



Malynda Wenzl, Mayor

Mariana Valenzuela, Council President

Angel Falconer, Councilor

Donna Gustafson, Councilor

Michael Marshall, Councilor

Karen Martinez, Councilor

Brian Schimmel, Councilor

[TVCTV Livestream](#)

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

CITY COUNCIL WORK SESSIONS

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

5:30 2040 Vision

Sara Singer Wilson, Principal of SSW Consulting

6:30 Police Building

Henry Reimann, Police Chief

CITY COUNCIL MEETING

A. 7:00 Call to Order

1. Roll Call
2. Land Acknowledgement
3. Pledge of Allegiance
4. Election Results Proclamation
5. Parks & Recreation Month Proclamation

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. Abstract of Votes for May 20, 2025, District Election

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.

1. 7:15 **Senior Center Update**
Maria Caballero Rubio, Centro Cultural Executive Director
2. 7:30 **Parks & Recreation Commission Annual Update**
Brad Bafaro, Parks & Recreation Commission Chair

F. Public Hearings, Ordinances, and Resolutions

1. Public Hearing
7:45 **RESOLUTION 2025-32 SETTING FEES & CHARGES, EFFECTIVE JULY 1, 2025, AND REPEALING RESOLUTION NO. 2024-24**
Staff: Jesse VanderZanden, City Manager
2. Public Hearing
7:50 **RESOLUTION 2025-33 ESTABLISHING SURFACE WATER MANAGEMENT (SWM) RATE FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2025 AND REPEALING RESOLUTION NO. 2024-29**
Staff: Jesse VanderZanden, City Manager; Greg Robertson, Public Works Director
3. Public Hearing
7:55 **RESOLUTION 2025-34 ESTABLISHING CITY SEWER UTILITY RATES FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2025, AND REPEALING RESOLUTION NO. 2024-30**
Staff: Jesse VanderZanden, City Manager; Greg Robertson, Public Works Director
4. Public Hearing
8:00 **RESOLUTION 2025-35 FIXING SOLID WASTE RATES TO BE CHARGED BY FRANCHISEE IN THE CITY OF FOREST GROVE EFFECTIVE JULY 1, 2025 AND REPEALING RESOLUTION NO. 2023-18**
Staff: Jesse VanderZanden, City Manager; Greg Robertson, Public Works Director
5. Public Hearing
8:05 **RESOLUTION 2025-36 ADOPTING FINDINGS TO SUPPORT AN EXEMPTION FROM THE REQUEST FOR PROPOSALS PROCESS FOR A CONTRACT FOR MANAGED INFORMATION TECHNOLOGY SERVICES AND RELATED SERVICES, DECLARING SUCH EXEMPTION, AND AUTHORIZING AN AWARD OF A CONTRACT TO STRUCTURED COMMUNICATION SYSTEMS, INC., (“STRUCTURED”) FOLLOWING AN INFORMAL SOLICITATION PROCESS**
Staff: Jesse VanderZanden, City Manager

6. Public Hearing
8:10 **RESOLUTION 2025-37 INCREASING PARKING FINES AND REPEALING RESOLUTION NO. 2014-13**
Staff: Henry Reimann, Police Chief; Jesse VanderZanden, City Manager
7. 8:15 **RESOLUTION 2025-38 TRANSFERRING APPROPRIATIONS WITHIN VARIOUS FUNDS FOR FISCAL YEAR 2024-25**
Staff: Jesse VanderZanden, City Manager
8. 8:20 **RESOLUTION 2025-39 ACCEPTING CLEAN WATER SERVICES SANITARY SEWER UTILITY RATES, SURFACE WATER MANAGEMENT (SWM) RATES, SWM SYSTEM DEVELOPMENT CHARGES (SDC) AND SANITARY SEWER SDC, EFFECTIVE JULY 1, 2025, AND REPEALING RESOLUTION NO. 2024-31**
Staff: Jesse VanderZanden, City Manager; Greg Robertson, Public Works Director
9. 8:25 **RESOLUTION 2025-40 RE-ADOPTING THE INVESTMENT POLICY FOR THE CITY OF FOREST GROVE, AND REPEALING RESOLUTION NO. 2024-32**
Staff: Jesse VanderZanden, City Manager
10. 8:30 **RESOLUTION 2025-41 ACCEPTING CITY MANAGER'S PERFORMANCE REVIEW**
Staff: Brenda Camilli, Human Resources Director
11. 8:35 **RESOLUTION 2025-42 AUTHORIZING COMPENSATION FOR CITY MANAGER FOR FISCAL YEAR 2025-26**
Staff: Brenda Camilli, Human Resources Director

G. 8:40 Council Communications:

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

H. 9:00 Adjournment

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MEMORANDUM

TO: Jesse VanderZanden, City Manager, City of Forest Grove
FROM: Sara Wilson, Principal Strategist/Owner, SSW Consulting
DATE: June 19, 2025
SUBJECT: Forest Grove Forward Community Vision

INTRODUCTION + BACKGROUND

What is a Community Vision?

Forest Grove Forward (FGF) is a community visioning process that includes envisioning the overall future of Forest Grove over the next 15 years and translating community aspirations into a clear vision that will guide the City's strategic planning efforts, decision-making, and community partnerships.

Community visioning is a powerful process that often leads to transformative change. The process enables communities to come together and discover shared solutions for broad goals and challenges. It encourages them to think big and build a foundation for the future – whether it's influencing the way a community grows, how it adapts to changing technology or strengthens the physical and social infrastructure required for maintaining a high quality of life. An action plan charts the course by outlining specific programs and projects designed to help achieve community goals. These actions are the way by which communities achieve their vision. A shared and supported community vision can inspire new goals and policies, influence the approach to future development and impact comprehensive and long-term planning efforts.

The City Council identified this project as one of their objectives during the Council goal setting process to help inform the Council of current community needs and support the Council in their decision-making process. Forest Grove has seen significant growth over the last decade, and this plan offered an engagement opportunity for the entire population to express their shared vision.

Forest Grove Forward Project Goals

1. Identify a community vision and values that reflect the Community's distinctive character – the things that matter most to the people who live, work, play, and visit here.
2. The visioning process will lay the groundwork for public engagement. Working with City staff and community volunteers, we will develop goals for the engagement process and strategy to engage the broader community.
3. Analyze the results of the engagement data to identify current, emerging, and projected trends and evaluate potential impacts, constraints, and opportunities.
4. Outline a future vision for Forest Grove through community engagement. Use community input to develop actions that will achieve the vision.



5. Outline an implementation structure that will define the process for documenting and reporting progress to the community and updating the vision to ensure it remains a living document that will guide the community.

Who was involved?

The City partnered with SSW Consulting to lead the visioning process. A Steering Committee was selected to represent diverse community interests and guide the engagement throughout the process. The Committee met six times throughout the project to review engagement and vision report materials and provide feedback and input throughout the process. They also supported various engagement efforts and connected the project team with different community groups and networks throughout Forest Grove to ensure engagement was reflective of the broader community.

The project started in spring 2024 and the final draft of the vision will be presented to the City Council in July 2025 for adoption.

ENGAGEMENT OVERVIEW

The community vision process was driven by community engagement. The Forest Grove Forward project team, comprised of City staff and SSW Consulting, developed an engagement strategy to reach all audiences in Forest Grove. The Steering Committee reviewed the strategy and provided additional ideas to reach various groups in the community. The resulting strategy included a variety of fun and inclusive tools and methods to ensure the vision reflects the full spectrum of Forest Grove community. Additionally, the strategy emphasized engaging the Spanish speaking community, young adults/students, and the local business community.

The engagement was organized into three phases: 1) Gathering community ideas, 2) Developing the vision, and 3) Reviewing the vision. The following table summarizes the purpose of each phase, methods, and time period.

For detailed engagement results please view the Community Engagement Summary for Phase 1 and Phase 2, Attachment A.

Phase	Purpose	Methods	Time Period
Phase 1	Gather input from residents, students, and business owners on the type of community they would like Forest Grove to be in 15 years, priorities to address, and community values to guide the City in implementing the vision.	• Online community survey • Paper intercept survey • Outreach interviews • Presentations to community groups • Social media • Community events • Visits to apartments, senior living facilities, local businesses, high school	June 2024 – January 2025



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		• Targeted outreach to business, youth, and Spanish-speaking communities • Steering Committee meetings • Council Retreat	
Phase 2	Provide feedback on draft community vision statement and values. Explore key themes from Phase 1 outreach with community to develop goal areas for the community vision, desired outcomes for the goals, and actions to advance the goals.	• Vision labs: ○ Economy ○ Community Growth ○ Healthy and Active Community ○ Sustainable Infrastructure ○ Community Connection • Steering Committee meeting • Council work session • Staff workshop • Social media posts	February – May 2025
Phase 3	Provide feedback on draft community vision goals, desired outcomes, and actions	• Booth at two farmers' market • Targeted outreach to Spanish-speaking community at one farmers' market • Online survey • Steering Committee meeting	June 2025

FOREST GROVE FORWARD COMMUNITY VISION OVERVIEW

A community vision plan provides a clear, structured roadmap for the future by aligning shared aspirations with actionable strategies. It begins with a **Vision**—a compelling description of the community's ideal future that inspires long-term direction. This vision is grounded in a set of guiding **Values**, which reflect the core principles that shape decisions and actions across the city. From this foundation, the plan identifies **Goal Areas**, which represent broad priorities that will focus the City's efforts and resources through 2040. Within each goal area, the plan defines **Outcomes**—specific, measurable results that reflect progress toward the vision. Finally, the plan outlines **Actions**, which are the concrete projects, programs, and policies designed to achieve those outcomes and bring the vision to life.



Based on the results of the engagement as well as the discussion and refinement with the City Council, FGF Steering Committee, staff, and the consulting team, the following vision, values, goals, outcomes, and actions were developed:

Vision

Rooted in connection, growing with purpose.

In 2040, Forest Grove serves as the gateway to Oregon's rural tranquility and urban innovation, situated between mountains and metropolis. We are a destination with a vibrant downtown and local economy where independent businesses thrive, education inspires and provides opportunity, recreation amenities abound, and neighbors truly connect. Through thoughtful, sustainable growth and collaborative spirit, we cultivate a high-quality, safe, and affordable life honoring our history and welcoming all who visit and call Forest Grove home.

Values

Sustainable

Together, we strive toward a sustainable future—where our commitment to environmental care, responsible financial choices, thoughtful community growth, and resilient infrastructure ensures a thriving, inclusive city for generations to come.

Safe

We aspire to be a community where everyone feels secure, supported, and prepared—where public safety is a shared priority, health is nurtured, and we stand resilient in the face of emergencies, united in our care for one another.

Connected

We envision a deeply connected community—where neighbors know and care for one another, where inclusive engagement thrives, and where thoughtfully designed spaces and infrastructure bring people together, preserving a small-town spirit as we grow.

Goals

The FGF outcomes and actions can be viewed as part of Attachment B. Recommended updates to the outcomes and actions will be shared at the City Council meeting on June 23 based on the results of the Phase 3 community engagement.

IMPLEMENTATION STRUCTURE

The Forest Grove Forward community vision guides decision-making, budgeting, and community investment. The structure outlined on the following pages ensures the plan remains responsive, actionable, and aligned with Council priorities and community needs. It serves as foundational engagement for citywide planning efforts such as the City's Comprehensive Plan, Transportation System Plan, and the Parks and Recreation Master Plan. It aims to achieve the following outcomes:

- A living, responsive plan that evolves with the community



- Clear connection and alignment between Council priorities, staff work, and City investments
- Transparent progress tracking and meaningful community input

The implementation structure includes an annual process as well as a five-year comprehensive update process.

The annual process includes the following elements:

1. **City Council Retreat & Priority Setting**
Council reviews progress on FGF goals, incorporates community and board input, sets priorities, directs departmental alignment, and updates the FGF action plan. A mid-year update is recommended via a report or work session.
2. **Departmental Planning & Budgeting**
Departments align work plans and budgets with Council priorities and FGF goals. Proposals clearly connect to the vision, and actions include measurable outcomes and performance indicators developed with Council input.
3. **Community & Board Engagement**
Public and board engagement occurs annually through events, surveys, and presentations. Community partners also provide input in individual meetings or group gatherings. This engagement informs updates to the FGF action plan and promotes shared ownership.
4. **Progress Reporting**
An annual FGF Progress Report tracks and communicates actions, outcomes, and performance indicators to Council, staff, boards, and the broader community.

This cycle ensures that day-to-day operations and long-term goals remain aligned and responsive to community needs.

Every five years, the city will conduct a full update of the FGF Community vision to ensure long-term relevance and responsiveness.

This process includes:

- **Robust community engagement** to reflect changing needs, growth, and demographics
- **Updated data analysis** to inform strategic direction
- **Collaborative planning** with Council, staff, boards, and stakeholders
- **Review and revision** of the City's vision, goals, outcomes, and actions

ATTACHMENTS

Attachment A: Community Engagement Summary: Phase 1 and Phase 2

Attachment B: FGF Goals, Outcomes, and Actions



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MEMORANDUM

TO: Jesse VanderZanden, City Manager
FROM: Sara Wilson, SSW Consulting
DATE: June 19, 2025
SUBJECT: Forest Grove Forward Engagement Summary: Phase 1 and Phase 2

INTRODUCTION

Forest Grove Forward is a community visioning process that includes envisioning the overall future of Forest Grove over the next 15 years and translating community aspirations into a clear vision that will guide the City's strategic planning efforts, decision-making, and community partnerships.

The community vision process is driven by community engagement. The Forest Grove Forward project team, comprised of City staff and SSW Consulting, designed a variety of engagement methods to provide ample opportunity for a wide array of community members to share their input on the vision. The engagement methods, resulting themes, and community survey demographic data are summarized in the following sections. Additionally, the outreach report prepared by Veritas Collaborations is included as an appendix to this memorandum.

ENGAGEMENT OVERVIEW

To inform the development of the vision, the engagement was separated into three phases. This memo summarizes the purpose, methods, tools, and findings from Phase 1 and Phase 2 engagement. A summary memo of Phase 3 engagement is forthcoming as the engagement is currently underway.

Phase	Purpose	Methods	Time Period
Phase 1	Gather input from residents, students, and business owners on the type of community they would like Forest Grove to be in 15 years, priorities to address, and community values to guide the City in implementing the vision.	• Online community survey • Paper intercept survey • Outreach interviews • Presentations to community groups • Social media • Community events • Visits to apartments, senior living facilities, local businesses, high school • Targeted outreach to business, youth, and Spanish-speaking communities	June 2024 – January 2025



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		- Steering Committee meetings - Council Retreat	
Phase 2	Provide feedback on draft community vision statement and values. Explore key themes from Phase 1 outreach with community to develop goal areas for the community vision, desired outcomes for the goals, and actions to advance the goals.	- Vision labs: - Economy - Community Growth - Healthy and Active Community - Sustainable Infrastructure - Community Connection - Steering Committee meeting - Council work session - Staff workshop - Social media posts	February – May 2025
Phase 3	Provide feedback on draft community vision goals, desired outcomes, and actions	- Booth at farmers' market - Online survey - Targeted outreach to Spanish-speaking community at farmers' market - Steering Committee meeting	June 2025

PHASE 1 ENGAGEMENT

Phase 1 of the engagement sought to gather input from residents, students, and business owners on the type of community they would like Forest Grove to be in 15 years, priorities to address, and community values to guide the City in implementing the vision.

Following Phase 1, the project team analyzed the information gathered to identify common ideas and shared themes to inform the development of the draft community vision statement and the vision goal areas.

Outreach by the Numbers

The following table summarizes the outreach tools used in Phase 1 of the engagement and number of community members reached through the tools.

9	Community Leader Interviews
4	Community Group Meetings
60	Participants at Community Meetings



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1,597	Community Survey Respondents
26	Community Events
2,300+	Engaged at Community Events
33	One-on-One Outreach Interviews with Spanish Speakers (Veritas Collaborations)
24	Spanish-Speaking Participants at Group Outreach Event (Veritas Collaborations)
59	Businesses Visited
2	Apartments and Senior Living Facilities Visited
7	Pacific University Student Meetings/Events
5	Youth Meetings/Events

Outreach Tools

The project team and Steering Committee identified the following outreach tools that would be successful in connecting with community members:

- Community leader interviews
- Project fact sheet
- Community survey (online and paper versions available)
- One-on-One outreach interviews
- Booths at community events
- Community group meetings
- Project page on City website
- Press release
- Print media (posters, A-frames, fliers, business cards)
- Digital media (email, social media)
- In-person targeted outreach with Spanish-speaking population, businesses, Pacific University, Forest Grove High School, apartment complex, senior living facility, and senior center

Community Leader Interviews

The SSW Team completed 9 community leader interviews with representation from:

- Chamber of Commerce
- City Club
- Business owners
- Adelante Mujeres
- City Boards and Commissions

Community Events and Group Meetings

City staff and SSW collected input at 30 community events and group meetings at events booths to increase awareness about the community visioning project, promote the online survey, and collect community input through conversations and interactive engagement posters. Some of the events attended include:

- Farmers Markets



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- Movies in the Park
- Festival of the Arts
- Summer Library events
- National Night Out
- Kids Night Out at the Aquatic Center
- Oktoberfest
- Corn Roast
- Sidewalk Chalk Art Festival
- Forest Grove High School football game
- Pacific University campus group meetings and outreach

Community Survey Demographics

The community survey resulted in 1,597 responses. The following table summarizes the demographic information collected from respondents who chose to answer the optional questions. This data is collected to identify opportunities for targeted outreach with specific segments of the community.

	Number of Respondents	% of Respondents	Forest Grove Demographics*
Total Population	1,597	5.9%	26,160
Gender			
Male	429	27.7%	47.3%
Female	925	59.8%	52.7%
Prefer not to say	61	3.9%	N/A
Prefer to self-describe	21	1.4%	N/A
Other	21	1.4%	N/A
Age			
18 and under	62	4.0%	28.4%
18-24	63	4.1%	8.6%
25-34	174	11.2%	12.4%
35-44	366	23.7%	13.1%
45-54	310	20.0%	11.1%
55-64	215	13.9%	11.1%
65+	245	15.8%	15.3%
Race/Ethnicity*			
White	1,198	77.4%	73.0%
Hispanic, Latino, or Spanish origin	170	11.0%	29.0%

Black or African-American	16	1.0%	1.0%
Asian	45	2.9%	2.3%
American Indian or Alaskan Native	48	3.1%	0.8%
Native Hawaiian or Other Pacific Islander	24	1.6%	0.0%
Middle Eastern or North African	9	0.6%	N/A
Other (please specify)***	46	3.0%	23.4%

*Source: American Community Survey 5-Year Estimates Data Profiles, U.S. Census Bureau, 2022

***Includes ACS categories "Some other race" and "Two or more races"

Phase 1 Outreach Themes

The following themes summarize the results of the community outreach efforts, including outreach interviews, community survey, and engagement at community events:

WHAT WOULD YOU LIKE TO PRESERVE?

What do you love about Forest Grove? What should we preserve?

- Size of community/small-town feel (43%)
- Downtown/Local businesses (7%)
- Environment (9%)
 - Trees, natural environment, rural setting, farmland, open spaces
- Community Events (5%)
- Parks (5%)
 - Preserve the parks and green spaces
 - Add more parks and park amenities (shaded areas, splash pad, etc.)
 - Maintenance and cleanliness
- Historic Preservation (5%)
 - Houses, neighborhoods, downtown, businesses, trees
- Transportation/Mobility (5%)
 - Walkable, easy to get around, minimal traffic, GroveLink/Tri-Met

Community Character Description

- Small town feel
- Size
- Connection to other community members: caring, helpful, friendly
- Community pride
- Distinct identity
- Not a suburb, removed from the Portland metro area
- Calm, peaceful, quiet
- Family-oriented
- Historic character, older homes, downtown architecture, Main Street
- Agricultural/Rural setting, farmland, open spaces, nature, trees,
- Local and unique businesses, not large businesses

- Community events
- Walkable
- Safe
- Connection to arts and culture
- Limit growth, large businesses/chains, and high-density housing
- Strong concerns of losing small town feel, overcrowding, loss of identity

WHAT ARE YOUR TOP PRIORITIES FOR THE FUTURE?

Economy (24.5%)

- Additional grocery store - ideally natural/organic/upscale (4.5% of all responses call out grocery store specifically)
- More dining options – no chains, include some upscale options, variety of cuisine
- More shopping options to get residents to stay in town
- Support small and local businesses to preserve town's character
- Revitalize downtown/Main Street
 - Business support
 - More consistent store hours and longer store hours
 - Full occupancy for storefronts
 - Update infrastructure (buildings, facades, roads)
 - Walkability
 - Main Street closed for foot traffic only

Parks + Recreation (20%)

- More activities for kids/families in general
- More park amenities and recreation activities specifically for children and young adults
 - Add playgrounds or update existing play structures
 - Sports and fields
 - Splash pad
 - Shaded play areas
 - Expand pool
 - Recreation programming
- More parks, trails, green spaces
- More and/or update park amenities (bathrooms)
- Recreation/Community center

Transportation (15%)

- More parking downtown
- More sidewalks
- Bike-ability and walk-ability (pathways, bike lanes, bike amenities)
- More public transit or better access (bus lines, MAX light rail)
- Reduce traffic and improve ability to travel around town

Housing (8.5%)



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- Majority of responses asking to stop or slow down all housing growth; preserve open land
- Desire to stop building high density + cookie-cutter homes - keep the historic style of homes and small-town charm
- Minority of responses asking for housing that is affordable, such as apartments and townhouses

Health and Safety (5%)

- Concerns about homelessness (encampments, drug use, crime, safety)
- Reduce speeding
- Community policing
- More access to healthcare (hospital, clinics)

Education (5%)

- More K-12 schools, particularly a high school
- Improve quality of schools and education
- Concerns over additional housing without additional schools to support increased population

Beautification (5%)

- Improve cleanliness and aesthetic of town (businesses, storefront facades, and residences)
- Add wayfinding signage
- Add public art
- Architectural standards for new buildings
- Landscaping and maintenance

Community Connection (5%)

- Maintain small town feel
- More community gathering spaces (community center)
- Community events
- Increase connection between community and Pacific University

Business Outreach Themes

The following themes highlight the key points expressed by the business community:

- Add a second grocery store
- Better parking downtown
- Improved aesthetic and beautification of downtown (storefronts, lighting, signage, sidewalk repairs, street sweeping, twinkle lights)
- Encourage tourism and make Forest Grove a destination (more restaurants, gathering spaces, advertise downtown, signage, more welcoming)
- City involvement in the Main Street USA program



- Increase frequency of direct City communication with business community (business newsletter)
- Small business support and incentives

Youth Outreach Themes

The following themes highlight the key points expressed by students of Forest Grove High School and Pacific University:

- More restaurants
- Support for businesses to have longer operating hours
- Movie theater
- More community events and opportunities for youth to engage
- More parks, turf fields, trails, and a recreation center
- Arcade
- Improved playground equipment
- Better City communication methods

Spanish Speakers Outreach Themes

The key findings from the outreach conducted by Veritas with Spanish speakers are summarized below. The outreach included one-on-one interviews with 33 people and one group event with 24 people. The outreach summary report prepared by Veritas provides additional information and is included as an appendix to this memo.

One-on-One Interviews

What respondents value about Forest Grove:

- Tranquil, small-town feel
- Cleanliness
- Parks
- Job opportunities
- Affordable housing
- Lack of homelessness and crime

Why residents came to Forest Grove:

While a small number of people were born in Forest Grove, the majority of those who were not said they came to Forest Grove for job opportunities and/or affordable housing, and stay because of the small-town atmosphere, cleanliness, and lack of crime.

General Attitude:

Responses were overwhelmingly very positive. The majority said they "loved" Forest Grove and loved everything about it. Not a single resident volunteered changes they would like to see, however after probing for suggestions, a few were mentioned.

Desired Enhancements:

- Community gathering spots / A plaza



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- More activities for kids / Indoor play area
- Sidewalk improvements
- Additional shopping center
- Wider residential streets or parking limited to one side of the street

Group Event Outreach

What workshop attendees value about Forest Grove:

- Small town atmosphere – calm and uncrowded
- Safety and security
- Clean parks

Desired Enhancements:

- More classes in Spanish (language, crafts, business, sports, dance)
- Affordable exercise programs or opportunities
- Community pool
- Garbage cans for dog waste bags
- Sidewalk or street improvements
- More shopping opportunities
- Individual comments were submitted for City meetings in Spanish, community resources for low-income or abused residents, a casino, and a Wingstop restaurant

PHASE 2 ENGAGEMENT

Phase 2 of the engagement included a series of vision labs in April 2025 with community members, partner organizations, and City staff. The vision labs were organized by the five key topic areas that emerged from the phase 1 engagement:

- Economy
- Community Growth
- Sustainable Infrastructure
- Healthy and Active Community
- Community Connection

Each topic area had two vision lab sessions. During the first session, participants gathered to review and provide feedback on the draft vision statement and explore desired outcomes for the topic area. Using the desired outcomes identified in the first session, participants developed ideas for potential action items to advance the outcomes.

