

Dec-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Groundbreaking Jesse Quinn EDC Noon	2 FGS&CC 1st Friday	3 Light Parade Habitat Humanity City Club Artisan
4	5 Planning Comm 7pm	6 CCI 5:30pm	7 Municipal Court Employee Holiday Luncheon L&P Age Friendly WC - 2pm FGS&CC ODF Riparian Rule Open House 4:30pm - Comm Aud FGRFPD 7pm	8 PAC 5pm	9	10
11	12 CITY COUNCIL 5:30 PM - WORK SESSION (Westside Plan Part II) 6:15 PM - JOINT WORK SESSION (Sustainability Comm) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	13 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	14 Chehalem Ridge - 6pm Comm Aud	15 Sustainability - Moved from 12/22 Food Film 7:30pm	16	17
18	19 Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	20 Fernhill Wetlands 5:30pm HLB 7:15pm - Moved from 12/27	21 Municipal Court P&R 7am CFC 5:15pm	22 Ride Conn TBA Sustainability 6pm - moved 12/15	23	24
25	26 NO CITY COUNCIL MEETING CITY OFFICES CLOSED HOLIDAY	27 HLB 7:15pm - Moved to 12/20	28 PSAC 7:30am - Cancelled	29	30	31
Jan-17						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 CITY OFFICES CLOSED HOLIDAY	3 CCI 5:30pm Planning Comm 7pm	4 FGRFPD 7pm	5 EDC Noon Metro Council Inauguration 2pm	6 FGS&CC 1st Friday	7 Council Retreat 8:30 AM Location TBA
8	9 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	10 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	11 Municipal Court	12 PAC 5pm	13	14
15	16 CITY OFFICES CLOSED HOLIDAY	17 Fernhill Wetlands 5:30pm Planning Comm 7pm	18 P&R 7am CFC 5:15pm	19 B&C Annual Recognition TBA Food Film 7:30pm	20 Dairy Creek Food Web	21
22	23 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM Chamber Luncheon	24 HLB 7:15pm	25 Municipal Court PSAC 7:30am	26 Sustainability 6pm Ride Conn TBA	27	28 Annual Town Mtg 9am - Comm Aud
29	30 Hillsboro State of City 5pm	31				
Feb-17						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 RWPC-CB 6:30pm Sister Cities 4:30pm Offsite FGRFPD 7pm	2 EDC Noon	3 FGS&CC 1st Friday	4
5	6 Planning Comm 7pm	7 CCI 5:30pm	8 Municipal Court Local Budget Law Training 8am	9 PAC 5pm	10	11
12	13 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	14 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	15	16 Food Film 7:30pm	17	18
19	20 FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	21	22 Municipal Court PSAC 7:30am	23 Sustainability 6pm Ride Conn	24	25 Sister Cities Comm Cooking Class
26	27 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM Chamber Luncheon	28 HLB 7:15pm				

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CITY COUNCIL MEETING AGENDA

MONDAY, DECEMBER 12, 2016

5:30 PM – Council Work Session (Westside Planning Part II)
6:15 PM – Council Joint Work Session (Sustainability Comm)
7:00 PM – Council Regular Meeting

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

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PETER B. TRUAX, MAYOR

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

Elena Uhing
Matthew J. Vandehey
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.

(PowerPoint Presentation) Jon Holan, Community Development Director Paul Downey, Administrative Services Director Rob Foster, Public Works Director Jesse VanderZanden, City Manager	<u>5:30</u>	<u>WORK SESSION: WESTSIDE PLANNING – PART II (INFRASTRUCTURE AND FUNDING APPROACH)</u> The City Council will convene in the Community Auditorium to conduct the above work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council will take no formal action during the work session.
(PowerPoint Presentation) Jon Holan, Community Development Director Jesse VanderZanden, City Manager	<u>6:15</u>	<u>JOINT WORK SESSION: SUSTAINABILITY COMMISSION ANNUAL WORK PLAN</u> The City Council and Sustainability Commission will convene in the Community Auditorium to conduct the above joint work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council will take no formal action during the work session.
	<u>7:00</u>	1. <u>REGULAR MEETING:</u> Roll Call and Pledge of Allegiance 1. A. <u>PROCLAMATION:</u> • <i>Human Rights Day – December 10, 2016</i> <i>Human Rights Council of Washington County, Lieutenant Kelly Jones, Washington County Sheriff's Office</i> 2. <u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Council on an item <u>not on the agenda</u> may be heard at this time. <u>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</u> In the interest of time, please limit comments to two minutes. Thank you. 3. <u>CONSENT AGENDA:</u> See Page 4 4. <u>ADDITIONS/DELETIONS:</u> 5. <u>PRESENTATIONS:</u>
(PowerPoint Presentation) Rob Foster, Public Works Director	<u>7:10</u>	5. A. • <i>Joint Water Commission (JWC) Water Treatment Plant Design Status Update, Kevin Hanway, General Manager, and Erika Murphy, Project Manager</i>
(PowerPoint Presentation) Leo Cortes, Engineering Tech Rob Foster, Public Works Director	<u>7:40</u>	5. B. • <i>Geographic Information System (GIS) Update</i>
Tom Gamble, Parks and Recreation Director Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager	<u>8:10</u>	6. <u>RESOLUTION NO. 2016-71 AUTHORIZING CITY MANAGER TO ENDORSE THE FIRST AMENDMENT TO THE PURCHASE AND SALE AGREEMENT FOR PROPERTY PURCHASED FROM THE FRIENDS OF HISTORIC FOREST GROVE</u>
(PowerPoint Presentation) Paul Downey, Administrative Services Director Jon Holan, Community Development Director Jesse VanderZanden, City Manager	<u>8:20</u>	7. <u>RESOLUTION NO. 2016-72 AUTHORIZING APPROVAL OF THE MARIJUANA TAX COLLECTION AGREEMENT BETWEEN THE STATE OF OREGON DEPARTMENT OF REVENUE (DOR) AND CITY OF FOREST GROVE AND AUTHORIZING CITY MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY OF FOREST GROVE</u>

- | | | |
|----------------------------------|-------------|---|
| Peter Truax, Mayor | 8:30 | 8. <u>RESOLUTION NO. 2016-73 MAKING CITY COUNCIL LIAISON APPOINTMENTS TO ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS AND OTHER REPRESENTATIVE APPOINTMENTS</u> |
| Peter Truax, Mayor | 8:35 | 9. <u>COUNCIL PRESIDENT NOMINATION</u> |
| City Councilors | 8:40 | 10. <u>CITY COUNCIL COMMUNICATIONS:</u> |
| Jesse VanderZanden, City Manager | 8:50 | 11. <u>CITY MANAGER'S REPORT:</u> |
| Peter Truax, Mayor | 8:55 | 12. <u>MAYOR'S REPORT:</u> |
| | <u>9:00</u> | 13. <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 (Fire Authority IGA) Meeting Minutes of November 14, 2016.
 - B. Approve City Council Work Session (Westside Planning, Part I) Meeting Minutes of November 14, 2016.
 - C. Approve City Council Executive Sessions (Labor and Litigation) Meeting Minutes of November 28, 2016.
 - D. Approve City Council Regular Meeting Minutes of November 25, 2016.
 - E. Approve City Council Work Session (B&C Interviews) Meeting Minutes of November 28, 2016.
 - F. Approve City Council Work Session (L&P Rates) Meeting Minutes of November 28, 2016.
 - G. Accept Economic Development Commission Meeting Minutes of November 3, 2016.
 - H. Community Development Department Monthly Building Activity Informational Report for November 2016.
 - I. **RESOLUTION NO. 2016-67 MAKING APPOINTMENT TO COMMITTEE FOR CITIZEN INVOLVEMENT (CCI) (Appointing Tom Cook, Term Expiring December 31, 2020).**
 - J. **RESOLUTION NO. 2016-68 MAKING APPOINTMENT TO COMMUNITY FORESTRY COMMISSION (CFC) (Appointing Solomon Clapshaw, Student Advisory, Term Expiring December 31, 2017).**
 - K. **RESOLUTION NO. 2016-69 MAKING APPOINTMENT TO HISTORIC LANDMARKS BOARD (HLB) (Appointing Kelsey Trostle, Term Expiring December 31, 2020).**
 - L. **RESOLUTION NO. 2016-70 MAKING APPOINTMENT TO PUBLIC SAFETY ADVISORY COMMISSION (PSAC) (Appointing Richard Sandstrom, At-Large, Term Expiring December 31, 2017).**
 - M. **ABSTRACT OF VOTES FOR FOREST GROVE RELATING TO GENERAL ELECTION HELD ON NOVEMBER 8, 2016 (Reelected Elena Uhing; Elected Matthew Vandehey and Timothy Rippe, Four-Year Terms Expiring November 2020); and Ballot Measure 34-249, Authorizing Tax on Recreational Retail Sales of Marijuana Items Passed by Voters).**



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CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *December 12, 2016*

PROJECT TEAM: *Jon Holan, Community Development Director, Paul Downey, Finance Director, Rob Foster, Public Works Director, Richard Blackmun, Engineering Project Manager, and Dan Riordan, Senior Planner*

SUBJECT TITLE: *Westside Planning Program Part 2 Work Session – Infrastructure and Funding Approach*

ACTION REQUESTED:

☐	Ordinance	☐	Order	☐	Resolution	☐	Motion	☒	Informational
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X all that apply

ISSUE STATEMENT: The purpose of the work session is to review the consultant's recommendations regarding the infrastructure necessary to develop the Westside Planning Area and likewise to how to fund the infrastructure. Staff is seeking to inform the Council and solicit feedback regarding the infrastructure report and infrastructure funding report.

BACKGROUND: Staff conducted a work session entitled "Westside Planning Program Part I" on November 14th with the City Council. That work session focused on the land use approach for the Westside Planning area. Part 2 of the work session on December 12th will focus on the infrastructure needs to develop the Westside Planning area and potential methods to pay for it.

Attached are the Infrastructure Analysis and Funding Approach prepared by the City's Consultants. Because the process is iterative, there are some refinements on infrastructure made in the Funding Approach as compared with the Infrastructure Analysis.

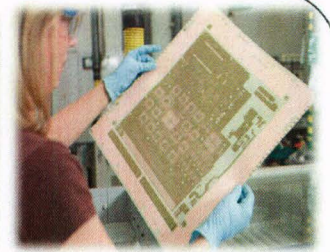
FISCAL IMPACT: The eventual financing approach is based on the developer funding the infrastructure improvements. However, there are various options to consider regarding the fee structure and fee timing to facilitate development of the Westside Planning Area.

STAFF RECOMMENDATION: Staff recommends the City Council conduct the work session and provide direction on policy options.

ATTACHMENT(s):

- 1) Power Point presentation

- 2) Memo dated June 13, 2016 on Final Westside Water, Sewer and Stormwater Infrastructure Analysis
- 3) Westside Planning Area Funding Approach dated December, 2016



Westside Planning Work Session #2

Infrastructure and Financing

City Council Meeting
December 12, 2016

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Purpose of Work Session

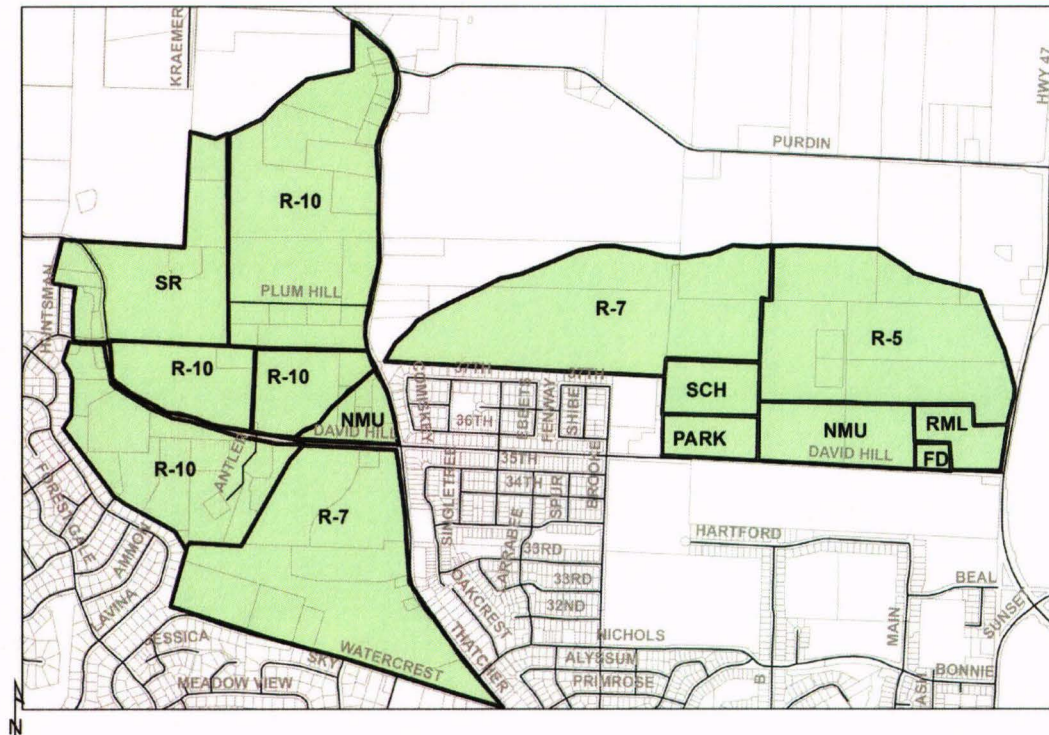
- Inform the Council on Consultants' Westside Planning Area reports. These include:
 - Infrastructure Needs and Costs
 - Potential approach to finance these improvements
- Gain an better understanding of the planning issues for this area that lay ahead
- Ask for Council feedback on the material

Recap

- Process to date
 - Planning Commission provided land use direction in July, 2015
 - Based on PC direction, an Infrastructure Report was developed by consultant
 - Based on the Infrastructure Report, consultant prepared Westside Planning Area Infrastructure Funding Approach
 - Conducted work session with the City Council on the land use approach at November 14, 2016 meeting
- Process to come
 - January, 2017 - Planning Commission holds work session(s) on Infrastructure Report and Funding Approach
 - March to April, 2017 – Planning Commission conducts public hearing on Westside Plan and related documents
 - April to June, 2017 – City Council conducts public hearing on the Plan and related documents leading to eventual inclusion into the City's Comprehensive Plan

Commission Direction to Staff

Westside Planning Area

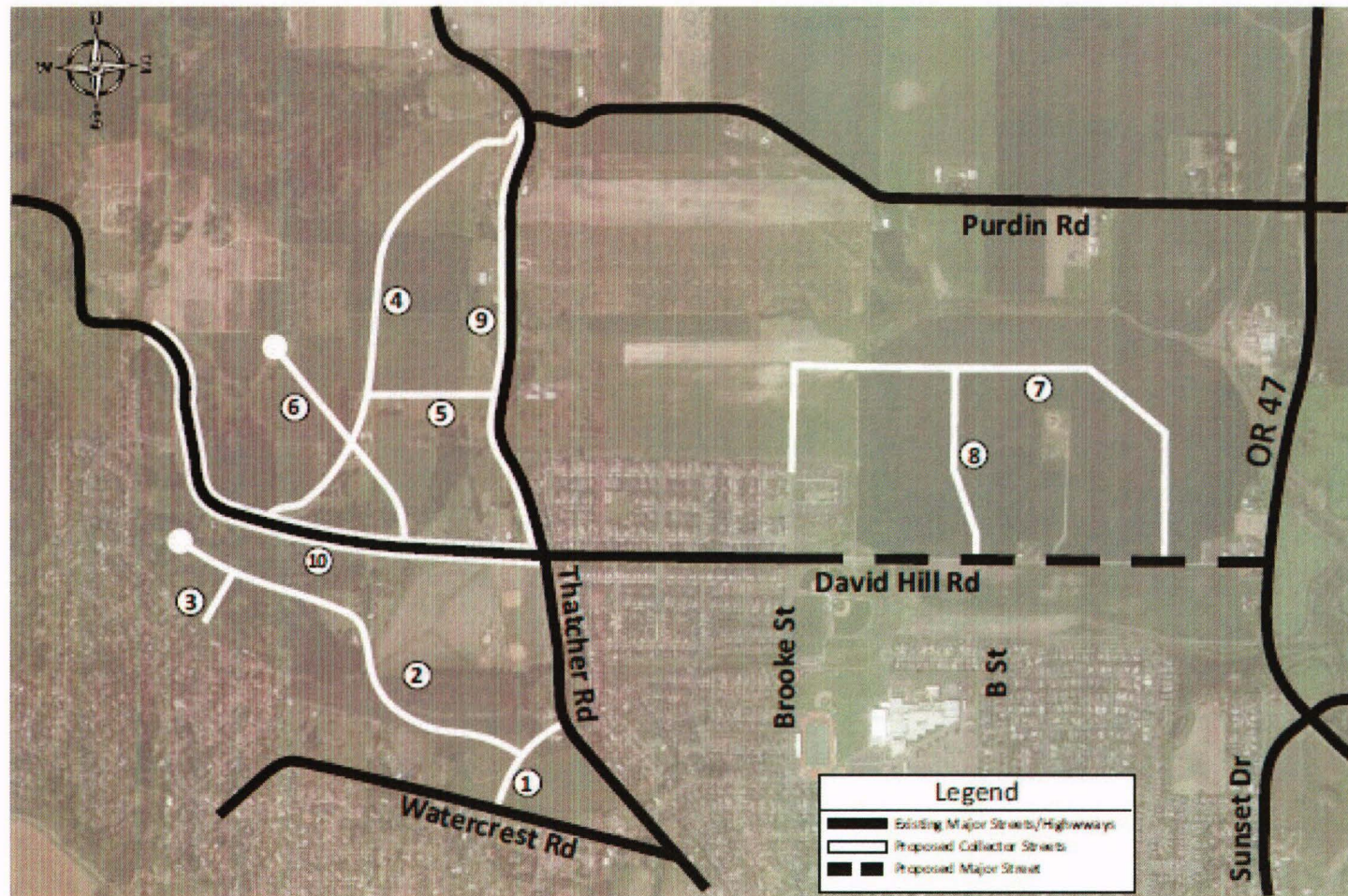


Area	Gross Area (ac.)	Developable Area (ac.)	Net Area (ac.)	Current Dwelling Yield	New Dwelling Yield
Subtotal – Purdin Road Area	238.65	212.47	173.69	5	1,174
Subtotal – David Hill Area	353.13	251.44	201.17	689	776
Grand Total	591.78	463.91	374.86	694	1,950

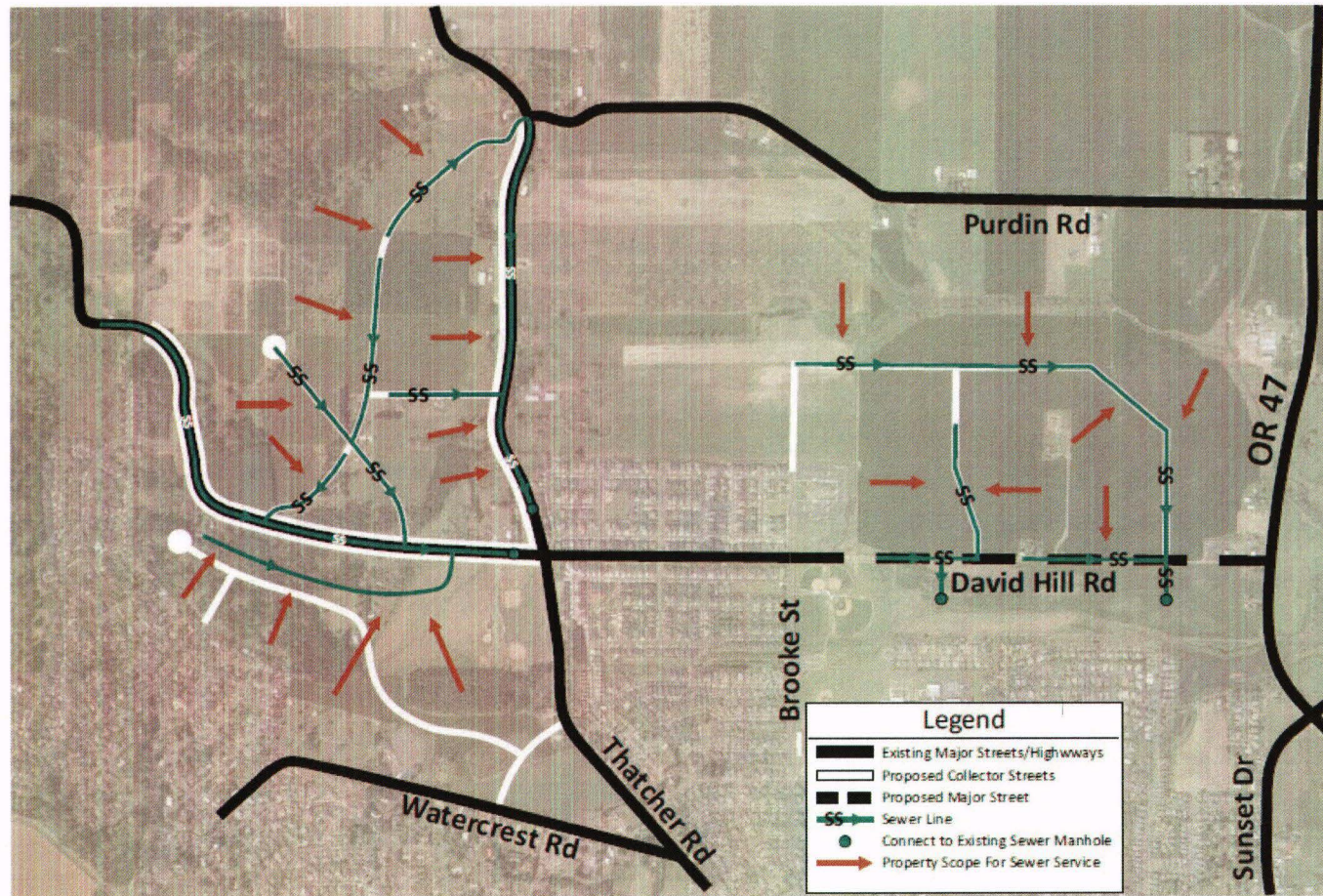
Infrastructure

- Westside Planning Area is a new area that requires major new systems; not an incremental extension of existing systems and facilities
- Types of Infrastructure:
 - Roads
 - Sewer
 - Water
 - Stormwater
 - Parks
- Focus
 - **Skeleton to meet area-wide needs**
 - Not specific properties
- Development Assumptions
 - 2,054 dwellings vs. PC Version of 1,950 units

Major Street System Collectors



Major Sewer System



Stormwater

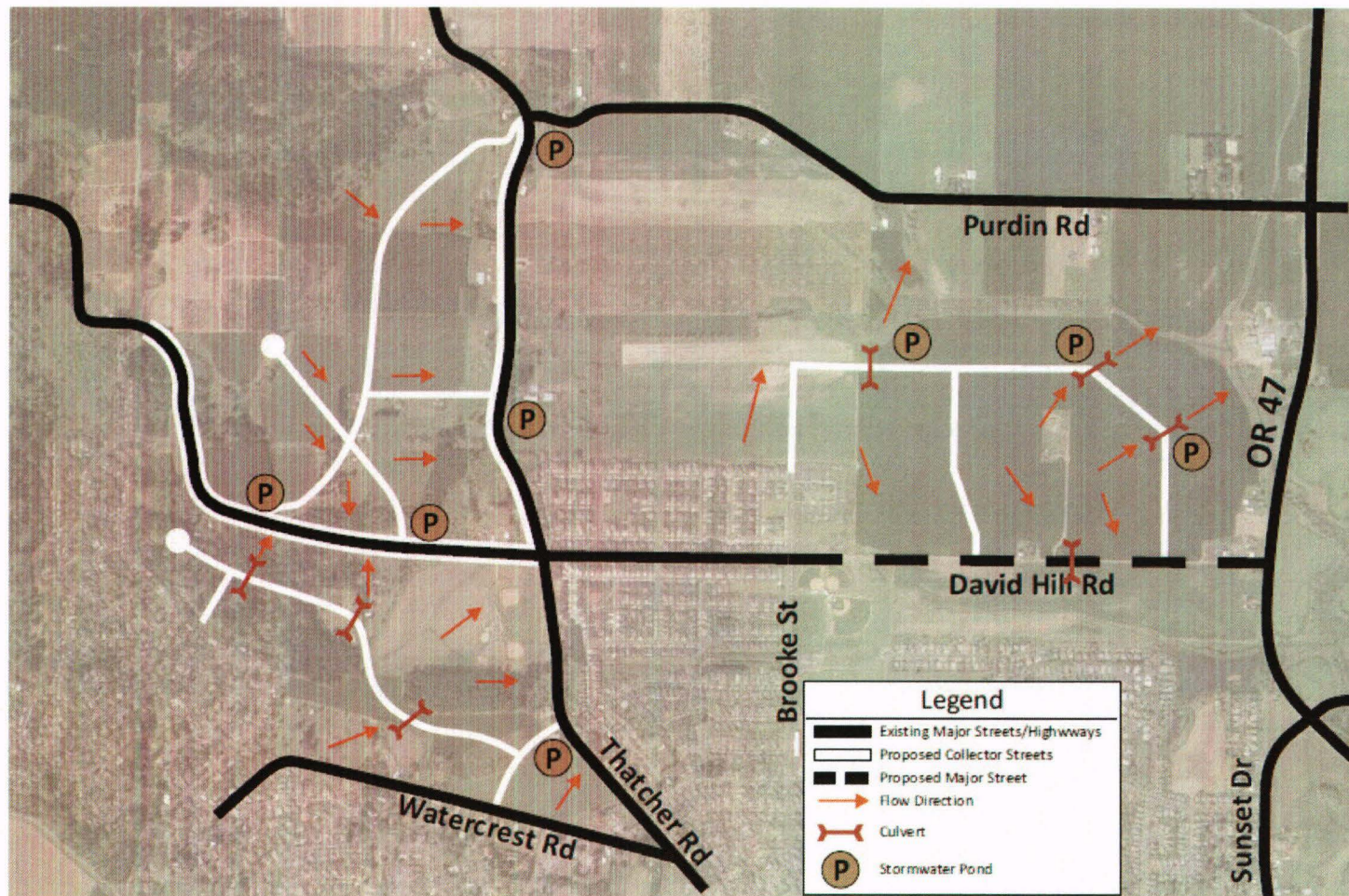
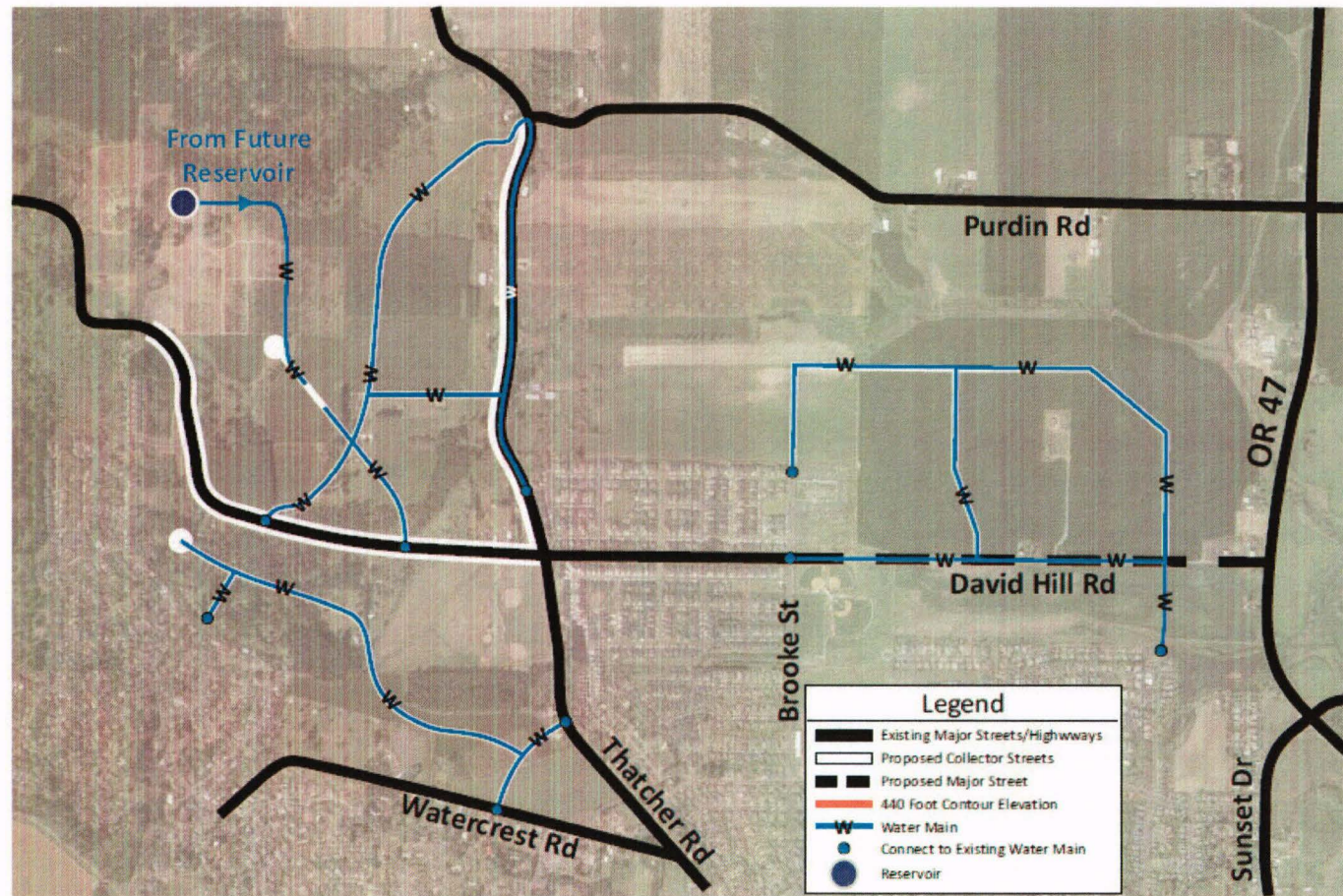


Figure 5
Stormwater Utilities

Westside Planning Project
Forest Grove, OR

Water



Projected Cost by Area*

	David Hill	Purdin
• Collectors	\$23,880,900	\$6,349,900
• Sewer	\$ 2,480,600	\$1,155,000
• Stormwater	\$ 1,067,500	\$ 507,500
• Water	\$ 6,855,400	\$1,677,600
• Parks	<u>\$ 648,000</u>	<u>\$3,000,000</u>
• Total Costs	\$34,932,400	\$12,690,000

*Estimates in todays dollars

SDC Background

- System Development Charge (SDC) Elements
 - Established by legislative action
 - Fees based on:
 - Capital needs for particular type of infrastructure
 - Impacts created by individual project (e.g. traffic generation by one single family house)
 - Cover system-wide costs
 - Some SDC's pay for new capacity and existing facilities
 - SDC's imposed by multiple jurisdictions (City, Washington County, Clean Water Services)
 - Paid at building permit for individual building construction
 - Incremental
 - Difficult to fund improvements needing up front funding
 - Can offer credits to SDC's for developer installing qualified improvements

Costs, Revenue and Net

	Cost	SDC (100%)	Net (+/(-))
• Collectors	\$30,230,800	\$16,254,437	(\$13,976,363)
• Sewer	\$ 3,635,600	\$435,448	(\$3,200,152)
• Stormwater	\$ 1,575,000	\$1,047,540	(\$527,460)
• Water	\$ 8,533,000	\$11,251,812	\$2,718,812
• Parks	\$ 3,648,000	\$ 6,162,000	\$2,514,000
- Note: Cannot commingle SDC's amongst infrastructure types, i.e., cannot use Parks SDC's for Water facilities. - Assumes 100% of SDC's collected from Westside Planning Area are used in Westside Planning Area.			

Consultant Recommendations

- **Transportation (Collectors)**
 - Use 40% of SDC's from new development in Westside (\$6,501,775)
 - Establish supplementary SDC of \$11,553 per unit (\$23,729,862) – Total: \$30,231,637
- **Sewer System**
 - 100% SDC for both areas
 - Supplementary SDC of \$1,427 for David Hill
- **Stormwater**
 - 100% of SDC
 - \$7/month stormwater rate surcharge phased in over 5 years to finance deficit
 - City may establish reimbursement district if surcharge is insufficient
- **Water System**
 - 100% of SDC's
- **Parks**
 - 100% of SDC's

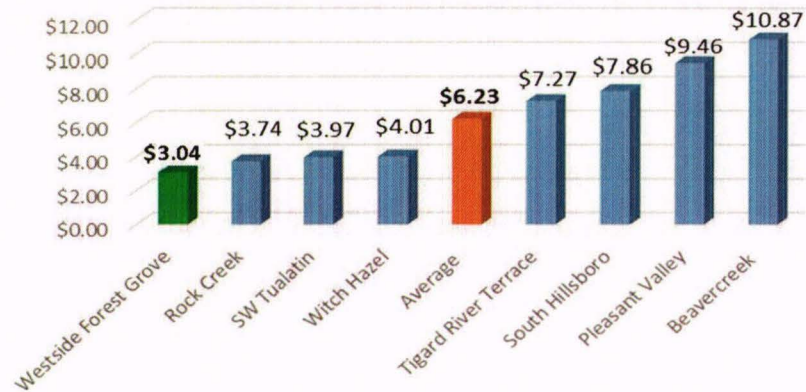
Consultants considered the following funding options for supplementary funds including:

- Supplementary SDC's
- Utility Fee
- Local Option Levy
- Local Improvement District/Reimbursement District

(Outside funding sources (e.g. MSTIP for transportation) would reduce financing needs)

SDC Funding - Market Feasibility

Public Facility Cost Per Buildable Square Foot



Total SDC & LID assessments per Single Family Detached Dwelling

	Current/ Proposed SDCs & LIDs per Sq.Ft. of Floor Area ¹	Expected Home Sales Price per Square Foot**	SDCs & LIDs as a % of Current Sales Price
Forest Grove (existing)	\$9.03	\$140.72	6.4%
Beaverton - South Cooper Mountain	\$16.22	\$199.98	8.1%
Forest Grove - Westside Planning Area	\$14.43	\$161.83	8.9%
Hillsboro - South Hillsboro	\$17.63	\$171.76	10.3%

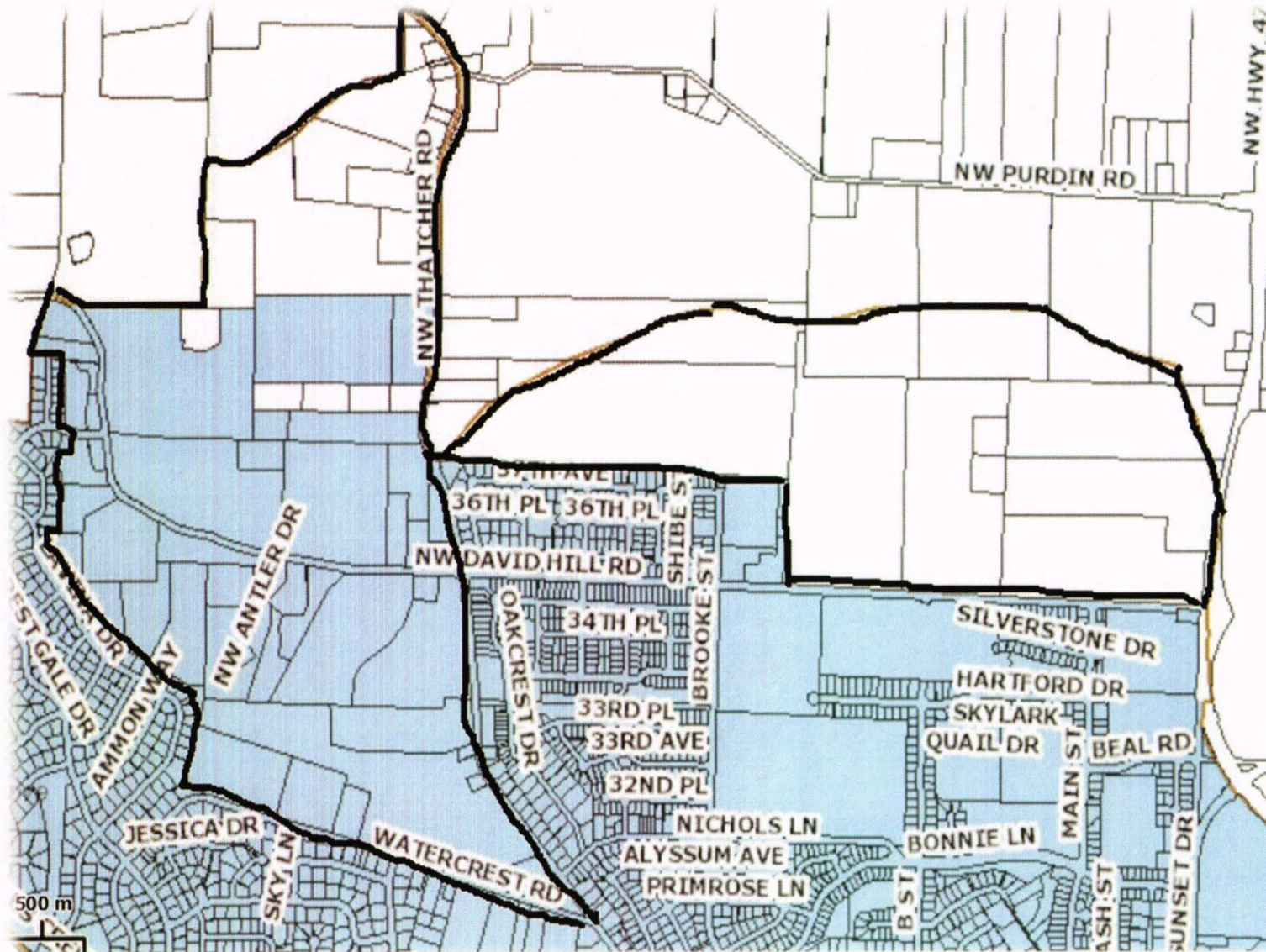
Note 1: Assumes 2,500 square foot house and assumes 15% price per square foot premium for housing in new master planned areas.

Note 2: Reflects sales price for homes built since 2010.

Compiled by FCS GROUP based on Zillow.com data.

Policy Considerations

- Insufficient SDC's from Westside Planning Area to fund collectors, sewer and stormwater.
- Should all the SDC's collected in the Westside Planning Area be used for the area. If not, what other percentage should be used? 40%, 18%
- Where current SDC's don't cover costs, what alternative method may be considered to pay for improvements?
- Should the City pursue up front improvements?





MEMORANDUM

TO: Jon Holan, Community Development Director
City of Forest Grove

FROM: Anne Sylvester, PTE and Jim Gibson, PE

DATE: June 13, 2016

PROJECT #: 0742.01 Forest Grove Westside Planning Project

SUBJECT: Revised Final Westside Water, Sewer and Stormwater Infrastructure Analysis

Introduction and Background

This memorandum presents an assessment of the key municipal infrastructure systems that need to be in place to develop property in the Westside Planning Area. This infrastructure system includes: a collector level street system, a water service system, a sewer system and a stormwater management system. Included in the memorandum are:

- Maps that lay out the proposed systems for providing municipal services,
- Descriptive text that outlines key assumptions, findings and conclusions for each system, and
- Cost estimates for each road and for each element of the water, sewer and stormwater management systems.

As illustrated in Figure 1, two areas within the City of Forest Grove are included in the Westside Planning Project:

- David Hill planning area
- Purdin Road planning area

David Hill - The David Hill planning area is located in the northwestern portion of the City of Forest Grove and has been included in the Urban Growth Boundary (UGB) for several years. David Hill is one of the city's prime growth areas and over 90% of this area is projected to develop by 2025. While urban land use designations currently exist, the need for street and infrastructure planning is urgent. As noted in the figure, the David Hill planning area also incorporates an area between David Hill Road and Gales Creek Road. Much of this area is already developed but it is included to address the integration of land uses and transportation/urban service connectivity.

Purdin Road - The Purdin Road planning area is located east of David Hill and directly north of the city. Today it is predominately used for agricultural purposes. This area was added to the UGB through legislative action in 2014, but there has been no comprehensive planning to guide the designation of urban land uses or infrastructure development. The Westside Planning Project is intended to meet these needs.



Figure 1. Westside Planning Project Study Areas



Organization of This Memorandum

In addition to this Introduction, this memorandum includes five additional sections. These are:

- Land Use Development Assumptions
- Internal Street System
- Sewer System
- Stormwater Management System
- Water System

Revised Land Use Development Assumptions

The development of municipal infrastructure to serve properties in the David Hill and Purdin Road planning areas is based on both the types of land uses that are envisioned for these areas and the magnitude of development that is anticipated.

As with the traffic impact analysis documented in a separate memorandum and conducted to identify roadway improvement needs, potential Transportation System Plan (TSP) amendments, and Transportation Planning Rule (TPR) compliance, the analysis of municipal utility infrastructure is based on the Westside Land Use Alternative as developed by the City and dated October 26, 2015. Figure 2 was developed by City staff to illustrate the component elements of this alternative.

This figure identifies a series of transportation zones by which different land uses are aggregated for analysis purposes. Table 1 includes detailed information concerning the specific land use types and



Figure 2. Revised Land Use Alternative

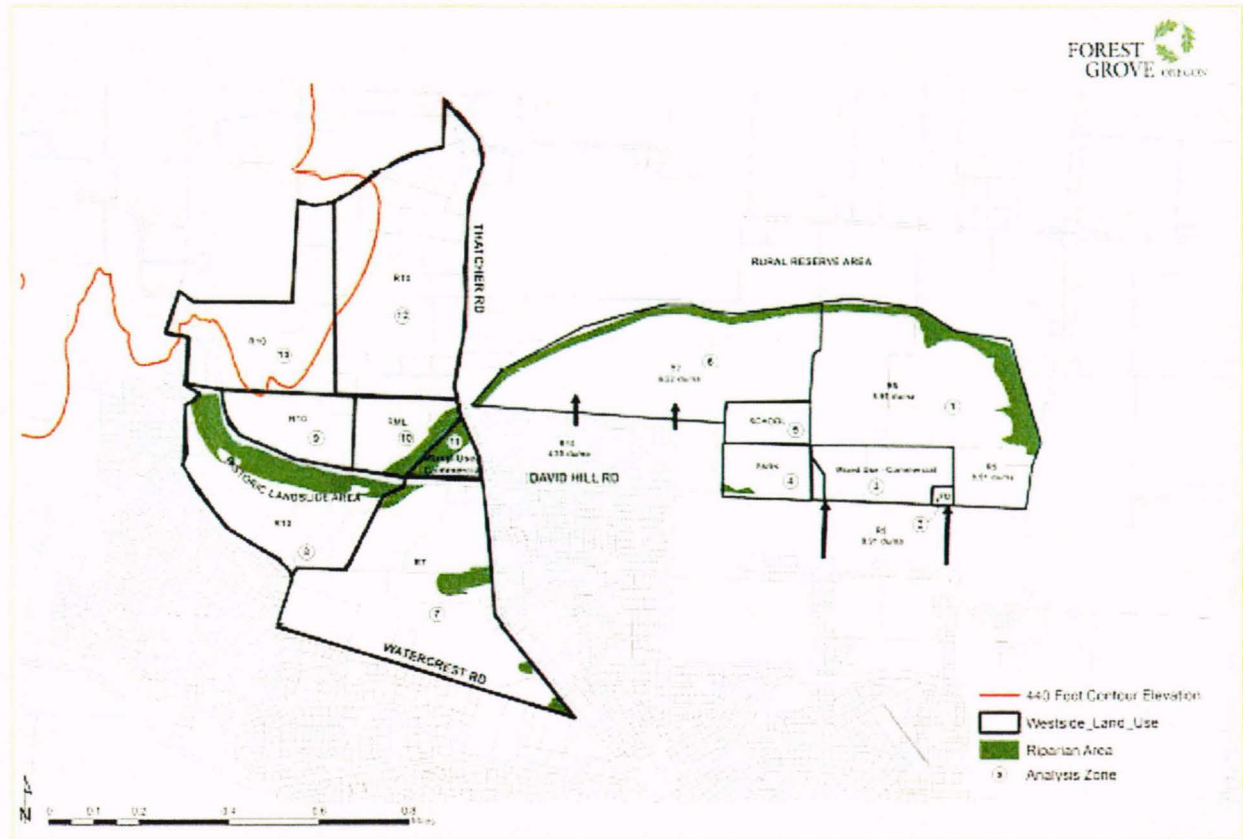


Table 1. Comparison of Existing Comprehensive Plan and Revised Alternative

Zone	Area	Revised Land Use Alternative (4/15/2016)							2014 Comprehensive Plan			
		Density (units/ac)	Net Ac	Slope Deduction	Dwelling Units	KSF	Acres	Employees	Density (units/ac)	Net Ac	Slope Deduction	Dwelling Units
1	Purdin (R5)	8.71	67.76	0%	590					67.76	0%	2
2	Fire Station		2.00	0%				3		2.00	0%	
3	Purdin (Residential)	12.0	18.50	0%	221					18.50	0%	
3	Purdin (Retail Commercial) ¹					46.5		46				
4	Purdin (Park)		10.98	0%			10.98			10.98	0%	
5	Purdin (Elementary School) ²		11.96	0%		65.0				11.96	0%	
6	Purdin (R7)	6.22	62.08	0%	386				1/20 ac	62.08	0%	3
<i>Sub-Total Purdin</i>			<i>173.28</i>		<i>1,197</i>	<i>111.5</i>	<i>10.98</i>	<i>49</i>		<i>173.28</i>		<i>5</i>
7	Watercrest (R7) ³	6.22	56.50	10%	316				4.35	56.50	10%	220
8	South of David Hill Rd (R10) ⁴	4.35	10.39	20%	36				4.35	10.39	20%	36
9	North of David Hill Rd (R10)	4.35	14.18	15%	52				4.35	14.18	15%	52
10	David Hill Village (R10)	4.35	12.05	15%	44				4.35	12.05	15%	44
11	David Hill Village (Comm)		2.90	0%		15.0		32		2.90	0%	
11	David Hill Village (Res) ⁵	12.0	--	0%	4				4.35	--	0%	12
12	Thatcher (R10)	4.35	76.65	10%	300				4.35	76.65	10%	300
13	David Hill (R10) ⁶	4.35	28.50	15%	105				1.0	28.50	15%	24
<i>Sub-Total David Hill/Gales Creek</i>			<i>201.17</i>		<i>857</i>	<i>15.0</i>	<i>0</i>	<i>32</i>		<i>201.17</i>		<i>688</i>
Totals			374.45		2,054	126.5	10.98	81		374.45		693

¹ Retail employment based on FAR of 0.25 for retail uses and 11 employees per net acre of commercial land within mixed-use area (approximately 4.2 net acres).

² Assumes average school size of 65,000 sq. ft. consistent with newer elementary schools in Forest Grove.

³ Land area within Thatcher Park and Thatcher Woods has been deducted from total land area. This deduction is approximately 25.18 acres.

⁴ Area outside of riparian zone and landslide hazard area.

⁵ Assumes limited residential above retail or standalone-plex development

⁶ While Figure 2 shows SU zoning for this area, analysis was based on R10 level of development to provide a "worst case" scenario.



quantities included in each zone. Figure 2 also shows existing riparian areas which must be avoided as the area is developed, along with the 440-foot contour interval on the west side of the David Hill area. This elevation represents the limit of existing city water service.

As indicated in Table 1, a net total of just over 374 acres have been identified for development as part of the Westside Planning Project. This excludes areas designated as vegetated corridors under Clean Water Services standards. Under the existing Comprehensive Plan (adopted in 2014) the two planning areas are entirely zoned for residential development yielding a total of 693 single family dwelling units. Under this Revised land use scenario, mixed use development is proposed consisting of single and multi-family dwellings, retail, a fire station and an elementary school. This development would include an estimated 2,054 dwelling units, an increase of 1,361 units over the existing plan with 169 more in the David Hill planning area and 1,192 more in the Purdin Road planning area. The development would also include 61,500 square feet of retail (yielding an estimated 78 employees), a 10.98-acre park, a 2-acre fire station with an estimated 3 employees, and a 65,000-square foot elementary school.

The land use assumptions shown in Table 1 should be considered as a “worst case” scenario for purposes of infrastructure planning. These land uses differ from the version originally endorsed by the Forest Grove Planning Commission in 2015 as follows:

- **Purdin Road** - In the Purdin Road Planning Area the April 2016 documented in this report include a total of 1,197 dwelling units in comparison to the Planning Commission which included 979 dwelling units. Conversely, the Planning Commission version showed a much higher growth assumption for commercial development with 202,600 square feet compared to the 46,500 square feet in the April 2016 version. Fundamentally, the current version assumed much higher residential development (218 more units) and much lower commercial development (156,100 fewer square feet) than the Planning Commission version.
- **David Hill** – Residential development assumptions for the April 2016 version are slightly higher than the Planning Commission version (857 as compared to 776). The primary difference lies in the assumed development density for the area at the western edge of the David Hill. This area has been identified for Suburban Residential development at 1 du/acre in both scenarios, but has been analyzed at a higher density (R10) for purposes of this infrastructure memo. This approach provides a means of testing the financial feasibility of a higher level of development.

Internal Street System

Due to the extent of unknown factors affecting the development of a transportation system for David Hill, the City's recently adopted Transportation System Plan (TSP) did not identify a potential future street system. The TSP called for further refinement planning to address the unique aspects of providing urban services in this topographically challenged area. This refinement planning effort has been incorporated into the Westside Project, along with consideration of connectivity issues for the Gales Creek area located immediately south of David Hill Road. In addition, since the Purdin Road Planning Area was incorporated into the Urban Growth Boundary by Legislative action, no concept plan had been prepared outlining an internal street system. The Westside Project is also intended to address this need.

The development of an internal street system focused on laying out a system of collector level roads intended to provide access to and connectivity through major portions of each planning area.

Street Layout Assumptions

Assumptions made for the initial planning level layout of this collector street system include:



- The number of internal roads and their points of connection to the surrounding street system relies on the traffic impact and improvement needs analysis discussed in a separate memorandum. Internal roads will generally have a single travel lane in each direction with left turn channelization at key intersections.
- The layout of all internal collector streets was based on the collector street classification in the City's Development Code that requires 60 feet of right-of-way and a 40-foot street cross-section. However the streets with half-street roadway improvements require modified collector street standards. (See the Appendix for each street geometric section.)
- All internal collector streets would have bicycle lanes and sidewalks on both sides.
- Connectivity to the surrounding street system takes into account some of the key findings in the City's TSP with respect to the following roads:
 - **David Hill Road** – The extension of David Hill Road is included from its current terminus eastward to intersect at Highway 47 (this project is currently under design and is expected to open in 2016). A single lane roundabout was assumed for the intersection with Highway 47 based on existing project development activities.
 - **Vista Drive** – The addition of the Vista Drive extension between Gales Creek and Thatcher Roads is included in the TSP. With this improvement a significant volume of existing and projected future traffic would be diverted away from the intersection of Gales Creek and Thatcher Roads. Without this improvement it will be necessary to signalize or otherwise improve traffic operations at the Gales Creek/Thatcher intersection.
 - **Main Street and B Street Extensions** – The proposed recommended street layout for the Purdin Road area includes connections into developed portions of the city via extensions of Main Street and B Street. Extensions of these two streets are included in the adopted TSP between Hartford Drive and the David Hill Road extension.

General Street Design Assumptions and Conclusions

- As each road is actually designed it will need to be fully reviewed for compliance with AASHTO, City and/or County standards.
- Vertical curves will need to be designed. The length of each vertical curve identified during final design will affect the volume of cut and fill that were identified based on the initial planning level layout.
- A sight distance review has not been completed. This will need to be included in the roadway final design. This review may require adjustments to the volume of cut and fill initially identified.
- Due to the poor quality of soil infiltration that was identified by the geo-technical consultant for the Westside Planning Project, stormwater is expected to be collected in catch basins and conveyed to stormwater facilities for treatment and detention prior to being released.
- Wetland studies may be required to refine the level of detail currently available about possible wetland locations and impacts to determine if it is necessary to modify the proposed internal street system to avoid wetland impacts or to provide for necessary mitigation.
- It will be necessary to review where and how site access is provided along the proposed collector street system. Where appropriate, site access should occur on the lowest order street in the functional classification hierarchy (i.e., onto a collector street rather than an arterial like David Hill or NW Thatcher Roads, or onto a local street rather than a collector).



- Roadway access in the David Hill planning area must also consider how topography will affect access to property adjacent to collector roads if this access is required. In many portions of David Hill 3:1 side slopes from the proposed roads would extend up or down for approximately 10 feet. This would make it hard for residential driveways to be constructed. Further, any secondary or local road connections to a collector street will likely start 10 feet below or above the adjacent road grade. This will make it difficult to construct the local road with a grade of less than 12%.
- In-road sewer lines and water line pressure will need to be reviewed with respect to roadway grades. A water storage tank may be need for additional storage/fire flow or to increase the pressure for the lots. These are further discussed in the sections on the sewer and water systems.
- While the planning level street system layout considers the intersection and driveway spacing requirements of relevant City and/or County standards, the spacing of these connection points will need to be reviewed during final design.
- Roadway design will need to coordinate with all the utilities in addition to the municipal services addressed in this memorandum (i.e., cable, electrical, phone, fiber-optic, natural gas, and/or others).

Individual Street Assumptions and Conclusions

This section presents assumptions, findings and conclusions from the initial planning level layout of individual collector streets within the David Hill and Purdin Road planning areas. These streets are illustrated in Figure 3 and each has been assigned a unique identifier number. It should be noted that only proposed collector roads are shown within the planning areas in this figure. All other internal streets would be considered local roads, and would be identified and laid out when property development proposals are prepared.

Road 1

Road 1 is a northerly extension of Vista Drive which is identified for implementation in the City's 2014 TSP. This road would provide a connection between Watercrest Road and NW Thatcher Road, helping to relieve traffic congestion at the intersection of Thatcher Road with Gales Creek Road. The road would be located through undeveloped property. Planning level roadway design considerations included:

- A collector road way section was used with catch slopes of 3:1.
- Traffic control during construction would be required at intersections with Watercrest Drive and NW Thatcher Road.
- Road grade would be approximately 8 to 10%.

