



**CITY COUNCIL MEETING**  
**Tuesday, November 8<sup>th</sup>, 2016**  
**City Council Chamber**  
**13690 NW Main Street**  
**Banks, OR 97106**

**AGENDA**

---

**CITY OF BANKS EXECUTIVE SESSION – No Executive Session**

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 decision will be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

---

**CITY OF BANKS CITY COUNCIL WORK SESSION @ 6:00 PM – See Work Session Packet**

---

**REGULAR CITY COUNCIL MEETING @ 7:00 PM**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPEARANCE OF INTERESTED CITIZENS:** *This is the time for interested citizens and anyone in the audience to address the Council on any items of concern, except items on the Public Hearing. Please come up to the table in front of us and start with your name and mailing address. Please limit your comments to about 3 minutes or so. We probably will not be able to respond tonight, but if your comments warrant follow-up action, we will see to it that the appropriate city official gets on it and gets back to you with a response.*

**CEREMONIAL PRESENTATIONS & PROCLAMATIONS**

1. Banks Citizenship Award Presentation

**BRIEFINGS AND PROGRAMS**

2. Police Monthly Briefing
3. Planning Commission Liaison
4. Economic Development Commission Liaison

**CITY REPORTS**

5. City Manager Report

**CONSENT CALENDAR:** *The items on the Consent Calendar are considered routine and all will be adopted by one motion unless a Council Member requests, before the vote on the motion, to have any*

*item considered separately. If any item is removed from the Consent Calendar, the Mayor will indicate when it will be discussed on the Business Agenda.*

6. City Council Meeting Minutes – October 11<sup>th</sup>, 2016
7. Electronic Device Policies (CL 2016-65)

#### **PUBLIC HEARING**

#### **BUSINESS AGENDA**

8. Low Density Single Family Residential Zone Cost Study
9. Shall the City Council approve the Proposal for Preconstruction Services from P & C Construction for the Banks Public Library – Jane Moore Community Room project?
10. Shall the City Council adopt the Banks City Council goals for the Fiscal Year 2016-2017?
11. Shall the City Council authorize the Mayor and the Economic Development Commission Chairperson to present the Economic Roadmap Project to the Ford Family Foundation for possible funding? (CL 2016-66)

#### **COUNCIL ROUND TABLE DISCUSSION**

#### **ADJOURN**

Next Regular Meeting: Tuesday, December 13<sup>th</sup>, 2016 @ 7:00 P.M.



# **City Manager Report**

## **City Council Meeting**

### **November 8, 2016**



# News & Updates



- Submitting a Insurance Claim for damage caused by power surge on September 15<sup>th</sup>. It was identified that one of the control panels was damaged, and now looking at the pump 2, as it appears it sustained damage as well.
- The City is starting the process to get proposals for replacing the sand at the Slow Sand Filter Plant.
- iPad – The Planning Commission will start to receive their iPads this month.
- Public Works Staff member resigned in October. Staff has been working on getting hiring for that position.
- Tree Inventory Audit was completed in October. Letters will be going out to the homeowners where the planting strip is missing a tree and the replacement tree has not be planted.



# Work Order Report



## Open Work Orders: 58

|                          |                       |              |
|--------------------------|-----------------------|--------------|
| Carsten's Reservoir - 0  | Disconnect Meter - 0  | Leaks - 0    |
| Library - 0              | Miscellaneous - 0     | Move out - 1 |
| Move In - 1              | Meter Change Out - 56 | Parks - 0    |
| Verify Meter Reading - 0 | Reconnect Meter - 0   |              |

## Completed Work Orders: 36

|                       |                          |                      |
|-----------------------|--------------------------|----------------------|
| Complaints - 0        | City Hall - 0            | Disconnect Meter - 9 |
| Leaks - 0             | Library - 2              | Miscellaneous - 1    |
| Move out - 8          | Move in - 1              | Meter Change Out - 0 |
| Parks - 3             | Public Works - 0         | Reconnect Meter - 9  |
| Replace Meter Box - 0 | Verify Meter Reading - 3 | Lock out Meter - 0   |
| Replace Lid - 0       | Tree - 0                 |                      |

## Tasks Completed:

- Preparing for the Holiday Banners and Lights for Greenville City Park
- Assisted the Friends of the Library for their Library Book Sale
- Fall maintenance at City Parks and Public Works Building



# Top 5 Long Term City Council Goals



1. Water Sources
  - Consultant is working on defining the timeline for the project.
  - Staff is working on the Feasibility Study Grant – Quarterly Report for the Financial Reporting to show the City's match for this study thru September 2016 (\$96,459.00).
2. Street & Sidewalk Repair
  - The Development Agreement with West Hills will address the sidewalk concerns with Arbor Village if their development is approved.
3. City Hall Renovations
  - Reviewing the bids.
4. At Grade Rail Road Crossing
  - City is investigating other options based on the information in the final reports from WSP/Parsons Brinckerhoff and Wiser Rail Engineering for Banks At-Grade Rail Crossing Study.
5. Community Center



# Top 5 Short Term City Councils Goals



1. Water Leak Repair
  - See the Water Report.
  
2. Map of City Water Lines/Mains
  - Mapping Project is in progress. We have completed 85% of the project.
  
3. Secure funds (Grants) for Phase II of the Library
  - See Library Report.
  
4. Remodel City Council Chambers, and create a breakroom in the back
  - This project is part of the short term goal #3
  
5. Back up parking for the Linear Trail
  - No Information



# Top 5 Short Term City Councils Goals



## 6. Parking Strip Design

- Kennedy Jenks is working on the plan for the parking strip design for Main Street. This plan was forwarded to ODOT for their review and approval in August. Received comments from ODOT and are reviewing them. There may be Intergovernmental Agreement with ODOT for maintain on some the upgrades.