Following the vision labs, City staff gathered for a workshop to refine the community ideas into four goal areas with clear supporting action. Community members and Council continued to provide input on the draft vision and goals in the Steering Committee meeting and Council work session.

The four goals include:

- Economy
- Community Growth
- Healthy and Active Community
- Community Connection

Outreach by the Numbers

The following table summarizes the outreach tools used in Phase 2 of the engagement and number of community members reached through the tools.

10	Vision Labs (2 labs per topic area)
70	Number of Vision Lab Participants
1	City Council Work Session
1	Steering Committee Meeting
1	Staff Workshop

APPENDIX: VERITAS COLLABORATIONS OUTREACH SUMMARY REPORT



Forest Grove Forward Outreach with Spanish Speakers

In addition to the other community outreach work done for Forest Grove Forward, as a special initiative, Veritas Collaborations conducted:

- Individual, one-on-one outreach with 33 Spanish speakers who live in Forest Grove November 13th, 14th, 18th and December 10th
- Outreach with 24 people at a specially planned group event on December 19th

One-on-One Outreach:

Veritas had casual conversations in open-air spaces around downtown and at the following businesses:

- Supermercado de Montana
- San Alejandro Supermercado
- El Azabache Western Wear
- La Bendicion Envisios de Dinero
- Panaderia y Pasteleria
- Lindo Michoacan
- La Chingada Taqueria
- La Sierra
- Taqueria Corona
- Tacos La Estrella
- St Anthony Catholic Church

Both patrons and managers or owners of most establishments were consulted. They were asked what they like about Forest Grove now, what brought them to Forest Grove, and their ideas about what they would like the city to be like in the future.

Key Findings:

What respondents value about Forest Grove:

- Tranquil, small-town feel
- Cleanliness
- Parks
- Job opportunities



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- Affordable housing
- Lack of homelessness and crime

Why residents came to Forest Grove:

While a small number of people were born in Forest Grove, the majority of those who were not said they came to Forest Grove for job opportunities and/or affordable housing, and stay because of the small-town atmosphere, cleanliness, and lack of crime.

General Attitude:

Responses were overwhelmingly very positive. The majority said they “loved” Forest Grove and loved everything about it. Not a single resident volunteered changes they would like to see, however after probing for suggestions, a few were mentioned.

Desired Enhancements:

- Community gathering spots / A plaza
- More activities for kids / Indoor play area
- Sidewalk improvements
- Additional shopping center
- Wider residential streets or parking limited to one side of the street

Observed or Volunteered Demographic Information from 1:1 Outreach:

- 20's (6)
- 30's (11)
- 40's (10)
- 50's (5)
- 60's (2)
- 9 male; 13 female
- Employment: Agriculture, Construction, Factory/Manufacturing, Service Industry
- Majority were born outside the United States, primarily in Northern Mexico states, but several people were from Guatemala, Nicaragua, and Venezuela.
- Many lived in other communities in Oregon, such as Gresham or Hillsboro, before moving to Forest Grove and emphasized all the advantages Forest Grove offers.

Group Event Outreach

In addition to casual conversations struck up at local businesses Veritas planned, promoted and facilitated a special craft workshop that was made free to Forest Grove residents. The December 19th evening workshop was planned and promoted with the help of two community residents engaged during the 1:1 outreach.

At the beginning of the workshop, a brief presentation was made on the Forest Grove Forward project. Everyone was given index cards and asked to spend some time during the workshop thinking about and writing down what they liked about Forest Grove and what they would like to see in the future.



As with all group input sessions, individual ideas often influence the input of others, as well as the nature of the session itself. In this case, a significant amount of input was for more workshops and classes in Spanish, and also for more children's activities. (*Written verbatims are included as Appendix A*)

Key Findings:

What workshop attendees value about Forest Grove:

- Small town atmosphere – calm and uncrowded
- Safety and security
- Clean parks

Desired Enhancements:

- More classes in Spanish (language, crafts, business, sports, dance)
- Affordable exercise programs or opportunities
- Community pool
- Garbage cans for dog waste bags
- Sidewalk or street improvements
- More shopping opportunities

[Individual comments were submitted for City meetings in Spanish, community resources for low-income or abused residents, a casino, a Wingstop.]

Observed or demographic information from group event:

- Grade school kids (2)
- Teenagers (4)
- 20's (6)
- 30's (5)
- 40's (4)
- 50's (2)
- 4 males; 20 females
- Majority were born outside the United States, mostly in Northern Mexico states, but also Mexico City, Guadalajara, and Guatemala.
- Family Employment: Service Industry, Factory, Virginia Garcia Clinic, Construction

Appendix A

Group Event Written Verbatims – Likes and Desires for the Future

I like Forest Grove because of the atmosphere, the tranquility that one lives here, the rent is a bit not very expensive. I would like there to be aquatic centers for the community and more markets to go shopping, centers for classes to learn English, computing or different classes such as self-improvement. Cans for dog feces on the streets, a gym for people with low incomes and who want to exercise.

I like Forest Grove and that it is small and quiet. I would like them to make a recreational center for the public and activities for children and adolescents. Thank you very much, I really liked the balloon class. Merry Christmas and Happy New Year 2025. Blessings.

What I like about Forest Grove is the essence of the place, it is a small and cozy town, it has a lot of nature, the residents are friendly for the most part. It would be even better with a space community, where courses and workshops are taught and more recreational activities can be done, as well as crafts, entrepreneurship and sports.

What I like about Forest Grove is that it is a small place and so we can get to know each other more and the people are very warm, I like it a lot that there are very old but very beautiful buildings. What I wish there were more of is classes like this in Spanish and more opportunities as a Latino community.

I have been a resident of Forest Grove for 19 years and I really like this city. Thank you, Mrs. Nelly, for coming to share your classes with our community. **I like Forest Grove because there is a lot of public safety, because that is what Forest Grove is all about; it is a safe place.** I would like for city meetings to have staff that speak Spanish, because these meetings are very important for the community, since they discuss very important issues for the citizens and sometimes no one speaks English. Thank you for listening to us.

What I like about Forest Grove: It's a quiet town. There's not much traffic. It's not overcrowded. What I would like to see: Recreational parks. Exercise parks. Improving old streets. Expansion of schools.

I like the community and the help that the community offers. The schools, the library, the pools, the officers who help. I would like them to put a casino and a Wing Stop.

I like the clean parks and the water park that you can enjoy in the summer. I would like more Latino programs in the community.

Many thanks Nelly and to all the people who made this event possible. I hope you can bring the other workshops for the year 2025, we need more people like you for the Latino community again.

I like the schools, the atmosphere, and the food assistance that some places offer, since there is not always enough money to buy food. I would like there to be containers for dog feces, since there is a lot of it on the road, along with its bags.



I like the parks and nature of Forest Grove. There are streets that do not have a sidewalk to walk on and the mud makes you slip. During rainy season, I wish the pedestrian area to be paved.

I like the safety of Forest Grove, where you can go out and walk without any danger. I would like there to be trash cans to deposit the trash. I would like there to be exercise equipment in the park, since not all of us have the possibility of going to a gym.

I like the Adelante Mujeres market and the activities for families. I would love to see a dance center.

I like living in Forest Gove because it is very quiet and not crowded. I would like to see more community resources and craft classes.

I like that there are not many houses, and there is not so much traffic. I would like more things in the community and craft classes to learn more.

I like living in Forest Grove because it is a safe city to go out for a walk. I would like there to be a gym and for the parks to have more playgrounds for children.

I like living in Forest Grove because my kids' school is close by. I would like to have a market such as Winco to buy vegetables and fruits.

I like living in Forest Grove because it is not very populated. I would like to have a pool for the kids.

I would like to see community resources such as groups or classes for survivors of domestic abuse, and Latinos who cannot read or write in either language.





SSW CONSULTING

MEMORANDUM

TO: Jesse VanderZanden, City Manager
FROM: Sara Wilson, SSW Consulting
DATE: June 23, 2025
SUBJECT: Forest Grove Forward Engagement Summary: Phase 3

INTRODUCTION

Forest Grove Forward is a community visioning process that includes envisioning the overall future of Forest Grove over the next 15 years and translating community aspirations into a clear vision that will guide the City's strategic planning efforts, decision-making, and community partnerships.

The community vision process is driven by community engagement. The Forest Grove Forward project team, comprised of City staff and SSW Consulting, designed a variety of engagement methods to provide ample opportunity for a wide array of community members to share their input on the vision. The engagement methods, resulting themes, and community survey demographic data are summarized in the following sections. Additionally, the outreach report prepared by Veritas Collaborations is included as an appendix to this memorandum.

ENGAGEMENT OVERVIEW

To inform the development of the vision, the engagement was separated into three phases. This memo summarizes the purpose and tools used in Phase 3. A summary memo of Phase 1 and 2 engagement was provided earlier in a separate memo.

Phase	Purpose	Methods	Time Period
Phase 1	Gather input from residents, students, and business owners on the type of community they would like Forest Grove to be in 15 years, priorities to address, and community values to guide the City in implementing the vision.	• Online community survey • Paper intercept survey • Outreach interviews • Presentations to community groups • Social media • Community events • Visits to apartments, senior living facilities, local businesses, high school • Targeted outreach to business, youth, and Spanish-speaking communities	June 2024 – January 2025



SSW CONSULTING

		• Steering Committee meetings • Council Retreat	
Phase 2	Provide feedback on draft community vision statement and values. Explore key themes from Phase 1 outreach with community to develop goal areas for the community vision, desired outcomes for the goals, and actions to advance the goals.	• Vision labs: ○ Economy ○ Community Growth ○ Healthy and Active Community ○ Sustainable Infrastructure ○ Community Connection • Steering Committee meeting • Council work session • Staff workshop • Social media posts	February – May 2025
Phase 3	Provide feedback on draft community vision goals, desired outcomes, and actions	• Booth at farmers' market • Online survey • Targeted outreach to Spanish-speaking community at farmers' market • Steering Committee meeting	June 2025

PHASE 3 ENGAGEMENT

During Phase 3 of the engagement, the project team gathered feedback from community members on the proposed goal, desired outcomes, and supporting actions. The engagement included booths at two farmers' markets, targeted outreach to Spanish-speaking community members at one of the farmers' markets, an online survey, email communication, and social media.

Overall, most people agree with the proposed vision and plan articulate their priorities for the future of Forest Grove.

When asked which parts of the vision they agree with most, people reported the following:

- Housing and affordable housing
- Increased City communications + community engagement to support a connected community
- Downtown improvements
- Increased recreation opportunities
- Economic development and small business support

- Tourism

According to people who took the survey or engaged with the boards at the farmers' market booths, the top priorities for the next 5 years should be (in order of importance):

- Downtown revitalization
- Housing
- Infrastructure (road improvements, lighting, utilities, City facilities)
- Recreation opportunities (parks, park amenities, programs))
- Business development
- Environmental sustainability
- Community safety
- Transportation and mobility
- Community events

There were several comments related to implementation. The following list highlights the concerns shared by community members:

- Where will the funding come from?
- How will partners be engaged?
- Want to see more actionable steps to achieve goals (community is ready for action)
- Community engagement in implementation (volunteer review board; annual report, etc.)

Outreach by the Numbers

The following table summarizes the outreach tools used in Phase 3 of the engagement and number of community members reached through the tools.

2	Farmers' Market Dates with Engagement Booths
380+	Number of families engaged at Farmers' Market
1	Spanish Speakers Booth at Farmers' Market
29	Number of Spanish Speakers provided feedback at Farmers' Market
1	Community Review Online Survey
35	Number of Survey respondents
215+	Emails to community survey respondents, vision lab participants, City Board and Commission members
6	Social media posts (Facebook, Instagram)



SSW CONSULTING

Recommendations

The project team analyzed the results of the community engagement and developed the following recommendations/considerations to update the draft plan:

- Add: maintain funding and programs for Library
- Add: focus on environmental sustainability beyond infrastructure and equipment (action 2.23)
- If industrial development is pursued, do not let it impact small-town feel of community
- The community is feeling engagement fatigue and is ready to see action/results of their input
- Many of the actions in the plan are more planning focused than specific steps. It will be important to communicate to the community how these plans are a required first step to achieving the actions the community wants to see and maintain engagement, so community sees City commitment and follow-through on these items (i.e. community center; downtown revitalization, community gathering space, etc.)

YOUR VISION



Over the past year, the City of Forest Grove has been gathering ideas as part of the Forest Grove Forward community visioning effort. We have received thousands of comments from community members with ideas to improve the future of Forest Grove. These ideas cover topics including economic development, housing, recreation opportunities, community safety, education, infrastructure, community connection, and more.

The ideas have been explored in detail with community members, partner organizations, and City staff and refined into four goal areas with supporting actions designed to advance each goal. The goals include:

ECONOMY, COMMUNITY GROWTH, HEALTHY AND ACTIVE COMMUNITY, AND COMMUNITY CONNECTION

Our Vision Plan includes the following:

Vision: A powerful description of our community's ideal future state.

Values: Core principles that guide all our decisions and actions.

Goal Areas: Broad priority areas directing City efforts and resources through 2040.

Outcomes: Specific, measurable results we aim to achieve within each goal area.

Actions: Concrete projects, programs, and policies to achieve the outcomes.

Lead Partners: Specific organizations responsible for implementing the actions.





FOREST GROVE
FORWARD
YOUR VOICE, YOUR VISION

2040 COMMUNITY VISION

Rooted in connection, growing
with purpose.

In 2040, Forest Grove serves as the gateway to Oregon's rural tranquility and urban innovation, situated between mountains and metropolis. We are a destination with a vibrant downtown and local economy where independent businesses thrive, education inspires and provides opportunity, recreation amenities abound, and neighbors truly connect. Through thoughtful, sustainable growth and collaborative spirit, we cultivate a high-quality, safe, and affordable life honoring our history and welcoming all who visit and call Forest Grove home.



GOAL AREA:
ECONOMY

We envision a thriving, inclusive Forest Grove community with a vibrant downtown, a diverse economy offering high-paying jobs, and a strong sense of identity and place..



OBJECTIVE

ACTIONS

Create a balanced and diversified economy offering a variety of commercial businesses and industrial businesses offering high-paying job opportunities

- Increase industrial business development
- Increase volume and diversity of commercial business development
- Update the City’s Economic Development Strategic Plan
- Conduct retail feasibility analysis for a grocery store
- Explore the creation of an Economic Improvement District
- Strengthen the City’s partnership with local small businesses to support local distribution and entrepreneurship
- Support workforce development programs

Revitalized downtown

- Develop a long-term vision for Main Street Program
- Partner with property owners to attract businesses aligned with Main Street vision (e.g., balance of offerings, etc.)
- City incentive programs to support/retain small/local businesses (e.g., storefront improvement grant program, facade improvements)
- Encourage and attract more events downtown to promote foot traffic
- Install decorative lighting downtown
- Increase wayfinding signage for downtown parking

Foster a community identity and sense of place

- Update Tourism Strategic Plan
- Develop mural corridor/public art and cultural district/celebrations
- Explore exterior and architectural design standard to create a visual identity
- Pursue grants to support tourism, placemaking, identity, and planning

GOAL AREA:
COMMUNITY
GROWTH

We envision a well-connected and safe Forest Grove with diverse, affordable housing; resilient infrastructure; efficient mobility; and strong public safety—creating a vibrant, accessible community for all.



OBJECTIVE

ACTIONS

Increase the supply of diverse and affordable housing options to meet current and future needs

- Conduct community engagement to understand desired housing growth including types and location of housing
- Address rent burden in the community by expanding opportunities for affordable housing development
- Educate landowners and/or small developers on new housing and ADU options
- Develop policies and programs that allow for ADU flexibility
- Activate policies around utilizing downtown "upstairs" apartments per the City’s Urban Renewal Plan
- Support City partners who develop affordable housing for the community
- Lobby for adequate infrastructure funding to support housing development
- Update the City’s Comprehensive Plan

Improve mobility with balanced traffic management, safety enhancements, and thoughtful design and planning

- Improve crosswalks to include more protective features and design
- Partner with ODOT to improve the safety corridor
- Increase enforcement of traffic laws
- Evaluate 2-way streets on Pacific + 19th to improve safety
- Identify and prioritize traffic safety improvements
- Continue to implement ADA improvements and compliance updates to City infrastructure

GOAL AREA CONTINUED



OBJECTIVE	ACTIONS
Improve public safety response in Forest Grove	• Conduct a fire station location needs analysis • Deploy a second fire emergency response vehicle to meet the needs of increased calls • Build a new police facility • Prioritize staffing and equipment for public safety through workload analysis • Explore expansion of community volunteer support functions for public safety • Update the City’s emergency preparedness plan in coordination with regional planning efforts • Continue to partner with other districts and agencies to improve public safety services and response times
Build and maintain resilient, efficient, and financially stable Infrastructure	• Keep long-term infrastructure master plans up to date including the stormwater master plan, pavement condition index, electric master plan, transportation system plan, water master plan, sewer master plan, etc. • Expand green and climate resilient infrastructure and equipment • Continue redundancy expansion of the electric system at the transmission and substation level • Identify a long-term funding source for road improvements • Communicate and educate the community on key infrastructure investments
Enhance walkability and community connectivity through pedestrian and bike friendly infrastructure and enhanced transit options	• Encourage wellness through infrastructure policies and design standards • Implement the East Forest Grove TV Highway Safety Improvement Plan • Implement intersection safety improvements • Partner on the TV Hwy Bus Transit Project • Update Yew Street intersection • Increase walkability and address pedestrian barriers • Improve Rose Grove midblock crossing • Implement Mountainview Safe Routes to School • Improve Fern Hill and Maple intersection • Explore park and ride options to improve access to transit • Enhance and add wayfinding signage



GOAL AREA:
HEALTHY
AND ACTIVE
COMMUNITY

We envision a Forest Grove community where everyone can enjoy safe, accessible, and inclusive recreation opportunities that enhance quality of life for all ages and abilities.

OBJECTIVE	ACTIONS
Increase recreation opportunities for all	• Update the City's Parks and Recreation Master Plan • Establish a recreation advisory committee with representation from City of Forest Grove, City of Cornelius, Pacific University, Forest Grove School District to develop recommendations to increase recreation opportunities • Explore options for a multi-use recreation/community facility that includes space for recreation, events, mentorship, education, and connection • Create a gathering space by developing the Eastside Park • Work with Pacific University on updating Lincoln Park long-term use agreement
Increase safe and accessible recreation opportunities	• Identify and reduce barriers to participation in recreation (e.g., cost, transportation, awareness of available resources, etc.) • Increase access to recreation opportunities for people with disabilities and/or tailored options • Host Safety Town community event

GOAL AREA:
COMMUNITY
CONNECTION

We envision an engaged and connected Forest Grove community with inclusive spaces for all ages, where strong partnerships, active civic participation, and shared information foster collaboration and belonging.



OBJECTIVE

ACTIONS

Inclusive and accessible spaces for people of all ages to gather and connect

- Explore opportunities to create a central community gathering space that is safe and welcoming for all ages
- Conduct a feasibility study for a future community/recreation center that meets needs for all ages and abilities *
- Increase and enhance opportunities at the Senior Center/Community Centro
- Develop a festival street/pedestrian mall in downtown Forest Grove

Active civic engagement and increased collaboration among community organizations, volunteers, and the City

- Increase the number of volunteers, volunteer programs, and improve the culture of volunteerism
- Establish civic engagement internships with Forest Grove High School, Pacific University, and others
- Seek ongoing community feedback on City projects and programs
- Employ Pacific University work study students for community service needs

Increased engagement through community-wide awareness of news and events

- Utilize digital and printed tools to enhance communication
- Update the City's communication plan
- Comprehensive community calendar managed by one entity where all community organizations can share events

Increased partnership and collaboration among community organizations and the City

- Increase collaboration between Cornelius, Gales Creek, Banks, and others in the region to improve community connection
- Increase connection and partnership with Pacific University

“ We would love to see the historical heritage of our small town preserved and highlighted while continuing to move into the future. ”

-Forest Grove resident





FOREST GROVE
FORWARD
YOUR VOICE, YOUR VISION

City Council Meeting
June 23, 2025





01

Forest Grove Forward
Project Goals +
Process

02

Community
Engagement Snapshot

03

Community Review +
Steering Committee
Recommendations

04

Vision Implementation
Discussion

05

Next Steps



01

Forest Grove Forward Project Goals + Process

Community Vision Project Goals

- 1 Identify a community vision and values that reflect the Community's distinctive character – the things that matter most to the people who live, work, play, and visit here.
- 2 The visioning process will lay the groundwork for public engagement. Working with City staff and community volunteers, we will develop goals for the engagement process and strategy to engage the broader community.
- 3 Analyze the results of the engagement data to identify current, emerging, and projected trends and evaluate potential impacts, constraints, and opportunities.
- 4 Outline a future vision for Forest Grove through community engagement. Use community input to develop actions that will achieve the vision.
- 5 Outline an implementation structure that will define the process for documenting and reporting progress to the community and updating the vision to ensure it remains a living document that will guide the community.

Process Overview



April - May 2024

1 SCOPING + PLANNING

- Project Charter
- Project Game Plan + Timeline
- Review background materials
- Steering Committee recruitment materials

June 2024

2 ENGAGEMENT STRATEGY

- Updated Community Profile
- Stakeholder Map
- Project Brand + Key Messages
- Communications + Engagement Plan
- Steering Committee kick-off meeting

July - Dec. 2024

3 ENGAGE COMM. + ORG.

- Vision outreach materials
- Conduct engagement
- Engagement summary
- Engagement evaluation report
- Steering Committee Meeting

Jan. - March 2025

4 VISION DEVELOPMENT

- Engagement database
- Draft Vision, Values, and Goals
- Present draft VVG to City Council, Steering Committee, staff, and community
- Gather input + refine

April - May 2025

5 ACTION PLANNING

- Vision lab focus groups
- Develop supporting actions for each goal area
- Incorporate comments from public review to refine VVG
- Steering Committee meeting
- Draft Vision + Action Plan
- Outline implementation structure

June - July 2025

6 FINALIZE VISION + ACTION PLAN

- Final public comment period
- Finalize Vision, Values, Goals, and Initiatives
- Present Community Vision + Action Plan to City Council for adoption



August 2025

7 IMPLEMENT + CELEBRATE

- Implementation memo with recommendations
- Training templates and materials
- Progress reporting tools
- Launch Vision!



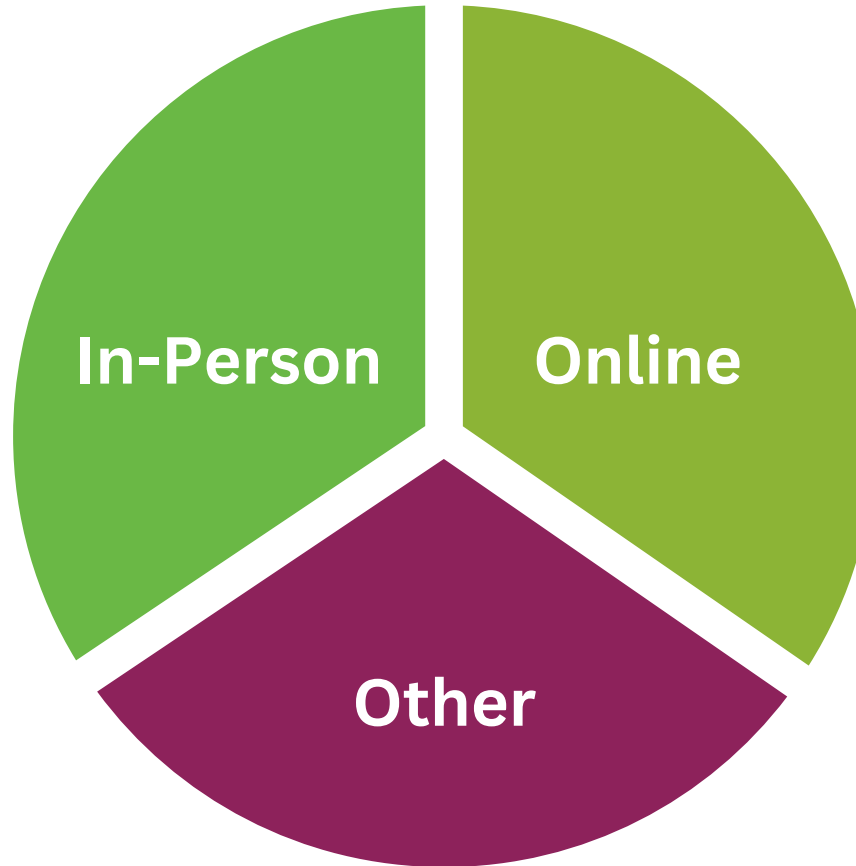


02

Community Engagement Snapshot

How have we engaged Forest Grove?

