

# CITY COUNCIL MONTHLY MEETING CALENDAR

## Oct-18

Oct-18						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Planning Comm 7pm <i>Rippe out until Oct 7 &amp; Oct 12 - Oct 20</i>	2 CCI 5:30pm	3 Jesse Quinn 10:30am RWP-CB 6:30pm FG Rural Fire 7pm	4 EDC Noon WC Museum's Crossroads 4pm	5 FGS&CC 1st Friday	6 Run/Walk for Shelter
7	8 CITY COUNCIL 5:30 PM - WORK SESSION (B/C Program) 7:00 PM - REGULAR COUNCIL MEETING 8:30 PM - URA WORK SESSION (Next Steps) COMMUNITY AUDITORIUM	9 Red Cross Blood Drive 1pm-6pm, Comm Aud  Western WC Fire Task Force, 6pm Library 6:30pm	10 Municipal Court	11	12 JWC Noon <i>Rippe out until Oct 20</i>	13 Public Safety Open House 10am
<i>Rippe returns</i>	14 Chamber Luncheon Sister Cities Mtg 4:45pm Planning Comm 7pm <i>Rippe out until Oct 20</i>	15	16 P&R 7am CFC 5:15pm	17	18 ODF Mtg 8am Diversity Café Ribbon Cut 3pm	19 <i>Rippe returns</i>
21	22 CITY COUNCIL 5:30 PM - WORK SESSION (B/C Program Part I) 6:00 PM - WORK SESSION (Police Facility) 7:00 PM - REGULAR COUNCIL MEETING 8:00 PM - WORK SESSION (B/C Program Part II) COMMUNITY AUDITORIUM	23 HLB 7:15pm	24 Municipal Court PSAC 7:30am  WC CPO12F FG Candidates' Forum, 6-8pm Comm Aud	25 WEA 7:30am Sustainability 6pm	26 Watershed Tour 8am	27 Nyuzen Student Delegation Arrives Meet-n-Greet, 1pm
28	29 Nyuzen Student Delegation Welcome Dinner, 6pm Comm Aud (RSVP)	30	31 Merchant Trick-or-Treat			
Nyuzen Student Delegation Visit			Nyuzen Delegation Departs			

## Nov-18

Nov-18						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 EDC Noon	2 FGS&CC 1st Friday	3 Verboort Dinner
4	5 Planning Comm 7pm	6 <i>General Election Day</i> CCI 5:30pm	7 Municipal Court FG Rural Fire 7pm	8 PAC 5pm HLB Forum, 7pm, Comm Aud	9	10
National League of Cities Summit, Los Angeles, CA						
11	12 CITY OFFICES CLOSED	13 CITY COUNCIL 5:30 PM - WORK SESSION(S) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM  Library Comm 6:30pm	14 Red Cross Blood Drive 1pm-6pm, Comm Aud	15 WC Cities' Legislative Dinner 5:30 pm, Hillsboro Library Event Center 2850 NE Brookwood Pkwy Sustainability 6pm	16	17
18 Chamber Luncheon Sister Cities Mtg 4:45pm Planning Comm 7pm	19	20	21 Municipal Court P&R 7am CFC 5:15pm	22 CITY OFFICES CLOSED Sustainability moved to 11/15	23 CITY OFFICES CLOSED Holiday Tree Lighting	24
25	26 CITY COUNCIL 4:30 PM - Council Swearing-In Ceremony 5:15 PM - Council TVCTV Holiday Greeting 5:30 PM - WORK SESSION(S) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	27 HLB 7:15pm	28 PSAC 7:30am	29	30	

## Dec-18

Dec-18						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Light Parade 5pm
2	3 Planning Comm 7pm	4 Red Cross Blood Drive 1pm-6pm, Comm Aud CCI 5:30pm	5 Municipal Court	6 EDC Noon	7 FGS&CC 1st Friday	8
9	10 CITY COUNCIL 5:30 PM - WORK SESSION(S) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	11 Library Comm 6:30pm	12 RWPC EC 5:30pm TBD	13 PAC 5pm	14	15
16 Chamber Luncheon Sister Cities Mtg 4:45pm Planning Comm 7pm	17	18 HLB 7:15pm	19 Municipal Court P&R 7am CFC 5:15pm	20 Sustainability 6pm	21	22
23	24 NO CITY COUNCIL MEETING SCHEDULED Library closed 5pm	25 CITY OFFICES CLOSED	26 PSAC 7:30am	27 WEA 7:30am Sustainability moved to 12/20	28	29
30	31					

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*A place where families and businesses thrive.*

**CITY COUNCIL MEETING AGENDA**

**MONDAY, OCTOBER 22, 2018**

**5:30 PM – Work Session (B/C Program Part I)  
6:00 PM – Work Session (Police Facility)  
7:00 PM – City Council Regular Meeting  
9:00 PM – Work Session (B/C Program Part II)**

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

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

PETER B. TRUAX, MAYOR

Thomas L. Johnston, Council President  
Timothy A. Rippe  
Ronald C. Thompson

Elena Uhing  
Adolph “Val” Valfre, Jr.  
Malynda H. Wenzl

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

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

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

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

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

(PowerPoint Presentation)  
 Anna Ruggles, City Recorder  
 Jesse VanderZanden, City Manager

**5:30**

**WORK SESSION: COUNCIL SUB-COMMITTEE'S RECOMMENDATIONS (B/C PROGRAM) – PART I**

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

(PowerPoint Presentation)  
 Paul Downey, Administrative Services Director  
 J. F. Schutz, Police Chief  
 Jesse VanderZanden, City Manager

**6:00**

**WORK SESSION: POLICE FACILITY CONCEPT**

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

**7:00**

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

1. A. **PROCLAMATIONS:**

- *Bells of Peace: A World War I Remembrance, Mike Standing, American Legion Post Commander*
- *National Hunger and Homelessness Awareness Week, Amber Nieves, Sustainability Commission Chair*

Peter Truax, Mayor

Peter Truax, Mayor  
 Elena Uhing, Council Liaison

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

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

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:**

(PowerPoint Presentation)  
 Rob Foster, Public Works Director

7:15

5. A. • *2018 Watershed Timber Harvest Update, Scott Ferguson, Consultant*

(PowerPoint Presentation)  
 Keith Hormann, Light and Power Director

7:35

5. B. • *Light and Power Substation Upgrade Project Update*

(PowerPoint Presentation)  
 Rob Foster, Public Works Director  
 Paul Downey, Administrative Services Director  
 Jesse VanderZanden, City Manager

7:45

6. **RESOLUTION NO. 2018-83 AUTHORIZING THE ASSIGNMENT OF FUND BALANCE IN THE WATER FUND FOR THE PURPOSE OF FUTURE PURCHASES OF LAND IN THE CITY'S WATERSHED**

(PowerPoint Presentation)  
 Dan Riordan, Senior Planner  
 Bryan Pohl, Community Development Director  
 Jesse VanderZanden, City Manager

8:05

7. **RESOLUTION NO. 2018-84 APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CITY OF CORNELIUS OF CITY OF FOREST GROVE RELATING TO EXTENSION OF N HOLLADAY STREET**

- |                                  |                    |   |
|----------------------------------|--------------------|---|
| City Councilors                  | 8:20               | 8. <b><u>CITY COUNCIL COMMUNICATIONS:</u></b> |
| Jesse VanderZanden, City Manager | 8:40               | 9. <b><u>CITY MANAGER'S REPORT:</u></b>       |
| Peter Truax, Mayor               | 8:45               | 10. <b><u>MAYOR'S REPORT:</u></b>             |
|                                  | <b><u>8:50</u></b> | 11. <b><u>ADJOURNMENT:</u></b>                |
- 

- |  |                    |  |
|--|--------------------|--|
| (PowerPoint Presentation)<br>Anna Ruggles, City Recorder<br>Jesse VanderZanden, City Manager | <b><u>9:00</u></b> | <b><u>WORK SESSION: COUNCIL SUB-COMMITTEE'S<br/>RECOMMENDATIONS (B/C PROGRAM) – PART II</u></b><br>The City Council will convene in the Community Auditorium – Conference Room to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s). |
|  | <b><u>9:30</u></b> | <b><u>ADJOURNMENT:</u></b>   |
-

3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).
- A. Approve City Council Subcommittee Work Session (B/C Program of Work) Meeting Minutes of September 25, 2018.
  - B. Approve City Council Regular Meeting Minutes of October 8, 2018.
  - C. Accept Parks and Recreation Commission Meeting Minutes of September 19, 2018.
  - D. Accept Public Safety Advisory Commission Meeting Minutes of August 22, 2018.
  - E. Accept Sustainability Commission School Garden Subcommittee Minutes of August 31, September 21 and October 12, 2018.



# Boards and Commissions

City Council Work Session

October 22th, 2018

Jesse VanderZanden, City Manager

Anna Ruggles, City Recorder

# Purpose

- Address Council Objective 3.22, Board and Commissions:  
“Review appointment process, procedural consistencies regarding Council interaction, and Commission/Board makeup, including size, number, and composition.”
- Address Council Objective 3.21, Youth Advisory Council:  
“Conduct Work Session to discuss YAC models, resources, and vision.”

# Recap and Agenda

- The B/C Subcommittee held meetings on August 28, September 6, and September 25<sup>th</sup>.
- The City Council held Work Sessions on September 24 and October 8<sup>th</sup>.
- The City Council reached consensus on revised Council rules, Youth Involvement, and the need for bylaw and agenda templates. Draft resolutions are included in the packet for review and comment.

# Agenda

- Options for Non-Statutory Boards/Commissions
- Options for B/C outreach prior to Council action
- Process for B/C appointments and reappointments

# Non-Statutory B/C Recommendations



# Economic Development Commission

The B/C Subcommittee forwarded the following:

- Retain EDC and add Urban Renewal Agency duties to it.
- Reduce the EDC from 19 to 9 members, consistent with the other B/C's.
- Address EDC's name, purpose and structure.
- There are currently 4 vacancies

# Economic Development Commission

Adding URA duties would require changing EDC's name, purpose and structure.

- Potential Name: Economic Development and Urban Renewal Commission
- Existing Purpose: “Advises and make recommendations to City Council on economic development policy and issues and to support advancing the economy and prosperity of Forest Grove.”
- Potential Purpose: “Advise and make recommendations to City Council on economic development and urban renewal policy to support advancing the economy and prosperity of Forest Grove.”

## Current Commission Structure

19 voting members. Currently 4 vacancies.

1. Chamber of Commerce
2. Pacific University
3. Public Schools: FGSD
4. Workforce Development (PCC)
5. Utility
6. Hispanic Community Rep.
7. Large Manufacturer-Technology
8. Small Manufacturer or Traded Sector
9. Food/Beverage Processor
10. Wood Product/Ag-related Business
11. Health/Medical Care
12. Residential Developer
13. Industrial/Commercial Broker
14. Commercial/Industrial Property Owner
15. Large Commercial Retail Business
16. Small Commercial Retail Business
17. Financial Institution
18. Downtown Retail Business
19. Citizen At-Large

## Potential Commission Structure

Option 1: Allow EDC to recommend a new Commission Structure of 9 and the basis for it.

Option 2: Discussed previously was 9 members composed of the top business sectors identified in the Economic Opportunity Analysis.

- Discuss Non-Voting Liaisons
- Discuss minimum number of voting members from within URA

# Economic Development Commission



<sup>1</sup> Bureau of Economic Analysis. Calculated as a five-year average between 2012 and 2016

<sup>2</sup> "Other Services" includes most personal services not considered retail activity, such as beauty and hair care, repairs, dry cleaning religious services, advocacy, and others.

Source: Oregon Employment Department, Johnson Economics



**Forest Grove Urban Renewal Area**



# Public Safety Advisory Commission

The B/C Subcommittee forwarded the following:

- Discontinue PSAC as it has served its original purpose.
- Make PSAC an Ad-Hoc committee that convenes commensurate with the levy cycle to assist in public education.
- Add Traffic Safety to PSAC's duties and address name, purpose and structure.

# Public Safety Advisory Commission

- Existing Mission: “To serve as ambassadors focused on promoting and supporting efforts to keep Forest Grove a safe and healthy community.”
- Existing Responsibilities: “To advise...regarding public safety policy, service levels, fiscal budgetary impacts, and sustain safe, healthy, and livable neighborhoods. To advise Council on educating the community about public safety and health issues, concerns and programs. To review and recommend public safety and health policies and plans. To facilitate Forest Grove community involvement in public safety and health and increase citizen awareness of both.”
- Existing Structure: Nine voting members appointed at large with at least 7 members from within the city limits and 2 could be from within the Forest Grove Rural Fire District. Non-voting liaisons include: FGSD, Pacific, and Chamber of Commerce.

# Traffic Safety – Existing Process

- Traffic Safety is currently addressed through the Traffic Control Review Board (TCRB).
- The TCRB is advisory to staff. It meets at the discretion of the Director of Public Works or City Manager.
- The TCRB is not embodied in a Council resolution.
- The TCRB is composed of city employees from Public Works, Police, Fire, and Community Development.

# Traffic Safety – Options

- Option 1: Clarify the TCRB’s purpose, intent, and scope and add citizens to it.
- Option 2: Change PSAC’s name, purpose, and structure to add Traffic Safety.
  - Potential Name: Traffic and Public Safety Advisory Commission
  - Potential Purpose: “To advise City Council on traffic and public safety issues, to educate the community about traffic and public safety, and to increase citizen awareness of both.”
  - Potential Structure: Retain existing structure. Discuss non-voting liaisons.
  - Staff Liaison would be one person from Public Works or Police or Fire.

# Public Arts Commission

The B/C Subcommittee forwarded the following to consider:

- Retain Public Arts Commission but augment its purpose by considering a public arts program.
- Examples of PAC's with public art programs include:
  - Beaverton: "...to improve the community through the promotion of art and culture."
  - Tualatin: "...was created to encourage greater opportunities for recognition of arts in Tualatin, to stimulate private and public support for programs and activities in the arts, and to strive to ensure excellence in the public arts collection."
  - Hillsboro: "...promote and support the growth of arts and culture as assets for a vital, prosperous, and livable community."
  - Sherwood: "...serves as an advisory board to the City Council, Sherwood Urban Renewal Agency Board of Directors and staff on the development and operation of cultural art venues and activities."

# Public Arts Commission

Public Art could come from:

- Dedicated Community Enhancement Program Funds: set aside a certain amount prior to awarding CEP grants.
- Urban Renewal Agency: create a URA Public Arts Program in collaboration with the PAC for installation art in the town center. URA monies are restricted to installation art.

# Sustainability Commission

The B/C Subcommittee forwarded the following options:

- No change to the core purpose
- Reduce the Commission from 13 to 9 members
- There are currently 2 vacancies

# Sustainability Commission

## Current Structure:

- 13 Members from the groups below.
- Bylaws do not require member to reside in the city. 5 currently live outside the city.

1. Pacific University
2. Non-Profit
3. FGSD
4. Student of Pacific
5. Student of FGSD
6. Persons with interest in sustainable business practices, building and design, energy conservation
7. Educators
8. Persons with a diversity of ethnic or cultural affiliations
9. Persons with diverse economic backgrounds and interests
10. Members of community or neighborhood groups

## Potential Structure:

- Option 1: Allow SC to recommend a new Commission Structure of 9 and the basis for it.
- Option 2: Have SC choose 9 from within the existing categories.
- Discuss Non-voting Liaisons
- Discuss inside/outside city

# Proposed Outreach Process

October 22

- Council Work Session to review proposed changes

October 29

- Staff hold informational meeting with B/C Chairs to seek feedback

November 13

- Council consider Council Rules, Youth Involvement, and Templates

December

- Staff liaisons prepare draft bylaws for all B/C
- Staff liaisons hold informational meetings with all B/C on bylaws

January

- B/C's recommend revised bylaws

February

- Council adopt revised B/C bylaws

March

- Council consider revised ordinances placing all B/C's into City Code

# Proposed Re/Appointments Process

## October

- New B/C recruitment is underway, closes October 31
- Incumbent B/C recruitment is underway, closes November 9

## November

- Council interviews and deliberation:
  - November 13<sup>th</sup> 4:00-5:30 p.m.
  - November 19<sup>th</sup> 4:00-7:00 p.m.
  - Length depends on # of applicants & if Council divides into subcommittees

## December

- Resolution making B/C appointments, December 10
- Mandatory New Member B/C Orientation

## January

- 4-Year Term Begins
- B/C Recognition Dinner January 17



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**“DRAFT”**  
**AMENDING CITY COUNCIL RULES OF PROCEDURE, SECTION 14,**  
**ADVISORY BOARDS, COMMISSIONS AND COMMITTEES**

**SECTION 14 – ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES**

**14.1 Advisory Boards, Commissions, and Committees**

- a) The Council may by ordinance or resolution establish any City advisory board, commission, or committee (herein referred to as “B/C”) deemed necessary and in the best interests of the City.
- b) Pursuant to City Charter, Section 8(C), the Mayor, with the consent of the Council, appoints members of B/C’s established by ordinance or resolution.

**14.2 Purpose**

The purpose of the B/C is to encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives. All such Council-appointed groups are directly responsible to the Council.

**14.3 Membership Qualifications** – To be eligible to apply for B/C’s:

- a) Applicants must be 18 years of age or older and residing in Forest Grove for the duration of the appointed term unless expressly provided otherwise by the adopted bylaws.
- b) Student applicants must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.
- c) All appointed members are required to attend training courses as assigned and approved by Council.
- d) An individual member may not act in an official capacity.
- e) The Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect of duty, or malfeasance in office.
- f) Voting members may not be employees of the City.
- g) All B/C members serve without compensation.

**14.4 Composition**

Unless otherwise authorized by Council or required by state law, all B/C’s shall consist of no more than nine (9) voting members.

**14.5 Quorum and Meetings**

- a) Unless otherwise required by state law, a majority of the total number of voting B/C members constitutes a quorum.
- b) Unless otherwise required by state law or city code, B/C’s shall hold meetings no less than four (4) times a year unless more frequently as established by the B/C.
- c) In January of each year, the B/C’s shall adopt a schedule of its meetings and schedule its Annual Report presentation to Council for the upcoming year, including meeting dates for holidays and canceled meetings.

#### **14.6 Terms of Office and Officers**

- a) Unless otherwise required by state law, all B/C members shall be voting members and shall serve four (4) year terms.
- b) Student members shall be voting members and shall serve two (2) year terms.
- c) Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.
- d) The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled B/C meeting of each year. The Chair may not serve more than 24-consecutive months.
- e) Members may not serve on more than two (2) B/C's at the same time.
- f) Appointments to vacant positions shall fill out the remainder of the unexpired term.

