consultant	Discussion	3:15 p.m.
5	Results of Transit Service Questionnaire	Staff	Discussion	3:40 p.m.
6	Overview of Wilsonville and Canby Trip	Staff	Discussion	3:50 p.m.
7	Transportation Impact Fee	Staff	Discussion	4:00 p.m.
8	Preparation of Final Report to Council	Staff	Discussion	4:20 p.m.
9	Schedule Next Meeting	All	Consensus	4:30 p.m.

UPCOMING MEETINGS:

Committee Meeting: Date TBD

For committee information, call Dan Riordan, Senior Planner, at 503-992-3226. e-mail: driordan@forestgrove-or.gov; or
Derek Robbins, Civil Engineer, at 503-992-3292. e-mail: djrobbins@forestgrove-or.gov



A G E N D A

TRANSIT COMMITTEE

City of Forest Grove

March 30, 2009

3:00 to 4:30 PM

Community Auditorium

Conference Room

1915 Main Street

NO	AGENDA ITEM	PRESENTER	ACTION	TIME
1	Welcome and Introductions	Chair Johnson		3:00 p.m.
2	Citizen Communication	Chair Johnson		3:05 p.m.
3	Overview of Agenda Packet	Staff	Discussion	3:10 p.m.
4	Review of Draft Plan	All	Discussion	3:15 p.m.
5	Schedule Next Meeting	All	Consensus	4:25 p.m.
6	Adjourn	All	Consensus	4:30 p.m.

UPCOMING MEETINGS:

Committee Meeting: Date TBD

For committee information, call Dan Riordan, Senior Planner, at 503-992-3226. e-mail: driordan@forestgrove-or.gov; or
 Derek Robbins, Civil Engineer, at 503-992-3292. e-mail: djrobbins@forestgrove-or.gov

**City of Forest Grove
Transit Service Questionnaire**

*The Forest Grove City Council is interested in hearing your opinions about transit service including bus, shuttle service and light rail (MAX). The City Council formed a committee of interested persons to evaluate transit service options for the City of Forest Grove. The committee developed this questionnaire as a way for you to provide comments on whether transit is currently serving your needs. Please take a few minutes to fill out the questionnaire and return it to **Forest Grove City Hall at 1924 Council Street** or mail to the address below by January 30th: Thank you for time and participation.*

**City of Forest Grove
Community Development Department
PO Box 326
Forest Grove, OR 97116**

The information you provide will help the committee understand the transit needs of area residents and help prepare a recommendation for short and long term transit options. Individual responses will be held in the strictest of confidence.

1. **Since transit service is location dependent, please describe the major street intersection closest to your place of residence.** _____ and _____

2. **Which of the following categories best describes you? Please select all that apply.**

____ Student ____ Employee/Commuter ____ Employer ____ Senior Citizen
____ Parent ____ Current of Future Transit Rider ____ Other

3. **Do you use transit now?** ____ Yes ____ No
If you answered yes, what do you like and dislike about transit service.

Like: _____
Dislike: _____

4. **If employed, where do you work?**

____ Forest Grove or Cornelius ____ Beaverton ____ Hillsboro Downtown
____ Hillsboro North Industrial Area ____ Other Washington County Area
____ Portland _____ Other (please specify general location)

5. **How many miles is your commute distance to school or work each way?**

____ Less than one mile ____ 1 to 5 miles ____ 6 miles to 10 miles
____ 11 to 20 miles ____ Other (please specify distance)

6. **Is a motorized vehicle available to you?** ____ Yes ____ No

7. **Do you use a private shuttle bus for transportation?** ____ Yes ____ No

8. **How do you currently commute to school or work?**

____ Walk ____ Bicycle ____ Carpool or Vanpool
____ Drive Alone ____ Public Transportation

(continued on other side)

9. Please indicate your level of interest in using transit service for any of the following types of trips. Also, please indicate the general location of your destination (for example, a nearby street intersection):

	Location of Destination	Very Interested	Somewhat Interested	Not Very Interested	Wouldn't Use Transit At All
Shopping					
Work					
Education/School					
Healthcare/ Dr. Appointment					
Leisure/Recreation					

If you are interested in using transit for a reason not listed above please specify the reason and your level of interest: _____

10. If you answered "Wouldn't Use Transit At All" to the previous question, please select the statement that most accurately explains why:

- My work or school schedule varies
 I already share a ride to my destination
 I'm concerned that I may be stranded at my destination
 I need my car during the day
 Takes too much time
 I would never ride transit. Why? _____
 Other (please explain) _____

11. If you are interested in using transit which days and times would you like to use transit service?

	Weekdays Only	Weekends Only
Mornings Before 9:00 AM		
Between 9:00 AM and 3:00 PM		
Between 3:00 PM and 6:00 PM		
Evenings After 6:00 PM		

12. If you are a senior citizen or a person with a disability, have you used the Tri-Met RideWise or the Ride Connection service?

_____ Yes _____ No

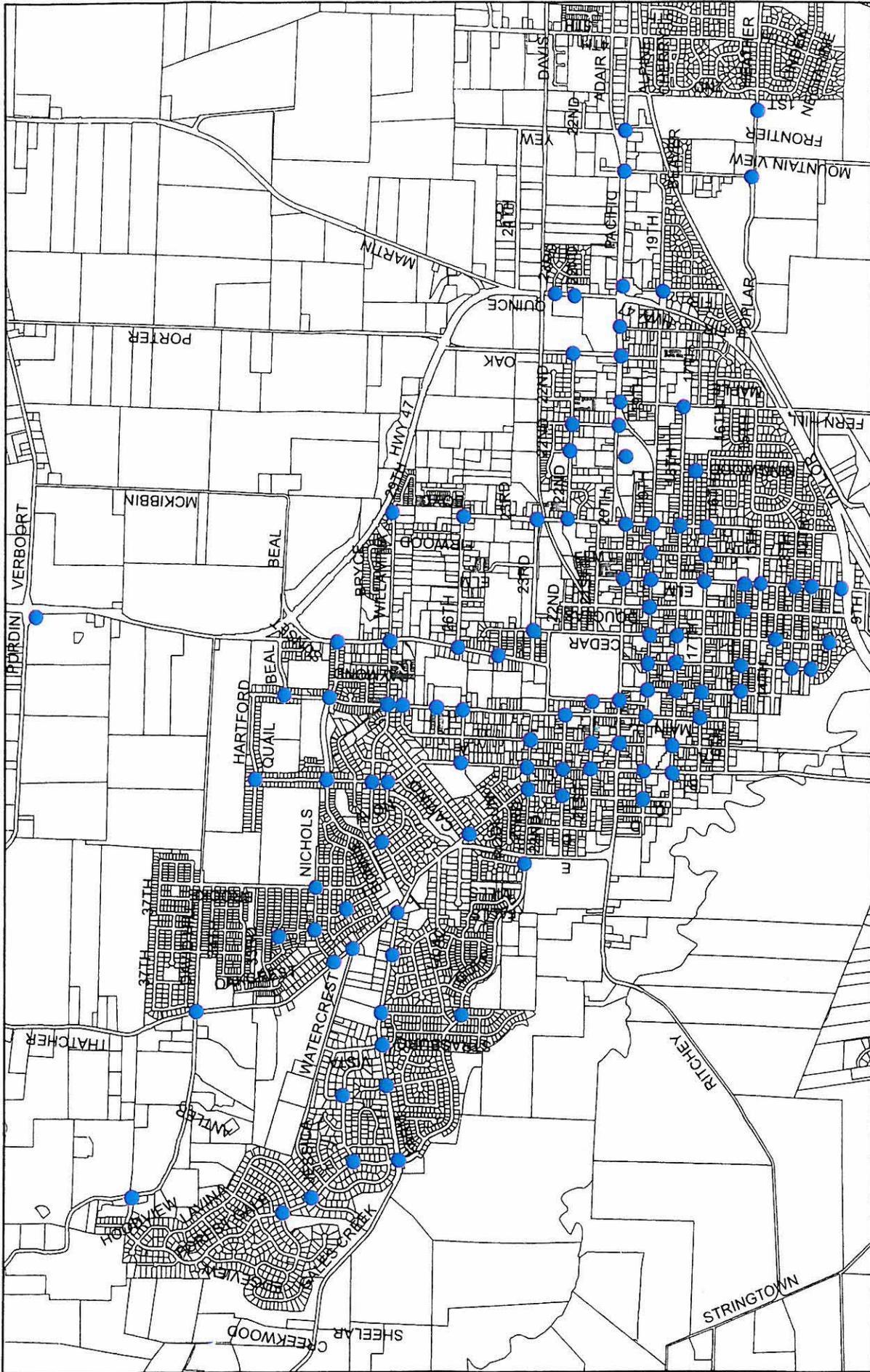
If you'd like more information about RideWise, please call Tri-Met at: (503) 226-0700, TTY (503) 528-1730, E-mail ridewise@trimet.org or Internet at www.trimet.org/ridewise/index.htm

If you'd like more information about the Ride Connection service please call: (503) 226-0700, TTY (503) 528-1730

13. Do you use a Park and Ride facility? ___ Yes ___ No If yes, which one?

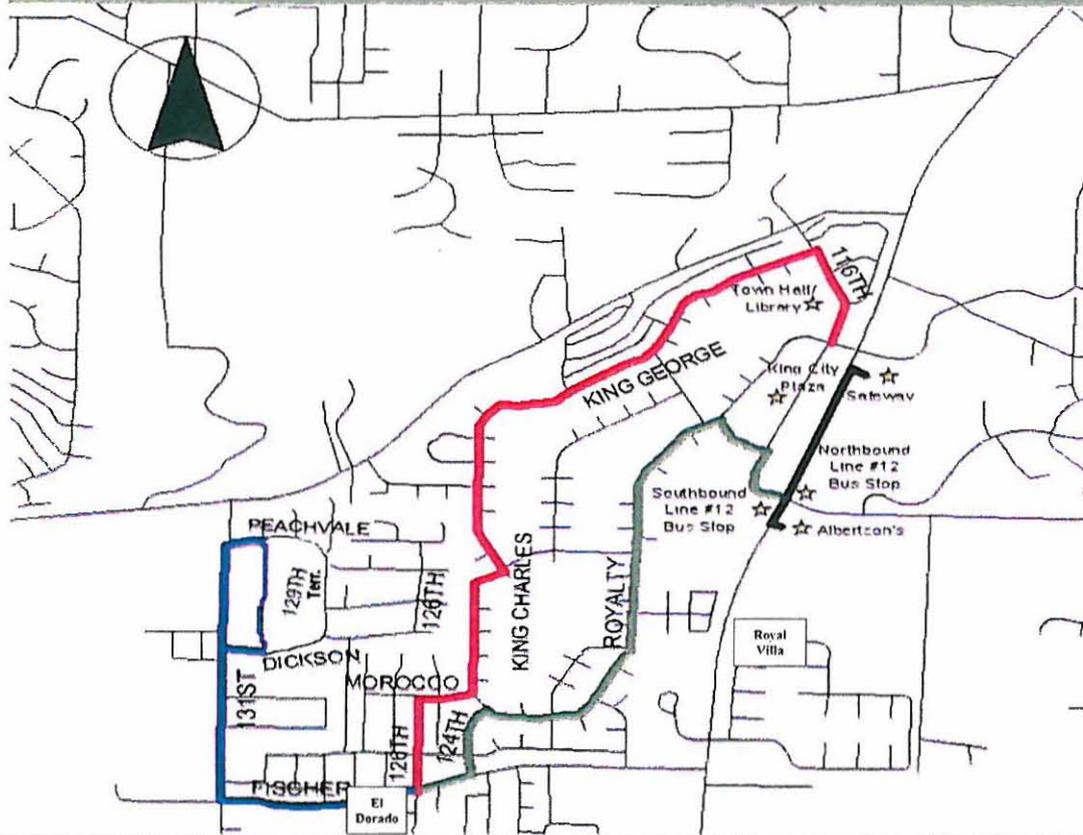
Hillsboro Hatfield Transit Center _____ Sunset Hwy. Transit Center _____

Other (please list) _____



Transit Questionnaire Responses

Community Shuttle Map and Time Zones



Ride Connection is a non-profit organization that coordinates and supports a network of over 30 community-based transportation programs in Clackamas, Clark, Multnomah, and Washington counties providing door-to-door transportation services for seniors and people with disabilities.

We are interested in your **feedback** about this shuttle service. Please call phone number **503.528.1720** with your suggestions and comments.

Volunteer in your community!
Ride Connection needs **volunteer** drivers and escorts. You can drive your own vehicle or an agency vehicle. Training and support are provided.

To volunteer contact Ride Connection at **503.528.1726**.

King City Town Hall Red Zone	El Dorado Mobile Villas Blue Zone	Blue Zone	Green Zone	King City Plaza/ South Bus Stop	Royal Mobile Villas	Albertson's	Safeway
9:00 AM	9:05 AM	9:10 AM	9:15 AM	9:20 AM	—	—	—
—	—	—	—	10:30 AM	10:35 AM	10:40 AM	10:45 AM
11:00 AM	11:05 AM	11:10 AM	11:15 AM	11:20 AM	—	11:40 AM	11:45 AM
—	—	—	—	12:30 PM	12:35 PM	12:40 PM	12:45 PM
1:00 PM	1:05 PM	1:10 PM	1:15 PM	1:20 PM	—	1:40 PM	1:45 PM
—	—	—	—	2:30 PM	—	2:40 PM	2:45 PM
3:00 PM	—	3:10 PM	3:15 PM	3:20 PM	—	3:40 PM	3:45 PM

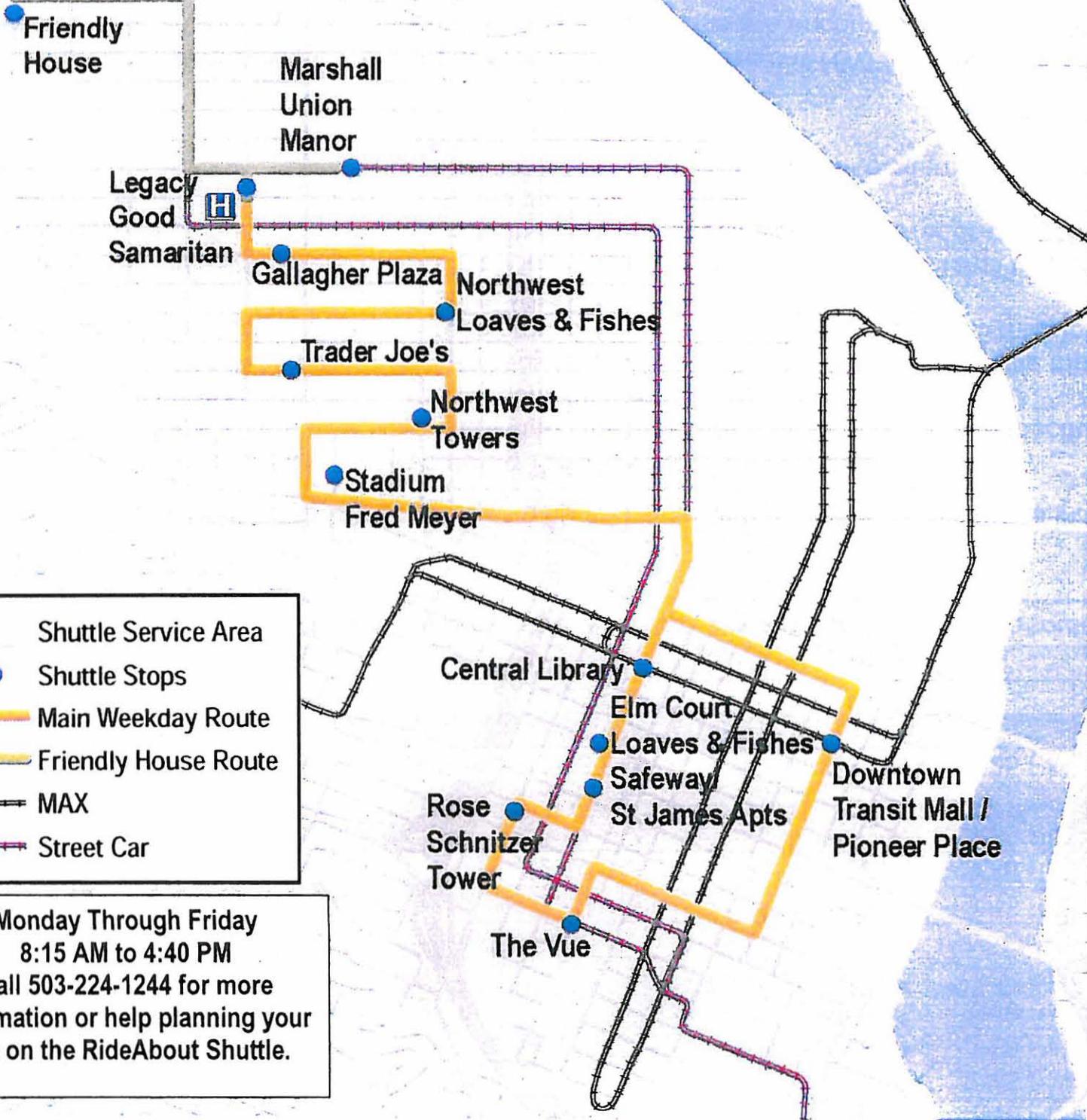
APPENDIX K

Return Ride:

Board bus at posted times, or
When you board the shuttle for your first trip of the day, arrange your return trip with the driver. We will make every attempt to return you to your home at your preferred time.

**** Shuttle will meet arriving buses until 4:10 p.m. to return riders home.**





- Shuttle Service Area
- Shuttle Stops
- Main Weekday Route
- Friendly House Route
- MAX
- Street Car

Monday Through Friday
 8:15 AM to 4:40 PM
 Call 503-224-1244 for more
 information or help planning your
 trip on the RideAbout Shuttle.

Downtown / Northwest RideAbout





Memorandum

To: Washington County Coordinating Committee
From: Steve L Kelley, Transportation Planner
Date: May 2, 2005
Re: USING TIF TRANSIT FUNDS FOR PEDESTRIAN IMPROVEMENTS

Traffic impact fees (TIF) are collected on land development activities by all jurisdictions in Washington County. Jurisdictions in Washington County, that have transit service, set-aside a portion of the revenue collected in to a transit account.¹ During the history of the TIF program it is my understanding that this revenue has been expended for LRT and Commuter Rail local match as well as for Park and Ride lots. The WCCC Transportation Advisory Committee has discussed using TIF transit funds to enhance pedestrian access to transit, and has discussed more specifically defining the general flexibility of the enabling language regarding the use of these funds. The recommendation of the WCCC Transportation Advisory Committee was that these funds ought to be eligible for expenditure on pedestrian and bicycle improvements that provide direct access to high quality transit service.

The goal of this discussion was to propose a definition of where it would be appropriate to expend TIF transit funds on pedestrian and bicycle improvements. This definition would be used by jurisdictions in Washington County to guide the use of TIF transit revenues. The definition would NOT preclude the use of TIF transit moneys on other transit enhancing projects (such as LRT, Commuter Rail and Park and Ride facilities). The Transportation Advisory Committee members agreed to the following definition:

Extra Capacity TIF Transit Improvements include but are not limited to improvement to: Light Rail, Commuter Rail, Buses, Bike-lockers, Park and Ride lots, Bike-lanes, Sidewalks, Multi-Use Paths, Pedestrian Safety, and related improvements. TIF transit funds may be expended for any pedestrian or bicycle improvement completely within a quarter mile of any existing Light Rail, Commuter Rail, Frequent Bus, or Regional Bus transit stop where the improvement expands or enhances a direct contiguous connection to the transit stop.

Requiring improvements to be within a quarter mile of an existing Light Rail, Commuter Rail, Frequent Bus, or Regional Bus transit stop, recognizes the importance of existing high quality transit service, and helps provide a pedestrian and bicycle environment enhancing and supporting the service. The notion of a direct contiguous connection is included because it is possible for an improvement to be within a quarter mile of a transit stop and not provide any greater accessibility to the transit stop.

To date County Counsel has NOT reviewed the specifics of this definition. If County Counsel has problems with this definition we may need to make changes and bring it back to both the WCCC Transportation Advisory Committee and WCCC at a later date.

¹ Described in the Washington County Code 3.17.100.B.2.

