



A place where families and businesses thrive.

CITY COUNCIL MEETING AGENDA

**MONDAY, APRIL 13, 2020
WEBEX MEETING COMMUNITY AUDITORIUM
1915 MAIN STREET**

NOTICE: VIDEO CONFERENCE MEETINGS & CHANNEL 30 LIVE

- 4:15 PM WORK SESSION (Council Candidate Interviews)**
- 6:00 PM SOLID WASTE CEP ADVISORY COMMITTEE (CEPC) SPECIAL MEETING**
- 7:00 PM CITY COUNCIL REGULAR MEETING**

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council is limiting in-person contact and social distancing. **The City Council work session and meeting will be conducted remotely by video conferencing.** The public may attend and observe in the Community Auditorium as space allows (no more than 10 persons total at one time). No public hearings are scheduled. The Council encourages the public to observe the meetings through technology rather than in person. The Council work session and meeting will be televised live at 4:15 p.m. and the regular meeting at 7:00 p.m. by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE [Channel 30](#) and Live Streamed on: [YouTube Channel 30](#). Written comments on an item not on the Council Agenda, must be submitted by April 13, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov.

PETER B. TRUAX, MAYOR

Malynda H. Wenzl, Council President
Timothy A. Rippe
Elena Uhing

Mariana Valenzuela
Adolph “Val” Valfre, Jr.
VACANCY

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

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

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

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

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

Anna Ruggles, City Recorder
 Jesse VanderZanden, City
 Manager

4:15

WORK SESSION: COUNCIL CANDIDATE INTERVIEWS

The City Council will convene and be video conferencing remotely during the work session. The work session will be televised LIVE [Channel 30](#) and LIVE Streamed on [YouTube Channel 30](#). The public may attend and observe in the Community Auditorium as space allows (no more than 10 persons total at one time). The Council will take no formal action during the work session. The Council will reconvene in regular Council Meeting to conduct deliberations. *(Refer to separate meeting agenda and packet)*

Paul Downey, Administrative
 Services Director
 Bev Maughan, Executive Assistant
 Jesse VanderZanden, City
 Manager

6:00

SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM ADVISORY COMMITTEE (CEPC) SPECIAL MEETING

The Solid Waste Community Enhancement Program Advisory Committee (CEPC) will convene and be video conferencing remotely during the meeting. *(Refer to separate meeting agenda and packet)*

7:00

1. **CITY COUNCIL REGULAR MEETING:** Call to Order and Roll Call. The City Council will convene and be video conferencing remotely during the regular Council meeting. (Refer to Page 5 Webex meeting instructions).

2. **CITIZEN COMMUNICATIONS:**
 Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Written comments must be submitted by April 13, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov. Thank you.

3. **CONSENT AGENDA:** See Page 4

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATION REPORTS:**

Michael Kinkade, Fire Chief

7:10

5. A. • *Citywide COVID-19 Update*

Dan Riordan, Senior Planner

7:20

5. B. • *Community Forestry Commission (CFC) Annual Report*

PowerPoint Presentation
 Colleen Winters, Library Director

7:40

5. C. • *Library Commission Annual Report, Pamela Bailey, Chair*

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- | | | |
|---|-------------|--|
| Colleen Winters, Library Director
Jesse VanderZanden, City
Manager | 7:50 | 6. <u>RESOLUTION NO. 2020-33 ADOPTING CITY OF FOREST GROVE LIBRARY COMMISSION BYLAWS</u> |
| Paul Downey, Administrative
Services Director
Jesse VanderZanden, City
Manager | 7:55 | 7. <u>RESOLUTION NO. 2020-34 AUTHORIZING THE FISCAL YEAR 2019-20 EXPENDITURE OF COMMUNITY ENHANCEMENT FUNDS FOR ADDITIONAL GRANT FUNDS TO BE AWARDED FOR COVID-19 RELIEF ASSISTANCE UNDER ORS 294.481(B) AS A RESPONSE TO AN EMERGENCY</u> |
| Paul Downey, Administrative
Services Director
Jesse VanderZanden, City
Manager | 8:00 | 8. <u>RESOLUTION NO. 2020-35 APPOINTING CITY AUDITOR, FOR FISCAL YEAR JUNE 30, 2020</u> |
| Peter Truax, Mayor
Jesse VanderZanden, City
Manager | 8:05 | 9. <u>RESOLUTION NO. 2020-36 ADOPTING CITY COUNCIL GOALS AND OBJECTIVES 2020/2021 AND REPEALING RESOLUTION NO. 2019-13</u> |
| Peter Truax, Mayor
Jesse VanderZanden, City
Manager | 8:20 | 10. <u>RESOLUTION NO. 2020-37 ADOPTING CITY COUNCIL TEAM AGREEMENT AND REPEALING RESOLUTION NO. 2019-14</u> |
| Anna Ruggles, City Recorder
Jesse VanderZanden, City
Manager | 8:25 | 11. <u>CITY COUNCIL DELIBERATIONS ON SLATE OF CANDIDATES INTERVIEWED FOR CITY COUNCIL POSITION VACANCY, TERM EXPIRING NOVEMBER, 2022, AND APPOINTMENT CONSIDERATION:</u> <ol style="list-style-type: none">1. The ballots will be provided in Council Packet.2. Councilors will verbally submit to City Recorder individual ballots, assigning a 3 to the highest candidate, a 2 to the second candidate, and a 1 to the third candidate.3. Upon tallying scores, City Recorder shall announce names of top three candidates. Under ORS 192.650(1)(c), secret ballots are prohibited and ballots must identify the vote of each Councilmember. |
| City Councilors | 8:45 | 12. <u>CITY COUNCIL COMMUNICATIONS:</u> |
| Jesse VanderZanden, City
Manager | 8:55 | 13. <u>CITY MANAGER'S REPORT:</u> |
| Peter Truax, Mayor | 9:00 | 14. <u>MAYOR'S REPORT:</u> |
| | 9:05 | 15. <u>ADJOURNMENT:</u> |

3. **CONSENT AGENDA**: Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).
- A. Approve City Council Work Session (Council Goals and Objectives Refinement and Council Team Agreement) Meeting Minutes of March 16, 2020.
 - B. Approve City Council Work Session (Succession Planning Employee Retirement) Meeting Minutes of March 16, 2020.
 - C. Approve City Council Regular Meeting Minutes of March 16, 2020.
 - D. Approve City Council Executive Session (Labor Negotiations) Meeting Minutes of March 16, 2020.
 - E. Accept Committee for Community Involvement Meeting Minutes of February 4, 2020.
 - F. Accept Community Forestry Commission Meeting Minutes of January 15, 2020.
 - G. Accept Economic Development Commission Meeting Minutes of January 9, and February 6, 2020.
 - H. Accept Sustainability Commission Meeting Minutes of January 23, 2020.
 - I. Community Development Department Monthly Building Activity Informational Report for March 2020.
 - J. **Proclamation Celebrating Arbor Month 2020 and Forest Grove's Designation as a 2019 Tree City USA®.**

INSTRUCTIONS FOR VIDEO CONFERENCING FOR CITY COUNCILORS AND CITY OFFICIALS:

The City will be using Cisco Webex Meetings to host the work sessions and regular meeting remotely for City Councilors and City Officials. The work sessions and meetings will be televised from the projector screen at the Community Auditorium LIVE by TVCTV on [Channel 30](#) and LIVE Streamed on [YouTube Channel 30](#).

- *Please ensure that Cisco Webex App has been downloaded to your iPad or electronic device. Your 9-digit number was provided separately.*
- *Please ensure that electronic device is fully charged and plugged-in if possible.*
- *Use headphones with a microphone if possible.*
- *Have a good internet connection.*
- *Be seated in an area that is quiet.*
- *If connection is lost, you can join the meeting again. The work sessions and meeting will continue as long as a quorum is present.*
- *If you do not have a good internet connection, please notify City Recorder for contingency plan instructions.*
- *You will be unable to view documents on your electronic while video conferencing. It is best to print a hardcopy or request a hardcopy be delivered to you by notifying the City Recorder.*

Instructions once the Meeting is Called to Order:

1. The Mayor will call the meeting to order at the time specified. City Councilors and city officials will join the meeting. Everyone will be able view the Mayor from the screen.
2. A city official will be hosting at the center of the room and projecting the video meeting on the large projector screen. Due to screen limitations, only the person speaking will be forefront.
3. Everyone will be muted with exception of the Mayor:
 - If a Councilor has a comment or question, raise your hand (staff will be scrolling the screen and be able to see everyone) and the Mayor will recognize you by name and you will be unmute and asked to speak.
 - Roll call votes will be taken.
4. The City Manager will be setup remotely. The City Manager will use this offsite location and call upon Department Directors by name to give the staff report and address questions/comments from the Council.

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Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:36 p.m.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, some Councilors attended remotely via telephone conference.