#### **14.7 Registry**

The City Recorder's Office shall maintain a current roster of all members, including appointment date, length of unexpired term, and contact information. The roster may be subject to Public Records Law (ORS Chapter 192). A copy of the roster shall be provided to Council and staff liaison at least once per year or upon any substantial change in membership.

#### **14.8 Councilmember Liaisons**

- a) The Mayor shall appoint a Council liaison to any B/C.
- b) Council Liaisons shall be non-voting members.
- c) Council Liaison's role is to collaborate between the Council and the B/C to assure each group's collective interest is accurately and effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.
- d) Council Liaison appointments shall be reconsidered every two (2) years at the first regular Council meeting following the time at which newly-elected Councilmembers officially take office or at the discretion of the Mayor.

#### **14.9 Staff Liaisons**

- (1) The City Manager shall appoint a staff member as liaison to any B/C. Staff liaisons shall be non-voting and shall assist the B/C by utilizing their expertise regarding city policy and process.
- (2) The staff liaison shall:
  - a) Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a B/C member.
  - b) Review the agenda in consultation with the B/C Chair. The agenda shall follow a standard template provided by the City.
  - c) Prepare, distribute and publish on the City website, the B/C packet at least five (5) days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.
  - d) Prepare B/C meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member. Verbatim minutes are not required. Written minutes are required for all meetings. The minutes shall follow a standard template provided by the City.

- e) Post approved minutes on the City's website and submit copies to the City Recorder's Office.
- f) Post meeting dates/times, including cancellations, at the meeting location and City's website. Publicly post other B/C documents on various media.
- g) Submit a copy of the B/C annual meeting schedule and report any meeting date changes to the City Recorder's Office.
- h) Schedule the B/C's Annual Report presentation on the Council's 12-Month Meeting Calendar.
- i) Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.
- j) Submit legal notices to the City Recorder's Office for review prior to publishing.
- k) Maintain official records in accordance with the city retention schedule (OAR 166.200).

#### **14.10 Appointments and Reappointments**

- a) Member recruitment shall begin in September and conclude by December 31<sup>st</sup> of each year.
- b) Once the assigned term of office is completed, the member is excused from the appointment unless Council reappoints the member for another term of service.
- c) Members must apply and be interviewed after each term to continue service.
- d) Interviews shall be conducted by the Council or Council Subcommittee.
- e) Applicants who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.
- f) Once Council conducts interviews and makes appointment recommendations, the City Recorder's Office shall notify applicants in writing of the Council's recommendation. Formal resolutions making appointments shall be scheduled under the Consent Agenda at the next regular Council meeting.

#### **14.11 Attendance**

- a) Members are expected to attend every meeting.
- b) Members shall notify the staff liaison prior to the regular meeting to report an absence.
- c) The Chair, with the consent of the B/C, may submit a recommendation to Council to deem the member's position vacant for three (3) or more absences in a 12-month period.
- d) The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.

#### **14.12 Resignations and Vacancies**

- a) Member shall submit a written resignation to the staff liaison and make every effort to allow for a 30-day notice.
- b) To fill vacancies occurring mid-term, the Council shall refer to the current year interviewed applications kept on file in the City Recorder's Office.

#### **14.13 Agenda**

- a) The Chair shall compose the meeting agenda in consultation with the staff liaison, specifying the time, place, and purpose of the meeting and listing the subjects anticipated to be considered.
- b) A B/C member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda.

#### **14.14 Open Meetings and Public Records**

- a) A public meeting is defined as two (2) or more members meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C.
- b) All meetings and hearings shall be held in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).

#### **14.15 Bylaws**

Bylaws or rules, including changes, must be approved by the Council. The bylaws shall follow a standard template provided by the City.

#### **14.16 Annual Reporting**

The Chair shall submit and present an Annual Report to the Council listing the B/C's major activities for the past year and objectives for the coming year.

#### **14.17 Conflicts of Interest and Ethics Law**

- a) B/C members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official.
- b) B/C members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
- c) Planning Commissioners are personally responsible to file an Annual Verified Statement of Economic Interest (SEI) form with the Oregon Government Ethics Commission by April 15 of each calendar year.
- d) A civil penalty may be imposed by the State for each violation of any provision of the ORS.

**“DRAFT”**

**AMENDING CITY COUNCIL RULES OF PROCEDURE, SECTION 14,  
ADVISORY BOARDS, COMMISSIONS AND COMMITTEES**

**~~SECTION 14 – CREATION OF CITIZEN ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES AND OTHER COUNCIL AD-HOC COMMITTEES~~**

**14.1 Citizen Advisory Boards, Commissions, and Committees and Other Council Ad-Hoc Committees** – ~~At any time, The Council may by ordinance or resolution establish any City advisory board, commission, or committee (herein referred to as “B/C”) or Council Ad-Hoc Committee or Task Force deemed necessary and in the best interests of the City. Pursuant to City Charter, Section 8(C), the Mayor, with the consent of the Council, shall appoint~~s members of B/C’s established by ordinance or resolution.

**14.2 Purpose Qualifications** – ~~The City Council shall establish by resolution the policy and procedures for appointing citizens to boards, commissions, and committees. The purpose of the B/C is to encourage broad-based community representation and to advise Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives. All such Council-appointed groups are directly responsible and advisory to the Council. unless the Council has delegated specific responsibilities to the group for independent actions. All citizen advisory boards, commissions and committees shall be subject to and comply with the Oregon Public Meetings Law (pursuant to ORS 192).~~

**14.3 Membership Qualifications** – To be eligible to apply for B/C’s:

- a) Applicants must be 18 years of age or older and residing in Forest Grove for the duration of the appointed term unless expressly provided otherwise by the adopted bylaws.
- b) Student applicants must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.
- c) All appointed members are required to attend training courses as assigned and approved by Council.
- d) An individual member may not act in an official capacity.
- e) The Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect of duty, or malfeasance in office.
- f) Voting members may not be employees of the City.
- g) All B/C members serve without compensation.

**14.4 Composition**

~~Unless otherwise authorized by Council or required by state law, all B/C’s shall consist of no more than nine (9) voting members.~~

**14.5 Quorum and Meetings**

- a) ~~Unless otherwise required by state law, a majority of the total number of voting B/C members constitutes a quorum.~~
- b) ~~Unless otherwise required by state law or city code, B/C’s shall hold meetings no less than four (4) times a year unless more frequently as established by the B/C.~~

- c) In January of each year, the B/C's shall adopt a schedule of its meetings and schedule its Annual Report presentation to Council for the upcoming year, including meeting dates for holidays and canceled meetings.

#### **14.6 Terms of Office and Officers**

- a) Unless otherwise required by state law, all B/C members shall be voting members and shall serve four (4) year terms.
- b) Student members shall be voting members and shall serve two (2) year terms.
- c) Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.
- d) The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled B/C meeting of each year. The Chair may not serve more than 24-consecutive months.
- e) Members may not serve on more than two (2) B/C's at the same time.
- f) Appointments to vacant positions shall fill out the remainder of the unexpired term.

**14.7 Registry** – The City Recorder's Office shall ~~maintain~~ ~~prepare, keep current and retain on file in the Office of the City Recorder,~~ a **current roster** list of all members, including appointment date of appointment, length of unexpired term, and contact information. A copy of the roster ~~will~~ **shall** be provided to Council members and **staff liaison** at least once per year or upon any substantial change in membership.

#### **14.8 Councilmember Liaisons to Citizen Advisory Boards, Commissions, and Committees**

- a) The Mayor shall appoint a Council liaison to any B/C. ~~or ad-hoc committee. Councilmembers, who have been appointed as~~
- b) Council Liaisons shall be non-voting members.
- c) **Council Liaison's role is to collaborate between the Council and the B/C to assure each group's collective interest is accurately and effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.**
- d) Council Liaison appointments shall be reconsidered every two (2) years at the first regular Council meeting following the time at which newly-elected Councilmembers officially take office or at the discretion of the Mayor.

#### **14.9 Staff Liaisons**

- (1) The City Manager shall appoint a staff member as liaison to any B/C. Staff liaisons shall be non-voting and shall assist the B/C by utilizing their expertise regarding city policy and process.
- (2) The staff liaison shall:
  - a) Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a B/C member.
  - b) Review the agenda in consultation with the B/C Chair. The agenda shall follow a standard template provided by the City.
  - c) Prepare, distribute and publish on the City website, the B/C packet at least five (5) days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.

- d) Prepare B/C meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member. Verbatim minutes are not required. Written minutes are required for all meetings. The minutes shall follow a standard template provided by the City.
- e) Post approved minutes on the City's website and submit copies to the City Recorder's Office.
- f) Post meeting dates/times, including cancellations, at the meeting location and City's website. Publicly post other B/C documents on various media.
- g) Submit a copy of the B/C annual meeting schedule and report any meeting date changes to the City Recorder's Office.
- h) Schedule the B/C's Annual Report presentation on the Council's 12-Month Meeting Calendar.
- i) Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.
- j) Submit legal notices to the City Recorder's Office for review prior to publishing.
- k) Maintain official records in accordance with the city retention schedule (OAR 166.200).

#### **14.10 Appointments and Reappointments**

- a) Member recruitment shall begin in September and conclude by December 31<sup>st</sup> of each year.
- b) Once the assigned term of office is completed, the member is excused from the appointment unless Council reappoints the member for another term of service.
- c) Members must apply and be interviewed after each term to continue service.
- d) Interviews shall be conducted by the Council or Council Subcommittee.
- e) Applicants who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.
- f) Once Council conducts interviews and makes appointment recommendations, the City Recorder's Office shall notify applicants in writing of the Council's recommendation. Formal resolutions making appointments shall be scheduled under the Consent Agenda at the next regular Council meeting.

#### **14.11 Attendance**

- a) Members are expected to attend every meeting.
- b) Members shall notify the staff liaison prior to the regular meeting to report an absence.
- c) The Chair, with the consent of the B/C, may submit a recommendation to Council to deem the member's position vacant for three (3) or more absences in a 12-month period.
- d) The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.

#### **14.12 Resignations and Vacancies**

- a) Member shall submit a written resignation to the staff liaison and make every effort to allow for a 30-day notice.
- b) To fill vacancies occurring mid-term, the Council shall refer to the current year interviewed applications kept on file in the City Recorder's Office.

#### **14.13 Agenda**

- a) The Chair shall compose the meeting agenda in consultation with the staff liaison, specifying the time, place, and purpose of the meeting and listing the subjects anticipated to be considered.
- b) A B/C member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda.

#### **14.14 Open Meetings and Public Records**

- a) A public meeting is defined as two (2) or more members meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C.
- b) All meetings and hearings shall be held in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).

#### **14.15 Bylaws**

Bylaws or rules, including changes, must be approved by the Council. The bylaws shall follow a standard template provided by the City.

#### **14.16 Annual Reporting**

The Chair shall submit and present an Annual Report to the Council listing the B/C's major activities for the past year and objectives for the coming year.

#### **14.17 Conflicts of Interest and Ethics Law**

- a) B/C members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official.
- b) B/C members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
- c) Planning Commissioners are personally responsible to file an Annual Verified Statement of Economic Interest (SEI) form with the Oregon Government Ethics Commission by April 15 of each calendar year.
- d) A civil penalty may be imposed by the State for each violation of any provision of the ORS.



**“DRAFT”  
BYLAW TEMPLATE**

**Section 1: Name** (herein referred to as B/C)

**Section 2: Established (Resolution/Ordinance No.)**

**Section 3: Purpose**

1. The purpose of the B/C is to encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives.
2. Review and/or insert other existing/amended language...

**Section 4: Powers and Responsibilities/Objectives**

1. Review and/or insert existing/amended bylaw language...
2. To advise the City Council on matters pertaining to....
3. To facilitate community involvement and input in...

**Section 5: Organization and Structure**

1. Membership:
  - a. Members of the <fill in name> shall be composed of (#) members who shall be appointed by City Council.
  - b. (#) may reside outside of corporate limits of the city.
  - c. Description, i.e., zones, qualifications.
  - d. Members are required to attend training courses as assigned and approved by Council.
  - e. An individual member may not act in official capacity.
  - f. The Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect in duty, or malfeasances in office.
  - g. Members serve without compensation.
2. Terms of Office:
  - a. The term of each member of the <fill in name> shall be four (4) years unless otherwise required by state law.
  - b. The term of each student member shall be two (2) years.
  - c. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.

- d. Once the assigned term of office is completed, the member is excused from the appointment unless Council reappoints the member for another term of service.
- e. Members must apply during open recruitment and be interviewed by Council after each term to continue service. Members who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.
- f. Members may not serve on more than two (2) B/C at the same time.
- g. Appointments to vacant positions shall be filled by Council for the unexpired term.

3. Officers:

The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled B/C meeting of each year. The Chair may not serve more than 24-consecutive months.

4. Powers and Duties of Officers:

In the absence of the Chair and Vice Chair, at a meeting where a quorum is present, the member with the longest continuous service shall serve as Presiding Officer pro tem until such time the meeting is adjourned.

(1) Chair shall:

- a. Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.
- b. Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered.
- c. A B/C member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda.
- d. The agenda shall follow a standard template provided by the City.
- e. Ensure that all actions are properly taken and recorded and, if required, sign findings and decisions.
- f. Present recommendations to the City Council and other bodies as designated by the Mayor, Council, or Council Liaison.
- g. The Chair shall submit and present an Annual Report to the Council listing the B/C's major activities for the past year and objectives for the coming year.

(2) Vice Chair shall:

Preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.

## Section 6: Meeting Procedures and Quorum

### 1. Meetings:

- a. Unless otherwise required by state law or city code, the B/C shall hold meetings no less than four (4) times a year unless more frequently as established by the B/C.
- b. In January of each year, the B/C shall adopt a schedule of its meetings and schedule its Annual Report presentation to Council for the upcoming year, including meeting dates for holidays and canceled meetings.
- c. The meeting agenda and B/C packet shall be distributed to the B/C at least five (5) days prior to the meeting.
- d. All meetings are open to the public. Anyone wishing to speak to the <insert name> may do so under Citizen Communications. In the interest of time, comments may be limited to three (3) minutes unless additional time is granted by the presiding officer.
- e. The student member may provide a report to the <fill in name> at every meeting.
- f. A public meeting is defined as two (2) or more members meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C.
- g. Special meetings may be called by a vote of the <fill in name> at any regularly scheduled meeting, by the request of the Chair, Council Liaison, or written petition by three (3) or more members.
- h. All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).

### 2. Minutes:

- a. The meeting minutes shall be prepared by the staff liaison, briefly summarizing what took place and must include any action items, attendance and vote of each member. Verbatim minutes are not required.
- b. Written minutes are required for all meetings.
- c. The minutes shall follow a standard template provided by the City.

### 3. Attendance:

- a. Members are expected to attend every meeting.
- b. Members shall notify the staff liaison prior to the regular meeting to report an absence.
- c. The Chair, with the consent of the B/C, may submit a recommendation to Council to deem the member's position vacant for three (3) or more absences in a 12-month period.
- d. The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.

4. Quorum:  
Unless otherwise required by state law, a majority of the total number of voting B/C members constitutes a quorum.
5. Voting and Decision Making:
  - a. *Roberts Rules of Order Newly Revised* shall govern all <insert name> proceedings unless they conflict with these rules.
  - b. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.
  - c. The <insert name> shall operate in the general public interest serving the community as a whole. The <insert name> shall serve no special interest(s) or endorse any commercial product or enterprise.
6. Conflicts of Interest and Ethics Law:
  - a. B/C members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official.
  - b. B/C members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
  - c. *Remove if not* [Planning Commissioners] are personally responsible to file an Annual Verified Statement of Economic Interest (SEI) form with the Oregon Government Ethics Commission by April 15 of each calendar year.
  - d. A civil penalty may be imposed by the State for each violation of any provision of the ORS.
7. Role of Council Liaison:
  - a. The Council liaison shall be appointed by the Mayor, with the consent of the Council, and shall be a non-voting member.
  - b. Council Liaison's role is to collaborate between the Council and the B/C to assure each group's collective interest is accurately and effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.
  - c. The Council Liaison shall have the freedom of the floor at all times to present Council's views and to comment or suggest actions to the <insert name>.
8. Role of Staff Liaison:
  - (1) The staff liaison shall be appointed by the City Manager and shall be non-voting. The staff liaison shall assist the B/C by utilizing their expertise regarding city policy and process.
  - (2) The staff liaison shall:
    - a. Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a B/C.
    - b. Review the agenda in consultation with the B/C Chair. The agenda shall follow a standard template provided by the City.

- c. Prepare, post and distribute the B/C packet at least five (5) days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.
- d. Prepare B/C meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member.
- e. Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.
- f. Additional staff liaison duties and responsibilities may be found in the Council Rules, Section 14.

9. Registry:

The City Recorder's Office shall maintain a current roster of all members, including appointment date, length of unexpired term, and contact information. The roster may be subject to Public Records Law (ORS Chapter 192). A copy of the roster shall be provided to Council and staff liaison at least once per year or upon any substantial change in membership.

10. Amending Bylaws:

- a. A majority of all members must vote affirmatively to modify the <insert name> bylaws on at least two separate readings at two separate meetings.
- b. A final decision on a bylaw change shall not be made until at least the next regular meeting following the introduction and second of the motion.
- c. All bylaws or rules, including changes, must be approved by the Council.
- d. Bylaws shall follow a standard template provided by the City.

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**“DRAFT”**  
**RESOLUTION NO. 2018-XX**

**RESOLUTION ADOPTING A YOUTH INVOLVEMENT PROGRAM**

**WHEREAS**, the City Council deems youth involvement and participation critical and beneficial to the establishment of public policy; and

**WHEREAS**, the City Council has created Boards and Commissions (B/C) to advise Council on public policy issues affecting Forest Grove; and

**WHEREAS**, the City Council recently conducted a comprehensive review of the B/C Program and actively sought ways to increase youth involvement and participation to assure their voices are included in the public policy process; and

**WHEREAS**, to assure youth involvement participation, the City Council amended its Council Rules to appoint one high school grade level student to all B/C’s, unless required otherwise by statute, as a voting member who serves a two-year term and provides a student report on every B/C agenda.

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

**Section 1.** The City Council hereby adopts the Youth Involvement Program as outlined in Exhibit A.

**Section 2.** The City Manager is authorized to execute the Youth Involvement Program on behalf of the City.

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

**PRESENTED AND PASSED** this ? day of ?, 2018.

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

**APPROVED** by the Mayor this ? day of ?, 2018.

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

**RESOLUTION NO. 2018-XX**  
**EXHIBIT A**

In an effort to promote youth involvement, the City shall hold events that bring students together for a common activity and advertise in various city-sponsored media.

