

CITY COUNCIL MONTHLY MEETING CALENDAR

December-18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Light Parade, 5pm
2	3 Red Cross Blood Drive 1pm-6pm, Comm Aud CCI 5:30pm	4 Municipal Court Community Open House, 6pm FG Rural Fire 7pm	5 EDC Noon Sister Cities Mtg 4:45pm	6 Rippe out until December 9	7 FGS&CC 1st Friday	8
9 Ribbon-Cutting Main St Mural 9am	10 CITY COUNCIL 5:30 PM - WORK SESSION (B/C Reappts) 6:00 PM - EXECUTIVE SESSION (Labor) 6:45 PM - TVCTV Holiday Greeting 7:00 PM - REGULAR COUNCIL MEETING 9:05 PM - WORK SESSION (Council Retreat) COMMUNITY AUDITORIUM	11 Statewide Housing Outreach, 1pm Comm Aud Fire Task Force, 6pm Library Comm 6:30pm Thompson out Dec 10 & returns Dec 11	12 Employee Luncheon, 11:30am	13 Foster's Retirement, 4pm PAC 5pm	14 Metro Councilors' Farewell Convention Center, 4pm	15
Rippe returns						
16 Chamber Luncheon Sister Cities Mtg 4:45pm (Canceled) Planning Comm 7pm	17	18 HLB 7:15pm	19 Municipal Court P&R 7am CFC 5:15pm	20 Sustainability 6pm	21 Mayor's 50th, 5pm	22
23	24 NO CITY COUNCIL MEETING SCHEDULED	25 CITY OFFICES CLOSED	26 Red Cross Blood Drive 1pm-6pm, Comm Aud PSAC 7:30am (Canceled)	27 Sustainability moved to 12/20	28	29
30	31					

January-19

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

February-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 FGS&CC 1st Friday	2 Council Retreat 8:30am-2pm - TBD
3 Planning Comm 7pm	4	5 CCI 5:30pm	6 Municipal Court	7 EDC Noon	8	9
10 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	11 Red Cross Blood Drive (Canceled) Library Comm 6:30pm	12	13	14 PAC 5pm	15	16
17 Sister Cities Mtg 4:45pm (TBD) Planning Comm 7pm	18	19	20 Municipal Court P&R 7am CFC 5:15pm	21 Sustainability 6pm	22	23
24 Chamber Luncheon Mayor's State of City Address, Noon - RSVP CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	25 HLB 7:15pm	26	27 PSAC 7:30am	28		

Meeting dates/times may change or cancel without advanced notice; please confirm with meeting agendas.
TBD=To Be Determined

This page is intentionally blank.



A place where families and businesses thrive.

CITY COUNCIL MEETING AGENDA

MONDAY, DECEMBER 10, 2018

- 5:30 PM – Work Session (B/C Reappointment Interviews)**
- 6:00 PM – Executive Session (Labor Negotiations)**
- 6:45 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.

Anna Ruggles, City Recorder
 Jesse VanderZanden, City Manager

5:30

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.

Brenda Camilli, Human Resources
 Manager
 Jesse VanderZanden, City Manager

6:00

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

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

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

Peter Truax, Mayor

6:45

CITY COUNCIL HOLIDAY GREETING

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

Jesse VanderZanden, City Manager

7:00

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

1. A. **EMPLOYEE RECOGNITION:**

- *Robert Foster, Public Works Director, Retirement*

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 & 5

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:**

(PowerPoint Presentation)
 Rob Foster, Public Works Director

7:20
 20mins

5. A. • *Major Streets Transportation Improvement Program (MSTIP) Update (Martin Road, Maple Road and Fernhill Road), Joe Younkings, Interim Washington County Engineer*

(PowerPoint Presentation)

7:40
 20mins

5. B. • *Forest Grove Senior and Community Center Update, Launa DeGiusti, Executive Director*

(PowerPoint Presentation)

8:00
 20mins

5. C. • *Metro Update, Kathryn Harrington, Metro Councilor District 4*

Brenda Camilli, Human Resources Director Jesse VanderZanden, City Manager	8:20	6. <u>RESOLUTION NO. 2018-104 AUTHORIZING EXECUTION OF A LABOR AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND FOREST GROVE PAID FIREFIGHTER'S ASSOCIATION (FGPFA), EFFECTIVE JULY 1, 2018, AND EXPIRING JUNE 30, 2021</u>
Jesse VanderZanden, City Manager	8:30	7. <u>RESOLUTION NO. 2018-105 OF THE CITY OF FOREST GROVE AUTHORIZING ESTABLISHMENT OF A COLLABORATIVE COMPLETE COUNT COMMITTEE (CCC) WITH CITY OF CORNELIUS TO ASSURE HIGHEST POSSIBLE PARTICIPATION IN 2020 U.S. CENSUS</u>
City Councilors	8:40	8. <u>CITY COUNCIL COMMUNICATIONS:</u>
Jesse VanderZanden, City Manager	8:50	9. <u>CITY MANAGER'S REPORT:</u>
Peter Truax, Mayor	8:55	10. <u>MAYOR'S REPORT:</u>
	<u>9:00</u>	11. <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(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).
	<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 (Oak Street Industrial Area) Meeting Minutes of November 13, 2018.
 - B. Approve City Council Regular Meeting Minutes of November 13, 2018.
 - C. Approve City Council Work Session (Parks System Development Charges Index) Meeting Minutes of November 13, 2018.
 - D. Approve City Council Work Session (B/C Reappointment Interviews) Meeting Minutes of November 19, 2019.
 - E. Approve City Council Work Session (B/C Reappointment Interviews) Meeting Minutes of November 26, 2018.
 - F. Approve City Council Regular Meeting Minutes of November 26, 2018.
 - G. Accept Committee for Community Involvement Meeting Minutes of October 2, 2018.
 - H. Accept Historic Landmarks Board Meeting Minutes of October 23, 2018.
 - I. Accept Planning Commission Meeting Minutes of October 1, 2018.
 - J. Accept Sustainability Commission Meeting Minutes of October 25, 2018.
 - K. Community Development Department Monthly Building Activity Informational Report for November 2018.
 - L. Accept Certified Official Final Results, Abstract of Votes, for Forest Grove relating to General Election held on November 6, 2018 (Mayor Peter Truax and Councilors Thomas Johnston, Ronald Thompson and Malynda Wenzl were elected, Terms Expiring November, 2022).
 - M. Accept Resignation on Budget Committee (Rod Fuiten, Term Expiring December 31, 2018).
 - N. Accept Resignation on Sustainability Commission (Brian Schimmel, At-Large, Term Expiring December 31, 2018).
 - O. **RESOLUTION NO. 2018-95 MAKING REAPPOINTMENTS TO BUDGET COMMITTEE** (Reappointing David Maisel and Debby Roth, Terms Expiring December 31, 2021).
 - P. **RESOLUTION NO. 2018-96 MAKING APPOINTMENT TO COMMUNITY FORESTRY COMMISSION** (Appointing Declan Lynch, Student Advisory, Effective January 1, 2019, Term Expiring December 31, 2019).
 - Q. **RESOLUTION NO. 2018-97 MAKING REAPPOINTMENTS TO ECONOMIC DEVELOPMENT COMMISSION** (Reappointing James Draznin, At-Large; Kevin Emerick, Wood/Ag Products (Woodfold Mfg); Mark Nakajima, Business/Small Mfg (Ace Hardware); Javier Urenda, Hispanic Representative (Adelante Mujeres), Terms Expiring December 31, 2021).
 - R. **RESOLUTION NO. 2018-98 MAKING REAPPOINTMENT TO HISTORIC LANDMARKS BOARD** (Reappointing William Youngs, Term Expiring December 31, 2022).

- S. **RESOLUTION NO. 2018-99 MAKING REAPPOINTMENTS TO LIBRARY COMMISSION** (Reappointing Nickie Augustine, Kirsten Beier and Kathleen Poulsen, Terms Expiring December 31, 2020).
- T. **RESOLUTION NO. 2018-100 MAKING REAPPOINTMENT TO PARKS AND RECREATION COMMISSION** (Howard Sullivan, At-Large, Term Expiring December 31, 2022).
- U. **RESOLUTION NO. 2018-101 MAKING REAPPOINTMENTS TO PLANNING COMMISSION** (Reappointing Lisa Nakajima and Phil Ruder, Terms Expiring December 31, 2022).
- V. **RESOLUTION NO. 2018-102 MAKING REAPPOINTMENTS TO PUBLIC ARTS COMMISSION** (Reappointing Kathy Broom and Pat Truax, Terms Expiring December 31, 2021).
- W. **RESOLUTION NO. 2018-103 MAKING APPOINTMENT TO SUSTAINABILITY COMMISSION** (Appointing Jacob Rose, At-Large, Term Expiring December 31, 2022).

This page is intentionally blank.



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: *December 10, 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. 5:30 pm: Kathleen Leatham, PAC
Leatham reapplied but she currently does not reside within the city limits (Carlton, Yamhill County). As a result, Leatham no longer meets the criteria as the PAC's Bylaws no longer allow an At-Large member. Council collectively concurred to ask Leatham to come in for an interview. At which time, Council shall consider making its recommendation.
 2. 5:45 pm: Lance Schamberger, CFC

Please note: We have allotted 7-10 minutes for each interview. Refer to Attachment A.

STAFF RECOMMENDATION:

Staff recommends City Council consider making the B/C reappointment recommendations. Resolution(s) making formal reappointments will be placed on the Consent Agenda for the meeting of January 14, 2019.

Attachments:

- Attachment A: List of B&C Interviews
- Attachment B: B/C Applications

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?

**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
					# of Board Vacancies:				1 - Vacancy	3 - Vacancies (Food/Beverage; Res Dev; Utility)					1 - Vacancy (Rural/At-Lg)
					# of Student Vacancies:				1 - Student	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	5:30 PM	Kathleen	Leatham	A02/06 (12yrs)	No longer meets criteria resides outside of city (Carlton). PAC Bylaws no At-Large Members							PAC			
2	5:45 PM	Lance	Schamberger	A 03/09 (9yrs) (Canceled x1)			CFC								

2018 BOARDS, COMMITTEES & COMMISSIONS VACANCIES

Reso 2006-10 Adopts B&C Appointment Policy

COMMISSION	REQUIREMENTS	# VACANCIES	EXPIRES
BUDGET Meets in April/May	PER ORS 294 7 Members Must Be Residents & 7 Elected Officials – 3 Year Term	1 – Vacancy	12/31/21
COMMITTEE FOR COMMUNITY INVOLVEMENT Meets 1 st Tuesday, 5:30 pm	ORD 1987-07; RESO 1975-873; 1991-13; 1991-57; 1993-07; 2014-65; 2017-62 7 Members – 4 Year Term 2 Nonresidents – Currently 0 1 Non-Voting Student Advisor 1-Year Term Term Expires Jan 31 st		
COMMUNITY FORESTRY COMMISSION CODE 35.090-35.095 Meets 3 rd Wednesday, 5:15 pm	RESO 1992-23; 1998-16; 1998-56; 2002-56; Ord 2004-04 7 Members – 3 Year Term 3 Nonresidents – Currently 3 1 Non-Voting Student Advisor 1-Year Term		
ECONOMIC DEVELOPMENT COMMISSION Meets 1 st Thursday, Noon	RESO 2007-45; 2008-30; 2015-69 19 Members – 3 Year Term 6 Public/Non-Profit: 12 Businesses; 1 At-Large – Currently 1 (3 currently reside outside City) 1 Non-Voting Student Advisor 1-Year Term	1 – Vacancy (Food) 1 – Vacancy (Res Dev) 1 – Vacancy (Utility) 1 – Student Vacancy	12/31/19 12/31/21 12/31/20 12/31/19
HISTORIC LANDMARKS BOARD CODE 35.065-35.071 Meets 4 th Tuesday, 7:15 pm	Per ORS 197; ORD 1980-15; 1986-11; 2009-04 7 Members – 4 Year Term 2 Nonresidents – Currently 0 1 Non-Voting Student Advisor 1-Year Term	1 – Student Vacancy	12/31/19
LIBRARY Meets 2 nd Tuesday, 6:30 pm	Per ORS 357; ORD 1974-1038; 1974-1040 7 Members – 2 Year Term (2 currently reside outside City) 1 Non-Voting Student Advisor 1-Year Term		
PARKS & RECREATION COMMISSION Meets 3 rd Wednesday 7:00 am	RESO 1974-733 9 Members – 4 Year Term 2 Nonresidents – Currently 1 3 At-Large; 1 FG School Dist; 5 Park Districts: <u>NNW</u> = Forest Glen, Knox Ridge, Thatcher/Loomis; <u>NW</u> = Lincoln, Hazel Sills, Aquatic Center, Talisman; <u>SW</u> = Rogers; <u>SE</u> = Joseph Gale; <u>NE</u> = Bard and Stites Parks; 1 Non-Voting Student Advisor 1-Year Term		
PLANNING COMMISSION CODE 35.045-35.054 Meets 1 st and 3 rd Monday 7:00 pm	Per ORS 227; ORD 1969-911; 1974-1012; 1995-13; 1998-16; 1998-56; 1995-13; 2006-06; 2009-04 7 Members – 4 Year Term 2 Nonresidents – Currently 1 1 Real Estate – Currently 0 2 Same trade/occupation – Currently 2 (Tech-related)		
PUBLIC ARTS COMMISSION Meets 2 nd Thursday, 5:00 pm	RESO 2006-06; 2008-62; 2009-27; 2011-75; 2014-70 9 Members Must Be Residents – 3 Year Term 0 Nonresident – Currently 2 1 Non-Voting Student Advisor 1-Year Term	1 – Student Vacancy	12/31/19
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 th Wednesday 7:30 am	RESO 2005-56; 2010-27; 2011-25; 2015-28 9 Members – 4 Year Term 2 Rural Fire Dist – Currently 1 Non-Voting Reps: Chamber, FG School Dist; Pacific University; Rural Fire Dist 1 Non-voting Student Advisor	1 Vacancy (Rural) 1 – Student Vacancy	12/31/20 12/31/19
SUSTAINABILITY COMMISSION Meets 4 th Thursday 6:00 pm	RESO 2013-68; 2013-69; 2016-58 13 Members – 4 Year Term Nonresidents– Currently 4 8 Related to Specific Interests; 3 At-Large; and 2 Voting Student Advisors (Pacific University & FG High School Students)	1 – Vacancy (Economic) 1 – Vacancy (PU Rep) 1 – PU Student Vacancy	12/31/19 12/31/21 12/31/19

PAC A02/06

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>) **Interview 12/10/2018 @ 5:30PM**

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

**Resides outside of city
PAC has no At-Large Positions**

Submission information

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

Submitted by Visitor (not verified)

Tuesday, November 6, 2018 - 4:32pm

172.16.64.19

Resides out of jurisdiction

First & Last Name

KATHLEEN LEATHAM

Street Address

[REDACTED]

Mailing Address, if different

City, State and Zip Code

CARLTON, OR 97111

E-Mail Address

[REDACTED]

Telephone/Cell Phone Number

[REDACTED]

Work Telephone Number

Employer

self

Occupation/Profession

OWNER/ LONG TERM CARE COMMUNITIES

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?

ALTHOUGH I STATED "GOOD", I WOULD LIKE TO SEE A GREATER DIVERSITY ON COUNCIL, ON STAFF AND ON COMMISSIONS. THE TREND TO OVERBUILD AND, THEREFORE, NOT BUILD WISELY OR CREATIVELY, WILL EVENTUALLY TAKE SOME OF THE UNIQUE QUALITY AWAY FROM THE COMMUNITY. INDEED, IT

ALREADY HAS.

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.

AFTER MISSING ONLY ABOUT TWO IN TWELVE YEARS, I MISSED FOUR DUE TO MY HUSBAND'S ILLNESS. I STILL FULFILLED MY ROLES.

Please indicate why you would like to be reappointed.

I WAS A CHARTER MEMBER OF THE PAC. I AM ABSOLUTELY DEDICATED TO THE CARE AND FEEDING OF ART - IN ALL ITS FORMS - FOR THIS COMMUNITY AND FOR THOSE WHO CALL FOREST GROVE HOME. WITH THE NEW STRATEGIC PLAN IN PLACE, I WISH TO PLAY A ROLE IN FURTHER SOLIDIFYING THE EXCITING FUTURE THAT IS PAC'S.

What specific topics interest you that relate to the board?

ESTABLISHING, WITH THE HELP OF THE CITY MANAGER, THE MAYOR AND THE COUNCIL, A LINE ITEM FOR PAC IN THE BUDGET. COMPLETING THE FORMATION OF THE FOUNDATION. ASSISTING IN THE PROCURMENT OF GRANTS SO THAT WE CAN BE AN EVEN GREATER ASSET - AND NOT A DRAIN - TO THE COMMUNITY. BECOMING MORE VISIBLE IN THE COMMUNITY. ESTABLISHING COLLABORATIVE EFFORTS WITH OTHER GROUPS SO EACH DOLLAR GOES FARTHER.

Please type your name below as a signature.

KATHLEEN LEATHAM

Date

11/06/2018

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/6601>

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
Cancelled - Reschedule

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

Interview 12/10/2018 @ 5:45PM

Submission information

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

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>



<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"*

This page is intentionally blank.

A place where families and businesses thrive.

Work Session Minutes
(Oak Street Industrial Area)

Monday, November 13, 2018
6:15 p.m., Community Auditorium

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:22 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; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner; Jeff King, Economic Development Manager; and Anna Ruggles, City Recorder.

2. WORK SESSION: OAK STREET INDUSTRIAL AREA

Riordan, Pohl and VanderZanden facilitated the above-noted work session and presented a PowerPoint presentation overview, noting the purpose of the work session was to address Council's Objective 1.3, Industrial Area Planning, identified in FY2017-18, to review the Comprehensive Plan to determine if supply of industrial land is appropriate, continue State certification process and provide a report to Council. Riordan gave an overview of the "shovel ready" certification program, noting the undeveloped industrial sites are categorized into three tiers by Business Oregon. Riordan reported the Oak Street Industrial Area (map) is considered as a Tier 3, due to Oak Street Area is considered to be "underwater" meaning the cost of infrastructure exceeds the return on investment expected for industrial development. Riordan noted that Tier 3 sites are the least competitive from a development perspective, which is the primary reason the Oak Street Industrial Area remains undeveloped. In addition, Riordan recapped background information pertaining to the Transit-Oriented (mixed-use district) Development (TOD) Land Use Concept Plan (2011) and Washington County Industrial Site Assessment Project (2015), noting the primary reasons of the studies were to evaluate industrial sites and identify barriers to development. Riordan referenced a chart showing estimated cost of infrastructure for TOD and industrial concept based on prior studies, noting the industrial site assessment identified two development concepts (Oak Street East Concept and Oak Street West Concept). In recapping the above-noted staff report, Riordan and Pohl presented the following potential options for Oak Street Industrial Area for Council's consideration and feedback:

- Retain General Industrial (GI) zoning over the entire Oak Street area (i.e., status quo). This allows for land banking industrial land for very long-term use (more than 20 years out);

- Re-designate some of Oak Street area Business Industrial Park (BIP). This would provide more flexibility in allowing employment use compared to GI;
- Re-designate some of Oak Street area Neighborhood Mixed Use (NMU). This would provide opportunity to medium and high-density residential and commercial/office uses;
- Re-designate some of Oak Street area for Single-Family and/or Multi-Family use;
- All or any of the above (mixture of employment and/or residential zoning).

In conclusion of the above-noted staff report, Riordan and Pohl advised the next steps are to consider formally adopting the Economic Opportunity Analysis (EOA) update, for a 20-year planning period (2018-2038), which requires Planning Commission's acceptance and forwarding a formal recommendation to Council. Riordan noted if the EOA update is adopted into the Comprehensive Plan, the EOA may be used to make policy decisions relating to land use. In addition, Riordan reported the preliminary findings and conclusions of the EOA update were presented to the Planning Commission on June 4, 2018, and Council held a work session on September 10, 2018. Riordan added the Economic Development Commission (EDC) also passed a motion unanimously recommending the Council accept the updated EOA, noting EDC agreed the EOA provides a basis for further discussion on the type of employment land needed. In addition, Riordan noted the EDC expressed a desire to be involved in policy discussions affecting the Oak Street Area.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the potential options for the Oak Street Industrial Area and whether the land in the Oak Street Area (map) is zoned appropriately based on projected land needs and if zoning of the Oak Street Area affects the type and cost of infrastructure needed to serve development. Riordan, Pohl and VanderZanden responded to various concerns, inquiries and scenarios Council presented pertaining to the Oak Street conceptual plan and affordable housing, and if the Oak Street Area may be better suited for medium and high-density residential, because of the potential for future high-capacity transit service. Riordan noted the Planning Commission supported a transit development concept plan as part of the update to the Comprehensive Plan adopted in 2014; however, the Commission did not recommend adoption into the Comprehensive Plan largely due to the long-range horizon for extending high-capacity transit to Forest Grove. In conclusion of the above-noted Council discussion, Council collectively concurred to proceed with the next steps to formally adopt the Economic Opportunity Analysis (EOA) update. Riordan, Pohl and VanderZanden advised after the Planning Commission makes its formal recommendation to Council, staff will bring the EOA update to Council for formal adoption consideration.

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

3. **ADJOURNMENT**

Mayor Truax adjourned the work session at 6:59 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

This page is intentionally blank.



A place where families and businesses thrive.

City Council Regular Meeting Minutes

**Monday, November 13, 2018
7:00 p.m., Community Auditorium**

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

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

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; J. F. Schutz, Police Chief; and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS:

Christopher Wilmeth, Forest Grove, addressed Council proposing ideas for improving civic communications, such as posting more updates on Facebook and other social media platforms, which VanderZanden noted.

3. CONSENT AGENDA:

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

- A. Approve City Council Work Session (B/C Program) Meeting Minutes of October 8, 2018.
- B. Approve City Council Work Session (B/C Program) Meeting Minutes of October 22, 2018.
- C. Approve City Council Work Session (Police Facility) Meeting Minutes of October 22, 2018.
- D. Approve City Council Regular Meeting Minutes of October 22, 2018.
- E. Accept Community Forestry Commission Meeting Minutes of September 19, 2018.
- F. Accept Economic Development Commission Meeting Minutes of July 12, September 13 and October 4, 2018.

- G. Accept Historic Landmarks Board Meeting Minutes of September 25, 2018.
- H. Accept Library Commission Meeting Minutes of September 19, 2018.
- I. Accept Public Arts Commission Meeting Minutes of September 10, 2018.
- J. Accept Sustainability Commission Meeting Minutes of August 23, 2018.
- K. Declare Vacancy on Committee for Community Involvement (CCI) (Briana Larios, Student Advisory, Term Expiring January 31, 2019).
- L. Declare Vacancy on Sustainability Commission (Hope Kramer, Economic/At-Large, Term Expiring December 31, 2019).
- M. Accept Resignation on Public Safety Advisory Commission (Joseph Baxter, Citizen Rural Fire District, Term Expiring December 31, 2020).
- N. Community Development Department Monthly Building Activity Informational Report for October 2018.

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

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

5. **PRESENTATIONS:**

5. A. Washington County Sheriff's Office Countywide Services

Pat Garrett, Washington County Sheriff, and John Cook, Commander, presented a PowerPoint presentation highlighting Washington County Sheriff's Office county-wide services, mission and values, and strategic goals in an effort to make Washington County the safest major urban county in Oregon, noting the County provides police services for all 595,860 residents. Garrett highlighted various Washington County Jail programs that are making an impact and improving community livability and provided insight on the arrest and arraignment process, noting the jail has 572 inmate beds with an average of 51 daily bookings and zero escape attempts. Garrett also reported on Washington County's Mental Health Response Team (MHRT), noting the team had a total of 4,868 (2017) responses. In addition, Garrett reported the County had 8,843 cases served in 2017.

5. B. Financial Report Ending June 30, 2018

Downey presented a PowerPoint presentation outlining the financial report for 12 months for the City's fiscal year ending June 30, 2018. Downey reported the report compares the budget to the year-to-date revenues and expenditures and prior to any audit adjustments the auditor may propose. Downey referenced the report work sheet, which compared FY2018-19 Beginning Fund Balances to FY2018-19 Budgeted Beginning Fund Balances, noting most of the Beginning Fund Balances for the funds where revenue is based on construction activity are significantly higher than budgeted due to unanticipated multi-family residential and commercial development. Downey referenced the detailed line item reports, noting the reports look different than in prior reports as the City has switched over to a new financial system (Munis) and staff has

been working on the report formatting. In conclusion of the above-noted presentation, Downey referenced graphs pertaining to the General Fund, Building Services Fund, Information Systems Fund, Light Fund, Street Fund, Sewer Fund, Water Fund, Surface Water Management Fund, Equipment Fund and other funds, noting the General Fund's financial position is good through the end of FY2017-18.

6. RESOLUTION NO. 2018-85 AUTHORIZING THE EXPENDITURE OF DEPARTMENT OF HOMELAND SECURITY GRANT FUNDS IN THE FIRE EQUIPMENT REPLACEMENT FUND FOR A SOURCE CAPTURE DIESEL EXHAUST SYSTEM AT THE CITY'S FIRE STATION

Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing expenditure of Department of Homeland Security (DHS) grant funds in the amount of \$130,000 in the Fire Equipment Replacement Fund for a source capture diesel exhaust system at the City's Fire Station. Downey reported the City and Forest Grove Rural Fire Protection District will each match an additional \$6,500 as part of the grant requirements. In conclusion of the above-noted staff report, Downey advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2018-85.

VanderZanden read Resolution No. 2018-85 by title.

MOTION: Council President Johnston moved, seconded by Councilor Thompson, to adopt Resolution No. 2018-85 Authorizing the Expenditure of Department of Homeland Security Grant Funds in the Fire Equipment Replacement Fund for a Source Capture Diesel Exhaust System at the City's Fire Station.

Council Discussion:

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

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

7. RESOLUTION NO. 2018-86 IMPLEMENTING YOUTH INVOLVEMENT PROGRAM

Staff Report:

VanderZanden presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing implementing a Youth Involvement

Program, which would make available one paid-in-full trip per year for at least two board or commission (B/C) appointed student members to attend the National League of Cities Conference held in March of each year in Washington, D.C., as outlined in Exhibit A. VanderZanden reported pursuant to Council Objective 3.21, Youth Advisory Council, the Council recently conducted a comprehensive review of the B/C Program and actively sought ways to increase youth involvement and participation to assure B/C appointed students' voices are valued and included in the public policy process. In conclusion of the above-noted staff report, VanderZanden advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting the budgeted amount is \$2,500 per student in the legislative training budget.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2018-86.

VanderZanden read Resolution No. 2018-86 by title.

MOTION: Councilor Wenzl moved, seconded by Councilor Valfre, to adopt Resolution No. 2018-86 Implementing Youth Involvement Program.

Council Discussion:

In response to Council President Johnston's concern, VanderZanden clarified implementing the Youth Involvement Program does not affect the potential B/C reforms.

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

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

8. CITY COUNCIL COMMUNICATIONS:

Council President Johnston reported attending Public Arts Commission (PAC) meeting, noting PAC discussed the potential B/C reforms and were encouraged to attend the informational meeting on November 19, 2018. Johnston reported Historic Landmarks Board (HLB) held an open house for the Downtown Historic District, noting HLB plans to come before Council with a proposal at a later date. Johnston advised the Forest Grove Rural Fire Protection District approved its share of the grant funding match requirement as required under Agenda Item 6. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Rippe reported attending Public Safety Advisory Commission (PSAC) meeting, noting PSAC had a robust discussion on the potential B/C reforms. Rippe reported attending

Economic Development Commission (EDC) meeting, noting EDC approved for Council consideration the Economic Opportunity Assessment and discussed the potential B/C reforms. Rippe reported attending Forest Grove High School's Annual Veterans Day Ceremony. Rippe recapped the Nyuzen Student Delegation visit, thanking all host families and commending Sister Cities Committee members and City Recorder Ruggles for all their outstanding efforts. In addition, Rippe reported on legislative-related matters of interest and upcoming meetings he was planning to attend.

