



Malynda Wenzl, Mayor

Timothy A. Rippe, Council President
Donna Gustafson, Councilor
Michael Marshall, Councilor

Karen Martinez, Councilor
Elena Uhing, Councilor
Mariana Valenzuela, Councilor

[TVCTV Livestream](#)

[Zoom Webinar](#) Meeting ID: 850 7572 2488 Passcode: 97116

Americans with Disabilities Act (ADA) Notice: The City is committed to providing equal access to public meetings. Requests for accommodation can be sent to the City Recorder's Office at least 48 hours before the meeting at: mwoods@forestgrove-or.gov or 503-992-3235.

CITY COUNCIL WORK SESSION

No public comment will be taken. The Council will take no formal action.

5:30 Boards and Commissions Interviews

Staff: Joyce Phillips, Communications & Programs Assistant

CITY COUNCIL MEETING

A. 7:00 Call to Order

1. Roll Call
2. Land Acknowledgement
3. Pledge of Allegiance
4. Tualatin Valley Harmony Masters
5. Proclamation: Juneteenth - June 19, 2024
- Proclamación: 19 de junio ~ 19 de junio de 2023
6. Proclamation: Pride Month - June 2024
- Proclamación: Mes del Orgullo ~ Junio 2024

B. Public Comment: Time provided for anyone wishing to speak to City Council on an item not on the agenda or on the agenda but not scheduled for a public hearing. Comments are limited to 2 minutes unless additional time is granted by the Presiding Officer. The public comment period shall not exceed 30 minutes unless a majority of Councilors present vote to extend the time. Zoom attendees may use the "Raise Hand" option to be called on.

1. Written Public Comment

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

1. Informational: Monthly Building Report May 2024

D. Additions/Deletions

1. City Manager
2. Proposed by Councilors

E. Presentations: The Council will hold questions until the end of each presentation. A two-minute reminder will be given to the presenter to conclude remarks.

F. 7:15 Public Hearings, Ordinances, and Resolutions

1. Public Hearing: Resolutions No. 2024-17; 2024-18; 2024-19
**RESOLUTION NO. 2024-17 ADOPTING BUDGET FOR FISCAL YEAR
COMMENCING JULY 1, 2024, AND ENDING JUNE 30, 2025**

**RESOLUTION NO. 2024-18 LEVYING AND CATEGORIZING TAXES FOR CITY OF
FOREST GROVE, WASHINGTON COUNTY, OREGON, FOR FISCAL YEAR
COMMENCING JULY 1, 2024, AND ENDING JUNE 30, 2025**

**RESOLUTION NO. 2024-19 MAKING APPROPRIATIONS FOR CITY OF FOREST
GROVE, WASHINGTON COUNTY, OREGON, FOR FISCAL YEAR COMMENCING
JULY 1, 2024, AND ENDING JUNE 30, 2025**

Staff: Paul Downey, Assistant City Manager/Finance Director

2. Public Hearing: Resolutions No. 2024-20; 2024-21
**RESOLUTION NO. 2024-20 CERTIFYING SERVICES PROVIDED BY CITY OF
FOREST GROVE**

**RESOLUTION NO. 2024-21 DECLARING CITY'S ELECTION TO RECEIVE STATE
REVENUES**

Staff: Paul Downey, Assistant City Manager/Finance Director

3. **RESOLUTION NO. 2024-22 ADOPTING FISCAL YEAR 2024-29 CAPITAL
IMPROVEMENTS PROGRAM**

Staff: Paul Downey, Assistant City Manager/Finance Director

4. Public Hearing: Resolution No. 2024-23
**RESOLUTION NO. 2024-23 ADOPTING CAPITAL IMPROVEMENTS PROGRAM
EXCISE TAX AND REPEALING RESOLUTION NO. 2023-27**

Staff: Paul Downey, Assistant City Manager/Finance Director

5. Public Hearing: Resolution No. 2024-24
RESOLUTION NO. 2024-24 SETTING FEES & CHARGES, EFFECTIVE JULY 1, 2024, AND REPEALING RESOLUTION NO. 2023-16
Staff: Paul Downey, Assistant City Manager/Finance Director
6. **RESOLUTION NO. 2024-25 TRANSFERRING APPROPRIATIONS WITHIN VARIOUS FUNDS FOR FISCAL YEAR 2023-24**
Staff: Paul Downey, Assistant City Manager/Finance Director
7. **RESOLUTION NO. 2024-26 ENTERPRISE ZONE: AUTHORIZING THE CITY MANAGER TO ATTEST TO FOREST GROVE SCHOOL DISTRICT RESOLUTION 23-24:R07**
Staff: Bryan Pohl, Community Development Director
8. **RESOLUTION NO. 2024-27 ACCEPTING CITY MANAGER'S PERFORMANCE REVIEW**
Staff: Brenda Camilli, Human Resources Director
9. **RESOLUTION NO. 2024-28 AUTHORIZING COMPENSATION FOR CITY MANAGER FOR FISCAL YEAR 2024-25**
Staff: Brenda Camilli, Human Resources Director

G. 8:00 Council Communications:

1. Councilor Reports
 - a. Timothy A. Rippe (EDC, RWPC, TVHSC, Chamber of Commerce)
 - b. Donna Gustafson (PAC, JWC)
 - c. Michael Marshall (CFC, P&R, CCESC)
 - d. Karen Martinez (FGRFPD, SCC, WCCCA)
 - e. Elena Uhing (CCE, FGSCC)
 - f. Mariana Valenzuela (LC, CDBGPAD)
2. City Manager's Report
3. Mayor's Report (HLB, WCCC, R1ACT, MMC, WCC&MG, WCMG, MYAC)

H. 8:25 Adjournment

Urban Renewal Agency Meeting

See separate agenda.

MEMORANDUM

TO: City Council

FROM: Jesse VanderZanden, City Manager
Joyce Phillips, Communications and Program Coordinator

MEETING DATE: June 10, 2024

SUBJECT TITLE: Work Session: Boards and Commissions Interviews

PURPOSE OF WORK SESSION: To interview 10 applicants for Board and Commission vacancies and reach a consensus on appointments.

BACKGROUND: In November and December of 2023, the Council interviewed and appointed 15 members to various city boards and commissions. Due to the number of remaining vacancies, the Council requested staff conduct another recruitment for those boards and commissions that still had vacancies.

Beginning March 15, 2024, the city advertised widely and accepted applications until April 30. From this recruitment, the city has confirmed 10 applicants to interview for positions on the Committee for Community Engagement, Community Forestry Commission, Economic Development Commission, and Planning Commission. There are also vacancies on the Library and Historic Landmarks Commissions, however, no applicants were confirmed for them. However, should the applicant agree, the Council is free to appoint applicants for other commissions to these commissions.

Due to the smaller applicant pool and the number of applicants for the Planning Commission, interviews will be conducted by the entire Council. Each applicant has a total of 6 minutes. As with prior interviews, there are 3 standard questions for each applicant, followed by 1 or 2 questions specific to their primary board or commission choice. Consensus appointments from this work session will be included in a resolution and placed on the June 24, 2024, City Council agenda. The next recruitment period will commence October 1, 2024 with interviews scheduled for November 25, 2024. Commission member terms will commence immediately upon appointment and end commensurate with the positions term.

ATTACHMENTS:

- Interview Schedule
- Applications
- Interview Questions
- Current Board and Commission Roster

B/C: Meeting Date/Time: Council Liaison				CFC 2nd Wed 5:30pm	CCE 1st Tues 5:30pm	Planning 1st & 3rd Mon 7pm	EDC 1st Thurs Noon	HLB 4th Tues 6:30pm	LC 3rd Wed 6:30pm
				Marshall	Uhing		Rippe	Wenzl	Valenzuela
Committee Member Total (without student)				7	7	7	15	7	7
# of B/C Vacancies				2	2	1	6	3	1
	Interview Time	App Date	APPLICANTS - SPRING 2024						
1	5:35 PM	12/16/2023	Sachi Arakawa	Planning Consultant	CFC				
2	5:41 PM	2/15/2024	Michael Howell	Land Manager	CFC				
3	5:47 PM	4/24/2024	Eva Conway-McGuire	Teacher		CCE			
4	5:53 PM	1/8/2024	Angel Falconer	Paralegal Support Mgr.		CCE	PC	EDC	
5	5:59 PM	4/22/2204	Zach Fransen	Ironworker		CCE	PC		
6	6:05 PM	3/13/2024	Brad Richards	Education Mgr.			PC		
7	6:11 PM	3/9/2024	Vanessa Savage	Retired			PC	EDC	
8	6:17 PM	1/26/2024	Gwyn Hilden	Commercial Banking				EDC	
9	6:23 PM	4/1/2024	Marcus Petteway	Sr. HR Mgr.				EDC	
10	6:29 PM	1/11/2024	Claudia Yakos	Chamber Director				EDC	

RED = 1st choice

BLUE = 2nd choice

YELLOW = 3rd choice

SHADED = Outside City limits within FGSD

Published on *Forest Grove Oregon* (<https://legacyforestgroveor.teammunicode.com>)

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

Submission information

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

Submitted by Visitor (not verified)

Sat, 12/16/2023 - 7:04am

76.9.249.189

First Name and Last Name

Sachi Arakawa

Home Address

[REDACTED]

City, State and Zip Code

Forest Grove OR 97116

Mailing Address, if different

[REDACTED]

E-Mail Address

[REDACTED]

Telephone/Cell Phone Number

[REDACTED]

Employer

[REDACTED]

Occupation/Profession

Planning Consultant

Are you a high school student applicant?

No

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

Are you currently on a board or commission and reapplying?

No

Which board(s) would you like to apply for:

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

If you selected multiple boards, which is your preferred choice:

Do you reside within the City limits?

No

What specific topics interest you that relate to the board(s)?

Tree planting, tree maintenance, park trees, street tree, pests and pathogens (EAB in particular in the FG area), and community education and outreach.

What contributions do you hope to bring to the board(s)?

I love trees and all the benefits they bring to our environment and our communities, but I am also a pragmatist, and I think it is important to be realistic clear eyed about the challenges that also come with managing trees in cities and neighborhoods. I have a unique background and skillset and I think my experience could help the Forest Grove community consider and navigate those challenges. As an environmental planning consultant specializing in trees, I have spent the last 8 years learning about and working on urban forestry and tree management issues. I have experience working with tree management, code, and policy throughout the Portland region, including in Beaverton, Lake Oswego, and Portland. I have worked in the public sector as staff with Portland's Urban Forestry department, as well as being a private side as a planning consultant specializing in advising cities on tree code and policy. This has given me an understanding of the many challenges facing the trees in our cities, but also some practical solutions and best practices to address these challenges. Having a community-based approach to management is really important to me, so working with the community as much as possible on these issues I believe is also key to success.

List your educational experience:

I have my BS in Geography with a minor in GIS, and my Master of Urban and Regional Planning (MURP) from Portland State University. While at Portland state, in both my undergrad and graduate work, I focused on urban forestry issues, including how to get more diverse audiences involved with tree stewardship, and the impacts of trees on mitigating urban heat island. In grad school, I worked with my advisor Vivek Shandas, well known in urban forestry research, on several projects including a peer reviewed paper in partnership with the US Forest Service.

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

I was a volunteer neighborhood tree steward for four years when I lived in Portland, and have organized several tree planting and pruning events for my neighborhood. I currently am a volunteer docent at the Tillamook Forest Center, helping to educate visitors about the history of the Tillamook state forest and forestry management practices.

I am an adjunct professor for the College of Urban and Public Affairs at Portland State. I teach Environmental Planning Methods.

How did you hear of this opportunity?

I was curious about FG tree planning so I googled it!

Please type your name below as a signature. By signing below, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request.

Sachi Arakawa

Date

Sat, 12/16/2023

Source URL: <https://legacyforestgroveor.teammunicode.com/node/17751/submission/16937>

Links

[1] <https://legacyforestgroveor.teammunicode.com/bc/webform/boards-and-commissions-application>

Form Center

By signing in or creating an account, some fields will auto-populate with your information.

Boards & Commissions Application

[Sign in to Save Progress](#)

First Name*

First Name *Michael*

Last Name*

Last Name *Howell*

Home Address*

[Redacted]

City*

City *Forest Grove*

State*

State *OR*

Zip Code*

Zip Code *97116*

Mailing Address (if different)

Address

City

City

State

State

Zip Code

Zip Code

Phone Number*

Phone Number

Email Address*

Email Address

Employer*

[Redacted]

Occupation/Profession*

Land Manager

Are you a high school student applicant?*

☐ Yes

☒ No

Students must be high school grade level and residing or attending school in Forest Grove. Students may serve on any board, except Budget Committee, Planning Commission and Urban Renewal Advisory Committee.

Are you currently on a board or commission and reapplying?*

- ☒ Yes
☐ No

Which board(s) would you like to apply for*

- ☐ Budget Committee (3 to 4 times in April/May)
☐ Committee for Community Engagement (1st Tuesday, 5:30 pm)
☒ Community Forestry Commission (3rd Wednesday, 5:15 pm)
☐ Public Arts Commission (3rd Thursday, 5 pm)
☐ Economic Development Commission (2nd Thursday, Noon)
☐ Historic Landmarks Board (4th Tuesday, 6:30 pm)
☐ Library Commission (3rd Wednesday, 6:30 pm)
☐ Parks and Recreation Commission (3rd Wednesday, 7 am)
☐ Planning Commission (1st and 3rd Monday, 7 pm). Membership Requirement: The Planning Commissioners are required to file an annual Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission Electronic Filing System in March of each year (ORS 244). SEI filers are required to file if they are seated and hold their position on April 15th of any given year.

If you selected multiple boards, which is your preferred choice*

- ☐ Budget Committee (3 to 4 times in April/May)
☐ Committee for Community Engagement (1st Tuesday, 5:30 pm)
☐ Community Forestry Commission (3rd Wednesday, 5:15 pm)
☐ Public Arts Commission (3rd Thursday, 5 pm)
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☐ Library Commission (3rd Wednesday, 6:30 pm)
☐ Parks and Recreation Commission (3rd Wednesday, 7 am)
☐ Planning Commission (1st and 3rd Monday, 7 pm)

Do you reside within the City limits?*

- ☒ Yes
☐ No

What specific topics interest you that relate to the board(s)?*

Land use & Forestry.

What contributions do you hope to bring to the board(s)? *

OSU Forestry, timber owner, land manages plenty of exsurance with trees.

List your educational experience

OSU college of Forestry 2007-2012

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

Two terms on the Commission

How did you hear of this opportunity*

Please type your name in the following as a signature. By signing in the following, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request



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☐ Receive an email copy of this form.

Submit

* indicates a required field

 Government Websites by CivicPlus®

Daniel Riordan

From: Mike Howell <mike.htf@gmail.com>
Sent: Thursday, February 15, 2024 10:28 AM
To: Daniel Riordan
Subject: Re: Community Forestry Commission

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Daniel,

I just submitted my application but was told the draft was rejected and I'm not entirely sure why.

I would like to re-up for that position and I will be there on the 21st. Although I might be a little late due to some child care issues.

If it truly did not go through I will sit down and reapply tomorrow.

thank you,

mike

On Thu, Feb 15, 2024 at 9:35 AM Daniel Riordan <driordan@forestgrove-or.gov> wrote:

Hi Michael,

Just letting you know City Council will be recruiting again to fill vacant board and commission positions. There are two vacancies on the CFC including the position you held. I'd like to get you back on the Commission. If you're still interested please complete the online board and commission application. The link to the form is below:

<https://www.forestgrove-or.gov/FormCenter/Boards-Commissions-6/Boards-Commissions-Application-48>

I've attached the agenda packet for the next meeting on February 21st. Please feel free to join us if you're free Wednesday evening.

Best Regards,

Dan

Dan Riordan | Senior Planner

City of Forest Grove | Planning Division

[Print](#)**Boards & Commissions Application - Submission #312**

Date Submitted: 4/24/2024

First Name*

Eva

Last Name*

Conway-McGuire

Home Address***City***

Forest Grove

State*

OR

Zip Code*

97116

Mailing Address (if different)

Address

City

City

State

State

Zip Code

Zip Code

Phone Number***Email Address*****Employer*****Occupation/Profession***

Teacher

Are you a high school student applicant?*

- ☐ Yes
☒ No

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If so, which grade level and school do you attend?***Are you currently on a board or commission and reapplying?***

- ☐ Yes
- ☒ No

Which board(s) would you like to apply for?*

- ☐ Budget Committee (3 to 4 times in April/May)
- ☒ Committee for Community Engagement (1st Tuesday, 5:30 pm)
- ☐ Community Forestry Commission (3rd Wednesday, 5:15 pm)
- ☐ Public Arts Commission (3rd Thursday, 5 pm)
- ☐ Economic Development Commission (2nd Thursday, Noon)
- ☐ Historic Landmarks Board (4th Tuesday, 6:30 pm)
- ☐ Library Commission (3rd Wednesday, 6:30 pm)
- ☐ Parks and Recreation Commission (3rd Wednesday, 7 am)
- ☐ Planning Commission (1st and 3rd Monday, 7 pm). Membership Requirement: The Planning Commissioners are required to file an annual Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission Electronic Filing System in March of each year (ORS 244). SEI filers are required to file if they are seated and hold their position on April 15th of any given year.