The City shall make available one paid-in-full trip per year for at least two Board or Commission (B/C) appointed student members to attend the National League of Cities (NLC) annual legislative conference held in March of each year in Washington, D.C. Additional trips may be made available depending upon expenses incurred for that year in the applicable budget line item.

Student members may apply August 1<sup>st</sup> through October 31<sup>st</sup> of each year. If a student advisor acquires more than three absences in a 12-month period, they are not eligible to attend the NLC conference.

To apply, the student member must:

1. Obtain a written recommendation from their respective B/C and submit it to the City Recorder; and
2. Submit a 1-2 page written essay to the City Recorder's Office stating their interest and reasons why they want to attend.
3. If selected, the student must submit a parent release form.

The City Council shall review the applications and approve the selection of B/C student members in November/December. The City Manager shall designate a chaperone to accompany the student members.



# Forest Grove Police Facility Work Session

Paul Downey, Administrative Services Director

Janie Schutz, Police Chief

Jesse VanderZanden, City Manager

October 22, 2018

# Purpose

- Architects and staff will present the current interior design and concepts for the exterior design.
- Request Council consensus for proceeding with preparation of a preliminary cost estimate for the facility if Council is satisfied with the current design concepts.
- Request Council consensus to develop a public opinion poll that can be done after the cost estimates are received, debt service estimates are prepared based on the cost estimate, and the annual debt service is converted into a property tax rate per \$1,000 of assessed value.

# Design Review

- The concept design to be presented tonight are not the final designs. The intent of these designs are to give the cost estimator enough basic information to prepare a cost estimate for the facility.
- The Design Working Group (DWG), an internal staff working group, has spent the most time focused on the interior design and layout for the facility. The DWG has been through several iterations of design and feels the current concept design will meet the long-term needs of the department. The concept has factored in growth over the expected life of the facility of approximately 40 years.
- In addition, the Project Advisory Committee, a community committee consisting of PSAC members, Chamber of Commerce members, and at-large community representatives, met and agreed with the location, position, and general design of the facility.
- The exterior design elements have been discussed over the last two design meetings. A final exterior design is not intended to be presented tonight. Elements of an exterior design will be shown for the purposes of getting Council input on the exterior design concept.

# Cost Estimate

- The architect has a cost estimator who will take the preliminary exterior and interior design concepts and develop an estimated construction cost for the facility at the projected time of construction.
- Additional allowances for soft costs such as final design, construction inspection and management, furniture, move-in costs, and bond issuance costs will also be provided.
- The total cost estimate is a key number:
  - It will used to determine the amount of the general obligation bond that the voters may be asked to approve.
  - If the Council approves a bond amount to send to the voters, that sets the budget for the project from that point forward.

# Polling

- Focus Groups were conducted in April 2018 with results presented to the City Council on May 14, 2018. The focus groups were a small sample that indicated sufficient public support for moving forward with the design process at that time.
- Now that concept design is sufficiently complete for a cost estimate to be completed, staff would like to begin developing the questions for a poll of likely voters to determine voter attitudes about approving a bond measure to finance the Police facility.
- The goal is to sample enough likely voters to give the City statistically valid information on if a bond measure could pass and what information the City needs to provide that is useful to potential voters.
- The cost for a poll is between \$15,000-25,000.

# Discuss Next Steps

- Comments on Design Concepts.
- If Council consensus, have architects develop a cost estimate for the proposed facility.
- If Council consensus, staff work with polling consultant to begin developing polling questions and determine timing for polling.
- At November 26, 2018, meeting bring cost estimate and draft poll to the Council for comment and ask for Council consensus to conduct the poll.



THE END

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A place where families and businesses thrive.

# PROCLAMATION

## Bells of Peace: A World War I Remembrance November 11, 2018

**WHEREAS**, the U.S. World War Centennial Commission, a 12-member Commission appointed by the President and the leaders of the Senate and the House of Representatives, as well as the American Legion, the Veterans of Foreign Wars, and the National World War I Museum, was created by an Act of Congress in 2013; and

**WHEREAS**, a century ago 4.7 million American Families sent their sons and daughters off to World War I; and

**WHEREAS**, the resources of our entire nation were brought to bear on the war effort; and

**WHEREAS**, 116,516 Americans gave their lives in the war, and more than 200,000 were wounded; and

**WHEREAS**, the tolling of bells is a traditional expression of honor and remembrance; and

**WHEREAS**, in November 2018 the world will commemorate the 100<sup>th</sup> anniversary of the Armistice that ended the fighting in World War I at 11:00 a.m., November 11, 1918 – the eleventh hour of the eleventh day of the eleventh month.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM, NOVEMBER 11, 2018, at 11:00 a.m., as**

### **Bells of Peace**

In Forest Grove, Oregon, and calls upon the people to toll bells at 11:00 a.m. on November 11, 2018, in remembrance of veterans of World War I coinciding with a call by the United States World War I Centennial Commission for all Americans to participate in a national tolling of bells.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 22<sup>nd</sup> day of October, 2018.



*Peter B. Truax, Mayor of Forest Grove*



A place where families and businesses thrive.

PROCLAMATION
NATIONAL HUNGER & HOMELESSNESS AWARENESS WEEK
November 10-18, 2018

WHEREAS, for over 25 years the National Coalition for the Homeless and National Student Campaign Against Hunger and Homelessness have sponsored National Hunger and Homelessness Awareness Week; and

WHEREAS, the City of Forest Grove recognizes that hunger and homelessness continues to be a serious problem for individuals and families in Forest Grove; and

WHEREAS, cities can engage in efforts to inspire their own communities, as well as their neighboring cities, to encourage support for homeless assistance service providers as well as community service opportunities for students and school service organizations; and

WHEREAS, there are many organizations committed to sheltering and providing supportive services as well as meals, food, and supplies to people experiencing homelessness including: St Vincent de Paul, Old Town Church, Forest Grove Seventh Day Adventist Church, United Church of Christ, Family Promise of Washington County, Summer Meals, Solid Life Center, Open Door Counseling Center, Friends of the Blessing Box & Chris' Kindness Cooler, Meals on Wheels, Ride Connection, Elks Lodge, West Tuality Habitat for Humanity; and

WHEREAS, the intent of National Hunger and Homelessness Awareness Week is consistent with the activities of the Forest Grove community.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM, NOVEMBER 10-18, 2018, as

National Hunger and Homelessness Awareness Week

In Forest Grove, Oregon, and encourages all citizens to recognize that many people do not have housing and need support from citizens and private/public nonprofit service entities. Awareness week includes a series of communication and outreach strategies to encourage the Forest Grove community to become more hunger and homeless literate.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 22nd day of October, 2018.

[Handwritten signature]

Peter B. Truax, Mayor of Forest Grove

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

**1. ROLL CALL:**

Council President Johnston called the Council Subcommittee Work Session to order at 3:30 p.m.

**ROLL CALL: COUNCIL SUBCOMMITTEE PRESENT:** Thomas Johnston, Council President; Timothy Rippe; and Malynda Wenzl.

**STAFF PRESENT:** Jesse VanderZanden, City Manager, and Anna Ruggles, City Recorder.

**2. WORK SESSION: B/C PROGRAM OF WORK**

Ruggles and VanderZanden facilitated the above-noted Council Subcommittee work session, noting at the work session held on August 28, 2018, the Subcommittee's consensus was to draft a bylaw template and draft Council Rules for further review. VanderZanden added at the work session held September 6, 2018, the Subcommittee reviewed the draft Council Rules and draft bylaw template and discussed options for youth advisory and statutory and non-statutory B/C. VanderZanden presented a PowerPoint presentation outlining the proposed Council Rules of Procedure, Section 14, Advisory Boards, Commissions and Committees (B/C); a draft bylaw template recommendation; youth advisory recommendation, and options and recommendations for non-statutory B/C. In addition, VanderZanden reported he met with staff directors on September 18, 2018, to discuss the proposed recommendations, and staff was supportive of the overall process. In conclusion of the above-noted report, VanderZanden noted the Subcommittee also met with Council in work session on September 24, 2018, to discuss and review the proposed recommendations to the Council Rules.

**Council Discussion:**

Council President Johnston opened the floor and roundtable discussion ensued as the Council Subcommittee had an opportunity to review the recommendations to the Council Rules, which were discussed and amended in work session with Council on September 24, 2018. In conclusion of the above-noted exercise, the Council Subcommittee concurred as follows:

- 14.1 – no change
- 14.2 – no change
- 14.3 – no change

- 14.4 – no change
- 14.5 – no change
- 14.6 – no change
- 14.7 – no change
- 14.8 – no change
- 14.9 – no change

VanderZanden advised currently five B/C (Library Commission, Historic Landmarks Board, Committee for Community Involvement, Community Forestry Commission and Public Arts Commission) have members taking the meeting minutes. VanderZanden advised staff would like to allow members to take minutes but provide training and include duties in the bylaws, due to staff resources and potential budgetary impact. Wenzl voiced concern that B/C minutes are required under public meeting laws, noting there needs to be consistency and equity among the B/C. Council President Johnston voiced concern that when members take minutes they cannot fully participate in the discussions. Rippe, as well as Wenzl, noted if the B/C meeting frequency is reduced, it may offset some of the workload, to which VanderZanden concurred. In conclusion, the Subcommittee concurred making no change (staff shall prepare minutes).

- 14.10 – no change
- 14.11 – no change
- 14.12 – no change
- 14.13 – no change
- 14.14 – no change
- 14.15 – no change
- 14.16 – no change
- 14.17 – no change
- 14.18 – deleted

The Council Subcommittee had an opportunity to review and discuss the draft bylaw recommendations, to which VanderZanden advised once the Council Rules are adopted, the pertinent sections in the bylaws will reflect the adopted Council Rules. Next, the Subcommittee had an opportunity to review and discuss youth advisory recommendations and concurred with the following:

B/C Youth Advisory Members:

- All B/C, unless statutorily prohibited, shall have one student member.
- All B/C student members shall be voting members and serve two-year terms.
- Student report will be included as part of the B/C agenda template.
- City to make efforts to have a student event that brings all student members together.

D. C. Trip:

- City will award one trip per year to two qualifying B/C student members in good standing to attend the National League of Cities annual legislative conference, which is held in March of each year in Washington, D.C.
- B/C student member must have the endorsement from their respective B/C in order to attend.

- B/C student member must provide a one-page essay to City Recorder stating why they want to attend.
- Council shall review and approve the B/C student attendees.
- City Manager shall designate a chaperone.

Last, the Council Subcommittee had an opportunity to review and discuss the following options for non-statutory B/C:

- Economic Development Commission (EDC)

Under the proposed Council Rules, EDC would reduce membership from 19 to 9 members. The Subcommittee concurred adding Urban Renewal Agency duties and addressing name, purpose and structure as well as frequency of meetings.

- Public Arts Commission (PAC)

The Subcommittee concurred addressing purpose and policy direction to include a publicly-funded arts program.

- Public Safety Advisory Commission (PSAC)

The Subcommittee concurred addressing purpose to include traffic safety and addressing name and structure as well as frequency of meetings.

- Sustainability Commission (SC)

Under the proposed Council Rules, SC would reduce membership from 13 to 9 members.

The Subcommittee concurred to review SC's structure as well as frequency of meetings.

In conclusion of the above-noted discussion, VanderZanden advised the next step is to meet with Council in work session, tentatively scheduled on October 22, 2018, (affirmatively scheduled on October 8, 2018) at which time, Council will be asked to reach consensus on the Subcommittee's recommendations to the Council Rules, bylaw template, youth advisory program and non-statutory B/C as well as discuss outreach and next steps.

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

### **3. ADJOURNMENT**

Council President Johnston adjourned the Council Subcommittee work session at 5:35 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

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*A place where families and businesses thrive.*

**City Council Regular Meeting Minutes**

**Monday, October 8, 2018  
7:00 p.m., Community Auditorium**

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

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

Mayor Peter Truax called the regular City Council meeting to order at 7:05 p.m. and led the Pledge of Allegiance.

**ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph "Val" Valfre; Malynda Wenzl and Mayor Peter Truax.

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner; Colleen Winters, Library Director; Rob Foster, Public Works Director (in the audience); Michael Kinkade, Fire Chief (in the audience); and Anna Ruggles, City Recorder.

**2. CITIZEN COMMUNICATIONS:**

Tom Messenger, Pacific City, addressed Council voicing safety concerns along Oregon Highway 6, between Tillamook and Banks, noting it is and has been an ongoing concern for individuals and businesses on both sides of the Coast Range. Messenger reported several community stakeholders have come together to propose safety improvements to the Oregon Department of Transportation to consider installing three passing lanes on eastbound Highway 6 at Milepost 16, Milepost 22 and Milepost 35.5. In addition, Messenger submitted written testimony and a sample letter of support for Council's consideration, to which Mayor Truax deferred to City Manager VanderZanden. In conclusion of the above-noted testimony, Council encouraged Messenger to also reach out to other elected legislative officials and the Chamber of Commerce.

**3. CONSENT AGENDA:**

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

- A. Approve City Council Work Session (B/C Program Process) Meeting Minutes

- of September 24, 2018.
- B. Approve City Council Work Session (B/C Interviews) Meeting Minutes of September 24, 2018.
  - C. Approve City Council Regular Meeting Minutes of September 24, 2018.
  - D. Accept Committee for Community Involvement Meeting Minutes of July 10 and August 9, 2018.
  - E. Accept Community Forestry Commission Meeting Minutes of May 16, 2018.
  - F. Accept Historic Landmarks Board Meeting Minutes of August 28, 2018.
  - G. Accept Library Commission Meeting Minutes of August 14, 2018.
  - H. Accept Planning Commission Meeting Minutes of September 17, 2018.
  - I. Accept Public Safety Advisory Commission Meeting Minutes of May 23, June 27 and July 25, 2018.
  - J. Community Development Department Monthly Building Activity Informational Report for September 2018.
  - K. **RESOLUTION NO. 2018-79 MAKING APPOINTMENT TO HISTORIC LANDMARKS BOARD (APPOINTING MARK FISCHER, TERM EXPIRING DECEMBER 31, 2022).**
  - L. **RESOLUTION NO. 2018-80 MAKING APPOINTMENT TO PARKS AND RECREATION COMMISSION (APPOINTING DELANEY SHARP, STUDENT ADVISORY, TERM EXPIRING DECEMBER 31, 2019).**
  - M. **RESOLUTION NO. 2018-81 MAKING APPOINTMENT TO PUBLIC ARTS COMMISSION (APPOINTING ASHLEY TERRY, STUDENT ADVISORY, TERM EXPIRING DECEMBER 31, 2019).**
  - N. **RESOLUTION NO. 2018-82 MAKING APPOINTMENT TO SUSTAINABILITY COMMISSION (APPOINTING JOHANNA PEETERS WEEM, FG HIGH SCHOOL STUDENT ADVISORY, TERM EXPIRING DECEMBER 31, 2019).**

**MOTION:** Councilor Rippe moved, seconded by Councilor Valfre, to approve the Consent Agenda as presented. MOTION CARRIED 7-0 by voice vote.

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

5. **PRESENTATIONS:**

5. A. **Washington County Cooperative Library Services (WCCLS) Update**

Winters introduced Lisa Tattersall who was recently appointed as the new manager of WCCLS. Tattersall presented a PowerPoint presentation overview pertaining to various programs and services that WCCLS provides to member libraries as part of the WCCLS structure, noting WCCLS consists of nine cities, of which Forest Grove is one of the original founding members, and three nonprofits. Tattersall reported 2/3 of the funding comes from Washington County and 1/3 from the local option levy, noting WCCLS goes before the voters every five years.

**5. B. Affordable Housing: City-Owned Land Inventory Update**

Riordan and Pohl presented a PowerPoint presentation overview on the statuses of Council's Objective 1.10, identified in Fiscal Year 2018-19, regarding Affordable Housing, which consists of three core program areas as noted below:

- (1) Examine property tax exemptions. Council adopted Ordinance No. 2018-06 enacting a Nonprofit Corporation Low-Income Housing Tax Exemption Program.
- (2) Regional funding efforts, and consider financial impacts of a CET (Construction Excise Tax). Earlier this year, Council deferred discussion pending the outcome of county and regional efforts.
- (3) Conduct land inventory, including other government agencies and nonprofits, which is the purpose of this presentation.

Riordan referenced a map focusing on the inventory of city-owned land and sites that could be suitable for affordable housing, noting the City owns 100 parcels, used for a variety of purposes, and approximately 80 acres of land, excluding public rights-of-way. Riordan outlined various filters to consider for evaluating sites to determine if the sites have development potential for affordable housing, i.e., is the site zoned for residential development; subject to deed restrictions; reserved for future city use; existing environmental constraints and characteristics. In conclusion of the above-noted presentation, Riordan and Pohl addressed various Council inquiries and scenarios, noting staff will conduct an evaluation of specific sites and common areas that can be rezoned as well as look at private vacant land; conduct an analysis of potential housing unit yield; and reach out to faith-based organizations regarding state law that allows construction of affordable housing on residential land owned by faith-based organizations, to which Council collectively concurred. In addition, VanderZanden advised staff will report back to Council at a later date with potential next steps to consider.

**6. PUBLIC HEARING AND FIRST AND SECOND READINGS OF ORDINANCE NO. 2018-07 AMENDING FOREST GROVE DEVELOPMENT CODE ARTICLES 8 AND 12 TO ADOPT REVISED FLOOD DAMAGE PREVENTION REGULATIONS AND DEFINITIONS AND DECLARING AN EMERGENCY; FILE NO. 311-18-000029-PLNG**

**Staff Report:**

Pohl presented the above-proposed ordinance for first and second reading, noting the proposed ordinance is amending Development Code, Article 8, Floodplains and Flood Management Areas, and Article 12, Use Categories and Definitions, and is declaring an emergency; File No. 311-18-000029-PLNG. Pohl advised the reason for proposing an emergency ordinance is so that the City can remain in compliance with the Federal Emergency Management Agency's (FEMA) updated Flood Insurance Rate Maps (FIRMS) and Flood Insurance Study (FIS), which will become effective October 19, 2018. Pohl reported the City received written notification from FEMA on September 5, 2018, informing the City that FEMA had completed its review of the 2016

amendments and, because the City participates in the National Flood Insurance Program (NFIP), the City must adopt a compliant floodplain management ordinance by the maps' effective date to remain in good standing. Pohl advised the City requested an extension, but FEMA advised the deadline could not be extended, and if the City did not comply by midnight October 19, 2018, the City would be suspended from the NFIP. Pohl added the Department of Land Conservation and Development also issued some minor code revisions to the City's adopted 2016 code regulations. In conclusion of the above-noted staff report, Pohl advised staff is recommending Council approve the proposed ordinance as an emergency, as outlined in Exhibit A, Article 8, and Exhibit B, Article 12, and as outlined in Exhibit C, Planning Commission Findings and Decision No. 2018-05, noting the Planning Commission approved the proposed code amendments on October 1, 2018.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2018-07 for first and second reading.

