



*A place where families and businesses thrive.*

## CITY COUNCIL MEETING AGENDA

**MONDAY, JUNE 25, 2018**

5:30 PM –Executive Session (City Manager Evaluation)  
6:00 PM – Work Session (Transient Lodging Tax)  
7:00 PM – City Council Regular Meeting  
9:20 PM – Urban Renewal Agency Meeting

Community Auditorium  
1915 Main Street  
Forest Grove, OR 97116

Forest Grove City Council Meetings are televised live by Tualatin Valley Community Television (TVCTV) Government Access Programming, Ch 30. To obtain the programming schedule, please contact TVCTV at 503.629.8534 or visit <http://www.tvctv.org/government-programming/government-meetings/forest-grove>.

### PETER B. TRUAX, MAYOR

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

Elena Uhing  
Adolph “Val” Valfre, Jr.  
Malynda H. Wenzl

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

➔ Public Hearings – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

➔ Citizen Communications – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder, [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov), 503-992-3235.

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

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| Mayor Peter Truax                                                                                                                                                         | <b><u>5:30</u></b> | <p><b><u>EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.</u></b> Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.</p> <p><b>The City Council will convene in the Community Auditorium – Conference Room to hold the following executive session(s):</b></p> <p><b>In accordance with <u>ORS 192.660(2)(i)</u> to review and evaluate the employment-related performance of the City Manager.</b></p> |
| (PowerPoint Presentation)<br>Jeff King, Economic Development Manager<br>Paul Downey, Administrative Services Director<br>Jesse VanderZanden, City Manager                 | <b><u>6:00</u></b> | <p><b><u>WORK SESSION: TRANSIENT LODGING TAX (TLT)</u></b></p> <p>The City Council will convene in the Community Auditorium – Conference Room to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).</p>                                                                                                                                                                                                                                                                                                                                                                                        |
| Michael Kinkade, Fire Chief                                                                                                                                               | <b><u>7:00</u></b> | <ol style="list-style-type: none"><li>1. <b><u>REGULAR MEETING:</u></b> Roll Call and Pledge of Allegiance</li><li>1. A. <b><u>SWEARING-IN CEREMONY</u></b><ul style="list-style-type: none"><li>• <i>Peter Smith, Firefighter</i></li></ul></li><li>2. <b><u>CITIZEN COMMUNICATIONS:</u></b> Anyone wishing to speak to Council on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you.</li><li>3. <b><u>CONSENT AGENDA:</u></b> See Page 5</li><li>4. <b><u>ADDITIONS/DELETIONS:</u></b></li><li>5. <b><u>PRESENTATIONS:</u></b></li></ol>                               |
| (PowerPoint Presentation)<br>James Reitz, Senior Planner<br>Bryan Pohl, Community Development Director<br>Rob Foster, Public Works Director<br>J. F. Schutz, Police Chief | 7:15               | <ol style="list-style-type: none"><li>5. A. <ul style="list-style-type: none"><li>• <i>On-Street Parking Zones</i></li></ul></li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| (PowerPoint Presentation)<br>Dan Riordan, Senior Planner<br>Bryan Pohl, Community Development Director<br>Jesse VanderZanden, City Manager                                | 7:30               | <ol style="list-style-type: none"><li>6. <b><u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2018-03 AMENDING FOREST GROVE CODE OF ORDINANCES ADOPTING TITLE III (ADMINISTRATION), CHAPTER 36 (§36.01 THROUGH §36.14), TITLED VERTICAL HOUSING DEVELOPMENT ZONE PROGRAM</u></b></li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Paul Downey, Administrative Services Director<br>Jesse VanderZanden, City Manager                                                                                         | 7:40               | <ol style="list-style-type: none"><li>7. <b><u>PUBLIC HEARING AND RESOLUTION NO. 2018-58 ADOPTING BUDGET FOR FISCAL YEAR COMMENCING JULY 1, 2018, AND ENDING JUNE 30, 2019</u></b></li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| Paul Downey, Administrative<br>Services Director<br>Jesse VanderZanden, City Manager                                      | 7:45 | 8. <u>RESOLUTION NO. 2018-59 MAKING APPROPRIATIONS FOR THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, FOR THE FISCAL YEAR COMMENCING JULY 1, 2018, AND ENDING JUNE 30, 2019</u>                                                                                                                                                                                                                                                  |