# City Council Goals Updates



## Projects - Active:

- Water Rate Study
  - Update at Work Session
- Library Policy/Procedure Review
  - The Material Selection Policy is the last policy scheduled for review. The Library Board has been concentrating on the Library Expansion fundraising effort, budget review and setting a schedule for the Strategic Planning process to take place later this fall. They will resume their review of the final policy in May.
- Downtown/Main Street Master Plan
  - Community Open House was held on October 5<sup>th</sup> . The Steering Committee met on November 10<sup>th</sup> to review the materials and comments.
- Asset Management Plan
  - Need to research what other cities are using and the software



# City Council Goals Updates



## Key Projects: Completed

- WCSO Levy Renewal (ST)
- Create an Economic Development Task Force (ST)
- Parking Strip Design/Implement Design Standards for Parking Strips
- Transportation SDC
- Tree Removal/Replacement application process
- Marijuana Sales Tax
- Replace the oldest Public Works shop truck
- Urban Renewal – Training
- Laptop/Tablets for City Council
- Discussion w/School District regarding pick-up/drop-off process at Middle School/High School
- If Library Local Option Levy passes in November 2015, increase open hours by 3 per week
- Tree Removal/Replacement application process

**Total Number of Goals: 35**

**Total Number of Goals that are active: 18**

**Total Number of Goals completed: 12**



# Upcoming Calendar



- Holiday Lighting Event – November 27<sup>th</sup>, 2016
- Work Session/City Council Meeting – December 13<sup>th</sup>, 2016



**Regular City Council Meeting  
October 11, 2016  
MEETING MINUTES**

**CALL TO ORDER** Mayor Pete Edison called to order the Regular Meeting of the Banks City Council at 7:01 PM.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ROLL CALL**

Present were: Mayor Pete Edison, Teri Branstitre, Mark Gregg, Brian Biehl, Dan Keller, Mark Walsh, and Michael Nelson.

Staff present: City Manager Jolynn Becker, City Recorder Angie Lanter, and Library Director Denise Holmes. City Attorney Dan Kearns was absent.

**APPEARANCE OF INTERESTED CITIZENS** – There were none.

**CEREMONIAL PRESENTATIONS & PROCLAMATIONS** – None

**BRIEFINGS AND PROGRAMS**

1. Police Monthly Briefing – Deputy Todd Hanlon presented the police report for September 2016.
2. Planning Commission Liaison – City Manager Becker reported that a sign permit was approved last month for the business next door.
3. Economic Development Commission Liaison – Councilor Nelson stated the EDC did meet, but instead held the open house.

**CITY REPORTS**

4. City Manager Report – City Manager Becker presented the City Manager Report via PowerPoint, which was included in the meeting packet, and addressed questions from Council about the recent power surge that damaged the pump motor and control panel. She clarified that given further clarifications needed from ODOT, the striping on Main Street might need to be delayed until spring; however, the two to three day project could be done sooner depending on the weather. She confirmed the list of Key Projects on Slide 10 had all been completed, noting that "None" should be deleted.

Mayor Edison reminded Council to inform Staff about any issues they would like to discuss at the retreat.

**CONSENT CALENDAR:**

5. City Council Meeting Minutes – September 13, 2016.
6. Shall the City Council award a contract to Five Star Builders, Inc., for striping, signage, and ADA ramps in the Arbor Village Sub-Division, in an amount not to exceed \$19,376.00? (CL 2016-61)
7. Shall the City Council support the Banks Chamber of Commerce 2016 Holiday Lighting Contest? (CL 2016-62)

Councilor Biehl moved to approve the Consent Calendar. Councilor Gregg seconded the motion. MOTION CARRIED 6-0. Ayes: Branstitre, Gregg, Biehl, Walsh, Keller, and Nelson; Nays: None.

**PUBLIC HEARING** – None

**BUSINESS AGENDA**

8. Shall the City Council choose to award a Banks Public Library - Jane Moore Community Room design-build contract to P&C Construction Company, based on one of the two options presented from BKL/A

Architecture? Brett Laurila, Architect, outlined his report concerning the bid proposal from P&C Construction and his two recommended options for moving forward with the library project. The City Attorney would need to clarify how the City would initiate negotiations with P&C. Had he known the original budget was \$637,000, upon which the plans and fundraising were based, he would have changed his recommendation to Option 1, negotiating a contract with a guaranteed maximum price closer to the \$600,000 range. After the bid process, he provided P&C a copy of the \$530,000 cost estimate, so they could create line item estimates for the project in preparation for negotiations. City Manager Becker added the City had negotiated with the contractors on the Public Works Building and Phase 1 of the Library to arrive at an acceptable figure.