VanderZanden read Ordinance No. 2018-07 by title for first reading.

**MOTION: Council President Johnston moved, seconded by Councilor Valfre, to approve First and Second Readings and adopt Ordinance No. 2018-07 Amending Forest Grove Development Code Articles 8 and 12 to adopt Revised Flood Damage Prevention Regulations and Definitions and Declaring an Emergency; File No. 311-18-000029-PLNG.**

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing and explained hearing procedures.

**Written Testimony Received:**

No written testimony was received prior to the deadline of October 8, 2018, 7:00 p.m.

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Council Discussion:**

In response to Thompson's concern if FEMA has issued a variance within the last 20 years, Pohl replied no, not to his knowledge, noting it is very rare for FEMA to issue a variance.

In response to Rippe's concern pertaining to the maps being appropriately delineated, Foster advised the maps were revised and are consistent with the data.

Valfre commended staff and Planning Commission for their efforts to comply with the deadline requirement.

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

VanderZanden read Ordinance No. 2018-07 by title for second reading.

**ROLL CALL VOTE: AYES: Councilors Johnston, Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.**

**7. CITY COUNCIL COMMUNICATIONS:**

Council President Johnston reported attending the Forest Grove Rural Fire Protection District meeting. Johnston reported the Historic Landmarks Board is planning to hold a public forum on the Downtown Historic District (November 8, 2018, 7pm, in the Community Auditorium). In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Rippe reported on his attendance at the League of Oregon Cities Conference. Rippe reported attending Public Safety Advisory Commission (PSAC) meeting, noting PSAC participated in the Chalk Art event. Rippe reported he was unable to attend the last Economic Development Commission meeting because he was out-of-town. Rippe announced the Nyuzen Student Delegation arrives on October 27 and departs October 31, 2018, noting the public is to attend the Meet-n-Greet on October 27, 1pm in the Community Auditorium. Rippe reported the Delegation Welcome Dinner will be held on October 29, 6pm, in the Community Auditorium. Rippe also voiced concerns pertaining to the location of a power pole on David Hill Road resulting from county road project, to which the City Manager gave an update on the efforts to resolve the City's concern. In addition, Rippe reported he will be out-of-town from October 12-20, 2018.

Thompson reported on his attendance at the Society of American Foresters Convention held in Portland. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing reported attending Sustainability Commission (SC) meeting, noting SC revamped their project list so it is more manageable. Uhing advised she has requested that the subcommittees submit agendas and minutes so staff can post/publish as required. Uhing added SC has a Mayoral Proclamation scheduled for the Council meeting on October 22, in recognition of Hunger and Homelessness Week. In addition, Uhing reported on other matters of interest and reported on

upcoming meetings she was planning to attend.

Valfre reported attending Library Commission (LC) meeting, noting the Library Community Survey is underway. In addition, Valfre reported on his participation at the run/walk for shelter, attending other regional meetings and reported on upcoming meetings he was planning to attend.

Wenzl reported Committee for Community Involvement (CCI) has determined to keep the Annual Town Meeting (ATM), Emergency Preparedness, on Saturday, January 26, 2019, noting the issues have been resolved, to which Council voiced no concern. Wenzl reported Washington County CPO 12F is hosting the Forest Grove City Council Candidates' Public Forum on October 24, 6-8pm, in the Community Auditorium. In addition, Wenzl reported on other matters of interest, upcoming events and upcoming meetings she was planning to attend.

**8. City Manager's Report:**

VanderZanden reported on upcoming meetings and events as noted in the Council calendar. VanderZanden reported on various upcoming Council-related work sessions and department-related activities and projects.

**9. MAYOR'S REPORT:**

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax reported on his attendance at the League of Oregon Cities (LOC) Conference and various legislative updates. Mayor Truax congratulated City of Tigard Mayor John Cook who received two honorary awards in recognition for his services, one from LOC and one from Oregon Mayors Association. Mayor Truax reported attending the Jesse Quinn Apartment's ribbon-cutting, noting Metro Councilor Kathryn Harrington, Chamber Director Howard Sullivan and Rod Fuiten were guest speakers. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County-related meetings he attended and upcoming community-related events and meetings he was planning to attend.

**10. ADJOURNMENT:**

Mayor Truax adjourned the regular Council meeting at 8:33 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

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APPROVED

PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, SEPTEMBER 19, 2018  
COMMUNITY AUDITORIUM CONFERENCE ROOM  
PAGE 1 OF 2

- 1) **ROLL CALL:**
  - a) Commissioners – Brad Bafaro, Howard Sullivan, Susan Taylor and Paul Waterstreet.  
Absent: Ralph Brown, Kenneth Cobleigh, McKenzie Johnston Carey and Glenn VanBlarcom. (Jeremiah Toews resigned.)
  - b) Council Liaison – Malynda Wenzl
  - c) Staff – Matt Baum and Tom Gamble
  
- 2) **CITIZEN COMMUNICATIONS:** None
  
- 3) **APPROVAL OF MINUTES:** The minutes of the July 18, 2018 meeting were approved.
  
- 4) **ADDITION/DELETIONS:** None
  
- 5) **OLD BUSINESS:**
  - a) **Rogers Park Restroom Project Update**
    - i) Final construction documents are completed and it will go out to bid in a week or so.
    - ii) The bathroom will be a prefab unit.
      - i) The company is on the State bid list.
      - ii) More efficient for the City to buy it, a 25% savings.
      - iii) The company will install it, including the base and utilities.
  - b) **Anna/Abby Yard Project/Fundraising**
    - i) The focus now is on fundraising.
    - ii) The Harpers Playground soiree on Sunday night was a first class event.
      - i) About 350 people attended.
      - ii) Susan spoke to the crowd and she and Cody were interviewed by reporters.
  - c) **Futsal School District Partnership**
    - i) The court was completed this week.
    - ii) The ribbon cutting/dedication will take place on September 27 at 1:30 p.m.
  
- 6) **NEW BUSINESS:**
  - a) **Park Development Plans RFP Elements**
    - i) Design development process for North Lincoln, Stites and A.T. Smith sites.
    - ii) Water space analysis at the pool.
      - i) What we have, staff and the cost to run it. Last done in 1987.
      - ii) The remodel was originally three times the size and was downsized in the budget process.
    - iii) A new location for the Community Garden.
    - iv) The RFP's will appear in the Daily Journal of Commerce on November 14.
  - b) **Tour of Stites Park Property**
  
- 7) **COMMISSIONER'S REPORTS:**
  - a) **Howard:**
    - i) The Corn Roast was awesome, with \$10,000 in sales, which was a big jump. There were two corn lines this year which seemed to help with the crowd. They got 3500 pounds of corn and only had 80 ears left over.

**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, SEPTEMBER 19, 2018  
COMMUNITY AUDITORIUM CONFERENCE ROOM  
PAGE 2 OF 2**

- b) **Brad:**
  - i) The new district superintendent is off to a good start, with a goal to build relationships. The school board is quietly getting things done.
  
- 8) **COUNCIL LIAISON REPORT:**
  - a) **Malynda:**
    - i) The Boards and Commissions process and by-laws are being looked at by a sub-committee made up of Councilors Rippe, Johnston and myself. We will report back to the Council in October after looking at term limits, the renewal process, by-laws template, candidate interview process and more. We also need better representation by youths. The recruitment process is ongoing.
    - ii) September 10 will be the second reading of the development code. It will allow 30 units per acre, which increases to 50 units per acre if 20% of the units are dedicated to affordable housing.
  
- 9) **STAFF REPORTS:**
  - a) **Matt:**
    - i) The Parks crew is busy. This is the time of year to fix and repair. The sundial is down to be repaired and we hope to have it back up by the end of the week.
    - ii) The goats are leaving today, they did terrific work.
    - iii) There is a little hitch with the locks on the Joseph Gale bathrooms.
    - iv) Lots of work being done at the Stites property.
    - v) The port-a-potty at Rogers is gone.
    - vi) A talented wood worker came by to look at the pieces at Rogers Park. He has a portable mill that can handle that size. He can cut, slice and has an artist that can make things. He is currently talking to Chris about what is needed.
  
- 10) **ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be Wednesday, October 17 at 7:00 a.m.
  
- 11) **ADJOURNMENT:** The meeting was adjourned at 8:54 a.m. and the group headed over to the Stites property.

APPROVED

PUBLIC SAFETY COMMISSION  
Forest Grove Fire Department  
1919 Ash St.  
August 22<sup>nd</sup>, 2018

*Minutes unofficial until approved by Public Safety Advisory Commission*

1. **ROLL CALL**

Meeting called to order by Drue Garrison at 7:33 am

**Members Present:** Anne Niven, Drue Garrison, Jayne Cravens, Ray Arkus and Jeffrey Boivin.

**Members Absent:** Tom Epler, Ryan Duve, Joseph Baxter, and Glenn VanBlarcom

**Liaisons Non-Voting Representatives Present:** Kevin Noreen, Guy Storms and Tim Rippe

**Others Present:** Michael Kinkade, Janie Schutz, and Kara Finn

2. **INTRODUCTIONS**

Self-Introductions were made.

3. **CITIZEN COMMUNICATIONS:** Tim Rippe discussed the recent house fire in his neighborhood that affected his home and thanked the first responders for their work.

4. **APPROVAL OF MINUTES**

**MOTION TO APPROVE JULY 25<sup>th</sup>, 2018 MEETING MINUTES.** Unanimous

5. **ADDITIONS/DELETIONS:**

6. **STAFF REPORTS**

**Police Department-** Chief Schutz discussed the Police Department Update Memorandum. Some highlights include: Officer Daniels will graduate from the police academy and be operational sometime in December of 2018. There are two other officers, Bartlett and De Leone in the police academy and should be operational in Spring of 2019.

Officers attended two sessions of Active Threat hosted by the Washington County Tactical Negotiations Team that was held at the FG High School. There has been a new code enforcement officer hired and the position will be a very valuable asset to the community.

**Fire Department –** Crews have been sent to seven different conflagrations. There was a fourth alarm wildfire near Hwy 6, north of Gales Creek on Shearer Hill Rd and Timmerman. Chief Kinkade projected the area of the wildfire and discussed the fire attack procedures.

**City Council-** Councilor Rippe discussed his Council Liaison report.

Highlights include:

There was a work session on boards and commissions. A subcommittee will be reviewing everything about boards and commissions. The subcommittee plans to complete its work and make recommendations to the full Council by December.

There have been presentations on Metro Affordable Housing bond measure, Fernhill Wetlands Treatment System update, and Pavement Condition Index results.

A resolution passed annexing approximately 38 acres south of Elm Street and zoned it for Business Industrial.

There were two (1<sup>st</sup> public hearings). One hearing was for a Non-Profit Corporation Low Income Tax Exemption for Affordable Housing; and the other was for an affordable housing incentive by increasing residential density.

7. **NEW BUSINESS**

Jayne Cravens spoke regarding the upcoming sidewalk chalk festival.

**MOTION TO HAVE PSAC SIGN UP FOR A SQUARE AT THE SIDEWALK CHALK FESTIVAL.** Moved by Jayne Cravens, seconded by Jeffrey Boivin.  
**Unanimous.**

8. **ANNOUNCEMENT OF NEXT MEETING** – September 26<sup>th</sup>, 2018 at Forest Grove Fire Department.

9. **ADJOURN**

Recorded & submitted by Kara Finn, Administrative Assistant

City of Forest Grove Sustainability Commission  
School Garden Committee

Minutes  
August 31, 2018

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1. Define goals and what we would like to accomplish
  - a. This year
    - i. Research Farm to School Programs, begin developing a road map for FGSD
    - ii. Assist in finding funding for School Garden Coordinator position and materials for new and existing school gardens
    - iii. Assist in securing donations
  - b. 1 year
    - i. Assist in completing a Farm to School road map
  
2. Split into two groups
  - i. Group 1 - Cornelius Elementary Garden Classroom
    1. Kate
    2. Tabitha
    3. Jacob
    4. Fallon
  - ii. Group 2 - Farm to School
    1. Robin
    2. Tammy
    3. Fallon
    4. Ken
  
3. **Tasks:**

Robin - research farm to school grants and funding, look into hist

Kate - Will talk to teachers and principle about getting a school garden, Fallon will come with you to meeting

Tammy - research farm to school, success stories in Oregon

Jacob - looking into funding sources for Cornelius and talk to Growing Gardens,

Tabitha - talk to Colleen and work on helping getting donations

Ken - research farm to school

Fallon - schedule meeting with Kate at Cornelius, contact HC for testimonials, contact Rick Sherman about how to start, write a letter of support to be approved by Sus Comm
  
4. Tabling Protect our Pollinators pilot program until we hear back about funding from TSWCD

Projects we can support:

- Protect Our Pollinators pilot program
  - Waiting to hear back from TSWCD grant, September 15th
  - Possible partnership with METRO
- Farm to School Program
  - Help research and develop a timeline and road map, a how-to guide for admin and schools
- Developing garden classrooms at Cornelius and Fernhill Elementary
  - Would like to get testimonials from Pete and teachers from Harvey Clarke
  - Kate would like to participate in the conversation with Angela (Cornelius Elementary principal)
  - Need funding for new garden classrooms

**Colleen Walker** - School Garden Coordinator contact information:

Email - [walker.cbr@gmail.com](mailto:walker.cbr@gmail.com)

Questions for Public Works Director Interview Panel on 10/12/2018:

1. How would you describe your management style?
2. How do you like to communicate?
3. How would you describe your goals or visions as the Forest Grove Public Works director?
4. Have you worked as a public work director under similar structure to Forest Grove? What changes do you anticipate need to be made to the current structure under the public works director? What do you see as being an ideal structure?
5. Can you describe your professional engineering experiences in public works?
6. How would you describe a week as public works director in Forest Grove?
7. What are some of your difficult experiences in the field of public works?
8. Typically, Public Works Department is involved development and capital improvement projects that are installing new or modifying existing public infrastructure. Engineering provides inspections for these projects that are within the public right of way. What is your philosophy regarding random periodic inspections? Depending on the candidate's response, the follow-up question may be: "What is the value of the unannounced periodic inspections?"
9. Do you anticipate having periodic meeting that would include Water Treatment Plant, Public Works Operations, and Engineering supervisors? If yes, what is the goal and objective of the meetings?
10. We currently have one engineer that is assigned to support the water treatment plant and has been doing this work for over 10 year. As the water treatment plant is a separate group in public works, how will you assign the engineering work related to the water treatment plant? The follow-up to this question, again depending on the candidate's response: "Who will you expect to be responsible for providing capital improvements budgets and projects updates as needed to you?"
11. What typical project information would you expect from the engineering division and at what frequency?
12. How do you approach the annual Fiscal Year Budget Process?
13. What has been your experience with the Americans with Disabilities (ADA) Act within the public right-of-way (ROW)? Why is it important that a city address the barriers with the public ROW under the ADA Act?

Public Works Director  
City Staff Panel Interviews  
October 12, 2018

Candidate: \_\_\_\_\_

Rater: \_\_\_\_\_

As you know, the State of Oregon has issued a seismic resiliency mandate to Oregon cities. So Forest Grove has fifty years to find and correct any seismic deficiencies within its backbone infrastructure. With that in mind; What large infrastructure projects have you been involved with in the past? Please describe what level you were involved in those projects.

1) Rate your strength 1-5 in infrastructure planning and maintenance of the following areas: Fleet, Sanitary Collections, Storm Collections, Streets, and water treatment & distribution? Explain how you may gap knowledge/experience deficiencies in these areas.

2) How you would foresee communicating daily with direct subordinates that do not work day to day in your office?

3) Please describe your management and communication style? Do you feel this is the best approach based on results of your past experiences?

4) Please provide us with an overview of your career and identify what it was that attracted you to this opportunity?

5) Tell us your experience with oversight of permitting, inspection, and mapping for public utility infrastructure?

"How would you describe your management style".