If you selected multiple boards, which is your preferred choice?*

- ☐ Budget Committee (3 to 4 times in April/May)
- ☒ Committee for Community Engagement (1st Tuesday, 5:30 pm)
- ☐ Community Forestry Commission (3rd Wednesday, 5:15 pm)
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- ☐ Historic Landmarks Board (4th Tuesday, 6:30 pm)
- ☐ Library Commission (3rd Wednesday, 6:30 pm)
- ☐ Parks and Recreation Commission (3rd Wednesday, 7 am)
- ☐ Planning Commission (1st and 3rd Monday, 7 pm)

Do you reside within the City limits?*

- ☒ Yes
- ☐ No

What specific topics interest you that relate to the board(s)?*

I have ideas for community service projects and am interested in what other people in Forest Grove think about existing opportunities for community service as well as ideas for creating new opportunities. I've really enjoyed some of the local events like the Farmer's Market, car show, and Oktoberfest, and would be interested in supporting these and helping to organize new events.

What contributions do you hope to bring to the board(s)? *

I have good organization, listening and communication skills. I've experienced living in a large city (San Francisco), a remote, rural area (Kapaau, Hawaii) and now Forest Grove and have learned that the happening events and ways to get involved differ a lot from place to place. I know that no matter how good you think an idea might be, it needs to appeal to other people in order for it to be successful. I've seen that a mix of large and small events focused on a variety interests can help communities remain vibrant by giving people chances to connect with others who are like-minded. One idea I'm interested in talking about is a way to support renters and homeowners in taking care of their homes and yards if they lack the expertise and/or funds. I love the neighborhoods in FG, and it really makes me happy to see people be able to take pride in and enjoy their homes. Another thing I love about the town is the walkability. It would be fun to see more events that encourage people to get out and walk around during the spring and summer evenings. I'd be interested in helping to organize and make this happen.

List your educational experience

I have an undergrad in Environmental Studies and Planning and a master's degree in education.

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

I've volunteered a lot over the years so have listed some of the highlights. In San Francisco, I volunteered at The Presidio as it was transitioning from military base to national park. I organized volunteer groups for restoration work and contributed to a newsletter. I volunteered at Friends of the River where I worked with whitewater rafting outfitters to raise money to support campaigns to protect California Rivers. I worked for the San Francisco Bay National Wildlife Refuge for a year under a grant from the Santa Clara Valley Urban Runoff Pollution Prevention Program where I organized educational programs and volunteer workdays to maintain the trails and demonstration gardens at the refuge. In Hawaii, I organized monthly Saturday volunteer days at the school garden where local chefs came to demo how to cook with locally grown food. Locally, I've volunteered at the cold weather shelter serving breakfast, and for the past 3-years have been mentoring a now 10-year old girl through Great Life Mentoring.

How did you hear of this opportunity*

a friend - Marni Doerfler

Please type your name in the following as a signature. By signing in the following, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request

Eva Conway-McGuire

Published on *Forest Grove Oregon* (<https://legacyforestgroveor.teammunicode.com>)

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Submission information

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

Submitted by Visitor (not verified)

Mon, 01/08/2024 - 6:45pm

136.226.57.5

First Name and Last Name

Angel Falconer

Home Address

[REDACTED]

City, State and Zip Code

Forest Grove, OR 97116

Mailing Address, if different

E-Mail Address

[REDACTED]

Telephone/Cell Phone Number

[REDACTED]

Employer

[REDACTED]

Occupation/Profession

Paralegal/Litigation Support Manager

Are you a high school student applicant?

No

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

Are you currently on a board or commission and reapplying?

No

Which board(s) would you like to apply for:

- Committee for Community Engagement (1st Tuesday, 5:30pm)
- Economic Development Commission (2nd Thursday, Noon)
- Parks and Recreation Commission (3rd Wednesday, 7am)
- Planning Commission (1st and 3rd Monday, 7pm). Membership Requirement: The Planning Commissioners are required to file an annual Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission Electronic Filing System in March of each year (ORS 244). SEI filers are required to file if they are seated and hold their position on April 15th of any given year.

If you selected multiple boards, which is your preferred choice:

Committee for Community Engagement (1st Tuesday, 5:30pm)

Do you reside within the City limits?

Yes

What specific topics interest you that relate to the board(s)?

Housing affordability, community building and space making, active transportation and safe routes to school, expanding access and opportunity and making our city work for all our current and future neighbors.

What contributions do you hope to bring to the board(s)?

I have experience collaborating on a variety of efforts ranging from small neighborhood events to large capital improvement projects and regional planning and statewide rulemaking. I am generous with my time and enjoy working with other community members to set and reach goals.

List your educational experience:

University of Cincinnati, BA History

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

Ardenwald-Johnson Creek NDA, Milwaukie Public Safety Advisory Committee, Milwaukie City Councilor, Clackamas Water Environment Services Advisory Committee, Housing Land Advocates Board Member

How did you hear of this opportunity?

Web site, friends

Please type your name below as a signature. By signing below, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request.

Angel Falconer

Date

Mon, 01/08/2024

Source URL: <https://legacyforestgroveor.teammunicode.com/node/17751/submission/16953>

Links

[1] <https://legacyforestgroveor.teammunicode.com/bc/webform/boards-and-commissions-application>

[Print](#)**Boards & Commissions Application - Submission #305**

Date Submitted: 4/22/2024

First Name*

Zach

Last Name*

Fransen

Home Address*

[REDACTED]

City*

Forest Grove

State*

OR

Zip Code*

97116

Mailing Address (if different)

Address

City

Forest Grove

State

OR

Zip Code

97116

Phone Number*

[REDACTED]

Email Address*

[REDACTED]

Employer*

[REDACTED]

Occupation/Profession*

Union Ironworker

Are you a high school student applicant?*

- ☒ Yes
☐ No

Students must be high school grade level and residing or attending school in Forest Grove. Students may serve on any board, except Budget Committee, Planning Commission and Urban Renewal Advisory Committee.

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

14

Are you currently on a board or commission and reapplying?*

- ☐ Yes
☒ No

Which board(s) would you like to apply for?*

- ☒ Budget Committee (3 to 4 times in April/May)
☒ Committee for Community Engagement (1st Tuesday, 5:30 pm)
☐ Community Forestry Commission (3rd Wednesday, 5:15 pm)
☐ Public Arts Commission (3rd Thursday, 5 pm)
☐ Economic Development Commission (2nd Thursday, Noon)
☐ Historic Landmarks Board (4th Tuesday, 6:30 pm)
☐ Library Commission (3rd Wednesday, 6:30 pm)
☐ Parks and Recreation Commission (3rd Wednesday, 7 am)
☒ Planning Commission (1st and 3rd Monday, 7 pm). Membership Requirement: The Planning Commissioners are required to file an annual Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission Electronic Filing System in March of each year (ORS 244). SEI filers are required to file if they are seated and hold their position on April 15th of any given year.

If you selected multiple boards, which is your preferred choice?*

- ☒ Budget Committee (3 to 4 times in April/May)
☐ Committee for Community Engagement (1st Tuesday, 5:30 pm)
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☐ Library Commission (3rd Wednesday, 6:30 pm)
☐ Parks and Recreation Commission (3rd Wednesday, 7 am)
☐ Planning Commission (1st and 3rd Monday, 7 pm)

Do you reside within the City limits?*

- ☒ Yes
☐ No

What specific topics interest you that relate to the board(s)?*

Understanding where our taxes are going. And what they are being used for.

What contributions do you hope to bring to the board(s)? *

Common sense from a middle class family.

List your educational experience

Associates degree in applied science.
3 years of Apprenticeship.

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

None

How did you hear of this opportunity*

Instagram

Please type your name in the following as a signature. By signing in the following, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request

Zachary Fransen

[Print](#)**Boards & Commissions Application - Submission #200**

Date Submitted: 3/13/2024

First Name*

Brad

Last Name*

Richards

Home Address*

[REDACTED]

City*

Forest Grove

State*

OR

Zip Code*

97116

Mailing Address (if different)

Address

City

City

State

State

Zip Code

Zip Code

Phone Number*

[REDACTED]

Email Address*

[REDACTED]

Employer*

[REDACTED]

Occupation/Profession*

Education Manager

Are you a high school student applicant?*

- ☐ Yes
☒ No

Students must be high school grade level and residing or attending school in Forest Grove. Students may serve on any board, except Budget Committee, Planning Commission and Urban Renewal Advisory Committee.

If so, which grade level and school do you attend?***Are you currently on a board or commission and reapplying?***

- ☐ Yes
- ☒ No

Which board(s) would you like to apply for?*

- ☐ Budget Committee (3 to 4 times in April/May)
- ☐ Committee for Community Engagement (1st Tuesday, 5:30 pm)
- ☐ Community Forestry Commission (3rd Wednesday, 5:15 pm)
- ☐ Public Arts Commission (3rd Thursday, 5 pm)
- ☐ Economic Development Commission (2nd Thursday, Noon)
- ☐ Historic Landmarks Board (4th Tuesday, 6:30 pm)
- ☐ Library Commission (3rd Wednesday, 6:30 pm)
- ☐ Parks and Recreation Commission (3rd Wednesday, 7 am)
- ☒ Planning Commission (1st and 3rd Monday, 7 pm). Membership Requirement: The Planning Commissioners are required to file an annual Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission Electronic Filing System in March of each year (ORS 244). SEI filers are required to file if they are seated and hold their position on April 15th of any given year.

If you selected multiple boards, which is your preferred choice?*

- ☐ Budget Committee (3 to 4 times in April/May)
- ☐ Committee for Community Engagement (1st Tuesday, 5:30 pm)
- ☐ Community Forestry Commission (3rd Wednesday, 5:15 pm)
- ☐ Public Arts Commission (3rd Thursday, 5 pm)
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- ☐ Library Commission (3rd Wednesday, 6:30 pm)
- ☐ Parks and Recreation Commission (3rd Wednesday, 7 am)
- ☒ Planning Commission (1st and 3rd Monday, 7 pm)

Do you reside within the City limits?*

- ☒ Yes
- ☐ No

What specific topics interest you that relate to the board(s)?*

Education, information and participation within the community

What contributions do you hope to bring to the board(s)? *

Ethics and experience

List your educational experience

Some college. 30+ years as a business owner

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

CERT, DART, Citizens Police Academy

How did you hear of this opportunity*

Website

Please type your name in the following as a signature. By signing in the following, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request

Brad Richards

[Print](#)**Boards & Commissions Application - Submission #195****Date Submitted: 3/9/2024****First Name***

Vanessa

Last Name*

Savage

Home Address***City***

Forest Grove

State*

Oregon

Zip Code*

97116

Mailing Address (if different)

Address

City

City

State

State

Zip Code

Zip Code

Phone Number***Email Address*****Employer***

Retired

Occupation/Profession*

Retired

Are you a high school student applicant?*

- ☐ Yes
☒ No

Students must be high school grade level and residing or attending school in Forest Grove. Students may serve on any board, except Budget Committee, Planning Commission and Urban Renewal Advisory Committee.

If so, which grade level and school do you attend?***Are you currently on a board or commission and reapplying?***

- ☐ Yes
- ☒ No

Which board(s) would you like to apply for?*

- ☐ Budget Committee (3 to 4 times in April/May)
- ☐ Committee for Community Engagement (1st Tuesday, 5:30 pm)
- ☐ Community Forestry Commission (3rd Wednesday, 5:15 pm)
- ☐ Public Arts Commission (3rd Thursday, 5 pm)
- ☒ Economic Development Commission (2nd Thursday, Noon)
- ☐ Historic Landmarks Board (4th Tuesday, 6:30 pm)
- ☐ Library Commission (3rd Wednesday, 6:30 pm)
- ☐ Parks and Recreation Commission (3rd Wednesday, 7 am)
- ☒ Planning Commission (1st and 3rd Monday, 7 pm). Membership Requirement: The Planning Commissioners are required to file an annual Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission Electronic Filing System in March of each year (ORS 244). SEI filers are required to file if they are seated and hold their position on April 15th of any given year.

If you selected multiple boards, which is your preferred choice?*

- ☐ Budget Committee (3 to 4 times in April/May)
- ☐ Committee for Community Engagement (1st Tuesday, 5:30 pm)
- ☐ Community Forestry Commission (3rd Wednesday, 5:15 pm)
- ☐ Public Arts Commission (3rd Thursday, 5 pm)
- ☒ Economic Development Commission (2nd Thursday, Noon)
- ☐ Historic Landmarks Board (4th Tuesday, 6:30 pm)
- ☐ Library Commission (3rd Wednesday, 6:30 pm)
- ☐ Parks and Recreation Commission (3rd Wednesday, 7 am)
- ☐ Planning Commission (1st and 3rd Monday, 7 pm)

Do you reside within the City limits?*

- ☒ Yes
- ☐ No

What specific topics interest you that relate to the board(s)?*

Economic development, the growth of the city, making the city sustainable and equitable for its residents while maintaining our small time charm.

What contributions do you hope to bring to the board(s)? *

I am a great public speaker with experience related to a diverse population and administering housing programs for the past 30+ years to families and individuals. I have experience analyzing problems and working with others to come up with innovative solutions.

List your educational experience

Graduate Glencoe High School 1985, University of Oregon 1985-1989. No degree completed.

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

Volunteered in the schools my kids attended over the years. As part of my career, I have volunteered to assist the homeless in many capacities. I am a foster parent. Volunteered and trained in disaster preparedness through the RED Cross 2003. Performed duties as a hearings officer for 5 years.

How did you hear of this opportunity*

Forest Grove newsletter

Please type your name in the following as a signature. By signing in the following, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request

Vanessa Savage

[Print](#)**Boards & Commissions Application - Submission #40****Date Submitted: 1/26/2024****First Name***

Gwyn

Last Name*

Hilden

Home Address*

[REDACTED]

City*

Forest Grove

State*

OR

Zip Code*

97116

Mailing Address (if different)

Address

City

[REDACTED]

State

OR

Zip Code

97116

Phone Number*

[REDACTED]

Email Address*

[REDACTED]

Employer*

[REDACTED]

Occupation/Profession*

Commercial Banking Officer

Are you a high school student applicant?*

- ☐ Yes
☒ No

Students must be high school grade level and residing or attending school in Forest Grove. Students may serve on any board, except Budget Committee, Planning Commission and Urban Renewal Advisory Committee.

If so, which grade level and school do you attend?***Are you currently on a board or commission and reapplying?***

- ☐ Yes
- ☒ No

Which board(s) would you like to apply for?*

- ☐ Budget Committee (3 to 4 times in April/May)
- ☐ Committee for Community Engagement (1st Tuesday, 5:30 pm)
- ☐ Community Forestry Commission (3rd Wednesday, 5:15 pm)
- ☐ Public Arts Commission (3rd Thursday, 5 pm)
- ☒ Economic Development Commission (2nd Thursday, Noon)
- ☐ Historic Landmarks Board (4th Tuesday, 6:30 pm)
- ☐ Library Commission (3rd Wednesday, 6:30 pm)
- ☐ Parks and Recreation Commission (3rd Wednesday, 7 am)
- ☐ Planning Commission (1st and 3rd Monday, 7 pm). Membership Requirement: The Planning Commissioners are required to file an annual Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission Electronic Filing System in March of each year (ORS 244). SEI filers are required to file if they are seated and hold their position on April 15th of any given year.

If you selected multiple boards, which is your preferred choice?*

- ☐ Budget Committee (3 to 4 times in April/May)
- ☐ Committee for Community Engagement (1st Tuesday, 5:30 pm)
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- ☒ Economic Development Commission (2nd Thursday, Noon)
- ☐ Historic Landmarks Board (4th Tuesday, 6:30 pm)
- ☐ Library Commission (3rd Wednesday, 6:30 pm)
- ☐ Parks and Recreation Commission (3rd Wednesday, 7 am)
- ☐ Planning Commission (1st and 3rd Monday, 7 pm)

Do you reside within the City limits?*

- ☒ Yes
- ☐ No

What specific topics interest you that relate to the board(s)?*

Growth and development plans and related initiatives for the City.
How best can the City manage growth while remaining an attractive place to live.

What contributions do you hope to bring to the board(s)? *

Working for a business community bank, I am aware of prevailing business trends, and how community banks are responding.

I am a fourth generation Forest Grove resident and familiar with the history of our City and surrounding area. After high school I left Forest Grove for several years to attend college and begin a career. When my children were young, I felt a great pull to return and, thankfully, my husband loves it here as well.

List your educational experience

Western Oregon University - Early Ed.
Forest Grove High School

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

Forward Stride
Current Board Member and Program Committee
Forward Stride provides equine-assisted therapies.

Forest Grove Chamber
Recently joined as Member.

Community Associations Institute – Western Oregon Chapter (CAI)
Affiliated Member

Cares Northwest – Past Board Member
Cares Northwest provides assessment and support services – supporting children in Washington and Multnomah counties. The organizations works closely with area schools, hospitals and police force.

How did you hear of this opportunity*

Tom Raabe

Please type your name in the following as a signature. By signing in the following, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request

Gwyn Hilden

[Print](#)**Boards & Commissions Application - Submission #260****Date Submitted: 4/1/2024****First Name***

Marcus

Last Name*

Petteway

Home Address***City***

Forest Grove

State*

OR

Zip Code*

97116

Mailing Address (if different)

Address

City

City

State

State

Zip Code

Zip Code

Phone Number***Email Address*****Employer*****Occupation/Profession***

Senior Human Resources Manager

Are you a high school student applicant?*

- ☐ Yes
☒ No

Students must be high school grade level and residing or attending school in Forest Grove. Students may serve on any board, except Budget Committee, Planning Commission and Urban Renewal Advisory Committee.

