

CITY COUNCIL MONTHLY MEETING CALENDAR

April-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Planning Comm 7pm	2 CCI 5:30pm	3 Municipal Court	4 EDC Noon	5 LOC Board Mtg FGS&CC 1st Friday	6 Arbor Day Celebration
7	8 CITY COUNCIL 5:30 PM - EXECUTIVE SESSION (Labor) 5:45 PM - WORK SESSION (Fire Gov) 6:15 PM - WORK SESSION (B/C Reform) 7:00 PM - REGULAR COUNCIL MEETING 9:20 PM - URA MEETING COMMUNITY AUDITORIUM	9 Red Cross Blood Drive 1pm-6pm, Comm Aud CFC Tree Planting, Thatcher Pk 11am Library Comm 6:30pm	10 Sister Cities 4:45pm Tigard's City Address 6pm	11 Budget Committee Informational Meeting 6pm - Comm Aud	12	13
14	15 Chamber Luncheon Planning Comm 7pm	16 WC Fire Task Force 6pm	17 Municipal Court P&R 7am CFC 5:15pm WC Address 5pm	18 CEPC Advisory Meeting (Presentations) 6pm - Comm Aud	19	20 PAC Retreat
Governor's Conference - Eugene			Mayor Truax out until April 21st			
21	22 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	23 Bonamici Town Hall, 6pm Hillsboro HLB 6:30pm	24 Red Cross Blood Drive 1pm-6pm, Comm Aud PSAC 7:30am	25	26 State Forestry/ODF Mtg 8am-4pm - Comm Aud	27
Truax returns						
28	29 Mayor Truax out until 5/3	30				

May-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Budget Committee Meeting (1st) 6pm - Comm Aud	3 CEP Allocations Due FGS&CC 1st Friday	4
			Mayor Truax out	EDC Noon	Mayor returns	Birds & Brew
5	6 Planning Comm 7pm	7 CCI 5:30pm	8 Municipal Court	9 Budget Committee Meeting (2nd) 6pm - Comm Aud	10	11
				PAC 5pm		
12	13 CITY COUNCIL 5:30 PM - CEPC ADVISORY MEETING 6:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	14 Red Cross Blood Drive 1pm-6pm, Comm Aud Library Comm 6:30pm	15 P&R 7am CFC 5:15pm	16 Budget Committee Meeting (3rd TBD) 6pm - Comm Aud	17	18
19	20 Chamber Luncheon Planning Comm 7pm	21 WC Fire Task Force 6pm	22 Municipal Court PSAC 7:30am	23 Sustainability 6pm	24	25
26	27 CITY OFFICES CLOSED	28 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM HLB 6:30pm	29	30	31	

Jun-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
					FGS&CC 1st Friday	
2	3 Planning Comm 7pm	4 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 Red Cross Blood Drive 1pm-6pm, Comm Aud Library Comm 6:30pm	12	13 PAC 5pm	14	18
16	17 Chamber Luncheon Planning Comm 7pm	18	19 P&R 7am CFC 5:15pm	20 Sustainability 6pm	21	22
23	24 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	25 HLB 6:30pm	26 Municipal Court PSAC 7:30am	27	28	29
30						

This page is intentionally blank.



A place where families and businesses thrive.

CITY COUNCIL MEETING AGENDA

MONDAY, APRIL 8, 2019

- 5:30 PM – Executive Session (Labor Negotiations)**
- 5:45 PM – Work Session (Fire Governance)**
- 6:15 PM – Work Session (Boards/Commissions Reform)**
- 7:00 PM – City Council Regular Meeting**
- 9:20 PM – Urban Renewal Agency Meeting**

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

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

PETER B. TRUAX, MAYOR

Thomas L. Johnston, Council President
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, 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, 503-992-3235, at least 48 hours prior to the meeting.

Brenda Camilli, Human Resources
Manager
Jesse VanderZanden, City Manager

5:30

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.

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

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

In accordance with ORS 192.660(2)(d) to conduct deliberations with person designated by the governing body to carry on labor negotiations.

(PowerPoint Presentation)
Michael Kinkade, Fire Chief
Jesse VanderZanden, City Manager

5:45

WORK SESSION: FIRE GOVERNANCE: FOUNDATION PRINCIPLES, DON BOHN, WASHINGTON COUNTY DEPUTY ADMINISTRATOR

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)
Jesse VanderZanden, City Manager

6:15

WORK SESSION: BOARDS/COMMISSIONS REFORM

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

7:00

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

7:05

1. A. **AWARD PRESENTATIONS:**

- *2017 Parks and Recreation Volunteers of the Year, Paul Waterstreet, Parks and Recreation Commission Chair*

Tom Gamble, Parks and Recreation
Director

7:15

1. B. **PROCLAMATIONS:**

- *Arbor Month 2019 and Tree City USA, presenting to Mark Nakajima, Community Forestry Commission Chair*
- *National Community Development Week*

Ronald Thompson, Councilor Liaison

Val Valfre, Councilor 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) 7:20 5. A. • *Committee for Community Involvement (CCI) Annual Town Meeting Report, David Andersen, CCI*
Bryan Pohl, Community Development Director
- (PowerPoint Presentation) 7:35 5. B. • *Court Carrier, Tourism Consultant*
- (PowerPoint Presentation) 7:50 6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2019-01 ADOPTING AN UPDATE TO CITY OF FOREST GROVE 2009 ECONOMIC OPPORTUNITIES ANALYSIS AND AMENDING FOREST GROVE COMPREHENSIVE PLAN; FILE NO. 311-18-000044-PLNG**
Dan Riordan, Senior Planner
Bryan Pohl, Community Development Director
Jesse VanderZanden, City Manager
- (PowerPoint Presentation) 8:10 7. **RESOLUTION NO. 2019-13 ADOPTING CITY COUNCIL GOALS AND OBJECTIVES**
Peter Truax, Mayor
Jesse VanderZanden, City Manager
- (PowerPoint Presentation) 8:20 8. **RESOLUTION NO. 2019-14 ADOPTING CITY COUNCIL TEAM AGREEMENT AND REPEALING RESOLUTION NO. 2018-37**
Peter Truax, Mayor
Jesse VanderZanden, City Manager
- Brenda Camilli, Human Resources Director 8:25 9. **RESOLUTION NO. 2019-15 AUTHORIZING EXECUTION OF A LABOR AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND FOREST GROVE POLICE ASSOCIATION EFFECTIVE JULY 1, 2018, AND EXPIRING JUNE 30, 2022**
Jesse VanderZanden, City Manager
- (PowerPoint Presentation) 8:35 10. **RESOLUTION NO. 2019-16 AUTHORIZING IMPLEMENTATION OF THE RESIDENTIAL HIGH-EFFICIENCY TOILET REBATE PROGRAM FOR WATER CONSERVATION AND ESTABLISHING THE PROGRAM REQUIREMENTS**
Gregory Robertson, Public Works Director
Jesse VanderZanden, City Manager
- City Councilors 8:45 11. **CITY COUNCIL COMMUNICATIONS:**
- Jesse VanderZanden, City Manager 9:05 12. **CITY MANAGER'S REPORT:**
- Peter Truax, Mayor 9:10 13. **MAYOR'S REPORT:**
- 9:15** 14. **ADJOURNMENT:**

9:20

URBAN RENEWAL AGENCY MEETING:

The Forest Grove Urban Renewal Agency Board will convene in the Community Auditorium to conduct an Urban Renewal Agency Meeting. (*Refer to separate agenda*).

9:30

ADJOURNMENT:

3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).
- A. Accept Committee for Community Involvement Meeting Minutes of December 4, 2018, and January 8, 2019.
 - B. Accept Community Forestry Commission Meeting Minutes of January 16, 2019.
 - C. Accept Library Commission Meeting Minutes of February 12, 2019.
 - D. Accept Historic Landmarks Board Meeting Minutes of February 26, 2019.
 - E. Accept Public Arts Commission Meeting Minutes of February 21, 2019
 - F. Community Development Department Monthly Building Activity Informational Report for March 2019.
 - G. Accept Resignation on Sustainability Commission (Tammy Banek-Rydman, representing Ethnic/Cultural, Term Expiring December 31, 2020).
 - H. Accept Resignation on Economic Development Commission (Lois Hornberger, Pacific University, Higher Education, Term Expiring December 31, 2019).
 - I. **RESOLUTION NO. 2019-17 MAKING APPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION (APPOINTING JIM LANGSTRAAT, PACIFIC UNIVERSITY, HIGHER EDUCATION, TERM EXPIRING DECEMBER 31, 2022.**
 - J. **Endorse Liquor License Renewal Applications for Year 2019:**
 - 1) Kama Aina, 1910 Main Street, Suite A, Full On-Premises Sales
 - 2) Old Town Vault, 2004 Main Street, Full On-Premises Sales
 - 3) Safeway Store #0406, 2836 Pacific Avenue, Off-Premises Sales



A place where families and businesses thrive.

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

CITY COUNCIL STAFF REPORT

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *April 1, 2017*

PROJECT TEAM: *Michael Kinkade, Fire Chief*

SUBJECT TITLE: *Fire Task Force: Foundational Principles*

ACTION REQUESTED:

<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input type="checkbox"/>	Resolution	<input type="checkbox"/>	Motion	<input checked="" type="checkbox"/>	Informational
--------------------------	------------------	--------------------------	--------------	--------------------------	-------------------	--------------------------	---------------	-------------------------------------	----------------------

X all that apply

ISSUE STATEMENT:

The Western Washington County Fire Task Force was formed to evaluate governance options for providing fire service in Western Washington County. The participating agencies include the City of Cornelius, Cornelius Rural Fire Protection District, City of Forest Grove, Forest Grove Rural Fire Protection District, and Gaston Rural Fire Protection District. Each of these entities currently has an Intergovernmental Agreement (IGA) with the City of Forest Grove for providing fire service.

BACKGROUND:

In 2010, the Fire Department Strategic Plan first identified the possibility of cooperative partnerships for fire service provision. In 2011, the IGA between the City of Cornelius and the City of Forest Grove was implemented. In 2016, an IGA between the City of Gaston and the City of Forest Grove was implemented. In 2015, a study was conducted by Emergency Services Consulting International (ESCI) that identified a Fire Authority and eventually a District as possible governance options. In addition, a visioning process was held with the Mayors of Cornelius and Forest Grove and representatives from the Forest Grove, Cornelius, and Gaston Rural Fire Districts. In 2016, presentations were given to the City Council on the Fire Authority concept.

On January 27, 2018, the Annual Town Hall Meeting centered on governance options for providing fire services. In March, 2018, the City Council approved Objective 2.14, Fire Authority IGA, to “Participate in a Task Force of potential members to consider the financial, legal, and operational impacts of intergovernmental fire service delivery”.

The Western Washington County Fire Task Force was formed and began meeting in November, 2018. The Task Force is composed of six members including Mayor Truax and Councilor Rippe (PSAC Liaison) from the City of Forest Grove, Mayor Dalin from the City of Cornelius, Wes VanDyke from the Cornelius Rural Fire Protection District, Cleo Howell from the Forest Grove

Rural Fire Protection District, and Michael Piedmonte from the Gaston Rural Fire Protection District.

The goal of the Task Force is to study potential governance models and provide a consensus proposal to the five governing boards. The potential governance models identified by the Task Force include 1) continue with current system of individual IGAs, 2) Establish a comprehensive IGA that essentially forms a fire authority, and 3) establish a Western Washington County Fire District.

The Task Force has met 4 times since November. With the assistance of Assistant Washington County Administrator Don Bohn, the Task Force has developed a set of Foundational Principles (attached) to guide discussions and assist in evaluating the governance models identified above. The Foundational Principles were recently approved by the City of Cornelius, Gaston RFPD, Forest Grove RFPD, and Cornelius RFPD.

FISCAL IMPACT:

There is no fiscal impact.

STAFF RECOMMENDATION:

The Work Session is informational and intended to introduce the Foundational Principles and allow for question and answer. Don Bohn from Washington County will be in attendance and facilitate their introduction. Based on feedback from Council, staff intends to draft a resolution considering approval of the Foundational Principles at the April 22, 2019 Council meeting.

ATTACHMENT(s):

Western Washington County Fire Task Force Foundational Principles



Western Washington County Fire Task Force

FOUNDATIONAL PRINCIPLES

DRAFT APPROVED BY FIRE TASK FORCE FEBRUARY 19, 2019

Service to the Community

- The fire and rescue system is designed, organized, governed and funded to provide effective, efficient and reliable services to the community.
- The fire and rescue system recognizes an interdependent service area that spans the City of Forest Grove, City of Cornelius, Forest Grove Rural Fire, Cornelius Rural Fire and Gaston Rural Fire.

Governance and Identity

- The fire and rescue system is unified and locally governed and managed.
- The fire and rescue system delivers services and service levels as determined by community and stakeholder needs and interests.
- The fire and rescue system reflects the values and spirit of the community served.

Operationally Effective and Responsive

- The fire and rescue system provides coordinated and comprehensive response throughout the unified service area.
- The fire and rescue system is managed to optimize resource deployment and ensure consistent and appropriate response capabilities.
- In coordination with other emergency management agencies, the fire and rescue system will be prepared and equipped to respond during disaster related events.

Professional

- The fire and rescue system attracts and retains a qualified and professional workforce.
- The fire and rescue system provides standardized and regular training and development opportunities.
- The fire and rescue system actively recruits, engages and trains volunteers and provides opportunities for advancement.

Fiscally Responsible

- The fire and rescue system will exemplify operational excellence in a fiscally responsible manner.
- The fire and rescue system will procure and maintain the resources necessary for unified deployment and response.
- The fire and rescue system will be funded by an equitable finance strategy that can accommodate current and future service demands.
- The fire and rescue system will be supported by viable, sustainable and stable funding.

This page is intentionally blank.



A place where families and businesses thrive.

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

CITY COUNCIL STAFF REPORT

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *April 8, 2019*

PROJECT TEAM: *Anna Ruggles, City Recorder
Jesse VanderZanden, City Manager*

SUBJECT TITLE: *Work Session: Boards and Commissions (B/C) Review*

ACTION REQUESTED:

<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input type="checkbox"/>	Resolution	<input type="checkbox"/>	Motion	<input checked="" type="checkbox"/>	Informational
--------------------------	------------------	--------------------------	--------------	--------------------------	-------------------	--------------------------	---------------	-------------------------------------	----------------------

X all that apply

BACKGROUND:

In March, 2018, Council passed Objective 3.21, Youth Advisory Council: “Conduct Work Session to discuss YAC models, resources, and vision” and Objective 3.22, Board and Commissions: “Review appointment process, procedural consistencies regarding Council interaction, and Commission/Board makeup, including size, number, and composition.”

In an effort to achieve these objectives, Council held a Work Session on August 13, 2018, which culminated in a B/C Subcommittee to make recommendations to Council on the above objectives. The Subcommittee was composed of Councilors Wenzl, Johnston, and Rippe. The Subcommittee held three two-hour meetings on August 28, September 6 and September 25, 2018.

The Subcommittee advanced numerous proposals which were the subject of Council Work Sessions on September 24 and October 8 and 22, 2018. The Work Sessions reviewed potential Council Rule changes in detail. Council arrived at a general consensus to seek feedback on potential Council Rule changes from all B/C’s. The potential Council Rule changes are shown in Attachments 1 and 2.

Staff held an informational meeting for all B/C members on November 19, 2018. The meeting was well attended and all attendees were given a “cheat sheet” or informational flyer to assure subsequent B/C meetings on this topic were fully informed. The Informational Flyer is Attachment 3.

The B/C’s considered the potential Council Rule changes at their December, January, and/or February meetings. Of 11 B/C’s, 5 submitted formal comments for Council consideration including Parks and Recreation, Economic Development, Library, Historic Landmarks, and Public Arts. The comments are amalgamated in a PowerPoint or Attachment 4. The B/C comments in their entirety are Attachment 5.

Last, Council held a Work Session on March 18th, 2019, to consider potential Council Rule changes. The Work Session ended with review of Proposed Council Rule 14.4 and will begin with review of Proposed Council Rule 14.6.

PURPOSE:

The purpose of the 45 minute Work Session is to consider remaining items from the October 22 and March 18 Work Sessions, review all B/C comments on potential Council Rule changes, and discuss whether to advance Council Rule changes for consideration at a future City Council meeting, presumably April 22, 2019.

ATTACHMENTS:

- 1) Draft Council Rules with changes shown
- 2) Draft Council Rules with changes accepted
- 3) Informational Flyer
- 4) Work Session PowerPoint, April 8, 2019
- 5) B/C comments

“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 appoints 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 31st 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 – 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 31st 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.

INFORMATIONAL MEETING

CITIZEN ADVISORY BOARDS AND COMMISSIONS REVIEW NOVEMBER 19, 2018, 5:30 PM-7:00 PM COMMUNITY AUDITORIUM, 1915 MAIN STREET

The purpose of the Informational Meeting is to allow all Boards and Commissions (B/C) members an opportunity to learn and ask questions about potential B/C reforms.

BACKGROUND: The City Council has long recognized, valued and received community input through citizen participation on B/C to assure public policy is founded on community interests and aspirations. In recognition of this value, the Council has created 11 citizen advisory B/C, more than any city of our size in Washington County.

WHY: All B/C are considered public bodies and appointed members are considered public officials under Oregon law. Recently, there have been court cases and new state law regarding how public bodies and officials must operate. In response, local governments have undertaken efforts to assure they are in compliance with the law. This compliance comes in the form of updated rules, bylaws, meeting minutes and agendas. In addition, City Council listened to members and identified a goal of assuring the City was not only compliant, but that city policy assured all B/C were treated equitably, consistently, and purposefully.

WHAT: The City Council has outlined reform options and would like to hear from B/C prior to considering any final policy. *Please know NO official action has been taken – all the work thus far has been to come up with options for the B/C's to consider and comment on. This Information Paper is intended to assist in this effort.*

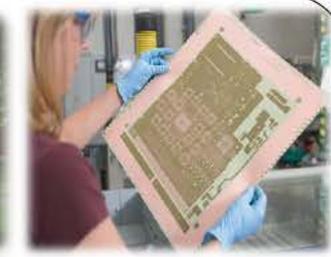
WHEN: The Council would like each B/C to consider the options below at their regularly scheduled meetings in December and/or January. The Council and Staff Liaisons will work closely with each B/C to assure comments are gathered and presented to Council prior to any final action. Please know some B/C may be affected very little, while others may be affected slightly more.

- 1) Purpose of B/C: The purpose of the B/C was not clearly stated in the Council Rules. In response, the Council is clarifying the purpose to state: *“The purpose of the Advisory Boards, Commissions, and Committees 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.”*
- 2) Qualifications: The proposed policy seeks to clarify that members must be 18 years of age and that student members are of high school grade level. Additionally, to encourage student participation, the proposal allows student members to be voting members, excluding Budget Committee and Planning Commission.
- 3) Composition: In an effort to be consistent amongst B/C's, one option is to limit each B/C to no more than 9 voting members (unless otherwise required by state law). This change would affect the Economic Development (EDC) and Sustainability Commissions (SC). EDC and SC have been asked to look at refining their membership list.

- 4) Meetings: Currently, the meeting frequency of each B/C is established in the adopted bylaws, which requires most B/C to hold meetings at least once a month. The proposal would allow B/C's to have increased flexibility by scheduling no less than 4 meetings per year (unless required by state law); thereby, allowing B/C to choose a meeting frequency that more closely aligns with their workload.
- 5) Member Terms: Currently, B/C member terms vary from 2-4 years. This has proven challenging to manage. In an effort to achieve consistency, one option is to establish 4-year terms for all B/C members and 2-year terms for student members. Terms would conclude on December 31st of each year.
- 6) Chairperson: To promote succession planning, the proposal seeks to limit the Chair appointment to twenty-four (24) consecutive months; however, it does not limit the number of terms the Chair can serve.
- 7) Council Liaisons: The proposal clarifies the role of Council Liaison as being a non-voting member who collaborates between the Council and the B/C to assure each group's collective interests are accurately and effectively represented to the other.
- 8) Staff Liaisons: The proposal defines the role of the Staff Liaison as being non-voting and assisting the B/C by utilizing their expertise regarding city policies and processes. The staff liaison would be responsible for member orientation, agenda review, minute preparation, and meeting packet distribution. In order to achieve compliance with public meeting laws and uniformity among all B/C, the proposal seeks to establish a common minute-taking template and removes the election of board secretary from the bylaws (staff prepares minutes).
- 9) Member Appointments and Reappointments: The current process is sporadic and has resulted in a lack of clarity for applicants seeking appointment. The proposal seeks to bring clarity and predictability to the process by commencing annual member recruitment in September and concluding it by December of each year. In an effort to receive feedback from existing members seeking reappointment, the proposal includes interviewing existing members after each 4-year term.
- 10) Annual Reports/Recognition Dinner: To encourage dialogue and communication, one option is for each B/C to present to Council during a regular City Council Meeting at least once a year, including an Annual Report. This allows the B/C Annual Dinner to focus on welcoming new members and appreciating existing members.
- 11) Bylaws/Agenda: The bylaws for each B/C vary widely and in some cases have not been updated in decades. The proposal seeks to establish a common bylaw template to assure state and local laws are being followed. Each B/C will be asked to review their existing bylaws and if necessary amend/update their responsibilities, membership, and objectives. The proposal also seeks to establish a uniform process for establishing and adding items to the agenda by creating an agenda template.

QUESTIONS?

If you have questions/concerns about any of the proposed options, please contact your Council and/or Staff Liaisons. You may also submit comments/inquiries to the City Recorder's Office, aruggles@forestgrove-or.gov, 503.992.3235.



Work Session

Boards and Commissions Reform

April 8, 2019

Jesse VanderZanden, City Manager

Anna Ruggles, City Recorder

Purpose

- Recap B/C efforts thus far
- Review B/C comments on potential Council Rule changes
- Discuss revisions to potential Council Rule changes and Boards and Commissions
- Consider remaining items from the last Work Session

Recap

- Address City Council Objective(s) 3.21 and 3.22.
- Respond to changes in public meeting and ethic laws.
- Address inconsistencies in bylaws, operations, and staffing amongst B/C's.
- Provides guidance to B/C members.

Recap

CITY	# of B/C
Forest Grove	11
Tigard	11
Tualatin	9
Wilsonville	9
Sherwood	8
Newberg	8
Cornelius	8
McMinnville	7

- Forest Grove has 11 Citizen Advisory Boards and Commissions, the most for cities of like size.
- This reflects the value the City places on public input.

Recap

NAME	MEMBERS	EST.
BUDGET	14	1963
PLANNING	7	1969
LIBRARY	7	1974
PARKS AND REC	9	1974
HIST. LANDMARKS	7	1980
COMM. INVOLVEMENT	7	1987
COMM. FORESTRY	7	1992
PUBLIC SAFETY	9	2005
PUBLIC ARTS	9	2006
ECONOMIC DEV.	19	2007
SUSTAINABILITY	13	2013

- 4 B/C's are not required by law.

Recap

- Council established a Subcommittee to compose potential B/C Council Rule changes. The Subcommittee was composed of Councilors Wenzl, Johnston, and Rippe.
- The Subcommittee held 3 two-hour meetings on August 28 and September 6 and 25, 2018, and forwarded potential Council Rule changes to Council.
- The Council considered the potential Council Rule changes at Work Sessions on September 24 and October 8 and 22, 2018, and March 18, 2019.

Recap

- The last Work Session focused on non-statutory B/C's.
- The items discussed were:
 - Whether to create a separate Urban Renewal Advisory Committee, add URA responsibilities to EDC, or neither.
 - The purpose and scope of the Public Safety Advisory Commission.
 - The role of the Public Arts Commission in a public art program.
 - The Annual B/C Dinner Format.

Recap

- Council arrived at a consensus to seek feedback from B/C's on potential changes.
- Staff held an informational meeting for all B/C members on November 19, 2018. All members were given a “cheat sheet” to inform their consideration.
- B/C's considered potential Council Rule changes at their December, January, and/or February meetings. Of 11 B/C's, 5 submitted comments for Council consideration.

B/C Comments

- **EDC**

- Expressed concern about reducing to nine members.
- Passed a motion to reduce from 19 to 15 members. This action requires a change to EDC's Bylaws and Council approval.

- **Library Commission**

- Suggest allowing the Chair to serve longer than 24 months.
- Suggest allowing a volunteer to take meeting minutes in lieu of but under the supervision of City staff.
- Suggest discretion to not re-interview members every 4 years.

B/C Comments

- Historic Landmarks Board
 - Suggest allowing a volunteer to take meeting minutes in lieu of but under the supervision of City staff.
 - Keep B/C Recognition Dinner in the same format but enforce time limits for presenters.
- Public Arts Commission
 - Oppose the 24 consecutive month limit for Chairpersons.
- Parks and Recreation
 - Suggest Student Members be a Junior in high school or above and commit to a 2-year term.

B/C Questions

Question:

If the number of B/C members is no more than 9, what criteria will be used to reduce the B/C if the current membership is higher?

Answer:

This change would only impact EDC and Sustainability. If the B/C is reduced to 9, these Commissions would be asked to make a recommendation to Council on the composition of their membership in their bylaws.

Question:

If all B/C members have 4-year terms, how many members rotate each year?

Answer:

The potential Council Rules stipulate the terms will be staggered evenly. Any additional clarification can be done via individual B/C bylaw amendments for those B/C's that do not have 4 year terms.

B/C Questions

Question:

Will each B/C elect a Chair and Officers each year?

Answer:

Yes. The potential Council Rules state the Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled meeting of each year.

Question:

Will student representatives have a vote in all proceedings?

Answer:

Yes. For those B/C with a student member, the potential Council Rules state student members shall be voting members. Currently, all B/C's have Student Members except Budget and Planning Commission which are established by ORS. Currently, 5 of 9 Student Member positions are vacant.

B/C Comment Consideration

- The following Discussion Items reconcile the B/C comments to the section of potential Council Rule language.
- The specific language the B/C comment pertains to is in ***bold italics*** and would be the focus of a language change if the Council desires.

B/C Comment Consideration

One B/C comment on this topic

- Proposed Council Rule: “14.4: Composition – Unless authorized by Council or required by state law, all B/C’s shall consist of no more than nine (9) voting members.”
 - Comment: this potential Council Rule allows Council the flexibility to approve more than 9 voting members if they choose. This action would occur via Council’s approval of individual B/C Bylaws.
 - Comment: this potential Council Rule only pertains to Sustainability (13 members) and EDC (19 members).

B/C Comment Consideration

Two B/C comments on this topic (*italics denotes applicable language*)

- Proposed Council Rule: “14.6 Terms of Office and Officers – Unless required by state law, all B/C members shall be voting members and shall serve four (4) year terms. Student members shall be voting members and shall serve two (2) year terms. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31. 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 twenty-four (24) consecutive months.*** Members may not serve on more than two (2) B/C’s at the same time. Appointments to vacant positions shall fill out the remainder of the unexpired term.”

B/C Comment Consideration

Two B/C comments on this topic (*italics denotes applicable language*)

- Proposed Council Rule: “14.9 Staff Liaisons – 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. The staff liaison shall orient the newly-appointed B/C members prior to the first meeting on the duties of being a member. The staff liaison shall review the agenda in consultation with the B/C chair, *prepare minutes*, prepare and distribute the B/C packet at least five (5) days prior to the meeting, post the final agenda on the bulletin board and/or at the meeting location, submit legal notices for review and copies of approved minutes to the City Recorder’s Office, report to the City Recorder’s Office any member who has three or more unexcused absences, report any meeting date changes including cancellations, maintain official records in accordance with the city retention schedule (ORS 166-200), and publicly post B/C documents on various media.”

B/C Comment Consideration

One B/C comment (*italics denotes applicable language*)

- Proposed Council Rule: “14.10 Appointments and Reappointments – Member recruitment shall begin in September and conclude by December 31st of each year. 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. *Members must apply and be interviewed after every term to continue service.* Interviews will be conducted by the Council or Council Subcommittee. Applicants who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment. Once Council conducts interviews and makes appointment recommendations, the City Recorder Office’s shall notify applicants in writing of the Council’s recommendation. Formal resolutions making appointments will be scheduled under the Consent Agenda at the next regular Council meeting.”

B/C Comment Consideration

One B/C comment (*italics denotes applicable language*)

- Proposed Council Rule: “14.3 Membership Qualifications – To be eligible for appointment, a person must be 18 years of age or older and a Forest Grove resident for the duration of the appointment term unless expressly provided for by the adopted bylaws. *Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.* All appointed members are required to attend training courses as assigned and approved by Council. An individual member may not act in official capacity. The Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect of duty, or malfeasance in office. Voting members may not be employees of the City. B/C members serve without compensation.”

Discussion Items

Remaining discussion items from last Work Session:

- Urban Renewal Advisory Committee or within EDC
 - Note: URA Plan lists creation of URAC as a strategic objective.
- Purpose and Intent of PSAC
- Annual B/C Dinner Format

Proposed Next Steps

April 8th

- Council consideration of Council Rule changes and Bylaw Template.

May-July

- Staff and Council Liaisons collaborate with B/C members on updating Bylaws and educating new Council Rules.

August-September

- Council consider B/C updated Bylaws.

EDC

December 11, 2018

Councilor Tim Rippe
City of Forest Grove
P.O. Box 326
Forest Grove, OR 97116

Dear Tim:

The Forest Grove Economic Development Commission (EDC) recently discussed the Council's consideration of administering City advisory commissions more uniformly, i.e., each commission would have nine members each serving four-year terms.

On December 6, 2018, the EDC passed a motion advising Council to retain the current number of EDC members and requesting a meeting with the City Council or members of its Commission Review Committee to discuss that topic.

The standing number of EDC members from various for-profit enterprises, nonprofit organizations, and public agencies have provided a broad perspective enabling the EDC to advise the Council and promote economic development effectively.

If EDC membership were reduced to nine, current commissioners feel the EDC will not reflect the City's increasingly diverse citizenry and complex economic sector as well as it has to date. Members recognize the EDC might operate as effectively as it has, if two to four membership slots, such as the utility and citizen representatives, were trimmed from its roster.

The EDC would appreciate meeting with you and other councilors about revision of the EDC membership number. I look forward to hearing from you on this matter.

Thank you!

James Draznin
Chair, EDC

Copy: Jesse VanderZanden
Jeffrey King

Anna Ruggles

From: Jeffrey King
Sent: Thursday, February 21, 2019 3:37 PM
To: Anna Ruggles
Subject: Forest Grove EDC -Boards and commission

Hi Anna

I want to follow up with you on communications that the Forest Grove EDC wants to communicate to City Council regarding their Boards and Commission review.

1. Board size

December 6, 2018 meeting

Brad Bafaro motioned to recommend to council that the EDC could function with 17 voting members eliminating the utility and member at large seats. We agree to all other changes that have been informally proposed by the city council subcommittee and would like a meeting with the city council subcommittee to discuss membership. Current individual members will reach out specifically to the subcommittee. Howard Sullivan seconded the motion. The motion passed unanimously.

February 7, 2019 meeting

Tim Budelman moved a motion to remove the member position of "Residential Developer". Steve Krautscheid seconded. The motion passed unanimously.

Howard Sullivan moved to have the member position of "Workforce Development" changed to a liaison position only. Kevin Emerick seconded. The motion passed unanimously.

The net effect is a recommendation is to reduce the formal voting board members to 15 and have one non-voting liason seat.

2. Other Items

Through parts of several meetings the EDC accepts all of the other issues under consideration thus far such as bylaw streaming/commonality, length of terms, length of total service, etc.

Jeffrey King
Economic Development
City of Forest Grove
P.O . Box 326
Forest Grove, OR 97116
(503) 992-3293
(503) 992-3207 (fax)
jking@forestgrove-or.gov

Anna Ruggles

HUB

From: Tom Johnston
Sent: Tuesday, December 4, 2018 4:12 PM
To: Anna Ruggles
Subject: Fwd: Proposed changes to boards and commissions

Sent from my iPad

Begin forwarded message:

From: George Cushing <[REDACTED]>
Date: December 4, 2018 at 12:34:53 PM PST
To: 'James Reitz' <jreitz@forestgrove-or.gov>, 'Tom Johnston' <tjohnston@forestgrove-or.gov>
Cc: <[REDACTED]>
Subject: Proposed changes to boards and commissions

I have two suggestions:

One: if boards want to continue to have a member be secretary and prepare the minutes they be allowed to do so. But ultimate responsibility to insure timely submission and in the proper format to be a responsibility of the staff member.

Two: the annual boards and Commissions annual recognition dinner be allowed to continue in the same format But strict time lines to present be kept. This is a great opportunity for members to learn of the activities and responsivities of other Boards and Commissions. The welcoming of new members and recognizing existing members would be a plus and this could be done if the boards and commissions presentation were kept to a short period of time. I feel and possibly many others also, feel the endless droning on of some presentations is counter to enjoyment of others.

Thank you for your consideration of these suggestions.

George E Cushing
Forest Grove Historic Landmarks Board

 Virus-free. [REDACTED]

B&C Review – Forest Grove Library Commission Ideas – Jan 15, 2019

Here are comments that the Forest Grove Library Commission has made on changes that might be made to the B's & C's.

Here are the items where we had comments:

- Limit Chairperson's appt (via election) to 24 consecutive months, but with no limit on lifetime terms as a B&C officer.
 - On this issue, the Library Commission requests that it be allowed to consider this proposal as a "suggestion" or "recommendation" and be allowed flexibility on the maximum number of consecutive month's that the Chairperson and Vice-Chair of the Library Commission can serve.

- Concern about the role of "Minute Preparation" of meetings for the Staff Liaison.
 - On this issue, the Library Commission would like to suggest a more flexible wording. The Library Commission does not have a city employee available to takes notes at its meetings, or to produce the minutes of meetings (although it does have volunteers and commission members available).
 - So, the Library Commission would like to suggest a more flexible wording for this item. We feel it would be better if the Staff Liaison is asked to "supervise minute preparation" rather than have the role of "minute preparation", and that the Staff Liaison be allowed to choose either a city employee, a volunteer, or a board or commission member to take meeting notes and prepare meeting minutes (with the supervision, review, and approval of the Staff Liaison).
 - We feel that this change will allow for flexibility for the various boards and commissions and will still achieve the desired goals for the proposed change.

- Re-interviewing B & C members seeking reappointment every 4 years
 - On this issue, the Library Commission suggests that the City Council allow itself the flexibility of being able to choose whether to re-interview a current B&C member or not (if this is allowed). One example where the City Council might not want to re-interview a B&C member seeking reappointment would be if there were no other applicants for the position.

Anna Ruggles

From: Malynda Wenzl
Sent: Monday, December 10, 2018 5:30 PM
To: Anna Ruggles
Subject: Fwd: City committees

Sincerely,
Malynda Wenzl
Forest Grove City Councilor

Begin forwarded message:

From: "[REDACTED]" >
Date: December 10, 2018 at 1:15:41 PM PST
To: <[REDACTED]>, <mwenzl@forestgrove-or.gov>, <TGamble@forestgrove-or.gov>
Subject: City committees

Malynda;

A couple of thoughts about changes in city commissions.

1. If you change the number of people that comprise the commissions, what methods are you going to use lower the number of commissioners? Voting, reapplication dates, volunteers, resignations?
2. The proposed change that all commissioners have 4 year terms, what percent of the commission is going to change each year, .25%, .33%, .50%?
3. Will each commission elect a new chair, vice chair etc. at the same time each year?
4. Will student reps. have a vote in all proceedings? I can see a situation that the student vote would be the determining vote and they maybe put in a very awkward position.
5. Change the language on student reps.: At the time that a student will be seated as a board member that student must be a junior level in high school or above and commit to a 2 year term etc..
6. Examine each commission at a commission meeting to determine if the current number best suits that commission?

Thanks for your help;

Paul

PAC

Anna Ruggles

From: Tom Gamble
Sent: Sunday, January 6, 2019 9:12 AM
To: Anna Ruggles
Subject: Fwd: Letter regarding boards and commission changes

FYI

Sent from my iPhone

Begin forwarded message:

From: Dana Eytzen <[REDACTED]>
Date: January 5, 2019 at 8:38:52 PM PST
To: Colleen Winters <CWinters@forestgrove-or.gov>, Bev Maughan <BMaughan@forestgrove-or.gov>, Tom Gamble <TGamble@forestgrove-or.gov>, "Tom Johnston" <tjohnston@forestgrove-or.gov>
Subject: Letter regarding boards and commission changes

To: Tom Gamble, Colleen Winters & Councilor Tom Johnston;

From: The Forest Grove Public Arts Commission

In response to the draft Council Revisions to Boards & Commissions, we would like to go on record as unanimously opposing the proposed change to a two-year term limit for the Chairperson. We believe that annual elections provide an effective opportunity for a commission to elect or re-elect leadership, and that length of term should be left to the discretion of each commission. Requiring a leadership change every two years could be disruptive to the work of a commission, and bring with it unintended consequences. It seems arbitrary and counterproductive to withdraw this authority from individual commission members for the sake of uniformity. Please reconsider this proposal.

Thank you-

The Forest Grove Public Arts Commission
Dana Eytzen
Kathy Broom
Laura Frye
Michael Goetzke
Kathleen Leatham
Emily Lux
Linda Taylor
Amy Tracewell
Pat Truax



A place where families and businesses thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	1A
FINAL ACTION:	

CITY COUNCIL STAFF MEMORANDUM

TO: City Council

FROM: Jesse VanderZanden, City Manager

PROJECT TEAM: Tom Gamble, Director, Parks and Recreation
Paul Waterstreet, Chair, Recreation Commission

MEETING DATE: April 8, 2019

SUBJECT TITLE: Volunteers of the Year 2018

Table with columns: Ordinance, Order, Resolution, Motion, Informational. Includes 'ACTION REQUESTED:' label and 'X all that apply' note.

BACKGROUND: The Recreation Commission recognizes each year contributions of Volunteers who serve in various ways to improve Parks and Recreation programs and facilities in the community.

This year the commission is honoring a project and program that impacted and support and expand recreational opportunities in Forest Grove.

Those being recognized include:

- Dr. Ben Crabtree. For his role "above and beyond the duty" as an advisor to and for the students at Forest Grove High School's National Honor Society.
• Cindy Mendoza. For her role in connecting a futsal funding opportunity to the Forest Grove community.

This page is intentionally blank.

1B.1



A place where families and businesses thrive.

PROCLAMATION

Celebrate Arbor Month 2019 and Forest Grove's Designation as a 2018 Tree City USA®

WHEREAS, Arbor Day was first observed in 1872 with the planting of more than one million trees in Nebraska; and

WHEREAS, the Forest Grove community continues this tradition of environmental stewardship by conserving, preserving, and restoring our local urban forest; and

WHEREAS, our community appreciates the many benefits trees provide; and

WHEREAS, the National Arbor Day Foundation named Forest Grove as a 2018 Tree City USA® to recognize our community's commitment to effective urban forest management during the year; and

WHEREAS, 2018 marks the 29th consecutive year Forest Grove received Tree City USA® designation.

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

Section 1. The Forest Grove City Council hereby designates Arbor Day in Forest Grove with a tree planting celebration at 11:00 a.m. at Thatcher Park on Tuesday, April 9, 2019.

Section 2. The Forest Grove City Council encourages the community to support the tradition of the first Arbor Day by planting trees throughout the City during the month of April.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 8th day of April, 2019.

Peter B. Truax, Mayor, City of Forest Grove

This page is intentionally blank.



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #:

MEETING DATE:

FINAL ACTION:

1B.2

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Anna D. Ruggles, CMC, City Recorder*

DATE: *April 8, 2019*

SUBJECT TITLE: *Proclamation*

Background:

The following proclamation is in recognition of:

- *National Community Development Week, April 22 – 26, 2019*

Proclamation has been signed and mailed to Washington County Office of Community Development, Community Development Block Grant, so the requesting agency could receive the proclamation in a timely manner for their recognition.

PROCLAMATION

National Community Development Week April 22 – April 26, 2019

WHEREAS, the week of April 22 – April 26, 2019, has been designated as National Community Development Week by the National Community Development Association to celebrate the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships (HOME) Program; and

WHEREAS, the CDBG Program provides annual funding and flexibility to local communities to provide decent, safe and sanitary housing, a suitable living environment and economic opportunities to low-and-moderate-income people;

WHEREAS, the HOME Investment Partnerships (HOME) Program provides funding to local communities to create decent, safe and affordable housing opportunities for low-income persons. Nationally, over one million units of affordable housing have been completed using HOME funds; and

WHEREAS, over the programs' history, our community has received a total of \$4,675,312 in CDBG funds.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF APRIL 22 – APRIL 26, 2019 AS

NATIONAL COMMUNITY DEVELOPMENT WEEK

in Forest Grove, Oregon, Washington County, in support of these two valuable programs that have made tremendous contributions to the viability of the housing stock, infrastructure, public services, and economic vitality of our community.

BE IT FURTHER PROCLAIMED, that this community urges Congress and the Administration to recognize the outstanding work being done locally and nationally by the Community Development Block Grant Program and the HOME Investment Partnerships Program by supporting increased funding for both programs in FY 2020.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 8th day of April, 2019.



Peter B. Truax, Mayor, City of Forest Grove



3A

APPROVED

CITY OF FOREST GROVE
COMMITTEE FOR COMMUNITY INVOLVEMENT
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET
December 4, Tuesday, 2018

Betsy Brower, Chairperson

David Andersen Tom Cook (Secretary)
MJ Guidetti-Clapshaw (Vice Chair) Devon Downeysmith
Karen Reynolds Matthew Stone

Council Liaison: Malynda Wenzl

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

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

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

Present: Tom Cook, David Andersen, Devon Downeysmith, Matthew Stone, MJ Clapshaw, Council Liaison Malynda Wenzl, City Staff Bryan Pohl, Ashley Terry (student advisor).

Absent: Karen Reynolds, Betsy Brower

1. **Call to Order:** 5:30 and approved minutes of November 6, 2018.

2. **Community Action Inbox.** MJ Clapshaw announced her resignation due to priorities. The board also recognized the e-mail resignation of Betsy Brower.

Motion made to consider filling chairman and vice-chairman at later meeting after 2019 ATM. David Anderson was nominated to be interim chair. Motion seconded and passed.

Introduction of Ashley Terry, new student advisor.

3. **2019 ATM.**

Tom provided handout to update on agencies invited and attending. See attached handout.

Matthew stated that Forest Grove Coffee Company will donate coffee. David ask Matthew to ask them if they would supply refreshments funded by CCI.

MJ spoke about the Map the Neighborhood program and its benefits. Discussion about Stacy Metzger’s role.

Request to Bryan for name tags for the CCI members.

Promotion:

Devon will generate a “press release” to be sent to Bryan to be distributed through the city-wide billing. She will also produce a “flyer” to be distributed.

Tom will contact the Fire Department for their reader board.

Matthew will take the "press release" and generate promotion through social media. Devon will assist.

Matthew will research the location of the large banner and perhaps how to modify.

4. Latino Summit. Nothing new to present.

6. Council Liaison Report. Councilor Wenzl spoke of the upcoming proposed changes to the Board and Committees policies.

7. Adjourn: 6:35 Next meeting January 8th, 2019

APPROVED

CCI MEETING MINUTES 1-8-19

Present: Members David Anderson, Matt Stone, and Devon Downeysmith. Ashley Terry (Student Advisor), Bryan Pohl (Staff Liaison), Malynda Wenzl (City Councilor). Kristin Tengen, a new member who will be appointed at the next City Council meeting was also present.

Absent: Betsy Brower, Karen Reynolds, Tom Cook

Call to order and approval of minutes: David Anderson called the meeting to order at 5:32pm. Members introduced themselves and the committee welcomed new member, Kristin Tengen. Due to lack of quorum, the minutes were not approved.

2019 ATM Planning: The group reviewed the list of exhibitors and assigned committee members to contact them to make final arrangements for the town meeting. Committee members have agreed to reach out to their contacts by COB Tuesday, January 9. Exhibitors should get back to committee members by Monday, January 14.

Event Promotion: The City will post about the event on the City website. The street banner is already up. Bryan is speaking with Mark Miller, editor of the *Forest Grove News-Times*, to provide information for an article. The event will be posted on the City's Facebook page, the Forest Grove Community Page, NextDoor, and PeachJar email.

Council Liaison Report: Councilor Wenzl said that the Council has not met since the previous CCI meeting because of the holidays. The next City Council meeting will take place on Monday, January 14. Kristin Tengen will be approved at this next meeting.

David Anderson adjourned the meeting at 6:26pm.

This page is intentionally blank.



APPROVED

Community Forestry Commission
Community Auditorium
1915 Main Street, Forest Grove, OR
January 16, 2019, 5:31 pm
Page 1 of 2

36

President – Mark Nakajima - present

Members Present: David Hunter – Bruce Countryman – Jen Warren

Members Absent: Michael Howell - Lance Schamberger – Dale Wiley

Staff Present: Dan Riordan

Council Liaison: Ron Thompson - present

Student Advisor: Declan Lynch - present

Citizen New Member / Introduction: None

Call to Order: Chair Nakajima called the meeting to order at 5:30 pm. Commission members welcomed new student liaison Declan Lynch.

Minutes Approval: David moved to approve and Jen seconded that the minutes be approved as submitted.

NEW BUSINESS

1. Election of Chair, Vice Chair and Secretary for 2019. David moved and Bruce seconded reappointment of Mark Nakajima as Chair, Michael Howell as Vice Chair and Dale Wiley as Secretary. The motion passed unanimously.

OLD BUSINESS:

1. Town Center Street Tree Project Update. Dan provided an updated on project status. Dan mentioned the consulting arborist will conduct a site visit on February 5th at 10:30 am. The City's Public Works Superintendent will participate.
2. Reuter Farms Park Oak Tree Replanting. Dan has been working with the Parks Department to coordinate planting three Oregon white oak trees to replace the trees planted in 2018. The Commission agreed that January is a good time to plant trees since they are dormant.
3. Boards and Commissions Dinner Presentation. The Commission discussed topics to highlight at the annual Boards and Commissions recognition dinner. Chair Nakajima suggested highlighting the Town Center Street Tree project, Arbor Day 2019 tree planting

on April 6th at the Thatcher Park off leash area, and possible partnership with the Soil and Water Conservation District and Mitch Taylor acorn project.

MEMBER UPDATE:

Jen noted that the Oregon Department of Forestry is recruiting for fire fighter positions.

David mentioned he is working on a tree inventory for the Vancouver School District and a tree forensics case in Tacoma.

Mark suggested the Commission revisit the Urban Forest Management Plan for project ideas for the upcoming year.

LIAISON UPDATE:

Councilor Thompson mentioned several training opportunities including the Western Regional Council forestry training in Eugene this month and the Northwest Leadership Conference in Troutdale on February 1st and February 2nd.

NEXT MEETING: February 20, 2019 at 5:30 pm at the City Auditorium.

MEETING ADJOURNMENT: David moved and Jen seconded that the meeting adjourn.

Unanimous vote affirmative to adjourn at 6:00 pm.

Respectfully submitted,

Dan Riordan
Commission Staff Liaison



APPROVED

Community Forestry Commission
Community Auditorium
1915 Main Street, Forest Grove, OR
February 20, 2019, 5:35 pm
Page 1 of 2

President – Mark Nakajima

Members Present: David Hunter – Dale Wiley – Bruce Countryman – Lance Schamberger

Members Absent: Jen Warren

Staff Present: Dan Riordan

Council Liaison: Ron Thompson - present

Student Advisor: Declan Lynch - present

Citizen New Member / Introduction:

Minutes Approval: Dale moved to approve and David seconded that the minutes be approved as submitted.

OLD BUSINESS:

1. **Arbor Day 2019:** The City received formal notice from the Oregon Department of Forestry that the Arbor Day Foundation approved the City's 2018 Tree City USA application. The annual Tree City USA proclamation will go the City Council on April 8th. The Commission discussed what could be done for the 2019 Arbor Day observance. Dan will contact Matt Baum with the Parks Department to see about planting a tree in Lincoln Park.
2. **Town Center Tree Project Update:** Dan reported that the arborist has been unable to get out and assess the trees due to bad weather. It is expected the arborist will do a site visit on March 4th.
3. **Reuter Farms Park Oak Tree Replanting:** The three replacement oak trees will be delivered on March 6th at 9:00 am. The Parks Department crew will plant the trees.

NEW BUSINESS

1. **Historic Tree Removal at Cyphers Residence (2807 22nd Place).** Mr. Cyphers requested removal of an Oregon white oak listed on the Register of Historic and Significant Trees because of the tree leaning at a 15 degree angle. The Commission requested more information before making a decision on approving the request. Dan will follow-up with Mr. Cyphers.

APPROVED

2. **Community Enhancement Grants (CEP)** – Grant applications will be available on March 1, 2019. The Commission discussed possible ideas for a grant request. The Commission reached consensus to seek funding after the results of downtown street tree assessment is done.
3. **Downtown Tree Removal:** The Commission discussed the downtown tree removal process and what has been happening. Dan noted the Urban Renewal Agency funded ½ of the cost for removal of the two street trees in front of 2036 Main Street. CEP grant funds could possibly be used for the assessment purposes to help working on the problems that are occurring with the down town trees.

MEMBER UPDATE:

Dale mentioned that he saw an oak tree fall on River Rd at the St Paul junction.

LIAISON UPDATE – Ron Thompson:

Society of American Foresters on Monday February 28, 2019 at Mt Hood Community College. Program is Foresters in a Burning World.

NEXT MEETING: March 20th, 2019 at 5:30 pm at the City Auditorium.

MEETING ADJOURNMENT: David moved – Dale seconded that the meeting adjourn.

Unanimous vote affirmative to adjourn.

Respectfully submitted,

Dale Wiley
CFC Secretary



APPROVED

Library Commission approved minutes as presented on Mar 19, 2019.

1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday Feb 12, 2019.

Members Present: Pamela Bailey, Chair; Kathleen Poulsen, Vice-Chair; Jon Youngberg, Secretary; Kirsten Beier; Valyrie Ingram; Matthew Hampton, Student;

Members Absent: Elizabeth Beechwood (excused); Nickie Augustine (excused);

Staff: Colleen Winters, Library Director

Council Liaison: Adolph "Val" Valfre

Others: Catie Beier.

2. ADDITIONS/DELETIONS: None.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Jan 15, 2019:

MOTION: Valyrie moved, seconded by Kathleen, to approve the January 15, 2019 minutes as amended. **MOTION CARRIED** by all.

4. CITIZEN COMMUNICATIONS: None.

5. INFORMATIONAL ITEMS:

5a. FOUNDATION REPORT: Colleen Winters shared comments about the activities of the Library Foundation of Forest Grove:

- a) The Foundation Board met last night, Mon Feb 11, 2019.
- b) Worked on the Garden Project and the Ginsburg Memorial. Subcommittee meeting about a plaque for the memorial, also on possible outdoor murals(s). The upcoming March meeting of the Board will focus only on this.
- c) The Board will produce a newsletter – it's first in some years. Lots of work.
- d) Discussed extra fundraising ideas.
- e) See the Library Foundation of Forest Grove's web site at: www.fglf.org.

