

CITY COUNCIL MONTHLY MEETING CALENDAR

Nov-18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
				1	2	3	
				EDC Noon	FGS&CC 1st Friday		
4		5	6	7	8	9	
		General Election Day CCI 5:30pm	Municipal Court FG Rural Fire 7pm	PAC 5pm HLB Forum, 7pm, Comm Aud		10	
	Planning Comm 7pm	Valtre out until Nov 10					Valtre returns
				National League of Cities Summit, Los Angeles, CA			
11	12	13	14	15	16	17	
	CITY OFFICES CLOSED	CITY COUNCIL 4:00 PM - WORK SESSION (B/C interviews) 5:30 PM - EXECUTIVE SESSION (Labor) 6:15 PM - WORK SESSION (Oak St Plan) 7:00 PM - REGULAR COUNCIL MEETING 8:30 PM - WORK SESSION (Parks SDC) COMMUNITY AUDITORIUM		WC Cities' Legislative Dinner 5:30 pm, Hillsboro Library Event Center 2850 NE Brookwood Pkwy			
		Library Comm 6:30pm	CFC 5:15pm	Ribbon Cutting Entrance, 11am Sustainability 6pm			
18	19	20	21	22	23	24	
Chamber Luncheon Sister Cities Mtg 4:45pm (moved to Dec 6) Planning Comm 7pm (TBD)			Municipal Court P&R 7am - Canceled CFC 5:15pm moved to 11/14	CITY OFFICES CLOSED	CITY OFFICES CLOSED		
	COUNCIL WORK SESSION (B/C Interviews) 4 PM-5:30 PM - COMMUNITY AUDITORIUM						
	5:30 PM - 7 PM - B/C INFORMATIONAL MTG				Holiday Tree Lighting		
25	26	27	28	29	30		
	CITY COUNCIL 4:30 PM - Council Swearing-In Ceremony 5:05 PM - WORK SESSION (B/C Interviews) 6:55 PM - Council TVCTV Holiday Greeting 7:00 PM - REGULAR COUNCIL MEETING 9:05 PM - WORK SESSION (Council Retreat) COMMUNITY AUDITORIUM						
		HLB 7:15pm	PSAC 7:30am				

Dec-18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
						Light Parade 5pm
2	3	4	5	6	7	8
		Red Cross Blood Drive 1pm-6pm, Comm Aud	Municipal Court Community Open House, 6pm FG Rural Fire 7pm	EDC Noon Sister Cities Mtg 4:45pm	FGS&CC 1st Friday	
	Planning Comm 7pm	CCI 5:30pm	Rippe out until December 9			
9	10	11	12	13	14	15
Ribbon-Cutting Main St Mural 9am	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	Statewide Housing Outreach, 1pm Comm Aud Library Comm 6:30pm	Employee Luncheon, 11:30am RWPC EC 5:30pm TBD	Foster's Retirement, 4pm PAC 5pm	Metro Councilors' Farewell 4pm-7pm, Convention Center	
Rippe returns						
16	17	18	19	20	21	22
Chamber Luncheon Sister Cities Mtg 4:45pm (TBD) Planning Comm 7pm		HLB 7:15pm	Municipal Court P&R 7am CFC 5:15pm	Sustainability 6pm		
23	24	25	26	27	28	29
	NO CITY COUNCIL MEETING SCHEDULED	CITY OFFICES CLOSED	Red Cross Blood Drive (Extr: 26 1pm-6pm, Comm Aud			
	Library closed 5pm		PSAC 7:30am	WEA 7:30am Sustainability moved to 12/20		
30	31					

Jan-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		CITY OFFICES CLOSED		EDC Noon	FGS&CC 1st Friday	
	Rippe out January 1 and returns January 13					
6	7	8	9	10	11	12
	Planning Comm 7pm	Red Cross Blood Drive 1pm-6pm, Comm Aud	Municipal Court	PAC 5pm		
13	14	15	16	17	18	19
	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM		P&R 7am CFC 5:15pm			
Rippe returns		Library Comm 6:30pm				
20	21	22	23	24	25	26
Chamber Luncheon Sister Cities Mtg 4:45pm (TBD) Planning Comm 7pm		HLB 7:15pm	Municipal Court PSAC 7:30am	Sustainability 6pm		Annual Town Meeting (TBD)
27	28	29	30	31		
	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM					

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A place where families and businesses thrive.

CITY COUNCIL MEETING AGENDA

MONDAY, NOVEMBER 26, 2018

- 4:30 PM – City Councilor Swearing In Ceremony**
- 5:05 PM – Work Session (B/C Reappointment Interviews)**
- 6:55 PM – City Council TVCTV Holiday Greeting**
- 7:00 PM – City Council Regular Meeting**
- 9:05 PM – Work Session (Council Retreat Options)**

**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.

4:30 CITY COUNCILOR SWEARING-IN CEREMONY

The public is invited to attend the City Council Swearing-In Ceremony in the Community Auditorium, 1915 Main Street, 5:30 pm.

Anna Ruggles, City Recorder
 Jesse VanderZanden, City Manager

5:05 WORK SESSION: B/C REAPPOINTMENT INTERVIEWS

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

Peter Truax, Mayor

6:55 CITY COUNCIL HOLIDAY GREETING

The City Council will convene in the Community Auditorium; TVCTV will record Forest Grove’s City Council Holiday Greeting.

Peter Truax, Mayor

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

1. A. PROCLAMATION:

- *Human Rights Day, December 10, 2018, Commander Kelly Jones, Washington County Sheriff’s Office, Human Rights Council of Washington County*

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) 7:10
 15mins

- 5. A.**
- *Forest Grove Economic Update, Emily Starbuck Washington County Workforce Analyst, Oregon Employment Department*

(PowerPoint Presentation) 7:25
 20mins

- 5. B.**
- *Homelessness Update, Annette Evans, Homeless Program Manager Chair, Housing and Supportive Services Network Federal Continuum of Care, Washington County Department of Housing Services*

(PowerPoint Presentation) 7:45
 20mins

- 5. C.**
- *Temporary Homeless Shelter Update, Brian Schimmel, Old Town Church*

(PowerPoint Presentation)
 Tom Gamble, Parks and Recreation
 Director
 Paul Downey, Administrative
 Services Director
 Jesse VanderZanden, City Manager

8:05 6. PUBLIC HEARING AND RESOLUTION NO. 2018-92 INDEXING PARKS SYSTEM DEVELOPMENT CHARGES (SDC) IN ACCORDANCE WITH THE ENGINEERING NEWS-RECORD CONSTRUCTION COST INDEX FOR SEATTLE

Keith Hormann, Light and Power Director Jesse VanderZanden, City Manager	8:15	7. <u>RESOLUTION NO. 2018-93 OF THE CITY OF FOREST GROVE, OREGON, AUTHORIZING THE NORTHWEST INTERGOVERNMENTAL ENERGY SUPPLY TO EXECUTE LOAN DOCUMENTS AND INCUR CERTAIN FINANCIAL OBLIGATIONS TO COBANK</u>
Jesse VanderZanden, City Manager	8:25	8. <u>RESOLUTION NO. 2018-94 CREATING THE FOREST GROVE SESQUICENTENNIAL CELEBRATION COMMITTEE TO COMMEMORATE THE CITY'S 150TH ANNIVERSARY IN 2022</u>
City Councilors	8:30	9. <u>CITY COUNCIL COMMUNICATIONS:</u>
Jesse VanderZanden, City Manager	8:50	10. <u>CITY MANAGER'S REPORT:</u>
Peter Truax, Mayor	8:55	11. <u>MAYOR'S REPORT:</u>
	<u>9:00</u>	12. <u>ADJOURNMENT:</u>

PowerPoint Presentation Jesse VanderZanden, City Manager	<u>9:05</u>	<u>WORK SESSION: COUNCIL RETREAT OPTIONS</u> The City Council will convene in the Community Auditorium to conduct the above work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council will take no formal action during the work session.
	<u>9:30</u>	<u>ADJOURNMENT:</u>

3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).
- A. Approve City Council Work Session (B/C New Applicant Interviews) Meeting Minutes of November 13, 2018.
 - B. Approve City Council Executive Session (Labor Negotiations) Meeting Minutes of November 13, 2018.
 - C. Accept Community Forestry Commission Meeting Minutes of October 17, 2018.
 - D. Accept Sustainability Commission Meeting Minutes of September 27, 2018.
 - E. Community Enhancement Program (CEP) Grant Projects Final Report 2017-18
 - F. Endorse New Liquor License Application (Off-Premise Sales) for US Market #399, 3712 Pacific Avenue, Suite A (Applicant: Rubbai Saini).
 - G. **RESOLUTION NO. 2018-87 MAKING APPOINTMENT TO COMMITTEE FOR COMMUNITY INVOLVEMENT (APPOINTING ASHLEY TERRY, STUDENT ADVISORY, TERM EXPIRING JANUARY 31, 2020) AND REPEALING RESOLUTION NO. 2018-81.**
 - H. **RESOLUTION NO. 2018-88 MAKING APPOINTMENTS TO ECONOMIC DEVELOPMENT COMMISSION (APPOINTING JILL VERBOORT, SMALL COMMERCIAL, TERM EXPIRING DECEMBER 31, 2021, AND CHRISTOPHER WILMETH, WORK FORCE (AT-LARGE), TERM EXPIRING DECEMBER 31, 2020).**
 - I. **RESOLUTION NO. 2018-89 MAKING APPOINTMENT TO LIBRARY COMMISSION (APPOINTING MATTHEW HAMPTON, STUDENT ADVISORY, TERM EXPIRING DECEMBER 31, 2019).**
 - J. **RESOLUTION NO. 2018-90 MAKING APPOINTMENT TO PARKS AND RECREATION COMMISSION (APPOINTING TAMMI MCLAUGHLIN, NE, TERM EXPIRING DECEMBER 31, 2019).**
 - K. **RESOLUTION NO. 2018-91 MAKING APPOINTMENT TO SUSTAINABILITY COMMISSION (APPOINTING LILLIANN MEEK, AT-LARGE, TERM EXPIRING DECEMBER 31, 2022).**

The public is cordially invited to attend

Forest Grove City Council Swearing-In Ceremony

*Monday, November 26, 2018
4:30 P.M. – 5:00 P.M.
Community Auditorium, 1915 Main Street
Refreshments following the ceremony*

Oaths of Office will be administered

by Anna D. Ruggles, CMC, City Recorder

To Incumbents:

- ***Mayor Peter B. Truax, 45th Mayor***

Mayor Appointed 2009-2010; Elected 2010-2014; 2014-2018; and 2018 Reelected Four-Year Term

- ***City Councilor Thomas (TJ) L. Johnston***

Elected 2002-2006; Reelected 2006-2010; Reelected 2010-2014; 2014-2018; and 2018 Reelected Four-Year Term

- ***City Councilor Ronald "Ron" C. Thompson***

Elected 2002-2006; Reelected 2006-2010; Reelected 2010-2014; 2014-2018; and 2018 Reelected Four-Year Term

- ***City Councilor Malynda H. Wenzl***

2014-2018 and 2018 Reelected Four-Year Term

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CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL MEMORANDUM

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *November 26, 2018*

SUBJECT: *B/C Reappointment Applicant Interviews*

BACKGROUND:

Pursuant to Resolution No. 2006-10, adopted Policy Relating to Appointments of Citizen Advisory Boards, Committees and Commissions (B/C), members of a standing B/C may reapply upon term expiring and may be re-interviewed at the discretion of Council (commonly after two terms). In addition, members may serve on multiple B/C at the discretion of Council.

Attached is the following for the B/C reappointment applicant interviews:

- Interview Schedule;
- Possible Interview Questions; and
- B/C Reappointment Applications:
 1. 5:10 pm: Pat Truax, PAC
 2. 5:20 pm: Kathleen Poulsen, LC
 3. 5:30 pm: James Draznin, EDC
 4. 5:40 pm: Nickie Augustine, LC
 5. 5:50 pm: Kathy Broom, PAC
 6. 6:00 pm: Lisa Nakajima, PC
 7. 6:10 pm: Solomon Clapshaw, CFC Student Advisory
 8. 6:20 pm: Lance Schamberger, CFC
 9. 6:30 pm: Jacob Rose, SC (applying as a new member as he no longer meets criteria as Pacific University Student)

B/C Reappointment Interviews not applicable:

10. Kevin Emerick, EDC Representative
11. Mark Nakajima, EDC Representative
12. Javier Urenda, EDC Representative
13. Kirsten Beier, LC (Appointed 03/18, so term is renewed at year-end for a two-year term).
14. William Youngs, HLB (Appointed 03/18, so term is renewed at year-end for a four-year term).

Please note: We have allotted 7-10 minutes for each interview. Refer to Attachment A and Highlighted in yellow are current members seeking reappointment and highlighted in red are members resigning and who will be formally recognized at the B/C Annual Reception in January; and members not highlighted, terms will terminate on December 31, if no response is received. Also, the report shows the number of absences reported during the year.

STAFF RECOMMENDATION:

Staff recommends City Council consider making the various B/C reappointments. Resolution(s) making formal reappointments will be placed on the Consent Agenda for the meeting of December 10, 2018, for Council's formal consideration.

Attachments:

Attachment A: List of B&C Terms Served; Number of Absences and Resignations

Attachment B: B/C Applications

**Boards, Committees, and Commissions
Reappointment Interviews**

					Budget	CCI	CFC	EDC	HLB	Library	P&R	Planning	Public Arts	Public Safety	Sustainability
					Apr/May	1st Tues 5:30pm	3rd Wed 5:15pm	1st Thurs Noon	4th Tues 7:15pm	2nd Tues 6:30pm	3rd Wed 7am	1st&3rd Mon 7pm	2nd Thurs 5pm	4th Wed 7:30am	4th Thurs 6 pm
						Wenzl	Thompson	Rippe	Johnston	Valfre	Wenzl		Johnston	Rippe	Uhing
								3 - Vacancies (Food/Beverage; SM Commercial; Utility)						1 - Vacancy (Rural/At-Lg)	3 - Vacancies (At-Large; Economic; Pacific Rep)
# of Board Vacancies:					1 - Vacancy										
# of Student Vacancies:								1 - Student					1 - Student	1 - Student	1 - PU Student
Interview Time:		Applicants:			BC	CCI	CFC	EDC	HLB	LC	P&R	PC	PAC	PSAC	SC
1	5:10 PM	Pat	Truax	A02/06 (12yrs)									PAC		
2	5:20 PM	Kathleen	Poulsen	(No Show 11/19) A01/07 (11yrs)						LC					
3	5:30 PM	James	Draznin	A02/14 (4yrs)				EDC At-Large							
4	5:40 PM	Nickie	Augustine	A02/14 (4yrs)						LC					
5	5:50 PM	Kathy	Broom	A05/07 (11yrs)									PAC		
6	6:00 PM	Lisa	Nakajima	A08/03 (15yrs)								PC			
7	6:10 PM	Solomon	Clapshaw	A12/16 (2yrs) (HS Student)			CFC								
8	6:20 PM	Lance	Schamberger	A03/09 (9yrs)			CFC								
9 *New	6:30:00 PM (by Skype)	Jacob	Rose	A09/15 (3yrs) (PU Student Term Expired)											SC (New Member)

**Boards, Committees, and Commissions
Reappointment Interviews**

B/C Reappointments Interviews not applicable															
Interview Time:	Applicants:				BC	CCI	CFC	EDC	HLB	LC	P&R	PC	PAC	PSAC	SC
Wood/Ag Representative	Kevin	Emerick	A10/17				EDC Rep								
Business / Small Mfg Representative	Mark	Nakajima	A11/12				EDC Rep								
Hispanic Representative	Javier	Urenda Camacho	A03/15				EDC Rep								
Interviewed 2018	Kirsten	Beier	A03/18						LC						
Interviewed 2018	William	Youngs	A03/18					HLB							
**Pending PAC Bylaw review	Kathleen	Leatham	A02/06	No longer meets criteria resides outside of city (Carlton). PAC Bylaws no At-Large Members								PAC			

Years	Term Exp	Apptd	Last	First		Missed Mtgs
		BUDGET		3-yr		
8 years	12/31/2018	A 01/10	Fuiten	Rod	RESIGNED	
14 years	12/31/2018	A 01/04	Maisel	David		1
5 years	12/31/2018	A 02/13	Roth	Debby		1
		CCI		4-yr		
		CFC		3-yr		
9 years	12/31/2018	A 03/09	Schamberger	Lance		4
2 years	12/31/2018	A 12/16	Clapshaw	Solomon	(High School Student Advisor)	1
		EDC		3-yr		
4 years	12/31/2018	A 02/14	Draznin	James	(At-Large)	
1 year	12/31/2018	A 10/17	Emerick	Kevin	Wood/Ag Products	
7 years	12/31/2018	A 01/11	Kramer	Hope	Residential Dev NO RESPONSE	
6 years	12/31/2018	A 11/12	Nakajima	Mark	Business/Small Mfg (Multiple CFC)	
4 years	12/31/2018	A 02/14	Prickett	Jennifer	Large Commercial NO RESPONSE	
3 years	12/31/2018	A 03/15	Urenda	Javier	Hispanic Rep	
		HLB		4-yr		
9 months	12/31/2018	A 03/18	Youngs	William (Bill)	Term Renewal	
		LIBRARY		2-yr		
4 years	12/31/2018	A 02/14	Augustine	Nickie		
9 months	12/31/2018	A 03/18	Beier	Kirsten	Term Renewal	
11 years	12/31/2018	A 01/07	Poulsen	Kathleen		3
		P&R		4-yr		
6 years	12/31/2018	A 11/12	Sullivan	Howard	(Multiple EDC)	1
		PLANNING		4-yr		
15 years	12/31/2018	A 08/03	Nakajima	Lisa		2
5 years	12/31/2018	A 02/13	Ruder	Phil		1
		PAC		3-yr		
11 years	12/31/2018	A 05/07	Broom	Kathy		3
12 years	12/31/2018	A 02/06	Leatham	Kathleen	No longer meets criteria resides outside of city (Carlton)	4
12 years	12/31/2018	A 02/06	Truax	Pat		1
		PSAC		4-yr		
		SUSTAINABILITY		4-yr		
3 years	12/31/2018	A 09/15	Rose	Jacob	*REAPPLIED (No longer meets criteria as PU Student)	2
		RESIGNED				

7-10 minutes is allotted for each applicant interview

Note: Once Council renders a decision on the status of an appointee, the City Recorder notifies appointee and schedules a formal Resolution for consideration on the next Council meeting agenda.

POSSIBLE QUESTIONS FOR B&C REAPPOINTMENT APPLICANT INTERVIEWS

Please feel free to use questions and/or other information in order to conduct a successful interview.

1) *What would you like to see the board/commission accomplish in the next several years?*

2) *What interests you the most about the board/commission?*

3) *How do you engage other board members?*

4) *What ideas do you have for increasing citizen involvement?*

5) *Is there an area in which you think the City may be letting its citizens down? If so, what would that be?*

6) *What do you see as a critical need or a major concern facing the City?*

7) *Do you favor growth or do you feel the City is currently big enough?*

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

9) *What ideas do you have that would help the City become a more sustainable community?*

Questions asked of each applicant:

If we cannot appoint you at this time, may we keep your application on file?

Do you have any questions for us?

PAC - A02/06

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

Interview 11/26/18 @ 5:10pm

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Webform results](#) >

Submission information

Form: [Boards and Commissions Reappointment Application](#) [1]

Submitted by Visitor (not verified)

Monday, October 22, 2018 - 1:10pm

172.16.64.19

First & Last Name

Pat Truax

Street Address

██████ Forest Gale Dr.

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Work Telephone Number

██████████

Employer

retired

Occupation/Profession

retired

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Excellent

What ideas do you have for improving "Fair" or "Poor" performance?

Select which Boards, Committees or Commissions you would like to apply for:

Public Arts Commission (2nd Thursday, 5pm)

Within the last 12 months, please indicate the number of meetings you were unable to attend.

Only one due to travel.

Please indicate why you would like to be reappointed.

The Public Arts Commission is moving forward creating a strategic plan. I feel that I have both knowledge and energy to help see this plan to completion.

What specific topics interest you that relate to the board?

As a commission to promote public art, I have been and will continue to be an enthusiastic supporter of this goal. The commission has many topics on the drawing board that will make Forest Grove a better place to live.

Please type your name below as a signature.

Pat Truax

Date

10/22/2018

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/6311>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

Library A01/07

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

**Interview 11/19/18
4:10 pm**

No show →

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Webform results](#) > B

Interview 11/26/18 @ 5:20pm

Submission information

Form: [Boards and Commissions Reappointment Application](#) [1]

Submitted by Visitor (not verified)

Monday, November 12, 2018 - 9:50am

172.16.64.19

First & Last Name

Kathleen Poulsen

Street Address

Valley Crest Way

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

Telephone/Cell Phone Number

Work Telephone Number

Employer

retired

Occupation/Profession

substitute teacher

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Excellent

What ideas do you have for improving "Fair" or "Poor" performance?

Select which Boards, Committees or Commissions you would like to apply for:

Library Commission (2nd Tuesday, 6:30pm)

Within the last 12 months, please indicate the number of meetings you were unable

to attend.

Three

Please indicate why you would like to be reappointed.

I've served on the Library Commission for over 11 years. The Library continues to be an important part of my community life in Forest Grove.

What specific topics interest you that relate to the board?

Continuous improvement of programs and policies that expand the Library's role as a cultural center for the community. I'm especially interested in our outreach to children and young adults.

Please type your name below as a signature.

Kathleen Poulsen

Date

11/11/2018

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/6721>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

EDC A0214
AT-4

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Webform results](#) > [Boards & Commissions Reappointin](#)

Interview 11/26/18 @ 5:30pm

Submission information

Form: [Boards and Commissions Reappointment Application](#) [1]

Submitted by Visitor (not verified)

Friday, November 16, 2018 - 8:17pm

172.16.64.19

First & Last Name

James Draznin

Street Address

█ Filbert St.

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

█

Telephone/Cell Phone Number

█

Work Telephone Number

N/A

Employer

Retired

Occupation/Profession

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Excellent

What ideas do you have for improving "Fair" or "Poor" performance?

Select which Boards, Committees or Commissions you would like to apply for:

Economic Development Commission (1st Thursday, Noon)

Within the last 12 months, please indicate the number of meetings you were unable

to attend.

Zero.

Please indicate why you would like to be reappointed.

The Commission is in a time of significant transition, and I would like to serve this second term to help see through that transition. Forest Grove has been in a two-decade transition, and it is important to broaden and strengthen its economic sector in balance with its solid public and non-profit sectors and its strong sense of community.

What specific topics interest you that relate to the board?

Sharpen the Commission's focus as a Council advisory board.

Continue the Commission's success promoting local economic development, particularly as a national or even global economic slow down--that would likely impact Forest Grove--seems more and more probable.

Please type your name below as a signature.

James W. Draznin

Date

11/16/2018

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/6791>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

ADVISORY BOARDS, COMMITTEES AND COMMISSIONS REAPPOINTMENT APPLICATION

The City Council invites current members to reapply during open recruitment. Members reapplying may be interviewed by Council after every term to continue service. Each committee/commission has membership criteria and purpose, which can be found on the City's website <http://www.forestgrove-or.gov>. Please checkmark the specific committee/commission for which you would like to be considered for reappointment. If interested in serving on multiple boards (no more than two), please list in the order of preference.

- | | | | |
|--|-----------------------------------|--|---|
| <input type="checkbox"/> Budget Committee | 3-4 times in May | <input type="checkbox"/> Parks & Recreation Commission | 3 rd Wednesday, 7am |
| <input type="checkbox"/> Committee for Community Involvement | 1 st Tuesday, 5:30pm | <input type="checkbox"/> Planning Commission | 1 st & 3 rd Monday, 7pm |
| <input type="checkbox"/> Community Forestry Commission | 3 rd Wednesday, 5:15pm | <input type="checkbox"/> Public Arts Commission | 2 nd Thursday, 5pm |
| <input type="checkbox"/> Economic Development Commission | 1 st Thursday, Noon | <input type="checkbox"/> Public Safety Advisory Commission | 4 th Wednesday, 7:30am |
| <input type="checkbox"/> Historic Landmarks Board | 4 th Tuesday, 7:15pm | <input type="checkbox"/> Sustainability Commission | 4 th Thursday, 6pm |
| <input checked="" type="checkbox"/> Library Commission | 2 nd Tuesday, 6:30pm | | |
| <input type="checkbox"/> Student Grade Level: _____ | | <input checked="" type="checkbox"/> Reappointment Term(s) Served: <u>1</u> | |

NAME: Nicke Augustine HOME PHONE: [REDACTED]

ADDRESS: [REDACTED] Hawthorne WORK PHONE: _____

CITY / ZIP: FG E-MAIL: [REDACTED]

EMPLOYER/ OCCUPATION/ PROFESSION: retired

SCHOOL: _____

Reside in City Limits: Years residing in City: 11 Within the last 12 months, please indicate the number of meetings you were unable to attend: 6

Please rate the City's current performance: Excellent Good Fair Poor stroke

What ideas do you have for improving "Fair" or "Poor" performance?

Please indicate why you would like to be reappointed.
I feel I am an asset to the Commission

What specific topics interest you that relate to the board?
reading & technology

SIGNATURE: [REDACTED] DATE: 11-20-18

This page is intentionally blank.

PAC A05/07

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

Interview 11/26/18 @ 5:50pm

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Webform results](#)

Submission information

Form: [Boards and Commissions Reappointment Application](#) [1]

Submitted by Visitor (not verified)

Friday, October 26, 2018 - 11:00pm

172.16.64.19

First & Last Name

Kathy Broom

Street Address

██████████ 17TH AVE

Mailing Address, if different

City, State and Zip Code

FOREST GROVE

E-Mail Address

██

Telephone/Cell Phone Number

████████████████

Work Telephone Number

Employer

Forest Grove School District

Occupation/Profession

substitute

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?

Select which Boards, Committees or Commissions you would like to apply for:

Public Arts Commission (2nd Thursday, 5pm)

Within the last 12 months, please indicate the number of meetings you were unable

to attend.

3

Please indicate why you would like to be reappointed.

This commission is an opportunity to serve the city in a way that is very satisfying and meaningful to me.

What specific topics interest you that relate to the board?

Adding more artwork that is accessible to to the whole community both indoors and outdoors..

I would like to reach out to the

Adding more art pieces

Adding more art pieces outdoors in the city

I would like to make an effort to reach out to let people like students and our Latino community know about our mini-grants

Please type your name below as a signature.

Kathy Broom

Date

10/26/2018

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/6481>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

PC A08/03

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

Interview 11/26/18 @ 6:00pm

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Webform results](#) > [Boards & Commissions Reappointment Application](#)

Submission information

Form: [Boards and Commissions Reappointment Application](#) [1]

Submitted by Visitor (not verified)

Tuesday, October 30, 2018 - 6:27pm

172.16.64.19

First & Last Name

Lisa Nakajima

Street Address

██████ SW Reeher Place

Mailing Address, if different

██████████

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Work Telephone Number

██████████

Employer

ACE Hardware #661

Occupation/Profession

Business Owner/Office Manager

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?

Select which Boards, Committees or Commissions you would like to apply for:

Planning Commission (1st & 3rd Monday, 7pm)

Within the last 12 months, please indicate the number of meetings you were unable to attend.

I believe I missed two.

Please indicate why you would like to be reappointed.

I was born and raised in Forest Grove and returned here with my husband to take over our family business. I have a vested interest in the health of Forest Grove's economy and livability. Being on the planning commission has allowed me to participate in the planning of Forest Grove's future and thus the future of my children and grandchildren. Forest Grove is a great community and I want to help ensure that it remains so.

What specific topics interest you that relate to the board?

Housing densities and zoning. Transportation options. Commercial development.

Please type your name below as a signature.

Lisa Nakajima

Date

10/30/2018

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/6541>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

CFC A12/16

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov/>)

Interview 11/26/18 @ 6:10pm

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Webform results](#) > [Boa](#)

Submission information

Form: [Boards and Commissions Reappointment Application](#) [1]

Submitted by Visitor (not verified)

Friday, November 9, 2018 - 12:09pm

172.16.64.18

First & Last Name

Solomon Clapshaw

Street Address

██████ 17th Ave

Mailing Address, if different

City, State and Zip Code

Forest Grove Or. 97116

E-Mail Address

██

Telephone/Cell Phone Number

██

Work Telephone Number

Employer

Forest Grove High School

Occupation/Profession

Student

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

Yes

If so, which grade level and school do you attend?

12

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?

Select which Boards, Committees or Commissions you would like to apply for:

Community Forestry Commission (3rd Wednesday, 5:15pm)

Within the last 12 months, please indicate the number of meetings you were unable to attend.

1

Please indicate why you would like to be reappointed.

I enjoy being on the CFC and still feel that I have ideas to offer and insight to give; with regards to the student population.

What specific topics interest you that relate to the board?

Trees and most things related to forests and plants in general.

Please type your name below as a signature.

Solomon Clapshaw

Date

11/09/2018

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/6691>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

CFC A03/09

Published on *Forest Grove Oregon* (<https://www.for>

Interview 11/26/18 @ 6:20pm

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Webform results](#) >

Submission information

Form: [Boards and Commissions Reappointment Application](#) [1]

Submitted by Visitor (not verified)

Thursday, November 8, 2018 - 8:09am

172.16.64.19

First & Last Name

Lance A Schamberger

Street Address

█ Hillside Way

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

█

Telephone/Cell Phone Number

█

Work Telephone Number

Employer

1975

Occupation/Profession

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Excellent

What ideas do you have for improving "Fair" or "Poor" performance?

Select which Boards, Committees or Commissions you would like to apply for:

Community Forestry Commission (3rd Wednesday, 5:15pm)

Within the last 12 months, please indicate the number of meetings you were unable to attend.

4

Please indicate why you would like to be reappointed.

I want to continue beautifying the city with trees.

What specific topics interest you that relate to the board?

.

Please type your name below as a signature.

Lance A Schamberger

Date

11/08/2018

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/6631>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Webform results](#) > [Boards & Commissions Reappointm](#)

Submission information

Form: [Boards and Commissions Reappointment Application](#) [1]

Submitted by Visitor (not verified)

Thursday, November 8, 2018 - 8:51pm

172.16.64.19

Term
Student
expires
12/31/18

Applying as a
new member

First & Last Name

Jacob Rose

Street Address

CHARLIE CT

Mailing Address, if different

City, State and Zip Code

FOREST GROVE

E-Mail Address

Telephone/Cell Phone Number

Work Telephone Number

Employer

Metro

Occupation/Profession

Natural Gardening Educator

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?

We need to greatly expand the opportunities for young people to engage with city government to work on local sustainability issues.

We need to honestly engage communities of color, especially Latinx communities, in dialogue regarding local issues of sustainability and social equity.

Select which Boards, Committees or Commissions you would like to apply for:

Sustainability Commission (4th Thursday, 6pm)

Within the last 12 months, please indicate the number of meetings you were unable to attend.

Probably 2 or so, I cannot remember.

Please indicate why you would like to be reappointed.

I would like to continue working for social equity and sustainability topic areas outlined in our work plan. I'm excited to help get more Pacific students engaged and also show greater support for school garden education in the district.

What specific topics interest you that relate to the board?

School garden education

Social equity, Latinx community engagement

Regional waste planning, commercial food scraps

Pacific University student engagement

Please type your name below as a signature.

Jacob Rose

Date

11/08/2018

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/6661>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

Rep

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Boards & Commissions Application](#) > [Webform results](#) > [Boards & Commissions Application](#)

Submission information

Form: [Boards and Commissions Application](#) ⁽¹⁾

Submitted by Visitor (not verified)

Friday, November 2, 2018 - 12:06pm

172.16.64.19

First & Last Name

Mark Nakajima

Home Address

██████ SW Reeher Place

Mailing Address, if different

██████████████████

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

██████████████████████████████████████

Telephone/Cell Phone Number

██████████████████

Employer

Ace Hardware Forest Grove

Work Telephone Number

██████████████████

Occupation/Profession

Manager

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

If so, which grade level and school do you attend?

Do you reside within the City limits?

No

Years residing in Forest Grove:

30+

How did you hear of this opportunity?

Business/... PDF Page 33

re-applying

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?

Select which Boards, Committees or Commissions you would like to apply for:

Economic Development Commission (1st Thursday, Noon)

What specific topics interest you that relate to the board?

Local business development. Local business ordinances.

What contributions do you hope to bring to the board?

I have a small business perspective and have lived on the community for a long time.

List your educational experience:

Bachelors degree in business/finance.

List any community involvement, appointed offices, elected offices and/or affiliations.

Currently a member of the Forestry Commission Member of Rotary.

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Mark Nakajima

Date

11/02/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/6571>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

Rev



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)

Table with 2 columns for agency information and 2 rows for member details (Primary/Alternate). Includes fields for Agency Name, Member, Mailing Address, Phone (work/contact), and E-Mail.