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

Are you currently on a board or commission and reapplying?*

- ☐ Yes
- ☒ No

Which board(s) would you like to apply for?*

- ☐ Budget Committee (3 to 4 times in April/May)
- ☐ Committee for Community Engagement (1st Tuesday, 5:30 pm)
- ☐ Community Forestry Commission (3rd Wednesday, 5:15 pm)
- ☐ Public Arts Commission (3rd Thursday, 5 pm)
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If you selected multiple boards, which is your preferred choice?*

- ☐ Budget Committee (3 to 4 times in April/May)
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- ☒ Economic Development Commission (2nd Thursday, Noon)
- ☐ Historic Landmarks Board (4th Tuesday, 6:30 pm)
- ☐ Library Commission (3rd Wednesday, 6:30 pm)
- ☐ Parks and Recreation Commission (3rd Wednesday, 7 am)
- ☐ Planning Commission (1st and 3rd Monday, 7 pm)

Do you reside within the City limits?*

- ☒ Yes
- ☐ No

What specific topics interest you that relate to the board(s)?*

The future prospect of helping the city with improving its economic development and future in the state.

What contributions do you hope to bring to the board(s)? *

I will bring professionalism, business experience, and cultural awareness to the board.

List your educational experience

Bachelor of Science- Psychology
Master of Business Administration

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

Food bank volunteer

How did you hear of this opportunity*

Social Media

Please type your name in the following as a signature. By signing in the following, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request

Marcus Petteway

Print**Boards & Commissions Application - Submission #25****Date Submitted: 1/11/2024****First Name***

Claudia

Last Name*

Yakos

Home Address***City***

Forest Grove

State*

OR

Zip Code*

97116

Mailing Address (if different)**City**

Forest Grove

State

OR

Zip Code

97116

Phone Number***Email Address*****Employer*****Occupation/Profession***

Executive Director

Are you a high school student applicant?*

- ☐ Yes
☒ No

Students must be high school grade level and residing or attending school in Forest Grove. Students may serve on any board, except Budget Committee, Planning Commission and Urban Renewal Advisory Committee.

If so, which grade level and school do you attend?***Are you currently on a board or commission and reapplying?***

- ☒ Yes
☐ No

Which board(s) would you like to apply for?*

- ☐ Budget Committee (3 to 4 times in April/May)
☐ Committee for Community Engagement (1st Tuesday, 5:30 pm)
☐ Community Forestry Commission (3rd Wednesday, 5:15 pm)
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☐ Planning Commission (1st and 3rd Monday, 7 pm). Membership Requirement: The Planning Commissioners are required to file an annual Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission Electronic Filing System in March of each year (ORS 244). SEI filers are required to file if they are seated and hold their position on April 15th of any given year.

If you selected multiple boards, which is your preferred choice?*

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☐ Library Commission (3rd Wednesday, 6:30 pm)
☐ Parks and Recreation Commission (3rd Wednesday, 7 am)
☐ Planning Commission (1st and 3rd Monday, 7 pm)

Do you reside within the City limits?*

- ☒ Yes
☐ No

What specific topics interest you that relate to the board(s)?*

As the chamber director, I am keenly interested in participating in the Economic Development Commission. I see this as a unique opportunity to actively contribute to and influence critical aspects of economic growth that directly impact the business community. In this role, I aspire to be the authoritative voice representing businesses, advocating for policies that foster innovation, entrepreneurship, and overall business prosperity.

Serving on the Economic Development Commission aligns with my commitment to bridging the gap between the business community and economic development initiatives. I aim to ensure that the concerns and interests of local businesses are not only heard but also considered in the formulation of strategies and policies. Being the chamber director positions me as a key stakeholder, and I want to leverage this role to actively participate in shaping the economic landscape.

This involvement provides a platform for me to contribute insights on fostering a thriving entrepreneurial ecosystem, attracting new businesses, promoting sustainable development, advancing infrastructure, enhancing workforce skills, and addressing local/regional disparities. By participating in this commission, I can continue to advocate for a more vibrant and resilient business environment, actively participating in the dialogue and decision-making processes that shape our economic future.

What contributions do you hope to bring to the board(s)? *

As the chamber director, I aim to contribute to the Economic Development Commission through:

Advocacy: Championing policies for innovation and business prosperity.

Bridging Gaps: Facilitating effective communication between the business community and the commission

Strategic Insight: Providing valuable perspectives on entrepreneurial ecosystems, sustainable development, and regional disparities.

Community Engagement: Enhancing collaboration between local businesses and the commission.

Policy Influence: Collaborate to support policies for current and long-term economic growth.

List your educational experience

With a background as the President and CEO of a language service company, my leadership skills include strategic vision, adept decision-making, effective communication, team building, and adaptability. As the Executive Director for the Forest Grove Cornelius Chamber of Commerce, these skills translate into community engagement, collaboration, advocacy, networking, and strategic planning. This dual experience enables me to contribute effectively to business and community development.

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

In addition to my professional roles, I actively participate in community service and leadership positions. I have served as the President of the Rotary Club of Forest Grove and as an Assistant Governor for Rotary District 5100. My involvement extends to various boards, including Tuality Hospital. As a Chamber board member and Executive Director for a non-profit I spearhead, I collaborate with organizations like Centro Cultural, Adelante Mujeres, and the Hispanic Metropolitan Chamber of Commerce on impactful projects, emphasizing my commitment to community engagement.

How did you hear of this opportunity*

I have served on the EDC for 2023 in my role as Executive Director for the Forest Grove Cornelius Chamber of Commerce

Please type your name in the following as a signature. By signing in the following, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request

Claudia P Yakos

Forest Grove Boards/Commissions (B/C) General Interview Guidelines

- 3-4 questions and 6 minutes per applicant interview.

Facilitator: Script to be read to each applicant at the onset of the interview:

“Thank you for applying to serve on a Forest Grove Board or Commission. As you may know, each Board or Commission is advisory to the City Council and plays an important role in assuring public involvement in the public policy process. Today's interview is to meet with you and help us learn more about how and why you would like to serve. Each interview is 6 minutes and will include 3-4 questions.”

General interview questions for new applicants:

1. Why do you want to serve on a Board or Commission?

2. How are you vested in Forest Grove?

3. Please describe how you work to achieve consensus within a group.

Specific Board or Commission Questions:

Community Forestry Commission

1. Is Forest Grove’s tree canopy evenly distributed and if not, what would you recommend to improve it?

2. What are some ideas that the City could do for tree planting outreach in underserved areas of the community?

Committee for Community Engagement

1. What are some ideas to increase engagement in underserved communities?

2. What are some ideas to increase communication between residents and policymakers?

Planning Commission

1. What is your vision about Forest Grove's future development and redevelopment?

2. How would you formulate your decision on a new development or land use action (i.e., rezoning) proposed in your neighborhood?

Economic Development Commission

1. From an economic development - rather than a business operations perspective - what do you see as the most pressing issue facing Forest Grove? What do you see as the City's role in addressing this issue?

2. Do you feel that the City engages the business community in Forest Grove with fairness, equity, and inclusiveness? Why or why not?

Historic Landmarks Board

1. What is your knowledge of the Historic Neighborhood Districts in Forest Grove?

2. What are some ideas to raise awareness and increase community engagement in historic preservation efforts?

Library Commission

1. With the advent of e-books, how do you see libraries changing and what ideas do you have to help them adapt?

2. What are some ideas that the City could do for library outreach in underserved areas of the community?

BOARD AND COMMISSIONS (B/C) ROSTER

BUDGET COMMITTEE
Pursuant to ORS 294.414
7 Members 3-Year Term

Meetings: As needed.

Staff Contact: Paul Downey, 503-992-3220
Email: pdowney@forestgrove-or.gov

	Last Name	First Name	Officers/Represented Positions	Address	City	ST	Zip	E:MAIL ADDRESS	Work/Home/Cell (503)	Appt	Term
1	Andersen	David	(Multiple CCE)		Forest Grove	OR	97116			06/15	12/31/25
2	Cook	Tom	(Multiple CCE)		Forest Grove	OR	97116			03/18	12/31/25
3	Galvan	Teresa			Forest Grove	OR	97116			07/23	12/31/26
4	Groombridge	Wolanda			Forest Grove	OR	97116			01/19	12/31/24
5	Maisel	David	Chair		Forest Grove	OR	97116			01/04	12/31/24
6	Roth	Debby			Forest Grove	OR	97116			02/13	12/31/24
7	Cecchini	Kaitlin			Forest Grove	OR	97116			01/24	12/31/26

COMM. FOR COMMUNITY ENGAGEMENT
7 Members; 1 HS Student
Meetings: 1st Tues. 5:30 p.m. Comm Aud-Conf
Staff: Communications and Programs Manager

Staff Contact: Stephanie Fleischer, 503-992-3289
E-mail: sfleischer@forestgrove-or.gov

	Last Name	First Name	Officers/Represented Positions	City	ST	Zip	E:MAIL ADDRESS	Work/Home/Cell (503)	Appt	Term
1	Andersen	David	(Multiple BC)	Forest Grove	OR	97116			02/15	1/31/28
2	Cook	Tom	Secretary (Multiple BC)	Forest Grove	OR	97116			12/16	1/31/28
3	Finnigan	Heather	Chair	Forest Grove	OR	97116			02/22	1/31/26
4	VACANCY			Forest Grove	OR	97116				12/31/27
5	Cannon	Katy		Forest Grove	OR	97116			01/24	1/31/28
6	Shepherd	Madigan		Forest Grove	OR	97116			12/22	1/31/27
7	VACANCY									1/31/28
8	VACANCY		HS Student Advisor							1/31/27
	Uhing	Elena	Council Liaison	Forest Grove	OR	97116			11/23	

COMMUNITY FORESTRY COMMISSION
7 Members; 1 HS Student
Meetings: 2nd Wed. 5:30 p.m. Comm Aud-Conf
Staff: Senior Planner

Staff Contact: Dan Riordan, 503-992-3226
E-mail: driordan@forestgrove-or.gov

	Last Name	First Name	Officers/Represented Positions	City	ST	Zip	E:MAIL ADDRESS	Work/Home/Cell (503)	Apt	Term
1	Countryman	Bruce		Forest Grove	OR	97116			02/13	12/31/24
2	Hunter	David		Forest Grove	OR	97116			01/03	12/31/24
3	Nakajima	Mark	Vice Chair	Forest Grove	OR	97116			07/09	12/31/27
4	Walden	Kathy		Forest Grove	OR	97116			01/24	12/31/27
5	Marble	Justin	Chair	Forest Grove	OR	97116			12/22	12/31/26
6	VACANCY			Forest Grove	OR	97116				12/31/27
7	VACANCY									12/31/27
8	English	Shaun	HS Student Advisor	Forest Grove	OR	97116			12/22	12/31/24
	Marshall	Michael	Council Liaison	Forest Grove	OR	97116			11/23	

BOARD AND COMMISSIONS (B/C) ROSTER

ECONOMIC DEVELOPMENT COMMISSION											
15 Members; 1 HS Student			Meetings: 2nd Thurs. 12pm, McMenamins			Contact: Miles Glowacki					
			Staff: Economic Development Program Coordinator			E-mail: mglowacki@forestg					
	Last Name	First Name	Officers/Represented Positions	Address	City	ST	Zip			Appt	Term
1	Bafaro	Brad	FG School District (Public Schools)		Forest Grove	OR	97116			08/17	12/31/24
2	Budelman	Tim	Chair, Commercial/Industrial Owner (Norris-Steve)		Portland	OR	97205			02/12	12/31/24
3	Storms	Guy	Industrial/Commercial Broker (Henningesen)		Hillsboro	OR	97124			01/09	12/31/24
4	Emerick	Kevin	Wood/Ag-Related Business (Woodfold Mfg)		Forest Grove	OR	97116			10/17	12/31/25
5	Krautscheid	Steve	Vice Chair, Health/Medical (Tuality Healthcare)		Hillsboro	OR	97123			01/14	12/31/24
6	Rico	Mara	Lantix Community (Adelante Mujeres)		Portland	OR	97006			03/22	12/31/25
7	Langstraat	Jim	Pacific University (Higher Education)		Forest Grove	OR	97116			04/19	12/31/26
8	Zietz	Mathea	Large Commercial/Retail (McMenamins)		Beaverton	OR	97008			03/22	12/31/25
9	Nakajima	Mark	Small Commercial/Retail (Ace Hardware)		Forest Grove	OR	97116			11/12	12/31/25
10	VACANCY										12/31/27
11	VACANCY										12/31/27
12	VACANCY										12/31/27
13	VACANCY										12/31/27
14	VACANCY										12/31/27
15	VACANCY										12/31/27
16	VACANCY		HS Student Advisor								12/31/27
	Rippe	Tim	Council Liaison		Forest Grove	OR	97116			11/23	
HISTORIC LANDMARKS BOARD (HLB)											
7 Members; 1 HS Student			Meetings: 4th Tues. 6:30 p.m. Comm Aud-Conf Rm			Staff Contact: Kate McGuire					
			Staff: Senior Planner			E-mail: kmcguire@forestg					
	Last Name	First Name	Officers/Represented Positions	Address	City	ST	Zip			Appt	Term
1	Brent	Jennifer	Chair		Forest Grove	OR	97116			02/14	12/31/25
2	Cushing	George	Secretary		Forest Grove	OR	97116			03/03	12/31/25
3	Ruby	Heidi			Forest Grove	OR	97116			01/21	12/31/24
4	Poulsen	Neil			Forest Grove	OR	97116			01/24	12/31/27
5	VACANCY										12/31/27
6	VACANCY										12/31/27
7	VACANCY										12/31/27
8	VACANCY		HS Student Advisor								12/31/27
	Wenzl	Malynda	Council Liaison		Forest Grove	OR	97116			11/23	
LIBRARY COMMISSION (LC)											
7 Members; 1 HS Student			Meetings: 3rd Wed. 6:30 p.m. Library - Rogers Room			Staff Contact: Colleen Win					
			Staff Library Director			E-mail: cwinters@forestgr					
	Last Name	First Name	Officers/Represented Positions	Address	City	ST	Zip			Appt	Term
1	Bailey	Pamela			Forest Grove	OR	97116			08/09	12/31/27
2	Greathouse	Susan			Forest Grove	OR	97116			01/24	12/31/27
3	Beier	Kirsten			Forest Grove	OR	97116			03/18	12/31/24
4	Atwood	Kynah			Forest Grove	OR	97116			01/24	12/31/27
5	Knapp	Sarah "Morgan"	Chair		Forest Grove	OR	97116			01/20	12/31/27
6	VACANCY				Forest Grove	OR	97116				12/31/27
7	Poulsen	Kathleen			Forest Grove	OR	97116			01/07	12/31/24
8	VACANCY		HS Student Advisor		Forest Grove	OR	97116				12/31/27
	Valenzuela	Mariana	Council Liaison		Forest Grove	OR	97116			12/22	

BOARD AND COMMISSIONS (B/C) ROSTER

PARKS & RECREATION COMMISSION (P&R)											
9 Members; 1 HS Student				Meetings: 3rd Wed. 7:00 a.m. Comm Aud Members: 5 Park Areas; 1 Sch Dist; 3 At-Large Staff: Parks and Recreation Director				Staff Contact: Anne Lane, 503-253-5111 E-mail: alane@forestgrove.org			
	Last Name	First Name	Officers/Represented Positions		City	ST	Zip			Appt	Term
1	Bafaro	Brad	Chair (FG Sch Dist Board)		Forest Grove	OR	97116			09/15	12/31/25
2	Exo	Shari	At-Large		Forest Grove	OR	97116			12/22	12/31/26
3	Johnson	Aaron	SW (Rogers)		Forest Grove	OR	97116			01/21	12/31/25
4	Johnston Carey	Mackenzie	At-Large		Forest Grove	OR	97116			02/16	12/31/27
5	Beck	Michelle	NE (Bard & Stites)		Forest Grove	OR	97116			01/24	12/31/27
6	Offer	Joe	Vice Chair At-Large		Forest Grove	OR	97116			04/22	12/31/25
7	Taylor	Susan	NW (Lincoln, Hazel Sills, Talisman)		Forest Grove	OR	97116			04/05	12/31/24
8	VanBlarcom	Glenn	NNW (Forest Glen, Knox Ridge, Thatcher)		Forest Grove	OR	97116			01/11	12/31/24
9	Waterstreet	Paul	SE (Joseph Gale)	2	Forest Grove	OR	97116			10/93	12/31/24
10	VACANCY		HS Student Advisor								12/31/27
	Marshall	Michael	Council Liaison		Forest Grove	OR	97116			11/23	
PLANNING COMMISSION (PC)											
7 Members No more than 2 same profession				Meetings: 1st & 3rd Mon 7:00 p.m. Comm Aud Staff: Community Development Director				Staff Contact: Bryan Pohl, 503-253-5111 E-mail: bpohl@forestgrove.org			
	Last Name	First Name	Officers/Represented Positions		City	ST	Zip			Appt	Term
1	Berdahl	Seth	Peloton / Precor		Forest Grove	OR	97116			01/24	12/31/27
2	Culbertson	Brandon	Educator, Grant-Program-Policy Officer		Forest Grove	OR	97116			01/24	12/31/27
3	Ellis	Nicole	Real Estate		Forest Grove	OR	97116			07/23	12/31/26
4	Farrell	Tim	Retired		Forest Grove	OR	97116			04/22	12/31/25
5	VACANCY										12/31/25
6	Sanderson	Virginia "Ginny"	Chair, Attorney		Forest Grove	OR	97116			01/18	12/31/25
7	Stenberg	Julie	Broker and Legal Assistant		Forest Grove	OR	97116			07/23	12/31/26
PUBLIC ARTS COMMISSION (PAC)											
9 Members; 1 HS Student				Meetings: 3rd Thurs. 5:00 p.m. Library - Rogers Con Staff: Library Director				Staff: Colleen Winters, 503-253-5111 Contact: cwinters@forestgrove.org			
	Last Name	First Name	Officers/Represented Positions		City	ST	Zip			Appt	Term
1	Cooper	Brenna			Forest Grove	OR	97116			01/21	12/31/24
2	Eytzen	Dana	Co-Chair/Treasurer		Forest Grove	OR	97119			08/10	12/31/27
3	Harris	Brian			Forest Grove	OR	97116			12/22	12/31/26
4	Leatham	Kathleen	Secretary		Carlton	OR	97111			02/06	12/31/25
5	Lux	Emily	Co-Chair		Forest Grove	OR	97116			09/14	12/31/27
6	Taylor	Linda Stiles			Forest Grove	OR	97116			01/08	12/31/27
7	Truax	Pat			Forest Grove	OR	97116			02/06	12/31/25
9	Kerns	Laurie			Forest Grove	OR	97116			01/24	12/31/27
9	Cast	Kristin			Forest Grove	OR	97116			01/24	12/31/27
10	Marcel	Orson	HS Student Advisor		Forest Grove	OR	97116			01/24	12/31/27
	Gustafson	Donna	Council Liaison		Forest Grove	OR	97116			11/23	

Yellow = Outside Forest Grove City Limits but within Forest Grove School District

Green = Outside Forest Grove School District Limits

PROCLAMATION

Juneteenth ~ June 19, 2024

WHEREAS, President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863, declaring enslaved people “forever free”, paving the way for the passing of the 13th Amendment, which formally abolished slavery in the United States; and

WHEREAS, on June 19, 1865, Union troops marched through Galveston reading to the people of Galveston that all slaves were free, and the formerly enslaved citizens in Galveston rejoiced in the streets with jubilant celebrations; and

WHEREAS, June 19th (Juneteenth), also known as Freedom Day, is a day to celebrate the end of slavery and the advancement of equality and justice in the United States; and

WHEREAS, Juneteenth celebrates African American freedom and achievement, while encouraging continuous self-development and respect for all cultures; and

WHEREAS, in 2021 Juneteenth was made a Federal Holiday. House Bill 2168 was signed by Governor Kate Brown in Oregon for Juneteenth to become a State Holiday the following year in 2022.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM JUNE 19, 2024, AS

Juneteenth

In Forest Grove, Oregon, Washington County, and urge all citizens to become more aware of the significance of this celebration in African-American History and in the heritage of our nation. It is our responsibility to ensure racial justice, equity, equality in Forest Grove and the world.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 10th day of June, 2024.