5b. FRIENDS REPORT: Colleen Winters shared comments about the activities of the Friends of the Forest Grove Library:

- a) Presented at a meeting of the Chamber of Commerce. Promoting the library and the Friends Used Book sales.
 - b) The Spring 2019 Used Book Sale is scheduled for the week of April 15 – 20, 2019. Set-up for the sale will begin on Apr 10, with take-down scheduled for April 22, 2019. The normal call for volunteers can be expected.
 - c) The Friends on-going online book sales are continuing to go well.
 - d) The Friends web site is at: fglibraryfriends.org.
- 5c. **COUNCIL LIAISON REPORT:** Adolph “Val” Valfre shared comments about the recent activities of the Forest Grove City Council:
- a) The State of the City address was given Feb 25 by Mayor Truax at the City Auditorium. And for the City of Cornelius also. (Chamber of Commerce lunch.)
 - b) The City Council’s annual Retreat and work meetings were held Feb 2 and Feb 11. Goals and Objectives.
 - c) Community Enhancement Program (CEP). Will have \$125,000 to allocate. Applications must be in by Mar 1, 2019. May 28 decisions on the CEP grants.
 - d) Discussion of TV Hwy problems and improvements.
- 5d. **LIBRARY DIRECTOR’S REPORT:** Colleen Winters reported these items:
- a) Colleen mentioned that a new Teen Outreach librarian, Jillian, has been hired. The Teen Library Council will meet with Jillian and Nathan. The Teen Library Council may wish to have two meetings per month.
 - b) A new method will be used soon to find reason(s) for the continuing leak of the large window structure on the south side of the library, by the computers.
 - c) One library patron was recently excluded from the library for 90 days. He was also arrested by the Forest Grove Police Department.
 - d) **Events of interest held at the library in the last month:**
 - 1. Jan 23 – Oregon Shadow Theatre – The Green Bird
 - 2. Jan 26 – The Generous Listener – Adults Read Aloud
 - 3. Jan 26 – Celebrate Diversity – 40 people attended program.
 - 4. Feb 5 – Craft of Sake with Sake One Brewing – very nice program, and a fun evening with 20 to 25 attendees.
 - 5. Feb 9 – Waste Less Workshop – Recycling and re-use – 35 attendees.
 - e) **Events of interest planned at the library in the next month:**
 - 1. Feb 23 – The Generous Listener – Adults Read Aloud
 - 2. Mar 1 and Mar 15 – Adult Escape Room – 3 events, two days, with a waiting list of more attendees wanting to sign up.
 - 3. Mar 5 – Cultural Series – Chayag en Familia – Andean Music and Dance.
 - 4. Mar 16 – TED Talks

6. DISCUSSION OF ITEMS:

a) The 2019 Annual **B&C Recognition Dinner** was held in January. Pamela's short speech was well-received, and the dinner was nice as always.

b) The **Library Commission's Annual Retreat** (and potluck) for 2019 will be held Mar 19, 2019 at the Homestead neighborhood Clubhouse at 4300 Settlers Loop in Forest Grove, starting at 6pm.

c) National Library Week will be the week of April 7 thru 13, 2019. Ideas discussed: (1) Library Commission members could bring a different treat every day for lunch or early afternoon – Mon thru Sat. This worked well last year. (2) Previous ideas: Other edible treat opportunities, nice decorative mugs, fancy bookmarks. (3) The Friends will host a nice dinner event for library staff that week.

d) "Survey and Listening Tour Results": Kirsten sent Library Commission members a full copy of all the comments made on the Survey and during the Listening Tour, via e-mail. Colleen continued to recommend that Library Commissioners read the large packet of comments received, to look for insight.

e) Survey Follow-up / Staff In-service meeting. An all-day in-service meeting will be held at the library Mon Feb 18, 2019 when the library will be closed for the President's Day holiday. Almost all the library staff will attend. Input from all staff hoped for. Survey and Listening Tour items will be discussed.

A document with the title "Forest Grove City Library Service Policy" was handed out (updated slightly from version from a few years ago). The Library Commission reviewed the document, which will be discussed at the staff in-service meeting.

The **morning session** will be about the patron experience at the Forest Grove City Library, considering the whole experience: from parking, signage, and to customer service inside the library. Clearly want a good patron experience. What can we do to make each patron experience be great? What are the obstacles to us being able to provide that? Why can't the patron do (or get done) what they want? What can we do to work with patrons, so they avoid a bad customer experience?

Also, want to achieve a consist service response between library staff and with other WCCLS libraries. How to help the patron when library staff are busy when the patron enters the library? Expected outcome of the morning session: want library staff to buy in to the Service Philosophy document, where they all agree with it.

Lastly, will discuss what should happen when a new person comes to the library for the first item. A "front greeter" would be useful. Signage, see the front circulation desk, etc. We have improvements we need to make.

The **afternoon session** will have "break-out" sections – four sections covering some of 8 possible topics: 1. The library's back doors – how can they be kept unlocked during normal business hours more often? 2. More (or different) library

open hours? How and when they can they be provided? Security concerns?
3. Library of Things. How to do this? Focused on what? Type of items, etc. 4. Collection Development. (Circulation and Reference library staff will be in each of the four break-out sections.) 5. More programs and services for senior citizen patrons. 6. Family restrooms. 7. Study rooms. Currently have only two. Are more needed? Current honor system for using study rooms. 8. Publicity for library events. How do potential attendees find out about these events and programs? Best current ways? Better ways in the future?

At our next Library Commission meeting, we can expect to hear about some of the results of this library staff in-service day.

f) Colleen handed out a color brochure – the **WCCLS 2017-2018 Annual Report**. Some significant numbers mentioned: Almost 3.8 million total library visits to Washington County libraries. 1.7 million items in our libraries. 11.2 million total checkouts. Almost 1 million e-books checked out.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tuesday March 19, 2019 at 6PM, in the Homestead neighborhood Clubhouse, at 4300 Settlers Loop in Forest Grove. This will be the Library Commission's annual retreat and potluck for 2019.

8. ADJOURNMENT:

Hearing no further business, Chair Bailey adjourned the meeting at 8PM.

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary

APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
February 26, 2019 -- 6:30 P.M. Page 1 of 2

30

Members Present: Jennifer Brent, George Cushing, Mark Fischer, Larissa Whalen Garfias, Kelsey Trostle, Holly Tsur
Member Excused: Bill Youngs
Staff Present: James Reitz
Council Liaison: Tom Johnston
Citizens Present: 01 (Melody Haveluck)

1. **Call to Order:** Tsur opened the meeting at 6:31 p.m.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. CEP Grant Application Preparation: Tsur, Trostle, and Brent will be meeting March 9th to work on the CEP grant application and have it ready for the HLB to review by next meeting.

B. Photo Contest Planning:

- The contest will run March 22nd to April 22, 2019.
- An adult and youth category winner will each be presented with a prize.
- April 23rd HLB Meeting - discuss photo to present to Arts Commission.
- May 9th - Deadline for Arts Commissions to have their finalist decision.
- May 10th - Results from Arts Commission.
- May 13th - Eric Stewart and Proclamation to City Council.
- May 17th - Information on winners to the City Recorder.
- May 28th - City Council Meeting Presentation.

Trostle will reach out to the *News Times* for advertising information. Tsur will talk with Dana Eytzen about the Public Arts Commission voting on the finalist photos.

Whalen Garfias will reach out to Forest Grove High School for participants. She will also work with City staff to get the announcement on the City website and into the Utility Flyer, and make the posters, which Brent will distribute.

Brent will contact the Chamber of Commerce to get the announcement into the Friday Flash, and Fischer will reach out to Pacific University for support.

All of the team will run all processes through Whalen Garfias before contacting outside sources.

C. Mock Design Review: Before the review officially began, Tsur ran a series of questions and possible scenarios past Reitz and Councilor Johnston before the group participated.

- 8:30 pm - Design Review proceedings began.
- Tsur reviewed the process.
- Reitz summarized the property in question and the actions needed.
- Cushing (acting as applicant) presented his case for the property to be a four-plex.
- Team presented questions.
- Team deliberated.

Overall the process felt clunky and disjointed. At the end of the design review we realized that as a group we need to perform more mock design reviews before we can perform the process adequately in a professional manner.

4. Old Business/New Business:

- Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of January 22, 2019 were approved as submitted.**
- Council Liaison Report. Councilor Johnston reported about potential legislation on infill housing, and requested that we as citizens bring up legislative concerns to the City Council. He also would like the HLB and Public Arts Commission to work together and join forces to be a part of the town changes.
- FHFG Report. Haveluck reported on the affairs of the Friends of Historic Forest Grove, including:
 - May 6-18th - FHFG will have a Library Case for display
 - May 15th - Officers Meeting
 - June 2nd - Garden Tour
 - September 28th - Heritage Tour
- Staff Update. Reitz did not have any other town or SHPO updates not previously discussed.
- March 26 Agenda. CEP grant application review, photo contest, Stewart Award
- Added Items. Cushing has setup a Chamber Luncheon presentation for either June or July- he will return with a firm date at the next meeting.

5. Adjournment: The February 26, 2019 meeting adjourned at 9:28 p.m.

These minutes respectively submitted by Kelsey Trostle, Secretary pro tem

APPROVED

3E

PUBLIC ARTS COMMISSION
Thursday, February 21, 2019
2114 Pacific Avenue
Forest Grove, OR 97116
Page 1

MINUTES APPROVED BY THE PAC ON MARCH 14, 2019

Commission Members Present: Linda Taylor, Dana Eytzen, Laura Frye, Amy Tracewell, Kathy Broom, Pat Truax, Kathleen Leatham, Michael Goetzke. **Excused:** Emily Lux. **Council Liaison Excused:** Tom Johnston.
Staff Present: Tom Gamble, Colleen Winters.
Guest(s): Jose Nava Honesto

1. **CALL TO ORDER:** By Dana Eytzen at 5:03 pm.
2. **CITIZEN COMMUNICATION:** None
3. **APPROVAL OF PAC MEETING MINUTES:**
 - Motion to approve January 10 regular meeting minutes made by Pat. Linda Seconded. Motion carried, unanimously.
4. **ADDITIONS/DELETIONS**
 - Pat wanted to add discussion about sesquicentennial under commissioner communications.
5. **DISCUSSION/DECISION ITEMS:**
 - **Mini-Grant Consideration:** Jose Nava Honesto submitted a grant request for \$450 to host an art show for his senior project at Central School on April 19 from 4-6pm. He is hoping for 15 participants and will also showcase his own work. Pat motioned to approve grant from CEP funds. Mike seconded. Motion carried unanimously.
 - **Election of Officers for 2019:** The following slate of officers was presented: Dana Eytzen, Chair; Pat Truax, Vice Chair; Emily Lux, Secretary. Laura motioned to approve the slate of officers as presented. Amy seconded. Motion carried unanimously.
 - **Sponsorships: Amended Guidelines Presented:** Dana reviewed changes to sponsorship proposal. It was requested to modify some language on the presented proposal. Amy motioned to approve sponsorship Opportunity with suggested changes. Mike seconded. Motion carried.
 - **Review of 2018-19 CEP Grant remaining balance:** The remaining balance in the CEP funds is \$65 for mini-grants and \$1,534.82 for advertising and publicity. The fiscal year ends on June 30 and the commission expects to expend all funds.
 - **Discussion of 2019-20 CEP Grant:** Amy and Dana met and propose to ask for \$10,000. \$5,000 will go toward mini-grants, \$2,000 for sponsorships, and \$3,000 for advertising.

Pat motioned that PAC apply for a CEP grant 2019-20 for the above amounts. Kathleen seconded. Motion carried unanimously.

- **Scheduling Annual Retreat Date:** The retreat is scheduled for April 13 at Pat's house from 9 am to 12 noon.
- **Strategic Plan Objectives Update, Featured Artist Subcommittee:** The committee is in the beginning stages of thinking about featuring artists. They want to feature a variety of mediums and artist and settled on four per year. They are looking to partner with businesses and to ask for no commissions from art sales. The PAC's role is exposure to artists with also handling publicity, finding the artist, finding the venue, and organizing the event. It was suggested that if we identify all artists ahead of time, we can promote them like a series.

6. **INFORMATION ITEMS**

- **Finance Report:** The financial report was reviewed. Kathleen suggested that we remember our leadership gifts happen around the same time as the annual retreat.

7. **COMMISSION COMMUNICATION**

- **Sesquicentennial:** Pat brought up that the City is planning a year of programming in 2022 to coincide with the 150-year anniversary of Forest Grove being incorporated as a city. It was suggested that the PAC consider wrapping their programming around this theme. One event is already scheduled for October 5, 2022.
- **Thank You:** Kathleen presented a thank you card from Leah Hendrickson and her class.

8. **STAFF COMMUNICATION**

- **Star Wars Programming:** There will be a star wars program put on by the teen library council. They are currently meeting twice a month.
- **Library Foundation:** The Library Foundation received a \$100,000 bequest and it was determined that this money would go toward re-envisioning the children's area. Colleen suggested that the PAC be a partner in the artist solicitation process and perhaps in the design.
- **URA Funds:** Tom discussed the Urban Renewal Agency and their interest in partnering with the PAC to request art in the URA district. Bryan Pohl wants ½ hour at our next meeting to further describe this process and exciting opportunity.

9. **ADJOURNMENT:** 6:20 pm.

3F

Monthly Building Activity Report March-19 2018-2019

Category	Period: March-18		Period: March-19	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	13	\$3,891,806	6	\$1,868,947
SFR Addition & Alt/Repair	5	\$250,465	6	\$148,716
Mult. Fam. New	4	\$3,792,052		
Multi Family Alterations/Repair/Additions	4	\$31,200		
Group Care Facility			2	\$102,493
Commercial New	1	\$489,110		
Commerical Addition	1	\$828,520		
Commercial Alt/Repair	4	\$747,678	3	\$276,000
Industrial New			1	\$30,000
Industrial Addition				
Industrial Alt/Repair	2	\$8,150	2	\$32,000
Gov/Pub/Inst (new/add)			18	\$185,733
Signs	2	\$11,860		
Grading	1			
Demolitions				
Total	37	\$10,050,841	38	\$2,643,889

Fiscal Year-to-Date

2017-2018		2018-2019	
Permits	Value	Permits	Value
260	\$47,877,309	258	\$56,723,877

This page is intentionally blank.



A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	
MEETING DATE:	3/5
FINAL ACTION:	

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Anna D. Ruggles, CMC, City Recorder*

DATE: *April 8, 2019*

SUBJECT: *Deem Seat Vacant on Sustainability Commission*

Tammy Banek-Rydman, Sustainability Commission, representing Ethnic/Cultural, Term Expiring December 31, 2020,

STAFF RECOMMENDATION:

Staff recommends City Council accept the above-noted resignation and deem the seat vacant.

Anna Ruggles

From: Paul Downey
Sent: Thursday, March 14, 2019 10:29 AM
To: Anna Ruggles
Cc: Elena Uhing
Subject: Sustainability Commission Resignation

See the email below. Tammy Banek-Rydman is resigning from the Sustainability Commission effective immediately.

Anna, is there a waiting list from which the Council can appoint a replacement?

-----Original Message-----

From: Tammy Banek-Rydman [mailto: [REDACTED] [REDACTED]]
Sent: Thursday, March 14, 2019 10:00 AM
To: Elizabeth Stover <estover@forestgrove-or.gov>; Paul Downey <PDowney@forestgrove-or.gov>
Subject: Sustainability commission

Good morning,

I wanted to inform you that I will be resigning from the Sustainability Commission effective immediately due to health issues. Please inform the Commission for me. Thank you for the opportunity to serve my community.

Regards,
Tammy Banek Rydman

App'd 3/18
Term 12/31/20
Rep: Ethnic/Cultural

CERTIFICATE OF APPRECIATION

Awarded to

Tammy BaneK-Rydman

Forest Grove Sustainability Commission

2018 ~ 2019

**In Recognition of Dedicated Service to the
City of Forest Grove and Citizens of Forest Grove**

The Forest Grove City Council sincerely thanks you for your dedicated service and exceptional leadership you exemplified on the City of Forest Grove Sustainability Commission.



FOREST GROVE  **OREGON**

A place where families and businesses thrive.

Peter B. Truax, Mayor
Forest Grove City Council
April 8, 2019



A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	
MEETING DATE:	3/13/19
FINAL ACTION:	

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Anna D. Ruggles, CMC, City Recorder*

DATE: *April 8, 2019*

SUBJECT: *Deem Seat Vacant; Resolution Making Appointment on Economic Development Commission*

BACKGROUND:

Lois Hornberger, Pacific University, Economic Development Commission, representing Higher Education, Term Expiring December 31, 2019, has informed staff of her desire to resign from the EDC as per attached e-mail resignation. Hornberger was appointed 10/07.

Staff received application from Pacific University expressing its desire to appoint **Jim Langstraat, Pacific University**, as their voting representative on the EDC, representing higher education, term renewal to three-year, Term Expiring December 31, 2022. This is their representative seat currently held by Lois Hornberger who resigned.

No applicant interview is required since Pacific University is making this recommendation to Council.

STAFF RECOMMENDATION:

Staff recommends City Council accept the above-noted resignation and deem the seat vacant. Staff recommends City Council adopt the attached resolution making the above-noted appointment. If Council desires not to make this appointment, Council may reject this item on the Consent Agenda and/or discuss separately

CERTIFICATE OF APPRECIATION

Awarded to

Lois Hornberger

Forest Grove Economic Development Commission

2007 ~ 2019

**In Recognition of Dedicated Service to the
City of Forest Grove and Citizens of Forest Grove**

The Forest Grove City Council sincerely thanks you for your dedicated service and exceptional leadership you exemplified on the City of Forest Grove Economic Development Commission.



A place where families and businesses thrive.

*Peter B. Truax, Mayor
Forest Grove City Council
April 8, 2019*

Lois Hornberger
Pacific University
2043 College Way
Forest Grove Oregon
Email: [REDACTED]

February 4, 2019

Subject: Resignation from Commission

City of Forest Grove
Economic Development Commission
James Draznin, Chair
Forest Grove, Oregon

Dear Sir:

Please accept this letter as my resignation from the Forest Grove Economic Development Commission. As I will no longer be employed by Pacific University after February 8, 2019 I can no longer serve in the capacity of University representative. I have notified the University Cabinet of this open position on the Commission and feel confident they will provide a suitable suggestion for a replacement very soon.

I have enjoyed my involvement on this Commission since being appointed by University President Phil Creighton upon its formation. I wish the Commission the best and continued success.

Thank you.

Sincerely,



Lois Hornberger

cc: Cassie Warman, VP University Advancement
Pacific University





RESOLUTION NO. 2019-17

**RESOLUTION MAKING APPOINTMENT
CITY OF FOREST GROVE
ECONOMIC DEVELOPMENT COMMISSION**

WHEREAS, Resolution No. 2007-45 has provided for an Economic Development Commission; and

WHEREAS, Resolution Number 2006-10 provides that vacancies on City Advisory Boards, Committees, and Commissions brought about by resignation or removal shall be filled by appointment to fill the term of that seat by the City Council; and

WHEREAS, the City Council received application from business-related representative expressing its desire to appointing the following member to serve as their voting representative on the Economic Development Commission.

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

Section 1. That the following person is hereby appointed to the City of Forest Grove Economic Development Commission for the following term:

<u>Last Name:</u>	<u>First Name:</u>	<u>Position/Representative:</u>	<u>Term Expires:</u>
LANGSTRAAT	JIM	PACIFIC UNIVERSITY (HIGHER EDUCATION)	DECEMBER 31, 2022

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

PRESENTED AND PASSED this 8th day of April, 2019.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of April, 2019.

Peter B. Truax, Mayor



A place where families and businesses thrive.

(Please complete, sign and date application form and return to:

City of Forest Grove
 Attn: Anna Ruggles, City Recorder
 1924 Council Street • P. O. Box 326
 Forest Grove, OR 97116-0326
 Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

ECONOMIC DEVELOPMENT COMMISSION (EDC):
(Meets 1st Thursday at Noon)

AGENCY NAME:	Pacific University	
	<i>Primary:</i>	<i>Alternate:</i>
Member:	Jim Langstraat	
Mailing Address:	2043 College Way, FG	
Phone (work):	503-352-1621	
Phone (contact):	[REDACTED]	
E-Mail:	jim.langstraat@pacificu.edu	

It is the desire of the above-noted agency to appoint/elect the above member(s) to represent the above-noted agency as a voting representative to the Forest Grove Sustainability Commission.

Date: 03/20/2019 **Submitted by:** Jim Langstraat
Title: Vice President for Finance & Admin

(ED App 2/18)



A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	35
MEETING DATE:	
FINAL ACTION:	

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Anna Ruggles, CMC, City Recorder*

DATE: *April 8, 2019*

SUBJECT TITLE: *Annual Liquor License Renewals for 2019*

BACKGROUND:

The Oregon Liquor Control Commission (OLCC) has notified the City of the eligible liquor licenses seeking renewal for 2019. ORS 471.166 establishes the process for local government to make recommendation to the OLCC concerning the suitability of liquor license renewal application(s).

City Code, §110.071-110.073, requires any business requesting City Council endorsement for a liquor license renewal application to submit to a criminal background check and have a valid City business license in accordance with City Code. The Police Chief has reviewed the applicable criminal records check of the licensee and responsible parties and has made recommendation to forward for Council's consideration the attached liquor license renewal application(s), along with one of the following recommendations:

- ***Forward with Approval – No legal basis for denial.***
- ***Forward with Approval, Supporting Documentation.*** A criminal record exists; however, the record does not contain valid basis for denial as provided by Oregon liquor laws (i.e., felony drug or alcohol-related convictions). *(Dissemination of criminal record checks is prohibited by State law and is exempted from public disclosure).*
- ***Reject Application, Memorandum required.*** There is substantial evidence and opposition that warrants a Public Hearing before the City Council to hear testimony and to be used in the City's decision-making process.

STAFF RECOMMENDATION:

Staff recommends City Council authorize endorsement of the attached liquor license renewal application(s). The City's endorsement will be submitted to OLCC and OLCC approves, denies, restricts, or makes recommendations to OLCC Commissioners. If the application(s) is approved, the OLCC will renew the license(s). If the application is denied or restricted, there is a process to contest the decision.



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____ *3/17*

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Kama Aina

BUSINESS LOCATION ADDRESS: 1910 Main Street, Suite A

LIQUOR LICENSE TYPE: F-COM Full On-Premises F-COM Full On-Premises

CITY BUSINESS LICENSE: BL-001935

1. TYPE OF LICENSE:		2. LICENSE FEE:	
<input checked="" type="checkbox"/>	F-COM – Full On-Premises Sales		\$100.00 New Application
	F- CAT – Full ON-Premises Sales, Caterer	<input checked="" type="checkbox"/>	\$ 75.00 Change of License
	F-FPC/F-CLU – Full On-Premises, Private		\$ 35.00 Temporary Sales
	F-PL – Full On-Premises Public Location	<input checked="" type="checkbox"/>	\$ 35.00 Annual Renewal
	TSL – Temporary Sales License		\$ 20.00 Event License
	BP – Brewery Public House		\$ No Charge: Temp Annual Use
<input checked="" type="checkbox"/>	FULL ON-PREMISES SALES	<input checked="" type="checkbox"/>	OFF-PREMISES SALES
<p>Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>		<p>LIMITED ON-PREMISES SALES</p> <p>Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p>Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>
		BREWERY – PUBLIC	
		<p>Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

J. F. Schutz

J. F. Schutz, Chief of Police/Designee

3/18/19

Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____ 352

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Old Town Vault

BUSINESS LOCATION ADDRESS: 2004 Main Street

LIQUOR LICENSE TYPE: Off-Premises/F-COM Full On-Premises Off-Premises/F-COM Full On-Premises

CITY BUSINESS LICENSE: _____

1. TYPE OF LICENSE:		2. LICENSE FEE:	
X	F-COM – Full On-Premises Sales	L – Limited On-Premises Sales	\$100.00 New Application
	F-CAT – Full ON-Premises Sales, Caterer	X O – Off-Premises Sales	\$ 75.00 Change of License
	F-FPC/F-CLU – Full On-Premises, Private	SEW – Special Event Winery	\$ 35.00 Temporary Sales
	F-PL – Full On-Premises Public Location	SEG – Special Event Grower	X \$ 35.00 Annual Renewal
	TSL – Temporary Sales License	SED – Special Event Distillery	\$ 20.00 Event License
	BP – Brewery Public House		\$ No Charge: Temp Annual Use
	FULL ON-PREMISES SALES	LIMITED ON-PREMISES SALES	OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	
		BREWERY – PUBLIC	
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

J. F. Schutz, Chief of Police/Designee

4/11/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____ *3/23*

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Safeway Store #0406

BUSINESS LOCATION ADDRESS: 2836 Pacific Avenue

LIQUOR LICENSE TYPE: Off-PremisesOff-Premises

CITY BUSINESS LICENSE: BL-000092

1. TYPE OF LICENSE:		2. LICENSE FEE:	
F-COM – Full On-Premises Sales		L – Limited On-Premises Sales	\$100.00 New Application
F- CAT – Full ON-Premises Sales, Caterer	X	O – Off-Premises Sales	\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location		SEG – Special Event Grower	X \$ 35.00 Annual Renewal
TSL – Temporary Sales License		SED – Special Event Distillery	\$ 20.00 Event License
BP – Brewery Public House			\$ No Charge: Temp Annual Use
FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES	X OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
		BREWERY – PUBLIC	
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

J. F. Schutz

 J. F. Schutz, Chief of Police / Designee

3/20/19

 Date



A place where families and businesses thrive.

<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	5A
MEETING DATE:	
FINAL ACTION:	

CITY COUNCIL STAFF REPORT

FIRST READING:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *David Andersen, Past Acting Chair of CCI
Bryan Pohl, Community Development Director*

MEETING DATE: *April 8, 2019*

SUBJECT TITLE: *Committee for Community Involvement Update*

ACTION REQUESTED:

	Ordinance	Order	Resolution	Motion	X	Informational
--	-----------	-------	------------	--------	---	---------------

X all that apply

As part of its regularly assigned annual duties from the City Council, the City of Forest Grove’s Committee for Community Involvement (CCI) plans, organizes and hosts the Annual Town Meeting (ATM) for the residents of Forest Grove. Past topics of discussion have included fire governance structures, the meaning of “full-service city”, growth and development pressure, and utility rates. This year, however, the CCI took a different approach – an information fair, hosted at Forest Grove High School, aimed at educating citizens on disaster preparedness, as well as the City’s efforts on preparing for different sorts of disasters. AT the April 8, 2019, City Council meeting, David Andersen, the acting chair of CCI during the ATM, will present to Council on the results from the ATM and other general CCI news.

This page is intentionally blank.



Committee for Citizen Involvement

Recap of 2019 Town Hall Meeting

Today's Topics

1. ATM topic, format, location
2. Attendance and participation levels
3. Promotion channels used
4. Summary of feedback received
5. Community-suggested topics for future ATMs
6. Next up for CCI

ATM topic, format & location

- Topic:
Emergency preparedness – what the city is doing (and not doing), and ways for community members to be better prepared
- Format:
Short presentation by city manager, followed by preparedness fair with tables staffed by many different agencies and organizations
- Location: Forest Grove High School Auditorium
 - Not enough room at community auditorium
 - Thanks for extra funds to cover venue cost and catering

Attendance and Participation Levels

- Signup sheets overflowed with 136 entries
 - Some attendees did not sign in
 - Steady flow throughout the morning
- Tables staffed by 19 different agencies
 - City departments, gov. agencies, non-profits, NGO's
 - More agencies interested, but we did not have enough room for additional tables

Promotion Channels Used

- Broad use of multiple channels proved very effective
 - Street banner
 - City web site banner
 - Utility mailer
 - Forest Grove News Times
 - Facebook / NextDoor / Other social media
 - Flyers

Summary of Feedback Received

- 12 Feedback forms submitted
 - Things most liked:
 - City manager's talk and learning how well city is prepared
 - Quick access to so many sources of useful information
 - Areas for improvement
 - Need more space, noise levels were high
 - A little overwhelmed by so much info, need guidance on where to start
 - Want city manager's presentation posted online
 - Want more interactive exhibits
 - Try to attract more Spanish speakers

Community-Suggested Topics for Future ATMs

- Focus on the “small stuff” like barking dogs, speeders, porch theft, pot holes in streets & parking lots
- Managing increase in traffic from new housing developments
- Do emergency preparedness again

Next Up for CCI

- Reaching out to the other B's & C's to offer our event-oriented services
- Develop a workshop to promote increased civic engagement by high school and college-age people
 - Joint effort, coalition led by League of Women Voters
- Collaboration with Pacific University's McCall Center for Civic Engagement
 - Tap into student resources to aid in marketing and digital communications
 - Co-sponsor discussions on how to reclaim civility in public discourse

Thank you for getting us fully staffed!

Thank You

This page is intentionally blank.



A place where families and businesses thrive.

<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	56
MEETING DATE:	
FINAL ACTION:	

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Paul Downey, Administrative Services Director*

MEETING DATE: *April 8, 2019*

SUBJECT TITLE: *Tourism Consultant Introduction: Court Carrier*

ACTION REQUESTED:

	Ordinance	Order	Resolution	Motion	X	Informational
--	-----------	-------	------------	--------	---	---------------

X all that apply

BACKGROUND:

A little over a year ago, based on the recommendations of the Ad-Hoc Tourism Committee, the City Council passed a 2.5% Transient Lodging Tax. The Ad-Hoc Tourism Committee recommended the TLT revenues be allocated to four categories including a tourism consultant, capital projects, promotion/marketing, and innovative projects/event development.

The City let a Request for Proposals in November to enter into a Professional Services Agreement with a qualified individual or firm (Consultant). The Consultant had to demonstrate competency and experience in developing, coordinating, and managing tourism services in the City of Forest Grove with the overall objective of increasing tourism bed stays, tourism activity, and unifying Forest Grove's identity as a destination market around a central and compelling brand.

The Consultant is responsible for acting as a single point of contact for all tourism related activities. This includes, but is not limited to, developing, coordinating and administering new and ongoing tourism programs, conducting market research, creating and updating tourism plans, developing tourism amenities and events, and creating and utilizing a competitive marketing strategy that fosters a destination market and good public image.

The City's five-person selection committee received, scored, and interviewed three qualified proposals and proposers. The committee selected Court Carrier, of Carrier Hospitality and Tourism Consulting as the new Tourism Development Contractor for a period of two years. Court's main responsibilities will be focused on unifying a brand for Forest Grove and developing, creating, and implementing a tourism strategy and marketing program.

STAFF RECOMMENDATION:

Court is scheduled to present to City Council for 10-15 minutes. The intent is to allow Court and the City Council to meet and greet, provide a general overview of services over the next two years, and allow for questions, answers, and comments. No Council action is required.

ATTACHMENT(s):

Press Release Announcing Court Carrier



A place where families and businesses thrive.

NEWS RELEASE

Contact: Paul Downey, Administrative Services Director

Date: 3/18/19

FOR IMMEDIATE RELEASE

CITY SELECTS TOURISM DEVELOPMENT CONTRACTOR

The City of Forest Grove, Oregon, is pleased to announce the selection of Court Carrier, of Carrier Hospitality and Tourism Consulting, as their new Tourism Development Contractor for a period of two years. Court's main responsibilities will be focused on unifying a brand for Forest Grove and developing, creating, and implementing a tourism strategy and marketing program. The contract is based on a recommendation from a City Ad-Hoc Tourism Advisory Committee and will be funded by revenues from the City's 2.5% Transient Lodging Tax (TLT).

Court Carrier brings a wealth of experience to Forest Grove with him. He holds of Bachelor of Science Degree in Business from Oregon State, and a Master's Degree in Hotel and Restaurant Management from Cornell University. Carrier started his career from the ground up working in entry level positions during college at Glacier National Park, Nendel's Motor Inn, Salishan Lodge, and then began his management career at the Benson Hotel with Westin Hotels. While in Graduate School, he acquired additional experience as Day Lodge Manager for Killington Ski Area (Vermont) and also at Glacier Park Lodge as General Manager.

Following graduation, he interviewed across the country and accepted an offer in Oregon as Assistant Manager and Director of Sales and Catering at Timberline Lodge. After being recruited to work with the Red Lion Hotel and Resort Chain, he trained at Jantzen Beach and returned to Mt. Hood at the Rippling River Resort which was just being developed. He followed that position with a stint at Travel Portland as their National Sales Director for Meetings and Conventions. After 4 years, he was recruited back to Salishan Lodge as their Director of Marketing, serving in that capacity until Hallmark Inns and Resorts approached him to be their Pre-opening project Director and General Manager for the new Hallmark Inn at Hillsboro Airport. After completing that project, Carrier was selected to bring a 200-room high-rise hotel, the Ann Arbor Inn, out of bankruptcy in Ann Arbor, Michigan.

Returning to the Portland area, Carrier accepted an offer to start a new Hospitality and Tourism Program at Mt. Hood Community College and grew it from its infancy to one of the largest programs in the Pacific Northwest. It offered degrees and certificates in Hotel and Restaurant Management, Tourism Management, Recreation Management, Meetings and Conventions Management, Culinary Arts, and Beverage Management. After 27 years as their Director managing two full-time and 7 part-time adjunct faculty, Carrier took early retirement looking to re-enter the Hospitality and Tourism Industry.

Carrier was approached one week later and recruited to be the new Executive Director for the Cannon Beach Chamber of Commerce and Tourism DMO. After completing his 3-year contract there, Carrier returned to the Portland area to be with his family relatives. Court Carrier has lived in Washington County for 27 of the last 30 years, and he and his wife Kathy love being back to live in the area and visit with the in-laws in North Plains where they have lived for over 50 years.

“The City is very pleased to have Court’s expertise,” noted Jesse VanderZanden, City Manager. “Court is excited to be here to work on this project and collaborate with all of our industry and community partners.”

For more information please contact:

Paul Downey- Director of Administrative Services
pdowney@forestgrove-or.gov 503-992-3220

Court Carrier, Carrier Hospitality and Tourism Consulting
ccarrieriv@gmail.com 971-404-7864

###

The Path to Forest Grove, Oregon

History of Work Experience:

- Cannon Beach Chamber of Commerce and Visitor Bureau, Executive Director
- Glacier Park Lodge, General Manager
- The Benson Hotel, Management Trainee
- Mt. Hood Community College, Program Director
- Ann Arbor Inn, General Manager
- Hallmark Inns and Resorts, General Manager
- Red Lion Hotels, Executive Assistant General Manager
- Timberline Lodge, Assistant Manager/Director of Sales & Catering
- Travel Portland- National Meetings Sales Director

50 YEARS OF TOURISM AND HOSPITALITY EXPERIENCE

Scope of Work for Tourism Contract

- The primary objective of the City's Tourism Program is to increase Tourism Lodging occupancy stays (TLT collections), update and create tourism plans, advising on tourism amenities and events.
- Create an improved destination market and public image through a cohesive marketing plan.

Scope of Work for Tourism Contract

- Strategic planning including raising the visibility of Forest Grove as a Destination Market through utilizing a revised compelling central Brand.
- A secondary objective is the increase Tourism Activity such as visitation, retail and restaurant participation, attendance at attractions, events, and utilization of all Tourism assets.

Scope of Work for Tourism Contract

- Consultant is to serve as a single point of contract for all tourism-related activities for the City.
- Consultant is to have an office located in Forest Grove for performing work under the contract.
- Consultant is to deliver the work as contracted and is expected to put in an average of twenty hours per week in delivering the services.

Principal Responsibilities

- Establishing a Tourism Program Strategic Plan and related items, such as a Tourism Marketing Plan, designed to meet the stated objectives.
- Consultant shall establish a Tourism Advisor Committee (TAC) of key stakeholders to provide guidance to the Consultant to develop the Tourism Program Strategic Plan and related items.

Principal Responsibilities

- The City and the Chamber of Commerce will each have a member on the Tourism Advisory Committee.
- The Strategic Plan process will include a thorough inventory of existing Tourism amenities, projects, programs, and events.

Principal Responsibilities

Tourism Marketing Plan will potentially include:

- Managing and revamping the existing Tourism Website.
- Advertising Forest Grove in leading key market Tourism publications and media.
- Utilizing Social Media channels more effectively (such as Facebook and Instagram).

Principal Responsibilities

- Assisting with the creating and distribution of tourism collateral materials advertising Forest Grove.
- Marketing Plan will be developed by collaborating and networking with key businesses, non-profits, the WCVA, City Staff, and other appropriate stakeholders to further the goals and objectives of the Tourism Program.

Principal Responsibilities

- After the Strategic Plan is developed, review the adopted Branding as a part of a coordinated Tourism Marketing Plan that is developed as a result of the outcomes of the Strategic Plan.
- If needed, propose a process for updating the Branding or portions of the Branding that may require updating.

Principal Responsibilities

- Work with TAC to identify and recommend capital projects and use grants and other available fundraising capabilities to further the objectives of the Tourism Program.



The Brands of Forest Grove

This page is intentionally blank.



A place where families and businesses thrive.

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

CITY COUNCIL STAFF REPORT

FIRST READING:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *April 8, 2019*

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

SUBJECT TITLE: *Public Hearing and First Reading of Ordinance Adopting Update to City of Forest 2009 Economic Opportunities Analysis and Amending Forest Grove Comprehensive Plan; File No. 311-18-000044-PLNG*

ACTION REQUESTED:

<input checked="" type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input type="checkbox"/>	Resolution	<input type="checkbox"/>	Motion	<input type="checkbox"/>	Informational
-------------------------------------	------------------	--------------------------	--------------	--------------------------	-------------------	--------------------------	---------------	--------------------------	----------------------

X all that apply

ISSUE STATEMENT:

The City adopted an Economic Opportunities Analysis (EOA) in 2009 to support the 2014 update to the Forest Grove Comprehensive Plan. The 2009 EOA is now out-of-date and no longer provides a sound basis for planning activities. The EOA update reflects significant changes in employment, land supply and economic trends since 2009. The information contained in the EOA update will guide decisions pertaining to the designation of land for employment activities on the Comprehensive Plan Map and Zoning Map. Information contained in the EOA is also useful for planning infrastructure needed to serve future development and preparing economic development policies.

The EOA is a support document to the Forest Grove Comprehensive Plan. To adopt the EOA, City Council must approve an ordinance amending the Comprehensive Plan and adding the EOA as an appendix to the Plan. This ensures that the findings contained in the EOA update may be used as a basis for policy decisions affecting the amount, location and type of land needed for industrial and other employment activities within the urban growth boundary.

BACKGROUND:

Under state law, local comprehensive plans must comply with the Oregon Statewide Land Use Planning Goals. Statewide Land Use Planning Goal 9 addresses the economic development needs of the state. In particular, Goal 9 requires that comprehensive plans for urban areas include in part:

- An analysis of economic patterns including strengths and deficiencies as they relate to state and national trends;
- Policies for economic development opportunities in the community; and

- Designation of an adequate supply of sites suitable for a variety of industrial and commercial uses.

Oregon Administrative Rules (OARs) describe how local governments implement Goal 9 including preparing the economic analyses required by Goal 9. Under the rules, cities and counties must review, and as necessary, amend their comprehensive plans to include analyses (EOA) documenting economic trends, industrial land supply, and assessment of community economic development potential. In addition, the EOA must compare current land supply to the projected demanded of industrial and employment land. Typically projections contained in the EOA are prepared for 5-year and 20-year planning horizons.

The EOA update (Attachment A) was prepared by Johnson Economics. Johnson Economics also prepared the City’s 2009 EOA. The EOA update covers the twenty-year period from 2018 to 2038. The sections below summarize key findings and conclusions contained in the EOA update.

Employment Estimate

As of 2018, Forest Grove has an estimated 9,260 jobs across a range of industries. This number includes employment subject to unemployment insurance benefits, self-employed people, and many small businesses. The 2018 employment estimate prepared by Johnson Economics indicates Forest Grove’s employment has rebounded since the 2009 recession and increased slightly. The largest share of current employment is in education services with about 3,000 employees. Education is followed by manufacturing with about 1,500 employees.

Johnson Economics estimates that employment in Forest Grove will increase by about 2,700 employees by 2038 across a range of categories as shown below. Additional detail is provided in the EOA.

Category	Employment Increase
Education	730
Healthcare	480
Leisure and Hospitality	430
Warehouse, Transportation, Information, Administration	380
Manufacturing	230
Retail	170
Construction	150
Other Services	120

Target Industries:

Based on Forest Grove’s competitive advantages, clustering and locational attributes, a number of potential target industries have been identified in the EOA update.

- Agriculture, food and farm products;
- Tourism and winery development;
- Education services;
- Retirement services; and
- High technology firms.

Forest Grove competitive advantages support these target industries include:

- Proximity to high-quality farmland and water supply;
- Existing food processing industry with workforce expertise;
- Presence of Pacific University;
- High quality of life;
- Geographic position near outdoor recreational opportunities; and
- Proximity to Oregon's largest high technology cluster;

In general, Oregon's largest export industries are largely favorable to Forest Grove and Washington County businesses. This includes the products of skilled manufacturing, such as semiconductors and electronic components, as well as agricultural and processed food products.

Industrial and Other Employment Land Supply

Forest Grove has an ample supply of industrial land. Based on current estimates Forest Grove has a supply of about 240 buildable acres designated for industrial use and another 20 acres designated for non-industrial employment needs.

Industrial and Other Employment Land Projections

Johnson Economics estimates the City needs 40 to 50 acres of land suitable for future industrial development. This includes about 10 acres of land needed for industrial uses and about 35 acres for non-industrial employment including offices for healthcare, education and retirement services, and retail needs.

Overall Conclusions

- Land supply exceeds demand for industrial employment over the 20-year planning period.
- The demand for non-industrial employment land will exceed supply over the 20-year planning period.
- The analysis indicates there may be a significant oversupply of designated industrial land in Forest Grove and some of this land could be repurposed for other employment uses.

The EOA update was presented to the Economic Development Commission EDC for discussion on November 1, 2018. Members of the EDC discussed several aspects of the EOA including the

impacts of the 2009 recession on local employment, the prospect of a surplus of industrial land, the cost of infrastructure needed to serve vacant industrial land, and how the employment projections are developed. The EDC reached consensus that the Commission would like to be involved in future discussions about repositioning industrial land for other uses. The (EDC) adopted a motion, on a unanimous 8-0 vote, to accept the EOA update. The EDC meeting minutes summarizing the Commission's discussion is attached (Attachment B).

The EOA update was also presented to the Planning Commission on February 4, 2019, for review and recommendation. The Planning Commission asked for clarification about some of the terms and definitions used in the EOA. The Commission also discussed the relationship between the EOA and Economic Development Strategic Plan being updated by the Economic Development Commission. In addition, the Commission discussed transportation plans and the impact on industrial development. The Planning Commission adopted a motion, on a unanimous 5-0 vote, to recommend City Council accept the proposed update to the City of Forest Grove's 2009 Economic Opportunities Analysis and adopt an ordinance amending the Forest Grove Comprehensive Plan to add the updated EOA as an appendix to the Plan. The Planning Commission meeting minutes summarizing the Commission's discussion is attached (Attachment C).

FISCAL IMPACT:

Adoption of the EOA update as an appendix of the Comprehensive Plan has no fiscal impact on the City.

Criteria and Findings

Adoption of the EOA update is a Council legislative action since the EOA addresses a statewide planning goal and the Comprehensive Plan. Therefore, adoption of the EOA requires approval of an ordinance adopting the EOA and amending the Comprehensive Plan to include the EOA as a Plan appendix. Criteria contained in the following policy documents guide this legislative action:

- Comprehensive Plan Policies;
- Metro Regional Framework Plan Policies;
- Metro Urban Growth Management Functional Plan Policies; and
- Applicable Oregon Statewide Land Use Planning Goals.

Findings addressing compliance with applicable policies are attached as an exhibit to the ordinance.

STAFF RECOMMENDATION:

Staff recommends the City Council approve the attached ordinance adopting the Economic Opportunities Analysis update and amending the Forest Grove Comprehensive Plan to include the EOA update as an appendix to the Plan.

ATTACHMENT(s):

- A. Economic Development Commission Meeting Minutes, November 1, 2018.
- B. Planning Commission Meeting Minutes, February 4, 2019.
- C. City of Forest Grove Economic Opportunities Analysis, Public Hearing Draft, December 21, 2018 (Exhibit A) and Exhibit B, Planning Commission Findings.



Economic Opportunity Analysis (EOA) Update

City Council
Public Hearing

April 8, 2019

Purpose

- Staff is requesting City Council hold a public hearing and consider approving an ordinance adopting an update to the City's 2009 Economic Opportunities Analysis (EOA).
- The EOA is a supporting document to the City's Comprehensive Plan and is required by Statewide Planning Goal 9 (Economic Development) and Oregon Administrative Rules.
- A work Session previewing key findings and conclusions contained in the update was held with City Council on September 10, 2018.
- The Economic Development Commission reviewed the EOA on November 1, 2018.
- The Planning Commission also reviewed the EOA on February 4, 2019.

Background

- Goal 9 requires that cities and counties review and as necessary amend their comprehensive plans to provide an economic opportunities analysis comparing land demand for industrial and other employment uses to the current supply.
- The analysis must be based on national, state, regional and local economic trends and the City's competitive advantages.

Background

- The City's industrial and employment land was last reviewed in 2009 to support the update of the Forest Grove Comprehensive Plan.
- The data supporting the 2009 EOA did not reflect impacts of the Great Recession and subsequent recovery.

Background

- Much has changed since 2009. In addition to the recession and recovery:
 - The City created the Business Industrial Park and Neighborhood Mixed Use zone which allow for a variety of employment uses.
 - The state legislature expanded the City's urban growth boundary north of David Hill Road. Some of this area is designated Neighborhood Mixed Use allowing up to 150,000 square feet of retail and/or office uses.
 - In addition, the City annexed about 36 acres near the Taylor Way Industrial Park that is now zoned Business Industrial Park.

Background

- The City retained Johnson Economics to update the EOA. Johnson also prepared the 2009 EOA.
- The planning period covered in the updated EOA is 20-years (2018 – 2038).
- While the EOA is not an economic development strategy the data in the EOA could be helpful for preparing one.
- Since the EOA addresses a statewide planning goal it must be formally adopted by the Council as a supporting document to the Comprehensive Plan.

Background

- The EOA is organized into six primary sections:
 - Economic Trends;
 - Target Industries;
 - Employment Land Needs;
 - Inventory of vacant and redevelopable employment land. This includes industrial and commercial zoned land in the City;
 - Reconciliation of 5 and 20-year land demand to the existing inventory; and
 - Summary of findings and policy implications.

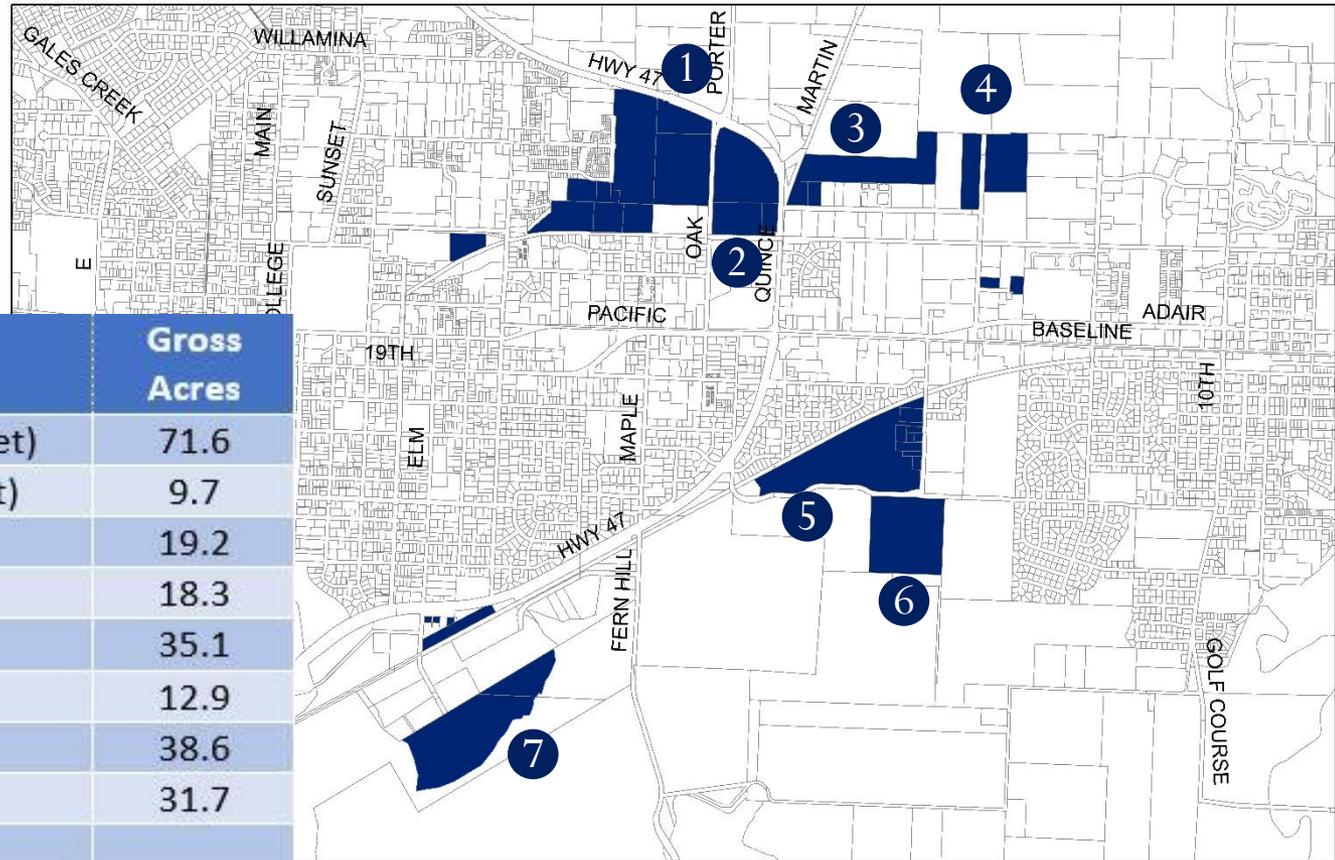
Key Takeaways from the Update

- There are about 9,260 employees working in Forest Grove.
- Employment has rebounded and expanded slightly since the Great Recession.
- Employment is projected to increase by about 2,700 jobs between 2018 and 2038 across a range of employment categories:
 - 730 education
 - 480 healthcare
 - 430 leisure and hospitality
 - 380 warehouse, transportation, information, administration
 - 230 manufacturing
 - 170 retail
 - 150 construction
 - 120 other services

Existing Buildable Land Supply

- The existing industrial land supply is about 237 gross acres including land in the City and the UGB.

Industrial Land Supply

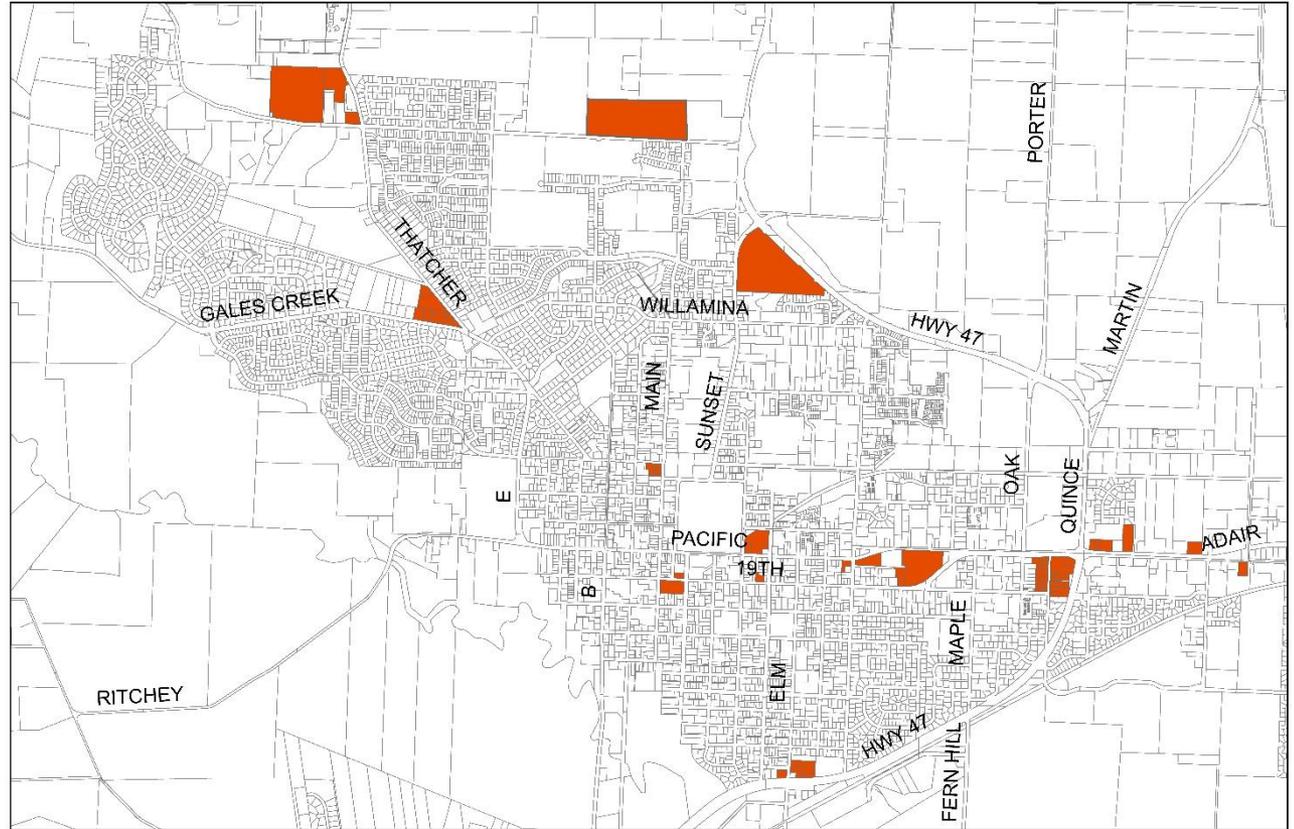


	Site	Gross Acres
1	Woodfold (Oak Street)	71.6
2	Masons (Oak Street)	9.7
3	Evers	19.2
4	Hennigsen	18.3
5	Merix/TTM	35.1
6	White Oak River	12.9
7	Haworth	38.6
	Other Sites	31.7
	Total	237.1

Existing Buildable Land Supply

- The existing Mixed Use Land Supply is 55 acres.
- This includes the “Albertson’s Site” portions of neighborhood mixed use areas and properties along the corridor that have potential to redevelop or intensify along the corridor.