City of Forest Grove Sustainability Commission  
School Garden Committee

Minutes  
September 21, 2018

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**Members Present:** Fallon Harris, Robin Lindsley, Tabitha Merten, Tammy Banek-Rydman, Jacob Rose,

**Reports**

- Fallon Harris
  - Kate and Fallon met with Cornelius Elementary and discussed a partnership between EdenAcres and Sustainability Commission to design and build a learning garden classroom at their school. Both the principal (Angella) and teacher (Leah) are excited about moving forward with the project. A second meeting is already set to speak to entire teaching staff about the project. A series of stakeholder meetings will take place over next few months. Students from Fallon's spring course at Pacific University, Designing the Outdoor Classroom, will spearhead the design and build of the classroom this spring. Plan for groundbreaking celebration in late March or early April of 2019.
  - Harvey Clarke teachers have reached out to Cornelius to discuss their experience working with us last year and about their garden. Waiting for written testimonials.
  - Emailed Rick Sherman about Farm to School programs/advice/guidance. Fallon and Rick are working on scheduling an in-person meeting.
  - Letter of Support is not yet complete. Plan to have it done by next week's SC meeting.
  - Received response from TSWCD about SG grant. They denied funding but asked that we write back asking for materials rather than "capacity building," aka, salary for the SGC. Fallon will rewrite and submit for review in October.
- Tabitha Merten
  - Contacted Colleen, she shared documents about needs and previous donations.
  - Connections with Habitat For Humanity Restore
  - Buy Nothing Forest Grove
  - Can offer to donors:
    - Sign on site that recognizes their donation
    - Recognition on website and social media
  - EEAO - have resources
- Tammy Banek-Rydman
  - Found grants for school gardens, open cycles
    - Cabbage Grant - <http://bonniecabbageprogram.com/about/>

- Wells Fargo -  
<https://www.wellsfargo.com/about/corporate-responsibility/community-giving/>
  - Henry Lea Hillman Foundation -  
<http://hillmanfamilyfoundations.org/foundations/henry-lea-hillman-jr-foundation/>
  - Pacific Source -  
<https://www.pacificsource.com/healthy-communities-program.aspx>
- Jacob Rose
  - Asked about METRO sponsorship. \$500-\$1500. Events, must meet 1 or more of the 6 outcomes defined by METRO.
  - Researched Growing Gardens in PDX, scheduling a meeting with them
- Robin Lindsley
  - Resources in our community:
    - Tualatin Valley Garden Club
    - Adelante Mujeres
    - Chamber of Commerce
    - Rotary clubs
    - Elks
    - Lions
    - Churches

## **Actions**

- Fallon Harris
  - Meet with Rick Sherman
  - Finish letter of support
  - Rewrite and submit TSWCD grant
  - Research and write grant for SGC position
  - Meet with Dave Parker, superintendent
  - Make shared folder and documents for record keeping
- Tabitha Merten
  - Going to talk to community resources and companies about donations
  - Look into grant options
- Tammy Banek-Ryden
- Jacob Rose
  - Help Fallon with grant writing
  - Look at how to help Colleen
  - Sponsorship link into minutes
- Robin Lindsley
  -



City of Forest Grove Sustainability Commission  
School Garden Sub-Committee

Minutes

October 12, 2018

Meeting held at Telvet Coffee, 1:30-2:30 pm

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1. Reports

a. Farm to School

- i. Fallon has a phone conference set up with Rick Sherman for next week
- ii. Contacted Megan Kemple, Director of [Oregon Farm to School & School Garden Network](#)

1. <http://www.oregonfarmtoschool.org>

b. School garden at Cornelius

- i. Fallon met with teachers and staff at Cornelius
- ii. Will begin stakeholder meetings in February 2019

2. Next action items

a. Farm to School

- i. Continue research
- ii. Need to develop sections of report to divide tasks

b. School garden at Cornelius

- i. Will begin stakeholder meetings in February 2019
- ii. Grant research and writing for materials funding

c. School gardens

- i. Colin from NAMS offered CLC funding to Colleen Walker to lead Wed/Fri after school garden club. Colleen is not able to lead club, conflicts with other work schedule
- ii. NAMS starting Tue/Thur after-school garden club
- iii. Work parties at gardens across district, organized by Colleen

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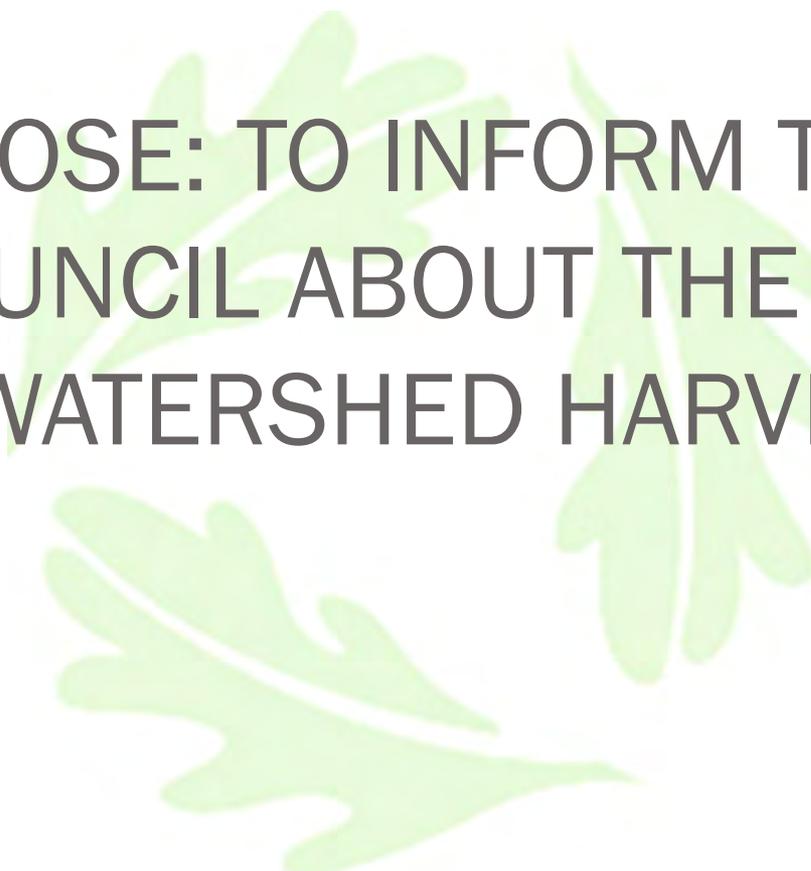


# FOREST GROVE WATERSHED 2018

## 2018 WATERSHED HARVEST

Scott Ferguson, Trout Mountain Forestry

PURPOSE: TO INFORM THE CITY  
COUNCIL ABOUT THE 2018  
WATERSHED HARVEST

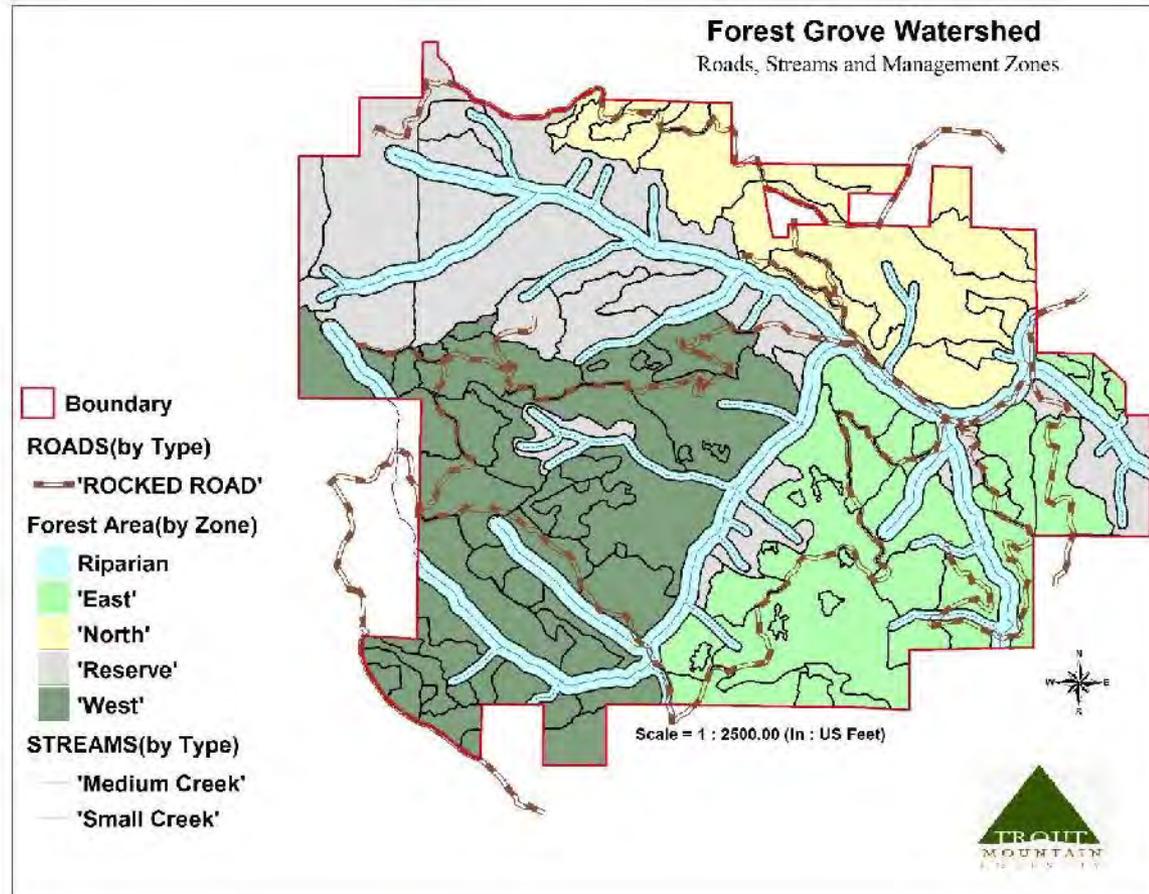


# FOREST GROVE WATERSHED: 4,225 ACRES

Figure 1  
Vicinity map



# FOREST GROVE WATERSHED



# Watershed Stewardship Management Plan

- The Watershed is managed in accordance with the Watershed Stewardship Management Plan.
- The Management Plan is a collaborative effort of diverse stakeholders and was adopted by City Council in 2010.
- The Management Plan centers on 3 Resource Priorities:
  - Water Quality
  - Wildlife Resources Management
  - Timber Management

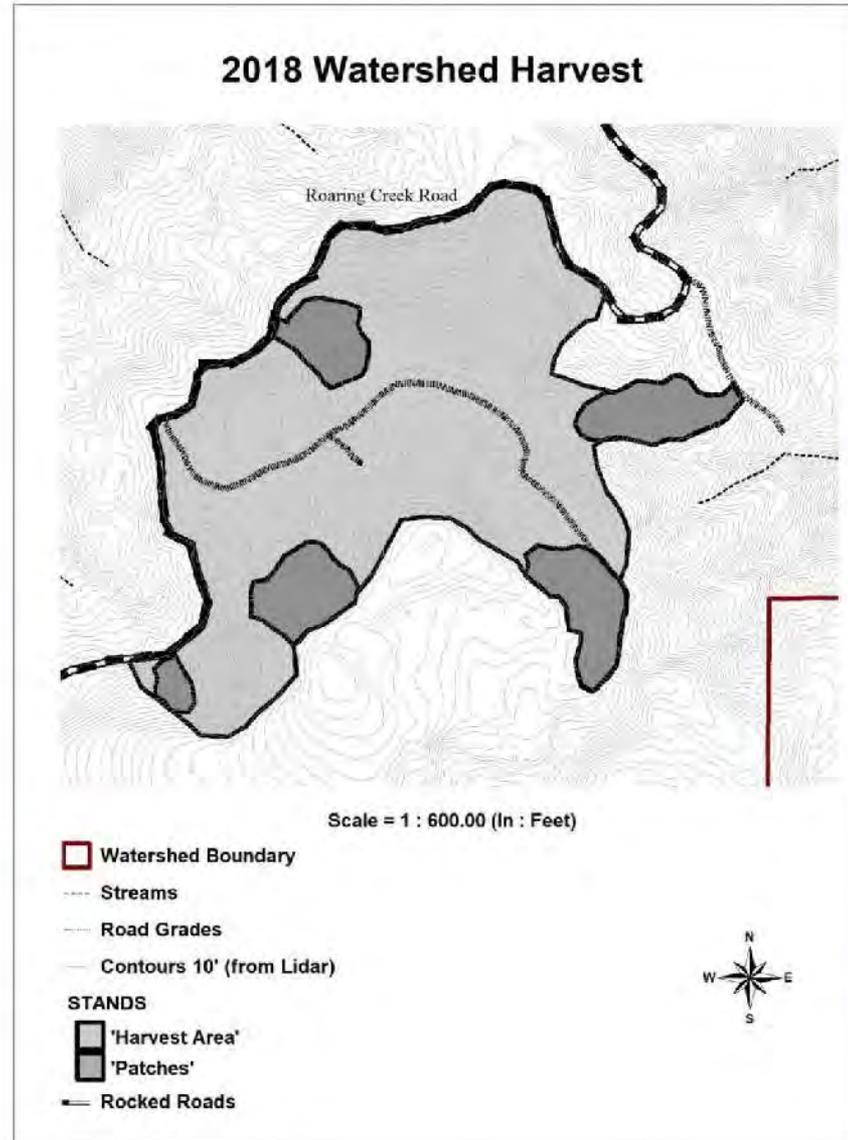
# Watershed Acreage

- 4,225 total watershed area
  - 1,395 reserved from harvest (33%)
    - (riparian, steep slopes, old growth, sensitive sites)
  - 2,830 active management area (67%)

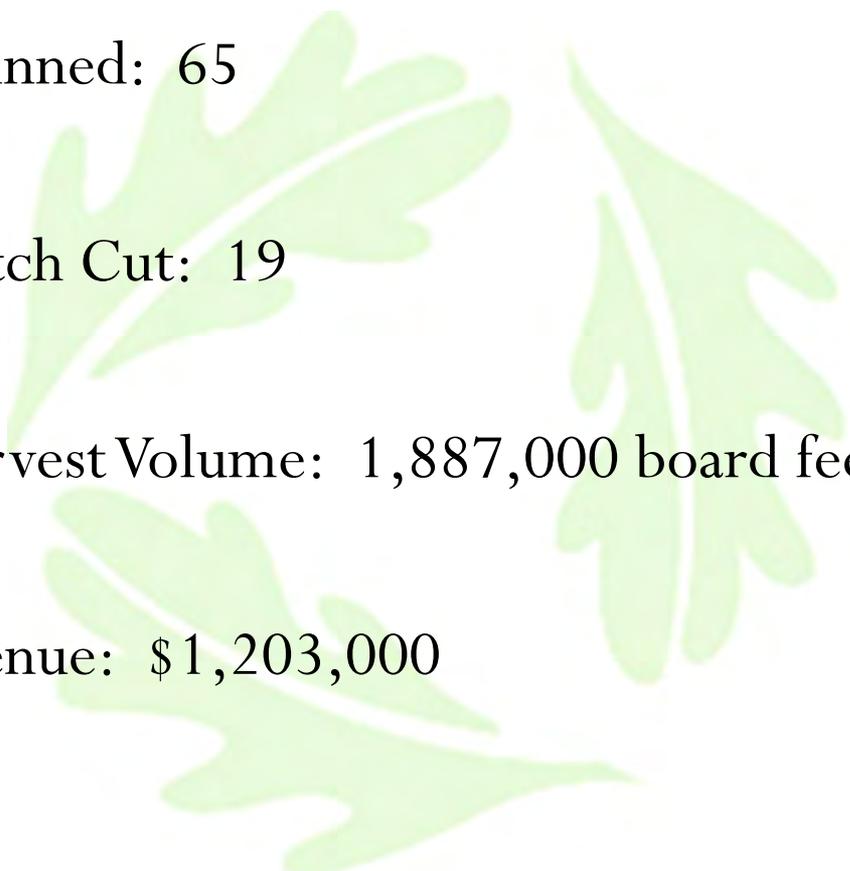
# Annual Harvest Volume

- The Plan states that the harvest level should be in the range of 1.7 to 2.0 million board feet per year.
  - This volume is equal to the growth in active management area.
  - Harvest Volumes the last 4 years:
    - 2015: 2.1 MBF
    - 2016: 1.6 MBF
    - 2017: 1.5 MBF
    - 2018: 1.9 MBF
- Average: 1.775 MBF

# HARVEST DETAIL MAP 2018



# 2018 HARVEST

- Acres Thinned: 65
  - Acres Patch Cut: 19
  - Total Harvest Volume: 1,887,000 board feet
  - Net Revenue: \$1,203,000
- 

# Logger: Banks Rocks Products

Local

Experienced: Worked  
in shed on four  
previous harvests

Expertise: Quality  
crew with thinning  
expertise



# 19 Acres Patch Cut



# Mature Forest Stands



# High Quality Logs



A place where businesses and families thrive.

# Roadside Landing



# Shovel Thinning in 65 Acres of Older Stands



A place where businesses and families thrive.

# Thinning: Logs moving to the landing



# Rising Lumber Market

November 2017 – May 2018



# Falling Lumber Market

June 2018 – September 2018



# Our Log Market

- Log prices can be extremely volatile
- Consistency Helps – Annual Harvests
- Relationships
  - Log buyers we work with every year
  - Longer duration purchase orders protect against sudden market drops
- Quality
  - Older, finer grained timber
  - Log size is good for crossarms, beams and specialty products

# On the way to the mill



# 2018 MONITORING AND MAINTENANCE

- Monitored for Noxious Weeds

Scotch Broom, Himalayan Blackberry, False Brome, Shining Geranium

- Treated invasive weeds (roadside)

- Monitored road conditions and changes through winter



# QUESTIONS



# Light and Power Substation Upgrade Project Update

City Council  
October 22, 2018  
Keith Hormann  
Director, Light and Power

# Project Timeline

- 2013: Master Plan identified the need for major substation upgrades including replacement of 3 of the 4 transformers feeding the City and replacement of all protective apparatus.
- 2015: Thatcher Substation design was completed and construction began.
- 2016: Thatcher upgrades were completed and new transformer placed in service.
- 2017: Design for Forest Grove Substation was completed and construction began.
- Spring 2018: Forest Grove Bank 1 transformer installation was completed and placed in service.
- Fall 2018: Forest Grove Bank 2 transformer installation was completed and placed in service.