- **Community Events**
 - Farmers Markets, National Night Out, Festival of the Arts, High School Football Game, Annual Town Hall, Sidewalk Chalk Art Festival, Corn Roast, Oktoberfest, and more!
- **Business Community**
 - Engaging with Local Businesses
 - Economic Development Commission
 - Chamber Events
- **Partnership with Veritas**
 - 1:1 Interviews
 - Group Event
- **Youth Engagement**
 - FGHS Football Game
 - Teen Library Council
 - Mayor Youth Council
 - FGHS Lunch Engagement
- **Steering Committee Meetings**
- **Rotary Club**
- **Vision Labs**



- **Community Survey**
- **Forest Grove Social Media Pages**
- **Forest Grove E-Newsletter**
- **City Website**
- **Chamber partnership - social media and e-newsletter**
- **Pacific University - distributed content and survey link to all University Clubs and organizations**

- **Utility bill inserts**
- **Posters, flyers, table tents**
 - Local businesses, Pacific University, apartment complexes, senior living communities, + City facilities
- **Community Leader Interviews**



How have we engaged Forest Grove?

PHASE 1 ENGAGEMENT: GATHERING COMMUNITY INPUT

- 9 Community leader interviews
- 4 Community group meetings
- 60 Participants at community meetings
- 26 Community events
- 2,300+ Engaged at community events
- 33 1:1 interviews within the Latino community
- 24 Latino outreach event attendees
- 59 Local businesses visited
- 26 Apartments visited
- 2 Senior living facilities visited
- 7 Pacific University student meetings/events
- 5 Youth meetings/events
- 1 Community survey
- 1,597 Community survey respondents



Social Media posts

- Facebook
- Instagram
- Next Door

24 IG posts
4,787 people

26 FB posts
45,162 people



How have we engaged Forest Grove?

PHASE 2 ENGAGEMENT: VISION DEVELOPMENT

- 10** Vision Labs (2 labs per topic area)
- 70** Number of Vision Lab Participants
 - 1** City Council Work Session
 - 1** Steering Committee Meeting
 - 1** Staff Workshop

PHASE 3 ENGAGEMENT: VISION REVIEW

- 2** Farmers' market dates with engagement booths
- 200+** Families provided feedback at Farmers' Market
 - 1** Farmers' market with outreach to Spanish speakers
- 29** Spanish speakers provided feedback at Farmers' Market
 - 1** Community Review Online Survey
- 35** Number of Survey respondents
- 200+** Direct email communication
- 5,437** Reach on Social Media posts



How have we engaged with the community to gather their feedback on the draft vision and action plan?

← **Community Review Period: June 9 - 22** →



Interactive engagement boards and project team at Farmers' Market City booth

- June 11
- June 18

engaged with 380+ families



Online survey

- June 9-22

35 responses



Targeted outreach with Spanish-speakers at Farmers' Market with Veritas partnership

- June 18

engaged with 29 people



City website

- Draft vision and action plan
- Farmers' Market dates
- Link to survey

**1,184 page views
6/24-6/25**



Email communication

- Community survey respondents
- Vision lab attendees
- Boards + Commissions
- Steering Committee
- City Council

215+ emails



Social Media posts

- Facebook
- Instagram
- Next Door

**6 IG posts
945 views**

**6 FB posts
4,459 views**



03

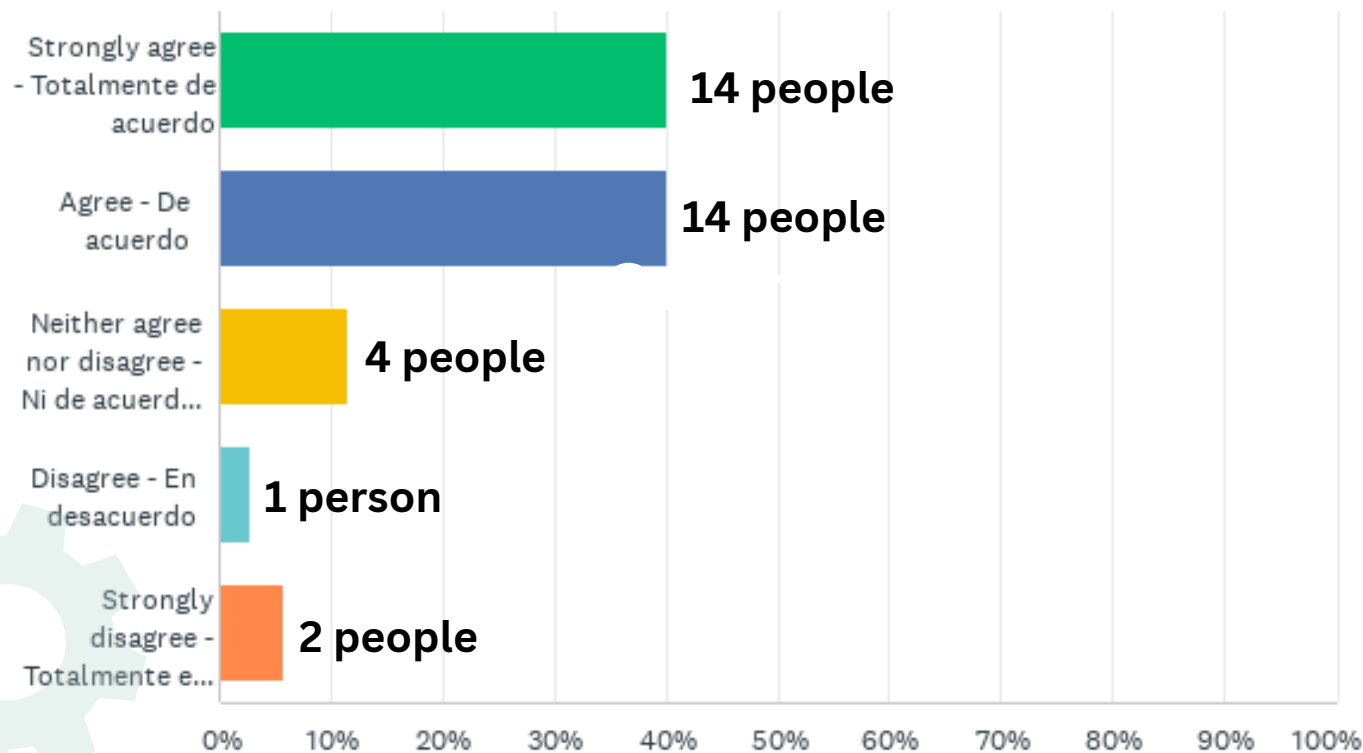
Community Review + Steering Committee Recommendations

What did we hear from community members during the review period?

ONLINE SURVEY

Overall alignment of vision with community priorities

- **80% (28)** strongly agree with overall direction of vision



What did we hear from community members during the review period?

ONLINE SURVEY

Which parts of the vision do you agree with most?

- Housing + affordable housing
- Increased City communications + community engagement to support a connected community
- Downtown improvements
- Increased recreation opportunities
- Economic development + small business support
- Tourism

What did we hear from community members during the review period?

ONLINE SURVEY

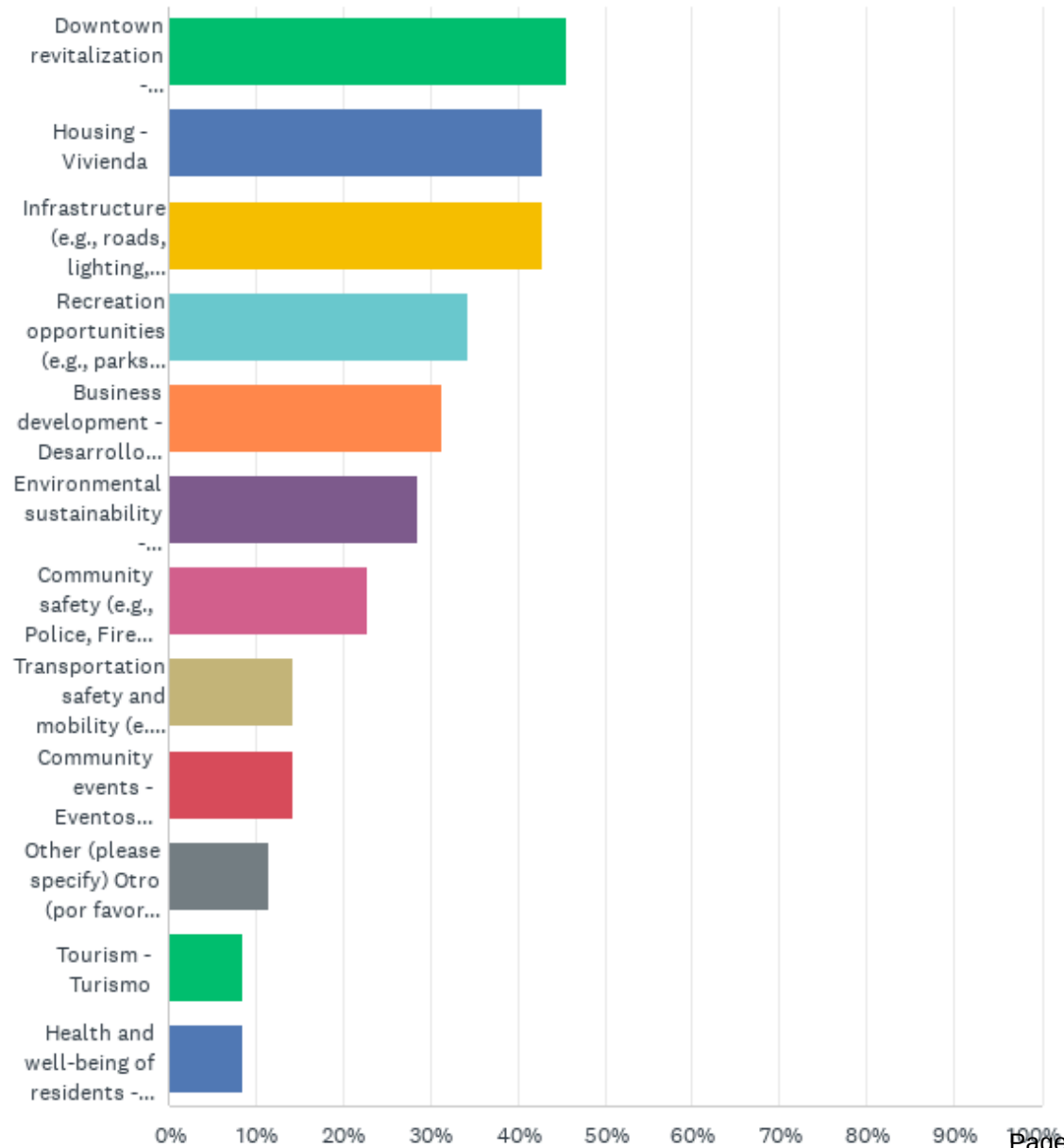
Which parts of the vision would you add, change, or remove?

- Emphasize downtown revitalization
- More small business support in downtown
- Add environmental sustainability, green infrastructure, green energy
- Add indoor/outdoor spaces for 200+ gatherings
- Add childcare at future recreation/community center
- Add formal recognition of veterans
- Concerns over industrial development

What did we hear from community members during the review period?

ONLINE SURVEY

What should be the highest priorities for the next five years?



What did we hear from community members during the review period?

ONLINE SURVEY

Other comments

- **Implementation concerns**
 - Where will the funding come from?
 - How will partners be engaged?
 - Want to see more actionable steps to achieve goals
 - Community engagement in implementation (volunteer review board; annual report, etc.)

What did we hear from community members during the review period?

FARMERS' MARKET ENGAGEMENT

Summary

- Conversations with ~400 families
- ~50 people engaged with boards in the booth or intercept survey

What did we hear from community members during the review period?

FARMERS' MARKET ENGAGEMENT

What should be the highest priorities for the next five years?

1. Downtown revitalization
2. Business development
3. Housing
4. Recreation opportunities (parks, park amenities, programs)
5. Infrastructure (road improvements, lighting, utilities, City facilities)
6. Community events
7. Environmental sustainability
8. Health and well being of residents
9. Community safety (police, fire)
10. Community gathering space
11. Transportation safety and mobility (car, bus, bicycle, pedestrian)
12. Tourism



What did we hear from community members during the review period?

FARMERS' MARKET ENGAGEMENT

Which parts of the vision do you agree with most?

- Most people feel the goals in the vision articulate what is important to them

Which parts of the vision would you add, change, or remove?

- Maintain Library funding and services
- Add community plaza/gathering space

Recommendations/Considerations

ECONOMY

- Consideration: If industrial development is pursued, do not let it impact small-town feel of community

COMMUNITY GROWTH

- Add: maintain funding and programs for Library
- Add: focus on environmental sustainability beyond infrastructure and equipment (2.23)

GENERAL

- Community is feeling engagement fatigue
- Ready to see results of input shared





04

Vision Implementation Discussion

Implementation Structure



ANNUAL IMPLEMENTATION CYCLE

1. City Council Retreat & Priority Setting
2. Departmental Planning & Budgeting
3. Community & Board Engagement
4. Progress Reporting

FIVE-YEAR COMPREHENSIVE PLAN UPDATE



- Robust **community engagement** to reflect changing needs, growth, and demographics
- Updated **data analysis** to inform strategic direction
- **Collaborative planning** with Council, staff, boards, and stakeholders
- **Review and revision** of the City's vision, goals, and actions



05

Next Steps

Next Steps

- JUNE 24-JULY 7
 - Final changes to community vision
- JULY 14
 - City Council meeting: Council vote to adopt community vision
- CELEBRATE + BEGIN IMPLEMENTATION!



Forest Grove Police Facility

Chief Henry Reimann



Purpose

- Address Council Objective 3.2: *Pass the Police Station Bond Measure*
- Discuss next steps

History

- 2016 Police Facility Concept Design
- 2018 Property Purchase 19th and Birch
- 2019 Police Facility Alternatives Analysis
 - Remodel/Replace/New
- 2019-21 Police Facility Value Engineering
 - Design reduced from 27k SF to 22k SF
- May, 2025 Ballot Measure 34-343
 - Yes: 47.75%, No: 52.25%

Results

- The city of Forest Grove is largely split into two Precincts 339 (East) and 340 (West)
- The precincts boundary generally runs North & South along Main Street



Results

According to the County's final certified results:

- Precinct 339 (East) voted in favor of the bond measure 50.48% to 49.52% against with 1,571 total voters of 7,617 registered voters for a turnout of 21.11%.
- Precinct 340 (West) voted against the bond measure 53.87% to 46.13% in favor with 2,699 total voters of 8,897 registered voters for a turnout of 30.73%.
- The overall County turnout was 22.47%.

Outreach and Education

- Presentations to organizations
- Police Facility tours
- Social media outreach
- Printed newsletter
- Farmers Market
- Social events
- Email newsletter

Community Feedback

- Too many taxes already
- Building too expensive / high price per SF
- National economy
- Why didn't city save money for it
- Questions about disposition of existing building
- Want more officers on street rather than a building
- Why are juvenile cells needed
- Why not use the Sheriff's Office
- Design: building too big, too small, too much glass
- Important to note that there was no indication of anti-police sentiment or issues with trust in the police.

Learning Opportunities

- City-wide mailing just for the ballot measure
- Explain community investment / costs
- Non-staff establish a PAC for voter pamphlets and yard signs
- Clarify disposition of existing building

Considerations

- The City Levy will likely be balloted May 2027
 - It expires June 2028
- This leaves three elections prior to the City Levy:
 - November 2025
 - May 2026
 - November 2026

Considerations

- Polling consultant indicated:
 - 48/52 good result for first time on ballot
 - Most police facility bonds fail the first time
 - A poll of 200 would cost \$24k with a +/- of 6.9%
 - The budget includes \$25,000 for a poll
 - A poll could be completed by end of July/early August

Considerations

- Metro homeless measure: Unsure of timing
- Other funding mechanisms were considered but have little impact on overall bond amount
- Police Facility already value engineered. Further reductions in size or scope would impact the long-term viability of the facility

Option 1: November 2025

Considerations:

- Two County levy replacements (increases) already on ballot
 - Library and Public Safety
- Pollster cautioned this election is off-year and may more closely resemble the past May electorate
- Would not require another cost estimate
- If selected, staff would recommend a poll to gauge support
- Timing:
 - Would likely require two special meetings; one in late July to review polling results and reach consensus on ballot language and another in early August to approve ballot title and language prior to the August 15 ballot deadline.
 - Recall scheduled Council meetings are July 14 and August 25.
 - Explanatory Statement could be approved at August 25 meeting to meet September 4 filing deadline for explanatory statement.

Option 2: Defer to May or November 2026

Considerations:

- Pollster suggested a wider electorate generally yields better results for revenue measures. Wider electorate expected in November 2026 due to congressional and state candidates on ballot.
- Staff would also recommend a poll for this option timed closer to the election to improve accuracy.
- Would require another cost estimate.
- Would allow for a limited review of design.

DISCUSSION



PROCLAMATION

WHEREAS, the Forest Grove City Council called for an election to consider issuing General Obligation Bonds to replace the current police facility, which was submitted to voters as Ballot Measure 34-343 at the May 20th, 2025 district election; and

WHEREAS, City Code requires that the Mayor issue a proclamation on the results of ballot measure elections; and

WHEREAS, on Tuesday, June 12, 2025, Washington County Elections certified the results of the election on Ballot Measure 34-343.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE RESULTS OF BALLOT MEASURE 34-339, TO BE AS FOLLOWS:

34-343: Police Facility General Obligation Bonds		
YES	2038	47.73%
NO	2232	52.27%

4342 ballots (72 undervotes), 16,515 registered voters, overall turnout 22.47%

In Forest Grove, Oregon, with a majority of votes not in favor of the measure.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 23rd day of June, 2025.

Malynda H. Wenzl, Mayor, City of Forest Grove



PROCLAMATION

WHEREAS, parks and recreation is an integral part of communities throughout this country, including Forest Grove, Oregon; and

WHEREAS, our parks and recreation programs are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS, parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation is a leading provider of healthy meals, nutrition services and education; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE MONTH OF JULY, 2025, AS

Parks and Recreation Month

In Forest Grove, Oregon, Washington County, and encourages all residents of Forest Grove to celebrate the vital role park and recreation professionals play in bringing people together, providing essential services and fostering the growth of our communities.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 23rd day of June, 2025.

Malynda H. Wenzl, Mayor, City of Forest Grove



PROCLAMACIÓN

CONSIDERANDO QUE, los programas de parques y recreación son una parte integral de las comunidades en todo el país, incluidos Forest Grove, Oregón; y

CONSIDERANDO QUE, nuestros parques y programas de recreación son de vital importancia para establecer y mantener la calidad de vida en nuestras comunidades, garantizar la salud de todos los ciudadanos y contribuir al bienestar económico y ambiental de una comunidad y región; y

CONSIDERANDO QUE, los parques y la recreación aumentan la prosperidad económica de una comunidad a través del aumento del valor de las propiedades, la expansión de la base impositiva local, el aumento del turismo, la atracción y retención de negocios y la reducción del crimen; y

CONSIDERANDO QUE, parques y recreación es un proveedor líder de comidas saludables, servicios de nutrición y actividades educativas; y

CONSIDERANDO QUE, nuestros parques y áreas de recreación natural aseguran la belleza ecológica de nuestra comunidad y brindan un lugar para que niños y adultos se conecten con la naturaleza y se diviertan al aire libre.

AHORA, POR TANTO, EL AYUNTAMIENTO DE LA CIUDAD DE FOREST GROVE PROCLAMA POR LA PRESENTE EL MES DE JULIO DE 2025, COMO

Mes de Parques y Recreación

En Forest Grove, Oregón, condado de Washington, y alienta a todos los residentes de Forest Grove a celebrar el papel vital que desempeñan los profesionales de parques y recreación para unir a las personas, brindar servicios esenciales y fomentar el crecimiento de nuestras comunidades.



EN TESTIMONIO DE LO CUAL, he suscrito la presente y he hecho que el sello de la Ciudad de Forest Grove, Oregon, se emplace en este día 23 de junio de 2025.

Malynda H. Wenzl, Alcaldesa, Ciudad de Forest Grove

Mariah Woods

From: Amy Kinkead [REDACTED]
Sent: Monday, June 09, 2025 3:49 PM
To: Mariah Woods
Subject: Statement for tonight's meeting

Dear Council Members,

As a parent and member of this community, I want to express my concern about the proposed field use fees for youth sports programs, including Forest Grove Youth Baseball.

Our kids already face so many challenges: socially, emotionally, and financially. For many families, sports are one of the few outlets that provide structure, connection, and confidence for our children. These teams build more than just baseball skills they build character, friendships, and memories that last a lifetime.

Adding fees for field use might seem like a small change on paper, but it creates a real burden for families already stretched thin. Not every household can absorb another increase in youth activity costs. And unfortunately, it's usually the kids from lower-income families who end up priced out first.

Please consider the long-term impact this would have, not just on our league, but on the spirit of inclusion and community we've worked so hard to build. We all want safe, well-maintained fields. But the answer can't be to place more of the financial load on families just trying to give their kids a positive experience.

Let's work together to find a better solution—one that supports the city's needs without making youth sports LESS accessible.

Thank you for your time and consideration.

Sincerely,

Amy Kinkead

Mariah Woods

From: Scott Crowell [REDACTED]
Sent: Monday, June 09, 2025 5:09 PM
To: Mariah Woods
Subject: Field Use Fees

My name is Scott Crowell, and I'm the President of Forest Grove Youth Baseball. I'm also a dad and a coach, and I've spent nearly every free hour over the past four years working to make sure any kid who wants to play baseball gets that chance—regardless of skill or financial situation.

FGYB is a 100% volunteer-run nonprofit. No one gets paid. We prep the infields, level the dirt, line the fields, clean dugouts—you name it. The Parks Department mows, but the playable surface—the dirt the kids actually compete on—is maintained almost entirely by our volunteers.

Our registration fees are the lowest in Washington County, and they only cover 49% of our actual costs. The rest we make up through sponsorships and fundraising. Thirteen percent of our families receive scholarships—most of them full. And every player in our league lives within the Forest Grove School District.

Mayor, many of the same kids you teach are the kids we coach. For them, this league is more than baseball—it's where they find confidence, support, and a sense of belonging.

This is my last year leading this program. I want to leave it better than I found it. But if these proposed field use fees go into effect, we'll be forced to raise registration by at least \$100—and may no longer be able to use city fields at all. For the first time in our history, we'd be faced with cutting kids—not because they're not good enough, but because we won't have the space.

We understand the City's financial pressures. But please—don't put that burden on the kids in our community. These are your students. Our neighbors. The heart of this community.

Scott Crowell

President

Forest Grove Youth Baseball

Get [Outlook for iOS](#)

Mariah Woods

From: noreply@civicplus.com
Sent: Monday, June 09, 2025 5:20 PM
To: City Councilors
Subject: Online Form Submittal: Contact City Council

Contact City Council

First Name	jerry
Last Name	Brady-Duyn
City	Forest Grove
State	Oregon
Zip	97116
Email	[REDACTED]
Whom would you like to contact?	Entire Forest Grove City Council (Includes Mayor Wenzl)
Would you like a response?	Yes
Question / Comment	I am very concerned about the proposed fees for the use of property for baseball games. As a tax payer and a grandparent raising grandchildren who play baseball, this is going to cause a hardship for many people. I try to keep my grandchildren busy instead of running the streets causing mischief. The easier we can make it for parents to have their children involved in sports will greatly benefit our community in the future. We have a lot of great coaches and parents that give their time to make this a great learning experience for kids that they will not get it anywhere else. I think these funds could be found somewhere else.

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

Mariah Woods

From: Waterstreet, Tabor [REDACTED]
Sent: Monday, June 09, 2025 6:32 PM
To: Mariah Woods
Subject: Fees recovery

Hello all,

This is Tabor Waterstreet and I could not make the meeting tonight. I have been to many meetings and said my piece but I would like to put one in email.

Among many other activities i coach or teach around town I have started a water polo club. We are a non-profit organization. Right now we pay \$208 for 2 hrs of water time. This is paid through sponsors and people coming in to play and pay as a donation. If fees were raised we would have to pay \$400 for 2 hours of water space! That is ludicrous and our club would not be able to sustain that hit.

The next point I would like to make is that if fees are raised it would shut down any opportunity for new activities to bloom. And with a growing town we need more active opportunities.

My last point is that with all the new housing developments going in, the town is being "CHOKED OUT". There fore we are running out of room for more positive activities to add. At this rate we are going to be cramped into a tiny space with not enough to do and then you have a town of pissed off people and then everything goes down hill.

We are a low income town, if fees are raised, then things are not being done for the people. It's being done against the people.

Let's make the FG a destination town. Maybe even crack the top 100 on the nation's happiest and healthiest towns!!

Tabor

Mariah Woods

From: Levii Johnston [REDACTED]
Sent: Monday, June 09, 2025 9:06 PM
To: Mariah Woods
Subject: Charging for field use.

Hello my name is Levii Johnston. My son Carter is in six grade and has played baseball since his first year of t-ball. This sport and his love for his team is everything to him. He wears the maroon and gold proud! Scott, Dain and all the volunteers on the baseball committee do an amazing job running the league and keeping our prices to play as low as possible. If we as a community raise the prices we unfortunately will be pricing a lot of great kids out of our program. It's hard for a lot of families to afford what we pay now. If taking care of the fields is the main concern then let the leagues help more? Volunteer parents? There has to be a better way then raising costs. As a father of three and proud member of this amazing community I pray that we find a solution to this and keep Forest Grove youth sports great, affordable and competitive!!!!