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.
Economic Development

Date: 10/30/2018 Submitted by: Allan Wedderburn
Title: President

woodlag A 10/17

(ED App 2/18)



A place where families and businesses thrive.

Rep

(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 97116-3326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove.or.gov

ECONOMIC DEVELOPMENT COMMISSION (EDC):

(Meets 1st Thursday at Noon)

AGENCY NAME:	Adelante Mujeres	
	<u>Primary:</u>	<u>Alternate:</u>
Member:	Javier Urenda Camacho	Mark Wheeler
Mailing Address:	████ Main St Suite A	████ Main St Suite A
Phone (work):	██████████████████	██████████████████
Phone (contact):	██████████	██████████
E-Mail:	██████████████████████████████	██████████████████████████████

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: 11/08/2018 **Submitted by:** Maribel De Leon

Title: Director of Microenterprise Programs

Hispanic Rep

(ED App 2.18)



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

CITY COUNCIL MEMORANDUM

TVCTV HOLIDAY GREETING

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *November 26, 2018*

SUBJECT: *TVCTV City Council Holiday Greeting TV Taping*

TVCTV HOLIDAY GREETING TIPS

- Stand in front of Council dais shoulder to shoulder
- Everyone look at specific camera
- Hold smile and gaze into camera for a few seconds following message
- Record a few takes
- Holiday attire and holiday spirit encouraged!
- If one person is speaking, others continue to smile
- If necessary prepare cue cards ahead of time

Examples:

Mayor: *“The **Forest Grove City Council** would like to wish everyone”...*

Everyone: *“A safe and happy new year”*

Everyone: *“Happy Holidays from the **Forest Grove City Council**”*

Everyone: *“Season’s Greetings from the **Forest Grove City Council**”*

Everyone: *“Happy Holidays”*

Everyone: *“Have a safe and happy holiday season”*

1A

PROCLAMATION

Human Rights Day

WHEREAS, on December 10, 1948, the member States of the United Nations signed the Universal Declaration of Human Rights and countries of different political, economic and social systems unanimously agreed on the fundamental rights that all people share solely on the basis of their common humanity; and

WHEREAS, the Universal Declaration asserts recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice, and peace; and

WHEREAS, disregard and contempt for human rights have resulted in acts which have outraged the conscience of humankind; and

WHEREAS, a world in which human beings shall enjoy freedom of speech and belief and freedom from fear and want has been proclaimed as the highest aspiration of the common people; and

WHEREAS, the Universal Declaration is referred to as the authoritative definition of human rights standards and increasingly referred to as customary international law, which all countries must abide; and

WHEREAS, the primary responsibility to promote respect for these rights and freedoms lies with each individual and each of us can play a major role in enhancing human rights; and

WHEREAS, the people of the City of Forest Grove reaffirm their faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women and have determined to promote social progress and better standards of life; and

NOW, THEREFORE, the City Council of the City of Forest Grove, Oregon, does hereby proclaim **December 10, 2018**, as **HUMAN RIGHTS DAY** and we encourage our citizens to study and promote the ideas contained in Universal Declaration of Human Rights to the end that freedom, justice, and equality shall not perish but will flourish and be made available to all.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 26th day of day of November, 2018.

Peter B. Truax, Mayor

A place where families and businesses thrive.

City Council Work Session Minutes
B/C New Applicant Interviews

Monday, November 13, 2018
4:00 p.m., Conference Room

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 4:13 p.m.

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

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

2. WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS (B/C) INTERVIEWS

The following applicants were interviewed for the following B/C positions:

- 1. **Christopher Wilmeth, Economic Development Commission, Workforce (At-Large), Term Expiring December 31, 2020.**
- 2. **Tammi McLaughlin, Parks and Recreation Commission, NE, Term Expiring December 31, 2019.**
- 3. **Lilliann Meek, Sustainability Commission, At-Large, Term Expiring December 31, 2022.**
- 4. **Matthew Hampton, Library Commission, Student Advisory, Term Expiring December 31, 2019.**
- 5. Wolanda Groombridge, Committee for Community Involvement; Historic Landmarks Board, Parks and Recreation Commission, Planning Commission, Public Arts Commission, Public Safety Advisory Commission – CANCELED (second time).
- 6. Tanya Peterson, Committee for Community Involvement, Historic Landmarks Board – WITHDREW

After Council deliberation, Council collectively made recommendation to make the above-noted appointments as shown in **bold**. Resolutions making formal appointments will be considered at the next regular Council meeting of November 26, 2018.

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

3. **ADJOURNMENT**

Mayor Truax adjourned the work session at 5:40 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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A place where families and businesses thrive.

Monday, November 13, 2018
5:30 p.m., Community Auditorium
Conference Room

City Council Executive Session Minutes

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Executive Session to order at 5:41p.m.

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager; J. F. Schutz, Police Chief (in the audience); and Anna Ruggles, City Recorder.

2. EXECUTIVE SESSION:

The City Council met in Executive Session in accordance with:

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

3. ADJOURNMENT:

Mayor Truax adjourned the Executive Session at 6:20 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

This page is intentionally blank.



38

President – Mark Nakajima

Members Present: Chair Nakajima, David Hunter, Bruce Countryman, Michael Howell, Solomon Clapshaw

Members Absent: Lance Schamberger, Jen Warren, Dave Wiley

Staff Present: Dan Riordan

Council Liaison: Ron Thompson

Student Advisor: Solomon Clapshaw

Citizen New Member / Introduction: The meeting was called to order by Chair Nakajima at 5:30 pm.

Minutes Approval: David Hunter moved, and Michael Howell seconded the motion to approve the September 19, 2018, minutes as written. The motion passed on a unanimous vote.

OLD BUSINESS:

1. Arbor Day 2019 Planning – Dan distributed an email from Ashley Roth, owner of the Forest Grove community Facebook page about her proposed tree planting event in April. After polling the community page there appears to be general consensus they would like to do a park planting event with a potluck. Ms. Roth noted she supports David Hunter's idea to hold the event at Lincoln Park. Dan will facilitate a meeting with Ms. Roth and Parks Department staff to work out the details.

2. Town Center Street Tree Community Enhancement Project – Dan reported the closing date for letters of interest for the Town Center street tree project closed on October 12th. The request for letter of interest was sent to nine firms and one response was received from Oregon Tree Care. The Commission reviewed the letter of interest and reached consensus that it appears responsive. Dan will check references and process the contract if everything checks out.

3. Reuter Farm Park Oak Tree Replanting – Dan reported that Bradshaw Nursery in Verboort has three 1.5" caliper Oregon White Oaks available for planting at Reuter Farm Park. The cost is \$90 per tree. Dan noted funds are available in the budget to purchase the trees. The Commission reached consensus to order three oak trees to plant at Reuter Farm Park. Chair Nakajima noted the Soil and Water Conservation District has oak trees available and there is

interest in planting trees at Thatcher Park woods. Chair Nakajima will invite Mitch Taylor to the next Commission meeting to provide more information.

NEW BUSINESS

1. **Review Tree City USA Recertification Application for 2018** – Dan provided the Commission with the draft 2018 Tree City USA recertification application for review. Dan asked the Commission to review the application and provide suggested changes at the November meeting. Dan noted the application is due by December 15th.

MEMBER UPDATE:

Chair Nakajima mentioned he serves on the Economic Development Commission and there was discussion at the last meeting that a Council subcommittee is looking at boards and commissions. Chair Nakajima noted the subcommittee is standardizing bylaws and membership as possible reforms.

David Hunter mentioned he attended the Society of American Foresters conference held in Portland the first week of October. David briefed the Commission about the conference field tour to the Eagle Creek burn area. David also mentioned he plans to attend the American Society of Consulting Arborists conference in San Diego in late-November.

LIAISON UPDATE:

Councilor Thompson provided an overview of the Society of American Foresters Conference held in Portland the first week of October. Councilor Thompson briefed the Commission about the conference sessions he attended over several days.

NEXT MEETING: The Commission agreed to reschedule the November meeting from November 21st to November 14th due to the Thanksgiving holiday.

MEETING ADJOURNMENT: David Hunter moved, and Michael Howell seconded the motion to adjourn the meeting. The meeting was adjourned at approximately 6:16 pm.

Respectfully submitted,

Dan Riordan, staff liaison

30

MEETING MINUTES APPROVED OCTOBER 25, 2018

CALL TO ORDER: Chair Nieves called the meeting to order at 6:00 PM.

Sustainability Commission Present:

Robin Lindsley	Fallon Harris
Brian Schimmel	Kenneth Cobleigh
Tabitha Merten	Tammy Banek-Rydman
Amber Nieves	Jacob Rose
Kate Grandusky	

Absences: Hope Kramer, unexcused

Council Present: Elena Uhing

Staff Present: Paul Downey, Director of Administrative Services

Guests: Michelle Larkin, Pacific University

1. COMMUNITY COMMUNICATIONS:

Michelle Larkins from University commented that Pacific University is already compliant with the upcoming Metro commercial food waste recycling requirement through Aramark.

2. CONSENT AGENDA:

No changes were made to the minutes. Motion to approve minutes passed unanimously.

3. ADDITIONS/DELETIONS:

No additions or deletions.

4. COUNCIL LIAISON:

Councilor Uhing briefly discussed the Coalitions of Color presentation.

5. STAFF REPORT:

Mr. Downey discussed the upcoming Metro commercial food waste requirements, Metro regional solid waste plan, and the recruitment efforts for the Program Coordinator.

6. MINI-GRANT APPLICATION:

Elena Parker made presentation for a mini-grant application for the Run-Walk Event for the Temporary Emergency Shelters. Mini-grant was approved unanimously.

7. GUEST SPEAKER - MICHELLE LARKINS

Michelle Larkins from Pacific University said that Pacific University hired an intern for the liaison position with the Sustainability Commission. She discussed Pacific's Sustainable

Learning Outcomes indicating students have to take a sustainability class before they graduate. A student group from Pacific University was in attendance.

8. CURRENT PROJECT PLANNING - HOMELESSNESS:

Subcommittee memo went out with the agenda. Brain Schimmel mentioned the City Council would issue the proclamation at an October meeting and there would be an op-ed in the News-Times in November if it is published. Staff indicated the proclamation is scheduled for the October 22, 2018, meeting. Brain discussed homeless shelter activities.

9. CURRENT PROJECT PLANNING – SCHOOL GARDENS:

Subcommittee met twice and further divided into two sections: 1) Cornelius Elementary Garden Classroom; and 2) research Farm-to-School Program. Subcommittee is looking at what funding and grants exist, and producing a map for FGSD on how to implement a program. Discussed need for increased funding for School Garden Program Coordinator and that another \$5,000 in funding would double the funding to \$10,000. Kate Grandusky suggested that there may be FGSD funding available and she will coordinate with Fallon on this topic.

10. COUNCIL AGENDA/WORK SESSION FOR PROJECT PROCESSES

Elena discussed that Council is reviewing the structure for Boards and Commissions and that the bylaws for this commission will need to be reviewed as process moves along. Elena indicated that she wants to meet with each member individually. Discussed the date for the work plan presentation to the City Council and that the presentation can be delayed.

Had brief discussion on SWOT analysis from the previous meeting. Most discussion was on the weaknesses. The commission has had many new members and an orientation package would be good. Talked about make-up of commission and that the commission is lacking a member focused on economic aspects. There was consensus to ask Council to vacate the position held by Hope Kramer based on attendance. The work plan is very detailed and needs to be revamped.

Discussed meeting format for future meetings and the desire to have work sessions to have more detailed discussions about specific topics. Work sessions could be up to 45 minutes. Discussed what was needed to change the format of the meetings to accommodate work sessions. Staff indicated that the commission just needed to include work sessions as future agenda items and then staff would draft the meeting agenda accordingly.

FUTURE AGENDA TOPICS:

Next meeting agenda would include review of bylaws and begin a review of the Sustainability Commission's Work Plan.

11. ADJOURNMENT: The meeting was adjourned by consensus at 8:00 p.m.

Respectfully Submitted,
Paul Downey, Director of Administrative Services
City of Forest Grove

Approved as corrected by the Forest Grove Sustainability Commission: Date: October 25, 2018

3E

MEMORANDUM

TO: Community Enhancement Program Committee

FROM: Paul Downey, Administrative Services Director

DATE: November 26, 2018

SUBJECT: FINAL REPORTS FROM 2017-18 CEP PROJECTS

Attached please find the Annual Report for the 2017-18 CEP projects requested by Metro. The report requires a financial summary and a list of projects which were awarded funding.

FUND BALANCE AVAILABLE	Enhancement Fee Revenue FY17-18	Awarded grants FY17-18	Administrative costs	Balance
\$ 40,803.00	\$ 124,605.37	\$ 131,072.00	\$ 8,000.00	\$ 26,336.37

Final Reports or extensions for more time to complete the Community Enhancement Program projects from FY 2017-18 have been submitted by grant recipients. These summaries are attached. Detailed copies of invoices and/or photos are on file with the City.

2017-18 Funds Approved: \$131,072

Two Projects were not completed:

- FG School District Community Equity Leadership Development returned check \$3,400
- Sustainability Commission Bike Share Pilot Program check not issued \$4,000

Extension granted to:

- FGS&CC Gas Range w/Griddle until kitchen renovation project done \$6,598

2017-18 CEP PROJECTS	SPONSOR	AMT REQUESTED	FUNDING APPROVED
Signage, Tools, Hoses, Seeds	FG Community Garden	\$ 2,210	\$1,474
Preservation Grant Program	Historic Landmarks Board	\$ 10,000	\$7,675
FGUCC Temporary Emergency Shelter	FG United Church of Christ	\$ 10,000	\$7,850
Sonrise Temporary Emergency Shelter	Sonrise Church Forest Grove	\$ 10,000	\$7,850
Critical Repair Program	Rebuilding Together Wash Co	\$ 5,000	\$3,525
Collaborative Sustainable Community	Sustainability Commission	\$ 10,000	\$5,607
LED Solar Exterior Path & Yard Lights	FG Senior & Community Center	\$ 1,500	\$676
Restaurant Gas Range w/Griddle	FG Senior & Community Center	\$ 8,500	\$6,598
Weekend Backpack Program	FG Elks 2440	\$ 10,000	\$8,650
Sidewalk Chalk Art Festival	Valley Art Association	\$ 4,285	\$4,250
Community Equity Leadership Development	FG School District	\$ 9,999	\$3,400
FM Nutrition Incentives & Market Advocates	Adelante Mujeres/Farmers Market	\$ 10,000	\$6,525
WESTCO	Community Action Organization	\$ 5,000	\$4,725
Infrastructure for 22nd Place Project	West Tuality Habitat for Humanity	\$ 10,000	\$7,025
Design Assistanct for Downtown Storefront Improvements	Economic Development Commission	\$ 10,000	\$6,810
English Language Training for Latino Workers in Food Processing Industry	Economic Development Commission	\$ 8,950	\$6,738
FG Pilot Bike Share Program	Sustainability Commission	\$ 10,000	\$4,000
Expanding/Enhancing School Nutrition Garden Classrooms	DCCFW/Eden Acres	\$ 9,300	\$4,563
FGS&CC Empresas Project	Adelante Mujeres	\$ 7,500	\$4,801
SIGNS-II (Systematically Install Great New Signs)	Parks & Rec Commission	\$ 10,000	\$7,440
Promoting/Expanding Others Through the Arts	Public Arts Commission	\$ 10,000	\$5,800
Enriching/Promoting PAC in the Community	Public Arts Commission	\$ 2,000	\$1,350
TITG Innovative Facelift	Theatre in the Grove	\$ 8,800	\$3,850
Downtown Winter Light Enhancement	Chamber Holiday Display Team	\$ 10,000	\$4,942
Tualatin Plains Grain Culture Project	Foodways at Nana Cardoon	\$ 9,990	\$2,150
Leadership by Design	Eden Acres Environmental Education	\$ 5,893	\$2,799
	Total Requests	\$ 248,608	
	Amount Available for Distribution	\$ 131,600	\$131,072

**Forest Grove Community Enhancement Program
FINAL REPORT**

Project Name: Sinage, Tools, Hoses, Seeds
Contact Name(s): Ellen Hastay
Contact Phone(s): H: 503 257 9429 W: _____
Address: FG Community Garden c/o 1631 Juniper St. FG
E-Mail Address: _____

Description of how CEP grant was used (Attach photos, and promotional information, if possible. Attach sheet, if desired):

Grant funds were used to replace lost and worn out hand tools and repair wheelbarrows. Funds provided gardeners with soaker hoses and commercial compost. Grant funds were used to purchase certified non-GMO seed packets to grow starts in community garden plots designated for produce donation to local food pantries. Seed packets were also divided to provide community members with sample packets of vegetable seeds at the FG Farmers Market, once a month.

Date Completed: June 20, 2018 Total CEP Grant: \$1474

Expenses (attach copies of invoices, receipts if possible):

Personnel: (describe) _____	Total Cost: <u>\$0.00</u>
Materials & supplies: (describe) <u>seeds, compost</u>	Total Cost: <u>\$990.84</u>
Capital: (describe) <u>soaker hoses, tools, repair kits</u>	Total Cost: <u>\$562.68</u>
Other Expenses: (describe) _____	Total Cost: <u>\$0.00</u>
<i>Extra expenses will be absorbed by FG community garden budget</i>	
In-kind Contributions: _____	Total \$ Amount of In-kind Contribution: <u>\$1800.00</u>

(briefly describe): labor to grow and save seeds, assist gardeners with soaker hoses, prepare seed packets and distribute at monthly FG Farmers market month.

Name of organizations that partnered or collaborated with this project:
Dairy Creek Community Food Web

How many people in the community participated in this project? (if applicable) Thousands
This includes garden families, recipients of produce donation and seeds at Farmers market
How did this project meet the requirements of the grant terms?

The project promoted sustainability through water conservation and promoting local food. It provided opportunity for local youth to learn about gardening and for low-income residents to increase nutrition through growing their own food. It promoted livable and sustainable neighborhoods and a prosperous dynamic green city that could be an example locally, state-wide and nationally.

Signature(s) [Redacted] Date 6/28/2018

**Forest Grove Community Enhancement Program
FINAL REPORT**

Project Name: Forest Grove Temporary Emergency Shelter—Forest Grove United Church of Christ

Contact Name(s): Jennifer Yocum / Michael Terhorst

Contact Phone(s): H: [REDACTED] W: 503-357-9121

Address: P.O. Box 265, Forest Grove 97116

E-Mail Address: jennifer@fgucc.org, miketesfgucc@gmail.com



Description of how CEP grant was used (Attach photos, and promotional information, if possible. Attach sheet, if desired):

CEP grant funds were used to contribute toward costs for laundry services and meal coordination services in support of providing 80 nights of Shelter to over 200 people experiencing homelessness during the 2017-2018 winter season.

Date Completed: April 16, 2018 Total CEP Grant: \$7850

Expenses (attach copies of invoices, receipts if possible):

Personnel: (describe) <u>Meal Coordinator</u>	Total Cost: <u>4320</u>
Materials & supplies: (describe) <u>Laundry services</u>	Total Cost: <u>5162.45</u>
Capital: (describe) _____	Total Cost: _____
Other Expenses: (describe) _____	Total Cost: _____

In-kind Contributions: Total \$ Amount of In-kind Contribution: **\$112,406**
(briefly describe): **human resource, materials and donations**

Name of organizations that partnered or collaborated with this project: **Old Town Church, Sonrise Forest Grove, Washington County Housing Services, Community Action, Pacific University, City of Forest Grove, local churches and businesses.**

How many people in the community participated in this project? (if applicable) **200 shelter guests and 200 volunteers**

How did this project meet the requirements of the grant terms? This project, in cooperation with the Sonrise Forest Grove Shelter, ensured that for the months of November through March, there were four nights per week of low-barrier emergency shelter in western Washington County serving 200 individuals and families experiencing homelessness—coordinated as part of the Severe Weather Shelter system in Washington County. The shelter fostered a safe and compassionate place to sleep and routinely provided: two hot meals, a sleeping mat with linens and a sense of community. The shelter also served as a point-of-contact for referral to the *Community Connect* homeless system.

The Shelter contributed to the overall character of our community by keeping people safe, warm, sheltered and cared for. Our services contributed to overall livability

Signature(s) [REDACTED]

Date 5/14/18

**Forest Grove Community Enhancement Program
FINAL REPORT**

Project Name: **Temporary Emergency Shelter (TES) – Old Town/Sonrise**

Contact Name(s): **Brian Schimmel**

Contact Phone(s): H: [REDACTED] W: n/a

Address: [REDACTED] Forest Grove, OR 97116

E-Mail Address: [REDACTED]



Description of how CEP grant was used (breakdown report and photos enclosed):

The CEP funds were used as follows: Staffing / Volunteer Coordinators (3) responsible for recruitment, training and supervision of shelter volunteers at both Sonrise and UCC shelters. Position responsibilities were shared among paid staff persons and a Pacific University Social Work Practicum Student. What this supported:

- 20 weeks of shelter, mid-November through the end of March
- 4 nights per week of direct service= 80 nights of shelter

Date Completed: **April 16, 2018**

Total CEP Grant: **\$7850**

Expenses: **\$7850**

Personnel: (describe) instructor & staff time, interpretation services Total Cost: \$7850

Materials & supplies: lumber, hardware, bags, planting materials Total Cost: n/a

Capital: (describe) _____ Total Cost: n/a

Other Expenses: (describe) _____ Total Cost: n/a

In-kind Contributions: _____ Total \$ Amount of In-kind Contribution: **\$112,406**
(briefly describe): **human resource, materials and donations**

Name of organizations that partnered or collaborated with this project: **Forest Grove United Church of Christ, Washington County Housing Services, Community Action, Pacific University, City of Forest Grove, local churches and businesses.**

How many people in the community participated in this project? (if applicable) **200 shelter guests and 200 volunteers**

How did this project meet the requirements of the grant terms?

This project, in cooperation with the UCC TES facility, ensured that for the months of November through March, there were four nights per week of low-barrier emergency shelter in western Washington County serving 200 individuals and families experiencing homelessness—coordinated as part of the Severe Weather Shelter system in Washington County. The shelter fostered a safe and compassionate place to sleep and routinely provided: two hot meals, a sleeping mat with linens and a sense of community. The shelter also served as a point-of-contact for referral to the *Community Connect* homeless system.

Signature(s): **Brian Schimmel**

Date: May 10, 2018

**Forest Grove Community Enhancement Program
FINAL REPORT**

Project Name: Rebuilding Together WASH
Contact Name(s): Danielle Schira
Contact Phone(s): H _____ W 503-644-4544
Address: 12500 SW 3rd St., Beaverton, OR 97005
E-Mail Address: danielle@togwc.org

Description of how CEP grant was used (Attach photos, and promotional information, if possible. Attach sheet, if desired)

RTWC used Forest Grove's support to complete home repairs for low-income homeowners. RTWC completed work on 2 major homes. In one home staff completed small modifications to increase the safety and health benefits for the homeowner, most importantly ensuring fire prevention steps. At another Forest Grove home, RTWC coordinated a large volunteer repair project to increase accessibility, repair siding, paint the home, and reduce harborage around the home. In total, RTWC completed more than \$6700 in repair work. We still have 5 Forest Grove residents waiting for assistance

Date Completed: 6/30/2018 Total CEP Grant 3525

Expenses (attach copies of invoices, receipts if possible):

Personnel: (describe) Skilled labor provided through volunteers Total Cost: 6700
Materials & supplies: (describe) Materials and supplies for repairs Total Cost: 1250
Capital: (describe) _____ Total Cost: _____
Other Expenses: (describe) RTWC Staff and operations Total Cost: 5000

In-kind Contributions: _____ Total \$ Amount of In-kind Contribution: 12,950
(briefly describe)

RTWC largest in-kind donation is in volunteer labor necessary for repair work.

Name of organizations that partnered or collaborated with this project:
Hennigser Cold Storage was our biggest partner on our in-kind work

How many people in the community participated in this project? (if applicable) 30

How did this project meet the requirements of the grant terms?

RTWC requested the Forest Grove grant so we could be available to low-income homeowners who had no place to turn when they needed home repairs. Funds were used to make sure that RTWC had the capacity to meet their critical and urgent needs. We did that and hope to continue to provide the service for the Forest Grove homeowners still needing support.

Signature(s)  Date 8/1/2018

**Forest Grove Community Enhancement Program
FINAL REPORT**

Project Name: **Collaborative Sustainable Community**

Contact Name(s): **Brian Schimmel**

Contact Phone(s): H: [REDACTED] W: n/a

Address: [REDACTED], Forest Grove, OR 97116

E-Mail Address: [REDACTED]

Description of how CEP grant was used (breakdown report and photos enclosed):

The objective of this grant was to facilitate a source for seed money and advocacy toward sustainability efforts in the community. Mini-grants approved by the commission were awarded to ten (10) projects that satisfied CEPC criteria and fulfill the Sustainability Action Plan. Funded: instructor time, transportation, sponsorship, seed, education programming, garden tools, lumber, graphic design, printing, and stipends. Achieved 77% in-kind match from recipients.

Date Completed: **June 21, 2018** Total CEP Grant: **\$5607**

Expenses: **\$5607**

Personnel: (describe) instructor & staff time, interpretation services Total Cost: \$952

Materials & supplies: lumber, hardware, bags, planting materials Total Cost: \$3,911

Marketing: (describe) _____ Total Cost: n/a

Other Expenses: **access fees** Total Cost: \$670

In-kind Contributions: Total \$ Amount of In-kind Contribution: **\$19,101**
(briefly describe): **human resource, materials and donations**

Name of organizations that partnered or collaborated with this project: **EdenAcres, FGCS, FGSD, Adelante Mujeres, Pacific University, Dairy Creek Community Food Web (DCCFW), United Church of Christ (UCC), Farmers Market, Westside Master Recyclers**

How many people in the community participated in this project? (if applicable) **All residents have opportunity to benefit. Over 3000 directly.**

How did this project meet the requirements of the grant terms?

All mini-grants awarded met three or more CEPC criteria, notable: Improve the appearance or environmental quality of the community, Reduce the amount or toxicity of waste, Increase reuse and recycling opportunities, and Benefit youth, seniors, low income persons and/or underserved populations.

Signature(s): **Brian Schimmel**

Date: June 18, 2018

**Forest Grove Community Enhancement Program
FINAL REPORT**

Project Name: LED Solar Exterior Path and Yard Lights
Contact Name(s): Raean Johnston
Contact Phone(s): H: [REDACTED] W: 503-357-2021
Address: 2037 Douglas Street, Forest Grove OR 97116
E-Mail Address: director@fgscc.org

Description of how CEP grant was used (Attach photos, and promotional information, if possible. Attach sheet, if desired):

CEP Grant money was used to purchase the LED solar lights, a Boy Scout troop came and assemble the lights and place them on the grounds of the Forest Grove Senior Center in the flower beds lining the sidewalks and paths.

Date Completed: 7/20/18 Total CEP Grant: \$676.00

Expenses (attach copies of invoices, receipts if possible):

Personnel: (describe) _____	Total Cost: _____
Materials & supplies: (describe) <u>Lights</u>	Total Cost: <u>\$800.17</u>
Capital: (describe) _____	Total Cost: _____
Other Expenses: (describe) _____	Total Cost: _____

In-kind Contributions: _____ Total \$ Amount of In-kind Contribution: _____
(briefly describe):

Name of organizations that partnered or collaborated with this project:
Hillsboro Boy Scouts

How many people in the community participated in this project? (if applicable) 10

How did this project meet the requirements of the grant terms?

- *The lights use no power/electricity (just nature's sun).
- *The walkways and paths are illuminated, thus enhancing the grounds beauty while encouraging safety for our visitors.

Signature(s) [REDACTED] Date 7/19/18



2037 Douglas St.
Forest Grove, OR 97116
phone:503-357-2021
Fax: 503-357-5544
director@fgsc.org
www.fgsc.org

July 19th 2018

Paul Downey
1924 Council Street
PO Box 326
Forest Grove, OR 97116

Dear Paul,

The Forest Grove Senior & Community Center was so fortunate to receive \$6597.00 2017-18 CEP Grant funds towards the purchase of the Gas Range for our upcoming New Kitchen. The Center is writing to request an extension for using these funds since the remodeling project is not completed.

Please do not hesitate to contact me if you have any questions regarding this request of this extension.

On behalf of the Center, we wish to express our sincere appreciation for the CEP Grant funds! This is such a generous undertaking the City does for our community.

Sincerely,

Executive Director

Forest Grove Community Enhancement Program
FINAL REPORT

Project Name: Forest Grove ELKS WEEKEND BACKPACK Program

Contact Name(s): ALICE CUSTODIO

Contact Phone(s): H: [REDACTED] W: [REDACTED]

Address: 1618 PACIFIC AVE FOREST GROVE, OR 97116

E-Mail Address: [REDACTED]

Description of how CEP grant was used (Attach photos, and promotional information, if possible, Attach sheet, if desired):

We used the grant to purchase food for the children for weekend backpacks. The school dist provided the designated students and we, purchased, stocked shelves and distributed the backpacks from September 2017 to June 2018

Date Completed: JUNE 6, 2018 Total CEP Grant: \$ 8650⁰⁰

Expenses (attach copies of invoices, receipts if possible):

Personnel: (describe) <u>378 Volunteers</u>	Total Cost: <u>0</u>
Materials & supplies: (describe) <u>Food</u>	Total Cost: <u>\$ 11,306⁰⁰</u>
Capital: (describe) <u>Shelving & Storage</u>	Total Cost: <u>0</u>
Other Expenses: (describe) <u>CAN OPENERS</u>	Total Cost: <u>\$ 24⁰⁰</u>

In-kind Contributions: (briefly describe): DOLLAR TREE \$ 523⁰⁰ SUNSET LADIES GOLF \$ 391⁰⁰ ELKS NATIONAL FOUNDATION \$ 200⁰⁰ SON RISE CHURCH, UCC, \$ 550⁰⁰
Total \$ Amount of In-kind Contribution: \$ 4464⁰⁰

Name of organizations that partnered or collaborated with this project: SON RISE CHURCH, UCC, SUNSET GOLF - LADIES, DOLLAR TREE, ST ANTHONY'S

How many people in the community participated in this project? (if applicable) ABOUT 150
MANY THRU ANONYMOUS DONATIONS @ DOLLAR TREE.

How did this project meet the requirements of the grant terms? we provided food for low income and homeless students in the Forest Grove school district. We packed 2717 backpacks - had 1064 volunteer hours + 2672 volunteer miles.

Signature(s) [REDACTED] Date 6-21-18

The receipts listed on the front are for
The grants or in kind food donations. We spent
ANOTHER \$6000⁰⁰ from AN ELKS NATIONAL FOUNDATION
GRANT ENTIRELY ON FOOD. Altogether we spent
\$19,480.89 ON Food for the backpack program.
We averaged \$7.17 for each backpack. We did
this only with volunteers. 3 of our members
drove countless miles gathering supplies as you
can see by the receipts. Please let me know
if I need to add anything -

Forest Grove Community Enhancement Program

FINAL REPORT- 2017

Project Name: 27th Annual Sidewalk Chalk Art Festival

Contact Name(s): Roylene Read for Valley Art Association

Contact Phone(s): H: [REDACTED] W: [REDACTED]

Address: [REDACTED], Forest Grove 97116

E-Mail Address: roylene.read@gmail.com

Description of how CEP grant was used (Attach photos, and promotional information, if possible. Attach sheet if desired): The CEP grant was used to help pay costs of chalk, pay for promotional materials and advertising, supplies, and entertainment. Copies of most receipts are attached.

Date Completed: September 16, 2015 Total CEP Grant: \$4250

Expenses (attach copies of invoice, receipts if possible):

Personnel: (describe) Volunteers-Valley Art, FGHS, & Community Total Cost: 0

Materials & supplies (describe) Chalk, tent/stage rental, art supplies Total Cost: \$3071.23

Capital: (describe) _____ Total Cost: 0

Other Expenses: (describe) advertising, entertainment, volunteer meal, Commemorative Pins, featured artists gift certificates, printed materials, postage, permits. Total Cost: \$2942.45

In-Kind Contributions: 30 squares for volunteers from high school and Valley Art, Waste Management (waste containers), UCC for tables, chairs, and electrical hook-ups, Volunteer hours@ 23.07/hr x 385 hr.

Total \$ Amount of In-Kind Contribution: \$9355.00

Name of organizations that partnered or collaborated with this project:

Forest Grove High School; City of Forest Grove Parks and Recreation Dept. Street Dept. and Public Works Dept. ; UCC Church; Waste Management; Pacific University; News-Times, Maggies Buns; Forest Grove Chamber of Commerce, Pacific University.

How many people in the community participated in this project? (if applicable) 527 squares were reserved for art work and hundreds of people roamed the streets to admire the art work during the event and the few days to follow.