Library Director Denise Holmes explained potential additional funding options for the project, noting not all funding possibilities had been exhausted. The early design meeting with Energy Trust had been a requirement for the RFP, while the incentives or paybacks it would yield were unknown, it would probably involve lighting, HVAC, and solar panels. It was also possible to delay some items to apply for specific grants, such as a grant from Minor Memorial's Healthy Environments Program for the solar panels, which the library would have to wait until next fall to apply. Other potential grantors were available, but the Library Steering Committee had waited to see the need to better determine how to position those requests. A \$10,000 grant was currently pending. The Library was currently working through Oregon foundations, but other foundations that might serve western states, for example, had yet to be researched.

Mayor Edison noted fundraising had been ongoing since 2011-12 and Council might need to consider having the City fund any shortfall to finish the project. Director Holmes clarified receiving any grant money for capital improvements after construction had begun would depend on the particular grantor; however, it was not typical. The library could continue soliciting private funding from the community during construction. The Ford Foundation would give the funds pledged if the City would guarantee a certain amount. She confirmed that money was currently already available for core construction, but not for additions like solar panels or the green roof or green wall, which might be required because of the bioswale's limited capacity. Mr. Laurila agreed to confirm that the existing roof design could support solar panels without additional improvements.

Mayor Edison noted P&C Construction had been negotiable and value engineered the middle school project, which was a good project. Mr. Laurila believed negotiating with both the contractor and subcontractor on the mechanical/electrical system and timeline would result in significant savings. Director Holmes confirmed adjusting the timeline would not impact any grant funding.

Mayor Edison hoped the project could be started soon, as the naming donor was in his 90s, which was a big factor to consider.

Councilor Walsh said he would support the City financially backing the library project, which was important.

Director Holmes added the time was optimal for applying for the 2017-18 Jumpstart Funding because there was currently only one other applicant. Cornelius and Cedar Mill would have expansions in 2018-19. Staff had discussed using the funding to add staff, increase operating hours, and significantly enhancing programming for adults and children. The City's leverage was that the library needs this room to be a modern library because programming is half of what libraries do now. Staff expected to receive about 10% to 20% or more of what they had right now, around \$15,000 to \$20,000. This percentage would then become part of the library's Pool One distribution moving forward, and as long as the levy cycles continued to pass, the proposed operations would be sustained. Changes in technology would result in significant decreases in that budget item as well. A \$25,000 contingency also existed from the WCCLS transfer that was budgeted for furnishings and equipment. Since the budget included all furniture and equipment, the gap might only be about \$70,000.

Mr. Laurila agreed the volume of building construction in the county and aggressive schedule resulted in the higher bid. He described several options that would result in significant savings, including reviewing permit costs, changing materials, and extending the construction schedule. P&C's project manager was willing to work with budgeting and negotiate on various line items. Allowing businesses to donate work toward the project would be part of the negotiations.

City Manager Becker stated she would consult City Attorney Kearns about negotiations, obtain more accurate figures from the contractor, talk with the grant writer to determine if other funding options were available, and discuss further private donations with the Steering Committee to present at the next Council meeting.

9. Shall the City Council adopt Ordinance No. 2016-09-01, an Ordinance Deleting Title XIII (General Offenses), Chapter 130 (General Offenses), Section 130.23 (Gambling and Social Games) of the Banks Code of Ordinances and adding by amendment Title XI (Business Regulations) Section 118 (Gambling and Social Games) Providing for a Regulatory Program for Gambling and Social Games within the City of Banks? (Second Reading and Final Adoption) (CL 2016-63) City Manager Becker reminded no changes were being made to the ordinance, the Gambling and Social Gaming section was simply being moved to Business Regulations.

Councilor Gregg moved to conduct Second Reading, and final adoption of Ordinance No. 2016-09-01, an Ordinance Deleting Title XIII (General Offenses), Chapter 130 (General Offenses), Section 130.23 (Gambling and Social Games) of the Banks Code of Ordinances and adding by amendment Title XI (Business Regulations) Section 118 (Gambling and Social Games) Providing for a Regulatory Program for Gambling and Social Games within the City of Banks. Councilor Nelson seconded the motion. MOTION CARRIED 6-0. Ayes: Branstitre, Gregg, Biehl, Keller, Walsh, Nelson. Nays: None.

City Recorder Lanter conducted the Second Reading.

10. Shall the City Council adopt Ordinance No. 2016-09-02, an Ordinance Deleting Title III (Administration), Chapter 30 (General Provisions), Section 30.20 (Misuse of Emergency Services Due to False Alarms) of the Banks Code of Ordinances and adding by amendment Title XI (Business Regulations) Section 114 (Alarm Permits and Systems) Allowing the Applicability and Enforcement of Washington County's Alarm Systems Program within the City of Banks? (Second Reading and Final Adoption). (CL 2016-64) City Manager Becker reviewed the purpose of the ordinance.