Road 2

This road would provide connectivity to potential future development along the south side of David Hill Road between the Vista Drive extension (Road 1) and a proposed extension of Valley Crest Way from south of Lavina Drive into the development area. The roadway will be located south of an existing resource parcel. A short collector road segment ending in a cul-de-sac may be provided west of Valley

Figure 3. Collector Street System

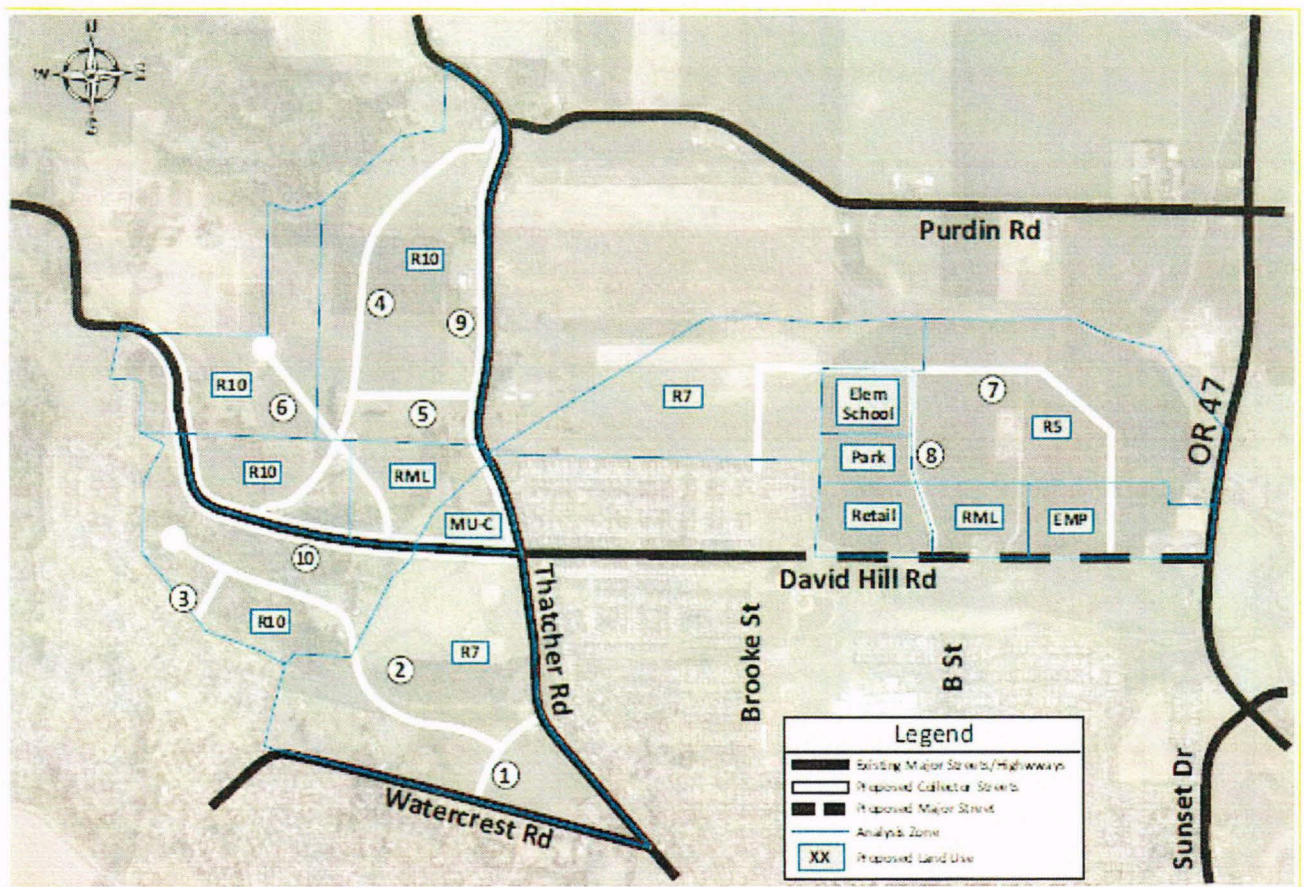
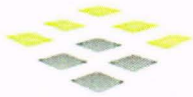


Figure 3
Proposed Street System

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Crest Way. This area has been identified as a Landslide Hazard Zone and further investigation related to the feasibility of building residential development and associated infrastructure in this area will likely be necessary prior to final design and/or construction of this road. Planning level roadway design considerations included:

- A collector roadway section was used with catch slopes of 3:1.
- Road grade is assumed to be 15% to match the existing site grade of 15% through three small segments of the road totaling 1,250 feet. The remainder of the road would have a grade of 12% or less. If the entire road grade were limited to 12% as required by City Code, additional cut and fill (with associated additional costs) would be required.
- Culverts will need to be sized and placed under the road to allow for stormwater runoff to flow from south to north to the existing creek along the south side of David Hill Road. A minimum of three culverts may be required. See Figure 5 for locations.

Road 3

This road would be an extension of Valley Crest Way north of Lavina Drive. As with Road 2, ultimate feasibility of this road would be linked to the overall feasibility of development in the Landslide Hazard Area. Planning level roadway design considerations included:

- A collector road way section was used with catch slopes of 3:1.
- The road grade was assumed to be 12%.
- The road would have an intersection at Lavina Drive that would require traffic control during construction.
- The existing terrain where the road is to be located is forested.

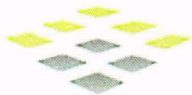
A connection from Road 3 to David Hill Road is not shown due to the potential landslide hazard in this area and the need to cross the stream and vegetative corridor that runs along the south side of David Hill Road through this area.

Road 4

This road would provide major north/south access through the entire David Hill planning area. It would intersect David Hill Road at an existing driveway approximately 2,500 feet west of the intersection with NW Thatcher Road, and then extend generally north and northeast for approximately 4,700 feet to intersect NW Thatcher Road at Purdin Road. This road represents the spine around which most access into and out of the David Hill planning area would congregate. Planning level roadway design considerations included:

- A collector road way section was used with catch slopes of 3:1.
- Road grade is assumed to be 15% to match the existing site grade of 15% through a small segment of the road totaling slightly over 600 feet in a single location. The remainder of the road would have a grade of 12% or less. If the entire road grade were limited to 12% as required by City Code, additional cut and fill (with associated additional costs) would be required. The earthwork cut section would start out as negligible and increase to an additional six feet of cut at the center and ultimately daylight at the top of the rise. This represents an excavation cost increase of approximately 40% over the 15% design. The cost estimate for this road assumes concrete pavement for this distance.

The analysis in this memo is based on aerial contours and GIS information provided by the City, Metro and other sources. It is possible that when a future developer conducts a field survey of



the area and prepares preliminary roadway design, actual topography may be somewhat different than the values assumed in this report. If that were to occur, then it may be possible to meet the 12% grade limitation of the existing Development Code. However, it is also possible that a revision to the City's Development Code may be necessary to allow 15% grades longer than 250 feet. This issue should be addressed if and when it becomes necessary.

- The elevation of Road 4 at its intersection of with Road 6 will need to match. This may control the slope of one or both of the roads.
- The two intersections at the connecting streets were aligned to follow the existing grades more closely. Retaining walls will need to be constructed on each side of the roadway for about 400 feet to match into existing grades at each of these intersections. The wall locations and types will be determined by the residential development during the final design phase.

Road 5

Using the existing alignment of the privately-owned Plum Hill Road, Road 5 would be constructed to urban standards to provide a direct connection between Road 4 and NW Thatcher Road. Planning level roadway design considerations included:

- A collector road way section was used with catch slopes of 3:1.
- Road 5 would have grades ranging from 12% to 15% for the full length of the roadway. If a consistent grade of 12% is used for the design of this road, the elevation of the intersection would need to match Road 4.

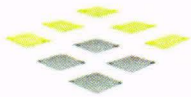
Road 6

This road would also provide access into the David Hill planning area from David Hill Road at a new intersection approximately 1,250 feet west of NW Thatcher Road. This access point takes advantage of a location where grades are less steep than most locations along the north side of David Hill Road at this location. This road is assumed to run approximately 2,900 feet north and west of the David Hill Road intersection, serving the far western edge of the planning area. When initially constructed it is expected that this road would end in a temporary turnaround at its western end, but it will be extended further west into the City's Urban Reserve area at such time as this area comes into the UGB and development occurs. Planning level roadway design considerations included:

- A collector road way section was used with catch slopes of 3:1.
- The road grade is assumed to be 15% to match the existing 15% grade for the entire length of the road. If a flatter (12%) slope was assumed, it would require approximately 240,000 cubic yards of additional cut and fill above the level required to achieve a 15% grade. The cul-de-sac at the westerly end of this road would be 40-feet below existing grade if a 12% slope was used.
- The elevation of Road 6 at its intersection with Road 4 will need to match. This may control the slope of one or both of the roads.
- There is an existing residence in the vicinity of the proposed cul-de-sac.

Road 7

Road 7 is the primary road serving the Purdin Road planning area. On its easterly end, it intersects the David Hill Road extension approximately 900 feet west of Highway 47 and then runs north and west into the planning area. This road would bisect the proposed employment area and provide access into and through the single family residential areas. It turns south at a point that generally aligns with Brooke Street (a city-designated collector street facility). Other roads serving the proposed single family



residential areas located in the northern portion of the planning area would be local streets. They are not shown in Figure 3 but would be identified when and as development proposals are prepared.

Planning level roadway design considerations included:

- A collector road way section was used with catch slopes of 3:1.
- The road is flat with grades under 5%.
- Culverts will need to be sized and placed under the road to allow for stormwater runoff to flow from west to east. A minimum of two culverts may be required.
- The turns in Road 7 as shown in Figure 3 are for illustrative purposes and will need to be adjusted during final design to meet ASSHTO standards.

Road 8

This north/south road connects to David Hill Road on its southern end approximately 2,400 feet west of Highway 47. This connection is recommended to occur directly opposite an extension of B Street as proposed in the TSP and identified in the pending Silverstone development. On its northern end, Road 8 would intersect Road 7 about 1,500 east of the extension of Brooke Street north into the planning area (i.e., the westernmost end of Road 7). Road 8 provides direct access to a mixed use residential area and commercial development proposed for the north side of David Hill Road. It would also serve the proposed park and elementary school in the heart of the planning area, and provides an alternate route into the single family residential area. Planning level roadway design considerations included:

- A collector road way section was used with catch slopes of 3:1.
- The road is flat with grades under 5%.

Road 9 (Thatcher Road)

Planning level roadway design discussions with the City indicate that half street improvements will be required on the east side of this roadway from Purdin Road to David Hill Road, a distance of approximately 4,050 feet in length. A section of the roadway will be raised to allow for a gravity sewer line to cross over the existing drainage located approximately 900 north of David Hill Road. Crossing the creek depression will take a fill prism of 800 feet. The fill would start at existing grade at the beginning and increase to 15 feet in the center of the depression (approximately 400 feet of distance) then transition back down to existing grade at the 800-foot mark. These improvements are considered as a portion of the City's roadway collector requirements and are included in the cost estimate. See the Appendix for details.

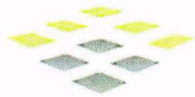
Road 10 (David Hill Road)

David Hill Road is planned for a reconstruction from Thatcher Road west by 5,100 feet. A three lane section is proposed from Thatcher Road west by 850 feet to the existing drainage way. A two lane section is proposed from the drainage way west for another 4,250 feet. Planning level roadway design consideration include:

- A road way section was used with catch slopes of 3:1.
- The road grade is assumed to match the existing grade for the entire length of the road.

Other Roads

Figure 3 also illustrates some potential future roadway connections that are intended to provide collector arterial road access into the Rural Reserve area south of Purdin Road and north of the existing east/west creek (the current UGB line). It is not anticipated that these connections would be made



within the 20-year planning horizon for the Westside Planning Area study. However, they are shown to provide a very long-term vision of a future transportation network to both serve this area and to provide guidance on the type and size of roads that should be built within the UGB.

In Figure 3, these roads are shown as dashed lines with arrows that point to the future extension. They include future extensions of Brooke Street and B Street north of Road 7, and a westerly extension of Road 7 to the UGB that would be aligned north of and parallel to David Hill Road. This westerly extension could ultimately connect with Road 5 on the west side of Thatcher Road providing additional east/west connectivity between the David Hill area and the Purdin Road area.

These street extensions would be designated as collector streets and designed accordingly. It is anticipated that they will provide local access only until such time as the Rural Reserve area begins to develop. At that time they will function as collectors.

Internal Road System Cost Estimates

Table 2 summarizes planning level cost estimates prepared for the ten internal roads in the Westside Planning Project area. More detailed information is included in a cost estimate worksheet prepared for each road and included in Appendix A. As indicated in the table, total estimated cost for constructing the designated collector street system with the amenities and cross-section required by City Code would be \$29,463,900. It should be noted that this estimate does not include any local street construction or any street mitigation that may be required as a result of the traffic impact assessment. This estimate is subject to the limitations and caveats noted above in general and/or for each specific roadway. All costs included in Table 2 are assumed to be private costs associated with providing access for development or traffic impact mitigation.

Table 2. Westside Planning Project Area Internal Street System Cost Estimates

No.	Street Name	Limits	Description	Estimated Cost
1	Road 1 – Gales Ck (Vista Drive)	Watercrest Road to NW Thatcher Road	Construct new 1,050-foot urban collector street	\$1,000,300
2	Road 2 – Gales Ck	Area 7 to Area 8	Construct new 3,200-foot urban collector street	\$4,246,000
3	Road 3 – Gales Ck	Area 8 Connector	Construct new 600-foot urban collector street	\$787,200
4	Road 4 – David Hill	David Hill Road to Purdin Road	Construct new 4,700-foot urban collector street	\$6,409,200
5	Road 5 – David Hill (Plum Hill Road)	Area 13 Mid-Block Connection to Thatcher Road	Construct new 1,250-foot urban collector street	\$1,212,200
6	Road 6 – David Hill	Area 13 Cul-De-Sac	Construct new 2,300-foot urban collector street	\$2,391,000
7	Road 7 – Purdin	Brooke Street to David Hill Road	Construct new 5,500-foot urban collector street	\$4,766,200

Table 2 Continued. Westside Planning Project Area Internal Street System Cost Estimates

No.	Street Name	Limits	Description	Estimated Cost
8	Road 8 - Purdin	David Hill Road to Proposed Brooke Street	Construct new 1,750-foot urban collector street	\$1,583,700



No.	Street Name	Limits	Description	Estimated Cost
9	Road 9 – Thatcher	David Hill Road to Purdin Road	Half street reconstruction, 4050-foot ½ street improvements	\$3,124,600
10	Road 10 – David Hill	Thatcher Road to West of Area 9	Full street reconstruction, 5,100-foot urban collector street	\$3,943,500
Totals				\$29,463,900

Note: See Figure 2 for an illustration of the areas that are referenced in this table.

Sewer System

This section presents a discussion of the proposed sewer system to serve residential and other urban development in the Westside Planning Area. The analysis of sewer system needs is based on the development assumptions identified in Table 2. Sewer services should be designed to meet City of Forest Grove development standards.

Figure 4 illustrates the proposed sewer system improvements to provide service to both the David Hill and Purdin Road planning areas. This system typically follows the existing and/or proposed street system. It includes both sewer lines and manholes.

General Sewer System Design Assumptions and Conclusions

Specific observations, findings and recommendations with respect to the provision of future sewer service to the Westside Planning Area are summarized in the bullet points below:

- The lots off of Road 2 and 3 will flow to a sewer line located south of the David Hill Road as indicated in Figure 4. An 8" diameter sewer pipe will be required, but its ultimate location will be determined at the time of development application, and will depend on the nature of development in this area.
- Based on the alignment shown in Figure 3, Road 4 would slope in two directions. The southern ends of Road 4 and Road 6 would generally slope to the south and east. Sewage in this area would be served by gravity flow to an existing connection point at a manhole located at the intersection of David Hill Road and NW Thatcher Road.
- Sewage flow from the north end of Road 4 would flow north and then south along NW Thatcher Road to an existing manhole located approximately 560 feet north of the intersection of David Hill Road and NW Thatcher Road. One of the challenges of making this connection is the stream crossing north of David Hill Road. As noted in the discussion of Road 9 (Thatcher Road), the proposed improvements on this road would include raising approximately 800-feet of this facility to allow gravity flow for the sewer line. It should be recognized that there are other options for moving sewage across the creek including installation of either a siphon or a pump station. These options should be considered during final design of roadway improvements along Thatcher Road.



Figure 4. Sewer Utilities

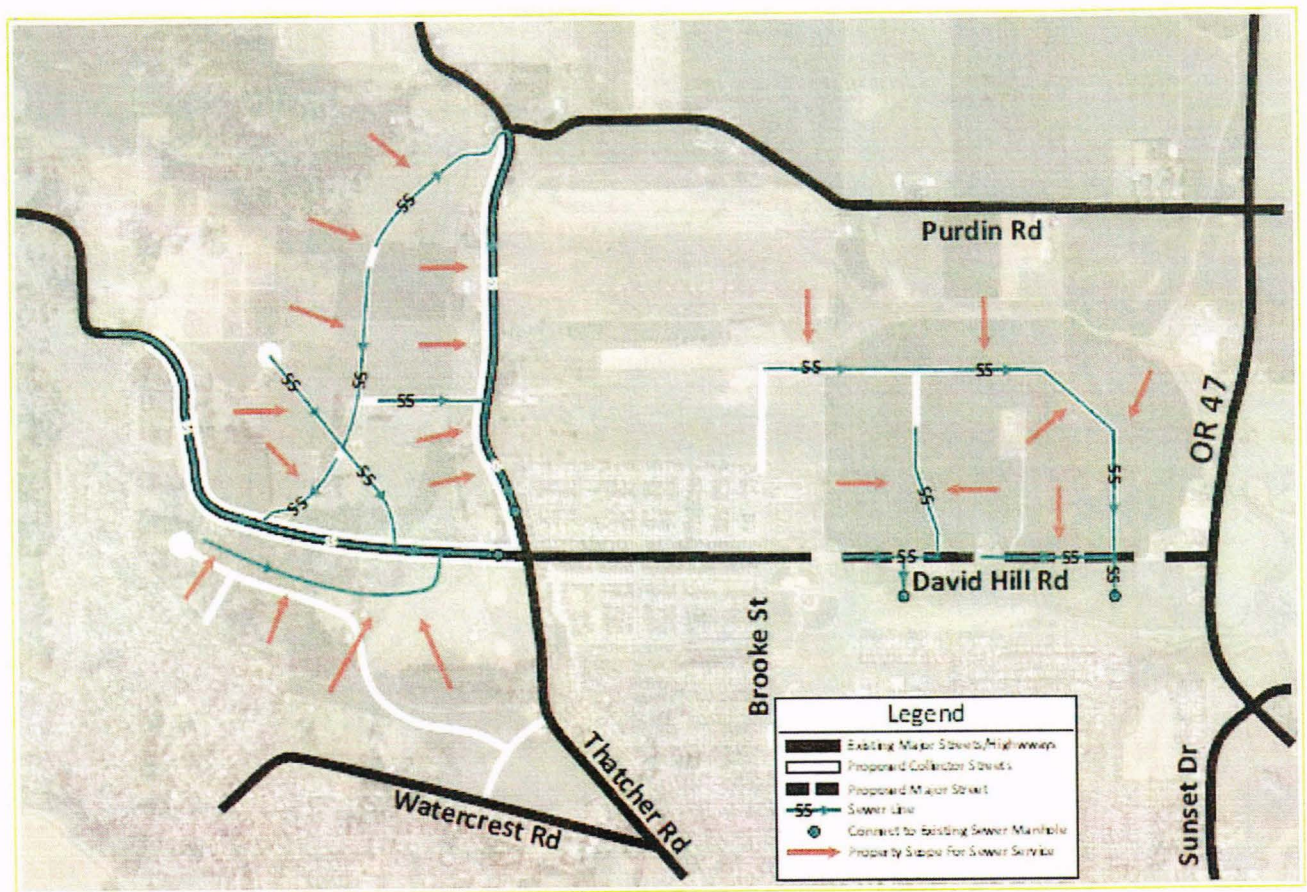
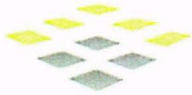


Figure 4
Sewer Utilities

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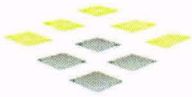


- Sewage flow from Road 5 (Plum Hill Road) will flow east to a gravity sewer line located at the intersection of Road 5 and NW Thatcher Road. The sewer line proposed in Thatcher Road will flow south to an existing sewer line located 600 feet north of David Hill Road.
- The use of connections to the existing sewer system on Thatcher and David Hill Roads was based on an analysis of potential sewer flows from the David Hill Planning Area and a review of the 2009 *Sewer Master Plan*. The Master Plan did not identify a current constriction in the downstream system that would preclude service to the David Hill area. This area is in the current UGB and development at the level identified in the Comprehensive Plan would have been assumed in the development of the Master Plan. The David Hill development assumed in this report would have approximately 170 more dwelling units than were assumed in the Comprehensive Plan. Our analysis also took into account the sewer extensions/connections along David Hill Road (Nehalem Lateral in the 2009 *Sewer Master Plan*, see appendix for an illustration) that are being installed with the roadway connection as currently planned. The Nehalem Lateral extension would connect at generally the same location as the Future North Forest Grove Trunk line. This future trunk line is shown in the Rural Reserve Area north of the Westside Planning Area and the stream. The extension of a sewer line through a Rural Reserve area to connect two portions of a UGB is permitted under state land use regulations¹.
- Sewage flow from Roads 7 and 8 will gravity flow an existing sewer manhole located at the intersection of Hartford Drive and Main Street. This will require coordination with the pending Silverstone development located along the south side of the new David Hill Road alignment west of Highway 47.
- The system wide capacity and flow will need to be verified for design level documents. . This report has used the proposed land uses and flows to provide planning level estimates for pipe sizing. This has shown that new 8" diameter sewer mains should be able to support the proposed land uses.
- Based on the assumption that for all new sewer mains 8 inches in size the installation shall be at the developers' expense and no cost sharing is expected between the City and future development. All new sewer mains that are expected to be more than 8 inches in size are assumed to be publicly-funded.
- Additional sewer calculations will need to be completed to determine the required pipe sizes, slopes and pipe cover.

Sewer System Cost Estimates

Table 3 summarizes planning level cost estimates prepared for the major components of the sewer system proposed for the Westside Planning Area. More detailed information is included in a cost estimate worksheet in the Appendix. As indicated in the table, total estimated cost for constructing the proposed sewer system as required by City Code would be \$3,635,600. In most cases, the sewer lines were proposed to be 8-inches in diameter. Funding for all 8-inch pipes is assumed to be provided by private developers. Funding for pipes larger than 8 inches is expected to be publicly-funded. This includes the sewer lines proposed along Roads 7 and 8 that are anticipated to be 10-inches in diameter and the line along Road 10 (David Hill Road) is expected to be 12-inches in diameter.

¹ Per email communication with Anne Debbaut of DLCD staff on May 23, 2016.



The Sewer system cost estimate is preliminary in nature and based best available information at the time of the report. Sewer main locations are based on preliminary roadway locations and GIS topography information. No survey or field verifications have been completed as part of this analysis.

Table 3. Westside Planning Project Area Sewer System Cost Estimates

No.	Description	Estimated Cost
1	Road 1, 2, 3 Sewer Line	\$225,000
4	Road 4 Sewer Line	\$300,000
5	Road 5 Sewer Line	\$82,500
6	Road 6 Sewer Line	\$165,000
7	Road 7 Sewer Line (10")	\$405,000
8	Road 8 Sewer Line (10")	\$255,000
9	Road 9 Sewer Line	\$262,500
10	Road 10 Sewer Line (700 LF 12")	\$382,500
	Contingencies and Engineering	\$1,558,100
	Totals	\$3,2635,600

Stormwater System

This section presents a discussion of the proposed stormwater management system to the future collector streets being proposed in the Westside Planning Area. The analysis of stormwater system needs is based on the lineal footage of the road layout shown in Figure 3. At this time, the local streets that support the land uses identified in Table 2 have not been included, nor has runoff from property adjacent to the public street system. This memorandum only includes the requirements to construct stormwater ponds for the collector roadways. Future land use applicants will be required to make provisions to meet their own stormwater management needs. The stormwater system will need to be designed to meet Clean Water Services' development standards. It will be challenging to construct a stormwater treatment facility on existing slopes which range from 8 to 20% in locations.

Figure 5 illustrates the proposed stormwater management system improvements to provide service to both the David Hill and Purdin Road planning areas. This system typically follows the existing and/or proposed street system alignment and places stormwater ponds in areas that are topographically reasonable to collect the stormwater from roadway conveyance systems. Stormwater modeling will be required prior to final design to verify locations, sizes, and elevations of each facility. Each location has assumed that the facility can treat its own stormwater within the footprint of the facility and no retaining walls will be required.

General Stormwater Management System Design Assumptions and Conclusions

Specific observations, findings and recommendations with respect to the provision of future stormwater management service to the Westside Planning Area are summarized in the bullet points below:

- Stormwater from Roads 1, 2 and 3 may be conveyed to a treatment facility located adjacent to NW Thatcher Road. Stormwater from this facility would need to be released to an acceptable location to be determined during design engineering. It is assumed that subdivisions next to public streets will develop their own approach to stormwater management in cooperation with public agencies. There are multiple options to engage in a comprehensive



Figure 5. Stormwater Utilities

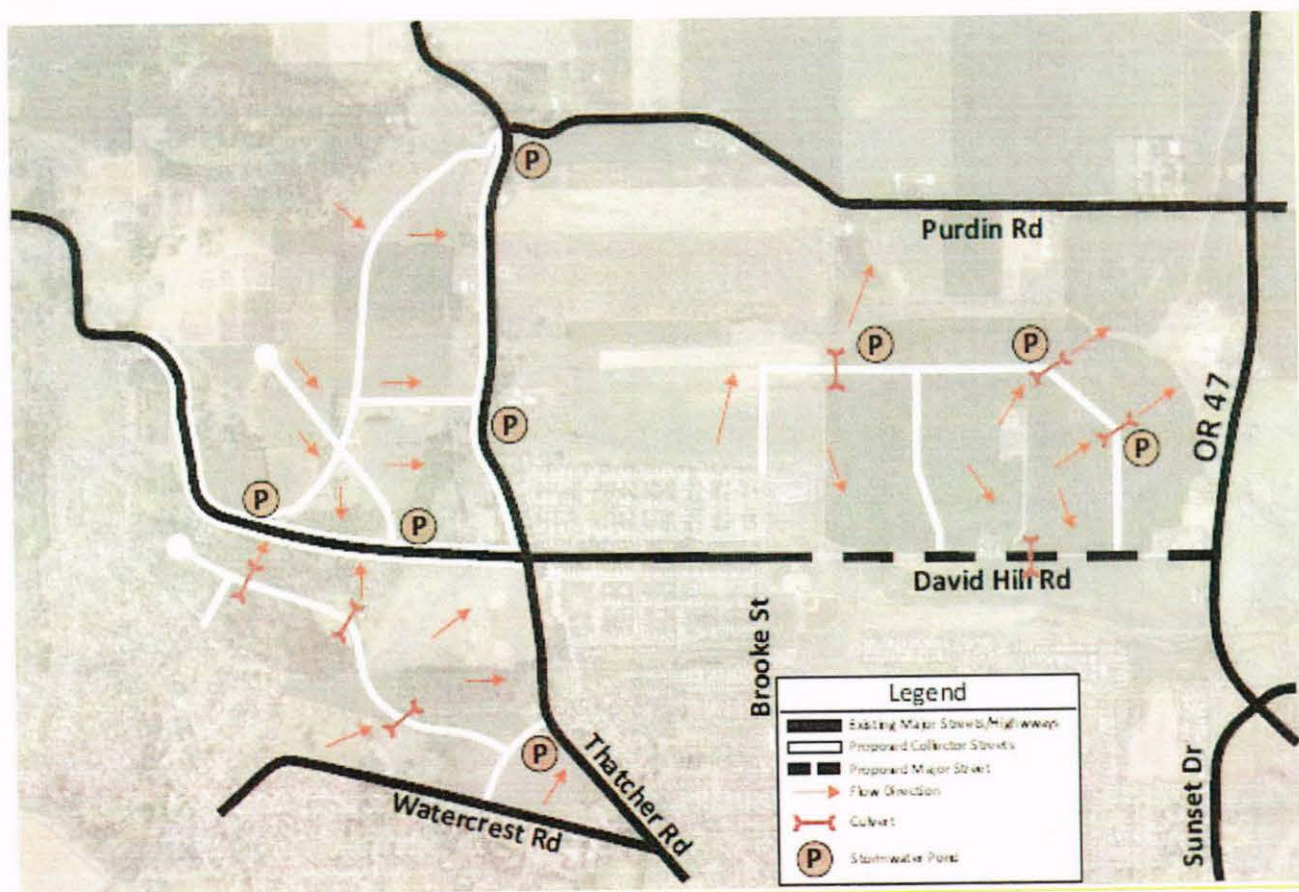


Figure 5
Stormwater Utilities

Westside Planning Project
Forest Grove, OR



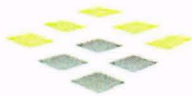
approach to overall stormwater management that must be developed during subdivision or general site design. Any facilities meeting a comprehensive public stormwater management need will be publicly owned and managed.

- Culverts may need to be installed under Road 2 in three locations.
- Stormwater from the south end of Road 4 would be conveyed to a treatment facility located adjacent to David Hill Road and released to an acceptable location to be determined during design engineering. It is assumed that subdivisions next to public streets will develop their own approach to stormwater management in cooperation with public agencies.
- Stormwater from north end of Road 4 would be conveyed to a treatment facility located adjacent to NW Thatcher Road and released to an acceptable location. It is assumed that subdivisions next to public streets will develop their own approach to stormwater management in cooperation with public agencies.
- Stormwater from Road 5 would be conveyed to a treatment facility located adjacent to NW Thatcher Road and released to an acceptable location. It is assumed that subdivisions next to public streets will develop their own approach to stormwater management in cooperation with public agencies.
- Stormwater from Road 6 would be conveyed to a treatment facility located adjacent to David Hill Rd and released to an acceptable location. It is assumed that subdivisions next to public streets will develop their own approach to stormwater management in cooperation with public agencies.
- Stormwater from Road 9 will be collected and conveyed to a treatment facility east of Roadway 5.
- Stormwater from Road 10 will be collected and conveyed to a treatment facility adjacent to Road 2.
- Stormwater from Road 7 may be detained in three treatment facilities and then released.
- Culverts may need to be installed under Road 7 in three locations.
- Stormwater from Road 8 may be detained in a treatment facility and then released.

It should be noted that the locations of the stormwater facilities in Figure 5 are only shown schematically. Based on details to be worked out during design for site development, it is expected that they would be located within public rights-of-way either on property dedicated to the City or County as part of a development-driven road construction or improvement project, or on property acquired by a jurisdiction. At the level of detail addressed in this memo, it cannot be precisely determined whether there is sufficient existing right-of-way along Thatcher Road to provide the stormwater treatment facilities indicated. Based on communications with the Oregon Department of Land Conservation and Development, construction and operation of stormwater treatment facilities in the Rural Reserve area along the east side of Thatcher Road is permitted under state statutes (OAR 660-033-130(10)(A)).²

During discussions with Clean Water Services (CWS) it was generally accepted that the collector roadways will be constructed as part of the private developments and the stormwater facilities would likely be handling stormwater from the collector streets, local streets and land uses. In doing so the

² Per email communication with Anne Debbaut of DLCD staff on May 23, 2016.



private developers would be required to construct the stormwater facilities. For this report, we have only included an estimate of stormwater needs and costs for the collector streets.

All cities in urban Washington County, including the City of Forest Grove, use Clean Water Services' Design and Construction Standards (Standards) as their minimum requirements. The Standards identify how to manage both stormwater quality and quantity. These standards have been consulted during the development of the Westside stormwater management concept. The current CWS stormwater standards require stormwater to just be treated before being released downstream. It is also required to make sure the downstream conveyance is sufficient to handle the additional runoff. It should be noted that Clean Water Services (CWS) is currently making major modifications to these standards which may be applicable as soon as 2016. These revisions are expected to require both water quality and quantity control will be the major focus during the upcoming modification process. Stormwater management strategies for collector streets, as well as local roads and individual properties should follow the CWS standards in place at the time of development.

Stormwater Management System Cost Estimates

Table 4 summarizes planning level cost estimates prepared for the proposed stormwater management system in the Westside Planning Area. These estimates include both facilities to address the quantity and quality of water flow. While they are identified separately in the table, they could be co-located when constructed. More detailed information is included in a cost estimate worksheet in the Appendix.

Table 4. Westside Project Planning Area Stormwater Management System Cost Estimates

No.	Description	Estimated Cost
<i><u>Facilities to address management of stormwater quantity</u></i>		
1	Road 1, 2, 3 Storm Pond	\$75,000
2	Road 4 Storm Pond	\$75,000
3	Road 5 and 9 Storm Pond	\$100,000
4	Road 6 and 10 Storm Pond	\$150,000
5	Road 7 Storm Pond	\$200,000
6	Road 8 Storm Pond	\$50,000
<i><u>Facilities to address management of stormwater quality</u></i>		
7	Road 1, 2, 3 Stormwater Treatment	\$35,000
8	Road 4 Stormwater Treatment	\$35,000
9	Road 5 and 9 Stormwater Treatment	\$70,000
10	Road 6 and 10 Stormwater Treatment	\$70,000
11	Road 7 Stormwater Treatment	\$20,000
12	Road 8 Stormwater Treatment	\$20,000
	Contingencies and Engineering	\$675,000
	Totals	\$1,575,000

As indicated in the table, the total estimated cost for constructing the proposed stormwater management system as required by Clean Water Services and City Code would be \$1,575,000. It should be noted that these cost estimates include construction and engineering only, and do not reflect the cost of any necessary right-of-way. It is to be assumed that developers will be required to dedicate additional land to construct the stormwater facilities. At this time, there is no anticipated public/private



split of cost sharing for these facilities. If they are constructed as part of the private developments then the costs would be entirely private.

The Stormwater concept cost estimate is preliminary in nature and based best available information at the time of the report. Storm conveyance mains and pond locations are based on preliminary roadway locations and GIS topography information. No survey or field verifications have been completed as part of this analysis. All costs included in Table 4 are assumed to be private costs associated with providing the basic stormwater management infrastructure necessary for development.

Water System

This section presents a discussion of the proposed water system to serve residential and other urban development in the Westside Planning Area. The analysis of water system needs is based on the development assumptions identified in Table 2 and uses the internal road layout shown in Figure 3. The water system will need to be designed to meet the City of Forest Grove's development standards. New reservoirs will be required to serve the David Hill UGB and Purdin Road UGB. The new reservoirs will include:

- 2.25 Million Gallon (MG) reservoir located near or adjacent to the existing 5.0 MG reservoir at the Treatment Plant. This reservoir will provide service to areas from elevation 155 to 250.
- Two 0.3 MG reservoirs located near or adjacent to the existing 1.0 MG David Hill reservoir. This reservoir will provide service to areas from elevation 250 to 440.
- One 0.3 MG reservoir located outside of the David Hill UGB and URA. This reservoir will provide service to areas from elevation 440 to 615 within the David Hill UGB and a portion of the David Hill URA from elevation 190 to 615. A future second reservoir will provide the remaining David Hill URA demand from elevation 190 to 615.

A key element of providing water service to the westerly portion of the David Hill planning area will be the need to develop and connect to a new reservoir to be located west of the planning area and outside of the City's Urban Reserve Area. Service from a new reservoir is necessary for all properties located above 440-feet of elevation which cannot currently be served by the existing city water system. This approach was selected as constructing a dedicated reservoir to serve the David Hill UGB above elevation 440 was cost prohibitive and did not consider the demands of the development in the David Hill URA. A siting study and sizing will be part of the FY18 Water Master Plan Update.

Figure 6 illustrates the proposed water system improvements to provide service to both the David Hill and Purdin Road planning areas. This system typically follows the existing and/or proposed street system alignment. The areas above 440-feet in elevation and a service connection to proposed new reservoir locations are indicated in the figure. The figure also illustrated potential new reservoir locations in the southern portion of the study area just north of Watercrest Road.

General Water System Design Assumptions and Conclusions

Specific observations, findings and recommendations with respect to the provision of future water service to the Westside Planning Area are summarized in the bullet points below:

- The water main size will need to be analyzed to determine the final required pipe sizing.

Figure 6. Water Utilities

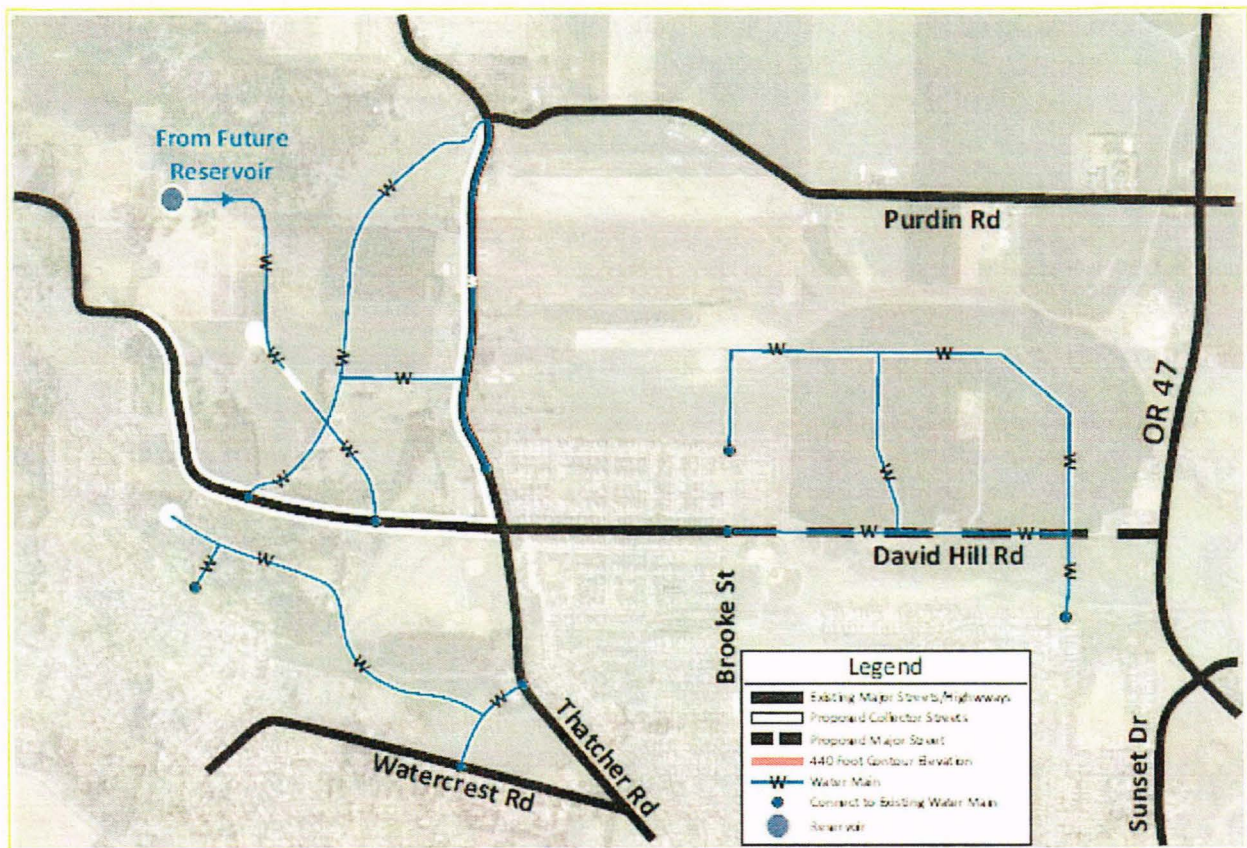


Figure 6
Water Utilities

Westside Planning Project
Forest Grove, OR



- A siting study will be needed to locate reservoirs and determine land value.
- Sizing of the reservoirs and pump station will need to be evaluated.
- The pressure zones will need to be reviewed for the system.
- The system wide capacity and flow will need to be reviewed.
- The placement of fire hydrants will need to be placed based on City code.

Water System Cost Estimates

Table 5 summarizes planning level cost estimates prepared for the proposed water system in the Westside Planning Area. More detailed information is included in a cost estimate worksheet in the Appendix. As indicated in the table, total estimated cost for constructing the proposed water system as required by City Code would be \$8,865,500.

Table 5. Westside Project Planning Area Water System Cost Estimates

No.	Description	Linear Feet	Estimated Cost
1	Road 1 Water main	1,050	\$63,000
2	Road 2 Water main	3,200	\$192,000
3	Road 3 Water main	600	\$36,000
4	Road 4 Water main	4,700	\$282,000
5	Road 5 Water main	1,250	\$75,000
6	Road 6 Water main	2,300	\$138,000
7	Road 7 Water main	5,500	\$330,000
8	Road 8 Water main	1,750	\$105,000
9	Road 9 Water main	3,500	\$525,000
10	Two 0.5 MG reservoirs ¹	EA	\$690,000
11	Two 0.3 MG reservoirs ²	EA	\$1,950,000
12	One 2.25 MG reservoir near Watercrest Road ³	EA	\$680,000
Contingencies and Engineering			\$3,799,500
Totals			\$8,865,500

¹ One reservoir expected to be used by development within David Hill from 440 to 615 feet in elevation and portions of the David Hill UGA between 195 and 615 feet. The other reservoir expected to be used to serve the remainder of the David Hill UGA between 195 and 615 feet. Approximately \$690,000 or 15% of total cost of these reservoirs would be attributed to serving the David Hill UGB above 440 feet.

² A portion of these reservoirs will be used to serve the David Hill UGB between 250 and 440 feet. Approximately 67% of total costs would be associated with the David Hill Planning Area.

³ Approximately 23% of the cost of this reservoir would be associated with the David Hill and Purdin Road Planning Areas.

It should be noted that cost estimates in this table for installation of the new reservoirs that will serve the Westside Planning Area were developed by City staff³. Reservoir costs in the table reflect only those costs allocated to the David Hill and Purdin Road UGBs for construction of new reservoirs and the pump station, piping, pressure and reducing valves needed to convey water from the existing David Hill 1.0 MG

³ Based on Table 1 provided by City engineering staff on June 8, 2016.



reservoir to the new reservoir, and land acquisition cost to serve the David Hill and Purdin Road UGBs. Total reservoir-related costs for these areas are \$3.32 million which is a portion of the overall storage improvement costs. The total costs associated with growth for the construction of the reservoirs, pump station, piping, pressure reducing valves, and land acquisition will be paid for by the City using SDC funds.

The Water system cost estimate is preliminary in nature and based on best available information at the time of the report. Water main locations are based on preliminary roadway locations and GIS topography information. No survey or field verifications have been completed as part of this analysis.

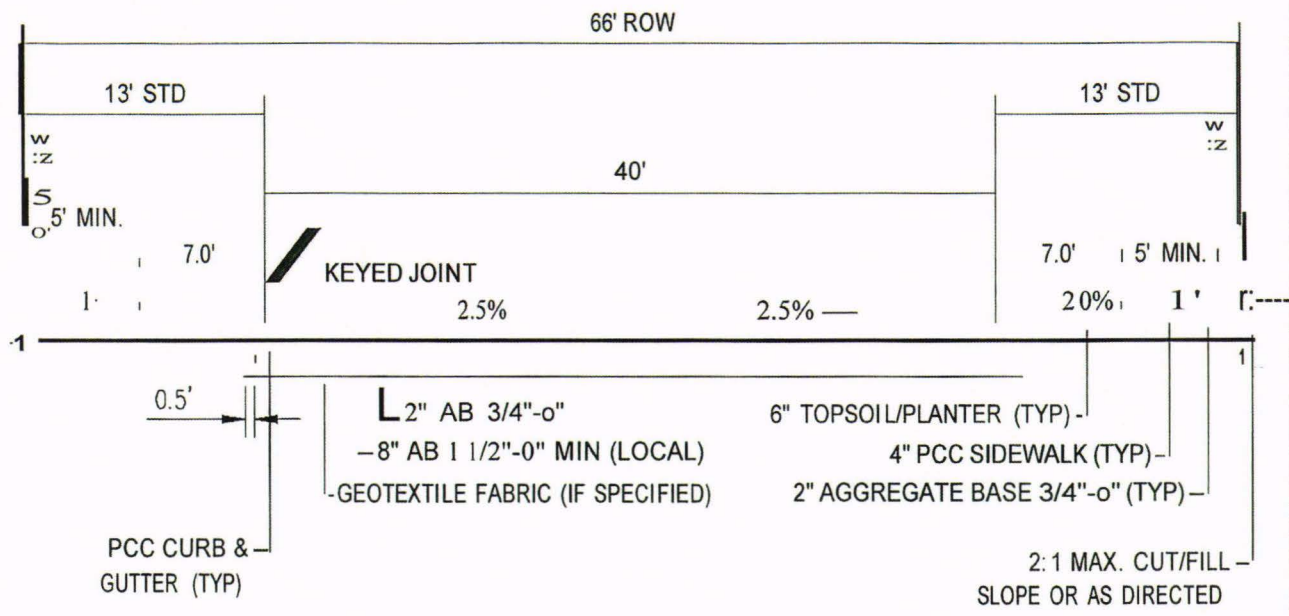
Effect of Reduced Land Use Density on West Side of David Hill Planning Area

As noted previously, the analysis in this report assumes the land use types and intensities shown in Table 1 under "Revised Land Use Alternative" dated April 15, 2016. This includes medium density development in the western portion of the David Hill Planning Area, generally above 440 feet in elevation. If this reservoir were not constructed, residential development in this area may be restricted to a much lower density – one that could be accommodated by private wells.

The existing land use alternative would include approximately 105 dwelling units on 10,000 square foot lots in Area 13 (this area is assumed to generally represent the area above 440-feet within the Westside Planning Project area). This level of development is comparable to 4.35 units / acre (R10). If development intensity were retained at the existing Comprehensive Plan density of 1 unit / acre (SR), only 24 units could be developed. This represents a difference of 81 additional dwelling units with the proposed land use plan. The Comprehensive Plan designation is consistent with the Planning Commission's land development assumptions of mid-2015.

If the western portion of the David Hill Planning Area were developed at the level of intensity assumed in the Comprehensive Plan rather than the level assumed in Table 1, some infrastructure cost savings might be realized. By eliminating the cost of the reservoir and its service main overall water costs could be reduced from the level identified earlier in this report. Additionally, some cost savings would be realized for the localized system of roads, sewers and stormwater management facilities that must be borne by private developers. However, it is not expected that there would be a substantial reduction in the cost of collector roads (i.e., the cul-de-sac portion of Road 6), or the major sewer, stormwater or water facilities that would serve the western portion of David Hill (as identified in Figures 4, 5 and 6). Private costs for these facilities would still need to be borne largely in their entirety.

APPENDIX



COLLECTOR ROADWAY SECTION

NTS

H:\PROJECTS\0742 CITY OF FOREST GROVE\0742.DWG FOREST GROVE WESTSIDE PLAN\PHASE WESTSIDE PLAN\CD\EXHIBITS\742.01 EXH1.DWG



8730 TALLON LANE, SUITE 200, LACEY, WASHINGTON 98516
P: 360-352-1465 F: 360-352-1509
SCJALLIANCE.COM

HORIZONTAL SCALE:
NTS
DATE:
* 1 " = 1' *
JOB No.:
742.01
DRAWING FILE No.:
742.01 EXH1.dwg

ROADWAY SECTIONS
FOREST GROVE

EXHIBIT No:

EXH1

SHEET No

Option Roadway 1

Length

1050 LF

Desc. Watercrest Rd to Thatcher Rd

Roadway Section

Collector

				Engineer's Estimate	
Item No.	Bid Item Description	Quantity	Unit	Unit Price	Total
1	MOBILIZATION	1	LS	\$ 99,750.00	\$ 99,750.00
2	HMAC	1000	TON	\$ 110.00	\$ 110,000.00
3	AGGREGATE BASE	2800	TON	\$ 20.00	\$ 56,000.00
4	12 INCH STORM PIPE	1400	LF	\$ 40.00	\$ 56,000.00
5	CONCRETE INLET	30	EACH	\$ 1,500.00	\$ 45,000.00
6	CURB AND GUTTER	2100	LF	\$ 20.00	\$ 42,000.00
7	SIDEWALK	1170	SY	\$ 5.00	\$ 5,850.00
8	PAVEMENT STRIPING	4200	LF	\$ 0.50	\$ 2,100.00
9	EARTHWORK	4000	CY	\$ 20.00	\$ 80,000.00
10	GEOTEXSTILE	5000	EACH	\$ 1.50	\$ 7,500.00
11	PLANTING STRIP	1600	SY	\$ 20.00	\$ 32,000.00
12	WATER QUALITY	1	LS	\$ 1.00	
13	CLEARING AND GRUBBING	2.0	ACRE	\$ 3,000.00	\$ 6,000.00
14	SIGNING	1	LS	\$ 3,150.00	\$ 3,150.00
15	TRAFFIC CONTROL FOR CONSTRUCTION	1	LS	\$ 5,250.00	\$ 5,250.00
16	SURVEYING	1	LS	\$ 21,000.00	\$ 21,000.00
	ROADWAY CONSTRUCTION SUBTOTAL				\$ 571,600.00
	CONTINGENCY (40%)				\$ 228,640.00
	PRELIMINARY ENGINEERING (10%)				\$ 80,024.00
	ROADWAY CONSTRUCTION ENGINEERING (15%)				\$ 120,036.00
	ROADWAY CONSTRUCTION & CONSTRUCTION ENGINEERING				\$ 1,000,300.00

Option Roadway 2

Length

3700 LF

Desc. Area 7 to Area 8

Roadway Section

Collector

				Engineer's Estimate	
Item No.	Bid Item Description	Quantity	Unit	Unit Price	Total
1	MOBILIZATION	1	LS	\$ 351,500.00	\$ 351,500.00
2	HMAC	3600	TON	\$ 110.00	\$ 396,000.00
3	AGGREGATE BASE	9800	TON	\$ 20.00	\$ 196,000.00
4	12 INCH STORM PIPE	4700	LF	\$ 40.00	\$ 188,000.00
5	CONCRETE INLET	37	EACH	\$ 1,500.00	\$ 55,500.00
6	CURB AND GUTTER	7400	LF	\$ 20.00	\$ 148,000.00
7	SIDEWALK	4111	SY	\$ 5.00	\$ 20,555.56
8	PAVEMENT STRIPING	14800	LF	\$ 0.50	\$ 7,400.00
9	EARTHWORK	55000	CY	\$ 20.00	\$ 1,100,000.00
10	GEOTEXSTILE	18000	EACH	\$ 1.50	\$ 27,000.00
11	PLANTING STRIP	5400	SY	\$ 20.00	\$ 108,000.00
12	WATER QUALITY	1	LS	\$ 1.00	\$ -
13	CLEARING AND GRUBBING	7.0	ACRE	\$ 3,000.00	\$ 21,000.00
14	SIGNING	1	LS	\$ 11,100.00	\$ 11,100.00
15	TRAFFIC CONTROL FOR CONSTRUCTION	1	LS	\$ 18,500.00	\$ 18,500.00
16	SURVEYING	1	LS	\$ 74,000.00	\$ 74,000.00
	ROADWAY CONSTRUCTION SUBTOTAL				\$ 2,722,555.56
	CONTINGENCY (40%)				\$ 1,089,022.22
	PRELIMINARY ENGINEERING (10%)				\$ 381,157.78
	ROADWAY CONSTRUCTION ENGINEERING (15%)				\$ 571,736.67
	ROADWAY CONSTRUCTION & CONSTRUCTION ENGINEERING				\$ 4,764,472.22

Option Roadway 3

Length

600 LF

Desc.	Area 8 Connector	Roadway Section		Collector	
				Engineer's Estimate	
Item No.	Bid Item Description	Quantity	Unit	Unit Price	Total
1	MOBILIZATION	1	LS	\$ 57,000.00	\$ 57,000.00
2	HMAC	600	TON	\$ 110.00	\$ 66,000.00
3	AGGREGATE BASE	1600	TON	\$ 20.00	\$ 32,000.00
4	12 INCH STORM PIPE	800	LF	\$ 40.00	\$ 32,000.00
5	CONCRETE INLET	6	EACH	\$ 1,500.00	\$ 9,000.00
6	CURB AND GUTTER	1200	LF	\$ 20.00	\$ 24,000.00
7	SIDEWALK	667	SY	\$ 5.00	\$ 3,333.33
8	PAVEMENT STRIPING	2400	LF	\$ 0.50	\$ 1,200.00
9	EARTHWORK	9000	CY	\$ 20.00	\$ 180,000.00
10	GEOTEXSTILE	3000	EACH	\$ 1.50	\$ 4,500.00
11	PLANTING STRIP	900	SY	\$ 20.00	\$ 18,000.00
12	WATER QUALITY	1	LS	\$ 1.00	\$ -
13	CLEARING AND GRUBBING	2.0	ACRE	\$ 3,000.00	\$ 6,000.00
14	SIGNING	1	LS	\$ 1,800.00	\$ 1,800.00
15	TRAFFIC CONTROL FOR CONSTRUCTION	1	LS	\$ 3,000.00	\$ 3,000.00
16	SURVEYING	1	LS	\$ 12,000.00	\$ 12,000.00
	ROADWAY CONSTRUCTION SUBTOTAL				\$ 449,833.33
	CONTINGENCY (40%)				\$ 179,933.33
	PRELIMINARY ENGINEERING (10%)				\$ 62,976.67
	ROADWAY CONSTRUCTION ENGINEERING (15%)				\$ 94,465.00
	ROADWAY CONSTRUCTION & CONSTRUCTION ENGINEERING				\$ 787,208.33

Option Roadway 4

Length

4700 LF

Desc. David Hill Road to Purdin Road

Roadway Section

Collector

				Engineer's Estimate	
Item No.	Bid Item Description	Quantity	Unit	Unit Price	Total
1	MOBILIZATION	1	LS	\$ 446,500.00	\$ 446,500.00
2	HMAC	4500	TON	\$ 110.00	\$ 495,000.00
3	AGGREGATE BASE	12500	TON	\$ 20.00	\$ 250,000.00
4	12 INCH STORM PIPE	5900	LF	\$ 40.00	\$ 236,000.00
5	CONCRETE INLET	47	EACH	\$ 1,500.00	\$ 70,500.00
6	CURB AND GUTTER	9400	LF	\$ 20.00	\$ 188,000.00
7	SIDEWALK	5222	SY	\$ 5.00	\$ 26,111.11
8	PAVEMENT STRIPING	18800	LF	\$ 0.50	\$ 9,400.00
9	EARTHWORK	56000	CY	\$ 20.00	\$ 1,120,000.00
10	GEOTEXSTILE	22000	EACH	\$ 1.50	\$ 33,000.00
11	PLANTING STRIP	6800	SY	\$ 20.00	\$ 136,000.00
12	WATER QUALITY	1	LS	\$ 1.00	\$ -
13	CLEARING AND GRUBBING	9.0	ACRE	\$ 3,000.00	\$ 27,000.00
14	SIGNING	1	LS	\$ 14,100.00	\$ 14,100.00
15	TRAFFIC CONTROL FOR CONSTRUCTION	1	LS	\$ 23,500.00	\$ 23,500.00
16	SURVEYING	1	LS	\$ 94,000.00	\$ 94,000.00
17	RETAINING WALLS	6000	SF	\$ 50.00	\$ 300,000.00
	ROADWAY CONSTRUCTION SUBTOTAL				\$ 3,469,111.11
	CONTINGENCY (40%)				\$ 1,387,644.44
	PRELIMINARY ENGINEERING (10%)				\$ 485,675.56
	ROADWAY CONSTRUCTION ENGINEERING (15%)				\$ 728,513.33
	ROADWAY CONSTRUCTION & CONSTRUCTION ENGINEERING				\$ 6,070,944.44

Option Roadway 5

Length

1250 LF

Desc.	Area 13 Mid-Block Connection to Thatcher Road	Roadway Section		Collector	
				Engineer's Estimate	
Item No.	Bid Item Description	Quantity	Unit	Unit Price	Total
1	MOBILIZATION	1	LS	\$ 118,750.00	\$ 118,750.00
2	HMAC	1200	TON	\$ 110.00	\$ 132,000.00
3	AGGREGATE BASE	3400	TON	\$ 20.00	\$ 68,000.00
4	12 INCH STORM PIPE	1600	LF	\$ 40.00	\$ 64,000.00
5	CONCRETE INLET	13	EACH	\$ 1,500.00	\$ 19,500.00
6	CURB AND GUTTER	2500	LF	\$ 20.00	\$ 50,000.00
7	SIDEWALK	1389	SY	\$ 5.00	\$ 6,944.44
8	PAVEMENT STRIPING	5000	LF	\$ 0.50	\$ 2,500.00
9	EARTHWORK	7000	CY	\$ 20.00	\$ 140,000.00
10	GEOTEXSTILE	6000	EACH	\$ 1.50	\$ 9,000.00
11	PLANTING STRIP	1900	SY	\$ 20.00	\$ 38,000.00
12	WATER QUALITY	1	LS	\$ 1.00	
13	CLEARING AND GRUBBING	3.0	ACRE	\$ 3,000.00	\$ 9,000.00
14	SIGNING	1	LS	\$ 3,750.00	\$ 3,750.00
15	TRAFFIC CONTROL FOR CONSTRUCTION	1	LS	\$ 6,250.00	\$ 6,250.00
16	SURVEYING	1	LS	\$ 25,000.00	\$ 25,000.00
	ROADWAY CONSTRUCTION SUBTOTAL				\$ 692,694.44
	CONTINGENCY (40%)				\$ 277,077.78
	PRELIMINARY ENGINEERING (10%)				\$ 96,977.22
	ROADWAY CONSTRUCTION ENGINEERING (15%)				\$ 145,465.83
	ROADWAY CONSTRUCTION & CONSTRUCTION ENGINEERING				\$ 1,212,215.28