- 2. ROLL CALL: COUNCIL PRESENT:** Timothy Rippe (via telephone conferencing); Elena Uhing (via telephone conferencing); Mariana Valenzuela; Adolph "Val" Valfre (via telephone conferencing); Malynda Wenzl, Council President; and Mayor Peter Truax. **COUNCIL VACANCY:** 1.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Michael Kinkade, Fire Chief (in the audience); Henry Riemann, Interim Police Chief (in the audience); Colleen Winters, Library Director (in the audience); Eddie Littlefield, Power Services Manager (in the audience); and Anna Ruggles, City Recorder.

3. WORK SESSION: CITY COUNCIL GOALS AND OBJECTIVES 2020-21 REFINEMENT:

VanderZanden introduced Sara Wilson, SSW Consulting, noting Wilson was hired to develop a public involvement plan for a City vision and values, pursuant to Council's Objective 3.14, Develop Core Values and Update the City's Vision Statement, identified in FY2019-20. Subsequently, Wilson was hired to provide Council Retreat facilitation services for the Council Goals and Objectives for Fiscal Year 2020/2021 and to refine and develop and contextualize the vision and values. Wilson facilitated the following Council sessions:

- October 14, 2019, Work Session: Address Council's Objective 3.14, Develop Core Values and Update the City's Vision Statement, identified in FY2019-20. Wilson presented a PowerPoint presentation overview titled "Forest Grove Scoping the Community Vision Process", which included an overview of community visioning and shared examples of practices from other cities. Council participated in a facilitated discussion to define their desired outcomes and determine the level of engagement for the vision and values update process. Wilson prepared a Memorandum, dated October 23, 2019,

which included project outcomes identified by Council and a recommended approach for updating the vision statement, including a consultant, City staff, Council, and a project Task Force. This work could be completed at the February 2020 Council Retreat.

- February 10, 2020, pre-Retreat Work Session: VanderZanden reviewed with Council the progress on the Council Goals and Objectives FY2019-20 to help contextualize the Retreat. In doing so, Wilson conducted outreach with each Councilor and Management Team, which conversations formed the agenda, structure and expected outcomes of the Retreat with the intent of making the Retreat as productive and meaningful as possible. The progress report included status updates on the Council Goals and Objectives FY2019-20.
- February 15, 2020, Council and Management Team Retreat: The Retreat Agenda for the discussion was based on the following outcomes identified during the outreach process:
 - a. Confirm and/or redirect priorities on current Council goals;
 - b. Identify new goals and priorities;
 - c. Build a strong and cohesive team to communicate and advance the goals; and,
 - d. Outline the community engagement goals for the visioning process.

The Council and Management worked closely together to identify goals that would build on the work and success of previous years, while also addressing new challenges and/or changing community needs. The Council and Management Team convened in small groups to discuss ideas and top priorities, which were then mapped to look for emerging common themes and refined by the group.

- March 16, 2020, Council Goals and Objectives FY2020-21 Refinement: VanderZanden and Wilson presented a PowerPoint presentation summary of draft Council Goals FY2020/21 and Appendix (Attachment A to the presentation), which is also outlined below, noting the existing spreadsheet document resulted in an entirely newly-formatted report. In conclusion of the above-noted report, VanderZanden reported the Council identified 7 new Goals and 32 new Objectives compared to 3 Goals and 21 Objectives in FY2019-20 (Attachment 2 to the presentation), noting each Objective will be integrated into Department Work Plans (Staff lead and Timeline columns) and briefed in detail to Council during the budget process and budget priorities.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as the Council had an opportunity to review and discuss each of the 7 new Goals and 32 new Objectives identify for FY2020-21 (Attachment A to the presentation). During the roundtable discussion, Council collectively concurred to make the following refinements as shown below (deleted language, new language):

GOAL 1: SUPPORT DIVERSITY, EQUITY, AND INCLUSION IN THE DELIVERY OF CITY SERVICES AND OPERATIONS

- Develop a ~~DEI~~ Diversity, Equity and Inclusion (DEI) plan that includes an assessment of hiring practices and equitable delivery of city services and operations.
- Continue DEI Advisory Team and internal assessments.
- Support Training for DEI Advisory Team, Directors and Council.

GOAL 2: ENABLE HOUSING SUPPLY AND AFFORDABILITY

- Evaluate scalable ~~SDC~~'s System Development Charges (SDCs).
- Develop Oak Street Plan.
- *Complete Neighborhood Mixed-Use Zone Refinement. (Move to Goal 5)
- Evaluate parking requirements relative to housing density.
- Assess capacity for ~~CD~~ Community Development to meet the increasing demands of planned growth.
- *Refine West Side Plan Financial Plan. (Move to Goal 5)

Add: Evaluate recommendations from the City's Housing Needs Analysis and develop an implementation plan.

GOAL 3: ENHANCE PARTNERSHIPS

- Partner to help those experiencing homelessness.
- Partner with Forest Grove School District to enhance library coordination.
- Partner to address downtown parking needs
- Develop relationships between student liaisons and student government.
- Collaborate with community partners to plan for the City's sesquicentennial.
- Collaborate with regional and local partners to attract higher wage jobs.

GOAL 4: IMPROVE INTERNAL AND EXTERNAL COMMUNICATIONS AND ENGAGEMENT

- Complete and implement the Communications Plan.
- Engage community in the development of community vision and values.
- Provide ~~routine~~ customer service training to City staff to promote consistent, positive service to the community.
- Provide information ~~and outreach materials that provide an overview~~ and tips for engaging in the public process.

GOAL 5: MAINTAIN AND ENSURE FINANCIAL AND ORGANIZATIONAL SUSTAINABILITY (add language to clarify, i.e., support economic and workforce development)

- Complete Fire Task Force work to determine effect on City finances.
- Plan for future police facility. (Add: backup plan for police facility)
- Ensure adequate long-term industrial and commercial property supply.
- Prepare a five-year General Fund financial plan.

Moved from Goal 2: Complete Neighborhood Mixed-Use Zone Refinement.

Moved from Goal 2: Refine West Side Plan Financial Plan.

GOAL 6: PROMOTE SUSTAINABLE TRANSPORTATION ALTERNATIVES AND ENHANCE MOBILITY

- Identify high use areas with no sidewalks and include in public works projects.
- Incorporate sidewalk and curb Americans with Disability Act (ADA) retrofits into public works projects.
- Incorporate electric and/or hybrid vehicles into the City fleet.
- Provide adequate charging stations at public facilities.
- Prioritize Transportation Development Tax (TDT) projects.

Add: Assess areas with few transportation alternatives and identify options to enhance mobility.

GOAL 7: EXPAND RECREATION OPPORTUNITIES

- Develop implementation plan for ~~Stites, North Lincoln and A. T. Smith~~ park properties.
- Support Council Creek Trail ~~Development~~ Corridor.
- Partner to enhance recreation coordination.
- Partner to study Eastside Park.

At the conclusion of the above-noted roundtable discussion, Council's refinement resulted in 7 Goals and 34 Objectives (2 new objectives were added). In addition, there was roundtable Council discussion pertaining to 2020+ Objectives (Attachment 2 of the presentation), which were incomplete/ongoing would be carried over, such as 1.1. Solar Array, 1.4 Street Tree Policy and 2.9 Levy, to which VanderZanden advised the FY2020/21 Objectives incorporated unaccomplished Objectives from FY2019-20 to the extent possible. In addition, Ruggles referenced the Council 2019 Team Agreement (Attachment 3 to presentation), noting staff is recommending Council review and refine its Team Agreement if necessary. Uhing suggested that "no Councilor make a policy decision without Council discussion at a meeting." Due to the time, Mayor Truax advised proposed amendments could be discussed at the next meeting when the Team Agreement is brought back for Council consideration. In conclusion of the above-noted Council discussion, VanderZanden advised staff will bring back proposed resolutions for Council consideration adopting the Council Goals and Objectives 2020-21 and Council Team Agreement, to which Council collectively concurred.

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

4. ADJOURNMENT:

Hearing no further discussion from the Council, Mayor Truax adjourned the work session at 6:33 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**Council Work Session Minutes
Succession Planning Employee Retirement**

**Monday, March 16, 2020
6:30 p.m., Community Auditorium**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:33 p.m.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, some Councilors attended remotely via telephone conference.

ROLL CALL: COUNCIL PRESENT: Timothy Rippe (via telephone conferencing); Elena Uhing (via telephone conferencing); Mariana Valenzuela; Adolph "Val" Valfre (via telephone conferencing); Malynda Wenzl, Council President; and Mayor Peter Truax.