Mixed Use Land Supply



City Land Need

- The chart below shows the 20 year land supply needed by land use category.

Use Category	Total Acres Demanded
Office	22
Institutional	36
Flex Space / Business Park	22
General Industrial	13
Warehouse	20
Data Center	1
Retail	46

Land Supply & Demand Reconciliation

Industrial Reconciliation		
Supply	5-Year Demand	20-Year Demand
237 acres	10 acres	46 acres
Surplus/Deficit	227 acre surplus	191 acre surplus

Includes:

- Flex space / Business Park
- General Industrial
- Warehouse
- Data Center

Land Supply & Demand Reconciliation

Mixed-Use Reconciliation		
Supply	5-Year Demand	20-Year Demand
55 acres	37 acres	140 acres
Surplus/Deficit	18 acre surplus	85 acre deficit

Includes:

- Office
- Institutional
- Retail

Conclusions

- Based on Forest Grove's current competitive advantages, clustering and locational attributes Johnson Economics identified several target industries for Forest Grove:
 - Agriculture, Food and Farm Products;
 - Tourism and Winery Development;
 - Education;
 - Retirement Services; and
 - High Tech
- Oregon's largest export industries are largely favorable to Forest Grove and Washington County in general. This includes skilled manufacturing and agriculture and food processing.

Conclusions

- Current buildable land supply appears sufficient to meet short term needs for both industrial and mixed-use categories.
- However, over the long term current buildable land supply appears insufficient to meet long term needs for mixed-use.

Conclusions

- This leads to a policy question for future discussion:
 - Should some industrial land be “land-banked” for industrial needs beyond the next 20 years; or
 - Should some of the industrial land be re-designated for other employment uses or perhaps mixed use with a combination of residential development, retail, office, or flexible space.
- The EOA provides a basis to inform these future discussions.

Recommendation

- Based on staff's review of the EOA and comments provided by the Economic Development Commission and Planning Commission, staff recommends that City Council approve an ordinance:
 - Adopting the Economic Opportunities Analysis (EOA) Update; and
 - Amending the Forest Grove Comprehensive Plan to add the EOA Update as an appendix to the Plan.



The End

Timothy Rippe, Council Liaison
Jeff King, Staff Liaison
Tim Budelman
Brad Bafaro
Steve Krautscheid
Bruce McVean
Tom Raabe
Kevin Yamada

James Draznin, Chair
Hope Kramer, Vice Chair

Lois Hornberger
Mark Nakajima
Jennifer Prickett
Kevin Emerick
Guy Storms
Howard Sullivan
Javier Urenda

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

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

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

ATTENDEES:

James Draznin	Howard Sullivan	Bruce McVean
Lois Hornberger	Guy Storms	Tim Budelman
Mark Nakajima	Howard Sullivan	
Kevin Emerick		

COUNCIL PRESENT:

Timothy Rippe

CITY STAFF:

Jesse VanderZanden
Jeffrey King, ED Program Manager
Shannon Reynolds, Admin. Specialist

ALSO ATTENDING:

Wanda Frazier (Pacific University Staff), Kelsey Lewis (Pacific University student intern), Dan Riordan (City of Forest Grove Planning), Brendan Buckley (Johnson Economics)

1. CALL TO ORDER:

The meeting was called to order at 12:06 p.m. by Mr. Draznin, EDC Chair.

2. CITIZEN COMMUNICATION:

Pam Sprague entered the meeting from the public. She has applied to the EDC and asked if she could listen in on the EDC meeting today. She was allowed entry to the meeting.

3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:

Mr. Draznin asked for a correction to the minutes that his term ends June 2019 not December as noted. Tim Budelman moved to accept the October meeting minutes as amended. Howard Sullivan seconded. The motion passed unanimously.

4. ADDITIONS/DELETIONS:

NONE

5. BUSINESS:

A. McMenamins – Host Update:

NONE

B. Forest Grove Chamber Update:

Howard Sullivan updated with information on the Rise and Shine on Nov. 2nd from 8-9 a.m. at the Wellness Group (3307 19th Ave).

Mention of the ribbon cutting on Friday, Nov. 9, at the Forest Grove Coffee Company. The company is owned by two former Forest Grove High School students that have moved back to the area.

Mr. Sullivan has been in contact with Vicki VanLoo from Forest Grove High School. They are interested in anyone who would be willing to come in and give mock interview practice to the students. The high school will also be conducting their annual Veteran's Day assembly on Friday, Nov. 9, at 9:30 a.m. He encouraged everyone who is able to attend. They do an excellent job recognizing our local veterans.

Sunday, Nov. 11, at 3:30 at the Senior Center there will be a "Peace Pole" dedication given by the Day Break Rotary. They will be honoring our veterans as well.

Community Night at Valley Art on Nov. 16th.

Nov. 23rd at 6 pm the Senior Center will hold the annual tree lighting. Howard thanked the City of Forest Grove for providing the tree. December 1st at 5 pm, will be the annual light parade. The parade is themed "Deck The Halls". It will begin at the north end of Main Street and conclude at Main and 19th.

C. Council Update:

Councilor Rippe provided an update: The council is looking at proposed preliminary drawings of the new police facility. Facility location is on the corner of 19th and Birch Street. Many objectives were taken into consideration for this site, such as keeping with the historic downtown appearance, security, transparency and access, as well as environmental awareness issues.

City of Forest Grove Watershed: The watershed is 4,225 acres of land near Gales Creek. The watershed provides just over 50% of Forest Grove's city water. Two-thirds of the watershed can be harvested for timber. This past year 65 acres were thinned and 19 acres were cleared in patches of timber. Between the two harvests 1.9 million board feet of timber was sold. Due to high timber prices and the quality of wood harvested the City of Forest Grove was able to net approximately 1.2 million dollars this year. \$320,000.00 was set aside for the management and maintenance of the watershed. The remaining amount was placed into a fund to acquire new land. The City of Forest Grove owns most of the land near the watershed but not all (some inside and some outside). Stimson Lumber and Oregon State are the other two landowners inside the watershed. The City of Forest Grove would like to buy or trade for some of that land. In hopes, this would give us the ability to maintain more control over the quality of the watershed and its habitat.

The council approved Mr. VanderZanden to sign a "memorandum of understanding" with the City of Cornelius to extend North Holladay Street in Cornelius to connect with Forest Grove. It will involve a bit of a jog between the two cities. This may incur developing a neighboring property to connect these two points. Guy Storms inquired about the connecting street or location of this project. Mr. VanderZanden clarified that there is only one connection point; however, no stipulations on how to get to that point. It will be up to each city to decide how they will access that given point of connection. James Draznin asked if there would be any disturbances to already existing city improvements to make this connection. Traffic on 24th would be the main concern.

The committee reviewing the bylaws for boards and commissions met to discuss and propose their ideas in regards to purposes, memberships, terms, office, etc., for all twelve boards and commissions. Since then the full council has had two work sessions based on the recommendations given from the sub-committee. Councilor Rippe will continue to update more in the future as decisions are made.

D. EOA – Economic Opportunity Assessment Presentation: Dan Riordan and Brendan Buckley

Dan Riordan handed out a presentation that was given to the City Council on the recent updated Economic Opportunity Analysis that was completed by Johnson Economics. The EOA has 6 primary sections: Economic trends, target industries, employment land needs, inventory of vacant and re-developable employment land (industrial and commercial), reconciliation of 5 and 20 year land demand to the existing inventory, and last is the summary of findings and their policy implications.

Mr. Riordan mentioned the EOA draft findings are available on the City's website. Both the 2009 EOA and the current EOA are available. EOA's are done to concur with state law related to land availability needs. Preliminary data from the EOA update was presented to the Planning Commission on June 4th. The EOA will be presented to the EDC before City Council is asked to formally adopt the EOA this fall. Mr. Riordan further mentioned that when the EOA was done in 2009 data did not reflect the "great recession" and economic recovery very well. It is important to keep that in mind when looking at the current data. The current EOA represents a twenty year period from 2018-2038. It is not intended to be an economic strategy but is helpful when trying to prepare an economic strategy.

Currently there are 9,200 employees working in Forest Grove. The employment growth trend has been relatively flat since 2009, with total growth of 1.5% due to job loss during the recession. Employment is projected to increase at approximately 3,000 jobs from 2018-2038. The largest employment increase would come from education and healthcare. Based on these projections about 40-50 acres that are designated "industrial use" could be absorbed over the next twenty years. The current growth supply is 240 acres. "Mixed use" land needs are projected to be approximately 150-170 acres, with our current supply of only 55 acres. The analysis appears to show an over- supply of Industrial land. One of the recommendations would be to look at that available land for possible re-positioning. A few options are to retain the existing land designations for a period longer than twenty years, re-designating land for more "mixed use" needs or lastly, re-designating the property for be used for residential needs. It could also be a combination of these options. Dan reiterated the EOA is just a base line to go by and there will be much more analysis that will guide further decisions. Staff would appreciate any ideas or comments from the EDC.

Mr. Riordan introduced Brendan Buckley from Johnson Economics to answer any questions.

Mr. VanderZanden, Forest Grove City Manager, inquired about the timeline of data collected on job employment during the recession period. Brendan replied the data was also including a year or two prior to 2009 and may not be an

accurate representation of employment during the recession and years following. The rate of employment from 2010 and forward increased at a much faster rate. Brendan also clarified that Forest Grove's employment growth was a bit slower than the surrounding metro areas. Projections going forward come from the State Employment Department and Metro's most recent forecast with the current jurisdictions in the area.

Bruce McVean mentioned that before it was said we didn't have the land needed for growth, however the EOA shows a surplus of acres available. Jeff clarified that there are different tiers of property available and if we can transition some of our land into different zoning it would allow for adequate land usage.

Jesse VanderZanden and Tim Budelman commented on the importance of maintaining awareness to the surrounding jurisdictions of Forest Grove. The implications of what the metro area does with their land could greatly impact land use needs for Forest Grove. Mr. Budelman also mentioned his concern with Metro and their willingness to release some of their "reserved" land for use when land availability is an issue.

Kevin Emerick brought up the question of infrastructure cost when developing land. Which type of land inquires the most expense? Mr. Riordan responded that residential generally is the most expensive to develop due to road infrastructure. Brendan Buckley stated the value of industrial land is generally much lower than commercial or residential. Mr. VanderZanden also reiterated that this analysis only shows and over supply of available land for the next twenty years. This information is only helpful in that it raises awareness to the council about any policy changes that may need to be made.

Howard Sullivan asked Mr. Buckley if he projects the same population growth rate over the next 20 years. He responded that Metro gives data to support a growth rate of 1.5-2.0% annually which is a little more than the current rate.

Mr. Rippe asked about the data used in forecasting job creation, and how that information is obtained. Brendan explained that it is based on current strengths and distribution of employment. It does not take in to account the impact that a large business that moves into this area may have on the economy. This type of data is very difficult to capture in the analysis.

Mr. Draznin concluded the presentation with the summary that we seem to have an oversupply of industrial land that may require some re-zoning for future use. Mr. VanderZanden added that council is only asking the EDC for any concerns or corrections that they feel are needed to the EOA and that Council will ultimately decide on acceptance of the report. Once accepted it will be added to the City of

Forest Grove's comprehensive plan. Mr. Draznin moved to accept the EOA report. The EDC accepted the report unanimously.

E. Board Member Size Discussion:

Councilor Rippe updated with the boards and commissions review of bylaws. The EDC is a non-statutory commission, meaning there is no requirement that Forest Grove have an Economic Development Commission. In terms of membership for all boards and commission the recommendation to council will be, unless otherwise specified, to allow no more than 9 members on any board or commission. Those members are there to represent the entire city instead of one particular group. The mixture of these members is also being reviewed. Current membership allows for one student as a non-voting member. The new recommendation would be to retain that student member for each board or commission but change them to a voting member status. This would allow for more participation at the student level.

Another change is adding to the EDC's purpose. They would be responsible for recommending how the money that is received from the Urban Renewal Agency would be allocated. Council feels that the EDC is the appropriate group to take on this task. Councilor Rippe also mentioned that with this responsibility it may stipulate that some of the members are from within the Urban Renewal Agency boundary.

City Council is relying on the EDC's recommendation on how the changes will be made and implemented to the EDC. Mr. VanderZanden mentioned there will be an open house informational meeting addressing all the recommended changes to the boards and commissions. It will be held on November 19th from 5:30-7 p.m. at the City Auditorium. December and January will then be used to allow all the boards and commissions, council liaisons, and staff liaisons the chance to review and give feedback to City Council. City Council will then have another work session in February or March on finalizing changes.

Jeff King inquired on guidance as to how many voting members versus non-voting members for the EDC, as well as what might be done with the current voting members such as Pacific University. Councilor Rippe added that council will look to the direction of EDC on who is determined to be a voting member or not. No decisions have been made as to whether non-profits can be voting members. Councilor Rippe added that if the voting membership is limited to nine, those members would have a greater responsibility in representing the community to the EDC.

Kevin Emerick added that he feels strongly that Pacific University remain a voting member. Mark Nakajima mentioned the category descriptions for each member may need to be addressed as well. He sees a distinction between “uptown” retail and “downtown” retail or commercial.

Mr. VanderZanden reiterated that options are endless as to how the EDC chooses to structure their commission. Changing the “titles” will be up to EDC on how that will look.

Councilor Rippe updated on the new proposed recruiting process. In the past, filling vacancies within each board and commission was an all year long process. Looking forward council is hoping to start recruitment in September with interviews held in October and November and appointments made by the end of December. All of the boards and commissions term dates will begin in January and all terms will be held for four years. If a vacancy comes up there will be a pool of applicants to choose from and the vacancy will be filled from that pool. That person would then finish out the remainder of that term only. If there is no applicant available that vacancy will remain open until filled by the next terms recruitment. He also mentioned that once the four year term is up, they will require that member to re-interview with the council to ensure each member is still a good fit for that position. The chair position will be slightly different. It cannot be held for more than 24 consecutive months. However, there is no limit on the amount of times a member serves in that position. The key idea is to maintain rotational leadership.

Mr. VanderZanden added they will also be implementing more council time for each board and commission. This will allow for better communication between each board or commission and city council.

Howard Sullivan questioned the new attendance policy. Councilor Rippe added that each board or commission must meet at a minimum of 4 times per year. For members of the board or commission, attendance is mandatory and you are expected to attend each meeting. If you miss more than 3 consecutive meetings in a 12 month period you will receive an email from the city recorder notifying you that you may be subject for removal. The Chair then has the option to make a recommendation for that member to be removed.

Mr. Draznin commented on the economic impact that Pacific University has on our community and reiterated their importance to the EDC. Lois Hornberger commented on Pacific Universities behalf that they would not be offended if they were not a voting member, however she feels it would be important that Pacific University would not lose their “voice” in the community and with the EDC. Their impact on this community is great. She also added the importance of listening to

the various liaisons and relying on the impact they have to the commissions. Mr. Sullivan mentioned the EDC currently has (5) liaisons and they have the option of giving a report each month.

F. Strategic Plan – Introduction:

Jeff King handed out an outline of the City of Forest Grove’s Strategic Plan for 2015-2018. He encouraged everyone to start thinking about what changes may need to be made and future discussion will be held in the next meetings.

6. STAFF AND BOARD MEMBER COMMUNICATIONS:

Mr. King mentioned the Oregon Business Summit that is put together by some of Oregon’s top business leaders. It will be held on December 3rd. The EDC has funds set aside in the budget to send a couple members. If you are interested, please let Jeff know.

Pacific University has a performing arts series on Sunday called “Gypsy Jazz”.

On December 1st, Holiday in the Grove begins at 8:30 in the morning and concludes at to 8:30 p.m. It will start with Breakfast with Santa and continue throughout the day with more than 35 activities.

7. ANNOUNCEMENT OF NEXT MEETING:

Mr. Draznin announced that the next meeting of the EDC will be on Thursday, December 6, at **12:00** noon in the Alice Inkley Room at McMenamin’s Grand Lodge

8. ADJOURNMENT:

James Draznin adjourned the meeting at 1:33 p.m. by consensus.

Respectfully submitted by:
Shannon Reynolds
Admin. Specialist
City of Forest Grove

Approved by the Forest Grove Economic Development Commission:

Date: DECEMBER 6, 2018



A place where families and businesses thrive.

**Planning Commission
Community Auditorium
1915 Main Street, Forest Grove, OR
Monday, February 4th, 2019, 7:00 pm**

1. CALL TO ORDER:

Vice Chair Phil Ruder called the meeting to order at 7:03 p.m. Roll Call:

Planning Commission Present: Phil Ruder, Vice Chair; Commissioners Dale Smith, Lisa Nakajima, Ginny Sanderson and Hugo Rojas.

Planning Commission Excused: Chair Tom Beck and Commissioner Sebastian Bannister Lawler.

Staff Present: Community Development Director Bryan Pohl; James Reitz, Senior Planner; Dan Riordan, Senior Planner; Cassi Bergstrom, Planning Commission Coordinator.

2. PUBLIC MEETING:

2.1 PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:

None.

2.2 PUBLIC HEARING:

A. File No. 311-18-000035-PLNG –Site plan approval and design review of a proposed 9-unit apartment building located at 2838 19th Avenue

Vice Chair Ruder opened the quasi-judicial public hearing at 7:05 p.m., reading the hearing procedures, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were none, and no challenges from the public. He called for the staff report.

James Reitz, Senior Planner, gave the staff report and went over an email that was received February 4th from an owner of the neighboring property. Mr. Reitz gave a slideshow presentation, showing the zoning boundary running along the backside of the vacant lot. A buffer area would be required due to the zoning boundary. The property slopes to the south, and there is an easement to the east for storm/sewer lines which predicated the orientation of the apartments. Mr. Reitz gave specifics on the minimum requirements of setbacks, as well as the orientation of the apartment buildings on the lot. The utility plan was shown, noting that all runoff would need to be intercepted.

Mr. Reitz went on to explain each of the staff recommended conditions proposed: Landscape plan with required buffer, tree protection plan, sidewalk installation along 19th Avenue, a walkway adjacent to the building, lighting plan, a roofed trash enclosure, and habitable rooms facing car park or the street shall have a window.

A trespass issue was brought up in the recent email, and fence height was recommended to be 8 feet tall. Mr. Reitz explained to the Commission that due to these proposed apartments being for residential use, the maximum Development Code allows is 6 feet fence height. The buffer area will require a wall with a minimum 10 foot distance from the neighboring property.

Commissioner Nakajima inquired about the driveway approach location and width. Mr. Reitz responded it will stay in the same location but will be required to be widened.

CORRESPONDENCE:

An email was received February 4th, 2019 from the owner of the neighboring property stating concerns regarding runoff and chronic trespassing.

APPLICANT:

David Green, 47266 SW Carpenter Creek Rd, Forest Grove, OR 97116:

Mr. David Green came forward and addressed the Commission. He stated that this project was very difficult to design due to the long, skinny lot dimensions but minimum density was met. He went on to explain that the units will be two bedrooms, two and a half bathrooms with a carport. Mr. Green referenced the email received and the concern about trespassing, and stated he is willing to build a fence to prevent foot traffic coming through.

Commissioner Rojas asked if the applicant had any problems with the city's proposed conditions, and the applicant responded that he is fine with all conditions.

Vice Chair Ruder, referencing the email received about the concern of trespassing, wondered if the applicant is willing to work with the neighboring property owner in building a fence. Mr. Green stated he is willing to build a fence to prevent foot traffic coming through.

Commissioner Nakajima inquired what the habitable space next to the carport is, and Mr. Green responded the kitchen, living room, and half bath are located on the first floor.

Mr. Green could have designed three story structures on the vacant lot, but he felt as if it would overpower the area and neighboring structures.

PROPOSERS:

None.

OPPONENTS:

None.

OTHER:

Kenneth Kearns, 2828 19th Ave, Apt 7, Forest Grove, OR 97116:

Mr. Kenneth Kearns came forward and addressed the Commissioners, voicing his concerns about the traffic causing more backups, construction noise being impactful, and the lighting in the parking lot being on all day and night. Turning off of 19th Avenue into their neighboring parking lot can be difficult.

Vice Chair Ruder asked Mr. Reitz about the lighting guidelines, and Mr. Reitz stated there are lighting requirements within the code to focus the lighting downward.

REBUTTAL:

The applicant agreed with Mr. Kearns and his concerns.

Chair Beck closed the public hearing at 7:40 p.m.

COMMISSIONER DISCUSSION:

Vice Chair Ruder opened up the floor for discussion.

Commissioner Nakajima and Vice Chair Ruder both agreed the proposed plan works for the complicated dimensions of the site.

Commissioner Rojas wondered about requiring an 8 foot fence height with the neighboring property. Commissioner Sanderson didn't think there is a reason to go above the maximum code requirement of 6 feet in height. Vice Chair Ruder agreed, and proposed a condition be required to have a fence be built along the southeast side of the shared property line with the trespassing issue.

Commissioner Rojas moved a motion to approve file number 311-18-000035-PLNG – Site plan and design review of a 9-unit apartment building located at 2838 19th Avenue, with staff conditions and an added condition requiring a fence along the southeast shared property line. Commissioner Dale Smith seconded the motion.

Roll Call Vote: AYES: Vice Chair Ruder; Commissioners Nakajima, Rojas, Sanderson, and Smith. NOES: None. ABSENT: Chair Beck; Commissioner Bannister Lawler. MOTION CARRIED 5-0.

B. File No. 311-18-000044-PLNG –Planning Commission recommendation to City Council accepting the proposed update to the City of Forest Grove's 2009 Economic Opportunities Analysis and Amending the Forest Grove Comprehensive Plan

Vice Chair Ruder opened the legislative public hearing at 7:46 p.m.

STAFF REPORT:

Dan Riordan, Senior Planner, gave a presentation outlining the background of the Economic Opportunities Analysis (EOA), which was last updated in 2009 and did not reflect the impacts of the Great Recession. Johnson Economics was hired by the city to update the EOA, and the planning period is a 20 year span. The Economic Development Commission will come up with the economic development strategy, led by Jeff King, Economic Development Coordinator.

Mr. Riordan went over the purpose of the EOA, how it is organized, legislative requirements, statistics of land supply, demand, along with projected employment growth. Staff recommends the Planning Commission forward a recommendation to the City Council to accept the proposed update to the City's 2009 EOA and adopt an ordinance amending the Forest Grove Comprehensive Plan to add the updated EOA as an appendix to the plan.

COMMISSIONER DISCUSSION:

Commissioner Rojas asked for clarification on some terms and definitions used within the EOA, and inquired about the Economic Development Commission. Vice Chair Ruder commented that transportation development plans are one of many added variables that cannot be included in the report without changing it wildly. Mr. Riordan stated that was an excellent point, as trends are to be looked at when coming up with the numbers.

CORRESPONDENCE:

Mr. Riordan stated the only correspondence received was from the Department of Land Conservation and Development, and was responded to by the City.

PROPONENTS:

None.

OPPONENTS:

None.

OTHER:

None.

Vice Chair Phil Ruder closed the public hearing at 8:09 p.m.

COMMISSIONER DISCUSSION:

Commissioners agreed the information provided was very well written and the facts were interesting.

Commissioner Dale Smith moved a motion to approve file number 311-18-000044-PLNG – Planning Commission's recommendation to City Council accepting the proposed update to the City of Forest Grove's 2009 Economic

Opportunities Analysis and adopt an ordinance amending the Forest Grove Comprehensive Plan to add the updated EOA as an appendix to the plan. Commissioner Lisa Nakajima seconded the motion.

Roll Call Vote: AYES: Vice Chair Ruder; Commissioners Nakajima, Rojas, Sanderson, and Smith. NOES: None. ABSENT: Chair Beck; Commissioner Bannister Lawler. MOTION CARRIED 5-0.

2.3 ACTION ITEMS:

None.

2.4 WORK SESSION ITEMS:

A. Potential Development Code Text Amendments

James Reitz explained that this was a free discussion on potential Development Code text amendments. General direction for code amendments was needed in regards to the Accessory Dwelling Unit (ADU) code, sign code, and housing types allowed in the Town Center Commercial district.

Mr. Reitz went on to inquire if Commissioners would think that small manufactured dwellings be allowed as ADUs. Commissioners discussed the designs on various manufactured homes and to what design standards they could be held to, if any. Mr. Reitz explained that 720 square feet is the maximum square footage for ADUs, and an ADU is defined as an accessory structure with sleeping quarter(s), cooking facility, and bathroom.

Vice Chair Ruder inquired about the permit fee on an ADU, and Mr. Reitz responded that it is around \$18,000 to permit. Commissioners discussed the different options of manufactured homes, tiny homes, and staff will draft a text code amendment for a future meeting.

Mr. Reitz went on to discuss a proposed text amendment regarding manufactured homes as allowed housing type within the Town Center and Community Commercial zoning districts, and whether the Commission would want to allow them. Vice Chair Ruder stated the zoning area is meant to be encouraged for higher density, and Mr. Reitz explained that his only ammunition to encourage high density is what is written within the code.

Mr. Reitz explained to the Commissioners the difference between Neighborhood Commercial and Community Commercial, giving an example of Plaid Pantry as Neighborhood Commercial. Commissioners went through each housing type individually, and requested slides next time to give visual examples for an understanding of density targets.

Mr. Reitz went on to the next potential Development Code text amendment involving signs. Off premise signs cannot have content regulated, as stated in the

First Amendment, so some language cleanup is needed within the code. Other questions presented to the Commission: Feather banners or blown-air device regulations be added to the sign code; should monument signs be allowed in the TCC and TCT zoning districts; and should signs permitted in the NMU zoning district be the same as those permitted in the CC/CN zoning districts. Commissioners discussed the various potential amendments with staff. Commissioners decided for a future amendment to make an allowance for some air blown devices/feather banners and allow for monument signs by the ROW within the TC zone.

Mr. Reitz had one last amendment to discuss regarding the green building certifications. Councilor Valfre suggested "LEED Certification" be replaced with "Green Building Certification" as it allows more flexibility and a cheaper path in construction to meeting the certifications. This is appropriate in the interests of promoting affordable housing within the city. The State has chosen to allow Earth Advantage Certification or OHCS Green Building, and is based off points on a table for each "green" amenity. City Staff will have to do more research in figuring out the point table structure and regulations. Commissioners believe it is reasonable to discuss this as a Development Code amendment.

Mr. Reitz asked the Commission if there is anything else within the Development Code that needs to be amended. Commissioner Nakajima reminded staff that a future amendment needs to be discussed regarding how many on street parking spaces should be considered for development. Mr. Reitz stated he is holding off on that amendment until he has a downtown parking study to pull hard data from. Commissioner Nakajima brought up the example of Forestplace Apartments and the lack of parking, but Mr. Reitz responded that the landlord allegedly charges extra for parking on the lot and that is not something the city can regulate.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES:

There were no meeting minutes for approval.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

None.

3.4 DIRECTOR'S REPORT:

Mr. Pohl stated that a design review for the Wauna Credit Union will be coming up in March.

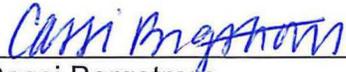
3.5 ANNOUNCEMENT OF NEXT MEETING:

The next meeting will be held on March 4th, 2019.

3.6 ADJOURNMENT:

The meeting was adjourned at 9:06 p.m.

Respectfully submitted by:



Cassi Bergstrom
Planning Commission Coordinator

This page is intentionally blank.



A place where families and businesses thrive.

NOTICE OF PUBLIC HEARING FOREST GROVE CITY COUNCIL

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a **Public Hearing** on **Monday, April 8, 2019**, at **7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, to review the following:

PROPOSAL:	Forest Grove Economic Opportunities Analysis Update
Applicant:	City of Forest Grove
File Number:	311-18-000044-PLNG
Criteria:	The update to the Economic Opportunities Analysis is a legislative amendment to the Forest Grove Comprehensive Plan. The update shall address applicable Comprehensive Plan policies, Metro Regional Framework Plan, Metro Urban Growth Management Functional Plan, and Oregon Statewide Land Use Planning Goals
Background:	The Economic Opportunities Analysis Update may be viewed on the City of Forest Grove Community Development webpage at http://www.forestgrove-or.gov/planning

At this time and place, all persons will be given reasonable opportunity to give testimony about the proposal responds to the review criteria. If an issue is not raised in the hearing (by person or by letter) or if the issue is not explained in sufficient detail to allow the City Council to respond to the issue, then that issue cannot be used for an appeal to the Land Use Board of Appeals. If additional documents or evidence are provided in support of an application, any party shall be entitled to a continuance of the hearing. Unless there is a continuance, if a participant so requests before the conclusion of the initial evidentiary hearing, the record shall remain open for at least seven days after the hearing. For further information, including requesting a continuance, please call Senior Planner Daniel Riordan at 503.992.3226 or e-mail driordan@forestgrove-or.gov.

A copy of the staff report is available seven days prior to the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing or sent prior to the hearing to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, aruggles@forestgrove-or.gov.

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

Published Wednesday April 3, 2019
FG NewsTimes

This page is intentionally blank.

ORDINANCE NO. 2019-01**ORDINANCE ADOPTING AN UPDATE TO CITY OF FOREST GROVE
2009 ECONOMIC OPPORTUNITIES ANALYSIS AND AMENDING
FOREST GROVE COMPREHENSIVE PLAN; FILE NO. 311-18-000044-PLNG**

WHEREAS, City Council approved Resolution 2010-71 adopting the 2009 Economic Opportunities Analysis (EOA) to support the update to the Forest Grove Comprehensive Plan; and

WHEREAS, An EOA is required for compliance with Statewide Planning Goal 9 (Economic Development) and Oregon Administrative Rules Chapter 660, Division, 9, Section 15; and

WHEREAS, Oregon Administrative Rules directs that cities review, and as necessary, amend their comprehensive plans and provide an economic opportunities analyses describing national, state, regional, and local economic trends and comparing the demand for industrial and other employment uses to the existing supply of such land; and

WHEREAS, an update to the 2009 EOA was prepared by Johnson Economics to provide current and accurate information pertaining to economic trends, economic opportunities, and supply and demand for industrial and other employment uses; and

WHEREAS, the EOA was completed to the satisfaction of the City; and

WHEREAS, the Economic Development Commission considered the EOA update on November 1, 2018, and adopted a motion supporting the findings contained in the EOA update and recommended City Council acceptance; and

WHEREAS, The Oregon Department of Land Conservation and Development (DLCD) reviewed the EOA and provided comments to the City on December 6, 2018; and

WHEREAS, the City revised the EOA update to address DLCD comments; and

WHEREAS, the Planning Commission held a duly-noticed Public Hearing on February 4, 2019, to accept public comment on the EOA update and to consider recommending City Council adoption of the EOA update; and

WHEREAS, the Planning Commission adopted a motion on February 4, 2019, recommending that City Council accept the EOA update and amend the Forest Grove Comprehensive Plan to add the EOA update as an appendix to the Plan.

WHEREAS, City Council held a duly-noticed Public Hearing on April 8, 2019, and continued the Public Hearing to April 22, 2019.

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

Section 1: The City Council hereby adopts the Economic Opportunities Analysis Update dated December 21, 2018, attached as Exhibit A.

Section 2: The City Council hereby amends the Forest Grove Comprehensive Plan to include the EOA update as an appendix to the Plan.

Section 3: The City Council adopts the Planning Commission's findings, attached as Exhibit B.

Section 4: Resolution No. 2010-71 is hereby repealed upon the effective date of this ordinance.

Section 5: This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED this 8th day of April, 2019.

PASSED the second reading this 22nd day of April, 2019.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of April, 2019.

Peter B. Truax, Mayor



**CITY OF FOREST GROVE
ECONOMIC OPPORTUNITIES ANALYSIS
(OREGON STATEWIDE PLANNING GOAL 9)**



**EDITED
DECEMBER 21, 2018
PUBLIC HEARING DRAFT**

Table of Contents

I.	Introduction	2
II.	Executive Summary	3
III.	Economic Trends	9
	Economic Growth	10
	Employment Trends	12
	Export Trends	14
	Demographic Trends	17
IV.	Local Employment & Target Industries	24
	Local Employment Trends	24
	Target Industry Clusters	29
V.	Forecast of Employment & Land Need	34
	Overview of Methodology	34
	Employment Land Forecast	39
VI.	Buildable Land Inventory	46
VII.	Reconciliation of Land Need and Supply	50

I. INTRODUCTION

This report introduces analytical research presenting an Economic Opportunities Analysis (EOA) for the City of Forest Grove, Oregon.

Cities are required to reconcile estimates of future employment land demand with existing inventories of vacant and redevelopable employment land within the UGB. The principal purpose of the analysis is to provide an adequate land supply for economic development and employment growth. This is intended to be conducted through a linkage of planning for an adequate land supply to infrastructure planning, community involvement and coordination among local governments and the state.

To this end, this report is organized into six primary sections:

- **Economic Trends:** Provides an overview of national, state and local economic trends affecting Forest Grove, including population projections, employment growth, retail trends and a demographic profile.
- **Target Industries:** Analysis of key industry typologies the City should consider targeting as economic opportunities over the planning period.
- **Employment Land Needs:** Examines projected demand for industrial and commercial land based on anticipated employment growth rates by sector.
- **Capacity:** Summarizes the City's inventory of vacant and redevelopable industrial and commercial land (employment land) within the City of Forest Grove's boundary.
- **Reconciliation:** Compares short- and long-term demand for employment land to the existing land inventory to determine the adequacy and appropriateness of capacity over a five and twenty-year horizon.
- **Conclusions:** Summary of findings and policy implications.

The prior Economic Opportunities Analysis for the City of Forest Grove was adopted in 2009. This updated analysis reflects changes in employment, land supply, and macro-economic trends since that time. In 2014, the City has experienced large expansions of the Urban Growth Boundary adjacent to the City, including new employment land. In addition, Urban and Rural Reserves have been established outside of the UGB. This includes 320 acres of urban reserves at the western end of the city. These changes are reflected in the following analysis and inventory of buildable lands.

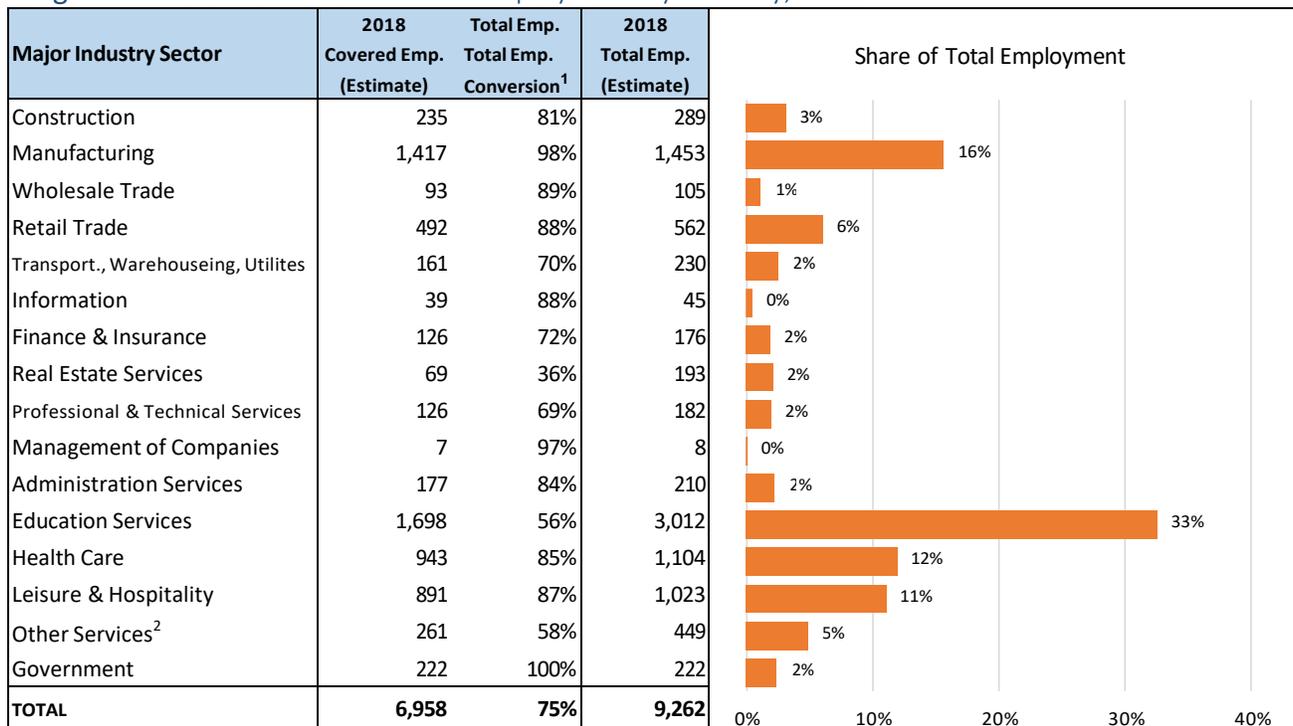
Prepared by:
Johnson Economics LLC
621 SW Alder Avenue, Suite 605
Portland, OR 97205
(503) 295-7832

II. EXECUTIVE SUMMARY

This section presents an overview of key themes and findings presented in this report. More detail on all of these subjects can be found in the following sections.

- The City of Forest Grove is an attractive and growing community, with excellent livability, and a diverse local economy and employment base for a city of its size. Located in western Washington County on the edge of the Portland Metro area, Forest Grove also enjoys inter-relationships with the region, and access to larger markets.
- Since 2000, the annual growth rate in employment in Washington County has exceeded the rate seen in both the state, and the rest of the Metro region. The county has added an estimated 71,500 jobs since 2000, growth of 29%. In Forest Grove, where job growth has been slow but positive, employment grew only 5% since 2000.
- The county accounts for roughly 25% of the total employment in the Portland Metro region, and 16% of the employment in Oregon. The local unemployment rate is consistently lower than the state or national rate.
- In 2018, Forest Grove has an estimated 9,250 local jobs across a range of industries. This data includes “covered employment”, subject to unemployment insurance benefits, as well as an estimate of the “non-covered employment” which includes self-employed people, many small business owners, LLC partners, and other cases. The largest sectors in Forest Grove by employment share are private education services, manufacturing, health care, and leisure and hospitality (food service and tourism).

Figure 2.1: Forest Grove Estimated Employment by Industry, 2018



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

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

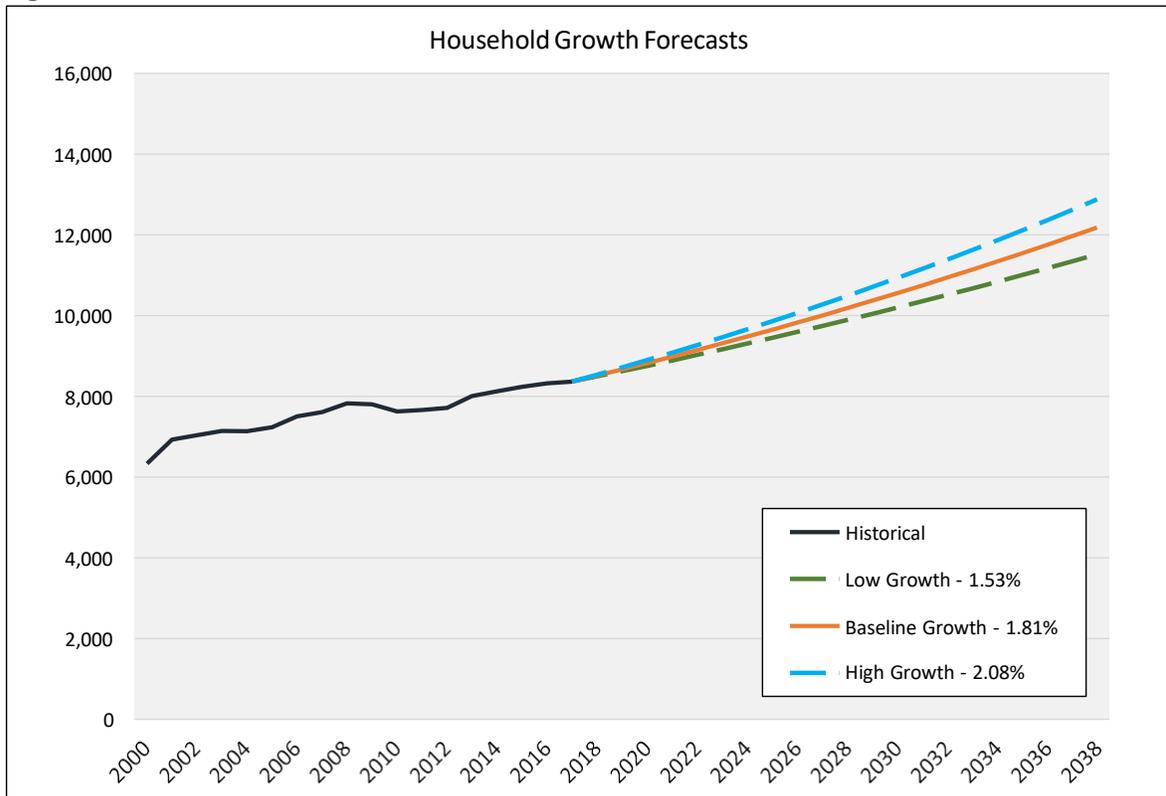
Source: Oregon Employment Department, Johnson Economics

- “Location Quotient” analysis indicates that Forest Grove currently enjoys a greater share of employment in

manufacturing and education and health, in comparison to the county, metro, or national level. Employment in these sectors are 2.5 times higher than the national average. Forest Grove also experiences a higher share of jobs in leisure and hospitality, at 1.25 times the national average.

- Oregon’s largest export industries are categories that are largely favorable to Forest Grove and Washington County in general. These include the products of skilled manufacturing, such as semiconductors and electronic components, as well as agricultural and process food products. Asian countries, led by China have grown rapidly as trade partners since the turn of the century.
- Based on Forest Grove’s current competitive advantages, clustering and locational attributes a number of potential target industries have been identified. These industries are opportunities to grow existing businesses, attract new ones, and encourage new start-ups:
 - Agriculture, Food and Farm Products
 - Tourism and Winery Development
 - Education
 - Retirement Services
 - High Tech
- Since 2000, Forest Grove has grown by nearly 6,000 people (33%), to just under 24,000 people in 2018. Forest Grove is home to an estimated 8,500 households. The growth rate has largely matched that seen in the county. The following figure presents historical growth in households from 2000, and projected growth based on the Metro 2040 forecast. In addition to the forecasted growth rate of 1.81%, the figures presents a range of potential growth scenarios. These forecasts arrive at a range of 11,500 to 12,900 households by 2038.

Figure 2.2: Forest Grove Forecasted Household Growth: 2000 and 2038



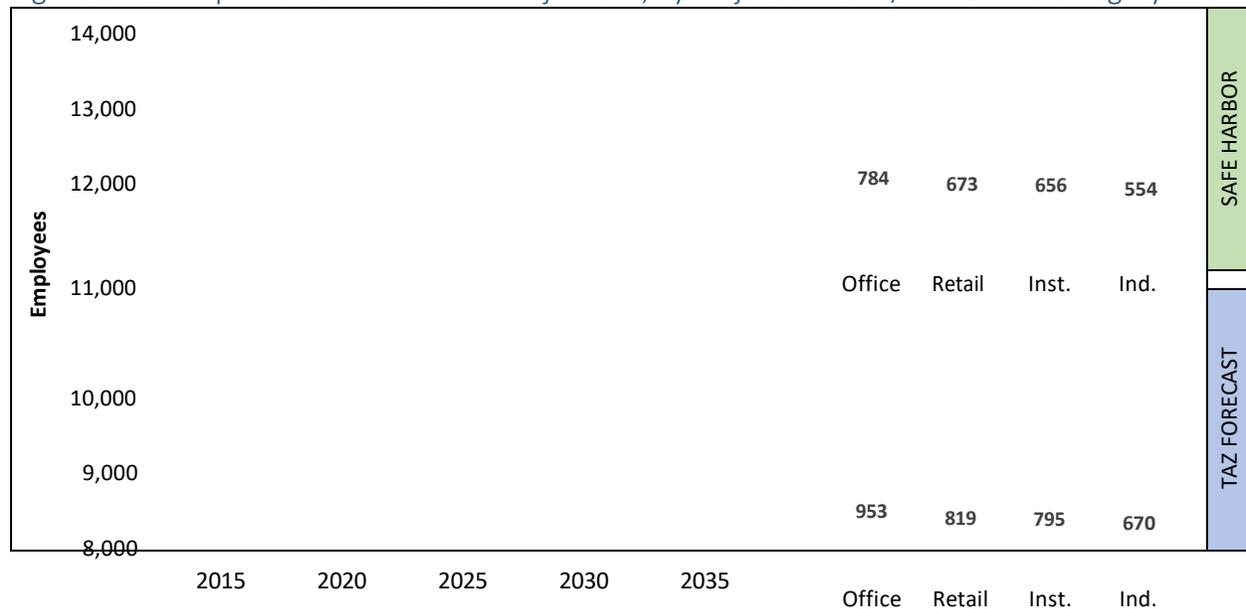
Source: Metro 2040 Distributed Forecast, Johnson Economics

- In the most recent migration data available from the IRS (2015-2016), Washington County saw a net population gain from Multnomah County, and a net population loss to Clackamas, Clark and Yamhill Counties. In fact, more people move out of Washington County to other places in Oregon and Washington State, than migrate from those areas. Net positive migration in recent years is attributable to migrants from other states and abroad.

Projected Land Need (Demand)

- This analysis presents to potential growth scenarios for employment, which impact the projected demand for employment land over the 20-year planning period.
- The first forecast uses the “Safe Harbor” methodology allowed by State Goal 9 statute and associated implementing rules. This approach relies on the most recent regional forecast published by the Oregon Employment Department (OED). The most recent OED forecasts for the Portland Metro area cover the period of 2014 to 2024. This analysis calculates the average annual growth rate for each industry sector from this forecast, and then applies this annual growth rate to the 20-year planning period.
- The second forecast uses a slightly higher projected growth rate derived from Metro’s coordinated urban growth planning. Forest Grove and other metro-area jurisdictions work with Metro to update long-range forecasts of employment and housing by Transportation Area Zone (TAZ). The latest estimates were finalized in mid-2016, in the Metro 2040 Distributed Forecast. This forecast projected an average annual job growth of 1.51% in Forest Grove over the 2015 to 2040 period.
- The two forecast scenarios in this analysis range from 1.3% average annual growth (Safe Harbor) to 1.5% (Metro 2040). 20-year job growth estimates range from 2,665 to 3,237 jobs respectively.

Figure 2.3: Comparison of Job Growth Projections, by Major Land Use/Real Estate Category



Source: Oregon Employment Department, Metro, Johnson Economics

- The projections of future employment are translated into demand for appropriate real estate space, which is then converted into a forecast of demand for employment lands. (See Section V of this report.)
- The employment projections translate to an estimated 20-year need for 186 to 217 acres of employment land to accommodate the job growth. This land need is distributed across major land use categories, but the greatest need is in general commercial land suitable for office or retail uses.

Figure 2.4: Gross Land Need, Reduced Mixed-Use Categories

Use Type	Safe Harbor Forecast		Metro 2040 (TAZ) Forecast		
	5-year	20-year	5-year	20-year	
Industrial Land	9	40	11	48	
Mixed-Use Land	33	146	37	170	
TOTAL ACRES	42	186	48	217	
LOW-HIGH RANGE IN LAND NEED (20-year)					
Industrial Land					
Mixed-Use Land					
	0	50	100	150	200
	Gross Acres of Land Need				

Source: Johnson Economics

Buildable Land Inventory (Supply)

- The Buildable Land Inventory (BLI) used in this model is based on the most current Metro draft BLI dating to March, 2018. This BLI has been reviewed and refined by Johnson Economics to better reflect the realities on the ground, missed by Metro’s more formulaic approach. This local-level review is an anticipated part of Metro’s process. (See Section VI for more discussion of BLI methodology).
- There is an estimated total of 292 acres of buildable, or redevelopable land located in the city. A majority of these buildable acres (275 ac.) are located within the current City boundary. Two large parcels (36.8 ac. & 17 ac.) are located outside of the City boundary, but within the UGB.
- Most available acreage is in areas with Industrial zoning (74%). There is a smaller amount of buildable acreage in Mixed Use¹ zoning.

¹ Metro identifies most of commercial zoning in Forest Grove as having a general classification of “Mixed Use” because it also allows for some amount of residential use in addition to commercial uses. Therefore none of the parcels counted in this land inventory are considered to be “commercial” land, despite many being located in the Community Commercial zone.

Figure 2.5: Summary of Buildable Land Inventory

Land Use	Vacant		Redevelopment		TOTALS	
	Parcels	Acres	Parcels	Acres	Parcels	Acres
Industrial	29	173.2	7	63.9	36	237.1
Mixed Use	6	22.6	5	23.8	396	55.0
TOTALS:	35	195.8	12	87.7	432	292.1
<i>w/i City:</i>	<i>33</i>	<i>178.8</i>	<i>12</i>	<i>87.7</i>	<i>430</i>	<i>275.1</i>
<i>w/i UGB:</i>	<i>2</i>	<i>53.8</i>	<i>0</i>	<i>0.0</i>	<i>2</i>	<i>53.8</i>

Source: Metro, City of Forest Grove, Johnson Economics

Reconciliation of Supply and Demand

- Current buildable land supply is estimated to be sufficient to meet short term needs, but not long term needs.
- Over the 20-year period, the buildable supply does exceed the long term demand. However, this analysis finds that the classification of available land (mostly industrial) is a poorly matched to future employment needs.
- The demand for Mixed Use and/or Commercial lands will exceed the supply of these land categories over the planning period.
- Many of the same types of uses (office and retail) can be suitable to either Commercial or Mixed Use land, so the balance between these two zoning types are somewhat fungible. In other words, some of the estimated demand for new land could be accommodated by new commercial or mixed use land, or a mix.
- This analysis indicates that there may be a significant oversupply of designated industrial land in Forest Grove, and that some of this might be repurposed for other employment uses.