# Thatcher Substation Upgrades



Over \$1,000,000.00 of new equipment was installed  
as part of the Thatcher Upgrade



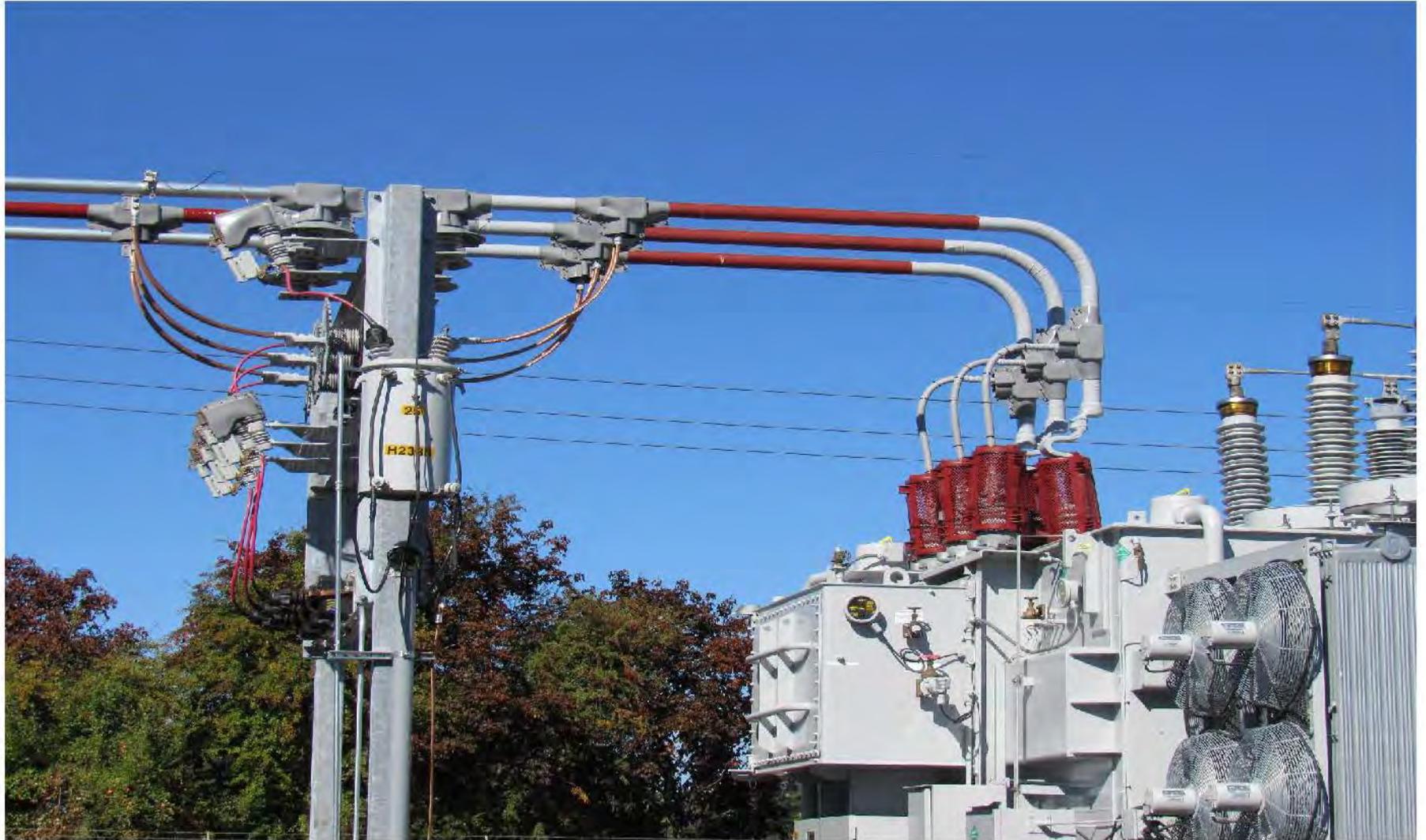
## Main Feeder Mechanical Relays-Vintage 1950's



Upgrades included new control houses and state of the art circuit protection relays

Wildlife protection is being installed internally and externally at the substations to help prevent failures







# Forest Grove Substation Upgrades









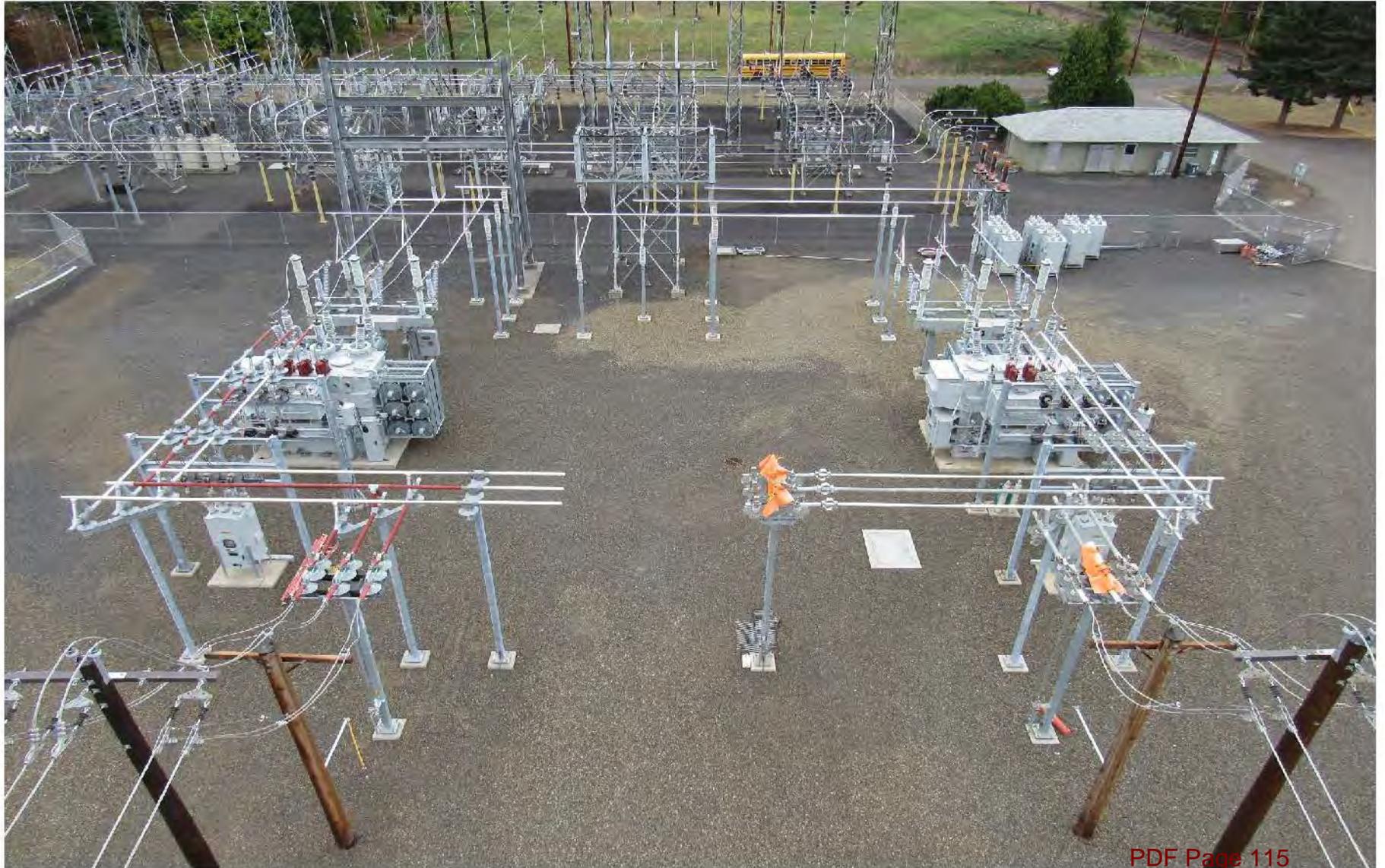




# Forest Grove Pre-Construction



# Forest Grove Post-Construction



# Final Project Tasks



# Project Status

- When upgrades are completed we will have increased our load-serving capability by approximately 60%.
- Project is projected to be completed, by winter of 2018/2019
- Project has been kept under the budgeted amount of \$3,800,000.00.

# Next Steps After Completion of Project

- We will continue small projects in all 3 substations including:
  - Additional lighting and security
  - Enhance wildlife protection
  - Add 115kv circuit switcher at Filbert Substation to offer same protection gained in the other 2 substations
  - Increase feeder bus capacity to meet future load growth
  - Working in cooperation with BPA to find solution to re-occurring momentary outages on the Forest Grove / Tillamook line.
  - Prepare for replacement of Filbert Substation transformer in 10-15 years
  - Possible need for future substation on North end of system

# Any Questions

Our first  
grandbaby

Riley

Everly

Berovic

Born:

7/17/2018



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

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

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

**MEETING DATE:** *October 22, 2018*

**PROJECT TEAM:** *Rob Foster, Public Works Director  
Paul Downey, Administrative Services Director*

**SUBJECT TITLE:** *Assigning Water Fund Balance Policy for Land Acquisitions*

<b>ACTION REQUESTED:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Order	<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Motion	<input type="checkbox"/> Informational
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*X all that apply*

**ISSUE STATEMENT:** City Council Objective 1.1 is Watershed Land Acquisition: "Conduct a work session to review viability of reserving a portion of timber sales to acquire a lands within the Watershed." A work session was held on September 24, 2018, to review if timber harvest funds were available to be reserved for potential land acquisitions in the Watershed. As a result of that work session, staff has prepared a resolution reserving such funding for Council consideration.

**BACKGROUND:** Staff presented the timber harvest financial results for the past five years and the Fund Balance in the Water Fund to show that there are funds available to set aside for land acquisitions in the Water Fund. Staff proposed: 1) setting aside \$300,000 of current Fund Balance for land acquisitions; and 2) in years where net timber harvest revenue after all watershed related expenses and debt service obligations from the 2013 Refinancing exceeds \$325,000, the excess harvest earnings above \$325,000 will be added to the assigned Fund Balance for land acquisitions. The excess over \$325,000 was used because the City's Water Rate Study assumes a certain level of net timber harvest revenue will be used to fund other Water Fund capital projects. That amount will be reviewed as part of the new rate study to be prepared after the current Water Master Plan is completed.

**FISCAL IMPACT:** The fiscal impact will be minimal as future funds will not be aside unless future net timber harvest revenue exceeds the amount all watershed expenses and the set aside for other capital projects of \$325,000.

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

**ATTACHMENT(s):** Resolution

**RESOLUTION NO. 2018-83****RESOLUTION AUTHORIZING THE ASSIGNMENT OF FUND BALANCE  
IN THE WATER FUND FOR THE PURPOSE OF FUTURE PURCHASES  
OF LAND IN THE CITY'S WATERSHED**

**WHEREAS**, the City Council adopted Resolution No. 2017-37 which established watershed land acquisition policy guidelines to evaluate potential land acquisitions in the City's watershed; and

**WHEREAS**, the watershed land acquisitions could be made by land trades, cash purchases, or a combination of trade and cash; and

**WHEREAS**, the City Council desires to have some funds set aside in the Water Fund for potential land purchases; and

**WHEREAS**, net revenue from timber harvests in a few years have been above projections resulting in higher than anticipated Water Fund Balance; and

**WHEREAS**, the City is proposing to assign \$300,000 of the Water Fund's Fund Balance as available for watershed land acquisitions in the event a potential land acquisition becomes available; and

**WHEREAS**, the Council needs to take action to assign the funds for that purpose.

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

**Section 1.** In the Water Fund, \$300,000 of Fund Balance in the Water Fund is assigned for potential watershed land acquisitions.

**Section 2.** In years where net timber harvest revenue after all watershed related expenses and debt service obligations from the 2013 Refinancing exceeds \$325,000, the excess harvest earnings above \$325,000 will be added to the assigned Fund Balance for land acquisitions.

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

**PRESENTED AND PASSED** this 22<sup>nd</sup> day of October, 2018.

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

**APPROVED** by the Mayor this 22<sup>nd</sup> day of October, 2018.

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



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<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	
MEETING DATE:	7.
FINAL ACTION:	

**CITY COUNCIL STAFF REPORT**

---

**TO:** *City Council*

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

**MEETING DATE:** *October 22, 2018*

**PROJECT TEAM:** *Daniel Riordan, Senior Planner; and Bryan Pohl, Community Development Director*

**SUBJECT TITLE:** *Resolution Approving a Memorandum of Understanding between City of Cornelius and City of Forest Grove for the Holladay Street Extension*

<b>ACTION REQUESTED:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Order	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion	<input type="checkbox"/> Informational
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*X all that apply*

**ISSUE STATEMENT:**

The 2014 Forest Grove Transportation System Plan includes as a project the extension of Holladay Street from the Forest Grove/Cornelius boundary to Quince Street. The 2018 Cornelius Transportation System Plan also shows an extension of Holladay Street from its current terminus at North 4<sup>th</sup> Avenue to the Forest Grove city limits. Both TSPs only show conceptual alignments for the future roadway. More definition is needed to support local land use decisions particularly for required right-of-way dedication needed for the road. The attached memorandum of understanding (MOU) establishes expectations for the common connection point for Holladay Street at the Forest Grove/Cornelius boundary to facilitate transportation connectivity between the two cities and provide certainty in the development review process.

**BACKGROUND:**

The 2014 Forest Grove Transportation System Plan (TSP) identifies a future extension of Holladay Street from the Cornelius city limits to Highway 47 (Quince Street). TSP Figure 8-7 (Preferred Roadway Network) identifies a conceptual corridor for this roadway (Attachment A). The TSP recommends further refinement of the concept leading to a specific roadway alignment. The TSP indicates proposed solutions identified in the TSP in the Holladay Street/24<sup>th</sup> Avenue area are considered preliminary and may be modified. The current conceptual alignment for Holladay Street is intended to minimize non-freight traffic on 24<sup>th</sup> Avenue.

The City of Cornelius has current interest in development of a parcel adjacent to the City boundary potentially impacted by the Holladay Street extension. City of Cornelius staff approached the Forest Grove planning and engineering staff about the City's expectations for the future Holladay Street alignment. The City of Cornelius staff requested more detail from Forest Grove about the common connection point at the City boundary to inform development review and discussions about needed

right-of-dedication for Holladay Street. The attached MOU establishes expectations for the common connection point and probable street alignment. Establishing expectations for the common connection point will assist both cities with decisions related to development review process.

The MOU, if approved by both cities, will remain in effect until modified or terminated by any of the parties or upon completion of the Holladay Street connection. The MOU may be terminated with 60 days advance notice.

The MOU was reviewed by City planning and engineering staff. Staff recommends City Council adopt the proposed resolution approving the MOU and authorizing the City Manager to execute the MOU on behalf of the City.

The Cornelius City Council adopted its resolution on October 1, 2018, approving the memorandum of understanding.

**FISCAL IMPACT:**

Adopting the resolution has no direct fiscal impact to the City. Indirect fiscal impacts are unknown. Indirect impacts, if any, are related to the eventual alignment for Holladay Street and costs of construction.

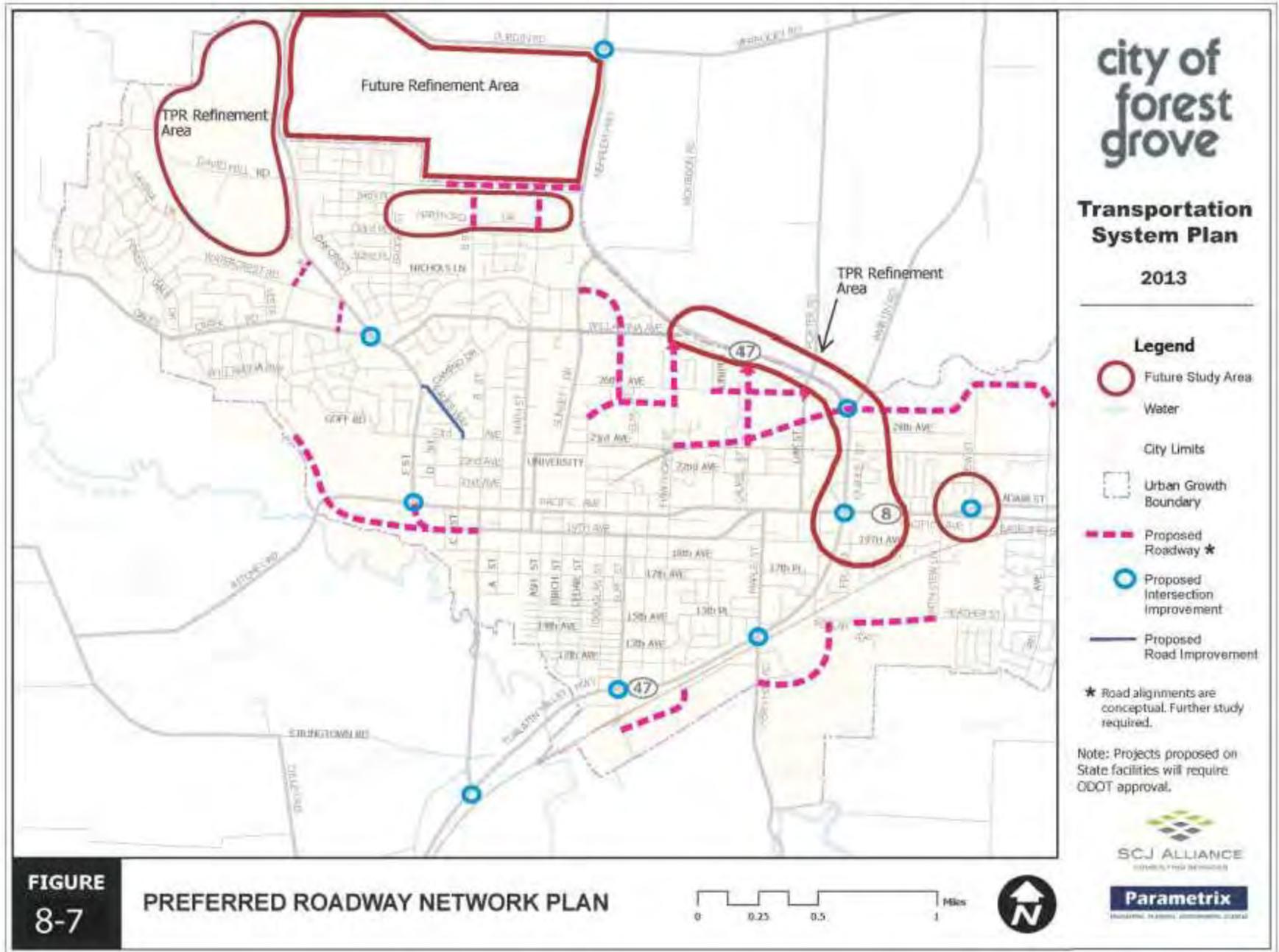
**STAFF RECOMMENDATION:**

Staff recommends Council adopt the attached resolution approving the MOU between the City of Forest Grove and City of Cornelius for the Holladay Street Extension and authorizing the City Manager to execute the MOU on behalf of the City.