COUNCIL VACANCY: 1.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager; Michael Kinkade, Fire Chief (in the audience); Henry Riemann, Interim Police Chief (in the audience); Colleen Winters, Library Director (in the audience); Eddie Littlefield, Power Services Manager (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: SUCCESSION PLANNING EMPLOYEE RETIREMENT

Camilli, Downey and VanderZanden facilitated the above-noted Council work session, noting the purpose of the work session was to provide additional information based on the input from the Succession Planning Work Session held on February 24, 2020. Camilli and Downey presented a PowerPoint presentation overview on the City's three retirement plans, noting the City is evaluating whether to move employees in the City's Defined Contribution Plan (DCP) and all new qualifying General Service employees to the Public Employees Retirement System (PERS). Camilli referenced Slide 5, which showed Defined Benefit Plan (DBP) current eligibility employees, noting except for new International Brotherhood of Electrical Workers (IBEW) employees, the DBP Plan is a closed plan, meaning no new members are eligible, and the DBP Plan will eventually terminate which likely will take decades. Camilli referenced slide 6, which showed Defined Contribution Plan (DCP) current eligibility employees. Camilli referenced slide 7, which showed PERS current eligibility employees. In addition, Camilli provided background information pertaining to Oregon Public Service Retirement Plan (OPSRP pension) (Tier 3) level retirement benefits and current contribution rates, noting a majority of the employees will be OPSRP members and if the City hires Tier I or Tier 2 members, the members would retain their PERS membership status. Next, Downey and Camilli referenced the detailed cost analysis to switch current employees on the City's DCP and all new qualifying General Service Employees who would qualify to PERS, noting the

cost to switch to PERS is an additional \$148,818 per year. The slide also showed cost per fund and department after allocation of costs for the General Support Services Charges. In conclusion of the above-noted report, Camilli and Downey reported due to timing issues with the IBEW negotiations, staff is bringing the proposal forward to seek Council guidance on the following options:

- Continue with current plan structure.
- Begin process to move to PERS, i.e., put just new employees into PERS or also include current DCP members.

Camilli and Downey advised staff is proposing to include:

- Future General Service employees
- Current DCP members, DCP members are proposed for PERS out of fairness as new employees would go into PERS
- Current participants in the DBP are proposed to remain in the plan. PERS would likely allow DBP participants to be excluded from PERS.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as the Council had an opportunity to discuss the proposed options and whether to move current employees on the City's DCP and all new qualifying General Service Employees who would qualify to PERS. Camilli, Downey and VanderZanden addressed various Council inquiries and scenarios pertaining to negotiations with bargaining units as well as PERS should the City proceed with the potential of moving employees who are currently on the DCP and allowing all new qualifying General Service employees to PERS, to which Council collectively concurred to proceed with the process of negotiating a coverage agreement with PERS and to ensure that DBP members can be excluded from PERS. In conclusion of the above-noted discussion, VanderZanden advised staff will conduct further analysis and report back to Council at a later date, noting a Council resolution is necessary for any agreement to become effective. Camilli noted the decision to move the above-mentioned employees to PERS would be irrevocable.

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

3. ADJOURNMENT

Mayor Truax adjourned the Council work session at 6:58 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



A place where families and businesses thrive.

Monday, March 16, 2020

City Council Regular Meeting Minutes

7:00 p.m., Community Auditorium

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:04 p.m. and led the Pledge of Allegiance.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the Council limited in-person contact and implemented social distancing measures. Councilors attended remotely via telephone conference (see below) and Councilors at the dais were separated by six feet as well as the public in the audience.

ROLL CALL: COUNCIL PRESENT: Timothy Rippe (via telephone conferencing); Elena Uhing (via telephone conferencing); Mariana Valenzuela; Adolph "Val" Valfre (via telephone conferencing); Malynda Wenzl, Council President; and Mayor Peter Truax. **COUNCIL VACANCY:** 1.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager (in the audience); Michael Kinkade, Fire Chief (in the audience); Henry Reimann, Interim Police Chief (in the audience); Colleen Winters, Library Director (in the audience); Eddie Littlefield, Power Services Manager (in the audience); and Anna Ruggles, City Recorder.

1. A. SPECIAL RECOGNITION:

Sandra P. Garcia, Sister Cities Committee

Ruggles reported the Sister Cities Committee and interest groups were notified that the City was limiting in-person contact and promoting social distancing. As a result, the award presentation was postponed to a later date. Ruggles reported Sandy Garcia, Sister Cities Committee Chairperson for over 25 years, passed away on March 7, 2020, noting her memorial service arrangements are pending.

1. B. PROCLAMATION:

National Community Development Week

Mayor Truax reported the above-noted proclamation is proclaiming April 13 – 17, 2020, as "National Community Development Week in Forest Grove", noting the proclamation will be mailed to Washington County Office of Community Development

who requested the mayoral proclamation.

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

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

- A. Approve City Council Regular Meeting Minutes of February 10, 2020.
- B. Approve City Council Work Session (Council/Management Goal-Setting Retreat) Meeting Minutes of February 15, 2020.
- C. Approve City Council Work Session (Staff Succession Planning Update) Meeting Minutes of February 24, 2020.
- D. Approve City Council Regular Meeting Minutes of February 24, 2020.
- E. Approve City Council Executive Session (Exempt Records) Meeting Minutes of February 24, 2020.
- F. Accept Community Forestry Commission Meeting Minutes of January 15, 2020.
- G. Accept Historic Landmarks Board Meeting Minutes of January 28, 2020.
- H. Community Development Department Monthly Building Activity Informational Report for February, 2020.
- I. Endorse New Liquor License Application (Limited On-Premises Sales) for Bamen Ramen, 2024 19th Avenue, Building A (Applicant: Jason Jewett).
- J. **Endorse Liquor License Renewal Applications for Year 2020**:
 - 1) 7-Eleven, 2001 Yew Street, Off-Premises Sales
 - 2) Diversity Café, 2104 Main Street, Full On-Premises Sales and Catering
 - 3) Forest Grove Theater, 1911 Pacific Avenue, Limited On-Premises Sales
 - 4) Kaiser Brewing Company, 1607 Hawthorne Street, Brewery – Public House
 - 5) Kama Aina, 1910 Main Street, Suite A, Full On-Premises Sales and Off-Premises Sales
 - 6) La Estrella Tacos, 2432 – 2434 19th Avenue, Limited On-Premises Sales Premises Sales
 - 7) McMenamin’s Grand Lodge, 3505 Pacific Avenue, Full On-Premises Sales
 - 8) Pizza Schmizza, 2042 Main Street, Limited On-Premises Sales
 - 9) The Growler Garage, 1837 Pacific Avenue, Suite 133, Off-Premises Sales and Limited On-Premises Sales

MOTION: Councilor Wenzl moved, seconded by Councilor Valfre, to approve the Consent Agenda as presented. (Councilors Rippe; Uhing and Valfre via telephone conferencing). **COUNCIL VACANCY: 1. MOTION CARRIED 6-0 by**

voice vote

4. ADDITIONS/DELETIONS:

VanderZanden added Agenda Item 8. A. to the Council meeting agenda and canceled Items 5. A. and 5. B. as outlined below.

5. PRESENTATIONS:

5. A. Ballot Measure 34-296 Proposed Washington County Replacement Local Option Levy for Countywide Public Safety Services

VanderZanden canceled the above-noted agenda item due to limiting in-person contact and promoting social distancing, noting the presenter's PowerPoint presentation is in the Council meeting packet.

5. B. Ballot Measure 34-297 Proposed Washington County Renewal of Local Option Levy to Support Countywide Library Services

VanderZanden canceled the above-noted agenda item due to limiting in-person contact and promoting social distancing, noting the presenter's PowerPoint presentation is in the Council meeting packet.

6. CITY COUNCIL RESOLUTION NO. 2020-26 SUPPORTING WASHINGTON COUNTY REPLACEMENT LOCAL OPTION LEVY FOR COUNTYWIDE PUBLIC SAFETY SERVICES BALLOT MEASURE 34-296

Council Report:

Mayor Truax referenced the above-proposed resolution for Council consideration, noting the resolution is supporting Ballot Measure 34-296, which is replacing the Washington County Public Safety Levy expiring June, 2021. The proposed levy would have a five-year, fixed rate of \$.047 per \$1,000 of assessed value, an increase of \$.05 per \$1,000 of assessed value over the current levy, which is the original levy in the year 2000. If approved, a typical homeowner with assessed value of \$300,000 would pay \$141 per year, or about \$20 more than paid in 2020. In conclusion of the above-noted report, Mayor Truax advised he is recommending Council consider approving the proposed resolution as outlined in Exhibit A.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-26.

Mayor Truax read Resolution No. 2020-26 by title.

MOTION: Councilor Valfre (via telephone conferencing) moved, seconded by Councilor Rippe (via telephone conferencing), to approve City Council Resolution No. 2020-26 Supporting Washington County Replacement Local

Option Levy For Countywide Public Safety Services Ballot Measure 34-296.

Council Discussion:

Hearing no concerns from the Council, Mayor Truax asked for a roll call vote on the motion.

ROLL CALL VOTE: AYES: Councilors Valfre (via telephone conferencing), Rippe (via telephone conferencing), Valenzuela, Valfre (via telephone conferencing), Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

7. CITY COUNCIL RESOLUTION NO. 2020-27 SUPPORTING WASHINGTON COUNTY RENEWAL OF LOCAL OPTION LEVY TO SUPPORT COUNTYWIDE LIBRARY SERVICES BALLOT MEASURE 34-297

Council Report:

Mayor Truax referenced the above-proposed resolution for Council consideration, noting the resolution is supporting Ballot Measure 34-297, which is renewing the county-wide Washington County Cooperative Library Services Levy expiring June, 2021. The proposed renewal levy would have a five year, fixed rate of \$.022 per \$1,000 of assessed value, which is unchanged from the current rate. If approved, a typical homeowner with assessed value of \$300,000 would pay \$66 per year. In conclusion of the above-noted report, Mayor Truax advised he is recommending Council consider approving the proposed resolution as outlined in Exhibit A.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-27.