Thompson reported attending Washington County's Annual Veterans Day Ceremony. In addition, Thompson reported on upcoming meetings he was planning to attend.

Uhing reported on matters of interest and reported on upcoming meetings she was planning to attend.

Valfre reported on Library Commission-related activities. Valfre recapped strategic discussions pertaining to affordable housing/homelessness, noting he would like to seek advice on temporary shelters, i.e., zoning, and bring forward a proposal for Council consideration. Valfre added he would also like the City to consider providing free WI-FI for the downtown area, perhaps as part of the Town Center concept plan, in an effort to enhance the downtown experience for citizens. In addition, Valfre reported on other matters of interest and upcoming meetings he was planning to attend.

Wenzl reported on Committee for Community Involvement (CCI)-related activities, noting CCI is planning the Annual Town Meeting (ATM), which will be held Saturday, January 26, 2019, 9am-Noon, at Forest Grove High School. This year's ATM theme is an Emergency Preparedness Fair, with representatives from public and non-profit agencies available for questions. Wenzl reported on Parks and Recreation Commission (P&R)-related activities, noting P&R has three Request for Proposals pending for design services for Stites, North Lincoln and A. T. Smith Property. Wenzl reported attending the National League of Cities Summit. In addition, Wenzl reported on other matters of interest and upcoming meetings she was planning to attend.

9. City Manager's Report:

VanderZanden reported on upcoming meetings and events as noted in the Council calendar. VanderZanden reported a B/C Informational Meeting will be held November 19, 2018, 5:30pm, in the Community Auditorium, noting the purpose of the meeting is to allow all B/C members an opportunity to learn and ask questions about the potential B/C reforms. VanderZanden noted in response to a citizen comment, the City has added a language translation option on the City's website, which was inadvertently removed during the new website design. VanderZanden reported representatives from Adelante Mujeres, Centro Cultural, city staff and Mayors from Forest Grove and Cornelius are meeting in late November to discuss forming a

Complete Count Committee to encourage participation in the 2020 Census. In addition, VanderZanden referenced the City Manager's Report, which was emailed to Council in advance and outlined various upcoming Council-related meetings; upcoming Council-related items; updates on department-related activities and projects, including Administrative Services, Parks and Aquatics, Police, Library, Light and Power, Economic Development, Community Development, and Engineering and Public Works; and other upcoming citywide calendar events.

10. MAYOR'S REPORT:

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax highlighted the results of the General Election held on November 6, 2018, and commended Council President Johnston and Councilors Thompson and Wenzl for their reelection. Mayor Truax was also commended for his reelection. Mayor Truax announced the City Council Swearing-In Ceremony will be held Monday, November 26, 2018, 4:30pm-5:15pm, in the Community Auditorium. Mayor Truax reported attending the National League of Cities Summit. Mayor Truax announced the League of Oregon Cities (LOC) has selected Jim McCauley as the LOC's Legislative Director, noting McCauley is currently Washington County's Government Affairs Manager. Mayor Truax reported attending the Beaverton Elks Club's Veterans Day Ceremony. Mayor Truax recapped the Nyuzen Student Delegation visit, noting his family hosted two students this year. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County-related meetings he attended and upcoming community-related events and meetings he was planning to attend.

11. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 8:30 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 8:31 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; Paul Downey, Administrative Services Director; Tom Gamble, Parks and Recreation Director; and Anna Ruggles, City Recorder.

2. WORK SESSION: PARKS SYSTEM DEVELOPMENT CHARGES INDEXING

Gamble, Downey and VanderZanden facilitated the above-noted work session and presented a PowerPoint presentation overview, noting the purpose of the work session was to provide an opportunity to report options as requested by Council for the Parks System Development Charges (SDC) in an effort to determine if the 2019 SDC rate should be indexed to ensure the rate is consistent with current construction costs. Gamble provided background information, noting on August 14, 2017, Council approved to phase-in over a three-year period the full Park SDC rate of \$6,010/per dwelling unit (Resolution No. 2017-56) for future expansion of the parks system. Council also approved a motion directing staff to consider adjusting the Parks SDC annually using the *Engineering News-Record* Construction Cost Index (Seattle) and report back to Council. Gamble recapped the following three options for Council's consideration as noted below:

1. Defer indexing for one year and reconsider November, 2019;
2. Defer indexing until the full rate of \$6,010/per dwelling unit is implemented and reconsider November, 2020; or
3. Index current rate from \$5,000/per dwelling unit, which goes into effective January 1, 2019, to \$5,217/per dwelling unit, effective at the same time. This index increase would apply to the 2019 rate only and any index increases in January, 2020, or thereafter, would require Council approval.

In addition, Gamble gave an overview of the Parks SDC history and rate methodology, noting the Parks SDC is based on the revised Capital Improvement Plan, which estimates costs associated with future park development projects over a 10-year planning period and the methodology contained in the adopted 2016 Parks, Recreation and Open Space Master Plan (Ordinance No. 2016-17). In conclusion of the above-noted staff report, Gamble and Downey advised ORS 223.04(8) allows jurisdictions to adjust

SDC rates based on an index, noting the City currently indexes the Water SDC annually.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the Parks SDC rate being indexed to ensure rates are consistent with current construction costs. Gamble, Downey and VanderZanden responded to various concerns, inquiries and scenarios Council presented pertaining to the pros and cons of indexing the Parks SDC and if other jurisdictions adjust rates based on the cost index, to which Gamble noted at least four other jurisdictions adjust SDC rates annually based on the cost index. Gamble added the current Parks SDC projects are estimated to cost between \$6-\$9 million, depending on the scope of the project, noting if the City indexes annually based on inflation, it would help revenues remain in line with actual construction costs over time, alleviating the need for large increases in the future. In conclusion of the above-noted Council discussion, Council collectively concurred to consider Option 3, applying the 2019 rate index based on the *Engineering News-Record* Construction Cost Index (Seattle) for inflation. Gamble, Downey and VanderZanden advised staff will bring back a proposed resolution for Council consideration at a later date.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 8:53 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

Minutes are unofficial until approved by Council.

1. **ROLL CALL:**

Council President Johnston called the Work Session to order at 4:01 p.m.

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

COUNCIL ABSENT: Peter Truax, Mayor, excused.

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

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

Ruggles and VanderZanden facilitated the above-noted work, noting the purpose of the work session was to provide an opportunity for Council to conduct interviews (commonly after two terms at Council's discretion) of standing B/C members who reapplied during recruitment. The following B/C members seeking reappointment were interviewed for the following positions:

Budget Committee:

- **David Maisel**
- **Debby Roth**

Library Commission:

Kathleen Poulsen (no show, reschedule)

Parks and Recreation Commission:

- **Howard Sullivan, At-Large**

Planning Commission (4-Year Term):

- **Phil Ruder**

In addition, Ruggles noted the following B/C members were not seeking reappointment and will resign effective December 31, 2018:

Budget Committee:

- Rod Fuiten, appointed 01/2010

Sustainability Commission:

- Brian Schimmel, At-Large, appointed 02/2014

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

- *Kirsten Tangen – Committee for Community Involvement (CCI); Planning Commission and Public Safety Advisory Commission*

Council collectively concurred keeping her application on file pending a vacancy on CCI.

- *Declan Lynch, FG High School Student – Community Forestry Commission (CFC) and Historic Landmarks Board*

Council collectively concurred keeping his application on file pending a vacancy on CFC.

- Brian Schimmel – Planning Commission (withdrew application).

In conclusion, Ruggles reported the remaining B/C members seeking reappointment will be interviewed in work session tentatively scheduled for November 26, 2018.

After Council deliberation, collectively made recommendation to make the above-noted reappointments as shown in **bold**. Resolutions making formal reappointments will be considered at the regular Council meeting of December 10, 2018.

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

3. ADJOURNMENT

Council President Johnston adjourned the work session at 5:25 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

3E



A place where families and businesses thrive.

**City Council Work Session Minutes
B/C Reappointment Interviews**

**Monday, November 26, 2018
5:05 p.m., Conference Room**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:05 p.m.

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

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

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

Ruggles and VanderZanden facilitated the above-noted work, noting the purpose of the work session was to provide an opportunity for Council to conduct interviews (commonly after two terms at Council's discretion) of standing B/C members who reapplied during recruitment. The following B/C members seeking reappointment were interviewed for the following positions:

Community Forestry Commission:

- Solomon Clapshaw, FG High School Student Advisory, term expires December 31, 2018.

Council collectively concurred not to reappointment the above-noted student member. As an alternative, Council concurred appointing a new B/C student applicant who was interviewed November 19, 2018:

- **Declan Lynch, FG High School Student Advisory, Term Expiring December 31, 2020**
- Lance Schamberger (canceled, reschedule)

Economic Development Commission:

- **James Draznin, At-Large**
- **Kevin Emerick, Wood/Ag Products** (interview not applicable)
- **Mark Nakajima, Business/Small Manufacturing** (interview not applicable)
- **Jennifer Prickett, Large Commercial** (interview not applicable)
- **Javier Urenda Camacho, Hispanic Representative** (interview not applicable)

Library Commission:

- **Nickie Augustine**
- **Kathleen Poulsen**
- **Kirsten Beier** (already interviewed 03/2018)

Historic Landmarks Board:

- **William Young** (already interviewed 03/2018)

Public Arts Commission:

- **Kathy Broom**
- **Pat Truax**
- Kathleen Leatham reapplied but she currently does not reside within the city limits (Carlton, Yamhill County). As a result, Leatham no longer meets the criteria as the PAC's Bylaws no longer allow an At-Large member.

Council collectively concurred to ask Leatham to come in for an interview. At which time, Council will consider making its recommendation.

Planning Commission:

- **Lisa Nakajima**

Sustainability Commission:

- **Jacob Rose, At-Large**

Ruggles reported Rose's position as Pacific University Student Advisor is no longer applicable. As a result, Council collectively concurred to reappoint Rose as noted above.

Economic Development Commission:

- Hope Kramer, Residential Development, appointed 01/2011

Ruggles reported the above-noted B/C member did not reapply during open recruitment. As a result, Council collectively concurred to vacate this position effective December 31, 2018.

In conclusion, Ruggles reported the remaining B/C members seeking reappointment will be interviewed in work session tentatively scheduled for December 10, 2018.

After Council deliberation, Council collectively made recommendation to make the above-noted reappointments as shown in **bold**. Resolutions making formal reappointments will be considered at the regular Council meeting of December 10, 2018.

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

3. **ADJOURNMENT**

Mayor Truax adjourned the work session at 7:03 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

This page is intentionally blank.



A place where families and businesses thrive.

City Council Regular Meeting Minutes

**Monday, November 26, 2018
7:00 p.m., Community Auditorium**

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:09 p.m. and led the Pledge of Allegiance.

CITY COUNCIL OATH OF OFFICES:

Ruggles administered the Oath of Offices, prior to the start of the Council meeting, to Mayor Peter Truax, who was re-elected Mayor, term expiring November, 2022; and Thomas Johnston; Ronald Thompson and Malynda Wenzl, who were re-elected as City Councilors, terms expiring November, 2022.

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; Tom Gamble, Parks and Recreation Director; Keith Hormann, Light and Power Director; Colleen Winters, Library Director (in the audience); and Anna Ruggles, City Recorder.

1. A. PROCLAMATION:

Human Rights Week

Mayor Truax publicly proclaimed December 10, 2018, as "Human Rights Day" in Forest Grove. Mayor Truax presented the proclamation to Commander Kelly Jones, Washington County Sheriff's Office, who accepted the proclamation on behalf of Human Rights Council of Washington County.

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

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

- A. Approve City Council Work Session (B/C 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, 2019, 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).**

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

4. ADDITIONS/DELETIONS:

The TVCTV was unable to film Council's Holiday Greeting due to equipment failure, which was scheduled at 6:55 p.m., to which Ruggles postponed to the next Council meeting of December 10, 2018.

Due to a lack of agenda time at the conclusion of the regular Council meeting, VanderZanden postponed the Council Work Session, Council Retreat Options, which was scheduled at 9:05 p.m., to a later date to be determined.

5. PRESENTATIONS:

5. A. Forest Grove Economic Update

Emily Starbuck, Washington County Workforce Analyst, Oregon Employment Department, presented a PowerPoint presentation overview titled "*Forest Grove's Economic Update 2018*". Starbuck presented overviews pertaining to Washington County Leads Regional Employment Growth (17%); Low Unemployment Continues (3.1%); Annual Unemployment Rates Declining Since 2012 (3.5%); Just 1.3 Unemployed Workers Per Job Vacancy in Summer 2018; Washington County Population by City (2018 Forest Grove 24,125); Population Growth Over the Past 5 Years – Growth Rate & Net Change (Forest Grove 8.0%, 1,785); Washington County has Highest Wages in the State; Second Highest Wages Growth in Metro Area; Annual Average Wages Vary by City (2017 Forest Grove \$42,837); 38% of County Employment is in Low income Industries; Demographics Quick Facts (2017 Forest Grove, median age 36.2, median household income \$63,103, 31% people of color, 34% bachelor degree or higher); Education Leads Forest Grove's Employment (2017); Year-over-Year Change in Employment by Industry (2017); Annual Average Wages by Sector (2017); Most Forest Grove Workers and Residents Commute Outside the City (82.8% residents live in city but work elsewhere); 1 in 3 Homes are Renter-Occupied (38% renter occupied/62% owner occupied); Median Rents Lower in Forest Grove (\$1,485); and presented a Regional Outlook (2017-2027).

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, presented a PowerPoint presentation overview titled "*A Road Home: Community Plan to Prevent and End Homelessness in Washington County*", noting *A Road Home* outlines integrated policy and funding strategies that demonstrate effective outcomes. Evans presented overviews pertaining to Triggers of Homelessness; Homeless Demographics; Episodic Homelessness is 70% (short-term/temporary) v. Chronic Homelessness is 30% (12+months); Education (Oregon is 3rd lowest in nation with 78% high school graduation rate) and Poverty (paying more than 30% of income for housing costs); Forest Grove Homeless Students (125 Forest Grove students reported homeless in 2017-18 school year, compared to 119 students in 2016-17); Fleeing Domestic Abuse (3,444 crisis calls received in 2017, nearly 300 per month); Family Justice Center opened in April 2018, in Beaverton; Discharge from Institutions of Care; Homeless with Special Need; Housing Affordability (HB4006B addresses severe rent burdened households by city – Forest Grove 33%); The System – "Community Connect", a coordinated entry system (opened 2014); The Homeless System Capacity; System Resources; Collaborative Partnership and Path Forward.

5. C. Temporary Homeless Shelter (TES) Update

Brian Schimmel, Community Outreach Director, Old Town Church, TES Shelters, presented a PowerPoint presentation overview titled "*Temporary Emergency Shelter in Forest Grove and Cornelius*". Schimmel showed a video titled *Immersive Shelter*

Experience: <https://vimeo.com/302165716>, noting the purpose of the event was to improve public understanding and empathy for those experiencing homelessness. Schimmel presented overviews pertaining to Life-Safety and Housing Outcomes; Transition Mission; Transition in Objectives; System Goals; Collaborative Network; Shelter Relocation; Severe Weather Shelters for Homeless Persons in Washington County; Admittance Procedure; Funding; Operations; In-Kind Donations; and Supporters. In conclusion of the above-noted presentation, Schimmel addressed the need to continue with zoning study (for TES) and evaluating appropriate changes; advocacy toward policy and resources at regional and state level; and alignment on the community's goals to end homelessness.

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**

Staff Report:

Gamble and Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing indexing the Parks System Development Charges (SDC) current rate from \$5,000/per dwelling unit, which goes into effective January 1, 2019, to \$5,217/per dwelling unit, effective January 1, 2019. Gamble presented a PowerPoint presentation overview, noting staff met in work session with Council on November 13, 2018, at which time, Council reviewed the Parks SDC history; methodology and rate; current SDC projects; and concurred applying 2019 rate index to Parks SDC for inflation as noted above. In conclusion of the above-noted staff report, Gamble and Downey advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting prior to December 31, 2019, staff will evaluate whether to index 2020 Parks SDC current rate of \$6,010/per dwelling unit for inflation.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2018-92.

VanderZanden read Resolution No. 2018-92 by title.

MOTION: Councilor Wenzl moved, seconded by Council President Johnston, to adopt Resolution No. 2018-92 Indexing Parks System Development Charges (SDC) in Accordance with the *Engineering News-Record* Construction Cost Index for Seattle.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received prior to the deadline of November 26, 2018, 7:00

p.m.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

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

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

7. 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

Staff Report:

Hormann and Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing the Northwest Intergovernmental Energy Supply (NIES) to execute loan agreements with CoBank for financing arrangements to provide the necessary credit assurances. Hormann reported the City has an intergovernmental agreement with NIES to purchase 1MW of non-federal power on the City's behalf for years 2020 and 2021, noting CoBank requires that each governing body of each agency authorize NIES to be able to execute loan agreements and incur indebtedness on behalf of the agency. In conclusion of the above-noted staff report, Hormann and Downey advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting the City is only liable for cost of power being purchased on the City's behalf.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2018-93.

VanderZanden read Resolution No. 2018-93 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Wenzl, to adopt 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.

Council Discussion:

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

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

8. **RESOLUTION NO. 2018-94 CREATING THE FOREST GROVE SESQUICENTENNIAL CELEBRATION COMMITTEE TO COMMEMORATE THE CITY'S 150TH ANNIVERSARY IN 2022**

Staff Report:

VanderZanden presented the above-proposed resolution for Council consideration, noting the proposed resolution is creating the Forest Grove Sesquicentennial Celebration Committee to commemorate the City's 150th Anniversary in 2022, of which members will consist from local and civic, non-profit and educational entities. VanderZanden reported the City was officially incorporated on October 5, 1872, noting the ad-hoc committee's express purpose is to envision, create and implement a commemoration in keeping with the spirit of Forest Grove's 150th Anniversary and its rich and diverse history. In conclusion of the above-noted staff report, VanderZanden advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting the ad-hoc committee will sunset December 31, 2022, unless otherwise authorized by Council.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2018-94.

VanderZanden read Resolution No. 2018-94 by title.

MOTION: Council President Johnston moved, seconded by Councilor Valfre, to adopt Resolution No. 2018-94 Creating the Forest Grove Sesquicentennial Celebration Committee to Commemorate the City's 150th Anniversary in 2022.

Council Discussion:

In response to Rippe's inquiring pertaining to updating the Vision Statement (2007), VanderZanden advised perhaps the committee will use the Vision Statement for reference, but the committee is not tasked with updating the Vision Statement.

In response to Wenzl's inquiry pertaining to the committee members' appointment process, VanderZanden advised the committee will consist of 9-14 members appointed by the Mayor based on interest.

Mayor Truax added the celebration will be more than the sesquicentennial anniversary, noting he visions the celebration will capture a wide range of activities, entertainment and focus on the City's old/future challenges as well as the overall essence of Forest Grove.

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

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

9. CITY COUNCIL COMMUNICATIONS:

Council President Johnston reported he was spokesperson, on the Mayor's behalf, at the Tree Lighting Ceremony. Johnston commended city staff and everyone who helped coordinate the event. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Rippe reported attending Western Washington County Cities' Legislative Dinner, noting he would like to see this dinner session continue in the future. In addition, Rippe reported on other matters of interest and upcoming meetings he was planning to attend.

Thompson reported on matters of interest and upcoming meetings he was planning to attend.

Uhing reported she was unable to attend Western Washington County Cities' Legislative Dinner, noting she attended the Sustainability Commission meeting instead. Mayor Truax gave a summary of the session under his report. In addition, Uhing reported on matters of interest and upcoming meetings she was planning to attend.

Valfre reported on matters of interest and upcoming meetings he was planning to attend.

Wenzl reported attending a census planning meeting, noting there was discussion about forming a citizen group. In addition, Wenzl reported on other matters of interest and upcoming meetings she was planning to attend.

10. City Manager's Report:

VanderZanden reported on upcoming meetings and events as noted in the Council

calendar. VanderZanden announced the Main Street Mural Ribbon-Cutting is December 10, 2018, at 9am. VanderZanden reported attending a census planning meeting, noting staff plans to make a brief presentation to Council at an upcoming meeting, accompanied by a Resolution authorizing the formation of a Complete Count Committee between Forest Grove and Cornelius to encourage participation in the 2020 Census. In addition, VanderZanden referenced the City Manager's Report, which was emailed to Council in advance and outlined various upcoming Council-related meetings; upcoming Council-related items; updates on department-related activities and projects, including Administrative Services, Parks and Aquatics, Police, Library, Light and Power, Economic Development, Community Development, and Engineering and Public Works; and other upcoming citywide calendar events.

11. MAYOR'S REPORT:

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax reported attending Western Washington County Cities' Legislative Dinner, to which he gave a summary of the session. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County-related meetings he attended and upcoming community-related events and meetings he was planning to attend.

12. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 9:37 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



CITY OF FOREST GROVE
COMMITTEE FOR COMMUNITY INVOLVEMENT
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET
October 2, Tuesday, 2018

Betsy Brower, Chairperson

David Andersen Tom Cook (Secretary)
MJ Guidetti-Clapshaw (Vice Chair) Devon Downeysmith

Student Advisor: Briana Larios
Council Liaison: Malynda Wenzl

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

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

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

Present: Betsy Brower, Tom Cook, David Andersen, Devon Downeysmith,

Absent: , Briana Larios, Matt Stone, Karen Reynolds, MJ Clapshaw,

Council Liaison: Malynda Wenzl

City Staff: Bryan Pohl

1. Call to Order: 5:30 NO QUORUM PRESENT

2. Community Action Inbox. Devon (as citizen) handed out voter info.

3. 2019 ATM.

David presented hand out on venue options. High school entryway and halls was favored consensus. Direction moving forward: H.S auditorium/hallways. Jan 26th.

Councilor Wenzl updated city councils' input.

Children are welcomed. Food and refreshments. Spanish available.

4. Latino Summit.

Discussion on next venue and format. Still seeking venue and date. Purpose of this summit: building trust and networking.

6. Council Liaison Report.

Councilor Wenzel updated on current city measures: Urban Renewal Agency, Jesse Quinn ribbon cutting, C.P.O hosting candidate forum at city library October 24.

7. Adjourn: 6:30

**CITY OF FOREST GROVE
COMMITTEE FOR COMMUNITY INVOLVEMENT
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET
Thursday September 4, 2018**

Betsy Brower, Chairperson

David Andersen Tom Cook (Secretary)
MJ Guidetti-Clapshaw (Vice Chair) Devon Downeysmith
Student Advisor: Briana Larios
Council Liaison: Malynda Wenzl

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

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

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

Present: Betsy Brower, Tom Cook, David Andersen, Devon Downeysmith, Karen Reynolds, MJ Clapshaw,

Absent: , Briana Larios, Matt Stone

Council Liaison: Malynda Wenzl

City Staff: Bryan Pohl

1. Call to Order: 5:30

2. Community Action Inbox. None.

3. 2019 ATM.

Discussion on the order of the ATM:

- City Manager opens with general comments about disaster preparedness and the City of Forest Grove.
- Then attendees can visit each of the invited agencies booths.

Brian will contact Jesse. Dave Andersen will coordinate the venue: location and logistics, Tom will contact various agencies to set up their information booths, Karen agreed to co-chair with David. Date: Jan 26.

4. Latino Summit.

Discussion on next venue and format. Consensus: due to heavy scheduling etc. it was decided to conduct an informal "follow-up" meeting with leaders from last summit that will follow with a "call to action." The idea is to be clear in future planning. Everyone is to invite someone else from another organization. Date: TBD.

5. Homeless Event.

Follow-up on homeless issues. November 10-18 is Homeless Awareness Week. Various ideas arose on how to address this issue. One idea was a "summit" between

homeless and community issues, improve public understanding and community capacity to respond to the needs of persons and families experience homelessness.

Consensus: CCI cannot directly support at this time due to current commitments.

6. Council Liaison Report.

Councilor Wenzel reported on continuing issue of affordable housing. A resolution is currently being drafted and presented. Discussion about the seats that are currently open on the city council and who is running for those seats.

7. Adjourn: 6:30

This page is intentionally blank.

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

1. **Call to Order:** Tsur opened the meeting at 7:20 p.m. New board member Mark Fischer was introduced to the Board.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. **Downtown District** - Tsur distributed an information packet which included an invitation to the open house scheduled for November 8, 2018 from 7 to 9 pm. She said the open house is primarily intended for property owners and that is who the invitation will be sent to, but others are welcome to attend.

She described the items to be presented, including how the district boundaries were determined, criteria for eligibility, and packets of information to be distributed at the open house. She noted that Robert Olguin (SHPO's National Register Program Coordinator) will be the featured speaker. He is expected to explain the financial benefits of a district, as well as property owner responsibilities. He will be bringing handouts as well. While reviewing the handouts, the Board did note some minor revisions needed to improve readability and clarity.

Reitz stressed that in addition to the sign-in sheet, careful attendance should be taken and that all questions and answers documented, as this information will need to be transmitted to the City Council. It was determined that the event should be called an open house rather than a town hall meeting, to make it friendlier and more informative. It was noted that light refreshments would be provided.

A question was raised as to whether a second open house would be necessary. Reitz advised that if so, the timetable for that would have to be not later than mid-December due to the lead time necessary to prepare for the Council presentation in January. If the schedule slips at all, then the SHPO grant request deadline in February could be missed and the nomination process delayed for at least a year. If there are questions remaining following the open house, Reitz suggested responding to those persons directly, versus having another general meeting.

Tsur closed the discussion by saying she will update the handouts with the revisions noted, and forward everything to Reitz by the end of the week.

B. **Preservation Grant Policy Review** – Cushing raised a few questions about the grant review and approval process and requested that the Board discuss them.

- i. The first item for discussion was when an application is presented to the Board after work has begun. Cushing noted that this has happened in the past as well as at the last meeting. Both times the Board allowed the projects to proceed and funded them, contrary to the policy not to award grants, even though that is explicitly mentioned in the grant application. It was observed that sometimes applications are filed before work has started, but initiated before the Board's review. Sometimes too, projects are initiated because the contractor's schedule is tight. However, with contractor lead times and difficulty in even locating a contractor, it should be relatively easy to fulfill the requirement of submitting the application and getting it approved before the work would start. Reitz concurred, stating that the lead time to submit a grant application is only a week before each Board meeting.

Cushing/Whalen Garfias to revise the grant application text "*Grants are not awarded for materials already purchased or for work already in progress or completed*" so that it is highlighted or bolded. Motion carried unanimously.

The Board opted to remain lenient during the current grant cycle, but to revisit this discussion next year before the next grant cycle begins. At that time, the Board requested that the grant application be edited to move this requirement forward in the document, to hopefully increase applicant awareness of the stipulation.

- ii. The second question Cushing raised was the potential use of materials that may not be allowed under the design standards. Of particular concern was a recent garage door replacement request. The Board decided then that as the building had already been changed since its original construction, and was not really visible from the street, a change in material was acceptable, even if the project was not grant-eligible. Upon further discussion, Board members chose not to revise their decision. On another grant project, a potential window replacement had not undergone Board review. The Board requested that staff follow-up with that applicant and report back.
- iii. The last question raised was concerning modifications to noncontributing buildings. Reitz said it was allowed without Board review so long as the mass of a building and its setbacks were not involved. If either was proposed to be modified, then Board review might be required. The Board might also have to review new construction in a district, if the proposed design deviated from the standards.