Figure 2.6: Reconciliation of 20-Year Demand and Supply

SAFE HARBOR FORECAST

LAND USE	DEMAND		SUPPLY	Surplus or Deficit	
	Safe Harbor Forecast		Buildable	5-year 20-year	
	5-year	20-year	Acres	5-year	20-year
Industrial Land	9	40	237.1	228	196.75
Mixed-Use Land	33	146	55.0	22	(91.15)
TOTAL:	42	186	292.1	250	105.60

METRO 2040 (TAZ) FORECAST

LAND USE	DEMAND		SUPPLY	Surplus or Deficit	
	Metro 2040 Forecast		Buildable	5-year 20-year	
	5-year	20-year	Acres	5-year	20-year
Industrial Land	11	48	237.1	226	189.16
Mixed-Use Land	37	170	55.0	18	(114.55)
TOTAL:	48	217	292.1	244	74.60

Source: Metro, City of Forest Grove, Johnson Economics

(All subjects are discussed in greater detail in the following report.)

III. ECONOMIC TRENDS

This report section summarizes long and intermediate-term trends at the national, state, and local level that will influence economic conditions in Forest Grove over the 20-year planning period. This section is intended to provide an economic context for growth projections and establish a socioeconomic profile of the community.

Regional Context

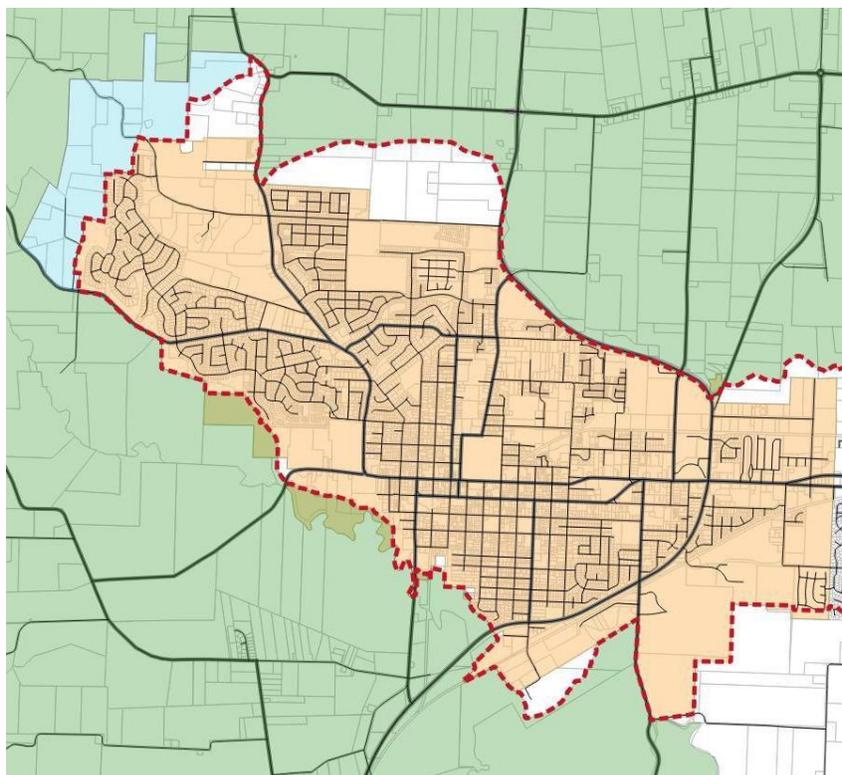
The City of Forest Grove functions in a regional economy that is influenced by broader economic trends and conditions in the Portland Metropolitan area and the nation. This section summarizes anticipated and observed national, state, and local trends and their likely influence on the Forest Grove economy.

Short-Term Trends (0 - 5 Years)

An Economic Opportunities Analysis (EOA) is primarily focused on long-term structural cycles. However, the Portland Metropolitan area is currently exhibiting trends across many metrics that are clearly indicative of structural changes in the regional status quo. Short term trends are easier to discern, as well as more relevant to current economic development needs.

Long-Term Trends (0 - 20 Years)

Economic growth in Forest Grove over the twenty-year planning period will occur in the context of long-term economic and demographic conditions.



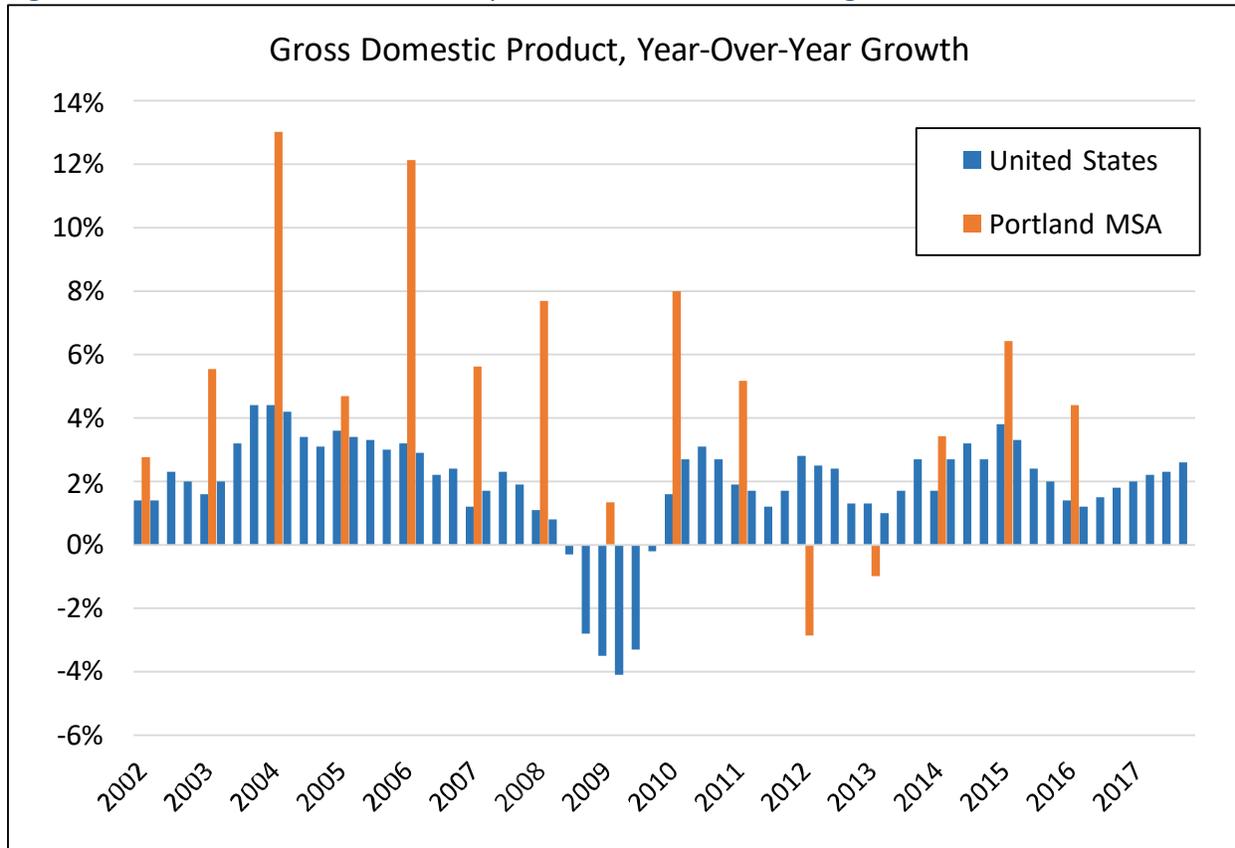
OAR-660-009-0015

The economic opportunities analysis must identify the major categories of industrial or other employment uses that could reasonably be expected to locate or expand in the planning area. This determination is based on local economic development aspirations, grounded in observed national, state, regional, county or local trends. This review of trends is the principal basis for estimating future industrial and other employment uses.

Economic Growth

Nationally, the Great Recession which began at the end of 2007 officially brought six consecutive quarters of negative economic growth in 2008 and early 2009. The depth of and duration of this downturn was the most pronounced since World War II. The recovery and current expansion cycle has been healthy but somewhat modest to date, with credit markets remaining more stringent, businesses and consumers more cautious, and housing construction more muted than prior to the recession. This is despite a recovery that has now lasted nearly a decade.

Figure 3.1: Gross Domestic and Metropolitan Product, 2002 through 2017



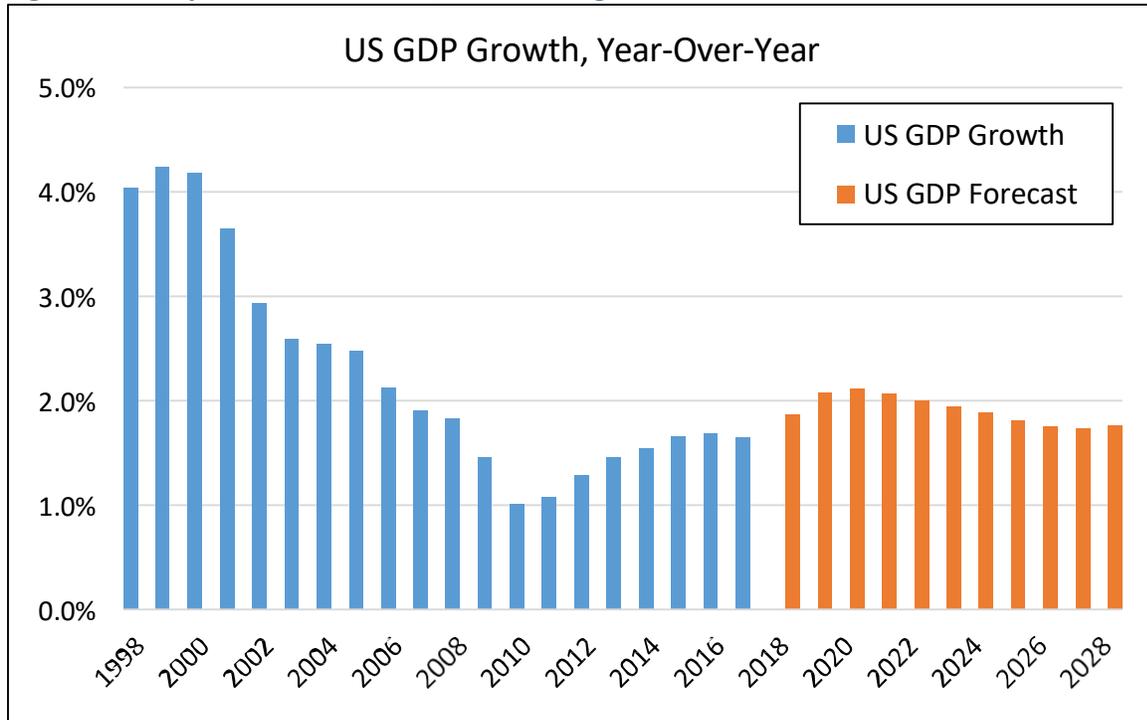
Source: US Bureau of Economic Analysis (BEA)

Recession era declines in output growth were less severe locally, a likely product of a high share of traded sector² industries. Similar to previous cycles, inflection points in economic cycles continue to lag national trends by several years. For example, local negative output occurred in 2012-2013, not 2008-2009. Portland Metro GDP growth tends to outpace the national growth rate, both before and after the recession.

² Traded sector industries are those which sell their products or services outside of the local region, state or country. These industries can grow the local economy by bringing in external wealth, rather than recirculating internal wealth. Also, they may be better buffered from local economic events, but more vulnerable to external economic events.

The Congressional Budget Office (CBO) forecasts that US growth will remain moderate in the 2% range over the near- and long-term, which would be lower growth than experienced in past expansion cycles³. These modest growth levels complicate Federal Reserve decisions on when to raise interest rates and to what degree, and will also tend to slow wage growth.

Figure 3.2: Projected GDP Growth, 1998 through 2028



Source: US Bureau of Economic Analysis (BEA), Congressional Budget Office

Monetary Policy Outlook: The Federal Reserve (The Fed) uses monetary policy to influence business cycles to meet targets for employment and inflation. During the great recession The Fed employed unprecedented measures to stave off a financial crisis and repair economic conditions. The Federal Funds Rate remained near 0% between 2010 and 2015. In the last few years, the Fed has raised the Funds Rate slowly and incrementally but it remains very low by historical standards.

With the current business cycle now in its eighth year, another downturn has become increasingly likely, leaving some economists concerned that very low rates will limit the Fed’s ability to combat another recession by cutting rates.

³ Congressional Budget Office, The 2018 Long-Term Budget Outlook (April 2018)

Impact on Forest Grove:

In the near-term, borrowing costs for local companies will increase over the next several years, as interest rates continue to trend upwards. However, this should occur in the context of continued economic growth. With economic performance in the region typically lagging national trends, Forest Grove should see positive economic growth exceeding national levels through 2020. Continued housing construction and business investment in capacity expansion will lead growth in coming years.

The region will continue to experience the “costs of success” that come with strong growth, including escalating housing costs and tight housing supply, as well as escalating labor costs among shortages of qualified workers. Policies that allow for continued growth in both commercial uses and housing can relieve some of these pressures by ensuring sufficient land supply.

Employment Trends

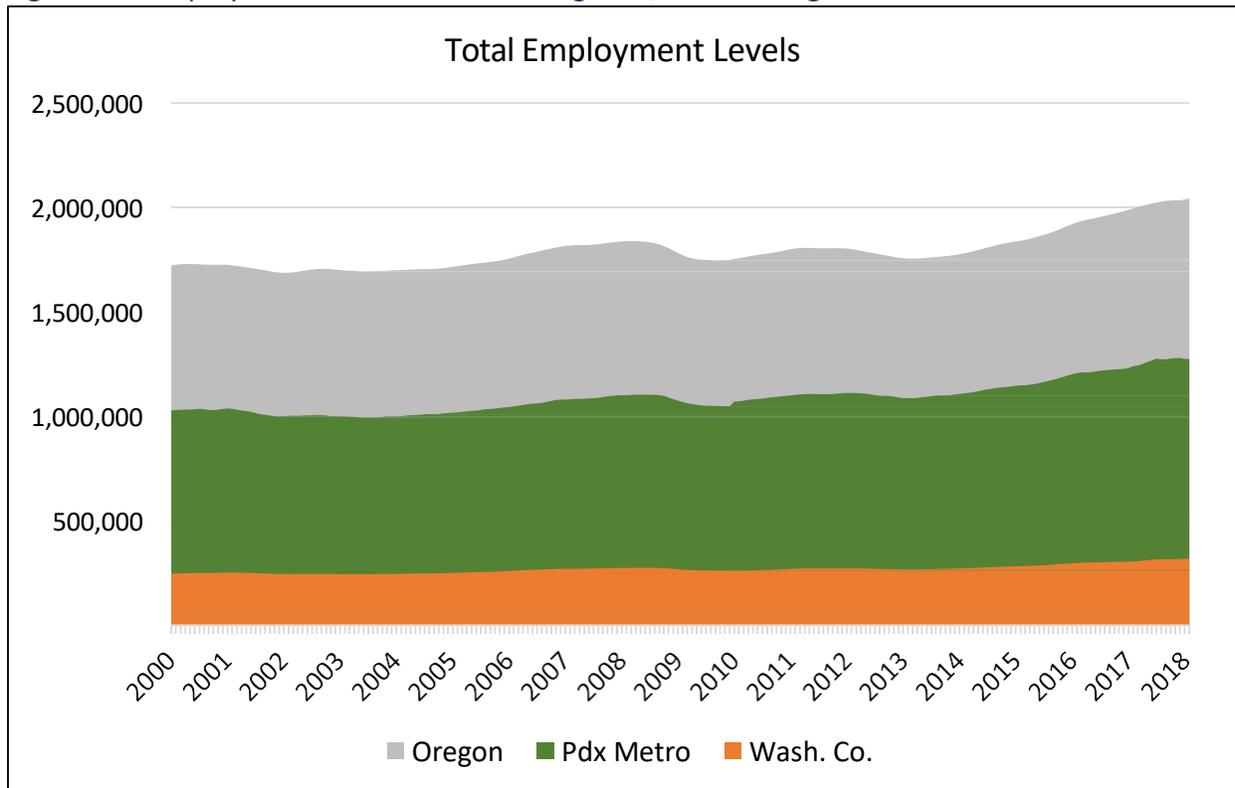
Oregon employment trends since 2000 reflect the general national economic trends including a tech-driven recession early in the century, followed by a period of robust growth led by the housing market, and development. Employment peaked in early 2008 before leveling, and then fell sharply through 2009 as a result of the recession and financial crisis.

Statewide, employment did not surpass the previous high mark until 2015, however growth in the Portland Metro area was faster. The Metro area has led the state out of the recession, with the region regaining its lost employment by 2013, and continuing strong growth since then.

Washington County has added an estimated 43,000 jobs in the last ten years, and 71,500 jobs since 2000 (growth of 16% and 29% respectively). The annual growth rate in employment in Washington County has exceeded the rate seen in both the state, and the rest of the Metro region.

Washington County accounts for roughly 25% of the total employment in the Portland Metro region, and 16% of the employment in Oregon. As discussed more in the following section, Forest Grove accounts for roughly 3% of Washington County’s employment.

Figure 3.3: Employment Levels: State and Regional, 2000 through 2018



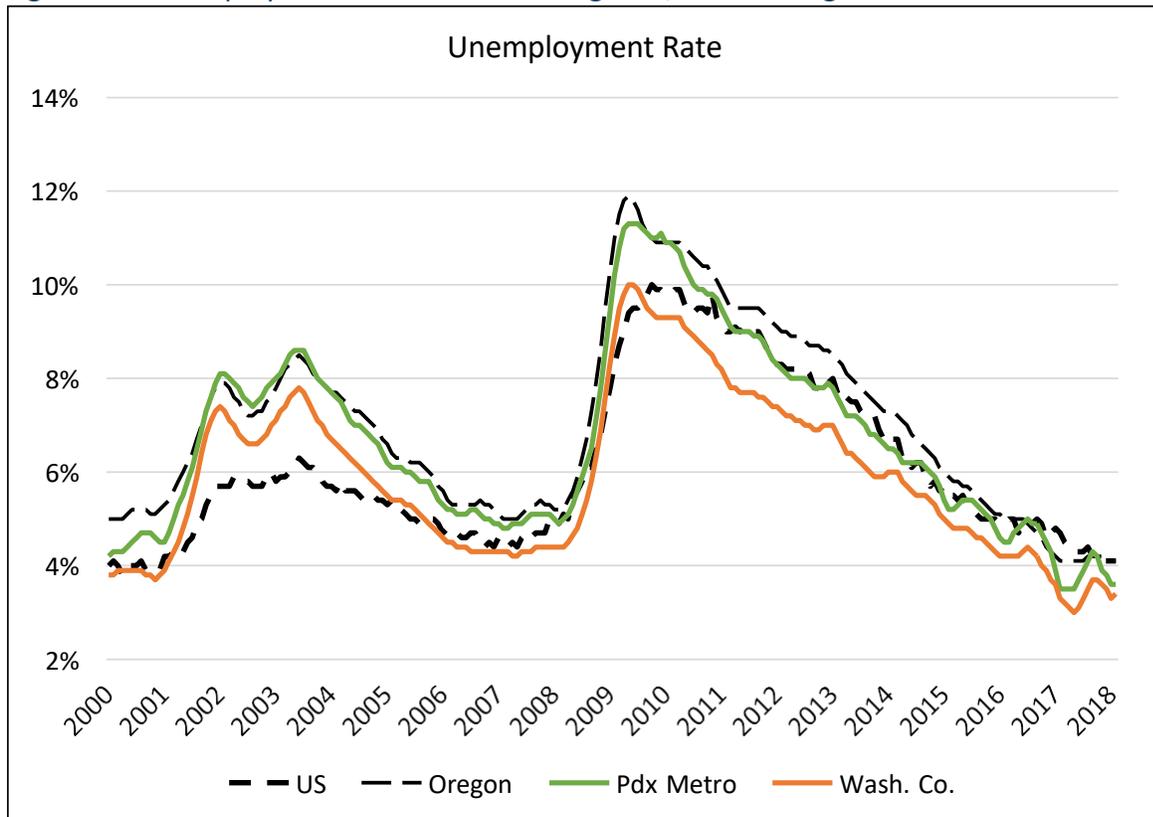
Source: Oregon Employment Department

As expected, the unemployment rate reflects these trends. After a period of elevated unemployment following the recession of the early 2000's, the rate fell until 2008 when it spiked dramatically (see following figure).

Unemployment in Oregon and the Portland Metro region generally, both spiked roughly two percentage points higher than the national average by 2009. However, the Washington County rate remained lower, peaking at roughly 10%.

Since 2009, the unemployment has fallen steadily for nearly a decade. The unemployment rate in Washington County has remained below that of the Metro, state, or nation. While the exact definition of "full employment" and what constitutes a healthy unemployment rate differs, at its current rate of 3.4% it is near historic lows and reflects a very tight labor market.

Figure 3.4: Unemployment Rate: State and Regional, 2000 through 2018



Source: Oregon Employment Department

Impact on Forest Grove:

In the near-term, employment is expected to continue to grow and the labor market is expected to remain very tight, with growing competition for qualified labor for nearly all categories of employers. The duration of this situation will depend on the timing of the next cyclical downturn.

Over the mid- to long-term, such a downturn will surely occur, which would be expected to cause employment levels to stagnate or drop, and unemployment to rise. The positive news is that with current tight conditions, a modest drop-off might serve to return the labor market to more sustainable levels. Over a full 20-year period, multiple up and down economic cycles are to be expected.

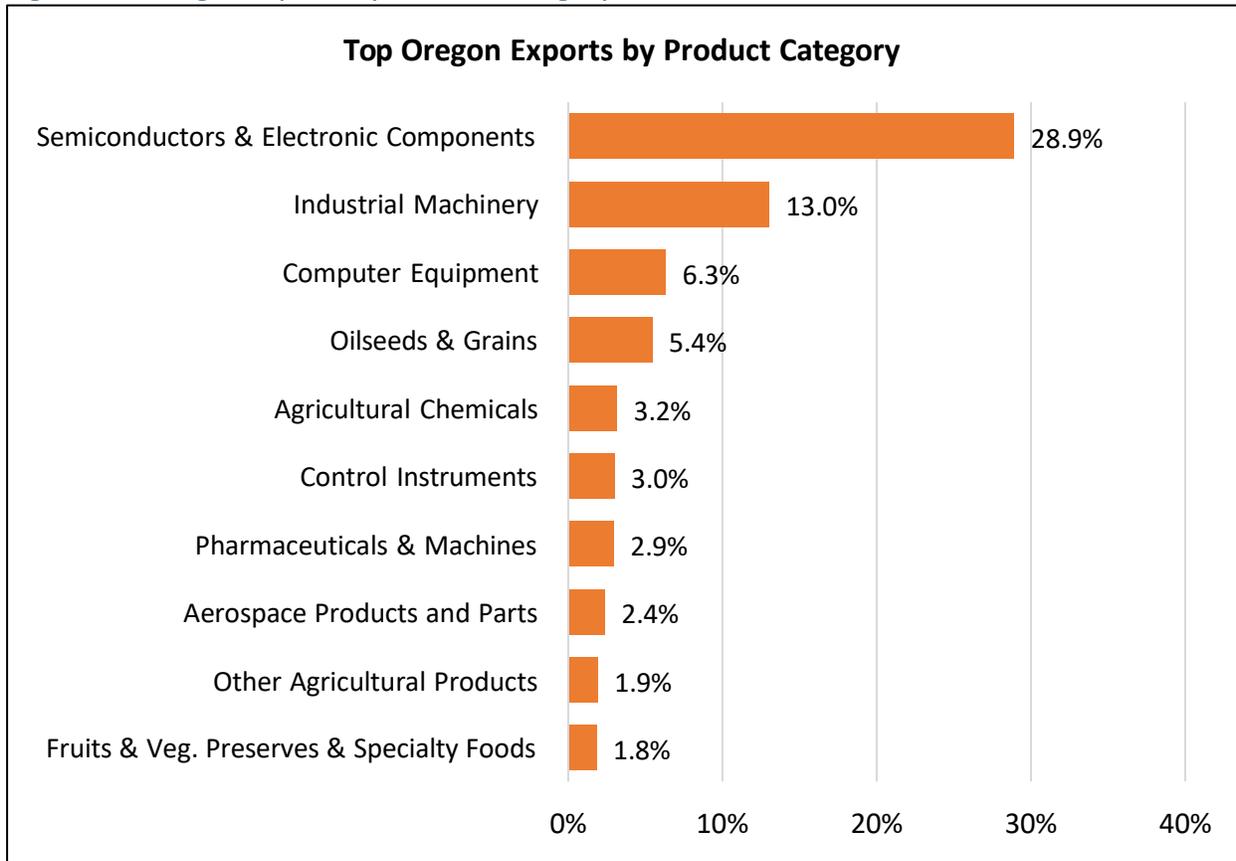
(The local employment cross-section is discussed in more detail in a following section.)

Export Trends

Oregon's Economic health is largely connected to growth in the export market. This is especially true in Washington County, which accounts for a considerable share of Oregon's traded-sector output. In 2017, Oregon's total export value reached over \$21.9 billion, growing 19% over the prior five years.

Nearly 29% of state exports (by value) is in semiconductors and electronic components, an industry in which Washington County leads the state. Other technical products as well as agricultural products are also prominent components of state exports.

Figure 3.5: Oregon Exports by Product Category: 2017



Source: US Department of Commerce

China receives most Oregon imports by value (\$3.9 billion) followed by Canada, and a number of Asian countries. Over the last decade export growth has been most robust with China (+175%), Malaysia (+114%), and Vietnam (+1,500%). Oregon’s exports to Canada have actually decreased somewhat over the decade (-17%). (See following figure.)

Figure 3.6: Oregon Exports by Destination: 2017



Source: US Department of Commerce

Economic development leaders in the region are confident that there is more room for growth. Increasing exports has become a central component of regional economic development strategies. The connection of export growth to job creation is clear; the Oregon Office of Economic Analysis estimates that 90,000 jobs are directly supported by Oregon exports. A key element in the Greater Portland Export Plan is catalyzing under exporting firms, emphasizing creation of global opportunities for small and medium sized firms.

Negotiations were recently concluded for a new Trans-Pacific Partnership, a free-trade agreement with twelve Pacific Rim countries, including seven of Oregon's top fifteen trading partners. As of 2018, the United States participation in this pact has been shelved or at least delayed by the current administration. Still strong support remains for rejoining the partnership, so this remains a good prospect for the future. Over 31 percent of all Oregon exports are currently with existing FTA partners, an increase of over one-third in ten years. If eventually approved, the TPP agreement could expand Oregon's export potential markedly.

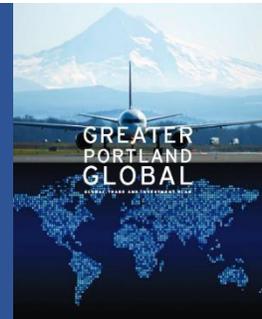
Greater Portland Export Plan (Four Strategies):

- Leverage Primary Exporters
- Catalyze Under Exporters
- Build a Healthy Export Pipeline
- Branding



Greater Portland Global

A joint project between the Brookings Institute and JP Morgan Chase. The plan's focus is on the interaction of exports and Foreign Direct Investment (FDI). A key finding was that excluding Japan; the region lacks FDI out of Pacific Rim partners.



While many structural conditions are in place to facilitate strong export expansion, prospects for growth are not without risks. Most notably, on-going and reoccurring labor disputes at the Port threaten to undermine certainty for exporting firms in the Oregon market. A long-term resolution and return of shipping business will be necessary for the region to meet its export goals.

The current US political climate has grown more hostile to trade agreements and more favorable to measures such as tariffs which have the potential to trigger reprisals from other countries and significantly impact world trade. This political climate has created significant uncertainty over whether these measures will actually be put in effect, and if so how long they might remain in place. Changes in the strength of the U.S. dollar also impact exports positively or negatively.

Impact on Forest Grove:

The manufacturing economy in Washington County has been, and will continue to be highly reliant on trends across a global marketplace. On the positive side, expanded wealth and purchasing power in emerging markets on the Pacific Rim and Latin America should continue to drive demand for products and services made in the area. However, this reliance goes hand-in-hand with exposure to global instability and volatility.

In the near-term, a stronger dollar will temper export growth, as U.S. products are more expensive to foreign buyers. Political uncertainty over the country's favorability to trade deals has the potential to create major disruptions in the short to mid-term, but may not materialize. In the long-term, structural conditions and economic development initiatives are in place for continued export growth.

The region continues to grow robustly on measures positive for the export economy including a modern, educated workforce, and continued preservation of agricultural lands, which support agricultural exports and food processing industries.

Demographic Trends

In terms of absolute numbers, the Portland Metro area has been the center of growth in population and households for decades. The region has seen the earliest and strongest economic recovery from the recent recession, and offers the greatest diversity of new opportunity for potential new arrivals. Since 2000, the four-county Portland Metro region (including Clark County) has grown by nearly 500,000 people, to 2.28 million people. This is over 27% growth since 2000 and over 60% growth since 1990.

Washington County represents 26% of region's population, at 596,000 people. It has added over 150,000 people, or 34% of its population since 2000. It was the fastest growing of the three Oregon counties during that period, and lagged just behind Clark County in growth rate.

Since 2000, Forest Grove has grown by nearly 6,000 people (33%), to 23,500 people in 2017. The City represents 4% of the county's population, and 1% of the Metro area.

(All figures courtesy of Portland State University Population Research Center.)

Figure 3.7: Forest Grove Household Trends & Short-Term Projections: 2000 - 2023

POPULATION, HOUSEHOLDS, FAMILIES, AND YEAR-ROUND HOUSING UNITS						
	2000 (Census)	2010 (Census)	2018 (Est.)	Growth Rate 10-18	2023 (Proj.)	Growth Rate 18-23
Population	17,830	21,130	23,980	1.6%	26,225	1.8%
Households	6,336	7,628	8,514	1.4%	9,311	1.8%
Families	4,128	4,909	5,479	1.4%	5,992	1.8%
Housing Units	6,702	7,845	8,920	1.6%	9,755	1.8%
Household Size	2.64	2.77	2.82	0.2%	2.82	0.0%
PER CAPITA AND AVERAGE HOUSEHOLD INCOME						
	2000 (Census)	2010 (ACS)	2018 (Est.)	Growth Rate 10-18	2023 (Proj.)	Growth Rate 18-23
Median HH (\$)	\$40,296	\$47,296	\$54,437	1.8%	\$59,438	1.8%
Average HH (\$)	\$48,231	\$60,310	\$70,142	1.9%	\$77,084	1.9%

Source: US Census, PSU Population Research Center, Metro, Johnson Economics

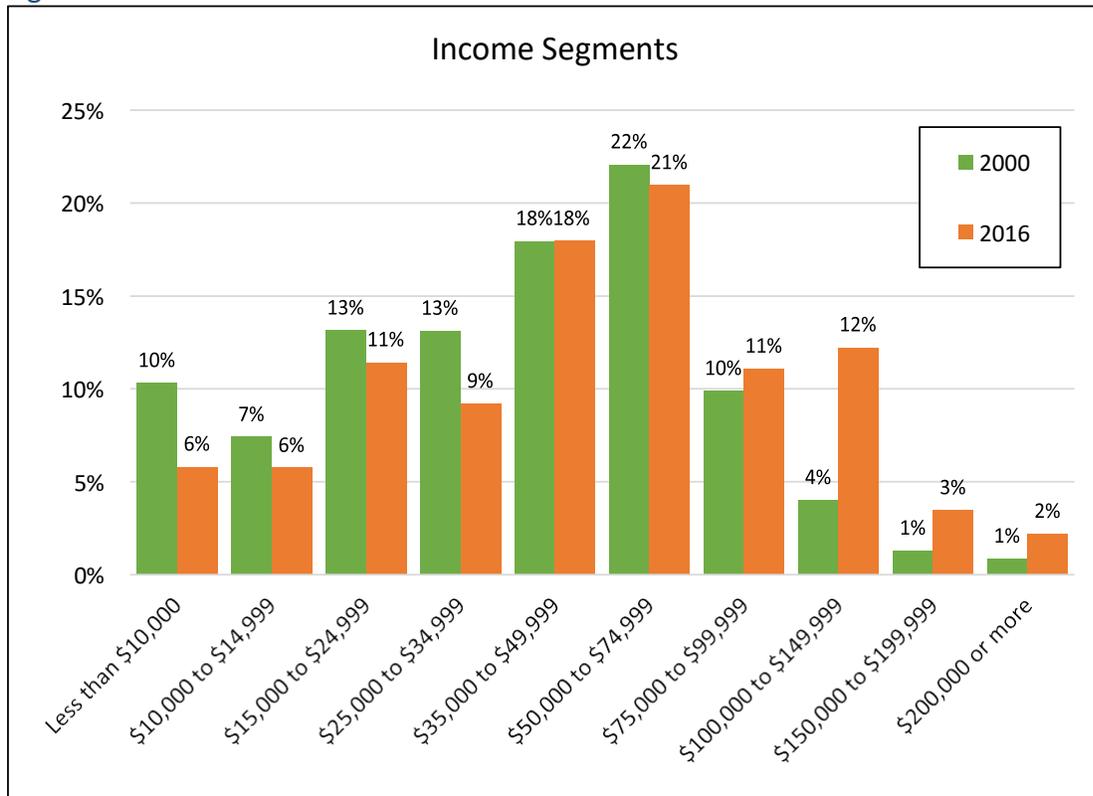
Population and Households

- As of 2018, Forest Grove is estimated to approach 24,000 people, making it the 24th largest city in Oregon.
- Forest Grove is home to an estimated 8,500 households in 2018. The percentage of families declined slightly since 2000 from 65% to 64% of all households. This is lower than the Washington County figure of 67% family households, and higher than the state’s 63%.
- The Census estimates that Forest Grove’s average household size has actually increased since 2000, from 2.6 to 2.8. This is smaller than the county average of 3.1 but larger than the statewide average of 2.5.

Income Levels

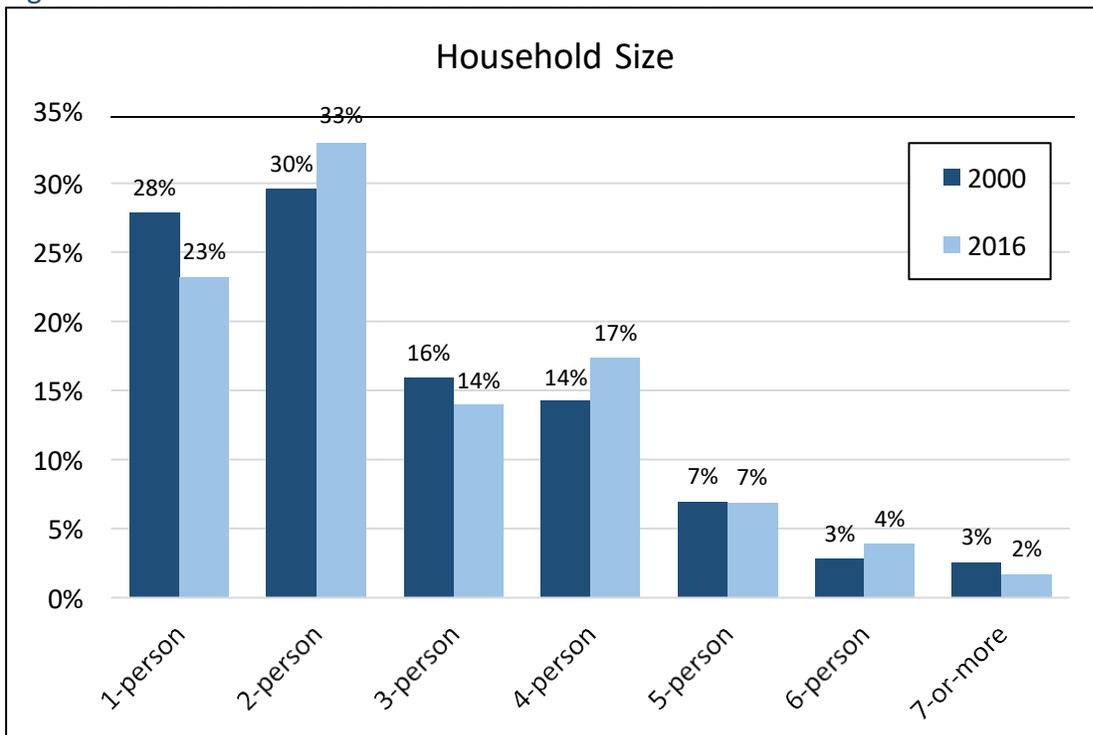
- Forest Grove’s median household income was \$47,300 in 2010. This was 32% lower than the median income found in the county (\$62,500).
- Median income has grown an estimated 35% between 2000 and 2018.
- Figure 2 shows the distribution of households by income in 2000 and 2016 according to the US Census’ American Community Survey. The largest single income cohort is those households earning between \$50k and \$75k, at 21% of households. 50% of households earn less than this, while 29% of households earn \$75k or more per year.
- 23% of households earn \$25k or less, down from 31% of households in 2000.

Figure 3.8: Forest Grove Household Income Cohorts: 2000 and 2016



Source: US Census, American Community Survey, Johnson Economics

Figure 3.9: Forest Grove Household Size: 2000 and 2016



Source: US Census, American Community Survey, Johnson Economics

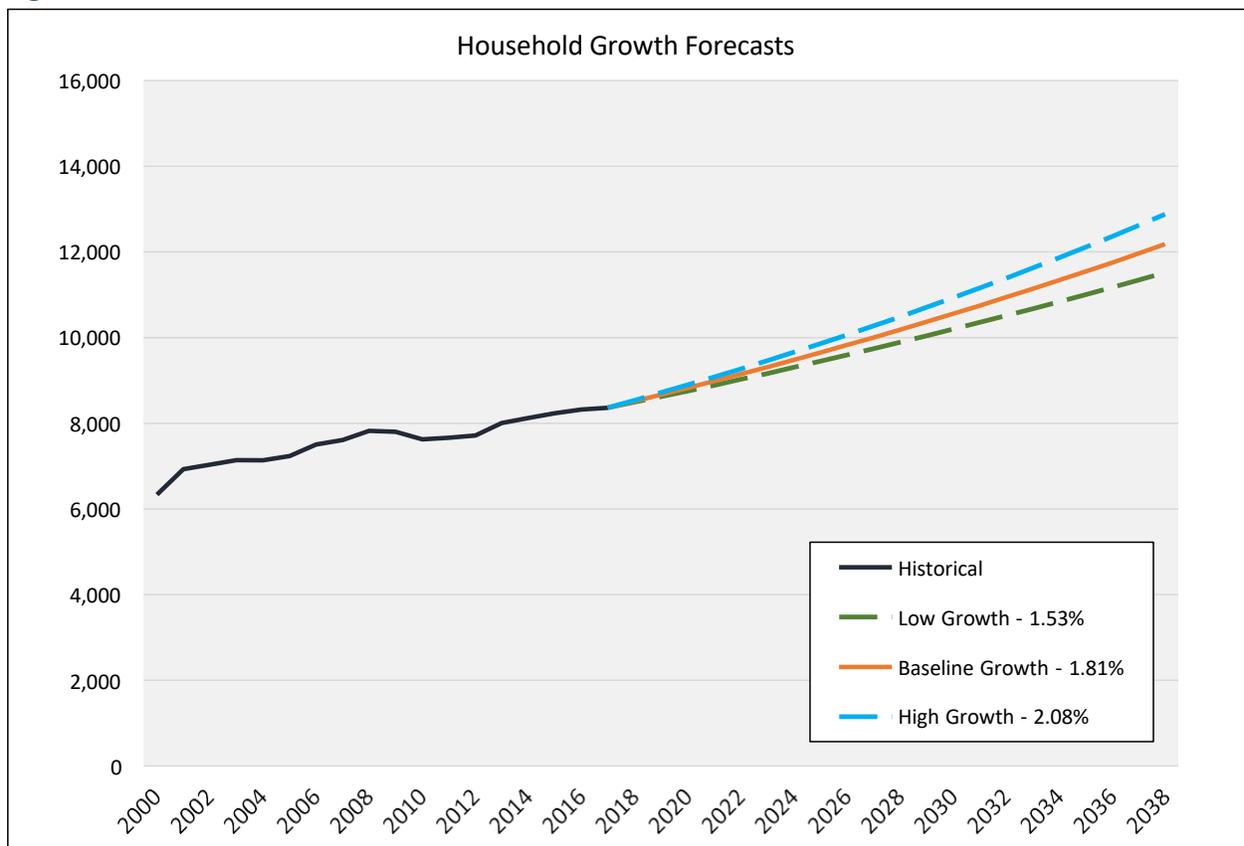
Household Growth Projections

Metro regional government periodically prepares household growth forecasts for the member jurisdictions across the region, including Forest Grove. The latest forecast dates to 2016, and is the Metro 2040 Distributed Forecast.

- The Metro 2040 forecast projected Forest Grove growing from an estimated 8,432 households in 2015 to an estimated 13,190 households by 2040. This is a growth rate of 1.81% over that period.

The following figure presents historical growth in households from 2000, and projected growth based on the Metro 2040 forecast. The forecast extends over the 20-year period of this analysis, to 2038. In addition to the forecasted growth rate of 1.81%, the figures presents a range of potential growth scenarios, assuming that the annual growth rate may end up being 15% higher or lower than the forecast. These forecasts arrive at a range of 11,515 to 12,876 households by 2038.

Figure 3.10: Forest Grove Forecasted Household Growth: 2000 and 2038



Source: Metro 2040 Distributed Forecast, Johnson Economics

Impact on Forest Grove:

The forecasted growth rate of 1.81% would represent an acceleration of the growth rate over recent years. Household growth is an important driver of economic activity including in the construction, services and shopping sectors. Forest Grove can anticipate continued growth and the need to serve more of the needs of households locally, rather than traveling for daily needs.

Anticipated Demographic Shifts

Aging of the Workforce: The aging of the Baby Boomers into their retirement years will perhaps be the greatest challenge to the U.S. economy over the planning period. By 2035 the share of the population age 65 and older will balloon to 21 percent, up from 14.5 percent today. The effects of this condition will be a decline in labor force participation, an increase in federal liability for health care services, and an increased need for replacement workers.

Millennial Generation: Millennials are now the largest demographic segment in the United States, comprising 27% of all residents and an even greater share of net-migrants. Leading into and during the Great Recession, this cohort faced a woeful labor market. Many opted to enter or continue post-secondary education, at which point the college enrollment rate for 18-24 year olds rose from 37 to 42 percent. The younger cohorts moving to the Portland Metro area tend to have higher educational attainment on average than existing residents, supporting a high-skilled workforce.

Labor Force Participation: The aging of the labor force as well as generational preferences are putting downward pressure on the labor force participation (LFP) rate. This rate measures the share of the working age population that is employed or is actively seeking work. In 2016 Oregon's rate of 63% was rebounding somewhat after hitting the lowest level on record in 2015. The "participation gap" is the difference between actual LFP and where LFP should be given underlying demographics. Currently this gap remains large despite the economic recovery, structurally reducing potential employment in the economy.

Immigrant Labor: Currently, the national political climate is shifting to the detriment of immigration of both low- and high-skilled workers from foreign countries. Increased enforcement and unwelcoming rhetoric has reduced migration from Latin America over the past year, and created trepidation and uncertainty among some current residents about their status in this country. In addition, there is currently discussion of reducing or restricting visa programs for highly skilled workers of the type used in many high tech industries.

Impact on Forest Grove:

Companies in Forest Grove may have increasing difficulty finding trained labor due to the aging of the workforce and falling labor force participation. Good migration will be necessary to meet future needs of local industries. Difficulty finding labor may accelerate investments in capital to replace labor. The economy overall is at greater risk of performing below potential.

Reduced migration may have an outsized impact on Washington County due to the importance of both agriculture and the high tech sector. The scale and impacts of measures to reduce immigration have yet to be determined, and may prove temporary, if reversed by future administrations.

Washington County, including Forest Grove has the benefit of attracting younger households, and offering high tech industries that offer good jobs to high skilled workers and those with the most up-to-date education. For these reasons, the county should remain an attractive destination for younger workers who can help counteract these trends. Forest Grove also has the benefit of a local university that provides a steady stream of young educated workers who can be recruited to remain in the community.

Household Migration

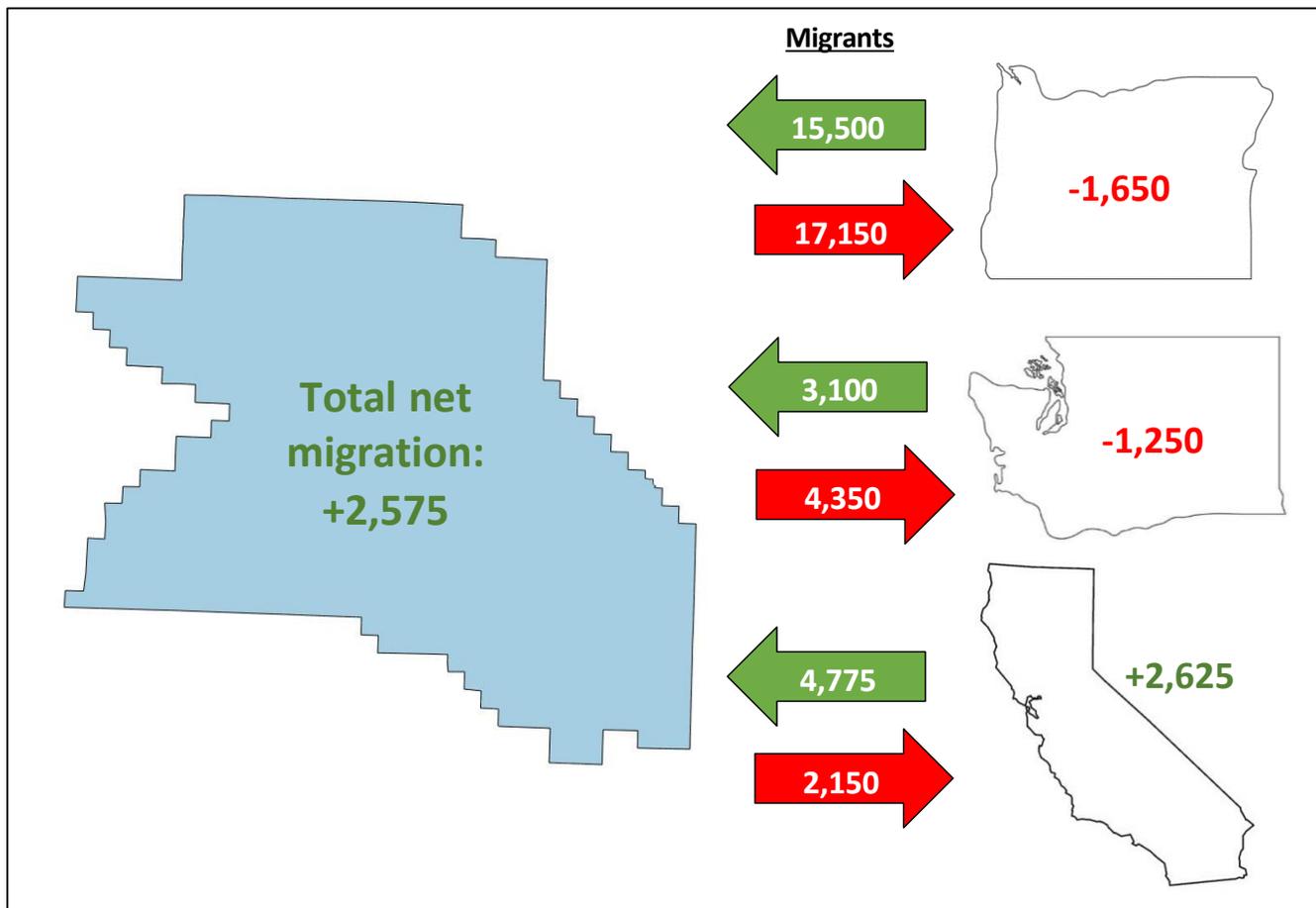
The Portland Metro area is a magnet for migrants from other major markets and abroad, with most new residents landing in Multnomah or Washington Counties to begin their new lives. However, many residents eventually transition to outlying cities.

Since 2010, Washington County has accounted for 35 percent of new migrants to the region and over 17 percent of all net-new migrants to the state of Oregon.

In the most recent migration data available from the IRS (2015-2016), Washington County saw a net population gain from Multnomah County, but a net population loss to Clackamas, Clark and Yamhill Counties. In fact, more people move out of Washington County to other places in Oregon and Washington State, than migrate from those areas (see following figure). The county does however see a strong influx of migrants from Benton and Lane Counties, likely driven by graduating students of the major state universities.

Net positive migration in recent years is attributable to migrants from other states and abroad. California is the largest contributor of new residents, followed by Arizona, Texas, and Nevada.

Figure 3.11: Washington County Migration Flows: 2015 - 2016

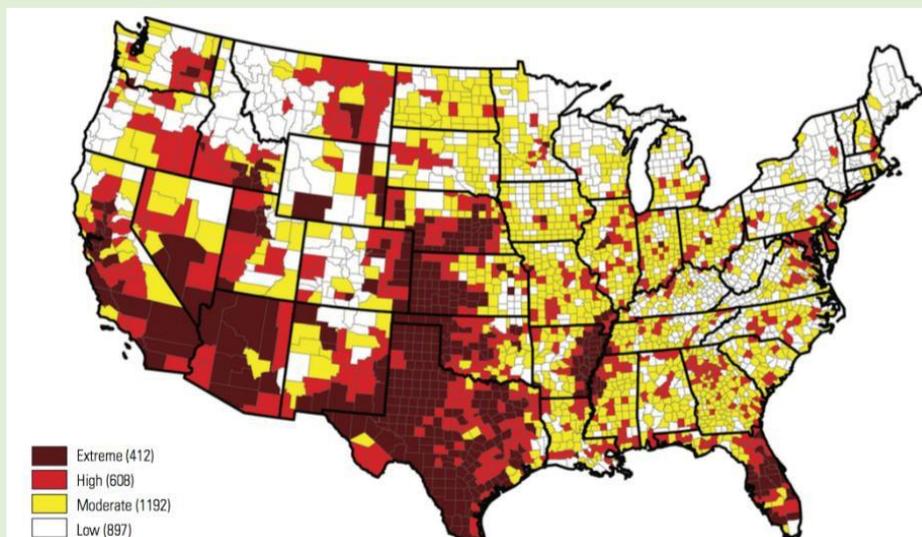


Source: Internal Revenue Service, Johnson Economics

The Pacific Northwest: A Climate Refuge?

Continued in-migration from other states will maintain sustained growth in population and labor force locally. Long-term, an acceleration of net-migration rates is increasingly likely in the context of water resource constraints in the U.S South and Southwest. The Pacific Northwest, and more specifically the Willamette Valley is among the only regions in the United States with an overall low risk of future water resource constraints. The ability of population centers in the South and Southwest to accommodate projected population growth and maintain livability standards is questionable, with proximate high resource areas like Oregon being a likely outlet to accommodate future growth.

Water Supply Sustainability Risk, 2010 through 2050



Source: Natural Resource Defense Council (2010)

Impact on Forest Grove:

A history of strong net-migration coupled with a rosy outlook is indicative that migration-driven population growth is likely to continue throughout the planning period. This is a positive sign for industries that derive a significant share of their support from the local population base. This includes health care, retail, food services, education, financial services, housing construction, and most of the other services sector.

Multnomah County has also exhibited a doubling of its migration rate in recent years. Given the systematic relationship of flows from Multnomah to Washington County, Forest Grove may be due for a stronger influx of inter-region migrants over the next five years.