Mayor Truax read Resolution No. 2020-27 by title.

MOTION: Councilor Rippe (via telephone conferencing) moved, seconded by Councilor Valfre (via telephone conferencing), to approve City Council Resolution No. 2020-27 Supporting Washington County Renewal of Local Option Levy to Support Countywide Library Services Ballot Measure 34-297.

Council Discussion:

Hearing no concerns from the Council, Mayor Truax asked for a roll call vote on the motion.

ROLL CALL VOTE: AYES: Councilors Rippe (via telephone conferencing), Uhing (via telephone conferencing), Valenzuela, Valfre (via telephone conferencing), Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

8. **RESOLUTION NO. 2020-28 OF THE CITY OF FOREST GROVE, OREGON,
AUTHORIZING THE ISSUANCE OF REFUNDING REVENUE BONDS TO REFINANCE
PROJECTS FOR PACIFIC UNIVERSITY**

Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting due to favorable interest environment for refinancing, Pacific University would like the City to issue refunding revenue bonds to refund all or any portion of the City's Campus Improvement Refunding Revenue Bonds (Pacific University Project), Series 2014A (Tax-Exempt) and Campus Improvement Revenue Bonds (Pacific University Project) Series 2014B (Federally Taxable) issued in the aggregate principal amount of \$38,640,000 (together, the 2014 Bonds) and its Campus Improvement Revenue and Refunding Bonds (Pacific University Project) (Series 2015A) issued in the aggregate principal amount of \$36,425,000 (the 2015 Bonds and together with the 2014 Bonds, the Prior Bonds). In conclusion of the above-noted staff report, Downey advised staff is recommending Council consider approving the proposed resolution as outlined in Exhibit A, noting no City funds are being used to pay the costs of issuing the bonds and Pacific University is paying the City a fee of \$2,000 to pay for City staff time for the issuance process.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-28.

Mayor Truax read Resolution No. 2020-28 by title.

MOTION: Council President Wenzl moved, seconded by Councilor Valfre (via telephone conferencing), to approve City Council Resolution No. 2020-28 of the City of Forest Grove, Oregon, Authorizing the Issuance of Refunding Revenue Bonds to Refinance Projects for Pacific University.

Council Discussion:

Hearing no concerns from the Council, Mayor Truax asked for a roll call vote on the motion.

ROLL CALL VOTE: AYES: Councilors Rippe (via telephone conferencing), Uhing (via telephone conferencing), Valenzuela, Valfre (via telephone conferencing), Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

8. A. **RESOLUTION NO. 2020-29 CITY OF FOREST GROVE DECLARATION STATE OF
EMERGENCY**

Staff Report:

VanderZanden added the above-noted proposed resolution for Council consideration, noting pursuant to ORS Chapter 401 and the City's Emergency Operations Plan, the Mayor is specifically delegated the responsibility to declare a state of emergency, encompassing all of the area within the city limits. The President of the United States, the State Governor and Washington County Board of Commissioners have declared a state of emergency in response to multiple cases of Coronavirus (COVID-19). In conclusion of the above-noted staff report, VanderZanden advised staff is recommending Council consider approving the proposed resolution as outlined in Exhibit A, noting the City's declaration is effective March 14, 2020, at 1:00 p.m. and will remain in effect until 8:00 p.m. on April 13, 2020, unless superseded sooner.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-29.

Mayor Truax read Resolution No. 2020-29 by title.

MOTION: Council President Wenzl moved, seconded by Councilor Valfre (via telephone conferencing), to approve Resolution No. 2020-29 City of Forest Grove Declaration State of Emergency.

Council Discussion:

In response to various Council inquiries pertaining to homeless shelters and healthcare facilities, Fire Chief Kinkade advised he is working with Washington County Emergency Command Center and is in contact with local healthcare facilities.

In response to various Council inquiries pertaining to City Hall hours, Downey advised City Hall has reduced business hours from 9am to 5pm to 10am to 3pm. Winters noted the Library is promoting online resources.

In response to staff work hours and staff leave policies, Camilli provided an update of the general procedures and policies, noting no city staff has been sent home as of yet, but part of the process is to evaluate employee circumstances.

Hearing no further concerns from the Council, Mayor Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Councilors Rippe (via telephone conferencing), Uhing (via telephone conferencing), Valenzuela, Valfre (via telephone conferencing), Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

9. CITY COUNCIL COMMUNICATIONS:

Rippe reported attending Economic Development Commission meeting on March 3, 2020. Rippe reported attending National League of Cities Conference, noting there was a lot of discussion pertaining to Coronavirus (COVID-19). Rippe noted the Public Safety Advisory Commission does not plan to meet until April. In addition, Rippe reported on other related matters of interest and upcoming legislative-related virtual meetings he was planning to attend.

Uhing reported Sustainability Commission canceled its meeting in March and postponed its clean-up event to a later date due to Coronavirus (COVID-19).

Valenzuela reported Centro Cultural in Cornelius is currently closed due to Coronavirus (COVID-19). In addition Valenzuela reported on attending the Habitat for Humanity Gala.

Valfre reported attending Washington County Community Development Block Grant Program Policy Advisory Board meeting, noting presentations were held.

Wenzl reported Forest Grove School District has closed due to Coronavirus (COVID-19). In addition, Wenzl reported Sister Cities Committee is seeking homestay families for the Nyuzen Adult Delegation Visit in July.

10. City Manager's Report:

VanderZanden commended Department Directors and staff who are working jointly during the Coronavirus (COVID-19) situation. The Council also commended staff as well, especially Fire Chief Kinkade who has been reporting updates as situations occur. VanderZanden reported an Incident Management Team has been assembled, noting current updates on City services are listed on the City's website Latest News, "City Response to Coronavirus". In addition, VanderZanden referenced the City Manager's Report, dated March 9, 2020, which reported on various department-related activities and projects.

11. MAYOR'S REPORT:

Mayor Truax reported on the most recently-issued State Governor's Order (Order 20-05, which went into effect on March 12 and remains in effect until April 8, 2020), prohibiting large gatherings due to COVID-19 outbreak in Oregon in order to slow the spread of the disease, and to protect Oregonians who are at highest risk for contracting the disease), noting bars and restaurants largely closed are still allowing take-out orders and drive-through; businesses allowed to remain open must designate an employee to create and enforce social distancing policies; and for businesses that remain open, the governor has directed staff be allowed to work from home when possible, and that safe social distancing provisions be maintained for those employees who must be on site. Mayor Truax advised he has sent a letter to Congress asking to consider family paid leave policy and finding a way so the U. S.

Census can move forward. In addition, Mayor Truax reported city staff is assessing how the budget process will proceed in order to meet the deadlines for the City's budget adoption, noting information will be reported soon.

12. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 8:14 p.m. and asked everyone to visit the city's website as information was changing daily.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



A place where families and businesses thrive.

3D

Monday, March 16, 2020

City Council Executive Session Minutes

8:45 p.m., Community Auditorium

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Executive Session to order at 8:21 p.m.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, some Councilors attended remotely via telephone conference.

ROLL CALL: COUNCIL PRESENT: Timothy Rippe (via telephone conferencing); Mariana Valenzuela; Adolph "Val" Valfre (via telephone conferencing); Malynda Wenzl, Council President; and Mayor Peter Truax. **COUNCIL ABSENT:** Councilor Elena Uhing, excused. **COUNCIL VACANCY:** 1.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services; Brenda Camilli, Human Resources Manager; Eddie Littlefield, Power Services Manager (in the audience); and Anna Ruggles, City Recorder.

2. EXECUTIVE SESSION:

The City Council met in Executive Session in accordance with:

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

3. ADJOURNMENT:

Mayor Truax adjourned the Executive Session at 8:55 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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CITY OF FOREST GROVE
COMMITTEE FOR COMMUNITY INVOLVEMENT
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET
February 4, 2020

Chair Devon Downeysmith

Kristen Tangen, Vice- Chair
David Andersen
Charlene Murdock
Student Advisor: Ashley Terry

Tom Cook, Secretary
Pamela Sprague
(Vacant)

Council Liaison: Malynda Wenzl

All public meetings are open to the public and all persons are permitted to attend any meetings except as otherwise provided by ORS 192:
→ Citizen Communications – Anyone wishing to speak 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. Each person must state his or her name and give an address for the record.
All public 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, at (503) 992-3235, at least 48 hours prior to the meeting.

Present: Tom Cook, Kristen Tangen, Council Liaison Malynda Wenzl, City Staff Bryan Pohl, Ashley Terry (student Advisor), Charlene Murdock

Absent: David Andersen, Devon Downeysmith, Pamela Sprague

1. **Call to Order:** Vice chair Kristen Tanger called to order at 5:40. Approved minutes of January 7th and special meeting of January 20th, 2020.