Thank you for your time.

Sent from my iPhone

Mariah Woods

From: [REDACTED]
Sent: Sunday, June 15, 2025 6:39 AM
To: 'Kathryn Harrington'; 'Nafisa Fai'; 'Pam Treece'; Jerry Willey; Jason Snider; Malynda Wenzl; Beach Pace; Lacey Mayor Beaty
Cc: 'Tanya Ange'; Washington County Administrative Office; City Councilors; Amber Ames; Callie DA Peters; chair@washcodems.org; Lauren Bishop; Laura Gunderson; 'WC CAN Board'; cityrecorder@beavertonoregon.gov
Subject: No King Rallies June 14 2025, Beaverton, Forest Grove and the US
Attachments: No King Rallies Fai Bonamici others spoke at June 14 2025 rallies.docx

To: Kathryn Harrington, Chair of Washington County Commission and Commissioners, Jerry Willey, Pam Treece, Nafisa Fai, Jason Snider

To: Malynda Wenzl, Mayor of Forest Grove, and City Councilors

To: Beach Pace, Mayor of Hillsboro, and City Councilors

To: Lacey Beaty, Mayor of Beaverton, and City Councilors

Commissioner Nafisa Fai as well as Congresswoman Bonamici, Representative Salinas, Senator Reynolds, Beaverton Mayor Beaty spoke in the Beaverton 'No Kings' June 14th massive rally; and in Forest Grove City Councilor Donna Gustafson and Senator Janeen Sollman spoke at the large rally.

We, the people, spoke with our signs and marches.

Robert Reich, emailed me the following which summarizes the June 14th 'No King, No Oligarchy' rallies and marches.

We the People

"Friends,

Yesterday's demonstrations across the nation in favor of democracy and against Trump's dictatorship revealed the power of the people.

The energy, exuberance, and solidarity of those demonstrations stood in sharp contrast to Trump's noxious display of tanks and military equipment on Constitution Avenue in Washington, D.C. While Trump continues to politicize the military, hundreds of thousands of us are saying no to his usurpation of power that belongs to the people.

We will not be intimidated by the violence he has stirred up — not by the shootings of state legislators and their spouses in Minnesota, nor by the death threats against federal judges, nor by the thuggish removal of a United States senator from a Trump official's news

conference, nor by the arrest of a judge who didn't cooperate with ICE, nor by the abductions of people from our streets and places of work.

We will be steadfast and strong, as we were in yesterday's protests.

Trump's parade was almost rained out. His regime is itself a dark storm cloud over America.

The moral squalor of Trump has brought us back to basics: Why we have a Constitution. The meaning of the rule of law. The importance of checks and balances and separation of powers. The centrality of our judiciary. The significance of due process and habeas corpus. The connection between near-record inequalities of income and wealth, and the record levels of money corrupting our politics.

Perhaps most fundamentally of all, the malignant narcissism of Trump has helped us understand the opposite — the true meaning of patriotism and the common good.

Patriotism based on the common good does not pander to divisiveness. It does not vilify diversity, equity, and inclusion. True patriots don't fuel racist or religious or ethnic divisions. They aren't homophobic or transphobic or sexist.

True patriots confirm the good that we have in common. They seek to strengthen and celebrate the "We" in "We the people."

Trump is the opposite of a patriot. He is a traitor and a coward. His lust for power and wealth at the expense of the common good makes this one of the most shameful chapters of our history.

Yesterday we reasserted "We." We did it largely peacefully. We gained strength from our solidarity. We celebrated our numbers and our power.

We will be steadfast. We will not cower to a dictator.

We will win."

----- this is the end of Robert Reich's quoted email above.

Respectfully,

Dale Feik



"Justice and freedom; discussion and criticism; intelligence and character-- these are the indispensable ingredients of the democratic state. We can be rich and powerful without them but not for long." -Robert M. Hutchins

Cc: Tanya Ange, WCounty Administrator
Kevin Moss, WC Clerk
Amber Ames, Hillsboro City Council clerk
Mariah Woods, Recorder/clerk, Forest Grove City Council

Recorder, Beaverton City Council

Laura Gunderson, The Oregonian, editor and vice president of content

Lauren Bishop, Forest Grove and Hillsboro NewsTimes editor

Washington County Citizen Action Network (WC CAN) Board of

Directors

Callie Peters, Chair, Washington County Dems Direct Action Workgroup

Martita Meiers, Chair Washingtoncodems Central Committee

Mariah Woods

From: Bites Restaurant [REDACTED]
Sent: Tuesday, June 17, 2025 2:48 PM
To: info
Cc: Brian Schimmel; Mariah Woods; Miles Glowacki
Subject: Immediate Action Requested: Business Disruption from Farmers Market Street Closures
Attachments: Complaint Letter.pdf

Dear City Manager, and Council Members,

I am writing to formally demand immediate attention and intervention regarding the significant and ongoing disruption caused by the Adelante Mujeres Farmers Market in downtown Forest Grove.

As the owner of **Bites Restaurant**, located at **2014 Main St. Forest Grove OR**, I have experienced **repeated and measurable business losses** every Wednesday during the market's operation, specifically due to the **full closure of Main Street between 21st and Pacific**. These closures are **directly impacting customer access, reducing our visibility**, and are **obstructing our ability to conduct normal operations**, particularly during peak service hours.

This situation is unacceptable. Local businesses like mine are the economic backbone of downtown, yet the current street closure strategy prioritizes a temporary market over long-standing, tax-paying establishments. This approach is short-sighted and economically damaging.

I am requesting the following actions be taken immediately:

1. **Suspend or reconfigure street closures** to allow access to storefronts during business hours.
2. **Convene a stakeholder meeting within the next 14 days** to hear from impacted businesses and discuss alternative arrangements.
3. **Implement signage, parking support, and clear public messaging** to ensure downtown businesses remain accessible during the market.
4. **Develop an equitable plan moving forward** that does not penalize year-round establishments for the benefit of temporary vendors.

We are not asking for special treatment—we are asking for fairness, equity, and the ability to operate without avoidable obstruction from city-sanctioned events. If this issue is not addressed promptly, we will be forced to escalate our concerns through formal channels, including public records requests, media outreach, and legal review of the permitting process.

I urge the City to take this matter seriously and respond with concrete steps and a proposed meeting date within the week.

Please see attached complaint letter.

Sincerely,
Ritika Chand, MBA
Owner, Ritika Chand

Mariah Woods

From: Hope Kramer [REDACTED]
Sent: Friday, June 20, 2025 9:16 AM
To: City Councilors
Subject: DEI Removal

I wonder if the council has broached the subject yet on removing DEI language from city policy? This has been requested in a much disputed executive order. I hope the city does not plan to cave in on that request. Those values are so important to so many in our community it would be a shame to forego any progress the city has made.

Next I wonder if you can share with county commissioners the same sentiment that backing down on DEI values in county policy right now is not acceptable. I realize funding is at stake, but bowing down to authoritarian rule is a slippery slope. If we comply now, what will be the next request? Before you know it the government of our county could look like what local government did in Germany under Hitler's pressure to conform.

If you ever wondered what you would have done in Germany during the rise of fascism, you now have a chance to answer that question.

Please be brave and strong for the rest of us.

This is a recent opinion piece explaining what is at stake:

<https://forestgrovenewstimes.com/2025/06/19/opinion-washington-county-caving-to-trumps-dei-demands-erodes-democracy-local-power/#>

Thanks,

Hope Kramer
PO Box 669
Forest Grove OR 97116

Mariah Woods

From: [REDACTED]
Sent: Monday, June 23, 2025 12:33 PM
To: 'Kathryn Harrington'; 'Nafisa Fai'; 'Pam Treece'; Jerry Willey; Jason Snider; Malynda Wenzl; Beach Pace; Lacey Mayor Beaty
Cc: 'Tanya Ange'; Washington County Administrative Office; City Councilors; Amber Ames; Callie DA Peters; chair@washcodems.org; Lauren Bishop; Laura Gunderson; 'WC CAN Board'; cityrecorder@beavertonoregon.gov
Subject: Re: What I fear Trump will do now that he has bombed Iran, by Robert Reich
Attachments: What I fear Trump will do with his war by Robert Reich June 23, 2025.docx

To: Kathryn Harrington, Chair of Washington County Commission and Commissioners, Jerry Willey, Pam Treece, Nafisa Fai, Jason Snider

To: Malynda Wenzl, Mayor of Forest Grove, and City Councilors

To: Beach Pace, Mayor of Hillsboro, and City Councilors

To: Lacey Beaty, Mayor of Beaverton, and City Councilors

Robert Reich, emailed me the following which expresses my fears as well.

"What I fear Trump will do with his war"

"Centralize even more power and curtail even more civil liberties"

By Robert Reich, June 23, 2025

"Friends,

One of my goals in writing this letter to you every day is to alert you to dangers to our democracy so you can alert others, who then alert others, and by this means we enlarge and strengthen our bulwark against the tide of fascism.

Wars pose particular challenges to democracy because nations at war often become more xenophobic and willing to give those in power extra leeway to protect the homeland. That's an underlying danger in Trump's war with Iran.

Trump has already tried to use three pretexts to usurp power — terrorism, national emergency, and war itself — to justify his mass deportations, universal tariffs, and consolidations of power. And he has tried to use these to gain legal legitimacy under laws that give presidents additional power when the nation is threatened.

Federal courts and public opinion haven't allowed him to go as far as he wished. But if Trump's war with Iran escalates — which it's almost certain to do if Iran retaliates — courts may be reluctant to impede a commander-in-chief and the public may be willing to go along.

I fear that Trump's war with Iran will enable him to use these three pretexts — terrorism, national emergency, and war — to further suppress dissent at home, narrow freedom of speech and expression, make warrantless searches and arrests of Americans, imprison opponents, and put more military onto our streets.

Terrorism

The use of terrorism has already begun. A bulletin issued just yesterday by the National Terrorism Advisory System within the Department of Homeland Security warns of a "heightened threat environment in the United States" following the U.S. military strikes on Iran's nuclear sites.

The bulletin notes that U.S. law enforcement "has disrupted multiple potentially lethal Iranian-backed plots in the United States since 2020," and goes on to warn of Iranian retaliation for Sunday morning's attack.

Surely Iran is planning retaliation. During a Sunday phone call with French President Emmanuel Macron, Iranian President Masoud Pezeshkian insisted that the U.S. "receive a response to their aggression," according to Iran's official news agency, IRNA, as reported by The Times of Israel.

Any retaliation by Iran will be used by Trump to justify an intensifying crackdown on "terrorism."

Even before Trump's attack on Iran, he appropriated the term "terrorist" to describe various groups he deemed threats to the United States — including drug cartels and migrants.

Trump framed the rendition of Venezuelans to El Salvador as necessary to protect the U.S. from the scourge of "terrorism." And he described fentanyl as a weapon of mass destruction.

Now that we are at war with Iran, expect Trump to use the rhetoric of terrorism far more often, and the Department of Homeland Security to lead the charge against such threats.

National emergency

In his first hundred days in office this term, Trump declared eight "national emergencies" — far more than any other modern president in that same period of time. By comparison, Biden declared 11 national emergencies over his whole four-year term. Obama declared 12 in his eight years. George W. Bush declared 14 in his two terms.

The declaration of a national emergency automatically allows a president to use "emergency" powers in laws intended by Congress to be utilized rarely, when the nation is seriously imperiled.

Trump has been using such so-called "emergencies" to achieve domestic priorities more quickly than he'd be able to if he tried to pass laws through Congress.

The pattern began in his first term when he declared a “national emergency” to help fund the southern border wall after Congress didn’t approve the full amount. His declaration of an invasion on the southern border paved the way for intensified deportations.

Trump’s declaration of an “economic emergency” in April, based on the nation’s trade deficit (which has existed for decades), enabled him to impose unprecedented global tariffs.

An “energy emergency” made it easier for him to ease environmental regulations. His pronouncement that fentanyl entering from Canada was an emergency provided legal justification for sanctions, as did a similar finding on the International Criminal Court’s approach to Israel.

Trump invoked a “national emergency” to justify sending the National Guard to Los Angeles at a time when state and local officials said they had the protests there under control. Had he not federalized the National Guard, Trump said, “Los Angeles would have been completely obliterated.”

Trump’s stream of emergency declarations has also contributed to a sense that America is facing perpetual crises, under threat from foreign nations and domestic enemies. Trump thrives in this atmosphere, adopting the role of fighter and savior.

His war with Iran will fuel even more “national emergencies” and the legal authority that accompanies them.

War

Trump has tried to use the 1798 Alien Enemies Act to justify his mass deportations without due process, but unsuccessfully in the courts because the Act allows a president to detain and remove

nationals of an enemy nation only during a “declared war,” “invasion,” or “predatory incursion” against the United States.

The law was invoked only three times before Trump, each during a war declared by Congress: the War of 1812 (with the United Kingdom), World War I and World War II. Each gave the U.S. government heightened powers to remove from the U.S. nationals of the party it was fighting. It was used during World War II to justify the internment of Japanese Americans and has since become synonymous with some of the nation’s most shameful civil liberties violations.

Trump’s attempt to use this centuries-old statute to conduct mass removals—outside of immigration law, with no hearings or judicial review—has been another authoritarian power grab posing grave threats to civil liberties and the rule of law.

On April 7, the Supreme Court reaffirmed that people targeted by Trump under the Alien Enemies Act must be given notice and an opportunity to challenge their removal, including arguments over the law’s constitutionality and application.

Yet a war with Iran may be enough to seemingly legitimize his use of the Act.

In addition, Trump has not ruled out invoking the Insurrection Act, which allows the deployment of active-duty U.S. military personnel within the United States in cases of unrest or rebellion — a prospect also made more likely when the nation is at war.

Trump wants to be a war president. Everything he has done to date has been aimed at concentrating power in his hands and undermining democratic institutions, which are far easier to do as a war president.

I write this not to worry or depress you. My purpose is to encourage you to be extra vigilant in guarding against Trump's further use of these three pretexts to erode democracy and attack our freedoms.

Wars almost always challenge civil liberties. Given Trump's record, that challenge could be enormous.

Be safe. Be strong."

(Share wrote Robert Reich)

Respectfully,

Dale Feik


"Justice and freedom; discussion and criticism; intelligence and character-- these are the indispensable ingredients of the democratic state. We can be rich and powerful without them but not for long." -Robert M. Hutchins

Cc: Tanya Ange, WCounty Administrator

Kevin Moss, WC Clerk

Amber Ames, Hillsboro City Council clerk

Mariah Woods, Recorder/clerk, Forest Grove City Council

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Laura Gunderson, The Oregonian, editor and vice president of content

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Washington County Citizen Action Network (WC CAN) Board of

Directors

Callie Peters, Chair, Washington County Dems Direct Action Workgroup

Martita Meiers, Chair Washingtoncodems Central Committee

Attachment: What I fear trump will do with his war



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF MEMORANDUM

TO: City Council

FROM: Jesse VanderZanden, City Manager

PROJECT TEAM: Mariah Woods, City Recorder/Elections Officer

MEETING DATE: June 23, 2025

SUBJECT TITLE: Abstract of Votes for May 20, 2025, District Election

ACTION REQUESTED:

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

BACKGROUND

In accordance with ORS 255.295, attached are the “Official Final Result” Abstract of Votes for the City of Forest Grove relating to the District Election held on May 20, 2025. Pursuant to State law, the Washington County Clerk certified the results of the election on June 12, 2025.

34-343: Police Facility General Obligation Bonds		
YES	2038	47.73%
NO	2232	52.27%

4342 ballots (72 undervotes¹), 16,515 registered voters, overall turnout 22.47%

In accordance with Forest Grove City Code § 31.37 the Mayor will issue a proclamation at the June 23, 2025 City Council meeting stating the vote on Measure 34-335 and declaring the majority vote.

STAFF RECOMMENDATION

Staff recommends the City Council accept the Official Final Results.

ATTACHMENT

- Certified Official Final Results – Ballot Measure 34-343

Footnotes

¹ 'Undervotes' is the actual count of blank ovals that could have been voted but were not up to the quantity allowable. Voters have the right to undervote if they choose to do so. Unlike an overvote, a ballot will not be canceled or disqualified as the result of an undervote.

Ballots Cast per Contest with Precincts
 Washington County, May 20, 2025 Special District Election
 All Precincts, All Districts, All Counter Groups, All ScanStations, All Contests, All Boxes
 Official Results

Page: 120 of 123
 2025-06-12
 09:47:00

Total Ballots Cast: 88460, Registered Voters: 393598, Overall Turnout: 22.47%

Question 34-343 City of Forest Grove (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Yes		No		Over Votes	Under Votes
Precinct 339	1608	7617	1571	793	50.48%	778	49.52%	0	37
Precinct 340	2734	8897	2699	1245	46.13%	1454	53.87%	0	35
Precinct 445	0	1	0	0	0.00%	0	0.00%	0	0
Total	4342	16515	4270	2038	47.73%	2232	52.27%	0	72



I, Dan Forester, Washington County
 Elections Division Manager and designee
 of the Ex-Officio County Clerk, do hereby
 certify this to be a true and correct
 copy of the original.

Date: 6-12-25
 By: [Signature]



A place where families and businesses thrive.

CITY COUNCIL STAFF REPORT

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

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 23, 2025*

PROJECT TEAM: *Paul Downey, Director of Administrative Services
Jaime Zaik, Executive Assistant*

SUBJECT TITLE: *Resolution 2025-32 Setting Fees & Charges, Effective July 1, 2025*

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 shall be adjusted by Council resolution effective each July. It further directs that any subsequent adjustments, prior to completion of a cost-of-service study, shall be made in accordance with Section 34.03, which bases adjustments to fees and charges 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

The proposed fee schedule reflects a general 3.0% increase, based on both CPI and the projected average wage and benefit increases. Where applicable, fee amounts were rounded to the nearest quarter-dollar to simplify transactions and minimize the need for small change in departmental operations. Several fees have remained unchanged, including those set by the State (e.g., liquor licenses) or other agencies such as the Washington County Cooperative Library Services (WCCLS). For water meter connections over 1", fees are not fixed but instead charged at actual cost, due to the variable nature of installation based on site-specific conditions. Similarly, no changes are proposed for the Emergency Response Cost Recovery Fees and Charges.

Key Proposed Fee Updates and Adjustments:

- **Library – Public Online Printing Costs:**
Full color copies were added to black and white copies on the fee schedule and the current fee for that service has also been added. Color copies cost significantly more than black and white as reflected in the fee schedule.

- **Light and Power – Temporary Power Connection Fee:**

Updated to reflect “actual cost,” as determined at the time of permit issuance based on labor, equipment, energy, and materials costs. This fee has not kept pace due to the steep increase in materials costs and the current actual cost is \$469. Additionally, the **Service Extension Fee**, previously omitted in error, has been added. This fee has historically been charged during permit issuance but was not listed on the fee schedule. The fee remains “actual cost” based on labor, equipment, and materials costs at the time of permit issuance and is currently \$663. Both fees will be calculated at the time of permit issuance and will vary depending on the actual cost at that time.

- **Parks and Recreation Fees:**

A 3% increase is proposed across all Parks and Recreation fees pending completion of a comprehensive Parks and Recreation Fee Study. The current moratorium on collecting field rental fees remains in place. Any recommended changes stemming from the fee study will be brought to Council as an amended schedule later in the fiscal year.

- **Police Department – Fee Reassignments:**

Radar Certification Checks have been removed as the Forest Grove Police Department does not perform this service. Event Permit fees, which are processed and approved by the Police Department, have been relocated to that section for clarity and consistency.

FISCAL IMPACT

While the proposed adjustments are expected to increase fee-based revenue, actual revenue impacts will depend on the volume of transactions throughout the fiscal year.

STAFF RECOMMENDATION

Staff recommends that City Council adopt Resolution No. 2025-32, approving the updated Forest Grove Fee Schedule as presented in Exhibit 1.

ATTACHMENTS

- Resolution No. 2025-32
- Exhibit 1 – Forest Grove Fee Schedule

RESOLUTION NO. 2025-32

**RESOLUTION SETTING FEES & CHARGES, EFFECTIVE JULY 1, 2025,
AND REPEALING RESOLUTION NO. 2024-24**

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 were previously set by Resolution 2024-24; and

WHEREAS, staff is proposing a three percent increase (3%) 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 23, 2025.

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

Section 1. The fees listed on Exhibit 1 are hereby adopted as of July 1, 2025.

Section 2. Resolution 2024-24 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 23rd day of June, 2025.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 23rd day of June, 2025.

Malynda H. Wenzl, Mayor

EXHIBIT 1: Forest Grove General Fees and Charges Schedule*All rates are rounded to the nearest quarter of a dollar.***ADOPTED FEES JULY 2024****ADOPTED FEES JULY 2025****ALL DEPARTMENTS**

Public Records Request		
Research Fee - City Staff (Per Hour. No Charge 1st 1/2 hour)	\$74.75	\$77.00
Research Fee - City Attorney's Office	attorney's hourly billing rate + costs	attorney's hourly billing rate + costs
Document Copy (1 free copy to victim up to 20 pages)	\$21.00 + \$.10/per page over 10	\$21.50 + \$.10/per page over 10
Digital Storage Device Fee	\$30.00	\$31.00
Document Copies to Digital Storage		digital storage device fee + document copy fee
Photographs to Digital Device (No Charge First 30 Photos)	\$30.00 (up to 30 photographs)	digital storage device fee + \$.90/per photo over 30

ADMINISTRATIVE SERVICES

Business Licenses		
First Time Business License Application Fee	\$34.00	\$35.00
Annual Renewal		
Businesses with 0 to 2.5 full-time equivalents	\$47.50	\$49.00
Businesses with 3 to 4.5 full-time equivalents	\$67.75	\$69.75
Businesses with 5 to 10.5 full-time equivalents	\$101.00	\$104.00
Businesses with 11 to 50.5 full-time equivalents	\$134.00	\$138.00
Businesses with 51 to 149.5 full-time equivalents	\$179.00	\$184.25
Businesses with more than 149.50 full-time equivalents	\$336.00	\$346.00
Temporary/Transient Businesses		
First Time Application Fee	\$34.00	\$35.00
Up to 30 Days of Operation	\$20.00	\$20.50
Between 31 and 60 Days of Operation	\$40.00	\$41.25
Over 61 Days of Operation	treated as a business	treated as a business
Lien Search	\$33.50	\$34.50
Liquor License		
Original Application	\$100.00	\$103.00
Change: Ownership, Location, Privilege Application	\$75.00	\$77.25
Renewal or Temporary Application	\$35.00	\$36.00
Special Liquor License Permit	\$20.00	\$20.50
Reserve Parking (monthly)	\$30.00	\$31.00
Passport Processing Fee	fee set by State Department	fee set by State Department
Returned Item Processing Fee	\$36.00	\$37.00
Utility Bill Inserts	actual cost	actual cost
Utility Billing Account Set-Up Fee In-City	\$26.50	\$27.25
Utility Billing Account Set-Up Fee Out-of-City	\$53.00	\$54.50
Utility Billing Account Transfer Fee In-City	\$14.00	\$14.50
Utility Billing Account Transfer Fee Out-of-City	\$28.00	\$29.00
Door Hanger Fee In-City	\$18.50	\$19.00
Door Hanger Fee Out-of-City	\$37.00	\$38.00
Failure to Keep Payment Arrangements	\$14.60	\$15.00
Convenience Fee for Telephone Payment Execution	\$10.00	\$10.25
Non-Payment Disconnect Fee (charged at time of disconnect)	\$44.75	\$46.00
Non-Payment Reconnection Service		
During City Hall Business Hours (charged at time of reconnect)	\$44.75	\$46.00
After City Hall Business Hours	\$150.00	\$154.50
Meter Tamper/Damage Fee (per meter)	\$262.00 + cost to repair / replace	\$270.00 + cost to repair / replace
Hydrant Permit Fee	\$65.25	\$67.25

EXHIBIT 1: Forest Grove General Fees and Charges Schedule*All rates are rounded to the nearest quarter of a dollar.***ADOPTED FEES JULY 2024****ADOPTED FEES JULY 2025****ENGINEERING**

Public Improvements Review and Inspection Fees		
Commercial/Industrial	\$148.75 / hour	\$153.25 / hour
Subdivisions, includes two Public Improvement Plan Reviews	\$260 /lot	\$267.75 / lot
Multi-Family, includes two Public Improvement Plan Reviews	\$62.40/unit	\$64.25 / unit
Each additional Subdivision & Multi-Family Public Improvement Plan Review Fee	\$148.75/ hour, minimum of 2 hours	\$153.25 / hour, minimum of 2 hours
Site Reinspection Fees	\$148.75/ hour, minimum of 1 hour	\$153.25 / hour, minimum of 1 hour
Excavation Permit	\$55.75	\$57.50
Permit to Deposit on Streets (per permit)	\$44.75	\$46.00
Tourist-Oriented Signs	\$143.50	\$147.75
Recording Fees	Washington County fee + \$18.00	Washington County fee + \$18.50
Large Format Copies - Plotter		
24"X36"	\$8.45	\$8.75
36"X48"	\$16.90	\$17.50