3A

**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION
ORS 192.660(2)(E) REAL PROPERTY
MAY 26, 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 Executive Session to order at 5:30 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Camille Miller, Ronald Thompson, Peter Truax, Elena Uhing, and Mayor Richard Kidd. **COUNCIL ABSENT:** Victoria Lowe, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Janet Lonneker, Light and Power Director; and Anna Ruggles, City Recorder.

2. EXECUTIVE SESSION:

The City Council met in Executive Session in accordance with:

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

3. ADJOURNMENT

Mayor Kidd adjourned the Executive Session at 5:45p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL
PLANNING COMMISSION JOINT WORK SESSION
(URBAN RESERVE CONCEPT PLANNING)
MAY 26, 2009 – 6:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Kidd called the Joint Work Session to order at 6:11 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas Johnston, Camille Miller, Ronald Thompson, Peter Truax, Elena Uhing, and Mayor Richard Kidd. **COUNCIL ABSENT:** Victoria Lowe, excused. **PLANNING COMMISSION PRESENT:** Luann Arnott, Al Miller, Lisa Nakajima, Edward Nigbor, and Commission Chair Tom Beck. **PLANNING COMMISSION ABSENT:** Carolyn Hymes. **STAFF PRESENT:** Michael Sykes, City Manager; Jon Holan, Community Development Director; Dan Riordan, Senior Planner; and Anna Ruggles, City Recorder.

2. JOINT WORK SESSION WITH PLANNING COMMISSION: URBAN RESERVE CONCEPT PLANNING ANALYSIS:

Staff Report:

Holan and Riordan reported the purpose of the Joint Work Session was to review the Pre-Qualifying Concept Area Preliminary Analysis Assessment (Attachment A) with the Council and Planning Commission, noting the Council and Planning Commission held a Joint Work Session on March 9, 2009, to discuss land use concepts for potential candidate urban reserve areas. Holan and Riordan advised that staff analyzed the individual maps and areas identified by the Council and Planning Commission at the March 9, 2009, Work Session to develop the pre-qualifying land use concept plan and estimates for number of dwelling units, jobs, and persons that could be accommodated at build-out.

Council/Planning Commission Discussion:

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to the Pre-Qualifying Concept Area Preliminary Analysis Assessment (Attachment A). Holan and Riordan addressed concerns pertaining to the calculations used to determine employment densities, number of dwellings, number of jobs, number of persons, residential densities, and net acreage calculations. In response to the above concerns, Holan and Riordan referenced a map (Attachment C) and referenced the results of the analysis (Attachment A) and provided an overview of the methodology used to prepare the calculations. In addition, Holan and Riordan referenced various reports and maps attached to the staff report pertaining to the Pre-

**FOREST GROVE CITY COUNCIL
PLANNING COMMISSION JOINT WORK SESSION
(URBAN RESERVE CONCEPT PLANNING)
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Qualifying Concept Area Preliminary Analysis Assessment, noting Attachment A outlines the potential housing and employment capacity; Attachments B and C shows the subarea boundaries and conceptual land use plan development for the analysis; Attachment D provides an overview of the Metro Region 2040 modified design types assumed for the analysis; Attachment E shows Washington County's Urban Reserve Suitability Map and Memo; and Attachment F shows the Concept Planning Area/Washington County Suitability Map. At the conclusion of the Work Session, the Council and Planning Commission asked staff to conduct a further study of the analysis to determine if the calculations are realistically based on Forest Grove's long-term housing and employment needs. Staff also noted that next steps will also include developing a conceptual transportation network and preparing cost-estimates for providing infrastructure to the potential urban reserve area.

The City Council and Planning Commission took no formal action nor made any formal decisions during the work session.

3. **ADJOURNMENT**

Mayor Kidd adjourned the work session at 7:10 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL REGULAR MEETING
MAY 26, 2009 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Richard Kidd called the regular City Council meeting to order at 7:00 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Camille Miller, Ronald Thompson, Peter Truax, Elena Uhing, and Mayor Richard Kidd. **COUNCIL ABSENT:** Victoria Lowe, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Susan Cole, Assistant Finance Director; Linda Christensen, Administrative Services Supervisor; Rob Foster, Public Works Director; Derek Robbins, Civil Engineer; Colleen Winters, Library Director (present in the audience); Aaron Ashbaugh, Police Captain (present in the audience); and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS:

Kathryn Harrington, Metro Councilor, District 4, circulated a Thank You card for Council signatures, noting the card is for Tony Vecchio, Portland Zoo Director, who is leaving to become director of the Jacksonville Florida Zoo.

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 (Transportation Access Management Plan) Meeting Minutes of May 11, 2009.
- B. Approve City Council Regular Meeting Minutes of May 11, 2009.
- C. Accept Committee for Citizen Involvement Meeting Minutes of April 14, 2009.
- D. Fire Department Monthly Statistics Report for April 2009.
- E. Library Department Monthly Statistics Report for May 2009.
- F. Endorse New Liquor License Application (Limited-On Premises) for Pacific Thai, Inc. (Applicant: Pac Thai).
- G. **RESOLUTION NO. 2009-27 ADOPTING THE FOREST GROVE PUBLIC ARTS COMMISSION (PAC) BYLAWS.**

MOTION: Councilor Truax moved, seconded by Councilor Uhing, to approve

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MAY 26, 2009 – 7:00 P.M.
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the Consent Agenda as presented. ABSENT: Councilor Lowe. MOTION CARRIED 6-0 by voice vote.

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS:

5. A. Forest Grove School-Based Health Center Update:

Connie Potter, Forest Grove School District, Director of Communications & Volunteers, thanked Council for their support in the opening of the Forest Grove School-Based Health Center, noting the Health Center serves Forest Grove and Gaston students. Potter introduced several Youth Advisory Council students who presented a PowerPoint presentation outlining the hours and services offered by the Health Center, noting the Health Center is currently serving four to five students a day, which the School District hopes will increase as more students become aware of the services. In conclusion, Potter addressed Council comments pertaining to public transportation needs and health care-related inquiries.

Council Discussion:

Mayor Kidd and Councilmembers thanked the Youth Advisory Council for their presentation and advised Potter that Council is working very hard with Tri-Met to provide bus transportation for students, noting Forest Grove High School is one of the largest metropolitan school's that does not have public bus transportation.

5. B. Community Action Agency Update:

Jerralynn Ness, Community Action Agency, Executive Director, presented a brief video presentation pertaining to the Community Relief Fund, noting the Community Relief Fund is sponsoring a campaign, "Give \$10 Tell 10 Campaign", in hopes of raising additional funds for energy and rent assistance during the current economic crisis. Ness asked Council if they would consider endorsing a proclamation on behalf of the Council supporting the "Give \$10 Tell 10 Campaign", noting several cities have endorsed proclamations. In addition, Ness distributed various handouts and a report entitled "Forest Grove Community Profile", noting seven of Forest Grove's eleven schools have minority enrollments in excess of 30 percent and three schools (all elementary) have minority enrollments in excess of 70 percent. In conclusion, Ness addressed Council comments pertaining to minimum wage, health care, and other service-related inquiries.

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5. C. Forest Grove Light and Power Customer Assistance for Energy (CAPE)

Report:

Cole and Christensen distributed a staff report entitled “Customer Assistance Program for Energy (CAPE)”, noting the City offers \$160 per customer per year (one-half of the amount offered by Community Action Agency) for energy assistance. Cole and Christensen summarized the eligibility requirements for the CAPE program, noting the program is designed to assist Forest Grove Light and Power low-income customers in emergencies. Cole noted the CAPE program budget increased in April from \$32,140 to \$41,154 because of the current economy, and staff is proposing to increase the CAPE budget for Fiscal Year 2009-10 to \$60,000. In conclusion, Cole and Christensen addressed Council inquiries pertaining to the eligibility requirements, number of customers served, and other program-related inquiries.

5. D. Metro Quarterly Update:

Kathryn Harrington, Metro Councilor, District 4, presented a PowerPoint presentation outlining her Quarterly Exchange District Report. Harrington provided updates on Making the Greatest Place: Choices for our Future; Regional Transportation Plan; Oregon Zoo; Urban and Rural Reserves; and Regional and Local Aspirations. In conclusion, Harrington addressed Council comments pertaining to Metro/Forest Grove Walk Tour, business recycling, and Metro’s new outdoor-school grant program.

5. E. City of Forest Grove Water Curtailment Plan Update:

Foster and Robbins presented a draft copy of the “Forest Grove Water Curtailment Plan” for Council review and feedback, noting the proposed Plan is to update the existing City Code, Section 4.005, which currently gives the City Manager authority to restrict or discontinue sprinkling when there is a scarcity of water. Foster and Robbins reported staff has been working with the Joint Water Commission to finalize a Water Management and Conservation Plan, noting the City must provide a detailed Water Curtailment Plan as required by the Oregon Water Resources (OAR 690-086-0160). In conclusion, Foster and Robbins summarized the four curtailment stages of the City’s proposed Plan as follows: Stage 1 - Water Shortage Alert; Stage 2 - Serious Water Shortage; Stage 3 - Critical Water Shortage; and Stage 4 - Emergency Water Shortage, noting actions under Stages 2 through 4 of the Plan may be initiated only after declaration of an emergency by the City Manager or City Council and remain in effect until the emergency is declared ended by the initiating party.

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Council Discussion:

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to the City's proposed Water Curtailment Plan and the deployment of the various stages of the Plan.

In response to Mayor Kidd's inquiry pertaining to the City's water storage capacity, Foster advised the City is currently able to store three days of water supply.

In response to Uhing's concern pertaining to noncompliance enforcement measures, Foster advised that imposing monetary penalties would be considered separately at the time the City Code is proposed to be amended.

6. PUBLIC HEARING AND RESOLUTION NO. 2009-28 ADOPTING AN IDENTITY THEFT PREVENTION PROGRAM AND PROCEDURES TO COMPLY WITH FEDERAL AND STATE REGULATIONS AND LAWS (RED FLAGS RULE) RELATING TO UTILITY BILLING

Staff Report:

Downey, Cole, and Christensen presented the above-proposed resolution for Council consideration, noting the proposed resolution implements an Identity Theft Prevention Program for the Administrative Services, Utility Billing Section. Cole and Christensen explained that the City must develop and implement an Identity Theft Prevention Program in order to comply with Federal and State mandates, because the City owns and operates its own municipal utilities and bills for new and existing accounts as well as services in arrears. Cole noted the Administrative Services Supervisor will administer the Program and will provide training to utility staff to increase awareness of the possibility and risk of identity theft associated with utility accounts and account holders.

Before proceeding with the Public Hearing and Council discussion, Mayor Kidd asked for a motion to adopt Resolution No. 2009-28.

Sykes read Resolution No. 2009-28 by title.

MOTION: Councilor Johnston moved, seconded by Councilor Uhing, to approve Adopting an Identity Theft Prevention Program and Procedures to comply with Federal and State Regulations and Laws (Red Flags Rule) Relating to Utility Billing.

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Public Hearing Opened:

Mayor Kidd opened the Public Hearing.

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:

In response to Johnston's inquiry pertaining to credit cards, Christensen advised that staff verifies signatures and requires identification for all credit card transactions.

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

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

7. **PUBLIC HEARING AND RESOLUTION NO. 2009-29 DESIGNATING COMMUNITY ENHANCEMENT PROGRAM (CEP) PROJECTS (EXHIBIT A) FOR FISCAL YEAR 2009-10**

Staff Report:

Downey presented the above-proposed resolution designating the 2009-10 Community Enhancement Program (CEP) projects and funding levels based on Council consensus at the meeting held May 11, 2009. Downey noted the above-proposed resolution also sets the following percentage of available funds for the categories for Fiscal Year 2009-10 as follows:

Infrastructure

18%

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Social and Education	38%
City Promotion and Tourism	26%
Beautification	18%

Downey reported the City received 24 applications for a total of \$116,928, and Council allocated \$64,300 of CEP Funds. In addition, Downey confirmed Metro received a Public Hearing Notice as required.

Council Discussion:

Before proceeding with the Public Hearing, Mayor Kidd opened the floor and roundtable discussion ensued pertaining to the CEP fund allocations made at the meeting of May 11, 2009.

MOTION TO AMEND: Councilor Johnston moved to decrease the Historic Landmarks Board Grant Program from \$7,000 to \$5,000 and increase the Art Education in Forest Grove from \$2,000 to \$5,000; however, the motion died due to lack of a second.

Hearing no further discussion from the Council, Mayor Kidd proceeded with the Public Hearing and asked for a motion to adopt Resolution No. 2009-29 as presented.

Sykes read Resolution No. 2009-29 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Johnston, to adopt Resolution No. 2009-29 Designating Community Enhancement Program (CEP) Projects (Exhibit A) for Fiscal Year 2009-10 as presented.

Public Hearing Opened:

Mayor Kidd opened the Public Hearing.

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.

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Public Hearing Closed:

Mayor Kidd closed the Public Hearing.

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

8. FIRST READING OF ORDINANCE NO. 2009-07 AUTHORIZING THE ISSUANCE OF ADDITIONAL EDUCATION FACILITY REVENUE BONDS FOR THE EXPANSION OF THE PACIFIC UNIVERSITY COLLEGE OF HEALTH PROFESSIONS (PHASE II)

Staff Report:

Downey presented the above-proposed ordinance for Council consideration, noting Pacific University is requesting an additional \$5,000,000 in bonds to finance the University's College of Health Professions Campus (Phase II) in Hillsboro. Downey outlined the process of issuing the revenue bonds, noting if an elector files a petition challenging the issuance of the bonds, an election would be held. Downey added that in addition to the bonds being issued, Council would need to adopt another ordinance or resolution that establishes the terms and conditions of the bonds. In conclusion, Downey reported the Tax Equity Fiscal Responsibility Act (TEFRA) hearing is scheduled for the Council meeting of June 8, 2009, to allow public comment on the proposed bond issuance.

Before proceeding with Council discussion, Mayor Kidd asked for a motion to adopt Ordinance No. 2009-07.

Sykes read Ordinance No. 2009-07 by title for first reading.

MOTION: Councilor Johnston moved, seconded by Councilor Uhing, to adopt Ordinance No. 2009-07 Authorizing the Issuance of Additional Education Facility Revenue Bonds for the Expansion of the Pacific University College of Health Professions (Phase II).

Second reading of Ordinance No. 2009-07 by title and final vote will occur at the Council meeting of June 8, 2009.

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Council Discussion:

In response to Johnston's concern, Downey advised that the bonds would not be recognized as a liability to the City, because the bonds would be secured solely by the specific projects and revenue available to Pacific University, and the bonds would not be included in calculating the City's debt limitation under State law.

9. SECOND READING OF ORDINANCE NO. 2009-06 ADOPTING PROVISIONS TO IMPLEMENT BUSINESS RECYCLING REQUIREMENT, AMENDING FOREST GROVE CODE CHAPTER 7 BY ADDING CODE SECTION 7.700 RELATING TO BUSINESS RECYCLING

The first reading of Ordinance No. 2009-06 by title and motion to adopt occurred at the Council meeting of May 11, 2009.

Staff Report:

Downey had nothing further to report.

Public Hearing Closed:

The Public Hearing closed at the Council meeting of May 11, 2009.

Council Discussion:

In response to Truax's concern, Downey advised that staff would provide technical assistance to businesses to help ensure compliance requirements.

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

Sykes read Ordinance No. 2009-06 by title for second reading.

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

10. RESOLUTION NO. 2009-30 ADOPTING THE INVESTMENT POLICY FOR THE CITY OF FOREST GROVE, AND REPEALING RESOLUTION NO. 1999-51

Staff Report:

Downey presented the above-proposed resolution for Council consideration,

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noting the above-proposed resolution replaces the City's current Investment Policy that was adopted in 1999. Downey introduced the City's investment advisor who was present and reviewed the Investment Policy (Exhibit A) with Council. Downey indicated the City's investment advisor assisted the City with its investment portfolio and recommended amendments to the City's existing Investment Policy, noting the recommended amendments will update the policies in accordance with State laws and will allow the City additional opportunities for investments within its range of allowable investments. In addition, Downey noted the State of Oregon Short-Term Fund Board conducted a statutory review of the City's proposed Investment Policy and was satisfied with the Policy.

Before proceeding with the Public Hearing and Council discussion, Mayor Kidd asked for a motion to adopt Resolution No. 2009-30.

Sykes read Resolution No. 2009-30 by title.

MOTION: Councilor Truax moved, seconded by Councilor Johnston, to approve Resolution No. 2009-30 Adopting the Investment Policy for the City of Forest Grove, and Repealing Resolution No. 1999-51.

Council Discussion:

In response to Johnston's concern, Downey advised that Section 6 of the Investment Policy sets the City's investment percentage limits and protects the City from unreasonable risks.

In response to Truax's concern, Downey advised the above-proposed resolution would repeal the City's current Investment Policy in its entirety.

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

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

11. 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 Budget meeting scheduled for Thursday, June 4, 2009, has been cancelled,

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noting the Budget Committee approved the Budget for Fiscal Year 2009-10 at their last meeting. Sykes noted that Fred Hansen, TriMet General Manager, is planning to attend the Council meeting of June 8, 2009, to give Council his report on the TriMet Line 57 extension assessment. Sykes announced the Thatcher Park Grand Opening has been rescheduled to June 9, 2009, at 4:00 p.m. Sykes reported a Council Work Session (Charter Implementation) has been scheduled for Monday, June 15, 2009, at 4:00 p.m., noting Ruggles has been diligently working to prepare draft rules/procedures and ordinance amendments that will be necessary for implementation of the new Charter. In addition, Sykes reported staff is scheduling a Council Watershed Tour on June 16, 2009, at 9:00 a.m., following with a Council Work Session (Timber Harvest) at noon. In conclusion, Sykes reported on other various City-related matters and projects.

11. A. CLEAN WATER SERVICES SYSTEM DEVELOPMENT CHARGES UPDATE:

Sykes provided a brief update on the above item, noting staff met with Clean Water Services (CWS) and advised CWS that the City preferred “status quo” on the proposed System Development Charges.

12. COUNCIL COMMUNICATIONS:

Johnston reported on the meetings and events he attended and various upcoming meetings he was planning to attend. In response to Johnston’s inquiry pertaining to Senate Bill 30, Ethics Bill, Ruggles advised she would contact the Oregon Government Ethics Commission to ascertain if public officials will be required to file the July 15, 2009, Quarterly Public Official Disclosure Form.

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

Thompson reported on Ride Connection-related matters.

Truax advised Council that he would like to revisit the Community Enhancement Program grant application process, noting he supports the overall goal of the Program but has concerns with the process and distribution formula. Truax advised Council that he would like to give the Library Commission an opportunity to provide feedback to Council on the proposal to implement library late fees. In conclusion, Truax highly commended Johnston for his work and contributions during his tenure at Forest Grove High School.

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

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Mayor Kidd reported on various regional, Metro, and Washington County meetings and tours he attended and upcoming meetings and events he was planning to attend. Mayor Kidd reported on Senator Wyden's Town Hall Meeting, noting topics included health care, light rail, and the need for a new Post Office. Mayor Kidd noted that approximately 400-500 people attended the flag dedication ceremony on Memorial Day. In addition, Mayor Kidd reported on various Washington County transportation issues, various regional and local issues, and various upcoming community events and activities.

13. ADJOURNMENT:

Mayor Kidd adjourned the meeting at 10:10 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**CITY OF FOREST GROVE
COMMUNITY FORESTRY COMMISSION
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET
WEDNESDAY, APRIL 15, 2009 - 5:30 P.M.**

Stephanie Beall	Mark Nakajima
Brandy Dodd	Lance Schamberger
Scott Hanselman	Dale Wiley
David Hunter	Ron Thompson

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

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

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

ATTENDANCE:

Stephanie Beall – present, Brandy Dodd – absent, Scott Hanselman – present, David Hunter – present, Mark Nakajima – present, Lance Schamberger – present, Dale Wiley – present, Ron Thompson – present.