Councilor Nelson moved to conduct a Second Reading, and final adoption of Ordinance No. 2016-09-02, an Ordinance Deleting Title m (Administration), Chapter 30 (General Provisions), Section 30.20 (Misuse of Emergency Services Due to False Alarms) of the Banks Code of Ordinances and adding by amendment Title XI (Business Regulations) Section 114 (Alarm Permits and Systems) Allowing the Applicability and Enforcement of Washington County's Alarm Systems Program within the City of Banks. Councilor Keller seconded the motion. MOTION CARRIED 6-0. Ayes: Branstitre, Gregg, Biehl, Keller, Walsh, Nelson. Nays: None.

City Recorder Lanter conducted the Second Reading.

### **COUNCIL ROUND TABLE DISCUSSION**

Councilor Keller requested a consistent naming convention for the PDFs being sent out so they would be listed more aesthetically in the meeting folder. City Recorder Lanter described how to resolve the issues, adding there would be an iPad PDF training at the retreat.

Councilor Branstitre confirmed the retreat had been scheduled on the shared calendar. City Recorder Lanter explained Staff was working to ensure the shared calendar worked more efficiently.

Councilor Gregg said he was going to Haiti next week for post-hurricane medical relief, but expected to be back for the retreat.

Councilor Nelson reported that the League of Oregon Cities (LOC) annual session held in September was very informative. The LOC four priorities for the next legislative session were property taxes, recreational immunity, transportation package, and PERS reform. He also toured urban renewal districts in Salem and briefly described sessions he attended on the legislative agenda, budgeting, strategic planning, and economic development, adding he would be inviting one of the speakers to an EDC meeting.

Mayor Edison stated he liked using the new iPad.

City Manager Becker reported the City submitted an application to CDBG for Commerce Street Project. Presentations would be made in January and the outcome would be known in February. The City still had \$50,000 from ODOT regarding special road projects, in addition to money put aside for the project on Commerce Street. She would present the Water Rate Study at the next Council meeting. She announced a Public Works staff position was open because a current employee was taking a job with Tualatin Valley Water District. City Recorder Angie Lanter would be the backup for Tom Tuski.

Library Director Holmes reported on the Ford Family Community Ambassadors' Summit, where she learned about economic development and programs where people could invest money into a pool from which citizens could borrow for entrepreneurial projects, providing a way to keep and grow economic wealth in the community. More information was available on the Ford Family Foundation's website, including access to free books on economic development.

**ADJOURN** The meeting adjourned at 8:16 PM

Submitted by:

---

Angie Lanter – City Recorder



**Honorable Mayor and  
Members of the City Council  
Banks, Oregon**

**Council Letter 2016-65  
Agenda November 8, 2016**

**AGENDA ITEM:**

Shall the City Council adopt the City of Banks Mayor and Councilor Electronic Device Use Policy?

**BACKGROUND:**

The Mayor and City Council were recently issued iPads to assist them in the efficient performance of their duties as elected officials. This policy has been created as a guide to the appropriate use and care of the City issued iPads.

It is recommended that the City Council adopt the City of Banks Mayor and Councilor Electronic Device Use Policy.

**COUNCIL ALTERNATIVES:**

1. Adopt the City of Banks Mayor and Councilor Electronic Device Use Policy.
2. Decline to adopt the policy.

Jolynn Becker  
City Manager

**City of Banks**  
**Mayor and Councilor**  
**Electronic Device Use Policy**

**Section 1. Purpose**

Use of an electronic device (a tablet, iPad, etc.) will assist the Mayor and Councilors in the efficient performance of their duties as elected officials, and thereby improve service to the public. This policy is adopted by the City Council and constitutes its mutual statement of what are, and are not, appropriate uses for this important technology tool and its care and maintenance.

This policy does not attempt to cover every situation that may arise in connection with the use of the electronic media. The Council acknowledges that only the City e-mail accounts will be used to conduct City business and that the goal of the electronic devices is to eliminate unnecessary paper meeting packets.

**Section 2. Receipt of Tablet**

The City will issue the Mayor and each Councilor an electronic device with a case, keyboard, screen protector, and charging cord. Any additional accessories, such as styluses, cables or adapters, shall be at the elected officials expense and shall remain his/her property at the end of his/her term and service. The Mayor and Councilors have individual City email accounts.

**Section 3. Care of Device**

The Mayor and each Councilor is responsible for the general care of the electronic device issued to him/her. The electronic device must remain free of any writing, drawing, stickers or labels that are not the property of the City. An electronic device that malfunctions or is damaged must be reported to the City. The City will be responsible for repairing devices that malfunction. If the device is lost or stolen, the City shall pay the full replacement value.

Any damage should be reported immediately to the City. Damage includes, but is not limited to, broken screens, cracked plastic pieces, and inoperability. If the cost to repair the electronic device exceeds the cost of purchasing a new device, the City shall pay the full replacement value.

**Section 4. Software on Device**

The software and applications installed by the City must remain on the electronic device in usable condition and be readily accessible at all times. From time to time, the City may add or upgrade software applications for use by the Mayor and City Council, which will require the electronic device to be returned to the City for periodic updates and synching. Any software, email messages or files downloaded via the Internet into the City systems become the property of the City and may only be used in ways that are consistent with applicable licenses, trademarks or copyrights. If technical difficulties

occur or illegal software is discovered, the electronic device will be restored from backup. The City does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

#### **Section 5. Data Access**

The devices provided will only use Wi-Fi for data access.