2. **Community Action Inbox.** None

3. **CCI Discussion**

A. Annual Town Meeting 2020

The committee discussed the postponed ATM. No date/time set. Council could choose to have bond on November ballot with ATM in April or May. Discussion about the topic of the next ATM. Possibility that it would not be on police facility.

Ideas for ATM: how to increase civic engagement or how to engage the public in civic service. Consensus: need clear direction from city council on how to proceed.

4. **Council Liaison Report:** Counselor Wenzl discussed the appreciation dinner on February 13. Report back from Parks and Rec on potential park development, City Council "retreat" is 15 February.

5. **Adjourn:** 6:03 Next Meeting March 3rd, 2020

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Community Forestry Commission
 Community Auditorium
 1915 Main Street, Forest Grove, OR
 January 15, 2020
 Page 1 of 2

Council Liaison: Ron Thompson - present
Members Present: Mark Nakajima, Chair; Michael Howell, Vice Chair;
 Bruce Countryman; David Hunter
Student Advisor: Declan Lynch - absent
Members Absent: Lance Schamberger, Jen Warren
Staff Liaison: Dan Riordan – present

Call to Order and Role: The January 15, 2020, meeting was called to order by Chair Nakajima at 5:35 pm.

Citizen Communication: None

Minutes Approval: David made a motion, seconded by Bruce, to approve the December 18, 2019 minutes as presented. The motion passed unanimously.

Action Items/Discussion:

1. **Election of Chair and Vice Chair for CY 2020** – Bruce made a motion seconded by David to re-elect Mark as Chair for Calendar Year 2020. The motion passed unanimously. The CFC also adopted a motion to re-elect Michael as Vice-Chair. The motion passed unanimously.
2. **Adopt Meeting Dates for CY 2020** – David made a motion, seconded by Michael to adopt meeting dates for Calendar Year 2020. Meeting dates are the third Wednesday of the month except for July and August when the CFC will not meet.
3. **Discuss Bylaw Revisions for City Council Approval** – The Commission continued review of the CFC bylaws. The Commission agreed that the CFC purpose be updated to include that the CFC serves as the tree board for Tree City USA® qualification and the powers and duties be updated to include coordinating the annual Arbor Day celebration and overseeing the City's Urban Forest Management Plan. Discussion also included review of requirements for removal of protected trees included in the current bylaws and the Development Code. David recommended that trees be evaluated by a certified ISA arborist prior to issuing the permit. David also recommended person evaluating the tree shouldn't be allowed to do the removal work. The Commission also discussed clarifying that CFC decisions are appealable to City Council and that the current requirement that removal of a protected tree be delayed for one year should be deleted.

The Commission will consider potential bylaw revisions during the February meeting. City Council consideration of the proposed updated bylaws is expected in April.

Liaison Update: Councilor Thompson provided an update of the last City Council meeting.

Member Update: None

Next Meeting: February 19, 2020, 5:30 pm at the City Auditorium.

Meeting Adjournment: David made a motion, seconded by Michael to adjourn the meeting at 6:31 pm. The motion passed unanimously.

Respectfully submitted,

Dan Riordan
CFC Staff Liaison

1. CALL TO ORDER:

The meeting was called to order at 12:04 p.m. by EDC Chairman Kevin Emerick.

ROLL CALL: EDC MEMBERS PRESENT: Brad Bafaro; Tim Budelman; Steve Krautscheid; Mark Nakajima; Tom Raabe; Guy Storms; Howard Sullivan; Javier Urenda

EDC MEMBERS ABSENT (EXCUSED): Jennifer Prickett

EDC MEMBERS ABSENT (UNEXCUSED): Jim Langstraat; Christopher Wilmeth;

OTHERS PRESENT: Yvan Saastamoinen; City Intern

COUNCIL LIAISON: Councilor Rippe

STAFF PRESENT: Jeff King, Economic Development Manager; Shannon Reynolds, Administrative Assistant

2. CITIZEN COMMUNICATION:

None

3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:

A quorum was met. Tom Raabe moved to approve both November 7, 2019 and December 5, 2019 EDC minutes. Brad Bafaro seconded. The motion passed unanimously.

4. ADDITIONS/DELETIONS:

None

5. BUSINESS:

A. Chamber of Commerce Update, Howard Sullivan:

Howard updated the EDC with the current Forest Grove Chamber news. Congratulations to Councilor Tim Rippe for his recent recognition as the new appointee for the National League of Cities. There will be a round table discussion with both Forest Grove and Cornelius Chamber of Commerce to discuss bridging the digital divide across Oregon. Representative Bonamici will be in attendance as well. This will be held at Ridgewalker's in Forest Grove on January 23rd. On January 31st the Cornelius and Forest Grove Chamber of Commerce will be starting their Business Education Series at Diversity Café from 8-9 a.m. Howard also mentioned the 7th Annual "Stars in the Grove" in February.

B. Council Update, Councilor Rippe:

Council interviewed seven candidates to fill Councilor Johnston's vacancy. They appointed Mariana Valenzuela. She will be sworn in on Monday night. She will complete Councilor Johnston's term of a little less than three years. A new City Council President

will be elected as well. The Council Creek corridor is being reviewed for possible rapid transit access and trails. Funds are being filed to be used for the initial design work of this corridor between Cornelius and Forest Grove.

C. Oregon Business Plan Summary, Kevin Emerick

Kevin gave an update on an event he attended; The Oregon Business Summit. This was primarily about building the economic future of Oregon. Senator Wyden and Merkely were in attendance and spoke as well. Kevin summarized the main points of discussion for the EDC.

D. New Bylaw Vote, Calendar and Vacancies:

Howard moved a motion to accept the new bylaw revisions. Tim Budelman seconded and the motion passed unanimously. Jeff will present the new EDC Bylaws to City Council for approval.

Brad Bafaro moved a motion to accept the Economic Development Commission meeting dates for the year 2020. Howard Sullivan seconded and the motion passed unanimously.

Mark Nakajima moved a motion to accept Kevin Emerick as Chair and Javier Urenda as Vice Chair of the EDC. Tim Budelman seconded and the motion passed unanimously.

A few commissioner positions are vacant on the EDC; “Downtown Retail”, “Large Manufacturer” and “Workforce”. Jeff will contact PCC’s student program to see if there is interest in filling the non-voting vacancy for “Workforce”. Steve Krautscheid and Howard Sullivan will work together on recruiting for the “Large Manufacturer” position. Tim Budelman will make contact with Urban Decanter for the “Downtown Retail” vacancy. Mark Nakajima mentioned the possibility of Ridgewalker’s as another candidate for this vacancy.

Jeff will also look into an invitational letter to give to possible candidates.

E. Strategic Plan: Priorities for 2020, Goal 7, Jeff King

Jeff reviewed the current Strategic Plan with specific attention on Goal 7. The EDC will take a closer look at each economic indicator and define the goal set in the Strategic Plan. Once the goal has been clearly defined along with information and data collection, a presentation will be given to City Council. Jeff also mentioned as part of Goal 7 that he anticipates a presentation will be given by Adelante Mujeres on the possible barriers and equity issues that Latinos and other diverse populations face in starting and operating businesses in Forest Grove. The City is also developing a “Diversity Team” to help bridge any gaps that may arise in the community. EDC will be represented on this team as well.

Jeff spoke on doing a review of the planning and building process of MGC Pure Chemical. This review will be with Planning, Engineering and Building to look at various outcomes, issues, and challenges as well as any positive feedback. The hope is to ensure there are no systemic barriers within the current building and development system process.

External partnerships will be key in collaborating and developing each goal of the strategic plan.

Howard Sullivan asked if the term dates on the EDC Board Contact List could be updated. Jeff will review this with Anna Ruggles.

6. STAFF AND BOARD MEMBER COMMUNICATIONS:

None

7. ANNOUNCEMENT OF NEXT MEETING:

Chairman Kevin Emerick, announced that the next meeting of the EDC will be on Thursday, February 6, 2020 at 12:00 p.m. in the Alice Inkley Room at McMenamins Grand Lodge.

8. ADJOURNMENT:

Kevin Emerick adjourned the meeting at 1:31 p.m. by consensus.

Respectfully submitted by:
Shannon Reynolds
Administrative Specialist
City of Forest Grove

Approved by the Forest Grove EDC:

Date: 2/6/20

1. CALL TO ORDER:

The meeting was called to order at 12:01 p.m. by EDC Chairman Kevin Emerick.

ROLL CALL: EDC MEMBERS PRESENT: Brad Bafaro; Tim Budelman; Kevin Emerick; Steve Krautscheid; Jim Langstraat; Mark Nakajima; Guy Storms; Howard Sullivan; Javier Urenda; Johnathan Yawson

EDC MEMBERS ABSENT (EXCUSED): Tom Raabe, Jennifer Prickett

EDC MEMBERS ABSENT (UNEXCUSED):

OTHERS PRESENT: Court Carrier, Forest Grove Tourism

COUNCIL LIAISON: Councilor Timothy Rippe

STAFF PRESENT: Cassi Bergstrom, Permit Coordinator; Jeff King, Economic Development Manager; Yvan Saastamoinen, City Intern; Jesse VanderZanden, Forest Grove City Manager

2. CITIZEN COMMUNICATION:

None

3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:

A quorum was met. Howard Sullivan moved a motion to approve the January 9, 2020 EDC meeting minutes. Steve Krautscheid seconded. The motion passed unanimously.