MINUTES

1. **Call to Order** and Approval of Community Forestry Commission Meeting Minutes of April 15, 2009 meeting. Chair Beall, noting a quorum was present, called the meeting to order at 5:30 PM. Approval of the March 18, 2009 meeting was voted on and approved.
2. **Citizen Communication.** Anyone wishing to speak on an item not on the agenda may be heard at this time. In the interest of time, please limit comments to three minutes or less. No citizens wishing to speak were in attendance.
3. **Previous Business:**
4. **New Business:**
 - 18th Avenue Sidewalk Project: We were expecting that engineering would be here to present. Several trees need to be removed to complete the project. There are about 5 trees that need to be removed and replaced. Dan will send email and if anyone has comments they can get involved. We'll hope to get an update next month but it is unclear how far along the project is.
 - Tree Removal Permitting Requirements: Dale goes on record saying that he's extremely opposed to the City giving a permit to any unlicensed contractor for any reason. Dale is displeased that a permit was issued AFTER the fact. Discussion ensued. We are unable to do much retrospectively, but everyone agrees that a procedural change at the city would keep this from happening again. Stephanie asked since trees were removed from the right-of-way, should the trees be replaced? Dale says the permit should be changed to include LCB/CCB numbers but otherwise there is little the commission can do. Dan will take this feedback to the city.
 - TreeCity USA: No speech for the Mayor this year as there is no Fun Run.

5. **Project Reports:**

- Arbor Day Fun Run & Library Display - Brandy: We canceled the Fun Run as we never heard from Brandy, our Run Coordinator. We made an executive decision to cancel the Run. Stephanie likes the idea of some kind of Arbor Day fair. Dale wants something environmentally tied-in to promote Trees; he's not big on the idea of a Run to promote Trees. The idea of a calendar is appreciated by all. It was decided to invite Parks to the next meeting and look at moving the Fun Run to their stewardship.
- Neighborwoods - Dale: "We are in a holding pattern for this spring." There is money in the fund until the end of the Fiscal Year ending in June. We can use a portion of the fund to print the calendar. This was decided against. It was moved and seconds to spend our grant funds to purchase trees on the existing schedule. We need to find some photographs that are awesome. Scott suggested Flickr.
- Street Tree Inventory - David: "We didn't get anything done because we got busy."
- Register of Significant Trees - Dan
- Farmer's Market and Website
- City Wood Ornaments - Steve
- Tree Tour Guide - Dan, still waiting for the final art from the brochure. Soon
- Commemorative Trees - Mark

6. **Other Business:**

None.

7. **Adjourn:**

The meeting adjourned at 6:45 PM

Respectfully Submitted By: Scott Hanselman, Secretary

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

Meeting Minutes

Attendees: Lois Hornberger, Don Jones, Jackie Sandquist, Pete van Dyke, John Johnston, Jack Musser, Guy Storm, Cindy Sturm, Lisa Duncan, Ali Brown.

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

1. Call to Order

Meeting was called at 12:16 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 amended. Mike Sykes seconded the motion. The motion was approved unanimously.

4. Additions/Deletions

EDC staff, Jeff King had a handout of a draft of a revised sign code to distribute at the end of the meeting. JJ Johnston asked about stimulus money for Forest Grove. Don Jones placed it under staff comments.

5. Business

A. Mcmenamins- Host Update

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

B. Board Member Communications

Jack Musser said that the Oregon House passed a revision of the 07-09 state budget and the Oregon Senate was expected to pass shortly. A combination of cuts and federal stimulus funds means that the Forest Grove School District will have a full school year with no days cut.

C. Board Positions

Don Jones read an email to the board stating that Randy Roedl from Woodfold-Marco resigned from the EDC Board due to increased work commitments. Don asked for the Board to think about suggestions for a replacement in the value-added wood products industry. He also sought suggestions for alternates for Steve Boone covering agricultural/winery industry. Lois Hornberger asked if Dewy Weddington, a senior employee at Sake One would be a good candidate. Mike Sykes suggested Scott Behren from the Wine Behren. Don Jones asked the Board to give it some thought and either e-mail or come to the next meeting with possibilities.

D. Strategic Plan Update

Don Jones explained the importance of completing a sheet for each action item bullet. He explained the elements of the Action Plan Form. He said that one method of having each sub-committee complete this task is by dividing the bullets among each member to complete separately. The Sub-committee then would re-convene to edit and sharpen each action plan. Don added that the next would be to have the sub-committees prioritize the top 10 action items. It should only take 1 or 2 more sub-committee meetings to complete the strategic plan.

Jeff King mentioned that several of these goals overlap. For example there are business retention, and training action items in several of the subcommittees such as commercial/retail, industrial and small business. The same for marketing. But are they really different strategies for each sector. In other words should the final strategic plan be presented around issues or by subcommittee where it shows up each time. Cindy Sturm asked if the Chamber event was segmented or was it for all businesses. Don said the chamber event worked well for all types of business. He added that the top 10 should be around issues not subcommittee titles. We want to be efficient. Ali Brown said that's what the Chamber event did. It was basic assistance for all businesses. Teri Koerner said one of the goals of the Chamber event was to bring business together. Cindy Sturm stated that individual subcommittees need to prioritize. Jack Musser that there is quite a bit of overlap and the goals and action plans need to be consolidated around issues.

Lois Hornberger asked if all of the goals and action plan bullets have now been completed by each subcommittee, Staffer Jeff King said that they were. Don Jones that the Action Plan forms really need to be completed for each action bullet before prioritization. He is concerned that if the prioritization gets done first then the action plan forms will never get done. JJ Johnston said that there is some duplication but each sub-committee has some of each issue. For example, industrial has some elements of marketing and retention and that should get spun off to marketing group so we can focus on hard data. He added that every time we take something to committee it takes time and we all have limited time. Do Jones agreed saying that future organizational groups will be around actions. So we might put sub-committees on hold and reorganize. Cindy Sturm said that some redistribution or reorganization will be necessary. JJ Johnson said that the action items should be sifted to a vital few. Staff Jeff King will send out the original goals and actions and a second that has been consolidated and reorganized around issues and email out to board members before the April meeting.

D. Branding Representation

Lois Hornberger gave a power point on the branding project for Forest Grove tourism. The power point was a version of what was presented to City Council a week earlier by the consultant Bill Baker. Lois said that branding is much more than just a logo and tagline. However a good logo and tagline will draw attention

to Forest Grove. Lois discussed the three related projects/studies that contributed to this branding. She also talked about the extensive outreach including direct interviews, focus groups, surveys and meeting with people from outside the City. Lois said the goal of branding is something that sets Forest Grove apart. What makes us different? The competition is global and it is intense. So you either differentiate or fade into the background. Some goals for Forest Grove are fun, charm, relaxation, innovation, getaways. She showed the Destination Promise –it is a promise or your reputation to deliver on. Some of the leading attributes are: wineries, outdoor recreation, a small historic college town and community events. Other strengths that feed into this are Pacific University, History and Heritage and Mcmenamins Grand Lodge. The target audiences include Wine Enthusiasts, Getaways-day trips and short stays, Outdoor Recreation Enthusiasts, Sporting Event Organizers, Families, Students and Alumni of Pacific University, Meeting Planners, Relocation-Residents. The tagline is: 'Forest Grove –Where Oregon Pinot was Born'. The logo has a green circle with a white pinot leaf within it and a bunch of purple wine grapes. Lois said that the logo and tagline is just a mechanism to leverage other things.

Jack Musser asked if it could be a representation of our brand. Lois said yes – including innovation, wine, history, innovation and agriculture yet modern and sophisticated. Don Jones said it is the mindset we are trying to get. Lois asked for any additional feedback. Cindy asked about next steps. Lois said that it will be presented to the Chamber board, City Club and Rotary Club for further feedback and the final report and materials should be completed by April. Jack thought it was very good. He said that we are trying to develop cultural competence and be more bilingual. How does this relate to competence? He was concerned that it was too 'white middle class'. Cindy asked Jack if his concern was that we are not bringing the Hispanic community into our efforts. Ali Brown said we need to integrate with Latinos such as the Farmers Market. Staff Jeff King replied that part of the branding is a section about promoting fresh, local produce. Mike Sykes stated that this is more about tourism for everyone not just particular cultures. We are looking to create jobs for backgrounds. Jack said that we should make sure not to forget that.

JJ Johnston thought the logo looked elegant yet simple and can be used for many things. The key is what you use it for. Lois Hornberger said to look at the positives and that this is the tip of the iceberg. There is still a lot to do in order to begin implementation.

F. Small Business Initiative/Retention

Staffer Jeff King talked about the overall coordinated effort to assist and retain small business. The Chamber small business event discussed earlier was one example. King said the small business roundtable/brainstorming meeting will consist of a good cross section of small business service providers will be held later this month. The goal is to address current challenges and new approaches and ideas to help local business.

6. Council Communications

There was none

7. Staff Communications

Jeff King said that some progress is being made in restoring the Forest Grove Workforce and Training Access Center. Jackie Sandquist said that there are some monies that WSI is providing for upgraded computers and software. In addition federal stimulus money will be available for a year or so. Staffing has not been figured out yet but will involve several agencies in partnership. Mike Sykes said that there will be another meeting shortly to develop next steps. Mike added that these service are important to the area, especially with the downtown office in Hillsboro also closing he said that Forest Grove and western Washington County and that we getting a lot less workforce resources in this region compared to other comparable areas such as in Columbia and Tillamook counties.

Jeff King also distributed a draft of revisions to the sign code produced by the Community Development Dept and that members should review this closely.

Mike Sykes said that the City is aggressively pursuing stimulus funds. We have produced a priority list and the #1 project – a \$1.6 million sidewalk and streetscape improvements in the downtown funded allows the original project to be extended. Jack Musser asked how many businesses have closed. Jeff King replied that Times Litho and the Cedar Canyon have ceased to operate with the latter being purchased by Oregon H2O. JJ said most companies are experiencing some layoffs. Lois Hornberger said that the new freshman class is expected to be steady.

8. Announcement of Next Meeting

EDC Board members agreed that the next meeting will be April 2nd, 2009

9. Adjournment

The meeting was adjourned at 1:38 PM

Approved by the Forest Grove Economic Development Commission:

Date: _____ 4/2/09 _____

Signed:  _____

Forest Grove Economic Development Commission
Thursday, April 2, 2009

Meeting Minutes

Attendees: Elena Uhing, Mark Frandsen , Don Jones, Dave Rasmussen, John Schwan, Jack Musser, Ralph Brown, Guy Storm, Cindy Sturm, Lisa Duncan, Ali Brown.

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

1. Call to Order

Meeting was called at 12:20 pm by Mark Frandsen serving as meeting chair in the absence of the EDC Chair, who was running late, and Vice-Chair.

2. Citizens Communications

There were none.

3. Approval of March 5th EDC summary minutes.

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

4. Additions/Deletions

Jack Musser introduced his alternate, Ralph Brown who serves on the Forest Grove School Board. Mark Frandsen welcomed him.

5. Business

A. Mcmenamins- Host Update

Mark Frandsen thanked Mcmenamins for use of the meeting space and lunch.

B. Board Positions/Alternates

Staffer Jeff King explained that with the resignation of Rand Roedl, the Wood Products/Ag industry board slot needs to be refilled. In addition, alternates are needed for the Small Manufacturer slot and Downtown Retail slot. Steve Boone and Pete VanDyke respectively, are the Board Members in those slots. Cindy Sturm mentioned one of the downtown wine stores for retail, Mark Frandsen mentioned David Hill Winery for the Small Manufacturer with Steve Boone, and Don Jones strongly suggested Kyle Kobashigawa with Frye's Action Athletics. Also mentioned were Kristen Ling with a Framers Touch, Montinore Estates and Andrew Mauss with Aura cabinetry.

C. Small Business Initiative/Retention

Staffer Jeff King discussed a small business initiative that included a business roundtable/brainstorming meeting that was held to devise approaches to assist business. The meeting included representatives from SCORE, SBDC, Pacific University, Chamber of Commerce, Forest Grove library, Portland Community

College, local banks and several local small businesses. One example of a new approach could be business mentor meetings combining veteran CEO's with smaller businesses that need assistance. Mark Frandsen stated that meetings with CEO's getting together would be a good idea. Dave Rasmussen said that there was a lot of energy and ideas. He added that some of the participants were impressed that Forest Grove was looking at the big picture on how to help small business. Elena Uhing was concerned about the single employee small business who can't always get away for seminars at stated times and that the approach should be more flexible. Elena explained how she and Jeff King visited businesses one-on-one. Mark Frandsen asked about what type of assistance. Dave Rasmussen responded that one example is of SCORE Teams of 4-6 professionals could assist a business 1 on 1. He added that at the local level we would need to screen to get 5 people. Dave added that many businesses do not know what type of resources are available. Dave also gave an example of a small business need. A business may have kept on too many employees, now they have to pay taxes and they may not have enough funds. Such business need help, they do not have to go bankrupt/out of business. Owners get scared.

King said that a second meeting of this roundtable/brainstorming group will be held in late April.

D. Forest Grove Workforce Center Update

Staffer Jeff King said that Workforce Center in Forest Grove is becoming a reality. Stimulus funds to Worksystems, Inc will allow the center to proceed. The next key issues are settling on a final site, the group is currently looking at three locations including one in the downtown. A City Community Enhancement Grant application on behalf of the Forest Grove Family Resource Center for \$3,000 is also being submitted. They plan to co-locate with the workforce center. A meeting will also be held in April to determine what organizations and services will be provided in the center.

Elena Uhing was concerned with the lack of advertising of the center and that the sign they used in the past "WorkSource Center" is unclear that this is the state workforce and employment center. Mike Sykes said we have real opportunity here. Our persistence was vital. Worksystems Inc. (WSI) will watch how this works, so we need heavy use. Jack asked if we think they are setting us up for success. Jeff King said that yes, he thinks they are with their commitment of new technology and computers. They seem to be genuinely committed to help building a partnership that can be sustained. Mike Sykes added that we need to show we have a vision and need. Don Jones added that this group understands the importance of a center. This service had micro and macro impacts in the community more than just another government impact. He added that he appreciated the City leadership.

Cindy Sturm asked how long the previous workforce center had been in existence in Forest Grove. Staffer King said 2-3 years. Elena said that we should also reach out to faith-based opportunities.

E. Sign and Right of Way Codes

Mike Sykes said that the deadline for comment of the first draft will not be this Friday. It will be extended for 2-3 months. It is important that we get adequate input. Cindy Sturm asked if this sign and Right of Way ordinance is based on McMinnville. Jeff King said the sign ordinance was but not the right of way. Cindy added that the ordinances need to be simple. Mike Sykes said that the City is just trying to get a handle on signs and newspaper boxes and protect pedestrians; we are also striving to balance needs. Mark Frandsen stated that the intersection of Hwy 47 and 24th is a disaster with all the signs there. Mike Sykes said we will seek outreach on these ordinances from the City Club, Chamber and other organizations.

F. Strategic Plan –Actions Steps, Prioritization

The Board discussed the best way to complete the last steps of the strategic plan. The question was whether each of the Action steps should have an action plan completed before prioritization. Allie Brown felt that we should prioritize goals first. Mike Sykes said that the EDC is a policy making board and making policy recommendations. We should prioritize each goal first. Then once the priorities are established for others to implement, economic development staff (Jeff) can complete the Action Plan form. Mark Frandsen said that we should identify what the 3-5 most important goals are. How can we have a vigorous discussion to get to the top 3-5 goals? Advocate for your goals for each sub-committee and then present for 8-10 minutes before the EDC.

Cindy Sturm mentioned the branding project as a positive project of something that can work. Jack Musser said that prioritizing 3-5 goals will provide motivation to keep working, by showing what is working. There was also discussion as to how sub-committees might get re-established in a different manner after the strategic plan such as around the priority goals. Don Jones said that branding is an example of a project that will then need action to implement. Cindy asked if we should have a standing date for each sub-committee. Don Jones thought that this was a good idea –customized for each sub-committee.

Mark Frandsen thought that the strategic plan goals and objective list was an excellent document overall. Jack Musser asked if was wise to rush through the next meeting with each sub-committees eight minute presentation. Don Jones said we could spread out the presentations to two meetings. Elena Uhing said that every year City Council develops goals and objectives and then we vote. However we had so little time. If we had more time we would have come back with differences and developed a more thorough list. so I agree with Jack that more time is better. Mike Sykes said that one committee is workforce. But he is concerned with timing as the workforce center development is happening now –

so they should be alerted as it affects their goals. Don Jones that with the facilities task force we scheduled 3 or 4 presentations in advance—is that the best approach?

Elena Uhing said you the process structured. Don Jones agreed. So for the May 7th meeting 3 sub-committees will present and on June 4th meeting, the final 2 subcommittees will present.

Jack Musser mentioned the EDC bylaws and said that we need for retail. He mentioned ACE Hardware. Elena Uhing discussed self-employment. She was concerned about the issues and concerns that they have and what resources are there to help them. Melanie Stagnitti was mention as someone who is still in the community and self-employed.

Cindy Sturm mentioned that Agenda had the incorrect date of May 4th listed under "Announcement of Next Meeting". The correct date is May 7th.

8. Announcement of Next Meeting

EDC Board members agreed that the next meeting will be May 7th, 2009

9. Adjournment

The meeting was adjourned at 1:37 PM

Approved by the Forest Grove Economic Development Commission:

Date: 5/7/09

Signed: 



Members Present: George Cushing, Kevin Kamberg, Cindy Kistler, Neil Poulsen, Claude Romig, Margie Waltz-Actor (one vacancy)
Staff Present: James Reitz
Council Liaison: Elena Uhing was excused
Citizens Present: 01 (Kim Fitzgerald)

1. **Call to Order:** Poulsen called the meeting to order at 7:02 p.m.
2. **Citizen Communication:** None, but Reitz presented a card received from Holly Tsur, thanking the Board for their help on her house projects.

3. **Action Items/Discussion:**

- (a) **Design Guidelines:** Effort was made to go through all the communications received to date concerning the proposed guidelines.

Color: One suggestion was to have more guidelines about appropriate colors. After discussion the Board thought it would be more effective to add links to the web site showing color suggestions for different types of homes. Fitzgerald noted that she has developed a list of possible resources and will forward the list to Reitz for inclusion on the web site. Kamberg offered to do some research also and forward it for inclusion.

Landscaping Guidelines: The Board concluded that the guidelines as stated were adequate. They are not too forceful, and while the “victory gardens” reference may not be preferable it is acceptable.

Building Repairs: It was noted that original materials might not be available and that a slight difference to repairs or remodels was almost preferable to differentiate them from original work.

- (b) **Walker’s/Naylor’s Update Project:** Fitzgerald distributed her preliminary survey results of about 240 properties. About 50% appear to meet the criteria for historic contributing so it looks pretty good. She is surveying additional areas around the perimeter to help better define the boundary. She is also trying to figure out the story for the district, to differentiate it from other areas.
- (c) **Painter’s Woods Brochure:** Cheryl Hunter and Mary Jo Morelli have volunteered to work with the Board on a brochure. Romig offered to work with them on this project. The brochure will be modeled after the Clark District walking tour brochure.
- (d) **CEP Grant Application:** Poulsen made the City Council presentation and felt it was well received, and that we had answered all relevant parts of the application. He specifically noted the multiplier effect the HLB grants have in the community.
- (e) **Spring (May) Newsletter:** Romig said the issue was almost ready and was waiting for one more article. Reitz noted a postage increase coming up and asked that it be ready for mailing before that occurs.
- (f) **Historic Preservation Week/Stewart Award: Cushing/Romig to present the award to Kim Fitzgerald. Motion carried unanimously.** Fitzgerald was recognized for her excellent work on the Painter’s Woods District nomination that was way beyond the value of her contract, as well as her current efforts working on the new Walker’s/Naylor’s district proposal.

4. Old Business/New Business:

- **Council Liaison Update:** No report, as Uhing was excused.
- **Painter's Woods District Scavenger Hunt:** All agreed that this would be a fun activity. It could be done in conjunction with the FHFG home tour or garden tour next year.
- **A. T. Smith House:** Waltz-Actor noted that the FHFG are about to pay off the first mortgage. She further noted that the basement supports are in but there is still some water infiltration on the north side because of the lack of gutters (a feature of this vintage and style of house). They are working with Adelante Mujeres on a garden area, but because A. M. wants a 15-year lease, the FHFG may not be able to commit for that long.
- Fitzgerald mentioned that a Portland firm would be participating in a window repair workshop for the Hillsboro Landmarks Commission (which she also staffs).
- Reitz said that to his knowledge none of the boards or commission would have a booth at the Farmer's Market this year. There has been some discussion about revamping the program so that multiple boards or city departments could share the space.