How did this project meet the requirements of the grant terms? The Chalk Art Festival provides a venue for people to express their creative selves. It brings people to town who may never have been here before and stimulates business for the surrounding shops who remain open on that Saturday. It is a wholesome family event and has become a signature event for the City of Forest Grove.

Signature(s) [REDACTED]

Date: Sept 29 2017

Forest Grove Community Enhancement Program
FINAL REPORT

RECEIVED
JUN 27 REC'D
BY: _____ Mujeres

Project Name: "Nutrition Incentives" - Forest Grove Farmers Market - Adelante

Contact Name(s): Kaely Summers (Market Manager), Andrea Chunga-Celis (grants Coordinator)

Contact Phone(s): H: 503 992-0078 ex 213 W: 503-992-0078 ex. 208

Address: 2050 Main Street, Suite A, Forest Grove, OR 97116

E-Mail Address: ksummers@adelantemujeres.org

Description of how CEP grant was used (Attach photos, and promotional information, if possible. Attach sheet, if desired): We were grateful to receive this award in order to provide SNAP, WIC, and Senior nutrition incentives to low-income community members. This program is essential to making the market a destination for fresh, local foods and allows us to welcome everyone in our community.

We were able to leverage these funds to match our subgrant from the Farmers Market Fund so that the matching program could last through the end of the 2017 season. Please see attached 2017 Season Success Report for more information on all of the nutrition incentives distributed

Date Completed: Dec. 31, 2017 Total CEP Grant: \$6,525

Expenses (attach copies of invoices, receipts if possible):

Personnel: (describe) _____ Total Cost: 0

Materials & supplies: (describe) _____ Total Cost: 0

Capital: (describe) _____ Total Cost: 0

Other Expenses: (describe) Nutrition incentives for SNAP, WIC, and Senior federal food benefit matching Total Cost: \$6,525

In-kind Contributions: volunteer time Total \$ Amount of In-kind Contribution: \$1,800
(briefly describe): to staff the info. Booth and and manage SNAP/WIC/Senior transactions (120 hrs. x \$15/hr)

Name of organizations that partnered or collaborated with this project:
Farmers Market Fund, WIC, DHS, Community Volunteers

How many people in the community participated in this project? (if applicable) Estimated 500+ Families
We had over 1,000 transactions of SNAP, WIC, Seniors benefits.

How did this project meet the requirements of the grant terms?
The project met the requirements of the grant terms by benefiting low-income families, seniors and other underserved populations by providing greater access to fresh fruits and vegetables. The project also supports local farmers, which improves the environmental quality of the Forest Grove Community.

Signature(s) _____

Date 6/26/2018

**Forest Grove Community Enhancement Program
FINAL REPORT**

Project Name: Community Action - WESTCO/Emergency Rent
Contact Name(s): Susan Salisbury
Contact Phone(s): H: _____ W: 503-693-3231
Address: 1001 SW Baseline St., Hillsboro, OR 97123
E-Mail Address: ssalisbury@caowash.org

Description of how CEP grant was used (Attach photos, and promotional information, if possible. Attach sheet, if desired):

To address housing crisis in Forest Grove by paying \$500 towards a household's monthly rent if household is at imminent risk of eviction due to temporary inability to pay rent.

Date Completed: 6/30/18 Total CEP Grant: \$4,725

Expenses (attach copies of invoices, receipts if possible):

Personnel: (describe) _____ Total Cost: _____
Materials & supplies: (describe) _____ Total Cost: _____
Capital: (describe) _____ Total Cost: _____
Other Expenses: (describe) _____ Total Cost: _____

In-kind Contributions: _____ Total \$ Amount of In-kind Contribution: \$1,350
(briefly describe):

other rent assistance funds

Name of organizations that partnered or collaborated with this project:

How many people in the community participated in this project? (if applicable) _____

How did this project meet the requirements of the grant terms?

We have been able to assist 9.45 Forest Grove households to date with the Emergency Rent assistance funds. We have utilized in-kind monies in order to offer additional assistance to households to avoid eviction and stay in their homes.

Signature(s) _____

Date 6/18/18

**Forest Grove Community Enhancement Program
FINAL REPORT**

Project Name: Infrastructure for 22nd Place Project; 2017-18 FY
Contact Name(s): Virginia Ohler, Executive Director
Contact Phone(s): H: 503-359-8459 office W: _____
Address: PO Box 806 Forest Grove, OR 97116
E-Mail Address: executivedirector@westtualityhabitat.org

Description of how CEP grant was used (Attach photos, and promotional information, if possible. Attach sheet, if desired):

The grant was received on 8/22/2017. On that same day, we made a payment in that same amount for fees/permits. Since that date, we incurred more than \$ 148,000 in additional costs related to the installation of the infrastructure. The work is progressing very satisfactorily. The excavation is done, storm water abatement is in place, underground utilities are installed, and most of the curbs and sidewalks are in place. We expect to finish up the remaining paving very shortly. It will be some time yet before we expect to finish up the remaining paving, last bit of sidewalks and final curb cuts. When complete, we will have transformed a blighted section of in-fill into attractive, tax-paying, affordable homes. The area is already greatly enhanced by the construction of street and sidewalks. We have observed several neighbors painting and cleaning up their homes as well.

Date Completed: 6/28/2018 - this phase Total CEP Grant: \$ 7025.00

Expenses (attach copies of invoices, receipts if possible):

Personnel: (describe) personnel costs are incurred, but not included in these totals Total Cost: _____
Materials & supplies: (describe) Excavation and installation of utilities Total Cost: 148,855.00
Capital: (describe) _____ Total Cost: _____
Other Expenses: (describe) Permits and fees Total Cost: 7658.00

In-kind Contributions: Total \$ Amount of In-kind Contribution: ~ 4,000.00
(briefly describe):

Discounts on services

Name of organizations that partnered or collaborated with this project:
West Tuality Habitat for Humanity, City of Forest Grove, Community Housing Fund, plus various contractors and volunteers

How many people in the community participated in this project? (if applicable) ~170

How did this project meet the requirements of the grant terms?
The project has progressed as anticipated, improving the appearance of the neighborhood, increasing recycling opportunities (for example, the sidewalk underlayment is made of recycled glass!), the rehabilitation and upgrade of property owned by a 501-c-3 non-profit organization, improvements in safety, and benefitting low-income and disabled persons.

Signature(s) _____ Date 06/12/2018

**Forest Grove Community Enhancement Program
FINAL REPORT**

Project Name: Downtown Storefront Design Assistance
Contact Name(s): Jeffrey King, James Draznin
Contact Phone(s): H: _____ W: 503-992-3293
Address: 1924 Council Street, Forest Grove, OR 97116
E-Mail Address: jking@forestgrove-or.gov

Description of how CEP grant was used (Attach photos, and promotional information, if possible. Attach sheet, if desired):

CEP funds were used to provide design assistance to those properties who applied to the Urban Renewal Storefront Improvement Grant Program. The assistance enabled applicants to articulate improvements within a budget and within City design guidelines, complete the program application and implement construction. Specific consultations included design concepts, specification and procuring bids/quotes from contractors. 5 facade projects received design assistance and all had constructions improvements completed or are under contract and in process of completion.

Date Completed: June 15, 2017 Total CEP Grant: \$6,810

Expenses (attach copies of invoices, receipts if possible):

Personnel: (describe) Design Services-Frontdoor Back, LLC Total Cost: \$10,000.00
Materials & supplies: (describe) _____ Total Cost: _____
Capital: (describe) _____ Total Cost: _____
Other Expenses: (describe) _____ Total Cost: _____

In-kind Contributions: _____ Total \$ Amount of In-kind Contribution: \$3,190.00
(briefly describe):

Funds from City Economic Development Budget

Name of organizations that partnered or collaborated with this project:

How many people in the community participated in this project? (if applicable) 1,000

How did this project meet the requirements of the grant terms?

The project met all grant terms. 1) The project led to the improved the appearance of the community. Help sustain and viability of the downtown by improved the appearance and attractiveness of 5 storefronts facades. 2) benefited youth, seniors, low income persons. Helped improved appearance, increased sales and activity and new jobs -many who are youth, elderly or lower income who work and shop in downtown 3) Benefited 1,000+ directly and indirectly property owners, businesses owners and their families and employees. Indirectly shoppers, visitors, downtown residents as the program helped sustain jobs, business and attractiveness of downtown. Also resulted in \$52,000 in storefront improvement work.

Signature(s)  Date 7.12.2018

**Forest Grove Community Enhancement Program
FINAL REPORT**

Project Name: English Language Training for Latinos Forest Grove Food Processing

Contact Name(s): Jeffrey King, James Draznin

Contact Phone(s): H: _____ W: 503-992-3293

Address: 1924 Council Street , P.O. Box 326, Forest Grove, OR 97116

E-Mail Address: jking@forestgrove-or.gov

Description of how CEP grant was used (Attach photos, and promotional information, if possible. Attach sheet, if desired):

The CEP funds were used to provide English language training to Latino workers in food processing companies located in Forest Grove. Training is targeted to specific manufacturing and food processing environment. Funds were used to develop curriculum, prepare fliers for employee outreach and provide training through two 17-week class program modules. A contract for \$6,500 was executed with Centro Cultural. The first program began on April 6th. The class was offered both during the day and evening to account for shift changes.

Date Completed: August 30, 2018 Total CEP Grant: \$6,500

Expenses (attach copies of invoices, receipts if possible):

Personnel: (describe) _____ Total Cost: _____

Materials & supplies: (describe) _____ Total Cost: _____

Capital: (describe) _____ Total Cost: _____

Other Expenses: (describe) Contracted Training Total Cost: \$6,500

In-kind Contributions: _____ Total \$ Amount of In-kind Contribution: _____
(briefly describe):

training space, recruitment

Name of organizations that partnered or collaborated with this project:
Centro Cultural, Chaucer, Old Trapper, Lieb Foods, New Season Foods

How many people in the community participated in this project? (if applicable) 15

How did this project meet the requirements of the grant terms?

The project met all requirements of the grant terms. English language training for manufacturing requirements was provided for Latino workers of Forest Grove Food processing firms. A total of 15 employees attended the class. There were some lessons learned as attendees dropped off as time went on. Some lessons: companies talked to potential employees one on one, offered some kind of reward or prize for course completion, allow employees to attend during work hours, where they would be paid.

Signature(s) _____ Date 9/4/18

(briefly describe): volunteers: Pacific university student and faculty, and community member volunteer time. Donations from: Rubinette Produce, Recology, DCCFW, Portland Nursery, B-street Farm, Terry O'Day

Name of organizations that partnered or collaborated with this project:

Dairy Creek Community Food Web, Oregon Agriculture in the Classroom, B-street Farm, Pacific University, Oregon Department of Education Farm to School/School Garden Network

How many people in the community participated in this project? (if applicable) 1,247 _____

How did this project meet the requirements of the grant terms?

- Hired a School Garden Coordinator to work 20 hours each month (includes mentoring, site maintenance, and meetings) July 2017 - June 2018
- Developed and distributed garden-based curriculum that supports Common Core, Next Generation Science Standards, and the Oregon Environmental Literacy Plan
- Assisted garden educators in using this curriculum in their garden classrooms
- Observed teachers with students in the garden classroom and provide constructive feedback to improve the garden learning experience for both teachers and students
- Organized and facilitated monthly Garden Educator Meetings (GEMs)
- Organized volunteers, staff, equipment, and materials in the creation and maintenance of FGSD school gardens.
- Worked directly with schools to develop landscape plans for new school garden classrooms.
- Continued the installment of new school garden classrooms throughout the Forest Grove School District.

Signature(s) _____



Date June 24, 2018

Forest Grove Community Enhancement Program
FINAL REPORT



Project Name: Forest Grove Community senior Center Empressas Project
Contact Name(s): Maribel De Leon
Contact Phone(s): H: 503-992-0078 x212 W: 503-992-0078 x212
Address: 2030 SW Main Street, Suit A Forest Grove, OR 97116
E-Mail Address: m.delco@adelantemujeres.org

Description of how CEP grant was used (Attach photos, and promotional information, if possible. Attach sheet, if desired):

- see attachment

Date Completed: June 25/18 Total CEP Grant: \$4,801

Expenses (attach copies of invoices, receipts if possible):

Personnel: (describe) Empressas Manager: Business Coaching Total Cost: \$4151
Materials & supplies: (describe) paper, notebooks : courses Total Cost: \$150
Capital: (describe) _____ Total Cost: _____
Other Expenses: (describe) subsidized commercial kitchen rental Total Cost: \$500

In-kind Contributions: (briefly describe): _____ Total \$ Amount of In-kind Contribution: _____

Name of organizations that partnered or collaborated with this project:
Forest Grove Senior Center

How many people in the community participated in this project? (if applicable) _____

How did this project meet the requirements of the grant terms?

- see attachment

Signature(s) 
Grants Coordinator

Date 6/22/2018

Forest Grove Community Enhancement Program FINAL REPORT

Organization: Adelante Mujeres

Description of how CEP grant was used:

The support from the CEP grant, ensured that the Empresas Small Business program could provide one-on-one coaching to 15 participants throughout the grant period in Forest Grove. Additionally, it provided five entrepreneurs access to affordable commercial kitchen. We provided the following activities to our local participants:

1. An 11-week Food-Based Business Course for 12 participants
2. Two 11-week Business Courses (Fall and Spring) for a combined total of 54 participants
3. Over 408 hours of Technical Assistance and One-on-One Coaching
4. 7 participants had access to capital through KivaZip and IDA Match program for a combined total of \$60,000

How did this project meet the requirements of the grant terms?

The Empresas Small Business Program with the partnership of the Forest Grove Senior Center support the growth of local small businesses that catapult the creation of full-time employment. Particularly, the access to a fully-licensed, affordable commercial kitchen serve the operational and compliance needs of local food-based businesses. Providing culturally-specific, technical assistance to local small businesses in Forest Grove supports the low-income Latino community in creating jobs and building sustainable businesses, thus, improving the livelihood for their families and the community. This project fosters increased economic sustainability (stimulus) by promoting entrepreneurship and attracting new investments in our community. Finally, the support for low-income women business owners is extremely important for addressing the community needs of Forest Grove. On Adelante Mujeres' *Food Based-Business* survey, 63% of food-based businesses served have at least 51% of their operations owned by one (or more) female.

**Forest Grove Community Enhancement Program
FINAL REPORT**

Project Name: SIGNS II

Contact Name(s): Paul Waterstreet

Contact Phone(s): H: [REDACTED] W: [REDACTED]

[REDACTED]: [REDACTED] FG, OR. 97116

E-Mail Address: [REDACTED]

Description of how CEP grant was used (Attach photos, and promotional information, if possible. Attach sheet, if desired):

Date Completed: 4/20/18 Total CEP Grant: \$7,400.00

Expenses (attach copies of invoices, receipts if possible):

Personnel: (describe) _____ Total Cost: _____

Materials & supplies: (describe) sign material/INSTALL Total Cost: \$7,120.00

Capital: (describe) _____ Total Cost: _____

Other Expenses: (describe) _____ Total Cost: _____

In-kind Contributions: (briefly describe): _____ Total \$ Amount of In-kind Contribution: _____

Name of organizations that partnered or collaborated with this project: _____

How many people in the community participated in this project? (if applicable) _____

How did this project meet the requirements of the grant terms?

The project installed 2 new signs, one at Knox Ridge and one at Thatcher Park. More signs are now universal and consistent through out the Parks.

Signature(s) [REDACTED]

Date 6-28-18

Forest Grove Community Enhancement Program
FINAL REPORT

Project Name: Enriching/Promoting PAC in the Community
Contact Name(s): Dana Eytzen
Contact Phone(s): H: [REDACTED] W: [REDACTED]
Address: [REDACTED] Forest Grove, OR 97116
E-Mail Address: [REDACTED]

Description of how CEP grant was used (Attach photos, and promotional information, if possible. Attach sheet, if desired):

We spent \$400 on printing new literature for PAC. New walking tour rack-cards and postcards, also a new general info brochure. We advertised in a number of ways - Discover Map ad, we sponsored a Luncheon for the Chamber, vendor refreshments and A-frame signs for the Art Bizarre. See attached

Date Completed: 6.28.18 Total CEP Grant: \$1,350

Expenses (attach copies of invoices, receipts if possible):

Personnel: (describe) _____ Total Cost: _____
Materials & supplies: (describe) 1st Weds Supplies, printing Total Cost: \$100.398
new display items
Capital: (describe) _____ Total Cost: _____
Other Expenses: (describe) Advertising, food, signs Total Cost: \$594
\$256 - extension approved

In-kind Contributions: All items above Total \$ Amount of In-kind Contribution: _____
(briefly describe): took many volunteer hours on behalf of PAC members
Name of organizations that partnered or collaborated with this project: _____

How many people in the community participated in this project? (if applicable) 300+

How did this project meet the requirements of the grant terms?
I believe we have met the CEP goals by promoting PAC in our community. Our main goal is to give access of the Arts to the community, enhancing our community.

Signature(s) [REDACTED] Date 6.25.18

DESCRIPTION:

We updated our display. We purchased a new board to use for outdoor events, as well as new images for the board. We also bought a cart to haul our display items.

This page is intentionally blank.

**Forest Grove Community Enhancement Program
FINAL REPORT**

Project Name: Promoting/Expanding others through Art
Contact Name(s): Dana Eytzen
Contact Phone(s): H: [redacted] W: [redacted]
Address: [redacted] Forest Grove, OR 97114
E-Mail Address: [redacted]

Description of how CEP grant was used (Attach photos, and promotional information, if possible. Attach sheet, if desired):

We gave out 9 mini-grants to various organizations. The Forest Grove school district, Theater in the Grove, Valley Art and the UCC. These events reached a wide array of citizens in our community. We also did advertising for Mini-Grants.

Date Completed: 6.25.18 Total CEP Grant: 5800-

Expenses (attach copies of invoices, receipts if possible):

Personnel: (describe) _____ Total Cost: _____
Materials & supplies: (describe) Valentine's, Artsupplies Total Cost: \$1,000.
Capital: (describe) _____ Total Cost: _____
Other Expenses: (describe) Mini-Grants Total Cost: \$4296.93

In-kind Contributions: These items require Total \$ Amount of In-kind Contribution: _____
(briefly describe): many hours of Commissioner Volunteer hours.

Name of organizations that partnered or collaborated with this project:
Adalante Myeres, Valley Art, Theater in the Grove, FG school district, ucc

How many people in the community participated in this project? (if applicable) 500+

How did this project meet the requirements of the grant terms?
We met the goals of the CEP grant by exposing, giving access to Art for the entire community which is most definitely enhancing the community.

Signature(s) Dana Eytzen Date 6.25.2018

We sent out valentine's/invitations to apply for mini-grants to as many Arts Programs in the Community as we could find. We are hoping to reach new applicants and serve a wider audience.

We purchased children's art supplies for our 1st Wednesday Booth - which our main goal is to advertise for mini-grants.

**Forest Grove Community Enhancement Program
FINAL REPORT**

Project Name: TITG Innovative Facelift
Contact Name(s): Leslie Crandell Dawes
Contact Phone(s): H: [REDACTED] W: _____
Address: 2028 Pacific Ave.
E-Mail Address: leslie.titg@gmail.com

Description of how CEP grant was used (Attach photos, and promotional information, if possible. Attach sheet, if desired):

The money went towards the high Resolution LED Marquee that has been ordered. Construction + fitting of sign will be done once the sign is delivered. We are asking for a 6 month extension to complete the installation of the sign and to upgrade the electrical work needed.

Date Completed: Not yet complete Total CEP Grant: 3850.00

Expenses (attach copies of invoices, receipts if possible):

Personnel: (describe) _____ Total Cost: _____
Materials & supplies: (describe) High Res LED Marquee Total Cost: \$5879.00
Capital: (describe) _____ Total Cost: _____
Other Expenses: (describe) _____ Total Cost: _____

In-kind Contributions: _____ Total \$ Amount of In-kind Contribution: _____
(briefly describe):

Name of organizations that partnered or collaborated with this project:
Theatre in the Grove

How many people in the community participated in this project? (if applicable) 5

How did this project meet the requirements of the grant terms? We are currently waiting for the sign to be delivered to be able to complete the TITG Innovative Facelift.

Signature(s) Leslie Crandell Dawes Date 6.27.18

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *November 26, 2018*

SUBJECT TITLE: *Liquor License New Application*

BACKGROUND:

ORS 471.166 establishes the process for local government to make recommendation to the Oregon Liquor Control Commission (OLCC) concerning the suitability of a new liquor license application. The local government is allowed up to 45 days to process the application and provide a recommendation to the OLCC. The OLCC requires posting a public notice of the license application at the proposed business location. The OLCC also conducts its investigation, i.e., if the business location has had problems with OLCC, police or neighbors; the applicant has a criminal history; the applicant has provided false information; and/or the applicant has a history of abusing drugs or alcohol.

City Code §110.071-110.073, requires an applicant/business requesting city endorsement for a new liquor license to submit a criminal background check, along with the applicable 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, 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** ~ the Police Chief has 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 application. The City's endorsement will be submitted to OLCC and OLCC approves, denies, restricts, or makes recommendations to OLCC Commissioners. If the application is approved, the OLCC will issue the license. 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: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: US Market #399 Rubbal Saini, Applicant

BUSINESS LOCATION ADDRESS: 3712 Pacific Avenue, Suite A

LIQUOR LICENSE TYPE: Off-Premises Sales

CITY BUSINESS LICENSE: BL-

TYPE OF LICENSE REQUESTED:
Liquor License Application is for the following:

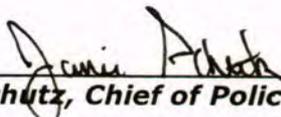
<p>1. LICENSE TYPE:</p> <p><input type="checkbox"/> F-COM – Full On-Premises Sales, Commercial</p> <p><input type="checkbox"/> F-CAT – Full On-Premises Sales, Caterer</p> <p><input type="checkbox"/> F-FPC/F-CLU – Full On-Premises Private Club</p> <p><input type="checkbox"/> F-PL – Full On-Premises Public Location</p> <p><input type="checkbox"/> TSL – Temporary Sales License</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> L – Limited On-Premises</p> <p><input checked="" type="checkbox"/> O – Off-Premises Sales</p> <p><input type="checkbox"/> BP – Brewery Public House</p> <p><input type="checkbox"/> SEW – Special Event Winery</p> <p><input type="checkbox"/> SEG – Special Event Grower</p> <p><input type="checkbox"/> SED – Special Event Distillery</p>	<p>2. LICENSE FEE:</p> <p><input checked="" type="checkbox"/> New Application \$100</p> <p><input type="checkbox"/> Temporary \$35</p> <p><input type="checkbox"/> Change \$75</p> <p><input type="checkbox"/> Annual Renewal \$35</p> <p><input type="checkbox"/> Event \$24.40</p> <p><input type="checkbox"/> Other _____</p>
<p><input type="checkbox"/> FULL ON-PREMISES SALES:</p> <p>F-COM – 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><input type="checkbox"/> BREWERY - PUBLIC</p> <p>BP – 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>	<p><input type="checkbox"/> LIMITED ON-PREMISES SALES:</p> <p>L – 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><input checked="" type="checkbox"/> OFF-PREMISES SALES:</p> <p>O – 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>

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)


 J. F. Schutz, Chief of Police/Designee

Date 11/19/2018

pending



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

<p>LICENSE FEE: Do not include the license fee with the application (the license fee will be collected at a later time).</p> <p>APPLICATION: Application is being made for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Brewery <input type="checkbox"/> Brewery-Public House <input type="checkbox"/> Distillery <input type="checkbox"/> Full On-Premises, Commercial <input type="checkbox"/> Full On-Premises, Caterer <input type="checkbox"/> Full On-Premises, Passenger Carrier <input type="checkbox"/> Full On-Premises, Other Public Location <input type="checkbox"/> Full On-Premises, Nonprofit Private Club <input type="checkbox"/> Full On-Premises, For-Profit Private Club <input type="checkbox"/> Grower Sales Privilege <input type="checkbox"/> Limited On-Premises <input checked="" type="checkbox"/> Off-Premises <input type="checkbox"/> Off-Premises with Fuel Pumps <input type="checkbox"/> Warehouse <input type="checkbox"/> Wholesale Malt Beverage & Wine (WMBW) <input type="checkbox"/> Winery 	<p align="center">CITY AND COUNTY USE ONLY</p> <p>Date application received <u>November 9, 2018</u></p> <p>Name of City or County <u>FOREST GROVE</u></p> <p>Recommends this license be <input type="checkbox"/> Granted <input type="checkbox"/> Denied</p> <p>By _____</p> <p>Date _____</p> <hr/> <p align="center">OLCC USE</p> <p>Application received by <u>[Signature]</u></p> <p>Date <u>11-5-18</u></p> <p>License Action: <u>n/o</u></p>
---	--

1. **LEGAL ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license:**

Applicant #1 <u>R & D RETAIL SERVICES CORPORATION</u>	Applicant #2 <u>RUBBAL SAINI</u>
Applicant #3 <u>MEHAR DIN SIDHU</u>	Applicant #4 _____
2. **Trade Name of the Business (the name customers will see):**
US MARKET 399
3. **Business Location:** Number and Street 3712 PACIFIC AVE, SUITE A
City FOREST GROVE County WASHINGTON ZIP 97116
4. **Is the business at this location currently licensed by the OLCC?** Yes No
5. **Mailing Address (where the OLCC will send your mail):**

City SALEM State OR ZIP 97301
6. **Phone Number of the Business Location:** APPLIED FOR
7. **Contact Person for this Application:**
Name ZACHARY DABLOW Phone Number _____
Mailing Address, City, State, ZIP
_____ SALEM, OREGON, 97309
Email NONE

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

Signature of Applicant #1 <u>[Signature]</u>	Signature of Applicant #2 <u>[Signature]</u>
Signature of Applicant #3 <u>[Signature]</u>	Signature of Applicant #4 <u>[Signature]</u>

RECEIVED
Oct 30 2018



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: R2D Retail Services Corp Phone: applied for

Trade Name (dba): US Market 399

Business Location Address: 3712 Pacific Ave, Suite A

City: Forest Grove ZIP Code: 97116

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 6:00am to 11pm

Monday 6:00am to 11pm

Tuesday 6:00am to 11pm

Wednesday 6:00am to 11pm

Thursday 6:00am to 11pm

Friday 6:00am to 12am

Saturday 6:00am to 12am

Outdoor Area Hours:

Sunday ~~_____ to _____~~

Monday ~~_____ to _____~~

Tuesday ~~_____ to _____~~

Wednesday ~~_____ to _____~~

Thursday ~~_____ to _____~~

Friday ~~_____ to _____~~

Saturday ~~_____ to _____~~

The outdoor area is used for:

Food service Hours: N/A

Alcohol service Hours: _____ to _____

Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

_____ (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke N/A
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

N/A

Sunday _____ to _____

Monday _____ to _____

Tuesday _____ to _____

Wednesday _____ to _____

Thursday _____ to _____

Friday _____ to _____

Saturday _____ to _____

SEATING COUNT

Restaurant: _____ Outdoor: N/A

Lounge: _____ Other (explain): _____

Banquet: _____ Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: (Y) (N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: _____ Date: 10-16-18



A place where families and businesses thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING D/	3G - 3K
FINAL ACTION:	

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *November 26, 2018*

SUBJECT: *Resolution Making Appointments to Various B/C*

The Council interviewed applicants in Work Session, held November 13, 2018, and made recommendations to appoint applicants to the following Boards, Committees and Commissions (B/C). Staff has contacted each applicant, and they have affirmed that they are available and very interested in being appointed to the following B/C:

1. Ashley Terry, Committee for Community Involvement, Student Advisory, Term Expiring January 31, 2020.
2. Christopher Wilmeth, Economic Development Commission, Workforce (At-Large), Term Expiring December 31, 2020.
3. Jill Verboort, Economic Development Commission (EDC), Small Commercial, Term Expiring December 31, 2021. A Council interview is not required as the EDC has approved forwarding this recommendation to City Council for consideration to fill the above-noted representative vacancy.
4. Matthew Hampton, Library Commission, Student Advisory, Term Expiring December 31, 2019.
5. Tammi McLaughlin, Parks and Recreation Commission, NE, Term Expiring December 31, 2019.
6. Lilliann Meek, Sustainability Commission, At-Large, Term Expiring December 31, 2022.

STAFF RECOMMENDATION: Staff recommends City Council consider approving the resolutions making the above-noted appointments. If Council desires not to make appointment(s), Council may reject placing this item on the Consent Agenda and/or discuss separately.

ATTACHMENTS: Resolutions Making Various B/C Appointments

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3G

RESOLUTION NO. 2018-87

**RESOLUTION MAKING APPOINTMENT TO
COMMITTEE FOR COMMUNITY INVOLVEMENT STUDENT ADVISORY
AND REPEALING RESOLUTION NO. 2018-81**

WHEREAS, Resolution No. 1991-57 has provided for a Committee for Citizen Involvement; 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, there currently is a student advisory vacancy on the Committee for Community Involvement (CCI); and

WHEREAS, the City Council interviewed and appointed the applicant to the Public Arts Commission on October 8, 2018, Resolution No. 2018-81, and the applicant withdrew and instead requested an appointment to CCI, which was discussed in work session held November 13, 2018.

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 Committee for Community Involvement for the following term:

<u>Last Name:</u>	<u>First Name:</u>	<u>Position/Representative:</u>	<u>Term Expires:</u>
TERRY	ASHLEY	STUDENT ADVISORY	JANUARY 31, 2020

Section 2. Resolution No. 2018-81 is hereby repealed.

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

PRESENTED AND PASSED this 26th day of November, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 26th day of November, 2018.

Peter B. Truax, Mayor

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Interview
9-24-18
6:30pm

Published on Forest Grove Oregon (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Boards & Commissions Application](#) > [Webform results Application](#)

PAC - Student
12/31/19 -
Resigned

Submission information

Form: Boards and Commissions Application
Submitted by Visitor (not verified)
Monday, June 4, 2018 - 5:16pm
172.16.64.19

CCI - Student
1/31/20
Term

First & Last Name

Ashley Terry

Home Address

Doubletree St

Mailing Address, if different

Doubletree St

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

Telephone/Cell Phone Number

Employer

Student

Work Telephone Number

Occupation/Profession

Student

Are you a student applicant? (Students must be attending high school grade level or college in Forest Grove)

Yes

If so, which grade level and which school do you attend?

Junior Forest Grove High School

Do you reside within the City limits?

Yes

Years residing in Forest Grove:

11

How did you hear of this opportunity?

Solomon Clapshaw

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?**Select which Boards, Committees or Commissions you would like to apply for:**

- Committee for Community Involvement (1st Tuesday, 5:30pm)
- Public Arts Commission (2nd Thursday, 5pm)

What specific topics interest you that relate to the board?

I am very involved in the Arts. I play the piano competitively, accompany high school choir, and I teach my own students. I am interested in helping fund the arts and bringing awareness and recognition to students who are successful in these areas. I would also like to encourage students to try a new art form and become more involved in our community as well.

What contributions do you hope to bring to the board?

I have knowledge of where the arts are lacking in our school district, and ways we can support the students there. I have helped out at community events through my involvement in the Renaissance Leadership Class at Forest Grove High School. I enjoy putting on events to gather the community together to help us feel unity and encourage a sense of community.

List your educational experience:

Junior at Forest Grove High School (2018-2019)
Studying Syllabus Level 9 OMTA

List any community involvement, appointed offices, elected offices and/or affiliations.

Committee Chair in Renaissance Leadership
National Honors Society Member
Leader in Church Youth Group for ages 12-18
Summer Camp Counselor for ages 12-18

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Ashley R. Terry

Date

06/04/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/4671>

**FOREST GROVE ECONOMIC DEVELOPMENT COMMISSION
VOTING REPRESENTATIVE INFORMATION SHEET**

ECONOMIC DEVELOPMENT COMMISSION (EDC):

Company NAME:	<u>Jill Verboort State Farm Insurance</u>	
	<u>Primary:</u>	<u>Alternate:</u>
Member:	<u>Jill Verboort</u>	
Mailing Address:	<u>2328 Pacific Ave Ste 100 Forest Grove OR 97116</u>	
Phone (work):	<u>503-992-6700</u>	
Phone (home):	<u>503-550-7539</u>	
Fax:	<u>503-992-6788</u>	
E-Mail:	<u>jill@jillverboort.com</u>	

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

Date: 11/15/18 Submitted by: Jill Verboort
Title: Owner / Agent

Please submit the completed form to City Recorder's Office, 1924 Council Street, P. O. Box 326, Forest Grove, OR 97116, Phone: 503.992.3235, Fax: 503.992.3207, e-mail: aruggles@forestgrove-or.gov. You will be notified once the City Council formally makes your appointment request.

*Small commercial
Team 12/3/21 (3yr)*

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Interviewed
11/13/2018 @ 4:15pm
EDC

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Boards & Commissions Application](#) > [Webform results](#) > [Boards & Commissions Application](#)

Submission information

Form: [Boards and Commissions Application](#) (1)

Submitted by Visitor (not verified)

Monday, October 22, 2018 - 4:50pm

172.16.64.18

First & Last Name

Christopher Wilmeth

Home Address

██████ 25th Ave

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Employer

Yahoo! Inc.