4. ADDITIONS/DELETIONS:

Boards and Commissions dinner will be held at the Forest Grove Senior Center Thursday, February 13th at 5:30 p.m.

5. BUSINESS:

A. Chamber of Commerce Update, Howard Sullivan:

Howard Sullivan provided an update from the Chamber of Commerce. February 7th at 8 am will be the next Rise and Shine located at Virginia Garcia. The history and story of Virginia Garcia will be presented.

February 24th the Chamber will be hosting, along with both Forest Grove and Cornelius City Mayors, the “States of the Cities” address at Cornelius Library.

The affordable showers that were designated for the homeless have logged almost 500 showers.

March 21st will be the Annual Auction at the Armory.

B. Council Update, Councilor Rippe:

Councilor Rippe provided a City Council update. The Urban Renewal Agency had a work session regarding “Site B” east of the Jesse Quinn building. They will put out an RFP (request for proposal) soon for land development. A solution for the Martin Rd. intersection has been determined. A round-a-bout will be designed as well as improvements made to the shoulders of the road.

EDC bylaws were approved by City Council however a councilor asked that the membership number of the EDC be pulled out to allow for a specific discussion. The general consensus of the Council is membership total remain at 9 for all Boards and Commissions including the EDC. Council feels this is possible and over the next year is asking EDC to have a discussion with that goal in mind. Jeff asked if there was any wiggle room in the membership number. Councilor Rippe explained the record for the recent attendance shows there have typically been only nine members present and reaching a quorum can be difficult at times. He advised the EDC to make a strong case to the Council as to why they feel membership should remain at 15. Jesse VanderZanden mentioned the EDC’s development of the Strategic Plan be highlighted as an accomplishment.

C. Proposed New Board Members:

Howard reached out to MGC Pure and RDF&P for possible interest in membership on the EDC. Both were interested. He will follow-up with each to see if they would like to sit in on a meeting before they commit. Tim Budelman will follow up with Jill from Urban Decanter for the open downtown business position.

Tim Budelman moved a motion to remove Chris Wilmeth from the EDC membership. Mark Nakajima seconded. The motion passed unanimously. This position of “Workforce” will remain open as a liaison position.

D. Strategic Plan Metrics for Goal 7 & Goal 2, Jeff King

Jeff King reviewed Goal 7 of the Strategic Plan with the EDC. This included short term and long term objectives as well as the measurements of the goal. Some challenges of measuring this goal were discussed. EDC looks forward to the presentation and report forthcoming from Adelante Mujeres in April.

E. Discussion of Chamber Awards Program, Survey

Howard mentioned more discussion was needed regarding the Chamber Awards Program. He has several questions regarding when, how, and cost for this award. Tim Budelman mentioned the possibility of reaching out to other communities that are similar in size to see how their Chambers handle this. Jeff mentioned working with Yvan Saastamoinen to aid in research as well as meeting with Howard at the Chamber office.

F. Tourism & Branding Update-Court Carrier

Court Carrier updated the EDC on the development of tourism in Forest Grove. Vision and Mission statements have been drafted and approved. A Strategic Plan has been drafted as well and will be submitted to the advisory committee this month with hopes for implementation soon. A tourism committee has been working together and meeting monthly. Re-branding of Forest Grove is in development and Lookout & Company has been chosen for this project. Feedback from the community will be key. They will be issuing surveys to gain community insight. Forest Grove's new website company will work closely with Lookout & Company as well.

G. Main Street Program Update:

An application was submitted and accepted for the Main Street Program. Participants from downtown will be useful in forming an advisory committee. This will help to fund and improve the "downtown" conditions of Forest Grove.

Jeff provided a handout on Forest Grove 2020 Potential Partnerships. OTBC will be meeting with Jeff King next week regarding entrepreneurship and innovation possibilities for Forest Grove.

6. STAFF AND BOARD MEMBER COMMUNICATIONS:

John Southgate will be presenting next month to the EDC on his role with Washington County. Adelante Mujeres will present to the EDC in April.

7. ANNOUNCEMENT OF NEXT MEETING:

Chairman Kevin Emerick, announced that the next meeting of the EDC will be on Thursday, March 5, 2020 at 12:00 p.m. in the Alice Inkley Room at McMenamins Grand Lodge.

8. ADJOURNMENT:

Kevin Emerick adjourned the meeting at 1:27 p.m. by consensus.

Respectfully submitted by:
Shannon Reynolds
Administrative Specialist
City of Forest Grove

Approved by the Forest Grove EDC:

Date: 3/5/19



A place where families and businesses thrive.

**CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
COMMUNITY AUDITORIUM**

THURSDAY, JANUARY 23, 2020 – 6:00 P.M.

MEETING MINUTES Approved by Commission on February 28, 2020.

CALL TO ORDER: Chair Nieves called the meeting to order at 6:03 PM.

Sustainability Commission Present:

Amber Nieves

Lilly Meek

Tabitha Merten

Johanna Peeters Weem

Robin Lindsley

Absent, Excused: Kenneth Cobleigh, Fallon Harris

Council Liaison: Elena Uhing

Staff: Elizabeth Stover, Program Coordinator; Paul Downey, Finance Director

Guests: None

1. **COMMUNITY COMMUNICATIONS:** Chris Genly, 2137 17th Avenue, had concerns about rising CO₂ emissions. He presented the Brookline, MA bylaw prohibiting the installation of fossil fuel infrastructure in new buildings. Jane Michaud, 1729 Main Street, had the suggestion of banning gas-powered leaf blowers. She will write a proposal to present to the City Council. Eric Canon, 1923 Elm Street, suggested the City could set up a program to purchase green power and help residents with financial hardship to also access green power. Nieves updated the community members in attendance that educating the public on incentives is part of the Commission's Work Plan.
2. **COMMISSIONER COMMUNICATIONS:** Merten and Nieves reported results from PlanetCon: 1800lbs of batteries, 2000lbs of polystyrene, 730lbs of plastic film, and 2500lbs of rigid plastic were collected; 52 bicycles were donated; and about 100 volunteers participated. Nieves proposed the City have garbage receptacles at every bus stop. Nieves also requested contact information from Councilor Uhing for Oregon Department of Transportation regarding Highway 47 litter and the homeless camp waste clean-up. Lindsley gave an update on the Free Food project grant at Pacific University. The website will be called "Food Fix" and will be worked on during the current semester. Councilor Uhing updated the group that the Annual Town Meeting was postponed because the focus was on the Police Station building project, on which the Council is not yet ready to move forward.
3. **CONSENT AGENDA:** Lindsley corrected previous minutes that the Seed Swap is on February 29. Nieves moved to approve, Peeters Weem second. Unanimous.
4. **ADDITIONS/DELETIONS:** None.
5. **SOLAR ENERGY RECOMMENDATION:** Nieves solicited feedback from the Commission members. Peeters Weem had concerns regarding the inclusion of natural gas as a source of energy due to it not being a renewable resource and its production of CO₂ emissions.

Council Uhing suggested more research might be needed before finalizing the letter. Nieves to make minor revisions and resend for distribution. Merten moved to approve, Lindsley second; unanimous.

6. **“DID YOU KNOW...” ARTICLES:** Nieves asked for volunteers on the Commission to write “Did You Know...” articles on solar incentives. Merten suggested utilizing Peeters Weem’s original article about solar energy, with volunteers to write blurbs that are not more than 250 words per article. Meek and Peeters Weem to work together, Nieves to get the PowerPoint presentation from Auric Energy.
7. **WORK PLAN:** Commission to review the Work Plan by item, staff to update the plan to 2020 and resend to the group. Merten suggested adding researching sustainable power, June 2020 PlanetCon, and garbage receptacles at bus stops to the plan. To review at the March meeting.
8. **CEP GRANT UPDATE:** Cobleigh unavailable. Councilor Uhing discussed the need to have a rubric in place for awarding mini-grants. Staff provided an update on the current status of mini-grant funds.
9. **COMMUNITY CIVIC ENGAGEMENT:** Commission discussed thoughts regarding the materials provided by the Committee for Community Involvement (CCI) and Devon Downeysmith. Councilor Uhing updated the group that the Council felt the summit would be a good jumping off point for social equity work. Commissions agreed in a previous meeting that a professional facilitator was needed, and that roles needed to be defined within the Sustainability Commission and CCI.
 - Lindsley to reach out to Brian Schimmel for information on past summit(s).
 - Nieves to reach out to staff regarding agenda items for the joint Sustainability/CCI meeting in February.
 - Merten to send information for “Did You Know...” articles to the Commission.
 - Councilor Uhing to discuss with the Council regarding hiring a facilitator.
 - How to participate with local government as a community member.