5. Adjournment: The April 28, 2009 meeting adjourned at 8:15 p.m.

These minutes respectfully submitted by George Cushing, Secretary

RECREATION COMMISSION MINUTES

Wednesday April 22, 2009

7:00 A.M. – REC MEETING Parks Shop 2551 “B” 23rd Ave.

Forest Grove, OR 97116

1. **ROLL CALL:**
 - a. **Commissioners** – Susan Taylor (Chair), Duane Anderson, Dick Kover, Ralph Brown, Greg Kriebel, Quinn Johnson, Stephanie Vasquez, Don Jones, Paul Waterstreet
 - b. **Council Liaison** – Victoria Lowe
2. **CITIZEN COMMUNICATIONS:** None
3. **APPROVAL OF MINUTES:**
 - a. No discussion. Minutes from the March 18, 2009 meeting were approved.
4. **ADDITION/DELETIONS:** None
5. **OLD BUSINESS:**
 - a. **Thatcher Park Report.** General contractor is winding the project down. Restroom and shelter should be done this week, landscaping should start next week (weather permitting), and the soccer goals arrived and should be assembled. Upgrades to the intersection are waiting on Verizon to rebury their lines to the proper depth. Planning for the grand opening celebration will begin at the next meeting.
6. **NEW BUSINESS:**
 - a. **Pacific University Football Discussion.** Pacific is having internal conversations about bringing football to the campus, and using Lincoln Park for practices and games. Concerns raised by commissioners included: noise, community park access, utility billing, outstanding unmet contractual obligations, parking needs, public perceptions of park ownership, and the contract clause stating that football is not an allowed use of the park. The possibility of using Cannery Park for practices and Lincoln Park for games only was raised. Tom asked commissioners to email final comments to him by Thursday afternoon, as he is meeting with them on Friday morning.
7. **COMMISSIONER’S REPORTS:** None.
8. **STAFF REPORTS:** None.
9. **ANNOUNCEMENT OF NEXT MEETING:** May 20, 2009
10. **ADJOURNMENT:** Meeting Adjourned at 8:15 am.

**PUBLIC SAFETY ADVISORY COMMISSION
FOREST GROVE FIRE STATION,
1919 ASH STREET
April 22, 2009
PAGE 1 OF 3**

1. ROLL CALL:

Chair Rod Fuiten called the meeting to order at 7:33 am

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

IAISONS PRESENT: Ralls Hall

STAFF PRESENT: Fire Chief Michael Kinkade, Fire Division Chief Bill Bench, Police Chief Kerry Aleshire, Police Captain Williams, and Carol Lorenz.

MEMBERS NOT PRESENT: Susan Aguilar, and Randall Roedl

IAISONS NOT PRESENT: Brandon Hundley, Bob Davis, Naomi Montelongo, Tom Johnston, Matt Pool, and Tim Dierickx

2. CITIZEN COMMUNICATIONS:

3. APPROVAL OF MINUTES: April 22, 2009

4. ADDITIONS/DELETIONS:

5. ACTION ITEMS/DISCUSSION:

6. COMMISSIONER'S REPORTS:

7. STAFF REPORT:

Police:

Cops Grant Program Update: The police department has applied for two positions under the reinvestment act. This grant would be for \$550,000 over a three year period and would cover the cost of salary and benefits for an entry level position. However, the city would have to make an effort to maintain this position for at least one year after the life of the grant. The grant also does not cover uniforms or equipment. If we are awarded this grant we should hear no later than September 2009.

Byrne Memorial Justice Assistance Grant: The police department is applying for another grant under the reinvestment act. This grant would allow the police department to invest the money of 15,800 towards a reserve program. The cost to the department would be; hiring costs, uniforms, and equipment.

Byrne Competitive Grant: This is a grant that would create two new positions in the county to help fight graffiti. There would be a program coordinator and a management analyst.

Fire:

FEMA Disaster Declaration: The City of Forest Grove police department, fire department, and public works qualify for a reimbursement for expenses incurred during this winters record snow event. This is a disaster relief program for costs that were incurred due to last years winters snow storm.

State Home Land Security Grant Program: The fire department is working on a State Home Land Security Grant in which they are looking to receive \$75,000.00 towards a notification sign, portable radio, and mobile data terminals.

American Fire Grant: AFG grant is an annual grant. This year they are hoping to be able to receive a grant for a type three fire engine, physical surveillance program, and firefighter training prop. This is a 10% matching grant which means the grant would pay 90% of the cost and the fire department would pay the other 10%. The 10% would then be split between the Forest Grove Fire Department and the Forest Grove Rural Fire Districts.

Fire Prevention and Safety Grant: Through this grant the fire department has put in for a prevention trailer. This trailer is like a mock house that would allow both kids and adults to go through the trailer and learn about fire prevention and safety.

Urban Area Strategic Initiative Grant: This grant is usually used for equipment needed in a disaster or terrorism attack.

Fireman's Fund: This grant would help to fund wild land equipment.

Safer Grant: This grant would help fund new fire department positions.

8. OLD BUSINESS:

Fire:

Fire Department Strategic Plan Process – Presentation: Hand outs: Work Plan and Forest Grove Fire and Rescue 2008 Annual Report. Chief Kinkade gave a presentation regarding the fire departments strategic plan. The goal is to develop a plan to make fundamental decisions about the future.

Fire Department Upcoming Events: Fire Department Banquet April 18, 2009 at 6:00 p.m.

Fire Department Programs: Safety Fair April 17, 2009, High School SKID Program April 3, 2009, Child Safety Seat Inspection Program, Public CPR Program, Bullex Fire Extinguisher System. These programs are considered the Community Risk Reduction Programs. The fire department is working hard to keep the public informed and to educate citizens by offering these special programs.

**PUBLIC SAFETY ADVISORY COMMISSION
FOREST GROVE FIRE STATION,
1919 ASH STREET
April 22, 2009
PAGE 3 OF 3**

Stair Climb Event: There was a stair climb event at Safeway as well as one held in Seattle. The event at Safeway raised over \$750.00, and the Forest Grove firefighters raised a total \$3,000.00 for Leukemia research at the Seattle stair climb competition.

Police:

Preview 14 month work plan: Hand out: Forest Grove Police Department Work Plan April 2009 – June 2010. Over the next 14 months the police department will be working on grants, policies, training, community outreach programs, Tiburon CAD Migration, online reporting, Departmental Emergency Planning, and budgeting.

9. **ANNOUNCEMENT OF NEXT MEETING:** May 27, 2009

10. **ADJOURNMENT:**

Rod Fuiten adjourned the meeting at 08:20 a.m.

Respectfully submitted by:

Carol Lorenz

Memorandum

To: Mayor Kidd and City Councilors
From: Anna D. Ruggles, CMC, City Recorder
Subject: Accept Resignation on Planning Commission
Date: June 8, 2009

Cindy McIntyre, Planning Commission, term expiring December 31, 2011, has informed staff of her desire to resign from the Planning Commission, as per her attached resignation letter.

STAFF RECOMMENDATION: Staff recommends Council accept the above resignation and deem the seat vacant.



FOR CITY USE ONLY
(Please return to City Recorder)

35

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: Brian McMenamin

NAME OF BUSINESS: McMenamins Grand Lodge

BUSINESS ADDRESS: 3505 Pacific Avenue, Forest Grove

TYPE OF LICENSE REQUESTED:

Application is being made for

<p>ACTION:</p> <input type="checkbox"/> Change in Application <input type="checkbox"/> New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<p><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.</p> <p><input checked="" type="checkbox"/> BREWERY - PUBLIC HOUSE This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</p>	<p><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.</p> <p><input 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.</p>
<input type="checkbox"/> Business <input type="checkbox"/> Change in 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 checked="" type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <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

5-28-09
Date

Police Department Recommendation Revised 04/09

June 8, 2009

**REPORT AND ORDINANCE AMENDING FOREST GROVE DEVELOPMENT
CODE TO ALLOWING CHICKENS AND OTHER DOMESTICATED FOWL**

PROJECT TEAM: James Reitz (AICP) Senior Planner
Jon Holan, Community Development Director
Michael Sykes, City Manager

ISSUE STATEMENT: In response to several citizen requests, the City Council directed staff to prepare an ordinance that would allow chickens and other domesticated fowl.

BACKGROUND: The Development Code defines Agricultural Use as: "Farming, dairying, pasturage, horticulture, floriculture, viticulture, and animal and poultry husbandry; it does not include the operation of a feed lot or other commercial feeding of animals." (DC Section 10.12.210 (A9)).

Agriculture and Horticulture are conditional uses in the Institutional zone, not permitted in the Commercial and Town Center zones, and permitted in the Industrial zones. Current City ordinance prohibits the keeping of fowl in residential zones, based on this provision of the Development Code:

Agriculture uses such as truck farming and horticulture are permitted. Commercial agriculture uses and buildings and the keeping of livestock and poultry (other than ordinary household pets) are not permitted (DC Section 10.3.120 Table 3-2 Note #10. Emphasis added).

Testimony at the Planning Commission hearing on May 18, 2009, was unanimously in favor of the proposal to allow fowl in residential zones. Testimony varied as to the particulars of how fowl should be regulated, particularly the proposed setback requirements for structures, whether fowl should be permitted in multi-family zones and/or on existing single-family properties in commercial zones, and how to ensure that fowl would be raised for personal (versus commercial) purposes only. In response, the Commission modified the proposal to:

- Include a purpose statement that fowl are for personal use only.
- Establish a single setback requirement (structures must be located at least 20 feet from adjacent homes).
- Allow fowl on a permit basis on existing single-family properties in commercial zones (but not the town center zones).
- Allow fowl in single-family zones, but not the RML or RMH zones. Testimony was received that apartment yards would be inadequately sized to allow this activity.

RECOMMENDATION: The Planning Commission and staff recommend City Council adopt the attached ordinance amending the Forest Grove Development Code to allow domesticated fowl.

NOTICE OF PUBLIC HEARING

FOREST GROVE CITY COUNCIL

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, June 8, 2009, at 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to review the following:

- PROPOSAL:** Amendment of the Development Code to permit the keeping of chickens and other domesticated fowl in residential zones.
- Applicant:** City of Forest Grove
- File Number:** ZA-09-03
- Criteria:** Before the City Council adopts this amendment, it shall determine that the proposal meets the following requirements:
- A. The text amendment is consistent with the relevant goals and policies of the Forest Grove Comprehensive Plan; and
 - B. The text amendment is consistent with relevant statewide and regional planning goals, programs and rules.
-

This hearing is open to the public and all interested parties are encouraged to attend and will be given a reasonable opportunity to give testimony about this proposal. If an issue is not raised in the hearing (by person or by letter) or if the issue is not explained in sufficient detail to allow the City Council to respond to the issue, then that issue cannot be used for an appeal to the Land Use Board of Appeals (LUBA).

If additional documents or evidence are provided in support of the application, any party shall be entitled to a continuance of the hearing. Unless there is a continuance, if a participant so requests before the conclusion of the initial evidentiary hearing, the record shall remain open for at least seven (7) days after the hearing. Information pertaining to this request may be obtained from James Reitz, Senior Planner, Community Development Department, 1924 Council Street, (503) 992-3233, jreitz@forestgrove-or.gov. The staff report will be available seven (7) days prior to the hearing. A copy of the staff report is available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information about the hearing, please call the City Recorder's Office at 503.992.3235.

Anna D. Ruggles, CMC, City Recorder

Published: June 3, 2009

ORDINANCE NO. 2009-08

ORDINANCE AMENDING FOREST GROVE DEVELOPMENT
CODE CHAPTER 10, SECTION 10.12.210 AND 10.3.120,
TO ALLOW DOMESTICATED FOWL

WHEREAS, the Vision Statement adopted by the City Council in 2006 emphasizes Forest Grove as a sustainable community; and

WHEREAS, domesticated fowl can provide the citizens of Forest Grove the ability to produce some of their own food and support sustainability practices; and

WHEREAS, notice of the Planning Commission hearing on this ordinance was published in the *News Times* on May 13, 2009; and

WHEREAS, the Planning Commission held a public hearing on the proposed ordinance on May 18, 2009, and recommended approval of the proposal; and

WHEREAS, notice of the City Council hearing on this ordinance was published in the *News Times* on June 3, 2009; and

WHEREAS, the City Council held a duly noticed Public Hearing on the proposed ordinance on June 8, 2009.

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

Section 1. The purpose of this ordinance is to regulate the raising of domesticated fowl in single-family residential and commercial zones.

Section 2. The City of Forest Grove hereby adopts the provisions of the attached Exhibit "A" to amend Forest Grove Code Chapter 10.

Section 3. This ordinance is effective 30 days upon its enactment by the City Council.

PRESENTED AND PASSED the first reading the 8th day of June, 2009.

PASSED the second reading the 22nd day of June, 2009.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2009.

Richard G. Kidd, Mayor

ORDINANCE NO. 2009-08

EXHIBIT A

FOREST GROVE CODE SECTION 10.3.120 *USE REGULATIONS* (RESIDENTIAL ZONES AND COMMERCIAL ZONES) AND 10.12.210 *MEANING OF SPECIFIC WORDS AND TERMS* ARE AMENDED AS FOLLOWS: ~~STRIKE THROUGH~~ INDICATES LANGUAGE TO BE DELETED. UNDERLINE INDICATES NEW LANGUAGE

10.12.210 MEANING OF SPECIFIC WORDS AND TERMS

As used in this Code, the following words and phrases shall mean:

D10. Domesticated Fowl: Chickens, quail, pheasants, and ducks.

10.3.120 USE REGULATIONS (Residential Zones)

Table 3-2 Residential Zones: Use Table

<u>OTHER</u>	SR	R-10	R-7	R-5	RML	RMH
Agriculture / Horticulture	L ^[10] [11]	L ^[10] [11]	L ^[10] [11]	L ^[10] [11]	L ^[10]	N
Wireless Communication Facilities	L ^[44] [12]	L ^[44] [12]	L ^[44] [12]	L ^[44] [12]	L ^[44] [12]	L ^[44] [12]

P=Permitted L=Limited C=Conditional Use N=Not Permitted

Table Footnotes

[10] Agriculture uses such as truck farming and horticulture are permitted. Commercial agriculture uses and buildings and the keeping of livestock and poultry (other than ordinary household pets and domesticated fowl as identified in footnote 11) are not permitted.

[11] Domesticated fowl are allowed in single-family residential zones primarily for personal use. Domesticated fowl are allowed subject to these conditions.

- (a) Up to 4 adult fowl over 6 months of age may be kept on any lot with a minimum area of 5,000 square feet. One additional adult fowl shall be permitted for each 2,000 square feet of additional lot area, up to a maximum of 12 fowl.
- (b) No roosters shall be permitted.
- (c) Animal waste matter shall not be allowed to accumulate.
- (d) All animal food shall be stored in metal or other rodent-proof containers.
- (e) Fencing shall be designed and constructed to confine all animals to the owner's property.
- (f) All structures that house fowl shall be located at least 20 feet from all residences (except the animal owner's).

[12] Wireless communication facilities are regulated by the standards in Article 7.

Table 3-10 Commercial Zones: Use Table

USE CATEGORY	NC	CC
Agriculture / Horticulture	N- L ^[12]	N L ^[12]

P=Permitted L=Limited C=Conditional Use N=Not Permitted

Footnotes:

[12] Domesticated fowl are allowed through the issuance of a permit by the Community Development Director in conjunction with existing single-family uses and primarily for personal use. Domesticated fowl are allowed subject to these conditions.

- a. Up to 4 adult fowl over 6 months of age may be kept on any lot with a minimum area of 5,000 square feet. One additional adult fowl shall be permitted for each 2,000 square feet of additional lot area, up to a maximum of 12 fowl.
- b. No roosters shall be permitted.
- c. Animal waste matter shall not be allowed to accumulate.
- d. All animal food shall be stored in metal or other rodent-proof containers.
- e. Fencing shall be designed and constructed to confine all animals to the owner's property.
- f. All structures that house fowl shall be located at least 20 feet from all residences (except the animal owner's).

**Planning Commission Findings and Decision Number 09-03 to
Recommend Approval of a Development Code Amendment
Allowing Domesticated Fowl**

WHEREAS, the Vision Statement adopted by the City Council in 2006 emphasizes Forest Grove as a sustainable community; and

WHEREAS, the City Council initiated the process to consider amending the Development Code to allow domesticated fowl; and

WHEREAS, domesticated fowl can provide the citizens of Forest Grove the ability to produce some of their own food and support sustainability practices; and

WHEREAS, notice of the Planning Commission hearing on this ordinance was published in the *News Times* on May 13, 2009.

The City of Forest Grove Planning Commission does hereby recommend to the City Council approval of a Development Code amendment as provided in Exhibit A to allow chickens and other domesticated fowl in single-family residential zones, and on a permit basis in the Neighborhood Commercial and Community Commercial zones, making the following specific findings in support of this decision:

Development Code Section 10.2.630 *Review Criteria* lists two standards to be satisfied to adopt a text amendment:

- A. The text amendment is consistent with relevant goals and policies of the Forest Grove Comprehensive Plan; and

Finding: Comprehensive Plan goals and policies do not address the keeping of a limited number of chickens and other domesticated fowl in residential zones. They are therefore not applicable to this text amendment.

- B. The text amendment is consistent with relevant statewide and regional planning goals, programs and rules.

Finding: Statewide and regional planning goals, programs and rules do not address the keeping of a limited number of chickens and other domesticated fowl in residential zones. They are therefore not applicable to this text amendment.

TOM BECK, Chair

Date

EXHIBIT A

FOREST GROVE CODE SECTION 10.3.120 *USE REGULATIONS* (RESIDENTIAL ZONES AND COMMERCIAL ZONES) AND 10.12.210 *MEANING OF SPECIFIC WORDS AND TERMS* ARE AMENDED AS FOLLOWS: ~~STRIKE THROUGH INDICATES LANGUAGE TO BE DELETED.~~
UNDERLINE INDICATES NEW LANGUAGE

10.12.210 MEANING OF SPECIFIC WORDS AND TERMS

As used in this Code, the following words and phrases shall mean:

D10. Domesticated Fowl: Chickens, quail, pheasants, and ducks.

10.3.120 USE REGULATIONS (Residential Zones)

Table 3-2 Residential Zones: Use Table

<u>OTHER</u>	SR	R-10	R-7	R-5	RML	RMH
Agriculture / Horticulture	L ^[10] [11]	L ^[10] [11]	L ^[10] [11]	L ^[10] [11]	L ^[10]	N
Wireless Communication Facilities	L ^[44] [12]					

P=Permitted L=Limited C=Conditional Use N=Not Permitted

Table Footnotes

[10] Agriculture uses such as truck farming and horticulture are permitted. Commercial agriculture uses and buildings and the keeping of livestock and poultry (other than ordinary household pets and domesticated fowl as identified in footnote 11) are not permitted.

[11] Domesticated fowl are allowed in single-family residential zones primarily for personal use. Domesticated fowl are allowed subject to these conditions.

- (a) Up to 4 adult fowl over 6 months of age may be kept on any lot with a minimum area of 5,000 square feet. One additional adult fowl shall be permitted for each 2,000 square feet of additional lot area, up to a maximum of 12 fowl.
- (b) No roosters shall be permitted.
- (c) Animal waste matter shall not be allowed to accumulate.
- (d) All animal food shall be stored in metal or other rodent-proof containers.
- (e) Fencing shall be designed and constructed to confine all animals to the owner's property.
- (f) All structures that house fowl shall be located at least 20 feet from all residences (except the animal owner's).

[12] Wireless communication facilities are regulated by the standards in Article 7.

Table 3-10 Commercial Zones: Use Table

USE CATEGORY	NC	CC
Agriculture / Horticulture	N L ^[12]	N L ^[12]

P=Permitted L=Limited C=Conditional Use N=Not Permitted

Footnotes:

[12] Domesticated fowl are allowed through the issuance of a permit by the Community Development Director in conjunction with existing single-family uses and primarily for personal use. Domesticated fowl are allowed subject to these conditions.

- a. Up to 4 adult fowl over 6 months of age may be kept on any lot with a minimum area of 5,000 square feet. One additional adult fowl shall be permitted for each 2,000 square feet of additional lot area, up to a maximum of 12 fowl.
- b. No roosters shall be permitted.
- c. Animal waste matter shall not be allowed to accumulate.
- d. All animal food shall be stored in metal or other rodent-proof containers.
- e. Fencing shall be designed and constructed to confine all animals to the owner's property.
- f. All structures that house fowl shall be located at least 20 feet from all residences (except the animal owner's).