Option Roadway 6

Length

2300 LF

Desc. Area 13 Cul-De-Sac

Roadway Section

Collector

				Engineer's Estimate	
Item No.	Bid Item Description	Quantity	Unit	Unit Price	Total
1	MOBILIZATION	1	LS	\$ 218,500.00	\$ 218,500.00
2	HMAC	2200	TON	\$ 110.00	\$ 242,000.00
3	AGGREGATE BASE	6100	TON	\$ 20.00	\$ 122,000.00
4	12 INCH STORM PIPE	2900	LF	\$ 40.00	\$ 116,000.00
5	CONCRETE INLET	23	EACH	\$ 1,500.00	\$ 34,500.00
6	CURB AND GUTTER	4600	LF	\$ 20.00	\$ 92,000.00
7	SIDEWALK	2556	SY	\$ 5.00	\$ 12,777.78
8	PAVEMENT STRIPING	9200	LF	\$ 0.50	\$ 4,600.00
9	EARTHWORK	18000	CY	\$ 20.00	\$ 360,000.00
10	GEOTEXTILE	11000	EACH	\$ 1.50	\$ 16,500.00
11	PLANTING STRIP	3400	SY	\$ 20.00	\$ 68,000.00
12	WATER QUALITY	1	LS	\$ 1.00	\$ -
13	CLEARING AND GRUBBING	5.0	ACRE	\$ 3,000.00	\$ 15,000.00
14	SIGNING	1	LS	\$ 6,900.00	\$ 6,900.00
15	TRAFFIC CONTROL FOR CONSTRUCTION	1	LS	\$ 11,500.00	\$ 11,500.00
16	SURVEYING	1	LS	\$ 46,000.00	\$ 46,000.00
	ROADWAY CONSTRUCTION SUBTOTAL				\$ 1,366,277.78
	CONTINGENCY (40%)				\$ 546,511.11
	PRELIMINARY ENGINEERING (10%)				\$ 191,278.89
	ROADWAY CONSTRUCTION ENGINEERING (15%)				\$ 286,918.33
	ROADWAY CONSTRUCTION & CONSTRUCTION ENGINEERING				\$ 2,390,986.11

Option Roadway 7

Length

5500 LF

Desc. Brook Street to David Hill Road

Roadway Section

Collector

				Engineer's Estimate	
Item No.	Bid Item Description	Quantity	Unit	Unit Price	Total
1	MOBILIZATION	1	LS	\$ 522,500.00	\$ 522,500.00
2	HMAC	5300	TON	\$ 110.00	\$ 583,000.00
3	AGGREGATE BASE	14600	TON	\$ 20.00	\$ 292,000.00
4	12 INCH STORM PIPE	6900	LF	\$ 40.00	\$ 276,000.00
5	CONCRETE INLET	55	EACH	\$ 1,500.00	\$ 82,500.00
6	CURB AND GUTTER	11000	LF	\$ 20.00	\$ 220,000.00
7	SIDEWALK	6111	SY	\$ 5.00	\$ 30,555.56
8	PAVEMENT STRIPING	22000	LF	\$ 0.50	\$ 11,000.00
9	EARTHWORK	16000	CY	\$ 20.00	\$ 320,000.00
10	GEOTEXSTILE	26000	EACH	\$ 1.50	\$ 39,000.00
11	PLANTING STRIP	8000	SY	\$ 20.00	\$ 160,000.00
12	WATER QUALITY	1	LS	\$ 1.00	
13	CLEARING AND GRUBBING	11.0	ACRE	\$ 3,000.00	\$ 33,000.00
14	SIGNING	1	LS	\$ 16,500.00	\$ 16,500.00
15	TRAFFIC CONTROL FOR CONSTRUCTION	1	LS	\$ 27,500.00	\$ 27,500.00
16	SURVEYING	1	LS	\$ 110,000.00	\$ 110,000.00
	ROADWAY CONSTRUCTION SUBTOTAL				\$ 2,723,555.56
	CONTINGENCY (40%)				\$ 1,089,422.22
	PRELIMINARY ENGINEERING (10%)				\$ 381,297.78
	ROADWAY CONSTRUCTION ENGINEERING (15%)				\$ 571,946.67
	ROADWAY CONSTRUCTION & CONSTRUCTION ENGINEERING				\$ 4,766,222.22

Option Roadway 8

Length

1750 LF

Desc. David Hill Road to Proposed Brook Street

Roadway Section

Collector

				Engineer's Estimate	
Item No.	Bid Item Description	Quantity	Unit	Unit Price	Total
1	MOBILIZATION	1	LS	\$ 166,250.00	\$ 166,250.00
2	HMAC	1700	TON	\$ 110.00	\$ 187,000.00
3	AGGREGATE BASE	4700	TON	\$ 20.00	\$ 94,000.00
4	12 INCH STORM PIPE	2200	LF	\$ 40.00	\$ 88,000.00
5	CONCRETE INLET	40	EACH	\$ 1,500.00	\$ 60,000.00
6	CURB AND GUTTER	3500	LF	\$ 20.00	\$ 70,000.00
7	SIDEWALK	1950	SY	\$ 5.00	\$ 9,750.00
8	PAVEMENT STRIPING	7000	LF	\$ 0.50	\$ 3,500.00
9	EARTHWORK	5000	CY	\$ 20.00	\$ 100,000.00
10	GEOTEXTILE	9000	EACH	\$ 1.50	\$ 13,500.00
11	PLANTING STRIP	2600	SY	\$ 20.00	\$ 52,000.00
12	WATER QUALITY	1	LS	\$ 1.00	\$ -
13	CLEARING AND GRUBBING	4.0	ACRE	\$ 3,000.00	\$ 12,000.00
14	SIGNING	1	LS	\$ 5,250.00	\$ 5,250.00
15	TRAFFIC CONTROL FOR CONSTRUCTION	1	LS	\$ 8,750.00	\$ 8,750.00
16	SURVEYING	1	LS	\$ 35,000.00	\$ 35,000.00
	ROADWAY CONSTRUCTION SUBTOTAL				\$ 905,000.00
	CONTINGENCY (40%)				\$ 362,000.00
	PRELIMINARY ENGINEERING (10%)				\$ 126,700.00
	ROADWAY CONSTRUCTION ENGINEERING (15%)				\$ 190,050.00
	ROADWAY CONSTRUCTION & CONSTRUCTION ENGINEERING				\$ 1,583,750.00

Option Roadway 9

Length

4050 LF

Desc. David Hill Road to Purdin Road

Roadway Section

1/2 Street Improvements

				Engineer's Estimate	
Item No.	Bid Item Description	Quantity	Unit	Unit Price	Total
1	MOBILIZATION	1	LS	\$ 384,750.00	\$ 384,750.00
2	HMAC	4100	TON	\$ 110.00	\$ 451,000.00
3	AGGREGATE BASE	5200	TON	\$ 20.00	\$ 104,000.00
4	12 INCH STORM PIPE	5100	LF	\$ 40.00	\$ 204,000.00
5	CONCRETE INLET	90	EACH	\$ 1,500.00	\$ 135,000.00
6	CURB AND GUTTER	4050	LF	\$ 20.00	\$ 81,000.00
7	SIDEWALK	2250	SY	\$ 5.00	\$ 11,250.00
8	PAVEMENT STRIPING	16200	LF	\$ 0.50	\$ 8,100.00
9	EARTHWORK	11000	CY	\$ 20.00	\$ 220,000.00
10	GEOTEXSTILE	10000	EACH	\$ 1.50	\$ 15,000.00
11	PLANTING STRIP	2300	SY	\$ 20.00	\$ 46,000.00
12	WATER QUALITY	1	LS	\$ 1.00	\$ -
13	CLEARING AND GRUBBING	4.0	ACRE	\$ 3,000.00	\$ 12,000.00
14	SIGNING	1	LS	\$ 12,150.00	\$ 12,150.00
15	TRAFFIC CONTROL FOR CONSTRUCTION	1	LS	\$ 20,250.00	\$ 20,250.00
16	SURVEYING	1	LS	\$ 81,000.00	\$ 81,000.00
	ROADWAY CONSTRUCTION SUBTOTAL				\$ 1,785,500.00
	CONTINGENCY (40%)				\$ 714,200.00
	PRELIMINARY ENGINEERING (10%)				\$ 249,970.00
	ROADWAY CONSTRUCTION ENGINEERING (15%)				\$ 374,955.00
	ROADWAY CONSTRUCTION & CONSTRUCTION ENGINEERING				\$ 3,124,625.00

Option Roadway 10

Length

5100 LF

Desc. Thatcher Road to West of Area 9

Roadway Section

Modified Collector Street

				Engineer's Estimate	
Item No.	Bid Item Description	Quantity	Unit	Unit Price	Total
1	MOBILIZATION	1	LS	\$ 484,500.00	\$ 484,500.00
2	HMAC	4100	TON	\$ 110.00	\$ 451,000.00
3	AGGREGATE BASE	11000	TON	\$ 20.00	\$ 220,000.00
4	12 INCH STORM PIPE	6400	LF	\$ 40.00	\$ 256,000.00
5	CONCRETE INLET	110	EACH	\$ 1,500.00	\$ 165,000.00
6	CURB AND GUTTER	10200	LF	\$ 20.00	\$ 204,000.00
7	SIDEWALK	3400	SY	\$ 5.00	\$ 17,000.00
8	PAVEMENT STRIPING	10200	LF	\$ 0.50	\$ 5,100.00
9	EARTHWORK	13000	CY	\$ 20.00	\$ 260,000.00
10	GEOTEXSTILE	20000	EACH	\$ 1.50	\$ 30,000.00
11	PLANTING STRIP	0	SY	\$ 20.00	\$ -
12	WATER QUALITY	1	LS	\$ -	\$ -
13	CLEARING AND GRUBBING	8.0	ACRE	\$ 3,000.00	\$ 24,000.00
14	SIGNING	1	LS	\$ 15,300.00	\$ 15,300.00
15	TRAFFIC CONTROL FOR CONSTRUCTION	1	LS	\$ 25,500.00	\$ 19,517.65
16	SURVEYING	1	LS	\$ 102,000.00	\$ 102,000.00
	ROADWAY CONSTRUCTION SUBTOTAL				\$ 2,253,417.65
	CONTINGENCY (40%)				\$ 901,367.06
	PRELIMINARY ENGINEERING (10%)				\$ 315,478.47
	ROADWAY CONSTRUCTION ENGINEERING (15%)				\$ 473,217.71
	ROADWAY CONSTRUCTION & CONSTRUCTION ENGINEERING				\$ 3,943,480.89

Road	Length	Cut	Fill	Total	CY/FT
1	1050	2200	1600	3800	3.6
2	3200	20000	27000	47000	14.7
3	1050			0	0.0
4	4700	33500	22500	56000	11.9
5	1250	5000	1500	6500	5.2
6	2300	14000	4000	18000	7.8
7	5500	9000	6500	15500	2.8
8	1750	3500	800	4300	2.5
9					
10					

Sewer

				Engineer's Estimate	
Item No.	Bid Item Description	Quantity	Unit	Unit Price	Total
1	Road 1, 2 & 3 Sewer Line	3000	LF	\$ 75.00	\$ 225,000.00
2	Road 4 Sewer Line	4000	LF	\$ 75.00	\$ 300,000.00
3	Road 5 Sewer Line	1100	LF	\$ 75.00	\$ 82,500.00
4	Road 6 Sewer Line	2200	LF	\$ 75.00	\$ 165,000.00
5	Road 7 Sewer Line (10")	5400	LF	\$ 75.00	\$ 405,000.00
6	Road 8 Sewer Line (10")	3400	LF	\$ 75.00	\$ 255,000.00
7	Road 9 Sewer Line	3500	LF	\$ 75.00	\$ 262,500.00
8	Road 10 Sewer Line *	5100	LF	\$ 75.00	\$ 382,500.00
	ROADWAY CONSTRUCTION SUBTOTAL				\$ 2,077,500.00
	CONTINGENCY (40%)				\$ 831,000.00
	PRELIMINARY ENGINEERING (10%)				\$ 290,850.00
	ROADWAY CONSTRUCTION ENGINEERING (15%)				\$ 436,275.00
	ROADWAY CONSTRUCTION & CONSTRUCTION ENGINEERING				\$ 3,635,625.00

Stormwater Basin

Item No.	Bid Item Description	Quantity	Unit	Engineer's Estimate	
				Unit Price	Total
1	Road 1,2,3 Storm Pond	1	EACH	\$ 75,000.00	\$ 75,000.00
2	Road 4 Storm Pond	1	EACH	\$ 75,000.00	\$ 75,000.00
3	Road 5 and 9 Storm Pond	1	EACH	\$ 100,000.00	\$ 100,000.00
4	Road 6 and 10 Storm Pond	1	EACH	\$ 150,000.00	\$ 150,000.00
5	Road 7 Storm Pond	1	EACH	\$ 200,000.00	\$ 200,000.00
6	Road 8 Storm Pond	1	EACH	\$ 50,000.00	\$ 50,000.00
7					\$ -
8	Road 1,2,3 Stormwater Treatment	1	EACH	\$ 35,000.00	\$ 35,000.00
9	Road 4 Stormwater Treatment	1	EACH	\$ 35,000.00	\$ 35,000.00
10	Road 5 and 9 Stormwater Treatment	1	EACH	\$ 70,000.00	\$ 70,000.00
11	Road 6 and 10 Stormwater Treatment	1	EACH	\$ 70,000.00	\$ 70,000.00
12	Road 7 Stormwater Treatment	1	EACH	\$ 20,000.00	\$ 20,000.00
13	Road 8 Stormwater Treatment	1	EACH	\$ 20,000.00	\$ 20,000.00
					\$ -
					\$ -
					\$ -
	RETAINING WALLS				
	ROADWAY CONSTRUCTION SUBTOTAL				\$ 900,000.00
	CONTINGENCY (40%)				\$ 360,000.00
	PRELIMINARY ENGINEERING (10%)				\$ 126,000.00
	ROADWAY CONSTRUCTION ENGINEERING (15%)				\$ 189,000.00
	ROADWAY CONSTRUCTION & CONSTRUCTION ENGINEERING				\$ 1,575,000.00

Water

		Engineer's Estimate			
Item No.	Bid Item Description	Quantity	Unit	Unit Price	Total
1	Road 1 Watermain	1050	LF	\$ 60.00	\$ 63,000.00
2	Road 2 Watermain	3700	LF	\$ 60.00	\$ 222,000.00
3	Road 3 Watermain	600	LF	\$ 60.00	\$ 36,000.00
4	Road 4 Watermain	4700	LF	\$ 60.00	\$ 282,000.00
5	Road 5 Watermain	1250	LF	\$ 60.00	\$ 75,000.00
6	Road 6 Watermain	2300	LF	\$ 60.00	\$ 138,000.00
7	Road 7 Watermain	5500	LF	\$ 60.00	\$ 330,000.00
8	Road 8 Watermain	1750	LF	\$ 60.00	\$ 105,000.00
9	Road 9 Watermain	3500	LF	\$ 150.00	\$ 525,000.00
10	Watermain from Road 6 Cul-De-Sac to Reservoir	2400	LF	\$ 60.00	\$ 144,000.00
11	Water Reservoir	1	EA	\$ 1,850,000.00	\$ 1,850,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
	RETAINING WALLS				
	WATER SYSTEM CONSTRUCTION SUBTOTAL				\$ 3,770,000.00
	CONTINGENCY (40%)				\$ 1,508,000.00
	PRELIMINARY ENGINEERING (10%)				\$ 527,800.00
	ROADWAY CONSTRUCTION ENGINEERING (15%)				\$ 791,700.00
	ROADWAY CONSTRUCTION & CONSTRUCTION ENGINEERING				\$ 6,597,500.00

Forest Grove, Oregon



WESTSIDE PLANNING AREA FUNDING APPROACH

December, 2016



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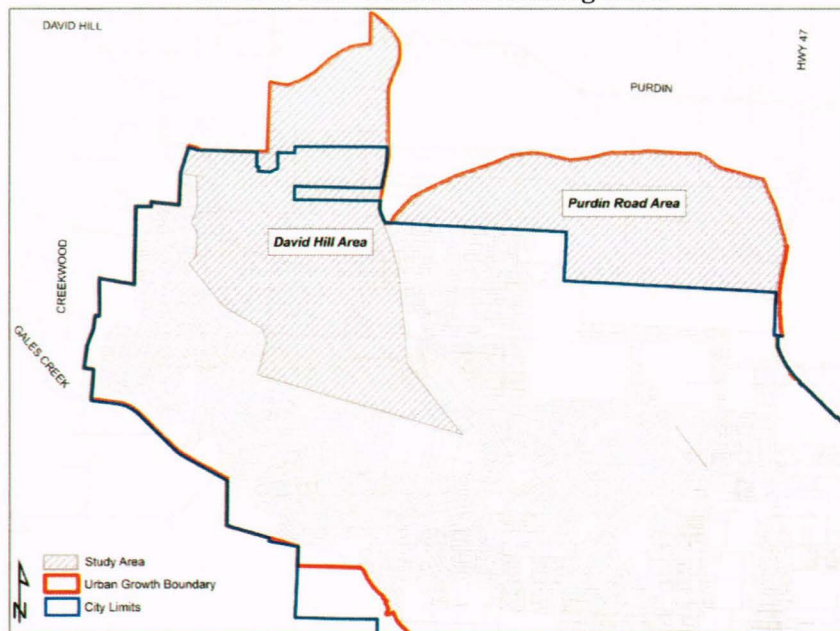
SECTION I: INTRODUCTION

This section describes the context and project approach upon which the body of this report is based.

A. PURPOSE

This Funding Approach document is intended to provide a course of action for the City to consider funding techniques that foster development within the Westside Planning Area (Area). The City of Forest Grove (City) has been working on a land use and infrastructure framework that will enable annexation of unincorporated areas known as the David Hill and Purdin Road areas. **Exhibit 1.1** shows the Westside Planning Area.

Exhibit 1.1: Westside Planning Area



The David Hill/Gales Creek planning area (also known as the David Hill planning area) has been included in the Forest Grove Urban Growth Boundary (UGB) for several years. According to forecasts prepared by Metro for regional planning purposes, it is anticipated that approximately 90% of the David Hill planning area could be developed by 2025. Purdin Road was included in the UGB in 2014 but is largely rural and has not yet been fully planned. For analysis purposes, it is assumed that the Westside Planning Area (including both David Hill and Purdin Road areas) will be fully developed over a 20-year time frame.

B. BACKGROUND

The City of Forest Grove (population 23,080 in 2015) is currently the 22nd largest city in Oregon and is at the west side boundary of the Metro regional planning area. Forest Grove was incorporated in 1872 and is located within 20 miles of Portland and 10 miles from Oregon's Silicon Forest (Hillsboro and unincorporated WA County).

The goal of the Westside Planning effort is to provide a land use framework and financing plan to promote a well-planned, mixed-use community. At build-out, the Area is zoned to accommodate approximately 2,050 dwellings and approximately 61,500 gross square feet of leasable commercial space. In addition, an elementary school site, a community park, and a fire station are planned in the Area. **Exhibit 1.2** shows the total buildout assumptions in acres and units.

Exhibit 1.2

Exhibit 1.2: Westside Planning Area Growth Forecast - Buildout							
		Purdin		David Hill/Gales Creek		Total	
	Unit Type	Acres	Units	Acres	Units	Acres	Units
Single Family Detached	Dwelling Units	125.64	976	198.27	853	323.91	1,829
Single Family Attached	Dwelling Units	18.50	221	0.00	4	18.50	225
Retail	1,000 SF	4.20	46.5	2.90	15.0	7.10	61.5
School	1,000 SF	11.96	65.0	0.00	0.0	11.96	65.0
Park Acres	Acres	10.98	--	0.00	0.0	10.98	--
Fire Station	Employees	2.00	3.0	0.00	0.0	2.00	3.0
Total		173.28		201.17		374.45	

Source: Revised Final Westside Water, Sewer and Stormwater Infrastructure Analysis dated June 24, 2016; compiled by FCS GROUP.

The dwelling unit growth assumptions provided above reflect estimates from the "Infrastructure Analysis" which reflects permitted zone density levels. The projected dwelling count, 2,054 in total, is higher than the Planning Commission recommendation of 1,895 units. The higher dwelling count is relied upon by engineers to ensure that the planned roads and infrastructure are designed to handle total allowable site development. In addition to infrastructure planning, the higher development forecasts also assume there will be flexibility through the public hearing review process to modify the land use designations to reflect current market and site development conditions. For example, the Infrastructure Analysis assumes the R-10 (Residential – 10,000 square foot lot size) zone is applied above the 440 foot elevation while the Planning Commission recommendation for that area is Suburban Residential, 1 unit per acre.

Aligning the growth forecast with project costs is critical to maintaining a rational nexus between the planned growth and the capital project costs contained in the local system development charge (SDC) methodology.

C. PROJECT APPROACH

Following this Introduction, there are four main sections in this report:

- **Funding Framework (Section II).** In this section, potential funding sources for transportation, water, sewer, stormwater, and parks capital facilities are identified.

- **Capital Costs (Section III).** This section documents capital improvement costs for public facilities required to serve the Westside Planning Area.
- **Funding Evaluation & Recommendations (Section IV).** This section includes an evaluation of potential funding sources to be considered for the Westside Planning Area. This section also includes recommends new funding sources needed to pay for facilities needed to serve future development in the Westside Planning Area.
- **Market Considerations (Section V).** This final section discusses comparable development costs, SDCs, and home sales prices in and around the greater Portland Metro Region, with particular emphasis on Washington County.

While this report focuses on transportation, water, sewer, parks and stormwater capital facilities, the City intends to work with regional service providers to implement separate funding strategies for power/communication and other services.

SECTION II: FUNDING FRAMEWORK

This section identifies funding tools and techniques that are often used in Oregon.

When capital improvements are funded or financed by the local jurisdiction, service provider(s), or through development agreement(s) the funding options used in Washington County include:

- ♦ System Development Charge (SDC)
- ♦ Transportation Development Tax (TDT)
- ♦ Utility Fee
- ♦ Local Option Levy
- ♦ Local Improvement District (LID)
- ♦ Reimbursement District
- ♦ Urban Renewal District (Tax Increment Financing)
- ♦ Debt Financing
- ♦ Public Improvement Agreements

A summary of these local options is provided below. The preferred mix of funding and financing requires careful consideration of the timing of development and the phasing of specific projects so that public facilities can be provided in a manner that is generally concurrent with expected levels of market activity or absorption. Please refer to **Section IV** for an evaluation of potential funding sources.

A. SYSTEM DEVELOPMENT CHARGES

Oregon Revised Statutes (ORS) 223.297 to 223.314 authorize local governments to establish system development charges (SDCs), one-time fees on new development usually paid at the time of building permit issuance. SDCs are intended to recover a fair share of the capital improvements, including the cost of existing and planned facilities that provide capacity to serve future growth.

ORS 223.299 defines “capital improvements” as facilities or assets used for:

- ♦ Water supply, treatment, and distribution;
- ♦ Waste water collection, transmission, treatment, and disposal;
- ♦ Drainage and flood control;
- ♦ Transportation; and
- ♦ Parks and recreation.

If the required public facilities are included as a “qualified public improvement” per ORS 223.309, then the local government must have an ordinance or resolution that establishes or modifies an

improvement fee to provide credit against such fee for the construction of a qualified public improvement.

The City of Forest Grove currently charges SDCs for water and parks. The transportation, sewer, and stormwater SDCs are based on Washington County or Clean Water Services (CWS) methodologies.

B. TRANSPORTATION DEVELOPMENT TAX

Washington County implemented the Transportation Development Tax (TDT), a countywide tax consistent with SDC law, on all development within the County. The City of Forest Grove can use TDT revenues on transportation projects that are included in the TDT project list.

Approved by Washington County voters on November 4, 2008 (Measure No. 34-164), the TDT replaced the previous fee, known as the Traffic Impact Fee. The TDT went into effect on July 1, 2009. Because Forest Grove is located within Washington County, the city may decide to use Washington County Transportation Development Tax (TDT) revenues for roadway improvements that add capacity.

C. UTILITY FEES

Utility rates are a common way to raise local revenues for required infrastructure facilities and operations. They require approval and adoption by the city or service district as well as meet state and local regulations. Utility fees are paid for by customers within the service area and typically are included in monthly or bi-monthly utility bills for other services. Forest Grove currently imposes utility fees for sewer, water, and electrical services.

D. LOCAL OPTION LEVY

After full annexation of the Westside Planning Area, the City could adopt a resolution that would advance an election by voters (within the planning area or the city at large) to establish a local option levy for ad valorem taxes to fund capital improvements. The City can choose to use the levy for two types of costs, operational and capital costs. An operational levy is valid for 5 years and a capital levy for 10 years. Local option levies would have to be reapproved by voters in the future. Issues with tax compression may also arise under Measures 5 and 50, which limit taxable amounts local jurisdictions may assess each year. The City currently has a local option levy for operations.

E. LOCAL IMPROVEMENT DISTRICT

Cities in Oregon have the statutory authority to establish local improvement districts (LIDs) and levy special assessments on the benefited property to pay for improvements. These assessments are payable in annual installments for up to 30 years. LIDs are generally used for capital improvement projects that benefit numerous large tenants and/or private property owners.

The primary advantage of LIDs from the city's perspective is the ability to obtain a consistent level of revenue early in the development process. An LID can also provide the developer a certain degree of financial flexibility compared to SDCs. Financial intermediaries such as banks now view LIDs as a more reliable funding source than others (such as SDCs) and are more apt to provide loans based on future LID revenue streams.

F. REIMBURSEMENT DISTRICT

Similar to LIDs, cities can negotiate advance financing arrangements with developers where a developer or city agrees to front capital improvements/investment within a designated reimbursement district. The party that advances the financing is then partially reimbursed as new land use development approvals are granted within the district over a period that usually extends up to 15 years. With reimbursement districts there is no guarantee that future revenues will be as steady and reliable as with the LID or property tax assessments.

H. URBAN RENEWAL DISTRICT (URD)

The City currently has an urban renewal district (URD) in place that includes the Town Center and Pacific Avenue/19th Avenue corridor between the Town Center and generally Quince Street. There may be an opportunity to utilize funding from the creation of a new URD in the Westside Planning Area provided appropriate findings could be met. In many cases, URD funds are combined with other local funding sources to leverage non-local grants or loans to pay for needed infrastructure improvements. Additional analysis is required to determine whether a URD for the Westside Planning area is a viable option.

I. PUBLIC DEBT FINANCING

The City may incur debt to pay for capital facilities, such as roads, stormwater facilities, parks and other projects in areas annexed by the City. The most typical forms of financing public infrastructure are through bonds or loans. Bonds are a common means of financing projects whose benefits are not confined to a single local district. General obligation (GO) bonds are advantageous because their debt service is funded by a property tax levy that is outside the limits of Measure 5. While GO bonds require voter approval, revenue bonds and full faith and credit bonds do not.

Revenue bonds require an ongoing source of revenue that can be pledged to payment of debt service. A utility fee or local option levy and LID payments could serve this purpose. A reserve requirement on revenue bonds would commit the City to maintain a bond reserve, which could be used to meet payments in the event pledged revenues fall short. This reserve is often set at the least of (a) 10 percent of the issue price of all new and outstanding parity bonds, (b) maximum annual debt service on all new and outstanding parity bonds, and (c) 1.25 times average annual debt service on all new and outstanding parity bonds. The reserve requirement is dictated by the terms of the bond resolution.

A hybrid of these two bond types is the full faith and credit bonds. This type of bond represents an unsecured claim on all the revenue streams of an agency without the pledge of any particular revenue stream. Full faith and credit bonds do not require voter approval and they are not subject to debt service coverage requirements. However, like revenue bonds, an ongoing source of revenue would need to be pledged to protect the City's general fund from added risk.

The city may also utilize state loans to fund strategic capital facilities. State loan funds available from Business Oregon currently include the Special Public Works Fund and the Oregon Bond Bank. Special Public Works funds are available on a competitive basis to public jurisdictions and can fund projects up to \$3.0 million in size but require well-secured loan guarantees from the applicants.

G. PUBLIC IMPROVEMENT AGREEMENTS

Forest Grove uses “Public Improvement Agreements” in cases where a developer is required to construct public facilities to city standard as a condition of development. The agreement also provides assurances to the City and to the developer that the regulations that apply will not change during the term of the agreement. Agreements usually identify provisions for reservation or dedication of land for public purposes; responsibilities for providing infrastructure and services; and construction expenditure provisions for public facility investments.

SECTION III: CAPITAL COSTS

This section describes Westside Planning Area public infrastructure capital costs. The capital costs are not comprehensive and reflect project improvements that will be ‘conditioned on approval of new development’ within the Area. For transportation, this generally includes collector facilities and excludes local neighborhood streets (which are also required to serve new development). For sanitary sewer and water facilities, this includes trunk line improvements and pump stations. Stormwater facilities cost elements reflect the projects needed to address water run off attributed to new transportation facilities and their impervious surface area. Finally, parks facilities are those identified in the Parks Master Plan that benefit the Westside Planning Area.

It should be noted that additional facilities will be required to handle on-site development impacts. Local neighborhood streets, water lines (connecting with trunk lines) and sewer lines below 12 inch diameter are expected to be constructed at the expense of developers.

A. CAPITAL COST SUMMARY

The City has identified infrastructure costs for transportation, water, sewer, stormwater, and parks facilities in the Westside Planning Area. **Exhibit 3.1** summarizes the total project costs by infrastructure type which equates to approximately \$47.6 million, or about \$127,179 per acre (\$2.92 per SF of land area). Please refer to **Appendix A** for a summary of expected project costs and potential revenues under the current SDC rate structure by planning subarea (David Hill and Purdin Road).

A short-term investment of approximately \$3.5 million is required to serve the David Hill area before development can occur.

Transportation is a large portion of total costs at \$30.2 million. The next most expensive requirement is water at \$8.5 million. It is assumed that the sanitary sewer facilities will cost \$3.6 million, Stormwater facilities estimated at \$1.6 million, and parks facilities estimated at \$3.6 million. Please see **Section V** for detailed project infrastructure improvement and cost assumptions.

Exhibit 3.1

Westside Planning Area Infrastructure Cost Assumptions					
	Short Term Public Costs	Long Term Public Costs	Total Local Public Costs	Number of Projects	Avg. Cost per Acre
Transportation¹	\$1,454,000	\$28,776,800	\$30,230,800	11	\$80,734
Water	875,000	7,658,000	8,533,000	13	\$22,788
Sewer	1,128,750	2,506,850	3,635,600	8	\$9,709
Stormwater	0	1,575,000	1,575,000	12	\$4,206
Parks²	0	3,648,000	3,648,000	3	\$9,742
Total	\$3,457,750	\$43,760,650	\$47,218,400	47	\$127,779

Source: Revised Final Westside Water, Sewer, and Stormwater Infrastructure Analysis dated June 24, 2016; compiled by FCS GROUP.

¹ Costs for transportation include only the collector road network and do not include local residential streets

² Parks costs are applicable only in the Purdin Road area.

B. CURRENT FUNDING FRAMEWORK

Major annexation areas require significant levels of capital investments in public infrastructure facilities. This section identifies the current funding framework for transportation, wastewater, water, and stormwater facilities.

- ♦ **Transportation:** The City currently charges the Washington County Transportation Development Tax, a countywide one-time tax on development.
- ♦ **Water:** The City currently owns and operates its own utility. The utility charges utility rates and levies system development charges (SDCs).
- ♦ **Sewer:** Clean Water Services (CWS) is the service provider for the City and the city has responsibility for maintaining gravity lines 12 inches or less in diameter. CWS sets the rates and SDCs, of which the City receives a portion. The City currently receives 20% of the revenue from the SDC and 80% goes to CWS. After July 2018, the City's share will drop to 4% of the SDC fee. We assume that the City will receive 4% of the SDC revenue. The City maintains an additional local sewer surcharge in addition to the CWS rates.
 - For all sewer pipes 8 inches or smaller in diameter, the City requires developers to build for local facilities. For pipes between 8 and 12 inches, it has been the City's policy to reimburse the developer for oversizing the line. In this analysis, we assume the City discontinues its reimbursement policy.
- ♦ **Stormwater:** Clean Water Services (CWS) is the service provider for the City and the City has responsibility for maintaining local stormwater quality/quantity facilities. CWS sets the rates and SDCs, of which the City receives a portion. The City receives shared stormwater SDCs similar to sewer. The City maintains an additional local stormwater surcharge fee to the CWS rates.
- ♦ **Parks:** The City currently charges an SDC to fund future parks and recreation facilities.

See **Exhibit 3.2** for a summary of current SDC rates and the City share of each rate. We have included only single family dwelling charges because, while multifamily units are levied a lower SDC, it is unclear how many will be constructed.

Exhibit 3.2

SDCs Charged in Forest Grove per Dwelling		
Infrastructure Type (with Oversight Jurisdiction)	Total Rate Per Unit	City Share of Rate
Transportation (Washington Co)*	\$7,914	\$7,914
Water (City)	\$5,478	\$5,478
Sewer (CWS)	\$5,300	\$212
Stormwater (City)	\$510	\$510
Parks (City)	\$3,000	\$3,000

Source: Clean Water Services, Washington County, and City of Forest Grove, compiled by FCS GROUP.

*Reflects blended rate of TDT which accounts for single family detached (~89% of development) and single family attached (~11% of development).

If we assume that the existing (status quo) SDCs are the only source of funding for Westside Planning Area infrastructure, we would expect the City to collect adequate revenues *over time* to meet capital requirements for water, sewer, and parks, but not enough revenues for transportation or stormwater facilities (see **Exhibit 3.3**).

Because major public facility improvements are needed before significant levels of development can be approved, and the fact that SDC revenues accrue with new development, the “pay as you go” approach is not a feasible solution for funding short-term capital projects.

Other local policy questions to address include:

- ♦ Should all development impact fees (SDC and TDT revenues) collected from development in the Westside Planning Area be dedicated to projects located in this plan district?
- ♦ What is the timing of revenues in relationship with the planned schedule of capital expenditures? If capital facilities are needed before development occurs and SDC revenues are collected in subsequent years, how will the City be able to advance fund the planned infrastructure?
- ♦ What funding alternatives should the City adopt to provide adequate funding in the short-term and long-term, particularly for transportation and stormwater facilities which are projected to have a major funding gap without adoption of new funding sources.
- ♦ Do certain capital projects have limited benefits to either Purdin Road or David Hill, the two components of the Westside Planning area?

These and other policy considerations are discussed in the next section.

Exhibit 3.3

Potential Revenue from Current SDCs Compared with Project Costs					
	Net New Dwelling Units	City Share of Rates	Total Projected Revenue	Total Local Public Costs	Total Local Public Costs
Transportation	2,054	\$7,914	\$16,254,437	\$30,230,800	(\$13,976,363)
Water	2,054	\$5,478	\$11,251,812	\$8,533,000	\$2,718,812
Sewer	2,054	\$212	\$435,448	\$3,635,600	(\$3,200,152)
Stormwater	2,054	\$510	\$1,047,540	\$1,575,000	(\$527,460)
Parks	2,054	\$3,000	\$6,162,000	\$3,648,000	\$2,514,000

Source: Clean Water Services, Washington County, and City of Forest Grove, compiled by FCS GROUP.

Note: Multifamily dwelling SDCs are approximately 70% of single family SDCs.

B.1 Funding Scenarios

Three funding scenarios were evaluated that would dedicate varying levels of current SDC/TDT revenue to the Westside Planning Area: 18%, 40%, and 100%. The range in percentages reflects a low-end, high-end and middle range scenario. The 18% scenario reflects the estimated share of future growth (in population) of Westside Planning Area compared to current citywide population. The 100% scenario assumes that all SDC/TDT revenues collected in the Westside Planning Area are dedicated to projects in the Area. The 40% SDC/TDT allocation scenario represents an assumption that reflects the West Side Planning Area's share of total city-wide housing growth forecasts for the City of Forest Grove over the next 20 years.

SECTION IV: FUNDING EVALUATION

This section provides an evaluation of the funding tools that were identified previously.

A. FUNDING EVALUATION CRITERIA

An evaluation of funding options for each public facility type was conducted to ascertain the relative potential for implementing the potential funding measures identified above.

A.1 Equity

Equity is defined herein as the equitable distribution of cost/risk among three categories: existing city residents, future West Planning Area residents, and current developers/property owners.

A score was assigned to each funding scenario ranging from low cost/risk (3) to high cost/risk (1). The overall equity score for each funding scenario was determined based upon the average of the scores awarded in this category.

A.2 Reliability of Funds

Reliability of funds is an important consideration, especially if debt is used to advance funding for improvements. Funding sources such as SDCs and Reimbursement Districts do not generate a predictable revenue stream and have poor reliability scores. Secured revenue bonds, special districts, and LIDs tend to be far more reliable and less risky to the agency that takes on debt. A score of 1 (low) to 3 (high) was assigned to each funding scenario based on how reliable the funds were in each scenario.

A.3 Market Acceptance

Adequate public facilities must be provided (and funded) before major private development can occur. The ability for the public or private sector to fund necessary infrastructure to accommodate new private development is an important consideration. If there is an over reliance on private developers/property owners to fund all necessary public infrastructure, the development costs per unit of net development (housing units or commercial floor area) may drive up costs to a level that exceeds supportable market prices. However, if new public facilities are funded primarily using SDCs or General Funds, it is likely that the city would not invest in these facilities until adequate capital reserves are established which could take many years. A score of 1 (low) to 3 (high) was assigned to each funding scenario based on the relative potential it would have to facility development within the near-term, six years.

A.4 Ease of Implementation

Ease of Implementation refers to the process and administrative cost required to implement the funding sources identified. Some funding sources, such as utility rates and SDCs, do not require

public votes to enact and therefore are relatively easier to implement than funding sources that require a public vote or legal formation steps (such as a new local option levy or LIDs). A score of 1 (low) to 3 (high) was assigned to each funding scenario based on the relative ease of implementation to enact the relevant funding options.

A.5 Ability to Address Costs

Using the adopted facility master plans and the CIP, City staff was able to identify a preliminary list of facility improvements necessary to make development possible. Each improvement inherently entails additional capital costs that are to be incurred by the city, other major service providers (e.g., Washington County), or developers.

A score of 1 (low) to 3 (high) was assigned to each funding scenario based on the anticipated level of funds it would generate in comparison to the expected near-term and long-term capital cost requirements.

A.6 Total Evaluation Score

As shown in **Exhibit 4.1**, a total score was computed for each funding scenario using the overall equity score and the scores assigned for the ability to do the following: facilitate development, implement the funding scenario, address cost. The total score was then used to rank each funding scenario. The scenarios with the highest scores are identified as the preferred funding scenario for each public facility type. **The recommended funding options include a combination of area specific SDCs, utility fee surcharges for stormwater facilities, and local improvement districts (if necessary). Development Agreements are recommended for developments involving more than 7 lots, specifying private construction of sewer and water lines under 12 inches, and land to be dedicated for public facilities.**

Exhibit 4.1

Funding Option	Equity	Reliability of Funds	Market Acceptance	Ease of Implementation	Ability to Address Near-Term Costs	Ability to Address Long-Term Costs	Overall Score (sum of + s)	Funding Recommendation
Development Agreements	+	+++	++	+++	+++	++	14	✓
Utility Fees (Area Specific)	++	+++	+++	++	+	+++	14	✓
SDC (Area Specific)	++	+	+++	+++	+	+++	13	✓
Local Improvement District	++	+++	+	+	+++	++	12	✓
Bonding (LTGO)	+	+++	++	+	+++	+	11	
Utility Fees (citywide)	+	+++	+	++	+	+++	11	
Local Option Levy	++	++	+	+	+	+++	10	
SDC (citywide)	+	+	++	++	+	+++	10	
Reimbursement District	++	+	++	+	+	++	9	
Urban Renewal District	+	+	+	++	+	++	8	

Notes:

+ least positive

++

+++ most positive

Source: FCS GROUP

B. TRANSPORTATION FUNDING APPROACH

B.1 Capital Cost Requirements

The total transportation facility cost for the projects that are required to accommodate Westside Planning Area development is estimated at \$30.2 million as shown in **Exhibit 4.2**. City staff

confirmed that these improvements are needed to serve planned growth created by trips to/from the Westside Planning Area. Hence, the capital costs should be borne by property developers and/or future property owners in the Westside Planning Area.

In the short-term (next 5-6 years) Project 9b (Thatcher Road improvements) must be constructed to provide adequate transportation to serve new growth in the David Hill area. Discussions with city staff determined that since this project will primarily benefit the David Hill area, its cost should be attributed to property developers and future property owners within the David Hill area. All other transportation projects are long term and benefit the Westside Planning Area as a whole.

Exhibit 4.2

Transportation Facility Cost Estimates						
No.	Street Name	Limits	Description	David Hill Area Cost	Purdin Road Area Cost	Total Cost
Short Term Projects						
9b	Thatcher Road	David Hill Road to Purdin Road	Full improvements to Council Creek crossing	\$1,454,000		\$1,454,000
Long Term Projects						
1	Road 1 - Gales Ck (Vista Drive)	Watercrest Road to NW Thatcher Road	Construct new 1,050-foot urban collector street	\$1,000,300		\$1,000,300
2	Road 2 - Gales Ck	Area 7 to Area 8	Construct new 3,200-foot urban collector street	\$4,246,000		\$4,246,000
3	Road 3 - Gales Ck	Area 8 Connector	Construct new 600-foot urban collector street	\$787,200		\$787,200
4	Road 4 - David Hill	David Hill Road to Purdin Road	Construct new 4,700-foot urban collector street	\$6,409,200		\$6,409,200
5	Road 5 - David Hill (Plum Hill Road)	Area 13 Mid-Block Connection to Thatcher Road	Construct new 1,250-foot urban collector street	\$1,212,200		\$1,212,200
6	Road 6 - David Hill	Area 13 to temporary turn-around	Construct new 2,300-foot urban collector street	\$2,391,000		\$2,391,000
7	Road 7 - Purdin	Brooke Street to David Hill Road	Construct new 5,500-foot urban collector street		\$4,766,200	\$4,766,200
8	Road 8 - Purdin	David Hill Road to Proposed Brooke Street	Construct new 1,750-foot urban collector street		\$1,583,700	\$1,583,700
9a	Road 9 - Thatcher	David Hill Road to Purdin Road	Half street reconstruction, 4,050-foot 1/2 street improvements. Excluding Council Creek Crossing	\$2,437,500		\$2,039,500
10	Road 10 - David Hill	Thatcher Road to West of Area 9	Full street reconstruction, 5,100-foot urban collector street	\$3,943,500		\$3,943,500
Long Term Subtotal				\$22,426,900	\$6,349,900	\$28,776,800
Total				\$23,880,900	\$6,349,900	\$30,230,800

Source: Revised Final Westside Water, Sewer, and Stormwater Infrastructure Analysis dated June 24, 2016; compiled by FCS GROUP. Costs shown are in 2016 dollars.

B.2 Funding Scenarios

Using these three scenarios described above, FCS GROUP calculated the level of funding required from the private sector necessary to cover 100% of the project costs. As mentioned previously, a new local funding source is required for the City to obtain adequate funds to construct the full transportation project list. The City also requires approximately \$1.5 million in short-term funding to construct Thatcher Road (Project 9b) improvements.

Exhibit 4.3 shows the level of funding required based on how much TDT revenue is dedicated to the Westside Planning area. In each scenario, the total transportation capital improvement cost is \$30.2 million, but the amount of TDT revenue dedicated to improvements within the Westside Planning Area ranges from \$2.9 to \$16.3 million. Hence, the resulting transportation funding gap is expected to range from \$14 to \$27 million.

Exhibit 4.3

Transportation Funding Costs			
	18% of Existing TDT Dedicated to Westside Planning Area	40% of Existing TDT Dedicated to Westside Planning Area	100% of Existing TDT Dedicated to Westside Planning Area
Total Costs	\$30,230,800	\$30,230,800	\$30,230,800
TDT Revenue Based on Current Fee	\$16,254,437	\$16,254,437	\$16,254,437
Less Revenue Dedicated to Area	<u>-\$2,925,799</u>	<u>-\$6,501,775</u>	<u>-\$16,254,437</u>
Remaining Costs	\$27,305,001	\$23,729,025	\$13,976,363

Source: FCS GROUP.

Exhibit 4.4 shows the fee amount the City needs to fully fund the remaining funding gap for transportation facilities. Each funding source shown below would be intended to address the funding deficiency. For example, if 40% of the TDT revenues are dedicated to transportation projects within the Westside Planning Area, the net funding gap is expected to be approximately \$23.7 million. Given the level of planned development in the Westside Planning Area, this funding gap could be addressed though any of the following options:

- New transportation SDC of \$11,553 per dwelling unit (one time charge); or
- New transportation utility fee surcharge of \$96 per month; or
- New Local Option Levy of \$1,749 per year for the average home; or
- New Local Improvement District with \$23.7 million in principal and approximately \$8.3 million in interest payments.

Exhibit 4.4

Transportation Funding Options			
	18% of Existing TDT Dedicated to Westside Planning Area	40% of Existing TDT Dedicated to Westside Planning Area	100% of Existing TDT Dedicated to Westside Planning Area
Costs			
Remaining Costs	\$27,305,001	\$23,729,025	\$13,976,363
New Fee to Recover Remaining Costs in Full			
New SDC (per single family unit)	\$13,294	\$11,553	\$6,804
Utility Fee (surcharge per month)	\$110.78	\$96.27	\$56.70
Local Option Levy (per \$1,000 AV)*	\$6.71	\$5.83	\$3.43
Local Option annual cost/\$300k home	\$2,013	\$1,749	\$1,030
Local Improvement District**	\$36,846,523	\$32,020,949	\$18,860,295

* assumes special levy applied to Westside Plan District over 10 years.

** assumes LID payments are financed at 6.5% over 10 years.

Source: FCS GROUP.

B.3 Selected Funding Approach

After discussion with city staff, a preliminary funding approach has been formulated. The funding approach would rely upon an allocation of up to 40% of TDT revenues to the Westside Planning Area combined with a new transportation SDC on new development in the Westside Planning Area, until any transportation financing obligations by the City are met. In this approach, the local transportation SDC would be approximately \$11,369 per dwelling unit (plus administration charges). Note, actual charges would be higher for detached homes and lower for condos/townhomes and multifamily dwellings.

In light of the fact that SDC revenues would cumulate over time they would not be adequate to fully fund the short-term construction of the Thatcher Road project. Also, because David Hill is under multiple ownerships, it is unlikely that any single developer will be able to front the \$1.5 million cost for Thatcher Road improvements on their own. In order to help spur development, the City would need to evaluate the feasibility of advance financing the cost of this improvement project using its LTGO bonding capacity or other financing method. If the City decides to advance financing for this project, the formation of an LID in the David Hill area is recommended.

If a \$1.5 M LID is formed for the benefit area (includes David Hill and Gales Creek areas), the LID assessment would be approximately \$7,456 per acre or \$2,000 per allowable dwelling unit (assumes 90% absorption over 20 years or 771 net new dwelling units). Property owners would have the option of financing LID assessments over a 10 year (or longer) time frame.

City debt payment obligations would have a more secure stream of revenue from LID payments by properties within the David Hill area. In exchange for LID participation (secured by property liens until assessments are paid in full), a lower transportation SDC would be incurred in the David Hill area than in the Purdin Road area. It is recommended that this strategy be further evaluated by the City and subjected to property owner input prior to its refinement and implementation.

C. WATER FUNDING APPROACH

C.1 Capital Cost Requirements

The total water system infrastructure cost for the projects that are required to serve future development within the City and accommodate Westside Planning Area development is estimated at \$23.5 million, of which \$8.5 million is required for the Westside Planning Area, as shown in **Exhibit 4.5**.

According to city staff and engineering consultants, one major water supply project in the higher elevation areas of David Hill is required, a 500,000 gallon reservoir, prior to permitting new development. This short term project would cost approximately \$4.2 million. According to engineering estimates, approximately \$440,000 or 10.4% of total cost of these reservoirs would be attributed to serving the David Hill UGB above 440 feet which would include an estimated 105 dwelling units with R10 zoning. If there is a reduction in the density permitted in this area to SR (1 du/acre) approximately \$120,000 or 2.5% of the total cost of these reservoirs would be attributed to serving the David Hill UGB above 440 feet which would include an estimated 24 dwelling units.

Exhibit 4.5

Water Facility Cost Estimates					
No.	Description	Linear Feet	Total Costs	Estimated Costs Attributed to Westside Planning Area	Area of Benefit
Short Term Projects					
10a	One 0.5 MG reservoirs ¹	EA	\$2,390,000	\$500,000	David Hill
	Contingencies and Engineering		\$1,792,500	\$375,000	David Hill
	Short Term Subtotal		\$4,182,500	\$875,000	
Long Term Projects					
1	Road 1 Water main	1,050	63,000	\$63,000	David Hill
2	Road 2 Water main	3,200	192,000	\$192,000	David Hill
3	Road 3 Water main	600	36,000	\$36,000	David Hill
4	Road 4 Water main	4,700	282,000	\$282,000	David Hill
5	Road 5 Water main	1,250	75,000	\$75,000	David Hill
6	Road 6 Water main	2,300	138,000	\$138,000	David Hill
7	Road 7 Water main	5,500	330,000	\$330,000	Purdin Road
8	Road 8 Water main	1,750	105,000	\$105,000	Purdin Road
9	Road 9 Water main	3,500	525,000	\$525,000	David Hill
	One 0.5 MG reservoirs ^{1, 4}	EA	\$2,403,846	\$0	David Hill URA
11	Two 0.3 MG reservoirs ²	EA	\$2,910,448	\$1,950,000	Entire Area
12	One 2.25 MG reservoir near Watercrest	EA	\$2,956,522	\$680,000	Entire Area
	Contingencies and Engineering		\$5,709,728	\$3,282,000	Entire Area
	Long Term Subtotal		\$13,322,698	\$7,658,000	
	Total		\$17,505,198	\$8,533,000	

¹ One reservoir expected to be used by development within David Hill from 440 to 615 feet in elevation and portions of the David Hill URA between 190 and 615 feet. The other reservoir expected to be used to serve the remainder of the David Hill URA between 190 and 615 feet which is included herein to account for the shared costs of land acquisition, piping, pressure reducing valves and a pump station. Approximately \$500,000 or 10.4% of total cost of these reservoirs would be attributed to serving the David Hill UGB above 440 feet which would include an estimated 105 dwelling units with R10 zoning. If there is a reduction in the density permitted in this area to SR (1 du/acre) approximately \$120,000 or 2.5% of the total cost of these reservoirs would be attributed to serving the David Hill area above 440 feet which would include an estimated 24 dwelling units.

² A portion of these reservoirs will be used to serve the David Hill UGB between 250 and 440 feet. Approximately 67% of total costs would be associated with the David Hill Planning Area.

³ Approximately 23% of the cost of this reservoir would be associated with the David Hill and Purdin Road Planning Areas.

⁴ Cost of second 0.5 MG reservoir is shown for reference only and is not included in the Long Term Subtotal.

Source: Revised Final Westside Water, Sewer, and Stormwater Infrastructure Analysis dated June 24, 2016; compiled by FCS GROUP. Costs shown are in 2016 dollars.

C.2 Funding Scenarios

FCS GROUP calculated the level of funding required from the private sector necessary to cover 100% of the project costs. **Exhibit 4.6** shows the level of funding required based on how much SDC revenue is dedicated to the area. Another funding source is required for the City to construct the full project list unless the City devotes at least 76% of Westside Planning Area future SDC revenues to project capital costs.

Exhibit 4.6

Water Funding Costs			
	18% of Existing SDC Dedicated to Westside Planning Area	40% of Existing SDC Dedicated to Westside Planning Area	100% of Existing SDC Dedicated to Westside Planning Area
Total Costs	\$8,533,000	\$8,533,000	\$8,533,000
SDC Revenue Based on Current Fee	\$11,251,812	\$11,251,812	\$11,251,812
Less SDC Revenue Dedicated to Area	<u>-\$2,025,326</u>	<u>-\$4,500,725</u>	<u>-\$11,251,812</u>
Remaining Funding Gap	\$6,507,674	\$4,032,275	\$0

Source: FCS GROUP.

After identifying the remaining costs, **Exhibit 4.7** shows the fee amount the City must adopt to fully fund remaining costs. Each funding source shown below will address the full deficiency. The funding options include: an area specific SDC, utility surcharge, local option levy and a LID.

Exhibit 4.7

Water Funding Options			
	18% of Existing SDC Dedicated to Westside Planning Area	40% of Existing SDC Dedicated to Westside Planning Area	100% of Existing SDC Dedicated to Westside Planning Area
Costs			
Remaining Costs	\$6,507,674	\$4,032,275	\$0
New Fee to Recover Remaining Costs in Full			
New SDC (per unit)	\$3,168	\$1,963	\$0
Utility Fee (fixed charge per month)	\$26.40	\$16.36	\$0.00
Local Option Levy (per \$1,000 AV)*	\$1.60	\$0.99	\$0.00
Local Option annual cost/\$300k home	\$480	\$297	\$0
Local Improvement District**	\$8,781,730	\$5,441,323	\$0

* assumes special levy applied to Westside Plan District over 10 years.

** assumes LID payments are financed at 6.5% over 10 years.

Source: FCS GROUP.

C.3 Selected Funding Approach

The selected funding strategy for water relies upon the existing water system SDC and assumes that at least 76% of water SDC revenues collected in the Westside Planning Area will be used to meet capital improvement obligations attributed to the area. In this scenario, no additional SDC would be needed.

Similar to the issue of funding short-term transportation projects, the ability for the City to fund required short-term water reservoir improvements using SDC revenues is untenable. It is recommended that the City consider issuing revenue bonds (backed by water rates) or a new GO bond (requires voter approval) to pay for short-term water capital improvements. It is recommended that this strategy be further evaluated by the City and subjected to public input prior to its refinement and implementation.

D. SANITARY SEWER FUNDING APPROACH

D.1 Capital Cost Requirements

The total sewer system facility cost for the projects that are required to accommodate Westside Planning Area development is estimated at \$3.6 million, as shown in **Exhibit 4.8**. For sewer lines smaller than 12 inches, the City generally requires private developers to construct and dedicate them prior to development. This means the City will likely require all sewer distribution lines to be built as a condition of development approval. However, there are two short-term sewer line projects totaling \$1.1 million, which would only benefit the David Hill area. The \$1.1 million construction cost would likely be too high for any one developer to afford on their own so some level of upfront public investment would be required.

Exhibit 4.8

Sewer Facility Cost Estimates			
No.	Description	Estimated Cost	Area of Benefit
Short Term Projects			
9	Road 9 Sewer Line	\$262,500	David Hill
10	Road 10 Sewer Line (700 LF 12")	\$382,500	David Hill
	Contingencies and Engineering*	\$483,750	David Hill
	<i>Short Term Subtotal</i>	<i>\$1,128,750</i>	
Long Term Projects			
1	Road 1, 2, 3, Sewer Line	\$225,000	David Hill
4	Road 4 Sewer Line	\$300,000	David Hill
5	Road 5 Sewer Line	\$82,500	David Hill
6	Road 6 Sewer Line	\$165,000	David Hill
7	Road 7 Sewer Line (10")	\$405,000	Purdin Road
8	Road 8 Sewer Line (10")	\$255,000	Purdin Road
	Contingencies and Engineering*	\$1,074,350	Entire Area
	<i>Long Term Subtotal</i>	<i>\$2,506,850</i>	
	Total	\$3,635,600	

Source: Revised Final Westside Water, Sewer, and Stormwater Infrastructure Analysis dated June 24, 2016; compiled by FCS GROUP. Costs shown are in 2016 dollars.

*Contingencies allocated proportionately to developer or City/CWS

D.2 Funding Scenarios

Exhibit 4.9 shows the level of funding required based on how much sewer SDC revenue is dedicated to the area. Another funding source is required for the City to construct the full project list. There are additional timing considerations that require an up-front funding source for the project costs.