Work Telephone Number

Occupation/Profession

Customer Success Manager

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

No

If so, which grade level and school do you attend?

Do you reside within the City limits?

Yes

Years residing in Forest Grove:

10+

How did you hear of this opportunity?

Facebook Community Page

AT-Large
workforce
Term 12/31/20

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?**Select which Boards, Committees or Commissions you would like to apply for:**

Economic Development Commission (1st Thursday, Noon)

What specific topics interest you that relate to the board?

Marketing strategies related to growth and development, helping to build an environment attractive to awesome employers, and helping the city of Forest Grove to take greater advantage of its existing competitive advantages in the small business sector.

What contributions do you hope to bring to the board?

As a tech junkie working at Yahoo for over 10+ years, I've got broad experience helping small businesses grow using the latest advancements in digital marketing available. I've served in several roles as an advisor to small businesses, helping them to capitalize on their unique niches to grow in spite of a stagnate economy, and taking personal responsibility for their outcomes. I strive for accountability in myself and the people I recommend for clients I've worked with and believe this mindset would serve the city well; any recommendations I make would come with steps for tracking progress, growth, and tying any actions taken directly back to the results that resulted from it.

List your educational experience:

My experience comes primarily from hands-on management of small businesses alongside their owners. While I have no formal degree, I've helped many businesses gain a footing where they were otherwise losing it to modern competitors, and can offer unique insights that a college degree can't impart.

List any community involvement, appointed offices, elected offices and/or affiliations.

None, this is my first time volunteering my experience in any formal capacity. Just looking forward to helping!

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Christopher Wilmeth

Date

10/22/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/6331>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

SI

RESOLUTION NO. 2018-89

**RESOLUTION MAKING APPOINTMENT TO
LIBRARY COMMISSION**

WHEREAS, the City of Forest Grove has provided for a Library 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, there currently is a student advisory vacancy on the Library Commission; and

WHEREAS, the City Council received applications, and subsequently interviewed applicants for this 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 Library Commission for the following term:

<u>Last Name:</u>	<u>First Name:</u>	<u>Position/Representative:</u>	<u>Term Expires:</u>
HAMPTON	MATTHEW	STUDENT ADVISOR	DECEMBER 31, 2019

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

PRESENTED AND PASSED this 26th day of November, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 26th day of November, 2018.

Peter B. Truax, Mayor

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Interviewed
11/13/2018 @5:15pm
L/C

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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Submission information

Form: [Boards and Commissions Application](#)

Submitted by Visitor (not verified)

Wednesday, August 15, 2018 - 7:13pm

172.16.64.19

First & Last Name

Matthew Hampton

Home Address

■ SW Jex Lane

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

■

Telephone/Cell Phone Number

■

Employer

N/A

Work Telephone Number

Occupation/Profession

Student

Are you a student applicant? (Students must be attending high school grade level or college in Forest Grove)

Yes

If so, which grade level and which school do you attend?

Freshman - Portland Community College

Do you reside within the City limits?

Yes - Rural W/C

Years residing in Forest Grove:

18

How did you hear of this opportunity?

Student
Team 12/3/19

High School Leadership Class

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?

Select which Boards, Committees or Commissions you would like to apply for:

Library Commission (2nd Tuesday, 6:30pm)

What specific topics interest you that relate to the board?

Community Involvement / Inclusion

Public Services / Government

Accessibility

Cooperation

Education

What contributions do you hope to bring to the board?

I hope to bring a unique perspective to the board, that of a student, in order to adapt the projects to better suit younger people and students and help to better integrate them in community activities. I also hope to bring straight up work in order to get projects done, in addition to new ideas on how to work more efficiently and for more members of the community.

List your educational experience:

Diploma - Forest Grove High School (Class '18)

List any community involvement, appointed offices, elected offices and/or affiliations.

Forest Grove City Library Volunteer (Jan '15 - present)

Executive Treasurer - FGHS Leadership (2017-2018)

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Matthew Hampton

Date

08/15/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/5371>

RESOLUTION NO. 2018-90

**RESOLUTION MAKING APPOINTMENT TO
PARKS AND RECREATION COMMISSION**

WHEREAS, Resolution No. 1974-733 has provided for a Parks and Recreation 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, there currently is a vacancy on the Parks and Recreation Commission; and

WHEREAS, the City Council received applications, and subsequently interviewed applicants for service on this 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 Parks and Recreation Commission for the following term:

<u>Last Name:</u>	<u>First Name:</u>	<u>Position/District:</u>	<u>Term Expires:</u>
MCLAUGHLIN	TAMMI	NE	DECEMBER 31, 2019

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

PRESENTED AND PASSED this 26th day of November, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 26th day of November, 2018.

Peter B. Truax, Mayor

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Interviewed
11/13/2018 @4:30pm
P&R

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Boards & Commissions Application](#) > [Webform results](#) > [Boards & Commissions Application](#)

Submission information

Form: [Boards and Commissions Application](#) [1]

Submitted by Visitor (not verified)

Wednesday, October 24, 2018 - 2:34pm

172.16.64.18

First & Last Name

Tammi McLaughlin

Home Address

██████ SW Pacific Avenue

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Employer

Self employed

Work Telephone Number

Occupation/Profession

Mom/Non profit work/Garden design

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

If so, which grade level and school do you attend?

Do you reside within the City limits?

Yes

Years residing in Forest Grove:

18

How did you hear of this opportunity?

Email from Anna Ruggles due to past application

NE
Term 12/31/19

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?

Select which Boards, Committees or Commissions you would like to apply for:

Parks and Recreation Commission (3rd Wednesday, 7am)

What specific topics interest you that relate to the board?

Parks and rec opportunities for all ages in the community. Better community supported options for our youth in particular.

What contributions do you hope to bring to the board?

I founded a non profit youth sports organization here in Forest Grove about 5 years ago. I've been involved in administrative leadership of FGHS sports for 6 years. I am very aware of the recreational options and failings in our community. I know many of the people involved with parks and rec offerings in Forest Grove. I have a passion for parks and rec community opportunities.

List your educational experience:

BA - University of Washington

List any community involvement, appointed offices, elected offices and/or affiliations.

President - FGHS Boys Lacrosse club
Chairman of the Board - Forest Grove Youth Lacrosse
Vikings Booster

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Tammi McLaughlin

Date

10/24/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/6391>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

314

RESOLUTION NO. 2018-91

**RESOLUTION MAKING APPOINTMENT TO
SUSTAINABILITY COMMISSION**

WHEREAS, Resolution No. 2013-69 has provided for a Sustainability 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, there currently is a vacancy on the Sustainability Commission; and

WHEREAS, the City Council received applications, and subsequently interviewed applicants for service on this 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 Sustainability Commission for the following term:

<u>Last Name:</u>	<u>First Name:</u>	<u>Representative/Position:</u>	<u>Term Expires:</u>
MEEK	LILLIANN	AT-LARGE	DECEMBER 31, 2022

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

PRESENTED AND PASSED this 26th day of November, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 26th day of November, 2018.

Peter B. Truax, Mayor

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Interviewed
11/13/2018 @ 4:45pm
S/C

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Boards & Commissions Application](#) > [Webform results](#) > [Boards & Commissions Application](#)

Submission information

Form: [Boards and Commissions Application](#) [1]

Submitted by Visitor (not verified)

Saturday, September 15, 2018 - 6:30pm

172.16.64.19

First & Last Name

Lilliann Meek

Home Address

██████████ College Way, ██████████

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

██

Telephone/Cell Phone Number

████████████████████

Employer

N/A

Work Telephone Number

████████████████████

Occupation/Profession

Toxicology & Spanish Undergraduate

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

Yes

If so, which grade level and school do you attend?

Second Year College Student

Do you reside within the City limits?

Yes

Years residing in Forest Grove:

2

*AT-Large
Term 12/13/2022*

How did you hear of this opportunity?

Fallon Harris

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?**Select which Boards, Committees or Commissions you would like to apply for:**

Sustainability Commission (4th Thursday, 6pm)

What specific topics interest you that relate to the board?

Becoming more sustainable within our community such as food security & coming to a conclusion and a resolution about homelessness within the Grove & beyond.

What contributions do you hope to bring to the board?

I hope to bring in a different perspective and be a representative for Pacific University students. I hope to collaborate and create new ideas with the sustainability committee on projects, research and or service.

List your educational experience:

High School Diploma- Buena Park High School

Undergraduate- in process (Environmental Toxicology/ Chemistry & Spanish Major)

List any community involvement, appointed offices, elected offices and/or affiliations.

High School:

(Future Farmers Of America) FFA secretary for 1 year

FFA President for 2 years.

National Honors Society

Top 60/500 students in class

Agriculture & Art program completer

California State Grapevine 4th Highest Individual

State FFA Award

Student California Ambassador WASC

Agriculture Integrated Systems Research Project California State Finalist - 2years in a row

College Awards/Involvement:

Colligate Softball NCAA Student-Athlete

Deans List Academia

National FFA Awards (Pending)

Job experiences:

Boys & Girls Club of America, Buena Park, CA — Agriculture Educator Staff Member

JANUARY 2017 - PRESENT

I Partnered with Nutrilite & Amway and started a garden, mini-vineyard and mini-fruit tree field. Here I teach children from the ages of 7-17 years of age about natural, environmental, marine & animal sciences. Here, I have had the opportunity to meet global

head managers from Amway's Washington, Brazil, Mexico & California headquarters.

Buena Park High, Buena Park, CA— Swine Manager

AUGUST 2016 - AUGUST 2017

I Managed livestock (swine). Details: Feed ratios, participated in surgical procedures, creating schedules & shifts.

Community involvement:

Forest Grove FFA- Volunteer

Here I help students within their leadership skills, career exploration. I also help agriculture teachers in tasks that need to be done in the classroom and on the farm.

Elk Monitoring— Research

Here I Collect data for Washington County and is processed at Pacific University.

B-Street Farm— Permaculture

Here I Volunteer work at the University farm that partners with Aramark. Permaculture is a sustainable form of agriculture in respect with the environment.

Arc GIS Online Washington County Guest Speaker- Research

Here I helped a local Biologist map his Salmon data research that he had done in previous years. It was me and my partners job to map his findings on a geospatial map online and create an informational slideshow/map to inform the audience about salmon. Information such as breeding, specie varieties & identification.

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Lilliann Meek

Date

09/15/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/5811>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

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Forest Grove Economic Update

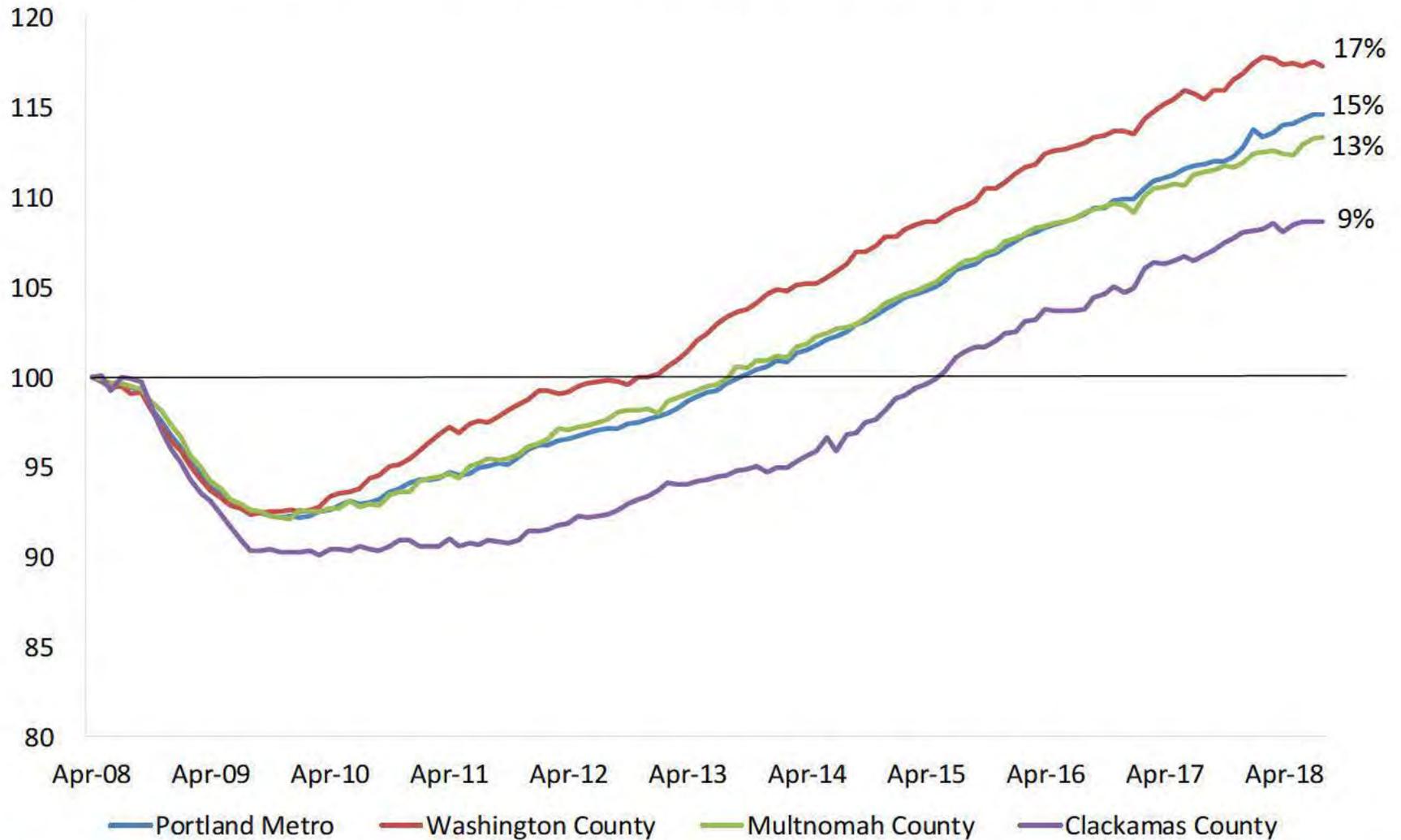
November 2018

Emily Starbuck

Economist & Workforce Analyst

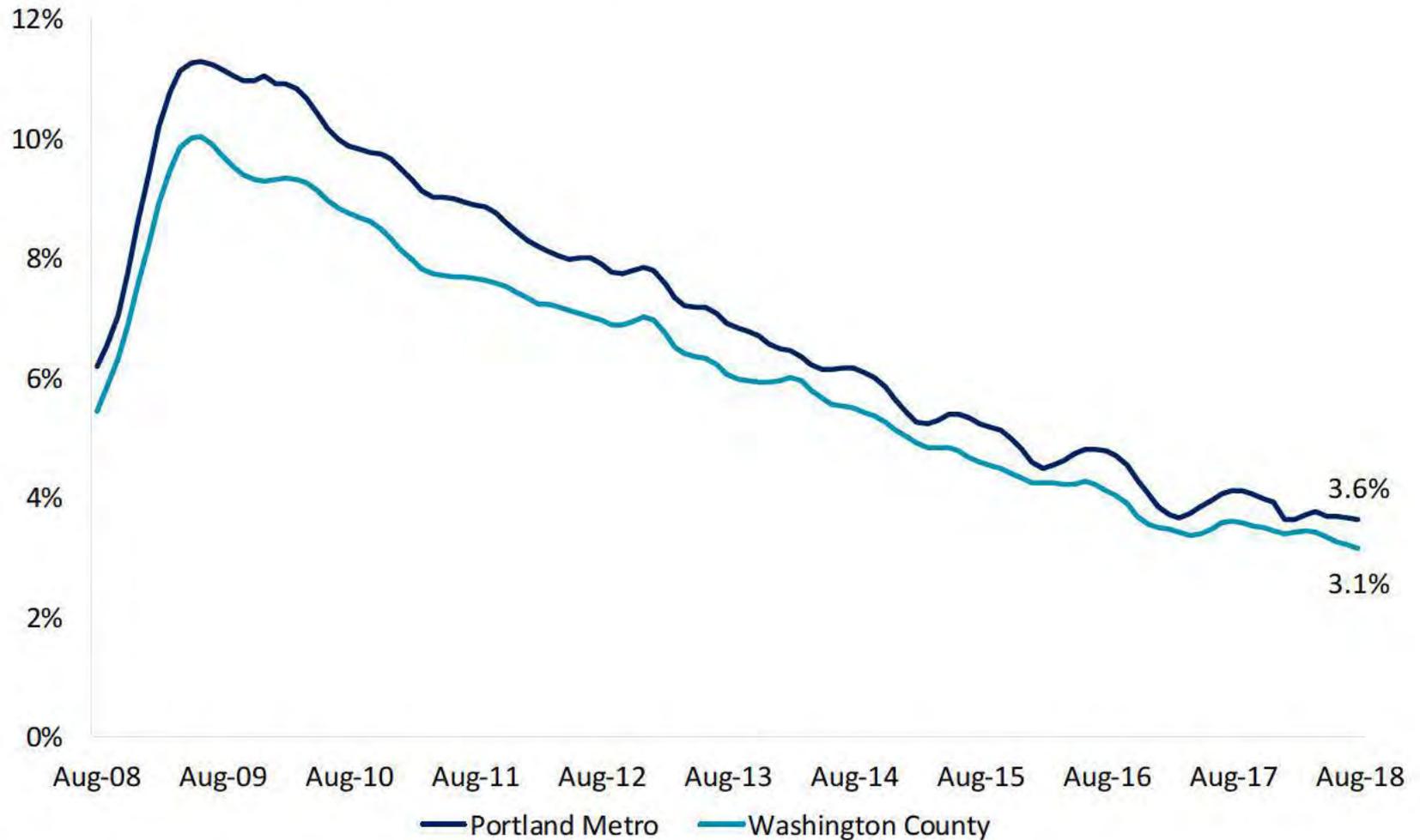


Washington County Leads Regional Employment Growth



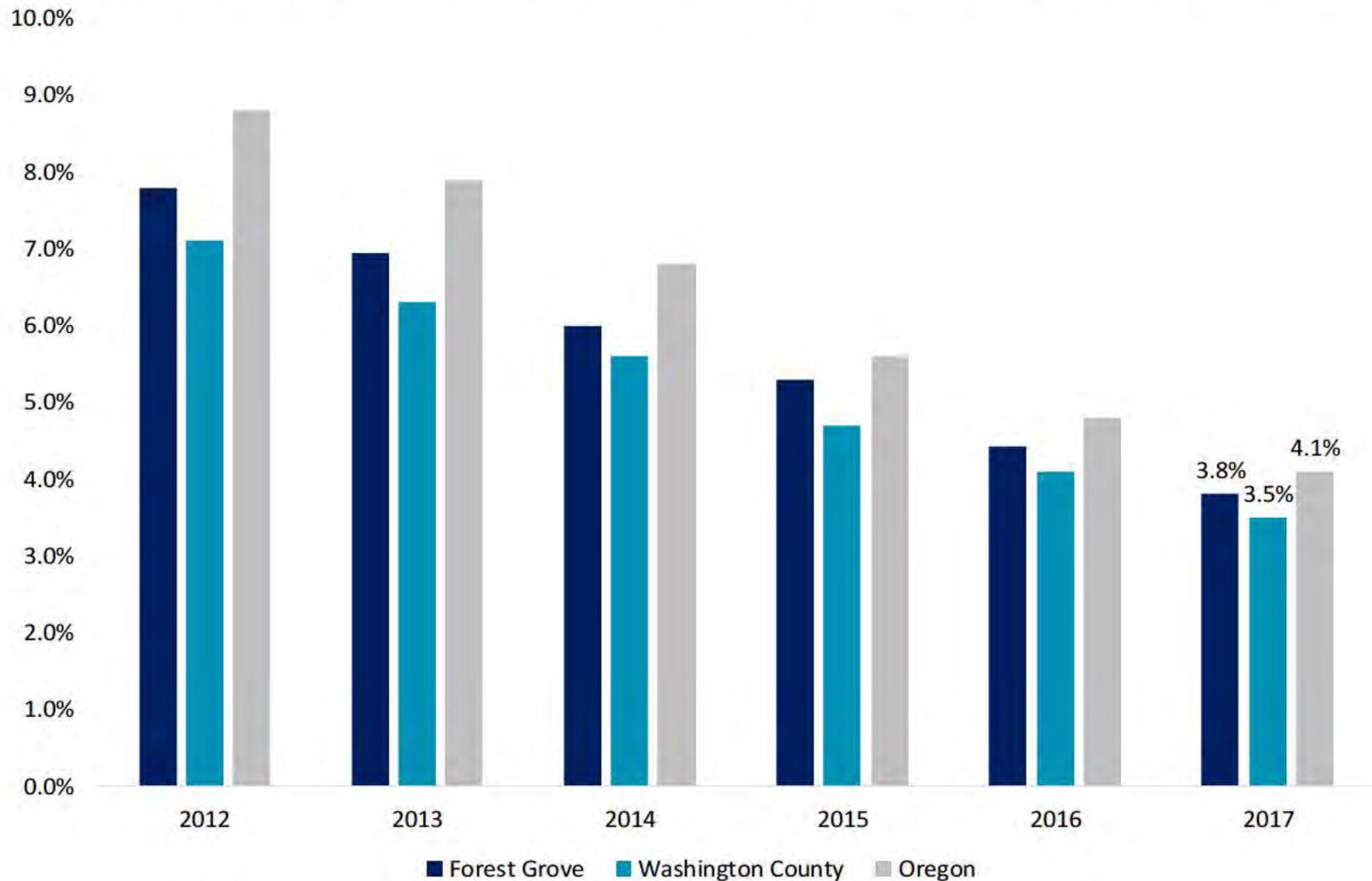
Seasonally adjusted. Source: Oregon Employment Department, Current Employment Estimates, Apr. 2008 to Aug. 2018

Low Unemployment Continues



Seasonally adjusted. Source: Oregon Employment Department, Local Area Unemployment Statistics, Aug. 2008 to Aug. 2017

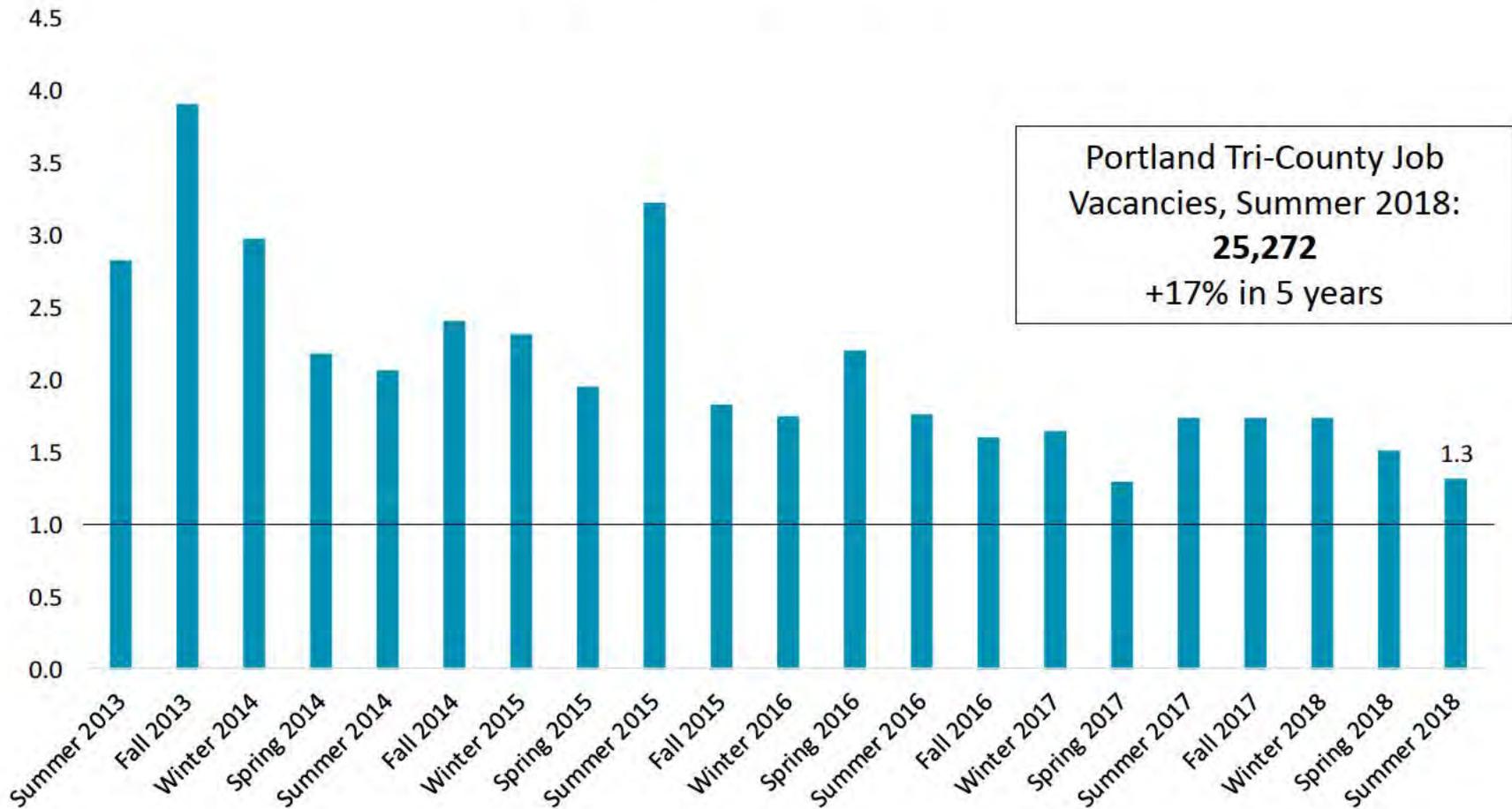
Annual Unemployment Rates Declining Since 2012



Source: Oregon Employment Department, Local Area Unemployment Statistics, 2012 – 2017 annual data

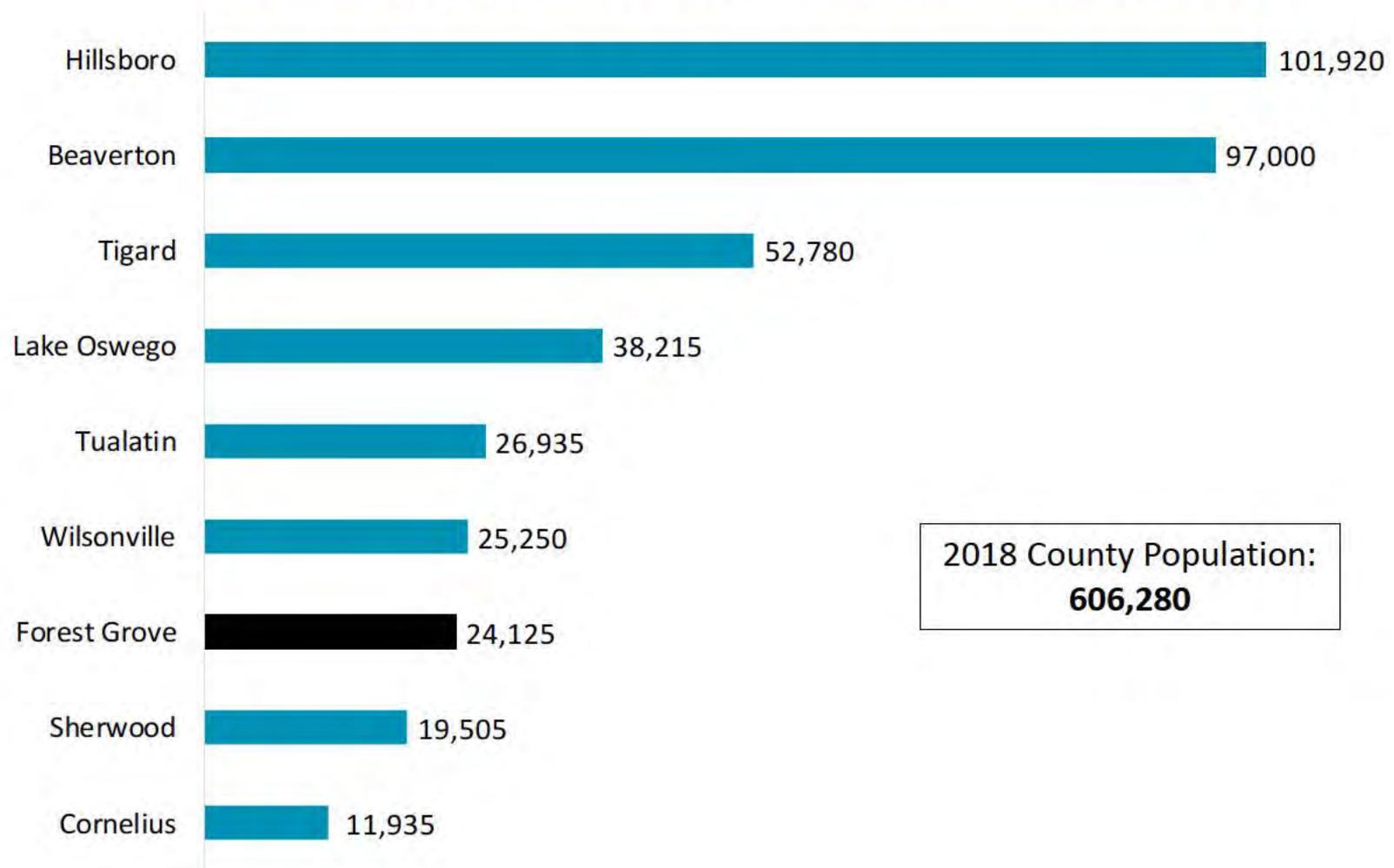


Just 1.3 Unemployed Workers Per Job Vacancy in Summer 2018



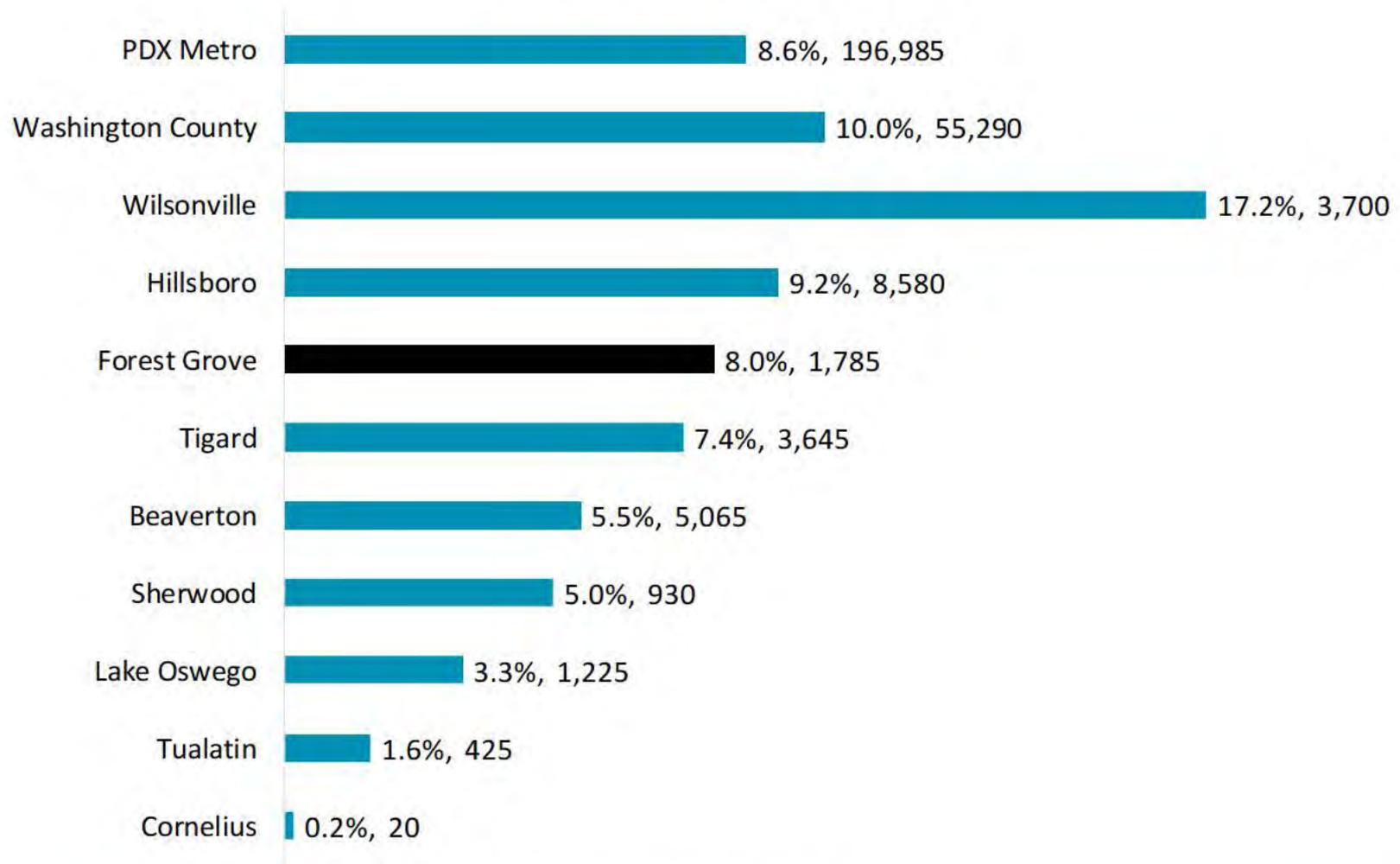
Source: Oregon Employment Department, Local Area Unemployment Statistics & Job Vacancy Survey, Portland Tri-County

Washington County Population by City



Population Growth Over the Past 5 Years

Growth Rate & Net Change



Source: Portland State University Population Research Center, 2013-2018. Estimates as of July 1st.