Development Code Text Amendment Staff Report and Recommendation

Community Development Department, Planning Division

REPORT DATE: May 11, 2009

HEARING DATE: May 18, 2009

REQUEST: Amend the Development Code to permit chickens and other domesticated fowl in residential zones

FILE NUMBER: ZA-09-03

PROPERTY LOCATION: Not applicable

LEGAL DESCRIPTION: Not applicable

APPLICANT: City of Forest Grove, PO Box 326, Forest Grove, Oregon 97116

APPLICABLE STANDARDS AND CRITERIA: City of Forest Grove Development Code:
 10.1.700 et. seq. *Legislative Land Use Decision*
 10.2.600 et. seq. *Development Code Text Amendment*
 10.3.120 *Residential Zones—Use Regulations*

REVIEWING STAFF: James Reitz, AICP, Senior Planner

RECOMMENDATION: Staff recommends approval of an amendment to allow up to 12 fowl per lot

I. LAND USE HISTORY

The keeping of poultry is currently prohibited in Forest Grove's residential zones. In response to several citizen requests, the City Council directed staff to draft an ordinance that would allow chickens and other domesticated fowl.

Development Code Section 10.1.725 *Decision Authority* authorizes the Planning Commission to act on a request for a text amendment after holding a public hearing. The Commission shall then make a recommendation to the City Council to approve, approve with modifications, or deny the application.

Public notice for this application was mailed to interested parties on April 24, 2009. Notice of this request was also provided to the Plans Review Board and published in the *News Times*.

As of the writing of this report, no written comments have been received from the public or outside agencies.

II. PROPOSAL DESCRIPTION AND ANALYSIS

This request, if approved, would amend the Development Code to allow the keeping of domesticated fowl in all residential zones. The Development Code presently defines and regulates fowl as follows:

Agricultural Use is defined as: "Farming, dairying, pasturage, horticulture, floriculture, viticulture, and animal and poultry husbandry; it does not include the operation of a feed lot or other commercial feeding of animals." (DC Section 10.12.210 (A9)).

Agriculture and horticulture are conditional uses in the Institutional zone, not permitted in the Commercial and Town Center zones, and permitted in the Industrial zones. City ordinance prohibits the keeping of fowl in residential zones, based on this provision of the Development Code:

Agriculture uses such as truck farming and horticulture are permitted. Commercial agriculture uses and buildings and the keeping of livestock and poultry (other than ordinary household pets) are not permitted (DC Section 10.3.120 Table 3-2 Note #10. Emphasis added).

Staff has researched the ordinances of a number of cities in Oregon and Washington that permit fowl; a summary of those ordinances is attached as Exhibit B. There is virtually no consistency between them, save one: a prohibition on the keeping of roosters. Some also ban the keeping of ducks, geese, and peacocks. Staff has proposed the inclusion of ducks, geese, quail and pheasants, in addition to chickens. Roosters would be specifically prohibited.

Most ordinances establish a method to determine the number of fowl allowed, based on lot areas. The ratio varies, and does not seem to be based on any documented minimum areas necessary to maintain the health of the flock. Extension service guides from various universities provide recommendations for minimum floor space, but provide little guidance for yard or run space. For instance, this from the Cooperative Extension Services of the Northeast States:

You need to provide a house or pen large enough to allow each layer 3 to 3 ½ square feet of floor space. Example: A 10' x 10' pen will take care of 25 hens adequately.

It further states that "A flock of 12 laying hens should keep a family of 6 adequately supplied with eggs."

The University of Missouri Extension recommends "...one acre of pasture for each 20 to 40 birds. The amount required depends on the size of the goslings and the quality of pasture. When the pasture is poor, supplement grain feeding is necessary."

As the purpose of the proposed amendment would be to allow fowl in residential areas for domestic (versus commercial) use, staff has developed language that would establish a minimum lot area requirement, a ratio to allow additional birds, and a cap on the maximum number of birds to be allowed:

- The minimum lot area is proposed to be 5,000 square feet.
- On a 5,000-square-foot lot, up to four fowl would be allowed.
- One additional bird would be allowed per 2,000 square feet of additional lot area.
- No more than 12 birds would be allowed. To have that many birds, the lot area would need to be at least 21,000 square feet (nearly half an acre).

In addition to the prohibition on roosters, staff has proposed several criteria to address potential impacts (including noise and odor) on adjoining properties:

- Animal waste would not be allowed to accumulate.
- Food would need to be stored in rodent-proof containers.
- Fencing would be required to ensure the birds didn't roam off their owner's premises.
- Coops would have to be sited a minimum distance from both the property line and adjacent homes. The Development Code already requires that accessory structures be located at least five feet from a side or rear property line. The proposed text would require a coop to be located at least ten feet from a property line, and twenty feet from an adjacent home. If an adjacent home were located only five feet from the property line (or if the lot were vacant and then a home was built only five feet from the property line) the coop would need to be located (or perhaps relocated) to a distance of at least 15 feet onto the applicant's property. The minimum ten-foot distance to a property line would also help ensure that animal waste, feathers, etc. do not migrate onto an adjacent property.

One proposal submitted for consideration (attached as Exhibit A) would create a permit system for a Specified Animal Facility. It would establish:

- Setback requirements and a minimum lot area
- A minimum floor area (perch space) based on the variety of fowl
- A prohibition on roosters
- A variance process for "unusual situations"

It would not establish a cap on the number of fowl permitted.

While some aspects of this proposal are similar to what staff is proposing, in staff's opinion the Animal Facility Permit is overly specific and would create more of a process than appears to be necessary. For instance, it would require that staff:

- Has familiarity with and knows the differences between a bantam, standard, and large hen.
- Review plans for the coops to verify that the area provided per animal at least complies with the minimum.
- Review variances for "unusual circumstances"

Staff's proposal would be easy to describe to the public, easy to comply with (as it defines a simple ratio of land area to animal, without consideration of what variety of fowl) and easy to enforce. No animal facility permit (and potential fee to cover staff time and overhead) would be necessary.

The Commission may wish to discuss this policy issue further, but as the City does not currently require a permit for dog runs and the like, staff is not proposing to establish a permit system in order for residents to have fowl. Instead, enforcement would be handled through education (a notice on the website and/or informational fliers, for instance) and citizen complaints. A permit system would not seem to be necessary, as suggested by the recent experience of Missoula, Montana (see Exhibit C). Missoula adopted its ordinance to allow fowl in 2007. A year later, only 38 permits had been issued in this city of over 64,000. Forest Grove, with a population one-third that of Missoula, could perhaps anticipate 12-15 permits, which in staff's opinion is insufficient to warrant a formal permit system.

The proposed text amendment follows. Language proposed to be deleted is ~~struck through~~; language proposed to be added is in **bold**.

10.12.210 Meaning of Specific Words and Terms

As used in this Code, the following words and phrases shall mean:

D10. Domesticated Fowl: Chickens, quail, pheasants, ducks, and geese.

10.3.120 Use Regulations (Residential Zones)

Table 3-2 Residential Zones: Use Table

Table Footnotes

[10] Agriculture uses such as truck farming and horticulture are permitted. Commercial agriculture uses and buildings and the keeping of livestock ~~and poultry~~ (other than ordinary household pets) are not permitted.

[11] **Domesticated fowl are allowed subject to these conditions.**

- (a) **Up to 4 adult fowl over 6 months of age may be kept on any lot with a minimum area of 5,000 square feet. One additional adult fowl shall be permitted for each 2,000 square feet of additional lot area, up to a maximum of 12 fowl.**
- (b) **No roosters shall be permitted.**
- (c) **Animal waste matter shall not be allowed to accumulate.**
- (d) **All animal food shall be stored in metal or other rodent-proof containers.**
- (e) **Fencing shall be designed and constructed to confine all animals to the owner's property.**
- (f) **All structures that house fowl shall be located at least 20 feet from all residences (except the animal owner's) and at least 10 feet from interior lot lines.**

[12] Wireless communication facilities are regulated by the standards in Article 7.

III. APPROVAL CRITERIA AND FINDINGS

Development Code Section 10.2.630 *Review Criteria* lists two standards to be satisfied to adopt a text amendment:

- A. The text amendment is consistent with relevant goals and policies of the Forest Grove Comprehensive Plan; and

Finding: Comprehensive Plan goals and policies do not address the keeping of a limited number of chickens and other domesticated fowl in residential zones. They are therefore not applicable to this text amendment.

- B. The text amendment is consistent with relevant statewide and regional planning goals, programs and rules.

Finding: Statewide and regional planning goals, programs and rules do not address the keeping of a limited number of chickens and other domesticated fowl in residential zones. They are therefore not applicable to this text amendment.

IV. ALTERNATIVES

The Planning Commission may recommend that the City Council approve the proposal as submitted, approve it with modifications, deny it, or the Commission may continue deliberations to a date certain.

V. RECOMMENDATION

Based on the findings above, staff recommends approval of the text amendment to allow domesticated fowl in residential zones.

VI. LIST OF EXHIBITS

The following exhibits were received, marked, and entered into the record as evidence for this application at the time this staff report was written. Exhibits received after the date of this report will be marked beginning with the next consecutive letter and will be entered into the record at the time the public hearing is opened, prior to oral testimony.

Exhibit A	Vasquez Proposal
Exhibit B	Ordinance Comparison Table
Exhibit C	Missoula <i>New West</i> Article

EXHIBIT A: VASQUEZ PROPOSAL

Section 9.622: Single Family Residential Zones, Conditional Uses Permitted

Propose to revise (9) to read:

(9) Agricultural use of land such as truck farming and horticulture, but excluding commercial buildings or structures and excluding the keeping of livestock and poultry other than ordinary household pets *and Specified Animal Facilities in compliance with Section 9.623.*

Section 9.623: Permit Required for Specified Animal Facility.

A. No person shall operate or maintain any specified animal facility unless a permit has first been obtained from the City Manager or designee (Manager).

B. Applications for specified animal facility permits shall be made upon forms furnished by the Manager, and shall be accompanied by payment of the required fee. Specified animal facility permits shall be valid from the date of issuance until such time the Manager determines by inspection that the facility is not being maintained in compliance with the issuance criteria.

- 1) If the specified animal facility is not being maintained in compliance with the issuance criteria, the permit shall no longer be valid and shall be revoked. A new permit application accompanied by payment of the permit fees shall be required, and the facility shall not be allowed to operate until such time as the Manager has inspected the facility and determined that all issuance criteria have been met.
- 2) The permitting fee will be waived for projects commissioned through either Future Farmers of American (FFA) or 4-H.

C. The Manager shall issue a specified animal facility permit to the applicant, only after the Manager has reviewed a completed and signed application, and the Manager is assured that the issuance criteria have been met. If the Manager has reasonable grounds to believe that an inspection is necessary, the Manager shall inspect the facility in order to determine whether the issuance criteria have been met. The criteria for issuing a specified animal facility permit are as follows:

- 1) The facility is in good repair, capable of being maintained in a clean and sanitary condition, free of vermin, obnoxious smells and substances;
- 2) The facility will not create a nuisance or disturb neighboring residents due to excessive noise, odor, damage or threats to public health;
- 3) The facility will conform to applicable set-back restrictions and building codes, and will be located a minimum of 15 feet from any building intended for human habitation;
- 4) The facility will reasonably prevent the specified animal from roaming at large;
- 5) Adequate safeguards are made to prevent unauthorized access to the specified animal by general members of the public;
- 6) The health or well being of the animal will not be in any way endangered by the manner of keeping or confinement, coops will be capable of closing at night, and goat shelters will have at least three walls;
- 7) The facility will be adequately lighted and ventilated;

- 8) The facility must provide space, per animal specified, as detailed Table I.

Table I. Required Space, Per Specified Animal.

Type of Animal	Sqft Inside Shelter	Sqft Outside Run or Range	Perch space
Bantam Chicken	1	4	6"
Standard Hen	1.5	8	10"
Large Hen	2	10	10"
Quail	1	4	6"
Pheasant	5	25	6"
Duck	3	15	n/a

- 9) Minimum total property size for a facility with poultry and/or fowl is 5,000 square feet,
 10) The appearance of any facility that is visible to the neighborhood shall not detract from the over-all appearance of the surroundings. Exteriors of facilities visible from the street shall be painted and well-maintained. Weeds and trash should be removed from around all facilities.

E. Animals permitted in a Specified Animal Facility include domesticated poultry and fowl. Roosters are prohibited in single-family residential zones under this section.

F. These provisions for specified animal control are intended to provide city-wide regulations for keeping specified animals within the City. However, due to the variety of animals covered by these regulations and the circumstances under which they may be kept, these regulations should be applied with flexibility. Variances provide flexibility for unusual situations, while maintaining control of specified animals in a suburban setting. The Manager should grant variances if the proposal meets the intended purpose of the regulation, while not complying with the strict literal requirements.

- 1) Applicants for a specified animal permit may request a variance from the requirements set forth in Section 9.623. In determining whether to grant a variance request, the Manager shall consider the following criteria:
 - a) Impacts resulting from the proposed variance will be mitigated as much as possible;
 - b) If more than one variance is proposed, the cumulative impact would still be consistent with the overall purpose of the regulations; and,
 - c) If in a residential area, the proposed variance will not significantly detract from the public health or safety in the area.
- 2) The Manager may impose conditions on any variance, as may be appropriate to protect the public health or safety or the health or safety of the animals.
 - a) The Manager may, at any time, revoke any variance, or amend the conditions thereof, as may be appropriate to protect the public health or safety or the health or safety of the animals.
 - b) Failure to comply with the conditions of any variance issued under Section 9.623 C is a violation of this Chapter.

EXHIBIT B: ORDINANCE COMPARISON TABLE

CITY	# FOWL PERMITTED	CONDITIONS
Bothell, WA	One animal per one square foot of structure used to house such animals, up to a maximum of 2,000 square feet, and one-half acre minimum lot area	Activities associated with the raising and keeping of animals ... shall be controlled so as not to result in adverse impacts on nearby properties. Such adverse impacts include but are not limited to noise, dust, fertilizer/pesticide overspray, odor, glare and roaming. No...coop ... shall be located closer than 20 feet from any exterior property line.
Eugene, OR	Up to 2 adult fowl (no roosters) over 6 months of age are allowed in any residential zone. No limit on the number of fowl (no roosters) over 6 months of age permitted in the AG and R-1 zones (20-acre and 4,500-square-foot minimum lot area respectively) provided they are on a development site that contains at least 20,000 square feet and they meet the farm animal standards.	<p>Proper sanitation shall be maintained for all farm animals. Proper sanitation includes:</p> <ul style="list-style-type: none"> (a) Not allowing farm animal waste matter to accumulate, (b) Taking necessary steps to ensure odors resulting from farm animals are not detectable beyond property lines, and (c) Storing all farm animal food in metal or other rodent-proof containers. <p>All structures that house farm animals shall be located at least 25 feet from all existing residences (except the animal owner's) and at least 10 feet from interior lot lines.</p>
Mill Creek, WA	The number of ...hens permitted shall be six hens for each 7,200 square feet of property.	<p>The minimum lot size for harboring ...hens ... shall be 7,200 square feet.</p> <p>No more than one animal shelter building ... shall be permitted on one lot.</p> <p>It shall be unlawful for any person to harbor a rooster in the city.</p>
Olympia, WA	No more than 3 hens	Fowl such as roosters, ducks and geese are prohibited
Portland, OR	Three hens allowed without a permit. No maximum number specified with a permit.	<p>The facility is located on the applicant's property so as to be at least 15 feet from any building used or capable of being used for human habitation, not including the applicant's own dwelling.</p> <p>A person keeping a total of three or fewer chickens, ducks, doves, pigeons ... shall not be required to obtain a specified animal facility permit. If the Director determines that the keeper is allowing such animals to roam at large, or is not keeping such animals in a clean and sanitary condition, free of vermin, obnoxious smells and substances, then the person shall be required to apply for a facility permit to keep such animals at the site.</p>

EXHIBIT B: ORDINANCE COMPARISON TABLE

Seattle, WA	Up to three (3) domestic fowl may be kept on any lot. For each one thousand (1,000) square feet of lot area in excess of the minimum lot area required for the zone or, if there is no minimum lot area, for each one thousand (1,000) square feet of lot area in excess of five thousand (5,000) square feet, one (1) additional domestic fowl may be kept.	Accessory structures for four (4) or more animals must be at least ten (10) feet from any other lot in a residential zone.
Spokane, WA	One animal per two thousand square feet of land. Young fowl under three months in age are not included when counting.	No structure or enclosure for ...poultry other than fencing ... may be located less than ninety feet either from the centerline of any street nor from any adjoining lot
Vancouver, WA	No number specified	No peacocks or roosters are permitted.
Vasquez Proposal	No limit. Number allowed based on shelter floor area, run space, and perch space. "Fowl" includes bantam chickens, standard hens, large hens, quail, pheasants, and ducks.	Minimum lot area of 5,000 square feet. Coops located at least 15 feet from any building intended for human habitation Roosters prohibited

EXHIBIT C: MISSOULA NEW WEST

Missoula in the Year of the Chicken

After a year of the "chicken ordinance," what it means to have a little country in the city.

By Sutton Stokes, 12-18-08

How time flies when you're eating fresh eggs. As of yesterday, it's already been one year since the Missoula city council voted to allow chickens inside city limits.

Public opinion at the time largely favored this move, at least judging by the horde of people who descended on a city-council hearing last fall wearing t-shirts reading "I'm pro-chicken and I vote." Councilwoman Stacy Rye, who proposed the chicken ordinance, told me recently that she's never seen as much interest from constituents as she did on the chicken issue — and that that interest was overwhelmingly positive.

Still, some people were worried. In a New West video report produced last fall, Councilman Jon Wilkins — who eventually voted against the measure — shared his concern. "If you allow chickens in the [city]," said Wilkins, "you're going to get neighbors against neighbors eventually, because something's going to go wrong." Added Missoula resident Will Deschamps, in the same video: "People usually move to town to get away from farm animals, and it troubles me that people don't really realize what's going to come if they start having a bunch of chickens next door to them." (The video, which I highly recommend, is at the bottom of this post.)

Proponents of the new ordinance felt that such concerns were exaggerated, but, just last month — as if to prove that Wilkins and Deschamps had the right idea, if not the right animal — PEAS Farm workers stirred up a minor controversy in the Rattlesnake by slaughtering three pigs with gunshots to the head. A nearby resident called police, and soon everyone in Missoula seemed to have a strong opinion one way or the other about an event I'm hoping we can all agree to refer to as "Slaughtergate."

As reported in the Missoulian, PEAS Farm Director Josh Slotnick saw the brouhaha as coming at least partly from the "harsh juxtapositions" that arise from having a farm in a residential neighborhood. "Most of us just aren't that familiar with where our food really comes from," he told the Missoulian.

The neighbor who brought the initial complaint responded that her only concern was the use of a gun in a residential area, and she had the law on her side: though shooting may be an accepted pig-slaughtering practice, it's also illegal inside Missoula city limits.

To the extent that Slaughtergate exemplifies the kind of conflict between neighbors that Wilkins and Deschamps were warning about, could it be a harbinger of things to come? In response to ever more widespread concerns about health, the economy, and dwindling oil supplies, a growing number of U.S. cities — 65 percent and counting — are allowing residents to own animals that are traditionally associated



One of Missoula's many Barred Rock hens checks out the recent snowfall. (Photo: Julie Gilbertson-Day)

with rural areas. If there really is an inherent tension between city and country, this sort of clash should soon be breaking out all over.

So far, however, Missoula's urban chickens — which are specifically what Wilkins and Deschamps were concerned about — are remarkable for how little trouble they've turned out to be.

"All in all, we don't see any huge problems with the chickens," Missoula County Animal Control Supervisor Ed Franceschina told me this week. Franceschina's records show a total of just 14 complaints about chickens in the last year.

Considering this record, Wilkins says he's changed his mind. "I was worried that there would be a lot of complaints, but it seems to be going all right," he says.

In fact, more than one chicken owner I spoke to said that having chickens had *improved* neighbor relations, like Julie Gilbertson-Day, who used to keep chickens at her house in the University District.

"It actually helped us get to know our neighbors better," she says. "Families stopped to show the chickens to their kids. People knew who we were because we were the people with the chickens."

Leigh Radlowski, another Missoula chicken owner, agrees. "Most people are really positive," she says. "They may not want chickens wandering into their yards, but that's fair enough. It's what you'd expect with a dog, too."