#### **Section 6. Acceptable Use**

The electronic device, Internet and e-mail access provided are tools for conducting City business. Thus, the Mayor and City Council use of such tools will be solely for City business-related purposes. Only personal use which is lawful (incidental and minimal) and which does not result in a gain or advantage to the user or a loss to the City is permitted.

All of the City's computer systems, including the electronic device, are considered to be public property. All documents, files and e-mail messages created, received, stored in, or sent from any City electronic device are considered public records, subject to disclosure to the public and are considered the property of the City of Cornelius.

All existing City policies will continue to apply to the Mayor's and Councilor's conduct on the Internet and in the use of e-mail. The Mayor's and Councilor's use of the electronic device could constitute actions on behalf of the City and thereby expose the City to risk of liability.

The Mayor and Councilors shall not use the electronic device in any way as to violate public meeting requirements.

#### **Section 7. Return of Device**

The Mayor and Councilors shall return the electronic device, and all accessories issued to him/her to the City when the individual completes his/her term, and service with the City of Banks.

Upon return of the electronic device to the City and following the preparation of any appropriate backup files, the device will be wiped clean of any and all information at the end of the individual member's term and service.

#### **Section 8. Compliance with Policy**

The City reserves the right to inspect any and all files stored on the electronic devices that are the property of the City in order to ensure compliance with this policy. The Mayor and Councilors do not have any have any personal privacy right in any matter created, received, stored in, or sent from any City issued electronic device.

**CITY OF BANKS  
ELECTRONIC DEVICE AGREEMENT  
FOR THE MAYOR AND CITY COUNCIL**

I, \_\_\_\_\_, City Councilor/Mayor of the City of Banks, have been provided a copy of the City of Banks Electronic Device Use Policy and understand its contents fully. I accept and understand the terms of the policy and agree to abide by all terms contained therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



*Memorandum*

TO: Banks City Council

FROM: Stacey Goldstein, City Planner

DATE: November 3, 2016 for the November 8, 2016 meeting

RE: Proposal to study housing needs in Banks

---

Attached you will find a scope of services from Beth Goodman at ECONorthwest. Please note that the amount is a “not to exceed” amount. This figure includes contingent meetings with the Department of Land Conservation and development if needed. Staff hopes to bring in the project under budget, without the need for the additional meetings.

Beth Goodman from EcoNorthwest will attend the meeting on November 8, 2016 to answer any questions you might have.

DATE: October 26, 2016  
TO: Jolyn Becker  
TO: Stacy Goldstein  
FROM: Beth Goodman and Bob Parker  
SUBJECT: CITY OF BANKS HOUSING NEEDS: DRAFT SCOPE OF WORK

---

The City of Banks last conducted a housing needs analysis in 2005, for the period through 2024. Banks adopted the housing needs analysis (which was updated to extend through the 2029 period) and completed an Urban Growth Boundary (UGB) expansion in 2010. The City expanded the UGB by 154.6 acres for residential uses, including 45.7 acres for Low Density Single Family (LDSF). Through this process, the City adopted a minimum density standard of 6 dwelling units per net buildable acre for LDSF.

In the six years since the City adopted these new policies for development in LDSF, decision makers have become concerned that the City has unmet housing needs for single-family housing on lots larger than 10,000 square feet. The City would like an analysis that considers these housing needs and presents decision makers with options to meet these housing needs.

This memorandum presents a scope of work to provide this analysis. The scope of work describes analysis necessary to identify potential options to address the unmet housing needs, and the steps required to support Comprehensive Plan or Zoning Code changes.

## Scope of Work

### Task 1. Analysis of Changes to Banks' Comprehensive Plan and Zoning Ordinance

This task will build from the housing needs analysis described in the *City of Banks Urban Growth Boundary Expansion Justification Technical Report* (October 2010). It will evaluate options for zoning residential areas that are expected to annex into the City relatively soon, to allow for development of housing at a wider range of densities than allowed under current zoning.

The analysis starts with the number of dwelling units expected to be developed in these annexing areas in the *City of Banks Urban Growth Boundary Expansion Justification Technical Report*. This number will serve as the control total for the number of new dwelling units that the City must accommodate in these areas. The analysis will identify options for allowing development of housing in a mixture of higher densities (e.g., 5,000 square foot lots) and lower densities (e.g., 10,000 to 15,000 square foot lots) in the annexing areas.

ECONorthwest will work with Banks' staff and decision makers to determine the appropriate densities and mix of housing at those densities to meet the City's housing goals. Based on this discussion, ECONorthwest will work with Banks' staff to propose changes to Banks' zoning and

---

Comprehensive Plan policies to allow for development of housing at these densities, including changes to the Comprehensive Plan and Zoning Maps for the annexing areas.