Malynda H. Wenzl

Malynda H. Wenzl, Mayor, City of Forest Grove

PROCLAMACIÓN

19 de junio ~ 19 de junio de 2024

CONSIDERANDO QUE, el presidente Abraham Lincoln firmó la Proclamación de Emancipación el 1 de enero de 1863, declarando a las personas esclavizadas “libres para siempre”, allanando el camino para la aprobación de la Enmienda 13, que abolió formalmente la esclavitud en los Estados Unidos; y

CONSIDERANDO QUE, el 19 de junio de 1865, las tropas de la Unión marcharon por Galveston leyendo a la gente de Galveston que todos los esclavos eran libres, y los ciudadanos anteriormente esclavizados en Galveston se regocijaron en las calles con celebraciones jubilosas; y

CONSIDERANDO QUE, el 19 de junio (Juneteenth), también conocido como el Día de la Libertad, es un día para celebrar el fin de la esclavitud y el avance de la igualdad y la justicia en los Estados Unidos; y

CONSIDERANDO QUE, Juneteenth celebra la libertad y los logros de los afroamericanos, al mismo tiempo que fomenta el autodesarrollo continuo y el respeto por todas las culturas; y

CONSIDERANDO QUE, en 2021, el 16 de junio se convirtió en feriado federal. El proyecto de ley 2168 de la Cámara de Representantes fue firmado por la gobernadora Kate Brown en Oregón para que Juneteenth se convirtiera en feriado estatal el año siguiente en 2022.

AHORA, POR LO TANTO, EL CONCEJO MUNICIPAL DE LA CIUDAD DE FOREST GROVE POR LA PRESENTE PROCLAMA EL 19 DE JUNIO DE 2024, como

DIECINUEVE DE JUNIO

En Forest Grove, Oregón, condado de Washington, e insto a todos los ciudadanos a ser más conscientes de la importancia de esta celebración en la historia afroamericana y en la herencia de nuestra nación. Es nuestra responsabilidad garantizar la justicia racial, la equidad y la igualdad en Forest Grove y el mundo.



EN TESTIMONIO DE LO CUAL, firmo la presente y hago que se coloque el sello de la ciudad de Forest Grove, este día 10 de junio de 2024.

Malynda H Wenzl

Malynda Wenzl, Alcalde, Ciudad de Forest Grove

PROCLAMATION

Pride Month ~ June 2024

WHEREAS, Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) PRIDE Month is currently celebrated each year in the month of June to honor the 1969 Stonewall Uprising in Manhattan; and,

WHEREAS, the City Council's Goals are for Forest Grove to be an inclusive community that promotes equity, diversity, and access in creating a meaningful quality of life for everyone; and

WHEREAS, we recognize, support, and appreciate the invaluable contributions of the members of Lesbian, Gay, Bisexual, Queer, Intersex, Asexual, and Two-Spirit (LGBTQIA2S+) community; and

WHEREAS, we remain steadfast in our dedication to eliminate the prejudices and discrimination faced by members of the LGBTQIA2S+ community.

WHEREAS, we believe that the rich diversity of communities in Forest Grove is one of our greatest strengths.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM JUNE 2024, AS

Pride Month

In Forest Grove, Oregon, Washington County, and urge citizens, businesses, organizations, and agencies to respect and honor our diverse community, celebrate, and build a culture of inclusivity and acceptance.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 10th day of June, 2024.

Malynda H. Wenzl

Malynda H. Wenzl, Mayor, City of Forest Grove

PROCLAMACIÓN

Mes del Orgullo ~ Junio 2024

CONSIDERANDO QUE, el Mes del ORGULLO de lesbianas, gays, bisexuales, transexuales y queer (LGBTQ) se celebra actualmente cada año en el mes de junio para honrar el Levantamiento de Stonewall de 1969 en Manhattan; y

CONSIDERANDO QUE, los objetivos del Concejo Municipal son que Forest Grove sea una comunidad inclusiva que promueva la equidad, la diversidad y el acceso en la creación de una calidad de vida significativa para todos; y

CONSIDERANDO QUE, reconocemos, apoyamos y apreciamos las valiosas contribuciones de los miembros de la comunidad lesbiana, gay, bisexual, queer, intersexual, asexual y de dos espíritus (LGBTQIA2S+); y

CONSIDERANDO QUE, nos mantenemos firmes en nuestra dedicación para eliminar los prejuicios y la discriminación que enfrentan los miembros de la comunidad LGBTQIA2S+; y

CONSIDERANDO QUE, creemos que la rica diversidad de comunidades en Forest Grove es una de nuestras mayores fortalezas.

AHORA, POR LO TANTO, EL CONCEJO MUNICIPAL DE LA CIUDAD DE FOREST GROVE POR LA PRESENTE PROCLAMA EL JUNIO 2024, como

MES DEL ORGULLO

en Forest Grove, Oregón, condado de Washington, e instamos a los ciudadanos, empresas, organizaciones y agencias a respetar y honrar a nuestra comunidad diversa, celebrar y construir una cultura de inclusión y aceptación.



EN TESTIMONIO DE LO CUAL, firmo la presente y hago que se coloque el sello de la ciudad de Forest Grove, este día 10 de junio de 2024.

Malynda H Wenzl

Malynda Wenzl, Alcalde, Ciudad de Forest Grove

Mariah Woods

From: noreply@civicplus.com
Sent: Thursday, May 30, 2024 12:16 PM
To: City Councilors
Subject: Online Form Submittal: Contact City Council

Caution: This message came from outside our organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

Contact City Council

First Name	Joe
Last Name	Hundley
Address	
City	Forest Grove
State	OR
Zip	97116
Email	
Whom would you like to contact?	Entire Forest Grove City Council (Includes Mayor Wenzl)
Would you like a response?	Yes
Question / Comment	Has Forest Grove already, or plan to opt in to HB1576, to protect the town and property owners against liability for recreational use? The bill automatically covered cities over 500k (so just Portland) and requires everyone else to pass a bill to opt in, like Rockaway has.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
Sent: Friday, May 31, 2024 9:13 AM
To: City Councilors
Subject: Online Form Submittal: Contact City Council

Caution: This message came from outside our organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

Contact City Council

First Name	Susan
Last Name	Klaumann
Address	
City	Forest Grove
State	Or
Zip	Field not completed.
Email	
Whom would you like to contact?	Entire Forest Grove City Council (Includes Mayor Wenzl)
Would you like a response?	Yes
Question / Comment	I was hoping I did not have to bring this up again but here I go. I have made complaints about the city allowing residents to have chickens. In the past 3 to 4 weeks our condo association has had 2 dead rats and one just down the street at Laurel and 22nd. This was not the case before the chickens arrived at the home just behind us. I can send you a picture of one of the rats if you need proof. I have asked the city to re- visit their stance on chickens (not sure that happened). Do they really need to have 12 or 14? Why is it they only have to be 5 feet from our property? Why can't the ordinance say that the chickens can be no further than 5 feet from their own home? I did not sign up to reign in rats. We cannot put out poison because of pets and those stupid rat traps did not work last year. Chickens draw rats and they need

to be in the country. Is there a plan for the city to deal with the rat problem? I know you want us to work it out with our neighbors. They are nice but nice does not change what is happening. Only the city can make the necessary change. Thank you again for considering how to solve this problem.

Email not displaying correctly? [View it in your browser.](#)

From: [Chamber Director](#)
To: [City Councilors](#); [Juan Carlos González](#); lnunez@fgsd.k12.or.us
Cc: [Jesse VanderZanden](#); [Paul Downey](#); [Miles Glowacki](#); [Stephanie Fleischer](#); [Joyce Phillips](#); [Amanda Yakos](#); [Hope Kramer](#)
Subject: Appreciation for Funding the Centro de Desarrollo Empresarial
Date: Friday, May 31, 2024 11:26:35 AM
Attachments: [image001.png](#)

Caution: This message came from outside our organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

Dear Members of the City Council and Grant Committee,

On behalf of the Forest Grove/Cornelius Chamber of Commerce, I would like to extend our heartfelt gratitude for awarding us the Community Impact Grant (CIG) for the Centro de Desarrollo Empresarial. This significant support, amounting to \$40,000 annually for three years, is a testament to your belief in our vision and commitment to fostering economic growth and community development.

We are incredibly excited about the transformative potential of this grant. The establishment of the Centro de Desarrollo Empresarial will serve as a crucial resource for business development in our community, providing essential tools and support to local entrepreneurs and small businesses. This center will not only benefit Forest Grove but will also extend its impact to the unincorporated areas of Washington County, helping to create a more vibrant and resilient local economy.

Your recognition of our project underscores the importance of collaborative efforts in driving community enhancement. We are confident that the initiatives supported by this grant will lead to substantial and lasting improvements in the quality of life for our residents. The Centro de Desarrollo Empresarial will offer training, mentorship, and a hub for innovation, empowering individuals to pursue their entrepreneurial dreams and contribute to the overall economic prosperity of our region.

We are deeply appreciative of the trust you have placed in us, and we are committed to ensuring that this funding is used effectively to achieve our shared goals. The positive ripple effects of this grant will be felt across various sectors of our communities, fostering a spirit of collaboration, growth, and inclusivity.

Thank you once again for your generosity and support. We look forward to working closely with you and other community stakeholders to bring this vision to fruition and to make a meaningful difference in the lives of those we serve.

With sincere appreciation,

Estimados miembros del Ayuntamiento y del Comité de Subvenciones,

En nombre de la Cámara de Comercio de Forest Grove/Cornelius, me gustaría expresar nuestra más sincera gratitud por otorgarnos la Subvención de Impacto Comunitario (CIG) para el Centro de

Desarrollo Empresarial. Este apoyo significativo, que asciende a \$40,000 anuales durante tres años, es un testimonio de su confianza en nuestra visión y compromiso con el fomento del crecimiento económico y el desarrollo comunitario.

Estamos increíblemente emocionados por el potencial transformador de esta subvención. El establecimiento del Centro de Desarrollo Empresarial servirá como un recurso crucial para el desarrollo empresarial en nuestra comunidad, proporcionando herramientas esenciales y apoyo a los emprendedores locales y pequeñas empresas. Este centro no solo beneficiará a Forest Grove, sino que también extenderá su impacto a las áreas no incorporadas del Condado de Washington, ayudando a crear una economía local más vibrante y resiliente.

Su reconocimiento de nuestro proyecto subraya la importancia de los esfuerzos colaborativos en la mejora de la comunidad. Estamos seguros de que las iniciativas apoyadas por esta subvención conducirán a mejoras sustanciales y duraderas en la calidad de vida de nuestros residentes. El Centro de Desarrollo Empresarial ofrecerá capacitación, mentoría y un centro de innovación, empoderando a los individuos para perseguir sus sueños emprendedores y contribuir a la prosperidad económica general de nuestra región.

Apreciamos profundamente la confianza que han depositado en nosotros, y estamos comprometidos a asegurar que estos fondos se utilicen de manera efectiva para alcanzar nuestros objetivos compartidos. Los efectos positivos de esta subvención se sentirán en varios sectores de nuestra comunidad, fomentando un espíritu de colaboración, crecimiento e inclusión.

Gracias una vez más por su generosidad y apoyo. Esperamos trabajar estrechamente con ustedes y otros interesados de la comunidad para llevar esta visión a la realidad y hacer una diferencia significativa en las vidas de aquellos a quienes servimos.

Con sincera apreciación,

Claudia Yakos
Executive Director

Forest Grove/Cornelius Chamber of Commerce
Office: 503-357-3006
Director@fgcchamber.org
www.fgcchamber.org
@fgcchamber on social media
2417 Pacific Ave, Forest Grove OR 97116



Attend an Event. Join a Committee. Sponsor. Invite a Guest. Be involved!

From: [David Haworth](#)
To: [City Councilors](#)
Subject: The Danger of Data Centres (Part One)
Date: Monday, June 3, 2024 6:08:27 PM

Caution: This message came from outside our organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

<https://youtu.be/bucw38roFlc?si=ZuYBI1p7MBNAbqV>

Sent from my iPhone

From: [David Haworth](#)
To: [City Councilors](#)
Subject: Concerns over data centers continue to grow in northern Virginia
Date: Monday, June 3, 2024 6:13:39 PM

Caution: This message came from outside our organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

https://youtu.be/xa_q2fYkgCM?si=JN7UvKPmfxdg-pT0

Sent from my iPhone

From: [David Haworth](#)
To: [City Councilors](#)
Subject: Data Centers in Northern Virginia May Be Factors for Some Voters in Prim...
Date: Monday, June 3, 2024 6:14:27 PM

Caution: This message came from outside our organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

<https://youtu.be/LeX1JZk-hFU?si=x-zAQYnOpOTx5MeH>

Sent from my iPhone

From: [David Haworth](#)
To: [City Councilors](#)
Subject: Explosion outside of D.C. last night. | Amazon Data Centre
Date: Monday, June 3, 2024 6:16:42 PM

Caution: This message came from outside our organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

<https://youtu.be/1NHXs1d3kRw?si=YQXy-0PYzEOKJtm>

Sent from my iPhone

From: [David Haworth](#)
To: [City Councilors](#)
Subject: How Data Centers Impact the Environment
Date: Monday, June 3, 2024 8:12:44 PM

Caution: This message came from outside our organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

<https://youtu.be/Y9IXWCAN0wE?si=eOPc1VpBrDx-GLfA>

Sent from my iPhone

Mariah Woods

From: brian.h.schimmel@gmail.com
Sent: Sunday, June 09, 2024 8:16 AM
To: City Councilors
Cc: Jesse VanderZanden
Subject: Concerns Regarding Conduct in Public Meetings

Caution: This message came from outside our organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

Dear City Council,

I hope this email finds you well. I am writing to express my deep frustration over the recent conduct exhibited by councilors toward the mayor during public meetings. It is disheartening to witness behaviors that are not only unbecoming of elected officials but also inconsistent with the city's values and council rules.

The rationalization invoked, namely 'civic duty,' is particularly patronizing to both career professionals and the younger generation, including my 20-year-old daughter, who actively participated in electing our mayor.

Imagine the potential impact of inspiring hundreds of new voters to engage in the civic process, leading to a more inclusive community engagement. However, such efforts are undermined when our mayor is publicly disrespected, with insinuations of overreach made without credible sources and attempts to weaken the mayor's role.

It is essential to differentiate between fulfilling a councilor's duty and engaging in unnecessary, targeting actions. Such behavior must cease immediately. It is not reflective of who our city is, nor does it align with the principles outlined in the city charter. Moreover, it poses a significant risk to our regional partnerships and potential government funding.

It is crucial to recognize that people are paying close attention to these actions, and the impact is felt far beyond those who may have your ear. Such behaviors are viewed as marginalizing toward a younger working woman and mother, elected handedly by this community.

In conclusion, I urge you to reflect on the impact of your actions and consider the broader consequences for our community. Let us uphold the dignity of our elected officials and work collaboratively towards the betterment of our city.