Unfortunately, dogs — not to mention cats and other marauders — haven't gotten this memo. Both Gilbertson-Day and her sister — another area chicken owner — have lost chickens to cats, and Missoula resident Liz Dye lost some to a couple of dogs.

"Some Golden Retrievers from a couple of blocks away got out one day," says Dye. "We came home and there were chicken feathers all over the yard. Two of our chickens were just gone, and there was half of a third one."

But even this potential source of conflict didn't amount to much. Dye says her neighbor was apologetic and paid for the damages.

In fact, it seems the only real problem with the chicken ordinance so far is getting people to buy the required licenses, which cost \$15 and are good for one year. As of Monday, the city had issued only 38. No one knows how many Missoula households own chickens, but everyone I talked to is sure it's more than that.

Gilbertson-Day thinks more chicken owners would register if the city made the licensing process easier. "It's not well-known how to get a license," she says. "If you could do it through the mail, it would be much more common."

Of course, if Missoula's chicken owners are lax about licenses, they are no worse than Missoula's dog owners. And with only four animal-control officers for all of Missoula County, Franceschina has no plans to start seeking out unlicensed chickens.

"If we get a complaint or we're at the house anyway, we'll check for a license," he says. "But otherwise we have much more important things to worry about than chickens."

June 8, 2009

REPORT ON RESOLUTION CHANGING LIBRARY POLICY
ON CHARGING LATE FEES AND ADOPTING LIBRARY LATE FEES
EFFECTIVE JULY 1, 2009

Project Team: Paul Downey, Director of Administrative Services
Michael Sykes, City Manager
Colleen Winters, Library Director

ISSUE STATEMENT The Forest Grove City Library does not currently charge late fees for overdue library materials. The City Council adopted Resolution 2009-19 establishing its Goals and Objectives for fiscal year 2009-10. Implementing Library Fines for Late Returns was an objective in Goal 2: Promote a Prudent Financial Plan to Maintain Effective Service Levels of a Full-Service City. Staff has prepared a resolution for Council consideration that will implement that objective.

BACKGROUND The library stopped charging late fees in 1978. At that time the City Council, the Library Commission and library staff decided that the charging and collecting of the fees were not cost effective. Since that time, the issue has been reconsidered in 1981, 1990, 1994, 2001, and 2006. Section G.1 of the Library Circulation Policy, which was last amended by the City Council in 1995, states "there will be no fines charged for overdue materials."

Forest Grove is a member of the Washington County Cooperative Library Services (WCCLS) which is a county/city/non-profit partnership and includes 14 public libraries. At this time, Forest Grove and North Plains, a new member of WCCLS, are the only WCCLS member libraries that do not charge fines.

Library staff was asked to estimate the amount of revenue that could potentially be collected in the first year if fines were implemented. That figure, \$15,000, was based on the WCCLS fine structure, Forest Grove statistics and the experience of similar size libraries. The estimated revenue has been included in the FY 2009-10 Approved Budget.

DISCUSSION Staff considered the following items in evaluating late fees:

- Late fees are an avoidable fee if the material is returned on time. However, staff knows from experience that material will not be returned on time so late fees will be charged.
- Forest Grove is a member of WCCLS and as mentioned above, the vast majority of member libraries charge late fees. By checking other libraries' materials out at the Forest Grove library, patrons can avoid late fees charged by other libraries. Not getting their material returned to them on a timely basis can negatively impact the other libraries' operations.
- Late fees can help lessen the impact of additional cuts to the library budget. The City is projecting annual operating deficits of \$445,000 in FY 2010-11, \$727,000 in FY 2011-12, and \$1,247,000 in FY 2012-13. While library late fees will not solve the deficits, they are a part of the solution and will help the Library try to maintain services.
- May cause patrons to change behavior as they may return overdue materials sooner which make them available for other patrons or they may renew the materials before they become overdue. Both of those changes would have a positive effect on circulation numbers for the Forest Grove Library. There is some feeling among Library staff that implementing late fees could reduce circulation as some patrons that live in surrounding communities check out material at the Forest Grove Library only because there are no late fees.
- There will be increased staff workload due to collecting the late fees without any reductions in other services. However, the City Council has added other fees, such as the annual business license, that other departments have integrated into their normal operations.

RECOMMENDATION In order to implement adopted Council Goals and Objectives, the City Manager and Director of Administrative Services recommend that the City Council approve the attached resolution changing the policy to include charging late fees as of July 1, 2009. Library staff is prepared to implement the new policy. The implementation plan includes the purchase of a cash register; development and distribution of public information regarding the new policy and staff training.

the items you wish to renew.

- In Person: Renew items at any WCCLS library.

Certain conditions prevent item renewals, so don't wait until the last minute to renew.

What happens if I don't return items on time?

Most items have a fine of 15 cents per day for each day that the item is overdue up to a maximum fine of \$5.00.

Videos, DVDs and most 7-day loan materials have a fine of \$1.00 per day for each day that the item is overdue up to a maximum fine of \$5.00.

Special items may have different fines applied. Cultural Passes, for example, have a fine of \$10.00 per day for each day that the pass is overdue up to a maximum of \$30.00. Ask your library if you have a question about a special item.

Cardholders will be charged replacement costs and a processing fee for lost items, and may also be charged for damages to items borrowed from the library.

Borrowing privileges are suspended on accounts with \$10.00 or more outstanding in fines and fees.

WCCLS notifies cardholders by phone or mail when items are overdue. Bills are sent when items are overdue for 25 days. Be sure to pay fines and return materials promptly to avoid referral to a collection agency. Cardholders may also monitor their account:

- By phone: Call 503-846-3245 any time, 24-hours a day. Be prepared to enter your library barcode and password when prompted.
- Online: Visit any time, 24 hours a day through WCCLS. Click on Patron Account from the homepage and enter your barcode number and password to access your information.
- In Person: Ask a librarian for assistance at any WCCLS library.

Where can I return materials?

Return materials to any Washington County Cooperative Library Services member library. The WCCLS Courier delivery system will return them to the owning locations.

A notable exception to this are the Cultural Passes to Adventure which must be returned to the lending library.

Who is eligible for a Washington County Cooperative Library Services (WCCLS) library card?

If you are a Washington County resident or property owner you are eligible for a free WCCLS library card. Bring identification when applying for your card at any WCCLS member library.

We have application forms that you can print, complete, and bring to your local WCCLS library with your

RESOLUTION NO. 95-21

**A RESOLUTION ADOPTING THE REVISED CIRCULATION POLICY FOR THE
FOREST GROVE CITY LIBRARY**

WHEREAS, the current Library Circulation Policy was adopted in 1991; and

WHEREAS, the installation of ECHO (Electronic Calls on Holds and Overdues) necessitated changes to this policy; and

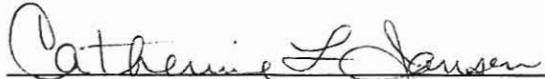
WHEREAS, the library staff and the Library Commission proposed additional changes related to borrowers' cards and responsibilities; and

WHEREAS, the Library Commission approved the changes on April 19, 1995.

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

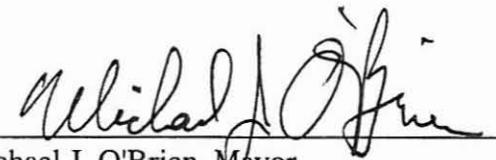
That the City Council of the City of Forest Grove hereby adopts the revised Forest Grove City Library Circulation Policy (Exhibit A attached*).

PRESENTED AND PASSED this 22nd day of May, 1995.



Catherine L. Jansen, City Recorder

APPROVED by the Mayor this 22nd day of May, 1995.



Michael J. O'Brien, Mayor

*Sections being deleted are struck out (-----).
Sections being added are in **BOLD**.

Forest Grove City Library

Circulation Policy

May 1995

1

A. Eligibility

1. City Residents. All residents of the City of Forest Grove shall be eligible for borrowing privileges at the City Library without having to pay a registration fee.
2. Non-Residents. Persons residing outside the City limits of Forest Grove may be eligible for borrowing privileges under either of the following conditions:
 - a. Residence in a unit of local government that has a contractual agreement with the City of Forest Grove to provide library services to its residents.
 - b. Payment of a yearly fee may be charged (see I.4 below) granting borrowing privileges to either an individual or household.

B. Borrowers Cards

1. Borrowers identification cards shall be issued to eligible persons before they are allowed to check out materials from the library.
2. Applicants must present some form of identification, verifying their name and current address when registering for a library card.
3. Library cards will be issued to minor children meeting the eligibility requirements. Notification will be given to their parents or legal guardian outlining policies and responsibilities.
4. Library cards or some form of current identification shall be required to complete any transaction.

C. Borrower Responsibilities

Persons borrowing library materials are responsible for returning these materials by the due date. These materials should be returned in the same condition they were when borrowed except for the wear incurred by normal and prudent use. Patrons are responsible for all charges resulting from the use of their library card. Implied consent of the patron is assumed when a library card is presented to complete a circulation transaction.

D. Withdrawal of Borrowing Privileges

Borrowers who repeatedly and excessively keep materials overdue or who repeatedly return materials damaged or who otherwise abuse their borrowing privileges may, at the

¹ Revised May 1995

Library Director's discretion, have these privileges suspended or withdrawn. Parents or legal guardians may revoke the library cards or their minor children by notifying the Library Director.

E. Circulation Periods and Restrictions

1. **Non-Circulation Materials.** Books and other materials designated "Reference" shall not circulate (i.e. be checked out.) Current issues of magazines and any other materials that the Library Director deems too fragile, hard to replace, valuable, or in too great an in-library use demand shall also be non-circulating.
2. **Loan Periods.** All circulating library materials will be due three weeks after the check out date.
3. **Renewals.** All library materials, except those requested by another borrower, may be renewed.

F. Holds

1. When a library user requests a piece of material for check out, library staff put a 'hold' on the piece of material, restricting its renewal and causing it to be set aside for the requesting borrower when it is returned.

G. Overdue Materials



1. **Fines.** There will be no fines charged for overdue materials.
2. **Notification.** Borrowers will be notified of overdue materials in a timely manner. A bill for the lost materials will follow if the materials are not returned.
3. **Exceptions.** No notices will be given for overdue books in the uncatalogued paperback collection.

H. Inter-Library Loans

1. The City Library may act as intermediary for borrowers in requesting the loan of materials from other libraries. These transactions are referred to as inter-library loans.
2. **Fees.** All fees charged by the lending library (i.e. photocopying, etc.,) over and above normal library rate postage will be paid by the borrower.

Materials from the City Library that are loaned through other libraries shall become the responsibility of the borrowing library. Costs incurred by the City Library above normal library rate postage shall be charged to the borrowing library.

I. Charges

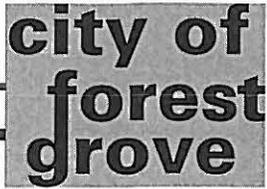
1. **Lost Materials.** Patrons who have lost or have not returned materials checked out to them shall be charged the list (retail) price for the materials, or in the event the material is no longer available through normal channels (i.e. a book no longer is in print,) a standard replacement price on each item type is in place. Borrowers may also purchase replacement materials subject to the approval of the Library Director. A processing fee will also be charged on all lost materials.

2. **Damaged Materials.** A charge will be determined for any damage to library materials. This charge shall not exceed the cost of replacing the materials and shall be based on the cost of supplies and labor for repair. A precessing fee will also be charged on all damaged materials that can no longer be circulated.
3. **Refunds.** A refund may be issued upon presentation of proof of payment for materials, which have been lost, paid for, and subsequently found. An administrative fee may be charged on all refunds issued.
4. **Non-Resident Fees.** When and where contractual agreement between the City of Forest Grove and other jurisdictions for the provision of library services by the City Library do no apply, non-resident fees set by Council resolution may be imposed.

J. **Confidentiality**

1. Library patron circulation records are confidential and are exempt form the public disclosure laws, in accordance with Oregon Revised Statute 192.501. It is the policy of the Forest Grove City Library to protect the right of privacy of all individuals by not disclosing such records without a patron's library card or current identification.

Similarly, it is the policy of the Forest Grove City Library not to disclose patron registration information, including verification of the fact that an individual is a registered borrower and any specific information such as name, address, telephone, employer, or other personal information except to the borrowing patron and to a library employee acting within the scope of employment.



May 28, 2009

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, June 3, 2009

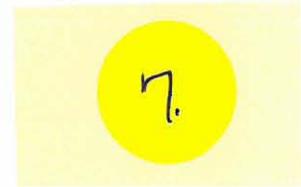
NOTICE OF PUBLIC HEARING PROPOSED LIBRARY LATE FEES FOR THE CITY OF FOREST GROVE

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a public hearing **Monday, June 8, 2009, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution setting the City's library late fees in accordance with the fees established by the Washington County Cooperative Library Services. The City's proposed library late fees would be effective upon approval by the City Council and shall become effective July 1, 2009.

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

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

Published June 3, 2009



RESOLUTION NO. 2009-31

**RESOLUTION ADOPTING LIBRARY LATE FINES,
EFFECTIVE JULY 1, 2009, AND AMENDING RESOLUTION 1995-21**

WHEREAS, the City Council adopted Resolution No. 2009-19 establishing its Goals and Objectives for Fiscal Year 2009-10; and

WHEREAS, implementing Library fines for late returns was a Council objective under Goal 2; and

WHEREAS, staff is proposing setting the City of Forest Grove Library late fines in accordance with the rates established by the Washington County Cooperative Library Services; and

WHEREAS, a duly noticed Public Hearing was held June 8, 2009.

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

Section 1. Resolution No. 1995-21, Circulation Policy for the Forest Grove City Library, Section G. 1. is hereby amended as follows:

G. Overdue Materials

1. Fines. Fines for overdue materials will be assessed in accordance with the rates established by the Washington County Cooperative Library Services.

Section 2. The fines assessed in accordance with the rates established by the Washington County Cooperative Library Services are hereby adopted as of July 1, 2009.

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

PRESENTED AND PASSED this 8th day of June, 2009.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of June, 2009.

Richard G. Kidd, Mayor

June 8, 2009

REPORT AND RESOLUTION SETTING FEES AND CHARGES

PROJECT TEAM: Paul Downey, Director of Administrative Services
Michael Sykes, City Manager

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

DISCUSSION: Staff has prepared the proposed fee schedules using a general cost increase of 3%. The fees have been rounded slightly in many instances to eliminate creating change issues for some departments.

Aquatic fees are not included in this resolution as the Council established those fees at its May 11, 2009, meeting. Building permits fees are not proposed to be changed as part of this resolution. Staff will be analyzing building permit revenue to determine if the revenue is funding the costs of the building program.

The fees proposed for next fiscal year are:

Library Collection Fee - \$10.00. This is not a new fee. It is a fee that has been charged but is not on our fee schedule. It is a fee established by WCCLS as part of the collection process to get books returned to the libraries.

Administrative Services Online Payment Maintenance Fee - \$1.25 per payment. The City plans to introduce Utility Billing On-Line in July. Utility customers will be able to view their bills and consumption over the internet, and may choose to pay their bill over the internet. The option to pay a utility bill on-line with a VISA or MasterCard will cost \$1.25 per transaction. This proposed fee for this new service is a pass-through fee to maintain the web link so that the payment is immediately credited to the customer, and also to secure and encrypt the data for both the customer's protection and the City's protection.

REPORT ON FEE RECOMMENDATIONS

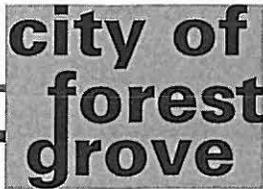
June 1, 2009

PAGE 2

The following fees have been removed from the proposed fee schedule:

- 1) Tennis Instruction Fee – this program is being offered through Skyhwaks which has its own fee schedule.
- 2) Second Hand Dealers, Temporary Merchant Permit, and Security Services were removed because they were replaced by the adoption of the City Business License.

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



May 28, 2009

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, June 3, 2009

**NOTICE OF PUBLIC HEARING
PROPOSED INCREASE OF VARIOUS FEES AND CHARGES
FOR THE CITY OF FOREST GROVE**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a public hearing **Monday, June 8, 2009, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution that would increase various fees and charges by three (3%) percent or slightly higher, excluding building fees, for the City of Forest Grove. The proposed fees and charges would be effective upon approval by the City Council and shall become effective July 1, 2009.

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

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

Published Wednesday, June 3, 2009

RESOLUTION NO. 2009-32**RESOLUTION SETTING FEES & CHARGES, EFFECTIVE JULY 1, 2009,
AND REPEALING RESOLUTION 2008-38**

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

WHEREAS, the certain fees and charges have been previously set by Resolution 2008-38; and

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

WHEREAS, staff has prepared the resolution with the proposed fees and charges attached as Exhibits 1 and 2.

WHEREAS, a duly noticed Public Hearing was held June 8, 2009.

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

Section 1. The planning fees listed on Exhibit 1 of this resolution are hereby adopted as of July 1, 2009.

Section 2. Other fees listed on Exhibit 2 of this resolution are hereby adopted as of July 1, 2009.

Section 3. Resolution 2008-38 is hereby repealed upon the effective implementation of date of the foregoing fees.

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

PRESENTED AND PASSED this 8th day of June, 2009.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of June, 2009.

Richard G. Kidd, Mayor

Exhibit 1 - Planning Fees

	ADOPTED FEES AS OF JULY 1, 2008	PROPOSED FEES AS OF JULY 1, 2009
Amendment to Map	\$61.00/hour with a \$2,600 deposit*	\$63.00/hour with a \$2,700 deposit*
Amendment to Text	\$61.00/hour with a \$2,100 deposit*	\$63.00/hour with a \$2,150 deposit*
Annexation	\$61.00/hour with a \$575 deposit (City); \$2,600 (Metro)	\$63.00/hour with a \$600 deposit (City); \$2,600 (Metro)
Appeal	\$313.00	\$323.00
Commercial Design Review	\$61.00/hour with a \$2,800 deposit*	\$63.00/hour with a \$2,900 deposit*
Conditional Use	\$61.00/hour with a \$2,100 deposit*	\$63.00/hour with a \$2,150 deposit*
Preliminary Expedited Land Division	\$1,004.00	\$1,034.00
Final Expedited Land Division	\$300.00	\$310.00
Historic Designation	\$27.00	\$30.00
Lot Line Adjustment	\$130.00; follow-up required	\$135.00; follow-up required
Business Occupancy Permit (effective 10/01/08)	replaced by City business license	replaced by City business license
Preliminary Partition	\$1,004.00	\$1,034.00
Final Partition	\$300.00	\$310.00
Plat and Street Vacation	\$1,503.00	\$1,550.00
Preliminary Planned Development	\$61.00/hour with a \$4,100 deposit*	\$63.00/hour with a \$4,225 deposit*
Final Planned Development	\$1,622.00	\$1,671.00
Renovation Grant	\$0.00	\$0.00
Sign Permit	\$62.00 + \$2.75/sq. ft. (maximum fee of \$1,704)	\$64.00 + \$2.83/sq. ft. (maximum fee of \$1,755)
Site Plan Review		
Non-Residential over 1 acre	\$61.00/hour with a \$2,800 deposit*	\$63.00/hour with a \$2,900 deposit*
Non-Residential under 1 acre	\$61.00/hour with a \$2,800 deposit*	\$63.00/hour with a \$2,900 deposit*
Residential		
New Residential	\$270.00 + \$95.00/unit over 1	\$278.00 + \$97.85/unit over 1
Residential Additions & Accessory Structures	\$61.00	\$63.00
Addition	\$889.00	\$916.00
Preliminary Subdivision	\$61.00/hour with a deposit* of \$1,875 + \$62.00/lot over 3 lots	\$63.00/hour with a deposit* of \$1,930 + \$64.00/lot over 3
Final Subdivision	\$713.00	\$735.00
Street Tree Fee	\$317.00	\$327.00
Tree Permit Fee	\$0.00	\$0.00
Erosion Control Review	fee schedule set by CWS	fee schedule set by CWS
Variance from Regulations	\$61.00/hour with an \$1,875 deposit*	\$63.00/hour with an \$1,930 deposit*

*Plus all incidental costs associated with processing a permit including but not limited to legal notice publication, copying and postage.