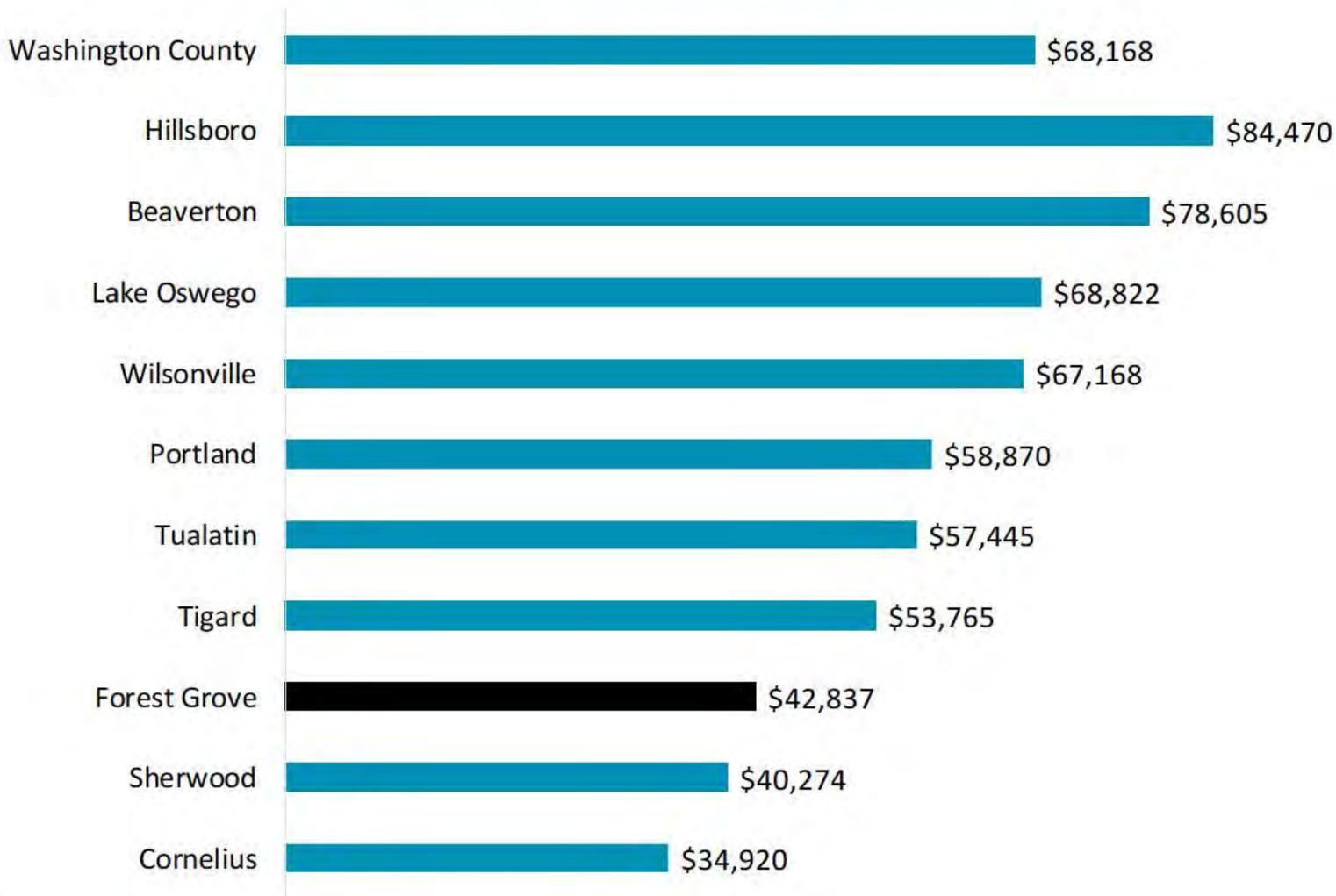
Washington County Has Highest Wages in the State; Second Highest Wage Growth in Metro Area



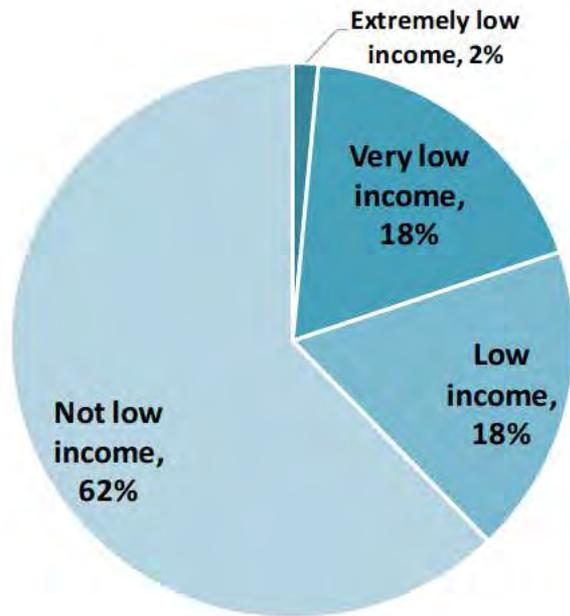
Inflation adjusted. Source: Oregon Employment Department, Quarterly Census of Employment and Wages, 2012 & 2017



Annual Average Wages Vary by City



38% of County Employment is in Low Income Industries



- 5% decrease in low income employment from 2012
 - From 115,631 to 109,647
- 35% increase in non-low income employment from 2012
 - From 134,013 to 180,396

FOREST GROVE

Demographic Quick Facts

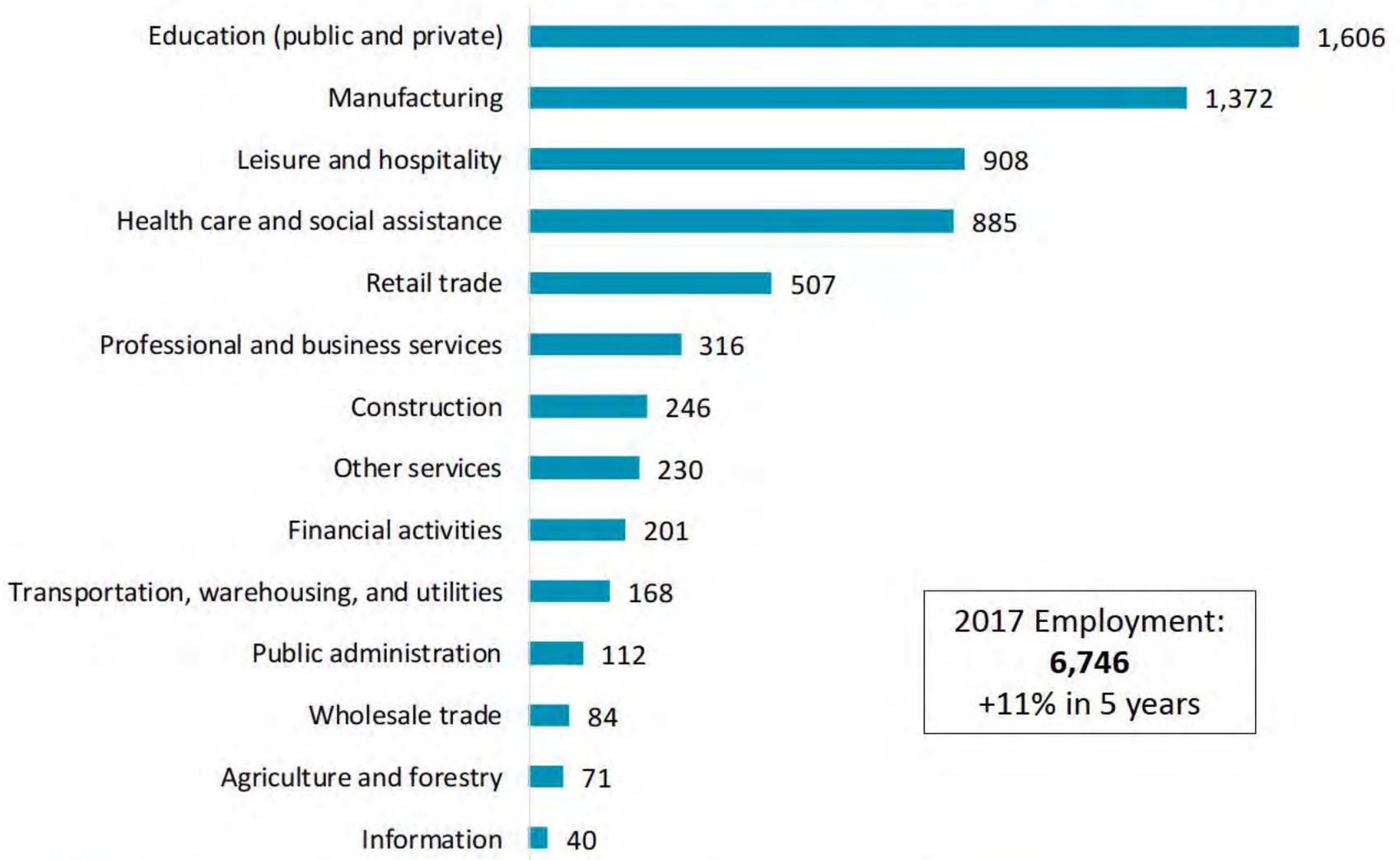
Indicator	Forest Grove	Washington County	Portland MSA
Median Age	36.2	36.9	38.2
Median Household Income	\$63,103	\$80,946	\$71,931
People of Color*	31%	32%	25%
Bachelor's Degree or Higher (25 years & over)	34%	46%	40%

*2016 data

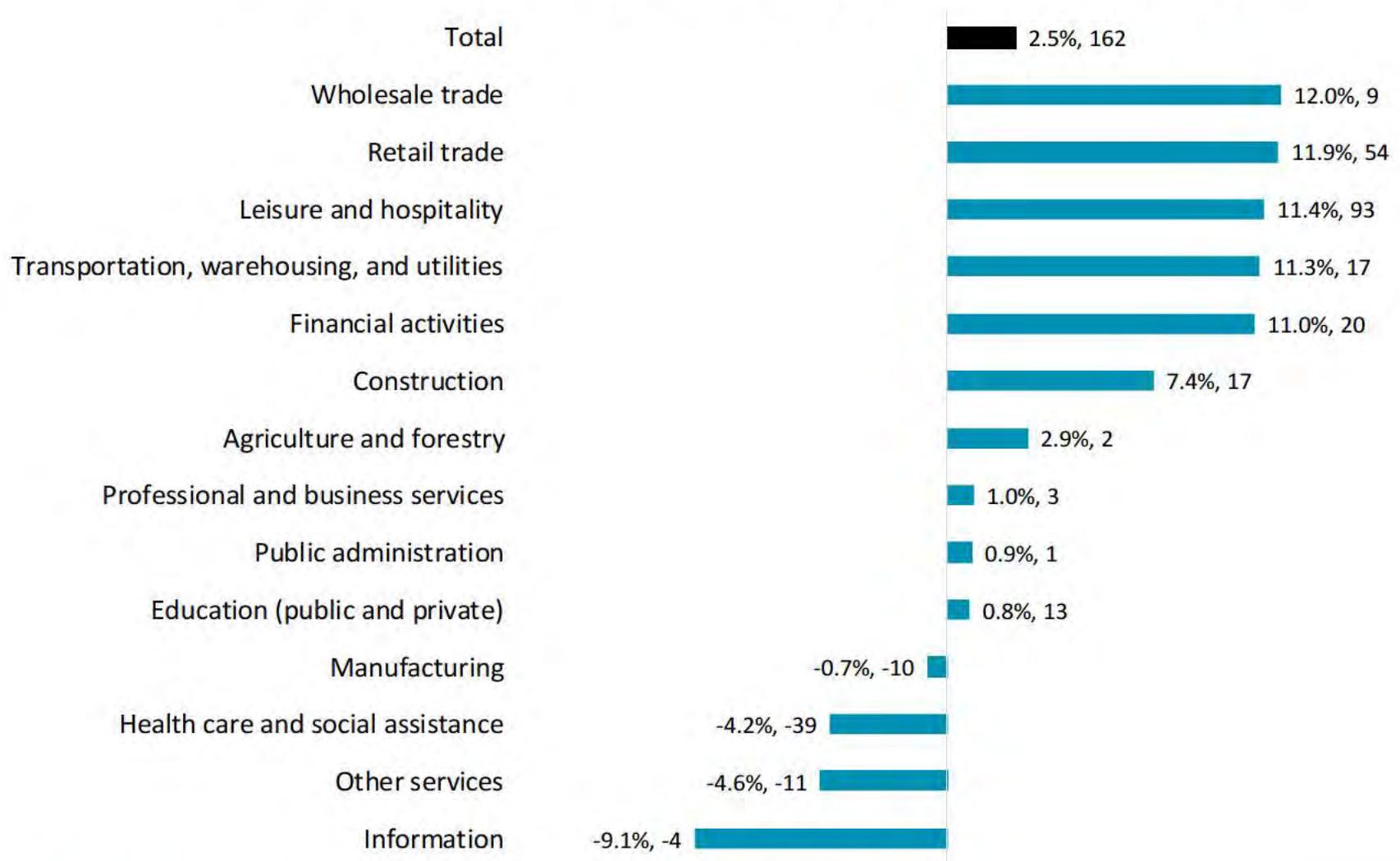
Source: US Census Bureau, American Community Survey, 2017 1-year supplemental estimates, tables K200103, K201902, K201501



Education Leads Forest Grove's Employment

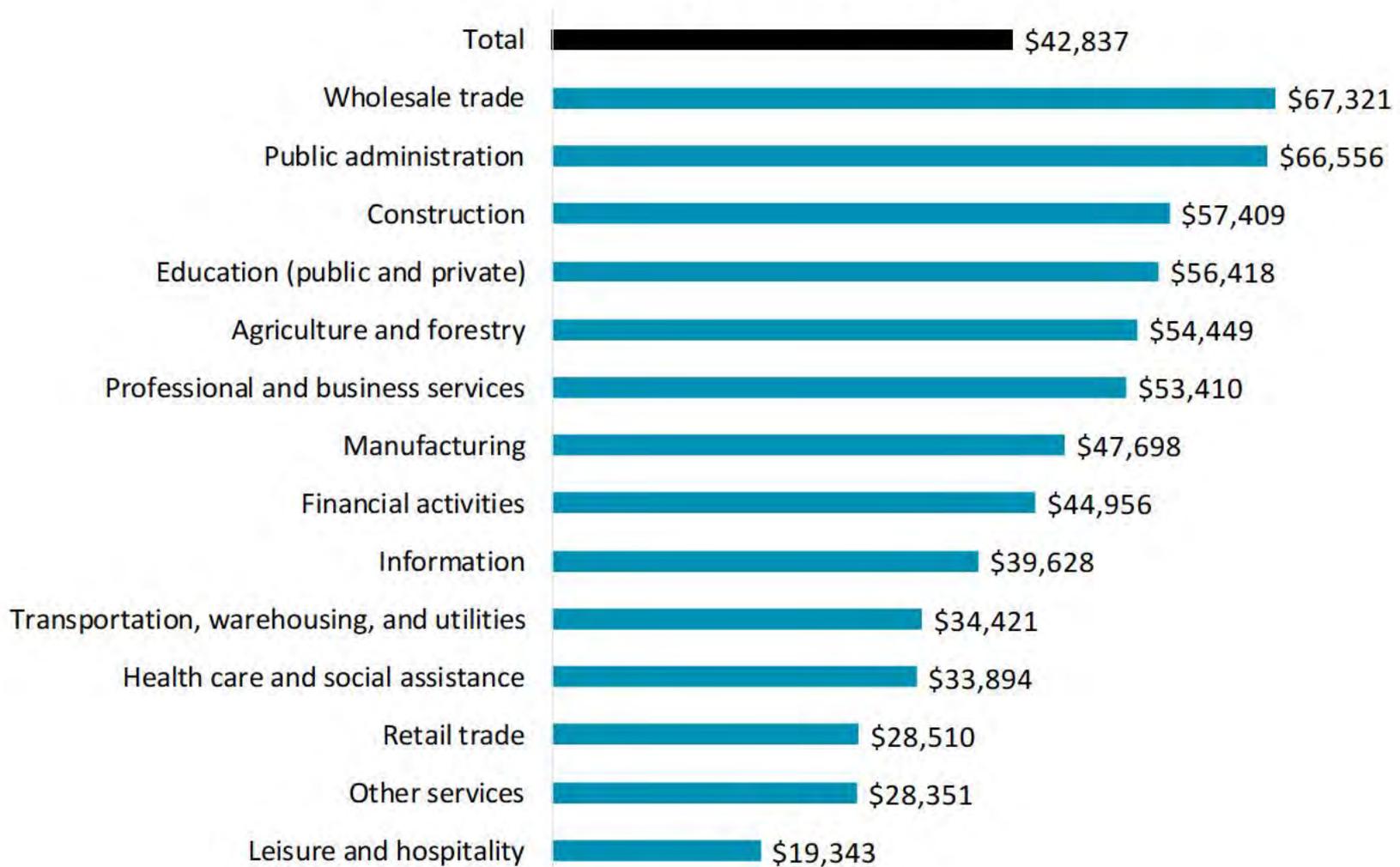


Year-over-Year Change in Employment by Industry



Source: Oregon Employment Department, Quarterly Census of Employment and Wages, 2016 to 2017

Annual Average Wages by Sector



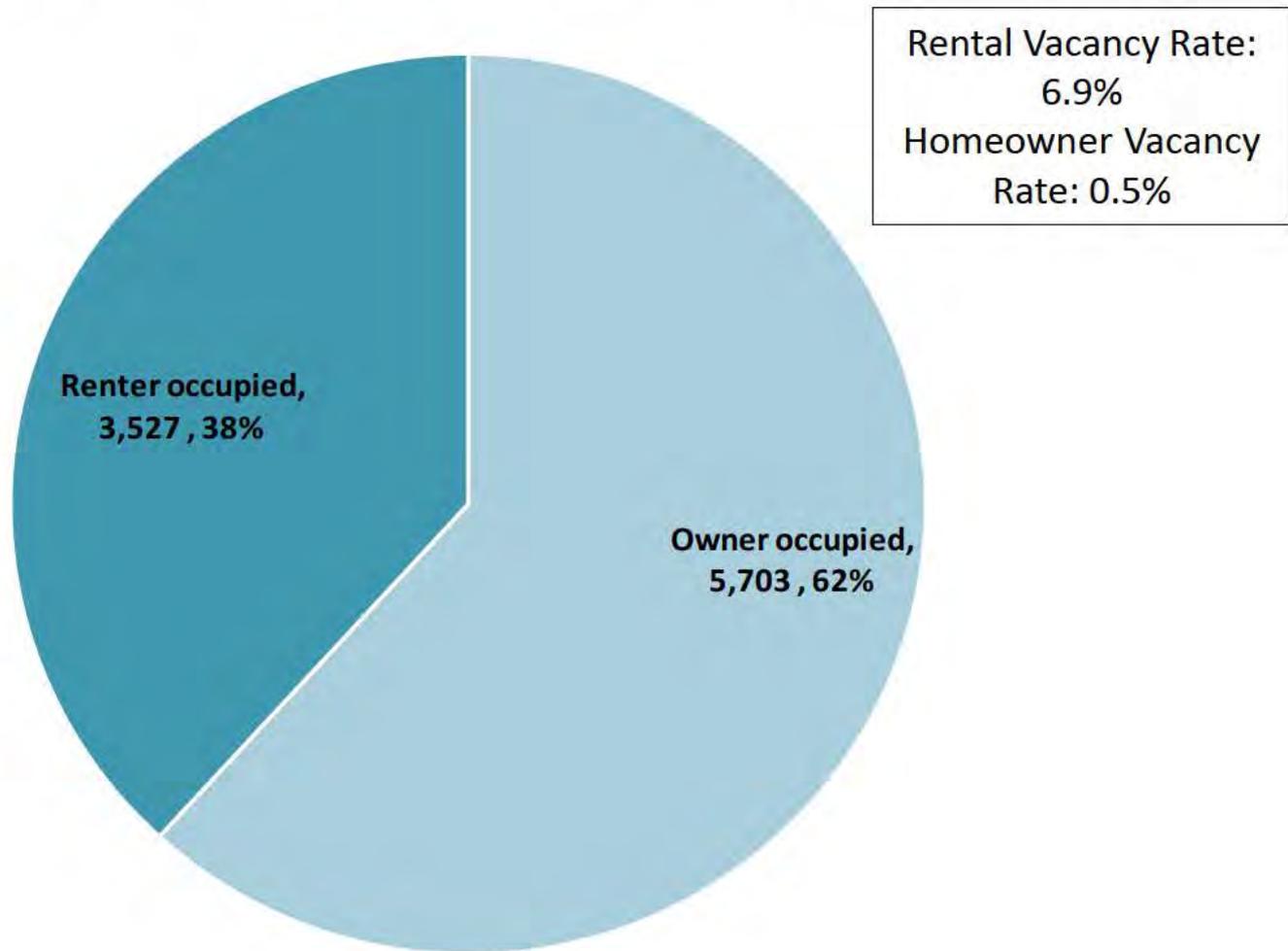
Most Forest Grove Workers and Residents Commute Outside the City



- 82.8% of residents live in the city but work elsewhere
- Hillsboro, Portland, and Beaverton are the top work destinations
- 75.5% of workers work in the county but live elsewhere
- Hillsboro, Portland, and Cornelius are the top home destinations

Source: US Census Bureau, OnTheMap, 2015

1 in 3 Homes are Renter-Occupied

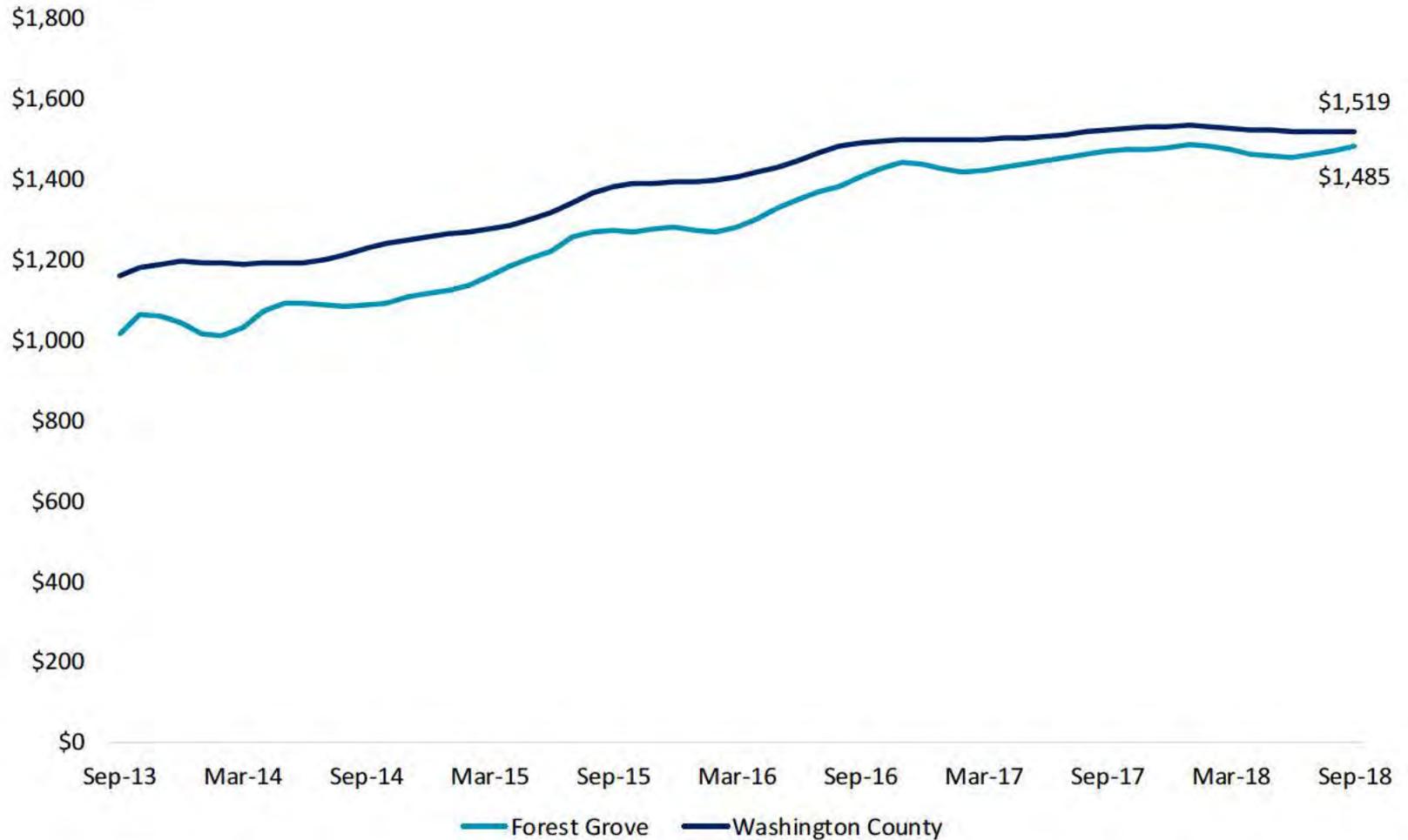


Vacancy rates as of 2016

Source: US Census Bureau, American Community Survey, 2017 1-year supplemental estimates, table K202502



Median Rents Lower in Forest Grove

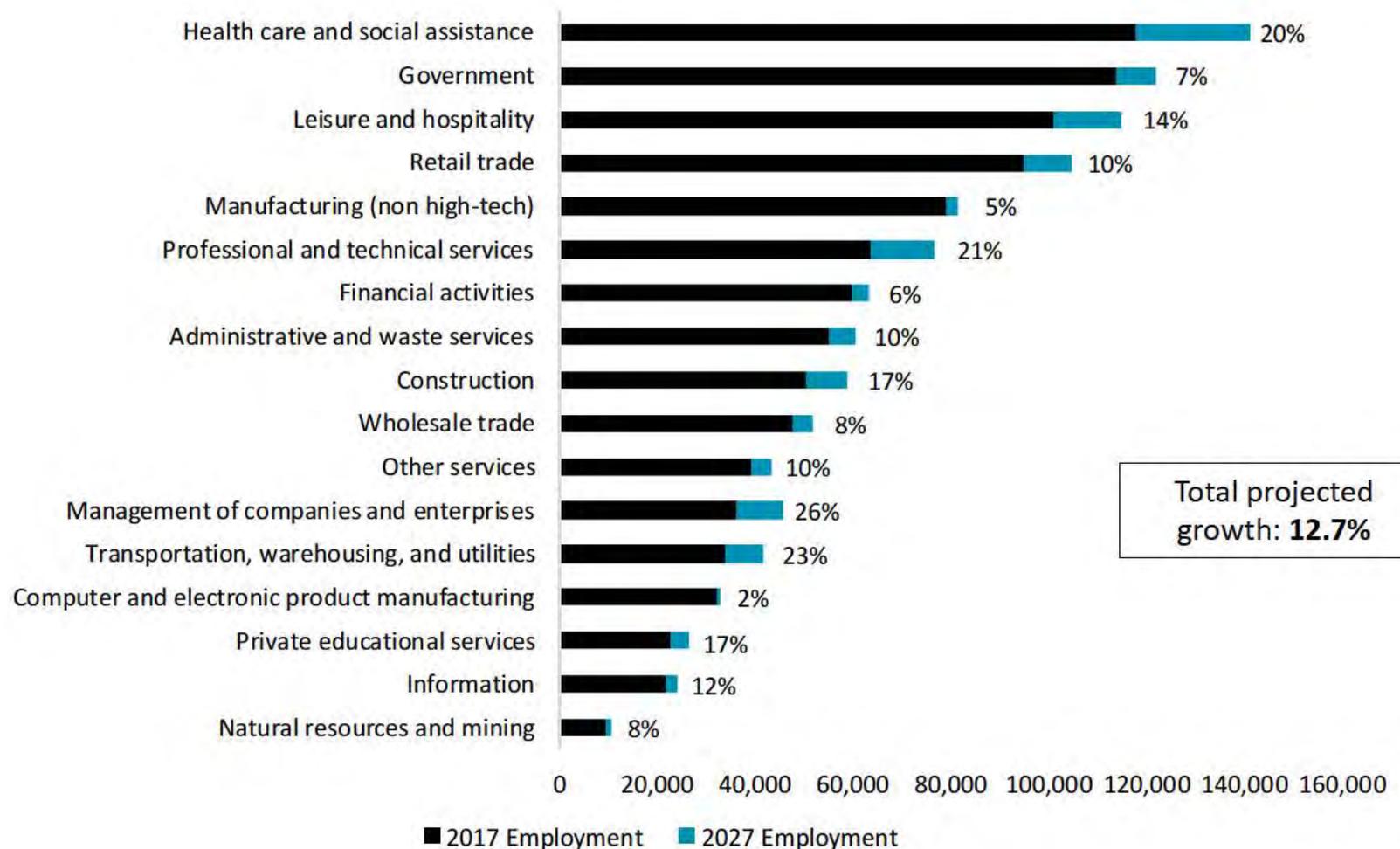


Source: Zillow Rent Index (ZRI) for multifamily rentals, Sept. 2013 to Sept. 2018



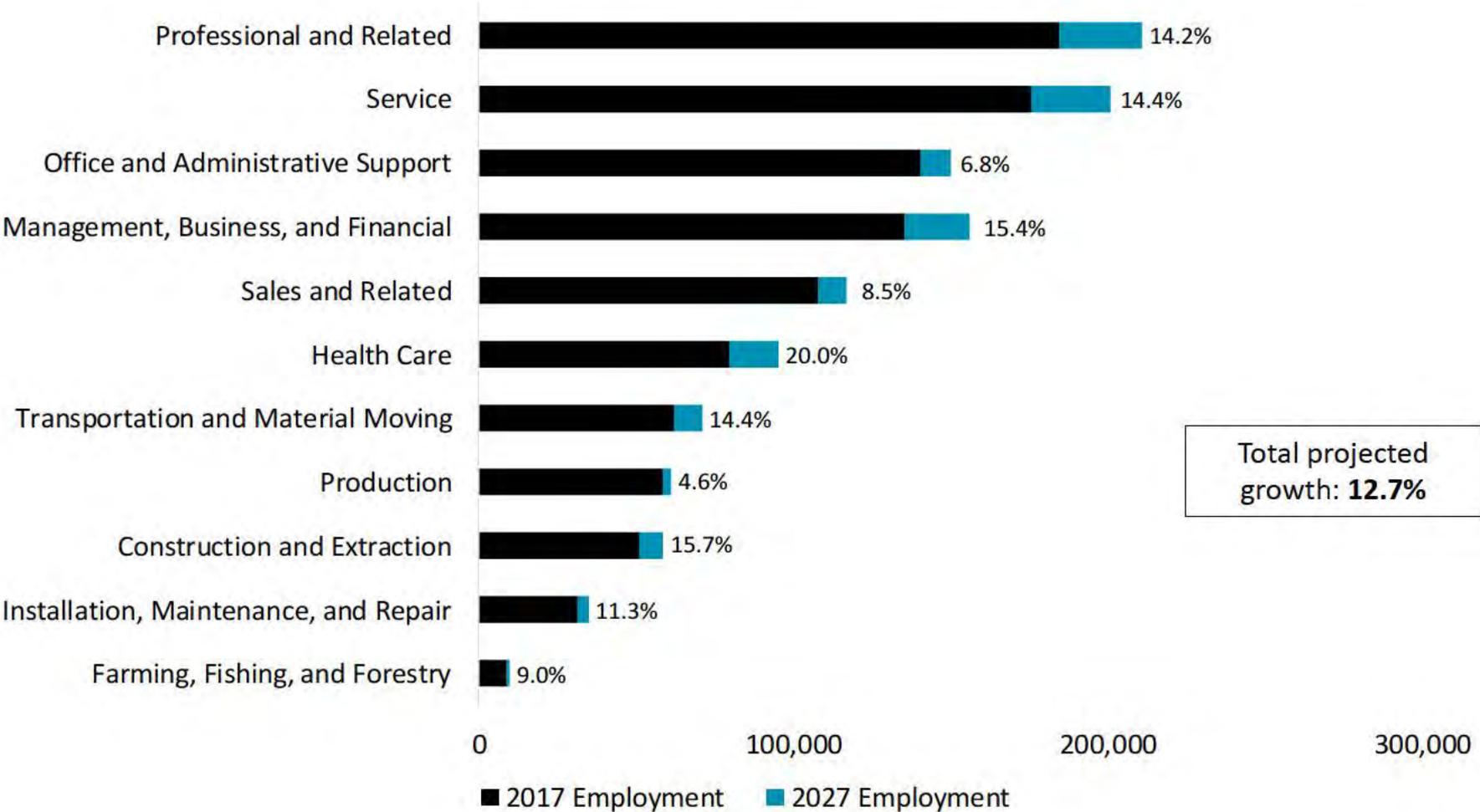
REGIONAL OUTLOOK

Projected Growth by Industry for the Portland Tri-County Area



Source: Oregon Employment Department, 2017-2027 Industry Employment Projections, Portland Tri-County

Growth Projected Across All Broad Occupational Groups



Source: Oregon Employment Department, 2017-2027 Occupational Employment Projections, Portland Tri-County



Fastest-Growing Occupations in the Portland Area

Occupation	2017 Employment	2017-2027 Projected Growth Rate	Entry-Level Education
Home health aides	3,191	36.1%	Less than high school
Health specialties teachers, postsecondary	2,908	31.5%	Master's degree
Software developers, applications	10,762	31.0%	Bachelor's degree
Medical assistants	4,806	29.9%	Postsecondary training
Physical therapists	1,242	29.6%	Doctoral or professional degree
Market research analysts & marketing specialists	4,393	28.6%	Bachelor's degree
Financial managers	4,621	27.0%	Bachelor's degree
Personal care aides	7,508	23.7%	High school diploma
Massage therapists	2,519	23.2%	Postsecondary training
Transportation, storage and distribution managers	1,226	22.7%	Bachelor's degree

Occupations with at least 1,000 employed in 2017

Source: Oregon Employment Department, 2017-2027 Occupational Employment Projections, Portland Tri-County

Questions? Contact Me!