FIRE

Ambulance Transport Fees and Charges	Per Washington County Rate Schedule	Per Washington County Rate Schedule
Emergency Response Cost Recovery Fees and Charges	Listed Below:	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	\$62.50	\$64.25

LIBRARY

Rogers Room Rental Fee		
Whole Room (per hour)	\$18.80	\$19.25
One Half (Divider Closed) (per hour)	\$9.40	\$9.75
Public Online Printing Black & White	\$.10 / page	\$.10 / page - after first 10 pages
Public Online Printing Full Color		\$.40 / page - after first 10 pages
Public Copy Service Black & White	\$.10 / page	\$.10 / page - after first 10 pages
Public Copy Service Full Color		\$.40 / page - after first 10 pages

LIGHT AND POWER

Main Street Auditorium Rental (per hour)		
Non-Profit / Government	\$52.50 / \$150.00 max	\$54.00 / \$154.50 max
For-Profit	\$73.40 / \$210 max	\$75.50 / \$216.25 max
Electric Shut-Off/On After Business Hours	actual cost	actual cost
Temporary Power Connection Fee	\$235.00	actual cost
Service Extension Fee		actual cost

EXHIBIT 1: Forest Grove General Fees and Charges Schedule

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

ADOPTED FEES JULY 2024**ADOPTED FEES JULY 2025****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		\$5.25	\$6.50	\$5.50	\$7.25
18-64 Years		\$7.50	\$9.00	\$7.75	\$10.00
Senior/Disabled/Veteran*		\$5.25	\$6.50	\$5.50	\$7.25
Family**		\$16.50	\$21.50	\$17.00	\$22.00
Drop-in Aerobic Fee		\$10.00	\$12.75	\$10.25	\$13.25
Pool Rental (per hour)					
1-60 People		\$172.25	\$223.00	\$177.50	\$230.75
61-100 People		\$201.25	\$261.50	\$207.25	\$269.50
101-200 People		\$240.25	\$307.75	\$247.50	\$321.75
ASPU - Pacific University (per month)		\$1,685.00		\$1,735.50	
Classroom Rental (per hour)		\$31.50		\$32.50	
Lifeguard (per hour)		\$31.50		\$32.50	
Aquatic Center Membership					
Annual	Family**	\$617.75	\$803.00	\$636.25	\$827.25
	Individual	\$312.00	\$405.00	\$321.25	\$417.75
	Senior / Disabled / Veteran*	\$189.50	\$246.50	\$195.25	\$253.75
9 Month	Family**	\$490.00	\$637.50	\$504.75	\$656.25
	Individual	\$247.75	\$322.00	\$255.25	\$331.75
	Senior / Disabled / Veteran*	\$150.25	\$196.00	\$154.75	\$201.25
6 Month	Family**	\$345.00	\$449.00	\$355.25	\$461.75
	Individual	\$174.25	\$226.50	\$179.50	\$233.25
	Senior / Disabled / Veteran*	\$106.00	\$137.75	\$109.25	\$142.00
3 Month	Family**	\$181.75	\$236.50	\$187.25	\$243.50
	Individual	\$91.75	\$119.50	\$94.50	\$122.75
	Senior / Disabled / Veteran*	\$55.75	\$72.50	\$57.50	\$74.75
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)	\$62.00	\$80.75	\$63.75	\$83.00
Spray Park	Lights (per hour)	N/A	N/A	N/A	N/A
	Rental (per 2 hours)	\$169.50	\$220.25	\$174.50	\$226.75
Lincoln Park Stadium and Turf Field	Lights (per hour)	\$59.50	\$59.50	\$61.25	\$61.25
	Rental (per 2 hours)	\$133.25	\$173.25	\$137.25	\$178.50
Bond Field	Lights (per hour)	\$59.25	\$59.25	\$61.25	\$61.25
	Rental (per 2 hours)	\$50.00	\$64.75	\$51.50	\$67.00
Sherman Field	Lights (per hour)	\$30.00	\$30.00	\$31.00	\$31.00
	Rental (per 2 hours)	\$40.00	\$52.25	\$41.25	\$53.75
Lincoln Park Practice Soccer Field	Lights (per hour)	\$30.00	\$30.00	\$31.00	\$31.00
	Rental (per 2 hours)	\$33.50	\$43.75	\$34.50	\$44.75
Thatcher Park Soccer Field	Lights (per hour)	\$59.25	\$59.25	\$61.25	\$61.25
	Rental (per 2 hours)	\$33.50	\$43.75	\$34.50	\$44.75
Thatcher Park Softball Field #1	Lights (per hour)	\$30.00	\$30.00	\$31.00	\$31.00
	Rental (per 2 hours)	\$17.00	\$22.00	\$17.50	\$22.75
Thatcher Park Softball Field #2	Lights (per hour)	\$30.00	\$30.00	\$31.00	\$31.00
	Rental (per 2 hours)	\$17.00	\$22.00	\$17.50	\$22.75

Recreation Programs*** 30% difference between In-City and Out-of-City fees Prices initially set under the authority of Parks and Recreation Director and subject to final

* 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.

EXHIBIT 1: Forest Grove General Fees and Charges Schedule

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

ADOPTED FEES JULY 2024**ADOPTED FEES JULY 2025****PLANNING FEES**

Amendment to Map	\$100.75 / hour with a \$3,000 deposit*	\$103.75 / hour with a \$3,000 deposit*
Amendment to Text	\$100.75 / hour with a \$3,000 deposit*	\$103.75 / hour with a \$3,000 deposit*
Annexation	\$100.75 / hour with a \$3,000 deposit*	\$103.75 / 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	\$474.25	\$488.50
Multi-Family and Commercial Design Review	\$100.75 / hour with a \$3,000 deposit*	\$103.75 / hour with a \$3,000 deposit*
Conditional Use	\$100.75 / hour with a \$3,000 deposit*	\$103.75 / hour with a \$3,000 deposit*
Preliminary Expedited Land Division	\$1,640.00	\$1,689.25
Final Expedited Land Division	\$501.25	\$516.25
Historic Designation	\$52.00	\$53.50
Lot Line Adjustment	\$100.75	\$103.75
Preliminary Partition	\$1,638.00	\$1,687.25
Final Partition	\$501.25	\$516.25
Plat and Street Vacation	\$2,486.00	\$2,560.50
Preliminary Planned Development	\$100.75 / hour with a \$3,000 deposit*	\$103.75 / hour with a \$3,000 deposit*
Final Planned Development	\$2,685.00	\$2,765.50
Development Agreements	\$100.75 / hour with a \$3,000 deposit*	\$103.75 / hour with a \$3,000 deposit*
Master Plan (Adoption or Amendment)	\$100.75 / hour with a \$3,000 deposit*	\$103.75 / hour with a \$3,000 deposit*
Other Type II Actions	\$100.75	\$103.75
Other Type III Actions	\$200.75	\$206.75
Sign Permit	\$100.75 + \$4.60 / sq. ft. (maximum fee of \$2415.00)	\$103.75 + \$4.75 / sq. ft. (maximum fee of \$2487.50)
Site Plan Review		
Non-Residential		
Non-Residential	\$100.75 / hour with a \$3,000 deposit*	\$103.75 / hour with a \$3,000 deposit*
Non-Residential Additions	\$1,463.00	\$1,507.00
Residential		
New Residential - Five or Less Units	\$444.60 + \$156.50/ unit over 1	\$458.00 + \$161.25/ unit over 1
New Residential - Six or More Units	\$100.75 / hour with a \$3,000 deposit*	\$103.75 / hour with a \$3,000 deposit*
Residential Additions and Accessory Structures	\$97.25	\$100.25
Preliminary Subdivision	\$100.75 / hour with a \$3,000 deposit*	\$103.75 / hour with a \$3,000 deposit*
Final Subdivision	\$1,175.00	\$1,210.25
Street Tree Fee	\$475.00	\$489.25
Erosion Control Review	fee schedule set by Clean Water Services	fee schedule set by Clean Water Services
Variance from Regulations	\$100.75 / hour with a \$3,000 deposit*	\$103.75 / 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.

POLICE

Copies		
Color Photograph Print	\$7.60	\$7.75
Citation Copy/Radar Certification Copy/Officer Notes	\$7.60	\$7.75
Record Check Letter	\$20.00	\$20.50
	\$109.30 first ten minutes of footage + \$91.45 each additional 10 minutes of footage	\$112.50 first ten minutes of footage + \$94.25 each additional 10 minutes of footage
Body Camera Footage Public Records Request		
Release Impounded / Immobilized Vehicle	\$130.00	\$134.00
Damage to Boot Immobilizer Fee	\$140.00 + cost to repair / replace	\$144.25 + cost to repair / replace
Event Security - Officer Reimbursement	\$92.00 per hour + 10% overhead fee (minimum of 4 hours)	\$94.75 per hour + 10% overhead fee (minimum of 4 hours)
Secondhand Dealer License	\$20.00	\$20.50
Miscellaneous Permit Fees		
Event Permit		No Fee
Temporary Street Closure	\$23.00	\$23.75
Noise Permit	\$23.00	\$23.75

EXHIBIT 1: Forest Grove General Fees and Charges Schedule

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

ADOPTED FEES JULY 2024		ADOPTED FEES JULY 2025
SEWER		
Sewer Connection Inspection	\$84.00	\$86.50
Residential Sewer Lateral	Actual Cost with \$2,000.00 deposit	Actual Cost with \$2,000.00 deposit
Sewer Dye Test	\$113.75	\$117.25
WATER		
Water Shut-Off/On After Business Hours	\$225.00 (if determined to by Public Works to be circumstances beyond control of property owner, fee may be waived)	\$231.75 (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	\$400.00	\$412.00
1" Meter	\$400.00	\$412.00
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 #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 23, 2025*

PROJECT TEAM: *Paul Downey, Assistant City Manager/Finance Director
Gregory Robertson, Public Works Director*

SUBJECT TITLE: *Resolution 2025-33 Establishing Surface Water Management (SWM) Rates*

ACTION REQUESTED:

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

BACKGROUND

Starting in FY 2017-18, Clean Water Services (CWS) began setting only the regional rate to cover their portion of stormwater (SWM) costs. This resulted in each local jurisdiction setting a local rate to cover their portion of SWM costs. Staff has attached a resolution adjusting the FY 2025-26 SWM rate for Council consideration.

The City started setting its local SWM rate as of July 1, 2017. CWS is increasing its monthly SWM rate by 3.0% to \$2.82 per Dwelling Equivalent Unit (DUE) as of July 1, 2025. The City's current SWM fee is \$9.43 per DUE per month and the City is proposing a 3.0% increase to \$9.71 per DUE per month effective July 1, 2025.

FISCAL IMPACT

The increase to the CWS and the City's SWM rates will increase total costs by \$0.36 per DUE per month from \$12.17 to \$12.53 per month for a single-family residence.

STAFF RECOMMENDATION

Staff recommends the City Council adopt the attached resolution

ATTACHMENT

- Resolution No. 2025-33

RESOLUTION NO. 2025-33

**RESOLUTION ESTABLISHING SURFACE WATER MANAGEMENT (SWM) RATE
FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2025
AND REPEALING RESOLUTION NO. 2024-29**

WHEREAS, Forest Grove City Code Section 52.01 and as set forth in the Agreement with Clean Water Services (CWS), Page 5, Section 4.B., of the Agreement which requires the City to collect rates and charges set by Clean Water Services; and

WHEREAS, on July 1, 2017, CWS began setting a regional rate on the SWM services it provides, with the City setting a local rate for the SWM services the City provides; and

WHEREAS, the City seeks to increase the City's SWM fee by 3% from \$9.43 per Dwelling Equivalent Unit (DUE) per month to \$9.71 per DUE per month; and

WHEREAS, the CWS is increasing their regional SWM rate 3% and the City is increasing their SWM rate 3% resulting in a total increase of \$0.36 per DUE per month from \$12.17 to \$12.53 per month for a single-family residence; and

WHEREAS, a duly noticed public hearing was held on June 23, 2025.

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

Section 1. Effective July 1, 2025, the City of Forest Grove sets a monthly SWM rate of \$9.71 per DUE per month for servicing the local portion of the SWM system that the City is responsible for maintaining. The revenue collected by this fee shall be retained by the City.

Section 2. Resolution No. 2024-29 is repealed upon the effective implementation date of the foregoing rates.

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

PRESENTED AND PASSED this 23rd day of June, 2025.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 23rd day of June, 2025.

Malynda H. Wenzl, Mayor



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 23, 2025*

PROJECT TEAM: *Paul Downey, Assistant City Manager/ Finance Director
Gregory Robertson, Public Works Director*

SUBJECT TITLE: *Resolution 2025-34 Establishing City Sewer Utility Rates*

ACTION REQUESTED:

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

BACKGROUND

Prior to July 1, 2017, Clean Water Services (CWS) set regional and local sewer rates and the City added a surcharge to raise sufficient revenue to cover the costs of operating the local portion of the sewer collection system. Starting in FY 2017-18, CWS began setting only the regional sewer rate to cover its portion of the costs, leaving each local jurisdiction to set a local sewer rate to cover their portion of sewer costs. The City established a local sewer rate in FY 2017-18, adjusting the rate annually thereafter. Staff has attached a resolution adjusting the FY 2025-26 local sewer rate for Council consideration.

CWS is proposing a 3.0% increase to the regional sewer rates as of July 1, 2025. Staff is proposing a 3.0% increase to the local rate as of July 1, 2025. The proposed resolution would increase the local base rate from \$10.70 to \$11.02 per Dwelling Equivalent Unit (DUE) and the use charge from \$0.520 per 1,000 gallons per month to \$0.535 per 1,000 gallons per month.

FISCAL IMPACT

The changes to the CWS and the City's sanitary sewer rates will increase the total sewer rate for a typical residential customer from \$59.01 to \$60.77 per month for a total increase of \$1.76 per month based on average residential water consumption of 8ccf or 5,984 gallons per month of winter water usage.

STAFF RECOMMENDATION

Staff recommends the City Council adopt the attached resolution.

ATTACHMENT

Resolution No. 2025-34

RESOLUTION NO. 2025-34

**RESOLUTION ESTABLISHING CITY SEWER UTILITY RATES FOR
THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2025,
AND REPEALING RESOLUTION NO. 2024-30**

WHEREAS, Forest Grove Code Section 52.01 and as set forth in the Agreement with Clean Water Services (CWS), Page 5, Section 4.B., of the Agreement requires the City to collect rates and charges set by Clean Water Services; and

WHEREAS, on July 1, 2017, CWS began setting a regional rate on the portion of CWS provided sewer services, with the City setting a local rate for the portion of the City provided sewer services; and

WHEREAS, the City is proposing to increase its FY 2025-26 local rate by 3.0% and CWS is proposing to increase its FY 2025-26 regional rate by 3.0%; and

WHEREAS, a duly notice public hearing was held on June 23, 2025.

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

Section 1. Effective July 1, 2025, the City of Forest Grove sets the following sanitary sewer utility rates for servicing the local portion of the sewer collection system that the City is responsible to maintain: Monthly Base Charge of \$11.02 per Dwelling Unit Equivalent (DUE) and a Use Charge of \$0.535 per 1,000 gallons per month for individual customer winter average. The revenue collected by this fee shall be retained by the City.

Section 2. Resolution No. 2024-30 is repealed upon the effective implementation date of the foregoing rates.

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

PRESENTED AND PASSED this 23rd day of June, 2025.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 23rd day of June, 2025.

Malynda H. Wenzl, Mayor

CITY COUNCIL STAFF REPORT

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 23, 2025*

PROJECT TEAM: *Gregory H. Robertson, P.E., AICP, PMP
Director of Public Works*

SUBJECT TITLE: *RESOLUTION 2025-35 FIXING SOLID WASTE RATES TO BE CHARGED
BY FRANCHISEE IN THE CITY OF FOREST GROVE EFFECTIVE JULY 1,
2025 AND REPEALING RESOLUTION NO. 2023-18*

ACTION REQUESTED:

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

X all that apply

BACKGROUND

Metro is increasing its Solid Waste Tip Fees on July 1, 2025. The fees pertain to all cities within the Metro area. City Ordinance No. 87-2, the City's solid waste franchise agreement with Waste Management (WM), allows the Franchisee (Waste Management or WM) or the City to apply for a supplemental rate adjustment. Notice of the transfer station "tipping fee" increase from WM is attached. Additionally, notice of increases for haulage costs from WM is also included. It should be noted that the haulage costs contained in Exhibit A also account for the tipping fee increase charged at the transfer station.

After the procedures in the rate increase have been followed and verified by City staff, the Ordinance states "the City Council shall approve a rate change for the Franchisee which passes through the changes in its fees set by the Metropolitan Service District (Metro)." Staff has prepared a resolution increasing WM's residential and commercial rates as of July 1, 2025, for Council approval.

Waste Management requested an increase on July 1, 2025, for the increase in the Metro tipping costs and increased costs that Waste Management is incurring for disposal costs and fuel costs to transfer the waste to the landfill. The hauling and disposal costs are pass-through costs that Waste Management pays to other companies.

Section 8, Paragraph 4, of Ordinance No. 87-2 describes the procedures for a regular rate review process. Section 8, paragraph 5, establishes a procedure for a supplemental rate review when there has been a change in the fees imposed by Metro for services under this Ordinance. That section states:

(5) As an exception to the rate change procedure provided in subsection (4) above, when there has been a change in the Franchisee's Metropolitan Service District fee for services covered under this Ordinance, the Franchisee or the City may apply for a supplemental rate adjustment based upon the following procedures:

(a) Franchisee shall furnish to the City Manager written proof that the Franchisee's Metropolitan Service District fees have been changed for services that are covered by this Ordinance.

(b) The City Manager shall verify and report this information to the City Council.

(c) The City Council shall approve a rate change for the Franchisee which passes through the changes in its fees set by the Metropolitan Service District. Such a rate change shall be retroactive to the date that the Metropolitan Service District rate change is effective.

WM has furnished written proof to City staff that Metro's fees are changing for services that are covered by this Ordinance and staff has verified this information and is reporting it to the City Council. Waste Management has determined that this increase in the above costs and the resulting increase in City franchise fees results in the need for rates to increase for residential and commercial customers as of July 1, 2025 by an average of approximately 5%. A more detailed description of rate increases is contained in Exhibit "A. Staff has reviewed the increases and determined that they are accurate. Since collection rates are billed as a bundled service, the rate increase will be included in the total monthly rate on the invoice.

STAFF RECOMMENDATION

After reviewing the rate increase proposal and the requirements of Section 8(5) of the Ordinance, staff is recommending that the rate increases requested by WM for residential and commercial services be approved as of July 1, 2025.

ATTACHMENTS

- Resolution Fixing Solid Waste Rates as of July 1, 2025, and Exhibit A to the Resolution
- Notice letter from Waste Management – Transfer Station Tipping Fees
- Notice letter from Waste Management – Haulage rate increase

RESOLUTION NO. 2025-35

RESOLUTION FIXING SOLID WASTE RATES TO BE CHARGED BY FRANCHISEE IN THE CITY OF FOREST GROVE EFFECTIVE JULY 1, 2025 AND REPEALING RESOLUTION NO. 2023-18

WHEREAS, the City Council has adopted Ordinance No. 87-2, known as the Forest Grove Solid Waste Management Ordinance; and

WHEREAS, Section 8, Paragraph 5, of Ordinance No. 87-2 allows the Franchisee or the City to apply for a supplemental rate adjustment when there has been a change in the Franchisee's Metropolitan Service District (Metro) fee for services covered under the Ordinance; and

WHEREAS, Metro has established the solid waste tipping fee as of July 1, 2025, by \$153.67 per ton; and

WHEREAS, Waste Management's contracted costs for hauling waste to the landfill and the landfill disposal costs are also increasing; and

WHEREAS, based on these increases, Waste Management is requesting an increase in residential and commercial solid waste rate of \$7.85 per ton effective July 1, 2025; and

WHEREAS, Waste Management has furnished written proof of Metro's increase as required by Section 8, Paragraph 5(a), of the Ordinance, and staff has verified and reported this information to the City Council as required by Section 8, Paragraph 5(b) of the Ordinance; and

WHEREAS, after verification of the fee increase by the City, Section 8, Paragraph 5(c) of the Ordinance states that the City Council shall approve a rate change for the Franchisee which passes through the changes in its fees set by Metro.

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

Section 1. Effective July 1, 2025, solid waste service rates within the City of Forest Grove shall be uniform for the same service and shall not exceed those rates set forth in Exhibit A.

Section 2. Resolution No. 2023-18 is hereby repealed effective July 1, 2025.

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

PRESENTED AND PASSED this 23rd day of June, 2025.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 23rd day of June, 2025.

Malynda H. Wenzl, Mayor

City of Forest Grove
Rates For Solid Waste and Recycling
Effective July 1, 2025

Residential Rates

\$ 21.14

	Current Rate	Disposal Pass Through	Proposed Rate
WEEKLY ROLL CART SERVICE			
One - 20gal cart - 1 pickup per week	\$ 23.60	\$ 0.95	\$ 24.55
One - 35gal cart - 1 pickup per week	\$ 26.70	\$ 1.15	\$ 27.85
Each additional 35gal cart	\$ 16.45	\$ 1.15	\$ 17.60
One - 60gal cart - 1 pickup per week	\$ 41.45	\$ 2.00	\$ 43.45
Each additional 60gal cart	\$ 31.00	\$ 2.00	\$ 33.00
One - 90gal cart - 1 pickup per week	\$ 58.35	\$ 2.95	\$ 61.30
Each additional 90gal cart	\$ 46.40	\$ 2.95	\$ 49.35
WILL CALL SERVICE			
Will call billed - 35gal cart	\$ 5.70	\$ 0.25	\$ 5.95
Will call container rental - 35gal cart (Includes Weekly Recycling)	\$ 10.90		\$ 10.90
EXTRAS			
Additional Recycling Roll Cart (added 2007)	\$ 5.15		\$ 5.15
Garbage - can or bag	\$ 8.90	\$ 0.25	\$ 9.15
Yard Debris - bag or 2x2 bundle	\$ 3.30		\$ 3.30
RECYCLING ONLY			
One Pickup per Week	\$ 9.40		\$ 9.40
YARD DEBRIS ONLY			
Bi-weekly pickup - 60 gal cart	\$ 4.75		\$ 4.75
Additional Yard Debris Cart	\$ 4.75		\$ 4.75
Bi-weekly pickup - 90 gal cart	\$ 5.25		\$ 5.25
Additional Yard Debris Cart	\$ 5.75		\$ 5.75
MISCELLANEOUS			
Call Back Charge	\$ 15.50		\$ 15.50
Distance Charge	\$ 2.60		\$ 2.60
Cart Delivery/Pickup Charge	\$ 14.50		\$ 14.50

City of Forest Grove
Rates For Solid Waste and Recycling
Effective July 1, 2025

Commercial and Multi-Family Rates

\$21.14

Rate Category Serviced per Week Monthly Adopted Rates

Commercial Rollcart Service (Loose)		Current Rate
20 Gallon		\$ 21.73
35 Gallon		\$ 25.00
60 Gallon		\$ 40.57
90 Gallon		\$ 58.41
Commercial Container Service (Loose)		
Commercial Front Load Containers	Container Size	Current Rate
One yard		\$ 112.17
Each Additional		\$ 99.64
One yard		\$ 206.18
Each Additional		\$ 187.81
One yard		\$ 304.02
Each Additional		\$ 277.68
One yard		\$ 401.96
Each Additional		\$ 366.38
One yard		\$ 499.90
Each Additional		\$ 455.09
One and 1/2		\$ 151.37
Each Additional		\$ 139.90
One and 1/2		\$ 292.55
Each Additional		\$ 267.27
One and 1/2		\$ 432.56
Each Additional		\$ 394.54
One and 1/2		\$ 572.46
Each Additional		\$ 523.08
One and 1/2		\$ 712.36
Each Additional		\$ 651.51

Disposal Pass Through
\$ 0.95
\$ 1.15
\$ 2.00
\$ 2.95

Proposed Rate
\$ 22.68
\$ 26.15
\$ 42.57
\$ 61.36

Disposal Pass Through
\$5.08
\$5.08
\$10.16
\$10.16
\$15.24
\$15.24
\$20.32
\$20.32
\$25.40
\$25.40
\$7.62
\$7.62
\$15.24
\$15.24
\$22.86
\$22.86
\$30.48
\$30.48
\$38.10
\$38.10

Proposed Rate
\$ 117.25
\$ 104.72
\$ 216.34
\$ 197.97
\$ 319.26
\$ 292.92
\$ 422.28
\$ 386.70
\$ 525.30
\$ 480.49
\$ 158.99
\$ 147.52
\$ 307.79
\$ 282.51
\$ 455.42
\$ 417.40
\$ 602.94
\$ 553.56
\$ 750.46
\$ 689.61