| Paul Downey, Administrative<br>Services Director<br>Jesse VanderZanden, City Manager                                      | 7:50 | 9. <u>RESOLUTION NO. 2018-60 LEVYING AND CATEGORIZING TAXES FOR THE CITY OF FOREST GROVE FOR THE FISCAL YEAR COMMENCING JULY 1, 2018, AND ENDING JUNE 30, 2019</u>                                                                                                                                                                                                                                                                     |
| Paul Downey, Administrative<br>Services Director<br>Jesse VanderZanden, City Manager                                      | 7:55 | 10. <u>RESOLUTION NO. 2018-61 ADOPTING THE FISCAL YEAR 2018-23 CAPITAL IMPROVEMENTS PROGRAM</u>                                                                                                                                                                                                                                                                                                                                        |
| Paul Downey, Administrative<br>Services Director<br>Jesse VanderZanden, City Manager                                      | 8:00 | 11. <u>PUBLIC HEARING AND RESOLUTION NO. 2018-62 DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES</u>                                                                                                                                                                                                                                                                                                                           |
| Paul Downey, Administrative<br>Services Director<br>Jesse VanderZanden, City Manager                                      | 8:05 | 12. <u>PUBLIC HEARING AND RESOLUTION NO. 2018-63 CERTIFYING SERVICES PROVIDED BY THE CITY OF FOREST GROVE</u>                                                                                                                                                                                                                                                                                                                          |
| Paul Downey, Administrative<br>Services Director<br>Jesse VanderZanden, City Manager                                      | 8:10 | 13. <u>PUBLIC HEARING AND RESOLUTION NO. 2018-64 ADOPTING CAPITAL IMPROVEMENTS PROGRAM EXCISE TAX AND REPEALING RESOLUTION NO. 2017-47</u>                                                                                                                                                                                                                                                                                             |
| Paul Downey, Administrative<br>Services Director<br>Jesse VanderZanden, City Manager                                      | 8:15 | 14. <u>RESOLUTION NO. 2018-65 TRANSFERRING APPROPRIATIONS WITHIN VARIOUS FUNDS FOR THE FISCAL YEAR 2017-18</u>                                                                                                                                                                                                                                                                                                                         |
| Rob Foster, Public Works Director<br>Paul Downey, Administrative<br>Services Director<br>Jesse VanderZanden, City Manager | 8:20 | 15. <u>RESOLUTION NO. 2018-66 ACCEPTING CLEAN WATER SERVICES SANITARY SEWER UTILITY RATES (3% INCREASE), SURFACE WATER MANAGEMENT RATES (6.4% INCREASE), SURFACE WATER MANAGEMENT SYSTEM DEVELOPMENT CHARGES (\$15 INCREASE FROM \$530 TO \$545 PER EDU) AND SANITARY SEWER SYSTEM DEVELOPMENT CHARGES (\$150 INCREASE FROM \$5,500 TO \$5,650 PER EDU), EFFECTIVE JULY 1, 2018, AND REPEALING RESOLUTION NOS. 2017-39 AND 2017-40</u> |
| Paul Downey, Administrative<br>Services Director<br>Jesse VanderZanden, City Manager                                      | 8:25 | 16. <u>RESOLUTION NO. 2018-67 AUTHORIZING THE EXPENDITURE OF ADDITIONAL FUNDS FROM THE STATE OF OREGON FOR FIRE CONFLAGRATION COSTS INCURRED IN THE GENERAL FUND FOR FISCAL YEAR 2017-18</u>                                                                                                                                                                                                                                           |