IV. LOCAL EMPLOYMENT & TARGET INDUSTRIES

Sound economies are often organized around a healthy set of industry clusters—similar and related businesses and industries that are mutually supportive, regionally competitive, attract capital investment, and encourage entrepreneurship. In his pioneering book “The Competitive Advantage of Nations”, Harvard Professor Michael Porter defines clusters as “geographic concentrations of inter-connected companies and institutions working in a common industry”. As an economic development strategy, specific clusters are targeted, and emerge, when a particular geography holds an innate competitive advantage in that industry—whether it is natural resources, human capital, political policies, or geography. For example, Oregon’s oldest industries—namely forestry and agriculture, emerged from physical and environmental attributes and access to shipping and distribution networks. In turn, these industries spawned interrelated clusters that include Food Processing & Manufacturing, Wood Product Manufacturing, Wholesale & Distribution, Machinery Manufacturing, and host of other industries.

With shared ideas, concepts, and competition, knowledge spill-over within clusters encourages secondary effects—innovation, the creation of start-ups and spin-off industries, and opportunities for suppliers, manufacturers, and customers. In turn, effects from job creation and wages support tertiary effects such as retail, services, construction, housing and institutional industries.

In light of the baseline economic analysis above, Johnson Economics reviewed Oregon Employment Department ES-202 employment data for the City of Forest Grove to determine industries and industry clusters in which the local economy is both regionally competitive and/or has growth potential. We have identified industry clusters with an existing competitive presence in Forest Grove and potentially emerging clusters. Identified targeted industries are evaluated in greater detail below.

Local Employment Trends

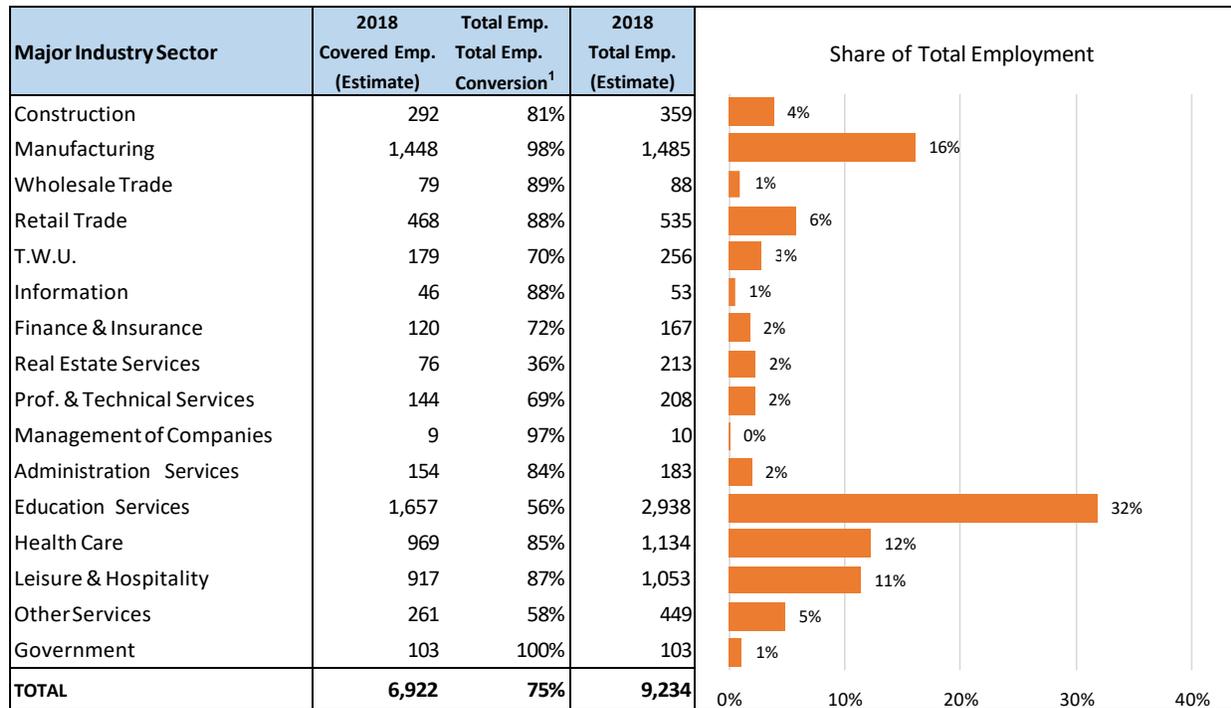
In 2018, Forest Grove has an estimated 9,250 local jobs across a range of industries. Employment is estimated based on 2016 QCEW data from the State of Oregon. This data includes “covered employment”, or jobs with covered wages, subject to unemployment insurance benefits. This is combined with an estimate of the “non-covered employment” which includes self-employed people, many small business owners, LLC partners, and other cases. (Methodology is further discussed in Section V of this report.) Forest Grove represent 3% of employment in Washington County, which is close but slightly less than the 4% share of the county population who live in the community.

Employment Growth: Employment levels in Forest Grove have been remarkably stable since 2000, according to US Census and BEA data. While the specific firms, and employment by industry have shifted, the overall number of jobs grew just 5% over the period from 2002 – 2015 (the largest span available from this Census data set). This is an annual growth rate of 0.4% in jobs, compared to a population growth rate of roughly 1.5% over this period. This average rate was greatly impacted by the recession and economic downturn in the 2008-2010 period.

Since peaking previously in 2007, employment fell sharply during the recession in keeping with national trends. After bottoming in 2010, local employment has rebounded by an estimated 11%, and surpassed the previous peak in 2015.

Figure 4.1 presents the estimated employment profile in Forest Grove by industry sector. The largest sectors by employment share are private education services, manufacturing, health care, and leisure and hospitality (food service and tourism).

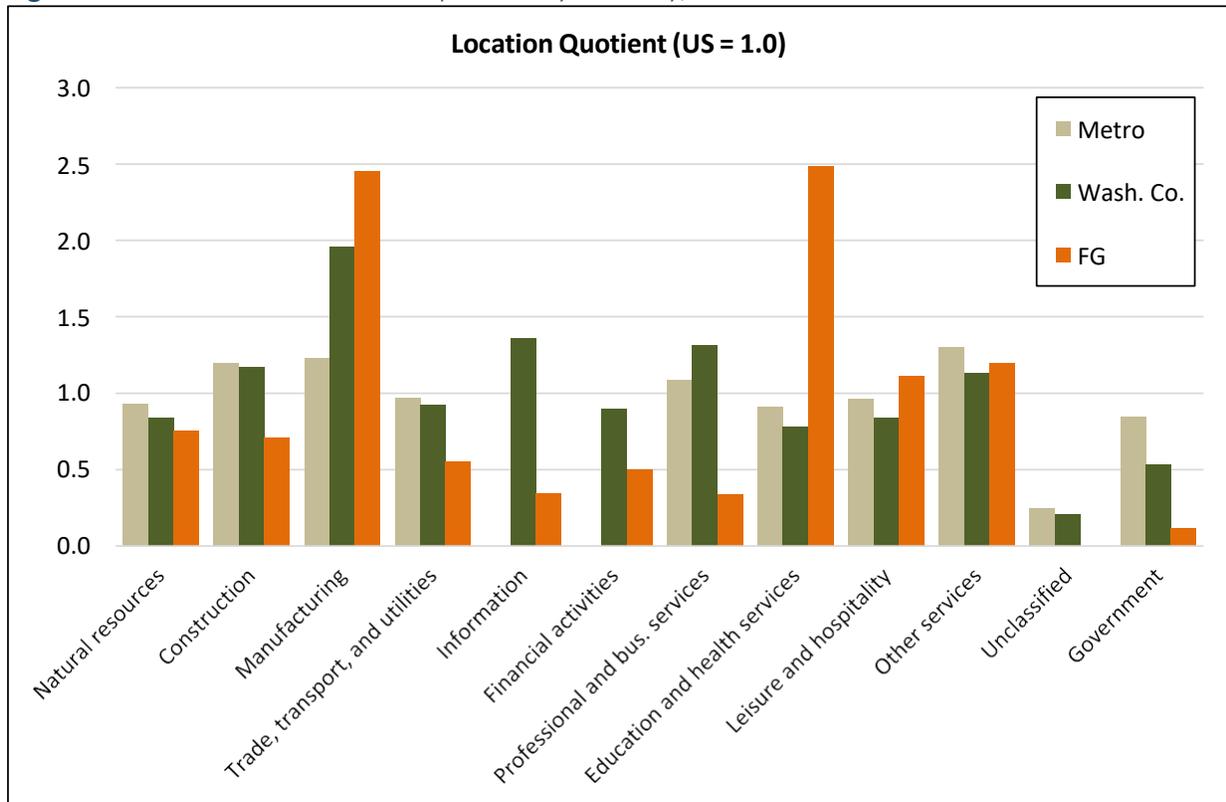
Figure 4.1: Forest Grove Estimated Employment by Industry, 2018



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

Source: Oregon Employment Department, Johnson Economics

Figure 4.2: Location Quotient Comparison by Industry, 2018



Source: Bureau of Labor Statistics, Oregon Employment Department, Johnson Economics

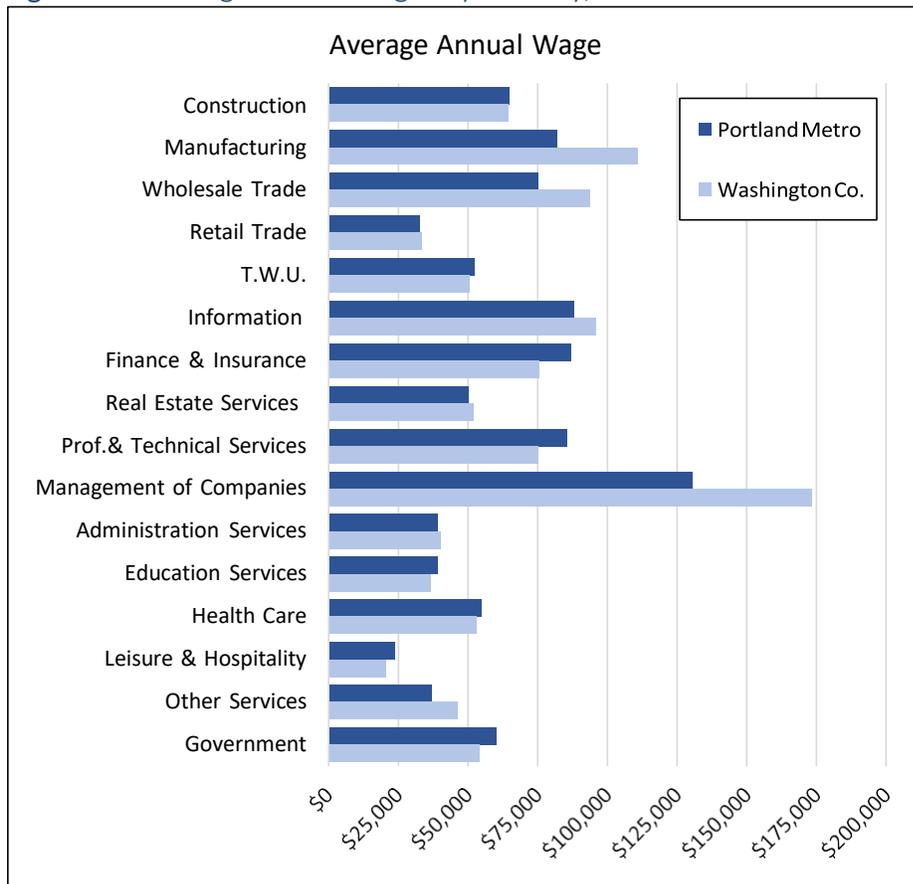
Location Quotient: Figure 4.2 (previous page) presents a comparison of “location quotient” (LQ) of various industry categories. LQ presents a measure of the prevalence of a given industry in a smaller geography, in comparison to how prevalent that industry is nationally. LQ is an indicator of what sectors may be particularly strong or weak in a given locality.

All industry categories are assumed to have a quotient of 1.0 on the national level, and a locality’s quotient indicates if the local share of employment in a given industry is greater or less than the share seen nationwide. For instance, a quotient of 2.0 indicates that locally, that industry represents twice the share of total employment as seen nationwide. A quotient of 0.5 indicates that the local industry has half the expected employment.

As Figure 4.2 shows, Forest Grove currently enjoys a greater share of employment in manufacturing and education and health, in comparison to the county, metro, or national level. Employment in these sectors are 2.5 times higher than the national average. Forest Grove also experiences a higher share of jobs in leisure and hospitality, with an LQ of 1.25. In most other categories, Forest Grove has a lower share of employment than the comparisons.

Average Wages: Figure 4.3 shows the average wages in the Portland Metro area and Washington County by industry sector.

Figure 4.3: Average Annual Wages by Industry, 2017



Source: Oregon Employment Department, Johnson Economics

The manufacturing sector which is prominent in Forest Grove enjoys some of the higher average wages among industries, and particularly in Washington County. It should be noted that some of the Washington County averages are likely higher due to the presence of major companies such as Intel and Nike in other parts of the county. Other prevalent industries such as education, health care, and tourism tend to support lower average wages.

Employment Concentrations: Figure 4.4 shows the general concentration of employment in Forest Grove. Most is located between the eastern City boundary, and the Downtown/Pacific University area to the west. Employment tends to be concentrated along the Pacific Avenue axis.

Figure 4.4: Employment Concentrations, 2015



Source: US Census, Johnson Economics

Commuting Patterns: Most employed residents commute out of Forest Grove for employment. This is a pattern that is common to many communities, particularly in an interconnected metropolitan area. Of local jobs, an estimated 24% are held by local residents, while 76% are held by others who commute into

the area. An estimated 83% of local residents who are employed, commute elsewhere.

(The employment totals shown in Figure 4.5 are from a different data set and do not match the employment estimates presented in Figure 4.1. They are presented here to demonstrate the overall pattern.)

Figure 4.5: Commuting Patterns, 2015



Source: US Census, Johnson Economics

* * *

Target Industry Clusters

This section discusses potential target industries for Forest Grove based on the community's historical strengths and advantages, as well as its established economic development goals. These are industries where Forest Grove might focus efforts to grow local business and attract new businesses.

Agriculture/Value-Add Food Products

The proximity of Forest Grove to high quality farmland and the City's quality water supply has created opportunities for growth in food processing and specialty agriculture products. The city already has an existing economic base in food processing (Lieb Foods, Chaucer Foods, Old Trapper, New Seasons Foods), nursery & tree products (Hines Nursery, EF Nursery), and specialty beverages (Sake One, McMenamins, wineries). The agriculture and food processing cluster in Forest Grove has continued to experience solid growth over the last few years, with most major companies adding to their workforce. State employment data indicate that the sector has added roughly 150 employees locally since the recovery took hold in 2013, job growth of nearly 75%. Moreover the nature of Forest Grove's specialty products—breweries, wineries, distilleries, etc. is closely related with leisure & tourism in the region.

Cluster Strengths

- Proximity to high-quality farmland and water supply.
- Existing food processing industry with workforce expertise.
- Has the ability to support a growing tourism industry.
- Geographic access to export markets.
- Certainty of long-term agricultural land supply with designation of rural reserves near Forest Grove.

Cluster Challenges

- Over time, the continued urbanization of Washington County will reduce agricultural growth on the margin.
- Declining food prices and rising input costs.
- Potential restrictions on immigrant labor workforce.

Tourism & Winery Development

The wine industry in Oregon is expected to continue its accelerated growth trend exhibited in recent decades. Since 2000, the number of vineyards in Oregon has more than doubled from under 500, to nearly 1,100. Meanwhile, the number of wineries has quadrupled from roughly 140 to over 700.

Oregon's wine industry growth is largely attributed to growing worldwide popularity and increased market share of Pinot Noir. Oregon's climate is ideal for cultivating the Pinot Noir grape, which began in the Forest Grove area. Pinot grapes account for 65% of Oregon production. Forest Grove has the opportunity to become the center for wine based tourism in North Willamette Valley wine country, and enjoys better accessibility from much of the metro region, in comparison to Yamhill County.

The City of Forest Grove has undertaken efforts to "brand" the city, giving it a regional identity. The concept of Forest Grove as a "Gateway to Wine Country" is a popular option, facilitated both by Forest Grove's proximity to the metro area and by abundant outdoor recreation activities. The Washington County Visitors Association (WCVA) actively promotes the local wine industry. In the past, Forest Grove has been discussed as the location for a "North Willamette Valley Wine Center", which could feature tasting facilities for regional wine makers, lodging, and convention center, perhaps in partnership with the McMenamins Grand Lodge or winery property.

The development of a winery based tourism industry is supportive to other industries as well. For example, agri-tourism typically attracts a relatively affluent patronage that is likely to support higher-end restaurants and shops, enhancing the urban amenities and livability of the community.

Cluster Strengths

- Geographic position near the Chehalem Mountain and Ribbon Ridge American Viticulture Areas, and outdoor recreation opportunities.
- An attractive downtown core, including Pacific University.
- Regionally drawing amenities such as Grand Lodge, Fern Hill Wetlands, Scoggins Valley Park/Henry Hagg Lake.
- Cluster development would provide tertiary benefits to other industries.
- Local wineries are currently small in scale, leaving high growth potential.

Cluster Challenges

- Limited connectedness between winery locations and downtown.
- Need to continue to build awareness as a wine country gateway.
- Regional competitiveness with other Willamette Valley wine districts.
- Wineries have noted that the permitting process in Washington County is difficult and convoluted, a competitive disadvantage relative to other wine counties.

Education

In addition to an attractive sense of community, Forest Grove's livability is accentuated by its quality public school system. Increasingly considered a livable bedroom community, Pacific University and the public schools form one of the largest employment sectors in Forest Grove.



While employment in public education can be expected to grow commensurately with family households in the region, broader growth in the education sector will be born out of Pacific University. Over the last decade, the school has been in an expansionary phase. In 2005 the school complete an \$11 million LEED certified library, and new residence halls were completed in 2006 and 2008. In spring 2008, the University completed Berglund Hall, which now houses the School of Education. As of 2016, the Forest Grove campus had 2,400 undergraduate and graduate students on site, along with 720 faculty and staff. The university plans to grow enrollment at the local campus to 2,800 students and 900 employees by 2030. Pacific University will continue to be a key cornerstone of the community in terms of residents, employment, and cultural activities and land use.

Cluster Strengths

- Population and enrollment growth on the horizon.
- Pacific University is an attractive asset to the Downtown Core.
- Potential to foster greater connections and partnerships with the university.

Cluster Challenges

- Perceptions within the community of limited partnerships between Pacific University and Forest Grove at large.
- Volatility in public school funding.

Retirement Services

Largely the result of the general livability of the area and small-town community atmosphere, Forest Grove has an existing retirement aged population base far exceeding most jurisdictions in Washington County. According to the Census, the percent of the population age 65 and older is higher in Forest Grove than in Washington County as a whole (12.5% vs. 10%). Moreover, four of the City's top 25 employers are nursing care or elderly home facilities. Forest Grove's composition of employment in Nursing and Residential Care Facilities is nearly three times the national average.



In addition to direct retirement care services, roughly 23% of the City's population is aged 55 and older. These households provide broad support for leisure and financial activities in the local economy. Over the next five years, the retirement age household population is expected to continue to grow in Forest Grove as the large Baby Boomer

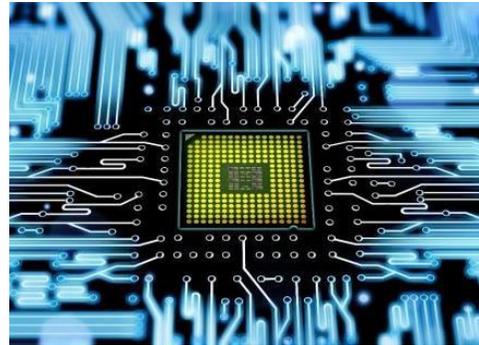
generation continues to reach retirement. The city's pastoral setting, approachable size, local university, tourism attractions all within access of the larger Metro area will continue to make it attractive to retirees.

Cluster Strengths

- Livability and leisure activities
- Favorable demographics
- National growth in retirement segments, met by insufficient facilities

High-Tech

In 1980, Tektronix moved its circuit board manufacturing plant to a site in Forest Grove and high-tech has played a major role in the local economy ever since. The Tektronix operation, later becoming Merix and now TTM Technologies, has grown to become among the top three circuit board manufacturers in the United States and remains the largest employer in Forest Grove by a sizable margin. Additionally, Westak of Oregon is another circuit board manufacturer in the top ten list of employers in Forest Grove. The concentration of employment in High-Tech in Forest Grove is better than 15 times the national average.



While circuit board manufacturing is a significant part of the existing economy, its share of growth on the margin is not likely to be high. Rather, marginal high-tech growth is likely to be derived out of the firms that are connected to the cluster of high-tech industries centered in Hillsboro. Forest Grove's livability in addition to utility rates makes it an attractive location to capture economic spillover from Hillsboro's on-going development and economic growth in semiconductor and solar component manufacturing.

Cluster Strengths

- Proximity to Oregon's largest High-Tech manufacturing center.
- Existing major High-Tech employers in Forest Grove.

Cluster Challenges

- Forest Grove's workforce composition does not match the needs of High-Tech firms.
- Uncertainty with respect to the future cost of utilities have limited industrial marketability of Forest Grove.
- Lack of direct transportation connections to the north Hillsboro employment area.

Comparison of Target Industries

The target industries presented here offer different advantages and challenges in terms of overall job growth, average wages and competitive advantages. The following table shows the relative performance of these industry categories between 2010 and 2016 based on QCEW data from the city of Forest Grove.

- In terms of total job creation, the tourism "accommodation and food service" category gained the most employment during this time and is forecasted to continue growing in our region. Tourism-

related jobs are generally fairly low-paying, but provide an important base of opportunity for part-time workers, low-skilled and first-time workers.

- Manufacturing of food and agricultural products also experienced rapid growth and offers solid middle-class wages. Employment in this category grew by a very strong 80% between 2010 and 2016.
- Durable goods manufacturing including high-tech and electronics manufacturing is estimated to have lost some employment during this period, but remains a source of well-paying jobs. This industry is expected to continue to grow and Forest Grove maintains the ability to attract these firms as part of the greater Washington County high-tech area.
- Educational services added a strong number of jobs, though it was lower in terms of percentage growth. Average wages in this category are high, and this is forecasted to remain a solid source of good local jobs.
- Health care and social services, including retirement services, saw modest relative growth in jobs. Wages in this category are lower than in manufacturing, but higher than tourism-related jobs. Given the aging of the population, it is forecasted that health care and retirement communities will continue to be a growth industry for many decades.

Figure 4.6: Recent Performance of Target Industry Sectors (2010 – 2016)

Naics Code (2 Digits)	Industry Sector	Job Growth 2010 - 2016 ¹	Average Annual Wage	Forecasted Growth Rate ²	
<u>Manufacturing Categories</u>					
31	Food Product, Textiles, Leather, Apparel	152	80%	\$43,097	2.1%
32	Wood, Paper, Packaging, Chemicals, Plastics	49	29%	\$46,580	-0.7%
33	Metal, Machinery, Electronics, Equipment Misc.	-194	-19%	\$47,506	0.7%
61	Educational Services	119	8%	\$54,488	1.5%
62	Health Care and Social Assistance	20	2%	\$31,952	1.8%
71	Arts, Entertainment, and Recreation	-31	-48%	\$16,357	1.5%
72	Accommodation and Food Services	181	32%	\$18,668	1.8%

¹ Estimates of Covered Employment based on QCEW data from 2010 and 2016.

² Employment forecasts are from Oregon Employment Department, for Wash. & Mult. Counties, 2014-2024

Source: Oregon Employment Department, Johnson Economics

Each of the industries presented here are a compelling target for future employment and economic development activity, either because Forest Grove already enjoys a competitive advantage, or because the quality of jobs (as in high tech) make it an attractive target for continued focus.

V. FORECAST OF EMPLOYMENT & LAND NEED

Introduction

Goal 9 requires that jurisdictions plan for a 20-year supply of commercial and industrial capacity. Because employment capacity is the physical space necessary to accommodate new workers in the production of goods and services, employment need forecasts typical begin with a forecast of employment growth in the community. The previous analysis of economic trends and targeted industries set the context for these estimates.

This analysis produces estimates of employment growth by broad industry sector. Forecasts are produced at the sector or subsector level (depending on available information), and subsequently aggregated to two-digit NAICS sectors. Estimates in this analysis are intended for long-range land planning purposes, and are not designed to predict or respond to business cycle fluctuation. OAR 660-024-0040(1) specifically acknowledges the less certain nature of long-range planning forecasts:

“The 20-year need determinations are estimates which, although based on the best available information and methodologies, should not be held to an unreasonably high level of precision.”

The projections in this analysis are built on an estimate of employment in 2018, the commencement year for the planning period. Employment growth will come as the result of net-expansion of businesses in the community, new business formation, or the relocation/recruitment of new firms. Forecast scenarios consider a range of factors influencing growth, as well as consideration of third-party estimates from both public and private sources.

Long-range forecasts typically rely on a macroeconomic context for growth. Inflections in business cycles or the impact of a major shift in employment (i.e. a major unknown recruitment) are not considered.

Overview of Methodology

Updating the Base Year

The first analytical step of the analysis is to update covered employment to the 2018 base year. Our foundational Forest Grove specific QCEW dataset provides covered employment by industry through 2016. To update these estimates, we use observed industry growth rates for Washington County between 2015 and 2017 (summary level county employment data is released on more timely basis than place level detailed data).

Conversion to Total Employment

The second step in the analysis is to convert “covered”⁴ employment to “total” employment. Covered employment only accounts for a share of overall employment in the economy. Specifically, it does not consider sole proprietors or commissioned workers. In Washington County, non-covered workers have averaged 16% of the employment base over the last five years. The differential is obviously most common

⁴ The Department of Labor’s Quarterly Census of Employment and Wages (QCEW) tracks employment data through state employment departments. Employment in the QCEW survey is limited to firms with employees that are “covered” by unemployment insurance.

in real estate, where commissioned workers comprise an unusually large share of jobs. Taken together, the assumed 2018 total employment base for Forest Grove is 9,262 jobs.

Figure 5.1: Conversion of Covered to Total Employment

Major Industry Sector	2016 Employment ¹	'15-'17 Annual County Δ ²	2018 Update	Total Emp. Conversion ³	2018 Estimate
Construction	184	13.0%	235	81%	289
Manufacturing	1,392	0.9%	1,417	98%	1,453
Wholesale Trade	75	11.6%	93	89%	105
Retail Trade	453	4.2%	492	88%	562
Transport., Warehouseing, Utilites	148	4.2%	161	70%	230
Information	28	18.7%	39	88%	45
Finance & Insurance	119	3.0%	126	72%	176
Real Estate Services	65	3.3%	69	36%	193
Professional & Technical Services	131	-2.0%	126	69%	182
Management of Companies	8	-4.0%	7	97%	8
Administration Services	168	2.5%	177	84%	210
Education Services	1,593	3.3%	1,698	56%	3,012
Health Care	925	1.0%	943	85%	1,104
Leisure & Hospitality	779	6.9%	891	87%	1,023
Other Services	241	4.1%	261	58%	449
Government	217	1.1%	222	100%	222
TOTAL	6,526	3.3%	6,958	75%	9,262

1 2016 Quarterly Census of Employment and Wages (QCEW), Oregon Employment Department

2 Oregon Employment Department, Washington County. Inputed at lowest NAICS and aggregated to sectors

3 Bureau of Economic Analysis. Calculated as a five-year average between 2012 and 2016

Source: Oregon Employment Department, Johnson Economics

Scenario 1: Safe Harbor Forecast

The Goal 9 statute does not have a required method for employment forecasting. However, OAR 660-024-0040(9)(a) outlines several safe harbor methods. The most applicable for Forest Grove is 660-024-0040(9)(a)(A), which recommends reliance on the most recent regional forecast published by the Oregon Employment Department (OED). This method applies industry specific growth rates for the Portland Metro Workforce Region (Washington and Multnomah County) to the 2018 Forest Grove base.

The most recent OED forecasts for the Portland Metro area cover the period of 2014 to 2024. This analysis calculates the average annual growth rate for each industry sector from this forecast, and then applies this annual growth rate to the 20-year planning period. This method results in an average annual growth rate of 1.3%, with total job growth of 2,665 jobs. This results in nearly 12,000 local jobs by 2038.

(The alternative Safe Harbor option [660-024-0040(9)(a)(B)] would utilize the population growth rate the City's most recent 20-year coordinated population forecast, and apply this rate to employment as well. The forecasted population growth rate from the Metro 2040 population forecast is a higher 1.7% per year. Because this method is less precise than applying industry-by-industry growth rates, for first method is used here.)

Figure 5.2: Summary of Safe Harbor Forecast

Industry	20-Year Forecast					2018 - 2038	
	2018	2023	2028	2033	2038	#	AAGR
Construction	289	321	356	396	440	151	2.1%
Manufacturing	1,453	1,507	1,563	1,621	1,681	228	0.7%
Wholesale Trade	105	112	119	126	134	29	1.2%
Retail Trade	562	601	642	686	733	171	1.3%
Transport., Warehouseing, Utilites	230	242	254	267	281	51	1.0%
Information	45	47	50	53	57	12	1.2%
Finance & Insurance	176	182	188	195	202	26	0.7%
Real Estate	193	197	201	206	210	17	0.4%
Professional & Technical Services	182	206	232	262	296	114	2.4%
Management of Companies	8	9	10	11	12	5	2.5%
Administration Services	210	229	251	274	299	89	1.8%
Education	3,012	3,179	3,356	3,542	3,739	727	1.1%
Health Care	1,104	1,209	1,324	1,450	1,588	484	1.8%
Leisure & Hospitality	1,023	1,116	1,218	1,330	1,451	429	1.8%
Other Services	449	477	507	538	571	122	1.2%
Government	222	225	227	230	233	12	0.3%
TOTAL	9,262	9,858	10,499	11,187	11,928	2,665	1.3%

Source: Oregon Employment Department, Johnson Economics

In the years after the recession of 2007-2009, it has been customary for employment forecasts in Economic Opportunities Analyses to consider refill rates of the vacant real estate, left by job losses and economic decline. However, in the current environment, employment levels have returned to their pre-recession levels and real estate vacancies are below market equilibrium. Therefore, refill was not considered in all scenarios presented in this analysis.

Scenario 2: Transportation Area Zone Forecast (Metro)

Forest Grove and other metro-area jurisdictions work with Metro to update long-range forecasts of employment and housing by Transportation Area Zone (TAZ). The latest estimates were finalized in mid-2016, in the Metro 2040 Distributed Forecast. This forecast projected an average annual job growth of 1.51% in Forest Grove over the 2015 to 2040 period.

Beginning with the allocation of employment growth by industry specified in the Safe Harbor Forecast, Johnson Economics developed a TAZ-based forecast scenario reflecting Metro's projected rate of job growth in Forest Grove.

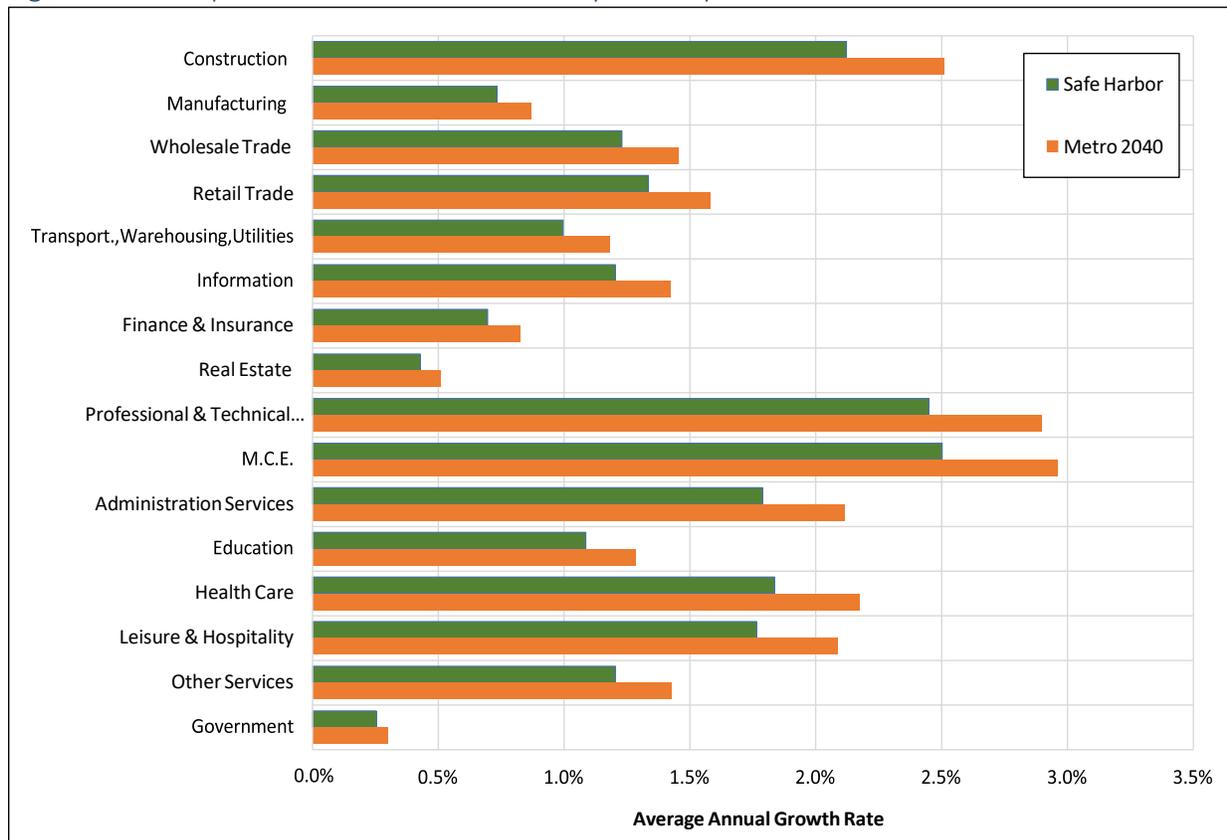
This approach yields average annual growth of 1.5% over the planning period and the creation of 3,237 jobs. Strong growth in education, health care and tourist sectors is forecasted. Manufacturing, construction, and retail are secondary growth sectors.

Figure 5.3: Summary of TAZ Based Forecast

Industry	20-Year Forecast					2018 - 2038	
	2018	2023	2028	2033	2038	#	AAGR
Construction	289	327	370	419	474	185	2.5%
Manufacturing	1,453	1,517	1,584	1,654	1,727	274	0.9%
Wholesale Trade	105	113	122	131	140	35	1.5%
Retail Trade	562	608	658	711	769	207	1.6%
Transport., Warehouseing, Utilities	230	244	259	274	291	61	1.2%
Information	45	48	51	55	59	15	1.4%
Finance & Insurance	176	183	191	199	207	31	0.8%
Real Estate	193	198	203	208	214	21	0.5%
Professional & Technical Services	182	210	243	280	323	140	2.9%
Management of Companies	8	9	10	12	14	6	3.0%
Administration Services	210	233	259	287	319	109	2.1%
Education	3,012	3,211	3,422	3,648	3,888	876	1.3%
Health Care	1,104	1,229	1,368	1,523	1,696	592	2.2%
Leisure & Hospitality	1,023	1,134	1,257	1,394	1,546	523	2.1%
Other Services	449	482	518	556	596	147	1.4%
Government	222	225	229	232	236	14	0.3%
TOTAL	9,262	9,971	10,743	11,583	12,499	3,237	1.5%

Source: Metro, Johnson Economics

Figure 5.4: Comparison of Growth Scenarios by Industry



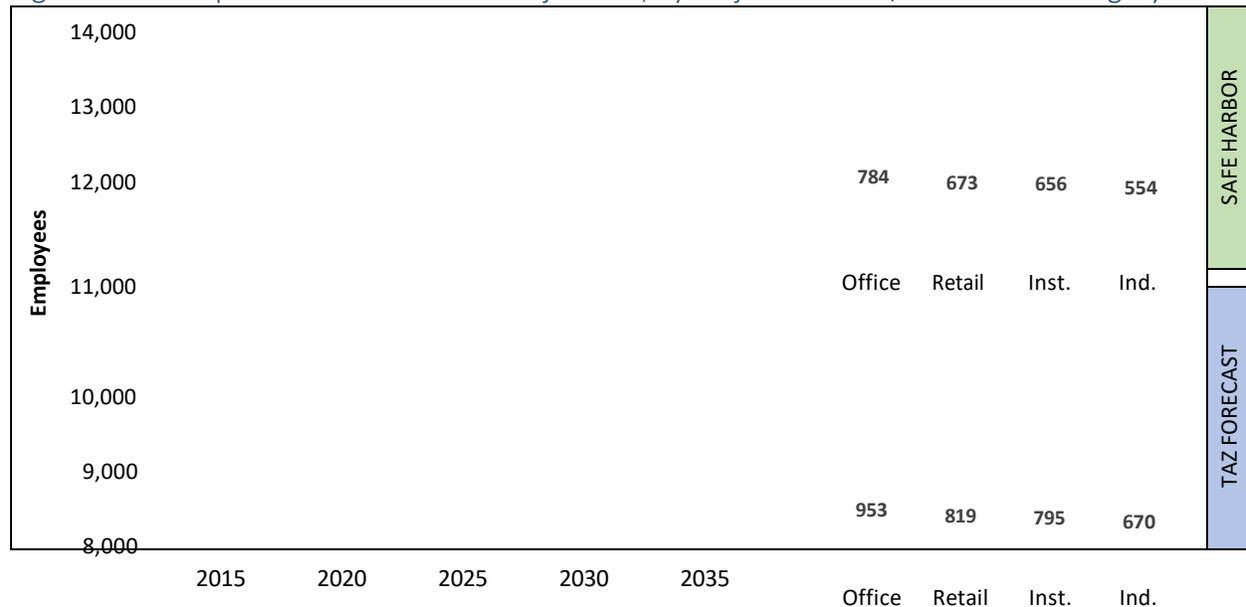
Source: Oregon Employment Department, Metro, Johnson Economics

Summary of Employment Growth Scenarios

The two forecast scenarios in this analysis range from 1.3% average annual growth to 1.5%. 20-year job growth estimates range from 2,665 to 3,237 jobs.

Figure 5.5 presents the job growth projections considering the rates at which different sectors utilize varying space/land typologies (Office, Retail, Institutional, & Industrial). This aggregation was developed consistent with methods outlined in the 2014 Urban Growth Report. The results show the greatest number of new jobs in office-using industries, followed by retail, institutional, and industrial. These projections are converted into the need for specific real estate categories and land use categories in the following section.

Figure 5.5: Comparison of Job Growth Projections, by Major Land Use/Real Estate Category



Source: Oregon Employment Department, Metro, Johnson Economics

Figure 5.6 below, shows how the projected job growth sectors relate to the City's industry clusters.

Figure 5.6: Comparison of Job Growth Sector with Forest Grove's Industry Clusters

Job Growth Sectors	Industry Clusters
Office	Health Care, Education, Retirement Services (Financial Services)
Retail	Tourism, Retirement Services (Leisure & Hospitality)
Institutional	Education, Health Care
Industrial	Manufacturing, Value Added Farm Products, High Tech

The estimates in the preceding analysis are useful in creating a baseline understanding of macroeconomic growth prospects. They are common and broadly accepted approaches when looking at large geographic regions. This approach is similar to the methodology used to produce the employment forecasts in Metro's Urban Growth Report and estimates for state budgeting purposes.

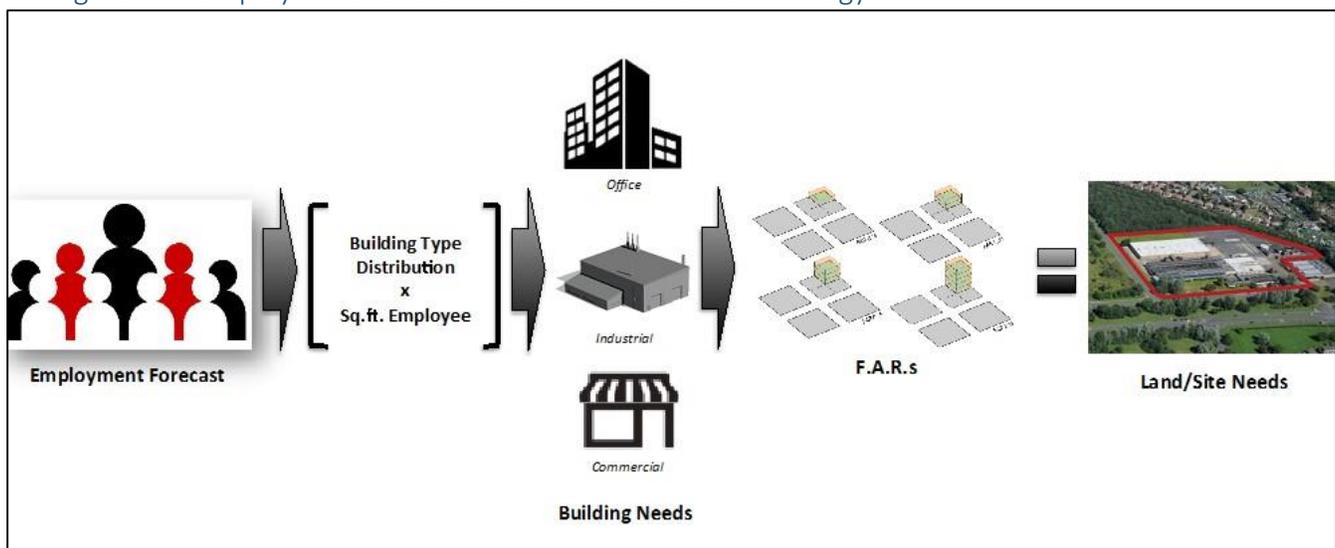
Forecasts grounded in broad-based economic variables cannot account for all of the realities of local businesses and trends among evolving industries. Industries continually evolve and new products and businesses arise, with changing real estate and land use needs. There is always uncertainty inherent in long-range growth forecasts.

Employment Land Forecast

This analytical step in the EOA process translates estimates of employment growth into forecasts of land need over the planning period. With slight modifications based on best available information for Forest Grove, our approach closely follows the generally accepted methodology used in Metro’s 2014 Urban Growth Report.

This approach is a three-step process; beginning with a conversion of employment forecasts by industry into the building typologies in which those economic activities typically locate. As an example, insurance agents typically locate in traditional office space. However, a percentage of these firms also locate in commercial retail space adjacent to retail anchors. Cross-tabulating this distribution provides an estimate of employment in each typology.

Figure 5.7: Employment Forecast to Land Demand Methodology



The next step converts employment into space using estimates of the typical square footage exhibited within each typology. Adjusting for an acceptable level of standard structural vacancy the analysis arrive at an estimate of total space demand for each building type.

Finally, it considers the physical characteristics of individual building types and the amount of land they typically require for development. The site utilization metric commonly used is referred to as a “floor area ratio” or FAR. For example, assume a 25,000 square foot general industrial building requires roughly two acres to accommodate its structure setbacks, parking, and necessary yard/storage space. This building would have an FAR of roughly 0.29.

The approach in this analysis deviates from the Metro approach in that retail trade and food services are treated separately. Demand for these services is more closely correlated to households, and more specifically household spending growth. Net space and acreage demand originating from the retail trade and food services sectors are determined by a separate methodology documented in Appendix A of this report.

OAR 660-009-0015(2) does not specify a methodology for conducting land need analysis. However, it does specify that, “the economic opportunities analysis must identify the number of sites by type reasonably

expected to be needed to accommodate the expected employment growth based on the site characteristics typical of expected uses.... Industrial or other employment uses with compatible site characteristics may be grouped together into common site categories”. Consistent with the administrative rule, this analysis will end with a determination of land need in broad land use categories (Commercial, Industrial, Mixed-Use).

Baseline Land Demand Analysis

To demonstrate the process used and underlying assumptions, this report will develop land need estimates in a step-by-step process, clearly presenting underlying assumptions. For brevity, this process will be presented for the Safe Harbor Forecast scenario only. Final results will show alternative forecast outcomes.

In this analytical step we allocate employment growth into standard building typologies. The building typology matrix was developed for the 2014 Urban Growth Report, and represents the share of sectoral employment that locates across various building types. Johnson Economics added a category for Data Centers, which varies broadly from any category in the Metro matrix. Further, household-driven demand for retail trade and food services have been removed from this step, to be added later. However, demand for retail space driven by other sectors still exists in this analysis because firms outside of retail trade utilize retail space (beauty salons, banking, couriers, day care, insurance, real estate, etc.).

Figure 5.8: Conversion of Employment Forecast to Building Typology

Industry	'18-'38 Growth	Building Typology Matrix						
		Office	Institutional	Flex/BP	Gen. Ind.	Warehouse	Data Center	Retail
Construction	151	14%	0%	18%	40%	18%	0%	10%
Manufacturing	228	8%	0%	24%	60%	8%	0%	0%
Wholesale Trade	29	8%	0%	22%	20%	40%	0%	10%
Retail	NA							
Transport., Warehousing, Utilities	51	15%	0%	12%	13%	55%	0%	5%
Information	12	20%	0%	20%	30%	0%	20%	10%
Finance & Insurance	26	72%	1%	5%	1%	1%	0%	20%
Real Estate	17	72%	1%	5%	1%	1%	0%	20%
Professional & Technical Services	114	72%	1%	5%	1%	1%	0%	20%
Management of Companies	5	79%	5%	8%	0%	0%	0%	8%
Administration Services	89	72%	1%	5%	1%	1%	0%	20%
Education	727	30%	53%	5%	1%	1%	0%	10%
Health Care	484	30%	53%	2%	0%	0%	0%	15%
Leisure & Hospitality	429	20%	1%	7%	1%	1%	0%	70%
Other Services	122	72%	1%	5%	1%	1%	0%	20%
Government	12	43%	35%	5%	1%	1%	0%	15%
TOTAL	2,495							
Employment Growth by Typology								
Office	Institutional	Flex/BP	Gen. Ind.	Warehouse	Data Center	Retail		
774	654	192	229	100	2	543		

Source: Oregon Employment Department, Metro, Johnson Economics

Under the Safe Harbor scenario, employment in office space represents the greatest share of growth, followed by institutional uses (hospitals, schools, government facilities) and industrial.

Employment growth estimates by building type are then converted to demand for physical space. This conversion assumes the typical space needed per employee on average. This step also assumes a market clearing vacancy rate, acknowledging that equilibrium in real estate markets is not 0% vacancy. We assume a 10% vacancy rate for office, retail, and flex uses, as these forms have high rates of speculative

multi-tenant usage. A 5% rate is used for general industrial and warehouse—these uses have higher rates of owner occupancy that lead to lower overall vacancy. Other uses assume 0% vacancy.

Demand for space is then converted to net acres using a standard floor area ratio (FAR) for each development form. Higher ratios for retail and office uses indicate an expectation that these uses will locate in the town center or mixed-use space at a higher rate on the margin. These calculations indicate a 20-year need of 124 net-developable acres across all development forms for the Safe Harbor forecast.

The combined space and FAR assumptions further provide estimates indicated of job densities, determined on a per net-developable acre basis.

Figure 5.9: Conversion of Building Typology to Land Need

	General Use Typology							Total
	Office	Institutional	Flex/BP	Gen. Ind.	Warehouse	Data Center	Retail	
Employment Growth (Non-Retail):	774	654	192	229	100	2	543	2,495
Average sq. ft. per Employee:	350	600	990	600	1,850	5,000	500	585
Floor Area Ratio (F.A.R.):	0.40	0.25	0.25	0.25	0.25	0.35	0.35	
Market Vacancy:	10%	0%	10%	5%	5%	0%	10%	
Implied Job Density (jobs/net acre):	49.8	18.2	11.0	18.2	5.9	3.0	30.5	20.1

	Net Acres by Building Typology							Total
	Office	Institutional	Flex/BP	Gen. Ind.	Warehouse	Data Center	Retail	
Net Acres Required:	17.1	36.0	19.2	13.2	17.9	0.8	19.6	123.8

Source: Metro, Johnson Economics

Commercial office and retail densities are 50 and 30 jobs per acre, respectively. Industrial uses range from 18 for general industrial to six jobs per acre for warehouse space.

Retail Demand: The methodology in this report treats retail and food service driven demand differently than other uses. These uses are more directly correlated with growth in households, consumer spending power, and established non-resident spending patterns. This methodology is detailed in Appendix A with critical steps summarized here:

- Household growth estimates are coordinated with the Metro 2040 projection of household growth in Forest Grove.
- Due to coordination with a single adopted growth forecast, there is no variance in household spending-driven retail support across scenarios.
- Estimates of the average spending per household by retail sector is provided by a third party data service (Environics Analytics).
- The existing rate of non-resident retail support is assumed to remain constant at 13%.
- Net calculated retail acres are allocated to building typologies consistent with the non-retail methodology.

Combined growth in household and non-resident spending is expected to support an additional 35 net acres. The majority of support will go to commercial retail building typologies.

Combining retail need with all other industries, this analysis finds a **total 20-year need for 160 net developable acres of employment land.**

Figure 5.10: Forecast of Land Need by Building Type, Including Retail Need

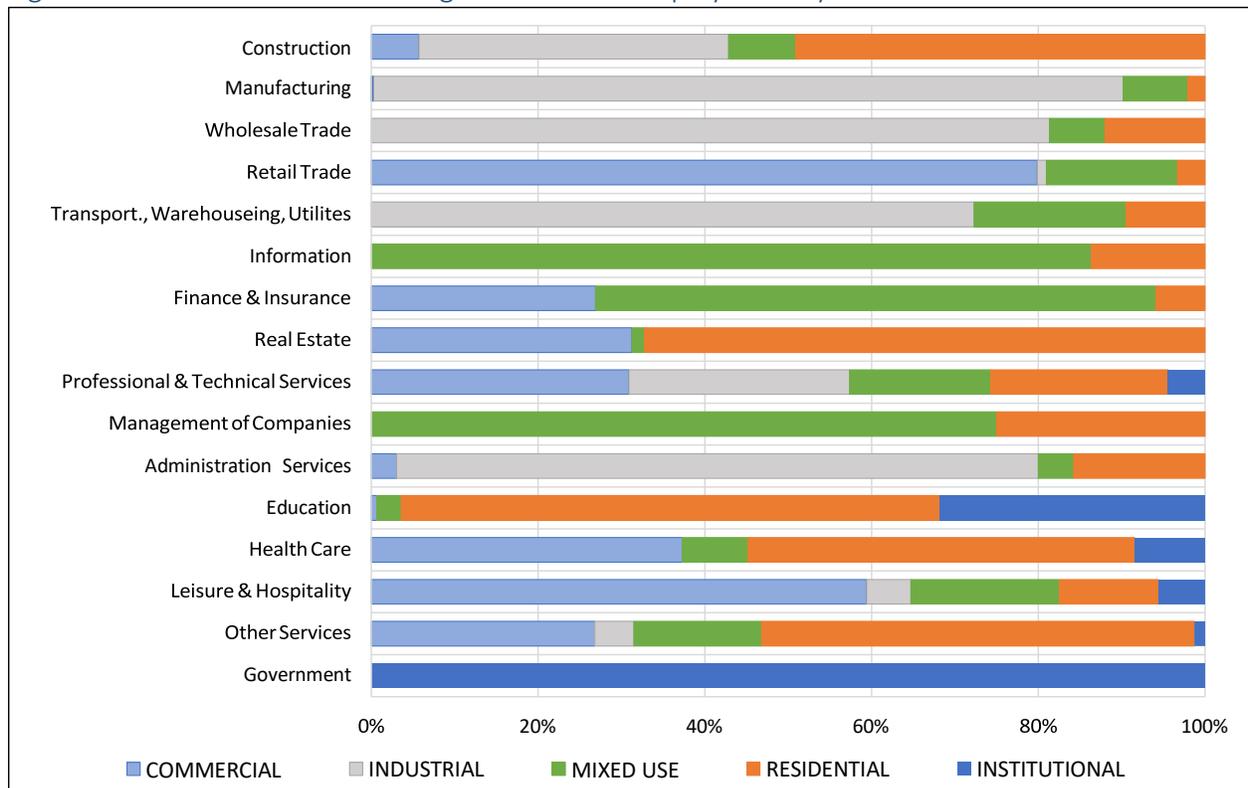
	Net Acres by Building Typology							Total
	Office	Institutional	Flex/BP	Gen. Ind.	Warehouse	Data Center	Retail	
Non-Retail Demand	17	36	19	13	18	1	20	124
Allocation of Retail by Type	15%	1%	7%	1%	5%	0%	72%	100%
Retail Demand	5	0	2	0	2	0	26	35
Total Net Acres Required	22	36	22	13	20	1	46	160

Source: Envirionics Analytics, Johnson Economics

Converting Land Demand by Building Typologies into Land Use Categories

The Buildable Lands Inventory in the Economic Opportunities Analysis inventories vacant, partially vacant, and potentially redevelopable land by broad land use category. To facilitate a direct comparison, the demand is aggregated into similar land use categories (as allowed under OAR 660-009-0015(2)). To make this determination, Johnson Economics used G.I.S. analysis of 2016 QCEW data to determine the share of employment by industry that is located in each broad zoning class (Figure 5.10).