4. Old Business/New Business:

- Funding Opportunities Update. Tsur had nothing further to report at this time.
- Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of September 25, 2018 were approved with several minor corrections and clarifications.**
- Council Liaison Report. Johnston reported on work in the watershed, and that the Council was proceeding with trying to standardize the practices of the advisory boards and commissions. Among the items being considered was allowing student representatives to become voting members, allowing commissions to revise their meeting schedules to better reflect their workloads, and having staff prepare meeting minutes. Cushing (as current HLB secretary) expressed concern about staff taking minutes; he said that he finds taking notes helpful in keeping himself focused. He also thought that if staff has to take minutes, it might distract staff from participating when needed in the Board's discussions.
- Public Safety Open House. Cushing reported that he and Whalen Garfias had participated, along with representatives from NW Natural Gas and Clean Water Services. The event was well attended. He specifically noted that Whalen Garfias and her emergency preparedness kit were extremely well received and that she is a real asset to the Board.
- FHFG Report. Haveluck said that the home tour was very successful. About 340 people attended (normal attendance is about 250 to 275), and FHFG made about \$5,600. She further noted that the current newsletter was in print, and that the next newsletter is due out in February 2019.
- Staff Update. Reitz had nothing to report.

5. Adjournment: The October 23, 2018 meeting adjourned at 9:45 p.m.

These minutes respectively submitted by George Cushing, Secretary

31



A place where families and businesses thrive.

Planning Commission
Community Auditorium
1915 Main Street, Forest Grove, OR
Monday, October 1st, 2018, 7:00 pm

1. **CALL TO ORDER:**

Chair Tom Beck called the meeting to order at 7:02 p.m. Roll Call:

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

Planning Commission Excused: None.

Staff Present: CD Director Bryan Pohl; Chris Crean, City Attorney; Cassi Bergstrom, Planning Commission Coordinator.

2. **PUBLIC MEETING:**

A. **PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:**

None.

B. **PUBLIC HEARING:**

(1.) File No. 311-18-000029-PLNG –Amend the Forest Grove Development Code Article 8 Hazards and Resources and Article 12 Definitions to revise Flood Damage Prevention Regulations and Definitions

Chair Tom Beck opened the public hearing, reading the applicable review criteria and called for the staff report.

Bryan Pohl, Community Development Director, gave the staff report. Mr. Pohl explained the timeline of events that occurred and why the Development Code needs to be amended immediately. In 2016 the Flood Plain Ordinance was revised as requested, being audited and overseen by the State Department of Land Conservation and Development. On September 5th, 2018, a letter was sent by FEMA to the city stating that changes are needed to be done to the Flood Plain Ordinance. If those changes were not made by the October 19th deadline given, the city would be suspended from the National Flood Insurance Program (NFIP). Mr. Pohl explained what the worst case scenarios could be from that consequence. Once Planning Commission makes their recommendation tonight, it will then be forwarded to City Council on October 8th for the first and second readings in order

to put the revisions into effect. The changes are mostly done to correct definitions and consistencies within the code

Commissioner Rojas inquired why this is such a rush and if Forest Grove is the only jurisdiction facing this time crunch. Mr. Pohl stated that many jurisdictions are facing this change and an extension was requested by staff but denied. When FEMA says something needs to be done they make the deadline tight in order for jurisdictions to get the revisions done in a timely manner.

Chair Beck asked if there is any reason not to make the changes, and Mr. Pohl responded that there are no new regulations. Chair Beck asked for the city to provide at a future meeting current Development Code regarding building within the flood plain.

Commissioner Lawler requested a map of the flood plains within Forest Grove at a future meeting.

CORRESPONDENCE:

None.

PROPOSERS:

None.

OPPOSERS:

None.

OTHER:

None.

Chair Beck closed the public hearing at 7:15 p.m.

COMMISSIONER DISCUSSION:

Chair Beck opened up the floor for discussion, and there were no other questions or comments.

Vice Chair Phil Ruder moved a motion to recommend the file number 311-18-000029-PLNG to amend the Forest Grove Development Code Article 8 *Hazards and Resources* and Article 12 *Definitions* to revise Flood Damage Prevention Regulations and Definitions. Commissioner Smith seconded.

Roll Call Vote: AYES: Chair Beck; Vice Chair Ruder; Commissioners Nakajima, Smith, Rojas, Lawler, and Sanderson. NOES: None. ABSENT: None. MOTION CARRIED 7-0.

2.3 ACTION ITEMS:

None.

2.4 WORK SESSION ITEMS:

None.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES:

Commissioner Sanderson noted that the minute heading needs to reflect the date of the meeting. With the correction made, Commissioner Smith moved a motion to approve the minutes of the September 7th, 2018 meeting. Chair Beck seconded. Motion passed 7-0.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

None.

3.4 DIRECTOR'S REPORT:

Mr. Pohl informed the Commission that there will be future work sessions for development code updates and edits.

Mr. Pohl updated the Commission on the Tualatin Valley Highway Improvement Plan. The city was awarded a grant by ODOT in an approximate amount of \$200,000. The city is currently working on an RFP with ODOT and a selection committee will be created to select the consultant.

Commissioner Lawler stated that there is an Ad Hoc Committee regarding the City Commissions and wondered when it will affect Planning Commission. Mr. Pohl stated that it will not be affecting the Planning Commission.

Chair beck inquired about the restructuring of the Engineering and Community Development Departments. Mr. Pohl did not have an update.

3.5 ANNOUNCEMENT OF NEXT MEETING:

The next meeting is to be determined.

3.6 ADJOURNMENT:

The meeting was adjourned at 7:24 p.m.

Respectfully submitted by:



Cassi Bergstrom
Planning Commission Coordinator

This page is intentionally blank.



A place where families and businesses thrive.

CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
COMMUNITY AUDITORIUM
THURSDAY, OCTOBER 25, 2018 – 6:00 P.M.

35

MEETING MINUTES Approved by Commission on November 15, 2018

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

Sustainability Commission Present:

Robin Lindsley	Johanna Peeters Weem
Brian Schimmel	Ken Cobleigh
Tabitha Merten	Tammy Banek-Rydman
Amber Nieves	Jacob Rose

Absent: Kate Grandusky, excused; Fallon Harris, excused; Hope Kramer, unexcused

Council Liaison: Elena Uhing, excused.

Staff: Paul Downey, Director of Administrative Services, Bev Maughan, Recording Secretary

Guests: Teva Needleman, Liaison for Pacific University Center for a Sustainable Society;
Jennifer Spiering, Pacific University Civic Engagement student.

1. COMMUNITY COMMUNICATIONS:

Teva Needleman was introduced as the Liaison for the University’s Center for a Sustainable Society. She noted upcoming events: Food Drive, November 10, at Dutch Bros; and Holiday Night Market at the Milky Way. She is interested in developing a Google Calendar from the City website so students can see City B&C meetings and maybe generate more interest.

2. CONSENT AGENDA:

Corrections to the September 27 minutes: Change “committee” to “commission” and “action plan” to “work plan” for clarity and consistency; include that there was discussion and consensus to request Council to vacate the position held by Hope Kramer due to absences. Motion to approve minutes as corrected passed unanimously.

3. ADDITIONS/DELETIONS:

No additions or deletions.

4. COUNCIL LIAISON: None.

5. STAFF REPORT:

Mr. Downey noted that Metro is getting closer to finalizing the regional solid waste plan which will impact the Forest Grove Transfer Station with a 40% reduction in waste which will, in turn, reduce the CEP Grant funds available for distribution. In response to Tabitha’s inquiry regarding changes in rates, Downey replied any changes in the rate structure are unknown. Commission members gave a brief overview of the CEP program for the new member.

Downey also noted that Metro is reviewing the administrative rules for commercial food waste and suggested the Commission include assistance with the education effort in the 2019 Work Plan. In response to an inquiry, Downey will get a list of the Forest Grove businesses impacted by the commercial food waste requirements to the Commission.

6. CONTINUED DISCUSSION FOR COUNCIL AGENDA/WORK SESSION FOR PROJECT PROCESSES

Downey gave an overview of the status and changes Council is considering making to the Advisory Boards & Commissions structure noting there will be an informational meeting on Monday, November 19, from 5:30 to 7 pm in the Community Auditorium. This will be an opportunity for B/C members to learn and ask questions about the potential B/C reforms. Amber noted that further discussion and review of the bylaws will be delayed until the proposed template by Council is approved.

Downey also distributed the commission roster and asked members to review their information and send any updates to Anna Ruggles, City Recorder. Brian noted at this time that he will not be reapplying at the end of his term in December 2018 and that his responsibilities and coordination of the mini-grant process should be turned over to another member who he will gladly help train.

7. REVIEW WORK PLAN

Downey distributed the current Council Goals and Objectives noting the Commission's work plan should incorporate the objectives established by Council. Amber reviewed the current Work Plan emphasizing the Commission should focus on a fewer number of projects that could be completed during 2019 and confirming that other projects could be labeled as "long-term" to be kept on the list. There was consensus to update the work plan for 2019 as follows:

Materials Management:

- Commercial food recycling/donation – Educate community on Metro's program
- Hard to Recycle Event (PlanetCon) – Assist outreach and promotion of event
- Energy Conservation: Move to Long-Term
- Solar Opportunities – Move to Media/Public Relations under Topical article ideas

Food:

- Food Stream – Partner with Pacific University capstone students to create website of food sources for Forest Grove

Social Equity:

- Homelessness/affordable housing – promote and engage in local efforts
- Latino Summit – assist with planning/staging event

Natural Resources:

- Backyard Burn Ban – propose a year round ban in FG (based on candidate forum)
- Watershed Education – Move to Media/Public Relations under Topical article ideas
- Roadside Litter/Recycle Day – Partner with local business for food and prizes to promote community efforts to reduce, reuse and recycle
- Remove Fernhill Land Use and Industrial Development

Transportation:

- Remove Bike Share

- Safe Routes to School moved to Long-Term

Sustainable Schools/Education:

- Remove Cafeteria food recycling (included in Materials Management area)
- School Recycling Bins – increase recycling opportunities in FGSD
- School Gardens Grants – Expand and maintain school gardens in FGSD
- Sustainability Knowledge Pub – move to Media/Public Relations area of emphasis

Discussion will continue to prioritize the top three or four projects to accomplish in 2019 collaborating with the Council goals and objectives.

8. FUTURE AGENDA TOPICS:

Next meeting agenda would include letter of support for School Garden Coordinator position (10 minutes) review of bylaws and begin a review of the Sustainability Commission's Work Plan.

9. ADJOURNMENT: The meeting was adjourned by consensus at 8:02 p.m.

Respectfully Submitted,

Paul Downey, Director of Administrative Services

City of Forest Grove

Approved by the Forest Grove Sustainability Commission: Date: November 15, 2018

This page is intentionally blank.

34

Monthly Building Activity Report

November-18

2018-2019

Category	Period: November-17		Period: November-18	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	8	2,509,979.00	15	4,420,907.00
SFR Addition & Alt/Repair	7	194,608.00	6	90,850.00
MultiFamily New	1	409,043.00		
Alterations/Repair/Additions				
Group Care Facility				
Commercial New				
Commerical Addition				
Commercial Alt/Repair	5	109,991.00	4	571,058.00
Industrial New			1	11,323,198.00
Industrial Addition				
Industrial Alt/Repair			4	74,135.00
Gov/Pub/Inst (new/add)			2	492,800.00
Signs	1	5,000.00	2	11,551.00
Grading			1	
Demolitions	1		6	
Total	23	\$3,228,621	41	\$ 16,984,499.00

Fiscal Year-to-Date

2017-2018		2018-2019	
Permits	Value	Permits	Value
149	\$22,172,626	185	\$48,362,522

This page is intentionally blank.



A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	32
MEETING DATE:	
FINAL ACTION:	

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

MEETING DATE: *December 10, 2018*

SUBJECT TITLE: *Abstract of Votes for November 6, 2018, General Election*

ACTION REQUESTED:

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

X all that apply

BACKGROUND:

In accordance with ORS 255.295, attached is the "Official Final Results", Abstract of Votes, for City of Forest Grove relating to the General Election held on November 6, 2018. Pursuant to State law, the Washington County Clerk has certified the results of the said election, said certification having been issued on November 26, 2018. Forest Grove has two precincts: 339 and 340. Total Ballots Cast: 9,364, Registered Voters: 14,208, Overall Turnout: 65.91%.

MAYOR (Vote for 1):

All Precincts (1 overvoted ballots, 1 overvotes, 2,828 blank voted)

Name:	Votes:	Percent:
Peter B. Truax (Incumbent)	5,972	91.38%
Write-In	563	8.62%
Total	6,535	100%

CITY COUNCILOR (Vote for 3):

All Precincts (17 overvoted ballots, 21 overvotes, 36,205 undervotes)

¹ '7 Overvoted ballots' are the quantity of ballots that clearly had more ovals marked than were permitted. Overvote definition is 'marking more than the allowable count for a contest' i.e. marking 4+ ovals versus the 3 allowable.

² '21 overvotes' is the number of ballots times the allowable votes permitted for that contest. On this contest there were 7 overvoted ballots and the contest allowed a vote of 3 so it reports 21 overvotes (7x3=21) even though there were 4+ votes on these 7 ballots that were overvoted.

³ '6,205 undervotes' is the actual count of blank ovals that could have been voted but weren't up to the quantity allowable (allowed 3 votes on this contest). The system counts anywhere from 1 to 3 for whatever amount was not voted on that contest, i.e. One oval marked, 2 ovals would be counted as undervotes (allowed 3 votes). An undervote occurs when the number of choices selected by a voter in an election is less than the maximum number allowed for that election. Voters have the right to undervote if they choose to do so. Unlike an overvote, a ballot will not be canceled or disqualified as the result of an undervote.

<u>Name:</u>	<u>Votes:</u>	<u>Percent:</u>
Malynda Wenzl (Incumbent)	4,651	21.27%
Tom (TJ) Johnston (Incumbent)	4,148	18.97%
Ron Thompson (Incumbent)	3,801	17.38%
Karen Reynolds	3,598	16.45%
Devon Downeysmith	3,248	14.85%
Solomon Clapshaw	2,164	9.90%
Write-In	187	0.86%
Write-In	40	0.18%
Write-In	29	0.13%
Total	21,866	100.00%

In accordance with ORS 254.548(2), the City Recorder/Elections Officer shall prepare and issue a Certificate of Election to each qualified candidate having the most votes for the election. A Certificate of Election must be accepted by the elected candidate before administering the Oath of Office. The Swearing-In Ceremony was held Monday, November 26, 2018, at which time, the Oaths of Office were administered by the City Recorder and elected candidates received their official Certificates of Election.

STAFF RECOMMENDATION: Staff recommends the City Council accept the certified Official Final Results. The above-named elected candidates filed for nomination by completed petition, along with the required certified signatures (25), according to City Charter and Ordinance for the offices of city government as indicated above. The City Recorder/Elections Officer certified the above-named elected candidates met the qualifications prior to their name appearing on the Official Ballot. Pursuant to City Charter §27, the City Council is the final judge of the election and qualification of its members.

ATTACHMENT(s):

Official Final Results, Abstract of Votes

Official Final Results
 Statement of Votes Cast - City of Forest Grove
 Washington County, November 6, 2018 General

Page: 1 of 1
 2018-11-26
 16:14:39

All Precincts, City of Forest Grove, All ScanStations, City of Forest Grove, Council Members, All Boxes
 Council

Total Ballots Cast: 9364, Registered Voters: 14208, Overall Turnout: 65.91%

Choice **Votes** **Vote %**
Precinct 339

City of Forest Grove, Council Members (Vote for 3)

4026 ballots (3 over voted ballots, 9 overvotes, 2954 undervotes), 6755 registered voters, turnout 59.60%

Karen Reynolds	1633	17.92%
Tom (TJ) Johnston	1641	18.00%
Malynda Wenzl	1911	20.97%
Ron Thompson	1473	16.16%
Solomon Clapshaw	1008	11.06%
Devon Downeysmith	1343	14.73%
Write-in	70	0.77%
Write-in	21	0.23%
Write-in	15	0.16%
Total	9115	100.00%

Precinct 340

City of Forest Grove, Council Members (Vote for 3)

5338 ballots (4 over voted ballots, 12 overvotes, 3251 undervotes), 7453 registered voters, turnout 71.62%

Karen Reynolds	1965	15.41%
Tom (TJ) Johnston	2507	19.66%
Malynda Wenzl	2740	21.49%
Ron Thompson	2328	18.26%
Solomon Clapshaw	1156	9.07%
Devon Downeysmith	1905	14.94%
Write-in	117	0.92%
Write-in	19	0.15%
Write-in	14	0.11%
Total	12751	100.00%

All Precincts

City of Forest Grove, Council Members (Vote for 3)

9364 ballots (7 over voted ballots, 21 overvotes, 6205 undervotes), 14208 registered voters, turnout 65.91%

Karen Reynolds	3598	16.45%
Tom (TJ) Johnston	4148	18.97%
Malynda Wenzl	4651	21.27%
Ron Thompson	3801	17.38%
Solomon Clapshaw	2164	9.90%
Devon Downeysmith	3248	14.85%
Write-in	187	0.86%
Write-in	40	0.18%
Write-in	29	0.13%
Total	21866	100.00%



I, Richard W. Hobernicht, Director of Assessment and Taxation and Ex-Officio County Clerk for Washington County, do hereby certify this to be a true and correct copy of the original.

Date: November 26, 2018
 By: [Signature]
Elections Manager

Official Final Results
Statement of Votes Cast - City of Forest Grove
Washington County, November 6, 2018 General
All Precincts, City of Forest Grove, All ScanStations, City of Forest Grove, Mayor, All Boxes
Mayor
Total Ballots Cast: 9364, Registered Voters: 14208, Overall Turnout: 65.91%

Page: 1 of 1
 2018-11-26
 16:15:20

Choice Votes Vote %
Precinct 339

City of Forest Grove, Mayor (Vote for 1)
4026 ballots (1 over voted ballots, 1 overvotes, 1171 blank voted), 6755 registered voters, turnout 59.60%

Peter B Truax	2625	91.98%
Write-in	229	8.02%
Total	2854	100.00%

Precinct 340

City of Forest Grove, Mayor (Vote for 1)
5338 ballots (0 over voted ballots, 0 overvotes, 1657 blank voted), 7453 registered voters, turnout 71.62%

Peter B Truax	3347	90.93%
Write-in	334	9.07%
Total	3681	100.00%

All Precincts

City of Forest Grove, Mayor (Vote for 1)
9364 ballots (1 over voted ballots, 1 overvotes, 2828 blank voted), 14208 registered voters, turnout 65.91%

Peter B Truax	5972	91.38%
Write-in	563	8.62%
Total	6535	100.00%

I, **Richard W. Hobernicht**, Director of Assessment and Taxation and Ex-Officio County Clerk for Washington County, do hereby certify this to be a true and correct copy of the original.

Date: November 30, 2018
 By: M. Boudier
Elections Manager



Official Final Results
Statement of Votes Cast by District
 Washington County, November 6, 2018 General
 All Precincts, All Districts, All ScanStations, All Contests, All Boxes
 Total Ballots Cast: 252098, Registered Voters: 360885, Overall Turnout: 69.86%

Page: 1 of 9
 2018-11-26
 11:38:12

Choice	Votes	Vote %
All District Categories		

All Districts

US Representative, District 1 (Vote for 1), 360885 registered voters, turnout 69.86%

Drew A Layda	10020	4.11%
Suzanne Bonamici	158464	64.94%
John Verbeek	75189	30.81%
Write-in	356	0.15%
Total	244029	100.00%

Governor (Vote for 1), 360885 registered voters, turnout 69.77%

Aaron Auer	2010	0.81%
Nick Chen	4229	1.70%
Kate Brown	137886	55.49%
Knute Buehler	97286	39.15%
Patrick Starnes	5535	2.23%
Chris Henry	1161	0.47%
Write-in	372	0.15%
Total	248479	100.00%

State Senator, 13th District (Vote for 1), 34978 registered voters, turnout 71.72%

Sarah Grider	11588	48.71%
Kim Thatcher	12165	51.14%
Write-in	36	0.15%
Total	23789	100.00%

State Senator, 15th District (Vote for 1), 81892 registered voters, turnout 65.82%

Chuck Riley	30770	59.26%
Alexander Flores	21037	40.52%
Write-in	114	0.22%
Total	51921	100.00%

State Senator, 16th District (Vote for 1), 15402 registered voters, turnout 70.19%

Betsy Johnson	7280	78.80%
Ray Biggs	1894	20.50%
Write-in	65	0.70%
Total	9239	100.00%

State Senator, 17th District (Vote for 1), 75455 registered voters, turnout 72.49%

Elizabeth S Hayward	37041	97.52%
Write-in	941	2.48%
Total	37982	100.00%

State Senator, 19th District (Vote for 1), 18771 registered voters, turnout 69.28%

Rob Wagner	7297	58.86%
David C Poulson	5083	41.00%
Write-in	17	0.14%
Total	12397	100.00%

State Representative, 24th District (Vote for 1), 9155 registered voters, turnout 70.20%

Ron Noble	3199	52.26%
Ken Moore	2916	47.64%
Write-in	6	0.10%
Total	6121	100.00%

State Representative, 25th District (Vote for 1), 59 registered voters, turnout 1.69%

Bill Post	0	0.00%
Dave McCall	1	100.00%
Write-in	0	0.00%

Official Final Results
Statement of Votes Cast by District
Washington County, November 6, 2018 General
All Precincts, All Districts, All ScanStations, All Contests, All Boxes
Total Ballots Cast: 252098, Registered Voters: 360885, Overall Turnout: 69.86%

Choice	Votes	Vote %
Total	1	100.00%

State Representative, 26th District (Vote for 1), 34919 registered voters, turnout 71.83%

Courtney Neron	12152	50.39%
Tim E Nelson	479	1.99%
Rich Vial	11462	47.52%
Write-in	25	0.10%
Total	24118	100.00%

State Representative, 27th District (Vote for 1), 42634 registered voters, turnout 72.79%

Brian Pierson	8983	30.55%
Katy Brumbelow	897	3.05%
Sheri Malstrom	19492	66.28%
Write-in	36	0.12%
Total	29408	100.00%

State Representative, 28th District (Vote for 1), 42336 registered voters, turnout 66.35%

Jeff Barker	20789	84.23%
Lars D H Hedbor	3680	14.91%
Write-in	213	0.86%
Total	24682	100.00%

State Representative, 29th District (Vote for 1), 37571 registered voters, turnout 64.60%

William A Namestnik	442	1.90%
David Molina	9166	39.36%
Susan McLain	13652	58.62%
Write-in	28	0.12%
Total	23288	100.00%

State Representative, 30th District (Vote for 1), 44321 registered voters, turnout 66.86%

Janeen Sollman	17459	61.67%
Kyle Markley	2188	7.73%
Dorothy Merritt	8630	30.48%
Write-in	34	0.12%
Total	28311	100.00%

State Representative, 31st District (Vote for 1), 7794 registered voters, turnout 69.85%

Brad Witt	2873	57.06%
Brian G Stout	2147	42.64%
Write-in	15	0.30%
Total	5035	100.00%

State Representative, 32nd District (Vote for 1), 7608 registered voters, turnout 70.53%

Vineeta Lower	2579	50.98%
Randell Carlson	269	5.32%
Tiffany K Mitchell	2012	39.77%
Brian P Halvorsen	191	3.78%
Write-in	8	0.16%
Total	5059	100.00%

State Representative, 33rd District (Vote for 1), 32605 registered voters, turnout 75.41%

Elizabeth Reye	6735	29.74%
Mitch Greenlick	15874	70.09%
Write-in	39	0.17%
Total	22648	100.00%

State Representative, 34th District (Vote for 1), 42850 registered voters, turnout 70.27%

Joshua Ryan Johnston	1558	5.54%
Michael Ngo	7041	25.04%
Ken Helm	19470	69.24%

Official Final Results
Statement of Votes Cast by District
Washington County, November 6, 2018 General
All Precincts, All Districts, All ScanStations, All Contests, All Boxes
Total Ballots Cast: 252098, Registered Voters: 360885, Overall Turnout: 69.86%

Choice	Votes	Vote %
Write-in	49	0.17%
Total	28118	100.00%

State Representative, 35th District (Vote for 1), 40262 registered voters, turnout 71.38%

Margaret Doherty	17830	65.04%
Bob Niemeyer	9536	34.79%
Write-in	46	0.17%
Total	27412	100.00%

State Representative, 37th District (Vote for 1), 18771 registered voters, turnout 69.28%

Rachel Prusak	6861	54.40%
Julie Parrish	5727	45.41%
Write-in	23	0.18%
Total	12611	100.00%

Judge of the Supreme Court, Position 5 (Vote for 1), 360885 registered voters, turnout 69.77%

Adrienne Nelson	147366	98.09%
Write-in	2871	1.91%
Total	150237	100.00%

Judge of the Court of Appeals, Position 2 (Vote for 1), 360885 registered voters, turnout 69.77%

Bronson D James	138838	98.00%
Write-in	2833	2.00%
Total	141671	100.00%

Judge of the Court of Appeals, Position 4 (Vote for 1), 360885 registered voters, turnout 69.77%

Robyn Ridler Aoyagi	143402	98.30%
Write-in	2480	1.70%
Total	145882	100.00%

Judge of the Court of Appeals, Position 7 (Vote for 1), 360885 registered voters, turnout 69.77%

Steven R Powers	140939	98.29%
Write-in	2453	1.71%
Total	143392	100.00%

Judge of the Oregon Tax Court (Vote for 1), 360885 registered voters, turnout 69.77%

Robert Manicke	140665	98.32%
Write-in	2407	1.68%
Total	143072	100.00%

Judge of the Circuit Court, 20th District, Position 10 (Vote for 1), 360885 registered voters, turnout 69.77%

Danielle J Hunsaker	138155	98.27%
Write-in	2432	1.73%
Total	140587	100.00%

County Commissioner, District At-Large (Vote for 1), 360885 registered voters, turnout 69.77%

Bob Terry	80211	41.24%
Kathryn Harrington	113308	58.25%
Write-in	990	0.51%
Total	194509	100.00%

City of Banks, Mayor (Vote for 1), 1110 registered voters, turnout 65.68%

Peter C Edison	447	89.76%
Write-in	51	10.24%
Total	498	100.00%

City of Banks, Council Member, Position 1 (Vote for 1), 1110 registered voters, turnout 65.68%

Marsha Kirk	456	96.82%
Write-in	15	3.18%

Official Final Results
Statement of Votes Cast by District
Washington County, November 6, 2018 General
All Precincts, All Districts, All ScanStations, All Contests, All Boxes
Total Ballots Cast: 252098, Registered Voters: 360885, Overall Turnout: 69.86%