Forest Grove Fee Schedule

Proposed Schedule

Exhibit 2

Adopted Fees - 7/1/08

Proposed Fees - 7/1/09

PARKS AND RECREATION

Facility Reservation (not including Light Charge)

Lincoln Park Stadium & Turf Field (in-City)	\$40.00 per hour; \$320.00 max	\$41.20 per hour; \$329.60 max
Lincoln Park Stadium & Turf Field (Out of City)	\$80.00 per hour; \$640.00 max	\$82.4 per hour; \$659.20 max
Bond Field (every 2 hour rental)	\$30.00 (in-city); \$60.00 (out)	\$31.00 (in-city); \$62.00 (out)
Sherman Field (every 2 hour rental)	\$25.00 (in-city); \$50.00 (out)	\$25.75 (in-city); \$51.50 (out)
Thatcher Park Soccer Field (every 2 hour rental)	\$20.00 (in-city); \$40.00 (out)	\$20.60 (in-city); \$41.20 (out)
Lincoln Park Practice Soccer Field (every 2 hour rental)	\$20.00 (in-city); \$40.00 per hour (out)	\$20.60 (in-city); \$41.20 per hour (out)
Thatcher Park Softball Field (every 2 hour rental)	\$10.00 (in-city); \$20.00 (out)	\$10.30 (in-city); \$20.60 (out)

Fees Prior to Lincoln Park Renovation:

Lincoln Park Soccer Field	not applicable	not applicable
North Field	not applicable	not applicable
South Field	not applicable	not applicable
North and South Field	not applicable	not applicable
Shelter (4 Hour Period)	\$37.50 in-city; \$75.00 out	\$38.60 in-city; \$77.20 out

Light Charge

Soccer Field - Lincoln Park or Thatcher	\$35.00 per hour	\$36.00 per hour
Bond Field	\$35.00 per hour	\$36.00 per hour
Sherman Field & Thatcher Park Softball (per field)	\$17.50 per hour	\$18.00 per hour
North and South Softball Field - Prior to LP Renovation		

ENGINEERING

Permit to Construct Public Improvements	139.00 per hour	139.00 per hour
Excavation Permit	26.00	27.00
Permit to Deposit on Streets	39.00	40.00
Engineering Plans & Specifications (Copies)		
Standard	49.50	51.00
Mail	49.50	51.00
Disk	26.00	26.75
Copies per Sheet (Copy Machine)		
8.5x11	0.15	0.15
Larger than 8.5x11	0.20	0.20
Auditron Copies	6.00	6.00

WATER

Water Shut-Off	21.00	21.50
After Hours Water Shut-Off	42.00	43.00
Reconnection Service (non-payment)	39.00	40.00
After-Hours Reconnection Service (non-payment)	122.00	126.00
Water Meter Tamper/Damage Fee	\$110.00 plus cost to repair/replace	\$115.00 plus cost to repair/replace
Water Connections - Drop In		
3/4-inch Meter	250.00	258.00
1-inch Meter	300.00	309.00
1 1/2-inch Meter	598.00	616.00
2-inch Meter	967.00	996.00
3-inch Meter	actual cost	actual cost
4-inch Meter	actual cost	actual cost
> 4-inch Meter	actual cost	actual cost
Water Connections - Full Service		
3/4-inch Meter	1071.00	1103.00
1-inch Meter	1118.00	1152.00
1 1/2-inch Meter	1318.00	1358.00

Forest Grove Fee Schedule

Proposed Schedule

Exhibit 2

	Adopted Fees - 7/1/08	Proposed Fees - 7/1/09
2-inch Meter	1420.00	1463.00
3-inch Meter	actual cost	actual cost
4-inch Meter	actual cost	actual cost
> 4-inch Meter	actual cost	actual cost

SEWER

Sewer Connection Inspection	50.00	51.50
Sewer Dye Test	67.25	69.25

LIGHT AND POWER

Main Street Auditorium Rental		
Non-Profit Group (per hour)	31.25 min; \$75.00max	32.25 min; \$77.00max
For-Profit Group(per hour)	\$43.75 min; \$118.00 max	\$45.00 min; \$122.00 max
Reconnection Service	39.00	40.00
After-Hours Reconnection Service	122.00	126.00
Electric Meter Tamper/Damage Fee	\$110.00 plus cost to repair/replace	\$115.00 plus cost to repair/replace

POLICE

Temporary Liquor Permit	19.00	19.50
Copies		
Reports	\$12.50 + \$.20/p over 10	\$13.00 + \$.20/p over 10
Audio/Video	26.00	27.00
Compact Disc	\$6.25 + \$0.50 per picture	\$6.50 + \$0.50 per picture
Fingerprinting	16.00	16.50
Record Check Letter	32.00	33.00
Release Impounded/Immobilized Vehicle	82.00	84.50
After-Hours Release Impounded/Immobilized Vehicle	123.00	127.00
Damage to Boot Immobilizer Fee	\$82.00 plus cost to repair/replace	\$84.50 plus cost to repair/replace
Miscellaneous Permits		
Parade Permits	no fee	no fee
Temporary Street Closure	10.50	11.00
Loudspeaker	10.50	11.00
Dance	10.50	11.00

FIRE

Report Copies (after 1 free copy to customer)	\$12.50 + \$.20/p over 10	\$13.00 + \$.20/p over 10
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Forest Grove Fee Schedule

Proposed Schedule

Exhibit 2

Adopted Fees - 7/1/08

Proposed Fees - 7/1/09

LIBRARY

Processing Fee - Lost & Damage	\$5.00 per WCCLS	\$5.00 per WCCLS
Restocking Fee	20% of refund	20% of refund
Collection Agency		\$10.00 per WCCLS
Rogers Room Rental Fee (06-07)	n/a	n/a
Rogers Room Rental Fee (07-08)		
Non-Profit Group (per hour)		
Whole Room	10.50	11.00
One Half (Divider Closed)	5.25	5.50
Inter-Library Loan	\$0 per WCCLS	\$0 per WCCLS
Public Online Printing	\$.10/page	\$.10/page
Public Copy Service	\$.10/page	\$.10/page

CITY RECORDER

City Council Packet Subscription (per 6 mos.)	125.00	129.00
City Council Agenda Annual Subscription	24.50	25.00
Annual Liquor Permit	\$25; per state	\$25; per state
Copies		
Audio/Video	26.00	27.00
Compact Disc	\$6.25 + \$0.50 per picture	\$6.50 + \$0.50 per picture
Document Research and Copy	\$45.25/hour + \$.10/p	\$46.60/hour + \$.10/p

ADMINISTRATIVE SERVICES

Hydrant Permit	38.75	40.00
Bicycle License	10.50	11.00
Lien Search	20.00	21.00
Reserve Parking	18.25	19.00
Utility Bill Inserts	156.00	161.00
Utility Billing Account Set-Up Fee - In-City	15.50	16.00
Utility Billing Account Set-Up Fee - Out-of-City	31.00	32.00
Door Hanger Fee - In-City	10.50	11.00
Door Hanger Fee - Out-of-City	21.00	22.00
Online Payment Maintenance Fee		1.25
Passport Processing Fee	Fee set by State Department	Fee set by State Department

**STAFF REPORT AND RESOLUTION INCREASING
WATER RATES**

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

ISSUE: City staff has completed the annual financial review of the water fund revenue requirements for fiscal year 2009-10. This review indicates an overall six percent (6%) rate increase is necessary in order to adequately fund necessary improvements at the Joint Water Commission Water Treatment Plant, as well as to keep up with inflation and the water needs of our growing community.

BACKGROUND: The Joint Water Commission (JWC) has recently completed a Master Plan, detailing needed capital improvements at its water treatment plant (WTP), from which Forest Grove receives its summer water supply. 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 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.

Many projects in the JWC Master Plan are scheduled to coincide with the expansion of the WTP to take advantage of economies of scale and joint design work. Some projects will be utilized by both the existing plant and the expansion plant, and thus are also scheduled for completion at the same time as the expansion project to realize efficiencies. Forest Grove will participate in those projects that benefit the existing plant, up to its ownership share. This rate increase has been designed to prepare the Water Fund for its financial participation in these projects.

This rate increase will also fund operating cost increases included in the Water Fund's proposed 2009-10 budget, such as increased costs in chemicals to purify water, and also fund an update to the 2000 Water Master Plan.

RECOMMENDATION: Staff recommends the City Council adopt the attached resolution increasing the City of Forest Grove water rates by six percent (6%) for all customer classes.

May 28, 2009

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, June 3, 2009

**NOTICE OF PUBLIC HEARING
PROPOSED INCREASE OF WATER RATES
FOR THE CITY OF FOREST GROVE**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a public hearing **Monday, June 8, 2009, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution that would increase water rates for all customer classes to achieve an overall six percent (6%) water revenue increase. The proposed water rates would be effective upon approval by the City Council and shall become effective on July 1, 2009.

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

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

Published June 3, 2009

Monthly Water Rate Comparison 2008-09

For a typical residential water customer using 7,480 gallons per billing cycle

CITY	RATE				TOTAL	Notes
	Volume					
	Base	Tier 1	Tier 2	Tier 3		
Cornelius	\$23.86	\$13.80	\$4.94	<i>not triggered in example</i>	\$42.60	(1)
Beaverton	\$8.00	\$20.70	None	None	\$28.70	(2)
TVWD	\$5.96	\$22.50	<i>not triggered in example</i>	None	\$28.46	(3)
Forest Grove	\$11.60	\$5.90	\$4.79	<i>not triggered in example</i>	\$22.29	(4)
Hillsboro	\$8.22	\$8.08	\$3.12	<i>not triggered in example</i>	\$19.42	(5)

1 ccf = 100 cubic feet of water, or 748 gallons.

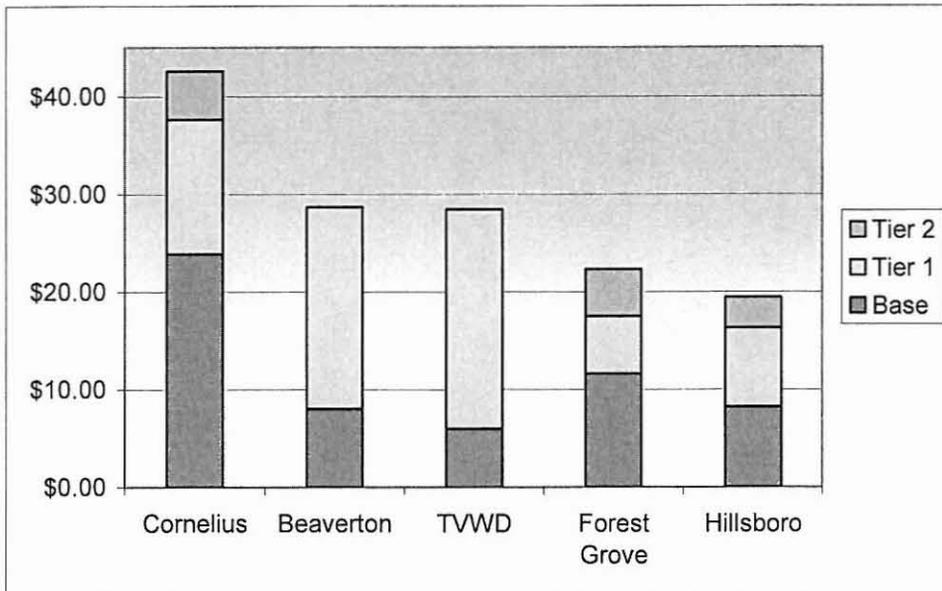
(1) Cornelius' third tier is \$4.92 per 1,000 gallons over 12,000 gallons.

(2) Beaverton does not have tiered rates.

(3) Tualatin Valley Water District's second tier is \$3.21 per ccf over 14 ccfs, or 10,472 gallons.

(4) Forest Grove's third tier is \$2.84 per 1,000 gallons over 10,000 gallons.

(5) Hillsboro's third tier is \$2.11 per ccf over 19 ccfs, or 14,212 gallons.



Monthly Water Rate Comparison 2009-10

Estimated rate increases included, for a typical residential water customer using 7,480 gallons per billing cycle

CITY	RATE				TOTAL	Notes
	Volume					
	Base	Tier 1	Tier 2	Tier 3		
Cornelius	\$23.86	\$13.80	\$4.94	<i>not triggered in example</i>	\$42.60	(1)
Beaverton	\$8.00	\$22.20	<i>None</i>	<i>None</i>	\$30.20	(2)
TVWD	\$5.96	\$24.50	<i>not triggered in example</i>	<i>None</i>	\$30.46	(3)
Forest Grove	\$12.30	\$6.25	\$5.07	<i>not triggered in example</i>	\$23.62	(4)
Hillsboro	\$8.59	\$8.44	\$3.26	<i>not triggered in example</i>	\$20.29	(5)

1 ccf = 100 cubic feet of water, or 748 gallons.

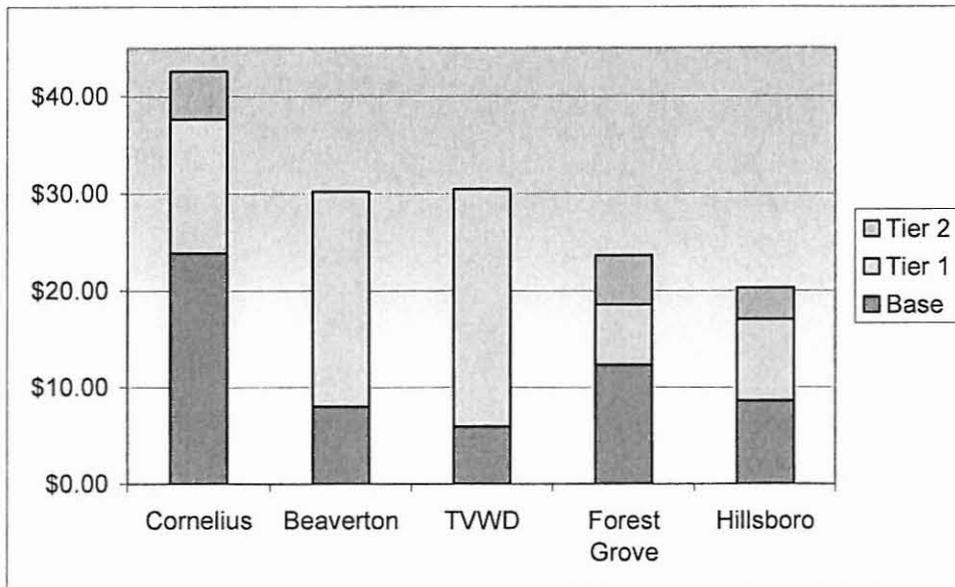
(1) Cornelius' third tier is \$4.92 per 1,000 gallons over 12,000 gallons. Information on potential rate increase not available

(2) Beaverton does not have tiered rates. Estimated rate increase is \$0.15 per ccf; not yet approved.

(3) Tualatin Valley Water District's second tier is \$3.21 per ccf over 14 ccf's, or 10,472 gallons. Estimated rate increase is 8.9% for Tier 1, not yet approved.

(4) Forest Grove's third tier is \$2.84 per 1,000 gallons over 10,000 gallons. FG proposing 6% increase for all rates, all customer classes.

(5) Hillsboro's third tier is \$2.11 per ccf over 19 ccf's, or 14,212 gallons. Estimated rate increase is 4.5%, not yet approved.



RESOLUTION NO. 2009-33**RESOLUTION FIXING WATER RATES FOR THE
CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2009,
AND REPEALING RESOLUTION NO. 2008-50**

WHEREAS, Forest Grove Code Section 4.035 and 3.800 authorizes the City Council to fix water rates, water connection charges, and system development charges by resolution; and

WHEREAS, The City Council has determined that water fund revenue requirements will necessitate that water rates be increased; and

WHEREAS, A duly noticed Public Hearing was held June 8, 2009.

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

Section 1: That the water rates within the city limits of Forest Grove shall be as follows:

SF RESIDENTIAL CUSTOMER CLASS				
METER SIZE	MONTHLY FIXED RATE	USAGE RATES		
		TIER 1	TIER 2	TIER 3
		0 kgal to 5	5 kgal to 10	10 kgal & over
3/4" & less	\$12.30	\$1.25	\$2.05	\$3.01
1"	\$16.95	\$1.25	\$2.05	\$3.01
1.5"	\$24.71	\$1.25	\$2.05	\$3.01
2"	\$34.00	\$1.25	\$2.05	\$3.01

MF RESIDENTIAL CUST CLASS			COMMERCIAL CUST CLASS		
METER SIZE	MONTHLY FIXED RATE	USAGE RATE kgal	METER SIZE	MONTHLY FIXED RATE	USAGE RATE kgal
3/4" & less	\$12.30	\$1.75	3/4" & less	\$13.12	\$1.69
1"	\$16.95	\$1.75	1"	\$19.01	\$1.69
1.5"	\$24.71	\$1.75	1.5"	\$28.80	\$1.69
2"	\$34.00	\$1.75	2"	\$40.57	\$1.69
3"	\$58.81	\$1.75	3"	\$71.96	\$1.69
4"	\$86.73	\$1.75	4"	\$107.24	\$1.69
6"	\$164.20	\$1.75	6"	\$205.29	\$1.69
8"	\$257.22	\$1.75	8"	\$322.96	\$1.69

INDUSTRIAL CUSTOMER CLASS		
METER SIZE	MONTHLY FIXED RATE	USAGE RATE kgal
3/4" & less	\$13.85	\$1.60
1"	\$20.86	\$1.60
1.5"	\$32.52	\$1.60
2"	\$46.51	\$1.60
3"	\$83.82	\$1.60
4"	\$125.80	\$1.60
6"	\$242.41	\$1.60
8"	\$382.30	\$1.60

Section 2: That the following rules shall govern the definition of various customers classes:

- a. Whenever one water meter serves more than one type of customer class, the higher of the two rates shall be charged for all water used.
- b. In order to be classified as a residential water user, the water customer must meet the following definition:

The term residential user is applicable to all single family, multiple family, and mobile home buildings where residential customers receive metered water service, and which structures house family dwelling units. A residential dwelling unit is defined to include dwelling units designed for permanent occupation by family and which include kitchens and bathroom facilities.

- c. In order to be classified as an industrial water user, a water utility customer must meet all three requirements listed below:
 - (1) A water system customer's status is determined by using the Standard Industrial Classification Manual and the customer must belong to a major industrial group in Division A (agriculture, forestry, and fishing), Division B (mining), Division D (manufacturing), or Division F (wholesale trade) as defined in most current Standard Industrial Classification Manual.
 - (2) A water system customer's historical annual water use, documented by City of Forest Grove Water Utility water billing records, must equal or exceed an average of 10,000 gallons per day.
 - (3) A water system customer's water meter size must equal or exceed two inches in diameter.

- d. A water user who does not meet the requirements contained in Section 2(b) residential user of section 2(c) industrial user shall be classified and billed for water as a commercial class customer.
- e. Any water taken from fire hydrant or other unmetered facility other than for an authorized city use, shall be charged at the rate of \$2.05 per 1000 gallons plus current overhead charge.

Section 3: That the monthly charge when there is no water consumption shall be the monthly fixed rate contained in Section 1 of the meter size and customer class for the service being provided.

Section 4: That the applicable rate for water service outside the city limits shall be those contained in Section One (1) through Section Three (3), plus 100%, except as otherwise noted.

Section 5: Gales Creek Waterline grantors/customers that hold easement agreements with the City shall pay rates equal to the rates inside the City, plus the cost of debt service associated with the Gales Creek Waterline as follows:

<u>Meter Size (inches)</u>	<u>Monthly Debt Service Payment</u>
3/4	\$ 21.37
1	\$ 53.43
2	\$170.96

Section 6: The above water rates shall become effective July 1, 2009.

Section 7: Resolution No. 2008-50 is hereby repealed upon the effective implementation date of the foregoing water rates.

Section 8: This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 8th day of June, 2009.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of June, 2009.

Richard G. Kidd, Mayor

June 8, 2009

**STAFF REPORT AND RESOLUTION INCREASING
SURFACE WATER MANAGEMENT RATES**

PROJECT TEAM: Rob Foster, Director of Public Works
Susan Cole, Assistant Finance Director
Paul Downey, Director of Finance
Michael Sykes, City Manager

ISSUE: City staff has completed a financial review of the surface water management fund revenue requirements for fiscal year 2009-10. This review indicates a twenty-five cent (\$0.25) increase per month per residential unit is necessary to keep up with inflation. The monthly SWM fee already includes a City surcharge of \$0.50. This \$0.25 proposed increase brings the City's total surcharge to \$0.75.