Figure 5.11: Distribution of Existing Forest Grove Employment by Zone Class



Source: Oregon Employment Department, Metro RLIS, Johnson Economics

As Figure 5.11 shows, there is a lot of current employment in Forest Grove that is located (at least by address) in zoning classes that are considered to be primarily residential. However, industrial and commercial zones are also well-represented. (For this analysis the Community Commercial zone is classified as “commercial”, while the Town Center Transition, and Town Center Core zones are classified as “mixed use.”)

Because the purpose of this Goal 9 analysis is to determine the supply and demand for proper employment land, it is assumed that a much smaller share of future employment growth will be accommodated in residential zoning classes.

The final analytical step of this analysis is to adjust demand estimates to account for future infrastructure. The state defines net buildable acres as being absent future right-of way, indicating that gross land need is greater than net-buildable. For this analysis, we assume a 15% gross-to-net ratio for commercial, institutional and mixed-use areas. Industrial areas assume a 25% ratio because Forest Grove’s new industrial areas have a higher likelihood of requiring additional right-of-way, open space and public services.

Figure 5.12 shows the conversion of estimated need by building type, to need for gross acreage of land for the Safe Harbor scenario. The analysis results in a finding of total need for 188 gross acres of employment land, including some employment (mostly self-employment) that will take place in residential zones. Roughly half of the land need is found for commercial land (80 acres), followed by industrial land, and mixed-use land.

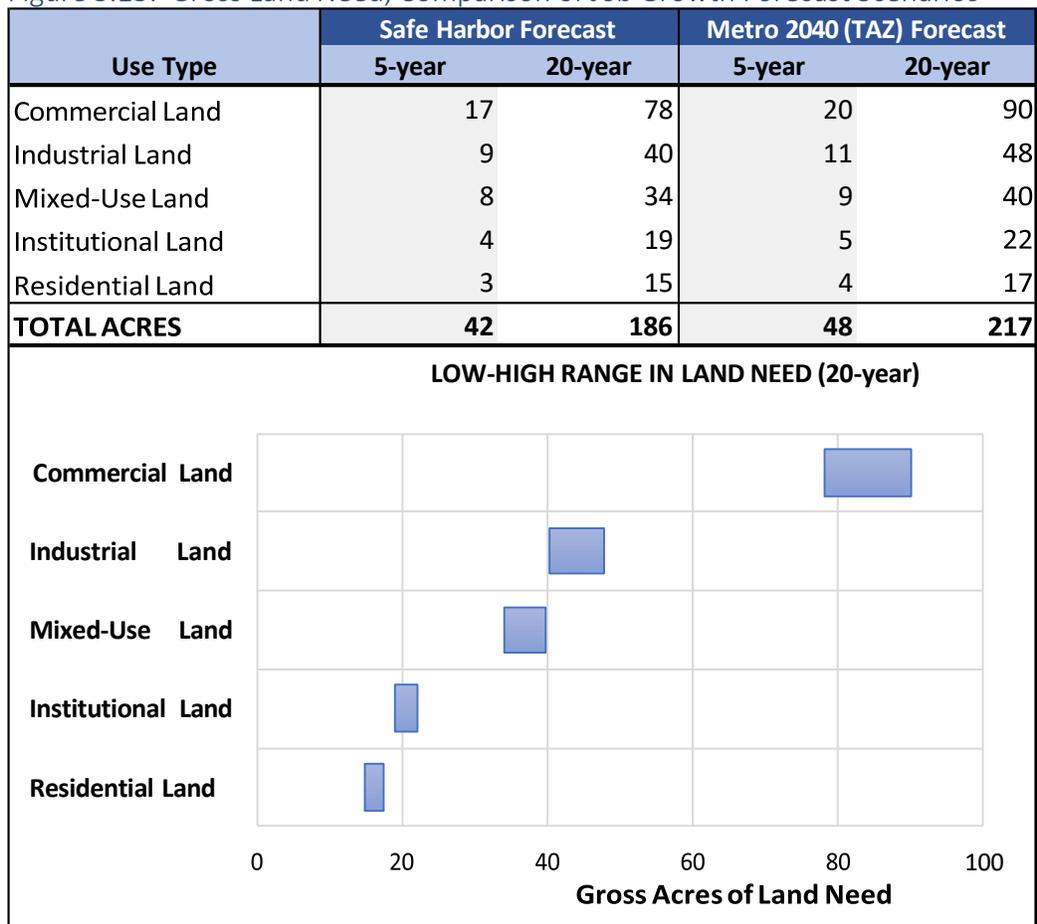
Figure 5.12: Projection of Gross Land Demand by General Zoning Class (Safe Harbor Scenario)

	Net Acres						
	Office	Institutional	Flex/BP	Gen. Ind.	Warehouse	Data Center	Retail
Total Net Acres Demanded	22	36	22	13	20	1	46
Matrix of Land Type Allocation							
Commercial Land	43%	44%	31%	12%	28%	0%	63%
Industrial Land	14%	0%	37%	68%	48%	100%	4%
Mixed-Use Land	21%	19%	18%	14%	17%	0%	20%
Institutional Land	12%	23%	7%	1%	2%	0%	7%
Residential Land	10%	14%	7%	4%	5%	0%	6%
GROSS LAND DEMAND BY GENERAL LAND USE TYPE							
Commercial Land						79	
Industrial Land			40				
Mixed-Use Land			34				
Institutional Land		19					
Residential Land	15						
	TOTAL GROSS ACRES:		188				

Source: Johnson Economics

Replicating the previously established methodology for the second employment forecast scenario (Metro 2040), we calculate a range of short and long-term land need by use type. The following figure presents estimates of short-term (5-year) and long-term (20-year) land need by category for the two scenarios. Total need estimate ranges from 186 gross acres to 217 gross acres, with a similar range found for each land use category. *While a range in need forecasts are presented here, the City of Forest Grove is required by statute to adopt a single forecast scenario.*

Figure 5.13: Gross Land Need, Comparison of Job Growth Forecast Scenarios



Source: Johnson Economics

Figure 5.14 shows the land use categories presented above consolidated to two major categories: Industrial and Mixed Use. This is because most commercial land found in Forest Grove is in mixed-used zoning designations. The consolidated categories fold the demand for commercial, institutional and residential land into the demand for mixed use land. This also reflects two assumptions:

- Institutional uses of the future are likely to be located within a different zoning designation, until they are developed, at which time that land may be rezoned to Institutional.
- In the future, the policy goal will be to locate as much marginal new employment as possible in appropriate employment zones, and not residential zones.

With these points in mind, the following figure consolidates these zones, resulting in a greater need for mixed use land (146 acres in the Safe Harbor scenario, and 170 in the Metro 2040 scenario.)

Figure 5.14: Gross Land Need, Reduced Mixed-Use Categories

Use Type	Safe Harbor Forecast		Metro 2040 (TAZ) Forecast	
	5-year	20-year	5-year	20-year
Industrial Land	9	40	11	48
Mixed-Use Land	33	146	37	170
TOTAL ACRES	42	186	48	217

LOW-HIGH RANGE IN LAND NEED (20 -year)				
Industrial Land				
Mixed-Use Land				
	0	50	100	150
				200
	Gross Acres of Land Need			

Source: Johnson Economics

Additional Considerations in Land Demand

Beyond a consideration of gross acreage, there is a significantly broader range of site characteristics that industries require to accommodate future growth. We summarize some key findings here:

- Industrial buildings are generally more susceptible to slope constraints due to larger building footprints. For a site to be competitive for most industrial uses, a 5% slope is the maximum for development sites. Office and commercial uses are generally smaller and more vertical, allowing for slopes up to 15%.
- Most industries require some direct access to a major transportation route, particularly manufacturing and distribution industries that move goods throughout the region and beyond. A distance of 10 to 20 miles to a major interstate is generally acceptable for most manufacturing activities, but distribution activities require 5 miles or less and generally prefer a direct interstate linkage. Visibility is highly important to most commercial activities and site location along a major commercial arterial is commonly required.
- Railroad access is preferred for most manufacturing activities, with the exception of high-tech. Some users require direct on-site access while others generally make use of a local or regional hub.
- Access and capacity for water, power, gas, and sewer infrastructure is more important to industrial than commercial operations. Water/sewer lines of up to 10" are commonly required for large manufacturers. Appendix A details utility infrastructure requirements by typology. Fiber telecommunications networks are likely to be increasingly required in site selection criteria for many commercial office and manufacturing industries. Medical, high-tech, creative office, research & development, and most professional service industries will prefer or require strong fiber access in the coming business cycles.

VI. BUILDABLE LAND INVENTORY

A Buildable Lands Inventory (BLI) was conducted to determine the amount of buildable land in the major land use categories that is currently available in Forest Grove. The buildable land currently available may accommodate some or all of the 20-year need for gross land need determined through the analysis outlined above. If the current BLI within the city is insufficient to accommodate the projected need, the need for additional land or efficiency measures may be considered.

Metro Draft Buildable Land Inventory

This analysis takes as its foundation the on-going BLI analysis conducted by the Metro regional government as part of its Urban Growth review process. The latest Metro draft BLI dates to March 2018. It uses a formulaic approach that applies a general methodology to tax lots across the Metro jurisdictions, including Forest Grove. It relies on the local jurisdictions to review the findings and point out errors.

Johnson Economics took the Metro draft BLI as its basis for this analysis, but a number of misidentified parcels were identified making further revisions necessary. This analysis presents a revised tally and BLI map based on the Metro draft that better represents market-driven development capacity and the actual disposition of some misidentified parcels. The revised BLI is designed to address the requirements of Statewide Planning Goal 9 (OAR 660-009-0015).

Revisions to Metro Draft BLI

Because the Metro BLI is applied across the region formulaically some errors are expected that local review is meant to catch. Some major issues with the draft are:

- *It appears to use old tax lot GIS layer.*
- *Identifies some heavily developed lots as re-developable.*
- *Includes a few small fragmented parcels that are poorly configured for future development.*

Regression Method

The Metro BLI uses a regression analysis to estimate the likelihood of redevelopment over a 20-year period. This results in an estimation of “re-developable acreage” that is actually a fraction of the total acreage of the included parcels (for instance, if a 50 acre parcel has a 20% change of redevelopment, then it counts as 10 re-developable acres.) This approach attempts to give an estimate of the infill and redevelopment activity that could happen averaged across all parcels whether they do or don’t redevelop. This methodology has some flaws, but when the results are summed up, the total re-developable acreage does not add up to a large total amount. Therefore the estimated re-developable acreage calculated through this method was preserved here (shown in yellow on the map.)

Re-developable (Strike Price vs. Regression)

Metro also provided an estimate using a “strike price” method that was used previously (shown in orange on the map). This method tends to identify larger and more prominent parcels of employment land that might redevelop over time. Because these parcels are more prominent, they have been reviewed separately here, and are distinguished from the “regression” parcels in the summary tables and the following maps.

In reviewing these major parcels, some of those identified by Metro are now developed and therefore removed from this count. Two large parcels were identified as “redevelopable” were reclassified as “vacant” as they do not appear to have any significant development on them.

“Mixed Use” land classification

Metro identifies most of commercial zoning in Forest Grove as having a general classification of “Mixed Use.” For this review, this classification has remained in place, meaning that none of the parcels counted in this BLI are considered to be “commercial” land, despite many being located in the Community Commercial zone.

Buildable Land Inventory Results

The following table summarizes the findings of buildable lands within Forest Grove’s current Urban Growth Boundary. There is an estimated total of 292 acres of buildable, or redevelopable land located in the city.

A majority of these buildable acres (275 ac.) are located within the current City boundary. Two large parcels (36.8 ac. & 17 ac.) are located outside of the City boundary, but within the UGB. The 36.8 acre parcel is currently planned for employment use, with “Business Industrial Park” zoning. This acreage is included here as industrial land. The 17 acre site is pre-certified as a general industrial site.

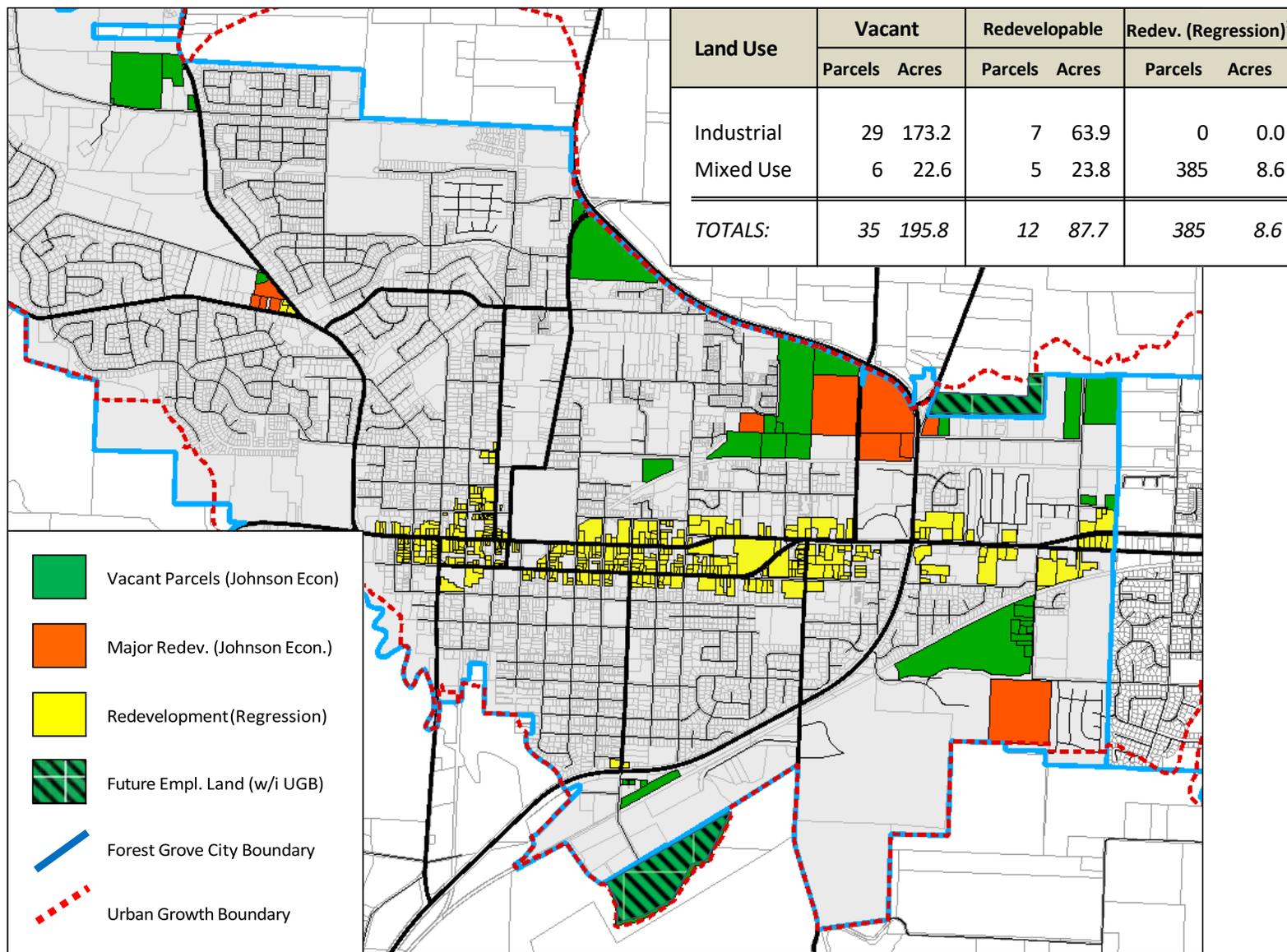
Figure 6.1: Summary of Buildable Land Inventory

Land Use	Vacant		Redevelopable		Redev. (Regression) ¹		TOTALS		
	Parcels	Acres	Parcels	Acres	Parcels	Acres	Parcels	Acres	Share
Industrial	29	173.2	7	63.9	0	0.0	36	237.1	74%
Mixed Use	6	22.6	5	23.8	385	8.6	396	55.0	17%
TOTALS:	35	195.8	12	87.7	385	8.6	432	292.1	92%
<i>w/i City:</i>	<i>33</i>	<i>178.8</i>	<i>12</i>	<i>87.7</i>	<i>385</i>	<i>8.6</i>	<i>430</i>	<i>275.1</i>	<i>86%</i>
<i>w/i UGB:</i>	<i>2</i>	<i>53.8</i>	<i>0</i>	<i>0.0</i>	<i>0</i>	<i>0.0</i>	<i>2</i>	<i>53.8</i>	<i>17%</i>

Source: Metro, City of Forest Grove, Johnson Economics

- Most available acreage is in areas with Industrial zoning (74%).
- There is a much smaller amount of buildable acreage in Mixed Use zoning. (Forest Grove’s main commercial zones are counted as having a general Mixed Use classification under the regional land use methodology, because they allow for some housing.) This Mixed Use acreage includes what has been identified as “redevelopable” under Metro’s regression methodology. While it looks like a large amount of land on the following map (in yellow), the regression analysis of likely redevelopment amounts to a relatively small amount of acreage (8.6 ac.)
- While significant current employment is found in the city’s residential zones, it is assumed that the public policy goal is to house future employment growth outside of residential zones to the greatest extent possible. Therefore, no residential acreage is included in the Buildable Lands Inventory for employment.

Figure 6.2: Buildable Land Inventory, Employment Land, Forest Grove



Source: Metro, City of Forest Grove, Johnson Economics

Figure 6.3: Buildable Land Inventory, Summary of Parcels by Size
(Vacant and Major Redevelopment Parcels)

		# OF TAXLOTS, by PARCEL SIZE									
Parcel Size (ac.):		<.25	.25 - .50	.50 - 1	1 - 2	2 - 5	5 - 10	10 - 20	20 - 50	>50	TOTAL
LAND USE	Industrial	2	5	5	6	6	4	5	3	0	36
	Mixed Use	5	1	0	2	0	0	1	1	0	10
STATUS	Vacant	3	6	5	7	4	3	3	3	0	34
	Redevelopment	4	0	0	1	2	1	3	1	0	12
	Total	7	6	5	8	6	4	6	4	0	46
		POTENTIAL GROSS BUILDABLE ACRES, by PARCEL SIZE									
Parcel Size (ac.):		<.25	.25 - .50	.50 - 1	1 - 2	2 - 5	5 - 10	10 - 20	20 - 50	>50	TOTAL
LAND USE	Industrial	0.4	1.9	3.7	8.5	20.6	27.5	79.8	94.7	0.0	237.1
	Mixed Use	0.4	0.4	0.8	2.8	0.0	0.0	18.5	23.5	0.0	46.4
STATUS	Vacant	0.5	2.3	4.5	9.4	15.5	19.9	49.1	94.7	0.0	195.8
	Redevelopment	0.3	0.0	0.0	2.0	5.2	7.6	49.2	23.5	0.0	87.7
	Total	0.8	2.3	4.5	11.3	20.6	27.5	98.3	118.2	0.0	283.5

Source: Metro, City of Forest Grove, Johnson Economics

* Does not include parcels identified as potential redevelopment sites through regression analysis (8.6 acres total, all of Mixed Use zoning.) These are not included because they total nearly 400 parcels all with different probabilities of redeveloping in the plan period.

Figure 6.3 presents a summary of parcels identified in the Buildable Lands Inventory by size (other than those identified as potentially re-developable through Metro’s regression analysis.) The identified vacant or major redevelopment parcels total 46 sites.

- Most sites identified are industrial. These are well-distributed across a range of sizes, including 8 parcels over 10 acres and 3 over 20 acres. This includes one 36.8-acre site and one 17-acre site located outside the city boundary, but inside the UGB.
- The mixed use parcels are generally small, other than large Neighborhood Mixed Use parcels at the northern boundary of the city.

VII. RECONCILIATION OF LAND NEED AND SUPPLY

Figure 7.1 presents the reconciliation of the findings of 20-year employment land need (Section V) with the estimated supply of buildable lands (Section VI).

Figure 7.1: Reconciliation of 20-Year Demand and Supply

SAFE HARBOR FORECAST

LAND USE	DEMAND		SUPPLY	Surplus or Deficit	
	Safe Harbor Forecast		Buildable		
	5-year	20-year	Acres	5-year	20-year
Industrial Land	9	40	237.1	228	196.75
Mixed-Use Land	33	146	55.0	22	(91.15)
TOTAL:	42	186	292.1	250	105.60

METRO 2040 (TAZ) FORECAST

LAND USE	DEMAND		SUPPLY	Surplus or Deficit	
	Metro 2040 Forecast		Buildable		
	5-year	20-year	Acres	5-year	20-year
Industrial Land	11	48	237.1	226	189.16
Mixed-Use Land	37	170	55.0	18	(114.55)
TOTAL:	48	217	292.1	244	74.60

Source: Metro, City of Forest Grove, Johnson Economics

Major Findings

- Current buildable land supply is estimated to be sufficient to meet short term needs, but not long term needs.
- Over the 20-year period, the buildable supply does exceed the long term demand. However, this analysis finds that the classification of available land (mostly industrial) is a poorly matched to future employment needs.
- The demand for Mixed Use lands to accommodate commercial uses will exceed the supply of these land categories over the planning period.
- Many of the same types of uses (office and retail) can be suitable to either Commercial or Mixed Use land, so the balance between these two zoning types are somewhat fungible. In other words, some of the estimated demand for new land could be accommodated by new commercial or mixed use land, or a mix.
- This analysis indicates that there may be a significant oversupply of designated industrial land in Forest Grove, and that some of this might be repurposed for other employment uses.

This page is intentionally blank.

**Planning Commission Findings
Recommend Adoption of Economic Opportunities Analysis Update
File Number 311-18-000044-PLNG**

WHEREAS, Statewide Planning Goal 9 (Oregon Administrative Rules Section 660-009 et. seq.) implements direction from Oregon legislature that local comprehensive plans and land use regulations are updated and provide adequate opportunities for a variety of economic activities throughout the state; and

WHEREAS, Oregon Administrative Rules Section 660-009-0015 requires that cities review, and as necessary, amend their comprehensive plans to provide economic opportunities analyses describing national, state, regional, and local economic trends and comparing the demand for industrial and other employment uses to the existing supply of such land; and

WHEREAS, The City's Economic Opportunities Analysis was last updated on August 27, 2009; and

WHEREAS, the 2009 EOA, no longer reflects national, state, regional and local economic trends; and

WHEREAS, City updated the EOA to assure compliance with Statewide Planning Goal 9 and provide a sound basis for local land use decisions affecting industrial and other employment lands; and

WHEREAS, the EOA update was presented to Forest Grove Economic Development Commission on November 1, 2018 for review and comment; and

WHEREAS, the Economic Development Commission on November 1, 2018, adopted a motion supporting the findings contained in the EOA update and recommended City Council acceptance; and

WHEREAS, The Oregon Department of Land Conservation and Development (DLCD) reviewed the EOA and provided comments to the City on December 6, 2018; and

WHEREAS, the City revised the EOA update to address DLCD comments; and

WHEREAS, notice of the Planning Commission's public hearing on the EOA update was published in the *Forest Grove News-Times* on January 30, 2019; and

WHEREAS, the Planning Commission held a duly-noticed public hearing on February 4, 2019, to accept public comment on the EOA update and to consider recommending City Council adoption of the EOA update.

NOW THEREFORE, the Planning Commission does hereby recommend City Council adopt an ordinance amending the 2014 Forest Grove Comprehensive Plan to incorporate the EOA update, making the following specific findings in support of this decision:

1) The EOA update complies with Oregon Administrative Rules (OAR) Section 660-009-0015 (Economic Opportunities Analysis) for the following reasons:

A. OAR Section 660-009-0015(1) requires a review of the national, state, regional, county and local economic trends including identification of major categories of industrial or other employment uses that could reasonably be expected to locate or expand in the planning area based on the economic trends.

Finding: Section III of the EOA update summarizes long and intermediate economic trends at the national, state and local level that will influence economic conditions in Forest Grove during the 20-year planning period. Economic trends summarized in the EOA update include demographic trends, socio-economic trends, employment trends and household growth projections including household migration trends. Demographic trends identified in the EOA include aging of the workforce, potential impacts of the millennial generation, labor force participation rates, and prospects for immigrant labor.

Finding: Based on these trends the EOA update the following major categories of industrial and other employment uses reasonably expected to locate or expand in the Forest Grove planning area:

- Agriculture / Value Added Food Products;
- Tourism and Winery Development;
- Education Services;
- Retirement Services; and
- High-Technology Manufacturing.

B. OAR Section 660-009-0015(2) stipulates that the economic opportunities analysis must identify the number of sites by type reasonably expected to be needed to accommodate expected employment growth.

Finding: EOA Figure 6.3 identifies the number of sites (tax lots) by parcel size for industrial and other (mixed-use) employment uses. Based on the inventory

there are a total of 46 sites suitable for accommodating expected employment growth.

Finding: Most sites identified in the inventory are zoned industrial. These sites are distributed across a range of sizes, including 8 parcels over 10 acres, and 3 parcels over 20 acres.

- C. OAR Section 660-009-0015(3) stipulates that comprehensive plans for all areas within urban growth boundaries must include an inventory of vacant and developed lands within the planning area designated for industrial or other employment use.

Finding: EOA Section VI summarizes the buildable land inventory (BLI) used to determine the amount of buildable land in major land use categories currently available in Forest Grove. The BLI describes site characteristics including site size and whether the site is vacant or has potential for redevelopment. The BLI identifies approximately 237 buildable acres land for industrial uses in the City's planning area. The BLI also identifies approximately 55 acres of buildable land for mixed-use/commercial development.

Finding: The EOA update shows a short-term (5-year) demand for 9 acres of industrial land and long-term (20-year) demand for 40 acres.

Finding: The EOA update shows a short-term (5-year) surplus of industrial land is approximately 228 and the long-term (20-year) surplus of industrial land is approximately 197 acres.

Finding: The EOA Update shows a short-term (5-year) surplus of approximately 22 acres for mixed-use/commercial development.

Finding: The EOA update shows a long-term (20-year) deficit of approximately 91 acres for mixed-use/commercial development.

- D. OAR 660-009-0015(4) stipulates that economic opportunities analysis must estimate the types and amounts of industrial or other uses likely to occur in the planning area. The estimate must be based on information generated above and must consider the planning area's economic advantages and disadvantages.

Finding: The EOA update summarizes strengths and challenges for target industries having potential to locate in Forest Grove. Strengths include proximity to high-quality farmland and water supply, an existing food

processing industry with workforce expertise and access to export markets. Economic disadvantages include regional competitiveness with certain industry clusters such as winery development, Forest Grove's workforce composition does not match the needs of some high-technology firms, uncertainty with respect to the future cost of utilities and lack of direct connections to the north Hillsboro employment area.

Conclusion: based on the findings identified above and those contained in the EOA update, the Planning Commission determines the EOA update satisfies the requirements of Statewide Planning Goal 9 and OAR 660-009-0015 pertaining to economic opportunity analyses.



A place where families and businesses thrive.

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

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *April 8, 2019 (Tabled March 18, 2019)*

SUBJECT TITLE: *City Council Goals & Objectives and Team Agreement*

ACTION REQUESTED:

	Ordinance		Order	X	Resolution		Motion		Informational
--	-----------	--	-------	---	------------	--	--------	--	---------------

X all that apply

BACKGROUND:

Per Section 16.1 of the City Council Rules of Procedure, the Council will consider adoption of its annual Goals and Objectives at the first meeting in March of every year. The purpose of adopting the annual Goals and Objectives is to inform the annual budget process in April-June of every year.

The annual Goals and Objectives were the subject of the Council Retreat on Saturday, February 2, 2019, and Work Sessions on February 11 and 28. During this time, there was Council consensus to remove five completed objectives and add four objectives for an overall total of 21 objectives.

During the February 28th Work Session, there was consensus to replace “CCI” with “All” to reflect that all B/C’s may participate in sesquicentennial planning. The only other changes were two staff-recommended formatting changes.

The first formatting change placed the “Action” column to the left of the “B/C” column. The “Action” is the responsibility of staff and the previous format could inadvertently imply the “Action” was the responsibility of the “B/C”.

The second formatting change moved the “Actions” pertaining to the Urban Renewal Agency in Objective 1.4, Implement Town Center Program, from the City Council Goals and Objectives to the Urban Renewal Agency Goals and Objectives.

Please recall the “B/C” column was added to reflect the primary and applicable B/C for that objective. It is not intended to convey the objective must be considered by the B/C or the objective is limited to only those B/C’s that are listed.

The proposed final Goals and Objectives are contained in Attachment 3, Exhibit A.

As noted during the work sessions, the Goals and Objectives were reformatted in an effort to communicate them more clearly, easily, and transparently. In addition, the new format listed

timelines, Boards/Commissions, Actions, and the responsible Department(s). Staff would like to express its appreciation to Council for their patience during this transition.

The new format made it difficult to utilize track changes to compare 2018 and 2019. If you wish to compare 2018 and 2019, please Attachment 1, City Council Goals and Objectives from 2018.

Council also arrived at a consensus to amend the Council Goals as follows:

EXISTING GOAL 1:

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

PROPOSED GOAL 1:

Provide Safe, Livable, and Sustainable Neighborhoods

EXISTING GOAL 2:

Promote a Prudent Financial Plan to Maintain Effective Service Levels of a Full-Service City

PROPOSED GOAL 2:

Manage an Effective Financial Plan to Provide Quality Service Levels

EXISTING GOAL 3:

Promote the Interests and Needs of Forest Grove in Local, State, and National Affairs

PROPOSED GOAL 3:

Advance the Interests of Forest Grove in Local, State, and National Affairs

CLARIFICATIONS:

Subsequent to the February 28th Work Session, the following clarifications came to staff's attention for Council consideration:

- Objective 1.1: Replace "city land" with "Light and Power land". The solar study only covers Light and Power land, not City land.
- Objective 1.3: Remove "East Side Park" from 2020+. With the addition of the 2019 Action to have the Parks and Recreation Commission review an East Side Park, it was questioned whether this should remain as a 2020+ Action item.
- Objective 1.7: Change "Conduct annual severe rent burden meeting" to "Assure compliance with HB 4006 re: severe rent burden households". The intent is this would more accurately reflect the requirements of HB 4006, one of which is a public meeting.
- Objective 2.11: Add "CCI" to "PSAC" under the B/C column. CCI was discussed as potentially playing a role in the public outreach plan via an open house or ATM.

TEAM AGREEMENT:

During the Work Sessions, the Council also arrived at a consensus to change the City Council Team Agreement to include: *Cordial, courteous behavior in and outside of meetings*. The City Council Team Agreement from 2018 is Attachment 4. The proposed City Council Team Agreement for 2019, with the above change, is Attachment 6, Exhibit A. Please note the new language in the City Council Team Agreement for 2019 is denoted in Red. The Red language will revert to black upon adoption.

STAFF RECOMMENDATION:

Staff recommends the Council consider and adopt the City Council Goals and Objectives by resolution. If the Council wants to pass the Goals and Objectives as presented in Exhibit A, it requires a motion, second, and vote.

If the Council wants to modify Exhibit A with the above Clarifications, or other clarifications, it requires a motion and a second to adopt Exhibit A. It then requires an additional, separate motion and second to amend Exhibit A with the above clarifications or other clarifications. Each clarification can be done separately with its own motion or multiple clarifications can be combined into one motion. Once this motion or motions are dispensed by a vote, the original motion as amended is dispensed by a vote.

Staff also recommends the Council consider and adopt the Team Agreement by resolution.

ATTACHMENT(s):

- 1) City Council Goals and Objectives from 2018
- 2) Resolution adopting Exhibit A, City Council Goals and Objectives
- 3) Exhibit A: City Council Goals and Objectives
- 4) Resolution adopting Exhibit A, City Council Team Agreement
- 5) Exhibit A: City Council Team Agreement
- 6) City Council Team Agreement from 2018

This page is intentionally blank.

CITY COUNCIL GOALS AND OBJECTIVES: 2018

GOAL 1: PROMOTE SAFE, LIVABLE AND SUSTAINABLE NEIGHBORHOODS AND A PROSPEROUS DYNAMIC, GREEN CITY

#	OBJECTIVE	START	DEPT.	COUNCIL DIRECTION
1.1	Watershed land acquisition financial plan	2016	PW	Conduct a Work Session to review viability of reserving a portion of timber sales to acquire lands within the watershed.
1.2	Energy Reduction Programs	2016	L&P	1) Discuss water conservation strategies (e.g. low-flow toilets) with the Sustainability Commission, 2) Inform Sustainability Commission on LED replacement project, 3) Guide Sustainability Commission on alternate power objectives, and 4) educate public on existing energy reduction programs.
1.3	Industrial Area Planning	2016	ECD	Review Comprehensive Plan to determine if supply of industrial lands is appropriate, continue State certification process, and report back to Council.
1.4	Parks, Rec and Open Space Master Plan	2017	P&R	Implement Master Plan including consideration of SDC indexing. Initiate planning and design for Stites and A.T. Smith properties, including feasibility of establishing an East Side Park.
1.5	Residential High Density Incentives	2017	CD	Hold Joint Work Session with Planning Commission to consider residential high density code amendments.
1.6	Town Center Concept Program	2017	CD	Compose Town Center Concept program including parking, crosswalks, streetscapes, street trees, and plaza.
1.7	Staff Succession Planning	2016	ADM	Draft 1-2 page executive summary outlining guidelines for staff succession planning including a strategy to maintain continuity of knowledge and operations for "one-deep" positions.
1.8	Latino and Ethnic Outreach	2017	L&E	Work closely with CCI to establish a long-term dialogue with the Latino community.
1.9	Police Strategic Plan	2017	POL	Initiate and develop a strategic plan for police operations, including analysis of workload, community feedback, support services, staffing levels, and operational focus.
1.10	Affordable Housing	2017	CD	Conduct land inventory (including other government agencies and non-profits), examine property tax exemptions, monitor County and Regional funding efforts, and consider financial impacts of a CET.
1.11	Homelessness	2017	CD	Obtain legal advice on code compliance of temporary shelters, develop strategy, and report back to Council.

1.12	Transportation	2016	PW	Develop prioritized list of TDT projects for Council Work Session.
------	----------------	------	----	--

GOAL 2: PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE CITY

OBJECTIVE		START	DEPT.	COUNCIL DIRECTION
2.13	Pre-Planning for Local Option Levy	2018	ADM	Conduct staffing needs assessment to determine future staffing levels and draft a timeline for the next levy election cycle.
2.14	Fire Authority IGA	2016	FD	Participate in a Task Force of potential members to consider the financial, legal, and operational aspects of intergovernmental fire service delivery.
2.15	Forest Grove Senior and Community Center	2016	ADM	Conduct Work Session to discuss contract highlights and Senior Center reserves policy.
2.16	Police Facility	2016	ADM	1) Conduct focus groups to determine public support and report back to Council; 2) Council to finalize site selection.

GOAL 3: PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS

OBJECTIVE		START	DEPT.	COUNCIL DIRECTION
3.17	Communications Plan	2018	ADM	Hire consultant to develop a Communications Plan and Policies regarding public information processes.
3.18	Legislative Priorities: Local, State, Regional & National	2016	L&E	Continue supporting legislative-related efforts, i.e., NLC and LOC annual attendance.
3.19	Tourism	2016	ECD	Continue collaboration efforts with FG/Cornelius Chamber. Define process and programs for administering TLT funds.
3.20	Economic Development	2018	L&E	Define roles and responsibilities of economic development for the City/EDC; working with the Chamber of Commerce, City Club, and other applicable parties.
3.21	Youth Advisory Council (YAC)	2018	L&E	Conduct Work Session to discuss YAC models, resources, and vision.
3.22	Boards and Commissions	2018	L&E	Review appointment (including re-appointment) process, procedural consistencies re: Council interaction, and Commission/Board makeup, including size, number, and composition.

RESOLUTION NO. 2019-13**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL
ADOPTING CITY COUNCIL GOALS AND OBJECTIVES**

WHEREAS, pursuant to City Council Rules of Procedure, Section 16, the City Council must set its goals and objectives annually; and

WHEREAS, the City Council met in a Goal-Setting Retreat on February 2 and participated in Work Sessions on February 11 and February 25, 2019, to refine its Goals and Objectives; and

WHEREAS, there was consensus to amend three City Council Goals, modify and carry over 17 objectives, and add four new objectives for an overall total of 21 proposed objectives as shown in Exhibit A.

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

Section 1. The City of Forest Grove City Council hereby adopts its City Council Goals and Objectives as shown in Exhibit A.

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

TABLED at the Council Meeting of March 18, 2019.

PRESENTED this 8th day of April 8, 2019.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of April, 2019.

Peter B. Truax, Mayor

This page is intentionally blank.

GOAL 1



Provide Safe, Livable,
and Sustainable
Neighborhoods

OBJECTIVES

- ✦ Implement Conservation Measures
- ✦ Develop Oak Street Area Concept Plan
- ✦ Implement Parks Master Plan
- ✦ Implement Town Center Program
- ✦ Equity Assessment and Education
- ✦ Develop Police Strategic Plan
- ✦ Partner to Increase Affordable Housing
- ✦ Partner to Address Homelessness

GOAL 2



Manage an Effective
Financial Plan to
Provide Quality
Service Levels

OBJECTIVES

- ✦ Plan for Local Option Levy
- ✦ Study Fire Governance Options
- ✦ Plan for Future Police Facility
- ✦ Develop Staff Succession Plan
- ✦ Prioritize TDT Projects

GOAL 3



Advance the Interests
of Forest Grove in
Local, State, and
National Affairs

OBJECTIVES

- ✦ Develop Core Values and Update Vision Statement
- ✦ Develop Communications Plan
- ✦ Develop Tourism Program
- ✦ Update Economic Development Strategic Plan
- ✦ Complete Boards and Commissions Review
- ✦ Investigate Federal Grant Opportunities
- ✦ Review Council Rules and Team Agreement
- ✦ Plan for City Sesquicentennial

WORK PLAN 2019

CITY COUNCIL OBJECTIVES



GOAL 1 – PROVIDE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS

OBJECTIVE	DEPT	ACTION	B/C
1.1 Implement Conservation Measures	PW LP	Continue Streetlight LED Replacement Program (Year 2 of 4). Complete feasibility study for solar on city land. Implement low-flow toilet program.	Sustainability
1.2 Develop Oak Street Area Concept Plan	CD	Initiate in January 2020.	Planning EDC
1.3 Implement Parks Master Plan	P/R	Complete public outreach and schematic design for Stites, N. Lincoln, and A.T. Smith. Parks & Rec review of East Side Park. Parks & Rec review of Veterans Memorial park.	Parks and Recreation
1.4 Implement Town Center Program	CD	Complete downtown parking study. Complete street trees assessment and develop policy recommendations. Develop concept design for downtown crosswalks.	Planning Public Arts CFC EDC
1.5 Equity Assessment and Education	ADM	Research and define framework for equity discussion.	CCI Sustainability

WORK PLAN 2019

CITY COUNCIL OBJECTIVES



GOAL 1 – PROVIDE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS

OBJECTIVE	DEPT	ACTION	B/C
1.6 Develop Police Strategic Plan	Police	Complete workload analysis and determine Phase II scope.	PSAC
1.7 Promote Affordable Housing Strategies	CD	Complete housing needs analysis. Collaborate with County on affordable housing projects in Forest Grove. Land review: Metro TOD, ODOT, County. Conduct annual severe rent burden meeting.	Planning
1.8 Partner to Address Homelessness	LIB P/R CD	Departmental participation in non-profit Community Coalition to clarify City assistance.	TBD

WORK PLAN 2019

CITY COUNCIL OBJECTIVES



GOAL 2 – MANAGE AN EFFECTIVE FINANCIAL PLAN TO PROVIDE QUALITY SERVICE LEVELS

OBJECTIVE	DEPT	ACTION	B/C
2.9 Plan for Local Option Levy	ADM	No action necessary.	PSAC
2.10 Study Fire Governance Options	ADM Fire	Participate in monthly Fire Task Force meetings. Council consideration of Fire Governance Foundational Principles.	PSAC
2.11 Plan for Future Police Facility	ADM Police	Finalize scope and budget for Council consideration. Develop and implement public outreach plan.	PSAC
2.12 Develop Staff Succession Plan	ADM	Complete Executive Summary.	City Council
2.13 Prioritize TDT Projects	ENG CD	Establish TDT project priorities, funding, and timelines.	City Council

WORK PLAN 2019

CITY COUNCIL OBJECTIVES



GOAL 3 – ADVANCE THE INTERESTS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS

OBJECTIVE	DEPT	ACTION	B/C
3.14 Develop Core Values and Update Vision Statement	ADM	Develop scope and process.	City Council
3.15 Develop Communications Plan	ADM	Develop scope, budget, and initiate planning.	City Council
3.16 Develop Tourism Program	ADM	Inventory and assess existing tourism marketing efforts. Draft tourism marketing plan.	EDC
3.17 Update Economic Development Strategic Plan	ED	Include roles and responsibilities of City, EDC, and Chamber of Commerce. Include section on Urban Renewal Agency. Include section on Tourism.	EDC
3.18 Complete Boards and Commissions Review	ADM	Reconcile B/C comments and consider Council Rule changes. Develop bylaw template and update bylaws.	City Council

WORK PLAN 2019

CITY COUNCIL OBJECTIVES



GOAL 3 – ADVANCE THE INTERESTS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS

OBJECTIVE	DEPT	ACTION	B/C
3.19 Investigate Federal Grant Opportunities	ADM	Feasibility analysis to determine if outside assistance is needed.	
3.20 Review Council Rules and Team Agreement	ADM	Form review committee and initiate meetings.	City Council
3.21 Plan for City Sesquicentennial	ADM	Every 150 years. Appoint sesquicentennial committee and hold first meeting.	All

WORK PLAN 20+

CITY COUNCIL OBJECTIVES 20+



GOAL 1 – PROVIDE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS

OBJECTIVE	DEPT	ACTION	B/C
1.1 Implement Conservation Measures	PW LP	Implement Streetlight LED Replacement Program (Year 3 of 4). Determine solar array on City land.	Sustainability
1.2 Develop Oak Street Area Concept Plan	CD	Initiate and complete concept plan. Council consideration of concept plan.	Planning EDC
1.3 Implement Parks Master Plan	PR	Complete implementation plan for Stites, N. Lincoln, A.T. Smith, and East Side Park.	Parks and Recreation
1.4 Implement Town Center Program	CD	Implement downtown parking study. Implement street tree policy. Construct one downtown crosswalk.	Planning Public Arts CFC EDC
1.5 Equity Assessment and Education	ADM	Consider results of framework discussion. Examples could include: training for Council and staff, public outreach, B/C reform, additional bilingual collateral materials.	CCI Sustainability
1.6 Develop Police Strategic Plan	Police	Complete Phase II and implement improvements.	PSAC

WORK PLAN 20+ CITY COUNCIL OBJECTIVES 20+



GOAL 1 – PROVIDE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS

OBJECTIVE	DEPT	ACTION	B/C
1.7 Promote Affordable Housing Strategies	CD	Housing needs analysis comprehensive plan amendments. Collaborate with County on affordable housing projects in Forest Grove.	Planning
1.8 Partner to Address Homelessness	LIB P/R CD	Continue partnerships/participation toward goals.	TBD

WORK PLAN 20+

CITY COUNCIL OBJECTIVES 20+



GOAL 2 – MANAGE AN EFFECTIVE FINANCIAL PLAN TO PROVIDE QUALITY SERVICE LEVELS

OBJECTIVE	DEPT	ACTION	B/C
2.9 Plan for Local Option Levy	ADM	Establish timeline for May 2022 ballot measure.	PSAC
2.10 Study Fire Governance Options	ADM Fire	Council consideration of Fire Task Force recommendations.	PSAC
2.11 Plan for Future Police Facility	ADM Police	Finalize amount and timing of potential bond. Continue public outreach.	PSAC
2.13 Prioritize TDT Projects	ENG CD	Modify TSP and RTP, if needed, to accommodate. Construct projects in accordance with established priorities.	City Council

WORK PLAN 20+

CITY COUNCIL OBJECTIVES 20+



GOAL 3 – ADVANCE THE INTERESTS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS

OBJECTIVE	DEPT	ACTION	B/C
3.14 Develop Core Values and Update Vision Statement	ADM	Complete process and finalize Vision Statement and Core Values.	City Council
3.15 Develop Communications Plan	ADM	Complete plan and implement recommendations.	City Council
3.16 Develop Tourism Program	ADM	Finalize tourism marketing plan and implement recommendations.	EDC
3.17 Update Economic Development Strategic Plan	ED	Implement strategic plan.	EDC
3.18 Complete Boards and Commissions Review	ADM	Continue to implement changes.	City Council

WORK PLAN 20+ CITY COUNCIL OBJECTIVES 20+



GOAL 3 – ADVANCE THE INTERESTS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS

OBJECTIVE	DEPT	ACTION	B/C
3.20 Review Council Rules and Team Agreement	ADM	Complete review and make recommendations to Council.	City Council
3.21 Plan for City Sesquicentennial	ADM	Establish recommendations for City Council.	All

This page is intentionally blank.

RESOLUTION NO. 2019-14**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL
ADOPTING CITY COUNCIL TEAM AGREEMENT
AND REPEALING RESOLUTION NO. 2018-37**

WHEREAS, the Forest Grove City Council is the duly elected governing body for the City of Forest Grove; and

WHEREAS, the City Charter, Section 10, specifies that the City Council shall determine its own set of rules to govern its meetings and proceedings beyond those specified in the Charter; and

WHEREAS, the Council Rules of Procedures, Section 5, specifies the rules of decorum and order; and

WHEREAS, the City Council met in Council Retreat on February 2, 2019, and Work Sessions February 11 and February 28, 2019, and collectively reviewed and discussed their Council Team Agreement; and

WHEREAS, the City Council desires to adopt their Council Team Agreement attached as Exhibit A.

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

Section 1. That the City of Forest Grove City Council hereby adopts their City Council Team Agreement attached as Exhibit A.

Section 2. Resolution No. 2018-37 is hereby repealed.

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

TABLED at the Council Meeting of March 18, 2019.

PRESENTED this 8th day of April 8, 2019.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of April, 2019.

Peter B. Truax, Mayor

This page is intentionally blank.

Pursuant to Resolution No. 2019-14, the Agreement for City Council Conduct

1. Attendance at Council meetings is first priority; if unable to attend, please contact the City Recorder.
2. Be on time to meetings and read the packet prior to the meeting - be prepared to work.
3. Mayor will take the lead in keeping the meeting and discussion focused.
4. Distribute information in advance of Council discussion.
5. Mayor will recognize Councilors when indicating they wish to speak.
6. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Council's usual, more informal, process. Individuals should use procedure appropriately and courteously.
7. Council meetings are televised live; this requires Council to act professionally by:
 - Treating the public and each other with courtesy;
 - Speaking in turn and on the issue;
 - No interrupting;
 - No engaging in side conversations; and
 - No personal communication on electronic devices while conducting business at the dais.
9. Refrain from personal attacks, including to presenters, staff, and Council.
10. Agree to be diplomatic about disagreement; leave disagreement at the dais and do not try to polarize other Councilors.
11. Call the City Manager or designee with questions and requests prior to the meeting.
12. Information available to one council member will be available to all, in a timely manner.
13. Every effort shall be made to adjourn meetings by 9:30 p.m. Council recess shall be called if meeting extends past 9:30 p.m.
14. Councilors may request on their own accord one-on-one meetings with the Mayor.

Individual Council Member Conduct Agreements

Council Members agree to:

- Be straightforward about goals and issues.
- Cultivate exchange of views with other councilors.
- Avoid saying or doing anything that would discredit or harm the City.
- Cordial, courteous behavior in and outside of meetings.

Commitments as a Council

Council strives to:

- Continue to improve citizen involvement, awareness and participation.
- Improve follow-up and resolution of citizen concerns or complaints.
- Act as an advocate for the City.



A place where families and businesses thrive.

CITY COUNCIL TEAM AGREEMENT

~~Pursuant to Resolution No. 2018-37/2019-14, the Agreement for Conducting City Council Conduct Meetings and Business~~

Formatted: Strikethrough
Formatted: Strikethrough
Formatted: Strikethrough

1. Attendance at Council meetings is first priority; if unable to attend, please contact the City Recorder.
2. Be on time to meetings and read the packet prior to the meeting - be prepared to work.
3. Mayor will take the lead in keeping the meeting and discussion focused.
4. Distribute information in advance of Council discussion.
5. Mayor will recognize Councilors when indicating they wish to speak.
6. ~~Put a time limit on audience testimony and ask them not to repeat previous speakers.~~
7. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Council's usual, more informal, process. Individuals should use procedure appropriately and courteously.
8. Council meetings are televised live; this requires Council to act professionally by:
 - Treating the public and each other with courtesy;
 - Speaking in turn and on the issue;
 - No interrupting;
 - No engaging in side conversations; and
 - No personal communication on electronic devices while conducting business at the dais.
9. Refrain from personal attacks, including to presenters, staff, and Council.
10. Agree to be diplomatic about disagreement; leave disagreement at the dais and do not try to polarize other Councilors.
11. Call the City Manager or designee with questions and requests prior to the meeting.
12. Information available to one council member will be available to all, in a timely manner.
13. Every effort shall be made to adjourn meetings by 9:30 p.m. Council recess shall be called if meeting extends past 9:30 p.m.
14. Councilors may request on their own accord one-on-one meetings with the Mayor.

Formatted: Strikethrough

Individual Council Member Conduct Agreements

Council Members agree to:

- Be straightforward about goals and issues.
- Cultivate exchange of views with other councilors.
- ~~Avoid saying or doing anything that would discredit or harm the City.~~
- Cordial, courteous behavior in and outside of meetings.

Commitments as a Council

Council strives to:

- Continue to improve citizen involvement, awareness and participation.
- Improve follow-up and resolution of citizen concerns or complaints.
- Act as an advocate for the City.