**ATTACHMENT(s):**

1. Forest Grove 2014 Transportation System Plan Preferred Roadway Network Plan map.
2. PowerPoint
3. Resolution & Exhibit A

# Attachment A



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# Resolution

## Holladay Street Memorandum of Understanding

Bryan Pohl, Community Development Director

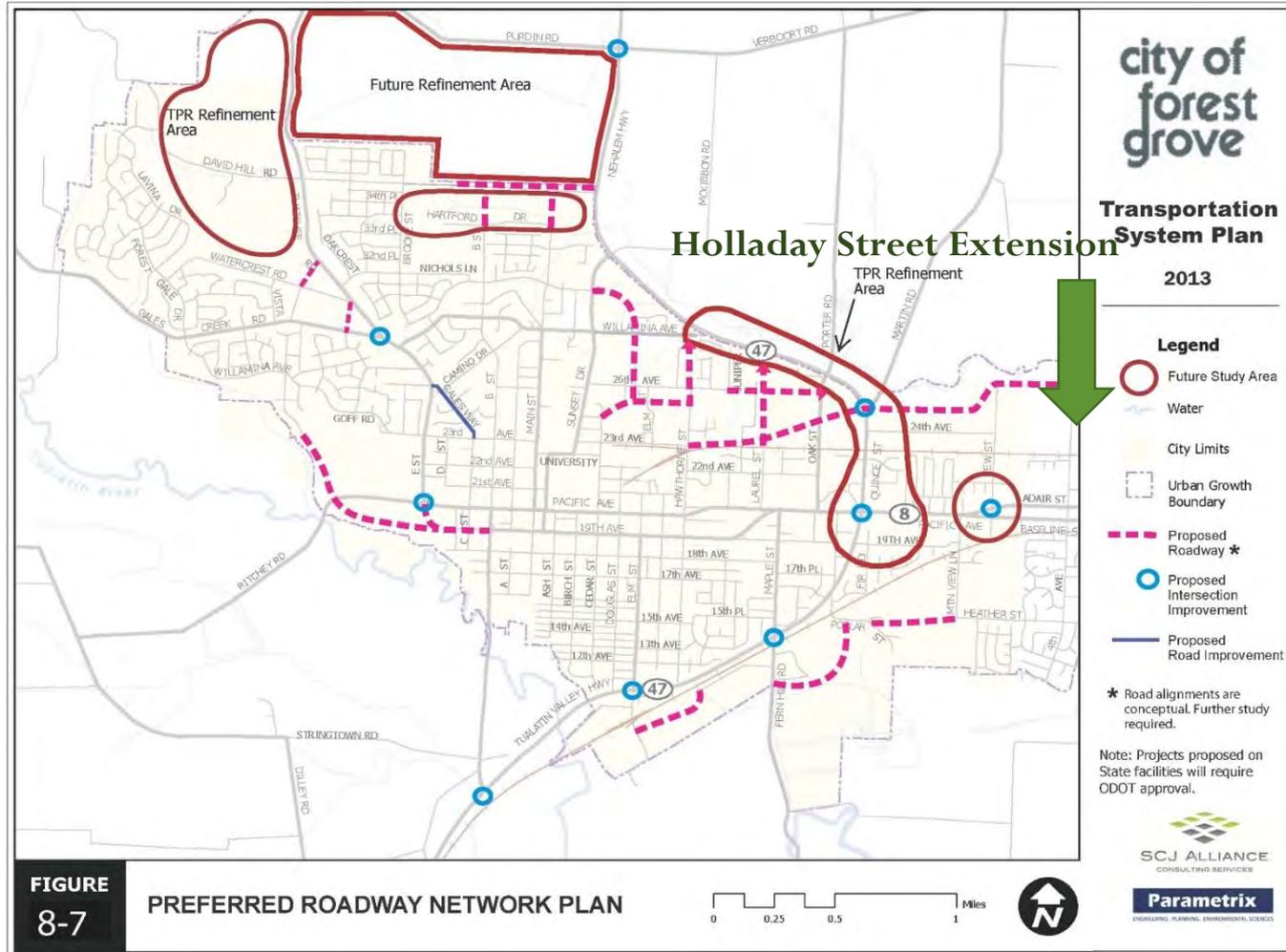
Daniel Riordan, Senior Planner

October 22, 2018

# Purpose

- The purpose of this agenda item is approval of a memorandum of understanding (MOU) between the City of Cornelius and City of Forest Grove related to the Holladay Street extension.
- The MOU provides a framework for coordination between both cities including identifying a location where the Cornelius and Forest Grove street segments will meet and probable alignment.
- This will help both the City of Cornelius and City of Forest Grove with development review decisions for required right-of-way dedication needed for the street.

# Transportation System Plan



# Background

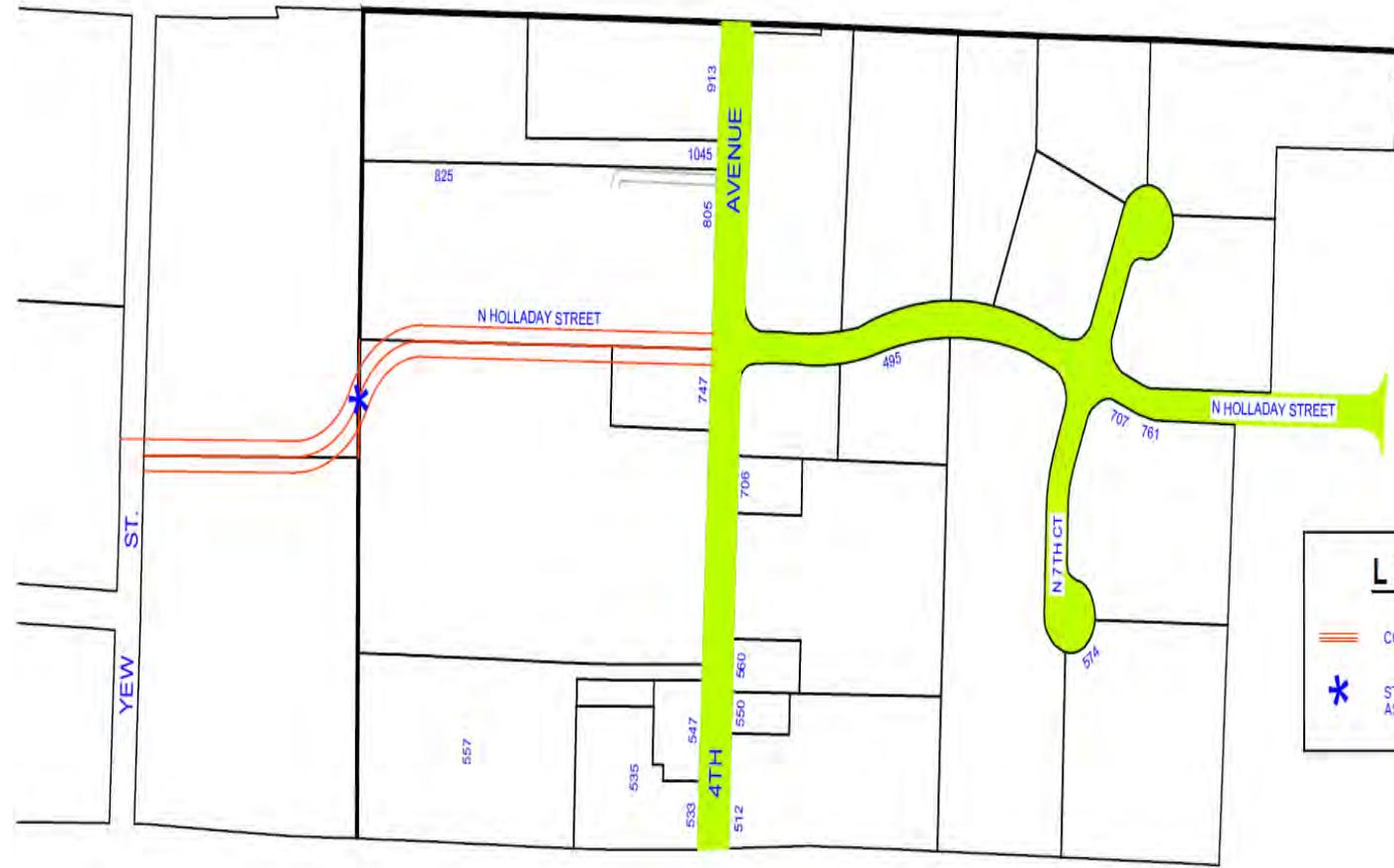
- Both the 2014 Forest Grove Transportation System Plan and 2018 Cornelius Transportation System Plan include conceptual alignments for the Holladay Street extension.
- The Holladay Street extension is needed to improve freight access to the 24<sup>th</sup> Avenue industrial area in Forest Grove and north industrial district in Cornelius.
- The City of Cornelius has interest in development of a parcel adjacent to the Forest Grove/ Cornelius boundary impacted by the Holladay Street extension.

# Background

- The MOU refines expectations for the street alignment and common connection point at the Forest Grove/ Cornelius boundary.
- Establishing expectations for the common connection point will assist Cornelius with decisions related to right-of-way dedication during the development review process.
- Approval of the MOU has no direct fiscal impact on the City. Any indirect costs would be due to the actual roadway alignment and cost to construct.

# Holladay Street Connection

Forest Grove/Cornelius Boundary



**LEGEND**

- CONCEPTUAL ROW ALIGNMENT
- STREET CONNECTION POINT AS REFERENCED IN MOU

# Recommendation

- The MOU, if approved by both cities, will remain in effect until modified or terminated by any of the parties or upon completion of the Holladay street connection.
- The MOU may be terminated with 60 days advance notice.
- The MOU was reviewed by the City planning and engineering staff and staff recommends:
  - Council adopt the proposed resolution approving the MOU and authorizing the City Manager to execute the MOU on behalf of the City.



The End

**RESOLUTION NO. 2018-84**

**RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING  
BETWEEN CITY OF CORNELIUS AND CITY OF FOREST GROVE  
RELATING TO THE EXTENSION OF N HOLLADAY STREET**

**WHEREAS**, the 2014 Forest Grove Transportation System Plan includes a conceptual extension of Holladay Street from the Forest Grove/Cornelius boundary to Highway 47; and

**WHEREAS**, 2018 Cornelius Transportation System Plan also includes a conceptual extension of N Holladay Street from N 4<sup>th</sup> Avenue to the Forest Grove/Cornelius boundary; and

**WHEREAS**, as properties are developed they are generally required to dedicate right-of-way needed to serve development; and

**WHEREAS**, a complementary alignment for Holladay Street where the street crosses the Forest Grove and Cornelius city boundary is needed to promote transportation connectivity for the mutual benefit of both communities; and

**WHEREAS**, the City of Forest Grove and City of Cornelius desire to enter into a Memorandum of Understanding to establish expectations and responsibilities for coordinated decisions related to the Holladay Street extension.

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

**Section 1.** The Forest Grove City Council hereby approves the Memorandum of Understanding (attached as Exhibit A), between the City of Forest Grove and City of Cornelius relating to the future extension of N Holladay Street.

**Section 2.** The City Manager is hereby authorized to execute the Memorandum of Understanding on behalf of the City of Forest Grove.

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

**PRESENTED AND PASSED** this 22<sup>nd</sup> day of October, 2018.

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

**APPROVED** by the Mayor this 22<sup>nd</sup> day of October, 2018.

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

## EXHIBIT A

### MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between the City of Cornelius, a municipal corporation, and the City of Forest Grove, a municipal corporation.

- A. **Purpose.** The purpose of this MOU is to protect private property development potential while supporting transportation system connectivity between the industrial areas of the City of Cornelius and City of Forest Grove (hereinafter, ‘the Cities’). Specifically, this MOU establishes shared objectives and responsibilities to ensure alignment of North Holladay Street in Cornelius and Yew Street in Forest Grove, when future extensions of these streets occur.
- A. **Background.** The Cities share a municipal boundary which includes the area in Cornelius’ northwestern region and Forest Grove’s northeastern region; these areas are dominated by properties zoned for industrial uses. The Cities respectively contain adjoining vacant industrial parcels that abut the shared municipal boundary, the shared boundary measuring approximately 220 linear feet, and that have a high likelihood of private industrial development in the near future. The Tax Lot ID Nos. of these properties are 1N333CA00900 (Cornelius) and 1N332D000104 (Forest Grove).

As properties receive land use approvals for development, they are generally required to dedicate right-of-way and/or construct public street improvements to serve the development as well as contribute to overall system connectivity. The Cities’ staff have deemed it necessary to establish complementary alignments for future right-of-way dedications in the respective Cities and provide for future connectivity between the Cities’ industrial areas.

- B. **Terms of Agreement.** This MOU establishes an agreement as to the location and general conditions of a future connection between North Holladay Street from its existing western terminus at North 4<sup>th</sup> Avenue in Cornelius, and Yew Street at its existing northern terminus located approximately 300 feet north of its intersection with 24<sup>th</sup> Avenue in Forest Grove.
1. The street centerline location where the western extension of North Holladay Street and the eastern extension of Yew Street meet shall be at the shared City boundary line, approximately 110 feet south of the northwestern corner of TLID 1N333CA00900, or halfway between the northern and southern ends of the shared boundary of the abutting parcels (see Exhibit A). This location shall be deemed the ‘street connection point’ for the remainder of this agreement.
  2. The maximum street centerline curvature of the street on each side of the street connection point shall be 198 feet.
  3. If the Cities have different adopted standards for street right-of-way widths for these street extensions, each shall taper the right-of-way dedication width requirements to meet the other’s right-of-way width at the street connection point. The right-of-way width at

the street connection point shall be the mid-point between the two Cities' right-of-way standards for the respective street classifications.

- 4. It shall be the sole responsibility and authority of each City to determine street alignment between the respective existing street termini and the street connection point.
- 5. It shall be the sole responsibility and authority of each City to relay the terms of this MOU to the respective owners of the abutting properties.

C. **Term.** This MOU is at-will and shall become effective upon signature by the authorized officials from the Cities. The MOU shall remain in effect until modified or terminated by any one of the parties by mutual consent, or upon completion of construction and acceptance by the respective Cities of the street connection referenced herein. This MOU may be terminated by either party hereto by giving notice to the other party sixty (60) days in advance of the specified date of termination.

D. **Cost.** Each City shall be solely responsible for implementation of the terms of this MOU within its respective municipal boundary.

CITY OF CORNELIUS

CITY OF FOREST GROVE

\_\_\_\_\_  
Rob Drake, City Manager

\_\_\_\_\_  
Jesse VanderZanden, City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ATTACHMENT A





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

**October 22, 2018**

### Dates to Remember:

- October 26: Watershed Tour for Council/Public, 8:30 am to 12:30 pm
- Oct 27-31: Nyuzen Student Delegation Visit
- November 6: Election Day
- November 7-10: NLC Summit, Los Angeles
- November 12: Veteran's Day observed, City Offices Closed

### CITY MANAGER:

- Mark Knudson, Tualatin Valley Water District's CEO, plans to retire as of March 31, 2019, and will continue to serve as TVWD's CEO until his successor has been appointed and assumes the CEO position. The TVWD Board will conduct a nation-wide recruiting process, with the assistance of an executive search firm, in the coming months. It is the Board's goal to have a new CEO in place by spring 2019.

### ADMINISTRATIVE SERVICES:

- Workers' Compensation: The City received a \$71,042.00 dividend from SAIF for the 2017 workers' compensation premiums. The dividend is placed into the City's Risk Management Fund and is used to offset premium increases in future years and to have some funds available for ergonomic improvements for employee workstations and other items. For example, in previous years, some of the funds have been used to fund the police officers' equipment vests.
- Geographic Information Systems: The City has hired Jennifer Zumbado-Hannibal as its first GIS Coordinator. She started with the City on October 15, 2018, and is busy getting oriented. Staff is excited to have filled this position with someone of her experience and is looking forward to moving ahead with the GIS RoadMap approved by Council.
- Senior Center: The kitchen remodel project is currently on schedule. Staff has worked through a number of unexpected issues but Andrew Losli, the City's Facility Maintenance Supervisor, has done an excellent job of managing the issues as they have arisen. The exterior of the facility has been painted as one of the companies that submitted quotes was able to do the job right away.
- Solid Waste: Metro is in the process of finalizing an ordinance and administrative rules which when adopted will result in a 40% reduction in the amount of waste that the Forest Grove Transfer Station can accept starting in January 2019. That reduction will mean a 40% reduction in Community Enhancement Fund revenue as the source of revenue for that fund is a \$1 per ton fee on each ton of waste received at the FG Transfer Station. Metro is also working on its administrative rules for the commercial food waste recycling program. Staff will be conducting a solid waste work session early next year.
- Small Cell Towers: One cell phone company has been working with City staff to go through the process of installing fiber optic cable and locating small cell towers in certain areas of the City. Staff is working with the City Attorney's Office on franchising issues and a recent Federal Communication Commission's ruling related to small cell towers which was not favorable to cities. Other cities in the area are working on the same issues. Staff will be doing a work session with the Council within the next few meetings.
- Police Facility: The staff Design Working Group and the architects are continuing to do the concept design on the proposed police facility. The Group is feeling good about the design. A work session on this topic will happen on October 22.
- Library Facility: The project to try to address water infiltration on the south side of the expansion area of the library is completed. We will know when the rains start if the issue has been successfully addressed. On October 19, City staff is installing a public garbage can on Birch Street next to the Library in an

attempt to address the littering on the east side of the Library. Waste Management will empty this can as they do with all of the City's street garbage cans.

- City Hall Elevator: Staff has obtained more quotes on the upgrade for the elevator. The upgrade will take time no matter which vendor is selected. Staff is looking at one more option to get the elevator working before the upgrade is done. The upgrade will still be necessary.
- Accounting/HR Systems: Finance and HR staff are busy working on implementing the new systems for HR, Employee Self-Serve, cash receipts, business licenses, and accounts receivable.
- Assistance to Other Departments: Proposals for the Police Strategic Plan were due on October 18, 2018 (after this update was written.) The RFP for Tourism Coordination and Development Services was issued on October 17, 2018, and are due on December 18, 2018. Staff expects to issue the contract by the end of January 2019 with the work expected to commence in February 2019.
- The updated cost of service study, reviewing City policy on line extension credits for installation of infrastructure for development, and net solar metering billing projects are continuing. Staff has submitted the data to consultants who are now doing the detail work. Staff expects to have a work session with Council on these topics within the next few months.
- Fire and Police Negotiations: Negotiations with the Police and Fire Associations are continuing.
- Current recruitments underway include: Public Works Director, Program Coordinator, Part-Time Adult Services Librarian, Police Officer, Police Reserve Officer, and Fire Volunteers.

#### ECONOMIC DEVELOPMENT:

- Forest Grove was selected by Oregon Tourism Department (Travel Oregon) as one of seven sites statewide for a professional mural in support of the "Oregon Slightly Exaggerated" campaign. Two sites have been proposed, one on Pacific and one on 19<sup>th</sup> Avenue.
- Travel Oregon completed a "My Story" product which is a three-day itinerary of things to do in Forest Grove area for visitors. Travel Oregon reported that it was the most clicked on story on their Facebook Page for the entire month of August.
- Hired an economic development intern, Kelsey Lewis, a senior at Pacific University majoring in business.
- Working with five new businesses considering opening in the downtown. Three have signed leases.
- Held meeting with MCPA design team and City staff to review Oregon building codes, revised plans submitted and several key building approvals/permits to be issued. Grading completed. Foundation started. Goal is to be operating February or March 2019.
- Storefront Façade Program: 1834-1840 Pacific Ave building owned by Rod Fuiten and Valley Art are complete. The Knotty Lamb and New Chinese Cuisine are half complete. Began design work on Forest Grove Dance building on 19<sup>th</sup> Avenue and The Department Store on 21<sup>st</sup> Avenue.
- Met with the new General Manager of TTM and had follow up meeting on October 15 with regional and statewide workforce partners to identify programs and resources to assist TTM in training and searching for employees to fill numerous positions they are having a difficult time filling. They are also looking to get more involved in the community.
- The TV series, "The Perfectionists," plans to begin filming in the City center in October. There will be no street closures but there will be some parking restrictions around Pacific University on Cedar Street.
- Continuing to recruit volunteer teachers for the implementation of Junior Achievement Program. 430 high school senior will go through the Personal Finance Program and Career Readiness classes and 30-50 7<sup>th</sup> and 8<sup>th</sup> graders will go through JA Finance Park program.
- Both commercial spaces for the Jesse Quinn are leased. Growler Garage should be open in November.