Page: 4 of 9
2018-11-26
11:38:12

Choice	Votes	Vote %
Total	471	100.00%
City of Banks, Council Member, Position 3 (Vote for 1), 1110 registered voters, turnout 65.68%		
Erica Harold-Heine	432	96.21%
Write-in	17	3.79%
Total	449	100.00%
City of Banks, Council Member, Position 5 (Vote for 1), 1110 registered voters, turnout 65.68%		
Mark Gregg	464	97.48%
Write-in	12	2.52%
Total	476	100.00%
City of Beaverton, Council Member, Position 1 (Vote for 1), 57647 registered voters, turnout 69.72%		
Lacey Beaty	23479	97.90%
Write-in	503	2.10%
Total	23982	100.00%
City of Beaverton, Council Member, Position 2 (Vote for 1), 57647 registered voters, turnout 69.72%		
Laura Mitchell	23210	98.26%
Write-in	410	1.74%
Total	23620	100.00%
City of Beaverton, Council Member, Position 5 (Vote for 1), 57647 registered voters, turnout 69.72%		
Marc San Soucie	23232	98.21%
Write-in	424	1.79%
Total	23656	100.00%
City of Cornelius, Mayor (Vote for 1), 6156 registered voters, turnout 59.08%		
Jeffrey C Dalin	2341	96.02%
Write-in	97	3.98%
Total	2438	100.00%
City of Cornelius, Council Members (Vote for 2), 6156 registered voters, turnout 59.08%		
John Colgan	1632	32.87%
Andrew E Dudley	1134	22.84%
Luis Hernandez	2120	42.70%
Write-in	61	1.23%
Write-in	18	0.36%
Total	4965	100.00%
City of Durham, Council Members (Vote for 2), 1163 registered voters, turnout 70.51%		
Gery Schirado	524	47.38%
Chris Hadfield	541	48.92%
Write-in	31	2.80%
Write-in	10	0.90%
Total	1106	100.00%
City of Forest Grove, Mayor (Vote for 1), 14208 registered voters, turnout 65.91%		
Peter B Truax	5972	91.38%
Write-in	563	8.62%
Total	6535	100.00%
City of Forest Grove, Council Members (Vote for 3), 14208 registered voters, turnout 65.91%		
Karen Reynolds	3598	16.45%
Tom (TJ) Johnston	4148	18.97%
Malynda Wenzl	4651	21.27%
Ron Thompson	3801	17.38%
Solomon Clapshaw	2164	9.90%
Devon Downeysmith	3248	14.85%

Official Final Results
Statement of Votes Cast by District
Washington County, November 6, 2018 General
All Precincts, All Districts, All ScanStations, All Contests, All Boxes
Total Ballots Cast: 252098, Registered Voters: 360885, Overall Turnout: 69.86%

Page: 5 of 9
 2018-11-26
 11:38:12

Choice	Votes	Vote %
Write-in	187	0.86%
Write-in	40	0.18%
Write-in	29	0.13%
Total	21866	100.00%

City of Gaston, Mayor (Vote for 1), 397 registered voters, turnout 62.47%

Jerry Spaulding	146	89.02%
Write-in	18	10.98%
Total	164	100.00%

City of Gaston, Council Member, Position 4 (Vote for 1), 397 registered voters, turnout 62.47%

Mario De Piero	151	94.38%
Write-in	9	5.62%
Total	160	100.00%

City of Gaston, Council Member, Position 5 (Vote for 1), 397 registered voters, turnout 62.47%

Sarah Branch	162	97.59%
Write-in	4	2.41%
Total	166	100.00%

City of Gaston, Council Member, Position 6 (Vote for 1), 397 registered voters, turnout 62.47%

Susan Carver	157	95.15%
Write-in	8	4.85%
Total	165	100.00%

City of Hillsboro, Council Member, Ward 1, Position A (Vote for 1), 57662 registered voters, turnout 66.27%

Beach Pace	19824	67.33%
Eric Muehter	9346	31.74%
Write-in	271	0.92%
Total	29441	100.00%

City of Hillsboro, Council Member, Ward 2, Position A (Vote for 1), 57662 registered voters, turnout 66.27%

Kyle Allen	19630	66.71%
William Fields	2889	9.82%
John Shepherd	6677	22.69%
Write-in	232	0.79%
Total	29428	100.00%

City of Hillsboro, Council Member, Ward 3, Position A (Vote for 1), 57662 registered voters, turnout 66.27%

Olivia Alcaire	22541	97.47%
Write-in	585	2.53%
Total	23126	100.00%

City of King City, Council Members (Vote for 4), 4128 registered voters, turnout 71.10%

Kenneth W Gibson	1767	25.72%
David N Platt	1664	24.22%
Micah Paulsen	1617	23.53%
Jaimie A Fender	1694	24.65%
Write-in	70	1.02%
Write-in	28	0.41%
Write-in	18	0.26%
Write-in	13	0.19%
Total	6871	100.00%

City of Lake Oswego, Councilor (Vote for 3)

Randy Lee Arthur	0	0.00%
John Wendland	0	0.00%
Hannah Crummé	0	0.00%
Emma Burke	0	0.00%
Daniel Nguyen	0	0.00%

Official Final Results
Statement of Votes Cast by District
Washington County, November 6, 2018 General
All Precincts, All Districts, All ScanStations, All Contests, All Boxes
Total Ballots Cast: 252098, Registered Voters: 360885, Overall Turnout: 69.86%

Page: 6 of 9
 2018-11-26
 11:38:12

Choice	Votes	Vote %
Donald Mattersdorff	0	0.00%
Jackie Manz	0	0.00%
Massene Mboup	0	0.00%
Write-in	0	0.00%
Write-in	0	0.00%
Write-in	0	0.00%
Total	0	0.00%

City of North Plains, Council Members (Vote for 3), 1972 registered voters, turnout 69.37%

Garth Eimers	706	25.88%
James Fage	684	25.07%
Sherrie Simmons	635	23.28%
Rickey Smith	643	23.57%
Write-in	45	1.65%
Write-in	12	0.44%
Write-in	3	0.11%
Total	2728	100.00%

City of Portland, Commissioner, Position 3 (Vote for 1), 1107 registered voters, turnout 69.20%

Loretta Smith	276	46.78%
Jo Ann A Hardesty	309	52.37%
Write-in	5	0.85%
Total	590	100.00%

City of Rivergrove, Councilor (Vote for 3), 36 registered voters, turnout 77.78%

Jeff Williams	18	30.00%
Walt Williams	20	33.33%
David J Pierce	20	33.33%
Write-in	1	1.67%
Write-in	1	1.67%
Write-in	0	0.00%
Total	60	100.00%

City of Sherwood, Mayor (Vote for 1), 12605 registered voters, turnout 71.82%

Keith Mays	6116	94.34%
Write-in	367	5.66%
Total	6483	100.00%

City of Sherwood, Council Members (Vote for 3), 12605 registered voters, turnout 71.82%

Tim Rosener	5392	33.84%
Russell Griffin	5308	33.31%
Doug Scott	4811	30.19%
Write-in	250	1.57%
Write-in	101	0.63%
Write-in	73	0.46%
Total	15935	100.00%

City of Tigard, Mayor (Vote for 1), 35286 registered voters, turnout 70.52%

Marc T Woodard	7378	34.24%
Jason B Snider	8934	41.46%
Linda S Monahan	4062	18.85%
Marland Henderson	1089	5.05%
Write-in	83	0.39%
Total	21546	100.00%

City of Tigard, Council Members (Vote for 2), 35286 registered voters, turnout 70.52%

Bret A Lieuallen	3667	10.00%
John Goodhouse	9974	27.19%
Wil (Bill) Banash	4187	11.41%
Liz Newton	10313	28.11%
Jenny McCabe	6792	18.52%

Official Final Results
Statement of Votes Cast by District
Washington County, November 6, 2018 General
All Precincts, All Districts, All ScanStations, All Contests, All Boxes
Total Ballots Cast: 252098, Registered Voters: 360885, Overall Turnout: 69.86%

Page: 7 of 9
 2018-11-26
 11:38:12

Choice	Votes	Vote %
A Miranda	1580	4.31%
Write-in	130	0.35%
Write-in	40	0.11%
Total	36683	100.00%

City of Tualatin, Mayor (Vote for 1), 14960 registered voters, turnout 71.66%

Frank Bubenik	4948	54.43%
Paul F Morrison	4075	44.82%
Write-in	68	0.75%
Total	9091	100.00%

City of Tualatin, Council Member, Position 1 (Vote for 1), 14960 registered voters, turnout 71.66%

Maria A Reyes	6202	97.90%
Write-in	133	2.10%
Total	6335	100.00%

City of Tualatin, Council Member, Position 3 (Vote for 1), 14960 registered voters, turnout 71.66%

Bridget Brooks	6299	98.15%
Write-in	119	1.85%
Total	6418	100.00%

City of Tualatin, Council Member, Position 5 (Vote for 1), 14960 registered voters, turnout 71.66%

Nancy Grimes	6101	72.86%
Chris Burchill	2228	26.61%
Write-in	45	0.54%
Total	8374	100.00%

Multnomah West Soil and Water, Director, At-Large, Position (Vote for 1), 119 registered voters, turnout 75.63%

Shawn Looney	36	100.00%
Write-in	0	0.00%
Total	36	100.00%

Multnomah West Soil and Water, Director, Zone 4 (Vote for 1), 119 registered voters, turnout 75.63%

Brian W Lightcap	37	100.00%
Write-in	0	0.00%
Total	37	100.00%

Multnomah West Soil and Water, Director, Zone 5 (Vote for 1), 119 registered voters, turnout 75.63%

Terri Preeg Riggsby	35	97.22%
Write-in	1	2.78%
Total	36	100.00%

City of Wilsonville, Councilor (Vote for 2), 415 registered voters, turnout 58.07%

Charlotte D Lehan	130	39.16%
Ben West	64	19.28%
John Budjao	56	16.87%
David A Davis	81	24.40%
Write-in	1	0.30%
Write-in	0	0.00%
Total	332	100.00%

Tualatin Soil and Water, Director, Zone 3 (Vote for 1), 360766 registered voters, turnout 69.77%

Thomas Dierickx	134363	98.42%
Write-in	2157	1.58%
Total	136520	100.00%

Tualatin Soil and Water, Director, Zone 4 (Vote for 1), 360766 registered voters, turnout 69.77%

Loren Behrman	62324	39.13%
John A McDonald	95531	59.98%

Official Final Results
Statement of Votes Cast by District
Washington County, November 6, 2018 General
All Precincts, All Districts, All ScanStations, All Contests, All Boxes
Total Ballots Cast: 252098, Registered Voters: 360885, Overall Turnout: 69.86%

Page: 8 of 9
2018-11-26
11:38:12

Choice	Votes	Vote %
Write-in	1416	0.89%
Total	159271	100.00%

Tualatin Soil and Water, Director, Zone 5 (Vote for 1), 360766 registered voters, turnout 69.77%

Matt Pihl	134193	98.41%
Write-in	2166	1.59%
Total	136359	100.00%

Tualatin Soil and Water, Director, At-Large, Position 2 (Vote for 1), 360766 registered voters, turnout 69.77%

Anna K Jesse	134268	98.52%
Write-in	2014	1.48%
Total	136282	100.00%

Metro Councilor, District 2 (Vote for 1), 243 registered voters, turnout 58.44%

Christine Lewis	38	39.18%
Joe Buck	58	59.79%
Write-in	1	1.03%
Total	97	100.00%

State Measure 102 (Vote for 1), 360885 registered voters, turnout 69.77%

Yes	140983	58.18%
No	101337	41.82%
Total	242320	100.00%

State Measure 103 (Vote for 1), 360885 registered voters, turnout 69.77%

Yes	95947	38.93%
No	150482	61.07%
Total	246429	100.00%

State Measure 104 (Vote for 1), 360885 registered voters, turnout 69.77%

Yes	81082	33.62%
No	160125	66.38%
Total	241207	100.00%

State Measure 105 (Vote for 1), 360885 registered voters, turnout 69.77%

Yes	78174	31.78%
No	167830	68.22%
Total	246004	100.00%

State Measure 106 (Vote for 1), 360885 registered voters, turnout 69.77%

Yes	76851	31.19%
No	169576	68.81%
Total	246427	100.00%

City of Portland Measure 26-200 (Vote for 1), 1107 registered voters, turnout 69.20%

Yes	624	86.55%
No	97	13.45%
Total	721	100.00%

City of Portland Measure 26-201 (Vote for 1), 1107 registered voters, turnout 69.20%

Yes	407	56.06%
No	319	43.94%
Total	726	100.00%

City of Lake Oswego Measure 3-537 (Vote for 1)

Yes	0	0.00%
No	0	0.00%
Total	0	0.00%

Official Final Results
 Statement of Votes Cast by District
 Washington County, November 6, 2018 General
 All Precincts, All Districts, All ScanStations, All Contests, All Boxes
 Total Ballots Cast: 252098, Registered Voters: 360885, Overall Turnout: 69.86%

Page: 9 of 9
 2018-11-26
 11:38:12

Choice	Votes	Vote %
City of Lake Oswego Measure 3-538 (Vote for 1)		
Yes	0	0.00%
No	0	0.00%
Total	0	0.00%

Metro Measure 26-199 (Vote for 1), 320408 registered voters, turnout 72.76%

Yes	120178	54.29%
No	101201	45.71%
Total	221379	100.00%

Tigard-Tualatin School District #23 JT Measure 34-285 (Vote for 1), 55380 registered voters, turnout 75.50%

Yes	30041	74.91%
No	10060	25.09%
Total	40101	100.00%

I, **Richard W. Hobernicht**, Director of Assessment and Taxation and Ex-Officio County Clerk for Washington County, do hereby certify this to be a true and correct copy of the original.

Date: November 26, 2018
 By: M. Bowers
Electoral Manager



This page is intentionally blank.



A place where families and businesses thrive.

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

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *December 10, 2018*

SUBJECT: *Deem Seat Vacant on Budget Committee*

Rod Fuiten, Budget Committee, Term Expiring December 31, 2018, has informed staff of his desire to not reapply; therefore, Fuiten's term will expire December 31, 2018, as per his attached e-mail resignation. Fuiten was appointed 01/2010. Fuiten will be invited to attend the Annual B/C Recognition Reception in January, 2019.

STAFF RECOMMENDATION:

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

Anna Ruggles

From: rodfuiten@[REDACTED]
Sent: Friday, November 9, 2018 4:16 PM
To: City Councilors; [REDACTED]
 [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]
Subject: Bev Maughan
 Re: Tentative Budget Committee Meeting Dates 2019

Hi Bev-

My term is up at the end of this year. I have decided to not reapply so I won't be on the Budget Committee next year.

Thanks

Rod Fuiten

On Thursday, November 8, 2018, 12:18:18 PM PST, Bev Maughan <BMaughan@forestgrove-or.gov> wrote:

Paul would like to get the meeting dates for the Budget Committee established and on the calendar as soon as possible. The following meeting dates have been tentatively scheduled for the 2019 Budget Committee and budget process:

- April 4, 2019: Informational meeting (if needed)
- May 2, 2019: First Regular meeting
- May 9, 2019: Second Regular meeting
- May 16, 2019: Third meeting (if needed)

Please let Paul or me know if you see any conflicts that would prevent you from attending Budget Committee meetings on these Thursdays.

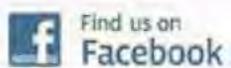
Beverly J. Maughan

Executive Assistant to City Manager

City of Forest Grove

503-992-3234

bmaughan@forestgrove-or.gov





A place where families and businesses thrive.

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

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *December 10, 2018*

SUBJECT: *Deem Seat Vacant on Sustainability Commission*

Brian Schimmel, Sustainability Commission, At-Large, Term Expiring December 31, 2018, has informed staff of his desire to not reapply; therefore, Schimmel's term will expire December 31, 2018, as per his attached e-mail resignation. Schimmel was appointed 02/2014. Schimmel will be invited to attend the Annual B/C Recognition Reception in January, 2019.

STAFF RECOMMENDATION:

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

Anna Ruggles

From: Brian Schimmel <[REDACTED]>
Sent: Friday, October 19, 2018 1:44 PM
To: Anna Ruggles
Subject: Re: B/C Reappointment Application due by Friday, November 9, 5pm

Hi Anna. I do NOT intend to seek reappointment to the Sustainability Commission, but I am interested in a seat on the Planning Commission. Assume I need to complete the standard [application](#).

Brian

From: Ann Ruggles <aruggles@forestgrove-or.gov>
Date: Monday, October 15, 2018 at 12:38 PM
To: Ann Ruggles <aruggles@forestgrove-or.gov>
Subject: B/C Reappointment Application due by Friday, November 9, 5pm

[B/C Recruitment - Reapply by Friday, November 9, 2018:](#)

[B&C Reappointment Application](#) (online)

The City Council invites current members with terms expiring at year-end to reapply during open recruitment. This is also an opportunity for current members to consider applying to another B/C (no more than two).

- [B/C Reappointment Application](#) is due no later than **Friday, November 9, 2018**, to be considered for reappointment.
- If a member fails to reapply by the deadline date, the member forfeits the opportunity for reappointment.
- Members reapplying may be re-interviewed by Council.
- Once the term of office is completed, the member is excused from the appointment unless Council reappoints the member for another term of service.

B/C applications are also available at City Hall, 2nd Floor, 1924 Council Street, 9am-5pm, or you may request one be mailed to you by calling/e-mailing City Recorder, 503.992.3235, aruggles@forestgrove-or.gov.

The City Council sincerely thanks you for your dedicated service and outstanding commitment! We hope you will consider reapplying!

Anna D. Ruggles, CMC, City Recorder
1924 Council Street, 2nd Floor
P. O. Box 326
Forest Grove, OR 97116-0326
Direct Line: 503.992.3235
E-mail: aruggles@forestgrove-or.gov



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3. O. thru 3. W.

MEETING DATE: December 10, 2018

FINAL ACTION: _____

CITY COUNCIL MEMORANDUM

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *December 10, 2018*

SUBJECT: *Resolutions Making B/C Annual Reappointments*

BACKGROUND:

Pursuant to Resolution No. 2006-10, adopted Policy Relating to Appointments of Citizen Advisory Boards, Committees and Commissions (B/C), the following B/C members reapplied and were interviewed by Council in work sessions held November 19 and November 26, 2018.

Budget Committee (3-Year Term):

- David Maisel, Term Expiring December 31, 2021
- Debby Roth, Term Expiring December 31, 2021

Community Forestry Commission (1-Year Term):

- Declan Lynch, Student Advisory, Effective January 1, 2019, Term Expiring December 31, 2019

Economic Development Commission (3-Year Term):

- James Draznin, At-Large, Term Expiring December 31, 2021
- Kevin Emerick, Wood/Ag Products (Woodfold Mfg), Term Expiring December 31, 2021
- Mark Nakajima, Business/Small Mfg (Ace Hardware), Term Expiring December 31, 2021
- Jennifer Prickett, Large Commercial (McMenamins), Term Expiring December 31, 2021
- Javier Urenda, Hispanic Representative (Adelante Mujeres), Term Expiring December 31, 2021

Historic Landmarks Board (4-Year Term):

- *William Youngs, Term Expiring December 31, 2022 (already interviewed 03/18)

Library Commission (2-Year Term):

- Nickie Augustine, Term Expiring December 31, 2020
- *Kirsten Beier, Term Expiring December 31, 2020 (already interviewed 03/18)
- Kathleen Poulsen, Term Expiring December 31, 2020

Parks and Recreation Commission (4-Year Term):

- Howard Sullivan, At-Large, Term Expiring December 31, 2022

Planning Commission (4-Year Term):

- Lisa Nakajima, Term Expiring December 31, 2022
- Phil Ruder, Term Expiring December 31, 2022

Public Arts Commission (3-Year Term):

- Kathy Broom, Term Expiring December 31, 2021
- Pat Truax, Term Expiring December 31, 2021

Sustainability Commission (4-Year Term):

- Jacob Rose, At-Large, Term Expiring December 31, 2022

STAFF RECOMMENDATION:

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

Attachments:

Resolutions



RESOLUTION NO. 2018-95

**RESOLUTION MAKING REAPPOINTMENTS
CITY OF FOREST GROVE
BUDGET COMMITTEE**

WHEREAS, the City of Forest Grove has provided for a City Budget Committee pursuant to State Law; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions (B/C) may reapply for appointment during open recruitment; and

WHEREAS, the following members reapplied and were interviewed by Council in work sessions held November 19 and November 26, 2018.

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

Section 1. That the following person is hereby reappointed to the City of Forest Grove Budget Committee for the following term:

<u>Last Name:</u>	<u>First Name:</u>	<u>Term Expires:</u>
MAISEL	DAVID	DECEMBER 31, 2021
ROTH	DEBBY	DECEMBER 31, 2021

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

PRESENTED AND PASSED this 10th day of December, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of December, 2018.

Peter B. Truax, Mayor

This page is intentionally blank.

Budget A01/04

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

**Interview 11/19/18
4:00 pm**

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

Submission information

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

Submitted by Visitor (not verified)

Friday, November 9, 2018 - 3:56pm

172.16.64.18

First & Last Name

David A Maisel

Street Address

█ 32nd Place

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

█

Telephone/Cell Phone Number

█

Work Telephone Number

█

Employer

M Holdings Securities

Occupation/Profession

Compliance Officer / Wealth Management

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:

Budget Committee (3-4 times in May)

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

I believe I may have missed the informational meeting last year.

Please indicate why you would like to be reappointed.

I believe I bring a certain amount of financial knowledge and planning skills to the table. It is a way for me to contribute back to the community in which I live.

What specific topics interest you that relate to the board?

Finances, Planning, Community Involvement.

Please type your name below as a signature.

David A Maisel

Date

11/09/2018

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/6701>

Links

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

Budget A02/13

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

**Interview 11/19/18
5:00 pm**

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

Submission information

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

Submitted by Visitor (not verified)

Thursday, November 8, 2018 - 10:56am

172.16.64.18

First & Last Name

Debby R Roth

Street Address

4 Willamina Ave

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

[REDACTED]

Telephone/Cell Phone Number

[REDACTED]

Work Telephone Number

[REDACTED]

Employer

City of Cornelius

Occupation/Profession

City Recorder-Treasurer/HR

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:

Budget Committee (3-4 times in May)

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

I missed one meeting this last year.

Please indicate why you would like to be reappointed.

I've been involved in a budget process for well over 25 years and I enjoy the end results. It's important to give back to your community and the Budget Committee fits into my schedule.

What specific topics interest you that relate to the board?

None at this time.

Please type your name below as a signature.

Debby Roth

Date

11/08/2018

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/6641>

Links

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



RESOLUTION NO. 2018-96

**RESOLUTION MAKING STUDENT ADVISORY APPOINTMENT
CITY OF FOREST GROVE
COMMUNITY FORESTRY COMMISSION**

WHEREAS, Resolution No. 1992-23 has provided for a Community Forestry Commission; and

WHEREAS, Resolution Number 2006-10 provides that vacancies on City Advisory Boards, Committees, and Commissions (B/C) 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 exist a student vacancy on the Community Forestry Commission; and

WHEREAS, the following student applicant applied and was interviewed by Council in work session held November 19, 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 Community Forestry Commission for the following term, effective January 1, 2019:

<u>Last Name:</u>	<u>First Name:</u>	<u>Position:</u>	<u>Term Expires:</u>
LYNCH	DECLAN	STUDENT	DECEMBER 31, 2019

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

PRESENTED AND PASSED this 10th day of December, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of December, 2018.

Peter B. Truax, Mayor

This page is intentionally blank.

My mom's monthly utility bill.

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)
- Historic Landmarks Board (4th Tuesday, 7:15pm)

What specific topics interest you that relate to the board?

I am currently enrolled in the Forestry class at the Forest Grove High School and am very interested in this as a career choice. I would like to get more experience in local government as well.

What contributions do you hope to bring to the board?

I have a deep appreciation for nature and a desire to be a good steward. I am a very responsible, conscientious person and would come prepared and enthusiastic to Board meetings.

List your educational experience:

Currently a sophomore at Forest Grove High School with a 4.2 GPA, taking several Honors courses.

Freshman Class President

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

I am active in cross-country and lacrosse.

I spent the summer picking berries and practicing my driving.

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

Yes

Please type your name below as a signature.

Declan X Lynch

Date

10/25/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/6431>

Links

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



RESOLUTION NO. 2018-97

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

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

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions (B/C) may reapply for appointment during open recruitment; and

WHEREAS, the following at-large member reapplied and was interviewed by Council in work session held on November 26, 2018; and

WHEREAS, the City Council received applications from business-related representatives expressing its desire to reappointing the following members to the Economic Development Commission.

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

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

<u>Last Name:</u>	<u>First Name:</u>	<u>Position/Representative:</u>	<u>Term Expires:</u>
DRAZNIN	JAMES	AT-LARGE	DECEMBER 31, 2021
EMERICK	KEVIN	WOOD/AG PRODUCTS (Woodfold Mfg)	DECEMBER 31, 2021
Wedderburn	Allan	Alternate (Woodfold Mfg)	
NAKAJIMA	MARK	BUSINESS/SMALL MFG (Ace Hardware)	DECEMBER 31, 2021
PRICKETT	JENNIFER	LARGE COMMERCIAL (McMenamins)	DECEMBER 31, 2021
Mayfield	Sydney	Alternate (McMenamins)	
URENDA	JAVIER	HISPANIC REP (Adelante Mujeres)	DECEMBER 31, 2021
Wheeler	Mark	Alternate (Adelante Mujeres)	

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

PRESENTED AND PASSED this 10th day of December, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of December, 2018.

Peter B. Truax, Mayor

This page is intentionally blank.

EDC A02/14
AT-45

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

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

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

████████████████████@██████.n

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>

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)

AGENCY NAME:	Woodfold Mfg. Inc.	Woodfold Mfg., Inc.
	<u>Primary:</u>	<u>Alternate:</u>
Member:	Kevin Emerick	Allan Wedderburn
Mailing Address:	█████ 18th Ave., Forest Grove,	█████ 1 18th Av., Forest Grove, OR 97
Phone (work):	██████████	██████████
Phone (contact):	██████████	██████████
E-Mail:	█████@██████████.█████	████████████████████@█████.n

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)

This page is intentionally blank.

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

PO Box

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

t

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/...

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>



A place where families and businesses thrive.

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

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

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

AGENCY NAME: McMinnaminis Grand Lodge
Member: Primary: Jennifer Pickett, Alternate: Sydney Mayfield
Mailing Address: [Redacted] Pacific Ave.
Phone (work): [Redacted]
Phone (contact):
E-Mail: jenniferp@mcminnamins, sydnam@mcminnamins

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 Economic Development Commission.

Date: 12/4/18 Submitted by: [Redacted]
Title: Property Manager

(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 Ruggies, City Recorder
 1924 Council Street • P. O. Box 326
 Forest Grove, OR 97116-0326
 Fax • 503.992.3207 Office • 503.992.3235
aruggies@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:	█████ 0 Main St Suite A	█████ 0 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



RESOLUTION NO. 2018-98

**RESOLUTION MAKING REAPPOINTMENT
TO THE CITY OF FOREST GROVE
HISTORIC LANDMARKS BOARD**

WHEREAS, the City of Forest Grove has provided for a Historic Landmarks Board pursuant to City Code; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions (B/C) may reapply for appointment during open recruitment; and

WHEREAS, the following member reapplied to renew term and was interviewed by Council in work session held March 12, 2018.

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

Section 1. That the following person is hereby reappointed to the City of Forest Grove Historic Landmarks Board for the following term:

<u>Last Name:</u>	<u>First Name:</u>	<u>Term Expires:</u>
YOUNGS	WILLIAMS	DECEMBER 31, 2022

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

PRESENTED AND PASSED this 10th day of December, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of December, 2018.

Peter B. Truax, Mayor

This page is intentionally blank.