BACKGROUND: Surface Water is managed in partnership with Clean Water Services (CWS). Currently, the rate is \$4.50 per month per residential unit, and Forest Grove keeps \$3.50 and passes \$1.00 of this charge to CWS. The costs for sweeping the streets, cleaning out catch basins and picking up leaves are increasing, necessitating the need for this increase. Additionally, new regulatory requirements are increasing costs, and the City needs additional revenue to meet these requirements. For example, the City will now need to inspect private water quality facilities and encourage property owners to follow regulations from the state Department of Environmental Quality (DEQ) and CWS, or to perform the work to ensure compliance and bill the property owner. The costs of inspections and follow up are funded by this increase.

CWS is also increasing their portion of the monthly, per unit fee by twenty-five cents (\$0.25). The combined, monthly per unit fee for surface water management will be \$5.00 after Forest Grove's monthly increase of \$0.25 and CWS' monthly increase of \$0.25 are added. CWS's portion will be \$4.25 if approved by their Board, and Forest Grove's surcharge will be \$0.75. The resolution authorizes Forest Grove to charge \$0.75 above the monthly fee set by CWS.

RECOMMENDATION: With the increase in our cost of operation and maintenance, staff recommends City Council approve an increase of twenty-five cents (\$0.25) per month per residential unit for all customer classes, bringing the City's total surcharge to \$0.75 above the rate set by CWS.

May 28, 2009

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, June 3, 2009

**NOTICE OF PUBLIC HEARING
PROPOSED INCREASE OF SURFACE WATER MANAGEMENT RATE
FOR THE CITY OF FOREST GROVE**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a public hearing **Monday, June 8, 2009, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution that would increase the surface water management utility rate by \$0.25 per Equivalent Dwelling Unit per month for all customer classes above the surface water management rates established by Clean Water Services. The City's proposed surface water management utility rate increase would be effective upon approval by the City Council and shall become effective July 1, 2009.

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

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

Published June 3, 2009

10.

RESOLUTION NO. 2009-34

**RESOLUTION INCREASING SURFACE WATER MANAGEMENT (SWM) RATES
FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2009,
AND REPEALING RESOLUTION NO. 2008-51**

WHEREAS, Forest Grove Code Section 3.705 and as set forth in the agreement with Clean Water Services, formerly known as Unified Sewer Agency, Page 8, Section 4.E.4. of the agreement authorizing the City to charge and collect a service charge at a higher rate by resolution; and

WHEREAS, The City Council has determined that surface water management fund revenue requirements will necessitate that surface water management rates be increased above the rates established by Clean Water Services; and

WHEREAS, A duly noticed Public Hearing was held on June 8, 2009.

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

Section 1: That the monthly surface water management utility rate for the City of Forest Grove shall be increased by \$0.25 per Equivalent Dwelling Unit per month for all customer classes above the surface water management rates established by Clean Water Services. The City's total surcharge will be set at \$0.75 above the rates set by CWS.

Section 2: The above surface water management rates shall become effective July 1, 2009.

Section 3: Resolution No. 2008-51 is hereby repealed upon the effective implementation date of the foregoing surface water management utility rates.

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

PRESENTED AND PASSED this 8th day of June, 2009.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of June, 2009.

Richard G. Kidd, Mayor



June 8, 2009

**STAFF REPORT AND RESOLUTION ESTABLISHING
CLEAN WATER SERVICES UTILITY RATES AND CHARGES
FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2009**

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

BACKGROUND: The City of Forest Grove collects rates and charges for sanitary sewer and storm water (SWM) pursuant to the Intergovernmental Agreement (IGA) with Clean Water Services (CWS). The agreement sets forth that CWS will set rates for the fundamental service and that member cities can select to add a portion for additional local operation costs.

For FY 09-10 CWS is increasing sanitary sewer rates 5.5%. Forest Grove is not adding any additional to this increase.

For FY 09-10 CWS is increasing the SWM fee by \$0.25. This will increase the current rate from \$4.50 to \$4.75. Forest Grove is adding an additional \$0.25, increasing the new rate to \$5.00 per EDU.

For FY 09-10 CWS is increasing the Sanitary Sewer System Development Charges by \$500. This will increase SDC from the current \$3,100 per EDU to \$3,600. Forest Grove is not adding any additional amount to this increase. Forest Grove will maintain 20% of the SDC revenue.

Attached for Council approval is Resolution No. 2009-35, which establishes the rates and charges set by CWS Board of Directors on June 2, 2009.

RECOMMENDATION: Staff recommends that Council approve Resolution No. 2009-35 establishing the Clean Water Services sanitary sewer and storm water management rates and Sanitary Sewer System Development Charges for the City of Forest Grove.



RESOLUTION NO. 2009-35

**RESOLUTION ESTABLISHING CERTAIN CLEAN WATER SERVICES
UTILITY RATES AND CHARGES FOR THE CITY OF FOREST GROVE,
EFFECTIVE JULY 1, 2009**

WHEREAS, Forest Grove Code Section 3.705 and as set forth in the agreement with Clean Water Services, formerly known as Unified Sewer Agency, Page 5, Section 4. B., of the agreement requires the City to collect rates and charges set by Clean Water Services; and

WHEREAS, Clean Water Services provides the City of Forest Grove sanitary sewer treatment and surface water management billed on per dwelling unit; and

WHEREAS, Clean Water Services Board of Directors approved on June 2, 2009, to increase its sewer rate by 5.5 percent (5.5%) and the surface water management rate by \$0.25; and

WHEREAS, Clean Water Services Board of Directors approved on June 2, 2009, to increase its Sanitary Sewer System Development Charges (SDC) by \$500, raising the SDC from \$3,100 to \$3,600; and

WHEREAS, the City of Forest Grove proposes no change to the City's portion of the sanitary sewer billing; and

WHEREAS, the City of Forest Grove will retain 20 percent (20%) of the Sanitary Sewer System Development Charges as set forth by Clean Water Services Board of Directors on June 2, 2009.

WHEREAS, Clean Water Services has held Public Hearing(s) notifying customers of the above- proposed rate increases.

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

Section 1: The City Council authorizes the City to collect sewer rates and charges as set forth by Clean Water Services Board of Directors on June 2, 2009.

Section 2: The City Council authorizes the City to collect surface water management rates and charges as set forth by Clean Water Services Board of Directors on June 2, 2009.

Section 3: The City Council authorizes the City to collect Sanitary Sewer System Development Charges as set forth by Clean Water Services Board of Directors on June 2, 2009.

Section 4: The City of Forest Grove shall retain 20 percent (20%) of the Sanitary Sewer System Development Charges as set forth by Clean Water Services Board of Directors on June 2, 2009.

Section 5: The above rates shall become effective July 1, 2009.

Section 6: This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 8th day of June, 2009.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of June, 2009.

Richard G. Kidd, Mayor

June 8, 2009

Re: Agenda Item 12

**NOTICE OF PUBLIC HEARING
ADOPTION OF STANDARDS AND CRITERIA
FOR CITY MANAGER PERFORMANCE EVALUATION**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a public hearing on Monday, June 8, 2009, at 7:00 p.m. or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting the standards and criteria for City Manager performance evaluation.

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

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

Memorandum

TO: Mayor Kidd and City Councilors

FROM: Anna D. Ruggles, CMC, City Recorder

DATE: June 8, 2009

SUBJECT: Standards and Criteria for City Manager Performance Evaluation

BACKGROUND: Pursuant to City Charter, Section 20(4), and City Manager's Employment Agreement, Section 6, the City Council must evaluate the City Manager's performance at least once a year, and establish the criteria for evaluation in accordance with the State's open meeting laws.

ISSUE: The purpose of the Work Session is to review the attached current City Manager Evaluation Form and the attached tentative target dates for completing this year's City Manager performance evaluation process. After the Work Session and upon Council consensus, the Council will be asked to return to open session to consider adopting the City Manager performance evaluation standards and criteria.

As part of the current evaluation process, Council has provided a mechanism for Department Director input with an option to remain confidential. The City Attorney has been named as the third-party person who will prohibit disclosure of information submitted in confidence as provided by ORS 192.502(4). The City Attorney will compile the submitted comments into a single document and distribute the results in a sealed envelope to Council for their review. Council will review the compiled responses with the City Manager, and the City Manager will present his self-evaluation to Council in an executive session tentatively scheduled for June 22, 2009.

RECOMMENDATION: 1) Council action is needed to adopt this year's evaluation standards and criteria for the City Manager to include the evaluation form and mechanism for Department Director input; 2) Council action is needed to send the attached letter to Department Directors, which has been prepared on behalf of Council; and 3) Attached is a tentative schedule for this year's evaluation process for your review.

City Manager Evaluation Process:

- June 8th Work Session to review City Manager performance evaluation criteria and establish the process.
- June 8th Public Hearing to adopt City Manager performance evaluation criteria. If approved: 1) a letter on behalf of the Council will be given to all Department Directors requesting comments on City Manager's annual performance; 2) Each Councilmember is given a performance evaluation form to complete; and 3) Council asks City Manager to prepare a self-evaluation.
- June 15th Deadline for Department Directors to submit comments to third-party person (City Attorney).
- June 17th Compilation of Department Directors comments are submitted in a sealed envelope to Council.
- June 22nd Executive Session (unless City Manager requests open hearing) is held to review compiled comments and City Manager's self-evaluation.
- July 6th Deadline for Councilmembers to submit their evaluation form, signed and dated, and returned to Mayor. Mayor and Council President tabulate and summarize the results of Council evaluations.
- July 13th Executive Session (unless City Manager requests open hearing) is held to discuss the performance appraisal with the City Manager.
- July 13th Return to open session and give a summary of the City Manager's performance appraisal; discuss compensation; consider adopting Resolution Amending/Setting City Manager's Compensation Plan, Amending Employment Agreement and Authorizing Compensation for Fiscal Year 2009-10.

Memorandum

TO: Department Directors

CC: Michael Sykes, City Manager

FROM: Mayor Kidd and City Council

DATE: June 9, 2009

SUBJECT: Performance Evaluation for City Manager

City Council approved the City Manager's evaluation performance standards and criteria, and as part of the evaluation, the Council agreed to seek Department Director input. The Council's goal is to establish a thoughtful and considered process that also expedites the City Manager's evaluation. The Council recognizes the importance of giving Department Directors an option to remain confidential. To achieve this, comments will be returned to a third-party person chosen by the Council. The third party will remove the name of the evaluator unless the evaluator waives the promise of confidentiality. The third party will compile the submitted comments into a single document and distribute the results in a sealed envelope to Council for their review. The Council will review the submitted comments with the City Manager in a special executive session. No action or decision will be made in the executive session. The Council will come out of executive session tentatively scheduled for July 13, 2009, and give a summary of the City Manager's evaluation performance.

Pam Beery, City Attorney, has been named as the third-party person who will keep your name confidential unless you waive this promise of confidentiality. Information submitted in confidence is exempt from public disclosure under ORS 192.502(4).

The Council encourages you to submit written comments; your participation is completely voluntary and is not required by law. **We ask that your comments, for the evaluation period of July 1, 2008, through current date, be submitted no later than June 15, 2009, directly to Pam Beery, City Attorney, preferably by e-mail at: pam@gov-law.com.** Please do not include your name in your written comments if you wish to remain anonymous.

Thank you for your sincere consideration of the above request.

CITY MANAGER PERFORMANCE REVIEW (REV1)

Instructions:

This evaluation has two parts. Part I involves an evaluation of the past performance of the City Manager during the evaluation period of July 1, 2008, to June 30, 2009. Part II concerns your expectations and goals for the City Manager during the coming year. In evaluating the Manager's past performance, you will be asked to rate that conduct according to the following categories:

- | | | | |
|-----|----|---|-------------------|
| (1) | NI | = | Needs Improvement |
| (2) | M | = | Meets Standards |
| (3) | E | = | Exceeds Standards |
| | NO | = | Not observed |

Following each performance standard, please provide any appropriate comments in that area.

Part I. Performance Standards

1 Personal Traits / Professionalism

NI	M	E	NO

Positive attitude, self-motivating; self-confident; creative; uses common sense; professional and personal integrity; emotional stability; takes initiative; receptive to new ideas and changes; maturity in relations with others; prepares quality products; willingness to seek personal growth and development; takes consistent position with different audiences; adherence to high professional ethical standards; exercises diplomacy; demonstrates high personal integrity.

Comments:

4. Communication

NI	M	E	NO

Ability to write in an understandable, accurate, concise, complete, timely, and positive manner; ability to speak in an understandable, accurate concise, complete, timely and positive manner; keeps City Council informed; agenda preparation; good verbal presentations to City Council and public; effective communication of City Council's position to public; provides City Council with adequate information to make decisions; handles confidential matters appropriately; listens well.

Comments:

5. Problem Solving and Decision Making:

NI	M	E	NO

Anticipates problems; identifies problems, issues and concerns; ability to analyze problems (to honestly identify and assess alternatives); develops and recommends creative, innovative and realistic solutions and implements and refines such solutions; considers alternatives and available facts before making decisions; resolves problems at lowest possible level (takes responsibility for decisions); gets affected parties involved in problem solving; reaches timely decisions; flexibility and receptiveness to suggestions; resolves problems under strained and unpleasant conditions; achieves goals set by or in conjunction with City Council; consults with Council when appropriate.

Comments:

8. Personnel Management & Supervision

NI	M	E	NO

Maintains adequate levels of supervisions and internal control and communication; employees are given necessary guidance regarding responsibilities and tasks; follow-up is initiated to properly account for employee activities; disciplinary matters and corrective actions are appropriate and applied in a timely fashion. Management atmosphere encourages professional growth; encourages initiative and creativity; allows subordinates to grow professionally.

Comments:

Part II. Future Expectations

1. What changes, if any, should the City Manager make in the performance of his/her job?

2. What objectives should the City Council set for the City Manager for the coming year?

4. Communication

NI	M	E	NO

Ability to write in an understandable, accurate, concise, complete, timely, and positive manner; ability to speak in an understandable, accurate concise, complete, timely and positive manner; keeps City Council informed; agenda preparation; good verbal presentations to City Council and public; effective communication of City Council's position to public; provides City Council with adequate information to make decisions; handles confidential matters appropriately; listens well.

Comments:

5. Problem Solving and Decision Making:

NI	M	E	NO

Anticipates problems; identifies problems, issues and concerns; ability to analyze problems (to honestly identify and assess alternatives); develops and recommends creative, innovative and realistic solutions and implements and refines such solutions; considers alternatives and available facts before making decisions; resolves problems at lowest possible level (takes responsibility for decisions); gets affected parties involved in problem solving; reaches timely decisions; flexibility and receptiveness to suggestions; resolves problems under strained and unpleasant conditions; achieves goals set by or in conjunction with City Council; consults with Council when appropriate.

Comments:

8. Personnel Management & Supervision

NI	M	E	NO

Maintains adequate levels of supervisions and internal control and communication; employees are given necessary guidance regarding responsibilities and tasks; follow-up is initiated to properly account for employee activities; disciplinary matters and corrective actions are appropriate and applied in a timely fashion. Management atmosphere encourages professional growth; encourages initiative and creativity; allows subordinates to grow professionally.

Comments:

Part II. Future Expectations

1. What changes, if any, should the City Manager make in the performance of his/her job?

2. What objectives should the City Council set for the City Manager for the coming year?

ORDINANCE NO. 2009-07**ORDINANCE OF THE CITY OF FOREST GROVE, WASHINGTON COUNTY,
OREGON AUTHORIZING THE ISSUANCE OF ADDITIONAL EDUCATION
FACILITY REVENUE BONDS FOR THE EXPANSION OF THE PACIFIC
UNIVERSITY COLLEGE OF HEALTH PROFESSIONS**

WHEREAS, the City of Forest Grove, Oregon (the "City") is authorized to issue revenue bonds to finance education facilities under ORS 352.790 to 352.820 and ORS 287A.150 (collectively, the "Act"); and,

WHEREAS, Pacific University (the "University") has requested the City to issue education facility revenue bonds pursuant to the Act to finance the acquisition of property, the demolition of existing structures on acquired sites, the construction of a new approximately 60,000 square foot instructional facility, the remodeling of an existing instructional facility, and the construction of a parking structure (the "Project");

WHEREAS, the City previously adopted Ordinance No. 2007-18 authorizing the issuance of not more than Thirty-Five Million Dollars (\$35,000,000) in aggregate principal amount of education facility revenues bonds under the Act to finance a substantial portion of the costs of the Project and costs of issuance the bonds;

WHEREAS, due to a delay in construction and the dislocation of the municipal bond markets, the University may need additional financing to construct the Project and to pay the costs of issuing the bonds.

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

Section 1. Revenue Bonds Authorized. The City hereby authorizes the issuance of not more than Five Million Dollars (\$5,000,000) in aggregate principal amount of education facility revenue bonds (the "Bonds") under the Act to finance costs of the Project and costs of issuing the bonds. This principal amount is in addition to the aggregate principal amount authorized pursuant to Ordinance No. 2007-18.

Section 2. Security for the Bond. The Bonds authorized by this Ordinance shall be special, limited obligations of the City and shall be payable solely from the revenues and resources provided by the University. The Bonds will not constitute a debt of the City nor shall any bonds be payable from any funds of the City or any tax levied upon any property within the City nor any other political subdivision of the State of Oregon.

Section 3. Procedure. The Bonds described in Section 1 of this Ordinance shall not be sold until the period of referral of this nonemergency ordinance has expired. If this Ordinance is referred, the City may not sell the Bonds described in Section 1 of this Ordinance unless the voters approve this Ordinance.

Section 4. Delegation.

The Director of Administrative Services, the City Manager, or the designee of the Director of Administrative Services or the City Manager (the "City Official") is hereby authorized on behalf of the City and without further action by the City Council, to:

- (A) Select one or more underwriters or placement agents, negotiate the terms of the sale of each series of Bonds, execute a bond purchase agreement, and sell that series to those underwriters or placement agents.
- (B) Issue the Bonds in one or more series.
- (C) Determine the final principal amount of the Bonds, the interest rate or rates, fixed or variable, which the Bonds shall bear, mandatory and optional redemption terms, maturity schedules, payment terms and dates, record dates, and other terms of the Bonds.
- (D) Engage the services of paying agents, remarketing agents, trustees, and any other professionals whose services are desirable for the financing.
- (E) Prepare, execute, deliver one or more indentures, supplemental indentures, bond declarations, or loan agreements, which shall specify the security for each series of the Bonds, and the terms and administrative provisions under which each series of the Bonds are issued, and contain the terms and conditions under which the City shall lend the proceeds of each series of the Bonds to the University. These documents may allow for conversion of the Bonds into other interest rate modes and may contain additional covenants for the benefit of the owners of the Bonds, providers of credit enhancement for the Bonds, and providers of reserve sureties.
- (F) Provide that one or more series of Bonds may bear interest which is includable in gross income under the Internal Revenue Code of 1986, as amended (the "Code"), and that one or more series of Bonds may be tax-exempt, "qualified 501(c)(3)" bonds, and enter into covenants to maintain the tax-exemption for any series of Bonds which bears interest which is excludable from gross income under the Code.
- (G) Deem final and authorize the distribution of a preliminary official statement for the Bonds, authorize the preparation and distribution of a final official statement or other disclosure document for the Bonds, and enter into agreements to provide continuing disclosure for owners of the Bonds.
- (H) Apply for ratings for the Bonds, determine whether to purchase municipal bond insurance, reserve sureties, or obtain other forms of credit enhancement and liquidity enhancement for the Bonds, enter into agreements with the providers of credit enhancement and liquidity

enhancement, and execute, deliver and acquire related documents, if applicable.

- (l) Execute and deliver any related certificates or documents and take any other action in connection with the Bonds which the City Official finds are reasonably required to issue the Bonds or will be advantageous to the City.

Section 5. Reimbursement. The City hereby declares its official intent to reimburse all expenditures for the Project with the proceeds of the bonds described in Section 1 of this Ordinance pursuant to United States Treasury Regulation 1.150-2. The City Council hereby authorizes the Director of Administrative Services to make future declarations of intent to reimburse on behalf of the City.

Section 6. This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading the 26th day of May, 2009.

PASSED the second reading the 8th day of June, 2009.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of June, 2009.

Richard G. Kidd, Mayor