Exhibit 4.9

Sewer Funding Strategy Analysis			
	18% of Existing SDC Dedicated to Westside Planning Area	40% of Existing SDC Dedicated to Westside Planning Area	100% of Existing SDC Dedicated to Westside Planning Area
Total Costs	\$3,635,600	\$3,635,600	\$3,635,600
SDC Revenue Based on Current Fee	\$10,886,200	\$10,886,200	\$10,886,200
Less: CWS Revenue Share	\$10,450,752	\$10,450,752	\$10,450,752
City SDC Revenue Share	\$435,448	\$435,448	\$435,448
Less Net City SDC Revenue	-\$78,381	-\$174,179	-\$435,448
Remaining Funding Gap	\$3,557,219	\$3,461,421	\$3,200,152

Source: FCS GROUP.

After identifying the remaining costs, **Exhibit 4.10** shows the fee amount the City must adopt to fully fund remaining costs. Each funding source shown below will address the full deficiency. Because the City can require developers to build all projects on the list, we have included ‘developer dedications’ for the remaining project costs as the primary funding option.

Exhibit 4.10

Sewer Funding Options			
	18% of Existing SDC Dedicated to Westside Planning Area	40% of Existing SDC Dedicated to Westside Planning Area	100% of Existing SDC Dedicated to Westside Planning Area
Costs			
Remaining Costs	\$3,557,219	\$3,461,421	\$3,200,152
New Fee to Recover Remaining Costs in Full			
Developer Dedications	\$3,557,219	\$3,461,421	\$3,200,152
New SDC (per unit)	\$1,732	\$1,685	\$1,558
Utility Fee (fixed charge per month)	\$14.43	\$14.04	\$12.98
Local Option Levy (per \$1,000 AV)*	\$0.87	\$0.85	\$0.79
Local Option annual cost/\$300k home	\$262	\$255	\$236
Local Improvement District**	\$4,800,262	\$4,670,987	\$4,318,420

* assumes special levy applied to Westside Plan District over 10 years.

** assumes LID payments are financed at 6.5% over 10 years.

Source: FCS GROUP.

D.3 Selected Funding Approach

The selected funding strategy for sewer relies primarily upon developer dedications of sewer lines below 12 inches and on existing sewer SDC revenues collected in the Westside Planning Area to be dedicated to Westside Planning Area improvements. Note, this strategy will require concurrence from CWS.

In light of the need for approximately \$1.1 million in short-term sewer project construction to serve the David Hill area, the City should consider its ability to utilize available financing methods, such as its ability to borrow funds from the sewer fund, or the use of LTGO bonding capacity or other sources of debt financing. Debt payments can be secured by a local sewer rate surcharge, SDC payments, and LID or Reimbursement District payment by developers or property owners within the David Hill area. It is recommended that this strategy be further evaluated by the City and subjected to property owner and developer input prior to its refinement and implementation.

E. STORMWATER FUNDING APPROACH

E.1 Capital Cost Requirements

The total stormwater system facility cost for the projects that are required to address impacts of new roadway construction within the Westside Planning Area development is estimated at approximately \$1.6 million as shown in **Exhibit 4.11**. The City does not have any short-term projects for stormwater. It should be noted that in addition to the improvements specified in Exhibit 4.11, developers will be required to mitigate stormwater impacts created by their proposed developments.

Exhibit 4.11

Stormwater Management Facility Cost Estimates			
Project No.	Description	Estimated Cost	Area of Benefit
Quantity 1	Road 1, 2, 3, Storm Pond	\$75,000	David Hill
Quantity 2	Road 4 Storm Pond	\$75,000	David Hill
Quantity 3	Road 5 and 9 Storm Pond	\$100,000	David Hill
Quantity 4	Road 6 and 10 Storm Pond	\$150,000	David Hill
Quantity 5	Road 7 Storm Pond	\$200,000	Purdin Road
Quantity 6	Road 8 Storm Pond	\$50,000	Purdin Road
Quantity 7	Road 1, 2, 3, Stormwater Treatment	\$35,000	Purdin Road
Quantity 8	Road 4 Stormwater Treatment	\$35,000	David Hill
Quantity 9	Road 5 and 9 Stormwater Treatment	\$70,000	David Hill
Quantity 10	Road 6 and 10 Stormwater Treatment	\$70,000	David Hill
Quantity 11	Road 7 Stormwater Treatment	\$20,000	David Hill
Quantity 12	Road 8 Stormwater Treatment	\$20,000	Purdin Road
	Contingencies and Engineering	\$675,000	Entire Area
	Totals	\$1,575,000	

Source: Revised Final Westside Water, Sewer, and Stormwater Infrastructure Analysis dated June 24, 2016; compiled by FCS GROUP. Costs shown are in 2016 dollars.

E.2 Funding Scenarios

Exhibit 4.12 shows the level of funding expected for each scenario. Because the current stormwater SDC is \$510 and the City's share is small, existing SDCs do very little to cover capital costs, leaving a large funding gap.

Exhibit 4.12

Stormwater Funding Strategy Analysis			
	18% of Existing SDC Dedicated to Westside Planning Area	40% of Existing SDC Dedicated to Westside Planning Area	100% of Existing SDC Dedicated to Westside Planning Area
Total Costs	\$1,575,000	\$1,575,000	\$1,575,000
SDC Revenue Based on Current Fee	\$1,047,540	\$1,047,540	\$1,047,540
Less SDC Revenue Share	\$188,557	\$419,016	\$1,047,540
Remaining Funding Gap	\$1,386,443	\$1,155,984	\$527,460

Source: FCS GROUP.

After identifying the remaining costs, **Exhibit 4.13** shows potential methods considered to fully fund remaining costs. Each funding source shown below will address the full deficiency.

Exhibit 4.13

Stormwater Funding Options***			
	18% of Existing SDC Dedicated to Westside Planning	40% of Existing SDC Dedicated to Westside Planning	100% of Existing SDC Dedicated to Westside Planning
Costs			
Remaining Costs	\$1,386,443	\$1,155,984	\$527,460
New Fees to Recover Remaining Costs in Full			
New SDC (per unit)	\$675	\$563	\$257
Utility Fee (fixed charge per month)	\$5.62	\$4.69	\$2.14
Local Option Levy (per \$1,000 AV)*	\$0.34	\$0.28	\$0.13
Local Option annual cost/\$300k home	\$102	\$85	\$39
Local Improvement District**	\$1,870,925	\$1,559,934	\$711,777

* assumes special levy applied to Westside Plan District over 10 years.

** assumes LID payments are financed at 6.5% over 10 years.

*** City Staff, compiled by FCS Group.

Source: FCS GROUP.

E.3 Selected Funding Approach

The selected funding approach relies upon the existing SDC and includes a supplemental stormwater rate surcharge of approximately \$7 per month for households within the Westside Planning area (plus administrative charges). This rate surcharge can be phased in over a period of five years and indexed with inflation. Stormwater improvements will likely be built in conjunction with roadway construction projects in the Westside Planning Area. If fund balances from rate surcharges are insufficient to cover the cost of new stormwater ponds, the City may establish reimbursement district(s) for a proportionate share of financing costs, with total charges limited to approximately \$700 per dwelling unit.

F. PARKS FUNDING APPROACH

F.1 Capital Cost Requirements

The total parks cost for the three identified projects planned in the Westside Planning Area is estimated at \$6.6 million as shown in **Exhibit 4.14**. The City does not have any short term projects.

Exhibit 4.14

Parks Cost Estimates for the Westside Planning Area						
Project No.	Description	Estimated Cost	Attributable to <u>Westside Planning Area</u>	Attributable to <u>Purdin Road Planning Area</u>	Attributable to <u>David Hill Planning Area</u>	Area of Benefit
1	Purdin Road Neighborhood	\$3,000,000	\$3,000,000	\$3,000,000	\$0	Purdin Road Planning
2	Thatcher Park Development	\$3,400,000	\$612,000	\$349,799	\$262,201	Westside Planning Area
3	Dog Park Enhancement	\$200,000	\$36,000	\$20,576	\$15,424	Westside Planning Area
	Totals	\$6,600,000	\$3,648,000	\$3,370,376	\$277,624	

Source: City staff, compiled by FCS GROUP. Costs shown are in 2016 dollars.

F.2 Funding Scenarios

Exhibits 4.15 and 4.15a shows the level of funding by tool. Provided that the City uses SDCs from the entire Westside Planning Area, it will need to dedicate 50% of the SDC revenues collected to have adequate funds to construct the neighborhood park project.

Exhibit 4.15

Parks Funding Strategy Analysis for the <i>Purdin Road Planning Area</i>			
	18% of Existing SDC Dedicated to Purdin Road Planning Area	50% of Existing SDC Dedicated to Purdin Road Planning Area	100% of Existing SDC Dedicated to Purdin Road Planning Area
Total Costs	\$ 3,370,376	\$ 3,370,376	\$ 3,370,376
SDC Revenue Based on Current Fee	\$ 3,522,000	\$ 3,522,000	\$ 3,522,000
Less SDC Revenue Dedicated to Area	\$ 633,960	\$ 1,761,000	\$ 3,522,000
Remaining Funding Gap	\$ 2,736,416	\$ 1,609,376	\$ (151,624)

City Staff, compiled by FCS Group.

Source: FCS GROUP.

Exhibit 4.15a

Parks Funding Strategy Analysis for the <i>David Hill Planning Area</i>			
	18% of Existing SDC Dedicated to David Hill Planning Area	50% of Existing SDC Dedicated to David Hill Planning Area	100% of Existing SDC Dedicated to David Hill Planning Area
Total Costs	\$ 277,624	\$ 277,624	\$ 277,624
SDC Revenue Based on Current Fee	\$ 2,640,000	\$ 2,640,000	\$ 2,640,000
Less SDC Revenue Dedicated to Area	\$ 475,200	\$ 1,320,000	\$ 2,640,000
Remaining Funding Gap	\$ (197,576)	\$ (1,042,376)	\$ (2,362,376)

City Staff, compiled by FCS Group.

Source: FCS GROUP.

After identifying the remaining costs, **Exhibits 4.16 and Exhibit 4.16a** show the fee amount the City would need to adopt to fully fund remaining costs. Although there is a funding deficiency for the Purdin Road area for parks facilities, there would be adequate amount of system development charges collected from the David Hill area to finance all the park related facilities. Thus, no other funding options are considered.

Exhibit 4.16

Parks Funding Strategy Analysis for the <i>Purdin Road Planning Area</i>			
	18% of Existing SDC Dedicated to Purdin Road Planning Area	50% of Existing SDC Dedicated to Purdin Road Planning Area	100% of Existing SDC Dedicated to Purdin Road Planning Area
Costs			
Remaining Costs	\$2,736,416	\$1,609,376	-\$151,624
New Fees to Recover Remaining Costs in Full			
New SDC Purdin Road Planning Area (per unit)	\$1,917	\$1,127	\$0

* City Staff, compiled by FCS Group.

Source: FCS GROUP.

Exhibit 4.16a

Parks Funding Strategy Analysis for the <i>David Hill Planning Area</i>			
	18% of Existing SDC Dedicated to David Hill Planning Area	50% of Existing SDC Dedicated to David Hill Planning Area	100% of Existing SDC Dedicated to David Hill Planning Area
Costs			
Remaining Costs	-\$197,576	-\$1,042,376	-\$2,362,376
New Fees to Recover Remaining Costs in Full			
New SDC Westside Planning Area (per unit)	\$0	\$0	\$0

* City Staff, compiled by FCS Group.

Source: FCS GROUP.

F.3 Selected Funding Approach

The selected funding approach for parks assumes the City will allocate all of the SDC revenues collected in the Westside Planning Area to identified parks projects. This funding approach assumes parks improvements are constructed after SDC revenues are sufficient to cover capital costs. It is possible that a developer may elect to construct and dedicate a neighborhood park to enhance amenities offered by their development. The ability of a developer to construct neighborhood parks can be enhanced if the City's parks SDC capital project list is amended to include such parks, and the City grants parks SDC credits based on the market value of dedicated land and allowable construction cost of the improvement (designed to city standards). City policies regarding the transferability of parks SDC credit also fosters private parks construction.

SECTION V: MARKET CONSIDERATIONS

This section provides an overview of market characteristics related to the near- and long-term development potential for the Westside Planning Area. In order to conduct this analysis, FCS GROUP evaluated current home sales prices in Forest Grove and the surrounding areas of Hillsboro. We also evaluated overall public facility infrastructure costs in comparison with other major annexation areas within the greater Metro Region.

A. INFRASTRUCTURE COST COMPARISON

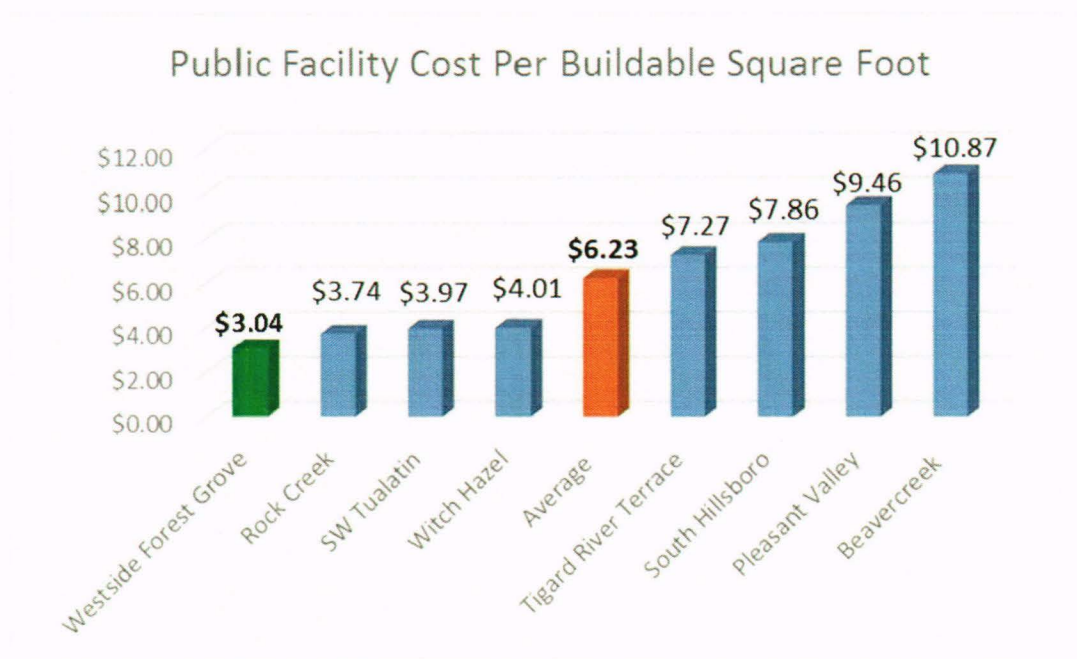
A.1 Developer Infrastructure Costs

Prior to annexation, the City would require Annexation and Development Agreements that would identify any on- and off-site public infrastructure improvements required to address impacts related to new development within the Westside Planning Area. While much of the David Hill area is annexed, remaining areas could be subject to Development Agreements or conditions of approval.

The public infrastructure cost to serve development within the 374-acre Westside Planning Area was includes projects listed in **Section IV**. The total common infrastructure cost in this analysis is estimated at approximately \$45.7 million. This equates to approximately \$3.04 per net buildable square feet of land area for infrastructure before accounting for credit eligible deductions.

When we compare the cost of required public infrastructure to serve major urbanizing areas around the metropolitan region, we find the \$3.04 per net buildable square feet of land area estimate to be well below the average for seven other urbanizing areas shown in **Exhibit 5.1**. Hence, the preliminary common cost estimates appear to be on the low end of the range of other urbanizing areas in various stages of advanced planning or development. However, any additional fees would have a negative impact on the ability to accommodate subsidized housing in the area. Whether this planning area is the appropriate location for affordable housing is beyond the scope and purpose of this analysis.

Exhibit 5.1: Estimated Major Infrastructure Cost per Square Feet of Buildable Land Area

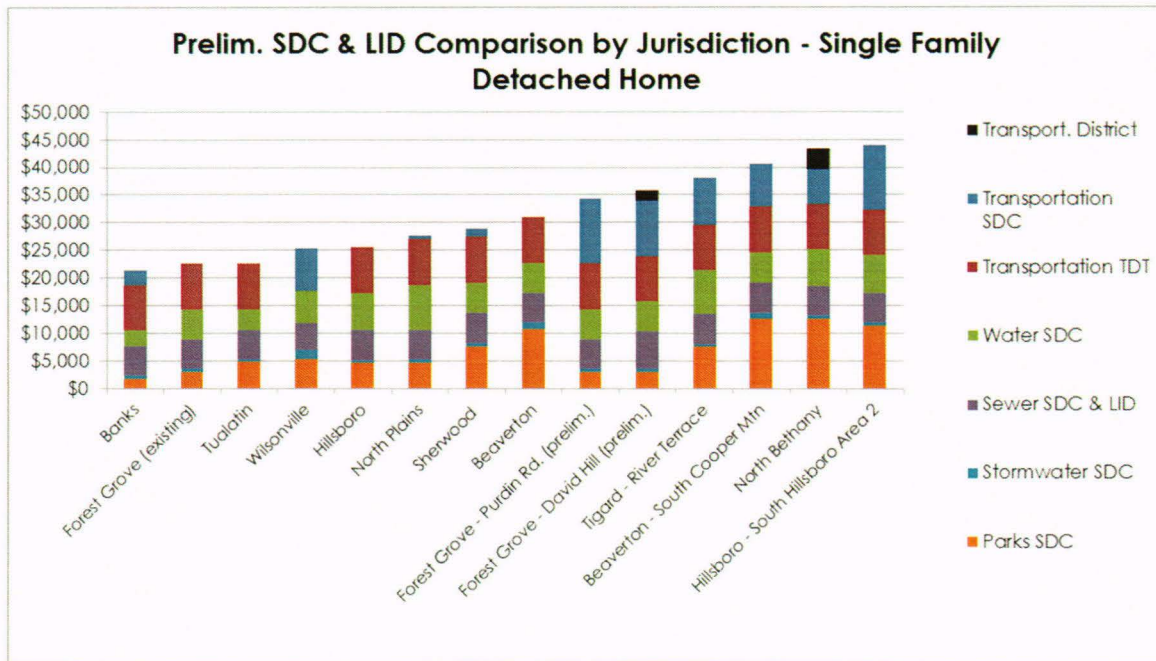


Source: analysis by FCS Group using assumptions contained in adopted concept plans and funding strategies for each area; adjusted to 2016 dollars.

A.2 SDC and TDT Costs

The baseline financial analysis assumes that the developer would pay SDC and TDT charges for transportation and receive credits for constructing credit-eligible improvements. Credit policies are assumed to follow the current City and Washington County practice. The 40% TDT revenue allocation and resulting SDCs and LID charges (before credits) are shown in **Exhibits 5.2 and 5.3**. Please note: these exhibits only show preliminary SDCs and LID assessments and exclude other permits and construction excise taxes associated with development.

Exhibit 5.2



Source: analysis by FCS Group as of August 2016.

Exhibit 5.3

Jurisdiction	Parks SDC	Stormwater SDC	Sewer SDC & LID	Water SDC	Transportation TDT	Transportation SDC	Transport. District	Total
Banks	1,800	510	5,300	2,825	8,278	2,704	-	21,417
Forest Grove (existing)	3,000	510	5,300	5,478	8,278	-	-	22,566
Tualatin	4,786	510	5,300	3,754	8,278	-	-	22,628
Wilsonville	5,374	1,628	4,849	5,842	-	7,695	-	25,388
Hillsboro	4,647	510	5,300	6,830	8,278	-	-	25,565
North Plains	4,725	510	5,300	8,169	8,278	638	-	27,620
Sherwood	7,669	621	5,295	5,592	8,278	1,506	-	28,961
Beaverton	10,800	1,104	5,300	5,512	8,278	-	-	30,994
Forest Grove - Purdin Rd. (prelim.)	3,000	510	5,300	5,478	8,278	12,084	-	34,650
Forest Grove - David Hill (prelim.)	3,000	510	6,727	5,478	8,278	10,084	2,000	36,077
Tigard - River Terrace	7,566	510	5,300	7,917	8,278	8,489	-	38,060
Beaverton - South Cooper Mtn	12,624	1,104	5,300	5,512	8,278	7,725	-	40,543
North Bethany	12,645	510	5,300	6,687	8,278	6,113	3,750	43,283
Hillsboro - South Hillsboro Area 2	\$11,433	\$510	\$5,300	\$6,830	\$8,278	\$11,731	-	\$44,082

Source: survey conducted by FCS GROUP as of August 2016.

Current SDCs in Forest Grove are relatively low compared to other cities in the region. If the City implemented the recommended funding approach, the overall SDCs (and LID charges) would increase by approximately \$13,400 per single family dwelling within the Westside Planning Area. The resulting Westside Planning Area SDCs would be similar to the new overlay areas for South Hillsboro, Tigard River Terrace, Beaverton South Cooper Mountain, and North Bethany.

A.3 Summary Recommendations

It is recommended that the City of Forest Grove pursue a funding approach as follows:

- ♦ **Transportation:** Allocate 40% of the TDT revenues collected in the Westside Planning Area to Area projects, and adopt a new local transportation SDC (Westside Planning Area only) of approximately \$1,208 per average daily vehicle trip.¹ As indicated in the table below (lower fees would be required for multifamily dwellings and higher fees for detached dwellings). In the short-term, the City should also consider advance financing for the \$1.5 million Thatcher Road improvement project, with repayment using a combination of TDT and SDC revenues and a LID within the David Hill area.

Existing and Proposed Transportation Charges in Forest Grove by Dwelling Type	Current TDT	Proposed Area SDC (prelim.)	Total (prelim.)
Single Family Detached	\$8,278	\$12,084	\$20,362
Apartment	\$5,415	\$7,905	\$13,320
Condo/Townhouse	\$4,951	\$7,227	\$12,178

- ♦ **Water:** Allocate up to 76% of the water SDC revenues collected in the Westside Planning Area to Area projects. In the short-term the City should consider its means to finance a \$4.5 million reservoir improvement (City wide benefit) using rate revenue bonds or hybrid bonds.
- ♦ **Sanitary Sewer:** With concurrence from CWS, require developers to construct sewer lines under 12 inches in diameter as a condition of approval. In the short-term the City should consider its means for advance financing \$1.1 million for sewer truck line construction, using funds borrowed by its sewer fund and payments secured through either an LID or a reimbursement district in the David Hill area.
- ♦ **Stormwater:** Allocate 100% of the stormwater SDC revenues collected in the Westside Planning Area to Area projects and adopt a new local area specific stormwater rate of approximately \$7 per month for customers within the Westside Planning Area. The City may need to consider formation of reimbursement districts in the future if fund balances are inadequate to construct new facilities as development occurs.
- ♦ **Parks:** Allocate 100% of the parks SDC revenues collected in the Westside Planning Area to Area projects.

When accounting for existing TDT and SDCs, and the recommended area-specific SDCs noted above, the total impact fees (TDT and SDCs) for Westside Planning Area development would equate to approximately \$36,000 per single family dwelling unit. See **Exhibit 5.4** for a regional comparison of total SDCs. Note, these assumptions and findings are considered to be preliminary and subject to change and refinement once the City moves forward with a detailed SDC methodology report.

¹ This allocation of 40% of the TDT revenues collected in the Westside Planning Area to capital projects in the Planning Area reflects the expected growth in average daily vehicle trips that are expected to occur in the Planning Area as a share of the entire City of Forest Grove over the next 20 years; the residual 60% of TDT revenues would be available for citywide needs.

Exhibit 5.4

Total SDC & LID assessments per Single Family Detached Dwelling			
	Current/ Proposed SDCs & LIDs per Sq.Ft. of Floor Area ¹	Expected Home Sales Price per Square Foot**	SDCs & LIDs as a % of Current Sales Price
Forest Grove (existing)	\$9.03	\$140.72	6.4%
Beaverton - South Cooper Mountain	\$16.22	\$199.98	8.1%
Forest Grove - Westside Planning Area	\$14.43	\$161.83	8.9%
Hillsboro - South Hillsboro	\$17.63	\$171.76	10.3%

Note 1: Assumes 2,500 square foot house and assumes 15% price per square foot premium for housing in new master planned areas.

Note 2: Reflects sales price for homes built since 2010.

Compiled by FCS GROUP based on Zillow .com data.

Appendix A: Westside Planning Area Costs and Status Quo Revenues

Summary of Capital Infrastructure Costs and Expected Funding Gap Under Status Quo

Transportation Element			
	David Hill Area	Purdin Road Area	Combined Areas
Total Costs			
Total Costs	\$23,880,900	\$6,349,900	\$30,230,800
Net Revenue Based on Current TDT*	\$6,781,915	\$9,472,522	\$16,254,437
Remaining Costs	\$17,098,985	-\$3,122,622	\$13,976,363

Water Element			
	David Hill Area	Purdin Road Area	Combined Areas
Total Costs			
Total Costs	\$6,855,500	\$1,677,600	\$8,533,100
Net Revenue Based on Current SDC*	\$4,694,646	\$6,557,166	\$11,251,812
Remaining Costs	\$2,160,854	-\$4,879,566	-\$2,718,712

Sanitary Sewer Element			
	David Hill Area	Purdin Road Area	Combined Areas
Total Costs			
Total Costs	\$2,480,600	\$1,155,000	\$3,635,600
Net Revenue Based on Current SDC*	\$181,684	\$253,764	\$435,448
Remaining Costs	\$2,298,916	\$901,236	\$3,200,152

Stormwater Element			
	David Hill Area	Purdin Road Area	Combined Areas
Total Costs			
Total Costs	\$1,067,500	\$507,500	\$1,575,000
Net Revenue Based on Current SDC*	\$17,483	\$24,419	\$41,902
Remaining Costs	\$1,050,017	\$483,081	\$1,533,098

Parks Element			
	David Hill Area	Purdin Road Area	Combined Areas
Total Costs			
Total Costs	\$648,000	\$3,000,000	\$3,648,000
Net Revenue Based on Current SDC*	\$2,571,000	\$3,591,000	\$6,162,000
Remaining Costs	-\$1,923,000	-\$591,000	-\$2,514,000

* revenues are based on residential development only and conservatively excludes additional long-term SDC revenue from retail, schools and parks.



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

JOINT WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *December 12, 2016*

PROJECT TEAM: *Jon Holan, Community Development Director*

SUBJECT TITLE: *Sustainability Commission Work Session on Annual Work Plan*

ACTION REQUESTED:

☐	Ordinance	☐	Order	☐	Resolution	☐	Motion	☒	Informational
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X all that apply

ISSUE STATEMENT: The Sustainability Commission By-laws require the Commission to present an annual work plan to the City Council for approval. The purpose of this Work Session is to allow the Council an opportunity to review and comment on the Commission's proposed work plan for 2017. The Council must approve the Work Plan by resolution. Feedback from the Council may include comments on the proposed tasks, priorities for tasks, and other tasks the Commission should consider.

BACKGROUND: The Sustainability Commission By-laws states in part: "**Section V. POWERS AND DUTIES.** The Sustainability Commission is advisory to the Council and: (2) Presents an annual work plan and meets with the City Council to secure approval of the work plan;"

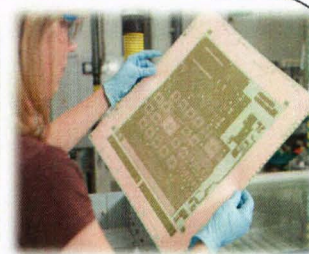
Attached is the work plan as developed and approved by the Sustainability Commission. Also attached are two power point presentations; the first prepared by staff to introduce the topic and the second prepared by the Chair of the Commission.

STAFF RECOMMENDATION: Staff recommends the City Council review the work plan with the Commission and provide feedback on proposed tasks, priorities and other activities the Commission should consider.

ATTACHMENT(s):

- Work Plan
- Staff Power Point Presentation
- Sustainability Commission Power Point Presentation
- Sustainability Commission By-laws

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Sustainability Commission 2017 Work Plan

Work Session
December 12, 2017

A place where families and businesses thrive.

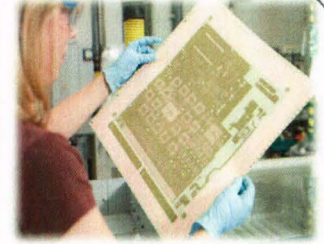
Purpose of Work Session

- Sustainability Commission By-laws state in part:

"Section V. POWERS AND DUTIES. The Sustainability Commission is advisory to the Council and:

(2) Presents an annual work plan and meets with the City Council to secure approval of the work plan;"

- The purpose of this work session is to meet this requirement by:
 - Having the Council review of the Commission's proposed work plan for 2017, and,
 - Having the Council provide direction on the proposed tasks, priorities and other tasks the Commission is proposing
- A resolution from the Council is necessary to approve the 2017 Work Plan



Sustainability Commission Work Session with City Council

City Council Meeting
December 12, 2016

A place where families and businesses thrive.

Work Session Objectives

1. Report on the Commission's 2016 efforts/activities
2. Review the Commission's 2017 Work Plan priorities
3. Receive requests/feedback/guidance from the Council

Outcome: directional alignment on future Commission efforts

See accompanying file for details

Yearly Recap

2014	2015	2016
Inaugural year	Plan into action	Results of actions
Secured adoption of the Sustainability Action Plan	Removed barriers to implementing the action plan (\$\$/people)	Influenced policy and behavior change, and inspiring the next generation

2017 direction: widen the spectrum of solutions

- Raise the level of awareness in the community
- Increase partner engagements (business, non-profits, cities)

2016 Efforts/Activities

- **Policy**

- Plastic Bag Ban – dissemination of reusable bags

- **People**

- Mobilized partner organizations (>12)
- Empowered CCI: hosted public input forums (3)
- Benefited organizations, residents and students (>5k)
- Enabled a project resource pipeline with Pacific U.

- **Action Plan**

- Residential food recycling program
- Food waste audits & recycling education in schools
- Latino Community Summit (2)
- Bicycle-Pedestrian Transportation input

2017 Work Plan Priorities

1. **Sustainable Schools/Education**
 - Material and food recycling; reusable/compostable trays
2. **Food/School Gardens**
 - Coordination through DCCFW. Eden Acres, Nana Cardoons
3. **Annual Sustainability event**
 - Sustainable Resilience Conference with Pacific U. and regional agencies
4. **Natural Resources**
 - Year-round backyard burn ban; FHL land-use input; watershed education
5. **Media/Public Relations**
 - Public education through topical articles, utility inserts and public forums

Other Engagements

Other activities by City, residents and regional agencies
(Metro, Washington County)

- Affordable housing (City of FG)
- Light pollution (residents)
- Commercial food waste (Metro, WA Co)
- Energy conservation (WA Co.)
- Transportation - alternative options (WA Co., BTC)

Resources

- Collaborative Sustainable Community CEP grant (mini-grants)
- School Gardens CEP grant
- Washington County Waste & Recycling Program
- Area non-profit organizations (12+)
- Pacific U. Project Pipeline Program
- City staff support

CEP Grants	Awarded	Balance
Collaborative Sustainable Community	\$6175	\$4580
Sustainability in Schools	\$7175	\$7175

A Word From Councilors

Requests/feedback/guidance from the Council

- Do you have feedback on the priorities outlined?
- Are there other priorities for us to focus on?
- How can we facilitate better communication?

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Thank You

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Sustainability Commission **Accomplishments** | FY 2015-16

Policy – ordinance adopted by the City Council

- Plastic Bag Ban - Materials Management

Sustainability Action Plan (key features)

- Residential Composting Program – Materials Management, section 2c
- Latino Community Summit (2) – Social Equity, section 1e, 1g
- Food Waste Audit & recycling bin dissemination (Echo Shaw) – Materials Management
- Waste Audit at Forest Grove High School – Materials Management
- Bicycle Summit – Public meeting, section 2e, 2f

Reference Sustainability Action Plan file (yellow highlights=done/in-progress; blue=next?)

CEP Grants

Title	Awarded	Balance
Collaborative Sustainable Community	\$4,924	\$0
Sustainability in Schools	\$6,524	\$2982.10*
Don't Waste Food, Dude!	\$3,959	\$56.31
Plastic Bags Initiative	\$4,800	\$0
Total	\$20,207	\$3,038.41

* 6-mo extension

Grant Breakdown

Sustainability in Schools

Established partnerships: FGSD (school projects)
Pacific U. Schools (White Paper and CEP app)

Project	Awarded	Balance
Algae oil research	\$1,300	\$49.81
Wind Turbine	\$1,000	\$8.26
Solar Ovens	\$300	\$0.02
School Gardens	\$1,000	\$0.01
Cafeteria composting	\$2,924 *	\$2924

* 6mo extension

Collaborative Sustainable Community

Established Mini-Grant system modeled after PAC

Project	Awarded	Balance
EdenAcres CALCEA	\$500	\$0
Field Studies & Symposium	\$500	\$0
Latino Community Summit	\$500	\$0
One Bag a Week Challenge	\$425	\$0
DCCFW Screening	\$500	\$0
Roots and Shoots kids	\$500	\$6.00
Reusable Chico Bags	\$800	\$0.20
The Welcome Garden	\$500	\$0
Recycle Building Materials	\$699*	\$699

PEOPLE

- Mobilized partners: chamber, EDC, CCI, Pacific U., Adelante Mujeres, FGSD, Bike Alliance.
- Empowered CCI hosted public input forums: Plastic Bag Ban and Bike Transportation.
- Prompted personal investment in time and money (paying out of pocket – vested in our endeavor).
- Benefited organizations & residents - farmers market, local schools (projects, gardens).
- Enabled a project resource pipeline with Pacific U. Center for Civic Engagement.

SUSTAINABILITY COMMISSION WORK PLAN | FY 2017

Adopted at our Nov 17 Commission Meeting

Here is lumpersplitter summary based on a summary from a charting exercise:

Sustainable Schools/Education: Champions = Brian, Robin, Hope, Mitch, Melanie

Cafeteria food recycling	WA Co. Solid Waste & Recycling, Metro
School recycling bins	WA Co. Solid Waste & Recycling
Styrofoam trays-NAMS	State of OR, WA Co.

Food/School Gardens: Champion = Robin, Melanie

School Gardens grant	DCCFW. Eden Acres, Nana Cardoons
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Annual Sustainability event: Champions = Robin, Mitch, Edgar, Melanie

Sustainable Resilience Conference	Pacific U., regional agencies
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Natural Resources: Champions = Dale, Melanie

Backyard burn ban	WA Co., Metro
FHL land-use	Fern Hill Wetlands (FHL)
Watershed education	Public Works

Media/Public Relations: Champions = John, Robin, Mitch, Brian

Topical articles	News Times
Utility bill	City of FG
Public forums	CCI
Pacific Pipeline	Pacific U. - CCE, CSS, others

LED Lighting in City: Champions = John, Brian

LED city-wide	Light & Power
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Materials Management: Champions = Brian, Mitch, Edgar

Residential food recycling edu	WA Co. Solid Waste & Recycling
Commercial food recycling	WA Co. Solid Waste & Recycling, Metro
Non-curb-side recycling	Waste Management, WA Co.
One-Bag-A-Week Challenge	tbd

Science Pubs: Champions = Deke, John

Social Equity: Champions = Brian, Edgar

Latino summit actions	Adelante Mujeres. FGPD
Senior services	AARP, Metri, FGSCC

Boards & Commissions engagement: Champions = Brian, Mitch, John, Robin

Planning Commission	Inputs on land-use policy
CCI	Host public input forums

Work Plan prioritization criteria:

- People - human resources available, a passionate champion
- Time/Urgency - time frame to implement, immediate action required
- Money - City Budget, CEP grant, other funding
- Priority of City Council, other Commission, County/Metro, etc.
- Policy - within City policy and jurisdiction (sphere of influence)
- Champion – commission member to lead or provide direction

Other considerations could include your priority between topic items in the Action Plan, or more specific priorities such as food, pollution, energy, climate change, etc.

Challenge: how we can make a slightly greater contribution. The Pacific Pipeline can provide some help, but maybe we need to look into recruiting more interested citizens for sub-committees.

For instance, could we put something in the paper about our priorities and ask for public to attend an evening at the library to learn more and get involved in one of these areas. There may be other civic clubs we can partner with such as Rotary, the Elks, youth organizations, faith organizations, etc. And, we do a recruitment effort among the 90 or so local citizens who have completed the Ford Family Institute Leadership Class for Community Building.

PLAN TASKS | Topic Area Committees

- Seven subcommittees formed to administer each topic area of the Sustainability Action Plan.
- Subcommittee leads submit topic area summary to the commission.
- Topic area leads recruit partners and residents for their subcommittee, and tap resources:
 - Pacific U. Project pipeline to enlist students to facilitate projects and/or white papers.
 - Collaborative Sustainable Community mini-grant as a source for seed money.
- Commission provides recommendations to staff on the prioritized list of the white papers.

Reference Sustainability Action Plan.

Work Plan Goals

Increase our capacity to pursue actions, establish partnerships with organizations that have shared aspirations, and maximize efficacy of our regular meetings.

Tactics:

- Determine Action Plan and policy-making priorities through this work plan and ongoing.
- Prioritizes topic areas or action plan items for partner or staff-led white papers (WP).
- A 'champion' for each priority administers the work process and team to the desired outcome.
- Schedule 'work sessions' (extended regular meetings) as appropriate for in-depth priority work.
- Staff research city and local area policies and advise the commission on how to do their work.

Guiding principles: (suggested)

- An informed public, aware of and contributing to our work plan and decisions.
- Encourage behavior change strategies when implementing tasks in the action plan.
- Raise the awareness level on sustainable behaviors through education and outreach.
- Maximize access and reach of the community through projects, funds and resources.
- Inspire greater community participation and enlist all ages.
- Mobilize the assets of city, businesses, nonprofit and Pacific U. (people and dollars).
- Recommend policies and actions that reverse our global environmental problems.

CEP Grants – 2016-17

Title	Awarded	Balance
Collaborative Sustainable Community*	\$6175	\$4580
Food/School Gardens	\$7175	\$7175

* Mini-Grant process:

- Outcomes: maximize access and reach of CEP funds; prompt greater community participation.
- Reviewing applications: maximize opportunity to apply and assist in the process.
- Administering grants: same oversight; greater awareness to CEPC, FGSD, non-profits.
- Annual report/presentation to the CEPC and local partners.

* Mini-Grants to date:

Shake & Fold	Cecelia Warner	Sticker graphic design, printing	\$595
Run-Walk for Shelter	Elena Parker (UCC)	Timing company, race supplies	\$500
Recycling Expo	Kaely Summers (AM	"Poster" sponsorship - FM	\$560
Reusable Bag Delivery	John Hayes	Stipend to school club	\$500

Pacific University Project Pipeline Plan

Introduction

The general idea is to cultivate a pipeline of projects offered by Forest Grove commissions, whereby Pacific students can meet academic requirements while fulfilling civic action plans.

- Distinguish projects for classroom or senior academic requirement and civic engagement requirement; i.e., administering an action plan vs a volunteer service role (e.g., for an event).
- Anticipate specific projects will originate from the commission's action plan. The work plans for social equity summit and school interviews can serve as examples (next page).
- CEP grant money is available toward commission projects, such as the community summit. This provides an opportunity to resume engagement with partners on active projects.
- An assigned student would complement an eventual new hire with the city – a commission administrative role (responsible, in part, to generate white papers).
- The concept offers a win-win for aspiring Pacific graduates, the city and our community.

Tenets

- The Pacific representative on the Commission would serve as the intake vehicle for projects.
- Commissioners or subcommittees document project descriptions and work plans.
- Project(s) are tailored to student academic learning objectives - can include exploring multiple areas, learning from the experience of working with different committees.

Expectations

- Having specific tasks for students - more general membership is counterproductive to students staying engaged.
- Tie a student's work to the civic engagement requirement at Pacific (required for graduation). The requirement is 40 hours over the school year.
- Need a supervising faculty and the student has to perform project responsibilities (more than attend meetings)
- Periodically, students who are involved with workgroups meet and reflect on their experiences.
- The CCE will also be a resource to recruit students for 1 time events (e.g., child care, etc.).

FOREST GROVE SUSTAINABILITY COMMISSION BYLAWS

- I. PURPOSE.** The City of Forest Grove recognizes that sustainability is essential for the continued livability of the planet. While a global concern, solutions at the local level are critical. The Forest Grove Sustainability Commission is responsible for helping to implement the strategies outlined in the Forest Grove Sustainability Action Plan, dated October 15, 2013, accepted by Council Resolution No. 2013-69 on October 28, 2013. This responsibility, to the extent possible, includes not only the City of Forest Grove as an organization but also other institutions and groups in the community.
- II. MEMBERSHIP.** The Forest Grove Sustainability Commission consists of thirteen (13) members appointed by the City Council. Members represent a diverse range of interests and experiences related to sustainability and are selected from, but are not limited to, the groups listed below. As long as the Commission is broad-based, not every group need be represented, and individual members may represent more than one group.
- (1) Pacific University
 - (2) Non-profit public service organizations (e.g. Adelante Mujeres, faith-based organization, CAO)
 - (3) Forest Grove School District
 - (4) Students of Pacific University and Forest Grove High School
 - (5) Persons with a demonstrated interest in sustainable business practices, building and design, energy conservation or alternative energy sources
 - (6) Educators
 - (7) Persons with a diversity of ethnic and cultural affiliations
 - (8) Persons with diverse economic backgrounds and interests
 - (9) Members of community or neighborhood groups
 - (10) Person representing agricultural interests

Amended by Resolution No. 2016-58 – 10/10/16;

- III. TERMS OF OFFICE.** The term of office is four years with staggered terms; members may be reappointed. A member may be removed by the Council, after hearing, for misconduct or nonperformance of duty. A member who is absent from three consecutive scheduled meetings, without having been excused by the Chair, may be removed by the Council. Vacancies are filled by the Council for the unexpired term.

IV. OFFICERS. At the first scheduled meeting in the calendar year, the Commission elects a Chair and Vice Chair who are voting members and who hold office at the pleasure of the Commission.

Secretary and Staff Support. The City Manager designates a lead department to provide administrative support to the Commission.

Annual Report. The Commission, on or before October 1 of each year, submits a report of its transactions to the Council.

Expenses. Commission members receive no compensation but may be reimbursed for duly authorized expenses.

Meetings and Rules. A majority of the Commission constitutes a quorum. The Commission meets as it deems necessary and meets upon the call of the Chair. The Commission meets not less than four times per year. The Commission may make and alter rules and regulations for its governance and procedures, consistent with the laws of this State and with the City Charter and ordinances.

V. POWERS AND DUTIES. The Sustainability Commission is advisory to the Council and:

- (1) Makes recommendations to the Council and City Manager for strategies or actions designed to implement the Sustainability Action Plan and any subsequent updates endorsed by the City Council;
- (2) Presents an annual work plan and meets with the City Council to secure approval of the work plan;
- (3) Proposes changes to the Sustainability Action Plan, as deemed necessary, and seeks endorsement by the City Council;
- (4) Provides a forum for addressing public concerns related to sustainable policies and practices;
- (5) Works on sustainability-related projects as directed by the Council and City Manager;
- (6) Provides input on sustainability policies and practices that reflect community values;
- (7) Assists the City Council and City Manager in balancing community priorities and resources by advising them on sustainability issues.

Current as of 10/10/16

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A place where families and businesses thrive.

PROCLAMATION

Human Rights Day

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

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

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

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

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

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

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

NOW, THEREFORE, the City Council of the City of Forest Grove, Oregon, does hereby proclaim **December 10, 2016**, as **HUMAN RIGHTS DAY** and we encourage our citizens to study and promote the ideas contained in Universal Declaration of Human Rights to the end that freedom, justice, and equality shall not perish but will flourish and be made available to all.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 12th day of day of December, 2016.

Peter B. Truax, Mayor

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Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:34 p.m.

CALL: COUNCIL PRESENT: Thomas Johnston, Council President; Richard Kidd; Ronald Thompson; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Victoria Lowe and Elena Uhing, excused.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Michael Kinkade, Fire Chief; and Anna Ruggles, City Recorder.

Tim Rippe and Anne Niven, Public Safety Advisory Commission (present in the audience).

2. WORK SESSION: FIRE AUTHORITY INTERGOVERNMENTAL AGREEMENT (IGA)

Fire Chief Kinkade, Downey and VanderZanden facilitated the work session, noting the purpose of the work session was to seek input from Council on the contents prior to drafting an Intergovernmental Agreement (IGA) creating the Western Washington County Fire Authority, noting the concept of a Fire Authority IGA is the culmination of a six-year process. Fire Chief Kinkade reported staff held a work session with Council on February 8, 2016, to review the recommendations in the Cooperative Fire Services Study, noting the consensus was to work on a pre-draft of the IGA and Council adopted its Goal Objective in 2016, 2.15., draft Fire Authority IGA. Kinkade presented a PowerPoint presentation outlining key elements that have led to considering creating an IGA for Western Washington County Fire Authority, noting instead of having separate IGA with Cornelius and Gaston, the participating agencies, which include City of Cornelius, Cornelius Rural Fire Protection District, Gaston Rural Fire Protection District, City of Forest Grove Fire and Rescue and Forest Grove Rural Fire Protection District, would enter into an IGA creating the Western Washington County Fire Authority IGA, an experimental step towards consolidation of participating agencies. Kinkade added the IGA would include provisions commonly found in ORS 190, which includes:

- Governance (board, bylaws, voting, quorum, dispute resolution)
- Budget (cost allocations, auditing requirements, budget process)
- Personnel (Fire Chief, Volunteer Coordinator, Administrative Assistants, Volunteers, Logistics Technician)
- Authority of Power

- Term of the Agreement – escape clause
- Other legal subject matters

Advantages of the Fire Authority IGA:

- Enhanced, cost-effective, operational, administrative and financial network
- Non-permanent – agencies can withdraw
- Modular – can be expanded or contracted in the future
- Demonstration project, offering proof of concept to elected officials and public
- Demonstrates good governance

Disadvantages of the Fire Authority IGA:

- Loss of some control

In conclusion of the above-noted staff report, Fire Chief Kinkade advised each participating agency would maintain its own autonomy and all agencies will work toward ratifying the creation of the Fire Authority IGA to serve all participating agencies, noting staff is seeking Council input on specific provisions and contents, such as noted above, prior to drafting the proposed IGA, noting this is the first of two work sessions.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the provisions and contents of the proposed Western Washington County Fire Authority IGA. Fire Chief Kinkade, Downey and VanderZanden addressed various Council concerns, inquiries, and scenarios posed by Council, pertaining to ORS provisions, establishing the member board and independent authority, including personnel, operating budgets, assets, equipment sharing, participating agencies' proportionate share calculations and overall administrative-related responsibilities, to which Kinkade suggested having a five-member board, consisting of one representative from each participating agency, and concurred the member board could include elected official(s) if specified in the IGA, noting the IGA would contain similar language as in the IGAs with WCCCA, WCCLS and JWC. Downey addressed personnel and budgetary-related concerns, noting there would be no transfer of employees and each agency would continue adopting its own fiscal budget and the Fire Authority would adopt an annual fiscal budget based on the formula used to calculate fees to all participating agencies. In conclusion of the above-noted Council discussion, VanderZanden advised staff would schedule a follow-up work session with Council to discuss and review the proposed draft of the Fire Authority IGA. In addition, Council asked staff to provide samples of other similar IGAs for review in the follow-up work session, to which VanderZanden concurred.

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

3. **ADJOURNMENT:**

Mayor Truax adjourned the regular meeting at 6:17 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:19 p.m.

CALL: COUNCIL PRESENT: Thomas Johnston, Council President; Richard Kidd; Ronald Thompson; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Victoria Lowe and Elena Uhing, excused.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; Dan Riordan, Senior Planner; Rob Foster, Public Works Director; Rich Blackmun, Project Manager; and Anna Ruggles, City Recorder.

Tim Rippe and Anne Niven, Public Safety Advisory Commission (present in the audience).

2. WORK SESSION: WESTSIDE PLANNING (PART I: LAND USE)

Holan and VanderZanden facilitated the work session, noting the purpose of the work session was to provide an update to Council regarding the Westside Planning Area and Planning Commission's land use approach for the Westside Planning Area. Holan presented a PowerPoint presentation overview of process on the proposed land use and infrastructure program for Westside Planning Area, noting the Westside Planning Project is a high priority for staff because according to Metro's long-term household growth projections released in 2012, 90% of the David Hill planning area could be developed by 2025. Holan advised that while urban land use designations currently exists, the need for infrastructure planning is urgent and Purdin Road planning area is located east of David Hill and directly north of the City and was added to the Urban Growth Boundary through legislative action in 2014, but there is no comprehensive planning to guide the designation of urban land uses or infrastructure development, which the Westside Planning Area is intended to meet these needs. Holan reported the City obtained a \$133,000 Metro Community Planning and Development Grant in 2014, noting the grant paid for consultant technical assistance (SCJ Alliance Consulting Services) to provide the City's land use framework and financing plan to promote a well-planned, mixed use community for the Westside Planning Area, which includes an elementary school site, community park and fire station. Holan added the expected outcomes of the project includes:

- Adoption of a conceptual street network and land use plan for the northwest area of the community for inclusion in the Transportation Plan and Comprehensive

- Plan;
- Adoption of development standards for property located in steeply sloped areas; and
- Adoption of Comprehensive Plan land use designations and transportation plan for the Purdin Road urban growth area.

In conclusion of the above-noted staff report, Holan referenced a map showing the Westside Planning Project Area and a chart showing Planning Commission recommendation of 1,950 dwelling units, noting the Planning Commission provided land use direction and will hold additional work sessions on the infrastructure and funding approach before conducting its public hearing and submitting final recommendation to Council in April-June 2017.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the Planning Commission's land use direction and gaining a better understanding of planning and infrastructure that needs to be in place to develop the Westside Planning Area. Holan and VanderZanden responded to various concerns, inquiries and scenarios Council presented pertaining to types of infrastructure, such as major street collectors, development issues, such as slope and circulation, dwelling units and infrastructure needs and costs. In conclusion of the above-noted Council discussion, VanderZanden advised staff would schedule a follow-up work session with Council to discuss the infrastructure and funding approach 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 6:55 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

City Council Executive Session Minutes
(Labor and Litigation)

Monday, November 28, 2016
6:00 p.m., Community Auditorium
Conference Room

Minutes are unofficial until approved by Council.

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

Mayor Peter Truax called the Executive Session to order at 6:04 p.m.

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

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

2. **EXECUTIVE SESSION:**

The City Council met in Executive Sessions in accordance with:

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

ORS 192.660(2)(H) to discuss Council's legal rights and duties with regard to current litigation or litigation likely to be filed.

3. **ADJOURNMENT**

Mayor Truax adjourned the Executive Sessions at 6:35 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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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 7:03 p.m. and led the Pledge of Allegiance.

Mayor Truax introduced and welcomed newly-elected Councilors Timothy Rippe and Matthew Vandehey, who filled Councilor Richard Kidd and Councilor Victoria Lowe's seats on Council, and congratulated Councilor Elena Uhing who was re-elected, noting they were sworn-in at the Swearing-In Ceremony held prior to the Council meeting. Mayor Truax gave commendation to Richard Kidd for his years of distinguished service on Council, noting Kidd served as Forest Grove's 42nd Mayor from 1993-1994 and 44th Mayor from 1998-2009 and Councilor from 1988-1992, 1995-1998 and 2012-2016. Mayor Truax gave commendation to Victoria Lowe for her distinguished service on Council, noting Lowe served as Councilor from 2001-2002 and 2004-2016.

ROLL CALL: COUNCIL PRESENT: Thomas Johnston, Council President; Timothy Rippe (newly-elected, four-year term expiring November 2020); Ronald Thompson; Elena Uhing (re-elected, four-year term expiring November 2020); Matthew Vandehey (newly-elected, four-year term expiring November 2020); Malynda Wenzl; and Mayor Peter Truax.

STAFF PRESENT: Jesse VanderZanden, City Manager; Ashley Driscoll, City Attorney; Paul Downey, Administrative Services Director; George Cress, Light and Power Director; Jon Holan, Community Development Director; Brenda Camilli, Human Resources Manager; Jeff King, Economic Development Manager; J. F. Schutz, Police Chief (in the audience); Michael Kinkade, Fire Chief (in the audience); Rich Blackmun, Project Manager (in the audience); and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS:

Devon Smith, Forest Grove, addressed Council requesting to consider declaring Forest Grove as a "sanctuary" city, to which Mayor Truax thanked Smith for her comments.

David Smith, Forest Grove, addressed Council requesting to consider declaring Forest Grove as a "sanctuary" city, to which Mayor Truax thanked Smith for his comments.

Robin Lindsley, Forest Grove, addressed Council encouraging attendance at the

winter Farmers' Market, noting the winter market is held at the Forest Grove Elks Lodge.

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 Regular Meeting Minutes of November 14, 2016.
- B. Accept Library Commission Meeting Minutes of September 20, 2016.
- C. Accept Resignation on Public Safety Advisory Commission (Timothy Rippe, At-large, Term Expiring December 31, 2017).
- D. Endorse Change of Ownership Liquor License Application (Full On-Premises Sales) for Yellow Llama, 2036 Main Street, Suite B (Applicant: Sabores, Kellie Lemings).

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

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS:

5. A. Metro Quarterly Exchange Update

Kathryn Harrington, Metro Councilor District 4, presented a PowerPoint presentation highlighting District 4 Quarterly Exchange Report. Harrington reported on Metro's Nature in Neighborhoods grants; Chehalem Ridge Nature Park; Transportation Funding; Regional Transportation Plan; TOD Investments; Regional Snapshot; Equitable Housing; Equity in greater Portland; Urban Growth Management; and Fun at Metro Venues. Harrington distributed various program-related handouts, which were referenced in the PowerPoint presentation. In conclusion of the above-noted presentation, Harrington addressed various Council inquiries pertaining to TOD investments, Indigenous Peoples and equitable housing and development.

5. B. Forest Grove Senior and Community Center Community Development Block Grant (CDBG) Project Update

King and Downey presented a PowerPoint presentation overview pertaining to the status of the Washington County Community Development Block Grant (CDBG) of \$325,000 that was awarded to the City for the Forest Grove Senior and Community Center kitchen improvement project (expansion and upgrade and new kitchen equipment and appliances). King reported the City received approval to release a

Request for Proposal (RFP) for design; however, no proposals were received due to shortage of architects for smaller projects and project delays occurring regionally. King advised as a result, Washington County is allowing municipalities to solicit architects directly without having to issue a new RFP and is willing to extend timelines if necessary to complete projects. King gave an overview of the Senior Center's kitchen improvement project timeline, noting staff expects awarding a bid and executing a construction contract in March-May, 2017. In conclusion of the above-noted presentation, King and Downey addressed various Council concerns pertaining to the Senior Center's operational impact and canceling events and programs, such as Meals on Wheels, to which Downey and King advised staff will move as quickly as possible to complete the bid process and project timelines. King noted interested architects will be asked to apply and be interviewed by a selection panel consisting of city staff and senior center officials.