A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	9.
MEETING DATE:	
FINAL ACTION:	

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Jesse VanderZanden, City Manager
Brenda Camilli, Human Resources Manager*

MEETING DATE: *April 8, 2019*

SUBJECT TITLE: *Report on Resolution Adopting the Collective Bargaining Agreement between the City and the Forest Grove Police Association, Effective July 1, 2018 through June 30, 2022*

ACTION REQUESTED:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Order	<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Motion	<input type="checkbox"/> Informational
--------------------------	------------------------------------	--------------------------------	--	---------------------------------	--

X all that apply

BACKGROUND:

The current labor agreement between the City of Forest Grove and the Forest Grove Police Association expired June 30, 2018. The parties have reached tentative agreement on a collective bargaining agreement, which is attached as Exhibit A. It has been ratified by the Forest Grove Police Association members and needs Council approval prior to becoming effective. The substantive collective bargaining agreement modifications are as follows:

- Four year agreement.
- Wage increases were bargained for all classifications covered within the agreement on July 1 of each year of the contract as follows: two and three quarters percent (2.75%), two and one quarter percent (2.25%), two and three quarters percent (2.75%), and three percent (3.0%).
- Association members will move to Kaiser Copay Plan B effective January 1, 2020 at which time the City's premium contribution will increase from 93% to 95% for members enrolling in the Kaiser medical plan. This is the same contribution rate as the Regence Blue Cross medical plan.
- A service recognition/longevity program for sworn officers was created that provides monetary credits per year of service (\$500 per year through 5 years; \$1,000 per year for 6 – through 10 years) that will be paid in a lump sum by the City into the employee's VEBA account upon completion of 10 years of service. The credits are forfeited if the employee leaves the City's employment before they reach 10 years of service. Thereafter, \$1,000 will be contributed to the employee's VEBA account for each year of service on the employee's anniversary date. The

program also provides for an additional 40 hours of vacation leave to be deposited in an employee's vacation leave bank when they achieve 5 years of service.

- A shift cap, or maximum time an employee can stay on the graveyard shift, of 24 months for patrol officers and 12 months for patrol sergeants was implemented.
- Employees working the majority of their shift on a recognized City holiday in which time off has been restricted by the PD administration will receive overtime for all hours of their regular shift.

FISCAL IMPACT:

The monetary terms of the agreement are within the parameters that were set by the City Council.

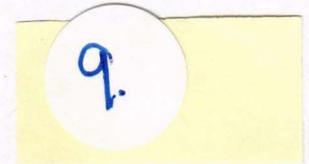
STAFF RECOMMENDATION:

Staff recommends the City Council adopt the attached resolution authorizing the City Manager to execute the collective bargaining agreement outlined in Exhibit A made between the parties for the term July 1, 2018 through June 30, 2022.

ATTACHMENT(s):

Resolution

Exhibit A: Collective Bargaining Agreement between the City of Forest Grove and the Forest Grove Police Association.



RESOLUTION NO. 2019-15

**RESOLUTION AUTHORIZING EXECUTION OF A LABOR AGREEMENT
BETWEEN THE CITY OF FOREST GROVE AND
FOREST GROVE POLICE ASSOCIATION (FGPA)
EFFECTIVE JULY 1, 2018 AND EXPIRING JUNE 30, 2022**

WHEREAS, representatives of the City of Forest Grove and Forest Grove Police Association (FGPA) have met in good faith and negotiated a labor agreement between both parties effective July 1, 2018, through June 30, 2022; and

WHEREAS, the labor agreement provides for certain compensation and fringe benefit adjustments.

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

Section 1: That the City Manager is authorized to execute the attached labor agreement (Exhibit A) between the City of Forest Grove and FGPA.

Section 2: That the compensation plan contained in this agreement is approved, effective July 1, 2018, and expiring June 30, 2022.

Section 3: That the fringe benefits contained in this agreement are approved, effective July 1, 2018, and expiring June 30, 2022.

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

PRESENTED AND PASSED this 8th day of April, 2019.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of April, 2019.

Peter B. Truax, Mayor

This page is intentionally blank.

AGREEMENT
BETWEEN THE
CITY OF FOREST GROVE, OREGON
AND
FOREST GROVE POLICE ASSOCIATION
JULY 1, 2018 TO JUNE 30, 2022

TABLE OF CONTENTS

PREAMBLE..... 1

ARTICLE 1 - RECOGNITION..... 1

ARTICLE 2 - MANAGEMENT RIGHTS 2

ARTICLE 3 - EMPLOYEE RIGHTS..... 4

ARTICLE 4 - PEACEFUL PERFORMANCE OF CITY SERVICE..... 5

ARTICLE 5 - ASSOCIATION SECURITY 6

ARTICLE 6 - HOURS OF WORK 8

ARTICLE 7 - OVERTIME..... 10

ARTICLE 8 - SICK LEAVE 12

ARTICLE 9 - ON-THE-JOB INJURY 14

ARTICLE 10 - LEAVE OF ABSENCE..... 15

ARTICLE 11 - OUTSIDE EMPLOYMENT 16

ARTICLE 12 - HEALTH & WELFARE 17

ARTICLE 13 - RETIREMENT..... 21

ARTICLE 14 - VACATION 23

ARTICLE 15 - HOLIDAYS..... 24

ARTICLE 16 - PERSONNEL FILE 25

ARTICLE 17 - PROBATIONARY EMPLOYEES 26

ARTICLE 18 - SENIORITY 27

ARTICLE 19 - VACATION SCHEDULING 28

ARTICLE 20 - DISCIPLINARY ACTION..... 29

ARTICLE 21 - SUBSTANCE ABUSE POLICY..... 31

ARTICLE 22 - GRIEVANCE PROCEDURE 32

ARTICLE 23 - ASSOCIATION BUSINESS..... 34

ARTICLE 24 - CONTRACT RENEWAL SESSIONS	35
ARTICLE 25 - WAGES AND SALARIES	36
ARTICLE 26 - INCENTIVE PROGRAM	37
ARTICLE 27 - DEFERRED COMPENSATION PLAN	39
ARTICLE 28 - UNIFORMS & EQUIPMENT	40
ARTICLE 29 - SHIFT BIDDING	41
ARTICLE 30 - TRAVEL PAY	43
ARTICLE 31 - SAVINGS CLAUSE	44
ARTICLE 32 - TERM OF AGREEMENT	45
APPENDIX A – WAGES	46

PREAMBLE

This Agreement entered into by the City of Forest Grove, Oregon, hereinafter referred to as the "City," and the Forest Grove Police Association, hereinafter called the "Association," made and entered into for the purpose of fixing the wage scale, schedule of hours, employee relations as defined by statute and conditions of employment affecting members of the bargaining unit.

ARTICLE 1 - RECOGNITION

1.1 The City recognizes the Association as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours and other conditions of employment for all regular employees to include the following positions;

- Sworn Sergeants
- Sworn Police Officers
- Property and Evidence Specialist
- Code Enforcement Officer
- Community Outreach Specialist
- Records Specialists

of the Forest Grove Police Department, excluding supervisory, confidential, managerial, and temporary employees. For the purpose of this Agreement, sworn shall be defined as police sergeants and police officers. A regular part-time employee shall be defined as one who is regularly scheduled to work twenty (20) or more hours of work in a workweek, but less than full-time. A regular full-time employee shall be one who is regularly scheduled to work forty (40) hours of work in a workweek. Part-time employees shall earn sick, vacation, and holiday hours on a pro-rated basis. Maximum accruals shall also be pro-rated.

1.2 The City shall notify the Association of its decision to change any of the bargaining unit classifications. If the successor classification is not significantly altered or changed from the existing classification, the new classification shall be automatically recognized as part of this Agreement.

1.3 New classes may be developed within the Police Department by the City and a wage scale assigned thereto. The City shall forward a new class and wage scale to the Association for their review of the wage scale. Within ten (10) days, the Association may request to bargain on the wage scale; but in any event, the City shall not be barred from implementing the position or positions during the term of negotiations.

ARTICLE 2 - MANAGEMENT RIGHTS

2.1 It is understood and agreed that the City possesses the sole right to conduct the City's business and carry out its obligations and that all management rights repose in it, but that such rights are subject to such conditions, requirements and limitations as may be applicable under law, and must be exercised consistently with the provisions of this Agreement. The power or authority which the City has not officially abridged, delegated or modified by this Agreement is retained by the City.

2.2 Excluding those rights which are superseded by this agreement, management shall enjoy, but not be limited to, the following rights:

- A. To utilize personnel, methods, and procedures and means in the most appropriate and efficient manner possible.
- B. To manage and direct the employees of the Police Department, to enforce department rules, regulations, procedures, and guidelines; and to assess employees' job performance.
- C. To hire, schedule, promote, transfer, assign, train or retrain employees in positions within the Police Department.
- D. To suspend, demote, discharge or take other appropriate disciplinary action against employees for just cause. Scheduling of disciplinary days off will be at the convenience of department operations. The City has the right to discharge probationary employees for any reason without recourse to the grievance procedures of this Agreement.
- E. To determine the size and composition of the work force and to lay off employees.
- F. To determine the mission of the City and the methods and means necessary to efficiently fulfill the mission, including: transfer, alteration, curtailment, addition or discontinuance of any services; establishment of acceptable standards of job performance and qualifications; and purchase and utilization of equipment.
- G. The City has the right to schedule overtime as required in the manner most advantageous to the City and consistent with the requirements of municipal employment in the public interest.
- H. The City retains the right to establish job descriptions, work rules and rules of conduct.
- I. The exercise of management rights, except where abridged by specific provisions of this Agreement, are not subject to challenge by the grievance procedure.
- J. The City shall have the right to take any and all actions necessary in the event of an emergency. An emergency is an unexpected event demanding immediate action which must be declared by management.

2.3 The parties recognize the City may need to make operational changes in areas not covered by the above management responsibilities. In the event the City desires to make a change in a mandatory subject of bargaining, for which bargaining is mandated by the Public Employee's Collective Bargaining Act, the City shall give the Association at least fourteen (14) days notice of the desired change in writing. The Association may request bargaining of the issue, and the City thereafter will meet with the Association in an effort to resolve the issue. Should resolution not be achieved, either party may request the assistance of an ERB mediator. If mediation is unsuccessful within thirty (30) days after a mediator is assigned, the issue will be taken expeditiously to interest arbitration if arbitrable.

2.4 Nothing in this article shall have the effect of nullifying agreements entered into under other sections of this Agreement, provided that management rights and prerogatives, except where abridged by a specific provision of this Agreement, are not subject to the grievance procedure specified in Article 22. It is further agreed that the City retains all rights, powers, and privileges not expressly specified in this section.

ARTICLE 3 - EMPLOYEE RIGHTS

3.1 It is recognized that employees have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of employee relations. Employees covered by this Agreement also shall have the right to refuse to join the activities of the Association or any other employee organization. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against by the City or by the Association because of their exercise of these rights.

3.2 The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to marital status, sex, race, color, national origin, age, religion, pregnancy, ancestry, veteran's status, sexual orientation, Association affiliation or political affiliation. Discrimination on the basis of relationship or mental or physical disability are prohibited except in the instance of valid occupational qualification and under the provisions of the Americans with Disabilities Act.

3.3 All references to employees in this Agreement designate both sexes and, whenever the male gender is used, it shall be construed to include male and female employees.

ARTICLE 4 - PEACEFUL PERFORMANCE OF CITY SERVICE

4.1 During the term of this Agreement, there shall be no strike, slowdown or recognition of any picket line while in the performance of official duties. For purposes of this section, "strike" means an employee's conduct in concerted action and includes failing to report for duty, or stoppage of work, or deviation in whole or in part from the regular, ordinary and/or consistent, full, faithful, and proper performance of duties of employment, for the purpose of inducing or coercing a change in the conditions, compensation, rights, privileges, or obligations of employment. The Association agrees to inform its members of their obligations under this Agreement and to direct them to attend to and fully perform duties as City employees.

4.2 In the event of a violation of this Article by the Association or employees in the bargaining unit, the City may, discipline any employee involved in such activity. Nothing herein shall preclude recourse by the City to such other legal or equitable remedies as may be available.

ARTICLE 5 - ASSOCIATION SECURITY

5.1 Membership or non-membership in the Association shall be the individual choice of the employees covered by this Agreement. Any Employee who is a member of the Association or who has applied for membership shall sign and deliver to the Association, who shall forward to the City, an original assignment authorizing and consenting to the deduction of dues, fees, costs, charges, and assessments for membership in the Association. Such authorization shall continue in effect from year to year unless revoked or changed in writing with thirty (30) days' notice to the Association and City. Employees who are not members of the Association may make voluntary payments to the Association by means of payroll deduction by providing written consent to the City. Such payment amounts are those authorized by the employee.

5.2 The City shall not be held liable for checkoff errors, but shall make proper adjustments with the employee and the Association for errors as soon as practicable and upon notification from the Association. The Association agrees that it will indemnify, defend and save the City harmless from all suits, actions, and claims against the City or persons acting on behalf of the City whether for damages, compensation or any combination thereof, arising out of the City's faithful compliance with the terms of this Article. In the event any determination is made by the highest court having jurisdiction that this Article is invalid, the Association shall be solely responsible for any reimbursement to affected employees. The amounts to be deducted shall be certified to the City by the Treasurer of the Association as needed.

5.3 The City agrees to continue to furnish bulletin board space for Association use of at least 22 inches by 36 inches in dimension in an unobstructed place to be used and maintained by the Association and restricted to Association business and training or education or announcements. The Association shall limit its posting of notices and bulletins to such bulletin board. The Association shall periodically clear the board of outdated material and shall restrict posting to matters of Association business, which are of a non-inflammatory nature.

5.4 The City shall notify the Association of all new hires within the bargaining unit within two (2) weeks of their having been employed, furnishing the Association with the new employee's name, mailing address and position for which he was hired.

5.5 Use of the City's E-Mail System

a. The parties recognize that the City's email system is the sole property of the City. This resource is provided or assigned to employees to facilitate the orderly and efficient conduct of the public's business. Permitted email uses constitute public business in conducting labor relations activity. In general, all such communications may be subject to disclosure, and the parties recognize that the City does not have an obligation to assert any exceptions or exemptions from disclosure as to public records that happen to contain information relating to Association activity by City employees. The parties recognize that the City may review all City emails in the City system at any time.

b. Certified Association Officers may use the City's email system to conduct labor relations business for the limited purposes of:

- i. Notifying Association members of meetings and scheduling meetings (date, time, place and agenda);
- ii. Scheduling meetings among Association Officers (date, time, place and agenda); and/or
- iii. Filing official correspondence with the City (i.e., grievance documents, demand to bargain notices), provided however that timelines for grievance responses shall run from receipt (the date an email is opened).
- iv. Communication between the Association attorney, Certified Association Officers and City Officials.

Such City email communications shall be specifically identified in the Subject Line as Labor Relations Business in addition to any other topic.

c. The City retains control over the City email system and may restrict or revoke permission to use the City email for labor relations purposes at any time after meeting and discussing such decision and the City's reasons. Association officers and members will keep on duty use of email for labor relations purposes (sending/reading) to a minimum.

d. The parties recognize that misuse of the City's email system is considered a violation of policy and the parties agree that any violation of this limited exception for the use of the City's email system may result in discipline, up to and including termination.

e. From time-to-time, the Association will certify to the City's HR Manager or designee and the Chief of Police or designee an up-to-date list of Association Officers.

ARTICLE 6 - HOURS OF WORK

6.1 Solely at the discretion of the Chief or designee the Department may implement a work schedule consisting of any of the following:

1. Four (4) consecutive ten (10) hour shifts followed by three (3) consecutive days off during a workweek consisting of seven (7) days, or,
2. Five (5) consecutive eight (8) hour shifts followed by two (2) consecutive days of during a workweek consisting of seven (7) days, or
3. Five (5) consecutive nine (9) hour shifts followed by two (2) consecutive days off and three (3) consecutive nine (9) hour shifts plus one (1) eight (8) hour shift followed by three (3) consecutive days off during a normal fourteen (14) day, eighty (80) hour work period.

Shift rotations shall be implemented within two consecutive work weeks, during which time an employee shall work no more than 80 hours and five (5) consecutive days or four (4) consecutive days, depending on schedule without one (1) day off.

6.2 The regular hours of each workday shall be consecutive with interruptions for rest periods and lunch periods. The workday shall commence at the start of the employee's scheduled shift and continue for twenty-four (24) hours. Employees shall be scheduled a minimum of ten (10) hours off between regularly scheduled shifts.

6.3 Each employee shall be scheduled to work on a regular shift. Each employee shall have regular starting and quitting times.

6.4 Work schedules showing employee's work day and hours shall be posted on the Department bulletin board. Schedule changes that are not requested by an employee shall be made only after other options are evaluated. Except for emergency situations and for the duration of the emergency, any changes in work schedules shall be posted a minimum of ten (10) days prior to the effective date of the change. An "emergency" is an unexpected event demanding immediate action, which must be declared by management. Work schedule changes, resulting from employee attendance in training courses, shall require 24-hour notification to the affected employees. Schedule changes for the convenience of the employee, by mutual agreement or after other options are evaluated, shall not be subject to the notification requirements set forth above.

Employees who are undergoing FTEP are exempt from the scheduling notification requirements herein and may be reassigned by the City with a minimum of three (3) calendar days notice in order to accommodate the efficient and effective completion of their training. Individual employees may voluntarily waive the three (3) calendar days notice requirement at the City's request.

6.5 Rest periods of fifteen (15) minutes shall be provided when practicable for all employees during each half shift which shall be scheduled by the City in accordance with the operating requirements of each employee's duties and shall be considered on-duty time.

6.6 All employees shall be granted a thirty (30) minute meal period during each work shift to the extent consistent with operating requirements of the Department. Each meal period shall be scheduled in the middle of the work shift or as near thereto as possible when practical.

6.7 Travel to and from work, whether in a personal or City vehicle, shall not constitute hours worked unless the employee is otherwise on duty.

6.8 Employees in the same classification may trade shifts subject to the advance written approval of the affected shift supervisors(s). Prior to requesting approval for a shift trade, probationary employees must have completed all DPSST mandated training, including FTEP. Trades are at the sole option of the employees who shall be solely responsible to reciprocate the trade. The City shall not record hours worked on a trade; both employees records of hours of work shall be maintained as if each employee worked the regular hours assigned, and shall be paid accordingly. Employees in the same Division (Operations, Investigations, Administration) may trade shifts with another employee outside of their job classification subject to the advance written approval of the affected shift supervisor(s).

6.9 Community Outreach Specialist shall not be subject to the scheduling restrictions provided for in this Article. The parties agree to continue their current practice of flexible scheduling of this position.

6.10 Safety Release. An employee who is required by the City to work fifteen (15) or more hours in any twenty-four (24) hour work day and who is scheduled to work a shift in the next twenty-four (24) hour work day shall be guaranteed at least nine (9) hours off before being required to return to active duty status. The Police Chief retains the authority to suspend this provision upon declaring a public safety emergency.

ARTICLE 7 – OVERTIME

7.1 The City shall have the right to assign overtime work as required in a manner consistent with the requirements of the Police Department. Employees required to work beyond forty (40) hours per work week, or eight (8) hours on any work day for employees on a 5 day/8 hour schedule, or ten (10) hours on any work day for employees on a 4 day/10 hour schedule, shall be compensated at the rate of one and one-half (1½) times their regular rate of pay in either cash or compensatory time. Employees required to work beyond eighty (80) hours during a fourteen (14) day work period, or more than nine (9) hours on a normally scheduled nine (9) hour shift, or more than eight (8) hours on a normally scheduled eight (8) hour shift while on a nine (9) hour schedule, shall be compensated at the rate of one and one-half (1.5) times their regular rate of pay in either cash or compensatory time. Under no condition shall such compensation be received twice for the same hours. Management will notify the Association of overtime needs of the department and the Association will be responsible for filling the overtime needs of the department.

When an employee's attendance is required or mandated for a work related event or assignment that occurs during their regular scheduled work hours (regular scheduled work hours is defined as the employee's work days and work hours derived from the most recent shift bidding process) and the employee has requested time off; the following procedure will be followed:

- Notice of required or mandated attendance prior to time off request:
Time off request may be denied.

- Notice of required or mandated attendance after time off request is approved:
If the start time for the required or mandated event occurs during the employee's regularly scheduled work hours and the employee has scheduled and approved time off, the employee time off account will be credited for the hours worked and will be compensated at a rate of time and one half (1 ½) in accordance with the call back requirements set forth in section 7.4.

7.2 Employees shall be allowed to accrue compensatory time to a maximum of forty (40) hours and such accrual may continue as long as the employees' accrual is below the maximum. Compensatory time-off must be scheduled with the approval of the supervisor. Overtime in excess of forty (40) hours shall be paid on the next regularly scheduled paycheck.

7.3 Overtime shall be computed to the nearest one-quarter (1/4) hour. For purposes of compensating authorized off-duty communications to an employee, cumulative work performed in excess of 7.5 minutes within an eight (8) hour period will be rounded up in 15 minute increments at the employee's overtime rate of pay except for telephone calls relating to the employee's schedule and remedial calls shall not be compensated.

7.4 Employees called back to work shall be compensated at a rate of time and one-half (1½) for a minimum of four (4) hours. This section only applies when call back results in hours worked which do not fall within two (2) hours before or after the beginning or end of the workday which shall be treated as a shift extension and not as a call back. More than one (1) court appearance scheduled within the applicable minimum shall be considered a single call back under this section. Any work performed beyond the minimum shall be applied as added time. If a subsequent call back is scheduled with more than the applicable call back interval, it shall be applied as a separate call back. An Employee may

choose to voluntarily waive, at his/her discretion, the four (4) hour minimum overtime clause as described in Article 7.4.

7.5 When an employee is authorized to attend school or training course not required by the City on the employee's regularly scheduled day(s) off such attendance will be considered hours worked and will be compensated if attendance was required by the City. If the employee volunteers to attend and so requests in writing, and the City and the employee mutually agree to arrangements related to representation, expense reimbursement, accounting for the time involved, and shift coverage, the employee will be paid wages and/or reimbursed as agreed by the City and the employee. The employee will be compensated at the appropriate regular or overtime rate of pay for training activities, including travel time, as required by the FLSA. Any overtime remedial work shall be exempt from the minimum callback provision in Article 7.4.

7.6 Requests for overtime compensation shall be submitted to the employee's supervisor within seventy-two (72) hours of the overtime being worked.

ARTICLE 8 - SICK LEAVE

8.1 Employees shall accumulate eight (8) hours of sick leave per month, beginning with the date of employment and prorated for partial months worked. Accrued sick leave shall not exceed fourteen hundred (1400) hours.

8.2 Employees may utilize their accrued sick leave when unable to perform work duties by reason of illness, injury, disability or necessity for medical or dental care. Employees may utilize their accrued sick leave by reason of illness or injury in the employee's immediate family when the employee's attendance is required. The definition of "immediate family" for this article includes spouse, same-sex domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, parent-in-law, and parent of same-sex domestic partner or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster, or stepchild of an employee or the child of an employee's same-sex domestic partner, grandchild, or grandparent of the employee.

8.3 Sick leave shall not be used for absence due to illness or injury which is the result of outside employment.

8.4 An employee unable to report for work due to illness or injury, shall notify the on-duty supervisor of the absence at least two (2) hours prior to his reporting time. When an employee cannot be reasonably expected to know the illness or injury exists two (2) hours prior to the scheduled reporting time, the on-duty supervisor must be notified as soon as practicable.

8.5 Employees may be required after three (3) consecutive days of sick leave usage to furnish a certificate issued by a licensed physician or practitioner or other satisfactory evidence of the illness or injury. If the employee's sick leave usage warrants possible discipline or corrective action or the employee has been disciplined, a supervisor may require a doctor's certificate for less than three (3) days' absence. The City will reimburse the employee co-payments, co-insurance, deductions or other payment to the health care provider or other expenses incurred as a direct result of the application of this provision which will result in no cost to the employee.

8.6 Proven abuse of sick leave shall be grounds for disciplinary action.

8.7 The City will comply with federal and Oregon family leave laws. Paid leaves of absence permitted under this Agreement shall run concurrently with statutorily protected family leaves, which are defined by federal and Oregon law, and explained fully in City personnel policy. For parental leave the employee may designate the order in which the leave banks are used.

8.8 Unused sick leave is applied as a credit as part of the City retirement plan. Refer to Article 13 relating to Retirement.

8.9 On June 30 of each year during the term of this Agreement, a review of sick leave use by members covered by Agreement will be made. At the employee's request eight (8) hours of leave may be converted from sick leave to vacation leave for those employees not having used more than eight (8) hours of sick leave for any purposes other than qualifying FMLA/OFLA leave for the immediate twelve (12) month period preceding June 30. Employees must have completed 12 months of employment by June 30 to be eligible for sick leave incentive.

8.10 Donated Leave: Employees who are members of the Association may request donated leave to cover absences from work that meet the criteria outlined in this Article.

1. Employee must be a member of the FGPA to request, receive, or donate leave under this article.
2. In order to request donated leave the employee must not be eligible for the City's donated leave program outlined in the Sick Leave section, currently Section 9.2, of the City of Forest Grove's Employee Handbook.
3. The reason for the request for donated leave must meet the requirement of a "serious medical condition" that is certified in writing by a physician. "Serious medical condition" for the purposes of this article shall be defined as the employee being unable to perform the duties of his/her job, or that a member of the employee's immediate family requires the employee's attendance and care due to a serious medical condition. The attending physician must also estimate the time the employee will be away from work.
4. "Immediate family" will be defined as outlined in the current Collective Bargaining Agreement, Article 8.2.
5. Employee may apply for donated leave if he/she has less than 100 hours of total paid leave accrued; but must exhaust all of his/her own paid leave prior to receiving any donated leave.
6. Only accrued vacation leave, holiday leave and/or compensatory time may be donated to another employee.
7. All donations of leave must be voluntary.
8. All other provisions will be the same as outlined in the Donated Leave Policy in Section 9.2, Sick Leave, of the current City of Forest Grove Employee Handbook.

ARTICLE 9 - ON-THE-JOB INJURY

9.1 Employees who are injured while in the performance of duty shall report such injury to the on-duty supervisor as soon as practicable, but normally no later than the end of the employee's work shift.

9.2 Employees who sustain an injury or illness compensable by Worker's Compensation and who are unable to perform their normal duties as a result of such injury or accident will be compensated by the City's insurance carrier for the period of time loss. The City will pay the difference between the employee's regular salary net after taxes and the compensation benefits for lost time for a period of 90 days following the injury or illness.

9.3 If an employee is off work beyond 90 days as a result of a work injury, accrued days of sick leave may be used on a pro rata basis to supplement the employee's insured disability income until such leave is exhausted. Such supplement shall not exceed the amount of an employee's net base pay while in active status. An employee may request in writing at the time of notifying the department that he is taking leave and that he does not want the leave charged against his accrued sick leave. In this event, the leave shall not be paid by the City.

9.4 The employee may use his accrued compensatory time, holiday credits and vacation credits after the use of any accumulated sick leave. Medical progress reports may be required prior to approval of such payments.

9.5 It is in the mutual interest of the parties to return an injured employee to work as soon as practicable. The City may provide limited duty assignments for injured employees, to the extent consistent with the operating requirements of the City. With the concurrence of the attending physician, when a limited duty assignment is made available to an employee, the employee shall return to work in the limited duty assignment until such time as he is released for normal duties. In no instance will a limited duty assignment extend beyond sixty (60) days without the express approval of the Chief or designee.

ARTICLE 10 - LEAVE OF ABSENCE

10.1 In the event of the death of a member of an employee's immediate family (spouse, same sex domestic partner, parent, child) or household, including grandchildren, grandparents, brothers, sisters, and parent in-laws, the Police Chief may grant leave with pay, not to exceed one (1) work week, to provide sufficient time to make funeral arrangements if necessary and to attend the funeral. Leave with pay of up to four (4) hours may be granted when an employee serves as a pallbearer.

10.2 Oregon Family Leave Act (OFLA) BEREAVEMENT LEAVE (unpaid). Employees may request additional time off (up to 2 weeks in total) as allowed by the state OFLA provisions effective January 1, 2014. Bereavement Leave taken under the provisions of Section 10.1 and this Section, 10.2, will be combined and credited against the employee's 12 weeks of family leave allowed under OFLA. All of the rules for requesting, accounting for and accruing OFLA leave as incorporated into the City of Forest Grove Employee Handbook will apply.

10.3 When an employee is called for jury duty or is subpoenaed as a witness as a result of his employment with the City, he shall not suffer any loss in regular pay from such absence. However, he shall remit to the City any compensation or fees received for such duties. Upon being excused from jury duty for any day, an employee shall immediately contact his supervisor for assignment for the remainder of his regular workday. If the employee is assigned to swing shift or mid shift and the employee is called for jury duty immediately before or after a regularly scheduled work day, then the time spent serving as a juror will be viewed as hours credited towards time for the Safety Release.

10.4 Military leave shall be granted in accordance with state and federal law. An employee taking military leave for training shall be entitled to reimbursement of an amount equal to the difference between the daily military salary and regular rate of pay in accordance with state and federal law.

10.5 Upon written application by the employee, parental leaves without pay may be granted in instances of a birth or adoption of a child within the immediate family. Such leave request shall not exceed 180 calendar days. The approval of such leave shall be at the sole discretion of the City Manager or a designee and shall be in accordance with any pertinent statutory provisions.

10.6 The City shall consider a written application for leave of absence without pay not to exceed 180 calendar days if the City finds there is reasonable justification to grant such a leave and that the work of the department will not be seriously jeopardized by the temporary absence of the employee. Such leaves shall not be approved for the purpose of accepting employment outside the service of the City. The City may also deem a resignation in the event that the employee has accepted employment outside the service of the City, entered into a full-time business or occupation, or has not complied with the terms of his application for such leave.

10.7 Employees granted a leave without pay may maintain their medical insurance coverage through the City by remitting premium payments to the City on a schedule provided by the City.

ARTICLE 11 - OUTSIDE EMPLOYMENT

11.1 Employees shall receive approval from the Police Chief based on Article 11.2 prior to engaging in outside employment. Such request and approval shall be made in writing and may be rescinded in writing by the Police Chief.

11.2 In order to be approved, outside employment shall:

1. Be compatible with the employee's adherence to the Police Officer's Code of Ethics;
2. In no way detract from the efficiency of the employee in City duties;
3. Not take preference over extra duty required by City employment;
4. Not present a legal or ethical conflict of interest with the police profession.

ARTICLE 12 – HEALTH & WELFARE

12.1 The City shall provide health insurance benefits to the employee and their dependents comparable to Blue Cross Copay Plan B-PPP, including Well-Baby care and Physical Examination riders, Plan II dental insurance, and the VSP Vision insurance through the EBS Trust. The City shall also offer Kaiser medical, prescription, dental, vision and alternate care insurance as an alternative to Blue Cross.

The City's premium for full-time employees shall be set at the following rates:

A. Through 12/31/19:

Medical: The City's premium for full-time employees shall be set at ninety five percent (95%) of the full Blue Cross medical plan premium cost or ninety-three percent (93%) of the full Kaiser Copay A medical plan premium cost as elected by the employee during benefits enrollment.

Dental: The City's premium for full-time employees shall be set at ninety five percent (95%) of the full Dental II plan premium cost.

B. Effective 1/01/20:

Medical: The City's premium for full-time employees shall be set at ninety-five percent (95%) of either the full Blue Cross Copay Plan B-PPP medical plan premium cost or the full Kaiser Copay B medical plan premium cost as elected by the employee during benefits enrollment.

Dental: The City's premium for full-time employees shall be set at ninety five percent (95%) of the full Dental II plan premium cost.

The City's premium for part-time employees shall be fifty percent (50%) of the caps established for full-time employees.

Cadillac Tax Review: The City will evaluate medical premiums and contributions in May 2021. In the event the aggregate medical contributions provided by the City for either plan offered, including payments for VEBA and FSA or similar and including employee cost share contributions for premiums, exceed thresholds for the 2022 Cadillac Tax, as provided under the Affordable Care Act, the City will provide notice to the Union to reopen Article 12. If agreement is not reached by September 30, 2022, the parties agree to initiate mediation to resolve the issue.

If no agreement is reached by December 1, 2021, beginning January 1, 2022 and thereafter, if any excise tax under the Affordable Care Act is imposed with reference to the "Cadillac Plan Tax", the individual employee and the City will split the equivalent of the taxable amount imposed equally through payroll deductions.

12.2 The City agrees to offer a Section 125 plan.

12.3 Upon retirement from City service, employees may elect to continue their group medical insurance coverage at their own expense as provided by COBRA and the CCIS or City insurer's retiree program in effect at the employee's date of retirement.

12.4 The City shall provide the following insurance benefits and shall pay all premium costs for the duration of this Agreement:

1. Life and accidental death in an amount equal to the employee's annual salary rounded to the nearest \$1,000.
2. Worker's compensation.
3. Long-term disability after a 90-day waiting period, with a maximum of sixty-six and two-thirds percent (66 $\frac{2}{3}$ rds) of the first \$7,500 of monthly salary up to a maximum of \$5,000 per month up to age 65 or until the employee is able to return to work.

Part-time employees shall not receive life insurance, long term disability insurance or retirement benefits.

12.5 The City shall provide self-insurance or liability insurance coverage and defense of claims arising out of acts committed by employees in the discharge of their duties and in the course of their employment, in accordance with the Oregon Tort Claims Act, excluding acts constituting malfeasance in office or willful or wanton neglect of duty.

12.6 The City agrees to reimburse an Association member for the reasonable, usual and customary legal fees charged by an attorney as a direct result of criminal charges or a grand jury appearance against the Association member arising out of the Association member's involvement in the proper performance of duty as an employee for the City. The City's obligation of reimbursement is subject to the following:

- A. To receive reimbursement under this Article, the Association member must select an attorney from a list of attorneys that has been mutually agreed upon by the Forest Grove Police Officers' Association and the City. Neither party shall unreasonably oppose the inclusion of an attorney on the list. Within sixty (60) days of the execution of this Agreement, the Association shall submit to the City the names and professional biographies of the attorneys the Association proposes for inclusion on the list. If the City Attorney does not object, in writing, to an attorney on the list within twenty (20) working days, the attorney shall be included on this list. The names on the list shall be reviewed every six (6) months upon the request of either party. If no attorney on the list is available to represent an Association member, the Association member may obtain another attorney of choice, however, the City's obligation to reimburse will arise only if the City receives written notice of the selected attorney from the Association within three (3) calendar days of the Association member or Association learning of the lack of availability of an attorney from the predetermined list.
- B. Following the initial meeting between the Association member and the attorney, the Association shall arrange for an attorney to provide the City, at no cost to the City, a preliminary estimate of the anticipated legal fees, costs and expenses. This preliminary estimate shall be directed to the City Attorney, the Chief of Police, and the Association.

- C. Before becoming obligated under this Article, the City shall be presented with a sworn affidavit by the attorney listing an hourly breakdown of the time spent and a brief description of the purpose of such time. The attorney shall account for and value time at the attorney's most favorable rate, not to exceed \$160.00 per hour. If the City, in its discretion, feels the charges exceed the reasonable, usual and customary fees normally charged, the parties shall submit the matter to the Oregon State Bar Fee Arbitration program for resolution. The decision of the OSB fee arbitrator or arbitration panel shall be final and binding as to the City's obligation under this Article. Under no circumstances shall the provisions of this Article give rise to a claim of any sort against the City by the attorney retained or selected by the Association member.
- D. Reimbursement will not be made in those instances where:
1. The Association member is convicted by verdict or plea, or pleads no contest to any criminal charges arising out of the incident;
 2. The Department sustains any disciplinary charge(s) on the basis of the Association member's actions which formed any part of the basis for the possible criminal liability unless the Department's disciplinary action is wholly set aside on grievance appeal;
 3. The City shall have no obligation to reimburse an Association member, the Association or counsel for the Association for costs or legal fees in any instance where the Association member or the Association elect to have counsel for the Association represent the Association member involved in the incident at any stage of the criminal proceeding, including, but not limited to, any grand jury proceeding;
 4. The City shall have no obligation to reimburse an Association member, the Association, or counsel for the Association for costs or legal fees associated with representation at pre-disciplinary procedures; and
 5. The City shall have no obligation to reimburse an Association member, the Association, or counsel for the Association for fees associated with representation at or in conjunction with the filing of a civil claim, except in accordance with the indemnity requirements of the Oregon Tort Claims Act.
- E. Any reimbursement required by the City shall be made only at the conclusion of all criminal and disciplinary proceedings against the Association member relating to or arising out of the incident and are subject to the following monetary maximums:
- A. Legal fees relating to a grand jury investigation and/or appearance: \$5,000.
 - B. Legal fees relating to post-grand jury indictment or other charging instrument: an additional \$5,000.

12.7 Voluntary Employees' Beneficiary Association (VEBA)

- A. Effective July 1, 2005, the City will established a medical savings account Voluntary Employees' Beneficiary Association (hereinafter VEBA) plan, under Section 501 (c) (9) of the Internal Revenue Code for each employee of the Association who is eligible for, and enrolls in, one of the City's Health Insurance Plans as described in Article 12. The City shall make monthly contributions equal to one percent (1%)-of the employee's base salary to said account.
- B. Effective July 1, 2005, once an employee's sick leave accruals reaches one thousand (1000) hours, the cash equivalent of two (2) hours of sick leave accrued will automatically be paid into the employee's VEBA account each month. The remainder of the monthly accrual of sick leave will continue to accrue up to the maximum established in Article 8, Section 1.
- C. Effective July 1, 2005, when an employee's holiday accruals reach forty eight (48) hours, the City shall contribute the cash equivalent of all additional holiday hours accrued in excess of forty eight (48) hours into the employee's VEBA account. If an employee's holiday accruals fall below forty eight (48) hours, the VEBA contributions will cease until the employee has the minimum of forty eight (48) hours accrued.

12.8 Physical Fitness Incentive. Recognizing that physical fitness is beneficial to the health and wellbeing of Employees, in addition to lowering the potential costs of healthcare and work related injuries, a physical fitness incentive was established beginning July 1, 2008.

Effective upon adoption of the contract the City will reimburse up \$15.00 (Fifteen dollars) per month toward membership at a fitness facility of the employee's choice for all Association members who elect to participate. To receive reimbursement the employee must submit proof of membership at a fitness facility to the Administrative Captain or designee every six (6) months, in January and July of each year.

The parties recognize that the City will reflect any and all amounts paid as allowances, bonuses, and/or incentives as subject to the IRS and Oregon payroll tax deductions.

Recognizing that participation in this incentive program is purely voluntary, those employees who opt not to participate will not receive discipline, will not be denied promotions or special assignments, or be negatively treated by the City of Forest Grove, or its supervisors, for this choice.

ARTICLE 13 – RETIREMENT

13.1 The City will afford members participation in one of the following retirement programs based on eligibility as outlined below:

A. The City of Forest Grove Retirement Plan for regular full-time employees who are:

1) DPSST certified peace officers hired as police officers on or before June 30, 2015 and are already members of the City of Forest Grove Retirement Plan:

or,

2) Regular full-time employees hired on or before June 30, 2012 and are already members of the City of Forest Grove Retirement Plan.

For police officers covered by the City of Forest Grove Retirement Plan, the retirement benefit for police officer shall be equal to or better than that provided by the Public Employees Retirement System (PERS) as determined in accordance with Oregon law. The City shall pay the employee's contribution to the City of Forest Grove Retirement Plan. Sick leave at retirement will be administered consistent with the terms of the City of Forest Grove Retirement Plan. The City will not amend or reduce the sick leave conversion at retirement aspects of the City of Forest Grove Retirement Plan without notice to the bargaining unit and bargaining.

B. All DPSST certified peace officers hired as police officers on or after February 1, 2016 shall be enrolled in the Public Employee's Retirement System (PERS). The City shall pay the employee's 6% contribution to that plan. Retirement benefits will be determined by PERS.

C. All other regular full-time employees hired as full-time employees on or after July 1, 2012, shall be enrolled into the City of Forest Grove Defined Contribution Plan. Effective January 1, 2016 eligibility for retirement benefits under the City of Forest Grove Defined Contribution Plan will include all regular employees regularly scheduled to work twenty (20) or more hours per week. The employer shall contribute an amount equal to ten percent (10%) of base wages to the employee's account in the City of Forest Grove Defined Contribution Plan. Additionally, the City will match dollar for dollar any additional contribution the employee makes into the employee's deferred compensation account, up to a maximum of 2% of base wages. The City's match payment will be paid into the Defined Contribution Plan. Eligibility for retirement benefits and waiting period requirements continues under the existing criteria for regular (full-time 40 hour/week) employees only and a six month waiting period. There is no sick leave conversion in the City of Forest Grove Defined Contribution Plan.

13.2 The retirement benefit for police officer shall be equal to or better than that provided by the Public Employees Retirement System (PERS) as determined in accordance with Oregon law.

13.3 The City shall pay the employee's contribution to the City of Forest Grove Retirement Plan.

13.4 Sick leave at retirement will be administered consistent with the terms of the City of Forest Grove Retirement Plan.

13.5 The City will not amend or reduce the sick leave conversion at retirement aspects of the City of Forest Grove Retirement Plan without notice to the bargaining unit and bargaining.

ARTICLE 14 - VACATION

14.1 Vacation shall be credited at the following rates:

<u>Length of Continuous Service</u>	<u>Vacation Hours Earned p/Month</u>	<u>Vacation Days p/Year</u>
1 - 24 Months/ 1+ - 2 Years	6.67	10
24+ - 60 Months/ 2+ - 5 Years	8.00	12
60+ - 120 Months/ 5+ - 10 Years	10.00	15
120+ - 180 Months/ 10+ - 15 Years	13.34	20
180+ Months/ 15+ Years	16.67	25

14.2 "Continuous Service" is defined as that service which is unbroken by separation from City service other than by the Military, Peace Corps, or any other paid leave allowed under this Agreement. Time spent on other types of authorized leave will not count as time of continuous service; except that employees returning from such leave or employees who are laid off, shall be entitled to credit for service prior to the leave or layoff.

14.3 Employees are eligible to take vacation time after the completion of the Field Training Evaluation Program; exceptions may be made by the Chief of Police for emergency situations. Employees shall be responsible for planning, initiating requests for, and using vacation credit. Accrued vacation may be utilized in one-quarter (1/4) hour increments. In case of conflicts between employees concerning the scheduling of vacations, refer to Article 19.

14.4 Employees may not accrue over three hundred sixty (360) hours of vacation time without the approval of the City Manager.

14.5 Upon termination of employment for any reason, or in the event of an employee death, the beneficiary shall be paid a lump sum of all earned but unused vacation hours.

ARTICLE 15 - HOLIDAYS

15.1 All sworn employees shall accrue holiday time at the rate of eight (8) hours per month. An employee may elect to take off the accrued holiday hours at a time mutually agreeable to the employee and the supervisor, or to receive pay in lieu of time off during the pay period in which the holiday time is earned.

15.1.1 Sworn employees may accrue up to forty eight (48) hours of holiday time. See Article 12, Section 7 for additional VEBA information.

15.2 If a sworn employee works a shift in which any hours fall on a City recognized holiday per Article 15.4 in which time off has been restricted for that shift, the employee will receive one and one-half (1½) times their base pay (overtime) for all regularly scheduled hours on that shift. Any hours worked in excess of the normal shift will be paid at the regular overtime rate.

15.3 Upon termination of a sworn employee for any reason, or in the event of death, the employee or the employee's beneficiary shall be paid a lump sum for all earned but unused holiday hours.

15.4 Non-sworn employees shall observe designated holidays listed below:

New Year's Day	Veteran's Day
Martin Luther King Jr.'s Birthday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Christmas Day
Labor Day	

15.5 For non-sworn employees, when a holiday falls on a Sunday, it will be observed on the following Monday. A holiday that falls on a Saturday will be observed the Friday preceding the holiday.

15.5.1 In the event an employee is required to work on a holiday, all hours worked will be paid at one and one-half times (1½ x) the base rate of pay and the employee will receive another day off.

15.5.2 Employees assigned to work a 4/10 schedule whose normal day off falls on the holiday shall schedule another day off during the same pay period of the holiday. The day taken off shall be agreed upon and scheduled in advance.

ARTICLE 16 - PERSONNEL FILE

16.1 Each employee shall have the right upon request to review and obtain at his own expense copies of the contents of his personnel file exclusive of materials received prior to the date of his employment by the City. The official personnel file shall be maintained by the personnel director.

16.2 Following the date of employment, no material shall be placed in an employee's personnel file without the knowledge of the employee. An employee may respond in writing to any item placed in his personnel file and said response shall become part of his personnel file.

16.3 Upon request of the employee, all documentation up to and including letters of reprimand shall be removed after twelve (12) months, or earlier by approval of the Police Chief, provided there is no subsequent letter(s) of reprimand or disciplinary action taken during the intervening period of time.

ARTICLE 17 - PROBATIONARY EMPLOYEES

17.1 The probationary period for non-sworn represented employees shall be twelve (12) consecutive months of employment within the classification. The probationary period for police officers shall be eighteen (18) consecutive months of employment within the classification. The probationary period may be extended for no more than three (3) months in individual cases by mutual agreement between the City and the Association.

17.2 During the probationary period, an employee may be disciplined or discharged at the sole discretion of the City without any reason or cause being shown and without recourse to the grievance procedure. Any employee who is returned to his former classification shall not be discharged without just cause.

ARTICLE 18 – SENIORITY

18.1 Bargaining Unit seniority shall mean the length of an employee's service within a bargaining unit in the police department. Classification seniority shall mean the length of an employee's service within the classification in the police department. Department seniority shall mean length of service in the police department. An employee shall attain seniority after completing the probationary period, at which time the employee shall be credited with the seniority accrued during the probationary period. For purposes of this article, seniority shall be defined as continuous time within a classification. For the purpose of establishing seniority for Association members hired on the same date and job classification, seniority shall be based on candidate overall ranking as established by Human Resources prior to the Chief's interview. The candidate ranking shall be kept on file and copies shall be made available to employees.

Employees who are promoted to positions within the Department that are outside the bargaining unit, but are returned to bargaining unit positions by the City will return with the seniority they had accrued at the time of their promotion. The time an employee spends in such a position will not however, be applied toward his/her seniority. Instead, the employee's seniority date will be adjusted by an amount equal to the time he/she served in the non-bargaining unit position.

18.2 The City shall provide the Association with an updated seniority list of members annually and upon request of the Association.

18.3 A non-probationary bargaining unit employee who resigns voluntarily and chooses to request reinstatement within ninety (90) days of termination may be granted reinstatement to a vacant and available position if the City approves. The reinstated employee will receive the vacation and sick leave accrual rates which applied at the date of termination. This section shall not operate to require the City to fill a vacant position which the City has elected to hold vacant. An employee/former employee may not request reinstatement under this Article 18.3 more than once.

18.4 In the event of a staff reduction, the City will lay-off in inverse order of bargaining unit seniority by job classification. Laid off employees may bump to any lower classification for which the employee is qualified and displace an employee with less bargaining unit seniority. An employee promoted outside the bargaining unit may use department seniority to displace the junior employee in the bargaining unit.

18.5 An employee who is laid off due to reduction of staff shall have preference for recall based upon seniority. Employees laid off shall retain such right of recall for eighteen (18) months. Employees so recalled by the City shall be reinstated with seniority rights accumulated as to the date of their lay off. Any laid off employee who is recalled by the City shall have ten (10) days from mailing of notice by Certified mail, sent to the last address provided to the City by the employee, in which to accept the assignment and two (2) weeks to report if employed elsewhere unless otherwise mutually agreed. Return of the notice as undeliverable because the employee has moved without notifying the City shall constitute rejection of the assignment. A laid off employee who is recalled by the City and who rejects the assignment shall relinquish all rights provided for within this article and Agreement.

18.6 Classification seniority shall be used for shift and days off.

ARTICLE 19 - VACATION SCHEDULING

Priority vacation scheduling shall be by department seniority for requests which are submitted between December 1st and December 31st for the upcoming year through the end of the last normal pay period into the next year. Such exercise of seniority shall be limited to one (1) selection for each calendar year. Priority requests submitted by December 31st shall be approved or denied as soon as practical. Subsequent requests will be approved or denied on a first come, first served basis within fourteen (14) calendar days. Seniority time off requests, which can only be made for the following twelve month period, will be approved by the shift supervisor of the shift that will be affected at the time the leave is to be taken.

ARTICLE 20 - DISCIPLINARY ACTION

20.1 Disciplinary Measures. Disciplinary action shall be for just cause. Discipline shall include the following actions as well as additional actions as are appropriate to the circumstances of the violation. These include: verbal reprimand (which may be documented in writing), written reprimand, reduction in pay, suspension without pay, demotion and dismissal, as warranted by circumstances and the nature of the offense. The City shall not impose a reduction in pay, suspension without pay, demotion or dismissal of a non-probationary employee without due process. Counseling and coaching are not considered disciplinary action.

Verbal reprimands over one (1) year old shall not be the sole basis for progressive disciplinary actions. Verbal and written reprimands are not subject to the grievance procedure beyond Step 2. The employee or the Association may submit a written rebuttal to a verbal or written reprimand which shall be maintained with the record of reprimand.

20.2 Due Process. Pre-disciplinary “due process” means written notice of the charges, and the facts which the charges are based, notice of the maximum range of discipline under consideration, and an opportunity to meet with the decision maker or his/her designee.

20.3 Avoidance of Embarrassment. If the Chief of Police or designee has reason to discipline an employee, the Chief of Police or designee shall make a reasonable effort to impose such discipline in a manner that will not unduly embarrass the employee before other employees or the general public.

20.4 Association Representation in Interview and Disciplinary Process. The City acknowledges the right of the employee to have a representative of the Association present at meetings with the employee which could lead to discipline greater than a verbal reprimand.

20.5 Use of Deadly Force Situations. Employees directly involved in the use of deadly force shall be advised of their rights to and shall be allowed to consult with an Association representative or attorney prior to being required to give an oral or written statement about the use of deadly force. Such right to consult with a representative or attorney shall not delay the giving of the statement more than twenty-four (24) hours.

20.6 Police Officer’s Bill of Rights. Internal investigations shall be conducted within the law as expressed by statute and case decisions. The rights of the individual shall be protected, and shall include the following:

- A. The officer under investigation shall be informed in writing of the nature of the investigation prior to any interview.
- B. Interviews shall be conducted at a reasonable hour, preferably at a time when the officer is on-duty, or during the normal waking hours of the officer, unless the seriousness of the investigation requires otherwise.
- C. The interview shall be for a reasonable period, taking into consideration the gravity and complexity of the issue being investigated. The person under interview shall be allowed to attend to his own personal physical necessities.

- D. If prior to or during the interview it is deemed that the officer may be charged with a criminal offense, the individual shall be immediately informed of constitutional rights.

ARTICLE 21 - SUBSTANCE ABUSE POLICY

21.1 The City and the Association agree that the City may engage in reasonable suspicion drug and alcohol testing in accordance with the provisions of the City Drug Free Workplace Policy as revised periodically. Many elements of this policy are mandatory subjects of bargaining and changes that relate to a mandatory subject may be bargained if the Association so requests.

ARTICLE 22 - GRIEVANCE PROCEDURE

22.1 It is the intention of the parties to this Agreement that all disputes between said parties regarding the application, meaning, or interpretation of this contract be settled by their submission to the established grievance procedure as herein provided.

Step I. After first attempting to resolve the grievance informally, the Association or any employee with notice to the Association may claim a breach of this Agreement in writing to the supervisor of the employee who issued the disciplinary document within fifteen (15) days from the occurrence thereof or the employee's knowledge thereof. The notice shall include: (1) a statement of the grievance and relevant facts; (2) provisions of the Agreement violated; and (3) remedies sought. The supervisor shall respond to the grievance in writing within ten (10) days with a copy to the Association.

Step II. If, after ten (10) days from the date of submission of the grievance to the supervisor, the grievance remains unadjusted, the grievance may be submitted within five (5) days to the Police Chief. The Police Chief may meet with the aggrieved party, who may request Association representation at the hearing. The Police Chief shall respond to the grievance within ten (10) days with a copy to the Association.

Step III. If, the grievance remains unadjusted after the Police Chief's response at Step II, the grievance may be submitted within ten (10) days of the Chief's response to the City Manager or designee. The City Manager shall meet with the aggrieved party, the Police Chief, and an Association representative at a mutually agreeable time and shall respond to the grievance in writing within twenty (20) days following the meeting.