Sincerely,

Brian Schimmel
Resident and Community Advocate
[REDACTED]
Forest Grove

Monthly Building Activity Report

May-24 2023-2024

Category	Period: May-23		Period: May-24	
	# of Permits	Value	# of Permits	Value
Man. Home Setup			1	\$ 80,000.00
Res 1 & 2 Family New	19	\$7,566,434	6	\$2,114,251
SFR Addition & Alt/Repair	11	\$226,443	5	\$259,834
MultiFamily New				
MultiFamily Alteration/Repair				
Group Care Facility			1	\$30,000
Commercial New			6	\$762,754
Commerical Addition				
Commercial Alt/Repair	3	\$116,877	1	\$800
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)			1	\$1,000,000
Signs	2	\$13,576		
Grading	2			
Demolitions	1		1	
Total	38	\$7,923,330	22	\$4,247,639

Fiscal Year-to-Date

2022-2023		2023-2024	
Permits	Value	Permits	Value
252	\$39,172,456	242	\$45,366,339



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: F.1.a

MEETING DATE: 06.10.2024

FINAL ACTION: RESO 2024-17

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 10, 2024*

PROJECT TEAM: *Paul Downey, Assistant City Manager/Finance Director*

SUBJECT TITLE: *Resolutions 2024-17, 2024-18, and 2024-19 to Adopt FY 2024-25 Budget, Levy and Categorize Taxes for FY 2024-25, and Make Appropriations for FY 2024-25*

ACTION REQUESTED:

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

X all that apply

ISSUE STATEMENT:

The Budget Committee approved the Proposed FY 2024-25 Budget with changes on May 7, 2024, in the amount of \$160,325,198. The City Council now needs to adopt the FY 2024-25 Budget Committee Approved Budget with any changes approved by the City Council, levy the property taxes for FY 2024-25, and make the appropriations that set the legal expenditure levels in each fund for FY 2024-25.

BACKGROUND:

Staff is proposing the following change totaling \$350,000 which will increase the Adopted Budget to a total of \$160,675,198. In the General Fund, Nondepartmental expenditures have been increased by \$350,000 to account for the summer recreational program that the Parks and Recreation Department will be conducting with funding from the Forest Grove School District who is receiving funding from the State of Oregon for summer opportunities for district students. The City will incur expenses for intermittent labor, supplies, contract services and food & beverage expenses. There are no City funds budgeted for this activity. Staff budgeted these grant funds in this department as it did not want to mix City recreation budgeted dollars with this grant.

Staff would like to make the Council aware that it may propose a budget amendment(s) in the coming months to the Light and Power Fund for capital outlay to make improvements to the Forest Grove and Filbert substations and line extensions for proposed improvements resulting from industrial development. These improvements would be purchased by Light and Power and then reimbursed by the developers, meaning there are no rate payer funds used on the improvements. These improvements may be upwards of \$12 million.

Staff has prepared the necessary resolutions, which incorporate the change in this memorandum, for the City Council's consideration.

FISCAL IMPACT:

Please see above.

STAFF RECOMMENDATION:

Staff recommends the City Council approve Resolutions 2024-17, 2024-18, and 2024-19 to Adopt FY 2024-25 Budget, Levy and Categorize Taxes for FY 2024-25, and Make Appropriations for FY 2024-25.

ATTACHMENT(s):

- Resolution 2024-17, Adopting Budget for Fiscal Year Commencing July 1, 2024, and Ending June 30, 2025
- Resolution 2024-18, Levying and Categorizing Taxes for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2024, and Ending June 30, 2025
- Resolution 2024-19, Making Appropriations for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2024, and Ending June 30, 2025.

RESOLUTION NO. 2024-17

**RESOLUTION ADOPTING BUDGET FOR FISCAL YEAR
COMMENCING JULY 1, 2024, AND ENDING JUNE 30, 2025**

WHEREAS, the Budget Committee of the City of Forest Grove has approved a budget for the City for the Fiscal Year commencing July 1, 2024, pursuant to the provisions of Oregon Local Budget Law; and

WHEREAS, changes have been proposed to the Budget approved by the Budget Committee, and

WHEREAS, a hearing has been held before the City Council as required by law and it appears to the Council that the Approved Budget as changed by the City Council should be adopted.

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

Section 1. That the City Council hereby adopts the FY 2024-25 Budget approved by the Budget Committee of the City of Forest Grove in the amount of \$160,675,198.

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

PRESENTED AND PASSED this 10th day of June, 2024.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 10th day of June, 2024.

Malynda H. Wenzl, Mayor



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: F.1.b

MEETING DATE: 06.10.2024

FINAL ACTION: RESO 2024-18

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 10, 2024*

PROJECT TEAM: *Paul Downey, Assistant City Manager/Finance Director*

SUBJECT TITLE: *Resolutions 2024-17, 2024-18, and 2024-19 to Adopt FY 2024-25 Budget, Levy and Categorize Taxes for FY 2024-25, and Make Appropriations for FY 2024-25*

ACTION REQUESTED:

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

X all that apply

ISSUE STATEMENT:

The Budget Committee approved the Proposed FY 2024-25 Budget with changes on May 7, 2024, in the amount of \$160,325,198. The City Council now needs to adopt the FY 2024-25 Budget Committee Approved Budget with any changes approved by the City Council, levy the property taxes for FY 2024-25, and make the appropriations that set the legal expenditure levels in each fund for FY 2024-25.

BACKGROUND:

Staff is proposing the following change totaling \$350,000 which will increase the Adopted Budget to a total of \$160,675,198. In the General Fund, Nondepartmental expenditures have been increased by \$350,000 to account for the summer recreational program that the Parks and Recreation Department will be conducting with funding from the Forest Grove School District who is receiving funding from the State of Oregon for summer opportunities for district students. The City will incur expenses for intermittent labor, supplies, contract services and food & beverage expenses. There are no City funds budgeted for this activity. Staff budgeted these grant funds in this department as it did not want to mix City recreation budgeted dollars with this grant.

Staff would like to make the Council aware that it may propose a budget amendment(s) in the coming months to the Light and Power Fund for capital outlay to make improvements to the Forest Grove and Filbert substations and line extensions for proposed improvements resulting from industrial development. These improvements would be purchased by Light and Power and then reimbursed by the developers, meaning there are no rate payer funds used on the improvements. These improvements may be upwards of \$12 million.

Staff has prepared the necessary resolutions, which incorporate the change in this memorandum, for the City Council's consideration.

FISCAL IMPACT:

Please see above.

STAFF RECOMMENDATION:

Staff recommends the City Council approve Resolutions 2024-17, 2024-18, and 2024-19 to Adopt FY 2024-25 Budget, Levy and Categorize Taxes for FY 2024-25, and Make Appropriations for FY 2024-25.

ATTACHMENT(s):

- Resolution 2024-17, Adopting Budget for Fiscal Year Commencing July 1, 2024, and Ending June 30, 2025
- Resolution 2024-18, Levying and Categorizing Taxes for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2024, and Ending June 30, 2025
- Resolution 2024-19, Making Appropriations for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2024, and Ending June 30, 2025.

RESOLUTION NO. 2024-18

**RESOLUTION LEVYING AND CATEGORIZING TAXES FOR
THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON,
FOR THE FISCAL YEAR COMMENCING JULY 1, 2024, AND ENDING
JUNE 30, 2025**

WHEREAS, the City Council has adopted the FY 2024-25 Budget now on file in the office of the City Recorder.

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

Section One. That the following ad valorem property taxes are hereby imposed and categorized for tax year 2024-25 upon the assessed value of all taxable property within the City for tax year 2024-25: 1) at the rate of \$3.9554 per \$1,000 of assessed value for the permanent rate tax; and 2) at the rate of \$1.95 per \$1,000 of assessed value for the local option levy expiring June 30, 2028.

Section Two. The taxes imposed are hereby categorized for purposes of Article XI, Section 11b, as:

	<u>Subject to the General Government Limitation</u>	<u>Excluded from the Limitation</u>
General Fund – Permanent Rate	\$3.9554/\$1,000	
General Fund – Local Option Levy	\$1.9500/\$1,000	
	-----	-----
Category Total	\$5.9054/\$1,000	\$0

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

PRESENTED AND PASSED this 10th day of June, 2024.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 10th day of June, 2024.

Malynda H. Wenzl, Mayor



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CITY RECORDER USE ONLY:

AGENDA ITEM #: F.1.c

MEETING DATE: 06.10.2024

FINAL ACTION: RESO 2024-19

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 10, 2024*

PROJECT TEAM: *Paul Downey, Assistant City Manager/Finance Director*

SUBJECT TITLE: *Resolutions 2024-17, 2024-18, and 2024-19 to Adopt FY 2024-25 Budget, Levy and Categorize Taxes for FY 2024-25, and Make Appropriations for FY 2024-25*

ACTION REQUESTED:

	Ordinance		Order	X	Resolution		Motion		Informational
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X all that apply

ISSUE STATEMENT:

The Budget Committee approved the Proposed FY 2024-25 Budget with changes on May 7, 2024, in the amount of \$160,325,198. The City Council now needs to adopt the FY 2024-25 Budget Committee Approved Budget with any changes approved by the City Council, levy the property taxes for FY 2024-25, and make the appropriations that set the legal expenditure levels in each fund for FY 2024-25.

BACKGROUND:

Staff is proposing the following change totaling \$350,000 which will increase the Adopted Budget to a total of \$160,675,198. In the General Fund, Nondepartmental expenditures have been increased by \$350,000 to account for the summer recreational program that the Parks and Recreation Department will be conducting with funding from the Forest Grove School District who is receiving funding from the State of Oregon for summer opportunities for district students. The City will incur expenses for intermittent labor, supplies, contract services and food & beverage expenses. There are no City funds budgeted for this activity. Staff budgeted these grant funds in this department as it did not want to mix City recreation budgeted dollars with this grant.

Staff would like to make the Council aware that it may propose a budget amendment(s) in the coming months to the Light and Power Fund for capital outlay to make improvements to the Forest Grove and Filbert substations and line extensions for proposed improvements resulting from industrial development. These improvements would be purchased by Light and Power and then reimbursed by the developers, meaning there are no rate payer funds used on the improvements. These improvements may be upwards of \$12 million.

Staff has prepared the necessary resolutions, which incorporate the change in this memorandum, for the City Council's consideration.

FISCAL IMPACT:

Please see above.

STAFF RECOMMENDATION:

Staff recommends the City Council approve Resolutions 2024-17, 2024-18, and 2024-19 to Adopt FY 2024-25 Budget, Levy and Categorize Taxes for FY 2024-25, and Make Appropriations for FY 2024-25.

ATTACHMENT(s):

- Resolution 2024-17, Adopting Budget for Fiscal Year Commencing July 1, 2024, and Ending June 30, 2025
- Resolution 2024-18, Levying and Categorizing Taxes for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2024, and Ending June 30, 2025
- Resolution 2024-19, Making Appropriations for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2024, and Ending June 30, 2025.

RESOLUTION NO. 2024-19

**RESOLUTION MAKING APPROPRIATIONS FOR
THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, FOR
THE FISCAL YEAR COMMENCING JULY 1, 2024, AND ENDING JUNE 30, 2025**

WHEREAS, the City Council has adopted the FY 2024-25 Budget now on file in the office of the City Recorder.

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

Section One. That the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2024, and for the following purposes are hereby appropriated as follows:

	<u>General Fund</u>	
Legislative & Executive	\$	728,132
Administrative Services		5,096,128
Library		1,710,004
Planning		636,783
Economic Development		182,445
Engineering		1,158,611
Police Services		9,164,444
Fire Department		6,513,388
Aquatics		881,767
Parks		1,177,890
Recreation		317,695
Municipal Court		476,462
Non-Departmental		577,720
Contingencies		1,000,000
Total General Fund Appropriations	\$	<u>29,621,469</u>

<u>Light Fund</u>	
Electric Services	\$ 27,474,731
Debt Service	305,800
Transfers	1,446,520
Contingencies	<u>1,000,000</u>
Total Light Fund Appropriations	\$ <u>30,227,051</u>

<u>Sewer Fund</u>	
Sewer Services	\$ 1,992,839
Transfers	115,973
Contingencies	<u>750,000</u>
Total Sewer Fund Appropriations	\$ <u>2,858,812</u>

<u>Sewer SDC Fund</u>	
Sewer SDC Program	\$ 250,000
Debt Service	224,260
Contingencies	<u>61,500</u>
Total Sewer SDC Fund Appropriations	\$ <u>535,760</u>

<u>Water Fund</u>	
Water Services	\$ 12,428,474
Debt Service	72,805
Transfers	387,146
Contingencies	<u>1,000,000</u>
Total Water Fund Appropriations	\$ <u>13,888,425</u>

<u>Water SDC Fund</u>	
Water SDC Program	4,702,359
Transfers	1,200
Contingencies	<u>450,000</u>
Total Water SDC Fund Appropriations	\$ <u>5,153,559</u>

<u>Surface Water Management Fund</u>	
SWM Services	\$ 1,962,435
Transfers	85,590
Contingencies	<u>130,000</u>
Total SWM Fund Appropriations	\$ <u>2,178,025</u>

<u>SWM SDC Fund</u>	
SWM SDC Program	\$ 325,000
Contingencies	84,500
Total SWM SDC Fund Appropriations	\$ 409,500

<u>Street Fund</u>	
Street Services	\$ 4,377,561
Contingencies	300,000
Total Street Fund Appropriations	\$ 4,677,561

<u>Building Permits Fund</u>	
Building Permit Services	\$ 1,310,028
Transfers	85,930
Contingencies	400,000
Total Building Permits Fund Appropriations	\$ 1,795,958

<u>Community Enhancement Fund</u>	
Community Enhancement Program	\$ 162,478
Transfers	8,930
Total Community Enhancement Fund Appropriations	\$ 171,408

<u>Library Endowment Fund</u>	
Library Endowment Program	\$ 4,897
Total Library Endowment Fund Appropriations	\$ 4,897

<u>Street Tree Fund</u>	
Street Tree Program	\$ 86,157
Transfers	1,200
Total Street Tree Fund Appropriations	\$ 87,357

<u>Transportation System Fund</u>	
Transportation System Program	\$ 350,000
Total Transportation System Fund Appropriations	\$ 350,000

<u>Public Arts Donations Fund</u>	
Public Arts Program	\$ 19,637
Total Public Arts Donations Fund Appropriations	\$ 19,637

<u>Facility Major Maintenance Fund</u>	
Capital Outlay	\$ 709,843
Transfers	18,000
Total Facility Major Maint. Fund Appropriations	\$ 727,843

Equipment Fund

Vehicle Services	\$ 2,237,265
Contingencies	<u>300,000</u>
Total Equipment Fund Appropriations	\$ <u>2,537,265</u>

Fire Equipment Replacement Fund

Fire Equipment Replacement Program	\$ 226,000
Contingencies	<u>42,000</u>
Total Fire Equip. Replacement Fund Appropriations	\$ <u>268,000</u>

Information Systems Fund

Information System Services	\$ 658,420
Contingencies	<u>40,000</u>
Total Information Systems Fund Appropriations	\$ <u>698,420</u>

City Utility Fund

City Utility Program	\$ <u>263,163</u>
Total City Utility Appropriations & Fund	\$ <u>263,163</u>

Risk Management Fund

Risk Management Services	\$ 980,752
Transfers	25,000
Contingencies	<u>50,000</u>
Total Risk Management Fund Appropriations	\$ <u>1,055,752</u>

Bikeway Improvements Fund

Bikeway Improvements Program	\$ <u>132,311</u>
Total Bikeway Improvements Fund Appropriations	\$ <u>132,311</u>

Park System Development Fund

Park System Development Program	<u>4,605,467</u>
Total Park System Develop. Fund Appropriations	\$ <u>4,605,467</u>

Transportation Development Tax Fund

Transportation Development Tax Program	\$ <u>12,886,159</u>
Total Traffic Impact Fund Appropriations	\$ <u>12,886,159</u>

<u>Capital Projects Fund</u>	
Capital Projects Program	\$ 1,391
Debt Service	17,430
Total Capital Projects Fund Appropriations	\$ 18,821
<u>CIP Excise Tax Fund</u>	
CIP Excise Tax Program	\$ 304,259
Transfers	358,430
Total CIP Excise Tax Fund Appropriations	\$ 662,689
<u>Trail Systems Fund</u>	
Trails System Program	\$ 223,983
Total Trail Systems Fund Appropriations	\$ 223,983
<u>American Rescue Plan Fund</u>	
American Rescue Plan Program	1,212,500
Transfers	197,500
Total Transient Lodging Tax Fund Appropriations	\$ 1,410,000
<u>City Transient Lodging Tax Fund</u>	
Tourism Services	\$ 402,347
Transfers	50,125
Total Transient Lodging Tax Fund Appropriations	\$ 452,472
Total APPROPRIATIONS, All Funds	\$ 117,921,764
Total Unappropriated Amounts, All Funds	\$ 42,753,434
TOTAL ADOPTED BUDGET	\$ 160,675,198

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

PRESENTED AND PASSED this 10th day of June, 2024

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 10th day of June, 2024.

Malynda H. Wenzl, Mayor



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CITY RECORDER USE ONLY:

AGENDA ITEM #: F.2.a.

MEETING DATE: 06.10.2024

FINAL ACTION: RESO 2024-20

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: June 10, 2024

PROJECT TEAM: Paul Downey, Assistant City Manager/Finance Director

SUBJECT TITLE: State Revenue Sharing: Resolutions 2024-20 and 2024-21

ACTION REQUESTED:

	Ordinance		Order	X	Resolution		Motion		Informational
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X all that apply

ISSUE STATEMENT: In order to receive State Revenue Sharing, the City is required by the State to elect to participate in the State Revenue Sharing Program and to certify services. The attached resolutions fulfill the requirement of certifying the services provided by the City and electing to receive state revenues for FY 2024-25.