5. C. Recreational Marijuana Sales Tax Collection

Downey and Driscoll presented a PowerPoint presentation overview pertaining to the passage of Ballot Measure 34-249 (Ordinance No. 2016-15), approved by voters (7351, 74.90% to 2464, 25.10%) at the General Election held on November 8, 2016, noting the ordinance authorizes the City to impose a three percent (3%) local tax on sale of recreational marijuana items by marijuana retailers. Downey advised the ordinance approved by the voters also directs the City to take necessary actions to implement the local tax, noting the State of Oregon Department of Revenue (DOR) has an existing program in place for collecting the State's 17% tax. Downey advised most cities are looking to enter into an intergovernmental agreement (IGA) with DOR to collect its local marijuana tax, which is the most efficient and effective provision of services. Downey referenced the "model" Marijuana Tax Collection Agreement, Attachment A, noting the agreement provides a significant level of administrative-related services by DOR, including, but not limited to, collecting the local tax and assessing penalties and interest and taking actions necessary to collect unpaid taxes and providing quarterly and annual reports. Downey advised the agreement provides for four percent (4%) of local tax revenues be withheld by DOR for administrative-related services, estimated \$1,460 to \$1,620 based on projected revenue of \$36,500 to \$40,500 annually. Downey added once a year, DOR will figure their actual costs and fees described in the agreement to calculate each local government's share of costs. Downey advised staff is recommending Council consider authorizing the City to enter into an IGA with DOR at the Council meeting of December 12, 2016, noting the agreement must be submitted by January 15, 2017, in order for DOR to collect the first quarter of 2017. In addition, Driscoll advised the City Attorney supports the IGA, noting DOR can supervise, administer and collect the local tax at lesser costs to the City, as well as ensuring that confidential information is protected. In conclusion of the above-noted presentation, Downey and Driscoll addressed various Council concerns and inquiries pertaining to liabilities for unlawful disclosure of confidential information; terms of the agreement and 90 days written termination notice; and amendments to

the “boilerplate” agreement, noting with only two licensed retailers in Forest Grove, the “model” Marijuana Tax Collection Agreement provided by the DOR most likely cannot be amended for a specific entity. Driscoll advised this is an optional agreement that cities may choose to enter into with DOR if electing to have the DOR collect and enforce their local marijuana tax, noting the agreement clearly states DOR will only recover costs to administer the local marijuana tax. In addition, Council President Johnston pointed out the option of DOR administering the local tax was sought by the League of Oregon Cities during 2016 session for efficiency, and to address concerns relating to public safety.

6. RESOLUTION NO. 2016-66 AUTHORIZING CITY MANAGER TO EXECUTE A LABOR AGREEMENT BETWEEN CITY OF FOREST GROVE AND INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (IBEW), LOCAL UNION NO. 125, EFFECTIVE JULY 1, 2016 AND EXPIRING JUNE 30, 2020

Staff Report:

Camilli presented the above-proposed resolution requesting authorization to execute a Labor Agreement between the City and International Brotherhood of Electrical Workers (IBEW), Local Union No. 125, effective July 1, 2016, through June 30, 2020. Camilli reported staff met with IBEW eight times during the past five months and negotiated the labor agreement, noting language modifications to the agreement include the following:

Cost-of-living adjustments (COLA) for all Bargaining Unit Positions:

- 1.50% effective July 1, 2016
- 1.00% effective January 1, 2017
- 1.50% effective July 1, 2017
- 1.00% effective January 1, 2018
- 2.50% effective July 1, 2018
- 3.00% effective July 1, 2019

Health and Welfare: The following changes were agreed with reference to the health insurance premium sharing structure:

1. Effective January 1, 2017, the medical and dental plan caps will be separated out as follows: The City’s cap will be set at 90% of the premium for either medical plan plus 90% of the Dental II (Delta Dental) dental premium;
2. Effective January 1, 2018, the Union’s medical insurance plan options will change from the Regence BC Plan V-E to the Regence BC Copay Plan B; and from Kaiser Copay Plan A to Kaiser Copay Plan B. The City will increase premium contributions from 90% to 95% of the Regence BC medical plan premium and remain at 90% of the Kaiser medical plan premium; and the City’s premium contribution for dental will be set at 95% of the full cost of the Dental II (Delta Dental) Plan;
3. The parties agreed upon language addressing the bargaining process that

would take place if the ACA Cadillac Plan Tax threshold is exceeded effective January 1, 2020.

VEBA: Effective January 1, 2017, the City will equalize City contributions to the employees' VEBA accounts (there was previously a difference based on the medical plan selected); Effective January 1, 2018, when medical plans change, the City's contribution to employees' VEBA accounts will increase by health insurance enrollment (one party, two party, three more) by \$40.00, \$80.00 and \$120.00 per year respectively.

Term: Extends the term of the labor agreement for four years, effective July 1, 2016, to June 30, 2020.

In addition, Camilli reported the costs to implement the agreement are within the parameters set by Council and most of the funds have been identified in the budget for Fiscal Year 2016-17. If budget adjustment is needed, an adjustment will be made at the end of Fiscal Year 2016-17. Future increases are within the projected cost increases that were used to project future rate increases as part of the rate study that was completed in December 2014. In conclusion of the above-noted staff report, Camilli advised staff is recommending Council adopt the proposed resolution approving the IBEW labor agreement, attached as Exhibit A.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2016-66.

VanderZanden read Resolution No. 2016-66 by title.

MOTION: Councilor Wenzl moved, seconded by Council President Johnston, to approve Resolution No. 2016-66 Authorizing City Manager to Execute a Labor Agreement between City of Forest Grove and International Brotherhood Of Electrical Workers (IBEW), Local Union No. 125, Effective July 1, 2016 and Expiring June 30, 2020.

Council Discussion:

Council commended L&P personnel for their commendable service to the public. Hearing no questions from the Council, Mayor Truax asked for a roll call vote on the above motion.

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

7. CITY COUNCIL COMMUNICATIONS:

Council President Johnston reported attending the Chamber Luncheon and Chamber board meeting. In addition, Johnston reported on other matters of interest and upcoming meetings and events he was planning to attend.

Thompson reported Community Forestry Commission did not have a quorum at its last meeting. Thompson reported on a Consumer Report publication pertaining to senior transportation. In addition, Thompson reported on other matters of interest and upcoming meetings and events he was planning to attend.

Rippe reported attending New Councilor Orientation and thanked staff for taking time to conduct city department tours.

Uhing reported on Economic Development Commission-related activities. Uhing referenced an e-mail sent from a concern citizen pertaining to Gales Creek Terrace site flooding. In addition, Uhing reported on other matters of interest and upcoming meetings and events she was planning to attend.

Vandehey noted he is looking forward to his assignment as a new Council liaison to the city's advisory boards and commissions. In addition, Vandehey encouraged the public to participate in the 2016 Citizens' Survey, noting it is a great avenue to rate the city.

Wenzl commended volunteers who assisted with the Tree Lighting at Forest Grove Senior and Community Center, noting the event was well organized. Wenzl also commended the Fire Department for organizing this year's Light Parade, noting the parade will be held Saturday, December 3, 2016. In addition, Wenzl reported on upcoming meetings and events she was planning to attend.

8. CITY MANAGER'S REPORT:

VanderZanden reported on upcoming meetings and events as noted in the Council calendar and City Manager's Report. VanderZanden reported the City, on behalf of Jeff King's work, was awarded a grant from the Washington County Visitors Association to replace/repair the kiosks downtown. 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 agenda; 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.

9. MAYOR'S REPORT:

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax reported attending the National League of Cities Conference, which was held in Pittsburgh, PA. Mayor Truax commended Ruggles and Sister Cities Committee for their hard work coordinating the Nyuzen Student Delegation visit, noting it was an excellent visit. In addition, Mayor Truax

reported on various local, regional, Metro, and Washington County-related matters of interest, meetings he attended, upcoming community-related events and upcoming meetings he was planning to attend.

10. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 8:34 p.m. and announced Council would be reconvening in a few minutes into work sessions (B&C interviews and Light and Power rate increase).

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 8:47 p.m.

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

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

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

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

- ***Solomon Clapshaw, Community Forestry Commission, Student Advisory, Term Expiring December 31, 2017, Parks and Recreation Commission and Public Arts Commission***
- ***Kelsey Trostle, Historic Landmarks Board, Term Expiring December 31, 2020***
- ***Tom Cook, Committee for Citizen Involvement, Term Expiring January 31, 2020, Budget Committee and Planning Commission***
- ***Richard Sandstrom, interviewed October 24, 2016, Public Safety Advisory Commission, At-Large, Term Expiring December 31, 2017 (to fill Timothy Rippe's resignation)***

After Council deliberation, Council collectively made recommendation to make the above-noted appointments as shown in **bold**. Resolutions making formal appointments will be considered at the next regular Council meeting of December 12, 2016.

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

3. **ADJOURNMENT**

Mayor Truax adjourned the work session at 8:55 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



A place where families and businesses thrive.

**City Council Work Session Minutes
Light and Power Rate Increase**

**Monday, November 28, 2016
9:00 p.m., Conference Room**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 9:40 p.m.

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; George Cress, Light and Power Director; and Anna Ruggles, City Recorder.

2. WORK SESSION: LIGHT AND POWER RATE INCREASE

Downey, Cress and VanderZanden facilitated the work session, noting the purpose of the work session was to seek Council consensus to begin the public notification process prior to scheduling the Public Hearing to be held on January 9 or January 23, 2017, to consider increasing light and power (L&P) electric rates by 4.75 percent (4.75%) effective February 20, 2017, which means customers would see the increase on bills received in April 2017. Downey advised the 4.75% proposed rate increase consists of:

- 4.5% for costs included in the cost-of-service study
- 0.25% to fund increasing retirement costs for L&P

Downey reported the public notification process includes publishing the proposed L&P rate increase on the City's website, December's FYI utility bill stuffer, and in the City's weekly ad in the NewsTimes. In addition, Downey and Cress presented a PowerPoint presentation overview of the 2014 L&P Cost-of-Service Analysis and Rate Study, noting the study found that the City would require electric rate increases at an average of six percent (6%) per year through 2018 in order to continue recovering costs of providing services and maintaining appropriate fund balance for L&P Department. Downey advised electric rates were increased 6% effective January 15, 2015, and 4.5% effective January 16, 2016, noting rates were increased 4.5% instead of the planned 6% in 2016 due to lower than expected costs. In conclusion of the above-noted work session staff report, Downey and Cress advised, as with 2016, the projected 4.75% increase for 2017 is lower than the study's recommended 6% because BPA's power costs are lower than originally projected.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to various components based on the cost-of-service analysis and rate study and recommendation to increase electric rates by 4.75% in 2017. Downey, Cress and VanderZanden responded to various concerns, inquiries and scenarios Council presented pertaining to revenue requirements and the need to increase electric rates, noting the factors used to determine the revenue requirements and electric rate increase proposed is due to existing operating costs are not met; Bonneville Power Administration's power costs projected to increase a minimum of 4% over the coming year with a likelihood of increasing even further; and costs of new debt service for substation improvements (\$3.8 million capital project to upgrade and replace three transformers ranging in age from 43 to 53 years). In conclusion of the above-noted Council discussion, Council collectively concurred with staff's recommendation to proceed with the public notification process and asked staff to focus on an educational story/article of the L&P Department's history and ability to maintain relatively low rates and providing excellent customer service and outage management, to which Downey advised staff would provide historical information on the proposed rate increase and update the cost model to see if the proposed rate increase maintains the financial goals established during 2014 Rate Study.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 9:50 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

APPROVED

Meeting Minutes

ATTENDEES: James Draznin, Chair; Bruce McVean; Mark Nakajima; Guy Storms; Howard Sullivan; Tim Budelman; John Hayes; Steve Krautscheid; Lois Hornerberger; Justin Norman; Javier Urenda; Brian Wilbur

CITY STAFF: Jess VanderZanden, City Manager, Jeffrey King, ED Program Manager; George Cress, L&P Director; Brandi Walstead, Program Specialist

ALSO ATTENDING:

1. **CALL TO ORDER:**

The meeting was called to order at 12:10 p.m. by EDC Chair James Draznin.

2. **CITIZEN COMMUNICATION:**

None

3. **APPROVAL OF OCTOBER 6, 2016 SUMMARY MINUTES:**

Mr. Sullivan moved to accept the meeting minutes as presented. Mr. Wilbur seconded. The minutes passed unanimously.

4. **ADDITIONS/DELETIONS & STAFF SUMMARY:**

A. STAFF BUSINESS UPDATES:

Mr. King: press release from Tokola Properties, official ground breaking on December 1, 2016. Spoke to construction manager and they are getting equipment ready. It will be underway and continue through August. Many of the downtown businesses are excited about the project.

Mr. VanderZanden: Tokola did receive their Bureau of Labor & Industries determination, showing that they are not subject to prevailing wage. This was the last hurdle that they needed to cross before the project was known to be economically viable. Design and construction will now move forward in earnest. When we that the official groundbreaking is on December 1st, they are hoping to get out there sooner than that, but it will be somewhat weather dependent.

Mr King: One last interest in the Matsuchita facility. Planning Commission approved a marijuana grow in that facility, but have not signed lease yet with the owners. Next Tuesday there is a French data center that will be looking at the site, they have looked at it previously; there are three other sites in Oregon that they are looking at. This will force them to make a decision quickly for this site. If they choose this site, they would purchase the entire building, whereas if the building is leased for the marijuana grow that would start out small with just a few growers that does not take the whole building. The real interest of the " " family is to get out, they want to sell the

building. We will meet with them next Tuesday morning and take a tour in the afternoon. If that sale doesn't happen, the Zahm's will likely want to move forward with the lease for the marijuana grow because it has been so long. We should know one way or another next week.

Mr. King – project updates. Old Trapper, McMenamins and Chaucer are continuing with their expansions. We also have downtown....working with a Peruvian restaurant that will be going into the old Izgara's location. They are bringing a chef from Peru, it should be more complimentary rather duplicating other types of restaurants that we have. The owner of the Stonewood Center is moving along, he has a fair amount of interest in Phase I. We may see some plans soon for the first pad in a Commercial Retail Center, which would be potential for more restaurants. The 192 units plan has come in to the Planning Department so that should also be underway very shortly. Our two industrial sites, we did get an application for the Hally Hayworth site for annexation, which is about 36 acres of industrial land off of Elm Street. They are under the Economic Development State Industrial Site Certification Program. They were going to give that pre-certification but now with the annexation it will be full certification of that site. The other, which is 14 acres, the Evers site" just to the north of the 24th Avenue Industrial area is probably going to wait until they sell so what is provided is a pre-certification, which gives some status and certainty to the project. Final note, we are working on the Holiday in the Grove event and Light Parade. We are trying to do some advertising outside of Forest Grove to try to bring some more visitors into the community. There are about thirty events that occur during this time, beginning at about 8:00 in the morning and going throughout the day. It includes activities for both families and adults. It is building each year and is a good time to bring visitors into the downtown area, not only to shop but to be aware of some of the newer businesses.

We are working with three downtown businesses Kamaaina, Coffee House in the Grove and Ridgewalker Brewing with some marketing programs through a couple of organizations to assist with market studies. We hope this will help to strengthen those three businesses that are new or have new owners.

5. BUSINESS:

A. McMENAMIN'S -HOST UPDATE:

None.

B. FOREST GROVE CHAMBER OF COMMERCE UPDATE:

Mr. Sullivan gave the update for the Chamber:

We did not have a strong outcome on the Annual Corn Roast due to weather. We are beginning the annual wine raffle. We have one thousand raffle tickets for sell.

ECONOMIC DEVELOPMENT COMMISSION
THURSDAY November 3, 2016
McMENAMIN'S GRAND LODGE – ALICE INKELY ROOM
PAGE 3

The raffle is on the 19th of December. First place wins 50 bottles of wine. If you are interested in helping with that, give me a call and I will get that information to you. Holiday in the Grove will cover the annual tree lighting. The tree lighting will no longer be the tree at the Chamber, we are moving it. It will be the tree between the Chamber and the Senior Center. I want to extend a huge thank you to the City of Forest Grove, more specifically to the Light and Power Department for making this move happen. I think it will be beneficial to getting people off of that street and the Charlie Brown tree was nice and served its purpose but we need to move to another tree. Last, at our last Chamber event we had a gentleman from Travel Oregon come to talk about Bike Tourism and there being grants available to possibly put in a bike repair station. At the time there was discussion about whether that would take away business from a local business person. Contact was made with Mike Olson and he sent me an email. He is familiar with the Bike Friendly Business program and is a Bike Friendly Business. He is familiar with the bike repair stations within the county. He stated that they are for emergency repairs and will not take away any business from him. He further stated that the air pumps that are at the stations, without them cyclist would come to him for air, which he does not charge for. It is something I think we should look at, we have the TVS bike path that comes through town and possibly in the next years, The Council Crest Trail. If you have been to Maggie's Buns on a Saturday, there are generally 25-50 cyclist that are in Forest Grove. If the Chamber added a bike rack, we could become bike friendly. We have a restroom, water, Wi-Fi, a place for them to sit and eat in the conference room so we would meet the requirement of having five of the 12 listed items. If we have this set up in our community and someone comes in, I can tell them that there is a bike repair station two blocks up (as an example). It would be advantageous for us to do that. There is opportunity to not have to spend our money; Travel Oregon has money for grants that we can put in for.

C. ECONOMIC DEVELOPMENT BROCHURE UPDATE & OVERVIEW:

Mr. King– previously there was a team of three individuals from the Commission reviewed and selected a contractor to update the Economic Development Brochure. The contract is signed and now we would like to have a team to provide oversight as we receive the drafts. Most of the work can be done electronically, outside of the kickoff meeting.

It was decided that the same three members who conducted the contractor selection would continue with the brochure oversight. This includes Lois Hornberger, Mark Nakajima and Tim Budelman.

D. QUALITY OF LIFE IN ECONOMIC DEVELOPMENT RECRUITMENT: TOM GAMBLE, LOIS HORNBERGER, SYKLE NEAL FINNIGAN - WCVA:

Mr. King: Quality of Life in Oregon has been high. Quality of life is often discussed in relation around infrastructure, roads, schools, safety. A group from southwest Michigan has stated that quality of life plays an important role in economic development recruiting and that our economic development ambassadors, which are those such as you on this commission, are aware but also sharing that information. The next thing is staying current, so that as amenities change, that you are able to speak to those things. This is in relation to food, beverage, culture, outdoor recreation. So we wanted to talk about what some of those amenities are, what assets we have and what the latest trends or activities have been. So we invited Tom Gamble, our Parks and Recreation Director; Lois Hornberger with the University, and Sykle Neal Finnegan with the Washington County Visitors Association to speak to what some of those things are for us in Forest Grove and our region.

Mr. Gamble: Public Parks contributed 140 billion dollars in economic activity and generated nearly 1 million jobs in 2013. That is not a small number, the next article for public parks, beaches, parks and recreational facilities states it was 730 billion dollars. I don't know what the study is actually saying or what it is used for, but whether one or the other, it is significant. It is incumbent upon us to get our act together. Regionally we partner with any number of agencies for specifically the City. If you ever want to know though what the impact of recreational activities or equipment go on a summer Saturday morning to Banks and try to find a parking spot in that community. You won't find one and that is because of the Banks Vernonia Linear Trail. You cannot find a parking place in Banks and all of those businesses that popped up around that trail such as bike repair and restaurants and how they are doing; I think the writing is on the wall. So regionally, from that perspective there are several initiatives that have been worked on for some time, one of those mentioned today regarding the Council Creek Trail System which will trailhead in Hillsboro and go to the Banks Vernonia trail. It is 15 miles of trail that will connect Hillsboro, Forest Grove, and Cornelius to the Banks Vernonia trail. It comes down to that when people come to ask me what there is to do in Forest Grove, they want to know what they can do with their families, with their kids, or for them to do in their leisure time. They want to know how late the lights are on at the field. They make decisions based on what types of leisure facilities are located around them. Upgrades to the various trail systems are coming and they do have a serious economic impact.

Ms. Hornberger: Looking at sports and leisure and relating to the Lincoln Park Development – it is joint effort between the City and Pacific University and it is a great partnership. There should probably be two or three more turf fields, soccer fields. We could fill them every day with Pacific people, which bring in people from

the outside to our community. But we share it, so it limits both of us. This week we are providing the field for Gaston and Banks high schools so that they are able to practice an hour or two three or four times a week. We are happy to do this; it brings people to our community. By 2020, we should have over 2,000 students attending Pacific University. We just had family weekend that brought in about 300 people and then we have homecoming and football games. About five times a year we have Hoppa, a Hawaiian group at the Performing Arts Center, this weekend we are sold out and we have 400 seats. We have people come from Portland, Chehalis and other communities and they want to know what is here and where they can go eat while they are visiting. We have a beautiful campus, we get dog walkers, students from the nature school, and we have the tree walk.

Ms. Finnegan: Market the entire county of Washington, branded as Tualatin Valley. The Washington County Visitors Association has the Visitors Guide, Nature Password, and a bike map; these are produced to showcase the amenities in Washington County. Wine, nature, tourism and biking have grown and continue to grow, whereas amateur sports have gone down because it can be difficult to get fields. The great thing about Forest Grove is that it is closest to the majority of what we are looking at today. Forest Grove is within 20 minutes of 20 wineries, that is an asset. Portland is centered on beer and breweries and Forest Grove has some of those, you don't have to go to Portland to have good craft beer. Recreation in proximity to Forest Grove is also an asset. There is Hagg Lake, two zip line parks, Stub Stuart State Park is close and Forest Grove is in close proximity to the coast. Forest Grove is in a great position because there are several aspects that contribute to quality of life. You have availability to farm fresh foods and farmers markets; if someone wanted to shop exclusively at farmers markets, they could do that almost every day of the week. Washington County is the most culturally and ethnically diverse county in the state of Oregon and has the highest income per capita in the entire state. Because of this, you will have Different types of annual events that celebrate diversity of culture here in Washington County. Jeff mentioned Top Golf. There are new things opening all of the time. There are major companies coming into Washington County that are great for visitors and residents. It is the mixture of access to agriculture, nature, culture, events, and the proximity to Portland. These are the reasons to choose Forest Grove. We position Tualatin Valley as having authentic food from around the globe, because we are in the shadows of Portland with celebrity chefs and beer winners. So we do look at the global cuisine in Tualatin Valley as something that sets us apart as a culinary destination. And there is Fern Hill Wetlands, birdies will travel long distances for bird watching and then they need lodging.

Mr. Cress: It is important to mention in brochures what amenities are in the area, it is important for facilities personnel to know what is available to their employees if they are considering locating in a specific area.

Mr. King: I will make note to send around the one sheet brochures that we have on Schools, Utilities and Sustainability. We have to keep our brochures and information up to date because we are the ambassadors and the ones that businesses will come to, particular all of you because you will be their peers. I would like to flush out "20 Ways to Enjoy Quality of Life". I will send out a survey of what we want those key things to be. The audience would be business executives and managers.

E. DOWNTOWN STOREFRONT DESIGN IMPROVEMENT PROGRAM:

Mr. King: The downtown storefront design program seminar was conducted by our Seanette, our consultant in the morning, We had six businesses attend. For the next day and a half we met with twelve downtown businesses who expressed interest. Seanette will provide a simple write up for each businesses of improvements they can make. Because we received more interest that funds we have available, we have asked each business to submit an application. At that point we will select four businesses for further design work and completion of the improvements.

6. COUNCIL LIAISON COMMUNICATIONS:

None

7. STAFF & BOARD MEMBER COMMUNICATIONS:

8. ANNOUNCEMENT OF NEXT MEETING:

The next meeting was not announced, but will be on Thursday, December 1, 2016 at 12:00 noon in the Alice Inkley Room at McMenamin's Grand Lodge.

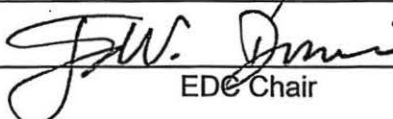
9. ADJOURNMENT:

The meeting was adjourned at 1:35pm by consensus.

Respectfully submitted by: Brandi Walstead

Approved by the Forest Grove Economic Development Commission:

Date: Nov. 31, 2016

Signed: 
EDC Chair

Monthly Building Activity Report

November-16

2016-2017

Category	Period: November-15		Period: November-16	
	# of Permits	Value	# of Permits	Value
Man. Home Setup	1			
Sing-Family New	7	1,939,858.25	5	1,597,761.00
SFR Addition & Alt/Repair	10	154,350.00	9	138,352.00
Mult. Fam. New/Alt				
Group Care Facility				
Commercial New				
Commerical Addition			1	195,000.00
Commercial Alt/Repair	4	945,200.00	9	393,740.00
Industrial New			1	7,420,400.00
Industrial Addition				
Industrial Alt/Repair			1	1,000,000.00
Gov/Pub/Inst (new/add)				
Signs	1	2,500.00	1	5,000.00
Grading	1		4	
Demolitions	1		1	
Total	25	\$3,041,908	32	\$ 10,750,253.00

Fiscal Year-to-Date

2015-2016		2016-2017	
Permits	Value	Permits	Value
135	\$19,453,735	137	\$22,853,073

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A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #:

MEETING DATE:

FINAL ACTION:

3I-3L

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *December 12, 2016*

SUBJECT: *Resolutions Making Appointment to Various B&C*

The City Council interviewed the following applicants for various vacancies on the City's Boards, Committees and Commissions (B&C) and made recommendations to appoint the following:

- Tom Cook, Committee for Citizen Involvement, Term Expiring December 31, 2020
- Solomon Clapshaw, Community Forestry Commission, Student Advisor, Term Expiring December 31, 2017
- Kelsey Trostle, Historic Landmarks Board, Term Expiring December 31, 2020
- Richard Sandstrom, Public Safety Advisory Commission, At-Large, Term Expiring December 31, 2017

STAFF RECOMMENDATION:

Staff is recommending the City Council consider approving at the Council meeting of December 12, 2016, resolutions making the above-noted appointments. If Council desires not to make appointment(s), Council may reject placing this item on the Consent Agenda and/or discuss separately.

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RESOLUTION NO. 2016-67**RESOLUTION MAKING APPOINTMENT
TO THE CITY OF FOREST GROVE
COMMITTEE FOR CITIZEN INVOLVEMENT**

WHEREAS, Resolution No. 1991-57 has provided for a Committee for Citizen Involvement; and

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

WHEREAS, there currently exist vacancies on the Committee for Citizen Involvement; and

WHEREAS, the City Council has received applications from citizens desiring to serve on the Committee for Citizen Involvement, and subsequently interviewed citizens making application for service on this Committee.

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

Section 1. That the following person is hereby appointed to the City of Forest Grove Committee for Citizen Involvement for the following term:

Last Name
COOK

First Name
TOM

Term Expires
JANUARY 31, 2020

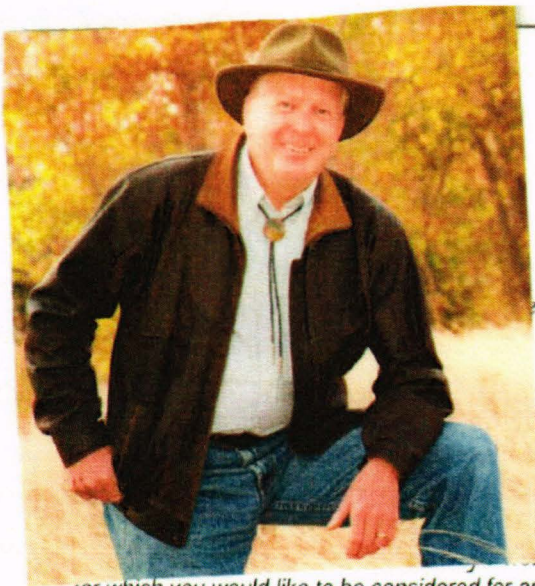
Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day of December, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of December, 2016.

Peter B. Truax, Mayor



B&C Interview
Monday, November 28, 2016
8:55 pm

Office • 503.992.3235
E-mail: aruggles@forestgrove-or.gov

COMMITTEES AND COMMISSIONS APPLICATION

serve on an advisory committee/commission appointed by the City Council. Applications are based on application questions, interview, and a willingness to serve. Students terms and vacancies may vary. Each committee/commission has membership criteria and site <http://www.forestgrove-or.gov>. Please checkmark the specific committee/commission for which you would like to be considered for appointment. If interested in multiple boards, please list in the order of preference (1-11).

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

☐ Student Grade Level: Post-grad

☐ Reappointment Term(s) Served: _____

FULL NAME: Tom Cook

HOME PHONE: Cell:

ADDRESS: Limpus Ln

WORK PHONE: _____

CITY / ZIP: Forest Grove

E-MAIL:

EMPLOYER: _____

OCCUPATION/
PROFESSION: Retired United States Navy Chaplain

Years living in Forest Grove: 1 Reside in City Limits: yes How did you hear of this opportunity: utility flyer

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

What ideas do you have for improving "Fair" or "Poor" performance? I am a new resident (moved to Forest Grove end of Sept)

My son-in-law transferred with Intell back to Hillsboro thus we moved here. I have no pre-conconcieved ideas

What specific topics interest you that related to the board? Overall health of city,

What contributions do you hope to bring to the board? expereince, insight

List experiences, qualifications and/or skills: Served on two planning commissions in the past: Nyssa, OR and Rainier, WA.
Served on budget committee for the City of Nyssa, OR for 5 years. Chamber of Commerce president 4 years.

Previous/currently appointed/elected offices: planning commisions, budget committee

Previous/current community affiliations or activities: Lions, American Legion, Chamber of Commerce

If not appointed at this time, may we keep your application on file? ☒ Yes ☐ No

SIGNATURE: Tom Cook

DATE: 4 November 2016

CCI
1/31/20



RESOLUTION NO. 2016-68

**RESOLUTION MAKING APPOINTMENT
TO THE 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 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 City Council has received an application from a student desiring to serve on the Community Forestry Commission, and subsequently interviewed student making application for service on this Commission.

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

Section 1. That the following person is hereby appointed to the City of Forest Grove Community Forestry Commission for the following:

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Term Expires</u>
CLAPSHAW	SOLOMON	STUDENT	DECEMBER 31, 2017

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

PRESENTED AND PASSED this 12th day of December, 2016.

Anna D. Ruggles, City Recorder

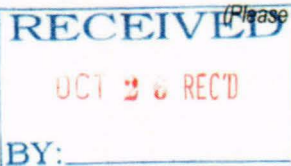
APPROVED by the Mayor this 12th day of December, 2016.

Peter B. Truax, Mayor



STUDENT ADVISORY BOARDS

B&C Interview
Monday, November 28, 2016
8:35 pm



(Please complete, print and sign and/or use electronic signature, 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

Please check the Student Advisory Board on which you would like to be considered for appointment. If interested in serving on multiple Boards, please list the order of preference (1-8). Term expires December 31st with the option to apply for reappointment for additional term(s). (Please note: The meeting dates/times are subject to change with advance notice).

☐ Committee for Citizen Involvement	1 st Tuesday, 5:30pm	☒ Parks & Recreation Commission	3 rd Wednesday, 7am
☒ Community Forestry Commission	3 rd Wednesday, 5:15pm	☒ Public Arts Commission	2 nd Thursday, 5pm
☐ Economic Development Commission	1 st Thursday, Noon	☐ Public Safety Advisory Commission	4 th Wednesday, 7:30am
☐ Historic Landmarks Board	4 th Tuesday, 7:15pm	☐ Sustainability Commission	4 th Thursday, 6pm
☐ Library Commission	2 nd Tuesday, 6:30pm		

NAME: Solomon Clapshaw
RESIDENCE ADDRESS: [REDACTED] 17th ave
MAILING ADDRESS: [REDACTED] 17th ave
SCHOOL: Forest Grove High School

HOME PHONE: [REDACTED]
OTHER PHONE: [REDACTED]
E- [REDACTED]
GRADE ENROLLED: 10

Years living in Forest Grove? 5 Live in City limits? Yes How did you hear of this opportunity? Family

How would you currently rate City's performance? ☐ Excellent ☒ Good ☐ Fair ☐ Poor

What ideas do you have for improving "Fair" or "Poor" performance? I believe the city needs something to attract people to the city.

Why are you interested in serving on the Advisory Board/Committee/Commission? Forest Grove is a good city but I believe I can help it improve.

What contributions do you feel you can/will make to the Board/Committee/Commission? I will give information and opinions involving the youth populace of Forest Grove.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? In the past I have helped a charter program get a grant from the city to improve the community.

Previous/current appointed offices: None

Previous/current community affiliations or extracurricular activities: I helped design a garden.

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

☒ Yes

☐ No

Date: Oct 22, 2016

I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(Student App 01/14)

CFC
Student
Team
12/31/17

P.O. BOX 326 • Forest Grove, OR 97116-0326 • www.forestgrove-or.gov • PHONE 503-992-3200 • FAX 503.992.3207

The City of Forest Grove is a Drug Free Workplace and Equal Opportunity Employer



RESOLUTION NO. 2016-69

**RESOLUTION MAKING APPOINTMENT
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 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 exist vacancies on the Historic Landmarks Board; and

WHEREAS, the City Council has received applications from citizens desiring to serve on the Historic Landmarks Board, and subsequently interviewed citizens making application for service on this Board.

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 Historic Landmarks Board for the following:

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
TROSTLE	KELSEY	DECEMBER 31, 2020

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

PRESENTED AND PASSED this 12th day of December, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of December, 2016.

Peter B. Truax, Mayor



CITIZEN ADVISORY BOARDS, (

B&C Interview
Monday, November 28, 2016
8:45 pm

(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

Please check the Advisory Board on which you would like to be considered for appointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please note: The meeting dates/times are subject to change with advance notice).

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

NAME: Kelsey M Trostle

HOME PHONE: [REDACTED]

RESIDENCE

BUSINESS

ADDRESS: [REDACTED] Princeton Place, Forest Grove, OR

PHONE:

MAILING

E-MAIL: [REDACTED]

ADDRESS:

OCCUPATION/

EMPLOYER: Pacific Office Automation

PROFESSION: Student/Admin

Years living in Forest Grove? 1.5

Live in City limits? Yes

How did you hear of this opportunity? City website

How would you currently rate City's performance?

Excellent

Good

Fair

Poor

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

We need a plan to foster the community identity while bridging the gap between the generations and bringing ideas for community involvement and support. Placing updates in the newsletter with the utility bill, updating the website, creating a walking tour, and even a booth at the farmers market would get the word out of changes and what the committee is striving to accomplish. We can speak with other cities preservation committees and see what has worked for them- starting the conversation is the first step.

Why are you interested in serving on the Advisory Board/Committee/Commission?

I want to work with a team that is dedicated and passionate about the preservation of built history and the importance of place in a community. My passion is historic preservation and securing the local identity. I would love the opportunity to make a difference in the city.

What contributions do you feel you can/will make to the Board/Committee/Commission?

My schooling has been tailored to Historic Preservation and Communication. I would be able to help with blending the importance of built history and the community involvement. Having sustainable community involvement is a must in order to have the projects succeed.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission?

Growing up my father owned a construction company specializing in historic preservation. I have been on these job sites since I was able to swing a hammer. While in college and with that love of old homes I purchased my first 100 year old home at 22 and started my first steps in preservation.

Previous/current appointed or elected offices:

Previous/current community affiliations or activities:

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

Yes

No

Signature: [REDACTED]

Date: 06/21/16

I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(App 01/14)

BOX 326 • Forest Grove, OR 97116-0326 • www.forestgrove-or.gov • PHONE 503-992-3200 • FAX 503.992.3207

The City of Forest Grove is a Drug Free Workplace and Equal Opportunity Employer

RESOLUTION NO. 2016-70**RESOLUTION MAKING APPOINTMENT
TO THE CITY OF FOREST GROVE
PUBLIC SAFETY ADVISORY COMMISSION**

WHEREAS, Resolution No. 2005-56 has provided for a Public Safety Advisory 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 full unexpired term of that seat by City Council and also provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

WHEREAS, there currently exist a vacancy on the Public Safety Advisory Commission; and

WHEREAS, the City Council has received application from citizens desiring to serve on the Public Safety Advisory Commission, and subsequently interviewed citizens making application for service on this Commission.

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

Section 1. That the following person is hereby appointed to the City of Forest Grove Public Safety Advisory Commission for the following term:

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Term Expires</u>
SANDSTROM	RICHARD	AT-LARGE	DECEMBER 31, 2017

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

PRESENTED AND PASSED this 12th day of December, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of December, 2016.

Peter B. Truax, Mayor



B&C Interview
October 24, 2016, 6:10pm

CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS



(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

Please check the Advisory Board on which you would like to be considered for appointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please note: The meeting dates/times are subject to change with advance notice).

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

NAME: Richard Jody Sandstrom
RESIDENCE ADDRESS: 27th Avenue
MAILING ADDRESS: Same
EMPLOYER: Retired

HOME PHONE: [REDACTED]
BUSINESS PHONE: [REDACTED]
E-MAIL: [REDACTED]
OCCUPATION/PROFESSION: Retired Fire & Police

Years living in Forest Grove? 2 Live in City limits? Yes How did you hear of this opportunity? Water Billing

How would you currently rate City's performance? ☐ Excellent ☒ Good ☐ Fair ☐ Poor

What ideas do you have for improving "Fair" or "Poor" performance? Providing a neutral view on Public Safety Issues and looking at all the information to make a decision on behalf of the Taxpayer.

Why are you interested in serving on the Advisory Board/Committee/Commission? 30+ years of service in this venue as well as Police Administration.

What contributions do you feel you can/will make to the Board/Committee/Commission? Open mind as to the concerns of the District as well as the concerns of the citizens.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? Retired after 30 + years in both the fire services and Police Administration.

Previous/current appointed or elected offices: Mayor and Councilperson City of Clatskanie, OR

Previous/current community affiliations or activities: Numerous past volunteer organizations

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

☒ Yes

☐ No

Signature: Richard J Sandstrom

Date: June 16, 2016

I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(App 01/14)

PSAC
12/31/17
AT-Lange

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *December 12, 2016*

SUBJECT: *Abstract of Votes relating to General Election November 8, 2016*

In accordance with ORS 255.295, attached is the Abstract of Votes for Forest Grove relating to the General Election held on November 8, 2016. The attached summary report shows the official Election results as follows:

Name:	Votes:	Percent:
City of Forest Grove Council (Vote for 3)		
10133 ballots (22 over voted, 9064 undervotes), 13258 registered voters, turnout 76.43%		
TIMOTHY RIPPE	3968	18.66%
ELENA UHING	4402	20.70%
Richard G Kidd III	3522	16.56%
Victoria Lowe	3575	16.81%
MATT VANDEHEY	5474	25.74%
Write-in	228	1.07%
Write-in	64	0.30%
Write-in	36	0.17%
Total	21269	100.00%

34-249 City of Forest Grove Authorizing Tax on Recreational Retail Sales of Marijuana Items (Vote for 1)

10133 ballots (0 over voted, 318 blank voted), 13258 registered voters, turnout 76.43%		
YES	7351	74.90%
No	2464	25.10%
Total	9815	100.00%

In accordance with ORS 254.548(2), after the Election, the City Recorder, Elections Officer, shall prepare and issue Certificates of Election to each qualified candidate having the most votes for the election as City Councilor. The three candidates having the most votes were Elena Uhing, incumbent, and Matt Vandehey and Timothy Rippe. The official Swearing-In Ceremony was held Monday, November 28, 2016, at which time, the Oaths of Office as required by law were

administered to the elected officials by the City Recorder. The Ballot Measure 34-249 having passed by the voters of Forest Grove will be incorporating into the official City Code as required.

STAFF RECOMMENDATION: Staff recommends the City Council accept the official Abstract of Votes for City of Forest Grove relating to the General Election held on November 8, 2016, as certified by Washington County Elections Division.

Precinct Number:339

October 12, 2016

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Precinct Number:339

October 12, 2016

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Precinct Number:339

October 12, 2016

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Precinct Number:339

October 12, 2016

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Precinct Number:339

October 12, 2016

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Precinct Number:339

October 12, 2016

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Precinct Number:339

October 12, 2016

422

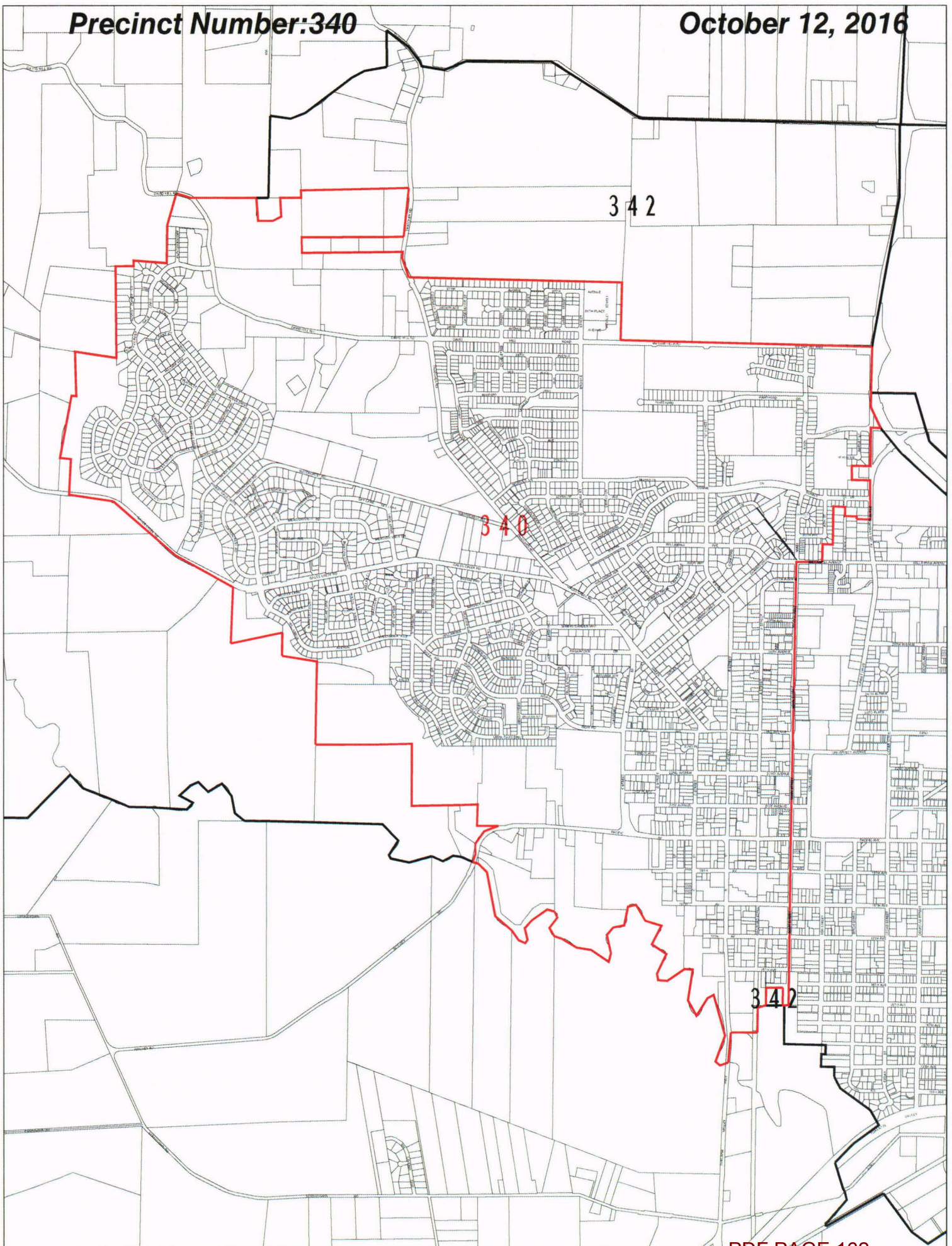
422

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WASHINGTON COUNTY OREGON

November 29, 2016

Administrative Office/City Recorder
City of Forest Grove
PO Box 326
Forest Grove OR 97116

Enclosed you will find a copy of the Abstract of Votes for City of Forest Grove relating to the General Election held on November 8, 2016.

Sincerely,

Mickie Kawai
Elections Manager

MK/tk

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Statement of Votes Cast by Contests
November 8, 2016 General Election
All Precincts, All Districts, All Contests
Official Final

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Total Ballots Cast: 273702, Registered Voters: 341315, Overall Turnout: 80.19%
143 precincts reported out of 143 total

City of Forest Grove Council (Vote for 3)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Timothy Rippe	Elena Uhing	Richard G Kidd III	Victoria Lowe	Matt Vandehey	Write-in	Write-in	Write-in	Over Voted Ballots	Under Votes
Precinct 339	4565	6358	9296	1652 17.77%	1951 20.99%	1529 16.45%	1710 18.40%	2316 24.91%	99 1.06%	26 0.28%	13 0.14%	11	4366
Precinct 340	5568	6900	11973	2316 19.34%	2451 20.47%	1993 16.65%	1865 15.58%	3158 26.38%	129 1.08%	38 0.32%	23 0.19%	11	4698
Total	10133	13258	21269	3968 18.66%	4402 20.70%	3522 16.56%	3575 16.81%	5474 25.74%	228 1.07%	64 0.30%	36 0.17%	22	9064



Statement of Votes Cast by Contests
November 8, 2016 General Election
All Precincts, All Districts, All Contests
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Total Ballots Cast: 273702, Registered Voters: 341315, Overall Turnout: 80.19%
143 precincts reported out of 143 total

34-249 City of Forest Grove MJ Tax (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Yes		No		Over Voted Ballots	Under Votes
Precinct 339	4565	6358	4389	3165	72.11%	1224	27.89%	0	176
Precinct 340	5568	6900	5426	4186	77.15%	1240	22.85%	0	142
Total	10133	13258	9815	7351	74.90%	2464	25.10%	0	318



Statement of Votes Cast
November 8, 2016 General Election
All Precincts, All Districts, All Contests
Official Final

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Total Ballots Cast: 273702, Registered Voters: 341315, Overall Turnout: 80.19%
143 precincts reported out of 143 total

Choice	Votes	Vote %
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All District Categories

All Districts

United States President and Vice President (Vote for 1)

273696 ballots (91 over voted, 4372 blank voted), 341315 registered voters, turnout 80.19%

Trump/Pence	83197	30.90%
Clinton/Kaine	153251	56.92%
Stein/Baraka	6005	2.23%
Johnson/Weld	15266	5.67%
Write-in	11513	4.28%
Total	269232	100.00%

US Senator (Vote for 1)

273696 ballots (48 over voted, 11405 blank voted), 341315 registered voters, turnout 80.19%

Steven C Reynolds	7701	2.94%
Ron Wyden	158685	60.51%
Mark Callahan	78184	29.81%
Eric Navickas	5501	2.10%
Jim Lindsay	3650	1.39%
Shanti S Lewallen	8215	3.13%
Write-in	307	0.12%
Total	262243	100.00%

US Representative, 1st District (Vote for 1)

273696 ballots (13 over voted, 18233 blank voted), 341315 registered voters, turnout 80.19%

Brian J Heinrich	92442	36.19%
Suzanne Bonamici	154293	60.40%
Kyle Sheahan	8236	3.22%
Write-in	479	0.19%
Total	255450	100.00%

Governor (Vote for 1)

273165 ballots (39 over voted, 12577 blank voted), 341315 registered voters, turnout 80.03%

James Foster	6965	2.67%
Kate Brown	143278	54.99%
Cliff Thomason	5798	2.23%
Aaron Donald Auer	1800	0.69%
Bud Pierce	102282	39.26%
Write-in	424	0.16%
Total	260547	100.00%

Secretary of State (Vote for 1)

273165 ballots (33 over voted, 20313 blank voted), 341315 registered voters, turnout 80.03%

Sharon L Durbin	6795	2.69%
Dennis Richardson	111234	44.00%
Paul Damian Wells	8466	3.35%
Brad Avakian	118895	47.03%
Alan Zundel	5678	2.25%
Michael Marsh	1380	0.55%
Write-in	370	0.15%
Total	252818	100.00%

State Treasurer (Vote for 1)

273165 ballots (11 over voted, 24888 blank voted), 341315 registered voters, turnout 80.03%

Chris Henry	10404	4.19%
Tobias Read	121328	48.87%
Jeff Gudman	95334	38.40%
Chris Telfer	20799	8.38%
Write-in	402	0.16%

Statement of Votes Cast
November 8, 2016 General Election
All Precincts, All Districts, All Contests
Official Final

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Total Ballots Cast: 273702, Registered Voters: 341315, Overall Turnout: 80.19%
143 precincts reported out of 143 total

Choice	Votes	Vote %
Total	248267	100.00%

Attorney General (Vote for 1)

273165 ballots (9 over voted, 26294 blank voted), 341315 registered voters, turnout 80.03%

Lars D H Hedbor	8401	3.40%
Ellen Rosenblum	145583	58.97%
Daniel Zene Crowe	92405	37.43%
Write-in	472	0.19%
Total	246861	100.00%

State Senator, 12th District (Vote for 1)

6886 ballots (0 over voted, 713 blank voted), 8503 registered voters, turnout 80.98%

Brian J Boquist	3555	57.59%
Ross Swartzendruber	2603	42.17%
Write-in	15	0.24%
Total	6173	100.00%

State Senator, 14th District (Vote for 1)

64828 ballots (3 over voted, 20154 blank voted), 81497 registered voters, turnout 79.55%

Mark Hass	43415	97.19%
Write-in	1256	2.81%
Total	44671	100.00%

State Senator, 18th District (Vote for 1)

30915 ballots (0 over voted, 10377 blank voted), 38071 registered voters, turnout 81.20%

Ginny Burdick	19841	96.61%
Write-in	697	3.39%
Total	20538	100.00%

State Representative, 24th District (Vote for 1)

6886 ballots (0 over voted, 560 blank voted), 8503 registered voters, turnout 80.98%

Ron Noble	3359	53.10%
Ken Moore	2952	46.66%
Write-in	15	0.24%
Total	6326	100.00%

State Representative, 25th District (Vote for 1)

1 ballots (0 over voted, 0 blank voted), 2 registered voters, turnout 50.00%

Sharon P Freeman	1	100.00%
Bill Post	0	0.00%
Write-in	0	0.00%
Total	1	100.00%

State Representative, 26th District (Vote for 1)

26922 ballots (2 over voted, 2432 blank voted), 32417 registered voters, turnout 83.05%

Ray M Lister	10915	44.57%
A Richard Vial	13547	55.32%
Write-in	25	0.10%
Total	24487	100.00%

State Representative, 27th District (Vote for 1)

34064 ballots (1 over voted, 11915 blank voted), 41560 registered voters, turnout 81.96%

Sheri Malstrom	21659	97.79%
Write-in	489	2.21%
Total	22148	100.00%

Statement of Votes Cast
November 8, 2016 General Election
All Precincts, All Districts, All Contests
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Total Ballots Cast: 273702, Registered Voters: 341315, Overall Turnout: 80.19%
143 precincts reported out of 143 total

Choice	Votes	Vote %
State Representative, 28th District (Vote for 1)		
30764 ballots (2 over voted, 4062 blank voted), 39937 registered voters, turnout 77.03%		
Jeff Barker	17107	64.07%
Gary M Carlson	9481	35.51%
Write-in	112	0.42%
Total	26700	100.00%
State Representative, 29th District (Vote for 1)		
26414 ballots (2 over voted, 2241 blank voted), 35021 registered voters, turnout 75.42%		
Juanita Lint	9833	40.68%
Susan McLain	14248	58.95%
Write-in	90	0.37%
Total	24171	100.00%
State Representative, 30th District (Vote for 1)		
32386 ballots (3 over voted, 3015 blank voted), 41665 registered voters, turnout 77.73%		
Janeen Sollman	15336	52.22%
Kyle Markley	2498	8.51%
Dan Mason	11473	39.07%
Write-in	61	0.21%
Total	29368	100.00%
State Representative, 31st District (Vote for 1)		
5519 ballots (0 over voted, 1056 blank voted), 6801 registered voters, turnout 81.15%		
Brad Witt	3664	82.10%
Robert Miller	762	17.07%
Write-in	37	0.83%
Total	4463	100.00%
State Representative, 32nd District (Vote for 1)		
5900 ballots (0 over voted, 593 blank voted), 7217 registered voters, turnout 81.75%		
Bruce L Bobek	2940	55.40%
Deborah Boone	2343	44.15%
Write-in	24	0.45%
Total	5307	100.00%
State Representative, 33rd District (Vote for 1)		
26186 ballots (1 over voted, 2884 blank voted), 31014 registered voters, turnout 84.43%		
Mitch Greenlick	14780	63.43%
John Verbeek	8465	36.33%
Write-in	56	0.24%
Total	23301	100.00%
State Representative, 34th District (Vote for 1)		
32915 ballots (1 over voted, 4347 blank voted), 41209 registered voters, turnout 79.87%		
Donald E Hershisier	9875	34.57%
Ken Helm	18606	65.13%
Write-in	86	0.30%
Total	28567	100.00%
State Representative, 35th District (Vote for 1)		
30915 ballots (0 over voted, 4442 blank voted), 38071 registered voters, turnout 81.20%		
Margaret Doherty	15895	60.04%
Jessica L Cousineau	10480	39.59%
Write-in	98	0.37%
Total	26473	100.00%

Statement of Votes Cast
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Total Ballots Cast: 273702, Registered Voters: 341315, Overall Turnout: 80.19%
143 precincts reported out of 143 total

Choice	Votes	Vote %
State Representative, 37th District (Vote for 1)		
14292 ballots (0 over voted, 1235 blank voted), 17898 registered voters, turnout 79.85%		
Ryan R Haffner	351	2.69%
Paul Southwick	6023	46.13%
Julie Parrish	6655	50.97%
Write-in	28	0.21%
Total	13057	100.00%
Judge of the Supreme Court, Position 6 (Vote for 1)		
273165 ballots (4 over voted, 113574 blank voted), 341315 registered voters, turnout 80.03%		
Lynn R Nakamoto	156144	97.84%
Write-in	3447	2.16%
Total	159591	100.00%
Judge of the Court of Appeals, Position 5 (Vote for 1)		
273165 ballots (3 over voted, 116696 blank voted), 341315 registered voters, turnout 80.03%		
Scott Shorr	153392	98.03%
Write-in	3077	1.97%
Total	156469	100.00%
Judge of the Court of Appeals, Position 8 (Vote for 1)		
273165 ballots (3 over voted, 120274 blank voted), 341315 registered voters, turnout 80.03%		
Roger J DeHoog	149849	98.01%
Write-in	3043	1.99%
Total	152892	100.00%
Judge of the Circuit Court, 20th District, Position 14 (Vote for 1)		
273165 ballots (3 over voted, 119680 blank voted), 341315 registered voters, turnout 80.03%		
Ramon Pagan	150498	98.05%
Write-in	2988	1.95%
Total	153486	100.00%
City of Banks Mayor (Vote for 1)		
821 ballots (0 over voted, 123 blank voted), 1077 registered voters, turnout 76.23%		
Brian Hughes	299	42.84%
Peter C Edison	389	55.73%
Write-in	10	1.43%
Total	698	100.00%
City of Banks Council - Position 2 (Vote for 1)		
821 ballots (0 over voted, 301 blank voted), 1077 registered voters, turnout 76.23%		
Michael Nelson	505	97.12%
Write-in	15	2.88%
Total	520	100.00%
City of Banks Council - Position 4 (Vote for 1)		
821 ballots (1 over voted, 176 blank voted), 1077 registered voters, turnout 76.23%		
Dale A Wiita	55	8.54%
Gene W Stout	282	43.79%
Stephanie Jones	302	46.89%
Write-in	5	0.78%
Total	644	100.00%
City of Banks Council - Position 6 (Vote for 1)		
821 ballots (0 over voted, 204 blank voted), 1077 registered voters, turnout 76.23%		
Teri Branstitre	358	58.02%
Scott T Nagler	252	40.84%
Write-in	7	1.13%

Statement of Votes Cast
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All Precincts, All Districts, All Contests
Official Final

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Total Ballots Cast: 273702, Registered Voters: 341315, Overall Turnout: 80.19%
143 precincts reported out of 143 total

Choice	Votes	Vote %
Total	617	100.00%

City of Beaverton Mayor (Vote for 1)

44258 ballots (0 over voted, 14315 blank voted), 55412 registered voters, turnout 79.87%

Denny Doyle	28892	96.49%
Write-in	1051	3.51%
Total	29943	100.00%

City of Beaverton Council Pos 3 (Vote for 1)

44258 ballots (0 over voted, 17915 blank voted), 55412 registered voters, turnout 79.87%

Mark Fagin	25806	97.95%
Write-in	539	2.05%
Total	26345	100.00%

City of Beaverton Council Pos 4 (Vote for 1)

44258 ballots (0 over voted, 18401 blank voted), 55412 registered voters, turnout 79.87%

Cate Arnold	25348	98.02%
Write-in	511	1.98%
Total	25859	100.00%

City of Cornelius Mayor (Vote for 1)

4050 ballots (1 over voted, 1269 blank voted), 5620 registered voters, turnout 72.06%

Jeffrey C Dalin	2652	95.40%
Write-in	128	4.60%
Total	2780	100.00%

City of Cornelius Council (Vote for 2)

4050 ballots (0 over voted, 3485 undervotes), 5620 registered voters, turnout 72.06%