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| (PowerPoint Presentation)<br>Paul Downey, Administrative<br>Services Director<br>Jesse VanderZanden, City Manager | 8:30        | 17. <u>RESOLUTION NO. 2018-68 ESTABLISHING FUND<br/>BALANCE POLICY FOR THE CITY OF FOREST GROVE'S<br/>GENERAL FUND</u>                                                                             |
| Paul Downey, Administrative<br>Services Director<br>Jesse VanderZanden, City Manager                              | 8:40        | 18. <u>RESOLUTION NO. 2018-69 AUTHORIZING THE<br/>ASSIGNMENT OF FUND BALANCE IN THE GENERAL<br/>FUND FOR THE PURPOSE OF SMOOTHING FUTURE<br/>DEFINED BENEFIT RETIREMENT PLAN<br/>CONTRIBUTIONS</u> |
| Paul Downey, Administrative<br>Services Director<br>Peter Truax, Mayor                                            | 8:45        | 19. <u>RESOLUTION NO. 2018-70 OF THE CITY COUNCIL<br/>ACCEPTING CITY MANAGER'S ANNUAL<br/>PERFORMANCE REVIEW</u>                                                                                   |
| Paul Downey, Administrative<br>Services Director<br>Peter Truax, Mayor                                            | 8:50        | 20. <u>DRAFT RESOLUTION NO. 2018-71 OF THE CITY<br/>COUNCIL AUTHORIZING COMPENSATION FOR CITY<br/>MANAGER FOR FISCAL YEAR 2018-19</u>                                                              |
| City Councilors                                                                                                   | 8:55        | 21. <u>CITY COUNCIL COMMUNICATIONS:</u>                                                                                                                                                            |
| Jesse VanderZanden, City Manager                                                                                  | 9:05        | 22. <u>CITY MANAGER'S REPORT:</u>                                                                                                                                                                  |
| Peter Truax, Mayor                                                                                                | 9:10        | 23. <u>MAYOR'S REPORT:</u>                                                                                                                                                                         |
|                                                                                                                   | <u>9:15</u> | 24. <u>ADJOURNMENT:</u>                                                                                                                                                                            |

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|  | <u>9:20</u> | <u>URBAN RENEWAL AGENCY MEETING:</u><br>The Forest Grove Urban Renewal Agency Board will convene in the<br>Community Auditorium to conduct an Urban Renewal Agency Meeting.<br>(Refer to separate agenda). |
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3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).
- A. Approve City Council Executive Session (Labor Negotiations) Meeting Minutes of June 11, 2018.
  - B. Approve City Council Work Session (Police Facility Siting Review) Meeting Minutes of June 11, 2018.
  - C. Approve City Council Regular Meeting Minutes of June 11, 2018.
  - D. Accept Committee for Community Involvement Meeting Minutes of April 3, 2018.
  - E. Accept Library Commission Meeting Minutes of May 16, 2018.
  - F. Accept Parks and Recreation Commission Meeting Minutes of March 21 and April 18, 2018.
  - G. Accept Public Safety Advisory Commission Meeting Minutes of April 25, 2018.
  - H. Accept Resignation on Economic Development Commission (Sandra Fowler-Hill, Portland Community College, representing Workforce Development, Term Expiring December 31, 2020).
  - I. Accept Resignation on Sustainability Commission (Dale Feik, representing At-Large, Term Expiring December 31, 2018).
  - J. Accept Resignation on Sustainability Commission (Deke Gunderson, representing Pacific University, Term Expiring December 31, 2021).
  - K. Community Development Department Monthly Building Activity Informational Report for May 2018.
  - L. **RESOLUTION NO. 2018-57 APPROVING TO MOVE CITY COUNCIL MEETING FROM MONDAY, JULY 9, 2018, TO MONDAY, JULY 23 2018.**