One likely recommendation will be a new low-density residential zone that has larger minimum lot sizes than the current zone. If the City decides to pursue some variation of that approach, it will require (1) development of a new zoning district with the related standards, (2) potential amendments to the existing low-density zone (a name change at a minimum), (3) changes to the city's zoning map; and (4) possible changes to the comprehensive plan map and text. These are legislative processes that can be accomplished through a post-acknowledgement plan amendment (PAPA). City of Banks staff would develop the changes to the zoning ordinance.

### Task 2. Develop Findings

ECONorthwest will develop findings to support the proposed changes to Banks' Comprehensive Plan policies, Zoning Ordinance, and Comprehensive Plan and Zoning Maps. The Findings demonstrate consistency with the City's adopted HNA and justify development and application of new zone(s) or changes to existing zone.

### Meetings with decision makers

We propose two meetings with decision makers:

- **Decision maker input.** This meeting is a worksession, with the purpose of discussing the issues and outcomes that the City Council is looking for. ECONorthwest would present a range of options for allowing development of housing in a mixture of higher densities and lower densities in the annexing areas for discussion with City Council. The outcome of this meeting would be direction from the City Council about preferences for mix of housing densities in the annexing areas.
- **Findings and conclusions.** The purpose of this worksession would be to discuss the recommendations for changes to the Zoning Ordinance and Comprehensive Plan, as well as Comprehensive Plan and Zoning Map changes, with City Council. The outcome of the worksession will be final direction on policy changes, for incorporation into the Findings Analysis.

In addition, we recommend one or more meetings (by phone or in-person) with DLCD staff to discuss the analysis and proposed policy changes. ECONorthwest staff can be available to participate in additional meetings or hearings at a cost of \$1,500 per meeting.

### Schedule and budget

ECONorthwest proposes to complete this scope of work in 12 to 16 weeks, depending on availability of decision makers for the necessary meetings. ECONorthwest proposes to complete the work in this scope for a not-to-exceed sum of \$9,000.



# PROPOSAL

October 21, 2016

To: City of Banks  
 Attn: Jolynn Becker, City Manager  
 Project: City of Banks Public Library – Community Room Addition  
 RE: Proposal for Preconstruction Services

This proposal is for preconstruction services to be provided by P&C Construction to the City of Banks for the above referenced project. Description of services to be provided by P&C under this agreement are:

- Three (3) meetings with City of Banks representatives
- Site investigation and verification of existing conditions
- Preparation of a preliminary site plan, building floorplan, and exterior elevations
- Preliminary code review to assess project requirements likely set forth by AHJ's
- Preliminary cost estimating and presentation of cost-saving alternatives
- Preparation of a total project budget that aligns with funds and scope available for this project

Total cost of preconstruction services\* shall be \$20,000 based on the following hourly rates and proposed amount to reimburse Scott Edwards Architects (SEA) for their services during this initial stage:

|  |                          |
|--|--------------------------|
| P&C Project Executive – Steve Anderson | \$140.00 per hour        |
| P&C Chief Estimator – Les Jacobson     | \$125.00 per hour        |
| P&C Project Manager – Rick McMurry     | \$90.00 per hour         |
| Scott Edwards Architects (consultant)  | \$7,500.00 Not to Exceed |

Reimbursable costs for travel and document reproduction are estimated at \$1,500 and are included in the cost of preconstruction services listed above.

*\* NOTE: Should P&C Construction be authorized to enter into a design-build contract with the City of Banks for this project, then all costs outlined and incurred under this preconstruction services agreement shall be incorporated into total project budget outlined in design-build contract. However, should such design-build contract not be executed, then P&C shall be paid for costs incurred during the preconstruction services effort up to a maximum of \$20,000.*

Submitted By – P&C Construction

Steve Anderson – Vice President

10/21/16

Date

Accepted By – City of Banks

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date



- |   |   |
|---|---|
|   | = New                                   |
|  | = Completed                             |
|  | = Ongoing                               |
|  | = In Process                            |
|  | = Carried over<br>from previous<br>year |

## City Council Goals for 2017

### Top Long Term City Council Goals

1. Industrial Zone
2. Create Asset Management Plan
3. Water Permit #T10055 – White Paper
4. Community Center
5. City Pool
6. Street & Sidewalk Repair – Arbor Village
7. Skate Park
8. Urban Renewal District

### Top Short Term City Council Goals

1. Downtown/Main Street Master Plan
2. RARE – AmeriCorps Program
3. City Hall Renovations
4. Community Cultural Engagement
5. 100 Year Celebration
6. Sidewalk Maintenance and Repair
7. Refine TSP
8. Outsource Building Permits
9. Pool usage agreement with City of Forest Grove
10. Flag Pole
11. Map of City Water Lines/Mains
12. Secure funds (Grants) for Phase II of Library
13. Remodel City Council Chambers, and create a breakroom in the back
14. Back up parking for the Linear Trail
15. Complete Ordinance Changes

---

### Water and Water Utility

1. Water Permit #T10055 – White Paper

### Public Works

1. Street & Sidewalk Repair
  - a. Evaluate other streets for possibility of slurry seals
  - b. Area 1 Project – Commerce St./Market St./Depot St./Sunset Ave.
  - c. Area 2 Project – Park St./Parmley Ave./Woodman Ave.
  - d. Area 3 Project – Wilkes St.
2. Sidewalk Maintenance/Repair Program
3. Create Asset Management Plan