Steven Heinrich	2273	49.25%
Dave Schamp	2194	47.54%
Write-in	98	2.12%
Write-in	50	1.08%
Total	4615	100.00%

City of Durham Council (Vote for 3)

873 ballots (1 over voted, 802 undervotes), 1111 registered voters, turnout 78.58%

Ron Willesen	272	14.99%
Pete Bryant	265	14.61%
Leslie J Gifford	427	23.54%
Chuck Van Meter	430	23.70%
Keith Jehnke	394	21.72%
Write-in	18	0.99%
Write-in	4	0.22%
Write-in	4	0.22%
Total	1814	100.00%

City of Forest Grove Council (Vote for 3)

10133 ballots (22 over voted, 9064 undervotes), 13258 registered voters, turnout 76.43%

Timothy Rippe	3968	18.66%
Elena Uhing	4402	20.70%
Richard G Kidd III	3522	16.56%
Victoria Lowe	3575	16.81%
Matt Vandehey	5474	25.74%
Write-in	228	1.07%
Write-in	64	0.30%
Write-in	36	0.17%
Total	21269	100.00%

Statement of Votes Cast
November 8, 2016 General Election
All Precincts, All Districts, All Contests
Official Final

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Total Ballots Cast: 273702, Registered Voters: 341315, Overall Turnout: 80.19%
143 precincts reported out of 143 total

Choice	Votes	Vote %
City of Gaston Council Pos 1 (Vote for 1)		
285 ballots (0 over voted, 33 blank voted), 357 registered voters, turnout 79.83%		
Don Richter	140	55.56%
Margaret E Bell	108	42.86%
Write-in	4	1.59%
Total	252	100.00%
City of Gaston Council Pos 2 (Vote for 1)		
285 ballots (0 over voted, 43 blank voted), 357 registered voters, turnout 79.83%		
Gail Y Lorenz	104	42.98%
David Meeker	134	55.37%
Write-in	4	1.65%
Total	242	100.00%
City of Gaston Council Pos 3 (Vote for 1)		
285 ballots (0 over voted, 47 blank voted), 357 registered voters, turnout 79.83%		
Rick Lorenz	103	43.28%
Bill Martin	131	55.04%
Write-in	4	1.68%
Total	238	100.00%
City of Hillsboro Mayor (Vote for 1)		
41484 ballots (4 over voted, 7464 blank voted), 53940 registered voters, turnout 76.91%		
Aron Carleson	13988	41.12%
Steve Callaway	19773	58.13%
Write-in	255	0.75%
Total	34016	100.00%
City of Hillsboro Council Ward 1 Pos B (Vote for 1)		
41484 ballots (5 over voted, 10632 blank voted), 53940 registered voters, turnout 76.91%		
Rick Van Beveren	24156	78.31%
Abdi Muse	6494	21.05%
Write-in	196	0.64%
Total	30846	100.00%
City of Hillsboro Council Ward 2 Pos B (Vote for 1)		
41484 ballots (10 over voted, 12413 blank voted), 53940 registered voters, turnout 76.91%		
Brenda McCoy	12048	41.46%
Anthony Martin	16806	57.83%
Write-in	207	0.71%
Total	29061	100.00%
City of Hillsboro Council Ward 3 Pos B (Vote for 1)		
41483 ballots (4 over voted, 11096 blank voted), 53940 registered voters, turnout 76.91%		
Fred C Nachtigal	20617	67.86%
Sandra Jafarzadeh	9544	31.41%
Write-in	222	0.73%
Total	30383	100.00%
City of King City Council (Vote for 3)		
2647 ballots (2 over voted, 2703 undervotes), 3132 registered voters, turnout 84.51%		
Gretchen E Buehner	1382	26.41%
John M Boylston	1368	26.15%
Denny Gelfand	1105	21.12%
Smart Ochoi	1281	24.48%
Write-in	71	1.36%
Write-in	16	0.31%
Write-in	9	0.17%

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Total Ballots Cast: 273702, Registered Voters: 341315, Overall Turnout: 80.19%
143 precincts reported out of 143 total

Choice	Votes	Vote %
Total	5232	100.00%

City of Lake Oswego Mayor (Vote for 1)

2 ballots (0 over voted, 0 blank voted), 2 registered voters, turnout 100.00%

Dave Berg	0	0.00%
Jon Gustafson	0	0.00%
Kent Studebaker	2	100.00%
Write-in	0	0.00%
Total	2	100.00%

City of Lake Oswego Councilor (Vote for 3)

2 ballots (0 over voted, 6 undervotes), 2 registered voters, turnout 100.00%

Theresa Kohlhoff	0	
Charles Collins	0	
Skip O'Neill	0	
John LaMotte	0	
Write-in	0	
Write-in	0	
Write-in	0	
Total	0	

City of North Plains Mayor (Vote for 1)

1385 ballots (0 over voted, 263 blank voted), 1677 registered voters, turnout 82.59%

Teri K Lenahan	733	65.33%
Write-in	389	34.67%
Total	1122	100.00%

City of North Plains Council (Vote for 3)

1385 ballots (0 over voted, 1682 undervotes), 1677 registered voters, turnout 82.59%

Robert Kindel	880	35.58%
Russ R Sheldon	754	30.49%
Cameron Martinez	727	29.40%
Write-in	79	3.19%
Write-in	19	0.77%
Write-in	14	0.57%
Total	2473	100.00%

City of Portland Commissioner, Pos 4 (Vote for 1)

804 ballots (0 over voted, 220 blank voted), 1044 registered voters, turnout 77.01%

Chloe Eudaly	274	46.92%
Steve Novick	305	52.23%
Write-in	5	0.86%
Total	584	100.00%

City of Rivergrove Councilor (Vote for 3)

21 ballots (0 over voted, 30 undervotes), 30 registered voters, turnout 70.00%

Brenda Ruble	10	30.30%
William Tuttle	10	30.30%
Arne Nyberg	11	33.33%
Write-in	1	3.03%
Write-in	1	3.03%
Write-in	0	0.00%
Total	33	100.00%

City of Sherwood Mayor (Vote for 1)

9990 ballots (2 over voted, 898 blank voted), 11886 registered voters, turnout 84.05%

Gail Cutsforth	3933	43.27%
Krisanna Clark	5104	56.15%
Write-in	53	0.58%

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Total Ballots Cast: 273702, Registered Voters: 341315, Overall Turnout: 80.19%
143 precincts reported out of 143 total

Choice	Votes	Vote %
Total	9090	100.00%

City of Sherwood Councilor (Vote for 3)

9990 ballots (8 over voted, 9408 undervotes), 11886 registered voters, turnout 84.05%

Kim Young	4265	20.76%
Anthony Bevel	2783	13.55%
Sean Garland	3720	18.11%
Daniel C King	3645	17.74%
Michael Meyer	2730	13.29%
Alan H Pearson	3172	15.44%
Write-in	138	0.67%
Write-in	52	0.25%
Write-in	36	0.18%
Total	20541	100.00%

City of Tigard Council (Vote for 2)

26349 ballots (15 over voted, 20005 undervotes), 32534 registered voters, turnout 80.99%

Tristan Kira Irvin	5172	15.83%
Tom Anderson	10156	31.09%
Jason Snider	11595	35.50%
Bret Lieuallen	5335	16.33%
Write-in	303	0.93%
Write-in	102	0.31%
Total	32663	100.00%

City of Tualatin Council Pos 2 (Vote for 1)

11772 ballots (3 over voted, 3237 blank voted), 14677 registered voters, turnout 80.21%

Sonya Ambuehl	2859	33.51%
Paul Morrison	5589	65.51%
Write-in	84	0.98%
Total	8532	100.00%

City of Tualatin Council Pos 4 (Vote for 1)

11772 ballots (0 over voted, 4819 blank voted), 14677 registered voters, turnout 80.21%

Robert E Kellogg	6813	97.99%
Write-in	140	2.01%
Total	6953	100.00%

City of Tualatin Council Pos 6 (Vote for 1)

11772 ballots (0 over voted, 5068 blank voted), 14677 registered voters, turnout 80.21%

Joelle Davis	6552	97.73%
Write-in	152	2.27%
Total	6704	100.00%

City of Wilsonville Mayor (Vote for 1)

302 ballots (0 over voted, 82 blank voted), 381 registered voters, turnout 79.27%

Tim Knapp	194	88.18%
Write-in	26	11.82%
Total	220	100.00%

City of Wilsonville Councilor (Vote for 2)

302 ballots (0 over voted, 259 undervotes), 381 registered voters, turnout 79.27%

Kristin Akervall	173	50.14%
Susie Stevens	168	48.70%
Write-in	3	0.87%
Write-in	1	0.29%
Total	345	100.00%

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Total Ballots Cast: 273702, Registered Voters: 341315, Overall Turnout: 80.19%
143 precincts reported out of 143 total

Choice	Votes	Vote %
West Multnomah SWCD Dir At Large 1 (Vote for 1)		
93 ballots (0 over voted, 88 blank voted), 108 registered voters, turnout 86.11%		
Write-in	5	100.00%
Total	5	100.00%
West Multnomah SWCD Dir Zone 1 (Vote for 1)		
93 ballots (0 over voted, 52 blank voted), 108 registered voters, turnout 86.11%		
Kimberly Peterson	41	100.00%
Write-in	0	0.00%
Total	41	100.00%
West Multnomah SWCD Dir Zone 2 (Vote for 1)		
93 ballots (0 over voted, 54 blank voted), 108 registered voters, turnout 86.11%		
Jane Hartline	39	100.00%
Write-in	0	0.00%
Total	39	100.00%
West Multnomah SWCD Dir Zone 3 (Vote for 1)		
93 ballots (0 over voted, 55 blank voted), 108 registered voters, turnout 86.11%		
George Sowder	38	100.00%
Write-in	0	0.00%
Total	38	100.00%
Tualatin SWCD Dir At Large 1 (Vote for 1)		
273072 ballots (4 over voted, 122878 blank voted), 341207 registered voters, turnout 80.03%		
Steven Vangrunsven	147876	98.46%
Write-in	2317	1.54%
Total	150193	100.00%
Tualatin SWCD Dir Zone 1 (Vote for 1)		
273072 ballots (3 over voted, 125937 blank voted), 341207 registered voters, turnout 80.03%		
Jerry Ward	144893	98.48%
Write-in	2242	1.52%
Total	147135	100.00%
Tualatin SWCD Dir Zone 2 (Vote for 1)		
273072 ballots (3 over voted, 126037 blank voted), 341207 registered voters, turnout 80.03%		
Eldon Jossi	144751	98.45%
Write-in	2284	1.55%
Total	147035	100.00%
Measure 94 State Judges Retirement Age (Vote for 1)		
273164 ballots (49 over voted, 18485 blank voted), 341315 registered voters, turnout 80.03%		
Yes	95314	37.43%
No	159315	62.57%
Total	254629	100.00%
Measure 95 Public University Equities (Vote for 1)		
273163 ballots (18 over voted, 23014 blank voted), 341315 registered voters, turnout 80.03%		
Yes	184088	73.60%
No	66042	26.40%
Total	250130	100.00%
Measure 96 State Lottery Fund (Vote for 1)		
273164 ballots (16 over voted, 13870 blank voted), 341315 registered voters, turnout 80.03%		
Yes	212438	81.93%
No	46839	18.07%

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143 precincts reported out of 143 total

Choice	Votes	Vote %
Total	259277	100.00%

Measure 97 State Corporate Tax (Vote for 1)

273164 ballots (86 over voted, 8315 blank voted), 341315 registered voters, turnout 80.03%

Yes	108253	40.89%
No	156510	59.11%
Total	264763	100.00%

Measure 98 State Career Funding (Vote for 1)

273164 ballots (30 over voted, 15628 blank voted), 341315 registered voters, turnout 80.03%

Yes	174497	67.76%
No	83009	32.24%
Total	257506	100.00%

Measure 99 State Outdoor School Fund (Vote for 1)

273164 ballots (24 over voted, 14600 blank voted), 341315 registered voters, turnout 80.03%

Yes	175787	67.99%
No	82753	32.01%
Total	258540	100.00%

Measure 100 State Wildlife (Vote for 1)

273164 ballots (30 over voted, 20950 blank voted), 341315 registered voters, turnout 80.03%

Yes	183987	72.96%
No	68199	27.04%
Total	252186	100.00%

34-250 City of Beaverton Bond (Vote for 1)

44258 ballots (2 over voted, 3484 blank voted), 55412 registered voters, turnout 79.87%

Yes	20604	50.54%
No	20167	49.46%
Total	40771	100.00%

34-251 City of Beaverton MJ Tax (Vote for 1)

44258 ballots (1 over voted, 1991 blank voted), 55412 registered voters, turnout 79.87%

Yes	31005	73.36%
No	11261	26.64%
Total	42266	100.00%

34-266 City of Cornelius MJ Tax (Vote for 1)

4050 ballots (2 over voted, 161 blank voted), 5620 registered voters, turnout 72.06%

Yes	2738	70.44%
No	1149	29.56%
Total	3887	100.00%

34-267 City of Cornelius Fuel Tax (Vote for 1)

4050 ballots (0 over voted, 187 blank voted), 5620 registered voters, turnout 72.06%

Yes	1105	28.60%
No	2758	71.40%
Total	3863	100.00%

34-249 City of Forest Grove MJ Tax (Vote for 1)

10133 ballots (0 over voted, 318 blank voted), 13258 registered voters, turnout 76.43%

Yes	7351	74.90%
No	2464	25.10%
Total	9815	100.00%

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Choice	Votes	Vote %
34-265 City of Gaston MJ Prohibit (Vote for 1)		
285 ballots (0 over voted, 3 blank voted), 357 registered voters, turnout 79.83%		
Yes	145	51.42%
No	137	48.58%
Total	282	100.00%

34-252 City of Hillsboro MJ Tax (Vote for 1)		
41483 ballots (3 over voted, 1725 blank voted), 53940 registered voters, turnout 76.91%		
Yes	30021	75.52%
No	9733	24.48%
Total	39754	100.00%

34-270 King City MJ Tax (Vote for 1)		
2647 ballots (0 over voted, 90 blank voted), 3132 registered voters, turnout 84.51%		
Yes	1992	77.90%
No	565	22.10%
Total	2557	100.00%

34-271 King City Fuel Tax (Vote for 1)		
2647 ballots (0 over voted, 104 blank voted), 3132 registered voters, turnout 84.51%		
Yes	1078	42.39%
No	1465	57.61%
Total	2543	100.00%

34-258 City of Sherwood Charter Budget (Vote for 1)		
9990 ballots (0 over voted, 1551 blank voted), 11886 registered voters, turnout 84.05%		
Yes	3602	42.68%
No	4837	57.32%
Total	8439	100.00%

34-259 City of Sherwood Charter Recording (Vote for 1)		
9990 ballots (1 over voted, 1779 blank voted), 11886 registered voters, turnout 84.05%		
Yes	5135	62.55%
No	3075	37.45%
Total	8210	100.00%

34-260 City of Sherwood Charter Compensation (Vote for 1)		
9990 ballots (1 over voted, 1371 blank voted), 11886 registered voters, turnout 84.05%		
Yes	3160	36.67%
No	5458	63.33%
Total	8618	100.00%

34-261 City of Sherwood Charter Mayor Term (Vote for 1)		
9990 ballots (2 over voted, 907 blank voted), 11886 registered voters, turnout 84.05%		
Yes	2711	29.85%
No	6370	70.15%
Total	9081	100.00%

34-262 City of Sherwood Charter Ordinance Revised (Vote for 1)		
9990 ballots (1 over voted, 2421 blank voted), 11886 registered voters, turnout 84.05%		
Yes	3894	51.45%
No	3674	48.55%
Total	7568	100.00%

34-263 City of Sherwood MJ Tax (Vote for 1)		
9990 ballots (1 over voted, 566 blank voted), 11886 registered voters, turnout 84.05%		
Yes	7714	81.86%

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Total Ballots Cast: 273702, Registered Voters: 341315, Overall Turnout: 80.19%
143 precincts reported out of 143 total

Choice	Votes	Vote %
No	1709	18.14%
Total	9423	100.00%

34-264 City of Sherwood Prohibits MJ (Vote for 1)

9990 ballots (5 over voted, 433 blank voted), 11886 registered voters, turnout 84.05%

Yes	5388	56.41%
No	4164	43.59%
Total	9552	100.00%

34-255 City of Tigard Light Rail Extension (Vote for 1)

26349 ballots (3 over voted, 1129 blank voted), 32534 registered voters, turnout 80.99%

Yes	12683	50.30%
No	12534	49.70%
Total	25217	100.00%

34-256 City of Tigard Fuel Tax (Vote for 1)

26349 ballots (2 over voted, 1293 blank voted), 32534 registered voters, turnout 80.99%

Yes	10055	40.13%
No	14999	59.87%
Total	25054	100.00%

34-257 City of Tigard MJ Tax (Vote for 1)

26349 ballots (0 over voted, 1024 blank voted), 32534 registered voters, turnout 80.99%

Yes	18762	74.08%
No	6563	25.92%
Total	25325	100.00%

34-247 City of Tualatin Charter Term Limit (Vote for 1)

11772 ballots (1 over voted, 730 blank voted), 14677 registered voters, turnout 80.21%

Yes	7377	66.81%
No	3664	33.19%
Total	11041	100.00%

34-253 City of Tualatin MJ Tax (Vote for 1)

11772 ballots (0 over voted, 528 blank voted), 14677 registered voters, turnout 80.21%

Yes	8426	74.94%
No	2818	25.06%
Total	11244	100.00%

3-489 City of Lake Oswego Charter (Vote for 1)

2 ballots (0 over voted, 0 blank voted), 2 registered voters, turnout 100.00%

Yes	2	100.00%
No	0	0.00%
Total	2	100.00%

3-490 City of Lake Oswego Prohibits MJ (Vote for 1)

2 ballots (0 over voted, 0 blank voted), 2 registered voters, turnout 100.00%

Yes	2	100.00%
No	0	0.00%
Total	2	100.00%

3-491 City of Lake Oswego City Broadband (Vote for 1)

2 ballots (0 over voted, 0 blank voted), 2 registered voters, turnout 100.00%

Yes	0	0.00%
No	2	100.00%
Total	2	100.00%

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143 precincts reported out of 143 total

Choice	Votes	Vote %
26-179 PDX Housing Bond (Vote for 1)		
804 ballots (0 over voted, 77 blank voted), 1044 registered voters, turnout 77.01%		
Yes	460	63.27%
No	267	36.73%
Total	727	100.00%
26-180 PDX MJ Tax (Vote for 1)		
804 ballots (0 over voted, 36 blank voted), 1044 registered voters, turnout 77.01%		
Yes	604	78.65%
No	164	21.35%
Total	768	100.00%
3-485 Wilsonville Rec Center Bond (Vote for 1)		
302 ballots (0 over voted, 22 blank voted), 381 registered voters, turnout 79.27%		
Yes	117	41.79%
No	163	58.21%
Total	280	100.00%
3-486 Wilsonville Prohibits MJ (Vote for 1)		
302 ballots (0 over voted, 15 blank voted), 381 registered voters, turnout 79.27%		
Yes	151	52.61%
No	136	47.39%
Total	287	100.00%
26-178 Metro Renews LOL Nature (Vote for 1)		
252855 ballots (36 over voted, 22697 blank voted), 316885 registered voters, turnout 79.79%		
Yes	163608	71.10%
No	66512	28.90%
Total	230120	100.00%
34-254 Sherwood School District Bond (Vote for 1)		
12366 ballots (2 over voted, 838 blank voted), 14670 registered voters, turnout 84.29%		
Yes	6346	55.06%
No	5180	44.94%
Total	11526	100.00%
34-248 Tigard-Tualatin School Bond (Vote for 1)		
45041 ballots (3 over voted, 2938 blank voted), 55436 registered voters, turnout 81.25%		
Yes	25460	60.48%
No	16640	39.52%
Total	42100	100.00%
5-259 Vernonia School Dist Bond (Vote for 1)		
23 ballots (0 over voted, 0 blank voted), 29 registered voters, turnout 79.31%		
Yes	10	43.48%
No	13	56.52%
Total	23	100.00%
34-269 Tualatin Soil & Water Perm Rate (Vote for 1)		
273071 ballots (25 over voted, 38830 blank voted), 341207 registered voters, turnout 80.03%		
Yes	137985	58.91%
No	96230	41.09%
Total	234215	100.00%
34-268 Washington County Fire Dist #2 Dissolution (Vote for 1)		
9488 ballots (3 over voted, 740 blank voted), 11412 registered voters, turnout 83.14%		
Yes	5486	62.73%

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Total Ballots Cast: 273702, Registered Voters: 341315, Overall Turnout: 80.19%
143 precincts reported out of 143 total

Choice	Votes	Vote %
No	3259	37.27%
Total	8745	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 28, 2016

By: [Signature]
Deputy Assessor

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Total Ballots Cast: 273702, Registered Voters: 341315, Overall Turnout: 80.19%
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Precinct	Ballots Cast	Reg. Turnout Voters	Pct.
Precinct 301	1579	1896	83.28%
Precinct 302	1902	2561	74.27%
Precinct 303	854	1083	78.86%
Precinct 304	2570	3286	78.21%
Precinct 305	814	1067	76.29%
Precinct 306	619	777	79.67%
Precinct 307	1531	1909	80.20%
Precinct 308	141	168	83.93%
Precinct 309	3006	3680	81.68%
Precinct 310	1472	1772	83.07%
Precinct 311	613	742	82.61%
Precinct 312	701	839	83.55%
Precinct 313	5	6	83.33%
Precinct 314	300	335	89.55%
Precinct 315	903	1029	87.76%
Precinct 316	730	843	86.60%
Precinct 317	906	1097	82.59%
Precinct 318	2544	3192	79.70%
Precinct 319	5911	7753	76.24%
Precinct 320	2446	3195	76.56%
Precinct 321	285	357	79.83%
Precinct 322	231	281	82.21%
Precinct 323	24	27	88.89%
Precinct 324	445	544	81.80%
Precinct 325	3	4	75.00%
Precinct 326	1677	2036	82.37%
Precinct 327	3277	4188	78.25%
Precinct 328	1782	2178	81.82%
Precinct 329	6721	8459	79.45%
Precinct 330	1390	1677	82.89%
Precinct 331	2186	2791	78.32%
Precinct 332	2214	3193	69.34%
Precinct 333	3192	4628	68.97%
Precinct 334	139	158	87.97%
Precinct 335	4171	4978	83.79%
Precinct 336	2497	3229	77.33%
Precinct 337	3513	4788	73.37%
Precinct 338	4052	5620	72.10%
Precinct 339	4573	6358	71.93%
Precinct 340	5586	6900	80.96%
Precinct 341	315	374	84.22%
Precinct 342	57	66	86.36%
Precinct 343	4007	5122	78.23%
Precinct 344	3699	5034	73.48%
Precinct 345	22	30	73.33%
Precinct 346	267	318	83.96%
Precinct 347	57	66	86.36%
Precinct 348	23	32	71.88%
Precinct 349	2300	3155	72.90%
Precinct 350	2814	3724	75.56%
Precinct 351	2245	3154	71.18%
Precinct 352	767	1140	67.28%
Precinct 353	1916	2319	82.62%
Precinct 354	3585	4282	83.72%
Precinct 355	2825	3621	78.02%
Precinct 356	1581	2119	74.61%
Precinct 357	1334	1758	75.88%
Precinct 358	2469	3132	78.83%
Precinct 359	2265	2907	77.92%
Precinct 360	2748	3703	74.21%
Precinct 361	1591	2193	72.55%
Precinct 362	3352	3978	84.26%
Precinct 363	3297	3961	83.24%
Precinct 364	4142	4738	87.42%

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Precinct	Ballots Cast	Reg. Turnout Voters	Pct.
Precinct 365	2814	3144	89.50%
Precinct 366	2109	2556	82.51%
Precinct 367	3675	4323	85.01%
Precinct 368	3503	4343	80.66%
Precinct 369	1676	2089	80.23%
Precinct 370	2031	2428	83.65%
Precinct 371	2083	2485	83.82%
Precinct 372	1679	1910	87.91%
Precinct 373	285	342	83.33%
Precinct 374	12	13	92.31%
Precinct 375	255	297	85.86%
Precinct 376	1754	2140	81.96%
Precinct 377	2178	2517	86.53%
Precinct 378	1705	2015	84.62%
Precinct 379	6012	7818	76.90%
Precinct 380	6047	7239	83.53%
Precinct 381	93	108	86.11%
Precinct 382	1920	2731	70.30%
Precinct 383	991	1156	85.73%
Precinct 384	2965	3419	86.72%
Precinct 385	2267	2691	84.24%
Precinct 386	2707	3071	88.15%
Precinct 387	1011	1256	80.49%
Precinct 388	814	1038	78.42%
Precinct 389	5358	6511	82.29%
Precinct 390	2029	2435	83.33%
Precinct 391	293	422	69.43%
Precinct 392	188	245	76.73%
Precinct 393	592	666	88.89%
Precinct 394	249	322	77.33%
Precinct 395	5937	7390	80.34%
Precinct 396	875	1111	78.76%
Precinct 397	2290	2776	82.49%
Precinct 398	1532	1767	86.70%
Precinct 399	2061	2554	80.70%
Precinct 400	3177	4043	78.58%
Precinct 401	1677	1902	88.17%
Precinct 402	6795	8172	83.15%
Precinct 403	1271	1515	83.89%
Precinct 404	5139	6548	78.48%
Precinct 405	7106	8481	83.79%
Precinct 406	379	530	71.51%
Precinct 407	1677	1888	88.82%
Precinct 408	89	121	73.55%
Precinct 409	4088	5182	78.89%
Precinct 410	2720	3310	82.18%
Precinct 411	59	74	79.73%
Precinct 412	1717	2082	82.47%
Precinct 413	913	1156	78.98%
Precinct 414	540	664	81.33%
Precinct 415	468	518	90.35%
Precinct 416	21	35	60.00%
Precinct 417	1225	1593	76.90%
Precinct 418	1876	2232	84.05%
Precinct 419	1632	1844	88.50%
Precinct 420	3102	3882	79.91%
Precinct 421	272	316	86.08%
Precinct 422	20	24	83.33%
Precinct 423	2958	3918	75.50%
Precinct 424	4132	4868	84.88%
Precinct 425	942	1137	82.85%
Precinct 426	396	471	84.08%
Precinct 427	26	34	76.47%
Precinct 428	1416	1848	76.62%

Statement of Ballots Cast
November 8, 2016 General Election
All Precincts, All Districts, All Contests
Official Final

Page: 3
2016-11-28
11:16:08

Total Ballots Cast: 273702, Registered Voters: 341315, Overall Turnout: 80.19%
143 precincts reported out of 143 total

Precinct	Ballots Cast	Reg. Turnout Voters	Pct.
Precinct 429	2561	3283	78.01%
Precinct 430	1251	1442	86.75%
Precinct 431	1297	1478	87.75%
Precinct 432	302	381	79.27%
Precinct 433	2077	2470	84.09%
Precinct 434	3293	4133	79.68%
Precinct 435	3647	4335	84.13%
Precinct 436	2095	2369	88.43%
Precinct 437	51	59	86.44%
Precinct 438	242	294	82.31%
Precinct 439	409	513	79.73%
Precinct 440	1176	1523	77.22%
Precinct 441	66	76	86.84%
Precinct 442	2221	2683	82.78%
Precinct 443	8	10	80.00%
Total		10	80.00%



I, **Richard W. Hobernick**, 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 28, 2016

By: [Signature]
Elections Manager

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Add to Agenda:

- 4. A. RESOLUTION NO. 2016-74 ADOPTING POLICY AMENDING
CURRENT EMPLOYEE HANDBOOK TO INCLUDE PROTECTION
FROM RETALIATION FOR EMPLOYEES REPORTING IMPROPER
OR UNLAWFUL CONDUCT**

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Adding to Agenda: 4. A.

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: December 12, 2016

PROJECT TEAM: Brenda Camilli, Human Resources Manager

SUBJECT TITLE: RESOLUTION ADOPTING POLICY AMENDING CURRENT EMPLOYEE HANDBOOK TO INCLUDE PROTECTION FROM RETALIATION FOR EMPLOYEES REPORTING IMPROPER OR UNLAWFUL CONDUCT

ACTION REQUESTED:

☐ Ordinance	☐ Order	☒ Resolution	☐ Motion	☐ Informational
------------------------------------	--------------------------------	--	---------------------------------	--

X all that apply

ISSUE STATEMENT:

The 2016 Legislature of the State of Oregon passed HB 4067 amending Oregon Revised Statutes 659A.200, 659A.203, and 659A.885 effective January 1, 2017; providing further protections for Public Employees from retaliation due to a good faith reporting of improper or unlawful conduct and requiring employers to produce a policy that delineates the rights and remedies found in the law.

Oregon's "Whistleblowers Law" requires that employers produce a policy implementing the law; which will need to be incorporated into the City's current Employee Handbook. This resolution will amend the Employee Handbook to meet legislative requirements and the policy will be incorporated into the next revision of the Employee Handbook. The attached policy is based on a template produced by City-County Insurance Services (CIS) and has been reviewed by the City's attorney.

FISCAL IMPACT:

There is no known financial impact.

STAFF RECOMMENDATION: Staff recommends the City Council adopt the attached resolution.

ATTACHMENT(s):

Exhibit A – Proposed amendment to the Employee Handbook

RESOLUTION NO. 2016-74**RESOLUTION ADOPTING POLICY AMENDING CURRENT EMPLOYEE HANDBOOK TO INCLUDE PROTECTION FROM RETALIATION FOR EMPLOYEES REPORTING IMPROPER OR UNLAWFUL CONDUCT**

WHEREAS, the 2016 Legislature of the State of Oregon passed HB 4067 amending Oregon Revised Statutes 659A.200, 659A.203, and 659A.885 providing further protections for Public Employees from retaliation due to a good faith reporting of improper or unlawful conduct; and

WHEREAS, the new law requires employers to produce a policy that delineates the new law and the City Council has adopted an Employee Handbook that will contain the provisions of the new law, along with other employment policies; and

WHEREAS, regulations were recently promulgated requiring this addition be done by employers by January 1, 2017; and the City Council must comply with State Statute and adopting this resolution will attain such compliance;

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

Section 1: The City Council hereby approves and provides for "Whistleblower" protection policy as outlined in the attached Exhibit A.

Section 2: Resolution No. 2016-25 is hereby amended to incorporate into Chapter 1 of the current Employee Handbook the policy as outlined in Exhibit A.

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

PRESENTED AND PASSED this 12th day of December, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of December, 2016.

Peter B. Truax, Mayor

The following policy amends the current Employee Handbook adopted by Resolution 2016-25 and will be incorporated into Chapter 1 – Introduction of the current Employee Handbook in the next revision.

1.6 Open Door Policy

The City of Forest Grove's Open Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice. The City of Forest Grove's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are surfaced early and shared without the fear of retaliation (when the employee provides the input in good faith).

If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in the City, please raise them first with your immediate supervisor. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, please talk to the Human Resources Manager or designee.

1.7 Reporting Improper or Unlawful Conduct – No Retaliation

Employees may report reasonable concerns about the City of Forest Grove's compliance with any law, regulation or policy, using one of the methods identified in this policy. The City of Forest Grove will not retaliate against employees who disclose information that the employee reasonably believes is evidence of:

- A violation of any federal, Oregon, or local law, rules or regulations by the City of Forest Grove;
- Mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health resulting from action of the City of Forest Grove;
- A substantial and specific danger to public health and safety resulting from actions of the City of Forest Grove ;
or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon Law, the City of Forest Grove will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county or metropolitan service district.

Employee Reporting Options

In addition to the City of Forest Grove's Open Door Policy (see section 1.6), employees who wish to report potential improper or unlawful conduct should first talk to his or her supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with the Human Resources Manager or designee. Supervisors and manager are required to inform the Human Resources Manager or designee about reports of improper or unlawful conduct they receive from employees.

Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

If the City of Forest Grove were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided for under Oregon Law.

Additional Protection for Reporting Employees

Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City of Forest Grove's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. For this defense to apply, the disclosure must relate to the conduct of a coworker or supervisor acting within the course and scope of his or her employment. The disclosure must have been made to either: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) a manager with the City of Forest Grove; or (4) an Oregon-licensed attorney who represents the employee making the report/disclosure.

The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

Policy Against Retaliation

The City of Forest Grove will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes he or she is disclosing information about conduct that is improper or unlawful.

In addition, the City of Forest Grove prohibits retaliation against an employee because he or she participates in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no City of Forest Grove employee will be adversely affected because they refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations. The City of Forest Grove may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

This policy is not intended to protect an employee from the consequences of his or her own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the City of Forest Grove determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.

Amendment Acknowledgement Form

By signing below I acknowledge that I have received a copy of this amendment to current Employee Handbook, that was adopted by City Council Resolution 2016-25 on April 11, 2016. I understand that the Handbook contains important information about the City's policies, work rules and my benefits. I also understand that the Handbook outlines my responsibilities as an employee of the City. I also understand that I have the responsibility to read and understand the information in the Handbook and this amendment, and to ask my supervisor for clarification of any information I do not understand.

Employee Signature

Date

Print Employee's Name

Department



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CITY RECORDER USE ONLY:

AGENDA ITEM #:

MEETING DATE:

FINAL ACTION:

5A

CITY COUNCIL MEMORANDUM

TO: City Council

FROM: Jesse VanderZanden, City Manager

PROJECT Rob Foster, Dir. Public Works, Rich Blackmun, Engineering Manager

TEAM: Derek Robbins, Engineering Project Manager

DATE: December 12, 2016

SUBJECT: Joint Water Commission Water Treatment Plant Expansion Project

INTRODUCTION: The Joint Water Commission (JWC) is designing an expansion to the JWC water treatment plant. City staff would like to report the current status of the project to the City Council. The project is \$32 million, will increase capacity from 65 to 85 million gallons per day (MGD), and is expected to be complete in 2019.

BACKGROUND: The JWC was formed in 1974 when Hillsboro and Forest Grove built the water treatment plant on Fern Hill Road south of Forest Grove. At the same time the federal government was constructing Scoggins Dam. In 1979 the agreement between Forest Grove and Hillsboro was amended to include the City of Beaverton, and in 1992 it was amended again to include the Tualatin Valley Water District.

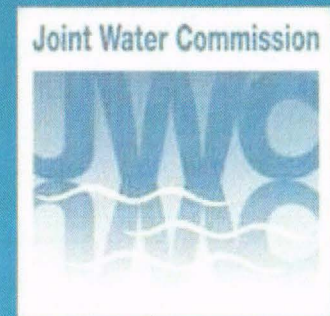
Each of the four partners owns a specific percent of the treatment plant and each has three (3) representatives that form the Commission. Forest Grove's delegation is made of two citizens and one City Councilor. In addition, each of the four partners owns an individual source water supply separate from the JWC. These source water supplies come from the Tualatin River and Hagg Lake. The ownership percentages are: Hillsboro 45%, Forest Grove 13.3%, Beaverton 25%, TVWD 16.7%. The plant capacity is 65 MGD and the amount of water each partner receives is equal to their percent ownership.

In the JWC agreement the four partners elect one partner (the City of Hillsboro) as the acting manager of the JWC. The Hillsboro Water Department staff has filled that role from the beginning of the JWC agreement. The JWC commission meets quarterly and City staff and management meet more often and as needed. Over the years the water treatment plant has been expanded from its original size in order to meet the increasing demands of the four partners. The agreement requires the partners to lease each other any excess capacity owned by a particular partner prior to a plant expansion. Large capital projects are approved with a majority vote, plus at least one affirmative vote from each partner. We have invited the City of Hillsboro project manager to come and give an update on the project and answer questions of the City Council.

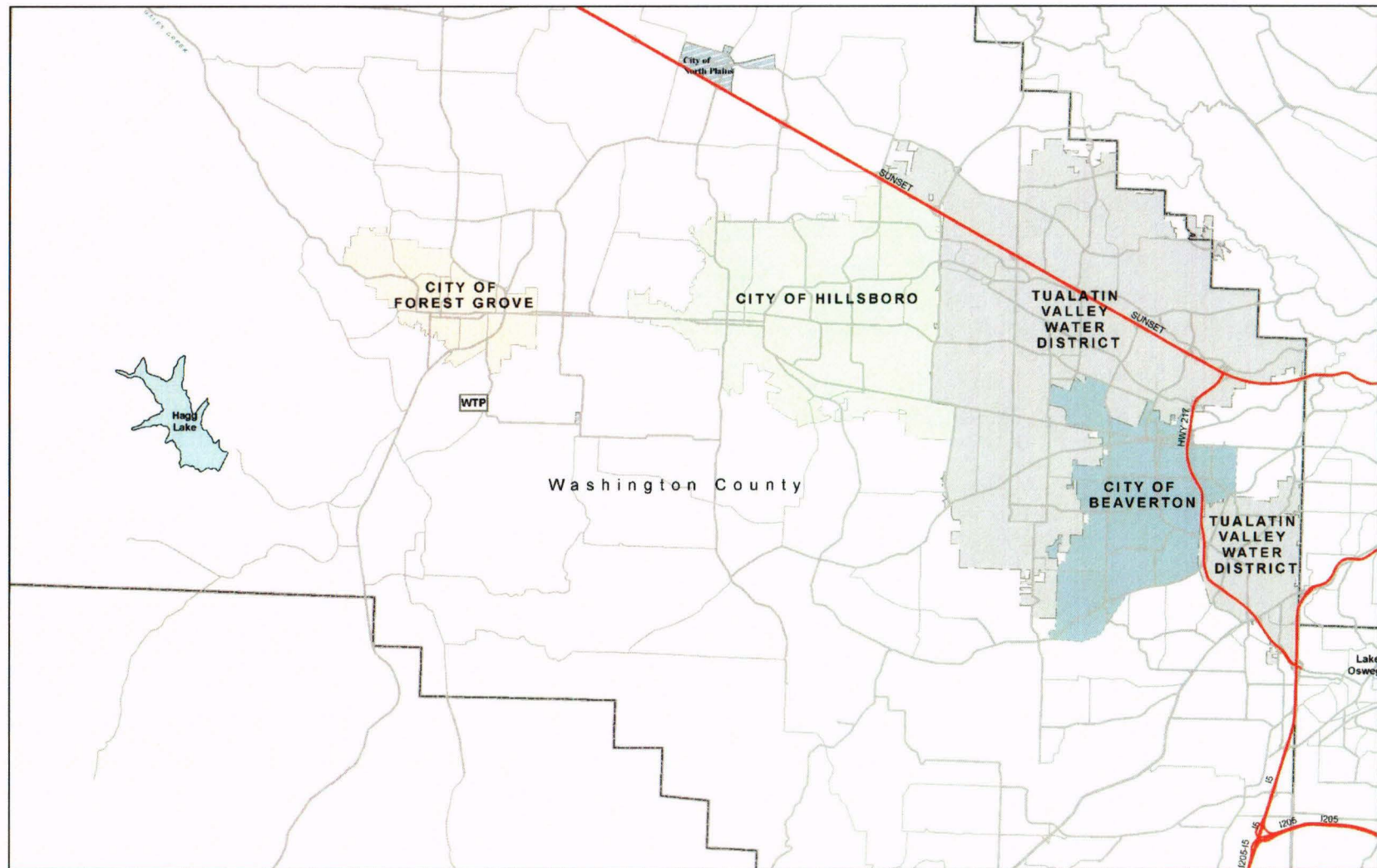
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Water Treatment Plant Expansion to 85 MGD, Facility Plan, and Capacity Improvements

December 12, 2016
Kevin Hanway, JWC General Manager
Erika Murphy, Project Manager
City of Hillsboro Water Department



Joint Water Commission (JWC) Service Area





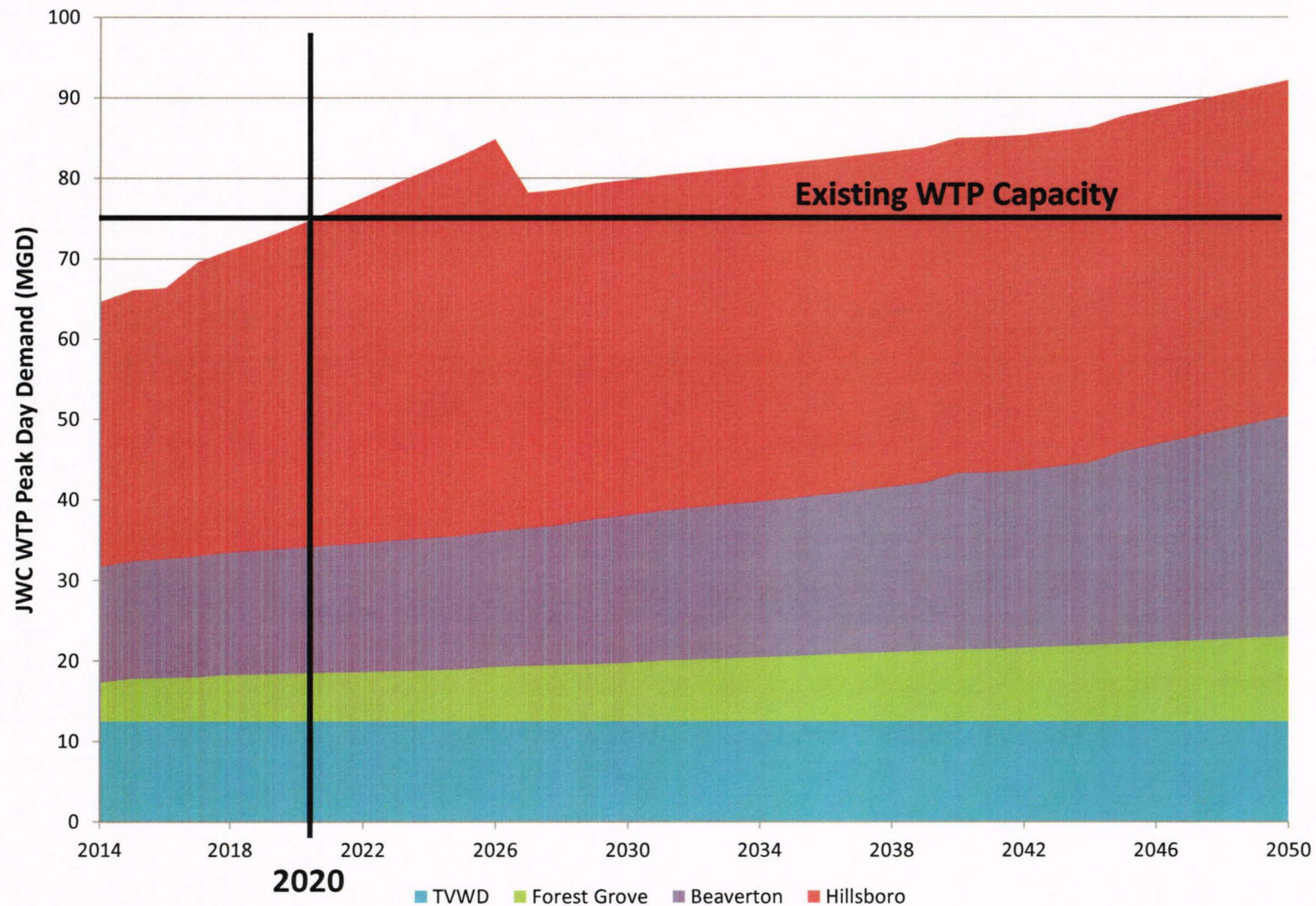
Project Background & Objectives

- JWC Master Plan (2009, Black & Veatch) – need for WTP expansion identified
- Capital Improvement Plan (CIP) Update (2015, Carollo) – further defined 85 million gallons per day (MGD) expansion
- Scope of Current Project:
 - Facility Plan – provide guidelines for ultimate WTP capacity and layout
 - Achieve sustainable 75 MGD Capacity – eliminate bottlenecks in solids handling & rapid mix processes
 - Life Safety Improvements – non-structural only
 - Capital Improvements and Maintenance Projects (CIMP)
 - Expansion to 85 MGD Capacity – only Hillsboro & TVWD
- **Project completion by June 30, 2019**

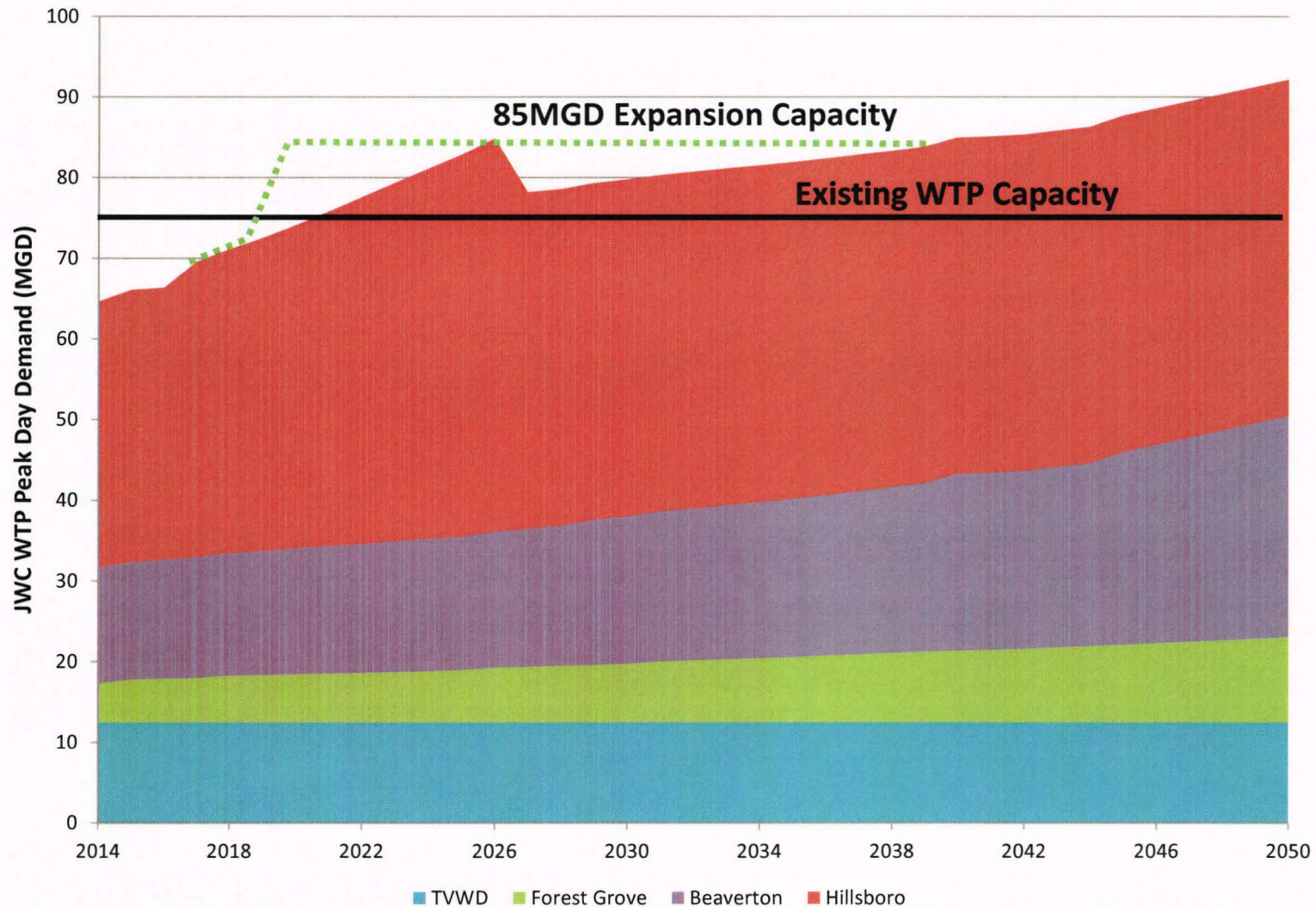
JWC WTP Plant History



JWC Partner Peak Day Demand Projections



JWC Partner Peak Day Demand Projections





Project Design Elements

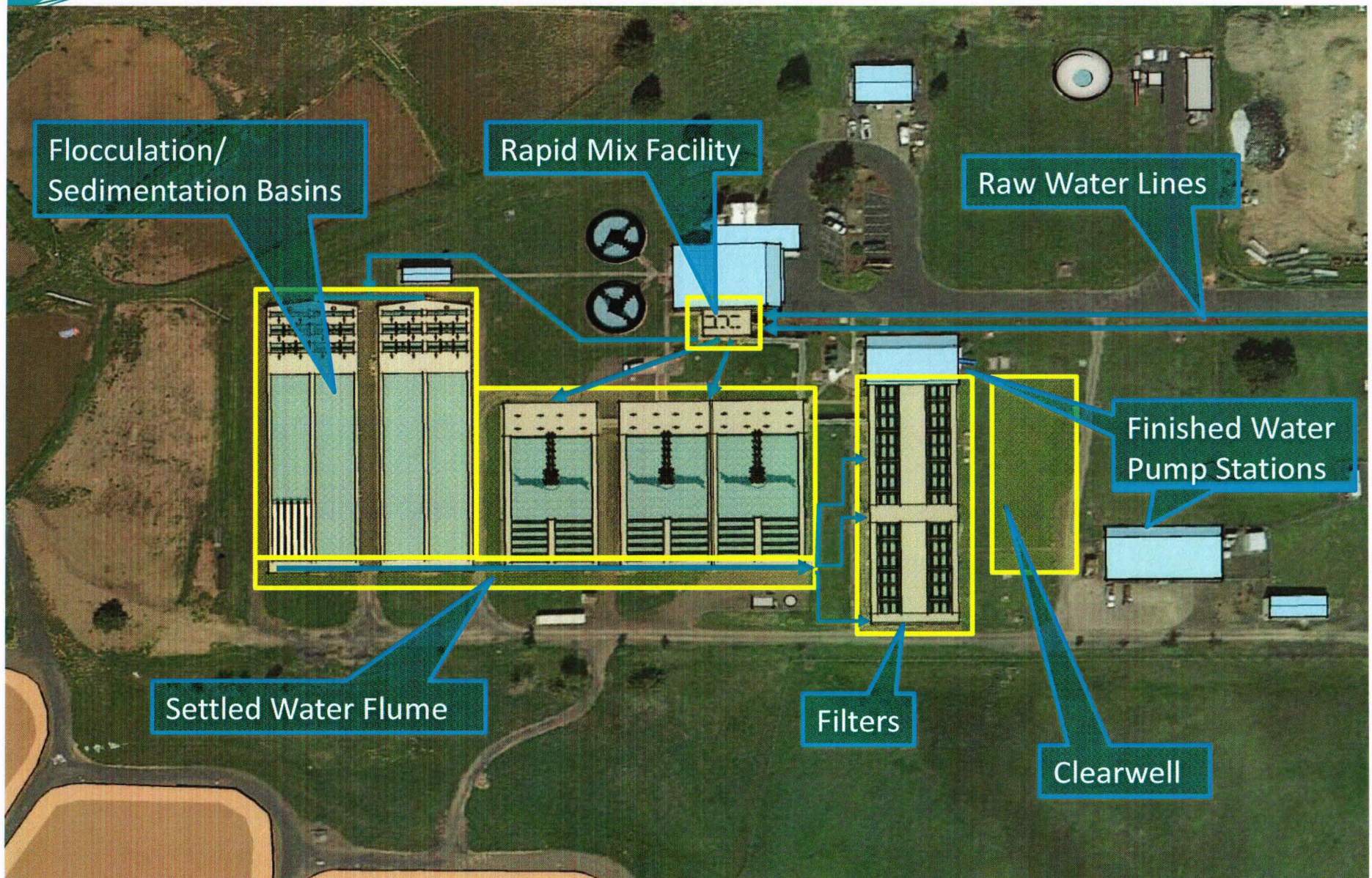
- Package 1: January – October 2017
 - Remove baffle wall in rapid mix
 - Install new rapid mix pumps
 - Reconfigure chemical piping in rapid mix
 - Install new flow meters to floc/sed basins
 - Life-safety seismic improvements: equipment bracing
 - Replace filter media in filters 1-12
 - Install new sodium hydroxide and aluminum sulfate pumps
 - Interior improvements to Operations building to add office space
 - Procure long lead items for installation in Package 2:
 - Vertical turbine pumps (finished water, raw water and backwash water)
 - Plate settlers



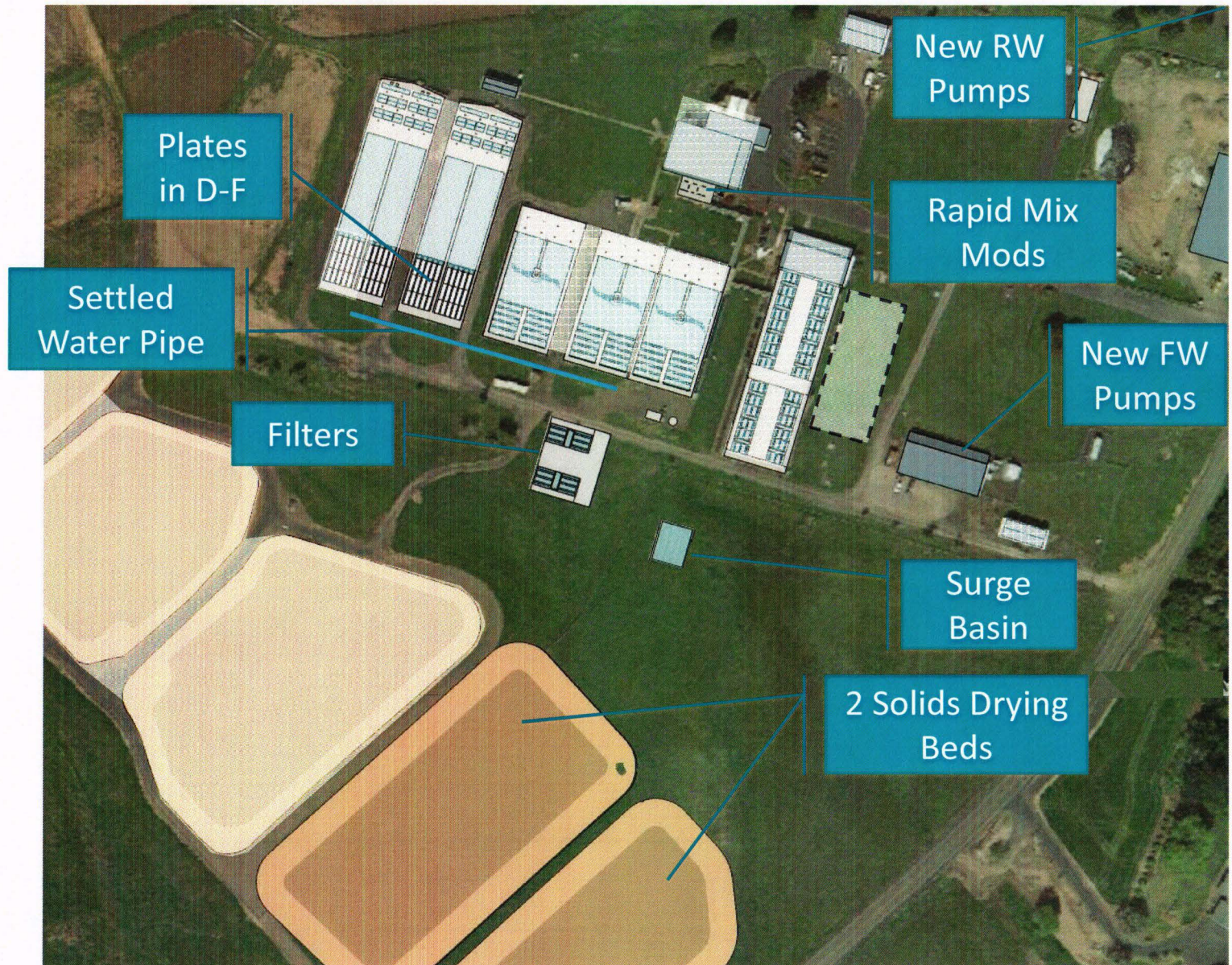
Project Design Elements

- Package 2: October 2017 – June 2019
 - Install four new raw water pumps
 - Remove weir walls in rapid mix
 - Install plate settlers in sedimentation basins D, E and F
 - Install new settled water pipe
 - Build two new large filters
 - Install three new finished water pumps and two new backwash pumps
 - Build two new sludge drying beds
 - Build new surge basin
 - Upgrade existing decant pump station and solids diversion pump station
- **Project completion by June 30, 2019**

Existing Site Plan



2019 Site Plan





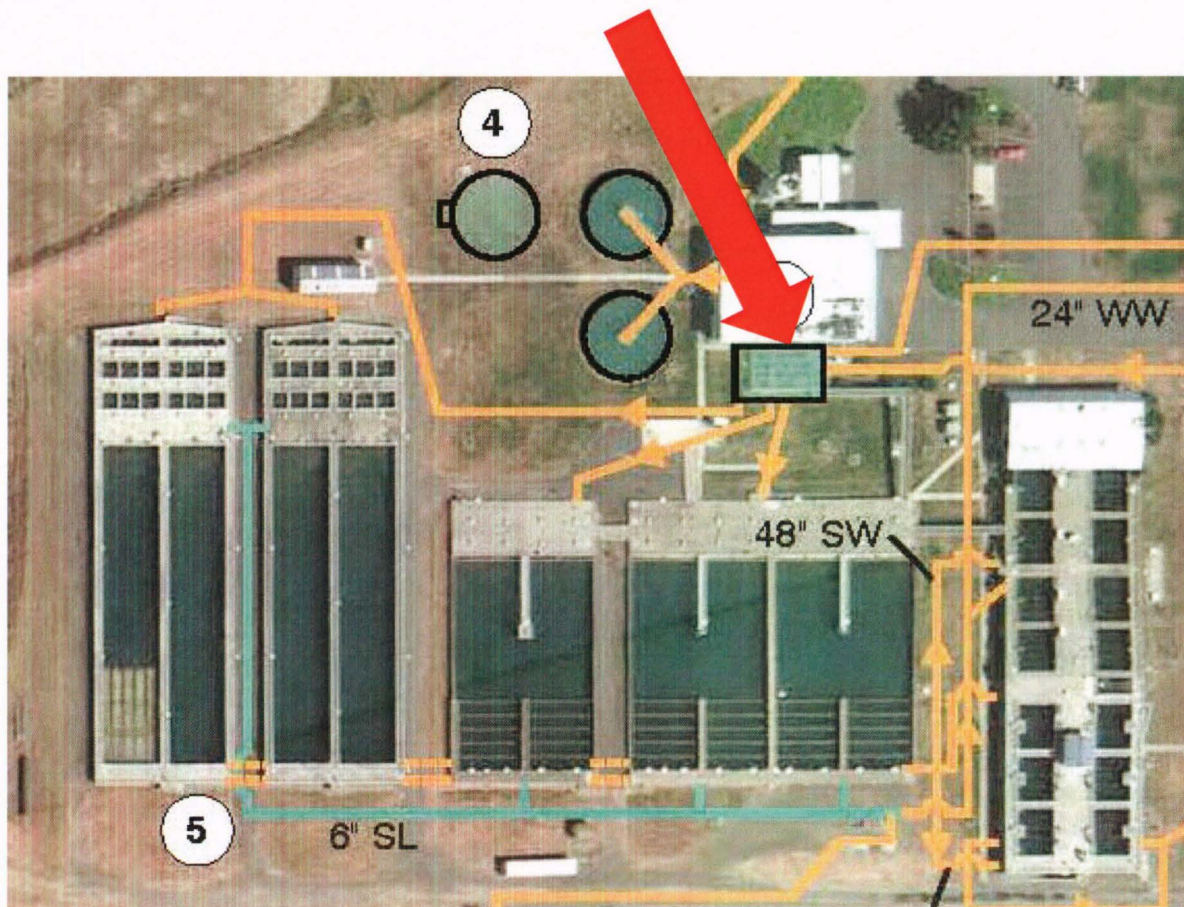
Project Team

JWC – CH2M – Slayden Constructors

- Engineering Design Consultant – CH2M selected through qualifications-based process
- Construction Manager/General Contractor (CM/GC) – Slayden Constructors
- CM/GC procures and manages subcontractors through competitive bidding process
 - Allows Owner to select contractor based on qualifications, experience, cost factors, self-performed vs. subcontracted work, environmental compliance, and references.
 - Sub-contracted work and materials are competitively bid to minimize project cost.
 - Owner and CM/GC negotiate a Guaranteed Maximum Price (GMP) during 90% design.
 - This GMP provides the upper limit of the project construction costs, allowing the Owner to have a value of the expected maximum construction cost.
 - If Owner and CM/GC do not agree on acceptable GMP, the contract can be competitively bid.
 - Improves constructability and value engineering opportunities, resulting in cost savings.
 - Reduces risk of schedule delays, extended WTP shutdowns and change orders.
 - **Limits disruption of existing plant operations and ensures reliable service to our customers.**

Maintaining Critical Plant Processes During Construction

Modify rapid mix to reduce headloss – all plant water flows through rapid mix





Project Schedule

- January 25, 2016 – Executive Committee award design contract to CH2M
- July 8, 2016 – JWC Commissioners award CM/GC contract to Slayden Constructors for pre-construction services
- Spring – Fall 2016
 - Facility Plan Workshops
 - 30%-60%-90% Design for Package 1
 - Land Use Application and Building Permit Submittals
 - 15%-30% Design for Package 2
 - Guaranteed Maximum Price (GMP) Negotiations for Package 1
- January 13, 2017 – JWC to consider award of GMP for Package 1 construction
- July 14, 2017 – Potential Early Grading Package
- October 13, 2017 – JWC to consider award of GMP for Package 2 construction
- **Any major delays will result in delaying final completion to 2020**



Facility Plan January 2016 – January 2017

30% Design March 2016 – July 2016

Type II Land Use Permitting November 2016 – June 2017

Package 1 60% Design July 2016 – October 2016

Package 1 - GMP Negotiations Fall 2016

Package 1 90% Plans QA/QC October 2016 – November 2016

Package 1 Permitting November 2016 – March 2017

Package 1 - Construction February 2017 – October 2017

Package 2 – 60% Design November 2016 – April 2017

Package 2 - GMP Negotiations Fall 2017

Package 2 90% Plans QA/QC April 2017 – July 2017

Package 2 Permitting June 2017 – October 2017

Package 2 - 85 MGD Expansion Construction

JWC Partner Cost Allocations

All partners participate at current WTP ownership shares:

- Facility plan
- Achieve sustainable 75 MGD capacity
- Life safety improvements
- Capital Improvement and Maintenance Projects (CIMP)

Hillsboro and TVWD:

- Improvements required to expand WTP capacity to 85 MGD

	Ownership Shares at Current 75 MGD	Participation Percentage in Expansion to 85 MGD	Ownership Shares at 85 MGD
Hillsboro	45%	80%	49.1%
Forest Grove	13.3%	0%	11.8%
Beaverton	25%	0%	22.1%
TVWD	16.7%	20%	17.1%

Total Estimated Project Costs Per Partner

(current 11/04/16)

Partner	Construction Estimates (60% Package 1 & 15% Package 2)	CH2M Engineering Contract and JWC Overhead	Total Estimated Project Cost (current 11/04/16)
City of Hillsboro	\$ 17.26 M	\$ 3.99 M	\$ 21.25 M
Tualatin Valley Water District	\$ 4.83 M	\$ 1.13 M	\$ 5.96 M
City of Beaverton	\$ 2.39 M	\$ 0.59 M	\$ 2.98 M
City Forest Grove	\$ 1.27 M	\$ 0.32 M	\$ 1.59 M
TOTAL ESTIMATE	\$ 25.76 M	\$ 6.02 M	\$ 31.78 M *

* Shown in 2016 dollars and not escalated
Does not include construction contingency for Package 2



Questions?