City of Forest Grove
Rates For Solid Waste and Recycling
Effective July 1, 2025

Commercial and Multi-Family Rates

	Current Rate	Disposal Pass Through	Proposed Rate
Two yards	\$ 191.21	\$10.16	\$ 201.37
Each Additional	\$ 176.34	\$10.16	\$ 186.50
Two yards	\$ 368.61	\$20.32	\$ 388.93
Each Additional	\$ 338.77	\$20.32	\$ 359.09
Two yards	\$ 549.52	\$30.48	\$ 580.00
Each Additional	\$ 501.20	\$30.48	\$ 531.68
Two yards	\$ 684.45	\$40.64	\$ 725.09
Each Additional	\$ 664.91	\$40.64	\$ 705.55
Two yards	\$ 827.44	\$50.80	\$ 878.24
Each Additional	\$ 789.53	\$50.80	\$ 840.33
Three yards	\$ 275.35	\$15.24	\$ 290.59
Each Additional	\$ 256.97	\$15.24	\$ 272.21
Three yards	\$ 533.38	\$30.48	\$ 563.86
Each Additional	\$ 497.80	\$30.48	\$ 528.28
Three yards	\$ 792.69	\$45.72	\$ 838.41
Each Additional	\$ 738.63	\$45.72	\$ 784.35
Three yards	\$ 1,050.72	\$60.96	\$ 1,111.68
Each Additional	\$ 979.57	\$60.96	\$ 1,040.53
Three yards	\$ 1,310.03	\$76.20	\$ 1,386.23
Each Additional	\$ 1,220.51	\$76.20	\$ 1,296.71

City of Forest Grove
Rates For Solid Waste and Recycling
Effective July 1, 2025

Commercial and Multi-Family Rates

<u>Container Size</u>	Current	Disposal Pass Through	Proposed Rate
Commercial Front Load Containers	Rate		
Four yards	\$ 351.41	\$20.32	\$ 371.73
Each Additional	\$ 333.04	\$20.32	\$ 353.36
Four yards	\$ 684.45	\$40.64	\$ 725.09
Each Additional	\$ 647.59	\$40.64	\$ 688.23
Four yards	\$ 1,017.48	\$60.96	\$ 1,078.44
Each Additional	\$ 963.53	\$60.96	\$ 1,024.49
Four yards	\$ 1,217.58	\$0.00	\$ 1,217.58
Each Additional	\$ 1,145.26	\$0.00	\$ 1,145.26
Four yards	\$ 1,683.56	\$101.60	\$ 1,785.16
Each Additional	\$ 1,593.92	\$101.60	\$ 1,695.52
Six yards	\$ 469.13	\$30.48	\$ 499.61
Each Additional	\$ 446.19	\$30.48	\$ 476.67
Six yards	\$ 916.38	\$60.96	\$ 977.34
Each Additional	\$ 871.67	\$60.96	\$ 932.63
Six yards	\$ 1,364.80	\$91.44	\$ 1,456.24
Each Additional	\$ 1,297.15	\$91.44	\$ 1,388.59
Six yards	\$ 1,812.16	\$121.92	\$ 1,934.08
Each Additional	\$ 1,721.36	\$121.92	\$ 1,843.28
Six yards	\$ 2,260.47	\$152.40	\$ 2,412.87
Each Additional	\$ 2,145.67	\$152.40	\$ 2,298.07
Eight yards	\$ 609.79	\$40.64	\$ 650.43
Each Additional	\$ 569.54	\$40.64	\$ 610.18
Eight yards	\$ 1,173.59	\$81.28	\$ 1,254.87
Each Additional	\$ 1,093.20	\$81.28	\$ 1,174.48
Eight yards	\$ 1,736.33	\$121.92	\$ 1,858.25
Each Additional	\$ 1,615.69	\$121.92	\$ 1,737.61
Eight yards	\$ 2,300.13	\$162.56	\$ 2,462.69
Each Additional	\$ 2,139.24	\$162.56	\$ 2,301.80
Eight yards	\$ 2,862.77	\$203.20	\$ 3,065.97
Each Additional	\$ 2,661.84	\$203.20	\$ 2,865.04

City of Forest Grove
Rates For Solid Waste and Recycling
Effective July 1, 2025

Commercial and Multi-Family Rates		Current	Disposal	Proposed
<u>Commercial Container Services - Recycling</u>		Rate	Pass Through	Rate
35 Gallon Rollcart	\$	6.48		\$ 6.48
60 Gallon Rollcart	\$	8.92		\$ 8.92
90 Gallon Rollcart	\$	10.30		\$ 10.30
1 Yard Container	\$	16.25		\$ 16.25
1.5 Yard Container	\$	20.82		\$ 20.82
2 Yard Container	\$	24.11		\$ 24.11
3 Yard Container	\$	33.56		\$ 33.56
4 Yard Container	\$	43.33		\$ 43.33
6 Yard Container	\$	53.95	\$ 53.95	
8 Yard Container	\$	68.61	\$ 68.61	
<u>Commercial Container Services - Will Call</u>				
1 Yard Container - Rental	\$	17.52	\$1.17	\$ 17.52
1 Yard Container - Dump Fee Per Pull	\$	26.78		\$ 27.95
2 Yard Container - Rental	\$	25.28		\$ 25.28
2 Yard Container - Dump Fee Per Pull	\$	53.34		\$ 55.69
3 Yard Container - Rental	\$	34.73		\$ 34.73
3 Yard Container - Dump Fee Per Pull	\$	80.12		\$ 83.64
<u>Commercial Container Services - Temporary</u>				
2 Yard Container - Delivery Fee	\$	43.54	\$2.35	\$ 43.54
2 Yard Container - Dump Fee Per Pull	\$	53.34		\$ 55.69
3 Yard Container - Delivery Fee	\$	43.54		\$ 43.54
3 Yard Container - Dump Fee Per Pull	\$	79.77		\$ 83.29
4 Yard Container - Delivery Fee	\$	43.54		\$ 43.54
4 Yard Container - Dump Fee Per Pull	\$	106.79		\$ 111.49

City of Forest Grove
Rates For Solid Waste and Recycling
Effective July 1, 2025

Roll-off Drop Box Service - Rates

Roll-off Drop Box Service - Rates		Current Rate	Disposal Pass Through	Proposed Rate
Non-Compacted				
Dry Waste				
10 Yard	\$	176.72		\$ 176.72
20 Yard	\$	176.72		\$ 176.72
30 Yard	\$	206.56		\$ 206.56
40 Yard	\$	235.23		\$ 235.23
Wet Waste				
10 Yard	\$	199.87		\$ 199.87
20 Yard	\$	212.08		\$ 212.08
30 Yard	\$	261.78		\$ 261.78
40 Yard	\$	298.21		\$ 298.21
Compacted				
Dry Waste				
10 Yard	\$	235.23		\$ 235.23
20 Yard	\$	235.23		\$ 235.23
30 Yard	\$	251.80		\$ 251.80
40 Yard	\$	289.40		\$ 289.40
Wet Waste				\$ -
10 Yard	\$	289.40		\$ 289.40
20 Yard	\$	289.40		\$ 289.40
30 Yard	\$	361.19		\$ 361.19
40 Yard	\$	431.81		\$ 431.81
Exchange Service				
Dry Waste				
20 Yard	\$	156.86		\$ 156.86
30 Yard	\$	187.76		\$ 187.76
40 Yard	\$	247.45		\$ 247.45
Wet Waste				
20 Yard	\$	192.22		\$ 192.22
30 Yard	\$	242.99		\$ 242.99
40 Yard	\$	310.32		\$ 310.32
Demmuration				
Dry Waste				
10-20 Yard	\$	8.92		\$ 8.92
30 Yard	\$	11.36		\$ 11.36
40 Yard	\$	15.82		\$ 15.82
Wet Waste				
10-20 Yard	\$	8.92		\$ 8.92
30 Yard	\$	11.36		\$ 11.36
40 Yard	\$	15.82		\$ 15.82



June 1, 2025

CITY OF FOREST GROVE
JAIME ZAIK
PO BOX 326
FOREST GROVE, OR 97116

Dear Valued Customer:

To comply with Metro and to increase the volumes we can receive at the transfer station we will be matching Metro's gate rate for MSW. Forest Grove Transfer Station will be adjusting its tip fees as of July 1, 2025, our new rates will be as follows:

- Municipal Solid Waste (MSW) originating from:
 - Inside Metro \$162.14 per ton
 - Outside Metro \$162.14 per ton

Our Energy Charge will remain the same and is applied to loads that are not regulated by Metro. The MSW transaction fee will increase to \$7.85 per load to match Metro's rate.

The staff at the Forest Grove Transfer Station would like to thank you for your business and we look forward to continuing to provide you with the service you expect. Feel free to stop by our office or call me at (503) 992-3021 with any questions or concerns.

Sincerely,

Greg Johnson
District Manager
Waste Management of Oregon



7227 NE 55th Ave., Portland, OR 97218, (503) 249-8078, (503) 331-2219 Fax

June 4, 2025

Mr. Paul Downey
Finance Director
City of Forest Grove
P.O. Box 326
Forest Grove, OR 97116-0326

Subject: 2025 Forest Grove Rate Change Request

Dear Paul:

Thanks for taking my call the other day, as I indicated on the phone, we need a disposal pass through to account for the new disposal rate at the Forest Grove Transfer Station (FGTS). The transfer station will be raising their rate to \$162.14/ton effective July 1, 2025. This rate is the same amount that will be charged at all Metro regulated transfer stations.

While the rates at FGTS have changed twice since our last rate adjustment in July of 2023, we can longer absorb this in our current rates we provide for garbage service in the City of Forest Grove. The proposed rates account for the Metro increase that occurred on July 1, 2024, as well as known increase for July 1, 2025. Please note, we truly appreciate the partnership we have with the City and have found ways to keep rates low and affordable, unfortunately we will need to pass this uncontrollable cost through to the rate payers of the community in accordance with our franchise agreement.

I believe the attached documents contain all the information you need, to support our request. If you should have any questions or need any additional information, please feel free to contact me at (503) 780-9347.

Sincerely,

Michael Jefferies

Michael Jefferies
Area Pricing Director
Waste Management of Oregon

Cc: Adam Winston, Greg Johnson, and Dave Huber



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 23, 2025*

PROJECT TEAM: *Paul Downey, Assistant City Manager/Finance Director
Gregory H Robertson, P.E., AICP, PMP, Director of Public Works/Eng*

SUBJECT TITLE: *Resolution 2025-36: IT Contract Managed Services – Limited Solicitation
Procurement Exemption Request*

ACTION REQUESTED:

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

X all that apply

ISSUE STATEMENT

Despite multiple attempts, the City has been unable to successfully recruit an Information Technology (IT) Manager. Difficulty recruiting and retaining IT staff is not unique to Forest Grove and has resulted in municipalities increasingly seeking outside assistance for IT services. In response to this difficulty, City staff is recommending outsourcing IT management services necessary for the city to properly function. To select a provider, the city conducted a limited solicitation to attract a qualified firm to perform these services and has selected a qualified firm. To enter a contract, city staff is requesting an exemption from the statutory procurement process due to the specialized nature of the solicitation.

BACKGROUND

Historically, public professional service recruitments use a competitive proposal process and are awarded to the qualified firm that meets solicitation metrics and expectations. City staff solicited quotes from four firms who have demonstrated experience in the core areas of IT services sought. In response, the four firms were informally evaluated and ranked. It was determined that the firm with the lowest cost proposal lacked the capacity and expertise to perform the work in a timely fashion. Two of the firms could not meet the performance measures outlined in the informal solicitation. One firm, Structured Communications Systems Inc., met the performance measures and was within budget.

ORS 279B.085(4) authorizes the Local Contract Review Board, which for the City of Forest Grove is the City Council, to exempt certain contracts from the formal competitive proposal or bidding procurement requirements of ORS 279B upon approval of certain findings of fact, and “where appropriate, direct(s) the use of alternative contracting methods that take account of market realities and modern practices and are consistent with the public policy of encouraging competition.” This resolution is a request to exempt the recruitment of IT contracted services from the competitive bid process due to the specialized nature of the solicitation.

ORS 297B.085(5) requires the City to hold a public hearing of the Local Contract Review Board to allow comments on the City’s draft findings. Notice of this public hearing must be advertised in at least one trade newspaper of general statewide circulation not less than 7 days prior to the Council meeting to consider the request. This resolution was publicly noticed on June 3 and again on June 13, 2025. Lastly, the resolution, public notice, and findings have been reviewed by the City Attorney to assure compliance with state procurement regulations.

FISCAL IMPACT

Contracting these services is expected to reduce expenses from what is in the FY 25-27 budget.

STAFF RECOMMENDATION

Staff recommends that the City Council, acting in the capacity of the Local Contract Review Board, approve the attached resolution.

ATTACHMENTS

- Resolution No. 2025-36
- Exhibit A: Findings in Support of Informal Solicitation of a Contract for Managed IT Services

RESOLUTION NO. 2025-36

RESOLUTION ADOPTING FINDINGS TO SUPPORT AN EXEMPTION FROM THE REQUEST FOR PROPOSALS PROCESS FOR A CONTRACT FOR MANAGED INFORMATION TECHNOLOGY SERVICES AND RELATED SERVICES, DECLARING SUCH EXEMPTION, AND AUTHORIZING AN AWARD OF A CONTRACT TO STRUCTURED COMMUNICATION SYSTEMS, INC., (“STRUCTURED”) FOLLOWING AN INFORMAL SOLICITATION PROCESS

WHEREAS, the City Council is the Local Contract Review Board of the City; and

WHEREAS, ORS 279B.085(4) authorizes a Local Contract Review Board to exempt certain contracts from the competitive proposal or bidding procurement requirements of ORS 279B upon approval of certain findings of fact; and

WHEREAS, the City’s Local Contract Review Board has determined that awarding a contract to Structured for certain ongoing managed information technology (IT) services, following the undertaking of an informal solicitation of information technology services, will be most beneficial to the City, is unlikely to encourage favoritism, and is likely to result in substantial cost savings and other benefits, based on the findings attached as Exhibit A; and

WHEREAS, pursuant to ORS 279B.085(5) the City published notice of the proposed exemption in the Daily Journal of Commerce on June 3, 2025 and June 13, 2025, more than 7 days prior to June 23, 2025, when the City Council intends to take action on the exemption; and

WHEREAS, the City held a public hearing to allow comments on the Local Contract Review Board’s draft findings on June 23, 2025; and

WHEREAS, after due deliberation, the City Council, acting as the Local Contract Review Board, hereby adopts the findings in support of an award of a contract for managed IT services, as set forth in Exhibit A.

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

Section 1. The City Council hereby adopts findings supporting an exemption for a contract for managed IT services, attached herein as Exhibit A, declares such an exemption, and authorizes an award of this contract to Structured Communication Systems, Inc.

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

PRESENTED AND PASSED this 23rd day of June, 2025.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 23rd day of June, 2025.

Malynda H. Wenzl, Mayor

Exhibit A
Resolution 2025-36

**Findings in Support of Informal Solicitation of a Contract
for Managed Information Technology (IT) Services**

Oregon law requires all service projects (both personal and general) to be procured by competitive bid or proposal, unless otherwise stated in local rules and unless an exemption is granted by the City of Forest Grove (the "City") Local Contract Review Board. One such exemption permits the City to award a personal service agreement without a formal procurement process if such award (1) is unlikely to encourage favoritism and (2) is reasonably expected to result in substantial cost savings. ORS 279B.085(4). This document demonstrates that Structured Communication Systems, Inc., ("Structured") is uniquely qualified to provide managed IT services for the City, such provision of services does not encourage favoritism, and results in substantial cost savings.

Nature of the Project:

The City currently contracts with Structured for firewall management, wireless access points, and switches. Due to recent difficulty of hiring and retaining an IT Manager, the City also contracted with Structured on a short-term basis (three months) to provide IT-related services. Further, within the past month, Structured has responded to two City IT-related emergency incidents in an accurate, timely, and satisfactory manner, further demonstrating their expertise in this field. Given Structured's positive working relationship with the City, their positive record of performance, and the lack of alternative IT consultant options, the City desires to contract with Structured directly for a continuation of these IT-related services other than desktop and laptop support. Depending upon the level of IT support needed and required, Structured's contract with the City may be up to approximately \$22,500 per month, or \$270,00 per year. The City is proposing to sign a one-year contract. Any extension to the contract would have to again be approved by the City Council acting as the Local Contract Review Board.

Public Notice:

As required by ORS 279B.085(5) the City published notice for interested parties in the Daily Journal of Commerce on June 3, 2025 and June 13, 2025.

Findings

1. Direct appointment is unlikely to encourage favoritism.

Structured is uniquely qualified to serve the City's IT-related needs and therefore this direct award without an associated formal procurement is unlikely to encourage favoritism. Structured already has a strong working relationship with the City and familiarity with its systems, which may take another consultant additional time, money, and effort to learn. In addition, Structured is the only local provider that the City is aware

of. While a multi-state or international IT provider may offer some benefits, Structured offers the City a personal, local, hands-on, and timely approach that makes them uniquely qualified in their IT service provision. Additionally, Structured has the necessary qualifications, experience, and certifications to serve all the City's departments, including Police, which some firms are unable to provide.

City staff conducted an informal solicitation by seeking informal quotes and proposals from four other IT providers. Of these four, one could not service the City's systems, two were unable to respond immediately due to lack of local personnel, and Structured was most qualified, capable, and experienced with the City's systems as well as having the ability to respond immediately to IT failures. Lastly, Structured was competitively priced and when considering start up time, was less expensive than the other proposals.

2. Direct appointment is reasonably expected to result in substantial cost savings for the Port.

Continuing to contract with Structured for IT-related services will likely result in cost savings for the City. The City will save time and money by foregoing a formal procurement process that would be unlikely to produce an alternative result. Further, continuing to work with Structured for IT services will save the City money that it may expend bringing another IT consultant up to speed on City-specific matters, idiosyncrasies, and more.

Conclusion

Based on the above findings, it is therefore recommended that the City award a personal service agreement following an informal solicitation process to Structured, in connection with the provision of certain managed IT services.

End of Findings



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CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Gregory H Robertson, Director of Public Works
Henry Reimann, Chief of Police*

MEETING DATE: *June 23, 2025*

SUBJECT TITLE: *Resolution 2025-37 Increasing Parking Fines and Repealing Resolution 2014-13*

ACTION REQUESTED:

☐ Ordinance

☐ Order

☒ X

☐ Resolution

☐ Motion

☐ Informational

X all that apply

PURPOSE

To address Council Objective 2.7 regarding parking demand management and Council Objective 3.4 to improve code enforcement services.

BACKGROUND

Parking citation fines were last adjusted in 2005 the re-adopted at the same amount in 2014. Since then, compliance has declined. The primary reason to increase fines is to encourage voluntary compliance. As an example, Pacific University has established a parking fine at \$20 but employ a sliding scale up to \$50 for repeat offenders. If given the choice, patrons will park on the city street at the risk of a \$15 fine which is less expensive.

A Council work session was held June 9, 2025, to review and discuss parking fines and compliance. The Council reached consensus to: 1) apply the state parking fine when applicable and 2) raise the city-administered parking fine when a state parking fine does not apply to \$30 from \$15. The state parking fines are addressed in ORS 811.550 and listed in the Oregon 2023 Schedule of Fines (SOF) for Violations. This schedule may be amended periodically. Council also reached consensus to allow 90 days before the new fines became effective to allow sufficient time to educate the public.

FISCAL IMPACT

There will be an increase in revenues because of this change, however, it is difficult to establish a value as the number of citations varies depending on the demands of the code enforcement officer.

The increase will be directly related to the level of enforcement and discretionary powers of the judge to levy fines.

STAFF RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

- Resolution No. 2025-37
- PowerPoint from June 9, 2025, City Council Work Session

RESOLUTION NO. 2025-37

RESOLUTION TO INCREASE PARKING FINES AND TO REPEAL RESOLUTION NO. 2014-13

WHEREAS, the City of Forest Grove has identified a need to have residents voluntarily comply with parking regulations; and

WHEREAS, parking fines have not been increased since 2005 and do not effectively deter parking violators; and

WHEREAS, City Code requires parking fines to be set by resolution; and

WHEREAS, City Council reached consensus at a work session on June 9, 2025, to apply the state fine where applicable, to raise city-administered parking fines to \$30, and to make the effective date of the fines 90 days from passage.

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

Section 1. The following parking fines shall be set as follows:

- | | |
|--|------------------|
| 1. 73.001(A) Parked too Far from Curb | Apply state fine |
| 2. 73.001(A) Parked Wrong Direction on Street | Apply state fine |
| 3. 73.001(B) Parked Outside of Marked Space | Apply state fine |
| 4. 73.002(A) (J) & (L) Parked in No Parking Zone | Apply state fine |
| 5. 73.002(B) Parked Obstructing Sidewalk | Apply state fine |
| 6. 73.002(C) Parked Obstructing Crosswalk | Apply state fine |
| 7. 73.002(D) Parked on Curbed Parkway | Apply state fine |
| 8. 73.002(E) Parked Within an Intersection | Apply state fine |
| 9. 73.002(F) Parked Within Designated Bicycle Lane | Apply state fine |
| 10. 73.002(G) Parked Within 15 Feet of the Fire Station Driveway | Apply state fine |
| 11. 73.002(H) Parked Within 10 Feet of a Fire Hydrant | Apply state fine |
| 12. 73.002(I) Parked Blocking Driveway | Apply state fine |
| 13. 73.002(K) Double Parked | Apply state fine |
| 14. 73.002(M) Parked in Violation of Disabled Zone | \$165.00 |
| 15. 73.003(A) & (D) Overtime Parking | \$30.00 |
| 16. 73.003(B) Parked with Expired Registration | Apply state fine |
| 17. 73.003(C) Parked in City Park After Hours | \$30.00 |
| 18. 73.003(E) Unlawful Parking in Alley | \$30.00 |
| 19. 73.003(G) Parked in Designated Fire Lane | \$30.00 |
| 20. 73.005 Unlawful Parking in Loading Zone | \$30.00 |
| 21. 73.006 Unlawful Parking in a Bus Stop | \$30.00 |
| 22. Unlawful Parking in Reserved Parking Space | \$30.00 |
| 23. Other Violation | \$30.00 |

Section 2. Resolution 2014-13 is repealed effective September 22, 2025, or 90 days after passage of Resolution 2025-37.

Section 3. This resolution is effective September 22, 2025, or 90 days after passage.

PRESENTED AND PASSED this 23rd day of June, 2025.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 23rd day of June, 2025.

Malynda H. Wenzl, Mayor



Forest Grove Police Department Parking Enforcement

Work Session, City Council
June 9, 2025

Henry Reimann, Chief of Police
Greg Robertson, PW/ENG
Director

Purpose

- To address Council Objective 3.4 to “Identify code updates to improve code enforcement services.”
- Review the current parking fine structure and discuss potential changes.
- Staff recognizes that there are other code updates that need to be addressed but parking is most timely due to annual fee schedules being considered at the June 23, 2025, meeting.

City Code

- Parking fines are authorized under City Code Section 73.020.
- Owners have 10 days to pay the fine. If no response, the fine doubles.
- If 3 or more unpaid citations, the vehicle is subject to impoundment or immobilization.
- Parking fees are established administratively by resolution.
- Allows staff to charge state fines where applicable.
- Upon citation, judge has discretion to lower.

History

- Parking fines have not changed since 2005.
- Resolutions were adopted in 2005 and 2014 adopting parking fines, however, the 2014 resolution re-adopted the same fines in the 2005 resolution due to an overall code change that required they be re-adopted.
- The primary reason to increase fines is to encourage voluntary compliance.

Enforcement

- Many fines listed in the 2014 resolution now have state fines that apply.
- This has raised the issue about which fine to apply.
- Approximately half of the fines on the following page have an associated state fine.
- This raises two questions:
 - For those city fines that have an applicable state fine, whether the Council wants to default to the state fine, similar to traffic citations, and remove the city fine.
 - For those city fines that remain, whether the Council wants to address the fine.

Existing City Parking Fines

1. 6.200(1) Parked too Far from Curb	\$15.00
2. 6.200(1) Parked Wrong Direction on Street	\$15.00
3. 6.200(2) Parked Outside of Marked Space	\$15.00
4. 6.205(1) (10) & (12) Parked in No Parking Zone	\$15.00
5. 6.205(2) Parked Obstructing Sidewalk	\$15.00
6. 6.205(3) Parked Obstructing Crosswalk	\$15.00
7. 6.205(4) Parked on Curbed Parkway	\$15.00
8. 6.205(5) Parked Within an Intersection	\$15.00
9. 6.205(6) Parked Within Designated Bicycle Lane	\$15.00
10. 6.205(7) Parked Within 15 Feet of the Driveway Entrance to Fire Station	\$15.00
11. 6.205(8) Parked Within 10 Feet of a Fire Hydrant	\$30.00
12. 6.205(9) Parked Blocking Driveway	\$15.00
13. 6.205(11) Double Parked	\$15.00
14. 6.205(13) Parked in Violation of Disabled Zone	\$160.00
15. 6.210(1) & (3) Overtime Parking	\$15.00
16. 6.210(2) Parked in City Park After Hours	\$15.00
17. 6.210(4) Unlawful Parking in Alley	\$15.00
18. 6.210(6) Parked in Designated Fire Lane	\$15.00
19. 6.220 Unlawful Parking in Loading Zone	\$15.00
20. 6.225 Unlawful Parking in a Bus Stop	\$15.00
21. Unlawful Parking in Reserved Parking Space	\$15.00
22. Other Violation	\$15.00

Example Comparison of Overtime Parking

- Forest Grove \$15
- Pacific University \$20-\$50
 - Sliding scale
- Tualatin \$25
- Beaverton \$45
- Hillsboro \$15-\$60
 - Sliding scale
- McMinnville \$20

Enforcement

Parking Citations written:

2022:	2,432
2023:	2,618
2024:	1,614

The City has one enforcement officer. Citation amounts vary depending on other code issues that must be addressed.