BACKGROUND: Before the City can elect to participate in the State Revenue Sharing Program, the City is required to hold two hearings on the use of the funds. The Budget Committee meeting of April 29, 2024, was one of those hearings and the second will occur June 10, 2024, when the Council holds its public hearing on the budget. For fiscal year 2024-25, the City is projected to receive \$585,183 in Alcohol Tax revenue, \$19,561 in Cigarette Tax revenue, \$45,500 in State Marijuana Tax revenue, \$386,221 in State Revenue Sharing, and \$2,212,807 in State Gasoline Tax revenue. For budgetary purposes, the Alcohol Tax is allocated to the Police Department, the Cigarette Tax is allocated to the Fire Department, and the State Marijuana Tax and the State Shared Revenue are put in General Fund Discretionary Revenue. As required by State law, State Gasoline Tax is distributed 99% to the Street Fund and 1% to the Bikeways and Pedestrian Fund.

FISCAL IMPACT: If the City decided not to accept the State Shared Revenue, the City will have to reduce General Fund expenditures by \$1,036,465 or use General Fund reserves to make up for the loss of that revenue. In the Street Fund, road maintenance would be heavily curtailed.

STAFF RECOMMENDATION: Staff recommends the City Council approve Resolutions 2024-20 and 2024-21 so the City can receive State Shared Revenue in FY 2024-25.

ATTACHMENT(s):

- Resolution 2024-20 Certifying Services Provided by the City of Forest Grove
- Resolution 2024-21 Declaring the City's Election to Receive State Revenues

RESOLUTION NO. 2024-20

**RESOLUTION CERTIFYING SERVICES PROVIDED BY
THE CITY OF FOREST GROVE**

WHEREAS, ORS 221.760 provides as follows:

Section 1: The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police Protection
- (2) Fire Protection
- (3) Street Construction, Maintenance and Lighting
- (4) Sanitary Sewer
- (5) Storm Sewers
- (6) Planning, Zoning and Subdivision Control
- (7) One or more Utility Services

WHEREAS, City officials recognize the desirability of assisting the State Officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760;

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

Section 1: That the City of Forest Grove hereby certifies that it provides the following municipal services enumerated in Section 1, ORS 221.760:

- (1) Police Protection
- (2) Fire Protection
- (3) Street Construction, Maintenance and Lighting
- (4) Sanitary Sewer
- (5) Storm Sewers
- (6) Planning, Zoning and Subdivision Control
- (7) Municipal Electric and Water Utility Services

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

PRESENTED AND PASSED this 10th day of June, 2024.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 10th day of June, 2024.

Malynda H. Wenzl, Mayor



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CITY RECORDER USE ONLY:

AGENDA ITEM #: F.2.b.

MEETING DATE: 06.10.2024

FINAL ACTION: RESO 2024-21

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: June 10, 2024

PROJECT TEAM: Paul Downey, Assistant City Manager/Finance Director

SUBJECT TITLE: State Revenue Sharing: Resolutions 2024-20 and 2024-21

ACTION REQUESTED:

	Ordinance		Order	X	Resolution		Motion		Informational
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X all that apply

ISSUE STATEMENT: In order to receive State Revenue Sharing, the City is required by the State to elect to participate in the State Revenue Sharing Program and to certify services. The attached resolutions fulfill the requirement of certifying the services provided by the City and electing to receive state revenues for FY 2024-25.

BACKGROUND: Before the City can elect to participate in the State Revenue Sharing Program, the City is required to hold two hearings on the use of the funds. The Budget Committee meeting of April 29, 2024, was one of those hearings and the second will occur June 10, 2024, when the Council holds its public hearing on the budget. For fiscal year 2024-25, the City is projected to receive \$585,183 in Alcohol Tax revenue, \$19,561 in Cigarette Tax revenue, \$45,500 in State Marijuana Tax revenue, \$386,221 in State Revenue Sharing, and \$2,212,807 in State Gasoline Tax revenue. For budgetary purposes, the Alcohol Tax is allocated to the Police Department, the Cigarette Tax is allocated to the Fire Department, and the State Marijuana Tax and the State Shared Revenue are put in General Fund Discretionary Revenue. As required by State law, State Gasoline Tax is distributed 99% to the Street Fund and 1% to the Bikeways and Pedestrian Fund.

FISCAL IMPACT: If the City decided not to accept the State Shared Revenue, the City will have to reduce General Fund expenditures by \$1,036,465 or use General Fund reserves to make up for the loss of that revenue. In the Street Fund, road maintenance would be heavily curtailed.

STAFF RECOMMENDATION: Staff recommends the City Council approve Resolutions 2024-20 and 2024-21 so the City can receive State Shared Revenue in FY 2024-25.

ATTACHMENT(s):

- Resolution 2024-20 Certifying Services Provided by the City of Forest Grove
- Resolution 2024-21 Declaring the City's Election to Receive State Revenues

RESOLUTION NO. 2024-21

**RESOLUTION DECLARING THE CITY'S ELECTION
TO RECEIVE STATE REVENUES**

The City of Forest Grove resolves as follows:

Section 1: Pursuant to ORS 221.770, the City hereby elects to receive state revenues for Fiscal Year 2024-25.

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

PRESENTED AND PASSED this 10th day of June, 2024.

Mariah S. Woods, City Recorder

APPROVED By the Mayor this 10th day of June, 2024.

Malynda H. Wenzl, Mayor

I certify that a Public Hearing before the Budget Committee was held April 29, 2024, and a Public Hearing before the City Council was held June 10, 2024, giving citizens an opportunity to comment on use of State Revenue Sharing.

Attested: _____
Mariah S. Woods, City Recorder



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CITY RECORDER USE ONLY:

AGENDA ITEM #: F.3.

MEETING DATE: 06.10.2024

FINAL ACTION: RESO 2024-22

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 10, 2024*

PROJECT TEAM: *Paul Downey, Assistant City Manager/Finance Director*

SUBJECT TITLE: *Resolution 2024-22 Adopting the FY 2024-29 Capital Improvements Program*

ACTION REQUESTED:

	Ordinance		Order	X	Resolution		Motion		Informational
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X all that apply

ISSUE STATEMENT:

The Capital Improvements Program (CIP) for FY 2024-29 was approved by the Budget Committee and now needs to be adopted by the City Council.

BACKGROUND:

The CIP forms the basis of the capital projects that the City is planning to accomplish over the next five years. Projects funded by SDC funds need to be listed in the CIP in order for SDC funds to be expended on those projects. The CIP was presented to and approved by the Budget Committee. Staff is not proposing any changes to the CIP approved by the Budget Committee.

FISCAL IMPACT:

Projects to be started and/or completed in FY 2024-25 are reflected in the appropriate funds in the FY 2024-25 Budget that the Council will be asked to adopt tonight.

STAFF RECOMMENDATION:

Staff recommends the City Council approve Resolution 2024-22 adopting the FY 2024-29 Capital Improvements Program.

ATTACHMENT(s):

Resolution 2024-22 adopting the FY 2024-29 Capital Improvements Program.

RESOLUTION NO. 2024-22

**RESOLUTION ADOPTING THE FY 2024-29
CAPITAL IMPROVEMENTS PROGRAM**

WHEREAS, the Capital Improvements Program is an ongoing five-year schedule of physical improvements and major equipment purchases; and

WHEREAS, the Capital Improvements Program is a planning and budgeting tool used to ensure residents continue to receive services in the future; and

WHEREAS, projects to be funded with system development charges need to be included in the Capital Improvements Program; and

WHEREAS, the Budget Committee has reviewed and approved the Capital Improvements Program.

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

Section One. That the City Council hereby adopts the FY 2024-29 Capital Improvements Program.

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

PRESENTED AND PASSED this 10th day of June, 2024.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 10th day of June, 2024.

Malynda H. Wenzl, Mayor



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CITY RECORDER USE ONLY:

AGENDA ITEM #: F.4.

MEETING DATE: 06.10.2024

FINAL ACTION: RESO 2024-23

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 10, 2024*

PROJECT TEAM: *Paul Downey, Assistant City Manager/Finance Director*

SUBJECT TITLE: *Capital Improvements Program Excise Tax Renewal for FY 2024-25*

ACTION REQUESTED:

☐	☐	☒	☐	☐	☐	☐	☐
	Ordinance	Order	X	Resolution		Motion	Informational

X all that apply

ISSUE STATEMENT: The ordinance that created the Capital Improvements Program (CIP) Excise Tax requires the tax to be re-authorized by resolution each fiscal year.

BACKGROUND: The CIP excise tax was initiated in 1990. The City Code restricts the use of the revenue generated by the CIP excise tax to the General Government and Public Safety programs within the Capital Improvements Program. The Code requires the tax to be reviewed on an annual basis by the Budget Committee and be approved each year by the City Council. If the tax is not reauthorized, the City cannot collect the revenue. Any increase in the CIP Excise Tax cannot exceed five percent in one year and increases added together cannot exceed twenty percent over a five-year period. The tax is not covered by the annual fee adjustment for general fees.

The City last increased the tax rate on July 1, 2014. Staff are not proposing any fee increase for the coming fiscal year. The City expects to collect about \$400,000 in revenue from the CIP excise tax in FY 2024-25.

Most of the excise tax is used to fund public safety capital needs, particularly police and fire vehicle replacements. As in prior years, 90% of the revenue will be used for the Fire and Police Departments, while the other 10% will be used in General Government Programs. \$358,430 will be transferred to other funds for the purchase of police vehicles and fire apparatus. Other proposed expenditures in the CIP Excise Tax Fund in FY 2024-25 include: 1) purchase of AEDs for city facilities; 2) controllers for the City/s HVAC system; 3) equipment for the Aquatic Center, and 4) police vehicle radio upgrades.

The CIP Excise Tax is accounted for in a separate fund to ensure that the tax proceeds are spent as required by the resolution.

FISCAL IMPACT: If the CIP Excise Tax is not renewed, the City will need to find an alternative source of revenue for police vehicle and fire apparatus replacement. Also, some of the other projects that would be funded with this revenue will not occur unless alternative revenue is found for those projects.

STAFF RECOMMENDATION: Staff recommends the City Council approve Resolution 2024-23 adopting the renewal of the CIP Excise Tax for FY 2024-25.

ATTACHMENT(s): Resolution 2024-23 Adopting the Capital Improvements Program Excise Tax and Repealing Resolution 2023-27

RESOLUTION NO. 2024-23

**RESOLUTION ADOPTING THE CAPITAL IMPROVEMENTS PROGRAM
EXCISE TAX AND REPEALING RESOLUTION 2023-27**

WHEREAS, the Budget Committee has reviewed and the City Council has adopted the FY 2024-29 Capital Improvements Program (CIP); and

WHEREAS, the City has an ordinance to impose a CIP Excise Tax to fund the Public Safety and General Government programs within the Capital Improvements Program; and

WHEREAS, the City Council recognizes the relationship between quality service delivery and investments in capital equipment and facilities; and

WHEREAS, funding for capital equipment and facilities is necessary to ensure residents of Forest Grove continue to receive quality services in the future.

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

Section 1: Resolution 2023-27 is repealed effective June 30, 2024.

Section 2: The City shall impose a CIP Excise Tax for the purpose of funding the Public Safety and General Government Programs within the CIP.

Section 3: The tax shall be based on the amount of required revenue distributed among residential, general service and industrial classes of utility customers. The tax will appear on each utility bill. The CIP Excise Tax shall be fixed as follows:

<u>CLASS</u>	<u>MONTHLY RATE</u>
Residential	\$3.00
Commercial – Single Phase	\$7.50
All Others	\$15.00

Section 4: The CIP Excise Tax will be effective July 1, 2024.

Section 5: This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 10th day of June, 2024.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 10th day of June, 2024.

Malynda H. Wenzl, Mayor



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CITY COUNCIL STAFF REPORT

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	F.5.
MEETING DATE:	06.10.2024
FINAL ACTION:	RESO 2024-24

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 10, 2024*

PROJECT TEAM: *Paul Downey, Director of Administrative Services*

SUBJECT TITLE: *Resolution 2024-24 Setting Fees & Charges, Effective July 1, 2024*

ACTION REQUESTED:

	Ordinance	Order	X	Resolution	Motion	Informational
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X all that apply

ISSUE STATEMENT:

City Code Section 34.02 states that licenses, permits, and fees will be adjusted by Council resolution effective July of each year. It further states that subsequent adjustments prior to completion of the next required cost-of-service study shall be made in accordance with Section 34.03 which states that adjustments to fees and charges shall be based on the Consumer Price Index (CPI) or the percentage of the wage adjustment for City employees. Staff has prepared a resolution setting fees for Council consideration.

BACKGROUND:

Staff has prepared the proposed fee schedule using a general cost increase of 4.0% based on the CPI and the projected average wage and benefit increase. Some fees have been rounded in some instances to eliminate creating change issues for some departments. Some fees have not been changed as they are set by the State (e.g., liquor licenses) or other agencies such as WCCLS. Water meter connections over 1" are charged at actual cost so a specific fee is not set. Connections can take different lengths of time to install depending on the site conditions so the actual cost is based on time charged. The Emergency Response Cost Recovery Fees and Charges are not proposed to be increased.

Some changes to fees are proposed:

- The Engineering Public Improvements Review and Inspection Fee are proposed to be modified so that the Public Improvements Review fees cover two plan reviews for a project to include the initial plan review and a review of changes submitted by the developer based on that first review. Subsequent reviews would be charged on an hourly basis. Site reinspection fees would be added and charged on an hourly basis. This fee structure is

similar to fees for surrounding agencies and is designed to keep the Engineering Department from becoming part of the developer's engineering design process.

- Staff have proposed 4% increases for all the Parks and Recreation Fees, including field rental fees, until the Parks and Recreation fee study is completed. The proposed fee schedule continues the moratorium on collecting field rental fees. Any changes that result from the Parks and Recreation Fee study will be included on an amended fee schedule that will be presented to Council for adoption later this fiscal year.
- In Police fees, the fee for a Secondhand Dealer License is being added back to the fee schedule. Per City Code, this is a separate process from the business license and the Police Department processes the Secondhand Dealer License.

The fee study for Parks and Recreation is nearing completion and will be the subject of an upcoming work session with Council. The fee study for all other fees will be issued as a request for proposal later this month after the budget is complete.

FISCAL IMPACT:

The proposed fee increases should increase overall fee revenue to the City, however, the projected revenue increase is dependent on the volume of transactions that occur.

STAFF RECOMMENDATION:

Staff recommends that the City Council approve the Resolution 2024-24.

ATTACHMENTS:

- Resolution 2024-24 Setting Fees & Charges, Effective July 1, 2024 and Repealing Resolution No. 2023-16
- Exhibit 1 – Forest Grove Fee Schedule

RESOLUTION NO. 2024-24

**RESOLUTION SETTING FEES & CHARGES, EFFECTIVE JULY 1, 2024,
AND REPEALING RESOLUTION NO. 2023-16**

WHEREAS, the City Code Section 34.02 requires fees and charges be adjusted annually in July of each year in accordance with City Code Section 34.03; and

WHEREAS, certain fees and charges have been previously set by Resolution 2023-16; and

WHEREAS, staff is proposing a four percent increase (4%) in fees in accordance with the Consumer Price Index and City Code Section 34.03; and

WHEREAS, staff has prepared the resolution with the proposed fees and charges attached as Exhibit 1; and

WHEREAS, a duly-noticed Public Hearing was held on June 10, 2024.

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

Section 1. The fees listed on Exhibit 1 of Resolution 2024-24 are hereby adopted as of July 1, 2024.

Section 2. Resolution 2023-16 is hereby repealed upon the effective implementation date of the fees in Section 1.

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

PRESENTED AND PASSED this 10th day of June, 2024.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 10th day of June, 2024.