10. COUNCIL LIAISON REPORT:

- Annual Town Meeting was canceled, possibly to return in spring.
- Boards and Commissions dinner is February 13, 5:30 pm at the Senior Center.
- Council Retreat is February 15, with a facilitator.
- State of the City is on February 24, 11:30 am, at the Cornelius Library.
- Communication Plan and Policies is in process with a consultant and will be discussed in a February or March work session.
- New Urban Renewal Agency committee will look at Site B – assess, review, and recommend use.
- Festival Street Concept Plan will be presented to Council.

11. STAFF REPORT:

- Staff working with Washington County on commercial food scraps.

12. FUTURE AGENDA TOPICS:

- February: Sustainability Commission/CCI meeting regarding Latinx Summit.
- March:
 - Review “Did You Know...” articles, include new topics.
 - Work Plan 2020:
 - CEP/Mini-grant update summary.
 - Rubric for mini-grant awards.
 - Single use plastic waste reduction with Johanna.
 - Litter Clean Up
- Next subcommittee date to come from Nieves.

13. ADJOURNMENT: Nieves adjourned the meeting at 7:34 pm.

Respectfully Submitted,

Elizabeth Stover, Program Coordinator

City of Forest Grove

Approved by the Forest Grove Sustainability Commission Date: 2/28/20

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Monthly Building Activity Report March-20 2019-2020

Category	Period: March-19		Period: March-20	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Accessory Dwelling Unit				
Sing-Family New	6	\$1,868,947	5	\$1,509,725
SFR Addition & Alt/Repair	6	\$148,716	9	\$221,821
Mult. Fam. New Multi Family Alterations/Repair/Additions			1	\$20,000
Group Care Facility	2	\$102,493	1	\$3,190
Commercial New				
Commerical Addition				
Commercial Alt/Repair	3	\$276,000	2	\$20,100
Industrial New	1	\$30,000		
Industrial Addition				
Industrial Alt/Repair	2	\$32,000	1	\$4,875
Gov/Pub/Inst (new/add)	18	\$185,733	1	\$21,256
Signs			1	\$7,000
Grading				
Demolitions			1	
Total	38	\$2,643,889	22	\$1,807,967

Fiscal Year-to-Date

2018-2019		2019-2020	
Permits	Value	Permits	Value
258	\$56,723,877	167	\$23,222,920

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PROCLAMATION

Celebrate Arbor Day 2020 and Forest Grove's 30th Anniversary as a Tree City USA®

WHEREAS, Arbor Day was first observed in 1872 with the planting of more than one million trees in Nebraska; and

WHEREAS, the Forest Grove community continues this tradition of environmental stewardship by conserving, preserving, and restoring our local urban forest; and

WHEREAS, our community appreciates the many benefits trees provide to our residents, businesses, and visitors; and

WHEREAS, the National Arbor Day Foundation has recognized Forest Grove as a Tree City USA® due to our community's commitment to effective forest management over the last year; and

WHEREAS, 2019 marks the 30th consecutive year Forest Grove has received Tree City USA® designation; and

WHEREAS, the Forest Grove Community Forestry Commission recognizes the leadership provided by Councilor Ronald Thompson over many years to advance the City's urban forestry efforts.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM AS FOLLOWS:

Section 1. The City Council hereby designates Tuesday, April 24, 2020, as Arbor Day in Forest Grove.

Section 2. The Forest Grove community is encouraged to support the tradition of the first Arbor Day by planting trees for the benefit of our community.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 13th day of April, 2020.

Peter B. Truax, Mayor, City of Forest Grove



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<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	_____
MEETING DATE:	04/13/2020
FINAL ACTION:	_____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *April 13, 2020*

PROJECT TEAM: *Dan Riordan, Senior Planner/Community Forestry Commission Staff Liaison;
Mark Nakajima, Community Forestry Commission Chair
Bryan Pohl, Community Development Director*

SUBJECT TITLE: *Draft Community Forestry Commission 2019 Accomplishments*

ACTION REQUESTED:

	Ordinance	Order	Resolution	Motion	X	Informational
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X all that apply

ISSUE STATEMENT: The Council’s template for board and commission bylaws adopted in 2019 requires that the boards and commission present an annual report to City Council on accomplishments for the prior calendar year. In January, the Community Forestry Commission scheduled their annual presentation to occur in April coinciding with Arbor Month celebrations.

Due the unusual circumstances taking place over the past month related to Covid-19, the Community Forestry Commission was unable to meet in March. Therefore, the Commission did not have an opportunity to review and formally approve the annual report for presentation to Council. It appears the Commission will not have an opportunity to meet again until at least May.

To address the annual reporting requirement for 2019, draft accomplishments for calendar year 2019 are outlined below for Council consideration. After the Commission has an opportunity to meet again the accomplishments presented below will be further reviewed for formal acceptance by the Commission.

BACKGROUND:

**Community Forestry Commission
DRAFT Accomplishments for Calendar Year 2019**

- In January 2019, the Community Forestry Commission, acting as the official tree board for Tree City USA® certification, acknowledged the Arbor Day Foundation’s certification of Forest Grove as Tree City USA® for the 29th consecutive year for calendar year 2018.

- Councilor Thompson, City Council liaison to the Community Forestry Commission presented the City's Arbor Month proclamation on behalf of the City Council on April 8, 2019. Community Forestry Commission Chair Mark Nakajima, and past-Chair Jen Warren accepted the proclamation on behalf of the Commission. The Commission intends to honor Councilor Thompson later this year in recognition of his many years of involvement with the Commission and leadership advancing the Commission's mission.
- The City's Arbor Day tree planting occurred on April 9, 2019, at Thatcher Park. The event was attended by the Mayor, Councilor Rippe, and Councilor Valfre, and members of the community. A maple tree was planted to provide shade at the park's play area.
- On May 15, 2019, the Commission reviewed the completed Town Center Street Tree Inventory and Assessment report. This effort was funded through a Community Enhancement Program grant awarded to the Commission and was a major accomplishment of the Commission during 2019. City Council adopted a resolution formally accepting the report in September 2019.
- In December, the Commission kicked-off review of the Commission's bylaws and began discussion about possible revisions for consideration by City Council in 2020.

As noted above, after the Commission has an opportunity to meet again the accomplishments presented above will be further reviewed for formal acceptance by the Commission. After formal acceptance by the Commission a final version of the accomplishment report will be filed with the Council.

News from the Library Commission

Our commissioners:

Kathleen Poulsen, Nickie Augustine, Elizabeth Beechwood,
Kirsten Beier, Valyrie Ingram, Morgan Knapp, Pamela Bailey

Also, much appreciation for council liaison, Val Valfre and for
library director Colleen Winters.

Library Commission, 2019:

- Began the year focused on the results of the Listening Tour that was completed in the fall of 2018.
- We planned for our 110th Anniversary celebration

October 2019 was a busy month!

- Everyone Reads with local author Willy Vlautin
- Book discussion groups
- Author's reception and presentation
- Dedication & Celebration of Ginsburg Memorial Garden
- Commemorative 110th Anniversary bookmarks
- Friends, Foundation and City worked together on this project

110th Anniversary Celebration (thanks to the Friends for support & funding)

- Barbershop Quartet
- Gann Bros. brought vintage printers for patrons to try
- Slow Rise Bakery made delicious cookies
- Visit from 'Mrs. Rogers' who brought many artifacts
- Vintage children's games facilitated by Brad Taylor and Mark Bailey

Photos from Library's 110th Anniversary



Ongoing or Annual LC Events:

- Policy Review

- Goal is to review all policies, one per month & updating as needed
- Working with Library Staff on this project

- Library Appreciation Week

- Gathering of the Groups
Ongoing (but not LC) activity, from our Teen Council: We are fortunate to have such an active group and wonderful staff member who supports their work.

Celebrations! Library Events have been well attended.

- Some of these include:
 - Escape Rooms
 - Various talks, especially popular - outdoors topics
 - Memory Cafes
 - Move! Dance! Play!
Program for little ones
- Summer Reading - the biggest on record.
- Many thanks to Friends of the Library for their generous support of the Summer Reading Program.

Looking forward to what comes next....

Space Planning

- How can we make better use of our space here in the library?
- The library staff are working on a plan for this!



We are so lucky in Forest Grove, to have such a robust library, where citizens of all ages can find information and entertainment.

Many thanks to Colleen Winters and the dedicated staff who work hard to welcome us to a fun, inspiring and thought provoking library.

Come visit!

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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	Item 6.
MEETING DATE:	04/13/2020
FINAL ACTION:	RESO 2020-33

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Colleen Winters, Library Director*

MEETING DATE: *April 13, 2020*

SUBJECT TITLE: *Library Commission Bylaws*

ACTION REQUESTED:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ordinance	Order	Resolution	X	Motion	Informational

X all that apply

BACKGROUND:

As part of the Council review of its Boards and Commissions policy, each Commission was asked to review their bylaws and to utilize a uniform template. The Library Commission began their review at their December 2019 meeting and approved the final version at their January 14, 2020, meeting.