HLB A03/18

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

Renew

[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 9, 2018 - 8:54am

172.16.64.19

First & Last Name

William Youngs

Home Address

3 15th Avenue

Mailing Address, if different

City, State and Zip Code

Forest Grove, Oregon 97116

E-Mail Address

[Redacted]

Telephone/Cell Phone Number

[Redacted]

Employer

SSOE Group

Work Telephone Number

[Redacted]

Occupation/Profession

architect

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?

Years residing in Forest Grove:

3

How did you hear of this opportunity?

Holley

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:

Historic Landmarks Board (4th Tuesday, 7:15pm)

What specific topics interest you that relate to the board?

I love historical buildings and want to help preserve our rich history

What contributions do you hope to bring to the board?

My architectural expertise

List your educational experience:

BARCH, Cal Poly San Luis Obispo

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

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

Yes

Please type your name below as a signature.

Bill Youngs

Date

11/01/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/6671>

Links

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

RESOLUTION NO. 2018-99**RESOLUTION MAKING REAPPOINTMENTS
CITY OF FOREST GROVE
LIBRARY COMMISSION**

WHEREAS, the City of Forest Grove has provided for a Library Commission pursuant to State Law; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions (B/C) may reapply for appointment during open recruitment; and

WHEREAS, the following member (Beier) reapplied to renew term and was interviewed by Council in work session held March 12, 2018; and

WHEREAS, the following members reapplied and were interviewed by Council in work session held November 26, 2018.

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

Section 1. That the following person is hereby reappointed to the City of Forest Grove Library Commission for the following term:

<u>Last Name:</u>	<u>First Name:</u>	<u>Term Expires:</u>
AUGUSTINE	NICKIE	DECEMBER 31, 2020
BEIER	KIRSTEN	DECEMBER 31, 2020
POULSEN	KATHLEEN	DECEMBER 31, 2020

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

PRESENTED AND PASSED this 10th day of December, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of December, 2018.

Peter B. Truax, Mayor



A place where families and businesses thrive.

Con

1924 Council

LK
A0214

Interview 11/26/18 @ 5:40pm

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.

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

NAME: Nickie Augustine
HOME PHONE: 503-...
ADDRESS: Hawthorne
CITY / ZIP: FG
EMPLOYER/SCHOOL:
E-MAIL:
OCCUPATION/PROFESSION: retired

Reside in City Limits: [checked] 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 [X] Good [] Fair [] Poor

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: DATE: 11-20-18

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

[Redacted]

Telephone/Cell Phone Number

[Redacted]

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>

RESOLUTION NO. 2018-100

**RESOLUTION MAKING REAPPOINTMENT
CITY OF FOREST GROVE
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 incumbents of a standing Citizen Advisory Boards, Committees, and Commissions (B/C) may reapply for appointment during open recruitment; and

WHEREAS, the following member reapplied and was interviewed by Council in work session held November 19, 2018.

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

Section 1. That the following person is hereby reappointed to the City of Forest Grove Parks and Recreation Commission for the following term:

<u>Last Name:</u>	<u>First Name:</u>	<u>District:</u>	<u>Term Expires:</u>
SULLIVAN	HOWARD	AT-LARGE	DECEMBER 31, 2022

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

PRESENTED AND PASSED this 10th day of December, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of December, 2018.

Peter B. Truax, Mayor

This page is intentionally blank.

P&R - A11/12

Interview 11/19/18
4:50 pm

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

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

Submission information

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

Submitted by Visitor (not verified)

Wednesday, October 17, 2018 - 2:42pm

172.16.64.19

First & Last Name

Howard Sullivan

Street Address

5 Buxton Street

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

[Redacted]

Telephone/Cell Phone Number

[Redacted]

Work Telephone Number

[Redacted]

Employer

Forest Grove/Cornelius Chamber of Commerce

Occupation/Profession

Community Relations

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:

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

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

In the last year, I believe that I missed one Parks and Recreation Commission meeting.

Please indicate why you would like to be reappointed.

As the CEO/President of the Forest Grove/Cornelius Chamber of Commerce the information presented at the Parks and Recreation Commission enable me to do my job better. The more I know about our community the better I can respond to visitors and people that are relocating to our community.

What specific topics interest you that relate to the board?

As our community continues to grow, topics concerning the Parks and Recreation Board that interest me include:

- a) the location of city parks and trails, are their locations balanced throughout our community.
- b) the relationship that exists between Pacific University and the City of Forest Grove in relation to recreational activities.
- c) and the relationship of visitors to our community with our recreational assets

Please type your name below as a signature.

Howard Sullivan

Date

10/17/2018

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/6231>

Links

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

RESOLUTION NO. 2018-101

**RESOLUTION MAKING REAPPOINTMENTS
CITY OF FOREST GROVE
PLANNING COMMISSION**

WHEREAS, the City of Forest Grove has provided for a Planning Commission; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions (B/C) may reapply for appointment during open recruitment; and

WHEREAS, the following members reapplied and were interviewed by Council in work sessions held November 19 and November 26, 2018.

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

Section 1. That the following person is hereby reappointed to the City of Forest Grove Planning Commission for the following term:

<u>Last Name:</u>	<u>First Name:</u>	<u>Term Expires:</u>
NAKAJIMA	LISA	DECEMBER 31, 2022
RUDER	PHIL	DECEMBER 31, 2022

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

PRESENTED AND PASSED this 10th day of December, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of December, 2018.

Peter B. Truax, Mayor

This page is intentionally blank.

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

PO Box ██████

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

██████████████████@██████.t

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>

PC A02/13

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

**Interview 11/19/18
5:10 pm**

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

Submission information

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

Submitted by Visitor (not verified)

Tuesday, November 6, 2018 - 3:35pm

172.16.64.19

First & Last Name

Phil Ruder

Street Address

████████ Ridge Pointe Drive ** new address*

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

████████████████████

Telephone/Cell Phone Number

████████████████

Work Telephone Number

████████████████

Employer

Pacific University

Occupation/Profession

Professor of Economics

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:

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

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.

My training as a professional economist gives me a unique and important perspective on the issues that come before the Planning Commission. I believe that I have been a very effective member of the commission during my service so far and I would like to continue that work.

What specific topics interest you that relate to the board?

Land use planning. Land use regulation.

Please type your name below as a signature.

Phil Ruder

Date

11/06/2018

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/6591>

Links

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



RESOLUTION NO. 2018-102

**RESOLUTION MAKING REAPPOINTMENTS
CITY OF FOREST GROVE
PUBLIC ARTS COMMISSION**

WHEREAS, Resolution No. 2006-06 has provided for a Public Arts Commission; and

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions (B/C) may reapply for appointment during open recruitment; and

WHEREAS, the following members reapplied and were interviewed by Council in work session held November 26, 2018.

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

Section 1. That the following person is hereby reappointed to the City of Forest Grove Public Arts Commission for the following term:

<u>Last Name:</u>	<u>First Name:</u>	<u>Term Expires:</u>
BROOM	KATHY	DECEMBER 31, 2021
TRUAX	PAT	DECEMBER 31, 2021

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

PRESENTED AND PASSED this 10th day of December, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of December, 2018.

Peter B. Truax, Mayor

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>

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>

3W

RESOLUTION NO. 2018-103

**RESOLUTION MAKING APPOINTMENT
CITY OF FOREST GROVE
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 following applicant applied and was interviewed in work session held November, 26, 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 Sustainability Commission for the following term:

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

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

PRESENTED AND PASSED this 10th day of December, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of December, 2018.

Peter B. Truax, Mayor

This page is intentionally blank.

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
expired
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>



District 4 Metro Update

Forest Grove City Council • December 10, 2018

Handouts:

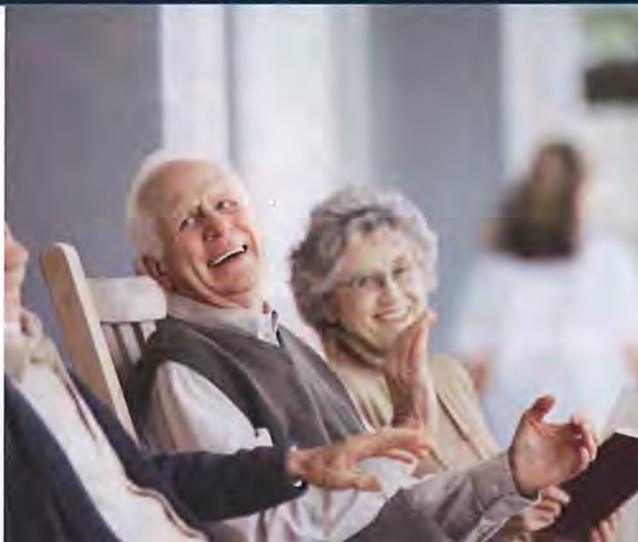
TOD Annual Report

Departmental Racial Equity Action Plans

Big Backyard

Affordable housing

Investing \$652.8 million in local communities to help 12,000 of the region's residents find stable, affordable housing.



- WE DID IT.
- Thanks to the voters, we will begin working with our local partners to help build housing for 12,000 people across the region, including here in Washington County.
- We know the need is real. Thousands of seniors won't have to worry about their Social Security checks being able to cover the rent. Thousands of children won't have to live with aunts and uncles and grandparents because mom and dad can't afford a place of their own.
- As you know, Metro has been working on Equitable Housing for some time now through our Transit Oriented Development program, both here in Cornelius and across the region. (reference TOD Annual Report handout)
- Next steps: Creation and adoption of local implementation strategies with robust community engagement
- <https://www.oregonmetro.gov/tools-partners/grants-and-resources/transit-oriented-development-program>

Growth management

Working together, we can maintain our quality of life and protect the farms and forests around our region.



- The Metro Council will wrap up our decision on a growth management path this month.
- The council has tentatively approved expanding the urban growth boundary in Hillsboro, Beaverton, King City and Wilsonville.
- We're now taking an outcomes-based approach to UGB expansions and expecting cities to have a plan to finance the infrastructure necessary to serve new areas; to plan for all housing needs; and to meet our region's desired outcomes to create vibrant communities that are equitable and prosperous; that provide safe and reliable transportation choices; and ensure residents enjoy clean air, water and healthy ecosystems.
- Public hearing on the growth management decision is on December 6
- <https://www.oregonmetro.gov/public-projects/2018-growth-management-decision>

Regional transportation plan

A transportation system that cuts congestion, supports clean air and improves safety across our region.



- Metro Council public hearings on Nov. 8 and Dec. 6. to discuss the draft Regional Transportation Plan as recommended by the Joint Policy Advisory Committee on Transportation and the Metro Policy Advisory Committee
- The RTP is the blueprint to guide investments for all forms of travel – driving, walking, biking and taking transit – and for moving goods throughout greater Portland.
- It represents the hard work we’ve all put in together, including here in Forest Grove, and it makes the most out of the resources we currently have.
- I hope you had the opportunity to review the policy makers guidebook so we can work together to make these plans a reality through local funding
- <https://www.oregonmetro.gov/public-projects/2018-regional-transportation-plan>

Diversity, Equity and Inclusion



- Some of my proudest work at Metro has been on adopting a Strategic Plan to Advance Racial Equity, Diversity and Inclusion
- Four Metro departments have completed their own racial equity action plans that are unique to their department needs and structure (reference handout)
- I'm pleased with first annual report of Committee on Racial Equity (CORE) and their observation that Metro is impending throughout agency
- <https://www.oregonmetro.gov/regional-leadership/diversity-equity-and-inclusion>

Parks and nature

- Looking into future funding



- Over the past quarter century, voters have passed two bond measures that allowed Metro to create a unique regional park system with nature at its heart – and two levies to care for it.
- We've accomplished a lot, but there is much more to do as the region grows and changes. Growth is threatening our forests and rivers. Our treasured parks need investment to keep up with demand. And we need to make sure that more people have access to these places we all treasure.
- Earlier this year, a stakeholder table started discussing a potential continuation of regional bond funding to protect clean water, restore fish and wildlife habitat and connect people with nature.
- Before the end of the year, the Metro Council will receive draft recommendations for a potential bond framework from the Metro Chief Operating Officer. After more engagement with community and partners, the Council will decide in late spring whether to refer a measure to the November 2019 ballot.

Garbage and recycling

- Food scraps
- 2030 Regional Waste Plan
- Recycling



- In July Metro Council adopted a regional requirement for businesses to separate **food scraps** from the garbage.
- The ordinance will be phased in starting in 2020. By July 2019, city and county governments will amend ordinances or collection franchises or take other action to ensure garbage haulers will provide collection service to affected businesses.
- Metro will continue to engage businesses and local governments as the policy is rolled out.
- Public comment on the draft **2030 Regional Waste Plan** runs Nov. 19 - Dec. 21. <https://www.oregonmetro.gov/public-projects/2030-regional-waste-plan>
- This plan will guide our collective management of the garbage and recycling system over the next 12 years.
- After public comments are considered, a final version of the plan will be presented to MPAC on Jan. 23 and to the Metro Council for adoption in February.
- Metro is coordinating with local governments to respond to continued media and public interest in **recycling** and ensure consistent messages across the region.
- Materials collected through home recycling programs are finding their way to new markets due to changes in sorting processes at the facilities.
- Metro is also working with local and state governments and industry on long-term planning to keep the system resilient.

Oregon Zoo

Construction
home stretch

Polar Passage
Primate Forest
Rhino Habitat

Completed in
2020



- In 2008, Metro put a bond measure before our community. In return for your support, we promised to replace the zoo's worn out facilities with eight major projects that would protect animal welfare, increase access to conservation education and make the zoo more sustainable by saving water and energy.
- We're so proud of our accomplishments! Five projects are finished. Our Education Center, which opened in 2015, was just awarded LEED Platinum, the highest rating for sustainability from the Green Building Council, as well as an award from the American Institute of Architects for our super low carbon footprint for the project which actually removes 106% of the carbon from the atmosphere that it creates.
- Now we're in the final stretch, completing the remaining three projects—Polar Passage, Primate Forest and Rhino Habitat in 2020. Also, one of the first bond projects – the education center – just received LEED Platinum Certification.
- Pictured above is one of the art pieces being sculpted.
- Last year, the Oregon Zoo reached an all-time attendance record of 1.7 million visitors. That's a lot of great community support. Thank you.
- And don't forget, its ZooLights season! Come visit!

Oregon Convention Center

Renovations to enhance and update the center are underway to better serve guests, increase national competitiveness and improve way-finding.



- In preparation for additional convention business, Oregon Convention Center (OCC) has embarked on a series of updates to interior spaces within the footprint of the original building, as well as improvements to north plaza.
- The OCC's north plaza will be renovated to provide more flexible and usable space for clients, as well as to improve wayfinding for adjacent hotel guests and public transit commuters from the MAX station to the building's main entries.
- The OCC renovation general contractor competitive selection resulted in what is believed to be the largest Oregon public improvement contract for which a minority-owned firm was selected as the prime contractor.
- 56% of the project's construction budget will be paid to COBID contractors which is an unprecedented number of women, people of color and veteran-owned businesses on a public project.

Your questions

Kathryn Harrington

Metro Councilor, District 4

503-797-1553

kathryn.harrington@oregonmetro.gov



www.oregonmetro.gov/connect



Arts and conference centers
Garbage and recycling
Land and transportation
Oregon Zoo
Parks and nature

oregonmetro.gov



A place where families and businesses thrive.

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

CITY COUNCIL STAFF MEMORANDUM

TO: City Council

FROM: Jesse VanderZanden, City Manager

PROJECT TEAM: Jesse VanderZanden, City Manager
Brenda Camilli, Human Resources Manager

MEETING DATE: December 10, 2018

SUBJECT TITLE: Report on Resolution Adopting the Collective Bargaining Agreement between the City and the Forest Grove Paid Firefighters Association, Effective July 1, 2018 through June 30, 2021

ACTION REQUESTED:

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

X all that apply

BACKGROUND:

The current labor agreement between the City of Forest Grove and the Forest Grove Paid Firefighters Association expired June 30, 2018. The parties have reached tentative agreement on a collective bargaining agreement, which is attached as Exhibit A. It has been ratified by the Forest Grove Paid Firefighters Association members and needs Council approval prior to becoming effective. The substantive collective bargaining agreement modifications are as follows:

- Three year agreement.
- Wage increases were bargained for all classifications covered within the agreement of three percent (3.0%) on 7/01/18 and 7/01/19 and two and one-half percent (2.50%) on 7/01/20.
- Association members will be enrolled in the Northwest Firefighters Relief Fund Health Trust effective 1/01/19. The plans offered by the Trust are less expensive than the current plans offered to the Association members and both the employees and the City will save money. A portion of the cost savings will be used to increase the City's contribution to employees' HRA VEBA accounts based on which health insurance plan they enroll in.
- Paid leave will be included as hours worked in the computation of FLSA overtime. Previously only hours actually worked applied to the overtime calculation.

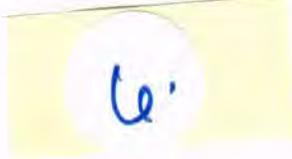
STAFF RECOMMENDATION:

Staff recommends the City Council adopt the attached resolution authorizing the City Manager to execute the collective bargaining agreement outlined in Exhibit A made between the parties for the term July 1, 2018 through June 30, 2021.

ATTACHMENT(s):

Resolution

Exhibit A: Collective Bargaining Agreement between the City of Forest Grove and the Forest Grove Paid Firefighters Association.



RESOLUTION NO. 2018-104

**RESOLUTION AUTHORIZING EXECUTION OF A LABOR AGREEMENT
BETWEEN THE CITY OF FOREST GROVE AND
FOREST GROVE PAID FIREFIGHTER'S ASSOCIATION (FGPFA)
EFFECTIVE JULY 1, 2018 AND EXPIRING JUNE 30, 2021**

WHEREAS, representatives of the City of Forest Grove and Forest Grove Paid Firefighter's Association (FGPFA) have met in good faith and negotiated a labor agreement between both parties effective July 1, 2018, through June 30, 2021; and

WHEREAS, the labor agreement provides for certain compensation and fringe benefit adjustments.

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

Section 1: That the City Manager is authorized to execute the attached labor agreement (Exhibit A) between the City of Forest Grove and FGPFA.

Section 2: That the compensation plan contained in this agreement is approved, effective July 1, 2018, and expiring June 30, 2021.

Section 3: That the fringe benefits contained in this agreement are approved, effective July 1, 2018, and expiring June 30, 2021.

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

PRESENTED AND PASSED this 10th day of December, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of December, 2018.

Peter B. Truax, Mayor

This page is intentionally blank.

**AGREEMENT
BETWEEN THE
CITY OF FOREST GROVE, OREGON
AND
FOREST GROVE PAID FIREFIGHTER'S ASSOCIATION
JULY 1, 2018 TO JUNE 30, 2021**

TABLE OF CONTENTS

ARTICLE 1 - RECOGNITION	4
ARTICLE 2 - MANAGEMENT RIGHTS	4
ARTICLE 3 - EMPLOYEE RIGHTS.....	5
ARTICLE 4 - PEACEFUL PERFORMANCE OF CITY SERVICE	5
ARTICLE 5 - ASSOCIATION SECURITY	6
ARTICLE 6 - HOURS OF WORK	5
ARTICLE 7 - OVERTIME.....	7
ARTICLE 8 - SICK LEAVE	9
ARTICLE 9 - ON-THE-JOB INJURY.....	11
ARTICLE 10 - LEAVE OF ABSENCE.....	10
ARTICLE 11 - OUTSIDE EMPLOYMENT	11
ARTICLE 12 - INSURANCE	12
ARTICLE 13 - RETIREMENT	13
ARTICLE 14 - VACATION	13
ARTICLE 15 - HOLIDAYS.....	14
ARTICLE 16 - MAXIMUM LEAVE TIME ACCRUAL.....	14
ARTICLE 17 - PROBATIONARY EMPLOYEES	15
ARTICLE 18 - SENIORITY	15
ARTICLE 19 - SUBSTANCE ABUSE POLICY	16
ARTICLE 20 - DISCIPLINARY ACTION	16
ARTICLE 21 - GRIEVANCE AND ARBITRATION	16
ARTICLE 22 - AGENTS OF THE ASSOCIATION.....	18
ARTICLE 23 - SCHEDULE "A" WAGES	18
ARTICLE 24 - INCENTIVE PAY	19
ARTICLE 25 - CLOTHING.....	20
ARTICLE 26 - BOOKS AND TUITION.....	21
ARTICLE 27 - WORKING RULES	21
ARTICLE 28 - SAFETY PROGRAM	21
ARTICLE 29 - PERSONNEL FILE.....	21
ARTICLE 30 - SAVINGS CLAUSE	24
ARTICLE 31 - TERMINATION.....	22
ARTICLE 32 - SCOPE OF AGREEMENT	22
ARTICLE 33 - UNION BUSINESS.....	22
ARTICLE 34 - CELL PHONE STIPEND	23
SIGNATURE PAGE	24
SCHEDULE "A" CLASSIFICATION & WAGES	25
SCHEDULE "B" SENIORITY LISTING.....	28
ATTACHMENT "A" NFPA 1582 MEDICAL EVALUATIONS.....	29
ATTACHMENT "B" CONVERSION OF LEAVE ACCRUALS EXAMPLE.....	31

AGREEMENT

The City of Forest Grove, Oregon, hereinafter referred to as "the City" and the Forest Grove Paid Firefighter's Association, hereinafter referred to as "the Association", agree to be bound by the following terms and conditions relating to wages, hours and general working conditions during the term of this Agreement.

ARTICLE 1 - RECOGNITION

- 1.1 The City recognizes the Association as the sole and exclusive collective bargaining agent for the purpose of establishing salaries, wages, hours and other conditions of employment for all regular full-time employees in the following classifications:

Firefighter
Apparatus Operator
Fire Inspector I
Fire Inspector II
Fire Lieutenant
Fire Captain

When personnel are assigned to drive fire apparatus, they shall assume the working title of "Apparatus Operator" for the shift.

The parties agree that the re-titling of classifications will not result in compensation changes and that future wage comparisons will be based on job responsibilities and not solely on classification titles.

All other classifications and categories of employees, including temporary, part-time, confidential and supervisory, shall be excluded from this Agreement.

- 1.2 The City shall notify the Association of its decision to change any of the bargaining unit classifications listed above. If the successor classification is not significantly altered or changed from the existing classification, the new classification shall be automatically recognized as part of this Agreement.
- 1.3 New classes may be developed within the Fire Department by the City and a wage scale assigned thereto. The City shall forward a new class and wage scale to the Association for review of the wage scale. Within ten (10) days, the Association may request to bargain on the wage scale; but in any event, the City shall not be barred from implementing the position or positions during the term of negotiations.

ARTICLE 2 - MANAGEMENT RIGHTS

- 2.1 The Association recognizes and agrees that responsibility for management of the City and direction of its work force is vested solely in the City and responsible department heads. The Association recognizes and agrees that in order to fulfill this responsibility,

the City shall retain the exclusive right to exercise the regular and customary functions of management, including, but not limited to, determining the financial, budgetary, accounting and organizational policies and procedures of the City; directing the activities of the Fire Department; determining standards and levels of service and methods of operation, including subcontracting, and staffing levels; increasing, diminishing or changing departmental equipment including the introduction of new equipment; hiring, disciplining and discharging for just cause, training, laying off, recalling, transferring and promoting, including determining the procedures and standards thereof; disciplining and discharging probationary employees; maintaining the efficiency of employees; determining work schedules and assigning work; determining job content; determining the need for and scheduling of volunteers; taking all necessary action to carry out its mission in emergencies; and exercising any other right not specifically abridged by this Agreement.

- 2.2 Nothing in this clause shall have the effect of nullifying agreements entered into under other sections of this Agreement, provided that management rights and prerogatives, except where abridged by a specific provision of this Agreement, are not subject to the grievance procedure specified in Article 19. It is further agreed that the City retains all rights, powers, and privileges not expressly limited by a provision of this Agreement. Aside from the management rights preserved above, nothing in this Agreement shall be construed as a waiver of the Association's right to bargain any mandatory issues or changes that may rise during the course of this Agreement.

ARTICLE 3 - EMPLOYEE RIGHTS

- 3.1 It is recognized that employees have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of employee relations. Employees covered by this Agreement also shall have the right to refuse to join in the activities of the Association or any other employee organization. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against by the City or by the Association because of their exercise of these rights.
- 3.2 The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to race, color, religion, sex, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, veteran's status, medical condition, sexual orientation, Association affiliation or other status protected by state or federal law. The parties agree that nothing in this Agreement shall interfere with or restrict the City in its obligation to accommodate individuals with disabilities under federal and state law.
- 3.3 All references to employees in this Agreement designate both sexes and, whenever the male gender is used, it shall be construed to include male and female employees.

ARTICLE 4 - PEACEFUL PERFORMANCE OF CITY SERVICE

- 4.1 It is recognized that continuous and uninterrupted service by the City and its employees to the citizens, and orderly collective bargaining relations between the City and its employees being essential considerations of this Agreement, the Association agrees on behalf of itself and its members, individually and collectively, that there shall not be any strikes, picketing, boycotting, work stoppages, sit downs, or slow-down strikes, or a concerted refusal to render services or to work including overtime or any other curtailment or restriction of work at any time during the term of this Agreement.
- 4.2 In the event of a violation of this Article by the Association and/or the employees, the Employer may, in addition to other remedies, discipline such employees up to and including discharge.
- 4.3 There shall be no lockout of employees in the bargaining unit by the City as a consequence of any dispute arising during the period of this Agreement.

ARTICLE 5 - ASSOCIATION SECURITY

- 5.1 Membership or non-membership in the Association shall be the individual choice of the employees covered by this Agreement. Employees who are not members of the Association shall make payments in lieu of dues to the Association. Such payments shall be in an amount determined by the Association in accordance with constitutional and statutory requirements.
- 5.2 An employee who is a member of a church or religious body having bona fide religious tenets or teachings which prohibit association with a labor organization or the payment of dues to it shall pay an amount of money equivalent to the fair share amount described in Section 5.1. Such payment shall be made to a non-religious charity or another charitable organization mutually agreed upon by the employee affected and the Association. The employee shall furnish written proof to his employer that payment has been made.
- 5.3 The City agrees to deduct Association dues or "fair share" from the paycheck of each employee member covered by this Agreement. The amounts to be deducted shall be certified to the City by the Association by the fifteenth (15th) day of the month for the succeeding month. The City shall not be held liable for check off error, but, upon written notification from the Association, shall make proper adjustments as soon as practicable. The Association agrees to indemnify and hold the City harmless from any action arising from this article.

ARTICLE 6 - HOURS OF WORK

- 6.1 The standard work period for twenty-four (24) hour shift employees covered by this Agreement shall be 27 days, consisting of 24 hours on-duty followed by 48 hours off-duty. Shift start time for these employee shall be 0730 hours. Forty (40) hour employees shall be assigned a schedule normally consisting of five (5) eight (8) hour days.

6.2 In the event of budgetary or personnel shortages, the Chief or his designee may establish one of the following alternate schedules:

1. A 56-hour workweek made up of nine 24-hour shifts (starting at 0730 hours) in a 27-day FLSA cycle.
2. A 40-hour work week consisting of four (4) 10-hour days with four (4) consecutive days on and three (3) consecutive days off or five (5) 8-hour days with five (5) consecutive days on and two (2) consecutive days off.
3. Any other schedule mutually agreed upon by the Chief and the Association.

None of the foregoing shall be construed as to prohibit the establishment of an appropriate light-duty assignment for any employee temporarily debilitated by illness or injury.

New hires may be assigned a 40-hour week schedule as described in #2 above at the discretion of the Chief or his designee.

6.3 Temporary firefighters may cover short term needs to fill vacancies as the 4th career staff firefighter for long term disability of the same career staff firefighter for four or more consecutive shifts, and for educational coverage. Temporary firefighters may work a maximum of 1024 hrs in a 12 month period, and there will only be one temporary firefighter on duty per shift.