Malynda H. Wenzl, Mayor

EXHIBIT 1: Forest Grove General Fees and Charges Schedule

ADOPTED FEES JULY 2023

ADOPTED FEES JULY 2024

ALL DEPARTMENTS

Research Fee - City Staff (Per Hour. No Charge 1st 1/2 hour)	\$71.75	\$74.75
Research Fee - City Attorney's Office	attorney's hourly billing rate + costs	attorney's hourly billing rate + costs
Document Copy	\$20.25 + \$.10/per page over 10 (1 free copy to victim up to 20 pages)	\$21.00 + \$.10/per page over 10 (1 free copy to victim up to 20 pages)
Event / Noise Permit	\$22.00	\$23.00
Copies to Digital Storage		
Digital Storage Device	\$28.75	\$30.00
Photographs to Digital Device	\$28.75 (up to 30 photographs)	\$30.00 (up to 30 photographs)
Photographs (after 30 copies)	\$0.80 per duplicate photograph	\$0.85 per duplicate photograph

ADMINISTRATIVE SERVICES

Business Licenses		
First Time Application Fee	\$32.50	\$34.00
Annual Renewal		
Businesses with 0 to 2.5 full-time equivalents	\$45.50	\$47.50
Businesses with 3 to 4.5 full-time equivalents	\$65.00	\$67.75
Businesses with 5 to 10.5 full-time equivalents	\$97.00	\$101.00
Businesses with 11 to 50.5 full-time equivalents	\$129.00	\$134.00
Businesses with 51 to 149.5 full-time equivalents	\$172.00	\$179.00
Businesses with more than 149.50 full-time equivalents	\$323.00	\$336.00
Temporary/Transient Businesses		
First Time Application Fee	\$32.50	\$34.00
Up to 30 Days of Operation	\$19.25	\$20.00
Between 31 and 60 Days of Operation	\$38.50	\$40.00
Over 61 Days of Operation	treated as a business	treated as a business
Lien Search	\$33.50	\$33.50
Liquor License		
Original Application	\$100.00	\$100.00
Change: Ownership, Location, Privilege Application	\$75.00	\$75.00
Renewal or Temporary Application	\$35.00	\$35.00
Special Liquor License Permit	\$20.00	\$20.00
Reserve Parking (monthly)	\$28.75	\$30.00
Passport Processing Fee	fee set by State Department	fee set by State Department
Returned Item Processing Fee	\$34.50	\$36.00
Utility Bill Inserts	actual cost	actual cost
Utility Billing Account Set-Up Fee In-City	\$25.50	\$26.50
Utility Billing Account Set-Up Fee Out-of-City	\$51.00	\$53.00
Utility Billing Account Transfer Fee In-City	\$13.50	\$14.00
Utility Billing Account Transfer Fee Out-of-City	\$27.00	\$28.00
Door Hanger Fee In-City	\$17.75	\$18.50
Door Hanger Fee Out-of-City	\$35.50	\$37.00
Failure to Keep Payment Arrangements	\$14.00	\$14.60
Convenience Fee for Telephone Payment Execution	\$9.50	\$10.00
Non-Payment Disconnect Fee (charged at time of disconnect)	\$43.00	\$44.75
Non-Payment Reconnection Service		
During City Hall Business Hours (charged at time of reconnect)	\$43.00	\$44.75
After City Hall Business Hours	\$144.00	\$150.00
Meter Tamper/Damage Fee (per meter)	\$252.00 + cost to repair / replace	\$262.00 + cost to repair / replace
Hydrant Permit Fee	\$62.75	\$65.25

EXHIBIT 1: Forest Grove General Fees and Charges Schedule

ADOPTED FEES JULY 2023

ADOPTED FEES JULY 2024

ENGINEERING

Public Improvements Review and Inspection Fees		
Commercial/Industrial	\$143 / hour	\$148.75 / hour
Subdivisions, includes two Public Improvement Plan Reviews	\$250 /lot	\$260 /lot
Multi-Family, includes two Public Improvement Plan Reviews	\$60/unit	\$62.40/unit
Each additional Subdivision & Multi-Family Public Improvement Plan Review Fee		\$148.75/ hour, minimum of 2 hours
Site Reinspection Fees		\$148.75/ hour, minimum of 1 hour
Excavation Permit	\$53.50	\$55.75
Permit to Deposit on Streets (per permit)	\$43.00	\$44.75
Tourist-Oriented Signs	\$138.00	\$143.50
Recording Fees	Washington County fee + \$17.25	Washington County fee + \$18.00
Large Format Copies - Plotter		
24"X36"	\$8.10	\$8.45
36"X48"	\$16.20	\$16.90

FIRE

Ambulance Transport Fees and Charges		Per Washington County Rate Schedule
Emergency Response Cost Recovery Fees and Charges		Listed Below:
Motor Vehicle Incidents	\$250.00 min. for each vehicle involved + 15% admin fee and actual costs of supplies and equipment used. After first half-hour, charges will be collected equal to the current State Fire Marshal Standardized Costs in accordance with OAR Chapter 837.130. The fee will only be charged to out-of-area users who at the time of the incident reside outside of the jurisdictions of the City and District and mutual aid agencies.	\$250.00 min. for each vehicle involved + 15% admin fee and actual costs of supplies and equipment used. After first half-hour, charges will be collected equal to the current State Fire Marshal Standardized Costs in accordance with OAR Chapter 837.130. The fee will only be charged to out-of-area users who at the time of the incident reside outside of the jurisdictions of the City and District and mutual aid agencies.
Fire/Public Safety Incidents	\$400.00 min. for each fire or public safety incident + 15% admin fee and actual costs of supplies and equipment used. After first half-hour, charges will be collected equal to the current State Fire Marshal Standardized Costs in accordance with OAR Chapter 837.130. The fee will not be charged to mutual aid agencies.	\$400.00 min. for each fire or public safety incident + 15% admin fee and actual costs of supplies and equipment used. After first half-hour, charges will be collected equal to the current State Fire Marshal Standardized Costs in accordance with OAR Chapter 837.130. The fee will not be charged to mutual aid agencies.
CPR Training Fee	\$60.00	\$62.50

LIBRARY

Rogers Room Rental Fee		
Whole Room (per hour)	\$18.00	\$18.80
One Half (Divider Closed) (per hour)	\$9.00	\$9.40
Public Online Printing	\$.10 / page	\$.10 / page
Public Copy Service	\$.10 / page	\$.10 / page

LIGHT AND POWER

Main Street Auditorium Rental (per hour)		
Non-Profit / Government	\$50.45 / \$144.00 max	\$52.50 / \$150.00 max
For-Profit	\$70.50 / \$200 max	\$73.40 / \$210 max
Electric Shut-Off/On After Business Hours	actual cost	actual cost
Temporary Power Connection Fee	\$225.00	\$235.00

EXHIBIT 1: Forest Grove General Fees and Charges Schedule

ADOPTED FEES JULY 2023

ADOPTED FEES JULY 2024

PARKS AND RECREATION

		<i>In-City</i>	<i>Out-of-City</i>	<i>In-City</i>	<i>Out-of-City</i>
Public and Fitness Swim					
Under 2 Years		\$0.00	\$0.00	\$0.00	\$0.00
2-17 Years		\$5.00	\$6.25	\$5.25	\$6.50
18-64 Years		\$7.00	\$8.50	\$7.50	\$9.00
Senior/Disabled/Veteran*		\$5.00	\$6.25	\$5.25	\$6.50
Family**		\$15.75	\$20.50	\$16.50	\$21.50
Drop-in Aerobic Fee		\$9.50	\$12.25	\$10.00	\$12.75
Pool Rental (per hour)					
1-60 People		\$165.50	\$214.50	\$172.25	\$223.00
61-100 People		\$193.50	\$251.25	\$201.25	\$261.50
101-200 People		\$231.00	\$295.75	\$240.25	\$307.75
ASPU - Pacific University (per month)		\$1,620.00		\$1,685.00	
Classroom Rental (per hour)		\$30.25		\$31.50	
Lifeguard (per hour)		\$30.25		\$31.50	
Aquatic Center Membership					
Annual	Family**	\$594.00	\$772.00	\$617.75	\$803.00
	Individual	\$300.00	\$389.50	\$312.00	\$405.00
	Senior / Disabled / Veteran*	\$182.00	\$237.00	\$189.50	\$246.50
9 Month	Family**	\$471.00	\$613.00	\$490.00	\$637.50
	Individual	\$238.25	\$309.50	\$247.75	\$322.00
	Senior / Disabled / Veteran*	\$144.50	\$188.25	\$150.25	\$196.00
6 Month	Family**	\$331.75	\$431.75	\$345.00	\$449.00
	Individual	\$167.50	\$217.75	\$174.25	\$226.50
	Senior / Disabled / Veteran*	\$102.00	\$132.50	\$106.00	\$137.75
3 Month	Family**	\$174.75	\$227.25	\$181.75	\$236.50
	Individual	\$88.25	\$114.75	\$91.75	\$119.50
	Senior / Disabled / Veteran*	\$53.50	\$69.75	\$55.75	\$72.50
Parks Facility Rentals					
Field Rental Fees - A Moratorium was placed on collecting field rental fees until a fee study reviewing rental fees is completed and field rental fees are re-established by City Council.					
Park Shelter	Lights (per hour)	N/A	N/A	N/A	N/A
	Rental (per 2 hours)	\$59.50	\$77.50	\$62.00	\$80.75
Spray Park	Lights (per hour)	N/A	N/A	N/A	N/A
	Rental (per 2 hours)	\$163.00	\$211.75	\$169.50	\$220.25
Lincoln Park Stadium and Turf Field	Lights (per hour)	\$57.00	\$57.00	\$59.50	\$59.50
	Rental (per 2 hours)	\$128.00	\$166.50	\$133.25	\$173.25
Bond Field	Lights (per hour)	\$57.00	\$57.00	\$59.25	\$59.25
	Rental (per 2 hours)	\$48.00	\$62.25	\$50.00	\$64.75
Sherman Field	Lights (per hour)	\$28.75	\$28.75	\$30.00	\$30.00
	Rental (per 2 hours)	\$38.50	\$50.25	\$40.00	\$52.25
Lincoln Park Practice Soccer Field	Lights (per hour)	\$28.75	\$28.75	\$30.00	\$30.00
	Rental (per 2 hours)	\$32.25	\$42.00	\$33.50	\$43.75
Thatcher Park Soccer Field	Lights (per hour)	\$57.00	\$57.00	\$59.25	\$59.25
	Rental (per 2 hours)	\$32.25	\$42.00	\$33.50	\$43.75
Thatcher Park Softball Field #1	Lights (per hour)	\$28.75	\$28.75	\$30.00	\$30.00
	Rental (per 2 hours)	\$16.25	\$21.00	\$17.00	\$22.00
Thatcher Park Softball Field #2	Lights (per hour)	\$28.75	\$28.75	\$30.00	\$30.00
	Rental (per 2 hours)	\$16.25	\$21.00	\$17.00	\$22.00

EXHIBIT 1: Forest Grove General Fees and Charges Schedule

ADOPTED FEES JULY 2023

ADOPTED FEES JULY 2024

Recreation Programs***	Prices initially set under the authority of Parks and Recreation Director and subject to final approval by City Manager
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* Senior is defined as a person 65 years or older.

** Family is defined as the immediate "parent-child" family unit, including only the parents(s) or legal guardian(s).
and their children by birth, marriage, adoption, or foster that live together in the same household. No more than two adults per household.

*** Recreation Programs is defined as recreation services such as activities, courses, classes and events.

All rates are rounded to the nearest quarter of a dollar.

30% difference between In-City and Out-of-City fees.

EXHIBIT 1: Forest Grove General Fees and Charges Schedule

ADOPTED FEES JULY 2023

ADOPTED FEES JULY 2024

PLANNING FEES

Amendment to Map	\$96.75 / hour with a \$3,000 deposit*	\$100.75 / hour with a \$3,000 deposit*
Amendment to Text	\$96.75 / hour with a \$3,000 deposit*	\$100.75 / hour with a \$3,000 deposit*
Annexation	\$96.75 / hour with a \$3,000 deposit*	\$100.75 / hour with a \$3,000 deposit*
Appeal of Administrative Decision	\$250.00 (limit over ORS 227.175(10))	\$250.00 (limit over ORS 227.175(10))
Appeal of Planning Commission Decision	\$456.00	\$474.25
Multi-Family and Commercial Design Review	\$96.75 / hour with a \$3,000 deposit*	\$100.75 / hour with a \$3,000 deposit*
Conditional Use	\$96.75 / hour with a \$3,000 deposit*	\$100.75 / hour with a \$3,000 deposit*
Preliminary Expedited Land Division	\$1,575.00	\$1,640.00
Final Expedited Land Division	\$482.00	\$501.25
Historic Designation	\$50.00	\$52.00
Lot Line Adjustment	\$96.75	\$100.75
Preliminary Partition	\$1,575.00	\$1,638.00
Final Partition	\$482.00	\$501.25
Plat and Street Vacation	\$2,390.00	\$2,486.00
Preliminary Planned Development	\$96.75 / hour with a \$3,000 deposit*	\$100.75 / hour with a \$3,000 deposit*
Final Planned Development	\$2,580.00	\$2,685.00
Development Agreements	\$96.75 / hour with a \$3,000 deposit*	\$100.75 / hour with a \$3,000 deposit*
Master Plan (Adoption or Amendment)	\$96.75 / hour with a \$3,000 deposit*	\$100.75 / hour with a \$3,000 deposit*
Other Type II Actions	\$96.75	\$100.75
Other Type III Actions	\$193.00	\$200.75
Sign Permit	\$96.75 + \$4.40 / sq. ft. (maximum fee of \$2321.00)	\$100.75 + \$4.60 / sq. ft. (maximum fee of \$2415.00)
Site Plan Review		
Non-Residential		
Non-Residential	\$96.75 / hour with a \$3,000 deposit*	\$100.75 / hour with a \$3,000 deposit*
Non-Residential Additions	\$1,406.00	\$1,463.00
Residential		
New Residential - Five or Less Units	\$427.50 + \$150.50 / unit over 1	\$444.60 + \$156.50/ unit over 1
New Residential - Six or More Units	\$96.75 / hour with a \$3,000 deposit*	\$100.75 / hour with a \$3,000 deposit*
Residential Additions and Accessory Structures	\$93.50	\$97.25
Preliminary Subdivision	\$96.75 / hour with a \$3,000 deposit*	\$100.75 / hour with a \$3,000 deposit*
Final Subdivision	\$1,130.00	\$1,175.00
Street Tree Fee	\$456.75	\$475.00
Erosion Control Review	fee schedule set by Clean Water Services	fee schedule set by Clean Water Services
Variance from Regulations	\$96.75/ hour with a \$3,000 deposit*	\$100.75 / hour with a \$3,000 deposit*

* plus all incidental costs associated with processing a permit; including, but not limited to, legal notice publication, copying and postage.

EXHIBIT 1: Forest Grove General Fees and Charges Schedule

ADOPTED FEES JULY 2023

ADOPTED FEES JULY 2024

POLICE

Copies		
Color Photograph Print	\$7.60	\$8.00
Citation Copy/Radar Certification Copy/Officer Notes	\$7.60	\$8.00
Radar Certification Copy	\$0.00	\$0.00
Record Check Letter	\$20.00	\$21.00
Body Camera Footage Public Records Request	\$105.60 first ten minutes of footage + \$87.90 each additional 10 minutes of footage	\$109.30 first ten minutes of footage + \$91.45 each additional 10 minutes of footage
Release Impounded / Immobilized Vehicle	\$125.00	\$130.00
Damage to Boot Immobilizer Fee	\$134.00 + cost to repair / replace	\$140.00 + cost to repair / replace
Event Security - Officer Reimbursement	\$88.50 per hour + 10% overhead fee (minimum of 4 hours)	\$92.00 per hour + 10% overhead fee (minimum of 4 hours)
Secondhand Dealer License		\$20.00

SEWER

Sewer Connection Inspection	\$80.75	\$84.00
Residential Sewer Lateral	Actual Cost with \$2,000.00 deposit	Actual Cost with \$2,000.00 deposit
Sewer Dye Test	\$109.25	\$113.75

WATER

Water Shut-Off/On After Business Hours	\$216.50 (if determined to by Public Works to be circumstances beyond control of property owner, fee may be waived)	\$225.00 (if determined to by Public Works to be circumstances beyond control of property owner, fee may be waived)
Water Connections - Drop In		
3/4" Meter	\$382.75	\$400.00
1" Meter	\$382.75	\$400.00
1 1/2" Meter	Actual Cost with \$500.00 deposit	Actual Cost with \$500.00 deposit
2" Meter	Actual Cost with \$500.00 deposit	Actual Cost with \$500.00 deposit
3" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1000.00 deposit
4" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1000.00 deposit
> 4" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1000.00 deposit
Water Connections - Full Service		
3/4" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1000.00 deposit
1" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1000.00 deposit
1 1/2" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1000.00 deposit
2" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1000.00 deposit
3" Meter	Actual Cost with \$2000.00 deposit	Actual Cost with \$2000.00 deposit
4" Meter	Actual Cost with \$2000.00 deposit	Actual Cost with \$2000.00 deposit
> 4" Meter	Actual Cost with \$2000.00 deposit	Actual Cost with \$2000.00 deposit



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: F.6.

MEETING DATE: 06.10.2024

FINAL ACTION: RESO 2024-25

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: June 10, 2024

PROJECT TEAM: Paul Downey, Assistant City Manager/Finance Director

SUBJECT TITLE: Resolution 2024-25 Transferring Appropriations Within Various Funds for Fiscal Year 23-24

ACTION REQUESTED:

	Ordinance		Order	X	Resolution		Motion		Informational
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X all that apply

ISSUE STATEMENT:

The adopted budget for any given fiscal year is based upon best estimates at the time the budget is adopted. During the fiscal year, unanticipated events may occur and actual expenditures become known.

At the end of the fiscal year, it is standard procedure to review expenditures throughout the budget and to modify appropriations, which are legal expenditure limits, for expenditures which may exceed the appropriated levels by the end of the fiscal year. ORS Chapter 294 permits the governing body to transfer appropriations within a fund so the budgeted appropriations are not exceeded.

BACKGROUND:

Upon review of the preliminary year-to-date expenditures as of June 3, 2023, staff has prepared a resolution for Council consideration to avoid potential appropriation over expenditures in the General Fund and the Light & Power Fund at the end of FY 2023-24. The reasons for the proposed transfers are discussed below. The numbers for the reasons correspond to the transfer numbers in the proposed resolution:

1. Library Department appropriations need to be increased by \$25,000 to pay for changes in health insurance coverage as new employees took higher levels of insurance coverage than the previous employees.
2. Aquatics Center appropriations need to be increased by \$50,000 due to intermittent employee wages being higher than anticipated and changes in health insurance

coverage as new employees took higher levels of insurance coverage than the previous employees. Intermittent employees are allocated between the Aquatics Center, Parks, and Recreation and the actual allocation of those employees in the Aquatics Center was different than the amounts budgeted.