Questions for Discussion

- Does Council want to default to state fines where applicable?
- Does Council want to consider raising non-state parking fines? If so, by how much?
- If a new fee is implemented, discuss effective date to allow notification, i.e., 60, 90, 120, other, days.
- Pending consensus, next step would be resolution at June 23, 2025 meeting.



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CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 23, 2025*

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

SUBJECT TITLE: *Resolution 2025-38 Transferring Appropriations Within Various Funds*

ACTION REQUESTED:

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

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 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 at the end of the fiscal year. ORS Chapter 294 permits governing bodies to transfer appropriations within a fund by resolution so the budgeted appropriations are not exceeded.

This resolution is also appropriating funds due to unanticipated revenue in the Building Fund that resulted in more professional services and state building surcharges than had been anticipated and budgeted. The increase in unanticipated revenue resulted primarily from industrial development. ORS 294.471 allows a supplemental to be prepared under certain circumstances including when a request for services or facilities is received and the cost will be paid for by a private individual, corporation or company, or by another governmental unit, and the amount of the request could not have been known for certain at the time the budget was prepared. The Council can appropriate the additional funds by resolution without going through the formal supplemental budget process.

Lastly, this resolution is also appropriating funds due to unanticipated allocation changes in the American Rescue Plan Fund (ARPA) that resulted in transfers between multiple accounts within the ARPA Fund. The ARPA Fund had to be expended by December 31, 2024. The reason for the allocation changes is that to expend the funds prior to the deadline, allocations were made to authorized projects that were eligible to expend funds from projects that were ineligible to expend funds. The total amount of the grant, categories of funds, and eligible projects did not change.

ORS 294.338 allows a supplemental to be prepared under certain circumstances including expenditure of grants, gifts, bequests or devises transferred to a municipal corporation in trust for specific purposes or to other special purpose trust funds at the disposal of municipal corporations. A municipal corporation may not make an expenditure under this subsection unless the governing body of the municipal corporation enacts appropriation resolutions authorizing the expenditure.

BACKGROUND

Upon review of the preliminary year-to-date expenditures as of June 12, 2025, staff has prepared a resolution for Council consideration authorizing appropriations for FY 2024-25. The specific reason for the proposed appropriations is discussed below and the numbers correspond to the numbers in the proposed resolution:

1. Transfer: \$10,000 needs to be transferred from the General Fund Contingency to the Legislative & Executive Department to pay for wages that were more than anticipated due to the budget not reflecting actual wage increases. The total appropriations for the Legislative & Executive Department therefore need to be increased by \$10,000 to \$738,132.
2. Transfer: \$15,000 needs to be transferred from Non-Departmental Intermittent Wages to the Recreation Division to pay for intermittent employee wages being higher than anticipated. Intermittent employee wages are allocated between the Aquatics Center, Parks, and Recreation and the actual allocation of those employees' wages in the budget within those services differed from what occurred during the year. The overall personnel budget for the Parks and Recreation Department was not exceeded. The total appropriations for the Recreation Division therefore need to be increased by \$15,000 to \$332,695.
3. Transfer: \$10,000 needs to be transferred from the Sewer Fund Contingency to the Sewer Fund to pay for personal services being over the total budgeted amount based on the fund's monthly payroll expenditures. Similar to the allocation of wages noted in #2 above, the Public Works staff is allocated between Streets, Sewer, Water, and Surface Water Management when the budget is prepared. When the actual work is performed, the time spent in each fund is charged to that fund and may vary slightly from the budgeted amount. Staff spent more time in the Sewer Fund than was estimated when the budget was prepared. The overall personnel budget for Public Works was not exceeded. The total appropriations for the Sewer Fund Regular Employee Wages therefore need to be increased by \$10,000 to \$298,926.
4. Supplemental and Transfer: \$300,000 in additional revenue needs to be supplemented to Structural Building Permit Revenue to reflect the increase in building permit revenues. Subsequently, \$225,000 is being transferred from Structural Building Permit Revenue to Professional Services Expenditures and \$75,000 to Intergovernmental Services Expenditures. The increased expenses resulted from higher than projected building activity (which led to the additional

revenue) which resulted in more professional services for outside plan reviews due to more complex projects. The increased expenses also resulted from intergovernmental services provided by Washington County for plumbing and electrical inspections and to pay for the State Building Surplus Charges that must be remitted to the State. Total Building Permit Fund Services appropriations therefore need to be increased \$300,000 to \$1,610,028.

5. Transfers: \$114,036 from ARPA Fund Transfer Expenditures, \$77,652 from ARPA Fund Professional Services Expenditures, \$79,693 from ARPA Fund Balance Available Revenue, and \$5,437 from ARPA Fund Interest Revenue for a total transfer of \$276,818 to ARPA Fund Capital Outlay Expenditures. The transfers from the above sources to capital outlay was done to expend all the ARPA funds by the required deadline and went to authorized projects such as the Library restroom and teen area remodel, the downtown Glow Up project, Aquatics Center improvements, and Automated External Defibrillators for all city buildings. At the time of the budget preparation, the total grant expenditure amount was known, but it was not known exactly what was to be budgeted between the expenditure categories. The budget transfer will correct the budget to the correct amounts.

FISCAL IMPACT

Please see above.

STAFF RECOMMENDATION

Staff recommends the City Council adopt the attached resolution.

ATTACHMENT

- Resolution No. 2025-38

RESOLUTION NO. 2025-38

RESOLUTION TRANSFERRING APPROPRIATIONS WITHIN VARIOUS FUNDS FOR FISCAL YEAR 2024-25

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 1. The following appropriations for FY 2024-25 will be made:

1. Transfer \$10,000 from General Fund Contingency (1001800 8300) to Legislative & Executive Department Regular Employee Wages (1001100 5000). Total Legislative & Executive Appropriations are increased to \$738,132.
2. Transfer \$15,000 from Non-Departmental Intermittent Employee Wages (1001800 5150) to: 1) \$15,000 to Recreation Department Intermittent Employee Wages (1001700 5150). Total Recreation Appropriations are increased to \$332,695.
3. Transfer \$10,000 from Sewer Fund Contingency (6205400 8300) to Sewer Fund Regular Employee Wages (6205410 5000). Total Sewer Appropriations are increased to \$298,926.
4. Supplement \$300,000 to Structural Building Permit Revenue (2053200 4517) in the Building Fund and increase Professional Services Expenditures (2053200 6305) by \$225,000 and Intergovernmental Services Expenditures (2053200 6200) by \$75,000. Total Building Permit Fund Services Appropriations are increased to \$1,610,028.
5. Transfer \$114,036 from the American Rescue Plan Act (ARPA) Fund Transfer Expenditures (2901200 8200) and \$77,652 from ARPA Fund Professional Services Expenditures (2901200 6305) and \$79,693 from ARPA Fund Balance Available Revenue (2901200 4900) and \$5,437 from ARPA Fund Interest Revenue (2901200 4700) for a total transfer of \$276,818 to ARPA Fund Capital Outlay Expenditures (2901200-7215). Total ARPA Fund Appropriations are increased to \$1,411,666.

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

PRESENTED AND PASSED this 23rd day of June, 2025.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 23rd day of June, 2025.

Malynda H. Wenzl, Mayor



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 23, 2025*

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

SUBJECT TITLE: *Resolution 2025-39 Accepting CWS Rates for FY 2025-26*

ACTION REQUESTED:

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

X all that apply

BACKGROUND

Clean Water Services (CWS) sets sewer and surface water management (SWM) rates and charges for maintenance services, as well as sewer and SWM system development charges (SDC) for capital expenses related to new development. The City collects these funds and remits them to CWS. Staff has prepared a resolution for Council consideration that authorizes the City to collect the updated rates and charges established by the CWS Board of Directors. CWS has established the following increases effective July 1, 2025:

- Sewer rates – 3.0% increase from \$48.31 to \$49.75 per month
- SWM rates - 3.0% increase from \$2.74 to \$2.82 per month
- Sewer SDC – 1.8% increase from \$7,009 to \$7,139 per equivalent dwelling unit (EDU)
- SWM SDC – 1.9% increase from \$678 to \$691 per EDU.

FISCAL IMPACT

The impact to single-family residences are noted above. The City retains 20% of the Sewer SDC and 100% of the SWM SDC, so the City will collect more revenue for each permit issued. CWS establishes the rate for both. The total impact will be dependent on the number of permits issued.

STAFF RECOMMENDATION

Staff recommends the City Council adopt the attached resolution.

ATTACHMENT

- Resolution No. 2025-39

RESOLUTION NO. 2025-39

RESOLUTION ACCEPTING CLEAN WATER SERVICES SANITARY SEWER UTILITY RATES, SURFACE WATER MANAGEMENT (SWM) RATES, SWM SYSTEM DEVELOPMENT CHARGES (SDC) AND SANITARY SEWER SDC, EFFECTIVE JULY 1, 2025, AND REPEALING RESOLUTION NO. 2024-31

WHEREAS, Forest Grove City Code Section 52.01(A) and as set forth in the Agreement with Clean Water Services, Page 5, Section 4.B., of the Agreement which requires the City to collect rates and charges set by Clean Water Services (CWS) and that the Council establish those rates annually by resolution; and

WHEREAS, Clean Water Services provides the City of Forest Grove sanitary sewer treatment and surface water management (SWM) services billed on a per dwelling unit; and

WHEREAS, Clean Water Services increased regional sewer and SWM rates by 3.0% effective July 1, 2025; and

WHEREAS, Clean Water Services Board of Directors increased its SWM System Development Charges (SDC) by 1.9%, raising the fee from \$678 to \$691 per Equivalent Dwelling Unit (EDU), effective July 1, 2025; and

WHEREAS, Clean Water Services Board of Directors increased its Sanitary Sewer SDC by 1.8%, raising the fee from \$7,009 to \$7,139 per EDU, effective July 1, 2025; and

WHEREAS, the City of Forest Grove retains 20 percent (20%) of the Sanitary Sewer SDC and 100% of the SWM SDC as set forth in the Agreement with CWS.

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

Section 1. The City Council authorizes the City to collect Sanitary Sewer and Surface Water Management rates and charges as set forth by Clean Water Services Board of Directors, effective July 1, 2025.

Section 2. The City Council authorizes the City to collect Sanitary Sewer and Surface Water Management System Development Charges as set forth by Clean Water Services Board of Directors, effective July 1, 2025.

Section 3. The City of Forest Grove shall retain 20 percent (20%) of the Sanitary Sewer System Development Charges and 100 percent (100%) of the SWM System Development Charges as set forth by Clean Water Services Board of Directors to be effective July 1, 2025.

Section 4. Resolution No. 2024-31 is repealed upon the effective implementation date of the foregoing rates.

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

PRESENTED AND PASSED this 23rd day of June, 2025.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 23rd day of June, 2025.

Malynda H. Wenzl, Mayor



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 23, 2025*

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

SUBJECT TITLE: *Resolution 2025-40 Re-Adopting the Investment Policy*

ACTION REQUESTED:

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

X all that apply

BACKGROUND

The City last reviewed and adopted its current Investment Policy on June 24, 2024. To keep the policy current and in line with best practices, and in compliance with ORS 294.135(a), the policy requires annual review and adoption by City Council. This Policy does not apply to the City's Defined Benefit Plan investments, which are covered by a separate policy.

The City's outside investment advisor has reviewed the Policy and has no recommended changes. There have been no changes in state investment laws or investment best practices since the Policy was last reviewed, and so staff is recommending re-adoption with no changes.

FISCAL IMPACT

The fiscal impact is dependent on the interest environment at the time funds are available to invest.

STAFF RECOMMENDATION

Staff recommends the City Council adopt the attached resolution.

ATTACHMENT

- Government Portfolio Advisors Investment Policy Review Memo
- Resolution No. 2025-40
- Exhibit A: Investment Policy

MEMO

To: Paul Downey and Sally Cicerchi – City of Forest Grove
From: Deanne Woodring and Whitney Maher – GPA
Date: June 10, 2025
Re: Investment Policy Review and Update 2025

ORS 294.135(a) requires local governments investing in securities with maturities longer than 18 months to annually adopt their investment policies. The policy was last reviewed and adopted in June 2024. After review this year, it is being presented for re-adoption for 2025 to the City Council with no recommended changes.

Thank you,



Deanne Woodring, CFA
President

RESOLUTION NO. 2025-40

**RESOLUTION RE-ADOPTING THE INVESTMENT POLICY FOR
THE CITY OF FOREST GROVE AND REPEALING RESOLUTION NO. 2024-32**

WHEREAS, the City re-adopted its current Investment Policy in 2024 in Resolution 2024-32; and

WHEREAS, the Policy and ORS 294.135(a) require annual review by staff and re-adoption by City Council, and

WHEREAS, staff and the City's investment consultant has reviewed the current Investment Policy and is not recommending any changes.

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

Section 1. That the City Council hereby re-adopts the Investment Policy for the City of Forest Grove, attached hereto as Exhibit A.

Section 2. Resolution No. 2024-32 is repealed upon enactment of this resolution.

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

PRESENTED AND PASSED this 23rd day of June, 2025.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 23rd day of June, 2025.

Malynda H. Wenzl, Mayor



INVESTMENT POLICY

DATE ADOPTED:
Original August 22, 2022
Re-adopted June 23, 2025

CITY OF FOREST GROVE
PO Box 326
1924 Council Street
Forest Grove, Oregon 97116
(503) 992-3200

Table of Contents

1. Purpose	3
2. Governing Authority	3
3. Scope.....	3
4. General Objectives	3
5. Standards of Care.....	4
6. Transaction Counterparties	6
7. Administration and Operations	10
8. Authorized and Suitable Investments	11
9. Investment Parameters.....	14
10. Investment of Proceeds from Debt Issuance	16
11. Investment of Reserve or Capital Improvements.....	16
12. Guideline Measurement and Adherence	17
13. Reporting and Disclosure	17
14. Policy Maintenance and Considerations.....	18
15. Glossary of Terms	19

CITY OF FOREST GROVE INVESTMENT POLICY

1. Purpose

This Investment Policy defines the parameters within which funds are to be invested by the City of Forest Grove (hereafter, "City"). This policy also formalizes the framework, pursuant to ORS 294.135, for the City's investment activities to ensure effective and judicious management of funds within the scope of this policy.

These guidelines are intended to be broad enough to allow designated investment staff to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets

2. Governing Authority

The City's investment program shall be operated in conformance with Oregon Revised Statutes and applicable federal law. Specifically, this investment policy is written in conformance with ORS 294.035; 294.040; 294.052; 294.135; 294.145; and 294.810. All funds within the scope of this policy are subject to laws established by the state of Oregon. Any revisions or extensions of these sections of the ORS shall be assumed to be part of this Investment Policy immediately upon being enacted.

3. Scope

This policy applies to all cash related assets included within the scope of the City of Forest Grove's audited financial statements and held directly by the City. The City pools funds to provide for a more efficient investment program. Funds held in trust for the pension portfolios and deferred compensation funds for the employees of the City, which have separate rules, are excluded from these policies. In addition, funds held by trustees or fiscal agents are excluded from these policies, however all funds are subject to Oregon Law. The amount of funds falling within the scope of this policy over the next three years is expected to range between \$30 million and \$80 million.

4. General Objectives

The primary objectives, in order of priority, of the City's investment activities are as follows:

4.1 Preservation of Invested Capital: The City's investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal is to mitigate credit risk and interest rate risk. In investing public funds, the City will not assume unreasonable investment risk to obtain current investment income.

4.2 Liquidity: The City's investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating requirements. Furthermore, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio also may be placed in the Oregon Short Term Fund which offers next-day liquidity. Where possible and prudent, the portfolio should be structured so that investments mature concurrent with anticipated demands.

4. General Objectives, continued

4.3 Return: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into consideration the safety and liquidity needs of the portfolio. Although return consists of both principal return (gains and losses due to market value fluctuations) and income return (yield), this policy discourages active trading and turnover of investments. Investments should generally be held to maturity.

5. Standards of Care

5.1 Prudence: The standard of prudence to be used by the investment officer in the context of managing financial resources shall be the prudent investor rule, which states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probably safety of their capital as well as the probable income to be derived."

The investment officer and staff, acting in accordance with this policy and exercising due diligence, will not be held personally responsible for a specific security's credit risk, market price changes, or loss of principal if securities are liquidated prior to maturity provided that these deviations and losses are reported as soon as practical action is taken to control these adverse developments.

5.2 Ethics and Conflicts of Interest: Officers and employees involved in the investment process shall refrain from personal business activity that may conflict with the proper execution of the investment program, or may impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to City Administrator any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any personal financial/investment positions that could be related to the performance of City's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the City, particularly with regard to the timing of purchases and sales.

5. Standards of Care, continued

5.3 Delegation of Authority and Responsibilities:

- i. **Governing Body:** The City Council will retain ultimate fiduciary responsibility for invested funds. The governing body will receive reports, pursuant to, and with sufficient detail to comply with ORS 294.085 and 294.155.
- ii. **Delegation of Authority:** Authority to manage investments within the scope of this policy and operate the investment program in accordance with written procedures and internal controls is granted to the Assistant City Manager/Finance Director under review of the City Manager, or his/her designee (herein after referred to as Investment Officer), and derived from the following: ORS 294.035 to 294.053, 294.125 to 294.145, and 294.810.

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer. The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. No officer or designee may engage in an investment transaction except as provided under the terms of this policy and supporting procedures.

- iii. **Investment Committee:** The City Council may seek to establish an investment committee to provide guidance to the Investment Officer(s) and monitor investment policy compliance.
- iv. **Investment Advisor:** The Investment Officer may engage the services of one or more external investment managers to assist in the management of The City investment portfolio in a manner consistent with this investment policy. Investment advisors may be hired on a non-discretionary basis. If The City hires an investment advisor to provide investment management services, the advisor is authorized to transact with its direct dealer relationships on behalf of the City.

6. Transaction Counterparties

6.1 Broker/Dealers: The Investment Officer shall determine which broker/dealer firms and registered representatives are authorized for the purposes of investing funds within the scope of this investment policy. A list will be maintained of approved broker/dealer firms and affiliated registered representatives.

The following minimum criteria must be met prior to authorizing investment transactions. The Investment Officer may impose more stringent criteria.

- i. Broker/Dealer firms must meet the following minimum criteria:
 - a. Be registered with the Securities and Exchange Commission (SEC)
 - b. Be registered with the Financial Industry Regulatory Authority (FINRA)
 - c. Provide most recent audited financials
 - d. Provide FINRA Focus Report filings
- ii. Approved broker/dealer employees who execute transactions with The City must meet the following minimum criteria:
 - a. Be a registered representative with the Financial Industry Regulatory Authority (FINRA);
 - b. Be licensed by the state of Oregon;
 - c. Provide certification (in writing) of having read, understood, and agreed to comply with the most current version of this investment policy.
- iii. The Investment Officer may want to establish policy for engaging broker/dealer firms and registered representatives that are more restrictive than stated in this policy. Additional requisites or due diligence items may include:
 - a. Positive references from at least three other local government clients.
 - b. As part of the periodic due diligence review, inquiries with other local government clients with regard to their recent experiences with broker/dealer firms or registered representatives and any change in relationship status.
 - c. Requirement that approved registered representatives provide notification within 30 days of any formal investigations or disciplinary actions initiated by federal or state regulators.
 - d. Requirement that prospective registered representatives have an established history of advising local governments with similar amounts of assets under management.

6. Transaction Counterparties, continued

6.1 Broker/Dealers: continued

- iv. Periodic (at least annual) review of all authorized broker/dealers and their respective authorized registered representatives will be conducted by the Investment Officer. Factors to consider would be:
 - a. Pending investigations by securities regulators
 - b. Significant changes in net capital
 - c. Pending customer arbitration cases
 - d. Regulatory enforcement actions
- v. The Investment Officer shall maintain and review annually a list of all authorized financial institutions and broker/dealers that are approved to transact with The City for investment purposes.

The Investment Officer or designee may utilize the investment advisor's approved broker/dealer list in lieu of The City's own approved list. The advisor must submit the approved list to The City annually and provide updates throughout the year as they occur. The advisor must maintain documentation of appropriate license and professional credentials of broker/dealers on the list. The annual investment advisor broker/dealer review procedures should include:

- a. FINRA Certification check
 - Firm Profile
 - Firm History
 - Firm Operations
 - Disclosures of Arbitration Awards, Disciplinary and Regulatory Events
 - State Registration Verification
- b. Financial review of acceptable FINRA capital requirements or letter of credit for clearing settlements.

The advisors must provide The City with any changes to the list prior to transacting on behalf of The City.

The advisor may be authorized through the contracted agreement to open accounts on behalf of The City with the broker/dealers on the approved list. The City will receive documentation directly from the brokers for account verification and regulatory requirements.

6. Transaction Counterparties, continued

6.2 Investment Advisors: A list will be maintained of approved advisors selected by conducting a process of due diligence.

- i. The following items are required for all approved Investment Advisors:
 - a. The investment advisor firm must be registered with the Securities and Exchange Commission (SEC) or licensed by the state of Oregon (Note: Investment advisor firms with assets under management > \$100 million must be registered with the SEC, otherwise the firm must be licensed by the state of Oregon).
 - b. All investment advisor firm representatives conducting investment transactions on behalf of The City must be registered representatives with FINRA.
 - c. All investment advisor firm representatives conducting investment transactions on behalf of The City must be licensed by the state of Oregon.
 - d. Certification, by all of the advisor representatives conducting investment transactions on behalf of this entity, of having read, understood and agreed to comply with this investment policy.
- ii. A periodic (at least annual) review of all authorized investment advisors under contract will be conducted by the Investment Officer to determine their continued eligibility within the portfolio guidelines. The investment Advisor must notify The City immediately if any of the following issues arise while serving under a The City contract:
 - a. Pending investigations by securities regulators.
 - b. Significant changes in net capital.
 - c. Pending customer arbitration cases.
 - d. Regulatory enforcement actions.

6.3 Depositories: All financial institutions who desire to become depositories must be qualified Oregon Depositories pursuant to ORS Chapter 295.

6. Transaction Counterparties, continued

6.4 Competitive Transactions:

- i. The Investment Officer shall obtain and document competitive bid information on all investments purchased or sold in the secondary market. Competitive bids or offers should be obtained, when possible, from at least three separate brokers/financial institutions or through the use of a nationally recognized trading platform.
- ii. In the instance of a security for which there is no readily available competitive bid or offering on the same specific issue, then the Investment Officer shall document quotations for comparable or alternative securities.
- iii. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities as the same original issue price. However, the Investment Officer is encouraged to document quotations on comparable securities.
- iv. If an investment advisor provides investment management services, the advisor must retain documentation of competitive pricing execution on each transaction and provide upon request.

7. Administration and Operations

7.1 Delivery vs. Payment: All trades of marketable securities will be executed (cleared and settled) by delivery vs. payment (DVP) to ensure that securities are deposited in The City safekeeping institution prior to the release of funds.

7.2 Third Party Safekeeping: Securities will be held by an independent third-party safekeeping institution selected by the City. All securities will be evidenced by safekeeping receipts in the City of Forest Grove's name. Upon request, the safekeeping institution shall make available a copy of its Statement on Standards for Attestation Engagements (SSAE) No. 16.

7.3 Internal Controls: The Investment officer and City Council are jointly responsible for establishing and maintaining an adequate internal control structure designed to reasonably assure that invested funds are invested within the parameters of this Investment policy and, protected from loss, theft or misuse. Specifics for the internal controls shall be documented in writing. The established control structure shall be reviewed and updated periodically by the Investment Officer.

The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management.

The internal controls shall address the following points at a minimum:

- i. Compliance with Investment Policy
- ii. Control of collusion
- iii. Separation of transaction authority from accounting and record keeping
- iv. Custodial safekeeping
- v. Avoidance of physical delivery of securities whenever possible and address control requirements for physical delivery where necessary
- vi. Clear delegation of authority to subordinate staff members
- vii. Confirmation of transactions for investments and wire transfers in written or digitally verifiable electronic form
- viii. Dual authorizations of wire and automated clearing house (ACH) transfers
- ix. Staff training
- x. Review, maintenance and monitoring of security procedures both manual and automated

7.4 External Auditor: An external auditor shall provide an annual independent review to assure compliance with Oregon state law and City of Forest Grove policies and procedures.

7.5 Accounting Method: The City shall comply with all required legal provisions and Generally Accepted Accounting Principles (GAAP). The accounting principles are those contained in the pronouncements of authoritative bodies including, but not necessarily limited to, the Governmental Accounting Standards Board (GASB), the Financial Accounting Standards Board (FASB), the American Institute of Certified Public Accountants (AICPA), and the Securities and Exchange Commission (SEC).