Emily Starbuck

Economist & Workforce Analyst

Serving Washington County

Oregon Employment Department

Emily.A.Starbuck@Oregon.gov

www.QualityInfo.org

Sign up for the monthly Washington County Economic Indicators mailing list!

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A ROAD HOME



Community Plan to Prevent and End Homelessness in Washington County

- ❖ Life Safety
- ❖ Community Livability
- ❖ Breaking the cycle of poverty and homelessness through cost effective approaches to address socioeconomic factors



Triggers of Homelessness

- ❖ A complex social problem with a variety of underlying economic and social factors.

- ❖ Factors that contribute to duration, frequency and type of homelessness:
 - Lack of Education and Poverty
 - Domestic Violence, Community and Family Breakdown
 - Disabilities to include Physical, Mental Health and Addictions
 - Lack of Affordable Housing

- ❖ *A Road Home* outlines integrated policy and funding strategies that demonstrate effective outcomes.

Homeless Demographics

- Racial disparity is reflected in the Black/African American population reported in poverty (24%) and accessing homeless services (9%), as compared to the percent of general county population (2.4%).

Characteristics of Washington County Populations	Percentage of the Point In Time Street/Shelter Homeless Count 1/24/2018 522 people	Percentage of Persons in Shelter/Housing Programs 2017/18 1,727 people	Percent of Persons in Permanent Housing Programs 2017/18 840 people	Percentage of Persons living below Federal Poverty Level 2017 ACS-1 Year 53,006 people (9.0%)	Percentage of the County Population 2017 ACS-1 Year 588,957 people
Ethnicity					
Hispanic/Latino	12%	20%	19%	13%	16.8%
Non-Hispanic/non-Latino	88%	80%	81%	6%	83.2%
Race					
American Indian/Alaskan Native	3%	2%	2%	N	1.1%
Asian	0%	1%	1%	8%	10.9%
Black or African American	5%	9%	7%	24%	2.4%
Native Hawaiian/Pacific Islander	4%	2%	2%	N	0.5%
White	84%	77%	80%	7%	80.7%
Other Multi-Racial/Unknown	4%	8%	8%	27%	4.4%
Special Populations					
Veteran (Adults Only)	14%	17%	21%	5%	5.5%
Disabled (Children and Adults)	20%	51%	62%	20%	7.0%
Elderly 62+ years	6%	6%	9%	5%	12.9%

An "N" entry indicates that data cannot be displayed because the number of sample cases is too small.

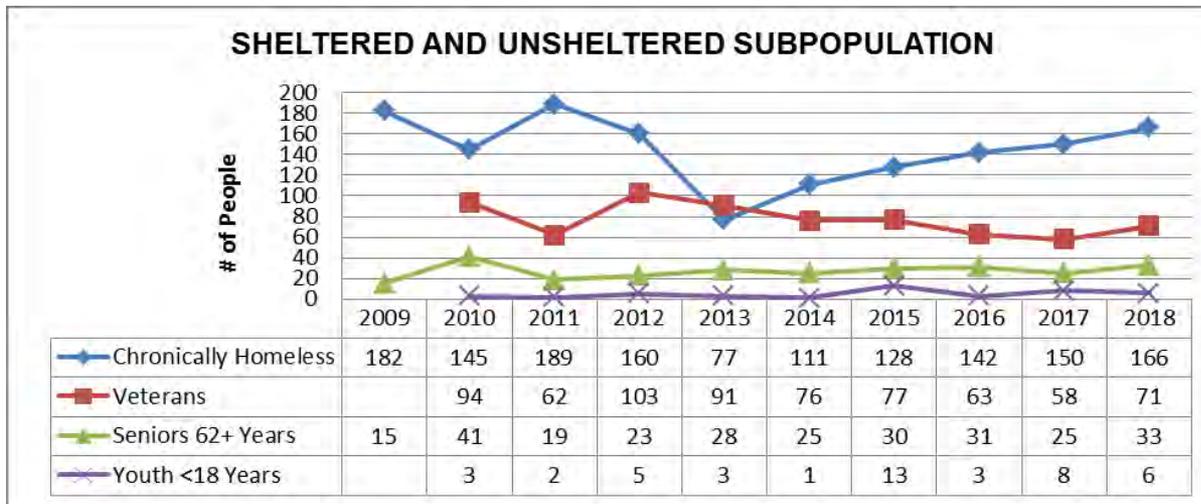
Source: Washington County Point-In-Time Homeless Census, January 2018

Washington County Homeless Shelter and Housing Programs, HMIS July 2017 to June 2018

U.S. Census Bureau QuickFacts 1-Year Estimate, 2017

Episodic v. Chronic Homelessness

- Homeless persons living on the street, in vehicles or campsites experience:
 - Episodic Homelessness (short-term/temporary) = 70%
 - Chronic Homelessness (12+ months) = 30%



Source: Point-In-Time Homeless Census, January 2018

- Chronically homeless include individuals and families with children experiencing long-term homelessness with disabilities and special needs.

Education and Poverty

- ❖ Lack of education is linked to poverty and “episodic” homelessness.
- ❖ Oregon is 3rd lowest in nation with 78% high school graduation rate.

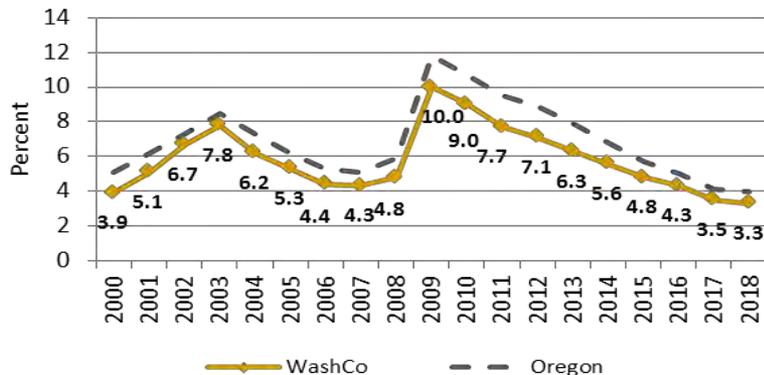
	County Population	People Below Federal Poverty Level	
2017	588,957	53,006	9.0%
2016	582,779	61,192	10.5%
2014	556,618	71,398	12.8%
2012	533,620	69,607	13.0%
2010	529,710	50,091	9.5%
2008	513,977	48,387	9.4%

U.S. Census QuickFacts, 2017

- ❖ Increased employment sector and minimum wage \$12/hour.

Unemployment Rate (Seasonally Adjusted)

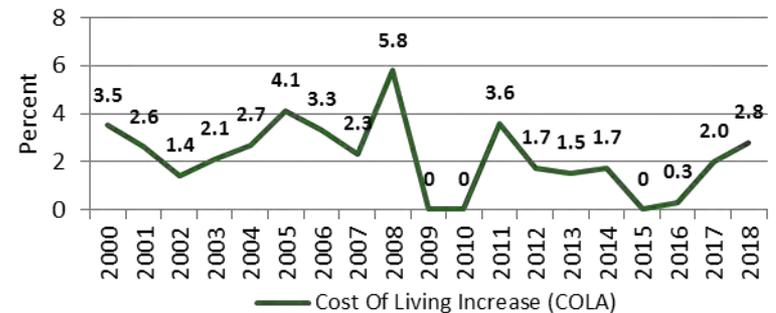
Oregon Department of Employment, June Rate



Source: Oregon Department of Employment, June 2018

Social Security Cost-Of-Living Adjustment

U.S. Social Security Administration, COLA effective in January

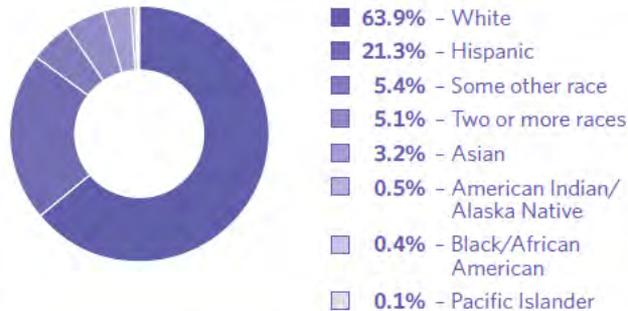


Source: United States Social Security Administration, October 2018

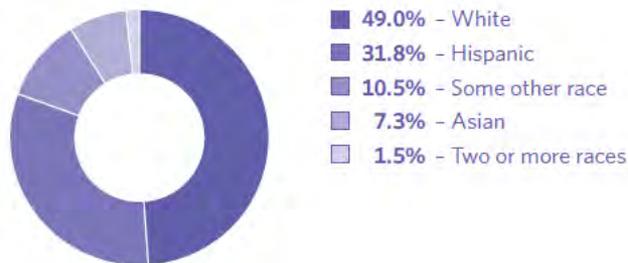
City of Forest Grove Poverty Rates

- 22,000+ people live in Forest Grove with a 15% federal poverty rate.
- More than 3,100 (40%) households rent their homes, with 50% of whom pay more than 30% of their income for housing costs.

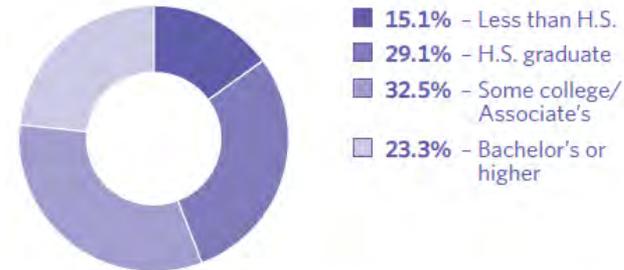
TOTAL POPULATION BY RACE



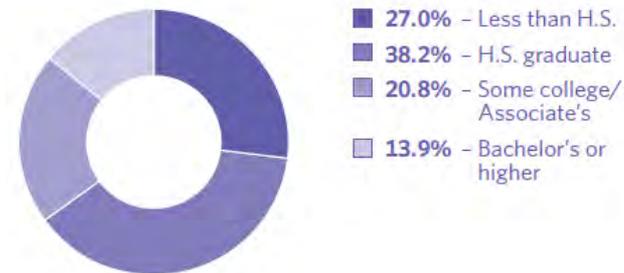
POVERTY POPULATION BY RACE



TOTAL POPULATION BY EDUCATIONAL ATTAINMENT
Population 25 years and over



POVERTY POPULATION BY EDUCATIONAL ATTAINMENT
Population 25 years and over



Source: Issues of Poverty, Community Action Organization; 2018 (200% FPL)

Forest Grove Homeless Students

- 125 students reported homeless in 2017-18 school year, compared to 119 students in 2016-17.
- Homeless definition includes “couch surfing” or “doubled-up” populations under McKinney-Vento Title X Act, Part C.
- 2015 federal legislation passed *Every Student Succeeds Act (ESSA)* to give states more flexibility. The Oregon ESSA Plan was implemented in 2017-18 school year.

School District	2017-18 # Homeless Students	Sheltered: Emergency Housing	Sheltered: Doubled-up	Unsheltered: Vehicle/Tent/Other	Unsheltered: Hotel/Motel	Unaccompanied Youth
	2,663	164	2,177	198	124	558
Banks	6	0	4	2		1
Beaverton	1,799	104	1,533	110	52	361
Forest Grove	125	8	74	20	23	50
Gaston	18	0	18	0	0	4
Hillsboro	461	28	359	52	22	106
Sherwood	47	1	41	3	2	1
Tigard-Tualatin	207	23	148	11	25	35

Source: Oregon Department of Education; 2017-18 School Year

Fleeing Domestic Abuse

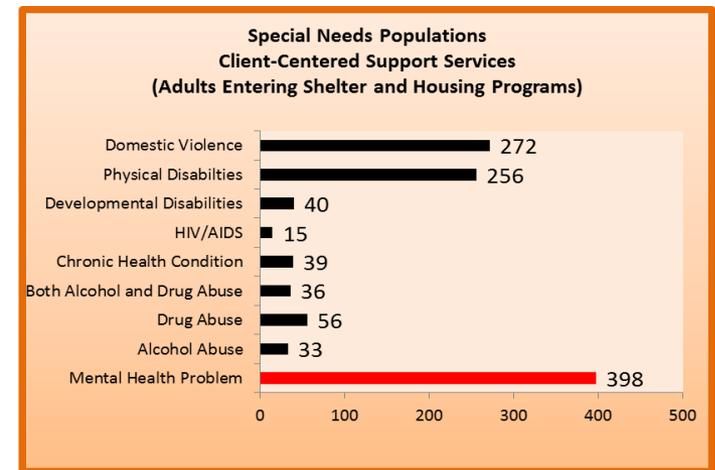
- 3,444 crisis calls received in 2017 (nearly 300 per month) people fleeing domestic violence that includes dating violence, sexual assault, stalking, and/or victims of human trafficking.
- Gap in dedicated beds to address urgent crisis intervention.
24 beds Monika's House shelter and 11 beds Mary Mac transitional housing program.
- Family Justice Center opened in April 2018 in Beaverton and provides onsite DV services, law enforcement for filing criminal reports, civil legal assistance, access to mainstream resources; e.g. Food Stamps, TANF, DV grants, etc.



Discharge From Institutions of Care

- Deinstitutionalization and discharge of people exiting institutions.
 - Mental Hospital: Civil liberties of individuals in state psychiatric institutions resulted in benchmarks outlined in *Oregon's Performance Plan for Mental Health Services for Adults with Serious and Persistent Mental Illness*. (7/1/16 to 7/1/19).
 - Hospitals: General acute-care of persons from hospitals with chronic health conditions; e.g. cancer, diabetes, physical impairments, addictions.
 - Criminal Justice: Reentry with housing and employment barriers.
 - Foster Care: Youth aging out of the system.

- Discharge planning depends heavily on the **availability** of affordable housing and support services.



Source: Shelter and Housing Participants, 7/2017 to 6/2018

Homeless With Special Needs

- Outreach Workers engage with homeless who are least likely to seek housing and services on their own; e.g. Luke-Dorf Inc., HomePlate Youth, and local city and county law enforcement.
- Homelessness can be a lifestyle “choice”.
 - 43% referral rate to services by Washington County Sheriff HOPE Deputy (Homeless Outreach Program and Enforcement).
 - 57% report they are not ready for housing; e.g. active addiction, mental health, other.
 - This requires specialized outreach and engagement supports.
- “Chronic” homeless people with disabilities need wrap-around services to support greater self-sufficiency in permanent supportive housing.



Housing Affordability

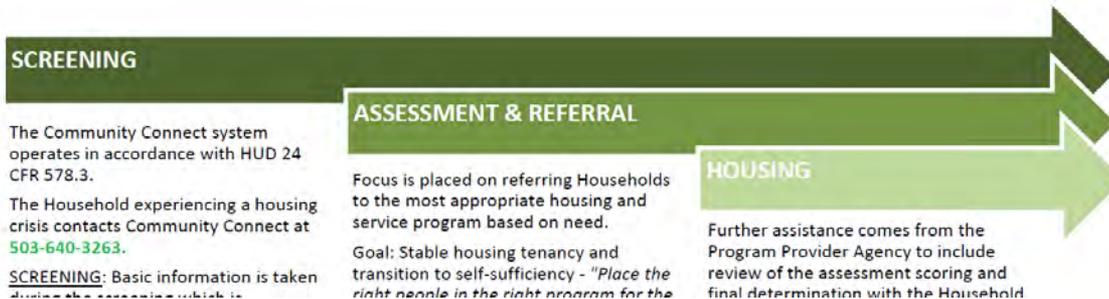
- HB 4006B addresses severe rent burdened households by city. 33% Forest Grove, 27% Tigard, 24% Beaverton, 23% Tualatin, 21% Hillsboro, 21% Sherwood
- 1,039 new affordable housing units serving extremely low and low-income households.
 - 459 units developed 2015-2017, 580 units under construction 2018-2019
- Housing vacancy rate is increasing and rents are beginning to stabilize.



Source: Norris, Beggs & Simpson Portland Metro Area MultiFamily Report, 2nd Quarter 2012-2015; and MultiFamily Northwest Report, 2nd Quarter 2016-2018

The System – “Community Connect”

- **Community Connect**, a coordinated entry system (opened 2014).
- **503-640-3263** – Staffed 24/7 by shelter staff and volunteers.
 - Site-based Assessments: Community Action, Boys & Girls Aid, and DVRC
 - Mobile Assessments: Luke-Dorf Inc. and HomePlate Outreach Workers
- Early Outcomes.
 - Efficiencies and cost savings reported by nonprofit/public provider agencies.
 - Homeless consumers experience reduced crisis and equal access to housing.
 - Reduced recidivism rates (return to homeless system within 2 years).
 - 17.1% in FFY2014 (Prior to implementation of Community Connect)
 - 11.0% in FFY2015
 - 11.3% in FFY2016
 - 11.3% in FFY2017



The Homeless System Capacity

2017/18 System Outcomes

- 1,397 households; 5.6% enter from institutions with < 90 day stay.

- Prevention

Rent and utility assistance, resource referral, and eviction counseling.

- Street Outreach and Rapid Response (**Community Connect** mobile system)

Outreach teams engage with homeless, perform assessment and refer to housing.

- Emergency Shelter and Temporary Housing

27 units shelter serving families, youth, and victims fleeing domestic violence.

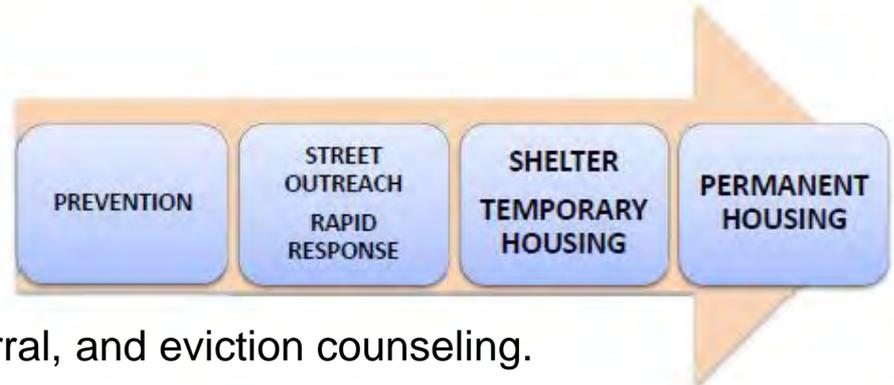
9,535 bed stays at 8 Severe Weather Shelters sites - November 2017 to March 2018.

95 units transitional housing serving persons 1 to 12 months (60 units for veterans).

- Permanent Housing

324 units tenant-based and facility-based permanent supportive housing for person with disabilities (long-term program).

50 units tenant-based rapid re-housing (1 to 24 month program).



System Resources

■ Nearly \$10 million in local, state, federal, and private resources.

44.3% Federal

21.7% County General Fund

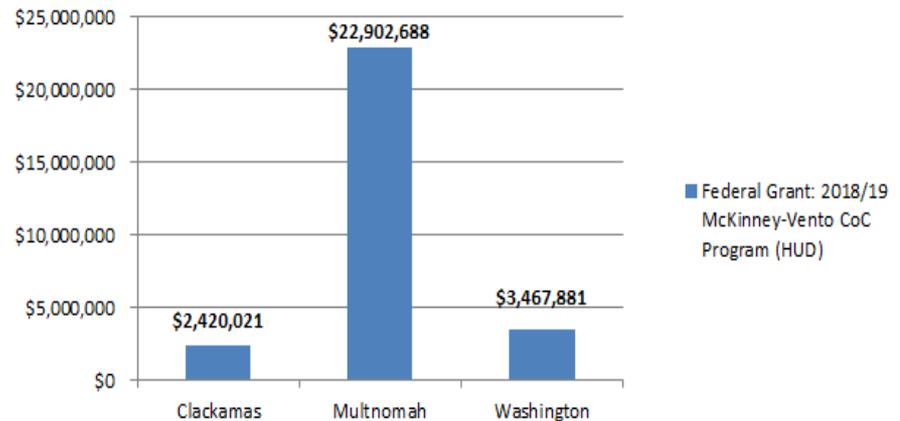
20.0% Private/Philanthropic

12.5% State

1.5% City

■ Regional Grant Awards: Housing, Services, HMIS and Administration

Federal Grant: 2018/19 McKinney-Vento CoC Program (HUD)



Source: U.S. Department of Housing & Urban Development, Grant award January 11, 2018

Collaborative Partnerships

■ Washington County Housing and Supportive Services Network (HSSN)

- More than 60 nonprofit, public and private citizens working collectively through a common vision to implement the jurisdiction's strategic plan – *A Road Home*.
- The HSSN works to provide integrated and coordinated access to a range of affordable housing and services.

■ Homeless Plan Advisory Committee (HPAC)

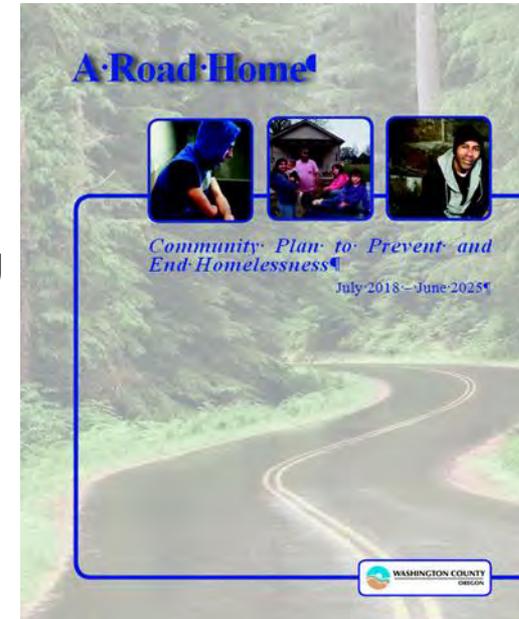
- 17-member committee providing public and private leadership and oversight to implementation of *A Road Home*.

■ Opening Doors: Federal Strategic Plan

- Alignment with Federal and State plans, priorities and policies.

■ Washington County Thrives

- A cross-sector collaborative whose mission is to enhance the livability of Washington County through advocacy, such as affordable housing, workforce training, and early learning.



Our Path Forward

- Develop “adult only” homeless shelter to meet compliance with 9th Circuit Court of Appeals ruling on Martin v. Boise on September 4, 2018.

- Provide community support for Severe Weather Shelters.
 - ❖ Beaverton: Just Compassion of East Washington County and the City of Beaverton
 - ❖ Cornelius: Old Town Church hosting at Emanuel Lutheran Church
 - ❖ Forest Grove: Forest Grove United Church of Christ
 - ❖ Hillsboro: SOS-Shelter at Sunrise Church
 - ❖ Sherwood: St. Francis Catholic Church
 - ❖ Tigard: Calvin Presbyterian Church and St. Anthony’s Catholic Church
 - ❖ Tualatin: Rolling Hills Community Church

- Develop alignment with institutions to support transfer of care for people discharging from the state mental hospital, local hospital, foster care, and criminal justice systems.

- Develop Metro Housing Plan to create 1,315 affordable housing units in support of Measure 26-199 and Oregon Measure 102 approved by voters on 11/6/18.
Note: 226 units permanent supportive housing that requires:
 - Leverage Medicaid/Medicare for supportive services.
 - Develop new funding source to provide wrap-around supportive services.

Our Path Forward

- Advocate and prioritize the preservation and creation of affordable housing with low-barrier screening targeted to serve households at or **below 50% MFI**.
- Leverage \$2.2 million in County General Fund investments for shelters, housing, services, and prevention assistance.
- Support Washington County surplus land donation to create affordable housing units for low-income households.
- Fully implement *A Road Home: Community Plan to Prevent and End Homelessness (2018 to 2025)*. <http://www.co.washington.or.us/Housing/EndHomelessness/a-road-home.cfm>



Questions? Comments?

Annette M. Evans, Homeless Program Manager
Washington County Department of Housing Services
Chair, Housing and Supportive Services Network (HSSN)
503-846-4760

Annette_Evans@co.washington.or.us





A place where families and businesses thrive.

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

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *November 26, 2018*

PROJECT TEAM: *Jesse VanderZanden, City Manager*

SUBJECT TITLE: *Washington County and Temporary Shelter Homelessness Presentations*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

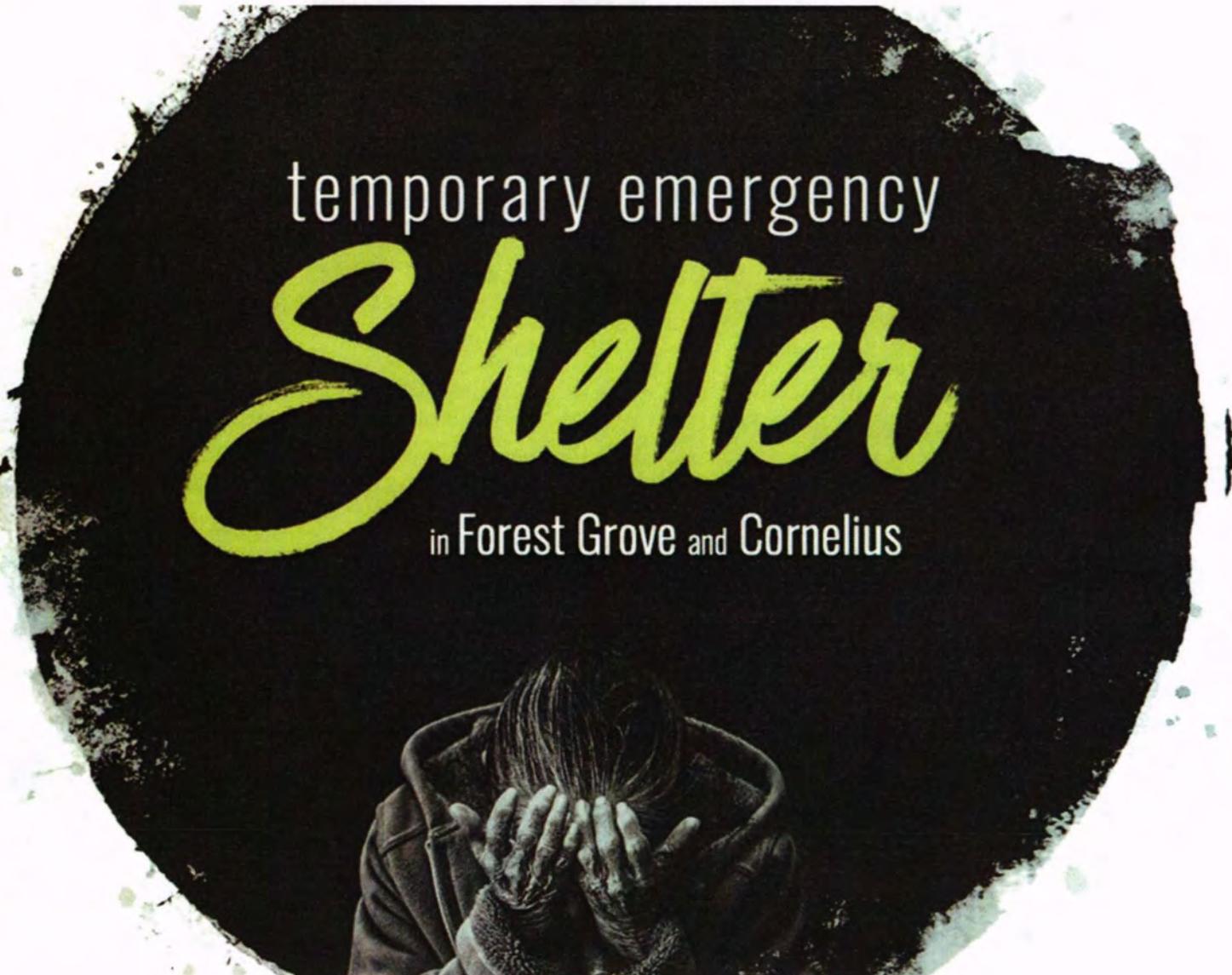
ISSUE STATEMENT:

Similar to last year about this time, the Washington County Department of Housing Services will update the Council on the results of this past winters Point-In-Time Homelessness Count and the 10-Year Plan to End Homelessness. Annette Evans, Homeless Program Manager, and Chair of the Housing and Supportive Services Network (HSSN) will make the presentation.

In addition, the Temporary Shelter Program, administered by the United Church of Christ and Old Town Church, will update the Council on changes to this winter's sheltering program. Some of the changes include admittance procedures and the location for the shelter formally at Sunrise Church. Brian Schimmel, Outreach Director for Old Town Church, will make the presentation.

The presentations will be e-mailed to the Council and added to the Council packet upon receipt by staff. The presentations are an excellent way to facilitate sharing information amongst the Council and the general public about the status of homelessness in Washington County and Forest Grove.

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NATIONAL STUDENT CAMPAIGN AGAINST HUNGER & HOMELESSNESS



November 10-18

MOVEMENT TO END

HUNGER AND HOMELESSNESS

Features

- Proclamation** Declare *Awareness Week*
- Media** Op-ed, social media
- Event** Immersive Shelter Experience
- Give Back** Volunteer, donate, advocate

Objective

Promote and engage in local efforts to address issues of homelessness.

VOLUNTEER. DONATE. EDUCATE.