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CITY RECORDER USE ONLY:

AGENDA ITEM #:

MEETING DATE:

FINAL ACTION:

5B

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT *Leo Cortes, Engineering Technician*

TEAM: *Rob Foster, Dir. Public Works*

DATE: *December 12, 2016*

SUBJECT: *Geographic Information System Update*

The implementation of the first phase of the City's Enterprise Geographic Information System has been completed. The Engineering staff would like to make a brief presentation to the City Council to provide information on this latest development.

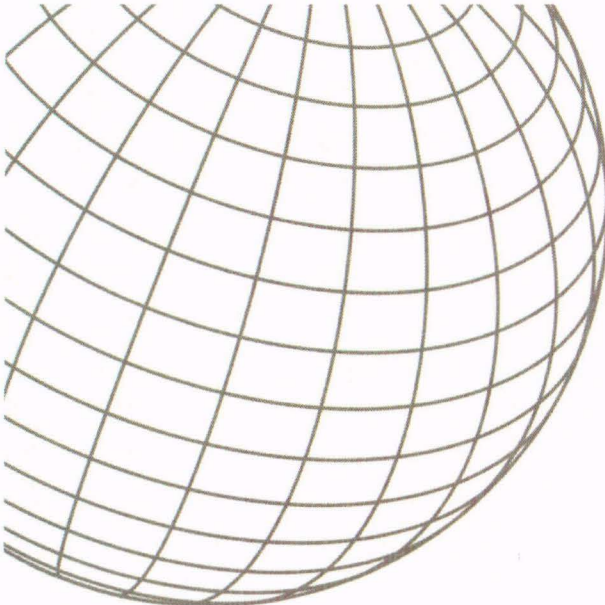
In FY 2014/15 the City contracted with RDI consultants to develop an assessment report and recommendation for development of an Enterprise GIS system. At the April 13, 2015, City Council meeting, direction was given to staff to proceed with implementation. In FY 2015-16 the City contracted with Timmons Group for implementation. That work is now completed and the system is becoming operational. Attached is a power point presentation prepared by the City's Engineering Technician that illustrates the implementation process and the current capabilities of the City's Enterprise GIS system.

For some background to this project, the Engineering Department has been the primary hub for the City's mapping systems; however, several departments have developed a considerable amount of map information individually. (These are referred to as "Silos" of mapping data). While this has worked well for the City thus far, there has been some redundant work and overlap. For this reason, City staff recommended and the Council acted to direct staff to develop a central mapping computer system (Enterprise GIS) that will be used by all City departments and in addition, portions of the system could be available online to the public.

The two significant benefits of this system are 1) all the data is in one spot and in a consistent format, and 2) all the City departments have access and editing capabilities. With all the data in one spot the maintenance and updates to the maps can be done much quicker and it is a more efficient use of staff time. In addition, access provided to each department increases their capabilities and therefore they are less dependent on the Engineering Department.

Finally, the Timmons group has been held on retainer for limited maintenance of the system and for guidance on our next steps.

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City of Forest Grove – GIS Update

FROM ZERO TO ENTERPRISE GIS

Leo Cortés

Eng. tech / GIS Coordinator

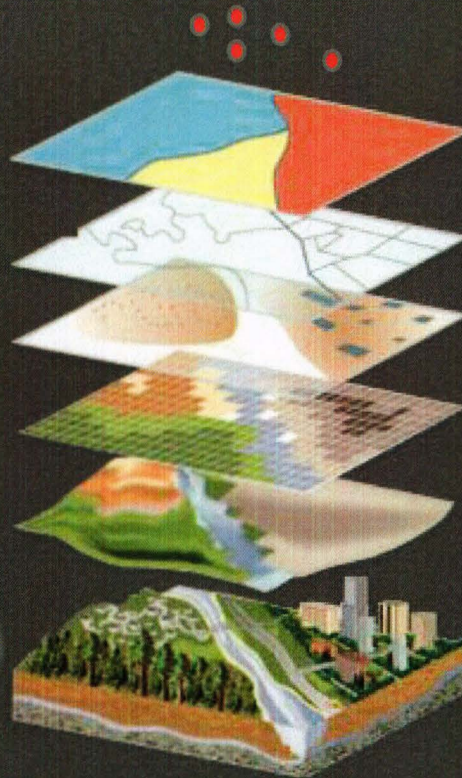
City of Forest Grove



What is GIS?

GIS = Geographic Information System

Layers



Hydrants

Boundaries

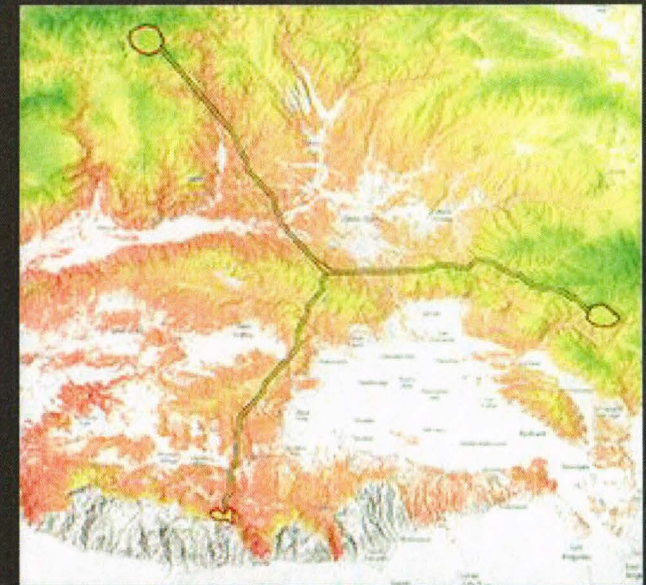
Streets

Parcels

Images

Elevations

Real World



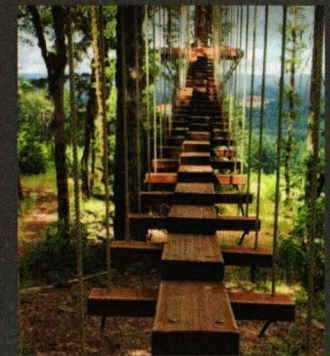
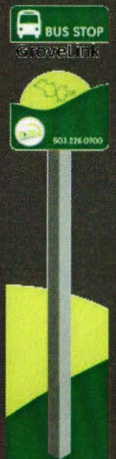
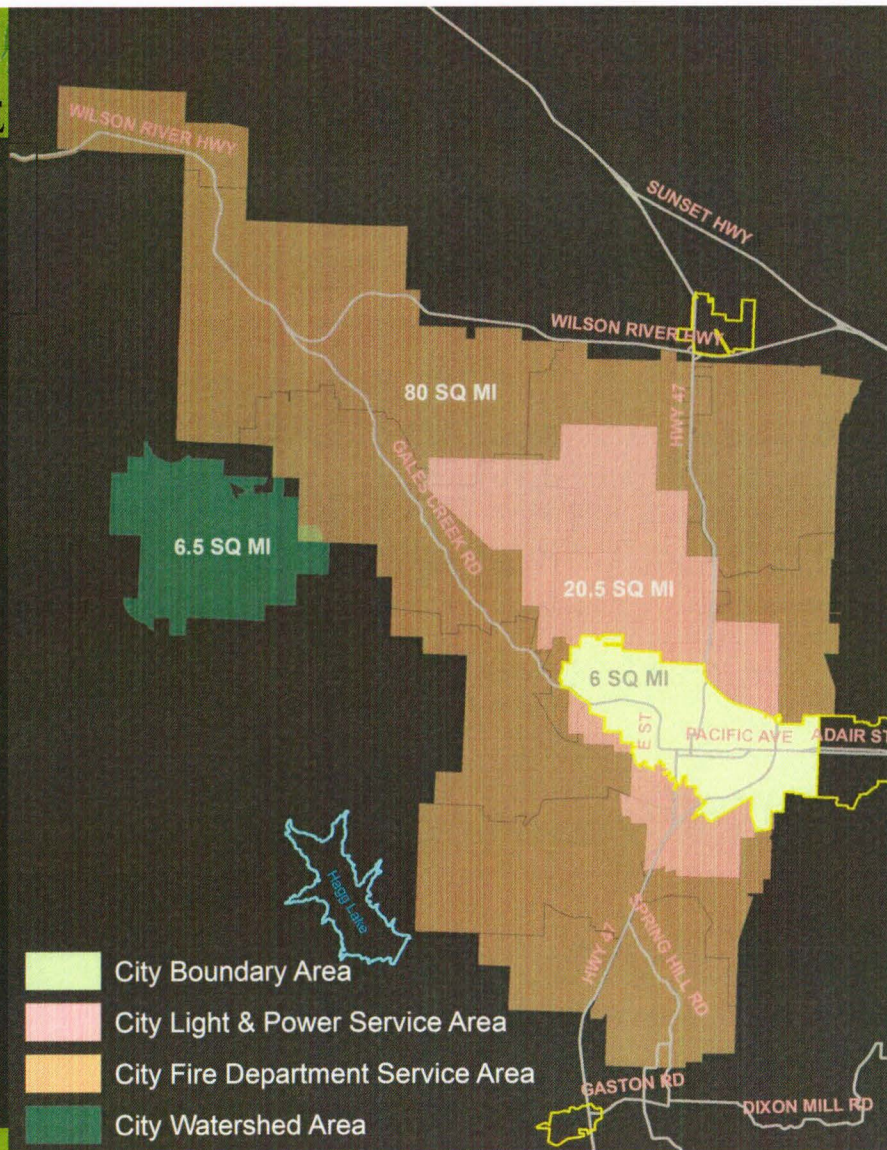
GIS Update Agenda

- City of Forest Grove Service Area Overview
- History of Mapping and GIS in The City of Forest Grove
- City Council Vision of GIS for the City
- GIS Conversion Process
- Data Model & Maintenance Tools
- Current Overall Production Process
- Map Viewer Application for the Organization
- Impact and Future of GIS in The City of Forest Grove
- Conclusion

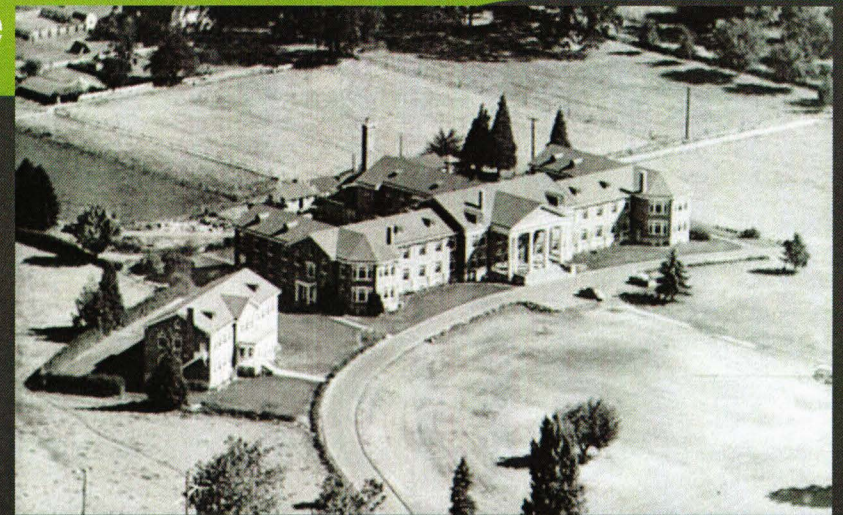


FOREST GROVE

Area of Services Overview



History of Mapping in Forest Grove



Main Street looking South, Forest Grove, Oregon.

Mapping/GIS Timeline

1894
First City Map

1994 Investment CAD
Eng/L&P

2006
Investment ArcView
ESRI

2010
ArcMap ESRI Eng CD
Fire

2014 GIS
Assessment Study

2015-2016
GIS Enterprise
Conversion
Implementation



City Council Vision of GIS for the City

- Unify the GIS system for all City Departments.
 - Ability to link to other systems at the City.
 - Secure environment
 - Multi-user editing
- Automated scripts for data exchange
- Public Mapping Interface.
- Enable field data collection.
- Consume/Report GIS data via mobile devices.



GIS Conversion: Silos to Enterprise



CAD

Microstation

Excel

Other

Standardized
Centralized
Data Container

Eliminating Silos of Geographic Data

Enables data to flow through the organization in the form of a map

Microsoft
SQL Server 2012

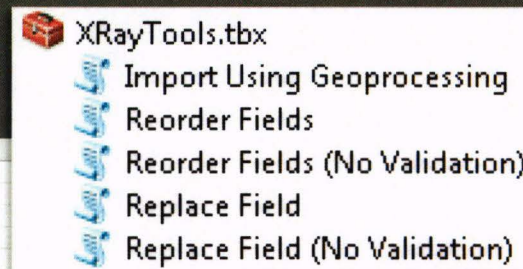
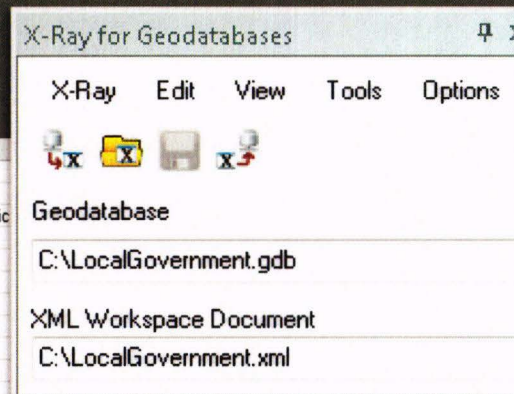
City GIS Data Model

- Local Government Information Model (LGIM)

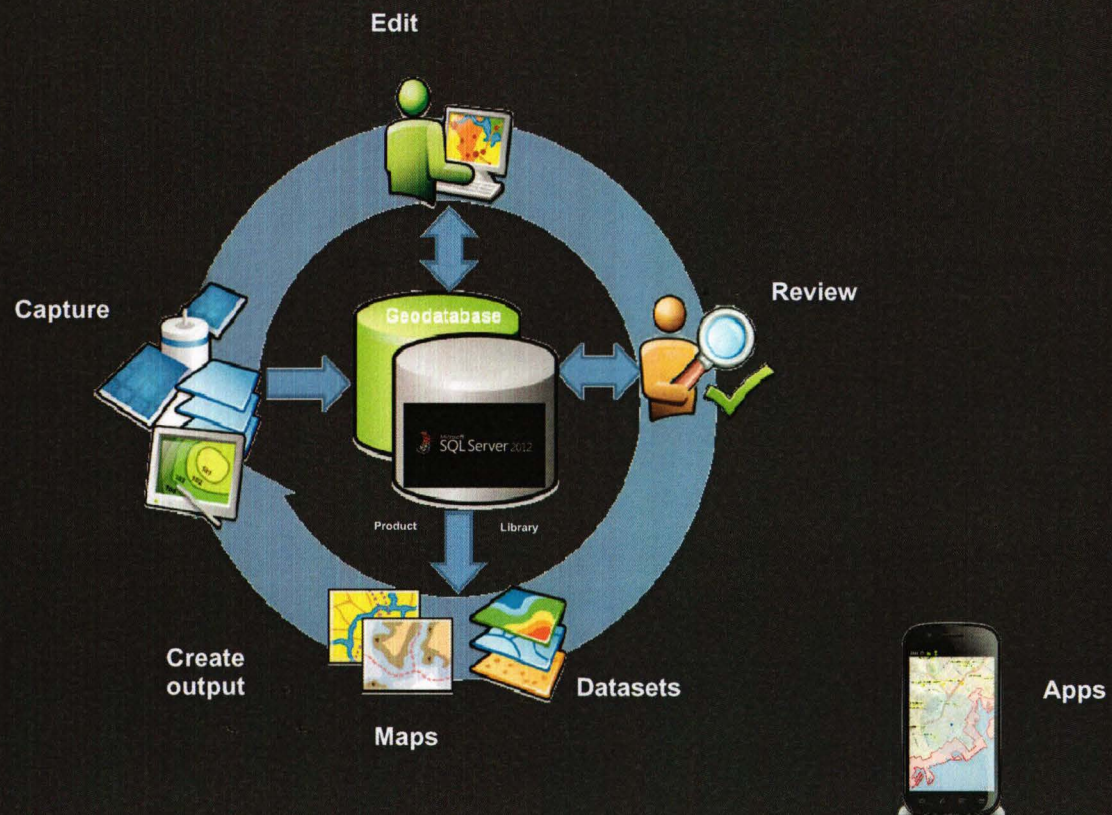
- * Standarize Data
- * Data Sharing
- * Didn't re-Invent Wheel

	A	B	C	D
1	FeatureClassName	SiteAddressPoint		
2	DatasetType	FeatureClass		
3	Description	Site address points represent the location of site or service		
4	FeatureDataset	Address		
5	Tags	Addresses and Names		
6	ShapeType	Point		
7	FeatureType	Simple		
8	AliasName	Site Address Points		
9	HasM	false		
10	HasZ	false		
11	SubtypeFieldName	null		
12	DefaultSubtype	null		
13	DSID	955		

	A	B	C	D	E	F	G	H	I	J
15	Fields									
16	FieldName	Type	Length	Description	AliasName	DomainName	DefaultValue	IsNullable	Precision	Scale Required
17	SITEADDID	String	20	Locally assigned site address point identifier	Site Address ID	null	null	true	0	0 null
18	ADDPKEY	String	20	Unique address point identifier - Foreign Key	Address Point ID	null	null	true	0	0 null
19	PREADDRNUM	String	5	The address number prefix	Address Number Prefix	null	null	true	0	0 null
20	ADDRNUMSUF	String	5	The address number suffix	Address Number Suffix	null	null	true	0	0 null
21	ADDRNUM	String	20	The full address number	Full Address Number	null	null	true	0	0 null
22	ADDRRANGE	String	50	Address range when a point describes a set of addresses	Address Range	null	null	true	0	0 null
23	UNITTYPE	String	10	The address unit type	Address Unit Type	AddressUnitType	null	true	0	0 null
24	UNITID	String	10	The address unit designation	Address Unit Number	null	null	true	0	0 null
25	ALTUNITTYPE	String	10	The alternate or secondary address unit type	Alternate Address Unit	AddressUnitType	null	true	0	0 null
26	ALTUNITID	String	10	The alternate or secondary address unit designation	Alternate Address Unit	null	null	true	0	0 null



Overall GIS Production Process



Map Viewer Application

The screenshot displays the 'Forest Grove Internal Viewer' application. The main map area shows a residential neighborhood with streets including 36th Avenue, 35th Avenue, 34th Place, Hartford Drive, 33rd Place, Larabee Oaks Street, Larrabee Street, Oakcrest Drive, and David Hill Road. A search bar at the top left contains the address '3467 Oakcrest Dr, Forest G'. Below the search bar, a dropdown menu shows search results for '3467...'. A pop-up window displays details for the selected address:

Full Address	3467 Oakcrest Dr
Place Name	
Municipality Name	Forest Grove
Tax Lot Account Number	1N425CB05000
Emergency Service Number	
Public Safety Answering	

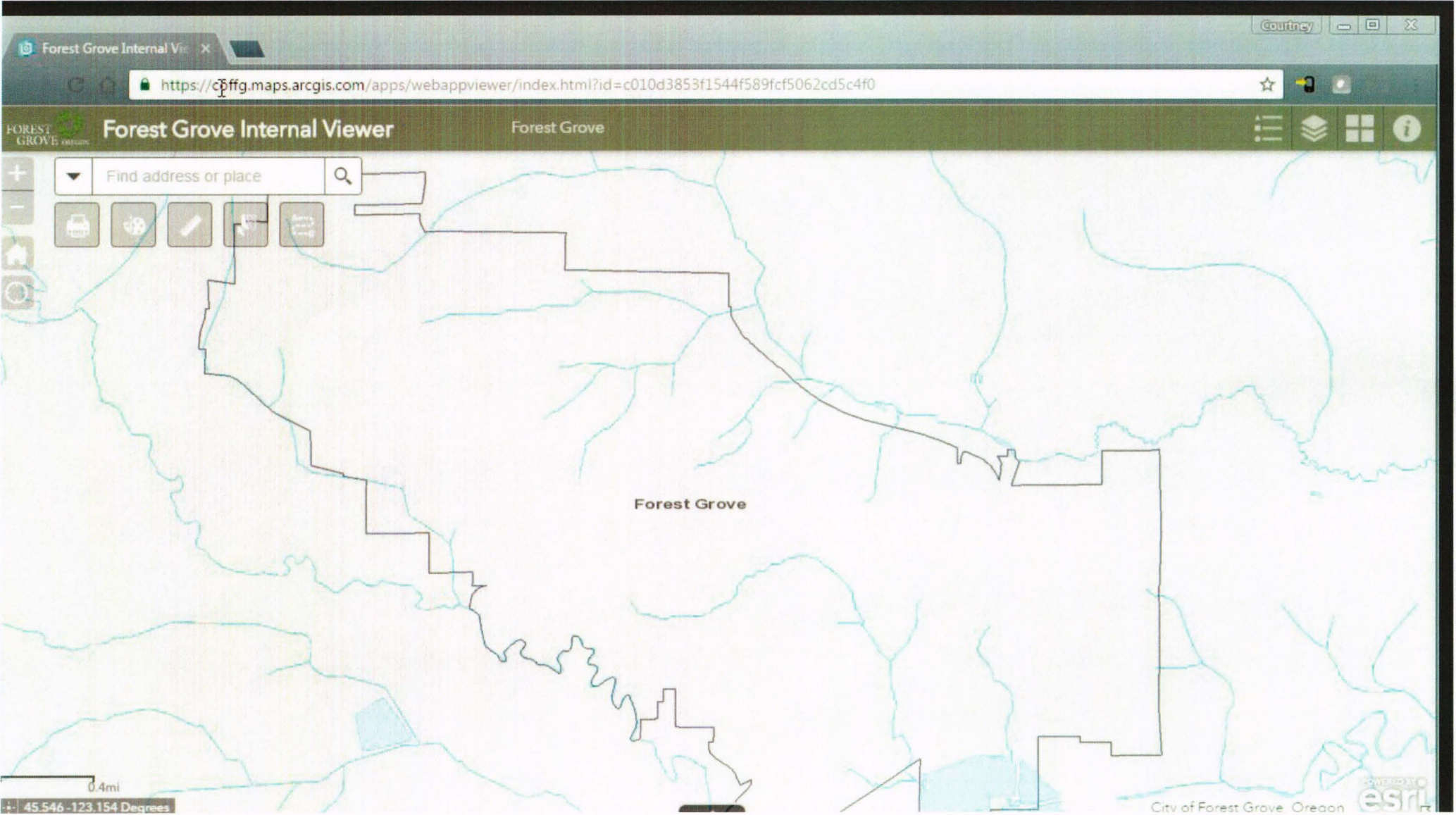
On the right side, a 'Layer List' panel is visible, showing a 'Primary Underground Bank: 56937' and various utility details:

FacilityId	56937
PrimaryType	Single Phase
UnitCount	
WireType	
VerificationDate	
Remarks	
Link	
MapId	1n4w25c

The bottom left corner features the Forest Grove Oregon logo and the tagline 'A place where businesses and families thrive.'

viewer

Snapshot of Forest Grove's Webapp

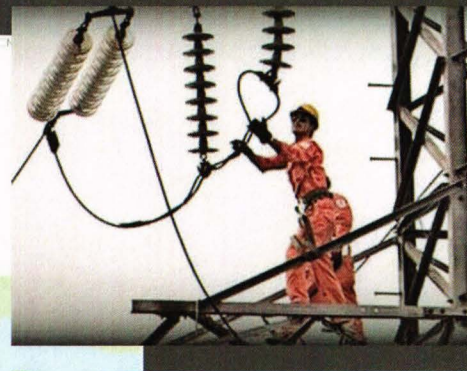
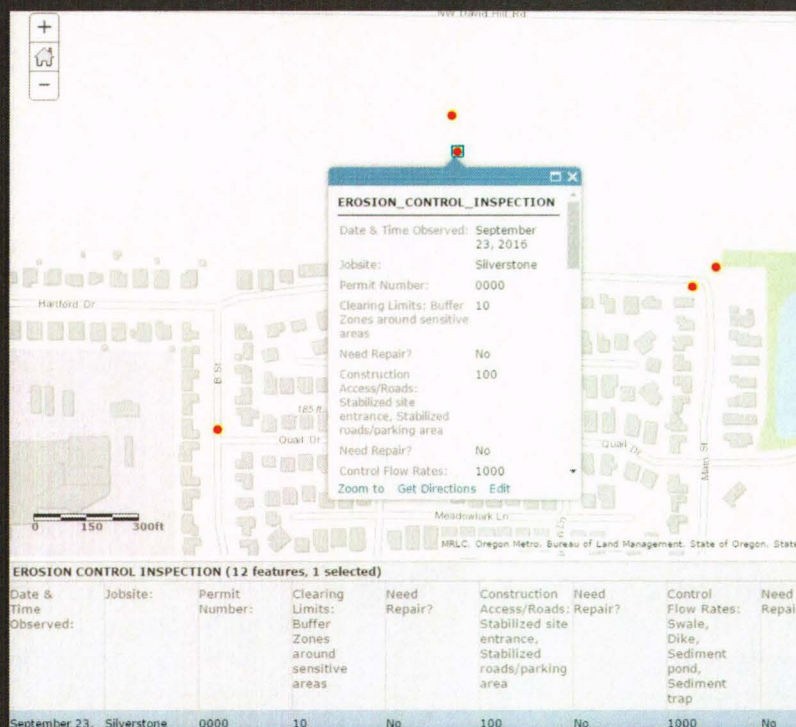
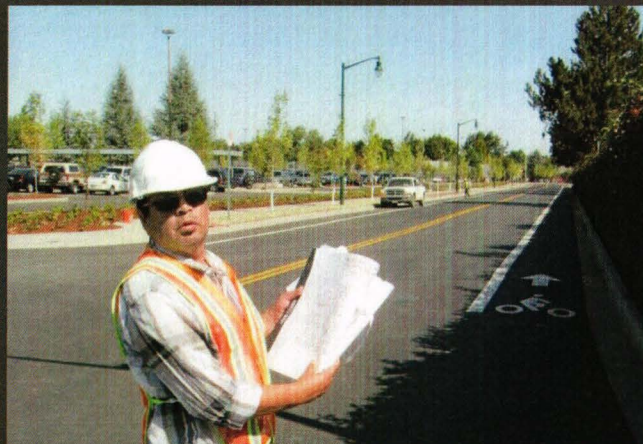






Conclusion

imagine create empower



About the presenter

Questions?

- About the presenter
 - Leo Cortés | lcortes@forestgrove-or.gov
 - Engineering Tech / GIS Coordinator, City of Forest Grove
 - MEng-GIS University of Colorado Denver



CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: December 12, 2016

PROJECT TEAM: Tom Gamble, Director, Parks and Recreation
Paul Downey, Director, Administrative Services

SUBJECT TITLE: Amendment to Purchase and Sale Agreement with Friends of Historic Forest Grove

ACTION REQUESTED:

☐	Ordinance	☐	Order	☒	Resolution	☐	Motion	☐	Informational
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X all that apply

ISSUE STATEMENT: The Friends of Historic Forest Grove and the City of Forest Grove Parks and Recreation Department wish to extend by two (2) years the deadline date for locating, surveying and recording easement locations on property owned by the City of Forest Grove which is adjacent to property owned by the Friends of Historic Forest Grove known as the A.T Smith House.

BACKGROUND: At the September 8th, 2014 meeting of the City Council, Resolution No. 2014-69 was approved. This resolution authorized the City Manager to complete the purchase of property from the Friends of Historic Forest Grove. The purchase and sale agreement had several elements that the City and Friends agreed to. One of these elements was the City would allow the Friends of Historic Forest Grove easements across the City's property for ingress, egress, parking and all utilities that would serve the A.T. Smith House. These easements were to be recorded within two (2) years of closing or completion of the Parks Master Plan.

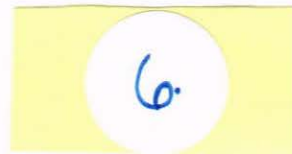
The Parks Master Plan was adopted in October, 2016 and it included the property noted above. Despite diligence and steady progress from both the City and Friends, a more complete site plan is necessary to fully locate, survey, and record the easements. The Friends agree an extension is prudent and necessary to allow more time to fully conceptualize the site.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends City Council adopt the attached Resolution approving to extend the recording of easements for an additional two (2) year period until December 12, 2018.

ATTACHMENT(s): *First Amendment to Purchase and Sale Agreement
*Property Legal Description

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RESOLUTION NO. 2016-71

**RESOLUTION AUTHORIZING CITY MANAGER TO ENDORSE THE FIRST
AMENDMENT TO THE PURCHASE AND SALE AGREEMENT FOR PROPERTY
PURCHASED FROM THE FRIENDS OF HISTORIC FOREST GROVE**

WHEREAS, the City of Forest Grove purchased real property from the Friends of Historic Forest Grove; and

WHEREAS, within the Purchase and Sale agreement, the parties agreed to record ingress, egress, parking and utility easements within two (2) years of closing; and

WHEREAS, the parties agree that an extension is necessary to fully conceptualize the site and in doing so, identify, locate, survey and record easements, and

WHEREAS, the 2016 Parks Master Plan has led to a partial conceptualization of the site and both parties continue to work diligently and collaboratively on further conceptualization.

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

Section 1. Paragraph 6.5 of the Purchase and Sale Agreement entered November 6, 2014, is hereby amended to read as follows: "6.5 Easements. Buyer shall grant and record easements for vehicular ingress and egress, utilities and parking for the benefit of the property located at 240 Elm Street, Forest Grove, Oregon, Tax Lot 1S307AB00500, upon, across, and over the Property (the "Easements"). The Easements must be mutually agreeable to both parties and will be located, surveyed and recorded by December 12, 2018, subject only to the condition that the Easements must accommodate school busses and school bus turnarounds. This condition shall survive Closing."

Section 2. The City Manager is authorized to endorse the First Amendment to the Purchase and Sale Agreement attached as Exhibit A.

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

PRESENTED AND PASSED this 12th day of December, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of December, 2016.

Peter B. Truax, Mayor

FIRST AMENDMENT TO PURCHASE AND SALE AGREEMENT

THIS FIRST AMENDMENT TO PURCHASE AND SALE AGREEMENT (this “Agreement”) is made and entered into as of December __, 2016, by and between Friends of Historic Forest Grove, Inc., an Oregon corporation (“Seller”), and the City of Forest Grove, an Oregon municipal corporation (“Buyer”).

RECITALS

A. Seller sold the real property located in Forest Grove, Oregon, in the County of Washington, State of Oregon, commonly known as Map and Tax Lot Number 1S307AB 00800, and more particularly described on the attached Exhibit A (the “Property”) to Buyer on or about December 12, 2014 (the “Sale”). The Purchase and Sale Agreement for the Sale was executed on November 6, 2014 (the “Purchase and Sale Agreement,” or “PSA”).

B. In the PSA, Seller reserved easements to benefit its adjacent property for utilities, access and parking, which were to be agreed upon and recorded either: (1) after the Buyer completes the master plan for the park that will be located on the Property, or (2) within two years of Closing, whichever came first. This provision, section 6.1 of the PSA, survived the Closing of the Sale.

C. Despite steady progress, Buyer has not yet completed the site design for the proposed park, and the two year anniversary of the Closing is approaching. The Parties agree that it is too soon to identify the placement of the easements, and wish to postpone the deadline for locating, surveying and recording the locations of the easements for up to two more years.

Therefore, the Parties hereby agree as follows:

Paragraph 6.5 of the Purchase and Sale Agreement entered November 6, 2014, is hereby amended to read as follows:

6.5 Easements. Buyer shall grant and record easements for vehicular ingress and egress, utilities and parking for the benefit of the property located at 240 Elm Street, Forest Grove, Oregon, Tax Lot 1S307AB00500, upon, across, and over the Property (the “Easements”). The Easements must be mutually agreeable to both parties and will be located, surveyed and recorded *by December 12, 2018*, subject only to the condition that the Easements must accommodate school busses and school bus turnarounds. This condition shall survive Closing.

All other terms of the PSA remain unchanged.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the last date of signature specified below.

SELLER:

Friends of Historic Forest Grove, Inc.,
an Oregon corporation

BUYER:

City of Forest Grove,
an Oregon municipal corporation

Print Name:

Title: President

Date: _____

Print Name: Jesse VanderZanden

Title: City Manager

Date: December 12, 2016

Exhibit A
Property Legal Description

Real property in the City of Forest Grove, County of Washington, State of Oregon, described as follows:

A PORTION OF PARCEL 3 OF A PARTITION PLAT NO. 2003-074 SITUATED IN THE NORTHEAST QUARTER OF SECTION 7, TOWNSHIP 1 SOUTH, RANGE E WEST OF THE WILLAMETTE MERIDIAN, CITY OF FOREST GROVE, COUNTY OF WASHINGTON, STATE OF OREGON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE INITIAL POINT, BEING THE EAST CORNER OF SAID PARCEL 3, ALSO BEING A 5/8 INCH IRON ROD WITH A YELLOW PLASTIC CAP MARKED "CHASE, JONES & ASSOC."; THENCE NORTH 30°15'31" WEST ALONG THE NORTHEAST LINE OF SAID PARCEL 3, A DISTANCE OF 250.12 FEET; THENCE SOUTH 59°44'29" WEST ALONG THE SOUTHEAST LINE OF ELM STREET, ALSO BEING THE WEST CORNER OF THE STATUTORY WARRANTY DEED RECORDED AS FEE NUMBER 2010-041974 ON JUNE 3, 2010, A DISTANCE OF 66.00 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 30°15'31" EAST ALONG THE SOUTHWEST LINE OF SAID STATUTORY WARRANTY DEED, A DISTANCE OF 253.58 FEET TO THE SOUTHEAST LINE OF SAID PARCEL 3; THEN SOUTH 56°44'55" WEST ALONG SAID SOUTHEAST LINE, A DISTANCE OF 460.54 FEET TO THE SOUTH CORNER OF SAID PARCEL 3; THENCE NORTH 35°23'29" WEST ALONG THE SOUTHWEST LINE OF SAID PARCEL 3, A DISTANCE OF 285.16 FEET TO THE WEST CORNER OF SAID PARCEL 3; THEN NORTH 54°36'30" EAST ALONG THE NORTHWEST LINE OF SAID PARCEL 3, A DISTANCE OF 487.39 FEET TO THE NORTH CORNER OF SAID PARCEL 3; THENCE SOUTH 30°15'31" EAST ALONG THE NORTHEAST LINE OF SAID PARCEL 3, A DISTANCE OF 50.00 FEET TO THE POINT OF BEGINNING.

NOTE: This Legal Description was created prior to January 01, 2008.

Subject to:

1. Covenants, conditions, restrictions and/or easements, if any, affecting title, which may appear in the public record, including those shown on any recorded plat or survey.



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #:

MEETING DATE:

FINAL ACTION:

7.

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: December 12, 2016

PROJECT TEAM: Paul Downey, Administrative Services Director
Jon Holan, Community Development Director

SUBJECT TITLE: Resolution Approving Agreement with DOR for Marijuana Tax Collection

ACTION REQUESTED:

☐ Ordinance	☐ Order	☒ Resolution	☐ Motion	☐ Informational
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X all that apply

ISSUE STATEMENT: The City needs to begin collecting the voter-approved 3% sales tax on the retail sales of marijuana. The Oregon Department of Revenue (DOR) is willing to collect the tax on behalf of the City and remit the net taxes collected to the City. DOR has prepared a standard Marijuana Tax Collection Agreement for the City's approval. Staff has prepared a resolution authorizing the City Manager to sign the contract for Council consideration.

BACKGROUND: The City Council adopted Ordinance No. 2016-15 to establish a 3% sales tax on retail sales of marijuana subject to voter approval. The voters approved the tax on November 8, 2016, by a 74% to 26% margin. The Ordinance directs the Council to take actions necessary to implement collection of the tax. Staff considered the City collecting the tax itself or having the DOR collect the tax. A work session was held with the Council at the November 28, 2016, meeting at which staff explained to the Council its recommendation to have the DOR collect the tax on behalf of the City.

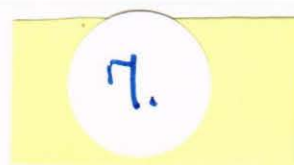
Estimates of the annual taxes collected for the City are \$36,500 to \$40,500. The DOR will initially withhold 4% of the City's tax collected and will remit the balance to the City quarterly. The DOR will charge the City its share of the actual cost of collecting taxes for the City which is estimated to be \$1,160 the first year and \$760 after the first year. Once a year, the DOR will reconcile the actual costs of collecting the tax to the 4% being withheld. The DOR will either: 1) remit the difference to the City if the 4% withheld is greater than the actual costs; or 2) withhold the additional costs from the next quarterly payment if the 4% withholding does not cover the actual costs of collection. Current estimates are the 4% withholding will exceed the actual costs of collecting the tax.

Staff contacted the DOR to see if the proposed agreement can be modified for an individual city. The DOR responded that the contract was established by the DOR and the Oregon Department of Justice. All governmental entities are required to sign this contract and the contract is the same for all agencies. The City must accept the agreement as it is written if the City wants the DOR to collect the tax on its behalf.

FISCAL IMPACT: The fiscal impact of having the DOR collect the tax is that the State will charge the City the fees listed above and that will reduce the net amount of tax collected. If the City does not sign the agreement, it will have to implement its own system to collect the tax and if there are any difficulties in collecting the tax, the costs of the City enforcing the collection of the tax could easily exceed the costs of the DOR collecting the tax for the City.

STAFF RECOMMENDATION: Staff recommends the City Council adopt the attached resolution approving the Marijuana Tax Collection Agreement between the City and the DOR.

ATTACHMENT(s): Resolution Approving Marijuana Tax Collection Agreement
Marijuana Tax Collection Agreement



RESOLUTION NO. 2016-72

RESOLUTION AUTHORIZING APPROVAL OF THE MARIJUANA TAX COLLECTION AGREEMENT BETWEEN THE STATE OF OREGON DEPARTMENT OF REVENUE (DOR) AND CITY OF FOREST GROVE AND AUTHORIZING CITY MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY

WHEREAS, the City passed Ordinance No. 2016-15 authorizing a three percent sales tax on the retail sales of marijuana subject to voter approval; and

WHEREAS, voters approved the sales tax at the November 8, 2016, election; and

WHEREAS, the ordinance directs the City to take actions necessary to collect the tax; and

WHEREAS, the City desires to enter into an agreement with the DOR to collect the tax on behalf of the City.

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

Section 1. The City Council hereby approves the Marijuana Tax Collection Agreement between DOR and City attached as Exhibit A.

Section 2. The City Council hereby authorizes the City Manager to execute the agreement on behalf of the City.

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

PRESENTED AND PASSED this 12th day of December, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of December, 2016.

Peter B. Truax, Mayor

MARIJUANA TAX COLLECTION AGREEMENT

This Marijuana Tax Collection Agreement (“Agreement”) is entered into between the State of Oregon, acting by and through its Department of Revenue (the “Department”) and the City of Forest Grove (“City”), under the authority of ORS 305.620.

In consideration of the conditions and promises hereinafter contained, it is mutually agreed by the parties that the Department shall supervise and administer, according to the terms and conditions set forth in this Agreement, the Local Tax on sales of marijuana items by Marijuana Retailers authorized under ORS 475B.345 and approved by the voters of City.

(1) Definitions. As used in this Agreement the following terms have the meanings ascribed to them:

(a) “Confidential Information” means the information on Local Tax returns administered pursuant to ORS 305.620, any information in the reports required under Sections 8 and 9 of this Agreement from which information about a particular Local Taxpayer is discernable from the report due to a small number of Local Taxpayers in City or similar factors, and any other information exchanged between the Department and City related to this Agreement, that is confidential under ORS 314.835.

(b) “Fees” means collectively the Administrative Services Fee, the Business Fee and the Core Systems Replacement Fee described in Section 5 of this Agreement.

(c) “Local Government” means a city or county that has entered into a form of this agreement with the Department under the authority of ORS 305.620 for the Department to collect Local Taxes authorized under ORS 475B.345.

(d) “Local Tax” or “Local Taxes” means the Marijuana Tax imposed by City, together with any additional interest or penalties provided for by statute or the Department’s rules; it does not include any additional penalties or fees that City may assess against its Local Taxpayers.

(e) “Local Taxpayer” means a licensed Marijuana Retailer located in the taxing jurisdiction of City.

(f) “Marijuana Retailer” has the meaning given in ORS 475B.015.

(g) “Marijuana Tax” means the tax imposed on sales of marijuana items by Marijuana Retailers pursuant to ORS 475B.345.

(h) “Marijuana Taxpayer” means a licensed Marijuana Retailer that is subject to the Marijuana Tax imposed by a Local Government.

(i) “Ordinance” means the ordinance adopted by the governing body of City and approved by the voters of City on 11/8/2016, a copy of which is attached hereto as Exhibit B and by this reference incorporated herein.

(2) General Administration. The Department shall be responsible for all aspects of Local Tax administration, including, but not limited to, adopting administrative rules; auditing

returns; assessing deficiencies and collecting the Local Tax and penalties and interest under applicable statutes, including but not limited to ORS 305.265, ORS 305.220, and ORS 314.400; making refunds; holding conferences with Local Taxpayers; handling appeals to the Oregon Tax Court; issuing warrants for the collection of unpaid taxes; determining the minimum amount of Local Tax economically collectible; and taking any other action necessary to administer and collect the Local Taxes. The Department has adopted rules addressing the requirements for paying taxes with currency and other matters related to the taxation of marijuana under ORS chapter 475B. City understands and agrees that such rules will be applied to Local Taxpayers.

(3) Level of Service. In performing its duties, the Department may in its sole discretion determine what action shall be taken to enforce provisions of the law and to collect the Local Tax. In exercising its discretion, the Department shall provide a level of services that are comparable to the level of services it provides in the administration of the State of Oregon marijuana tax laws and the collection of such taxes owed to the State of Oregon. If the Department deems it necessary to vary substantially from this standard, the Department shall first notify City of the need and obtain City's consent. The Department shall provide all forms necessary for implementation of the Local Tax, including forms for Marijuana Tax returns, exemptions and refunds.

(4) Transfer of Taxes to City. Beginning at the end of the first full quarter after execution of this Agreement, the Department shall remit to City the amount of Local Taxes collected in the preceding quarter less amounts withheld to pay the Department's Fees and other costs as described in this Agreement within 60 days of the return due date for the quarter. The Department shall notify City if, because of inability to move funds electronically or otherwise through the banking system, a force majeure event described in Section 26 of this Agreement or other exigent circumstance, the Department is unable to transfer the Local Tax collected to City as provided in this Section. In that event, the Department shall provide an estimate, if possible, of when it expects to be able to transfer the Local Taxes collected to City. The Department may enter into an agreement with another state government agency to fulfill the requirements of this Section 4, provided that said government agency can comply with the requirements of this section.

(5) Costs. In order to recover its costs to collect and transfer the Local Tax as provided in this Agreement the Department shall be paid the following three fees:

(a) "Administrative Services Fee": Pays for the establishment and maintenance of financial systems needed to administer and distribute Local Taxes. The fee shall be calculated annually as a percentage of the equivalent of 60 hours of work conducted for the Department of Revenue by the Department of Administrative Services, divided among the Local Governments in proportion to the number of Marijuana Taxpayers in each Local Government.

(b) "Business Fee": Pays for the Local Tax administration activities set forth in this Agreement. The fee shall be calculated as a percentage of the Department's Business Division annual expenses for the administration of all marijuana taxes, with the total fee increasing in direct proportion to the number of Local Taxpayers. The total amount per Local Taxpayer billed

to City under the Business Fee shall not exceed 0.05 percent of the Department's Business Division expenses for the administration of all marijuana taxes;

(c) "Core Systems Replacement fee": Charged only one time after execution of this Agreement and calculated as a flat fee per Local Taxpayer. The total Core Systems Replacement Fee shall not exceed two hundred dollars (\$200.00) per Local Taxpayer in the first full quarter following execution of this Agreement.

FOR EXAMPLE, in a hypothetical with the following assumptions:

250 Marijuana Taxpayers

50 Local Taxpayers in the City of Mainville

2 Local Taxpayers in the City of Middletown

Business Division's Marijuana Expenses: \$500,000 per year

Hourly DAS rate: \$99/hour

The fees would be calculated as follows:

Administrative Services Fee = $(\$99/\text{hour} * 60 \text{ hours}) / 250 \text{ Marijuana Taxpayer} = \$23.76 \text{ per Local Taxpayer per year}$

Business Fee = $\$500,000 \text{ in marijuana expenses per year} * 0.05\% = \$250 \text{ per Local Taxpayer per year}$

Core Systems Replacement Fee = \$200 per Local Taxpayer, one time

City of Mainville, year 1: $(\$23.76 \text{ Administrative Services Fee} + \$250 \text{ Business Fee} + \$200 \text{ Core Systems Replacement Fee}) * 50 \text{ Local Taxpayers} = \$23,688 \text{ in costs}$

City of Mainville, subsequent years: $(\$23.76 \text{ Administrative Services Fee} + \$250 \text{ Business Fee}) * 50 \text{ Local Taxpayers} = \$13,688 \text{ in costs}$

City of Middletown, year 1: $(\$23.76 \text{ Administrative Services Fee} + \$250 \text{ Business Fee} + \$200 \text{ Core Systems Replacement Fee}) * 2 \text{ Local Taxpayers} = \947.52 in costs

City of Middletown, subsequent years: $(\$23.76 \text{ Administrative Services Fee} + \$250 \text{ Business Fee}) * 2 \text{ Local Taxpayers} = \547.52 in costs

(e) In addition to the Fees described above, the Department may withhold or invoice City for the Department's costs to administer extraordinary services not described in this Agreement related to the Local Tax; such extraordinary costs may include, without limitation, requests for audits from City that exceed the scope of the Department's normal audit procedures, requests for research or advice from the Department or the Oregon Department of Justice attorneys, or specially appointed counsel, regarding the Local Tax.

(f) If the Department determines that its costs cannot be covered by the maximum fees outlined in this Section 5, the Department will notify City of the amount by which the Department has determined the Fees must increase. If the Department and City do not agree upon a Fee increase and related amendment to this Agreement, then this Agreement may be terminated by either party in accordance with Section 16 of this Agreement.

(g) The Department shall not collect more in fees than its costs to administer the Local Tax, per ORS 305.620(5). It is using the above formula in the interests of producing its best estimate of costs.

(6) Withholding for Fees and Rebate. The Department shall withhold from the Local Taxes collected and each transfer to City an amount equal to four percent (4%) of the Local Taxes collected. In the first quarter of each calendar year the Department will reconcile the amounts withheld in the previous year with the total fees assessed, and provide such reconciliation in the Department's annual report described in Section 9 of this Agreement. If the amount withheld in a calendar year exceeds the amount of the Department's Fees, the Department will rebate the balance of the Local Taxes withheld to City by the end of the first quarter following the year of withholding. If the amount withheld does not cover the Department's Fees for the preceding year, the amount of the shortfall will be withheld from subsequent transfers of Local Taxes collected until the Department's Fees are fully paid, or in its discretion the Department may invoice City for the unpaid amount of the Department's Fees.

(7) Recovery of Overpayments. If the amount of Local Taxes paid to City under this Agreement, exceed the amount to which City is entitled, the Department may, after notifying City in writing, withhold from later payments due City under this Agreement, such amounts, over such periods of time, as are necessary to recover the amount of the overpayment.

(8) Department Quarterly Reports. Beginning with the first full calendar quarter after the execution of this Agreement and continuing each calendar quarter thereafter, within sixty (60) days after the due date for quarterly Local Tax returns, the Department shall provide City with a report indicating the amount of Local Taxes collected, any extraordinary costs assessed, the amount withheld under Section 6 of this Agreement and the cumulative amount of delinquent Local Taxes for each Marijuana Retailer in City's jurisdiction. The information in this report must be treated as potentially revealing Confidential Information, and shall be protected as described in Section 15. City should make all efforts to prevent Confidential Information from being released. The Department and City shall disclose any non-confidential information in a report when required to do so by law, including the Oregon Public Records Law, ORS 192.410 to 192.505.

(9) Department Annual Reports. In the first calendar quarter of each year, the Department shall make a written annual report of the preceding calendar year to City showing the total amount of Local Taxes collected, refunds paid, the expenses of administering and collecting the Local Tax, and other pertinent information. The report shall show the total amount withheld by the Department under Section 6 of this Agreement, and shall show the Department's expenses by its Fee categories. In such report, the Department shall also make recommendations

concerning changes in Local Tax Ordinances, procedures, policies, Local Tax administration and related matters, as the Department deems necessary and appropriate. The information in this report must be treated as potentially Confidential Information, and shall be protected as described in Section 15. City should make all efforts to prevent Confidential Information from being released. The Department and City shall disclose any non-confidential information in the report when required to do so by law, including the Oregon Public Records Law, ORS 192.410 to 192.505.