Temporary firefighters may also be used for duties such as (but not limited to):

- Building maintenance
- Hydrant maintenance
- Apparatus maintenance
- Department errands
- Community risk reduction programs /standby events

Temporary firefighters may drive:

- Rescue
- Type VI brush rigs
- Staff vehicles

Temporary firefighters may not drive on emergency response the following vehicles:

- Fire engines
- Ladder trucks
- Water tenders
- Heavy Brush (Type III) units

Hiring of a temporary firefighter for long term disability will be at the sole discretion of the Fire Chief. Hiring a temporary firefighter for educational coverage will be at the

discretion of the shift officer.

- 6.4 Relief shifts shall be scheduled according to seniority in the following manner:
1. Starting from the most senior employee in a job class and through the least senior, the shift or hours of a shift needing coverage shall be offered.
 2. Relief shift or hours of a shift worked shall be tallied, and this tally will determine the employee's position on the relief shift rotation list.
 3. Subsequent relief shifts or hours needed to cover a shift shall be offered to the employee in the affected classification with the least total hours.
 4. The tally of hours worked on relief shall be zeroed out at the beginning of a ratified contract.
- 6.5 Employees shall be assigned to one of the preceding work schedules by the Fire Chief or designee, and may be reassigned consistent with operational requirements. Work schedules showing shift, work day, and hours assigned shall be posted.
- 6.6 Between the hours of 800 and 1200, all employees' work schedules shall provide for a fifteen (15) minute rest period. Between the hours of 1300 and 1700, all employees' work schedules shall provide for a fifteen (15) minute rest period. Rest periods shall be scheduled when feasible.
- 6.7 When fire suppression personnel are subjected to fire combat duty of at least two (2) hours, the Fire Chief or designee may authorize the provision of an appropriate meal for affected personnel.
- 6.8 The trading of shifts shall be permitted with prior notification to and approval of the Fire Chief or designee and provided that all trades must be completed within twelve (12) months. The Fire Chief or designee may approve exceptions to trade shifts on a case by case basis if operational requirements warrant. No trade shift shall result in any cost to the City where such cost would be controllable. The City reserves the right to limit trade shifts to no more than two sequential shifts. A minimum of one ALS (Paramedic) unit must be staffed on each shift for the purpose of trade shifts.

In the event that a shift will be working short one or more members for an extended amount of time, that open position will become available for other Association members on other shifts to trade into. Trades into that open shift will occur in accordance with current shift trading policies.

ARTICLE 7 - OVERTIME

- 7.1 The City shall have the right to assign overtime work as required in a manner consistent with the requirements of the Fire Department.

- 7.2 Employees assigned to work 24-48 shifts shall be compensated at a rate of one and one-half their rate of pay for hours worked in excess of 204 hours in a 27-day cycle. Forty (40) hour employees shall be compensated at a rate of one and one-half (1 1/2) their rate of pay for hours worked in excess of forty (40) in a one (1) week pay period. Paid leave shall be included as hours worked for purposes of computing overtime pay pursuant to the FLSA.
- 7.3 Employees assigned to a relief shift shall be compensated at one and one-half times their regular rate of pay when required to return to work, while off-duty, in response to an alarm.
- 7.4 Employees working 56 hours per week shall be paid at the overtime rate for hours worked or for a minimum of one (1) hour when called back to work on an off-duty day.
- 7.5 Overtime shall be computed to the nearest one-quarter (1/4) hour.
- 7.6 For the purpose of computing overtime to be paid in accordance with this Article, the effects of shift trading and regular shift reassignment shall not be included.
- 7.7 Off-duty employees required to report to court in connection with their official duties, as an employee of the City, shall receive a minimum of two (2) hours of compensation at their overtime rate or actual hours of work, whichever is greater. In order to be eligible for this compensation, employees shall be required to call the agency or person ordering the subpoena for an appropriate reporting time and report the information to their supervisor.
- 7.8 Up to sixty (60) hours of pay in excess of straight time for regularly scheduled work hours in excess of 204 hours in a 27-day FLSA cycle may be paid in the form of compensatory time in a calendar year. The maximum compensatory time accrual shall be sixty (60) hours. Compensatory time will be scheduled in accordance with current department practice.

ARTICLE 8 - SICK LEAVE

- 8.1 All regular fifty-six (56) hour week employees shall be entitled to sick leave benefits at the rate of eighteen (18) hours for each full month of service. The maximum accrual shall be 1,680 hours. Forty (40) hour employees shall be entitled to sick leave benefits at the rate of eight (8) hours per month for each full month of service. The maximum accrual shall be 1,200 hours.
- 8.2 When employees are terminated, all accrued sick leave credits shall be canceled.
- 8.3 The City may require acknowledgment from the employee's doctor with regard to time off due to illness or off the job injury. Employees falsifying their claim for sick leave shall be liable for disciplinary action by the City.

8.4 Sick leave may be used for the following reasons:

- For an employee's mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care (every effort shall be made to schedule medical/dental appointments outside of normal working hours).
- For care of a family member with a mental or physical illness, injury or health condition, care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition or care of a family member who needs preventive medical care. For the purpose of this article, family member is defined in accordance with ORS 659A.150 as the spouse of an employee, the biological, adoptive or foster parent or child of the employee, the grandparent or grandchild of the employee, a parent-in-law of the employee or a person with whom the employee was or is in a relationship of in loco parentis.
- As specified in Article 10 – Leave of Absence, for Oregon Family Leave (OFLA) Bereavement Leave and family and medical leave ,
- Any other purpose covered by the Oregon Family Leave Law (ORS 659A.159).
- For a purpose specified in Oregon's Domestic Violence, Sexual Assault or Stalking Leave Law (ORS 659A.272).
- In the event of a public health emergency, including but not limited to: (a) Closure of the employee's place of business, or the school or place of care of the employee's child, by order of a public official due to a public health emergency; (b) A determination by a lawful public health authority or by a health care provider that the presence of the employee or the family member of the employee in the community would jeopardize the health of others, such that the employee must provide self-care or care for the family member; or (c) The exclusion of the employee from the workplace under any law or rule that requires the employer to exclude the employee from the workplace for health reasons.

When an employee must be away from the job because of illness in the immediate family, such time off may be granted by the Fire Chief or designee on a day-to-day basis and charged against sick leave time on an hourly basis. If the absence becomes prolonged, such time off may be charged against accumulated vacation. Employees must keep their department head informed as to their status to qualify under this provision.

- 8.5 Under no circumstances shall the City grant an employee sick leave with pay for time off from City employment when injury resulted from employment with other than the City of Forest Grove.
- 8.6 Upon retirement of a twenty-four (24) hour employee, a dollar amount based on the following table shall be credited to the employee's retirement account:

Sick Leave Hours at Retirement	Percent of Conversion	Hours Paid at Retirement
up to 1,000	50%	up to 500
1,001 - 1,100	55%	550 – 605
1,101 - 1,200	60%	660 – 720
1,201 - 1,300	65%	780 – 845
1,301 - 1,440	70%	910 - 1,008

Upon retirement of a forty (40) hour employee, a dollar amount based on the following table shall be credited to the employees retirement account:

Sick Leave Hours at Retirement	Percent of Conversion	Hours Paid at Retirement
up to 700	50%	up to 350
701 - 775	55%	386 – 426
776 - 850	60%	466 – 510
851- 925	65%	553 – 601
926- 1000	70%	648 – 700

ARTICLE 9 - ON-THE-JOB INJURY

- 9.1 Association members who sustain an injury, illness, or accident compensable by Worker's Compensation and who are unable to perform their normal duties as a result of such injury, illness, or accident shall be compensated by the City's insurance carrier for the period of time loss.
- 9.2 The difference between the Worker's Compensation payments and the employee's regular, straight-time wages, less any payroll deductions, may be supplemented by the use of a pro-rated share of the employee's accrued leave time until such leave time is exhausted. Whenever an employee receives a check from the City's insurance carrier, the Association member shall report the amount and the period which it represents to the City's payroll department.
- 9.3 It is in the mutual interest of the City and the Association to return an injured employee to work as soon as practicable. When possible, the City shall provide limited duty assignments within the department for injured employees. With the concurrence of the attending physician, an injured employee shall return to work in the limited duty assignment until such time as the Association member is released for normal duties. It

is the intention of this sub-article 9.3 to provide a limited duty assignment for a reasonable period of time and not as an indefinite assignment.

A 56-hour work week employee who is temporarily assigned to work a 40-hour work week due to an approved limited duty assignment shall:

1. Have the recognized City holidays off and be required to use accrued paid leave for the hours they were scheduled to work; and
2. Accrue vacation and sick leave in accordance with the schedules in Articles 8.1 and 14.1 for 40-hour work week employees if limited duty assignment continues beyond 14 days.

ARTICLE 10 - LEAVE OF ABSENCE

- 10.1 In the event of the death of a member of an employee's immediate household, including wife, husband, same-sex domestic partner, parent, child or step child, child or step child of the same-sex domestic partner, the Fire Chief or designee shall grant leave with pay for shift employees not to exceed four (4) twenty-four hour (24) shifts and for Forty (40) hour employees not to exceed two (2) weeks.

In the event of the death of a sister, brother, grandchild, grandparent, and in-laws, the Fire Chief or designee shall grant leave with pay not to exceed two (2) twenty-four hour (24) shifts to provide sufficient time to make funeral arrangements if necessary and to attend the funeral. Forty (40) hour employees shall receive up to one (1) week of leave with pay.

OFLA BEREAVEMENT LEAVE. An employee may request additional unpaid leave under the Oregon Family Leave Act (OFLA) to attend the funeral or an alternative to a funeral of a covered family member as defined by OFLA (the employee's spouse, parent, parent-in-law, child, grandparent, grandchild, same sex domestic partner and an individual standing in loco parentis), to make arrangements necessitated by the death of the family member, or to grieve the death of the family member. An eligible employee may take up to 14 calendar days of leave within a twelve month period per death of a covered family member. Bereavement Leave taken under the provisions of this Section, 10.1, and Section 10.4 will be combined and credited against the employee's 12 weeks of family leave allowed under OFLA. Per City policy, employees will be required to use appropriate available accrued paid leave to cover OFLA Bereavement Leave absences. Bereavement leave will be credited against the employee's 12 weeks of leave under OFLA.

Leave with pay up to four (4) hours may be granted when an employee serves as a pallbearer.

- 10.2 When an employee is called for jury duty or is subpoenaed as a witness as a result of his employment with the City, he shall not suffer any loss in regular pay from such

absence. However, he shall remit to the City any compensation or fees received for such duties. Upon being excused from jury duty for any day, an employee shall immediately contact his supervisor for assignment for the remainder of his regular work day.

- 10.3 The City agrees to provide leaves of absence for military leave in accord with state and federal law.
- 10.4 The City agrees to provide leaves of absence for family and medical leave in accord with state and federal law.
- 10.5 The City shall consider a written application for leave of absence without pay not to exceed 180 calendar days if the City finds there is a reasonable justification to grant such a leave and that the work of the department shall not be seriously handicapped by the temporary absence of the employee. Such leaves shall not be approved for the purpose of accepting employment outside the service of the City. The City may also deem a resignation in the event that the employee has accepted employment outside the service of the City, entered into a full-time business or occupation, or has not complied with the terms of his application for such leave.
- 10.6 Employees granted a leave without pay may maintain their medical insurance coverage through the City by remitting premium payments to the City for a time period specified by the insurance carrier.

ARTICLE 11 - OUTSIDE EMPLOYMENT

- 11.1 Employees shall notify the Fire Chief in writing at least seven (7) days prior to engaging in outside employment.
- 11.2 Outside employment shall not interfere with the employee's regularly scheduled work hours, present no conflict of interest with City affairs, and in no way discredit the City employment.

ARTICLE 12 - INSURANCE

- 12.1 Through December 31, 2018, the City shall provide health insurance benefits to the employee and their dependents comparable to Blue Cross Plan V-E, PPP, including Well-Baby care and Physical Examination riders, Plan II dental insurance, and the VSP Vision insurance through the EBS Trust. The City shall also offer Kaiser medical, prescription, vision and alternate care insurance as an alternative to Blue Cross.

Effective January 1, 2019 the City will allow the members of the Bargaining Unit, as a group, to join the Northwest Firefighters Relief Association (NFRA) Healthcare Trust.

The City's premium contribution for medical, vision and dental insurance will be set at 95% of the composite premium rate of whichever plan is selected by the employee. If the Trust changes to a tiered from a composite premium structure, the City and Union agree to reopen Article 12 to negotiate the change.

The City's premium for part-time employees shall be fifty percent (50%) of the caps established for full-time employees.

- 12.2 Upon retirement from City service, employees shall be subject to the terms and conditions of the Trust and shall not be eligible to enroll in the City's group medical insurance coverage.
- 12.3 The City shall provide a life insurance policy on each employee in an amount equal to their annual salary rounded to the nearest thousand dollars.
- 12.4 The City shall provide long-term disability insurance. The coverage shall provide an employee, unable to work due to an accident or illness for 90 days, with a maximum of 66&2/3rds of the first \$7,500 of monthly salary up to a maximum of \$5,000 per month up to age 65 or until the employee is able to return to work.
- 12.5 Voluntary Employees' Beneficiary Association (VEBA)

Effective January 1, 2019, the City shall make monthly contributions to a medical savings account Voluntary Employees' Beneficiary Association (hereinafter VEBA) plan, under Section 501 (c) (9) of the Internal Revenue Code for each employee of the Association who is eligible for, and enrolls in, one of the NFRA Health Insurance Plans listed below in the following amounts:

- a. Regence Premier Plan: amount equal to one percent (1%) of the employee's base salary
- b. Regence Advantage Plan: amount equal to one percent (1%) of the employee's base salary
- c. Regence Select Plan: \$400.00 per month
- d. Kaiser HMO Plan: \$400.00 per month

ARTICLE 13 - RETIREMENT

- 13.1 The City agrees to provide a retirement plan(s) to insure a retirement benefit equal to or better than that provided by the Public Employees Retirement System (PERS) as required by statute. The City shall pay the employee's contribution to that plan.
- 13.2 All employees hired on or after February 1, 2016 shall be enrolled in Oregon Public Employee's Retirement System (PERS). The City shall pay the employee's contribution to that plan.

ARTICLE 14 - VACATION

14.1 After having served continuously in the City service for twelve (12) full calendar months, all fifty-six (56) hour employees shall be credited with one hundred forty four (144) hours of vacation leave. Thereafter, vacation shall be credited at the following rates:

<u>Length of Continuous Service</u>	<u>Hours Earned Each Month</u>	<u>Shifts Per Year</u>
12 - 60 Months/ 1+ - 5 Years	12	6
60+ - 120 Months/ 5+ - 10 Years	16	8
120+ - 180 Months/ 10+ - 15 Years	20	10
180+ - 240 Months/ 15+ - 20 Years	24	12
240+ Months/ 20+ Years	28	14

After serving twelve (12) full calendar months, all forty (40) hour employees shall be credited with eighty (80) hours of vacation leave. Thereafter, vacation shall be credited at the following rates:

<u>Length of Continuous Service</u>	<u>Hours Per Month</u>	<u>Days Per Year</u>
12 - 24 months/1+ - 2 years	6.67	10
24+ - 60 months/2+ - 5 years	8.00	12
60+ - 120 months/5+ - 10 years	10.00	15
120+ - 180 months/10+ - 15 years	13.34	20
180+ months / 15 years	16.67	25

14.2 "Continuous Service" is defined as that service which is unbroken by separation from City service other than by the Military, Peace Corps, or any other paid leave allowed under this Agreement. Time spent on other types of authorized leave shall not count as time of continuous service unless otherwise required by law; except that employees returning from such leave or employees who are laid off, shall be entitled to credit for service prior to the leave or layoff.

14.3 Whenever possible consistent with the needs of the department (as determined by the Fire Chief), employees shall have the right to determine vacation times, but in any case, vacation times shall be selected on the basis of seniority; however, each employee shall be permitted to exercise vacation selection only once each year, completed by February 1st.

14.4 A schedule of each employee's vacation time shall be posted and the roster board shall show that he is listed on vacation.

14.5 Upon termination of an employee for any reason, or in the event of his death, the employee or his estate shall be paid a lump sum of all earned but unused vacation credits.

- 14.6 An employee that is about to lose vacation credit due to maximum accrual, may petition to the City Manager or a designee to carry over additional hours. The decision of the City Manager or a designee shall not be subject to the grievance procedure.

ARTICLE 15 – HOLIDAYS AND PAID TIME OFF

15.1 Holidays

All fifty-six (56) hours shift personnel, in lieu of the recognized City holidays shall be granted five (5) shifts off per year to be scheduled with approval of the Fire Chief. Holiday time shall be accrued at the rate of ten (10) hours per month. Employees assigned to a 40-hour workweek shall receive the same holidays as the general employees plus one additional personal holiday.

Upon termination of an employee for any reason, or in the event of his death, the employee or his estate shall be paid a lump sum for all earned but unused accrued holiday time.

ARTICLE 16 - MAXIMUM LEAVE TIME ACCRUAL CARRYOVER AND CONVERSION

- 16.1 A maximum of 140% of an employee's yearly accrual of vacation leave and holiday leave benefits, total for both benefits, may be carried over as of December 31st of each calendar year.

Employees assigned to a 40-hour work week may carry over a maximum of 140% of their yearly accrual of vacation leave benefits as of December 31st of each calendar year.

- 16.2 The following rules for converting paid time off will be used when members of the union transfer between 56-hour and 40-hour work weeks:
- a. The factor that will be used to convert an employee's leave banks (sick and vacation) due to a change from a fifty-six (56) hour work week to a forty (40) hour work week is 0.7142 (56-hour leave balance times 0.7142 equals new balance).
 - b. The factor that will be used to convert an employee's leave banks (sick and vacation) due to a change from a forty (40) hour work week to a fifty-six (56) hour work week is 1.40 (40-hour leave balance times 1.40 equals new balance).
- 16.3 The holiday leave balance of an employee who changes from a 56-hour to a 40-hour work week will be paid out at the time of transfer, or credited to the member's compensatory leave balance, or a combination thereof based on mutual agreement of the parties.

- 16.4 A 56-hour work week employee who is temporarily assigned to work a 40-hour work week due to an approved limited duty assignment shall:
1. Have the recognized City holidays off and be required to use accrued paid leave for the hours they were scheduled to work; and
 2. Accrue vacation and sick leave in accordance with the schedules in Articles 8.1 and 14.1 for 40-hour work week employees if limited duty assignment continues beyond 14 days.

ARTICLE 17 - PROBATIONARY EMPLOYEES

- 17.1 All original and promotional appointments shall be made for a probationary period of one (1) year. The probationary period shall be deemed as part of the examining process for determining the qualification of the employee for regular employment status. A probationary employee may be dismissed or demoted, and shall not have recourse to the grievance procedure. Regular employee is defined as an employee who has successfully completed the probationary period. During the original probationary period, an employee may be terminated without good cause or appeal.
- 17.2 If the City determines at any time in its sole judgment (meaning without good cause) during the promotional probationary period that a promoted employee is not suitable to attain regular status, the employee shall be returned to his/her former classification and rate of pay without loss of seniority in the former classification and without recourse to the grievance procedure.
- 17.3 If an employee is promoted during their original probationary period (initial 12 months of service with the City), the promoted employee will serve the remaining original probationary time concurrently with the probationary period of the promotion.

ARTICLE 18 - SENIORITY

- 18.1 For purpose of this article, seniority shall be defined as continuous time within a classification. For the purpose of establishing seniority for Association members hired on the same date and job classification, seniority shall be based on candidate overall ranking as established by Human Resources prior to the Chief's interview. The candidate ranking shall be kept on file and copies shall be made available to the employee.
- 18.2 The principle of seniority shall be observed with regard to all layoffs and recall of regular employees who have completed one year or more of employment with the City, provided the employee to be recalled is competent to perform the work assigned. Employees off work for one year or more for any reason shall be considered off the seniority list.
- 18.3 In the event it becomes necessary to lay off employees for any reason, employees shall be subject to layoff in the inverse order of their seniority in the affected classification. An employee subject to layoff shall be entitled to bump another employee in a lower

classification previously occupied by the employee subject to layoff on the basis of seniority within the department provided the employee electing to bump is qualified to perform the work of the employee he seeks to bump. An employee who is able to bump an employee in a lower classification on the basis of classification seniority shall be entitled to a trial period of up to ninety (90) days to satisfy the current requirements of the job or to satisfy proficiency examination in lieu thereof.

- 18.4 The current seniority list is attached as Schedule B. This list is effective 7/1/2008. Changes to this list due to terminations or new hires will be compiled by the City as needed by the parties. Whenever a change to the list is made, a revised list will be forwarded to the Association upon request.

ARTICLE 19 - SUBSTANCE ABUSE POLICY

- 19.1 The City and the Association agree to abide by the provisions of the City's Substance Abuse Policy as amended.

ARTICLE 20 - DISCIPLINARY ACTION

- 20.1 Discipline shall be limited to oral warning, written reprimand, denial of special privileges when imposed as part of disciplinary action, suspension, demotion, and dismissal, as warranted by the circumstances and the nature of the offense. If the City has reason to discipline an employee, the supervisor imposing the discipline shall make reasonable effort to avoid taking the action in the presence of other employees or the public. Notices of disciplinary action shall be in writing and given to the employee prior to taking the action, except in the case of written reprimands and oral warnings; in the case of oral warnings, employee shall receive confirmation in writing after the action is taken. No employee shall be issued a reprimand, demoted, suspended, or dismissed without just cause. It is recognized that job related counseling or admonishment shall not be considered to be an investigatory interview for purposes of disciplinary action under this Article 20.

Due Process. Pre-disciplinary "due process" means written notice of the specific charges, notice of the maximum range of disciplinary action under consideration, and an opportunity to meet with the decision maker and his/her designee in order to refute, mitigate, or defend against the charges. Oral warnings are not subject to due process. The employee of the Union may submit a written rebuttal a written reprimand which shall be maintained with the record of reprimand.

ARTICLE 21 - GRIEVANCE AND ARBITRATION

- 21.1 For the purpose of this agreement, a grievance is defined as any one of the following:

- A. A claim by an affected employee covered by this agreement and that a specific provision or clause of this agreement has been violated.
- B. A claim by the Union's Executive Committee that a specific provision of clause of this agreement has been violated.

21.2 Filing a grievance. Before filing a grievance concerning a non-disciplinary matter, the aggrieved employee and the Union will attempt to resolve the issue informally.

A grievance is filed when the grievant and his/her Union representative submits a written statement of the grievance at the appropriate step of the grievance procedure. The grievance must include the following information:

- A) Name of the grievant(s)
- B) Date of filing
- C) Relevant facts and explanation of the grievance
- D) A list of the articles of the agreement allegedly violated
- E) A description of the remedy sought

Grievances will be filed at Step 1 of the grievance procedure unless the City and the Union mutually agree to filing at a higher step.

Oral reprimands are not subject to the grievance procedure. Written reprimands may be grieved through Step 2 only.

21.3 An individual employee who does not wish the Union's Executive Committee to pursue a grievance (under Section 21.1(B) hereof) may notify the Union in writing at any time, and the Union must withdraw the grievance. A grievance which is resolved by an individual's exercise of the right to withdraw consent hereunder shall not constitute a precedent with regard to the substance of the grievance in question.

21.4 A grievance shall be processed as follows:

Step 1: Within fifteen (15) calendar days after the alleged violation, or the date the employee or Union knew or reasonably should have known of the violation, the employee will meet with the supervisor in charge and present the facts and the alleged contract articles(s) violated pursuant to 21.2. The employee may at his/her option be accompanied by a Union representative.

Notwithstanding the above, both Union and City shall not be liable for any contract violation remedy beyond ninety (90) days from the date of alleged violation.

Step 2: If unresolved by the parties within fifteen (15) calendar days of such meeting, the grievant and/or the Union representative will present to the Fire Division Chief, a written statement per 21.2 of the alleged violation and remedies sought dated and signed by employee and/or the Union's Executive Committee with a copy to the City's Human Resource Manager. Such submission must be made within fifteen (15)

calendar days following inaction or rejection by the Step 1 supervisor.

Step 3: If a satisfactory settlement is not made at Step 2 the grievance may be referred to the Fire Chief within **ten (10)** calendar days following the date of rejection or expiration of the actions concluding Step 2, whichever occurs first.

Step 4:

If the grievance is unresolved at Step 3, the grievance may be referred to the City Manager within **ten (10)** calendar days of the rejection or inaction at Step 3

Step 5:

If the grievance is unresolved at Step 4, the grievance may be submitted to arbitration at the mutual consent of the parties within ten (10) calendar days of the rejection or inaction at Step 4. If no mutual consent is achieved, the grievance is considered resolved at Step 4.

If the grievance is submitted to arbitration by mutual consent of the parties, within 10 days of such notice, a request will be made to the Oregon State Conciliation Service for a list of seven (7) qualified arbitrators residing in Oregon. The City and the Union will alternately strike six names from the list. The party to strike first will be determined by coin flip. The last name remaining will be the arbitrator. The parties agree that, if possible, no less than five (5) days prior to any scheduled arbitration hearing, they will mutually exchange copies of all exhibits intended to be offered at the hearing, except the work product of any attorney or authorized representative involved. Expenses of the arbitrator and costs incident to the conduct of the hearing will be paid split equally between the parties.

The jurisdiction of the arbitrator shall be limited to interpretation of the specific provision or provisions of this agreement which have been placed in issue by the parties and the arbitrator shall have no authority to add to or detract from this agreement or any portion thereof. Any or all time limits specific in the grievance procedure may be waived by mutual consent. Failure to submit the grievance in accordance with the time limits without such waiver shall constitute abandonment of the grievance. City failure to comply with the time limits specified above will automatically move the grievance to the next step herein.

ARTICLE 22 - AGENTS OF THE ASSOCIATION

22.1 Whenever agents of the Association shall visit the place of employment, they shall make their presence known to the supervisor and shall not interfere with any employee in the performance of his work.

ARTICLE 23 - SCHEDULE "A" WAGES

23.1 Effective July 1 of each year of the contract all classification ranges shall be increased by the following wage adjustments:

Effective July 1, 2018 all classification ranges shall be increased by three percent (3.0%).

Effective July 1, 2019, all classification ranges shall be increased by three percent (3.0%).

Effective July 1, 2020 all classification ranges shall be increased by two and one half percent (2.50%).

23.2 Each employee shall be evaluated in writing on a form prescribed by the City Manager in conformance with time periods noted in the salary schedule. Eligibility for advancement in the salary range shall be based upon demonstration of satisfactory performance. A new employee or promoted employee is eligible for advancement to the next step of the salary range following completion of twelve (12) months of service. An employee is eligible for additional step increases at twelve (12) month intervals of continuous service until the employee reaches the top step of a salary range.

23.3 Whenever an employee is appointed to a position in a higher classification, he shall receive at least the next higher salary in the new salary range. This salary increase shall be effective the nearest pay period following notification of appointment.

23.4 Employees shall have the option of participating in a deferred compensation plan sponsored by the City. The deferred compensation plan shall not have a direct cost to the City and employee participation shall be voluntary. Effective January 1, 2012 employees shall have the option of having deferred compensation deductions withheld from their paycheck as a percentage of gross wages upon completion and submission of appropriate paperwork to the City.

23.5 With the exception of those situations described in 23.6, employees assigned temporarily the duties and responsibilities of a higher classification for a minimum of 12 hours shall receive an additional 5% increase of their base salary for the total time of the assignment.