#### COMMUNITY DEVELOPMENT:

- Staff has been in discussion with ODOT about proceeding with the TV Highway Improvement Plan. As of the time of this writing, the RFP will be ready in draft form in the next week with the final RFP being put out later in the month. Consultant interviews and selection should be the week after Thanksgiving.

- Consultant Letters of Interest have been submitted for the Downtown Parking Plan. Staff has received four proposals and is currently reviewing them.
- Staff will begin working on the Housing Needs Assessment with the consultant within the month. As a first order of business, as required by HB 4006, staff will work with the consultant to hold a community meeting about the causes of, barriers to, and potential solutions for severe rent burden in Forest Grove. This meeting should be taking place in early December.
- Current status on land use permits:
  - Raines Dialysis Clinic – Project is 11,175 square feet located at the northeast corner of 19<sup>th</sup> and Maple. Building shell has been completed and interior improvements have begun.
  - Kidd Court – a seven unit subdivision by Habitat for Humanity is located on 22<sup>nd</sup> Place between D and E streets. Staff has received and approved two single-family homes and one duplex.
  - Forestplace Apartments (formerly Haggen site) – All community building improvements are finished. All 21 building permits have been issued for apartment buildings on the site. 14 buildings are now being rented. Laundry and convenience store is nearing completion.
  - Stonewood Center: Final Certificate of Occupancy has been issued. Tenants open and operating are Sherwin Williams, The Pink Spoon yogurt shop, and Black Rock Coffee. Bank of America will also occupy two tenant spaces; however no plans have been received. Future commercial building on the site will likely be occupied by a medical facility and other tenants, which are currently in different phases of lease agreements.
  - Silverstone Development – The Silverstone development includes 204 total lots and four phases. The first phase is being built by Stonebridge Homes and includes 45 lots. CD has issued all 45 building permits for homes on those lots. In addition to phase 1, site work is underway for the next phase of the project being built by Lennar Homes. 30 home plans for Phase 2 have recently been issued, with 9 lots remaining. Phase 3 has been issued grading permits. 7 homes have been applied for in Phase 3, but none issued yet. Phase 4 - Meadows at Silverstone – 63 permits have been issued, leaving 10 to be issued.
  - Hawthorne Gardens – The project is for 29 lots with one lot proposed for a 14 to 15 unit apartment with the remaining lots for attached single family development. 23 home permits have now been issued, leaving 6 lots and the apartment building yet to be permitted.
  - Gales Creek Terrace – Construction has commenced. Initial complaints about construction traffic using “D” Street have been resolved.
  - Green Grove cohousing development has now has three building permits issued. Two buildings have been issued final Certificates of Occupancy.
  - Smith Orchard has initiated grading. It is an 8-lot subdivision. No building permits issued yet.

#### ENGINEERING:

- Martin Road: City staff met with the new ODOT Area Manager, Matt Freitag, to discuss possible participation in the project funding. Both a signal light and a traffic circle are possible solutions for the intersection at Highway 47.
- Safe Routes to School (SRTS) Grant Application: City has submitted a grant application to ODOT for improvements to the Thatcher Road and Gales Creek Road intersection. Intersection improvements were identified in the City's 2014 TSP (Transportation System Plan) update. This SRTS project improvements would include minor roadway realignment, sidewalks, ADA ramps, enhanced pedestrian crossings at the intersection, and sidewalks on the south side of Gales Creek Road up to Talisman and on the east side of Thatcher Road up to the existing neighborhood pedestrian connection. Total project cost has been estimated at \$900K with \$400K in the SRTS grant application. Public Works staff is working with Washington County for the remaining \$500K.
- Annual Paving and Curb Ramp Improvements: The contract for construction is completed. Work will start in spring 2019.

- Road improvements: Staff is working with consultant to prepare for a workshop with City Council to develop a plan for improvements to 19th Ave., 26th Ave. and Willamina Ave.
- Water Treatment Plant: The Backwash Pump has been successfully replaced.
- Water System Resiliency Plan aka Seismic Study: The consultant submitted the draft Seismic Resiliency Report on October 4, 2018.
- Watershed: A watershed tour for the council members and the public has been scheduled for Friday, October 26. PSU students have concluded their paleoseismic evaluation of the Gales Creek fault and have arranged for the trench to be backfilled this week.
- Forest Glen Park: Kickoff meeting took place on October 10, 2018, with design engineer.
- Public Works Operations: Repaired 16" water transmission line on Gales Creek Road near Forest Glen Park; Replaced 80 LF 30" storm pipe (over water transmission main); Completed annual compound meter testing.

#### POLICE:

- Officer Daniels remains on-track to be operational sometime in December 2018. Officer Bartlett should be operational February, 2019. Officer De Leone should be operational March, 2019.
- Officer Bowen completed Basic Instructor Development Course; Sgt. King attended Use of Force refresher training course; Officers Colasurdo, Krump and McBee are continuing a 40 Crisis Intervention Training class. This class runs for five consecutive Wednesdays.
- The entire department has completed the annual Outdoor Range. This range exercise is critical for officer training on the use of long gun systems.
- Two Detectives and a Patrol Sergeant attended the Oregon Homicide Investigator's Association Annual Conference in Bend. Sgt. Matt Smith presented, along with other investigators, the Luis Guzman homicide case.
- Officers continue to meet contractual commitments by supporting and providing security for both Pacific University and Forest Grove High School football games.
- Officers attended the Public Services Open House and provided multiple tours of the Police Department.
- Officers conducted Coffee with a Cop at BJ's.
- Detectives currently have 49 cases under investigation and completed two background investigations.
- Code Enforcement Officer Joseph McCullough is working in solo status. Since being released from training status he has impounded four abandoned vehicles and issued 79 parking tickets. Officer McCullough is diligently patrolling the downtown core area as well.
- Community Outreach Specialist Quinsland provided tours of the police department to 3<sup>rd</sup> and 4<sup>th</sup> grade classes from the Community School and provided a safety update at the monthly CPO meeting.
- Planning is beginning for the 2019 Citizen's Academy and applications are being accepted.
- Community Outreach Specialist Quinsland conducted our first Landlord Forum with the Westside Crime Prevention Coalition, facilitated a Scam Prevention Workshop, and participated in role-play exercises for Washington County Crisis Intervention Training.

#### LIBRARY:

- Adriana Vasquez will begin offering monthly bilingual storytimes in October. These will be family storytimes open to all ages. Adriana, along with Robert Garfias, is developing a plan for outreach to the Latino community. This new storytime is the first of those programs to be implemented.
- Starting November 14, the library will offer storytimes in Spanish. This new program is made available through WCCLS. It will be offered the second Wednesday of each month in the Spanish language area.
- Youth Services Librarian, Nathan Jones, coordinated with staff from Cornelius Public Library to visit Forest Grove High School during their Back to School Family Night on October 3<sup>rd</sup>. Library employees Robert Garfias, Adriana Vasquez, and Nathan Jones staffed a library table at the Public Services Open House on October 13. They handed out WCCLS promotional materials in English and Spanish.

- Youth services staff from our library met with Forest Grove School District's library staff this week. FG and Cornelius library staff will meet again with school staff in November to share information on WCCLS databases, and digital content access via our Libby app. The immediate goal is to train in-house experts so that they can disseminate their knowledge of WCCLS tools to students and teachers. The long-term goal is to get every elementary student a public library card, so that they can use these tools in their library classroom.
- Library Listening Tour: These listening events are designed as a companion piece to the Library Survey and will attempt to gather Forest Grove resident views about Library services. Our objective is to listen and record what people say unprompted. Over the next two months, a series of community engagement events to take place at seven local venues: BJ's Coffee, Urban Decanter, The Forest Grove Senior Center, The Pink Spoon, Ridgewalker Brewing, Goodwill and Safeway. These events will be staffed by the Friend's Board, Library Commission and Library staff. We hope to better identify library service needs within the community and to identify obstacles that may exist to library use.
- During the week of October 7th – 13th, the library participated in the nationwide Teen Read Week campaign. The library created a large book display at the entry to the library and gave away free copies of the WCCLS Teen Reads Week selection for the year, "Jackaby" by William Ritter. Robert Abbey has spearheaded the creation of this display with graphics help from Jessica Fehr.
- The library recently participated in the national campaign called "Banned Book Week" (Sept. 23-28). Banned Books Week is an annual event celebrating the freedom to read. Forest Grove participated by creating a large display at the entry to the library, indicating books that are most commonly challenged across the United States. Staff members also wore buttons to indicate which banned book they were most happy to read. Ashley McDonald was the main staff member assigned to the project, and did a wonderful job coordinating displays and button creation. The effort yielded a lot of conversation between staff and the community around the freedom to read and access books of one's own choosing.
- Teen Library Council (TLC) had their first meeting in September and another one on October 8. Members discussed the Young Adult section, programs for winter and fall, and building TLC membership participation.

#### PARKS & RECREATION:

- The grand opening celebration of the new Futsal Court at Tom McCall Upper Elementary school was held on Sept. 27. Representatives from the Timbers and Thorns gave brief remarks about the importance of developing sites that improve the availability of soccer facilities for youth. The speakers' remarks included the participation of the school district and City of Forest Grove in the process.
- The Aquatic Center continues to accept registration for the Lifeguarding Class that begins next weekend. Interested participants may register at the aquatic center.
- The Rogers Park restroom project is in the permitting phase. The drainage plan for the improvements is now being evaluated by engineering and CWS. Once this hurdle is cleared the City will put the project out to bid.
- The Parks Department is in the process of developing a plan to make improvements to the North Entrance "Welcome to Forest Grove" area including removal of the service club signage, cleaning the welcome sign, removal of overgrown plants and replanting of plant materials that require less maintenance. This project will be completed within the next two months. Service Clubs will have the opportunity to advise the City on the replacement of their signage.

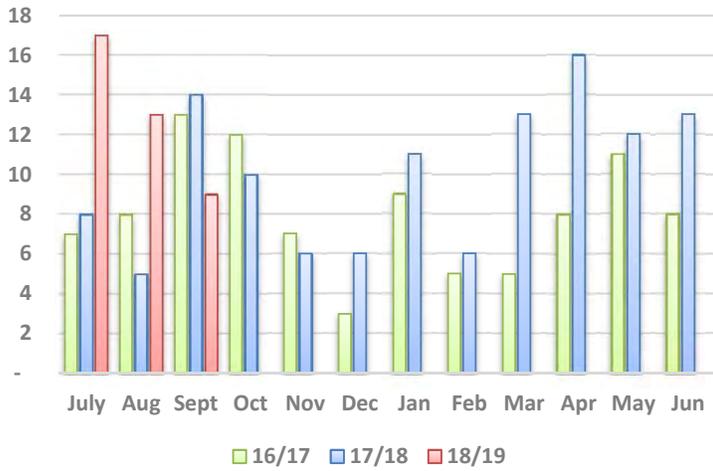
#### LIGHT & POWER:

- The new construction power feed to MPCA Chemical Plant has been completed. Permanent power services will be installed later in the project.
- New service work for the FG Senior & Community Center upgrade project continues. Power cutover to the new service was completed on October 15.

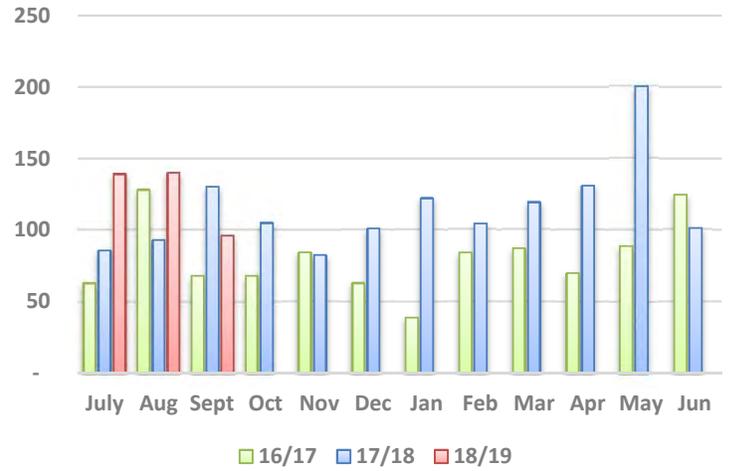
- Street light poles were re-installed along "A" Street prior to the Grand Opening of the Jesse Quinn complex.
- Bank 2 transformer at Forest Grove Substation has been energized and is carrying a full load.

# Forest Grove Activity Report

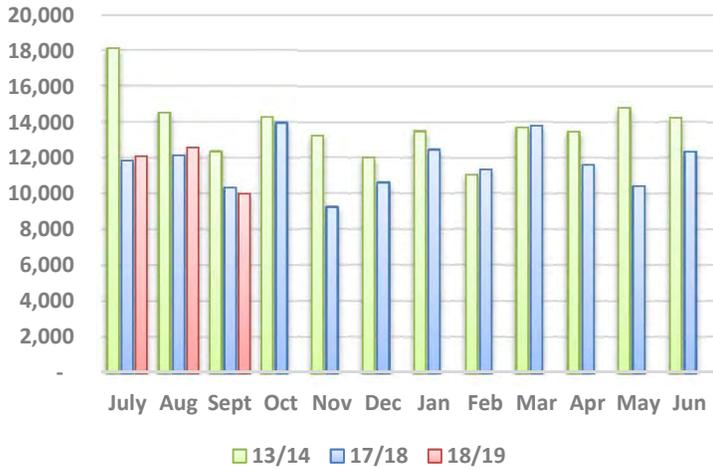
## New Business Licenses



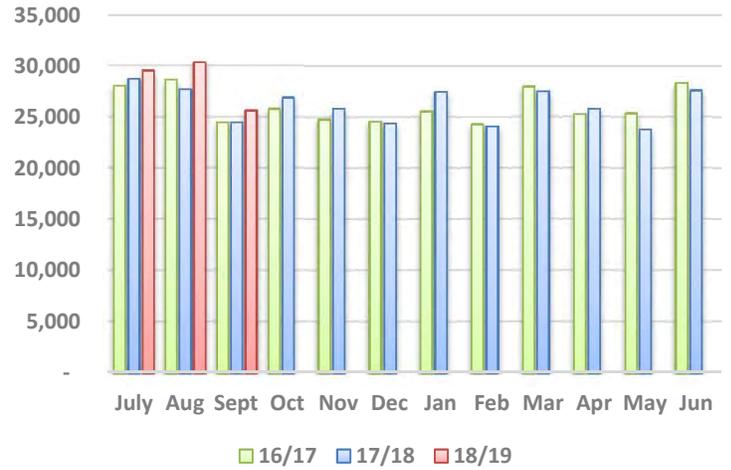
## Total Building Permits



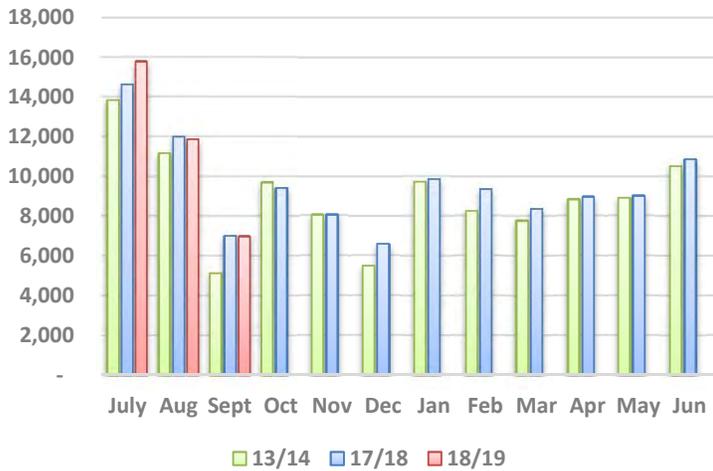
## Library Walk-Ins



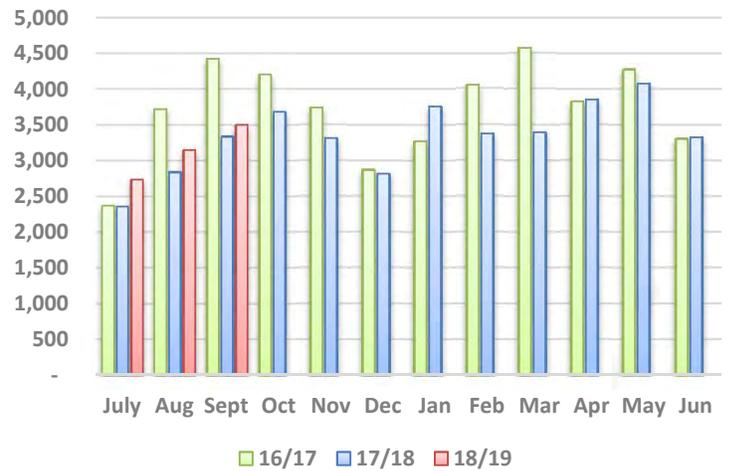
## Library Circulation



## Aquatic Center Attendance

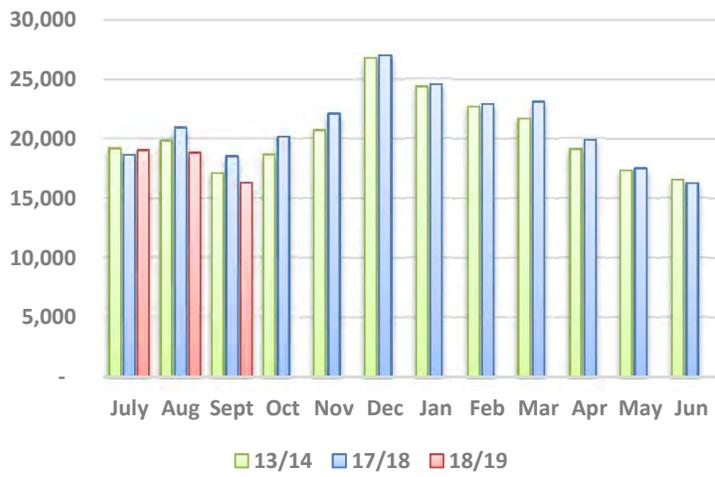


## Grove Link Riders



# Forest Grove Activity Report

## Light & Power Total MWh



## Fire Department Calls