- a. Inventory all City infrastructure pieces
  - b. Create a Comprehensive Road Maintenance Plan
  - c. Create a working asset management plan
  - d. Have asset management plan approved (engineers and City Council).
  - e. Implement asset management plan in next year's budget
4. City Hall Renovations
- a. Raise ceiling in Administrative Office
  - b. Remodel City Council Chambers, and create a breakroom in the back
  - c. Create work room in the back of Administrative Office

## Human Resources

## Budget Direction

### Planning

1. Downtown/Main Street Master Plan
  - a. Backup parking for Linear Trail (possible signage)
  - b. Bike Trail through Banks
  - c. Develop Main Street Design Standards
  - d. Develop Parking Master Plan
2. Future Rail Road Crossing
3. Refine TSP – East Side
4. Outsource Building Permits
5. Comprehensive Plan Update
6. Downtown Parking

### Economic Development

1. Economic Road Map – Study
2. RARE AmericCorps Program – RARE (Resource Assistance for Rural Environments)

### Library

### Parks and Trees

1. New Parks
  - a. Skate Park
    - i. Explore options for skate park
    - ii. Grants
  - b. Handicap Accessible Park
2. Pool usage agreement with City of Forest Grove
3. City Pool

### Invest in the Community

1. Flag
  - a. Replace flag pole at City Hall
2. Community Cultural Engagement
  - a. Concerts in the Park
  - b. Create a Cultural Committee
3. Community Center

- a. Find a realistic location for the Community Center.
  - b. Budget funds in next Fiscal Year for money needed to move forward with the Community Center.
4. Town Hall
  - a. Invite/Plan Town Hall meeting for State Representative/Senator/County Commissioner
5. Banks 100<sup>th</sup> Birthday Celebration

Code of Ordinances

# Ongoing City Council Goals for 2016

## Water and Water Utility

## Public Works

## Human Resources

## Budget Direction

1. Operate on a flat budget. (Ongoing)
2. Apply for Grants to help supplement City funding. (Ongoing)
3. Forecast next 3 Fiscal Year Budgets. (Ongoing)

## Planning

## Economic Development

## Library

1. Library Policy/Procedure Review (Ongoing)
  - a. Review all Library policies/procedures
  - b. Update policies/procedures as necessary

## Parks and Trees

1. Tree City USA (Ongoing)
  - a. Re-certify Annually

## Invest in the Community

1. Joint Emergency Planning (Ongoing)
  - a. Annual Review
  - b. Annual Training

## Code of Ordinances

# Staff Goals for 2017

## Water and Water Utility

1. Water Sources
  - a. Present Water Capacity vs. Expansion
  - b. Locate New Water Sources
2. Water Rate Study & Master Plan Review
3. Map of City Water Lines/Mains
  - a. Document and map all water lines and mains in town
4. Wages
5. Summer help
6. Equipment
  - a. Crane for new service truck
  - b. Type 3 barricades
  - c. Signage (road closed, high water, detour, etc.)
  - d. 50 gallon diesel fuel tank
  - e. Trade or sell some assets and buy a used 3 yard dump truck

## Public Works

1. Wages
2. Summer help
3. Equipment
  - a. Crane for new service truck
  - b. Type 3 barricades
  - c. Signage (road closed, high water, detour, etc.)
  - d. 50 gallon diesel fuel tank
  - e. Trade or sell some assets and buy a used 3 yard dump truck
4. Increase inventory of tools/parts necessary for water line repairs

## Human Resources

1. Creating Job Standards for performance reviews
2. Master Municipal Clerk (CMC) Certification
  - a. City Recorder will take classes
  - b. Obtain MMC Certification (3 year process)

## Budget Direction

### Planning

1. Downtown Development Standards
2. Main Street Zoning and Design Standards Code Updates

### Economic Development

1. Branding

### Library

1. Create full-time Library Supervisor position.
2. Increase Library service hours by 3 per week to enable library to open at 10am, Monday – Saturday.
3. Support funding for library programs when community room is complete

### Parks and Trees

1. Add more plants based on the future improvements for Greenville City Park.
2. Movies in the park – have 2 movies during the summer, and identify sponsors to help with the cost of the movies.
3. More park events
5. Greenville City Park Enhancements
  - a. Basketball Court
    - i. Search for grants
  - b. Enhance Arbor in Greenville City Park
6. Log Cabin Park – Benches/Playground Equipment

### Code of Ordinances

1. Code Review/Updates
  - a. Review entire code for areas that need to be revised/updated
    - i. Civil Cases

### Invest in the Community

1. 4<sup>th</sup> of July Fireworks
2. Website – redesign and make website more user friendly



**Honorable Mayor and  
Members of the City Council  
Banks, Oregon**

**Council Letter 2016-66  
Agenda November 8, 2016**

**AGENDA ITEM:**

Shall the City Council authorize the Mayor and the Economic Development Commission Chairperson to present the Economic Roadmap Project to the Ford Family Foundation for possible funding?