23.6 The lieutenant position was created, in part, to provide routine coverage during a Captain's absence. In the event of a long-term absence of a Captain (defined as greater than 240 consecutive hours absent, the equivalent of ten (10) - 24 hour shifts or approximately 30 days), the Fire Chief can appoint a Lieutenant as an Acting Captain. The appointed Lieutenant will receive a 5% increase in base salary while appointed as an Acting Captain.

ARTICLE 24 - INCENTIVE PAY

24.1 The City agrees to pay incentive awards to employees who have obtained certification as follows:

Intermediate EMT certification	4%
Paramedic EMT	10%

All incentives are calculated on the base pay for the 6th step of Firefighter. The employee must make application to receive incentive pay and there shall be no retroactivity. Incentive awards shall commence the first of the month following approval by the Fire Chief or his designee.

Employees hired with Paramedic EMT certification from 7/1/2005 forward shall maintain, in good standing, their Oregon Paramedic EMT certification as a condition of employment.

24.2 The City shall establish an incentive award of two percent (2%) for employees with an acceptable Associate’s degree and four percent (4%) for an acceptable Bachelor’s degree subject to the following conditions:

- a. The 2% or 4% awards may not be combined.
- b. The employee must have successfully completed their initial employment probation period.

24.3 Employees may be assigned the following duties by the Fire Chief. If both functions are assigned to the same employee, the maximum total incentive is 10%.

EMS Quality Improvement	5%
EMS Training Administration	5%

ARTICLE 25 – CLOTHING

25.1 The city shall furnish clothing and uniforms required in the performance of city duties to include, but not limited to, the list in 25.4 to all employees before their first (1) day of employment. All badges, patches, and logos will be provided by the city. The clothing and uniform design shall be determined by the Fire Chief. The replacement of these items will be on an exchange program with new items.

25.2 Damage to uniforms due to unauthorized use will be repaired or replaced at the association member’s expense. Uniforms are to be worn only on duty, or directly to and from work and other special occasions by permission of the Fire Chief or his/her designee. Personal protective equipment shall be used only for firefighter, rescue and EMS training and duties. Any other use requires permission of the Fire Chief or his/her designee.

25.3 All personal protective clothing required for the performance of firefighting duties and the safety of the fire personnel shall be provided to all employees. PPE shall meet or exceed NFPA, OR-OSHA, or ANSI (eyewear only) standards.

25.4 Clothing list

- 3 (or 4 for forty (40) hour employees) Class B blue Nomex uniform shirts.
- 3 (or 4 for forty (40) hour employees) Class B blue Nomex uniform trousers.
- 7 blue Forest Grove Fire & Rescue T-shirts.
- 2 Forest Grove Fire & Rescue cotton blue work sweatshirts.
- 1 all weather jacket
- 1 pair of uniform boots
- 1 uniform belt.

Workout apparel to match duty T-shirts

- 1 pair of workout shorts
- 1 pair of workout sweatpants

Uniforms may be replaced on an as needed basis at the discretion of the fire chief or his/her designee.

25.5 All uniforms and personal protective clothing shall be kept clean at all times to maintain a positive and professional image to the public.

25.6 A full class A uniform will be provided to each member of the association once they have successfully passed their probation period with the city. These items shall include, hat, jacket, pants, shirt, badge, tie, belt, and shoes. The repair or alteration of these items will be at the association members' expense, once the uniform has been fitted.

ARTICLE 26 - BOOKS AND TUITION

26.1 Employees may request reimbursement for books and tuition for college level course work relevant to their position in the department. This may include but is not limited to Advanced EMT, EMT Intermediate and Paramedic courses for certification. Requests for reimbursement must be approved by the Fire Chief prior to enrollment and shall be contingent upon completion of the course with a passing grade and available funding within the department.

ARTICLE 27 - WORKING RULES

27.1 The Association recognizes the right of the City to establish reasonable rules and regulations for the safe, sanitary, and efficient conduct of the City's business and reasonable penalties for the violation of such rules and regulations. All employees shall continue to comply with the presently published personnel manual, except those areas

superseded by this Agreement. Changes or additions to such rules shall be furnished to the Association at time of issuance.

ARTICLE 28 - SAFETY PROGRAM

28.1 The City shall conform to the State and Federal requirements pertaining to safety of the employees in the performance of their work assignments.

28.2 Employees shall be given an opportunity to exercise a cumulative of 60 minutes per shift. The intent is to provide flexibility regarding scheduling the 60 minutes during the first 12 hours of the shift. The Fire Chief has the right to determine the workout time period.

28.3 NFPA 1582 Medical Evaluations: See Attachment A

ARTICLE 29 - PERSONNEL FILE

29.1 A personnel file shall be initiated and maintained for each employee. Personnel files shall be considered confidential and shall be accessible only to the employee, the City Manager, the Personnel Officer, the Fire Chief, and the supervisor, with the approval of the Fire Chief. An employee shall have the right to review and obtain copies of the contents of his personnel file.

29.2 No material shall be placed in an employee's personnel file without the knowledge of the employee. An employee may respond in writing to any item placed in his personnel file and said response shall become part of the personnel file.

29.3 Upon employee request, letters of reprimand shall be removed at the end of eighteen (18) months from the time the reprimand was dated, provided there are no subsequent letter(s) of reprimand or disciplinary action taken during the intervening period of time.

ARTICLE 30 - SAVINGS CLAUSE

30.1 Whenever it shall be found that any portion of this Agreement is contrary to any City, State, or Federal Law, such portion of the Agreement shall be excised, modified, or changed to conform thereto, as soon after notification as possible. The City and the Association agree to negotiate substitute provisions for those articles that may be in question.

ARTICLE 31 - TERMINATION

31.1 This agreement shall be effective July 1, 2018 and shall remain in effect until June 30, 2021. This agreement shall be automatically renewed from year to year thereafter unless either party notifies the other between January 1 and March 1, in the year of expiration that they wish to modify this agreement.

ARTICLE 32 - SCOPE OF AGREEMENT

32.1 The City and the Association shall not be bound by any requirement, which is not specifically stated in this Agreement. Specifically, but not exclusively, the City and the Association are not bound by any unwritten past practices of the City or the Association, unless such past practices or understandings are specifically stated or referred to in this Agreement.

The Association and the City agree that this Agreement is intended to cover all matters affecting wages, rates of pay, hours, grievance procedure, working conditions, and all other terms and conditions of employment and similar or related subjects, and that during the term of the Agreement neither the City nor the Association shall be required to negotiate on any further matter affecting these or any other subjects not specifically set forth in the Agreement.

ARTICLE 33 – UNION BUSINESS

33.1 Representatives. The Union will notify the Fire Chief, in writing, of the names of its representatives.

33.2 Visits. Union representatives, other than Agency employees, upon notification to the Fire Chief or his/her designee, may visit with employees during breaks, meal periods or after normal business hours (0800-1700) – employee representatives are not required to provide notification. Visits outside of those allowed for above, may be granted only with the expressed approval of the Fire Chief or a designee and shall not disrupt the workflow.

33.3 Internal Business. The internal business of the Union shall only be conducted outside normal working hours.

33.4 Bulletin Boards. Bulletin board space will be provided for the Union for the posting of meeting notices and other information of interest to its members.

ARTICLE 34 – CELL PHONE STIPEND

34.1 All employees who are assigned by the City to carry a cell phone for work shall have the option to receive a stipend of \$35 per month in lieu of receiving a City owned device. If the employee chooses to accept the cell phone stipend, the employee shall use the cell phone for work related calls and provide the cell phone number to the City. Employees required to use a Blackberry device shall receive an additional \$25 per month and receive a one-time maximum payment of up to \$99 for purchase or upgrade to a Blackberry device. Stipends received for this purpose shall be considered taxable compensation to the employee. If the employee receiving the stipend terminates employment, the City is not responsible for continued payments of any service the employee may have contracted for.

**FOREST GROVE PAID
FIREFIGHTER'S ASSOCIATION**

CITY OF FOREST GROVE

Will Murphy, Association Shop Steward

Jesse VanderZanden, City Manager

Dated: _____

Dated: _____

Matthew Rawls, Association Shop Steward

Dated: _____

Peter Smith, Association Shop Steward

Dated: _____

Ron Morgan, Local 1660 Executive Officer

Dated: _____

City of Forest Grove Paid Firefighters Association (IAFF)
Employees Wage Schedule A
 3.0% Increase
 July 1, 2018 – June 30, 2019

Firefighter F90	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Hourly/40	31.1553	32.6471	34.1563	35.6419	37.1453	38.6485
Hourly 24/48	22.2538	23.3194	24.3974	25.4585	26.5323	27.6062
Monthly	5,400.25	5,658.83	5,920.42	6,177.92	6,438.50	6,699.08
Annual	64,803	67,906	71,045	74,135	77,262	80,389

Lieutenant F92	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Hourly/40	32.7183	34.2813	35.8678	37.4245	39.0053	40.5860
Hourly 24/48	23.3702	24.4866	25.6199	26.7318	27.8610	28.9901
Monthly	5,671.17	5,942.08	6,217.08	6,486.92	6,760.92	7,034.92
Annual	68,054	71,305	74,605	77,843	81,131	84,419

Fire Captain F96	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Hourly/40	35.8024	37.5375	39.2490	40.9544	42.6836	44.3953
Hourly 24/48	25.5732	26.8125	28.0351	29.2531	30.4884	31.7109
Monthly	6,205.75	6,506.50	6,803.17	7,098.75	7,398.50	7,695.17
Annual	74,469	78,078	81,638	85,185	88,782	92,342

Fire Inspector F98	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Hourly/40	36.6164	38.3698	40.1341	41.8933	43.6404	45.4169
Hourly 24/48	26.1546	27.4070	28.6673	29.9238	31.1717	32.4406
Monthly	6,346.83	6,650.75	6,956.58	7,261.50	7,564.33	7,872.25
Annual	76,162	79,809	83,479	87,138	90,772	94,467

All incentives are based on step 6 of the Firefighter position

Incentive	Percentage	Amount
Paramedic EMT	10%	2.7606
Intermediate EMT	4%	1.1042
EMS Quality Improvement	5%	1.3803
EMS Training Administration	5%	1.3803
Associate's Degree	2%	0.5521
Bachelor's Degree	4%	1.1042

City of Forest Grove Paid Firefighters Association (IAFF)
Employees Wage Schedule A
 3.0% Increase
 July 1, 2019 – June 30, 2020

Firefighter F90	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Hourly/40	32.0899	33.6265	35.1808	36.7110	38.2596	39.8081
Hourly 24/48	22.9214	24.0189	25.1292	26.2222	27.3283	28.4344
Monthly	5,562.25	5,828.58	6,098.00	6,363.25	6,631.67	6,900.08
Annual	66,747	69,943	73,176	76,359	79,580	82,801

Lieutenant F92	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Hourly/40	33.7000	35.3096	36.9438	38.5471	40.1755	41.8039
Hourly 24/48	24.0715	25.2212	26.3884	27.5337	28.6968	29.8599
Monthly	5,841.33	6,120.33	6,403.58	6,681.50	6,963.75	7,246.00
Annual	70,096	73,444	76,843	80,178	83,565	86,952

Fire Captain F96	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Hourly/40	36.8765	38.6635	40.4265	42.1831	43.9640	45.7269
Hourly 24/48	26.3404	27.6168	28.8761	30.1309	31.4029	32.6621
Monthly	6,391.92	6,701.67	7,007.25	7,311.75	7,620.42	7,926.00
Annual	76,703	80,420	84,087	87,741	91,445	95,112

Fire Inspector F98	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Hourly/40	31.7149	39.5206	41.3380	43.1500	44.9495	46.7794
Hourly 24/48	26.9393	28.2291	29.5272	30.8215	32.1068	33.4139
Monthly	6,537.25	6,850.25	7,165.25	7,479.33	7,791.25	8,108.42
Annual	78,447	82,203	85,983	89,752	93,495	97,301

All incentives are based on step 6 of the Firefighter position

Incentive	Percentage	Amount
Paramedic EMT	10%	2.8434
Intermediate EMT	4%	1.1374
EMS Quality Improvement	5%	1.4217
EMS Training Administration	5%	1.4217
Associate's Degree	2%	0.5687
Bachelor's Degree	4%	1.1374

City of Forest Grove Paid Firefighters Association (IAFF)

Employees Wage Schedule A

2.5% Increase

July 1, 2020 – June 30, 2021

Firefighter F90	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Hourly/40	32.8923	34.4625	36.0601	37.6289	39.2164	40.8034
Hourly 24/48	23.4945	24.6161	25.7572	26.8778	28.0117	29.1453
Monthly	5,701.33	5,973.50	6,250.42	6,522.33	6,797.50	7,072.58
Annual	68,416	71,682	75,005	78,268	81,570	84,871

Lieutenant F92	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Hourly/40	34.5423	36.1923	37.8673	39.5106	41.1798	42.8490
Hourly 24/48	24.6731	25.8517	27.0471	28.2219	29.4142	30.6065
Monthly	5,987.33	6,273.33	6,563.67	6,848.50	7,137.83	7,427.17
Annual	71,848	75,280	78,764	82,182	85,654	89,126

Fire Captain F96	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Hourly/40	37.7985	39.6303	41.4370	43.2380	45.0630	46.8703
Hourly 24/48	26.9990	28.3074	29.5979	30.8843	32.1879	33.4788
Monthly	6,551.75	6,869.25	7,182.42	7,494.58	7,810.92	8,124.17
Annual	78,621	82,431	86,189	89,935	93,731	97,490

Fire Inspector F98	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Hourly/40	38.6578	40.5086	42.3716	44.2289	46.0731	47.9490
Hourly 24/48	27.6127	28.9348	30.2655	31.5921	32.9094	34.2494
Monthly	6,700.67	7,021.50	7,344.42	7,666.33	7,986.00	8,311.17
Annual	80,408	84,258	88,133	91,996	95,832	99,734

All incentives are based on step 6 of the Firefighter position

Incentive	Percentage	Amount
Paramedic EMT	10%	2.9145
Intermediate EMT	4%	1.1658
EMS Quality Improvement	5%	1.4573
EMS Training Administration	5%	1.4573
Associate's Degree	2%	0.5829
Bachelor's Degree	4%	1.1658

**Seniority Listing
Schedule B**

Position	Name	Hire Date	Test Rank	Current Classification	Classification Date
1	Mike Lanter	7/8/1996	1	Captain	11/19/2007
2	Chris Woodford	7/8/1996	2	Fire Inspector II	3/03/2013
3	Joe Smith	12/2/1996		Captain	2/18/2007
4	Ted Penge	4/5/2004		Firefighter	4/05/2004
5	Tony Carter	10/26/2005		Captain	9/01/2013
6	Rick Ilg	2/27/2006	1	Lieutenant	5/17/2015
7	Will Murphy	2/27/2006	2	Lieutenant	10/01/2013
8	Matt Rawls	1/22/2008	1	Firefighter	1/22/2008
9	Geoff McFarland	1/22/2008	2	Firefighter	1/22/2008
10	Ivan Bratchuk	4/17/2008		Firefighter	4/17/2008
11	Brad Shinpaugh	1/13/2009		Firefighter	1/13/2009
12	Chad Toomey	1/04/2013		Firefighter	1/04/2013
13	Jordan Ruiz	7/01/2013		Lieutenant	2/28/2017
14	Jay Edwards	1/27/2014		Firefighter	1/27/2014
15	Robert Webb	7/01/2015		Firefighter	7/01/2015
16	Peter Smith	4/17/2017		Firefighter	4/17/2017

ATTACHMENT A

NFPA 1582 Medical Evaluations

Fire personnel assigned to fire suppression functions will receive a physical examination in accordance with NFPA 1582, current edition. All Category A medical conditions have been reclassified by the Fire Department as Category B, to allow for advances in medical technology and reasonable accommodation of medical conditions where possible. All of these conditions shall be linked to the ability to function as a Firefighter EMT.

The medical evaluations shall be conducted in accordance with the following schedule:

- a) Ages 29 and under - every 3 years
- b) Ages 30 to 39 - every 2 years
- c) Age 40 and above - every year

Medical evaluations shall be performed by the Department Physician at no cost to the employee. For purposes of the physical each employee who completes the physician visit while off duty will be paid for two hours of overtime at the time and one-half rate. This payment will cover both the office visit and travel time.

No employee medical information, except for vaccination and immunization status, will be released to the City or its representatives. The City will only be informed of the employee's ability or inability to perform the requirements of his/her job description.

Employees found with medical conditions that prevent them from performing duties are eligible to use sick leave, vacation leave, and leave without pay (at the discretion of the Department) until they can be cleared by the Department Physician or their attending physician to return to duty. If needed in addition to the job analysis worksheet, and recommended by the Department physician or attending physician for his/her determination, the employee may be required to successfully complete the physical fitness testing referenced below. If such testing is recommended by the Department physician or the attending physician, the employee shall not return to his/her regular assignment until s/he has successfully completed physical fitness testing.

Disagreements with the Department Physician will be handled in accordance with the guidelines of NFPA 1582, current edition.

The Fire Department Physician shall report the results of the medical evaluation to the candidate or current firefighter, including any medical condition/s disclosed during the medical evaluation, and the recommendation as to whether the candidate or current

firefighter is medically certified to perform as a firefighter. The physician's criteria for determining whether a candidate or current firefighter is medically certified or not shall be NFPA 1582, Chapter 2-3.

The Fire Department Physician shall inform the Fire Department only as to whether or not the candidate or current firefighter is medically certified to perform as a firefighter. The specific written consent of the candidate or current firefighter shall be required prior to release of confidential medical information to the Fire Department. Candidates who do not successfully complete the medical examination will be ineligible for employment.

In the event that a firefighter is determined to be not medically certified to perform the duties of a firefighter, the firefighter has the option to seek another opinion from the physician of his/her choice at the Department's expense. If there is still disagreement about the condition or placement recommendation, a third physician (acceptable to both the Fire Department and the employee) will be consulted. The City's final decision will be determined by Human Resources. If the medical condition is deemed permanent and the firefighter cannot be rehabilitated to return to suppression duties, then the City Human Resources (in coordination with other pertinent agencies) will determine the next step, including but not limited to, termination, reassignment, or retirement.

If a firefighter is deemed not medically certified to perform these duties but the Department Physician determines that rehabilitation is possible, the Department will assist the individual in his/her rehabilitation efforts by allowing the use of sick/vacation leave and may allow options such as modified duty or reassignment, leave without pay, and shift trades (this does not represent an exclusive list of options).

Mandatory Physical Fitness Training. Bargaining Unit members assigned to fire suppression duties shall participate in daily physical fitness training as developed in collaboration with the Association and approved by the Fire Chief.

Physical Fitness Testing. Union members assigned to fire suppression duties will participate annually in physical fitness testing. Testing shall consist of successful completion of the Department's Physical Ability Test within the required time constraints. The test may be repeated once within 14 days.

If the employee fails to complete the test, s/he will be sent to the Department Physician for a medical evaluation. If medically cleared, they will be reassigned to a 40-hour week on a modified duty assignment for a period not to exceed three months. During this time, s/he will be allowed up to two hours per day of physical conditioning, in addition to other non-suppression duties. At any point during this three months, s/he may request to take the Physical Ability Test again. The test may be repeated once within 14 days.

This process may be repeated twice (not to exceed 9 months from the date s/he is medically cleared to participate in the process) prior to reassignment or termination.

Attachment B

Article 16: Conversion of Sick and Vacation Accruals between 56 and 40 hour/week positions Example

Conversion of sick and vacation leave balances for employees changing work schedules

To convert the sick and vacation leave balances of an employee working a 56 hour/week work schedule to a 40 hour/week work schedule, the employee's current vacation and sick leave balances shall be multiplied by the conversion factor of .7142 at the time of the schedule change.

For example, the calculation of the vacation leave conversion for an employee who has 400 hours of vacation leave accrued at the time of changing from a 56 hour/week schedule to a 40 hour/week schedule shall be as follows:

$$400 \text{ hours} \times .7142 \text{ conversion multiplier} = 285.68 \text{ hours}$$

To convert the sick and vacation leave balances of an employee working a 40 hour/week work schedule to a of 56 hour/week work schedule, the current vacation and sick leave balances will be multiplied by 1.4 at the time of the schedule change.

If the same employee was changing from a 40 hour/week work schedule to a 56 hour/week work schedule, the calculation would be as follows:

$$285.68 \text{ hours} \times 1.40 \text{ conversion multiplier} = 399.95 \text{ hours}$$

Vacation Carry Over for 40 hour/week employees

The amount of vacation leave an employee working a 40 hour/week work schedule can carry over as of December 31 of each calendar year will be based on the employee's rate of vacation leave accrual as outlined in Article 14 of the Collective Bargaining Agreement (CBA). This will be calculated in the following manner:

Employees current years of service = 17
Annual vacation accrual per Article 14 = 12 shifts per year

Calculation:

1. 12 shifts per year X 24 hours/shift = 288 hours/year of vacation leave accrual
2. 288 hours/year x 140% carryover percentage allowed under Article 16 = 403.20 hours annually for 56 hour work week
3. 403.20 hours X .7142 conversion multiplier to 40 hour work week = 288 hour cap for 40 hour work week



A place where families and businesses thrive.

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

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *December 10, 2018*

PROJECT TEAM: *Jesse VanderZanden, City Manager, Forest Grove
Rob Drake, City Manager, Cornelius*

SUBJECT TITLE: *Resolution Collaborative Complete Count Committee for 2020 U.S. Census*

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

X all that apply

BACKGROUND:

The U.S. Census Bureau is initiating efforts to assure a complete count for the 2020 Census. The U.S. Census is required under Article 1, Section 2 of the U.S. Constitution with the key purpose to apportion the U.S. House of Representatives and assist in allocating federal funds.

The paper Census will be available in 59 non-English languages. The internet Census option will be available in 12 non-English languages, including Spanish. Participants can utilize the internet, phone, traditional paper form or in-person interview to respond.

Oregon is part of the Los Angeles Regional Census Center which opened in April, 2018, in preparation for the 2020 Census. The U.S. Census Bureau expects to open Area Census Offices in Salem, Portland, and Eugene in January, July, and July of 2019, respectively. Each office will hire approximately 300 canvassers.

This 2020 Census is slated to include 10 or 11 questions. Question 11 was recently added and asks the participant if they are a U.S. citizen. Question 11 has caused concern it will cause lower respondent rates in certain areas and therefore not represent a complete count. This question is being litigated in federal court.

In an effort to assure as complete a count as possible, the U.S. Census Bureau has provided guidelines for local communities to establish a Complete Count Committee to educate, encourage, engage and promote the 2020 Census to their constituents. Once formed, the U.S. Census Bureau will provide a staff liaison to guide the CCC's efforts.

Samantha Herriot, Partnership Specialist, U.S. Census Bureau, has agreed to assist Forest Grove and Cornelius with the formation of a CCC. No community in Oregon has formally established a CCC with the exception of a State of Oregon CCC.

CURRENT STATUS:

The resolution seeks to establish a Collaborative CCC with Cornelius and Forest Grove in accordance with U.S. Census Bureau guidelines. These guidelines recommend the CCC be governed by the highest local elected official (normally the Mayor) and include leaders from the School District, relevant government agencies, community organizations, faith-based organizations, universities/colleges, business associations, State CCC representative, Council Members, and regional associations.

The resolution says the CCC would be led and appointed by Mayor Truax and Mayor Dalin in accordance with the U.S. Census Bureau guidelines. To assure there is not a quorum of the City Council during a CCC meeting, the membership for City Councilors is limited to two Councilors from Forest Grove and one Councilor from Cornelius.

The key communication phases for the CCC begin in April, 2019, with the Awareness Phase, followed by the Motivation Phase in March-May, 2020, the Reminder Phase in May-July, 2020, and the Thank You Phase, July, 2020. Upon formation of the CCC, Samantha Herriot, Partnership Specialist, U.S. Census Bureau, has agreed to liaison and assist the CCC with structure, timeline, and outreach plan until the local Partnership Specialist is hired.

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

To enable early planning activities to occur, staff recommends the City Council adopt the proposed resolution.

ATTACHMENTS:

- A. "The Road to 2020", U.S. Census Bureau
- B. "2020 Census: Complete Count Committee", U.S. Census Bureau

RESOLUTION NO. 2018-105

RESOLUTION OF THE CITY OF FOREST GROVE
AUTHORIZING THE ESTABLISHMENT OF A COLLABORATIVE COMPLETE
COUNT COMMITTEE (CCC) WITH THE CITY OF CORNELIUS TO ASSURE
THE HIGHEST POSSIBLE PARTICIPATION IN THE 2020 U.S. CENSUS

WHEREAS, the U.S. Census Bureau is initiating efforts to assure a complete count for the 2020 Census as required under Article 1, Section 2 of the U.S. Constitution, with the key purpose to apportion the U.S. House of Representatives and allocate federal funds; and

WHEREAS, the U.S. Census Bureau has provided guidelines to local communities to establish a Complete Count Committee (CCC) to educate, encourage, engage and promote the 2020 Census to their constituents; and

WHEREAS, the U.S. Census Bureau guidelines recommend the CCC operations be governed by the Mayor(s) and include leaders from the School District, Universities/Colleges, relevant government agencies, community organizations, faith-based organizations, business associations, State CCC representative, City Councilors (up to 2 from Forest Grove and 1 from Cornelius to prevent a quorum), and regional associations; and

WHEREAS, the U.S. Census Bureau has agreed to provide a staff liaison to guide the CCC's structure, timeline, and outreach plan; and

WHEREAS, the creation of a CCC is timely as the key phases include Communication, Awareness, Motivation, and Thank You, and begin in April, 2019 and end in July, 2020.

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

Section 1. That the City of Forest Grove, in collaboration with the City of Cornelius, establishes a Collaborative Complete Count Committee and utilizes the U.S. Census Bureau guidelines to structure, guide, and plan the CCC's efforts.

Section 2. That the CCC will be led by Mayor Truax, Forest Grove, and Mayor Dalin, Cornelius, and the Mayors collectively shall appoint the members of the CCC in accordance with U.S. Census Bureau guidelines.

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

PRESENTED AND PASSED this 10th day of December, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of December, 2018.

Peter B. Truax, Mayor

This page is intentionally blank.