8. Authorized and Suitable Investments

8.1 Permitted Investments: All investments of the City shall be made in accordance with Oregon Revised Statutes: ORS 294.035 (*Investment of surplus funds of political subdivisions; approved investments*), ORS 294.040 (*Restriction on investments under ORS 294.035*), ORS 294.135 (*Investment maturity dates*), ORS 294.145 (*Prohibited conduct for custodial officer including not committing to invest funds or sell securities more than 14 business days prior to the anticipated date of settlement*), and ORS 294.805 to 294.895 (*Local Government Investment Pool*). If additional types of securities are considered for investment, per Oregon state statute they will not be eligible for investment until this Policy has been amended and the amended version adopted by the City Council. Minimum credit ratings and percentage limitations apply to the time of purchase.

8.2 Suitable Investments:

The following lists allowable investment types:

US Treasury Obligations: Direct obligations of the United States Treasury whose payment is guaranteed by the United States. [ORS Section 294.035(3)(a)]

US Agency Obligations: Federal agency and instrumentalities of the United States or enterprises sponsored by the United States Government (GSE) and whose payment is guaranteed by the United States, the agencies and instrumentalities of the United States or enterprises sponsored by the United States Government. [ORS Section 294.035(3)(a)]

Municipal Debt: Lawfully issued debt obligations of the States of Oregon, California, Idaho and Washington and political subdivisions of those states if the obligations have a long-term rating on the settlement date of AA- or better by S&P or Aa3 or better by Moody's or equivalent rating by any nationally recognized statistical rating organization, or are rated on the settlement date in the highest category for short-term municipal debt by a nationally recognized statistical rating organization. [ORS Section 294.035(3)(c)]

Corporate Indebtedness: Corporate indebtedness subject to a valid registration statement on file with the Securities and Exchange Commission or issued under the authority of section 3(a)(2) or 3(a)(3) of the Securities Act of 1933. Corporate indebtedness must be rated on the settlement date AA- or better by S&P or Aa3 or better by Moody's or equivalent rating by any nationally recognized statistical rating organization. [ORS Section 294.035(3)(i)]

Commercial Paper: Corporate indebtedness subject to a valid registration statement on file with the Securities and Exchange Commission or issued under the authority of section 3(a)(2) or 3(a)(3) of the Securities Act of 1933, as amended. Commercial Paper must be rated A1 by Standard and Poor's or P1 by Moody's or equivalent rating by any nationally recognized statistical rating organization. Issuer constraints for commercial paper combined with corporate notes will be limited by statute to 5% of market value per issuer. [ORS Section 294.035(3)(i)]

8. Authorized and Suitable Investments, continued

8.2 Suitable Investments:

Certificates of Deposit: Certificates of deposit in insured institutions as defined in ORS 706.008, in credit unions as defined in ORS Section 723.006 or in federal credit unions, if the institution or credit union maintains a head office or a branch in this state [ORS Section 294.035(3)(d)].

Bank Time Deposit/Savings Accounts: Time deposit open accounts or savings accounts in insured institutions as defined in ORS Section 706.008, in credit unions as defined in ORS Section 723.006 or in federal credit unions, if the institution or credit union maintains a head office or a branch in this state [ORS Section 294.035(3)(d)(e)].

Bankers' Acceptances: A short-term credit investment created by a non-financial firm and guaranteed by a qualified financial institution whose short-term letter of credit rating is rated in the highest category without any refinement or gradation by one or more nationally recognized statistical rating organization. For the purposes of this paragraph, "qualified financial institution" means: (i) A financial institution that is located and licensed to do banking business in the State of Oregon; or (ii) A financial institution that is wholly owned by a financial holding company or a bank holding company that owns a financial institution that is located and licensed to do banking business in the State of Oregon. [ORS 294.035(3)(h)]

Local Government Investment Pool: State Treasurer's local short-term investment fund up to the statutory limit per ORS Section 294.810.

8.3 Collateralization: Time deposit open accounts, Certificates of Deposit and savings accounts shall be collateralized through the state collateral pool for any excess over the amount insured by an agency of the United States government in accordance with ORS 295.018. All depositories must be on the State of Oregon's qualified list. Additional collateral requirements may be required if the Investment Officer deems increased collateral is beneficial to the protection of the monies under The City's management.

8.4 Approval of Permitted Investments: If additional types of securities are considered for investment, per Oregon state statute they will not be eligible for investment until this Policy has been amended and the amended version adopted by the City.

8. Authorized and Suitable Investments, continued

8.5 Prohibited Investments:

- i. The City shall not invest in “144A” private placement securities, this includes commercial paper privately placed under section 4(a)(2) of the Securities Act of 1933.
- ii. The City shall not lend securities nor directly participate in a securities lending or reverse repurchase program.
- iii. The City shall not purchase mortgage-backed securities.
- iv. The City shall not purchase, per ORS 294.040, any bonds of issuers listed in ORS 294.035(3)(a) to (c) that have a prior default history.
- v. No commitment to buy or sell securities may be made more than 14 days prior to the anticipated settlement date.

9. Investment Parameters

9.1 Credit Risk

- i. Diversification: It is the policy of The City to diversify its investments. Where appropriate, exposures will be limited by security type; maturity; issuance, issuer, and security type. Allowed security types and Investment exposure limitations are detailed in the table below.
- ii. Credit Ratings: Investments must have a rating from at least one of the following nationally recognized statistical ratings organizations (NRSRO): Moody's Investors Service; Standard & Poor's; and Fitch Ratings Service as detailed in the table below. Ratings used to apply the guidelines below should be investment level ratings and not issuer level ratings.
- iii. The minimum weighted average credit rating of the portfolio's rated investments shall be AA-/Aa3/AA- by Standard & Poor's; Moody's Investors Service; and Fitch Ratings Service respectively.
- iv. Diversification and Credit Exposure Constraints: The following table limits exposures among investments permitted by this policy.

Total Portfolio Diversification Constraints

Issue Type	Maximum % Holdings	Maximum % per Issuer	Ratings S&P, Moody's, or Equivalent NRSRO	Maximum Maturity
US Treasury Obligations	100%	None	N/A	5.25 years
US Agency Obligations	100%	35%	N/A	5.25 years
Municipal Bonds (OR, CA, ID, WA)	25%	5%	AA- / Aa3 Short Term*	5.25 years
Corporate Notes	35%**	5%***	AA- / Aa3	5.25 years
Commercial Paper			A1 / P1	270 days
Bank Time Deposits/Savings	20%	None	Oregon Public Depository	N/A
Certificates of Deposit	10%	5%	Oregon Public Depository	5.25 years
Banker's Acceptance	10%	5%	A1 / P1	180 days
Oregon Short Term Fund	Maximum allowed per ORS 294.810	None	N/A	N/A

*Short Term Ratings: Moody's - P1/MIG1/VMIG1. S&P - A-1/SP-1, Fitch F1

**35% maximum combined corporate and commercial paper per ORS.

***Issuer constraints apply to the combined issues in corporate and commercial paper holdings.

9. Investment Parameters, continued

9.2 Investment Maturity: The City will not directly invest in securities maturing more than five and a quarter (5.25) years* from the date of purchase.

- i. The maximum weighted maturity of the total portfolio shall not exceed 2.5 years. This maximum is established to limit the portfolio to excessive price change exposure.
- ii. Liquidity funds will be held in the state pool or in bank money market instruments. Liquidity funds shall, at a minimum represent 2 months budgeted outflows.
- iii. Core funds will be defined as the funds in excess of liquidity requirements. The investments in this portion of the portfolio will have maturities between 1 day and 5.25 years and will only be invested in high quality and liquid securities.

Total Portfolio Maturity Constraints

Maturity Constraints	Minimum % of Total Portfolio
Under 30 days	10%
Under 1 year	25%
Under 5.25 years	100%
Maturity Constraints	Maximum of Total Portfolio in Years
Weighted Average Maturity	2.5 years
Security Structure Constraint	Maximum % of Total Portfolio
Callable Agency Securities	25%

*Exception to 5.25 year maturity maximum: Reserve or Capital Improvement Project monies may be invested in securities exceeding five and a quarter (5.25) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.

10. Investment of Proceeds from Debt Issuance

Investments of bond proceeds are restricted under bond covenants that may be more restrictive than the investment parameters included in this policy. The investments will be made in a manner to match cash flow expectations based on managed disbursement schedules.

Liquidity for bond proceeds will be managed through the OSTF Pool or Bank deposit balances.

Funds from bond proceeds and amounts held in a bond payment reserve or proceeds fund may be invested pursuant to ORS 294.052. Investments of bond proceeds are typically not invested for resale and maturity matched with expected outflows.

Information will be maintained for arbitrage rebate calculations.

11. Investment of Reserve or Capital Improvements

Pursuant to ORS 294.135(1)(b), reserve or capital Improvement project monies may be invested in securities with a maturity of 5.25 years at the maximum when the funds in question are being accumulated for an anticipated use that will occur more than 18 months after the funds are invested, then, upon the approval of the governing body of the county, municipality, school district or other political subdivision, the maturity of the investment or investments made with the funds may occur when the funds are expected to be used. Reserve or Capital Improvement Project monies may be invested in securities exceeding 5.25 years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.

12. Guideline Measurement and Adherence

12.1 Guideline Measurement: Guideline measurements will use market value of investments.

12.2 Guideline Compliance:

- i. If the portfolio falls outside of compliance with adopted investment policy guidelines or is being managed inconsistently with this policy, the Investment Officer shall bring the portfolio back into compliance in a prudent manner and as soon as prudently feasible.
- ii. Violations of portfolio guidelines as a result of transactions; actions to bring the portfolio back into compliance and; reasoning for actions taken to bring the portfolio back into compliance shall be documented and reported to the City Council.
- iii. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

13. Reporting and Disclosure

13.1 Compliance: The Investment Officer shall prepare a report at least quarterly that allows the City Council to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the investment oversight body. The report will include, at a minimum, the following:

- i. A listing of all investments held during the reporting period showing: par/face value; accounting book value; market value; type of investment; issuer; credit ratings; and yield to maturity (yield to worst if callable).
- ii. Average maturity of the portfolio at period-end
- iii. Maturity distribution of the portfolio at period-end
- iv. Average portfolio credit quality of the portfolio at period-end
- v. Average weighted yield to maturity (yield to worst if callable investments are allowed) of the portfolio
- vi. Distribution by type of investment
- vii. Transactions since last report
- viii. Violations of portfolio guidelines or non-compliance issues that occurred during the prior period or that are outstanding. This report should also note actions (taken or planned) to bring the portfolio back into compliance.

13. Reporting and Disclosure, continued

13.2 Performance Standards/Evaluation:

- i. The City yields will be compared to the OST Pool rates.
- ii. The portfolio will be invested into a predetermined structure that will be measured against a selected benchmark portfolio. The structure will be based upon a chosen minimum and maximum effective duration and will have the objective to achieve market rates of returns over long investment horizons. The purpose of the benchmark is to appropriately manage the risk in the portfolio given interest rate cycles. The core portfolio is expected to provide similar returns to the benchmark over interest rate cycles but may underperform or outperform in certain periods. The portfolio will be positioned to first protect principal and then achieve market rates of return. The benchmark used will be a 0-3 year or 0-5 year standard market index and comparisons will be calculated monthly and reported quarterly.
- iii. When comparing the performance of the City's portfolio, all fees and expenses involved with managing the portfolio shall be included in the computation of the portfolio's rate of return.
- iv. The mark to market pricing will be calculated monthly and be provided in a monthly report.

13.3 Audits: Management shall establish an annual process of independent review by the external auditor to assure compliance with internal controls. Such audit will include tests deemed appropriate by the auditor.

14. Policy Maintenance and Considerations

14.1 Review: The investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.

The annual report should also serve as a venue to suggest policies and improvements to the investment program, and shall include an investment plan for the coming year.

14.2 Exemptions: Any investment held prior to the adoption of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested as provided by this policy.

14.3 Policy Adoption and Amendments: This Investment Policy and any modifications to this policy must be formally approved in writing by the City Council. Regardless of whether this policy is submitted to the OSTF Board for comment, this policy shall be re-submitted not less than annually to the City Council for approval.

15. Glossary of Terms

Accrued Interest: The interest accumulated on a security since the issue date or since the last coupon payment. The buyer of the security pays the market price plus accrued interest.

Agency Securities: Government sponsored enterprises of the US Government.

Basis Point: One-hundredth of 1 percent. One hundred basis points equals 1 percent.

Bond: An interest-bearing security issued by a corporation, government, governmental agency, or other body. It is a form of debt with an interest rate, maturity, and face value, and it is usually secured by specific assets. Most bonds have a maturity of greater than one year and generally pay interest semiannually. See Debenture.

Bond Discount: The difference between a bond's face value and a selling price, when the selling price is lower than the face value.

Broker: An intermediary who brings buyers and sellers together and handles their orders, generally charging a commission for this service. In contrast to a principal or a dealer, the broker does not own or take a position in securities.

Call: An option to buy a specific asset at a certain price within a certain period of time.

Callable: A bond or preferred stock that may be redeemed by the issuer before maturity for a call price specified at the time of issuance.

Call Date: The date before maturity on which a bond may be redeemed at the option of the issuer.

Collateral: Securities or other property that a borrower pledges as security for the repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Commercial Paper: Short-term, unsecured, negotiable promissory notes issued by businesses.

Commission: Broker's or agent's fee for purchasing or selling securities for a client.

Core Fund: Core funds are defined as operating fund balance which exceeds the City's daily liquidity needs. Core funds are invested out the yield curve to diversify maturity structure in the overall portfolio. Having longer term investments in a portfolio will stabilize the overall portfolio interest earnings over interest rate cycles.

Coupon Rate: The annual rate of interest that the issuer of a bond promises to pay to the holder of the bond.

Coupon Yield: The annual interest rate of a bond divided by the bond's face value and stated as a percentage. This usually is not equal to the bond's current yield or its yield to maturity.

Current Maturity: The amount of time left until an obligation matures. For example, a one-year bill issued nine months ago has a current maturity of three months.

Current Yield: The coupon payments on a security as a percentage of the security's market price. In many instances the price should be gross of accrued interest, particularly on instruments where no coupon is left to be paid until maturity.

CUSIP: The Committee on Uniform Security Identification Procedures, which was established under the auspices of the American Bankers Association to develop a uniform method of identifying municipal, U.S. government, and corporate securities.

Dealer: An individual or firm that ordinarily acts as a principal in security transactions. Typically, dealers buy for their own account and sell to a customer from their inventory. The dealer's profit is determined by the difference between the price paid and the price received.

15. Glossary of Terms, continued

Delivery: Either of two methods of delivering securities: delivery vs. payment and delivery vs. receipt (also called “free”). Delivery vs. payment is delivery of securities with an exchange of money for the securities. Delivery vs. receipt is delivery of securities with an exchange of a signed receipt for the securities.

Discount: The reduction in the price of a security; the difference between its selling price and its face value at maturity. A security may sell below face value in return of such things as prompt payment and quantity purchase. “At a discount” refers to a security selling at less than the face value, as opposed to “at a premium” when it sells for more than the face value.

Fannie Mae: Trade name for Federal National Mortgage Association (FNMA).

Freddie Mac: Trade name for Federal Home Loan Mortgage Corporation (FHLMC).

Full Faith and Credit: Indicator that the unconditional guarantee of the United States government backs the repayment of a debt.

General Obligation Bonds (GOs): Bonds secured by the pledge of the municipal issuer’s full faith and credit, which usually includes unlimited taxing power.

Government Bonds: Securities issued by the federal government; they are obligations of the U.S. Treasury; also known as “governments.”

Interest: Compensation paid or to be paid for the use of money. The rate of interest is generally expressed as an annual percentage.

Interest Rate: The interest payable each year on borrowed funds, expressed as a percentage of the principal.

Investment Portfolio: A collection of securities held by a bank, individual, institution, or government agency for investment purposes.

Investment Securities: Securities purchased for an investment portfolio, as opposed to those purchased for resale to customers.

Investor: A person who purchases securities with the intention of holding them to make a profit.

Liquidity: The ease at which a security can be bought or sold (converted to cash) in the market. A large number of buyers and sellers and a high volume of trading activity are important components of liquidity.

Liquidity Component: A percentage of the total portfolio that is dedicated to providing liquidity needs for the CITY.

Mark to Market: Adjustment of an account or portfolio to reflect actual market price rather than book price, purchase price or some other valuation.

Municipals: Securities, usually bonds, issued by a state or its agencies. The interest on “munis” is usually exempt from federal income taxes and state and local income taxes in the state of issuance. Municipal securities may or may not be backed by the issuing agency’s taxation powers.

National Association of Securities Dealers (NASD): A self-regulatory organization that regulates the over-the-counter market.

Par Value: The value of a security expressed as a specific dollar amount marked on the face of the security or the amount of money due at maturity. Par value should not be confused with market value.

Portfolio: A collection of securities held by an individual or institution.

Prudent Man Rule: A long-standing common-law rule that requires a trustee who is investing for another to behave in the same way as a prudent individual of reasonable discretion and intelligence who is seeking a reasonable income and preservation of capital.

15. Glossary of Terms, continued

Quotation or Quote: The highest bid to buy or the lowest offer to sell a security in any market at a particular time. See Bid and Asked.

Spread: The difference between two figures or percentages. For example, the difference between the bid and asked prices of a quote or between the amount paid when a security is bought and the amount received when it is sold.

Trade Date: The date when a security transaction is executed.

Trader: Someone who buys and sells securities for a personal account or a firm's account for the purpose of short-term profit.

Trading Market: The secondary market for bonds that have already been issued. See Secondary Market.

Treasury Bill (T-Bill): An obligation of the U.S. government with a maturity of one year or less. T-bills bear no interest but are sold at a discount.

Treasury Bonds and Notes: Obligations of the U.S. government that bear interest. Notes have maturities of one to ten years; bonds have longer maturities.

Yield: The annual rate of return on an investment, expressed as a percentage of the investment. Income yield is obtained by dividing the current dollar income by the current market price for the security. Net yield, or yield to maturity, is the current income yield minus any premium above par or plus any discount from par in the purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

Yield to Maturity: The average annual yield on a security, assuming it is held to maturity; equals to the rate at which all principal and interest payments would be discounted to produce a present value equal to the purchase price of the bond.

Ratings Table – Long-Term

Three Highest Rating Categories	S&P	Moody's	Fitch	Definition
	AAA	Aaa	AAA	Highest credit quality
	AA+, AA, AA-	Aa1, Aa2, Aa3	AA+, AA, AA-	Very high credit quality
	A+, A, A-	A1, A2, A3	A+, A, A-	High credit quality
	BBB+, BBB, BBB-	Baa1, Baa2, Baa3	BBB+, BBB, BBB-	Good credit quality
	BB+, BB, BB-	Ba1, Ba2, Ba3	BB+, BB, BB-	Non-investment grade

Ratings Table – Short-Term

Highest Rating Category	S&P	Moody's	Fitch	Definition
	A1+, A1	P1+, P1	F1+, F1	Highest credit quality
	Municipal Commercial Paper			
	A-1, A-1+, SP-1+, SP-1	P1, MIG1, VMIG1	F1+, F1	Highest credit quality



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Brenda Camilli, Human Resources Director*

MEETING DATE: *June 23, 2025*

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

SUBJECT TITLE: *Resolutions 2025-41 and 2025-42 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 April 14, 2025 and May 12, 2025, 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 2024-28: Effective July 1, 2024 through June 30, 2025 the salary was \$16,264.00/monthly; \$195,168.00/annually (4% increase + 4% cost of living adjustment) and Vehicle Allowance: \$307.17/monthly; \$3,686.00/annually (4% increase).

A market study of city manager compensation of 12 peer cities showed Forest Grove's City Manager to be approximately 9.79% below the market median. The City's compensation policy adopted by City Council in the Employee Handbook is to pay City positions within +/- 5% of the market median. Of the 12 cities surveyed, 11 provide a deferred compensation (457 Plan) contribution for the city manager position ranging from 3.0%-10.0% and this was included in the compensation study noted above. The City of Forest Grove does not currently have this benefit.

Staff has put together some potential options for Council's consideration below (**Note: the last column shows how the sample pay increases would impact current market position but does not take into account pay increases that may be received by peers July 1, 2025**):

					Jan. 2025
					Adjusted
		Annual	Monthly	Annual	Market
	COLA/ Def Comp	Base Salary	Base Salary	Def Comp	Position
Current		\$195,168	\$16,264	0	-10.35
	3%/ 0%	\$201,023	\$16,752	0	-7.18
	3%/ 3%	\$201,023	\$16,752	\$6,031	-4.32
	3%/ 4%	\$201,023	\$16,752	\$8,041	-3.40
	3%/ 5%	\$201,023	\$16,752	\$10,051	-2.49
	4%/ 0%	\$202,975	\$16,915	0	-6.18
	4%/ 3%	\$202,975	\$16,915	\$6,089	-3.34
	4%/ 4%	\$202,975	\$16,915	\$8,119	-2.43
	4%/ 5%	\$202,975	\$16,915	\$10,149	-1.53
	5%/ 0%	\$204,926	\$17,077	0	-5.2
	5%/ 5%	\$204,926	\$17,077	\$10,246	-0.59

Does not meet City's compensation policy

RECOMMENDATION

The City Council shall take such action as it deems appropriate. Resolution 2025-42 requires setting the compensation (in the blanks provided) as part of the motion to approve.

If the City Council wishes to add a deferred compensation plan contribution, a motion will need to be made to add a section to the Resolution to that effect. Staff has drafted the below language for consideration in such an instance. The Council may move to include this language as drafted, along with the decided percentage amount and requisite renumbering of the succeeding section.

Section 3. The City Manager shall receive an annual deferred compensation plan contribution, effective July 1, 2025, at the rate of ____ % of base compensation.

ATTACHMENTS

- Resolution No. 2025-41 Accepting City Manager's Performance Review
- Resolution No. 2025-42 Authorizing Compensation for the City Manager for FY 2025-26

RESOLUTION NO. 2025-41

**RESOLUTION OF THE CITY COUNCIL ACCEPTING
THE 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 April 14 and May 12, 2025.

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

Section 1. The City Council hereby accepts City Manager Performance Review dated May 27, 2025.

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

PRESENTED AND PASSED this 23rd day of June, 2025.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 23rd day of June, 2025.

Malynda H. Wenzl, Mayor



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Brenda Camilli, Human Resources Director

MEETING DATE: June 23, 2025

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

SUBJECT TITLE: Resolutions 2025-41 and 2025-42 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 April 14, 2025 and May 12, 2025, 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 2024-28: Effective July 1, 2024 through June 30, 2025 the salary was \$16,264.00/monthly; \$195,168.00/annually (4% increase + 4% cost of living adjustment) and Vehicle Allowance: \$307.17/monthly; \$3,686.00/annually (4% increase).

A market study of city manager compensation of 12 peer cities showed Forest Grove's City Manager to be approximately 9.79% below the market median. The City's compensation policy adopted by City Council in the Employee Handbook is to pay City positions within +/- 5% of the market median. Of the 12 cities surveyed, 11 provide a deferred compensation (457 Plan) contribution for the city manager position ranging from 3.0%-10.0% and this was included in the compensation study noted above. The City of Forest Grove does not currently have this benefit.

Staff has put together some potential options for Council's consideration below (**Note: the last column shows how the sample pay increases would impact current market position but does not take into account pay increases that may be received by peers July 1, 2025**):

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	5%/ 5%	\$204,926	\$17,077	\$10,246	-0.59

Does not meet City's compensation policy

RECOMMENDATION

The City Council shall take such action as it deems appropriate. Resolution 2025-42 requires setting the compensation (in the blanks provided) as part of the motion to approve.

If the City Council wishes to add a deferred compensation plan contribution, a motion will need to be made to add a section to the Resolution to that effect. Staff has drafted the below language for consideration in such an instance. The Council may move to include this language as drafted, along with the decided percentage amount and requisite renumbering of the succeeding section.

Section 3. The City Manager shall receive an annual deferred compensation plan contribution, effective July 1, 2025, at the rate of ____ % of base compensation.

ATTACHMENTS

- Resolution No. 2025-41 Accepting City Manager's Performance Review
- Resolution No. 2025-42 Authorizing Compensation for the City Manager for FY 2025-26

RESOLUTION NO. 2025-42

**RESOLUTION AUTHORIZING COMPENSATION FOR
THE CITY MANAGER FOR FISCAL YEAR 2025-26**

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 April 14 and May 12, 2025; and

WHEREAS, the City Council shall set by resolution the City Manager’s base salary upon conclusion of the performance review, accepted in Resolution No. 2025-41, in accordance with Sections 5 and 6 of the City Manager’s Employment Agreement; 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.

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

Section 1. The City Manager’s base salary shall be as follows, effective July 1, 2025, through June 30, 2026: \$ _____ per month; \$ _____ annually.

Section 2. 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, 2025, through June 30, 2026: \$ _____ per month; \$ _____ annually.

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

PRESENTED AND PASSED this 23rd day of June, 2025.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 23rd day of June, 2025.

Malynda H. Wenzl, Mayor