Immersive Shelter Experience

Invitational Shelter and Community Conversation

November 14th

5:00PM to 7:00AM

2835 19th Ave, Forest Grove

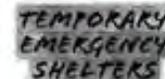
RSVP to: celeste.goulding@gmail.com

Program

- 5:00 PM Doors Open
- 5:30 PM Dinner Served
- 6:00 PM Facilitated conversation
- 7:30 PM Transition to overnight
- 7:00 AM Overnight guests depart

Purpose

Improve public understanding and empathy for those experiencing homelessness



Donations

wwccoalition.org



Immersive Shelter Experience (video)

<https://vimeo.com/302165716>



Life-Safety and Housing Outcomes



19 weeks

Nov 19 – Mar 29



4 nights

Mon – Thu



15 hours

5:30PM – 7:00 AM



Services

Meals, beds, referrals

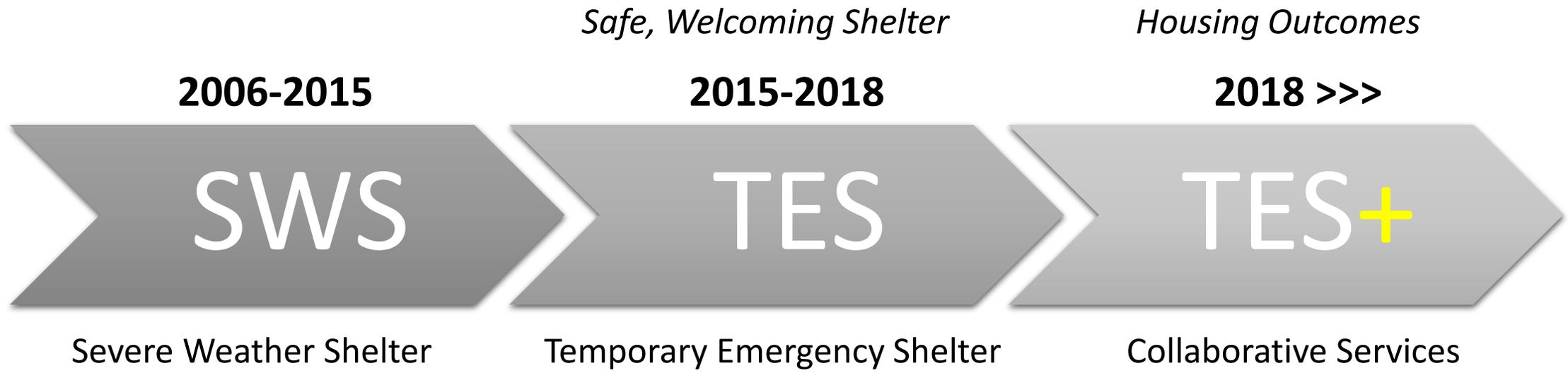


Mon – Tue: United Church of Christ, Forest Grove

Wed – Thu: Emanuel Lutheran Church, Cornelius



Transition in Mission



Shift in focus from “bed stays” to exit to permanent housing



Transition in Objectives

Provide Temporary Shelter

Hostel-like environment

Meet basic needs (food, bed)

Self-directed resource referral

Light services

To

Reverse Homelessness

Facilitate self-resolution

Re-house people quickly

Reduce unsheltered homeless

Connect people to
coordinated entry

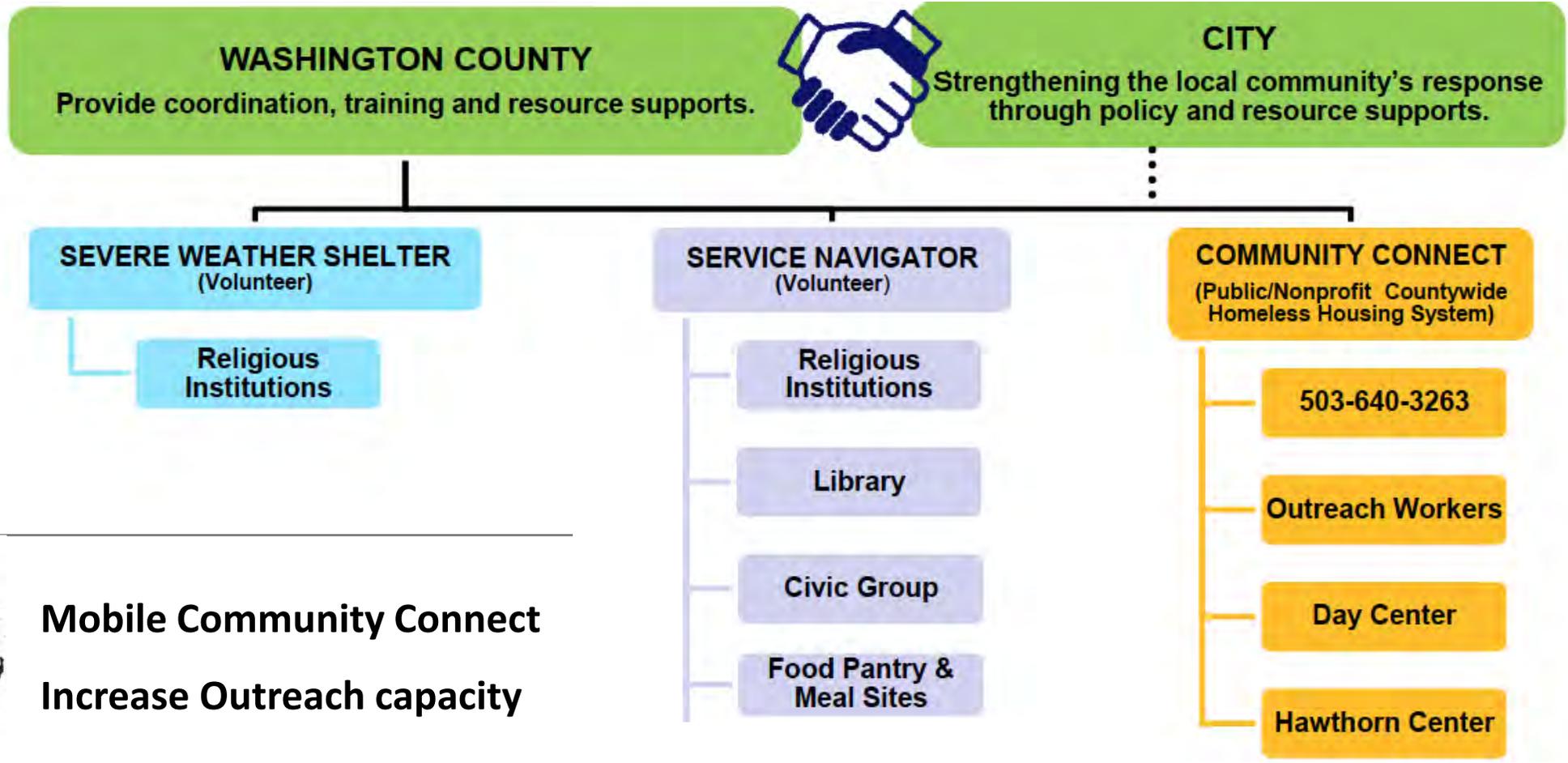


'System' Goals

- **Strengthen** shelter policies and services to improve the housing outcomes for people experiencing homelessness across your crisis response system
- **Implement** a system-wide approach to ending homelessness that includes emergency shelters
- **Align** emergency shelters' goals with the community's goals to end homelessness
- **Provide** low-barrier, safe, and housing-focused shelter



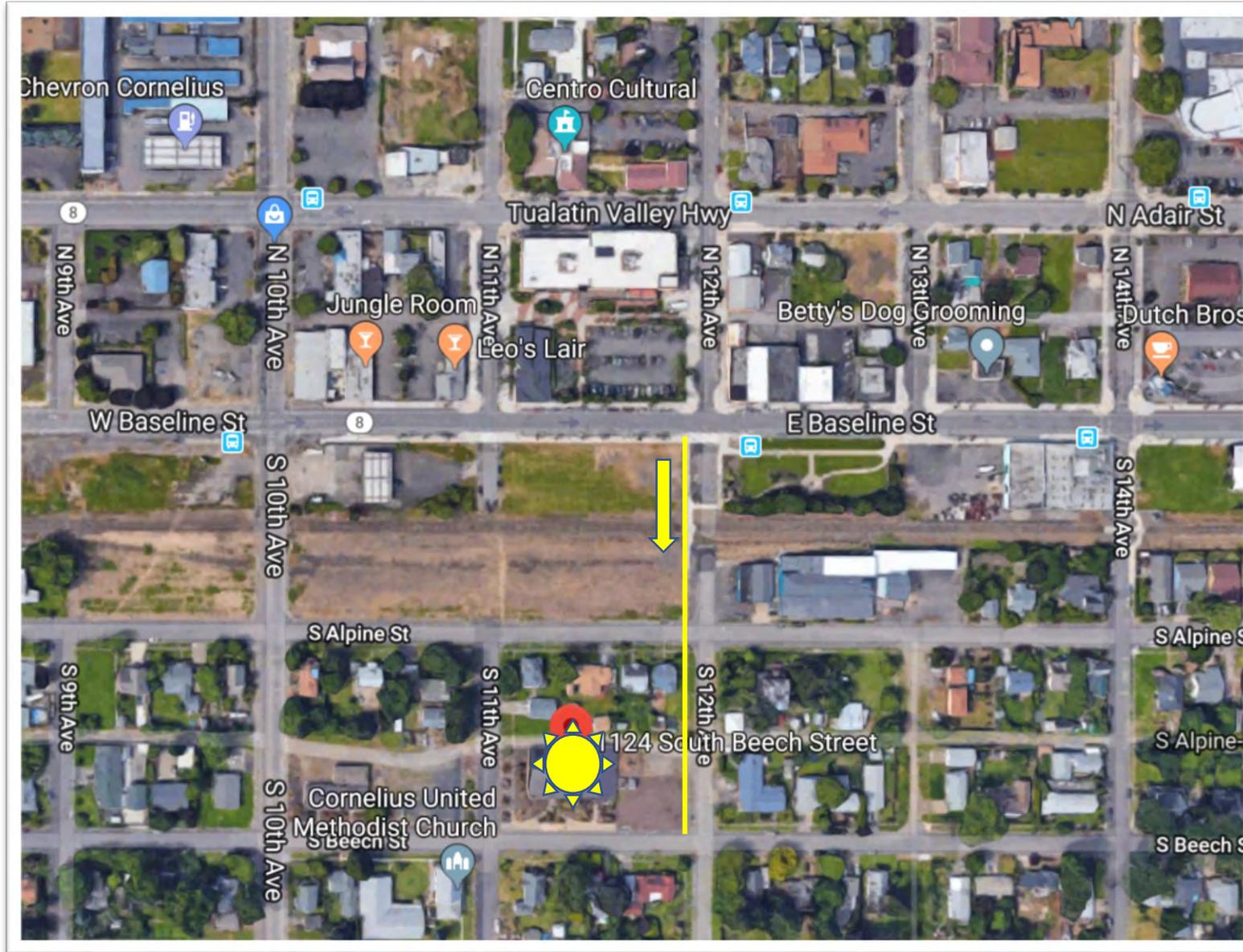
Collaborative Network



Mobile Community Connect
Increase Outreach capacity



Shelter Relocation



Emanuel Lutheran Church (1124 S Beech St, Cornelius)



Severe Weather Shelters for Homeless Persons

Washington County, Oregon



For homeless assistance resources and shelter openings in the metro area, dial 211 or 503-222-5555 to access the 211info Information and Referral System. Local shelter information is available online at www.co.washington.or.us/homeless

		11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
		WED	THU	FRI	SAT	SUN	MON	TUE	WED
BEAVERTON									
Beaverton Just Compassion	12350 SW 5TH Street	--	OPEN	--	--	--	--	--	--

Adult age 18+ *Open Thursdays 11/1/18 - 3/28/19*
 Shelter Intake: 5:30 to 9 p.m. (No Animals)
 Tri-Met: #76, #78, #88, Blue and Red Line Max, WES Line
 Meal Provided: Yes

		11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
		WED	THU	FRI	SAT	SUN	MON	TUE	WED
CORNELIUS									
Old Town Church	1124 S. Beech Street	OPEN	OPEN	--	--	--	--	--	OPEN

Adult&Children/Adult18+/Youth *Open Wednesday and Thursday 11/21/2018 - 3/29/2019*
 Shelter Intake: 6:30 p.m.
 Tri-Met: Bus # 57, Bus Stop #8181 (N. Adair & 10th)
 Meal Provided: Limited Basis

		11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
		WED	THU	FRI	SAT	SUN	MON	TUE	WED
FOREST GROVE									
Forest Grove UCC	2032 College Way	--	--	--	--	--	OPEN	OPEN	--

Adult&Children/Adult18+/Youth *Open Monday and Tuesday 11/19/18 through 3/27/2019*
 Shelter Intake: 6:30 p.m.
 Tri-Met: # 57
 Meal Provided: Yes

		11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
		WED	THU	FRI	SAT	SUN	MON	TUE	WED
HILLSBORO									
Safe Place for Youth	454 SE Washington Street	Open							

Youth ages 12-19 years ONLY *Open during inclement weather*
 Tri-met Bus # 57, 3rd Avenue Max Stop
 Meal Provided: Yes

		11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
		WED	THU	FRI	SAT	SUN	MON	TUE	WED
SHERWOOD									
The Old Hall - St. Francis	15659 SW Oregon Street	--	--	--	--	OPEN	--	--	--

Adult age 18+ *Open Sundays 11/4/18 - 4/1/19*
 Shelter Intake: 5:00 to 9 p.m. (No Animals)
 Tri-Met: #93 Bus stop # 4451; #97 Bus stop 13838 - Note: No shuttle from Tigard or Tualatin this year
 Meal Provided: Yes

		11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
		WED	THU	FRI	SAT	SUN	MON	TUE	WED
TIGARD									
St. Anthonys Catholic	9905 SW McKenzie Street	--	--	--	OPEN	--	--	--	--

Adult age18+ *Open Saturdays 11/3/18 - 3/30/19*
 Shelter Hours and Intake: 5:30 p.m. (No Animals)
 Tri-Met: #45, #93 and #94 - Bus stop #13034
 Meal Provided: Yes

		11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
		WED	THU	FRI	SAT	SUN	MON	TUE	WED
TUALATIN									
Rolling Hills Community	3550 SW Borland Road	OPEN	--	--	--	--	--	--	OPEN

Adult age 18+ *Open Wednesdays 11/7/18 through 3/27/19*
 Shelter Intake: 6:30 to 8 p.m. (No Animals)
 **Transportation: Transportation from Tualatin River Greenway Trail, SW Barngrover Way (GOLFTEC) 6:00 pm
 Meal Provided: Yes



Admittance Procedure

SEVERE WEATHER SHELTER

Washington County, Oregon

SHELTER INTAKE FORM

HMIS Data Collection Form - All clients complete **INTAKE** form on first night in shelter during 2018-2019 season.
Fill out a separate form for each household member and staple them together.

NAME (First, Last Name, Suffix; e.g., Jr., Sr., III) [All clients]

First Name																				
Last Name																				

SHELTER ENTRY DATE (E.g., 11/01/2018) [All clients]

Month	/	Day	/	Year

HOUSEHOLD MEMBER (E.g., 1 Member per Form)

Check Box if with Family Members
Household member ___ of ___ (e.g. 1 of 4)

SOCIAL SECURITY NUMBER

[All clients; minimum last 4-digits]

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

DATE OF BIRTH (e.g., 10/23/1978)

[All clients; minimum year]

Month	/	Day	/	Year

RACE More than one race is permitted. Maximum of 2 [All clients]

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White
- Client doesn't know
- Client refused

GENDER

- [All clients]
- Female
 - Male
 - Trans Female (MTF or Male to Female)
 - Trans Male (FTM or Female to Male)
 - Gender Non-Conforming
 - Client doesn't know
 - Client refused
 - Data not collected

ETHNICITY

- [All clients]
- Non-Hispanic
 - Hispanic / Latino
 - Client doesn't know
 - Client refused

RELATIONSHIP TO HEAD OF HOUSHOLD

- [All clients]
- Self (head of household)
 - Head of household's child
 - Head of household's spouse or partner
 - Head of household's other relation member (other relation to head of household)
 - Other: Non-relation member

RELEASE OF INFORMATION [All clients]

The information you provide will be entered into the Homeless Management Information System in compliance with federal and state laws. All records in the system are confidential and secure. By sharing information, agencies are able to simplify service delivery that helps people access shelter, housing and services. Services will not be denied should you choose not to share your information.

PERMISSION TO SHARE INFORMATION - DOCUMENTATION [All clients]

- Consent To Share.
- No Consent To Share. Information will be entered in HMIS database, but not shared with shelter, housing and service providers. Note: This may result in the individual needing to complete the Entry form when staying at other shelters.

Homeless Head-of-Household or Witness (Warming Center Staff _____)

Release date 11/6/2018

Continue to next page →

[All questions below are for Head of Household and Adults]

VETERAN STATUS

- [All clients]
- No
 - Yes
 - Client doesn't know
 - Client refused

HOMELESS STATUS

Where did you sleep last night ?

- Car
- Shelter
- Friend's house
- Motel paid for by: _____
- Tent
- Other outside
- Family house
- Other (describe): _____

Residence prior to shelter entry (slept last night)?

- [All clients]
- Place not meant for human habitation
 - Emergency Shelter, hotel/motel with voucher
 - Safe Haven
 - Interim Housing (<60 day transition housing)
 - Foster Care or Foster Care Group Home
 - Hospital
 - Jail, Prison or Juvenile Detention
 - Long-term Care or Nursing Home
 - Substance Abuse Treatment Facility or Detox
 - Hotel/Motel paid by Individual
 - Owned by Individual, no ongoing subsidy
 - Permanent Housing-formerly homeless people
 - Rental by Client, no ongoing housing subsidy
 - Rental by Client, with VASH subsidy

Length of Stay in Prior Residence?

- 1 Night
- 2 to 6 Nights
- 1 Week or more, but less than 1 Month
- 1 Month or more, but less than 90 Days
- 90 days or more, but less than 1 Year
- 1 Year or more
- Client doesn't know
- Client refused

OFFICIAL USE ONLY

Shelter Intake Staff: _____
HMIS Entered: ____/____/____
HMIS Data Entry Staff: _____

VICTIM OF DOMESTIC VIOLENCE

- [All clients]
- No
 - Yes
 - Client doesn't know
 - Client refused

Approximate date homelessness started this episode.

Month	/	Day	/	Year

Number of times in shelter, tent, car, or outside in the past 3 years.

- 0
- 1
- 2
- 3
- 4 times or more
- Client doesn't know
- Client refused

Total number of months continuously in shelter, tent, car, or outside in the past 3 years.

- If 0-12 months, specify #: _____
- More than 12 months
- Client doesn't know
- Client refused

Do you have income?

- Employment \$ _____ per month
- Food Stamp \$ _____ per month
- SSI \$ _____ per month
- SSDI \$ _____ per month
- TANF \$ _____ per month
- Veteran \$ _____ per month
- Pension \$ _____ per month
- Other (describe): _____ \$ _____
- No Income \$ 0 per month

Do you have a disability diagnosed by a doctor/clinic?

- Chronic Health Condition
- Physical
- Mental Health
- HIV/AIDS
- Developmental Disability
- Drug Abuse
- Alcohol Abuse



Funding

Revenue	Old Town	UCC	
EHA	\$41,798	\$37,618	69%
CEPC	\$7,600	\$7,600	13%
Pacific (WS)		\$8000	7%
Other	\$10,000	\$3000	11%
TOTAL	\$59,398	\$56,218	

EHA appropriate through





Operations

Expenses		
Payroll *	\$48,000	42%
Facilities	\$32,000	28%
Services	\$8,500	7%
Operations*	\$25,000	22%
TOTAL	\$113,500	

* ~ half contributes to 'Services'

Services

- Personal items
- Transportation

Community Connect is default for housing related services

Staffing	Old Town	UCC	Source
Ops Coordinator	X		EHA
Finance Coordinator	X		EHA
Support Services*		X	EHA
Volunteer Coordinator		X	EHA
Site Coordinator	X		CEP
Meal Coordinator	X		CEP
Meal Support		X	WS
Volunteer Support		X	WS
Social Work*	X		Practicum

* HMIS Data Entry



In-Kind

In-Kind Donations	
Payroll	\$50,000
Rent	\$7,000
Utilities	\$2,500
Aramark (Pacific University) food	\$3,500
Tri-Met Fare Relief Program	\$2,923
Volunteers	\$158,000
Insurance	\$40
Pacific Civic Engagement (students/faculty)	\$15,000
Total In-Kind	\$239,963

BI-MART



Support



RESOURCES & COLLABORATION



Next

- 18 more weeks of temporary shelter – through end of March
- Continue sync with WA Co. SWS Network re. policies, coverage, etc.
- Scale collaboration with County and local service agencies

Help needed:

- Continue with zoning study and evaluate appropriate changes
- Advocacy toward policy and resources at regional and state level
- Alignment on the *'community's goals to end homelessness'*

VOLUNTEER. DONATE. EDUCATE.



Questions? Contact Me

Brian Schimmel

Community Outreach Director
Old Town Church, TES Shelters

brians@oldtownfg.com

Shelter Coordination: Celest Goulding
celestegoulding@gmail.com

temporary emergency

Shelter

in Forest Grove and Cornelius



oldtownfg.com/shelter



Severe Weather Shelters for Homeless Persons



Washington County, Oregon

For homeless assistance resources and shelter openings in the metro area, dial 211 or 503-222-5555 to access the 211info Information and Referral System. Local shelter information is available online at www.co.washington.or.us/homeless

		11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
		WED	THU	FRI	SAT	SUN	MON	TUE	WED

BEAVERTON

Beaverton Just Compassion 12350 SW 5TH Street

Adult age 18+ **Open Thursdays 11/1/18 - 3/28/19**
 Shelter Intake: 5:30 to 9 p.m. (No Animals)
 Tri-Met: #76, #78, #88, Blue and Red Line Max, WES Line
 Meal Provided: Yes

11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
WED	THU	FRI	SAT	SUN	MON	TUE	WED

CORNELIUS

Old Town Church 1124 S. Beech Street

Adult&Children/Adult18+/Youth **Open Wednesday and Thursday 11/21/2018 - 3/29/2019**
 Shelter Intake: 6:30 p.m.
 Tri-Met: Bus # 57, Bus Stop #8181 (N. Adair & 10th)
 Meal Provided: Limited Basis

11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
WED	THU	FRI	SAT	SUN	MON	TUE	WED

FOREST GROVE

Forest Grove UCC 2032 College Way

Adult&Children/Adult18+/Youth **Open Monday and Tuesday 11/19/18 through 3/27/2019**
 Shelter Intake: 6:30 p.m.
 Tri-Met: # 57
 Meal Provided: Yes

11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
WED	THU	FRI	SAT	SUN	MON	TUE	WED

HILLSBORO

Safe Place for Youth 454 SE Washington Street

Youth ages 12-19 years ONLY **Open during inclement weather**
 Tri-met Bus # 57, 3rd Avenue Max Stop
 Meal Provided Yes

11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
WED	THU	FRI	SAT	SUN	MON	TUE	WED

SHERWOOD

The Old Hall - St. Francis 15659 SW Oregon Street

Adult age 18+ **Open Sundays 11/4/18 - 4/1/19**
 Shelter Intake: 5:00 to 9 p.m. (No Animals)
 Tri-Met: #93 Bus stop # 4451; #97 Bus stop 13838 - Note: No shuttle from Tigard or Tualatin this year.
 Meal Provided: Yes

11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
WED	THU	FRI	SAT	SUN	MON	TUE	WED

TIGARD

St. Anthony's Catholic 9905 SW McKenzie Street

Adult age 18+ **Open Saturdays 11/3/18 - 3/30/19**
 Shelter Hours and Intake: 5:30 p.m. (No Animals)
 Tri-Met: #45, #93 and #94 - Bus stop #13034
 Meal Provided: Yes

11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
WED	THU	FRI	SAT	SUN	MON	TUE	WED

TUALATIN

Rolling Hills Community 3550 SW Borland Road

Adult age 18+ **Open Wednesdays 11/7/18 through 3/27/19**
 Shelter Intake: 6:30 to 8 p.m. (No Animals)
 **Transportation: Transportation from Tualatin River Greenway Trail, SW Barngrover Way (GOLFTEC) 6:00 pm
 Meal Provided: Yes

11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
WED	THU	FRI	SAT	SUN	MON	TUE	WED

NOTE: Additional shelters will be opening in late November and early December 2018.



Centros de refugio para clima severo y calentamiento del condado de Washington



Para obtener la información más reciente sobre disponibilidad de refugios en la zona metropolitana, incluido el condado de Washington, llame al 211 o al 503-222-5555 para acceder al sistema de información y referencia 211info.

	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
	MIE	JUE	VIER	SAB	DOM	LUN	MAR	MIE

BEAVERTON
Beaverton Just Compassion **12350 SW 5TH Street** -- **Abierto** -- -- -- -- --

Solo Adultos **Abierto los Jueves 11/1/18 - 3/28/19**
 Horas para registrarse: 5:30 to 9 p.m. (No Animales)
 Tri-Met: #76, #78, #88, Blue and Red Line Max, WES Line
 Se sirve comida: Si

	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
	MIE	JUE	VIER	SAB	DOM	LUN	MAR	MIE

CORNELIUS
Old Town Church **1124 S. Beech Street** **Abierto Abierto** -- -- -- -- **Abierto**

Familias c/niños, adultos 18+ **Abierto de miércoles a jueves 11/21/18 - 3/29/19/18**
 Horas para registrarse: 6:30 p.m.
 Tri-Met: # 57
 Se sirve comida: Si

	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
	MIE	JUE	VIER	SAB	DOM	LUN	MAR	MIE

FOREST GROVE
United Church of Christ **2032 College Way** -- -- -- -- -- **Abierto Abierto** --

Familias c/niños, adultos 18+ **Abierto los lunes y martes 11/19/18- 3/29/19**
 Horas para registrarse: 6:30 p.m.
 Tri-Met: # 57
 Se sirve comida: Si

	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
	MIE	JUE	VIER	SAB	DOM	LUN	MAR	MIE

HILLSBORO
Safe Place for Youth **454 SE Washinton Street** **Abierto Abierto Abierto Abierto Abierto Abierto Abierto Abierto**

Jóvenes de 12 a 19 años **Durante las inclemencias del tiempo**
 Tri-met Bus # 57, 3rd Avenue Max Stop
 Se sirve comida: Si

	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
	MIE	JUE	VIER	SAB	DOM	LUN	MAR	MIE

SHERWOOD
The Old Hall - St. Francis **15659 SW Oregon Street** -- -- -- -- **Abierto** -- --

Solo Adultos **Abierto los Domingo 11/4/18 - 4/1/19(No Animales)**
 Horas para registrarse: 5:00 to 9:00 p.m.
 Tri-Met: #93, bus stop # 4451; #97, bus stop 13838 Note: No shuttle from Tigard or Tualatin this year.
 Se provee comida: Si

	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
	MIE	JUE	VIER	SAB	DOM	LUN	MAR	MIE

TIGARD
St. Anthony's Catholic **9905 SW McKenzie Street** -- -- -- **Abierto** -- -- --

Adultos mayores de 18 años **Abierto los Sábados 11/7/18 - 3/30/19**
 Horas para registrarse: 5:30 p.m. (No Animales)
 Tri-Met #45, #93, #94
 Se sirve comida: Sí

	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28
	MIE	JUE	VIER	SAB	DOM	LUN	MAR	MIE

TUALATIN
Rolling Hills Community **3550 SW Borland Road** **Abierto** -- -- -- -- -- **Abierto**

Solo Adultos **Abierto los Miercoles 11/7/18 - 3/27/19**
 Horas para registrarse: 6:30 - 8 p.m. (No Animales)
 **Transportación - La Tualatin River Greenway Trail, SW Barngrover Way (GOLFTEC), provee transporte 6pm
 Se provee comida: Si

Nota: Refugios adicionales estarán abiertos a finales de noviembre de 2018.

SEVERE WEATHER SHELTER

Washington County, Oregon

SHELTER INTAKE FORM

HMIS Data Collection Form - All clients complete **INTAKE** form on first night in shelter during 2018-2019 season.

Fill out a separate form for each household member and staple them together.

NAME (First, Last Name, Suffix; e.g., Jr., Sr., III) [All clients]

First Name															
Last Name															

SHELTER ENTRY DATE (E.g., 11/01/2018) [All clients]

		/			/				
Month			Day			Year			

HOUSEHOLD MEMBER (E.g., 1 Member per Form)

Check Box if with Family Members <input type="checkbox"/>
Household member ____ of ____ (e.g. 1 of 4)

SOCIAL SECURITY NUMBER

[All clients; minimum last 4-digits]

			/			/				
--	--	--	---	--	--	---	--	--	--	--

DATE OF BIRTH (e.g., 10/23/1978)

[All clients; minimum year]

		/			/				
Month			Day			Year			

RACE More than one race is permitted. Maximum of 2 [All clients]

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White
- Client doesn't know
- Client refused

GENDER

[All clients]

- Female
- Male
- Trans Female (MTF or Male to Female)
- Trans Male (FTM or Female to Male)
- Gender Non-Conforming
- Client doesn't know
- Client refused
- Data not collected

ETHNICITY

[All clients]

- Non-Hispanic
- Hispanic / Latino
- Client doesn't know
- Client refused

RELATIONSHIP TO HEAD OF HOUSHOLD

[All clients]

- Self (head of household)
- Head of household's child
- Head of household's spouse or partner
- Head of household's other relation member (other relation to head of household)
- Other: Non-relation member

RELEASE OF INFORMATION [All clients]

The information you provide will be entered into the Homeless Management Information System in compliance with federal and state laws. All records in the system are confidential and secure. By sharing information, agencies are able to simplify service delivery that helps people access shelter, housing and services. Services will not be denied should you choose not to share your information.

PERMISSION TO SHARE INFORMATION - DOCUMENTATION [All clients]

- Consent To Share.**
- No Consent To Share.** Information will be entered in HMIS database, but not shared with shelter, housing and service providers. Note: This may result in the individual needing to complete the Entry form when staying at other shelters.

Homeless Head-of-Household or Witness (Warming Center Staff _____)

[All questions below are for Head of Household and Adults]

VETERAN STATUS

[All clients]

- No
- Yes
- Client doesn't know
- Client refused

HOMELESS STATUS

Where did you sleep last night ?

- Car
- Shelter
- Friend's house
- Motel paid for by: _____
- Tent
- Other outside
- Family house
- Other (describe): _____

Residence prior to shelter entry (slept last night)?

[All clients]

- Place not meant for human habitation
- Emergency Shelter, hotel/motel with voucher
- Safe Haven
- Interim Housing (<60 day transition housing)
- Foster Care or Foster Care Group Home
- Hospital
- Jail, Prison or Juvenile Detention
- Long-term Care or Nursing Home
- Substance Abuse Treatment Facility or Detox
- Hotel/Motel paid by Individual
- Owned by Individual, no ongoing subsidy
- Permanent Housing-formerly homeless people
- Rental by Client, no ongoing housing subsidy
- Rental by Client, with VASH subsidy

Length of Stay in Prior Residence?

- 1 Night
- 2 to 6 Nights
- 1 Week or more, but less than 1 Month
- 1 Month or more, but less than 90 Days
- 90 days or more, but less than 1 Year
- 1 Year or more
- Client doesn't know
- Client refused

OFFICIAL USE ONLY

Shelter Intake Staff: _____
 HMIS Entered: ____ / ____ / ____
 HMIS Data Entry Staff: _____

VICTIM OF DOMESTIC VIOLENCE

[All clients]

- No
- Yes
- Client doesn't know
- Client refused

Approximate date homelessness started this episode.

		/			/			
Month			Day			Year		

Number of times in shelter, tent, car, or outside in the past 3 years.

- 0 1 2 3
- 4 times or more
- Client doesn't know
- Client refused

Total number of months continuously in shelter, tent, car, or outside in the past 3 years.

- If 0-12 months, specify #: _____
- More than 12 months
- Client doesn't know
- Client refused

Do you have income?

- Employment \$ _____ per month
- Food Stamp \$ _____ per month
- SSI \$ _____ per month
- SSDI \$ _____ per month
- TANF \$ _____ per month
- Veteran \$ _____ per month
- Pension \$ _____ per month
- Other
(describe): _____ \$ _____
- No Income \$ 0 per month

Do you have a disability diagnosed by a doctor/clinic?

- Chronic Health Condition
- Physical
- Mental Health
- HIV/AIDS
- Developmental Disability
- Drug Abuse
- Alcohol Abuse



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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	6.
FINAL ACTION:	

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: November 26, 2018

PROJECT TEAM: Tom Gamble, Director, Parks and Recreation
Paul Downey, Director, Administrative Services

SUBJECT TITLE: Park System Development Charge Indexing

ACTION REQUESTED:

<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input checked="" type="checkbox"/>	Resolution	<input type="checkbox"/>	Motion	<input type="checkbox"/>	Informational
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X all that apply

ISSUE STATEMENT:

ORS 223.304(8) allows municipalities to adjust System Development Charges (SDC) for parks based on an index to ensure rates are consistent with current construction costs. The City of Forest Grove has used the Engineering News Record-Seattle to determine the indexed fee for other fees.

Using this same index, the City Council is considering whether to index the \$5,000/per dwelling unit Parks SDC fee that goes into effect January 1, 2019, to \$5,217.76/per dwelling unit, effective the same time. This index increase would only apply to the 2019 rate of \$5,000/per dwelling unit. Any index increases to the January, 2020, SDC, or thereafter, would require approval by City Council.

BACKGROUND: In 2017, the City Council approved in the Parks, Recreation and Open Space Master Plan. That Plan included a revised Capital Improvement Plan that estimates costs associated with future park development projects over a ten (10) year planning period. Many of these projects increase the capacity of the parks system in the community. It is these facilities and properties that are included in the calculations for developing a new SDC.

In addition to the Master Plan, Council adopted Resolution No. 2017-56. This resolution adopted a new SDC for future expansion of the parks system. The Council elected to phase in over a three-year period the full charge which is \$6,010/per dwelling unit. The following phasing schedule was adopted:

- January, 2018 \$4,000.00/per Dwelling Unit.
- January, 2019 \$5,000.00/per Dwelling Unit.
- January, 2020 \$6,010.00/per Dwelling Unit.