(10) City Reports. Within sixty (60) days of the effective date of this Agreement, City shall provide the Department with a list of Local Taxpayers in its jurisdiction and a list of zip code areas that are within its jurisdiction for purposes of imposing the Local Tax. City shall provide an updated list of Local Taxpayers to the Department each calendar quarter thereafter. City shall review all reports and reconciliations provided by the Department and promptly notify the Department of any perceived errors or omission in such reports.

(11) Records Maintenance and Access. Each party shall maintain its records relevant to this Agreement, the Local Taxes and Local Taxpayers for the period of time specified and in the manner required under the document retention and archiving requirements applicable to it that are established under ORS 192.005 to 192.170. Upon written request, each party may examine the records of the other party at a time and location that is convenient and without extra cost to the holder to the records; provided, however, any requests for records made in connection with litigation or other efforts to collect the Local Tax shall be immediately provided in the time and manner requested.

(12) Ordinance and Notification of Changes. Contemporaneous with the execution of this Agreement, City shall provide a copy of the Ordinance to Department for incorporation into this Agreement as Exhibit B. In order to insure consistency in administration of the Local Tax, each party shall notify the other of any change in the Ordinance and any state or local regulations or rulings interpreting the Local Tax or the Ordinance, any changes in rates or changes in the City's boundary at least ninety (90) days prior to the effective change, unless it is not legally possible to provide ninety (90) days' notice or both parties mutually agree to effect such changes in less than ninety (90) days. Each party shall notify the other of any change in administration of the Local Tax under this Agreement. The parties shall cooperate in amending the Ordinance or in seeking amendments to ORS 475B.345 or ORS 305.620 which they deem necessary.

(13) Information. The parties will cooperate in the exchange of information and making public announcements to facilitate effective administration of the Local Tax and maintain consistency in public announcements and information. Policy announcements, announcement of changes in the Ordinance, and all correspondence relating to public relations will be handled by City. The Department shall promptly notify City of any matter arising in the administration of the Marijuana Tax that would require any legislative change or affect City's policy, including any policy that relates to the amount of Local Tax collected. Nothing in this section shall prohibit the Department from conducting its own outreach activities to increase awareness and knowledge of local tax obligations.

(14) Limits and Conditions. To the extent limited by applicable provisions of Article XI of the Oregon Constitution or other governing law, and within the limits of the Oregon Tort Claims Act applicable respectively to the Department and City, each party shall indemnify the other for damage to life or property arising from their respective duties and obligations under this Agreement, provided neither party shall be required to indemnify the other for any such liability arising out of a party's own negligent or wrongful acts.

(15) Confidentiality.

(a) Confidential Information may be disclosed only to City as principal, by the Department as its agency, for purposes of carrying out the administration of the Local Tax imposed by City. Requests for Confidential Information shall be made by City by giving not less than ten (10) days' notice to the Department, stating the information desired, the purposes of the request, and the use to be made of such information. If the compilation of information is not feasible, the Department shall so advise City.

(b) ORS 314.840(3) requires that employees and representatives of City who receive Confidential Information must be advised in writing of the provisions of ORS 314.835 and 314.991(3), relating to the penalties for unlawful disclosure. Prior to being given access to Confidential Information, all City employees involved in the performance of this Agreement must review the DOR Secrecy Clause and sign the DOR Secrecy Laws Certificate (substantially in the form of Exhibit A, attached hereto and by this reference incorporated herein) certifying the employee understands the confidentiality laws and the penalties for violating them. Annually thereafter, (on or before a date specified by the Department), or upon request by the Department, such City employees must review and sign the latest versions of the Secrecy Clause and the Secrecy Laws Certificate. All signed Secrecy Laws Certificates must be immediately emailed to both the designated Department Authorized Representative (indicated below) and the Department's Disclosure Office (disclosure.office@oregon.gov). When the employee terminates employment with City, City will forward the certificate to the Department's Disclosure Officer indicating the employee is no longer employed by City. A listing of every person authorized to request and receive Confidential Information identified in this Agreement will be sent to the following designated representative:

John Galvin, Marijuana Tax Program Manager, marijuanatax.DOR@oregon.gov

(c) Upon request and pursuant to the instructions of DOR, City shall return or destroy all copies of Confidential Information provided by DOR to City, and City shall certify in writing the return or destruction of all such Confidential Information.

(d) The administrative rules implementing ORS 314.835 and ORS 314.840 as amended from time to time during the term of this Agreement, shall apply to this Agreement.

(16) Term. The term of this Agreement shall be from the date it is executed by all parties and until it is terminated by operation of law or by either party at its discretion upon at least ninety (90) days prior written notice. Prior to the termination date specified in written notice provided under this section or Section 17 below, City and the Department will continue to

perform their respective duties and obligations of under this Agreement. After the termination date, the Department will cease all collection and other activities under this Agreement, unless prior to the termination date the Department and City agree in writing that the Department may continue actions that are pending before the Oregon Tax Court or the Oregon Supreme Court, or are being collected after judgment or stipulation. In addition, after the termination date the Department will continue to remit to City any Local Taxes received by the Department, after deduction of the Department's actual costs, until all matters pending on the date of termination have been resolved or collected. The Department will administer the Local Tax for City for each calendar quarter commencing after this Agreement is executed; provided, however, if this Agreement is fully executed on or before the 15th day of the calendar quarter, the Department will administer the Local Tax for the quarter in which this Agreement is executed.

(17) Default and Remedies. A party shall be in default under this Agreement if it fails to perform any of its duties and obligations under this Agreement, and fails to cure such nonperformance within ninety (90) days after the other party provides written notice specifying the nature of the nonperformance. If the nonperforming party does not cure its nonperformance, or provide a satisfactory explanation to the other party of its performance under this Agreement, the other party may terminate this Agreement immediately or at a later date specified in written notice provided to the nonperforming party. In addition to termination of this Agreement, in the event of default by a nonperforming party, the other party may pursue any remedies available in law or equity, including an action for specific performance.

(18) Notices. All notices, documents, and information shall be sent as follows:

City of Forest Grove

Oregon Department of Revenue
Marijuana Tax Program
PO Box 14630
Salem, OR 97309

(19) Amendments. The provisions of this Agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by both parties.

(20) Successors and Assigns. This Agreement shall be binding and inure to the benefit of the parties, their assigns, and successors.

(21) Severability. If any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

(22) Representations. Each party represents to the other that the making and performance of this Agreement: (a) have been duly authorized by its governing body or official, (b) does not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board or other administrative agency or any provision of any applicable local charter or other organizational document, and (c) do not and will not result in the

breach of, or constitute a default or require any consent under any other agreement or instrument to which the party is bound.

(23) Governing Law, Consent to Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively “Claim”) between the Department and City regarding the enforcement or interpretation of this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon. The parties understand and agree that any action brought to determine the amount of Local Tax owed by a Local Taxpayer, whether brought solely by the Department or in conjunction with City shall be brought solely in the Oregon Tax Court.

(24) Nonappropriation. The obligation of each party to perform its duties under this Agreement is conditioned upon the party receiving funding, appropriations, limitation, allotment, or other expenditure authority sufficient to allow the party, in the exercise of its reasonable administrative discretion, to meet its obligations under this Agreement. Nothing in this Agreement may be construed as permitting any violation of Article XI, sections 7 or 10 of the Oregon Constitution or any other law limiting the activities, liabilities or monetary obligations of each party.

(25) Survival. All rights and obligations of the parties under this Agreement will cease upon termination of the Agreement, other than the rights and obligations arising under Sections 14, 16 and 17, and those rights and obligations that by their express terms survive termination of this Agreement; provided, however, that termination of this Agreement will not prejudice any rights or obligations accruing to a party prior to termination.

(26) Force Majeure. Neither party is responsible for any failure to perform or any delay in performance of an obligation under this Agreement caused by fire, civil unrest, labor unrest, natural causes, or war, which is beyond that party’s reasonable control. Each party shall, however, make all reasonable efforts to remove or eliminate such cause of failure to perform or delay in performance and shall, upon the cessation of the cause, diligently pursue performance of its obligation under this Agreement.

(27) Counterparts. This Agreement may be executed in counterparts, all of which when taken together shall constitute one agreement, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed constitutes an original.

(28) Merger. This Agreement and any exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements or presentations, oral or written, not specified herein regarding this Agreement.

Each party represents that this Agreement, when fully executed and delivered will constitute a legal, valid and binding obligation of the party in accordance with its terms, and that the person signing below is the authorized representative of the party with full power and authority to bind his/her principal to this Agreement.

Oregon Department of Revenue

Name/Title:

Signature:

Date signed:

City: Forest Grove

Name/Title: Jesse VanderZanden, City Manager

Signature:

Date signed: December 12, 2016

EXHIBIT A

DOR

SECURITY CLAUSE

and

SECURITY LAWS CERTIFICATE

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SECURITY CLAUSE

Taxpayer information is confidential and protected by Oregon law. Only authorized persons may have access to taxpayer information, or to secure buildings where taxpayer information is handled. Oregon law requires that you sign a Secrecy Certificate before being allowed access to this confidential information or secure areas. By signing the certificate, you certify that you understand the confidentiality laws and the penalties for violating them.

This applies to everyone with access to taxpayer information, including:

- Department of Revenue employees
- Employees of other government agencies
- Vendors and contractors
- Business partners

Penalties for unauthorized disclosure of state tax information

- **Income tax***—Class C felony; up to \$125,000 fine; up to five years imprisonment; dismissal from state employment; no public office for five years. [ORS 314.991(2)]
- **Inheritance tax**—Class C felony; up to \$125,000 fine; up to five years imprisonment; dismissal from state employment; no public office for five years. [ORS 118.990(3)]
- **Industrial property tax**—Up to \$10,000 fine; up to one year imprisonment. [ORS 308.990(5)]
- **Timber tax**—Up to \$5,000 fine; dismissal from state employment. (ORS 321.686)
- **Employment Department**—May result in dismissal from state employment, or other discipline. [ORS 657.665(6)]

* These provisions also apply to transient lodging tax (ORS 320.330), cigarette tax (ORS 323.403), tobacco products tax (ORS 323.595), emergency communications tax (ORS 403.230), oil and gas production tax (ORS 324.170), hazardous substances tax (ORS 453.410), and petroleum products tax (ORS 465.124).

Penalties for unauthorized disclosure of federal tax information

- **IRC Sect. 7213**—Felony; up to \$5,000 fine; imprisonment of up to five years; cost of prosecution, damages**.
- **IRC Sect. 7213A**—Up to \$1,000 fine; imprisonment of up to one year; cost of prosecution, damages**.

** Damages may include \$1,000 per act, actual damages, punitive damages, cost of legal action, attorney fees. See Section 7431.

Instructions

Please read the following laws. They explain the types of information that are confidential. If you have questions during your employment or performance of duties, ask your supervisor or a Disclosure officer before accessing or disclosing information.

After reading this information, fill out the last page and return it to the Department of Revenue. Keep the other pages for your records.

Oregon Income Tax Laws

ORS 314.835

(1) Except as otherwise specifically provided in rules adopted under ORS 305.193 or in other law, it shall be unlawful for the Department of Revenue or any officer or employee of the department to divulge or make known in any manner the amount of income, expense, deduction, exclusion or credit or any particulars set forth or disclosed in any report or return required in the administration of ORS 310.630 to 310.706, required in the administration of any local tax pursuant to ORS 305.620, or required under a law imposing a tax upon or measured by net income. It shall be unlawful for any person or entity to whom information is disclosed or given by the department pursuant to ORS 314.840 (2) or any other provision of state law to divulge or use such information for any purpose other than that specified in the provisions of law authorizing the use or disclosure. No subpoena or judicial order shall be issued compelling the department or any of its officers or employees, or any person who has acquired information pursuant to ORS 314.840 (2) or any other provision of state law to divulge or make known the amount of income, expense, deduction, exclusion or credit or any particulars set forth or disclosed in any report or return except where the taxpayer's liability for income tax is to be adjudicated by the court from which such process issues.

(2) As used in this section:

(a) "Officer," "employee" or "person" includes an authorized representative of the officer, employee or person, or any former officer, employee or person, or an authorized representative of such former officer, employee or person.

(b) "Particulars" includes, but is not limited to, a taxpayer's name, address, telephone number, Social Security number, employer identification number or other taxpayer identification number and the amount of refund claimed by or granted to a taxpayer.

ORS 314.991

(2) Violation of ORS 314.835 is a Class C felony. If the offender is an officer or employee of the state the offender shall be dismissed from office and shall be incapable of holding any public office in this state for a period of five years thereafter.

Applicability to other tax programs

The above provisions of ORS 314, concerning the confidentiality of returns and penalties, also apply to:

• Transient lodging tax	ORS 320.330
• Cigarette tax	ORS 323.403
• Tobacco products tax	ORS 323.595
• Emergency communications tax	ORS 403.230
• Oil and gas production tax	ORS 324.170
• Hazardous substances tax	ORS 453.410
• Petroleum products tax	ORS 465.124

Oregon Inheritance Tax Laws

ORS 118.525

(1) It shall be unlawful for the Department of Revenue or any of its officers or employees to divulge or make known in any manner any particulars disclosed in any return or supporting data required under this chapter. Except for executors or beneficiaries and their authorized representatives, it shall be unlawful for any person or entity who has acquired information pursuant to subsections (3) and (4) of this section to divulge or make known such information for any purpose other than that specified in the provisions of law authorizing the use or disclosure. No subpoena or judicial order shall be issued compelling the department, or its officers or employees, or persons described in subsections (3) and (4) of this section, to divulge or make known any particulars disclosed in any such return or supporting data except where the liability for inheritance taxes is to be adjudicated by the Oregon Tax Court. Nothing in this section shall prohibit the publication of statistics so classified as to prevent the identification of particulars in any return or supporting data covered by this section.

(2) As used in this section:

(a) "Officer," "employee" or "person" includes an authorized representative of the officer, employee or person, or former officer, employee or person, or an authorized representative of such former officer, employee or person.

(b) "Particulars" includes, but is not limited to, a taxpayer's name, address, telephone number, Social Security number and the amount of refund claimed by or granted to a taxpayer.

ORS 118.990

(3) Violation of ORS 118.525 is a Class C felony. If the offender is an officer or employee of the state the offender shall be dismissed from office and shall be incapable of holding any public office in this state for a period of five years thereafter.

Oregon Property Tax Laws

ORS 308.290

(11)(a) All returns filed under the provisions of this section and ORS 308.525 and 308.810 are confidential records of the Department of Revenue or the county assessor's office in which the returns are filed or of the office to which the returns are forwarded under paragraph (b) of this subsection.

ORS 308.413

(1) Any information furnished to the county assessor or to the Department of Revenue under ORS 308.411 which is obtained upon the condition that it be kept confidential shall be confidential records of the office in which the information is kept, except as follows:

(a) All information furnished to the county assessor shall be available to the department and all information furnished to the department shall be available to the county assessor.

(b) All information furnished to the county assessor or department shall be available to any reviewing authority in any subsequent appeal.

(c) The department may publish statistics based on the information furnished if the statistics are so classified as to prevent the identification of the particular industrial plant.

(2) The Department of Revenue shall make rules governing the confidentiality of information under this section.

(3) Each officer or employee of the Department of Revenue or the office of the county assessor to whom disclosure or access of the information made confidential under subsection (1) of this section is given, prior to beginning employment or the performance of duties involving such disclosure, shall be advised in writing of the provisions of this section and ORS 308.990 (5) relating to penalties for the violation of this section, and shall as a condition of employment or performance of duties execute a certificate for the department or the assessor in a form prescribed by the department, stating in substance that the person has read this section and ORS 308.990 (5), that these sections have been explained to the person and that the person is aware of the penalties for violation of this section.

ORS 308.990

(5) Subject to ORS 153.022, any willful violation of ORS 308.413 or of any rules adopted under ORS 308.413 is punishable, upon conviction, by a fine not exceeding \$10,000, or by imprisonment in the county jail for not more than one year, or by both.

Forestland Tax Laws

ORS 321.682

(1) Except as otherwise specifically provided by law, it shall be unlawful for the Department of Revenue or any officer or employee of the department to divulge or make known in any manner the amount of the tax or any particulars set forth or disclosed in any report or return required to be filed under ORS 321.045 or 321.741 or any appraisal data collected to make determinations of specially assessed value of forestland pursuant to ORS 321.201 to 321.222. It shall be unlawful for any person or entity to whom information is disclosed or given by the department pursuant to ORS 321.684 (2) or any other provision of state law to divulge or use such information for any purpose other than that specified in the provisions of law authorizing the use or disclosure. No subpoena

150-800-033 (Rev. 2-11)

or judicial order shall be issued compelling the department or any of its officers or employees, or any person who has acquired information pursuant to ORS 321.684 (2) or any other provision of state law, to divulge or make known the amount of tax or any particulars set forth or disclosed in any report or return except where the taxpayer's liability for timber tax is to be adjudicated by the court from which such process issues.

(2) As used in this section, "officer," "employee" or "person" includes an authorized representative of the officer, employee or person, or any former officer, employee or person, or an authorized representative of such former officer, employee or person.

ORS 321.686

Violation of ORS 321.682 is subject to a fine not exceeding \$5,000 or, if committed by an officer or employee of the state, dismissal or removal from office or employment, or both fine and dismissal or removal from office or employment.

Oregon Employment Department Laws

ORS 657.665

(4) The Employment Department may: ... (i) Disclose information to the Department of Revenue for the purpose of performing its duties under ORS 293.250 or under the revenue and tax laws of this state. The information disclosed may include the names and addresses of employers and employees and payroll data of employers and employees. The information disclosed is confidential and may not be disclosed by the Department of Revenue in any manner that would identify an employing unit or employee except to the extent necessary to carry out the department's duties under ORS 293.250 or in auditing or reviewing any report or return required or permitted to be filed under the revenue and tax laws administered by the department. The Department of Revenue may not disclose any information received to any private collection agency or for any other purpose. If the information disclosed under this paragraph is not prepared for the use of the Employment Department, the costs of disclosing the information shall be paid by the Department of Revenue.

(6) Any person or any officer or employee of an entity to whom information is disclosed by the Employment Department under this section who divulges or uses the information for any purpose other than that specified in the provision of law or agreement authorizing the use or disclosure may be disqualified from performing any service under contract or disqualified from holding any appointment or employment with the state agency that engaged or employed that person, officer or employee. The Employment Department may immediately cancel or modify any information sharing agreement with an entity when a person or an officer or employee of that entity discloses confidential information, other than as specified in law or agreement.



SECRECY LAWS CERTIFICATE

Required by ORS 314.840(3), ORS 118.525(6),
ORS 308.413(3), ORS 321.684

I have read the laws prohibiting disclosure of confidential information for the tax programs below.

The laws have been explained to me.

I have been furnished with a copy of the laws.

I understand Oregon's disclosure laws and the penalties for violating them.

Income tax	ORS 314.835; ORS 314.991(2)
Inheritance tax	ORS 118.525(1); ORS 118.990(3)
Industrial property tax	ORS 308.290(11); ORS 308.413; ORS 308.990(5)
Forestland tax	ORS 321.682; ORS 321.686
Employment Department tax	ORS 657.665(4)(i) and (6)
Transient lodging tax	ORS 320.330
Cigarette tax	ORS 323.403
Tobacco products tax	ORS 323.595
Emergency communications tax	ORS 403.230
Oil and gas production tax	ORS 324.170
Hazardous substances tax	ORS 453.410
Petroleum products tax	ORS 465.124
Federal tax laws	IRC Sections 7213, 7213A, 7431

VENDORS, CONTRACTORS, BUSINESS PARTNERS

PRINT your full name

Business telephone number

Print full name of business or organization for which you are acting in an official capacity

Address of business or organization

SSN (Collection agency employees only)

What is the nature of your business?

Duration of contract or visit

Revenue contact

Area where you'll be working

Signature

Date

X

REVENUE EMPLOYEES

PRINT your full name

Date

Signature

X

AGENCY USE

☐ In Compliance

☐ Not in Compliance

ORDINANCE NO. 2016-15

ORDINANCE OF THE CITY OF CITY OF FOREST GROVE IMPOSING A THREE PERCENT TAX ON THE SALE OF MARIJUANA ITEMS BY A MARIJUANA RETAILER AND REFERRING ORDINANCE TO ELECTORS OF FOREST GROVE AT THE NEXT GENERAL ELECTION ON NOVEMBER 8, 2016

WHEREAS, on September 22, 2014, the Forest Grove City Council adopted Ordinance 2014-09 imposing a ten percent tax on the sale or transfer of marijuana and marijuana-infused products within the City; and

WHEREAS, the Oregon state legislature subsequently passed ORS 475B.345, which purportedly preempts the City from imposing any tax or fee on the sale of marijuana items other than imposing up to a three percent tax or fee on the sale of marijuana items by a marijuana retailer in the area subject to the jurisdiction of the city if such a tax is approved by the voters of the City; and

WHEREAS, the Ordinance Number 2016-11 repealed the previously adopted ten percent tax, which is now purportedly preempted by state law; and

WHEREAS, consistent with ORS 475B.345, the Forest Grove City Council wishes to impose a three percent tax on the sale of marijuana items by a marijuana retailer in the area subject to the jurisdiction of the city; and

WHEREAS, City Council held a duly-noticed Public Hearing on June 27, 2016, and continued to hearing on July 11, 2016, on the purposed ordinance.

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

Section 1: Definitions.

"Marijuana item" has the meaning given that term in ORS 475B.015(16).

"Marijuana retailer" means a person who holds a license under ORS 475B.110 and sells marijuana items to a consumer in this state.

"Retail sale price" means the price paid for a marijuana item, excluding tax, to a marijuana retailer by or on behalf of a consumer of the marijuana item.

Section 2: Tax Imposed. As authorized by ORS 475B.345, the City of Forest Grove hereby imposes a tax of three percent on the retail sale price of all marijuana items sold by a marijuana retailer in the city.

Section 3: Collection. The tax shall be collected at the point of sale of a marijuana item by a marijuana retailer at the time at which the retail sale occurs and remitted by each marijuana retailer that engages in the retail sale of marijuana items. If approved by voters, the Council shall take actions necessary to implement the tax.

Section 4: Referral. This ordinance shall be referred to the electors of Forest Grove at the next statewide general election on Tuesday, November 8, 2016.

Section 5: Severability. The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause does not affect the validity of the remaining sections, subsections, paragraphs or clauses.

Section 6: Savings. Notwithstanding any amendment/repeal, the City ordinances in existence at the time any criminal or civil enforcement actions were commenced, remain valid and in full force and effect for purposes of all cases filed or commenced during the times this ordinance or portions thereof were operative.

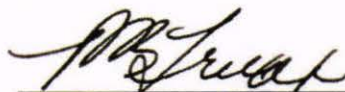
Section 7. Effective date. This ordinance shall be effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading the 27th day of June, 2016.

PASSED the second reading this 11th day of July, 2016.


Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 11th day of July, 2016.


Peter B. Truax, Mayor

Statement of Votes Cast by Contests
November 8, 2016 General Election
All Precincts, All Districts, All Contests
Official Final

Page: 142
2016-11-28
11:34:16

Total Ballots Cast: 273702, Registered Voters: 341315, Overall Turnout: 80.19%
143 precincts reported out of 143 total

34-249 City of Forest Grove MJ Tax (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Yes		No		Over Voted Ballots	Under Votes
Precinct 339	4565	6358	4389	3165	72.11%	1224	27.89%	0	176
Precinct 340	5568	6900	5426	4186	77.15%	1240	22.85%	0	142
Total	10133	13258	9815	7351	74.90%	2464	25.10%	0	318



RESOLUTION NO. 2016-49**RESOLUTION OF THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON,
APPROVING REFERRAL TO THE ELECTORS OF THE CITY OF FOREST GROVE THE
QUESTION OF IMPOSING A THREE PERCENT TAX ON THE SALE OF MARIJUANA
ITEMS BY A MARIJUANA RETAILER WITHIN THE CITY OF FOREST GROVE AT THE
GENERAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2016**

WHEREAS, ORS 475B.345 provides that a city council may adopt an ordinance to be referred to the voters that imposes up to a three percent tax or fee on the sale of marijuana items by a marijuana retailer in the area subject to the jurisdiction of the city; and

WHEREAS, the City of Forest Grove City Council adopted Ordinance Number 2016-15, which imposes a tax of three percent on the sale of marijuana items by a marijuana retailer in the area subject to the jurisdiction of the city;

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

Section 1. An election is hereby called in and for the City of Forest Grove, Washington County, Oregon, to submit to the legal voters of the City the following question (Exhibit 2, Form SEL802):

Shall the City impose a 3% tax on recreational marijuana items sold by marijuana retailers in Forest Grove?

Section 2. Tuesday, November 8, 2016 is hereby designated as the date for holding the election for voting on the measure.

Section 3. The election shall be conducted by the Washington County Elections Department.

Section 4. The precincts for said election shall be and do constitute all of the territory included within the corporate limits of the City of Forest Grove.

Section 5. The ballot title to appear on the ballots shall read as follows (Exhibit A, Form SEL805):

CAPTION: Authorizing tax on recreational retail sales of marijuana items

QUESTION: Shall the City impose a 3% tax on recreational marijuana items sold by marijuana retailers in Forest Grove?

SUMMARY:

Under a state law, cities in Oregon may adopt ordinances imposing up to a three percent tax or fee on the sale of recreational marijuana items in the city by state-licensed marijuana retailers as long as the ordinance is referred to the voters for approval at the next statewide general election.

Approval of this measure would impose a three percent tax on the sale of recreational marijuana items in the City of Forest Grove by a licensed marijuana retailer. The tax would be collected at the point of sale and remitted by the marijuana retailer.

Section 6.

The City Manager is hereby authorized to submit no later than 5:00 p.m., September 12, 2016, an impartial Explanatory Statement for the Washington County Voters' Pamphlet on behalf of the City to read (Exhibit 3, Form JVCP-05):

EXPLANATORY STATEMENT:

Approval of this measure would impose a three percent tax on the sale of recreational marijuana items by a marijuana retailer within the city. If approved, the annual revenue from this tax is estimated to be \$36,750. There are no restrictions on how the city may use the revenues generated by this tax.

Under Measure 91, adopted by Oregon voters in November 2014 and amended by the Legislature in 2015, the Oregon Liquor Control Commission must license the retail sale of recreational marijuana. ORS 475B.345 provides that a city council may adopt an ordinance imposing up to a three percent tax on the sale of recreational marijuana items (which include marijuana concentrates, extracts, edibles, and other products intended for human consumption and use) by retail licensees in the city, but the council must refer that ordinance to the voters at a statewide general election. The City of Forest Grove City Council has adopted an ordinance imposing a three percent tax on the sale of recreational marijuana items by a retail licensee in the city, and, as a result, has referred this measure to the voters.

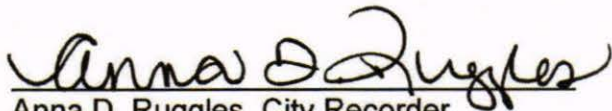
Section 7.

The City Recorder shall take any and all steps necessary to place this measure on the ballot at the November 8, 2016, statewide general election including, but not limited to publishing a copy of the ballot title in the next available edition of a newspaper of general distribution in the City as well as notice of the seven day challenge ballot title challenge period as required in ORS 250.296.

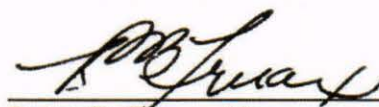
Section 8.

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

PRESENTED AND PASSED this 11th day July, 2016.


Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 11th day of July, 2016.


Peter B. Truax, Mayor



1201 Court Street NE, Suite 200 • Salem, Oregon 97301
(503) 588-6550 • (800) 452-0338 • Fax: (503) 399-4863
www.orcities.org

To: League of Oregon Cities Members
From: Wendy Johnson, Intergovernmental Relations Associate
Date: November 4, 2016
RE: Marijuana Tax Collection Agreement FAQ

A copy of a model Marijuana Tax Collection Agreement provided by the Oregon Department of Revenue (DOR) is available on the League's website under "[Marijuana Resources](#)" in the A-Z Index. This is an optional intergovernmental agreement (IGA) that cities may choose to enter into with the DOR if the city elects to have the DOR collect and enforce their local marijuana tax. The option of state administration of the local tax was sought by the League during the 2016 session for efficiency, and to address concerns related to public safety and banking. This Frequently Asked Questions (FAQ) memo is intended to further explain and highlight the following six key components of the IGA.

1. Timing of Payments from the State (paragraph 4)

Under the agreement, local governments will receive payment of local marijuana taxes from the DOR each quarter; however, the quarterly payment will not be for the quarter that just finished, but the quarter before that. The delayed payment will occur due to the time retailers have to pay the taxes and file their returns, and the time DOR needs to process the payments and returns. Specifically, retailers must file a return each quarter and make payments each month. The terms of the IGA provide that DOR will make payment within 60 days AFTER the quarterly return due date.

Example: The first quarter for 2017 runs from January 1 to March 31. The tax return for that first quarter is due to the DOR on May 1 (30 days after the quarter). The tax payments to the DOR are due February 28, March 31, and May 1 for the tax collected for the corresponding previous month. The DOR will send tax payments to the local government within 60 days after the return due date of May 1, and thus payment to local government is due by June 30. This is three months after the end of the first quarter, March 31.

The DOR is in discussions with the Oregon Department of Administrative Services (DAS), but Paragraph 4 (last sentence) would permit the DOR to have DAS send the actual quarterly local marijuana tax payments to local governments. This payment may or not be made along with the state shared revenue payments of the state marijuana tax. The DAS already has the infrastructure to do the payments and mailings, etc. since they handle several other state shared revenue payments (for example, liquor and cigarette). The state is working out details, but don't be surprised that you may be working with DAS and not the DOR on the actual local marijuana tax payments.

2. Cost to Local Governments for DOR to Collect and Enforce (paragraphs 5 and 6)

The legalization of recreational marijuana and the taxation of the product is still very new to the state and costs for tax administration have not been adequately calculated since the program is still evolving. Thus, for ease of administration, the IGA simply provides for 4 percent of local tax revenues to be withheld each month by the DOR to approximate the state's costs. Then, once a year, the DOR will figure out their actual costs and use the three fees described in paragraph 5(a) to (c) to calculate each local government's share of the costs. The DOR recognizes local governments would like more specificity on what the costs will be before signing an agreement, but details simply are not available yet. The draft IGA has been improved a great deal over recent months. Specifically, paragraph 5(g) was recently added to make it clear → that the DOR will only recover costs to administer the local marijuana tax. In addition, more details and limits on the administrative service fee and the business fee were added to the IGA. Cities may consider adjusting their ordinances to help offset the DOR fees. For example, license fees for retailers could be adjusted. See the League's Model Ordinances, Appendix E, available under "Marijuana Resources" in the League's online A-Z index.

3. Interest and penalties for late payment (paragraphs 1(d) and 2)

The DOR will collect interest and penalties for local governments on local marijuana taxes, following the same method and using the same rates as they do for the state marijuana tax. Beginning in 2017, the interest rate will be 5 percent (annual) or 0.4167 percent (monthly). In addition, there are 5, 20, and 100 percent penalties that escalate over time for failing to file or failing to pay. Local governments may need to revise their local ordinances, notices, etc. if the interest and penalties conflict with the state provisions. The IGA specifically provides that the DOR will not collect additional penalties or fees that a city may assess. (See paragraph 1(d)). See also page 2 of the Oregon Quarterly Marijuana Tax Return that discusses late filing and penalties, available here: https://www.oregon.gov/DOR/forms/FormsPubs/marijuana-tax-return_610-001_2016.pdf

4. Start Date of Agreement (paragraph 16)

Approximately 100 cities have local marijuana taxes on the November 8 ballot. Election results will not generally be certified until December 8, and both the DOR and taxpayers need some lead time to start this new tax collection. With this in mind, the IGA provides that for those local governments that sign the agreement by the deadline, collection and enforcement by

the DOR would begin January 1, 2017. Local governments need to sign and submit the agreement by January 15, 2017 for the DOR to collect for the first quarter of 2017. (See paragraph 16, last sentence). Signing in November or December 2016 is encouraged in order to assist the DOR in preparation. The DOR is permitting signing the agreement after the first quarter starts (until January 15) because payment for January taxes is not due until February 28. Cities that sign after the January 15 deadline would have start dates of the next applicable quarter. Cities may need to amend their ordinance if the ordinance included information about where, how, and when the tax must be remitted that conflicts with the IGA.

5. Confidentiality (paragraph 15)

Marijuana tax information is largely confidential. ORS 314.835 provides that “particulars” in reports and returns of local taxes collected pursuant to ORS 305.620 (the provision permitting the DOR collection through an intergovernmental agreement) are confidential. “Particulars” are defined in statute. The IGA references this statute and provides limited employee access and use in paragraph 15. The League’s model ordinance also contains a confidentiality provision. See the League’s Model Ordinances, Appendix E, available under “Marijuana Resources” in the League’s online A-Z index. Cities will need to follow the confidentiality protocols carefully. Note also that the DOR has alerted the League that published financials and proposed budgets may need to have local marijuana tax revenues combined with other revenues if a city has such few retailers such that individual retailer information would be inadvertently disclosed. Questions should be directed to the DOR.

6. City’s Responsibilities (paragraphs 10-12)

Cities that enter into the model IGA would have the following key responsibilities:

1. Shall provide the DOR with a **list of the local taxpayers** (licensed marijuana retailers) in their jurisdiction within 60 days of signing the agreement, and then update the list each quarter. (Note: the DOR will receive taxpayer information from OLCC on marijuana retailers too, but the list from the cities will help with boundary issues and provide a double-check.)
2. Shall provide the DOR with a **list of zip codes** in their taxing jurisdiction within 60 days of signing the agreement. (This will particularly help with boundary issues, e.g. incorporated or unincorporated locations, and provide a double-check as well.)
3. Shall **review reports and reconciliations each quarter** and promptly notify the DOR of any perceived errors or omissions.
4. Shall **maintain its records** under Oregon public records laws and provide records upon request. (This would include business registration records primarily.)
5. Shall **provide a copy of the ordinance** that imposes the local marijuana tax to the DOR along with the signed agreement. Cities also must provide the DOR with updates on ordinance changes.

This document is not a substitute for legal advice. City councils considering using the Oregon Department of Revenue to collect local marijuana taxes should not rely solely on this memo or League sample ordinances. Any city council considering any form of regulation or taxing of marijuana should consult with its city attorney regarding the advantages, disadvantages, risks and limitations of any given approach.

Legal counsel can also assist a city in preparing an ordinance that is consistent with state law, local procedures, existing ordinances and a city's charter, and advise on what process is needed to adopt the ordinance.

The memo is intended to be a starting point, not an ending point, for any jurisdiction considering entering into an agreement with the Oregon Department of Revenue.



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #:

MEETING DATE:

FINAL ACTION:

8

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: December 12, 2016

PROJECT TEAM: Anna Ruggles, CMC, City Recorder

SUBJECT TITLE: City Council Liaison Appointments

ACTION REQUESTED:

☐	Ordinance	☐	Order	☒	Resolution	☒	Motion	☐	Informational
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X all that apply

ISSUE STATEMENT:

City Council has provided for nine appointed Boards, Committees and Commissions (B&C): Committee for Citizen Involvement, Community Forestry Commission, Economic Development Commission, Historic Landmarks Board, Library Commission, Parks and Recreation Commission; Public Arts Commission, Public Safety Advisory Commission; and Sustainability Commission. Budget Committee and Planning Commission do not have an assigned Council liaison pursuant to ORS. The purpose of the Council liaison and other representative appointments is to provide coordination and communication between the Council and its advisors and other jurisdictional agencies. The assigned appointments are based upon individual Councilor's interest and time availability.

Council Rules of Procedure, Section 14.4, provides that the Mayor shall appoint, every two years at the first regular meeting following the time at which newly-elected Councilmembers officially take office, or at the discretion of the Mayor, Councilmember liaisons to boards, committees, or commissions, and other representative appointments. Council Rules of Procedure, Section 14.4, also provides that Councilmembers who are appointed as a Council Liaison to any board, committee, or commission shall be a non-voting member and shall reflect the collective interests and goals of the City Council. Resolution Number 2006-10 provides that the City Manager shall assign a department director or staff designee to serve on behalf of the City as a staff liaison to the various B&C.

RECOMMENDATION:

Council liaison appointments as shown in Exhibit A will be presented for Council's approval at the December 12, 2016, Council meeting. Upon approval of the attached resolution, the City Recorder will notify staff and agencies of the Council Liaison Appointments.

ATTACHMENT(s): Resolution and Exhibit A



RESOLUTION NO. 2016-73

**RESOLUTION MAKING CITY COUNCIL LIAISON APPOINTMENTS
TO ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS
AND OTHER REPRESENTATIVE APPOINTMENTS**

WHEREAS, The City of Forest Grove City Council has provided for nine City Council appointed Liaison Boards: Committee for Citizen Involvement, Community Forestry Commission, Economic Development Commission, Historic Landmarks Board, Library Commission, Parks and Recreation Commission; Public Arts Commission, Public Safety Advisory Commission; and Sustainability Commission; and

WHEREAS, City Council Rules of Procedure, Section 14.4, provides that the Mayor shall appoint, every two years at the first regular meeting following the time at which newly-elected Councilmembers officially take office, or at the discretion of the Mayor, Councilmember liaisons to boards, committees, or commissions, and other representative appointments; and

WHEREAS, Council Rules of Procedure, Section 14.4, also provides that Councilmembers who are appointed as a Council Liaison to any board, committee, or commission shall be a non-voting member and shall reflect the collective interests and goals of the City Council; and

WHEREAS, Resolution Number 2006-10 provides that the City Manager shall assign a department director or designee to serve on behalf of the City for any board, committee, and commission.

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

Section 1. That the following Councilors are hereby appointed as Council Liaison to the following advisory boards, committees, or commissions (Attached in Exhibit A).

Section 2. That the following Councilors (staff has been assigned) are hereby appointed as Council Liaison to the following representative boards (Attached as Exhibit A).

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

PRESENTED AND PASSED this 12th day of December, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of December, 2016.

Peter B. Truax, Mayor

CITY COUNCIL LIAISON ADVISORY BOARDS, COMMITTEES AND COMMISSIONS

Committee For Citizen Involvement (CCI)	Matt Vandehey, Council Liaison Staff: Community Development Department Director
Community Forestry Commission (CFC)	Ron Thompson, Council Liaison Staff: Senior Planner Dan Riordan
Economic Development Commission (EDC)	Elena Uhing, Council Liaison Staff: Economic Development Manager
Historic Landmarks Board (HLB)	Timothy Rippe, Council Liaison Staff: Senior Planner James Reitz
Library Commission (LC)	Timothy Rippe, Council Liaison Staff: Library Director
Parks and Recreation Commission (P&R)	Malynda Wenzl, Council Liaison Staff: Parks and Recreation Director
Public Arts Commission (PAC)	Matt Vandehey, Council Liaison Staff: Library Director Parks and Recreation Director
Public Safety Advisory Commission (PSAC)	Tom Johnston, Council Liaison Staff: Fire Chief Police Chief
Sustainability Commission (SC)	Peter Truax, Mayor, Council Liaison Staff: Community Development Director Public Works Director Program Coordinator

CITY COUNCIL OTHER REPRESENTATIVE APPOINTMENTS

Chamber of Commerce	Tom Johnston, Councilor Staff: City Manager
Community Development Block Grant Policy Advisory Board (PAB)	Peter Truax, Mayor Staff: Public Works Director
Economic Development Partnership	Elena Uhing Staff: City Manager
Fernhill Wetlands Council	Malynda Wenzl, Councilor Staff: Public Works Director
Forest Grove Rural Fire Protection District (FGRFPD)	Tom Johnston, Councilor Staff: Fire Chief
Forest Grove Senior and Community Center (FGSC&C)	Ron Thompson, Councilor Staff: City Manager
Joint Water Commission (JWC)	Peter Truax, Mayor Rod Fuiten, Citizen Carl Heisler, Citizen Staff: City Manager Public Works Director
Metro Policy Advisory Committee (MPAC)	Peter Truax, Mayor Staff: Community Development Director
Regional Water Providers Consortium Board (RWPC-CB)	Peter Truax, Mayor Staff: City Manager Public Works Director
Ride Connection	Ron Thompson, Councilor Staff: Community Development Director
Sister City Committee	Timothy Rippe, Councilor Staff: City Recorder
Washington County Consolidated Communications Agency (WCCCA)	Tom Johnston, Councilor
Washington County Coordinating Committee (WCCC)	Peter Truax, Mayor Staff: Community Development Director Public Works Director
Washington County Public Safety Coordinating Council (PSCC)	Tom Johnston, Councilor

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CITY MANAGER'S REPORT TO COUNCIL

December 12, 2016

Dates to Remember:

- Dec 14:** Chehalem Ridge Community Event, 6 pm, Community Auditorium
- Dec 18:** Winter Farmers Market, Noon to 4 pm, Elks Lodge
- Dec 21:** Blood Drive in Honor of Richard Kidd, 1 to 7 pm, FGUCC
- Dec 26 & Jan 2:** City Offices will be closed to observe Christmas and New Year's which fall on Sundays.

ADMINISTRATIVE SERVICES:

- Auditorium: The wisteria has been removed. The trestles on which the wisteria was located were not damaged but need cleaned and repainted.
- Jessie Quinn Development: The property has been fenced off, building permits have been issued, and construction will be commencing.
- Financial Software Replacement: The process to replace the financial software is continuing. The Chart of Accounts conversion has been completed, the last two prior fiscal years' balance information has been input, and training schedules are being completed with a planned implementation date of April 1, 2017. Payroll and human resources software implementation is planned for October 1, 2017.
- Current recruitments underway include: IT Manager, Firefighter, Police Officer (eligibility list).

COMMUNITY DEVELOPMENT:

- Affordable Housing Program – The next meeting for the TAC is tentatively scheduled for Wednesday, January 25 in the afternoon (the persons attending wanted an early afternoon meeting). Members of both groups asked if they could attend the other group meeting, which is fine and we suspect will essentially result in one large group. They were also interested to hold an additional meeting beyond the schedule if they found it necessary.
- Westside Planning Area (WPA) Project – Staff will present the second of two work sessions with the City Council on the Westside Planning effort on December 12. The work session will focus on the infrastructure for the WPA and financing strategies. The Planning Commission will hold their work session on the infrastructure and financing strategies on Tuesday, January 17. (Monday is a holiday). Both the infrastructure report and the financing strategies are posted on the City's website and a written notice has been mailed to all property owners in the planning area. Based on this schedule, staff is targeting the adoption process in April to June, 2017. This will include adoption of the plan and any needed Development Code and Transportation System Plan amendments. Other amendments may be needed to establish the financing program.
- Land use application for a 192-unit apartment complex on Haggen's site. Staff is targeting January 3 for a Planning Commission public hearing. A separate land use application for a 30,000 square foot shopping center and 12,000 square feet of office space on the remainder of the Haggen site. It is undergoing a completeness review at this time.
- Silverstone Development has been conducting site preparation work and has now submitted building permits for the three model homes at the site south of David Hill extension and west of Highway 47. The Phase 1 plat map has been recorded which includes the extension of Main Street to David Hill Road once David Hill has been completed. Silverstone is also requesting an amendment to the Development Code standards for driveway widths. They would like to modify the current driveway width standard of 24 feet to 30 feet on lots wider than 60 feet. They are seeking this change to better accommodate homes with 3-car garages.

ECONOMIC DEVELOPMENT:

- Met with an industrial company moving to the former Merix building on 24th Ave. Completed enterprise zone application. Will result in 12 jobs to Forest Grove.
- Met with an architect for Senior Center kitchen. Did site walk through. Good likelihood that he will submit a proposal.
- Received grant for \$4,400 from Washington County Visitors Association for kiosk signage update and new bicycle trail signs.
- Had kick off meeting with consultant creating an updated new economic development brochure.
- On-going work assisting two Forest Grove Industrial sites with the state Business Oregon Shovel Ready Site Certification Program. Haworth site has applied for annexation.
- Chaucer Food Group was purchased by Nagatanien, a leading Japanese manufacturer of pre-mixed, instant and freeze-dried food. This acquisition is expected to be a positive development for the Forest Grove plant by enabling additional opportunities for growth and expansion.
- Completed advertising package with Travel Oregon to promote tourism in 2016-17 for Forest Grove
- Working with Peruvian restaurant to locate on Main Street. Business completed Business incentive Program application.
- Had successful Holiday in the Grove and Light Parade on December 3.
- Selected four downtown facilities under Downtown Storefront Design Program for further design improvement strategies. Waltz Brewing, Kama Aina, Heirloom Antiques and A Framers Touch. Design work is on-going.
- Scheduling initial meeting of the Forest Grove Transient Lodging Tax (TLT) Ad-hoc Advisory Committee.
- Held fall meeting with local food and beverage processors in creating a consortium approach. Met with Forest Grove High School and Pacific University on employment opportunities.

ENGINEERING:

- OR8/Quince Intersection Improvements: Construction has started, including replacement of a section of irrigation district pipeline and installation of a temporary traffic signal. ODOT project presentation scheduled for January 23, 2017, Forest Grove City Council agenda.
- ADA Public Right-of-Way Transition Plan: Anticipated issuing notice to proceed in late December 2016 or early January 2017.
- Pacific Avenue & 19th Avenue Safety Improvements: In November 2016, Oregon Department of Transportation (ODOT) informed the City that the safety improvements along Pacific Avenue and 19th Avenue between Mountain View and B Street are on their All Roads Transportation Safety (ARTS) draft 100% list. The estimated cost for the improvements is approximately \$200,000 of which the City will pay just over \$15,000. The project will be developed, managed, and completed by ODOT staff. ODOT is funding the ARTS program for FY2017 through FY2021. This program provides funding for safety improvements based on crash and injury data. The proposed safety improvements to the Couplet include the addition of reflectorized back plates to signal lights and replacement of current pedestrian signals with pedestrian countdown timers at all signalized intersections.
- 2016 Timber Harvest: 2016 Harvest report scheduled for January 9, 2017, City Council agenda.
- Water System Resiliency Plan RFP: Interviews for the Water System Resiliency Plan RFP were conducted on November 30, 2016. Infraterra Inc. was the highest ranked consultant. Staff will begin contract negotiations with Infraterra later this month. Infraterra is just completing the City of Portland's Water System Resiliency Plan.
- Firwood Lane Storm Improvement Project: Contractor completed construction 2 weeks ago.
- New Flood Ordinance and Flood Maps: Staff is assisting citizens and FEMA with changes to the recently adopted maps. Stuntzner Engineering has been contracted to survey the Willamina Avenue properties affected by the map revisions.

- Active Projects: Pacific Crossing 4, Silverstone 1, Green Grove, Old Trapper, The Jesse Quinn, Cedar Manor Apartments (21st & Hawthorne), Parker Concrete, 9th & Elm, Forest Place Apartments (3826 Pacific Avenue).
- Pending Projects: Sunset Drive (between 26th and Willamina), Brooke Street (near LDS church), Habitat for Humanity (22nd Place). Thatcher and Gales Creek, NW Martin Road, 26th and Hawthorne, Smith Orchards, Masonic Lodge (Masonic Way), 19th Place Apartments, 3820 24th Avenue, Gales Creek Terrace and A Street Duplexes.

PARKS AND RECREATION:

- The Aquatic Center and Forest Grove Swim Club hosted the 48th Annual Winter Invitational Swim Meet December 2 – 4. Over 400 swimmers from around the Northwest attended. The center was closed for normal activities from Friday evening until Sunday evening. The event is one of two large invitational swim meets hosted by the club each year. The next meet will held the first weekend of February.
- The center also hosted the first of several high school meets on Thursday, December 1.
- The pool is holding a Lifeguarding Course during winter break. This course certifies successful students in Lifeguarding, CPR, First Aid, and AED.
- The Rogers Park renovation planning process begins next week. Consultants will be evaluating the current conditions at the park. This first step will be significant to transition from the Master Plan to site specific conditions at the park.
- The Recreation Commission is currently taking nominations for Volunteer(s) of the Year. Awards will be given for both service projects and volunteering in specific programs. All nominations can be submitted to Tom Gamble at tgamble@forestgrove-or.gov.

POLICE:

- The department has only three seats left for the 2017 Citizen's Academy. The academy has been revamped this year with new presentations and a virtual simulation event.
- The department held the first meeting in planning for National Night Out in August of 2017. Vendors must be reserved this far in advance to guarantee their participation.
- FGPD participated in "Shop with a Cop" at Walmart along with the Sheriff's Office. We assisted in making this Christmas one to remember for about 30 children.
- Several students at Pacific University showed support for the police department with a "BBQ for the Blue" on Wednesday, November 30.
- Captain Herb attended a three-day Mindfulness and Resiliency retreat for First Responders in Portland to evaluate the course for possible future attendance by our public safety personnel.
- Darren Pomeroy has been selected to fill the detective slot to be vacated in April. Officer Pomeroy started earlier this year with FGPD but has ten years of law enforcement experience to bring to this position from other area departments.
- Chief attended the graduation ceremony for Officers Hector Aguilar and Matthew Krump who completed the 16-week State academy training course.

LIBRARY:

- The library's annual Wassail party was held last Saturday as part of "Holiday in the Grove". Music was provided throughout the afternoon by Forest Grove High School students.
- Mary Van Loo joined the library staff on December 8, filling the vacant Library Assistant position. Mary lives in Forest Grove and was previously employed at the Hillsboro library.
- The Public Arts Commission's new coloring book will soon be available, just in time for the holidays. It will be sold at Ace Hardware, the Chamber and Weichert Realtors. The book is made up of drawings representing the community.

- The Forest Grove Library Cultural Series program for December featured professional storyteller Holly Robison. Her performance of It Happened on the Oregon Trail in Story and Song was dynamic and entertaining and very well-received by an audience of thirty-five. In addition, Arria.Live, a local pro audio company, provided wireless sound enhancement for the performance as a demonstration of their products.

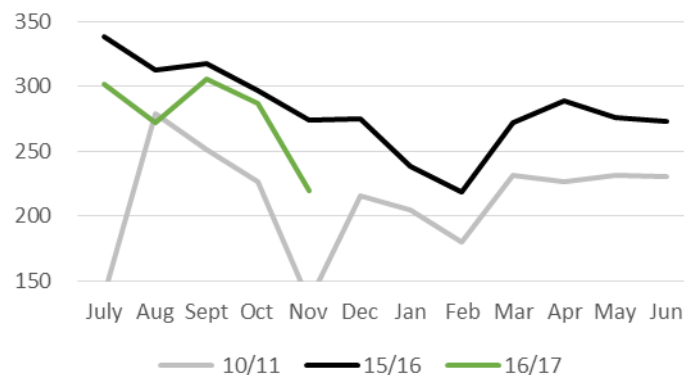
LIGHT & POWER:

- Work orders are in process for temporary power to the Quince/HWY8 ODOT project, a re-feed of the street light circuit on A St near Tokola (Jesse Quinn), a car hit light pole, rental light install on Oakcrest, 3-phase service at Clean Water Services facility, faulted underground primary at Willow Park Apartments, and separation of service for a barn.
- Work has begun re-locating the overhead lines to underground along A Street in relation to the Jesse Quinn Project.
- Repairs were made to a high voltage underground cable failure in the 2800 block of 22nd Avenue. This power outage affected 16 customers for approximately 5 hours
- A second level of wildlife protection is being installed on Bank 1 at Forest Grove Substation. This is being done in relation to maintenance work being done by BPA at the same time on their apparatus.



Activity Report NOVEMBER 2016

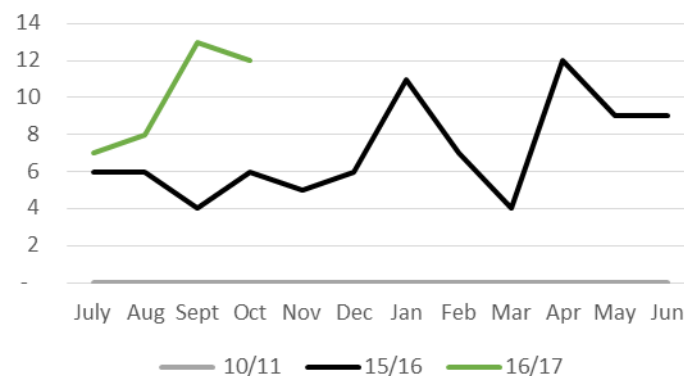
Fire Department Calls



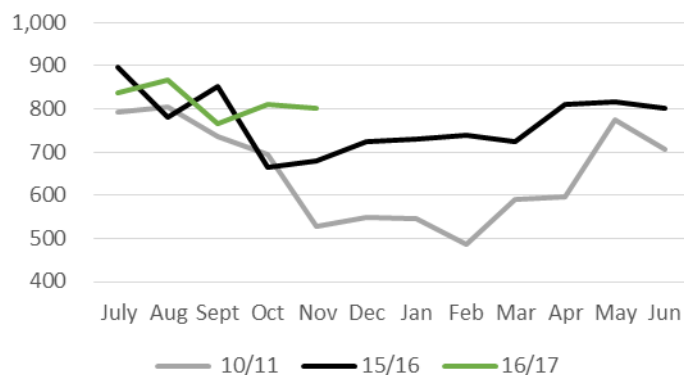
Aquatic Center Attendance



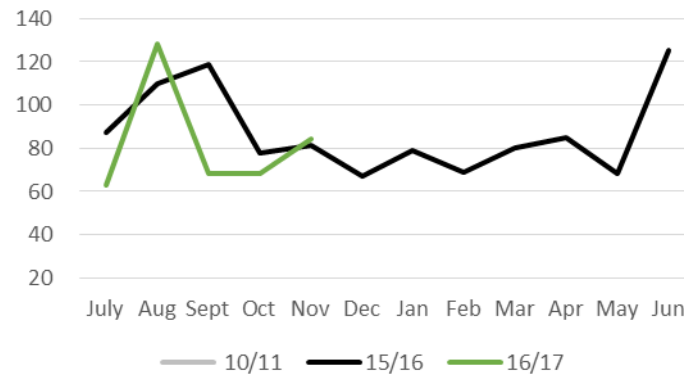
New Business Licenses



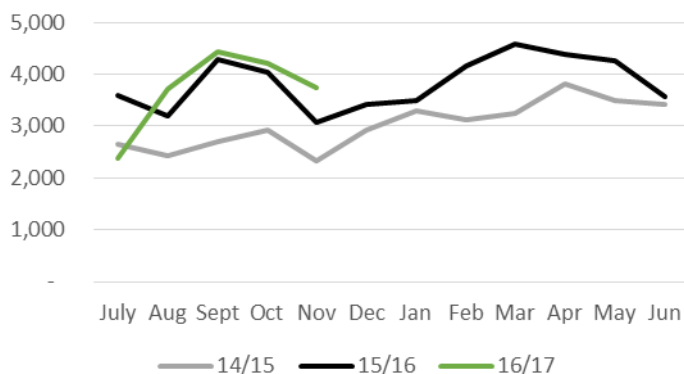
Police Dispatch Calls



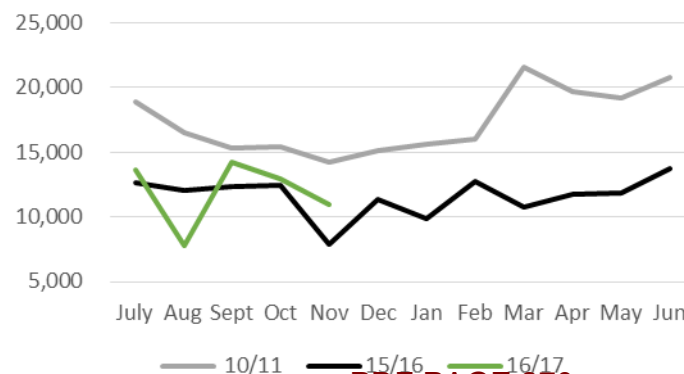
Total Building Permits



Grove Link Riders



Library Walk-Ins



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