3. Parks Department appropriations need to be increased by \$30,000 due to employee wages being higher than originally budgeted and overtime incurred during the fiscal year.
4. Fire Department appropriations need to be increased by \$90,000 as: 1) actual regular wages are projected to be higher than the budgeted amount; and 2) overtime from staff assigned to conflagration fires and other staff having to be called in to cover the shifts of the firefighters assigned to the conflagration fires. All overtime incurred for conflagration fires was fully reimbursed by the State.
5. In the Light and Power Fund, \$865,000 will be transferred from Contingency to: 1) overtime pay for lineman who were assigned to mutual aid during weather events which was reimbursed by the utility they were sent to assist; and 2) construction supplies purchased to install the electric infrastructure for developments which are paid for by the developer.
6. In the Light and Power Fund, transfer \$14,100 from Contingency to Debt Service Interest to account for the actual debt service interest paid versus the amount of interest originally budgeted.

FISCAL IMPACT:

Please see above.

STAFF RECOMMENDATION:

Staff recommends the City Council approve the attached resolution transferring appropriations within the FY 2023-24 Budget.

ATTACHMENT(s):

- Resolution 2024-25: Transferring Appropriations Within Various Funds for Fiscal Year 2023-24

RESOLUTION NO. 2024-25

RESOLUTION TRANSFERRING APPROPRIATIONS WITHIN VARIOUS FUNDS FOR FISCAL YEAR 2023-24

WHEREAS, the City Council has determined that due to unforeseen expenditures it is necessary to increase the appropriations for the operation of various funds.

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

Section One. The following appropriations transfers for FY 2023-24 will be made:

1. Transfer \$25,000 from General Fund Contingency (1001800 8300) to Library Department Health & Dental Benefits (1001400 5500). Total Library Appropriations are increased to \$1,637,590.
2. Transfer \$50,000 from General Fund Contingency (1001800 8300) to: 1) \$30,000 to Aquatic Center Intermittent Employees (1001500 5150); and 2) \$20,000 to Health & Dental Benefits (1001500 5500). Total Aquatics Appropriations are increased to \$833,650.
3. Transfer \$30,000 from General Fund Contingency (1001800 8300) to: 1) \$20,000 to Parks Department Regular Employee Wages (1001600 5000); and 2) \$10,000 to Parks Department Overtime (1001600 5300). Total Parks Appropriations are increased to \$1,115,774.
4. Transfer \$90,000 from General Fund Contingency (1001800 8300) to: 1) \$44,000 to Fire Department Regular Wages (1002200 5000); and 2) \$46,000 Fire Department Conflagration Overtime (1002200 5310). Total Fire Department Appropriations are increased to \$6,156,432.
5. Transfer \$865,000 from Light and Power (L&P) Fund Contingency (6104100 8300) to: 1) \$365,000 to Light and Power Overtime (6104110 5300); and 2) \$500,000 to Construction Supplies (6104110 6065). Total Light & Power Fund Electric Services Appropriations are increased to remain unchanged at \$24,751,442.
6. Transfer \$14,100 from Light and Power Fund Contingency (6104100 8300) to Light and Power Debt Service Interest Expense (6104100 8112). Total Light and Power Fund Debt Service Appropriations are increased to \$319,313.

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

PRESENTED AND PASSED this 10th day of June, 2024.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 10th day of June, 2024.

Malynda H. Wenzl, Mayor



A place where families and businesses thrive.

CITY COUNCIL STAFF MEMORANDUM

CITY RECORDER USE ONLY:

AGENDA ITEM #: F.7.

MEETING DATE: 06.10.2024

FINAL ACTION: RESO No.
2024-26

TO: *Forest Grove City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Miles Glowacki, Economic Development Coordinator
Bryan Pohl, Community Development Director*

MEETING DATE: *June 10, 2024*

SUBJECT TITLE: *Resolution 2024-26 Authorizing the City Manager to Attest to Forest Grove School District Resolution 23-24:R07*

ACTION REQUESTED:	☐ Ordinance	☐ Order	☒ Resolution	☐ Motion	☐ Informational
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X all that apply

BACKGROUND:

Pursuant to ORS 285C.67 and Resolution 2006-15, Forest Grove established an Enterprise Zone in 2006. The Enterprise Zone enables commercial and industrial firms to receive a property tax break for three to five years if they meet certain criteria regarding investment and employment. Resolution 2016-39 extended the Enterprise Zone for 10 years until 2026.

During the 2023 legislative session, HB 2009 was enacted, mandating the governing bodies of the local school district and the Enterprise Zone to establish a new School Support Fee ranging between 15-30% of the abated tax. This fee applies only during years four and five of the extended tax abatement period and is paid directly by the commercial or industrial firm to the local school district. Prior to enactment of HB 2009, school districts did not receive any tax revenue.

On May 28, 2024, the Forest Grove School District approved Resolution 23-24:R07, enacting a School Support Fee of 15%, the most common percentage enacted by local school districts within an Enterprise Zone. Resolution 2024-26 authorizes the City Manager to attest to the Forest Grove School District Resolution 23-24:R07, allowing the fee to become effective and thereby allowing the School District to collect the revenue.

FISCAL IMPACT:

There is no fiscal impact to the City.

ATTACHMENTS:

Resolution 2024-26

Exhibit A: Forest Grove School District Resolution 23-24:R07

Enterprise Zone Map

RESOLUTION NO 2024-26

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ATTEST TO FOREST GROVE SCHOOL DISTRICT RESOLUTION 23-24:R07

WHEREAS, Forest Grove established an Enterprise Zone in 2006 under Resolution 2006-15, and,

WHEREAS, An Enterprise Zone is a tax abatement program enabling commercial and industrial firms within the Enterprise Zone to receive tax relief for three to five years upon fulfilling specific investment and employment criteria, and,

WHEREAS, Resolution 2016-39 extended the Enterprise Zone for 10 years until 2026, and,

WHEREAS, House Bill (HB) 2009 was passed in 2023 and became part of Oregon Revised Statute (ORS) 258C.067, and,

WHEREAS, HB 2009 requires the governing body of the local school district (Forest Grove School District) and the governing body of the Enterprise Zone (City of Forest Grove) to set a rate for the school support fee imposed pursuant to Oregon Revised Statute (ORS) 258C.067, Sections 48 (2) and 51 (2), and;

WHEREAS, the Forest Grove School District passed Resolution No. 23-24:R07 setting the school support fee at 15%, on May 28th, 2024.

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

Section 1. The City Council hereby authorizes the City Manager to attest Forest Grove School District Resolution No. 23-24:R07 (Exhibit A), setting the Forest Grove Enterprise Zone school support fee at 15%.

PRESENTED AND PASSED this 10th day of June 2024.

Mariah Woods, City Recorder

APPROVED by the Mayor this 10th day of June 2024.

Malynda H. Wenzl, Mayor



Forest Grove School District Board of Directors

Resolution No. 23-24:R07

WHEREAS, HB 2009 (2023) was passed in 2023 and became part of ORS 285C.067;

WHEREAS, HB 2009 (2023) requires the governing body of each school district along with the governing body of the zone sponsor to set a rate for the school support fee imposed pursuant to Sections 48 (2) and 51 (2) of HB 2009 (2023);

WHEREAS, this rate must be at least 15 percent and not more than 30 percent;

WHEREAS, the district has coordinated with the governing body of the Cities of Forest Grove and Cornelius to set the rate;

WHEREAS, by November 1 in any applicable year, the governing body of the zone sponsor will provide the district with all information necessary for the district to collect the fee directly from the business firm;

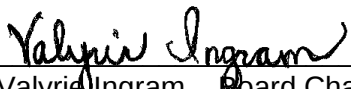
WHEREAS, by December 1 in any applicable year, the district shall send to the business firm a notice of the required fee, with a due date not later than December 31 of the same year;

WHEREAS, the district shall be responsible for making refunds to business firms of overpayments;

WHEREAS, if a fee payment is delinquent for more than 60 days following the date of delinquency or any later date allowed for curing the delinquency, the Board shall give written notice of the delinquency to the business firm and the assessor of the county;

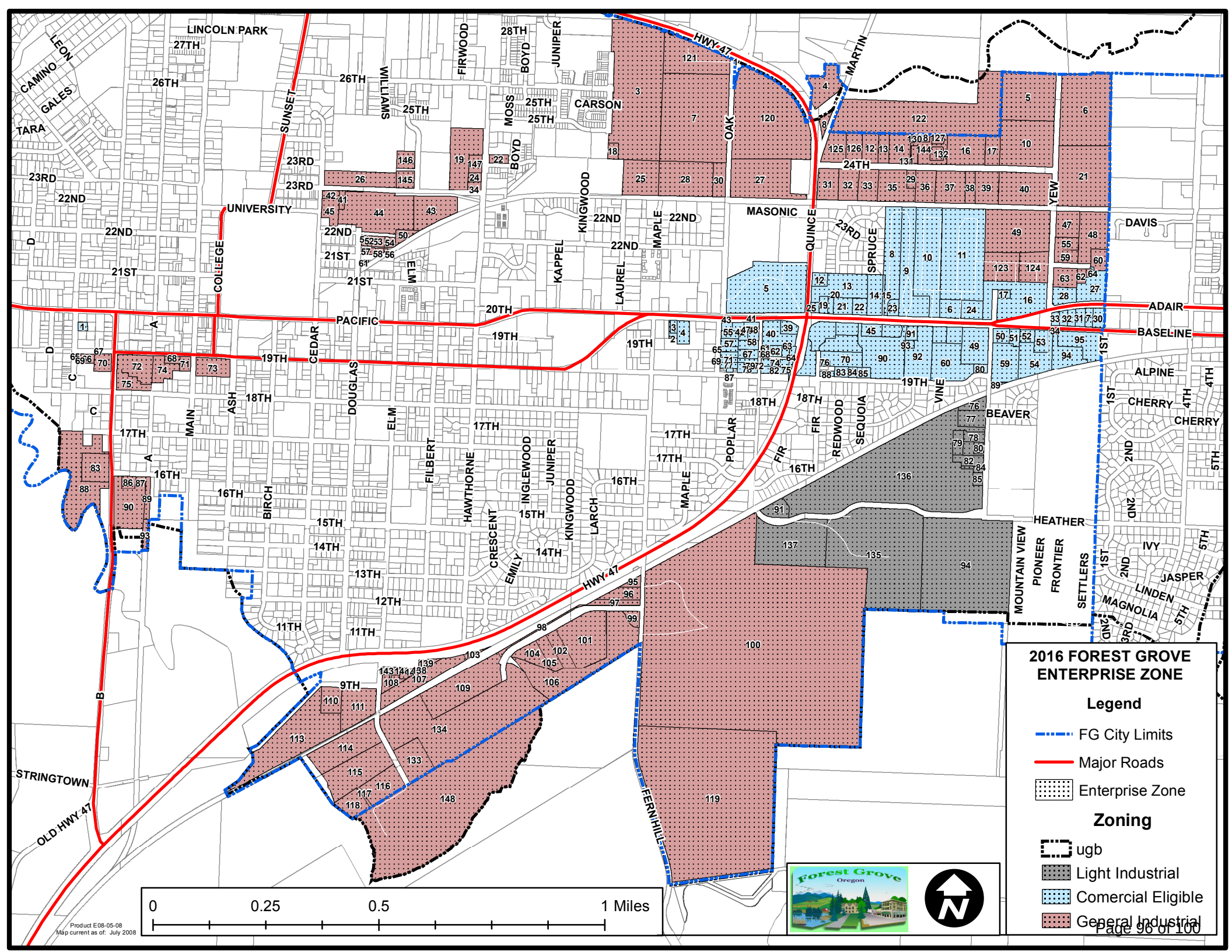
BE IT THEREFORE RESOLVED that the Forest Grove School District Board and the governing body of the Cities of Forest Grove and Cornelius establish the rate of the school support fee of 15 percent.

Forest Grove School District


Valyrie Ingram, Board Chair

Attest: City of Forest Grove

Attest: City of Cornelius



**2016 FOREST GROVE
ENTERPRISE ZONE**

Legend

- FG City Limits
- Major Roads
- Enterprise Zone

Zoning

- ugb
- Light Industrial
- Comercial Eligible
- General Industrial





A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: F.8.

MEETING DATE: 06.10.2024

FINAL ACTION: Reso 2024-27

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Paul Downey, Assistant City Manager/Finance Director

MEETING DATE: June 10, 2024

PROJECT TEAM: Paul Downey, Assistant City Manager/Finance Director

SUBJECT TITLE: Resolutions 2024-27 and 2024-28 Accepting City Managers Performance Review and Authorizing City Managers Compensation for FY 2024-25

ACTION REQUESTED:

	Ordinance		Order	X	Resolution		Motion		Informational
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X all that apply

BACKGROUND: In accordance with the City Manager's Employment Agreement, Sections 5, 6, and 9, the City Council shall accept by resolution the City Managers performance review and shall set by resolution the City Managers annual salary and vehicle allowance upon conclusion of the performance review.

The Council met in Executive Sessions under ORS 192.660(2)(i) on May 13, 2024 and May 28, 2024, to review and present the evaluation to the City Manager. The State of Oregon open meeting law requires Council to return to an open public meeting to give a summary of the City Manager's annual performance review as it relates to compensation consideration.

The City Manager's current salary was set by Resolution 2023-44: Effective July 1, 2023 through June 30, 2024 the salary was \$15,037.00/monthly; \$180,444.00/annually (4% increase) and Vehicle Allowance: \$295.33/monthly; \$3,544.00/annually (4% increase).

RECOMMENDATION: The City Council shall take such action as it deems appropriate. Staff has prepared Resolution 2024-27 accepting the City Manager's Annual Performance Review and Resolution 2024-28 Authorizing Compensation for the City Manager for Fiscal Year 2024-25. Resolution 2024-28 requires setting the compensation (in the blanks provided) as part of the motion to approve.

Attachment(s):

Resolution 2024-27 Accepting City Manager's Performance Review dated May 28, 2024
Resolution 2024-28 Authorizing Compensation for the City Manager for FY 2024-25

RESOLUTION NO. 2024-27

**RESOLUTION OF THE CITY COUNCIL ACCEPTING CITY MANAGER'S
PERFORMANCE REVIEW**

WHEREAS, Michael "Jesse" VanderZanden was appointed City Manager effective August 1, 2015, and

WHEREAS, the City Council shall evaluate the City Manager's performance at least once a year in accordance with the City Manager's Employment Agreement, Section 6, and

WHEREAS, the City Council evaluated the performance of the City Manager in Executive Sessions under ORS 192.660(i) held on May 13, 2024 and May 28, 2024.

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

Section One. The City Council hereby accepts City Manager Performance Review dated May 28, 2024.

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

PRESENTED AND PASSED this 10th day of June, 2024.

Mariah Woods, City Recorder

APPROVED by the Mayor this 10th day of June, 2024.

Malynda H. Wenzl, Mayor

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Paul Downey, Assistant City Manager/Finance Director*

MEETING DATE: *June 10, 2024*

PROJECT TEAM: *Paul Downey, Assistant City Manager/Finance Director*

SUBJECT TITLE: *Resolutions 2024-27 and 2024-28 Accepting City Managers Performance Review and Authorizing City Managers Compensation for FY 2024-25*

ACTION REQUESTED:

	Ordinance		Order	X	Resolution		Motion		Informational
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X all that apply

BACKGROUND: In accordance with the City Manager's Employment Agreement, Sections 5, 6, and 9, the City Council shall accept by resolution the City Managers performance review and shall set by resolution the City Managers annual salary and vehicle allowance upon conclusion of the performance review.

The Council met in Executive Sessions under ORS 192.660(2)(i) on May 13, 2024 and May 28, 2024, to review and present the evaluation to the City Manager. The State of Oregon open meeting law requires Council to return to an open public meeting to give a summary of the City Manager's annual performance review as it relates to compensation consideration.

The City Manager's current salary was set by Resolution 2023-44: Effective July 1, 2023 through June 30, 2024 the salary was \$15,037.00/monthly; \$180,444.00/annually (4% increase) and Vehicle Allowance: \$295.33/monthly; \$3,544.00/annually (4% increase).

RECOMMENDATION: The City Council shall take such action as it deems appropriate. Staff has prepared Resolution 2024-27 accepting the City Manager's Annual Performance Review and Resolution 2024-28 Authorizing Compensation for the City Manager for Fiscal Year 2024-25. Resolution 2024-28 requires setting the compensation (in the blanks provided) as part of the motion to approve.

Attachment(s):

Resolution 2024-27 Accepting City Manager's Performance Review dated May 28, 2024
Resolution 2024-28 Authorizing Compensation for the City Manager for FY 2024-25

RESOLUTION NO. 2024-28

**RESOLUTION AUTHORIZING COMPENSATION FOR CITY MANAGER FOR FISCAL
YEAR 2024-25**

WHEREAS, Michael “Jesse” VanderZanden was appointed City Manager effective August 1, 2015, and

WHEREAS, the City Council evaluated the performance of the City Manager in Executive Sessions under ORS 192.660(i) held on May 13 and May 28, 2024.

WHEREAS, the City Council shall set by resolution the City Manager’s base salary upon conclusion of the performance review, which Council accepted pursuant to Resolution No. 2024-27 in accordance with the City Manager’s Employment Agreement, Sections 5 and 6, and

WHEREAS, the City Council will set the amount of the vehicle allowance annually as part of the City Manager’s compensation resolution in accordance with the City Manager’s Employment Agreement, Section 9, and

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

Section One. The City Manager’s base salary shall be as follows, effective July 1, 2024, through June 30, 2025: \$_____per month; \$_____ annually.

Section Two. The City Manager’s vehicle allowance in lieu of the City providing the use of a city-owned vehicle shall be as follows, effective July 1, 2024, through June 30, 2025: \$_____ per month; \$_____ annually.

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

PRESENTED AND PASSED this 10th day of June, 2024.

Mariah Woods, City Recorder

APPROVED by the Mayor this 10th day of June, 2024.

Malynda H. Wenzl, Mayor