Indexing the SDC has not been done in the past. During the SDC approval process, Council considered indexing as an opportunity to protect the expansion projects from increased construction

costs. Council elected to not index the 2018 fee and asked staff to bring back the index question with each subsequent year.

FISCAL IMPACT:

The estimated revenue without indexing the SDC for FY2019-20 is approximately \$550,000. The estimated revenue with indexing the SDC for FY2019-20 is approximately \$573,953 for a difference of approximately \$73,953 in revenue if an index is not applied to FY2019-2020.

STAFF RECOMMENDATION:

The Parks and Recreation Commission approved the Parks SDC increases and approves of indexing. Staff recommends City Council consider adopting the attached resolution indexing the Parks SDC for the FY2019-2020, effective January 1, 2019.

ATTACHMENT(s):

PPT
Resolution

**NOTICE OF PUBLIC HEARING
PROPOSED ADJUSTMENT OF PARKS SYSTEM DEVELOPMENT
CHARGES FOR THE CITY OF FOREST GROVE**

NOTICE IS HEREBY GIVEN, that the Forest Grove City Council will hold a **Public Hearing** on **Monday, November 26, 2018**, at **7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution that would adjusting the Parks System Development Charges in accordance with the change in the *Engineering News - Record* (ENR) Construction Cost Index (Seattle). The current SDC rate is \$5,000 per dwelling unit and the proposed indexed rate is \$5,217.76 per dwelling unit (residential use). The SDC rates, upon approval by the City Council, would be effective January 1, 2019.

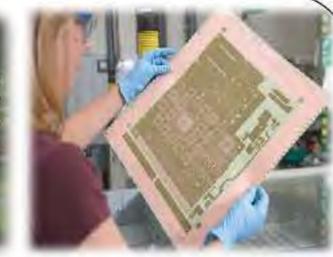
This hearing is open to the public and interested parties are encouraged to attend. A copy of the staff report and proposed resolution are available for inspection prior to the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony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

###

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

Publish Notice (NewsTimes November 21, 2018)

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Park SDC Indexing

Tom Gamble, Parks & Recreation Director

Paul Downey, Administrative Services Director

Jesse VanderZanden, City Manager

November 26, 2018

Purpose

- Review SDC history
- Review SDC methodology and rate
- Review current SDC projects
- Discuss SDC Indexing Staff report and Resolution

SDC History

- 2002 SDC and rate:
 - Council adopted Resolution No. 2002-36.
 - Rate \$3,000.00/DU
- 2017 SDC and rate
 - Council Adopted Resolution No. 2017-56.
 - Rate \$6,010.00/DU Implemented over 3 years
 - January, 2018 \$4,000.00/DU
 - January, 2019 \$5,000.00
 - January, 2020 \$6,010.00/DU
- Current SDC fund balance:
 - \$3,200,000.00

SDC Methodology

- SDC's are regulated by state law and must be based on a Capital Improvement Plan and a fee methodology.
- Forest Grove's SDC is based on the Capital Improvement Plan and fee methodology contained in the Master Plan, approved by Council in November, 2016

SDC Rate Calculation

- SDC fees are charged per Developable Unit (DU)
- The forecast is 2,190 DU's within the existing Urban Growth Boundary
- The past three years have averaged approximately 110 units/year

Current SDC Rate Calculation

Cost Factor	Amount
Future Park Land Costs	\$ 3,400,000
Eligible Park Improvement Costs	9,670,000
Administrative Costs	<u>92,300</u>
Total Costs:	\$ 13,162,300
Divided by DU's	<u>/ 2,190</u>
SDC Rate per DU :	\$ 6,010

Current SDC Projects

<u>Project</u>	<u>Cost</u>
Rogers Park	\$600,000

Schematic Design RFP	\$80,000
----------------------	----------

- AT Smith Park
- Stites Park
- Lincoln Park North End
- Aquatic Space Study
- Gales Creek Trail Development
- Property Acquisition and/or Improvements East F.G.
 - Using current construction costs, these projects are estimated to cost between \$6-9 million, depending on the scope of the project.

Should Park SDC's be Indexed?

- ORS 223.304(8) allows jurisdictions to adjust SDC rates based on an index.
- Purpose. To protect against inflation risk. Preventing large fee increases to catch up.
- Council held a work session to discuss indexing on November 13, 2018
- Council requested staff bring a resolution for consideration at the November 23, 2019 meeting.



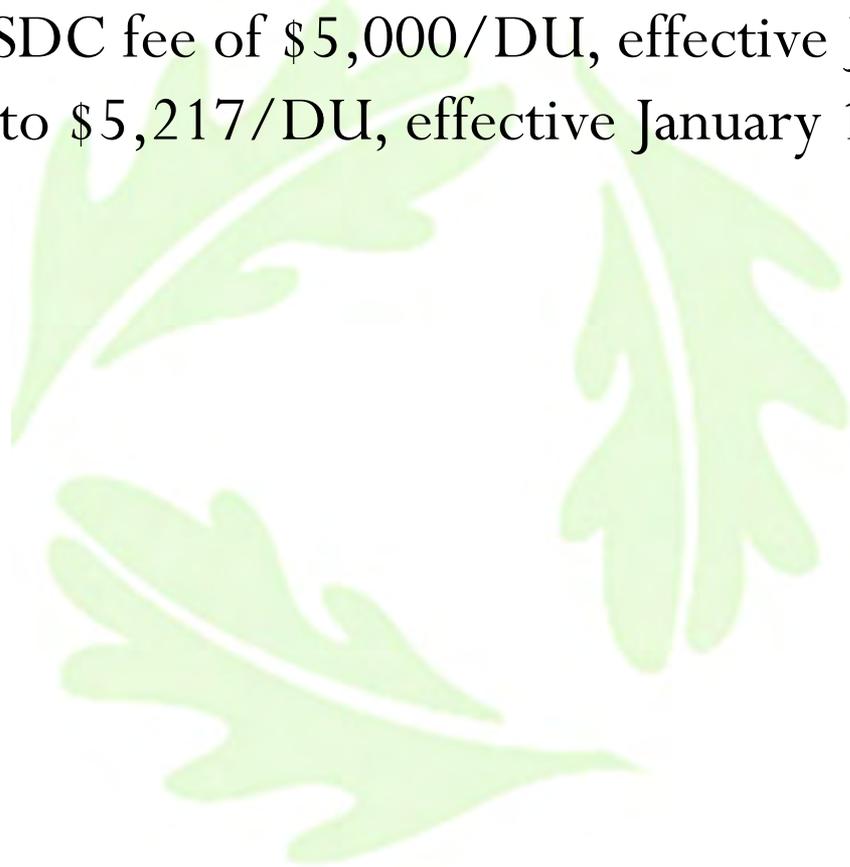
Indexed SDC Rates

- If the current SDC of \$5,000/DU was indexed, the new SDC fee for FY 2019-2020 would be \$5,217/DU as of January 1, 2019.
- The SDC fee of \$5,217 would remain in place until January 1, 2020, when the SDC fee established by Resolution 2017-56 increases to \$6010/DU.
- The Council may consider indexing the SDC fee of \$6010/DU in November, 2019.



Recommendation

- Staff recommends City Council consider indexing the Parks SDC fee of \$5,000/DU, effective January 1, 2019, to \$5,217/DU, effective January 1, 2019.



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RESOLUTION NO. 2018-92

6.

**RESOLUTION INDEXING PARKS SYSTEM DEVELOPMENT CHARGES (SDC)
FOR THE CITY OF FOREST GROVE IN ACCORDANCE WITH THE *ENGINEERING
NEWS-RECORD* CONSTRUCTION COST INDEX FOR SEATTLE**

WHEREAS, Ordinance No. 1990-07 requires the City Council to establish the Parks System Development Charges (SDC) by resolution; and

WHEREAS, DHC Planning performed an SDC methodology study for the City of Forest Grove in 2016, satisfying the requirements of ORS 223.297, to ensure fair and equitable capital funding is available to support capital additions; and

WHEREAS, the projected capital improvements were derived from the Parks, Recreation and Open Space Master Plan, approved by City Council in November, 2016; and

WHEREAS, the methodology study found the past SDC fees being collected were insufficient to meet future acquisitions and development needs; and

WHEREAS, ORS 223.304 (8) allows the City of Forest Grove to adjust SDC rates based on an index, to protect against inflation; and

WHEREAS, the City of Forest Grove uses the *Engineering News-Record* Construction Cost Index for Seattle to determine the indexed fee adjustment; and

WHEREAS, the City Council finds the methodology used to calculate the SDC to be fair and reasonable; and

WHEREAS, this index increase only applies to FY2019-20 and the index increases for FY2020-21 will need to be re-evaluated in November, 2019, and approved by City Council; and

WHEREAS, the City Council held a duly-noticed Public Hearing on the proposed resolution on November 26, 2018.

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

Section 1. That as of January 1, 2019, the FY2019-2020 Parks SDC rate of \$5,000.00/per Dwelling Unit (DU), adopted by Resolution No. 2017-56, will be indexed to \$5,217.76/per DU.

Section 2. That the City Council directs staff, prior to December 31, 2019, using the *Engineering News-Record* Construction Cost Index (Seattle) to evaluate whether to index the FY2020-2021 SDC rate of \$6010.00/per DU.

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

PRESENTED AND PASSED this 26th day of November, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 26th day of November, 2018.

Peter B. Truax, Mayor

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A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	
MEETING DATE:	11/26/18
FINAL ACTION:	

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *November 26, 2018*

PROJECT TEAM: *Keith Hormann, Light & Power Director
Paul Downey, Administrative Services Director*

SUBJECT TITLE: *Authorize NIES to Access Credit Line for Power Purchases*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

ISSUE STATEMENT: The City has an agreement with Northwest Intergovernmental Energy Supply (NIES) to purchase non-Federal power on the City’s behalf. As part of the process to purchase the power, NIES may need to provide credit assurances such as a letter of credit. The City’s agreement with NIES requires the City through the City Council to authorize NIES to incur the indebtedness to purchase the power on the City’s behalf. This resolution provides that authorization.

BACKGROUND: The City has committed to BPA to purchase 1MW of non-Federal power for years 2020 and 2021. The City has contracted with NIES to purchase that power on the City’s behalf. NIES may need to provide credit assurances to the entity from which it purchases the power. NIES entered into credit agreements with CoBank for financing arrangements to provide the necessary credit assurances. NIES’ agreement with CoBank requires that the governing body of each agency authorize NIES to be able to execute the loan agreements and incur the indebtedness on behalf of the agency. The agency further agrees to be liable for any indebtedness of NIES to CoBank to the extent of, and in proportion with, the Agency’s several liability to NIES for wholesale power purchase costs. In other words, the City is only liable up to the cost of the power being purchased for the City and not for any other agency’s power requirements being purchase by NIES.

FISCAL IMPACT: The cost of any letter of credit will be part of the cost of the power purchased.

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

ATTACHMENT(s): Resolution Authorizing NIES to Execute Loan Documents and Incur Certain Financial Obligations to CoBank

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RESOLUTION NO. 2018-93

**RESOLUTION OF CITY OF FOREST GROVE, OREGON,
AUTHORIZING THE NORTHWEST INTERGOVERNMENTAL ENERGY
SUPPLY TO EXECUTE LOAN DOCUMENTS AND INCUR
CERTAIN FINANCIAL OBLIGATIONS TO COBANK**

WHEREAS, City of Forest Grove (“Member”) is a member of the Northwest Intergovernmental Energy Supply (“NIES”), an intergovernmental agency organized and existing pursuant to ORS Chapter 190; and

WHEREAS, Member and NIES have executed a Joint Resource Planning and Acquisition Agreement (“JRPAA”) pursuant to which Member may purchase wholesale power from NIES; and

WHEREAS, in order to provide wholesale power to Member and to other NIES members, from time to time and upon the direction of its members NIES shall execute power purchase agreements with wholesale power suppliers; and

WHEREAS, pursuant to the terms of the JRPAA, Member shall only be severally liable for costs incurred by NIES to provide wholesale power to Member, and shall not be jointly liable for costs incurred by NIES to provide wholesale power to any other NIES members; and

WHEREAS, one or more wholesale power purchase agreements executed by NIES for the benefit of its members may require NIES to provide credit support in the form of a letter of credit issued by an eligible financial institution; and

WHEREAS, NIES has negotiated and executed a Credit Agreement and related documents with CoBank (“CoBank Loan Agreements”) pursuant to which CoBank shall issue letters of credit as may be necessary to meet NIES’ credit support obligations under its wholesale power purchase agreements; and

WHEREAS, Section 4.4 of the NIES Intergovernmental Agreement states that any indebtedness incurred by NIES requires the affirmative authorization of each individual member to be bound by such indebtedness.

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

Section 1. That the Member hereby authorizes the Executive Director of NIES to execute the CoBank Loan Agreements and Member hereby further authorizes NIES to incur the indebtedness created under such CoBank Loan Agreements. Member agrees that it shall be liable for any indebtedness of NIES to CoBank to the extent of, and in proportion with, Member’s several liability to NIES for wholesale power purchase costs pursuant to the JRPAA.

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

PRESENTED AND PASSED this 26th day of November, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 26th day of November, 2018.

Peter B. Truax, Mayor



A place where families and businesses thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	8.
FINAL ACTION:	

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: November 26, 2018

PROJECT TEAM: Jesse VanderZanden, City Manager

SUBJECT TITLE: Forest Grove Sesquicentennial Celebration Committee

ACTION REQUESTED:

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

X all that apply

ISSUE STATEMENT:

The City of Forest Grove will celebrate its 150th sesquicentennial anniversary on October 5, 2022. Staff is proposing to create a Forest Grove Sesquicentennial Celebration Committee with the express purpose of envisioning, creating, and implementing a commemoration in keeping with the spirit of Forest Grove's 150th Anniversary and its rich and diverse history.

Staff is proposing the Committee consist of members from local civic, non-profit, and educational entities, including but not limited to, the Friends of Historic Forest Grove, Historic Landmarks Board, Pacific University, Chamber of Commerce, City Club, Washington County Historical Society and more. Staff further proposes the Committee be Ad-Hoc, appointed by the Mayor, and serve at a frequency and duration commensurate with the purpose above. The Committee would expire on December 31, 2022 unless otherwise authorized by Council.

FISCAL IMPACT:

Adoption of the proposed resolution will not have a fiscal impact this year. The Committee may propose a budget allotment as the commemoration date draws closer and the scope of the commemoration is better known. Additional revenue sources may include a CEP or TLT grant. The City Manager will appoint a Staff Liaison to assist the Committee.

STAFF RECOMMENDATION:

To enable early planning activities to occur, staff recommends City Council adopt the attached resolution.

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8.

RESOLUTION NO. 2018-94

**RESOLUTION CREATING THE FOREST GROVE
SESQUICENTENNIAL CELEBRATION COMMITTEE
TO COMMEMORATE THE CITY'S 150TH ANNIVERSARY**

WHEREAS, The Kalapuya people of the Atfalati tribe lived in the Forest Grove area prior to being settled by European immigrants in the 1840's; and

WHEREAS, By 1845 the area numbered 15 families and was called West Tualatin Plains; and

WHEREAS, The town was platted in 1850 and the name "Forest Grove" was adopted January 10, 1851, by the Tualatin Academy Board of Trustees, later known as Pacific University, and was allegedly derived from the grove of oak trees that stand at Pacific today; and

WHEREAS, The City of Forest Grove was officially incorporated on October 5, 1872, making it the oldest city in Washington County; and

WHEREAS, In recognition of the City's rich and diverse history, the City has created three National Register Historic Districts including Clark (115 resources), Walker / Naylor (83 resources) and Painter's Woods (37 resources); and

WHEREAS, The City of Forest Grove created a Historic Landmarks Board in 1980 to recognize, restore, and preserve the historicity of Forest Grove; and

WHEREAS, The City of Forest Grove will celebrate its 150th sesquicentennial anniversary on October 5, 2022.

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

Section 1. The Forest Grove City Council hereby approves the creation of a Sesquicentennial Celebration Committee (Committee) with the express purpose of envisioning, creating, and implementing a commemoration in keeping with the spirit of Forest Grove's 150th Anniversary and its rich and diverse history.

- a) The Committee shall consist of members from local civic, non-profit, and educational entities, including but not limited to, the Historic Landmarks Board, the Friends of Historic Forest Grove, Pacific University, Chamber of Commerce, City Club, Washington County Historical Society, and more.
- b) The Committee shall be Ad-Hoc, appointed by the Mayor, and serve at a frequency and duration commensurate with the purpose above.
- c) Unless otherwise adopted by City Council, the Sesquicentennial Committee will expire on December 31, 2022.

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

PRESENTED AND PASSED this 26th day of November, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 26th day of November, 2018.

Peter B. Truax, Mayor



A place where families and businesses thrive

CITY MANAGER'S REPORT TO COUNCIL

NOVEMBER 26, 2018

UPCOMING EVENTS:

- November 22 & 23: Thanksgiving Holiday, Offices closed; Library also closed on Sat, Nov 24
- December 5: Severe Rent Burden Forum, 6 to 8 pm, Community Auditorium
- December 11: Statewide Housing Outreach Mtg, 1 to 3 pm, Community Auditorium
- December 12: Employee Holiday Buffet and Charity Raffle, 11:30 to 1:30, Comm Auditorium
- December 13: Reception for Rob Foster's Retirement, 4 to 6 pm, Community Auditorium

CITY MANAGER:

- Attended a 2020 census meeting with the US Census Bureau. The Census Bureau expects to open Area Census Offices (ACO) in Salem, Portland, and Eugene in January, 2019; July, 2019, and July, 2019, respectively. Each office will in turn hire upwards of 300 employees for a total of 900 in Oregon. There was much discussion about forming a Collaborative Complete Count Committee between Forest Grove and Cornelius. Staff plans on making a brief presentation to Council at the upcoming December or January meeting, accompanied by a Resolution authorizing the formation of a Complete Count Committee.

ADMINISTRATIVE SERVICES:

- Police Facility: The concept design information has been sent to the cost estimator. The cost estimate should be completed by early December for presentation to the Council in early January. The public opinion poll questions have been prepared and interviewing will begin about November 28 with completion planned by December 12. The results will then be compiled and presented to the City Council at the January 14, 2019, Council meeting. Staff will then request direction on whether to prepare the ballot material. If the bond will be submitted to the voters at the May 2019 election, the Council will need to approve the ballot material at its February 11, 2019, meeting so the City can complete steps to submit the ballot measure to the County Elections Official by the March 21 deadline. Staff is continuing to look at potential uses of the current police facility as part of the process.
- Senior Center: The kitchen remodel project is currently on schedule and is scheduled to be completed by the end of month and turned over to the Senior Center for use by the middle of December.
- Solid Waste: Metro is hosting a public forum on December 5, 2018, on the update of its Regional Waste Plan. Some of the actions in the proposed plan may require code and rule changes at the local government level. Staff will be attending that public forum. Metro has finalized the wet waste tonnage allocations throughout the region which will result in a 40% tonnage decrease at the Forest Grove Transfer Station owned by Waste Management. Metro has also begun conversations about a potential west side transfer station that would serve Washington County. Metro is piloting a new study to provide trash collection service to individuals experiencing homelessness. Metro will be partnering with service organizations such as Washington County Housing and Supportive Services Network to distribute the bags. The bags will have Metro's phone number printed on them and when they are found in the right-of-way the number can be called and Metro will come collect them. Metro has finalized the ordinance and administrative rules regarding business food waste collection requirements. The City will need to complete its policy development and adopt the program by July 2019. Staff will be conducting a solid waste work session early next year.
- City Hall elevator: Replacement parts have been ordered and the upgrade will commence when the parts have been received. The elevator will be out of service for several months.

- City Hall space needs: The architect designing the police facility is also looking working with City staff to see how the space in City Hall can be utilized more efficiently to make room for 2 additional spaces for staff in City Hall.
- Court: Earlier this year, an individual was convicted of two traffic offenses in Municipal Court. The individual then filed to have the offenses retried in Circuit Court where the individual was convicted again after a trial. The individual has now appealed the convictions to the Oregon Court of Appeals. The Oregon Department of Justice will be handling the appeal for the City since the citations were issued under state statutes. City Attorney's Office will follow the appeal for the City.
- Fire and Police Negotiations: The Firefighters Association has a contract ratification vote scheduled for November 26, 2018. If they ratify the contract, staff will bring it to the Council for approval at the December 10, 2018, meeting. Negotiations with the Police Association are continuing.
- Current recruitments underway include: Part-Time Adult Services Librarian, Police Officer, Reserve Police Officer, and Fire Volunteers.

COMMUNITY DEVELOPMENT:

- With the passage of the \$652 million Affordable Housing Bond, MPAC (Metro Policy Advisory Committee) is discussing the next steps in implementation at their November 28, 2018, meeting. Staff is attending and will report back to Council. Staff has also reached out to the County who will administer the funds for this area.
- The Planning Commission will meet on December 3 with two items on the agenda for public hearing.
- City Staff and ODOT conducted a preliminary review and scoring of the two consultant proposals for the TV Highway project. The group decided to interview both consultant teams scheduled for November 28.

ECONOMIC DEVELOPMENT:

- The mural on the 2001 Main Street building wall along Pacific Ave has been completed. Travel Oregon will hold a ribbon cutting event with local officials in the second week of December.
- Working with five new businesses who have signed new leases in the downtown. The first of them, The Department Store on 21st Avenue, has now opened.
- Planning for Holiday in the Grove and Light Parade on December 1st is nearly complete with over 35 activities, the most ever.
- Storefront Façade Program: Knotty Lamb and Valley Art Main Street are now complete. New Chinese Cuisine and The Department Store are half complete. Design work on Forest Grove Dance building on 19th Avenue is complete and now getting bids.
- The TV series the Perfectionists plan to return for filming December 17-21.
- The Junior Achievement Program is being taught to 430 high school seniors 50 7th and 8th graders.

ENGINEERING AND PUBLIC WORKS:

- Martin Road and Highway 47 Intersection Improvements: On November 16, 2018, Washington County submitted to the City a draft Access Point Analysis memorandum for two properties east of the Highway 47 and Martin Road intersection. The objective of the memorandum is to determine the impacts to the Martin Road and Highway 47 signalized intersection and roundabout alternatives resulting from the proposed access points and trips generated from these two properties. Staff will review this memorandum and provide comments back to Washington County.
- Highway 47 at Maple St. and Fern Hill Rd. Intersections: This is a collaborative project between the City, Washington County, and ODOT, concentrating on intersection improvements options on Highway 47 at Maple Street and Fern Hill Road. A consultant was hired to analyze and identify a new intersection control improvement and a kickoff meeting was held with the consultant to review the scope of the project. Up to five improvement alternatives will be analyzed. The project will conclude with an alternatives analysis report, including preliminary design and cost estimates.

- All Roads Transportation Safety Program (ARTS): Engineering staff has contacted ODOT and is looking into the possibility of adding audible crossing indicators to the ARTS grant. Addition of audible buttons would require all ADA improvements, increase the project cost significantly, and be fully at the city's expense. We are exploring other options for this work.
- Annual Paving and Curb Ramp Improvements: The contract for construction is complete. Work will start in spring 2019.
- Road improvements – 19th Ave., 26th Ave., Willamina Ave. and Hawthorne St. drainage: Staff is working with consultant to prepare for a workshop with City Council to further develop a plan to move forward with the needed sidewalk and road improvements.
- Public Works: This week will complete the first round of leaf pick-up; 22 loads brought in during the leaf/limb drop off November 17. Downtown tree grate assessment: 96 tree grates, 65 currently in need of maintenance. Started annual regulatory sign inspection.

PARKS, RECREATION, AND AQUATICS:

- Rogers Park: The restroom project is moving forward. Staff has applied for permitting from Clean Water Services. The service provider letter from CWS is expected any day. Once this letter is in hand the project can move forward towards construction. Anna/Abby's Yard: Final design work is being completed. Within the next two weeks, staff expects the large tree to be taken to a local fabricator to begin formulating the features of the park that involve the tree.
- Parks RFP: The pre-proposal meeting was held on Thursday, November 15, for schematic design development for three park sites: North Lincoln, Stites Park and AT Smith Park. Ten (10) firms attended and staff expects to see very competitive bids.
- The Aquatic Center finished its fall lifeguard class and graduated six (6) successful candidates. Each class member is now certified in Lifeguarding, CPR for the professional rescuer, and First Aid.

POLICE:

- Officer Daniels remains on-track to be operational in December 2018. Officer Bartlett should be operational February, 2019. Officer De Leone graduated from the Academy in November and should be operational March, 2019.
- Officers Colasurdo, Krump and McBee completed a 40 hour Crisis Intervention Training class. Officer Krump also attended Advanced Roadside Impaired Driving Enforcement (ARIDE).
- The entire department has completed the annual Defensive Tactics Training that provides critical skills for officers when dealing with combative subjects, thus reducing or minimizing injuries.
- The department will be migrating to Mark 43, a new reporting system, starting November 30. Several personnel have attended training over several days for the pending migration from RegJIN to Mark 43.
- Police Strategic Plan: After reviewing proposals, a contract will be issued for a workload analysis. This is the first step in the strategic planning process.
- Code Enforcement: Issued 96 parking citations throughout the city. 5 vehicle impounds in the current reporting period.
- Community Outreach: Community Outreach Specialist Quinsland attended the Crisis Intervention Training Group meeting, monthly CPO meeting and monthly Landlord Forum which Forest Grove will host in December. Quinsland also presented a Scam Workshop at Jennings McCall with 22 participants.

LIBRARY:

- The Library Listening Tour has been held at seven local locations: Urban Decanter, Safeway, Goodwill, Pink Spoon, Senior Center, Ridgewalker Brewing, and BJ's Coffee. Additionally, more than 500 user surveys have been received from the utility bill and e-mail. The staff and the Commission will now analyze the data and determine next steps.

- Nathan Jones, Youth Services Librarian, recently coordinated with staff from Cornelius Public Library to meet with Forest Grove School District library staff, and School Board member Kate Grandusky. FGCL and CPL staff showed teachers how they could use the library's new Online Public Access Catalog interface (Bibliocommons) to find and download resources for their students, as well as teaching how to use the research tools available via WCCLS. More meetings are planned.
- FGCL recently hosted a meeting of early learning professionals with the Forest Grove School District to discuss what early learning in western Washington County. Agencies represented at the meeting were NWRESO, FG School District, Adelante Mujeres, WIC, Lifeworks NW, and Oregon Child Development Coalition (OCDC). Topics discussed were summer lunch programs, Kindergarten registrations, a parenting summit, Ages and Stages questionnaires at NWRESO, eligibility for various programs and services in the county, the new space for WIC in Forest Grove coming soon, and various library programs and services.
- Last week Nathan was one of two class facilitators at the Forest Grove School District's READY! for Kindergarten parent training. 13 families participated, learning about how they could get their children ready for school in three developmental domains: social emotional, language and literacy, and math.
- The new WCCLS discovery layer, Bibliocommons, was rolled out last week. Response from patrons thus far has been generally favorable.
- The Friends made \$5324.75 during last month's book sale. They will also be receiving some additional revenue from Discovery Books who took the leftovers away. Friends volunteer Dave Pauli also gave out 638 Bookmarks during the downtown Halloween Trick or Treat event.
- Recent displays: On November 4, 1922, the English archaeologist Howard Carter discovered the tomb of the child king Tutankhamen in Luxor, Egypt. This week's ramp display includes fiction and non-fiction materials about King Tut, ancient Egypt, archaeology, and mummies. On November 19, 1863, President Abraham Lincoln delivered a 2-minute speech at the battlefield in Gettysburg, Pennsylvania, that would later come to be regarded as one of the greatest speeches of all time. To mark the 155th anniversary of that event, this week's ramp display features titles about Lincoln and the Civil War era.

LIGHT & POWER:

- All power service upgrades to the Senior Community Center have been completed. In addition to increasing the service size crews also replaced the direct buried high voltage cable, two older poles, the transformer and all of the associated hardware.
- Crews have been replacing several other deteriorated poles around the City.
- The high voltage underground cable feeding an apartment complex in the 2700 block of 22nd Avenue has been completed. This complex has experienced several power outages due to cable failures in the past.
- Repairs were made to a failed high voltage underground cable in the 2700 block of Thatcher Road. A single customer was out of power for approximately 4 hours while repairs were being made. This cable has been identified for replacement and is second in line behind one other higher priority cable.
- Wildlife protection and circuit breaker replacements continue at Forest Grove Substation.
- Crews have installed the Holiday Star in the large Cedar tree at the entrance to the Senior Community Center. They have also installed lights and the star in the small Holiday tree that was planted this past summer at the front of the center. Crews are also working with the Holiday Decorating Committee installing the street scrolls and banners. Everything will be ready for the tree lighting ceremony on November 23.

COUNTY-WIDE:

WCCLS: The Library Director serves on the Policy Committee and the City Manager on the Exec. Committee.

- The next Executive Committee meeting is November 28. Pool II funds (those in excess of Pool I due to increased revenue) will be announced. It is anticipated Forest Grove's portion will be \$7,450.

JWC: The JWC owns and manages the Fernhill water treatment plant and distribution lines. Forest Grove serves on the Operations and Management Committees. Pete Truax, Rob Fuiten, and Carl Heisler are on the Board. JWC includes Beaverton, TVID, Hillsboro, and Forest Grove.

- No update.

WCCA: Councilor Johnston and the Fire Chief serve on the Board of Directors.

- The new WCCCA facility will be located at a 6 acre parcel at 5900 Pine Farm in Hillsboro. Washington County will oversee the facility project and have published an RFP for an architectural firm - the timeline for completion is the 1st quarter of 2019.

CONSTRUCTION PROJECTS IN FOREST GROVE:

NAME	LOCATION	DESCRIPTION	LAND USE	BLDG PERMIT	CONST.
Raines Dialysis	19 th & Maple	12,215 sf medical clinic	Approved	Issued	Nearly complete
Kidd Court	22 nd Place	7 units residential	Approved	3 permits issued	Ongoing
Forestplace Apt.	Pacific Ave	192 apartments	Approved	Finalized	Done
Forestplace Commercial	Pacific Ave	Laundry Mat/Market	Approved	Finalized	Done
Stonewood Commercial	Pacific Ave	13,910 sf commercial	Approved	Finalized	Done. Tenants moving in
Silverstone Subdivision	David Hill Rd	200 lot subdivision	Approved	146 lots issued	Ongoing
Hawthorne Gardens	Hawthorne & 26 th Ave	29 lot subdivision	Approved	25 lots issued	Ongoing
Gales Creek Terrace	Pacific & 19 th Ave	197 lot subdivision	Approved	Pending application	Site grading
Green Grove	Thatcher Rd	9 lot co-housing	Approved	3 lots issued	Ongoing
Smith Orchard	Gales Way and B Street	8 lot subdivision	Approved	N/A	Site grading
Sunset Crossing	Sunset Ave	26 lot subdivision	Approved	N/A	Site grading
MPCA	Elm St	45,817 sf industrial	Approved	3 permits issued: tank yard, buildings 1 & 2	Site grading

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Work Session: Council Retreat Options

November 26, 2018

Community Auditorium

Jesse VanderZanden, City Manager

Purpose and Intent

- Solicit comments from Council on the format, location, and emphasis for the 2019 Council Retreat.



Background

- The City Council has historically held a Retreat every year.
- The Retreat is not required by the Charter or Council Rules.
- The Retreat is a public noticed, formal Work Session. The press often attends.

Background

- The Retreat normally occurs the first Saturday in February.
- The Retreat's intent has been to establish objectives. The objectives are refined in subsequent work sessions with City Council and passed by resolution in March.
- The objectives are used by staff to prepare the budget.
- State law requires the Retreat to be held within the City limits.

Background

- The Retreat is generally 5 working hours.
- The format has historically been:
 - Department Accomplishments & Priorities 90 min
 - Clarify, remove, or add Council Goals & Objectives 120 min
 - Open Discussion/Team Agreement 90 min
- The open discussion portion of the agenda is often truncated due to extended discussion of goals and objectives

Example

#	COUNCIL OBJECTIVE		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.

- Status: Watershed land acquisition financial plan passed October, 2018, dedicating \$375,000 to watershed acquisition fund and establishing a process for future contributions.
- Staff recommendation: Objective complete, remove from list.

Considerations

- Staff Accomplishments and Priorities could be briefed during City Council meetings instead of the Retreat. This would allow more time for Goals and Objectives and Open Discussion.
- What is the primary purpose of the Retreat? Is it goals and objectives, strengthening Council relations, both, or something else?
- What are Council's expectations of the Retreat? (Staff expectations are to get a clear picture of Council's priorities to aid in budget preparation.)
- Is the length of the Retreat too long, too short, or just right? Start and Stop times? Frequency?
- Is the location conducive to the Retreats objectives? If not, any suggestions?
- Is there anything not on the agenda that should be added?
- Should the Council objectives be prioritized?
- Other comments?

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