**BACKGROUND:**

The Economic Development Commission is looking to create an Economic Roadmap which will create a solid economic and market-based understanding of the community. It will identify market potentials both within Banks, and coming from the region and beyond. It will give the community a solid foundation from which to make planning and budgeting decisions. Specific areas to be included will be commercial and industrial development and revitalization especially the Cannery, accelerator potential, and economic impact of increased visitor activity especially from the proposed bike trails. The Roadmap will include initial identification of potential funding tools including tax increment financing.

The attached **DRAFT** scope of work has been developed, which shows the tasks and cost. This information will be forwarded to Ford Family Foundation for possible funding. .

It is recommended that the City Council authorize the Mayor and the Economic Development Commission Chairperson to present the Economic Roadmap Project to the Ford Family Foundation for possible funding.

**COUNCIL ALTERNATIVES:**

1. Authorize the Mayor and the Economic Development Commission Chairperson to present the Economic Roadmap Project to the Ford Family Foundation for possible funding.
2. Decline to authorize the Mayor and the Economic Development Commission Chairperson to present the Economic Roadmap Project to the Ford Family Foundation for possible funding adopt the policy.

Jolynn Becker  
City Manager

**City of Banks**  
**Economic Roadmap Project**  
*Mapping out the Road to Prosperity*

 **DRAFT**

| PROGRAM ELEMENT  | CITY  |           | MORGAN |           | LELAND |             |
|--|-------|-----------|--------|-----------|--------|-------------|
|  | HOURS | COST      | HOURS  | COST      | HOURS  | COST        |
| <b>Economic Development Commission Scoping</b>   | 8     | \$ 480.00 | 6      | \$ 360.00 | 4      | \$ 600.00   |
| <i>One to two meetings of the Economic Development Commission to frame up the direction and specifics for the Economic Roadmap. Sharing of known information, sources, leads, and ideas.</i>                   |       |           |        |           |        |             |
| <b>Targeted Stakeholder Outreach</b>   | 8     | \$ 480.00 | 8      | \$ 480.00 | 15     | \$ 2,250.00 |
| <i>Identify key stakeholders to meet with one-on-one in order to gain insights about the market and potential for redevelopment of key sites. Five meetings are anticipated. Team meetings and site tours.</i> |       |           |        |           |        |             |

**City of Banks**  
**Economic Roadmap Project**  
*Mapping out the Road to Prosperity*

 **DRAFT**

| PROGRAM ELEMENT   | CITY  |           | MORGAN |             | LELAND |             |
|---|-------|-----------|--------|-------------|--------|-------------|
|   | HOURS | COST      | HOURS  | COST        | HOURS  | COST        |
| <b>Market Analysis</b>  | 2     | \$ 120.00 | 20     | \$ 1,200.00 | 40     | \$ 6,000.00 |
| <i>Preparation of a report that evaluates current economic, demographic, market, and real estate conditions and their comparison to national and state trends and their impact on the City. Specifically, the following market indicators will be analyzed: population growth; household growth; household income levels; age-by-income patterns (including relevant generational cohort trends); tenure (rent-versus-own) patterns; household composition (size, family orientation, etc.); lifestyle segmentation (psychographics); regional industry cluster evaluation; employment growth and location; and other indicators, as identified. Leland will prepare data and easy-to-understand exhibits to summarize and communicate these factors.</i> |       |           |        |             |        |             |
| <b>Bicycle Tourism Analysis</b>   | 2     | \$ 120.00 | 10     | \$ 120.00   | 20     | \$ 3,000.00 |

**City of Banks**  
**Economic Roadmap Project**  
*Mapping out the Road to Prosperity*

 **DRAFT**

| PROGRAM ELEMENT   | CITY  |           | MORGAN |             | LELAND |             |
|---|-------|-----------|--------|-------------|--------|-------------|
|   | HOURS | COST      | HOURS  | COST        | HOURS  | COST        |
| <i>The City's "Economic Action Plan" includes a strong focus on bicycle tourism, especially the opportunities created by being the anchor or crossroads for several major state bicycle routes. Explore the economic opportunity created by the development of these trails. Review the economic analysis included in the various plans for the trails and advise on the viability of each. Develop strategy ideas based on opportunities created by visitor traffic and presence within Banks.</i> |       |           |        |             |        |             |
| <b>Site Development Analysis</b>  | 2     | \$ 120.00 | 2      | \$ 120.00   | 20     | \$ 3,000.00 |
| <i>The City's "Economic Action Plan" indicates that analysis of the Cannery Revitalization will be integrated into the Market Analysis. Leland will provide the pro forma analysis regarding the real estate economic analysis to determine redevelopment costs, potential tenants, and viable rents to determine if redevelopment is feasible.</i>   |       |           |        |             |        |             |
| <b>Economic Roadmap</b>   | 2     | \$ 120.00 | 25     | \$ 1,500.00 | 60     | \$ 9,000.00 |
| <i>Based on the analysis, create a Roadmap to identify potential market opportunities, targeted actions to foster local jobs; key site development opportunities, and strategies to best integrate tourism opportunities with main street development and job creation.</i>   |       |           |        |             |        |             |
| <b>Report</b>   | 1     | \$ 60.00  | 4      | \$ 240.00   | 25     | \$ 3,750.00 |