Step IV. If the grievance is not resolved after the City Manager's response at Step III, the Association may submit it to arbitration within ten (10) days of the City Manager's response. The arbitrator shall be selected by mutual agreement of the parties. If the parties cannot agree upon an arbitrator within ten (10) days, he shall be chosen in the following manner:

- A. A list of thirteen (13) Oregon or Washington arbitrators from the State Employee Relations Board shall be requested and the parties shall alternately strike one (1) name from the list until only one (1) name is left. A coin toss shall occur to determine who will strike first. The parties shall strike names, and the one remaining shall be the arbitrator.
- B. The arbitrator shall render a decision within a reasonable time. The decision of the arbitrator shall be binding on both parties.
- C. The cost of the arbitrator shall be borne equally by both parties, as designated by the arbitrator. Each party shall be responsible for costs of presenting its own case to arbitration.
- D. The arbitrator shall be limited to the interpretation and application of the specific provisions of this agreement and shall have no authority or jurisdiction to add or revise the agreement of the parties.

The appeal of a discharge may be taken up at Step III of the Grievance Procedure contained in this Article. All other disciplinary actions may be appealed beginning at Step II of the Grievance Procedure. The information required in Step I must be included in the grievance regardless of the Step at which the grievance process is entered.

Any time limits specified in the grievance procedure may be waived by mutual consent of the parties. Failure to submit the grievance in accordance with these time limits without such waiver shall constitute abandonment of the grievance. If the grievant fails to respond in a timely fashion, the grievance shall be deemed waived. If the party being grieved against fails to respond in a timely fashion, the grievance shall advance to the next step. A grievance may be withdrawn at any time upon receipt of a signed statement from the Association or the employee that the matter has been resolved.

For purposes of this Article, “day” shall mean “business day”, and shall not include Saturdays, Sundays or legal holidays on which the City’s administrative offices are closed.

22.2 If a grievance arbitration hearing is postponed or canceled by mutual agreement, any fee charged by the arbitrator shall be split equally between the parties. If the postponement or cancellation is not by mutual agreement and a fee is incurred, then the party taking the action shall be responsible for payment of such fee.

ARTICLE 23 - ASSOCIATION BUSINESS

23.1 An Association attorney and an Executive Board member shall be allowed to attend grievance meetings and *Weingarten* interviews without loss of pay. Association representatives shall be allowed to attend labor management meetings without loss of pay. Association representatives shall be permitted access to the Forest Grove Police Department for purposes of representation activity which is conducted off duty or with the prior authorization of a supervisor.

23.2 Members of the bargaining unit selected to serve as authorized representatives shall be certified in writing to the City.

ARTICLE 24 - CONTRACT RENEWAL SESSIONS

24.1 The City and the Association shall make reasonable efforts to schedule negotiating sessions at a time that does not interfere with the operation of the Police Department. Two (2) on-duty employees shall be permitted to attend negotiating sessions. The dates, times, and places of these negotiating sessions shall be established by mutual agreement between the parties.

ARTICLE 25 - WAGES AND SALARIES

25.1 Salaries covered by this Agreement shall be in accordance with the schedule set forth in Appendix A attached and incorporated in this Agreement. Each employee shall be paid at one of the steps in the range prescribed for the job classification.

25.2 Eligibility for advancement in the salary range shall be based upon demonstration of satisfactory performance as documented in the annual performance appraisal. (Performance appraisal shall not be subject to the grievance procedure.) A new employee or promoted employee is eligible for advancement to the next step of the salary range following completion of twelve (12) months of service. An employee is eligible for additional step increases at twelve (12) month intervals of continuous service until the employee reaches the top step of a salary range.

25.3 Employees assigned the duties and responsibilities of a higher classification with the approval of a supervisor shall be paid five percent (5%) premium on their base salary for a minimum of one hour. Employees assigned as “Senior” officer or OIC (Officer In Charge) shall have four (4) years of law enforcement experience and two years of service with the City and shall receive a five percent (5%) premium on their base salary for all hours worked as “Senior” officer or “OIC”.

- A. An employee is considered assigned in the absence of a sergeant under Article 25.3, unless otherwise prohibited by the Chief of Police. The most senior employee on a shift will be considered the “Senior” officer or OIC (Officer in Charge) to include approved shift trades.

Effective July 1, 2018, wage rates for all classifications covered by this Agreement shall be increased by 2.75%.

Effective July 1, 2019, wage rates for all classifications covered by this Agreement shall be increased by 2.25%.

Effective July 1, 2020, wage rates for all classifications covered by this Agreement shall be increased by 2.75%.

Effective July 1, 2021, wage rates for all classifications covered by this Agreement shall be increased by 3.0%.

ARTICLE 26 – INCENTIVE AND PREMIUM PROGRAM

26.1 Incentive Qualification. The City agrees to pay incentives set forth below to those employees who qualify under the following terms:

1. Have completed the probationary period.
2. Received an “Acceptable” or better rating on their last performance review.

Eligible employees shall be paid three percent (3.0%) of base salary for Oregon DPSST Intermediate Certificate or six percent (6.0%) of base salary for Oregon DPSST Advanced Certificate. Employees who earned a college degree and submitted proof of certification of degree from an accredited educational institution to the Human Resources Office and who have obtained DPSST certification of Intermediate level or above will be eligible for incentive pay as outlined in the chart below. Under Article 26 the total amount of incentive and premium pay an employee may receive is capped at 14%.

INCENTIVE	DPSST CERTIFICATION	EDUCATIONAL ACHIEVEMENT
3%	Intermediate	
4%	Intermediate	AA/AS
5%	Intermediate	BA/BS
6%	Advanced	
7%	Advanced	AA/AS
8%	Advanced	BA/BS

26.2 Incentive Application. The employee must make application upon receipt of DPSST certification, or education achievement to receive incentive pay and there shall be no retroactivity. An application shall be approved or denied within seven (7) working days. Incentive awards shall commence the first of the month following approval by the Police Chief.

26.3 Bi-Lingual Pay Premium. An employee that demonstrates proficiency in speaking and understanding a second language shall be eligible to receive a premium of two and one-half percent (2.5%) of the employee’s base salary if the employee provides the Department with proof on a bi-annual basis of proficiency. An employee that demonstrates fluency in speaking and understanding a second language shall be eligible to receive a premium of five percent (5.0%) of the employee’s base salary if the employee provides the Department with proof on a bi-annual basis of fluency. The Chief of Police will designate which languages are eligible for the Bi-lingual premium, based on operational needs of the Department.

26.4 Other Premiums. The City shall pay premiums based on the employee’s regular rate of pay (base salary) for the following assignments except for sergeants:

Investigations	5.0%
FTO	5.0% for time spent working with a recruit
Bike Officer	2.5% for time spent on bike patrol
Motorcycles	5.0%
School Resource Officer	5.0%
Detective Sergeant	5.0% when assigned by Police Chief or designee

In no event will an employee be entitled to pay under Article 26 for incentive and/or premium pay in excess of 14%. Each premium shall be paid during each month an employee serves in an assignment as determined by the City.

Premiums shall be computed based upon the employee's base salary. All work performed for the assignment beyond the regular shift must be approved by the Chief or a designee and properly recorded by the officer performing the assignment. The Chief makes assignments and may reassign officers from such assignments.

26.5 Educational Reimbursement. Those employees in the bargaining unit who during the term of this Agreement satisfactorily complete (received a grade of C or higher or, if only offered a Pass/No Pass, a grade of Pass) pre-approved, job-related, college courses at an accredited four (4)-year college or university, or equivalent, and transferable two (2)-year college courses, and provide evidence to the City of such satisfactory completion, shall receive payment to defray tuition for up to eighteen (18) pre-approved credit hours per fiscal year in an amount not to exceed \$100 per credit hour. The parties do not intend to require pre-approval of a particular number of credit hours, or to require the allocation of a particular level of funds. Pre-approval and payments under this Article are conditioned on the availability of funds in the police budget as determined by the Chief or his/her designee. At the discretion of the Chief of Police, payments under this article may be deferred to the next City of Forest Grove Budget year.

26.6 Service Recognition. In order to recognize years of service to the City and community, the City shall provide the following longevity program based on years of service as a sworn officer with the City of Forest Grove Police Department effective upon ratification of the agreement:

1. 1 – 5 years of service:
 - a. Employee will be credited with \$500 toward a lump sum VEBA contribution for each completed year of service through five years of services payable when they reach 10 years of service. This benefit will be forfeited if the employee leaves the City's employment before he/she has completed 10 years of service.
 - b. Upon completion of 5 years of service, employees shall receive a one-time addition of forty (40) hours of vacation leave to their vacation leave bank. If this will put the employee's leave back over the cap established in Article 14, the employee will be allowed to extend the vacation cap for 90 days.
2. 6 – 10 years of service: employee will be credited with \$1,000 toward a lump sum VEBA contribution for each completed year of service for 6-10 years of service payable when employee reaches 10 years of service. This benefit will be forfeited if the employee leaves the City's employment before he/she has completed 10 years of service.
3. Upon completion of 10 years of service, employee shall receive a lump sum contribution to their VEBA account in the amount that has been heretofore credited to them in accordance with #1 and #2 above, not to exceed \$7,500.
4. 11+ years: employee will receive an annual \$1,000 lump sum VEBA contribution on their anniversary date.

Current sworn officers will begin the program at their current years of service. There will be no retroactive payments.

ARTICLE 27 - DEFERRED COMPENSATION PLAN

27.1 Employees shall have the option of participating in a deferred compensation plan sponsored by the City. The deferred compensation plan shall be of no direct cost to the City and employee participation shall be voluntary. Employees shall have the option of having deferred compensation deductions withheld from their paycheck as a percentage of gross wages upon completion and submission of appropriate paperwork to the City.

ARTICLE 28 – UNIFORMS & EQUIPMENT

28.1 The City shall provide basic uniforms for new Police Officers hereinafter employed. Those presently employed shall be provided any replacements or additions to the present uniform which may be required by the City. After the initial fitting, employees are responsible for their own alterations.

28.2 The City shall provide a clothing allowance of two hundred ninety five dollars (\$295.00) twice annually for plain-clothes officers assigned as investigators. The clothing allowance is subject to mandatory withholdings under State and Federal tax regulations.

28.3 If an employee is required by the City to wear a uniform, protective clothing or any type of protective device, such uniform, clothing, or protective device shall be furnished to the employee by the City. The cost of repairing the uniform or protective clothing shall be paid by the City (including initial tailoring and repair). If a uniform requires dry cleaning, the City shall provide cleaning for one (1) uniform per week and one (1) jacket per month, maximum. The City may contract with a cleaner for dry cleaning, and may require all articles of clothing to be cleaned at City expense be cleaned by the contract holder.

28.4 The City shall reimburse employees for prescription eye wear of up to \$200 and wristwatches of up to \$50, and for other personal property which the police chief has pre-authorized in writing for on duty use by the officer in question and which is damaged or destroyed in the performance of the employee's duties.

28.5 The City shall provide one hundred fifty dollars (\$150.00) every other year for boots for sworn police officers and sergeants; community outreach specialist, code enforcement officer and the property and evidence specialist to be used solely for City business. The style and other standards will be set by the Chief of Police. Proper maintenance of the appearance of the boot is the responsibility of the employee.

ARTICLE 29 - SHIFT BIDDING

29.1 Sworn staff shall be allowed to bid for shifts by classification seniority by division (operations, investigations, and administration) based upon the following:

- A. Officers and Sergeants assigned to Patrol Operations where the majority of regularly schedule hours of work occur between midnight and 6:00 a.m. and are eligible to bid by seniority, shall not be allowed to remain on the aforementioned shift for more than twenty-four (24) consecutive months after which they will be required to rotate to a different shift for at least one complete shift rotation. Sergeants assigned to Patrol Operations shall not be allowed to remain on the aforementioned shift for more than twelve (12) consecutive months after which they will be required to rotate to a different shift for at least one complete shift rotation. This requirement may be waived with the approval of the Chief of Police in cases of personal hardship or personnel situations. The decision to allow a new recruit to bid by seniority with less than two (2) years of service may be made at the Chief's discretion.
- B. Shift Bidding Process. The bidding process for shifts will begin no later than November 1st of each year, at which time the list of available shifts and days off (shift slots) will be circulated. The shift/days off will be bid in order of classification seniority beginning with the most senior employee through the least senior until all shift slots are filled. The bidding process will be completed no later than November 30th of each year. The upcoming twelve (12) month schedule will be posted no later than December 15th of each year. The shift-days off selection process will be coordinated between representatives of the City and the bargaining unit each year.
- C. During the shift bidding process employees serving in the job classification of Sergeant will bid each of the available shifts (for example: day, swing, graveyard) and days off so that a Sergeant is scheduled to be on-duty during every 24 hour period beginning at 12:00 a.m. each day.
- D. Seniority Shift Re-Bids and/or Mid-Shift Replacements - An employee, who voluntarily leaves a specialty assignment prior to the agreed-upon separation date associated with the employee's special assignment and who returns to work in a position which bids for shifts, shall be placed into a shift slot by the Department based upon a good faith analysis of operational and/or personnel needs of the Department.

An employee who is removed from a specialty assignment or whose specialty assignment is eliminated, and who returns to work in a position which bids for shifts, shall be allowed to exercise their seniority to select a shift slot that the employee would have been able to bid into during the Annual Shift Bid. The Association and the City may mutually agree to a timely re-bid to be effective at the next shift rotation.

If a vacant shift slot is projected to be available prior to the next shift rotation, the Association and the City may mutually agree to a timely re-bid to be effective at the next shift rotation.

- E. The Chief will provide the Association President or designee with work schedules, which includes the blocks of days off and recruit shift assignments. Staffing will be

such that there will always be a senior officer working at all times. "Senior" officer is defined as an officer with four or more years law enforcement experience and two or more years of service with the City of Forest Grove. The Association President or designee will be responsible for scheduling that meets the requirements set forth by Article 29. If the requirements are not met, the Chief has the option to reassign as outlined below.

- F. In the event a shift becomes understaffed, the Police Chief may make any adjustments necessary to insure an adequate staffing level.
- G. During any three-month shift, the Police Chief or a designee may, for good cause and based upon a good faith analysis of operational and personnel needs of the Department, and due consideration of appropriate alternatives, reassign employees to a different shift. Except in emergencies, employees shall receive ten (10) days' notice of reassignment, which time may be waived by the employee on a non-precedent setting basis. Such good faith assignments shall not be grievable, but employees shall be afforded the opportunity to discuss the reassignment with the Police Chief upon request.

29.2 Members who serve in Special assignments (investigations, motorcycles, and full-time joint teams or task forces) shall accept shifts as assigned without regard to this shift bidding article. When multiple officers serve in the same special assignment, they shall exercise classification seniority to choose from shifts available to that assignment.

ARTICLE 30 - TRAVEL PAY

30.1 An employee is expected to use a City vehicle when required to report to work at another location whenever possible. If a City vehicle is not available, the employee shall be paid for the use of his personal transportation at the current authorized City mileage rate. Whenever required to travel as part of regular work activity, the employee shall be paid for actual meals and transportation expenses. Employees whose travel takes them away overnight, shall be compensated for actual lodging and for other expenses at the City's established policy which includes a per diem rate.

ARTICLE 31 - SAVINGS CLAUSE

31.1 Should any portion of this Agreement or amendment thereto be judged by a court of appropriate final jurisdiction to be in violation of any state or federal law, then that portion(s) shall become invalid and the remainder of the Agreement and amendments thereto shall remain in effect. The parties shall immediately enter negotiations for the purpose of replacing such invalid portion(s) of the Agreement.

ARTICLE 32 - TERM OF AGREEMENT

32.1 This Agreement shall be effective July 1, 2018 and shall remain in effect until June 30, 2022; however, the parties agree to open Article 12 – Health and Welfare between May 1, 2021 and July 1, 2021 if necessary to negotiate the impact to health insurance due to mandates by Federal health care legislation during the life of this agreement in accordance with Article 12.1.

32.2 This Agreement shall be automatically renewed from year to year thereafter unless either party shall notify the other between January 1 and March 1 that they wish to modify this Agreement.

FOREST GROVE POLICE ASSOCIATION

CITY OF FOREST GROVE

BY _____
Charles McCutchen, Date
President

BY _____
Jesse VanderZanden, Date
City Manager

BY _____
Thomas Siciliano, Date
Vice President

Appendix A Wages

Classification

Effective 07/01/2018	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Records Specialist	3,710	3,858	4,014	4,174	4,340	4,516
Community Outreach Specialist	4,051	4,214	4,383	4,558	4,740	4,929
Code Enforcement Officer	4,051	4,214	4,383	4,558	4,740	4,929
Property and Evidence Specialist	4,092	4,254	4,425	4,602	4,786	4,977
Police Officer	5,033	5,366	5,605	5,914	6,181	6,519
Sergeant	6,234	6,544	6,872	7,216	7,576	7,955

Classification

Effective 07/01/2019	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Records Specialist	3,793	3,945	4,104	4,268	4,438	4,618
Community Outreach Specialist	4,142	4,309	4,482	4,661	4,847	5,040
Code Enforcement Officer	4,142	4,309	4,482	4,661	4,847	5,040
Property and Evidence Specialist	4,184	4,350	4,525	4,706	4,894	5,089
Police Officer	5,146	5,487	5,731	6,047	6,320	6,666
Sergeant	6,374	6,691	7,027	7,378	7,746	8,134

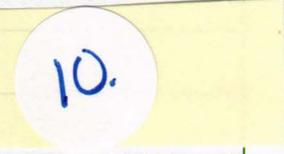
Classification

Effective 07/01/2020	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Records Specialist	3,897	4,053	4,217	4,385	4,560	4,745
Community Outreach Specialist	4,256	4,427	4,605	4,789	4,980	5,179
Code Enforcement Officer	4,256	4,427	4,605	4,789	4,980	5,179
Property and Evidence Specialist	4,299	4,470	4,649	4,835	5,029	5,229
Police Officer	5,288	5,638	5,889	6,213	6,494	6,849
Sergeant	6,549	6,875	7,220	7,581	7,959	8,358

Classification

Effective 07/01/2021	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Records Specialist	4,014	4,175	4,344	4,517	4,697	4,887
Community Outreach Specialist	4,384	4,560	4,743	4,933	5,129	5,334
Code Enforcement Officer	4,384	4,560	4,743	4,933	5,129	5,334
Property and Evidence Specialist	4,428	4,604	4,788	4,980	5,180	5,386
Police Officer	5,447	5,807	6,066	6,399	6,689	7,054
Sergeant	6,745	7,081	7,437	7,808	8,198	8,609

This page is intentionally blank.

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

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

PROJECT TEAM: Gregory H. Robertson, P.E., AICP, CFM, Director of Public Works
 Marcey Crowell, Administrative Assistant

MEETING DATE: April 8, 2019

SUBJECT TITLE: Water Conservation Program: High-Efficiency Toilet Rebate Program

ACTION REQUESTED:

	Ordinance	Order	X	Resolution	Motion	Informational
--	-----------	-------	---	------------	--------	---------------

X all that apply

BACKGROUND:

The City Council established Objective 1.1: Implement Conservation Measures, with a specific action item to develop and implement a rebate program for the purchase and installation of High Efficiency Toilets (HETs). The attached resolution seeks to implement an HET program.

The proposed HET program is based on extensive research from partners within the Regional Water Providers Consortium including several municipalities within Washington County. The HET program allows for a \$75 rebate upon proof-of-purchase of a high-efficiency toilet that replaces an older toilet. The purchaser is responsible for disposal of the old toilet.

Attached for your consideration is a resolution establishing an HET rebate program and supporting exhibits. The exhibits include an application with instructions and screenshots from a yet unpublished webpage announcing the program. Staff plans to publish the new program in the Utility Billing Statement, on the website, and social media, with an effective start date of July 1, 2019, pending approval of the program and funding.

FISCAL IMPACT:

Staff will request initial funding of \$10,000 from the Water Fund as part of this year's budget request. Depending on demand, this amount may be adjusted upward or downward in future years and will become part of the annual budget cycle.

STAFF RECOMMENDATION:

Staff recommends the City Council adopt the attached resolution authorizing to implement the HET rebate program in accordance with the attached Exhibit A.

ATTACHMENT(s):

- 1) Draft webpage
- 2) Resolution and Exhibit A

View Edit Revisions Clone content

Residential High-Efficiency Toilet (HET) Rebate Program

As of July 1, 2019, the City of Forest Grove is offering rebates to residential customers who replace their non-efficient toilets with an EPA WaterSense Certified toilet.



ELIGIBILITY REQUIREMENTS:

- Applicants must live in a single-family residence within the City of Forest Grove service area.
- Applicants must have a current City of Forest Grove utility billing account in good standing; utility billing accounts in "past due" status will not be eligible for rebates.
- Applicants must include a copy of proof-of-purchase receipt from retailer or plumbing company that specifies the purchaser's name, purchase date, purchase price, manufacturer, and model number.
- Applications must be received within 60 days of the purchase date.
- Prior to approval, an on-site inspection may be required by a City of Forest Grove Inspector.
- Installed toilet must be [EPA WaterSense certified](#) (1.28 gallons per flush or less) AND replace non-efficient toilet.

TERMS OF REBATE:

- \$75 HET rebate; limit 2 HET rebates per household.
- Eligibility is based on a first-come, first-served basis until all funds are distributed; program may be discontinued at any time without notice.
- The total rebate per item will not exceed the receipt amount.
- Rebates will be mailed in the form of a check to the address specified on the rebate application; rebates will not be credited to the utility billing account.
- As a condition of rebate program, it shall be tenant/property owner's responsibility to properly dispose of the non-compliant fixture.

CHECKLIST:

- Toilet was installed in a single family residence
- Applicant is listed on utility account
- Proof-of-purchase attached and includes the HET manufacturer, make and model, purchase date
- Toilet is EPA WaterSense certified HET
- Rebate has not previously been issued at this address
- Utility Billing account is not past due ([pay your bill online](#))
- Submit completed rebate application and proof of purchase within 60 days of purchase
 - In person at the Engineering Office (1928 Council St. Forest Grove, OR 97116)
 - By mail: City of Forest Grove, Attn: Engineering; PO Box 326, Forest Grove, OR 97116
 - By email: mcrowell@forestgrove-or.gov

QUESTIONS?

Contact Marcey Crowell at (503) 992-3228 or mcrowell@forestgrove-or.gov

Find more ways to conserve water by visiting: <https://www.conserveh2o.org/>

Take advantage of these **FREE** water saving devices available at the Engineering office (while supplies last):

- Faucet aerators
- Outdoor watering gauges
- High efficiency hose nozzles
- High efficiency shower heads



Engineering

City Maps

Construction & Design Standard Details

Erosion Control

Fee Schedule - Engineering

+ Master Plans

Project Bids

+ Right-of-Way (ROW) Permitting

Staff Directory

Traffic Information

Contact Information

Engineering Department
1928 Council Street
PO Box 326
Forest Grove, Oregon 97116-0326
Phone: 503.992.3228
Fax: 503.992.3203

Public Works Director:
Gregory Robertson
Phone: 503.992.3228
Email: grobertson@forestgrove-or.gov

Engineering Administrative Assistant:
Marcey Crowell
Phone: 503.992.3228
Email: mcrowell@forestgrove-or.gov

[Edit Contact Details](#)

[View Full Contact Details](#)

RESOLUTION NO. 2019-16

RESOLUTION AUTHORIZING IMPLEMENTATION OF THE RESIDENTIAL HIGH-EFFICIENCY TOILET REBATE PROGRAM FOR WATER CONSERVATION AND ESTABLISHING THE PROGRAM REQUIREMENTS

WHEREAS, the City Council of Forest Grove has established a goal to Provide Safe, Livable, and Sustainable Neighborhoods; and

WHEREAS, within this goal, the City Council established an objective to implement a Residential High-Efficiency Toilet Rebate Program (Program) for tenants and property owners within the City’s service area; and

WHEREAS, funding for the Program for Fiscal Year 2018-19 will derive from existing Water Fund revenues and be budgeted annually thereafter; and,

WHEREAS, the Program has been reviewed and endorsed by the Sustainability Commission; and

WHEREAS, the Program will be implemented on a first-come, first-serve basis, until such time available funds are expended; and

WHEREAS, the Program will be implemented in accordance with the attached Exhibit A (Application).

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

Section 1. The City Council hereby approves implementing the Residential High-Efficiency Toilet Rebate Program and establishing the program requirements in accordance with the attached Exhibit A, effective July 1, 2019.

Section 2. The Program will be funded with existing Water Fund revenues in Fiscal Year 2018-19 and will become part of the annual budget process thereafter.

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

PRESENTED AND PASSED this 8th day of April, 2019.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of April, 2019.

Peter B. Truax, Mayor

This page is intentionally blank.



A place where families and businesses thrive.

Residential High-Efficiency Toilet (HET) Rebate Application

City of Forest Grove

APPLICANT INFORMATION					
Last name:			First name:		
Installation address:					
Mailing address (if different):					
Phone #:			E-mail:		
Utility billing account #:			<input type="checkbox"/> Homeowner <input type="checkbox"/> Tenant (<i>complete homeowner information</i>)		
HOMEOWNER INFORMATION					
Last name:			First name:		
Address:				Phone #:	
Homeowner signature: _____				Date: _____	
TOILET INFORMATION					
Toilet 1	Manufacturer:	Model name:	Model #:	Replaced toilet gpf:	Date purchased:
					Price:
Toilet 2	Manufacturer:	Model name:	Model #:	Replaced toilet gpf:	Date purchased:
					Price:
<p>I certify the information I have provided is true and correct, and I have purchased the products to replace non-efficient products at the location indicated. I grant permission to the City of Forest Grove, with notification, to enter upon the property to inspect the installation of rebate products to assure program requirements are met. I understand rebates are distributed on a first-come first-served basis until all funds are distributed, and may be discontinued at any time without notice. I have read and understand the eligibility requirements and terms of the Forest Grove Residential HET Rebate program.</p>					
Applicant signature: _____				Date: _____	
FOR OFFICIAL USE ONLY					
Date received:			Approved by:		
<i>Attach copy of Payment Request</i>					
Rebate amount:		Vendor #:		Expected check date:	

Residential High-Efficiency Toilet (HET) Rebate Program

ELIGIBILITY REQUIREMENTS:

- Applicants must live in a single-family residence within the City of Forest Grove service area.
- Applicants must have a current City of Forest Grove utility billing account in good standing; utility billing accounts in “past due” status will not be eligible for rebates.
- Applicants must include a copy of proof-of-purchase receipt from retailer or plumbing company that specifies the purchaser’s name, purchase date, purchase price, manufacturer, and model number.
- Applications must be received within 60 days of the purchase date.
- Prior to approval, an on-site inspection may be required by a City of Forest Grove Inspector.
- Installed toilet must be [EPA WaterSense certified](#) (1.28 gallons per flush or less) AND replace non-efficient toilet.

TERMS OF REBATE:

- \$75 HET rebate; limit 2 HET rebates per household.
- Eligibility is based on a first-come, first-served basis until all funds are distributed; program may be discontinued at any time without notice.
- The total rebate per item will not exceed the receipt amount.
- Rebates will be mailed in the form of a check to the address specified on the rebate application; rebates will not be credited to the utility billing account.
- As a condition of rebate program, it shall be tenant/property owner’s responsibility to properly dispose of the non-compliant fixture.

CHECKLIST:

- Toilet was installed in a single-family residence
- Applicant is listed on utility account
- Proof-of-purchase attached and includes the HET manufacturer, make and model, purchase date
- Toilet is EPA WaterSense certified HET
- Rebate has not previously been issued at this address
- Utility Billing account is not past due
(Pay your bill online at <https://www.municipalonlinepayments.com/forestgroveor/utilities>)
- Submit completed rebate application and proof of purchase within 60 days of purchase

In person: City of Forest Grove Engineering Office 1928 Council St. Forest Grove, OR 97116	By mail: City of Forest Grove Attn: Engineering Office PO Box 326 Forest Grove, OR 97116	By email: mcrowell@forestgrove-or.gov
--	--	---

QUESTIONS? Contact Marcey Crowell at (503) 992-3228 or mcrowell@forestgrove-or.gov

Find more ways to conserve water by visiting: <https://www.conserveh2o.org/>

Take advantage of these FREE water saving devices available at the Engineering office (while supplies last):

- Faucet aerators
- High efficiency hose nozzles
- Outdoor watering gauges
- High efficiency shower heads



URBAN RENEWAL AGENCY MEETING AGENDA

MONDAY, APRIL 8, 2019

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

9:20 PM – Urban Renewal Agency Meeting

PETER B. TRUAX, DIRECTOR BOARD CHAIR

Thomas L. Johnston, Vice Chair
Timothy A. Rippe
Ronald C. Thompson

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

All meetings of the Urban Renewal Agency Board 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 Urban Renewal Agency Board 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 Board, 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 Board action.

➔ **Citizen Communications** – Anyone wishing to address the Board 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 Board, 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 Urban Renewal Agency Board, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235.

All 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, 503-992-3235, at least 48 hours prior to the meeting.

9:20

1. **URBAN RENEWAL AGENCY MEETING:** Roll Call
2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Urban Renewal Agency Board 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:**
 - A. *Approve Urban Renewal Agency Regular Meeting Minutes of June 25, 2018*
 - B. *Approve Urban Renewal Agency Work Session (Next Steps) Meeting Minutes of October 8, 2018.*
 - C. *Approve Urban Renewal Agency Work Session (Strategic Outlook) Meeting Minutes of January 28, 2019.*
 - D. *Approve Urban Renewal Agency Work Session (Goals and Objectives) Meeting Minutes of February 25, 2019.*

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:** None

9:25

6. **URA RESOLUTION NO. 2019-01 OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY ADOPTING GOALS AND OBJECTIVES**

9:30

7. **ADJOURNMENT:**

Paul Downey, Administrative Services Director
Jesse VanderZanden, City Manager



Monday, June 25, 2018

Urban Renewal Agency Meeting Minutes

9:20 p.m., Community Auditorium

Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the regular URA meeting to order at 8:55 p.m.

ROLL CALL: URA DIRECTORS PRESENT: Thomas Johnston, Vice-Chair; Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph "Val" Valfre; and Peter Truax, Chair. URA DIRECTORS ABSENT: Malynda Wenzl, excused.

STAFF PRESENT: Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

A. Approve Urban Renewal Agency Meeting Minutes of May 29, 2018.

MOTION: Director Vice Chair Johnston moved, seconded by Director Rippe, to approve the Consent Agenda as presented. ABSENT: Director Wenzl. MOTION CARRIED 6-0 by voice vote.

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS: None.

6. PUBLIC HEARING AND URA RESOLUTION NO. 2018-03 ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING THE TAX INCREMENT FOR FISCAL YEAR COMMENCING JULY 1, 2018, AND ENDING JUNE 30, 2019

Staff Report:

Downey presented the above-proposed resolution for Board consideration, noting the URA Budget Committee approved at its meeting of May 17, 2018, a proposed budget of \$400,182 and declared tax increment be collected for Fiscal Year commencing July 1, 2018, and ending June 30, 2019. Downey reported this is the fourth operating budget for the URA, noting principal revenues that will be available

in Fiscal Year 2018-19 are taxes collected on incremental increase in assessed value of the URA. Downey added the budget includes funds to pay interest to the City's Capital Project Fund for debt for the land purchase and the loan for development costs. In conclusion of the above-noted staff report, Downey advised staff is recommending approval of the proposed budget in the amount of \$400,182 for Fiscal Year 2018-19.

Before proceeding with Public Hearing and Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2018-03.

VanderZanden read URA Resolution No. 2018-03 by title.

MOTION: Director Vice Chair Johnston moved, seconded by Director Rippe, to adopt URA Resolution No. 2018-03 Adopting the Budget, Making Appropriations, and Declaring the Tax Increment for Fiscal Year Commencing July 1, 2018, and Ending June 30, 2019.

Public Hearing Opened:

Director Chair Truax opened the Public Hearing and explained hearing procedures.

Testimony Heard:

No one testified and no written comments were received.

Public Hearing Closed:

Director Chair Truax closed the Public Hearing.

Board of Directors Discussion:

Hearing no discussion from the Board, Director Chair Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Directors Johnston, Rippe, Thompson, Uhing, Valfre, and Director Chair Truax. NOES: None. ABSENT: Director Wenzl. MOTION CARRIED 6-0.

7. **ADJOURNMENT:**

Director Chair Truax adjourned the URA regular meeting at 9:00 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

This page is intentionally blank.



Urban Renewal Agency Work Session Minutes
URA Next Steps/Visioning

Monday, October 8, 2018
8:30 p.m., Community Auditorium

Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the URA work session to order at 8:40 p.m.

ROLL CALL: URA DIRECTORS PRESENT: Thomas Johnston, Vice-Chair, Timothy Rippe; Ronald Thompson; Adolph "Val" Valfre; Malynda Wenzl; Elena Uhing; and Peter Truax, Chair.

STAFF PRESENT: Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner; Michael Kinkade, Fire Chief (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: URA NEXT STEPS

Riordan, Pohl, Downey, and VanderZanden facilitated the work session, noting the purpose of the work session was to discuss the Urban Renewal Agency (URA) cash flow estimates and envisioning a plan forward for URA programs and formation of an URA advisory committee. Riordan and Pohl presented a PowerPoint presentation overview on the approved URA Plan and Goals adopted in 2014 and authorized from 2014-2034, noting the Board heard an overview of the URA's Goals and Objectives and recent accomplishments in Work Session held on January 8, 2018. Riordan and Pohl advised the URA includes 250 acres (6.6 percent of City's land area), noting tax increment funds can be used for capital projects, land acquisition and URA administration; tax increment funds cannot be used for maintenance or general operations; and tax increment funds must be used within the URA boundary and projects directly benefiting the URA. Downey presented a PowerPoint presentation overview on the URA revenue analysis, noting revenue (tax increment) increases in 2020 to \$340,000 in part because of current projects that increased assessed value. Downey reported the URA Fund Balance Analysis has approximately \$242,000 in current fund balance or "savings account", noting a portion of this must be held in reserve to offset negative net revenue in 2020 and 2021. Downey advised approximately \$350,000 is available to use over the next five years, if revenue is as projected, which is the focus of tonight's work session. In conclusion of the above-noted staff report, Riordan, Pohl, Downey and

VanderZanden recapped the following three strategic opportunities for the Board's consideration:

- 1) **Town Center Improvements**, would occur in Town Center and Town Center Transition (TCT) Zones and include Streetscapes (parking, public art, festival street (21st Avenue), parklet pilot project, wayfinding; street trees; and crosswalks).
- 2) **Site B Redevelopment Options** (site is about 41,000 square feet and zoned TCT).
 - Do nothing – leave vacant
 - Sell with current zoning. Utilize funds for URA projects.
 - Develop, would utilize a competitive request for proposals.

Staff noted each condition that the URA adds increases the project cost and the likelihood that the URA will have to assist.

- 3) **Strategic Opportunity Reserve**, monies could be used for:
 - Land purchases that increase assessed value.
 - Land purchases in strategic areas, i.e., 19th Avenue.

Staff recapped the following scenarios:

- **Scenario 1:** \$50,000/year for Town Center Improvements; remaining amount in savings to cover revenue projections.
- **Scenario 2:** Place all monies into a strategic reserve for a specific project the Board may want to do, i.e., Site B or strategic land purchase.
- **Scenario 3:** A blend of all above.

URA Board Discussion:

Director Chair Truax opened the floor and roundtable discussion ensued as the Board discussed the urban renewal strategic investments, to which Downey summarized the funds available (approximately \$350,000) that could be used for URA projects over the next five years, if revenue is as projected. Riordan, Pohl, Downey and VanderZanden responded to various concerns and inquiries the Board presented pertaining to the financial obligations and the three programs focused above, noting staff is recommending the Board form an URA Advisory Committee to make recommendations to the Board about the three programs, to which the Board collectively concurred. In response to Site B redevelopment options (i.e., housing, commercial, mixed-use, hotel, motel, market and project amenities), Downey advised if Site B is developed, the city would utilize a competitive request for proposals process, to which the Board collectively concurred. In response to inquiries pertaining to affordable housing goals and revitalization of 19th Avenue corridor, Riordan advised the URA Plan would need to be amended as it currently does not address affordable housing, noting the Plan promotes commercial and mixed-use redevelopment of sites along the Pacific Avenue corridor and within the Town Center. In conclusion of the above-noted Board discussion, VanderZanden advised the next step is to bring back a proposed URA strategic outlook plan for the

focus areas and Site B redevelopment for the Board's consideration, to which the Board concurred.

The URA Board took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT:

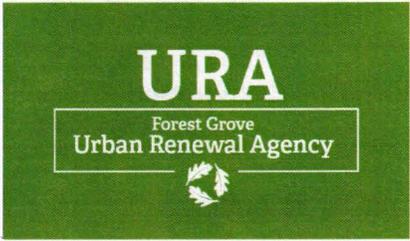
Director Chair Truax adjourned the URA work session meeting at 9:25 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

This page is intentionally blank.

32



Urban Renewal Agency Work Session Minutes
URA Strategic Outlook

Monday, January 28, 2019
6:00 p.m., Community Auditorium

Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the URA work session to order at 6:10 p.m.

ROLL CALL: URA DIRECTORS PRESENT: Thomas Johnston, Vice-Chair; Timothy Rippe; Ronald Thompson; Adolph "Val" Valfre; Malynda Wenzl; Elena Uhing; and Peter Truax, Chair.

STAFF PRESENT: Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner; Jeff King, Economic Development Manager (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: URA STRATEGIC OUTLOOK

Riordan, Pohl, Downey, and VanderZanden facilitated the work session, noting the purpose of the work session was to discuss the Urban Renewal Agency (URA) cash flow estimates and how it impacts planning as well as implementing short-term project priorities based on anticipated URA funding for 2019-2026. Downey presented a PowerPoint presentation overview on the URA cash flow, noting the URA has approximately \$325,000 or \$46,000/year available to use over the next five years, if revenue is as projected. VanderZanden reported the Board held a Work Session on October 8, 2018, and concurred implementing short-term project priorities for 2019-2026 based on projected revenue. VanderZanden presented a PowerPoint presentation overview, noting the URA's five adopted Goals and 13 Objectives identified in the URA Plan (referenced as Attachment 2), which was adopted in 2014, were integrated into a draft Work Plan (referenced as Attachment 1) and action plans for each of the Objectives were identified for 2019 based on the short-term project priorities identified for 2019-2026, noting no changes to the adopted goals and objectives are being proposed. VanderZanden noted staff integrated the adopted goals and objectives and refined the URA Work Plan for better accessibility, readability and transparency, essentially using the same format as the Council Goals and Objectives. In addition, Riordan and Pohl presented a PowerPoint presentation overview on each of the short-term project priorities for

2019-2026, proposed funding allocation and implementation plans as outlined below:

Town Center Program, consisting of:

- **Storefront Improvement Grant Program** - Anticipated Short-Term Funding \$100,000. The program has awarded 10 projects totaling \$62,000.
- **Streetscapes:**
 - o Public Art Program – Anticipated Short-Term Funding is \$100,000. The program is limited to installation art. Work with Public Arts Commission and Historic Landmarks Board to refine project ideas for funding. Bring back a proposed resolution to the URA Board in March for consideration.
 - o Festival Street – Anticipated Short-Term Funding is \$50,000 to hire a landscape architect to prepare design alternatives and cost estimates for 21st Avenue from College Way to B Street. Two alternatives will be developed with community input.
 - o Parklet Pilot Program – Anticipated Short-Term Funding is \$5,000 to construct one parklet. Develop program guidelines; release request for proposal; project selection and construction.
 - o Wayfinding – Anticipated Short-Term Funding is \$50,000 for wayfinding signage and kiosks improvements.
 - o Street Trees – Anticipated Short-Term Funding is \$20,000 to identify and possibly replace street trees causing damage to the decorative sidewalks in the downtown. *(Transfer to Council Goals and Objectives)*
 - o Crosswalks – Council adopted Resolution No. 2018-33 approving Town Center Crosswalk Plan. The project includes installation of colored brick paver or concrete crosswalks in the Town Center area at six priority locations along Pacific Avenue and 21st Avenue at A Street, Main Street, and College Way. *(Transfer to Council Goals and Objectives)*
 - o Town Center Parking – Parking Study is already funded and includes inventorying on-street and off-street public parking spaces, assessing utilization and preparing recommendations for parking management. Next step is to review study recommendations and prioritize implementation. *(Transfer to Council Goals and Objectives)*

Site B Redevelopment Options – Next step is to hold a work session after appraiser has prepared a market value and determine next steps. *(Establish URA advisory committee to consider disposition of alternatives for Site B).*

In conclusion of the above-noted report, Riordan and Pohl advised the URA Plan, depending on resources, identifies long-term projects that could begin in 2027 (when City loan is paid) and within the timeline that the URA is expected to end (2035).

URA Board Discussion:

Director Chair Truax opened the floor and roundtable discussion ensued pertaining to the projected revenue, each of the short-term project priorities for 2019-2026, proposed funding allocation and implementation plans as outlined above. Riordan,

Pohl, Downey and VanderZanden responded to various concerns, inquiries and scenarios the Board presented pertaining to funding allocation and the project priorities (i.e., festival street alternatives (i.e., four-way stop); art program guidelines and parklet rotation) and other potential funding opportunities (i.e., grants). In conclusion of the above-noted discussion, VanderZanden advised staff will update the draft Work Plan for the Board's acceptance as noted above, noting each Objective will be briefed in detail to the Board prior to the budget process to enable discussion and budget priorities. A URA Work Session will be scheduled at a later date, at which time, the Board will finalize the URA Work Plan as part of their decision-making process.

The URA Board took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT:

Director Chair Truax adjourned the URA work session meeting at 6:55 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

This page is intentionally blank.

3D



Urban Renewal Agency Work Session Minutes
URA Goals and Objectives

Monday, February 25, 2019
9:00 p.m., Community Auditorium

Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the URA work session to order at 8:05 p.m.

ROLL CALL: URA DIRECTORS PRESENT: Thomas Johnston, Vice-Chair; Ronald Thompson; Adolph "Val" Valfre; Malynda Wenzl; Elena Uhing; and Peter Truax, Chair. **URA DIRECTORS ABSENT:** Timothy Rippe, excused.

STAFF PRESENT: Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; and Anna Ruggles, City Recorder.

2. WORK SESSION: URA GOALS AND OBJECTIVES

Downey and VanderZanden facilitated the work session, noting the purpose of the work session was to review the draft spreadsheet of the URA Goals and Objectives and Work Plan (Attachment 1), which were the subject of the Work Sessions held on October 8, 2018, and January 28, 2019, and reviewed at the Council Retreat held on February 2, 2019, noting the Board consensus was to integrate the URA five adopted Goals and 13 Objectives identified in the URA Plan, which was adopted in 2014, and implement action plans for each of the Objectives based on the short-term project priorities identified for 2019-2026, noting no changes to the adopted goals and objectives are being proposed. VanderZanden referenced the URA Work Plan (Attachment 1), noting the URA Work Plan outlines the following "Actions":

- 1.1 Establish an Urban Renewal Advisory Committee. *(To consider disposition alternatives for Site B).*
- 2.1 Addend URA Plan to implement Town Center Program. *(Transferred from Council Goals and Objectives)*
- 2.3 Pursue matching grants for Town Center Program. *(Transferred from Council Goals and Objectives).*
- 4.1 Continue storefront improvement grant program.
- 4.3 Initiate festival street alternatives analysis and concept design. *(Transferred from Council Goals and Objectives).*
- 4.6 Complete URA downtown installation art program and develop and implement Parklet Pilot Program (one parklet) *(Transferred from Council Goals and*

Objectives).

In conclusion of the above-noted presentation, VanderZanden advised this is the last work session to provide Director comments, noting a proposed resolution adopting the URA Work Plan will be presented for Board consideration at the March 18, 2019, Board Meeting.

URA Board Discussion:

Director Chair Truax opened the floor and roundtable discussion ensued as Directors had an opportunity to review the draft spreadsheet of the URA Goals and Objectives and Work Plan (Attachment 1), to which the Board had no additional changes. In conclusion of the above-noted discussion, VanderZanden advised staff will transfer the URA Actions to the Work Plan for the Board's acceptance, noting each Objective will be briefed in detail to the Board prior to the budget process to enable discussion and budget priorities. A URA Meeting will be scheduled for March 18, 2019, at which time, the Board will consider a resolution adopting the URA Work Plan.

The URA Board took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT:

Director Chair Truax adjourned the URA work session meeting at 8:22 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: 6.

FINAL ACTION: _____

URBAN RENEWAL AGENCY STAFF REPORT

TO: *Urban Renewal Agency Board of Directors*

FROM: *Jesse VanderZanden, Executive Director*

MEETING DATE: *April 8, 2019*

SUBJECT TITLE: *Urban Renewal Agency Goals & Objectives*

ACTION REQUESTED:

	Ordinance	Order	<input checked="" type="checkbox"/>	Resolution	Motion	Informational
--	-----------	-------	-------------------------------------	------------	--------	---------------

X all that apply

BACKGROUND:

The URA Board of Directors passed the URA Plan (Plan) in 2014. The primary purpose of the Plan is to eliminate blight and blighting influences, improve the utilization of land within the Urban Renewal Area, encourage private investment and job creation, and increase the taxable value of property within the City benefitting all overlapping taxing districts. The Plan is designed to be consistent with the Comprehensive Plan and zoning and development regulations adopted by the Forest Grove City Council.

To accomplish these purposes, the Plan established 5 Goals and 13 Objectives. These Goals and Objectives have remained consistent since their inception and no changes are being proposed. In an effort to make the Goals and Objectives more accessible, readable, and transparent, they were transposed into the same format as the City Council Goals and Objectives. In an effort to inform the budget process and implement the Goals and Objectives, the Board came to a consensus this year on a Work Plan. The Work Plan is part of and reflected in Exhibit A, the URA Goals and Objectives.

Although there are no changes being proposed to the Goal and Objectives, the Work Plan is new and requires approval by Resolution. Because the Work Plan is included in the same document as the Goals and Objectives, the Resolution simply refers to adopting the Goals and Objectives, in keeping with the same format as City Council. Lastly, because there are no changes to the Goals and Objectives as listed in the URA Plan, this action does not require an amendment to the URA Plan.

RECOMMENDATION:

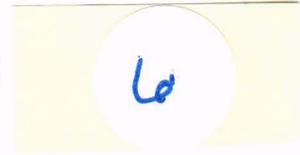
Staff recommends the URA Board consider and adopt Exhibit A, the URA Goals and Objectives.

ATTACHMENTS:

- 1) URA Goals and Objectives

This page is intentionally blank.

URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE



URA RESOLUTION NO. 2019-01

RESOLUTION ADOPTING URBAN RENEWAL AGENCY
GOALS AND OBJECTIVES

WHEREAS, the Urban Renewal Agency (URA) Board of Directors adopted the URA Plan in 2014 pursuant to URA Resolution No. 2014-01; and

WHEREAS, the URA Plan established five Goals and 13 Objectives; and

WHEREAS, there are no proposed changes to the Goals and Objectives therefore passage of this Resolution will not also require an amendment to the URA Plan, and

WHEREAS, the Board of Directors met in Work Session on February 25, 2019, and came to a consensus to develop a Work Plan to inform the budget process and implement the URA Goals and Objectives, and

WHEREAS, Exhibit A displays the unchanged Goals and Objectives and the new Work Plan, and

WHEREAS, the Work Plan requires approval by Resolution of the Board of Directors, and

WHEREAS, Exhibit A displays the Goals, Objectives and Work Plan clearly and transparently in one document for easy referral.

NOW, THEREFORE, BE IT RESOLVED BY THE URBAN RENEWAL AGENCY AS FOLLOWS:

Section 1. The Urban Renewal Agency hereby adopts its Goals and Objectives as shown in Exhibit A.

Section 2. This resolution is effective immediately upon its enactment by the Urban Renewal Agency of the City of Forest Grove.

PRESENTED AND PASSED this 8th day of April, 2019.

Jesse VanderZanden,
Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting thereof this 8th day of April, 2019, and filed with the Forest Grove City Recorder this date.

Peter B. Truax,
Urban Renewal Agency Chair

This page is intentionally blank.

URBAN RENEWAL AGENCY

GOALS AND OBJECTIVES
ADOPTED 2014

GOAL 1



Provide Opportunities
For Public Participation
in the Preparation and
Adoption of Urban
Renewal Plans, Plan
Amendments, and
Policies

GOAL 2



Adopt a Prudent
Annual Budget to
Minimize Financial
Risk to the Urban
Renewal Agency and
the City of Forest
Grove

GOAL 3



Improve the Local
Investment Climate by
Reducing Financial
Barriers to Development
and Redevelopment
Within the Urban
Renewal Area

GOAL 4



Promote a Vibrant
Forest Grove Town
Center Through
Strategic Urban
Renewal
Investments

GOAL 5



Promote Commercial
and Mixed-Use
Redevelopment of Sites
Along the Pacific
Avenue Corridor



URA

Forest Grove
Urban Renewal Agency



GOAL 1 – PROVIDE OPPORTUNITIES FOR PUBLIC PARTICIPATION IN THE PREPARATION AND ADOPTION OF URBAN RENEWAL PLANS, PLAN AMENDMENTS, AND POLICIES

OBJECTIVE	ACTION
1.1 Establish an Urban Renewal Advisory Committee.	Develop bylaws and form URAC. Consider disposition alternatives for Site B.

GOAL 2 – ADOPT A PRUDENT ANNUAL BUDGET TO MINIMIZE FINANCIAL RISK TO THE URBAN RENEWAL AGENCY AND THE CITY OF FOREST GROVE

OBJECTIVE

ACTION

2.1 Establish policies to guide strategic financial investments in the urban renewal area based on public benefit, documented financial need, scale of the project, and accepted underwriting principles.

Amend URA plan to implement Town Center Program.

2.2 Evaluate tax increment revenue collections annually to minimize long term impacts to overlapping taxing districts.

Part of annual budget process.

2.3 Secure grant funding from regional, state, federal agencies, and private organizations to implement the urban renewal program and supplement tax increment revenue.

Pursue matching grants for Town Center Program.

GOAL 3 – IMPROVE THE LOCAL INVESTMENT CLIMATE BY REDUCING FINANCIAL BARRIERS TO DEVELOPMENT AND REDEVELOPMENT WITHIN THE URBAN RENEWAL AREA

OBJECTIVE

ACTION

- 3.1 Capitalize a program to reduce development costs to the extent necessary to encourage private investment for projects proving a public benefit and resulting in appreciation of property values and efficient use of vacant and underutilized land.

GOAL 4 – PROMOTE A VIBRANT FOREST GROVE TOWN CENTER THROUGH STRATEGIC URBAN RENEWAL INVESTMENTS

OBJECTIVE

ACTION

4.1 Establish a program to encourage the preservation, conservation, and adaptive reuse of designated and contributing historic resources through improvements to the exterior and interior of buildings.

Continue storefront improvement grant program.

4.2 In conjunction with the Economic Development Commission, assist business retention and expansion efforts in the Forest Grove Town Center.

4.3 Identify a location and assist with funding construction of a public gathering place in the Town Center.

Initiate festival street alternatives analysis and concept design.

GOAL 4 – PROMOTE A VIBRANT FOREST GROVE TOWN CENTER THROUGH STRATEGIC URBAN RENEWAL INVESTMENTS

OBJECTIVE

ACTION

4.4 Purchase property from willing sellers to implement the urban renewal program.

4.5 Encourage the construction of needed housing and mixed use development in the Town Center.

4.6 Encourage uses and amenities that support increased community uses in the Town Center.

Develop URA downtown installation art program.
Develop and implement Parklet Pilot Program (I Parklet).

GOAL 5 – PROMOTE COMMERCIAL AND MIXED-USE REDEVELOPMENT OF SITES ALONG THE PACIFIC AVENUE CORRIDOR

OBJECTIVE

ACTION

5.1 Establish incentives to encourage a mixture of land uses including retail, office, and housing at strategic locations along the Pacific Avenue corridor through the creation of nodal development.

5.2 Work with the Economic Development Commission to market redevelopment opportunity sites to prospective developers.

This page is intentionally blank.