2020 Census: Complete Count Committee (CCC)

Instructors Training Guide

United States
Census
2020

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Introduction

- Background and Structure of Complete Count Committees (CCCs)
 - Tribal, state and local governments work together with partners in their communities to form CCCs to promote the 2020 Census to their constituents. Community-based organizations also establish CCCs that reach out to their members.
 - Committee members are experts in the following areas:
 - Government
 - Media
 - Workforce development
 - Business
 - *Education
 - *Community Organizations
 - *Faith-Based Community
 - *Other, based on needs

United States
Census
2020

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Decennial Census Overview

- Why Do We Take the Census?
 - U.S. Constitution, Article 1, Section 2 mandates an apportionment of representatives among the states for the House of Representatives every 10 years
 - By law, the U.S. Census Bureau must deliver a report of population counts to the President of the United States within 9 months of Census Day (on or before December 31, 2020)

United States
Census
2020

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Decennial Census Overview

- Background
 - Some examples include:
 - Distribution of more than \$675 billion annually in federal funds
 - Redistricting of state legislative districts
 - Forecasting of future transportation needs
 - Determining areas eligible for housing assistance and rehabilitation loans
 - Assisting tribal, federal, state and local governments in planning, and implementing programs and services in:
 - Education
 - Healthcare
 - Transportation
 - Social Services
 - Emergency response
 - Designing facilities for people with disabilities, the elderly and children

United States
Census
2020

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Decennial Census Overview

- The Census is Confidential and Required by Law
 1. The Census Bureau is required to keep information confidential. All responses provided on the 2020 Census questionnaire or to a Census Bureau employee are confidential and protected under Title 13 of the U.S. Code
 2. We will never share a respondents personal information with other government agencies
 3. Results from the census are reported in statistical format only
 4. Records are confidential for 72 years by law (Title 44, U.S. Code)
 5. All Census Bureau employees swear a lifetime oath to protect respondent information.
 6. Penalty for wrongful disclosure is up to 5 years imprisonment and/or a fine of \$250,000



U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Forming CCCs

- Key Points About the CCC Structure
 - CCCs should be all-inclusive, addressing the various racial, ethnic, cultural and geographic considerations of the community
 - Census Bureau staff serve as liaisons and information resources for CCC
 - CCC operations are governed by the highest elected official or community leader

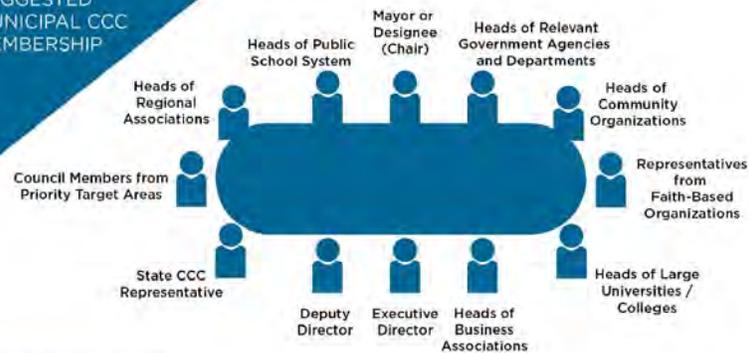


U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Forming CCCs

Suggested CCC Membership

SUGGESTED MUNICIPAL CCC MEMBERSHIP



**Partnership Specialist is advisor and
Census liaison to Municipal CCC's*

United States
**Census
2020**

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
[census.gov](https://www.census.gov)

Timeline - Key Communications Phases

- The 2020 Census Phases
 - Education Phase – 2018-2019
 - Awareness Phase – April 2019
 - Motivation Phase – March – May 2020
 - Reminder Phase – May – July 2020
 - Thank You Phase – Starts July 2020
- Local governments and community leaders throughout the nation participate in activities highlighting the message that the 2020 Census is imminent and that it is easy, important and safe to participate

United States
**Census
2020**

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
[census.gov](https://www.census.gov)

Planning Your Work and Working Your Plan

- Components of Work Plan
 - Overview
 - Summary of the goals and objectives of the CCC and description of the community
 - Committee Structure
 - Identify the name of the CCC
 - Describe the structure of the committee
 - Develop strategies for reaching their objectives
 - Timeline
 - Develop broad timetable of events and activities with dates



U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Planning Your Work and Working Your Plan

- Components of Work Plan
 - Reporting
 - Include a report of subcommittee activities to the committee
 - Modify future activities as needed based on feedback
 - Thank you
 - Include strategies for thanking committee members, the community and others who provide support
 - Final Report
 - Prepare a final evaluation of your activities and successes to help the Census Bureau guide future committees



U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Planning Your Work and Working Your Plan

- Identifying Hard-to-Count Areas and Populations
 - CCC work plan should utilize the local knowledge of members and data of the makeup of the community
 - Data tools can provide assistance to the committee to identify predicted areas of low response at the community level

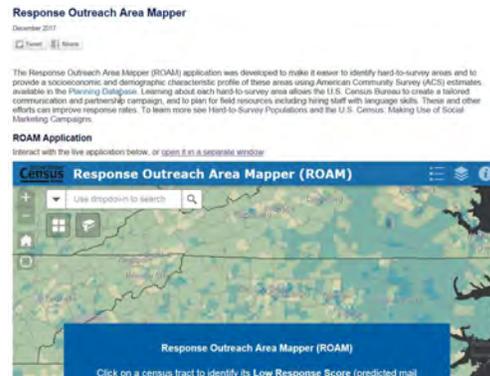
Planning Your Work and Working Your Plan

- Low Response Score (LRS)
 - LRS = predicted level of Census self nonresponse at the tract level
 - Values from 0-100
 - For example,
 - If LRS= 25, we are estimating that 25% of households in that tract will not self-respond to the Census

Planning Your Work and Working Your Plan

- Reach Out Area Mapper (ROAM)
 - Public mapping application that displays characteristics of hard-to-count areas from the PDB
 - 2010-2014 ACS 5-year estimates
 - Census tract level

<https://www.census.gov/roam>




 U.S. Department of Commerce
 Economics and Statistics Administration
 U.S. CENSUS BUREAU
 census.gov

ROAM Live-Demo


 U.S. Department of Commerce
 Economics and Statistics Administration
 U.S. CENSUS BUREAU
 census.gov

Planning Your Work and Working Your Plan

ACTIVITY – Create a Work Plan

United States
**Census
2020**

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
[census.gov](https://www.census.gov)

The Road to 2020

Partnership Specialist
U.S. Census Bureau
Los Angeles Regional Census Center

Why We Do a Census

- Article 1, Section 2 of the U.S. Constitution
The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such Manner as they shall by Law direct.
- Key Purpose is Apportioning the U.S. House of Representatives

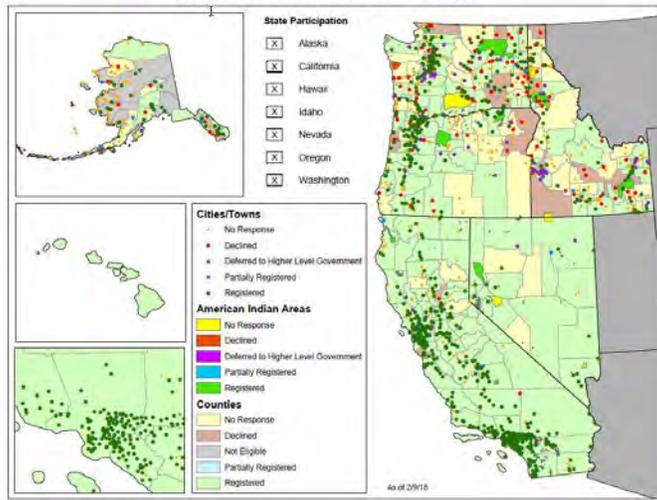
2020 Census



United States Census Bureau | U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Update on LUCA

2020 Census - Participation Status in LUCA



United States Census Bureau | U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Goals for the 2020 Census

- Maintain Quality
- Reduce Costs
- Four Areas of Innovation
 - Efficiency in Building an Address List
 - Easier Ways to Respond
 - Better Use of Information We Already Have
 - More Efficient Field Operations

New Ability to Self Respond Starting March 23, 2020

- Internet
- Phone
- Paper Form



Or traditional in-person interview

Census Questionnaire

United States
Census
Bureau

2018 Census Test

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Start here OR go online at survey.census.gov to complete the 2018 Census Test.

Use a blue or black pen.

Before you answer Question 1, count the people living in this house, apartment, or mobile home using our guidelines.

- Count all people, including babies, who live and sleep here most of the time.
- If no one lives and sleeps at this address most of the time, go online at survey.census.gov or call the number on page 8.

The census must also include people without a permanent place to live, so:

- If someone who does not have a permanent place to live is staying here on April 1, 2018, count that person.

The Census Bureau also conducts counts in institutions and other places, so:

- Do not count anyone living away from here, either at college or in the Armed Forces.
- Do not count anyone in a nursing home, jail, prison, detention facility, etc., on April 1, 2018.
- Leave these people off your questionnaire, even if they will return to live here after they leave college, the nursing home, the military, jail, etc. Otherwise, they may be counted twice.

2. Were there any additional people staying here on April 1, 2018 that you did not include in Question 1?

Mark *X* if that apply:

Children, related or unrelated, such as newborn babies, grandchildren, or foster children

Relatives, such as adult children, cousins, or in-laws

Nonrelatives, such as roommates or live-in babysitters

People staying here temporarily

No additional people

3. Is this house, apartment, or mobile home — Mark *X* ONE box.

Owned by you or someone in this household with a mortgage or loan? (Include home equity loans.)

Owned by you or someone in this household free and clear (without a mortgage or loan)?

Rented?

Occupied without payment of rent?

4. What is your telephone number?

We will only contact you if needed for official Census Bureau business.

Telephone Number

15886 DH-01 (02/17/01)

1. How many people were living or staying in this house, apartment, or mobile home on April 1, 2018?

Number of people =

United States
Census
Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Person 1

5. Please provide information for each person living here. If there is someone living here who pays the rent or owns this residence, start by listing him or her as Person 1. If the owner or the person who pays the rent does not live here, start by listing any adult living here as Person 1.

What is Person 1's name? Print name below.

First Name MI

Last Name(s)

6. What is Person 1's sex? Mark *X* ONE box.

Male Female

7. What is Person 1's age and what is Person 1's date of birth? For babies less than 1 year old, do not write the age in months. Write 0 as the age.

Age on April 1, 2018	years	Month	Day	Year of birth
<input style="width: 40px;" type="text"/>		<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text"/>

NOTE: Please answer BOTH Question 8 about Hispanic origin and Question 9 about race. For this census, Hispanic origins are not races.

8. Is Person 1 of Hispanic, Latino, or Spanish origin?

Mark *X* one or more boxes AND print origins.

No, not of Hispanic, Latino, or Spanish origin

Yes, Mexican, Mexican Am., Chicano

Yes, Puerto Rican

Yes, Cuban

Yes, another Hispanic, Latino, or Spanish origin — Print, for example, Salvadoran, Dominican, Colombian, Guatemalan, Spanish, Ecuadorian, etc.

9. What is Person 1's race?

Mark *X* one or more boxes AND print origins.

White — Print, for example, German, Irish, English, Italian, Lebanese, Egyptian, etc.

Black or African Am. — Print, for example, African American, Nigerian, Haitian, Nigerian, Ethiopian, Somali, etc.

American Indian or Alaska Native — Print name of enrolled or principal tribe(s), for example, Navajo Nation, Blackfoot Tribe, Mayan, Aztec, Native Village of Barrow, Inupiat Traditional Government, Nome Eskimo Community, etc.

<input type="checkbox"/> Chinese	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Native Hawaiian
<input type="checkbox"/> Filipino	<input type="checkbox"/> Korean	<input type="checkbox"/> Samoan
<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Japanese	<input type="checkbox"/> Chamorro
<input type="checkbox"/> Other Asian — Print, for example, Pakistani, Cambodian, Hmong, etc. <input style="width: 100px;" type="text"/>	<input type="checkbox"/> Other Pacific Islander — Print, for example, Tongan, Fijian, Marshallese, etc. <input style="width: 100px;" type="text"/>	

Some other race — Print race or origin

United States
Census
Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Use this section to complete information for the rest of the people you counted in Question 1 on the front page. We may call for additional information about them.

Person 7

First Name MI Last Name(s)

Sex Male Female Age on April 1, 2018 years Date of Birth Month Day Year of birth Related to Person 1? Yes No

Person 8

First Name MI Last Name(s)

Sex Male Female Age on April 1, 2018 years Date of Birth Month Day Year of birth Related to Person 1? Yes No

Person 9

First Name MI Last Name(s)

Sex Male Female Age on April 1, 2018 years Date of Birth Month Day Year of birth Related to Person 1? Yes No

Person 10

First Name MI Last Name(s)

Sex Male Female Age on April 1, 2018 years Date of Birth Month Day Year of birth Related to Person 1? Yes No

Thank you for completing the 2018 Census Test.

FOR OFFICIAL USE ONLY
JIC1 JIC2

If your enclosed postage-paid envelope is missing, please mail your completed questionnaire to:
U.S. Census Bureau
National Processing Center
1201 East 10th Street
Jeffersonville, IN 47132

If you need help completing this questionnaire, call 1-844-350-2020, Sunday through Saturday from 7:00 a.m. to 9:00 p.m. ET. The telephone call is free.
TDD — Telephone display device for the hearing impaired. Call 1-844-467-2020, Sunday through Saturday from 7:00 a.m. to 9:00 p.m. ET. The telephone call is free.

United States Census Bureau | U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

9

Languages - Supporting Linguistically Diverse Populations

- Available in Spanish
 - Enumerator Instruments (hand held)
 - Paper questionnaire and other mailings
 - Field enumeration materials
- Internet option and Census Questionnaire Assistance (CQAs) will be available in 12 non English languages
 - Spanish, Chinese (simplified), Vietnamese, Korean, Russian, Arabic, Tagalog, Polish, French, Haitian Creole, Portuguese, Japanese
- Items available in 59 non-English languages
 - Language glossary
 - Language identification card
- Additional efforts from the Los Angeles Region
 - Partner with grass roots organizations to create localize the Census message
 - Hire locally

Los Angeles Regional Census Center

- RCC on schedule to open April 2, 2018 in Los Angeles.



Wave 1 Area Census Offices (ACOs)

- Seven early Area Census Offices to open January 2019 (Wave One)
 - ✓ Bakersfield, CA (covers Central Valley and Nevada)
 - ✓ Oakland, CA (Bay Area and Northern Coast)
 - ✓ Riverside, CA (San Diego, Orange County, and Inland Empire)
 - ✓ Van Nuys, CA (Los Angeles County)
 - ✓ Anchorage, AK (Alaska)
 - ✓ Seattle, WA (Washington)
 - ✓ Salem, OR (Oregon, Washington and Hawaii)

Wave 2 ACOs

- Wave 2 ACOs scheduled to open July 2019
- Number of Wave 2 ACOs by State:
 - California – 26
 - Hawaii - 1
 - Idaho – 1
 - Nevada - 2
 - Oregon - 2
 - Washington - 4

Recruiting & Staffing Numbers of ACO Positions

- Summer 2018
 - ✓ Wave 1 ACO Management (approx. 10 per ACO)
- Fall 2018
 - ✓ ACO office staff, Recruiting Assistants (approx. 30 per ACO)
- Spring 2019
 - ✓ Address Canvassing field staff (approx. 300 per ACO)
- Spring 2019
 - ✓ Wave 2 ACO Management (approx. 10 per ACO)
- Fall 2019
 - ✓ Non-Response Follow-Up field staff (approx. 500 per ACO)

Recruiting

- Summer 2018
 - ✓ Partnership Specialists
- Recruiting Information for All Positions
 - www.census.gov/2020jobs
 - www.usajobs.gov
 - 1-800-992-3529 (Recruiting Hotline)

Community Partnership and Engagement Program (CPEP)

Enroll community partners to increase participation in the 2020 Census of those who are less likely to respond or are often missed.

- **Educate** people about the 2020 Census and foster cooperation with enumerators
- **Encourage** community partners to motivate people to self-respond
- **Engage** grass roots organizations to reach out to hard to count groups and those who aren't motivated to respond to the national campaign

Complete Count Committees

- Background and Structure of Complete Count Committees (CCCs)
- Tribal, state, and local governments work together with partners in their communities to form CCCs to promote the 2020 Census to their constituents. Community-based organizations also establish CCCs that reach out to their constituents.
- Committee members are experts in the following areas:
 - Government
 - Media
 - Workforce development
 - Business
 - *Education
 - *Community Organizations
 - *Faith-Based Community
 - *Other, Based on needs

Key Dates

- 2017**
 - Local Update of Census Addresses—Invitations sent to local governments for completion in 2018
 - Publish final 2020 residence criteria and situations
- 2018**
 - Question wording to Congress—March 31, 2018
 - 2018 End-to-End Census Test
 - Regional Census Centers opening
- 2019**
 - Opening Field Offices
 - Complete Count Committees established
- 2020**
 - Advertising—begins in early 2020
 - Begin self response
 - Census Day**—April 1, 2020
 - Nonresponse Followup—early April–late July
 - Apportionment counts to the President—December 31, 2020
- 2021**
 - Redistricting counts to the States—March 31, 2021

Contact Information

Samantha Herriot

Partnership Specialist

Samantha.herriot@2020census.gov

323-791-9537

Los Angeles Regional Census Center

555 W. 5th St, 30th Floor

Los Angeles California, 90013

Charmaine Ramos

Tribal Partnership Specialist

Charmaine.v.ramos@2020census.gov

818-384-2180



A place where families and businesses thrive

CITY MANAGER'S REPORT TO COUNCIL

DECEMBER 6, 2018

UPCOMING EVENTS:

- 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

ADMINISTRATIVE SERVICES:

- Defined Benefit Retirement Plan: Milliman, the City's Defined Benefit Retirement Plan actuaries, performs an annual valuation of the Plan in which they review the actuarial assumptions of the Plan to determine if the assumptions are still valid. The actuaries are recommending that the assumed rate of return for the Plan be lowered from its current rate of 6.50% to 5.75% starting July 1, 2019. If the rate is lowered to 5.75% as of July 1, 2019, contributions to the retirement plan would need to increase by approximately \$800,000 per year starting on that date. Staff is currently reviewing the actuary's recommendation.
- Police Facility: The concept design information for the cost estimate has been sent to the cost estimator with the preliminary results expected in mid-December. As of Tuesday, December 4, 2018, the polling was more than half complete with the expectation that polling should be complete early the week of December 10 -14. Results will need to be tabulated and the consultant will need to prepare the report. The cost estimate and polling results will be 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 the steps necessary to submit the ballot measure to the County Elections Official by the March 21 deadline.
- Senior Center: The kitchen remodel project is currently on schedule and is scheduled to be turned over to the Senior Center for use by the middle of December.
- Solid Waste: 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 starting January 1, 2020. Metro administrative rules for this change need to be developed. Metro will inform its Solid Waste Alternatives Advisory Committee (SWAAC) of the process at the SWAAC's last meeting on December 12, 2018.
- City Hall elevator upgrade: Replacement parts have been ordered and need to be fabricated so the elevator will be out of service for another few months.
- City Hall Office Space: Staff is reviewing changes to first floor space configuration prepared by the architect with the goal of making additional space for staff and to use space more efficiently.
- Police Strategic Plan: contract has been signed and the project will commence in January 2019. Project has been split into two phases: 1) data analysis; and 2) strategic plan. Consultant is currently only authorized to do the data analysis phase.
- Tourism RFP and Parks Design RFP: proposals are due on December 18, 2018.
- L&P Cost of Service Study: staff and the consultant will be reviewing preliminary information for portions of the updated cost of service study in mid-December. Work on reviewing City policy on line extension credits for installation of infrastructure for development, and net solar metering billing projects continues.
- Fire and Police Negotiations: The Firefighters Association has ratified the contract. Discussion continues regarding implementation of 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: Police Captain (internal), Police Officer, Reserve Police Officer.

COMMUNITY DEVELOPMENT:

- Community Development staff held the first meeting on affordable housing on December 5, 2018. Pursuant to HB 4006 (2017), cities that have over 30% severe rent burdened population must meet annually to discuss issues surrounding affordable housing. The meeting was well-attended with approximately 35 people in attendance. Staff gave a 30-minute presentation on causes of rent burden, barriers to reducing the issue, and current city, county and regional efforts to address affordable housing. The remaining hour and a half was dedicated to public comment and discussion of the issue. There was a lively and spirited discussion that included students from Pacific, residents of the city, former ad hoc housing committee members, and landlords.
- The Planning Commission held two public hearings on December 3. A conditional use application to permit the construction of music practice rooms within an existing tenant space at the Forest Grove Shopping Center was approved. In a different application, a variance for Old Trapper was approved to provide for a 192-foot wide driveway in conjunction with an expansion project on the site. This would allow for the construction of several truck bays on the front of the new building.
- CCI met on December 4 and is moving forward with plans for the Annual Town Meeting. This will be a slight departure from previous formats, as they plan to host a disaster preparedness fair at Forest Grove High School. This fair will have booths from different agencies that deal with disaster preparedness where residents can ask questions, interact with their displays, and read more about different aspects of disaster preparedness.

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 on December 10 at 9 AM.
- Record crowds participated in Holiday in the Grove and lined Main Street for Holiday Light Parade.
- Completed two-page ad in Portland Relocation Guide for Winter 2019 issue (see attached) and also a web blog on recent downtown business growth. Working with OPB and Travel Oregon to market Forest Grove for economic development, tourism and business and shopping opportunities.
- Storefront Façade Program: 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.
- TV series the Perfectionists return for filming December 17-21 and have submitted permit requests.

ENGINEERING AND PUBLIC WORKS:

- MSTIP Projects: Washington County will present to City Council on December 10 regarding the status of two Major Street Transportation Improvement Program (MSTIP) projects: 1) Martin Road and Highway 47 and 2) Maple/Fernhill and Highway 47. Both projects are in design.
- 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: Started second round of leaf pick-up; completed assessment of downtown tree grates, initiated cutting and leveling tree grates to assure they are not a trip hazard; working on HB2017, which requires agencies to report on collector and arterial pavement conditions. PW will use ratings from recent PCI study to complete this report.

PARKS, RECREATION, AND AQUATICS:

- Rogers Park: The large tree that was taken down and occupying a section of Rogers Park was removed and taken to our fabrication specialty sawmill on Friday, Dec. 7. This kicks off the development of the Anna and Abby's Yard project. Additionally, a section of the tree was donated to Clean Water Services to be used at Fernhill Wetlands. CWS has not determined how the wood will be used.

- Pacific University announced last week that the track at Lincoln Park will be refinished next summer. This will close the track and turf field for approximately one month in the middle of the summer. Staff will work closely with groups who normally use this facility to find other options for their activities. These types of maintenance items are part of the use agreement that was signed by the City of Forest Grove and Pacific University in 2006. There is no cost to the City of Forest Grove for this work.
- The Aquatic Center hosted the 50th annual winter invitational swim meet Nov. 30 – Dec. 2. Approximately 350 swimmers from around the state participated.
- During winter break, the aquatic center will hold additional public swims each day from 1 – 3 p.m.

POLICE:

- Officer Daniels remains on-track to be operational in December 2018. Officer Bartlett should be operational February, 2019. Officer De Leone should be operational early March, 2019. Officer Samuel Younce was sworn in as the department's newest officer and is projected to be operational sometime in late September, 2019.
- Captain Ellingsburg, Officer Colasurdo and COS Quinsland all attended the Oregon Peace Officers Association Awards Banquet and received their awards for Distinguished Service, Medal of Valor, and Community Outreach, respectively. Many staff attended to support them.
- Officer Bowen completed a one-week National Rifle Association Pistol Instructor Course and will become a department instructor. Much of the course information and techniques will be integrated with our current firearms program.
- Many officers are currently undergoing Standardized Field Sobriety Test recertification with the assistance of the Washington Co. Sheriff's Office. This is a requirement of a grant received by the department to conduct DUII Patrols during various times from December 6, 2018, to Labor Day weekend 2019. Many of these patrols will be occurring during the Holiday Season and on weekends known for a high volume of intoxicated drivers.
- All personnel completed training for the new Mark 43 Records Management System. This training involved about four hours of classroom instruction and exercises for every employee in the department.
- Code Enforcement: Issued 39 parking citations with 3 vehicles impounded and 1 vehicle booted during this report period.
- Community Outreach: Community Outreach Specialist Quinsland gave a presentation on Holiday Safety at the monthly Community Partnership Organization meeting.

LIBRARY:

- The community is invited to Celebrate Diversity with the Library on Saturday, January 26, from 1-3 PM. This is a program for the entire family. All ages are welcome. Guests will enjoy sweet bread, Latino style crafts, Lotería, and music.
- Nathan Jones, Youth Services Librarian, met with the language arts team at Neil Armstrong Middle School on November 29 to talk to them about the library's digital resources. Teachers were especially interested in getting library cards into the hands of their students, and using databases / services such as Novelist, Opposing Viewpoints, and Brainfuse.
- On December 14, Forest Grove City Library will be hosting NW Regional Education Service District's early intervention families for a library open house and storytime. Adriana and Nathan will be co-presenting the program in English and Spanish.
- Jillian Coy has been hired as the new Adult Services Librarian. Jillian is a native of Michigan and is currently working at Tempe (Arizona) Public Library. She will start on December 19.
- The Library hosted its first ever Repair Fair, partnering with Repair PDX. Repair PDX pulls from a roster of over one hundred dedicated volunteers, eight of whom were on hand helping over twenty participants repair or assemble their items. Among other items, these included a cuckoo clock, mixers, lamps, a Sony receiver, and a vintage Electrolux vacuum. The events allow residents to meet new people, learn useful

skills, and keep alive that beloved or useful object, and keep it from the landfill, at no cost. Based on the wonderful success of this program, we have invited Repair PDX back in May of 2019 for another event.

- Also in November we hosted the wonderful Oregon Trail Trio, who performed music specific to the Oregon Trail experience, including dance tunes of the time and excerpts from period diaries. Performers Mick Doherty, Gayle and Phil Neuman performed on a variety of period instruments. Over fifty attendees enjoyed a delightful evening of music and history.

LIGHT & POWER:

- Crews have completed the replacement of several spans of high voltage underground cable that has been failing due to the age and condition of the old cable. The replaced cable has caused multiple power outages to a condominium complex located in the 3100 block of 22nd Avenue.
- All electrical substructure installation has been completed at the MPCA chemical plant and a second temporary power terminal has been installed for the plant's construction.
- Power has been installed to the new Fern Hill Road flood gates.
- Pole relocations are in process for the Sunset Crossings Subdivision. The contractor will begin electrical substructure installation soon.
- Crews continue to replace street lights with LED luminaires as part of the first phase of the upgrade project.
- A failed circuit breaker at Filbert Substation has been replaced. The failure of this breaker was identified as part of our routine maintenance program.
- Our crews assisted the Holiday Decorating Committee with installing street decorations throughout the City and at the Senior & Community Center. Our crews also participated in the Holiday Light Parade.

COUNTY-WIDE:

WCCLS: The Library Director serves on the Policy Committee and the City Manager on the Exec. Committee.

- The Pool Two funding formula and funds for all WCCLS libraries were recommended for approved by the Executive Committee and will go to the Commission for approval. Forest Grove's apportionment is \$7,540.

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.

- No update

CONSTRUCTION PROJECTS IN FOREST GROVE:

NAME	LOCATION	DESCRIPTION	LAND USE PERMIT STATUS	BLDG PERMIT STATUS	CONST. STATUS
Raines Dialysis Clinic	19 th and Maple	Medical Clinic (12,215 sf)	Approved	Permit Issued/ Under Inspection	Shell finalized; TI under construction
Kidd Court	22 nd Place	7 units	Approved	3 permits issued	Under Construction
Silverstone	David Hill Rd	Subdivision (200 lots)	Approved	153 lots issued	Under construction
Hawthorne Gardens	Hawthorne and 26 th Ave	Subdivision (29 lots)	Approved	27 lots issued	Under construction

Gales Creek Terrace	Pacific Ave/19 th Ave	Subdivision (197 lots)	Approved	N/A	In grading
Green Grove	Thatcher Rd	Co-Housing (9 lots)	Approved	3 lots issued	Under construction
Smith Orchard	Gales Way and B Street	Subdivision (8 lots)	Approved	N/A	In grading
Sunset Crossing	Sunset Ave	Subdivision (26 lots)	Approved	N/A	In Grading
MGC Pure Chemicals of America	Elm St	Ind New (45,817 sf total)	Approved	3 permits issued (Tank Yard; Building 1 & 2)	In review; Under construction
Bank of America at Stonewood Center	Pacific Ave	Comm TI	Approved	Issued permit	Under construction
Wauna Credit Union	Pacific/Hwy 47	Comm New	In review	N/A	N/A

This page is intentionally blank.



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?

This page is intentionally blank.