The Library Commissions Bylaws were originally adopted by Council in 1974. The proposed Commission’s bylaws have no significant changes from the original bylaws, with the exception that the Commission is requesting to amend its membership to allow three members to reside outside of the City. The term is also changing from two years to four years consistent with the Council Rules. The following sections pertained to the Commission’s bylaws:

Section 4: Powers and Responsibilities/Objectives

1. To advise the City Council on matters pertaining to the Forest Grove City Library;
2. To advise the Library Director on any matter affecting the operation of the Forest Grove City Library and give advice, suggestions, options and assist as needed;
3. To advise, review and approve library policies and forward recommendations to the City Council for adoption;
4. To facilitate community involvement and input in the operations and policies of the Forest Grove City Library;
5. To participate and cooperate with WCCLS (Washington County Cooperative Library Services); and
6. To participate and cooperate with the Friends of the Forest Grove Library and the Forest Grove Library Foundation.

Section 5: Organization and Structure

1. Membership:

- a. Members of the B/C shall be composed of seven (7) members and one student member who shall be appointed by City.
 - b. Up to **three (3) members** may reside outside of corporate limits of the city.
2. Terms of Office:
- a. B/C members shall be voting members and shall serve **four (4) year terms**.
 - b. Student members shall be voting members and shall serve two (2) year terms.
 - c. Terms shall be staggered evenly amongst the membership beginning January 1 and ending December 31.

Section 6: Meeting Procedures and Quorum:

1. Meetings:
 - a. Unless otherwise required by state law or city code, the B/C shall hold meetings no less than **ten (10) times a year** unless more frequently as established by the B/C.
8. Role of Staff Liaison
 - d. **Oversee preparation and review of** B/C meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member.

FISCAL IMPACT:

None.

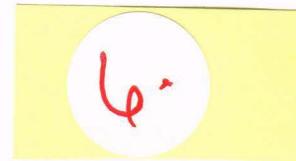
STAFF RECOMMENDATION:

Staff recommends that Council adopt the Library Commission bylaws.

ATTACHMENT(s):

Resolution

Library Commission Proposed Bylaws Exhibit A



RESOLUTION NO. 2020-33

**RESOLUTION ADOPTING CITY OF FOREST GROVE
LIBRARY COMMISSION BYLAWS**

WHEREAS, the Forest Grove Library Commission was established by Ordinance No 1040, which was adopted by the City Council on October 28, 1974; and

WHEREAS, pursuant to Resolution No. 2019-20, the Council amended its Council Rules of Procedure, §14, relating to the Advisory Boards, Commissions and Committees (B/C); and

WHEREAS, as set forth in §14.15, each B/C is required to adopt by Council Resolution new Bylaws or rules of procedures following a standard template provided by the City; and

WHEREAS, the Commission reviewed and combined its existing Bylaws to form to the new Bylaw template; and

WHEREAS, the Commission reviewed and unanimously approved the newly-revised Bylaws (Exhibit A) at its meeting held on January 14, 2020; and

WHEREAS, the Bylaws (Exhibit A) prescribe the Commission's duties and responsibilities and provide for all matters directly concerning library policies and participation and cooperation as well as re-establishing its existing membership and allowing up to three members to reside outside of the city.

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

Section 1. The City Council hereby accepts and adopts the City of Forest Grove Library Commission Bylaws (Exhibit A).

Section 2. The original 1974 bylaws are hereby repealed in its entirety.

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

PRESENTED AND PASSED this 13th day of April, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of April, 2020.

Peter B. Truax, Mayor



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FOREST GROVE LIBRARY COMMISSION ADOPTED BYLAWS

Section 1: Name: **Forest Grove Library Commission** (herein referred to as B/C)

Section 2: Established by **Ordinance 1040, October 28, 1974.**

Section 3: Purpose

1. The purpose of the advisory B/C is to encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives. The B/C is directly responsible to the Council.
2. **Actively promote the Forest Grove City Library's interest before the Council and the Community.**

Section 4: Powers and Responsibilities/Objectives

1. **To advise the City Council on matters pertaining to the Forest Grove City Library;**
2. **To advise the Library Director on any matter affecting the operation of the Forest Grove City Library and give advice, suggestions, options and assist as needed;**
3. **To advise, review and approve library policies and forward recommendations to the City Council for adoption;**
4. **To facilitate community involvement and input in the operations and policies of the Forest Grove City Library;**
5. **To participate and cooperate with WCCLS (Washington County Cooperative Library Services); and**
6. **To participate and cooperate with the Friends of the Forest Grove Library and the Forest Grove Library Foundation.**

Section 5: Organization and Structure

1. Membership:
 - a. Members of the B/C shall be composed of **(7) seven** members and one student member who shall be appointed by City Council.
 - b. **Up to three (3)** members may reside outside of corporate limits of the city.
 - c. Members are required to attend training courses as assigned and approved by City Council.
 - d. An individual member may not act in official capacity.

- e. The City Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect in duty, or malfeasances in office.
- f. B/C members serve without compensation.

2. Terms of Office:

- a. B/C members shall be voting members and shall serve four (4) year terms.
- b. Student members shall be voting members and shall serve two (2) year terms. Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.
- c. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.
- d. Once the assigned term of office is completed, the member is excused from the appointment unless City Council reappoints the member for another term of service.
- e. B/C members must apply during open recruitment and be interviewed by City Council after each term to continue service. B/C members who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.
- f. Members may not serve on more than two (2) B/C at the same time.
- g. Appointments to vacant positions shall be filled by City Council for the unexpired term.

3. Officers:

The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled B/C meeting of each year. The Chair may not serve more than 48-consecutive months.

4. Powers and Duties of Officers:

In the absence of the Chair and Vice Chair, at a meeting where a quorum is present, the member with the longest continuous service shall serve as Presiding Officer pro tem until such time the meeting is adjourned.

(1) Chair shall:

- a. Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.
- b. Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered.
- c. A B/C member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda.
- d. The agenda shall follow a standard template provided by the City.

- e. Ensure that all actions are properly taken and recorded and, if required, sign findings and decisions.
- f. Present recommendations to the City Council and other bodies as designated by the Mayor, Council, or Council Liaison.
- g. The Chair shall submit and present an Annual Report to the City Council listing the B/C's major activities for the past year and objectives for the coming year.

(2) Vice Chair shall:

Preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.

Section 6: Meeting Procedures and Quorum

1. Meetings:

- a. Unless otherwise required by state law or city code, the B/C shall hold meetings no less than **ten (10) times** a year unless more frequently as established by the B/C.
- b. In January of each year, the B/C shall adopt a schedule of its meetings and schedule its Annual Report presentation to City Council for the upcoming year, including meeting dates for holidays and canceled meetings.
- c. The B/C meeting agenda and packet shall be distributed to the B/C at least five (5) days prior to the meeting.
- d. All meetings are open to the public. Anyone wishing to speak to the B/C may do so under *Citizen Communications*. In the interest of time, comments may be limited to three (3) minutes unless additional time is granted by the presiding officer.
- e. The student member may provide a report at every meeting.
- f. A public meeting is defined as two (2) or more members meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C.
- g. Special meetings may be called by a vote of the B/C at any regularly scheduled meeting, by the request of the Chair, Council Liaison, Staff Liaison or written petition by three (3) or more B/C members.
- h. All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).

2. Minutes:

- a. The B/C may appoint a secretary at the first regularly scheduled B/C meeting of each year to take the B/C meeting minutes.
- b. Written minutes are required for all meetings.
- c. The minutes shall follow a standard template provided by the City.
- d. The meeting minutes shall briefly summarizing what took place and must include: 1) any action items, 2) attendance, and 3) vote of each member. Verbatim minutes are not required.

- e. Staff may take minutes if the B/C requests the City to do so.
- f. Staff shall review the minutes to assure compliance with state law.
- g. Staff shall post the B/C approved minutes to the website as soon as possible.

3. Attendance:

- a. Members are expected to attend every meeting.
- b. Members shall notify the staff liaison prior to the regular meeting to report an absence.
- c. The Chair, with the consent of the B/C, may submit a recommendation to City Council to deem a member's position vacant for three (3) or more absences in a 12-month period.
- d. The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.

4. Quorum:

Unless otherwise required by state law, a majority of the total number of voting B/C members constitutes a quorum.

5. Voting and Decision Making:

- a. *Roberts Rules of Order Newly Revised* shall govern all proceedings unless they conflict with these rules.
- b. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.
- c. The B/C shall operate in the general public interest serving the community as a whole. The B/C shall serve no special interest(s) or endorse any commercial product or enterprise.

6. Conflicts of Interest and Ethics Law:

- a. B/C members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official.
- b. B/C members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
- c. A civil penalty may be imposed by the State for each violation of any provision of the ORS.

7. Role of Council Liaison:

- a. The Council liaison shall be appointed by the Mayor, with the consent of the City Council, and shall be a non-voting member.
- b. Council Liaison's role is to collaborate between the City Council and the B/C to assure each group's collective interest is accurately and effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.
- c. The Council Liaison shall have the freedom of the floor at all times to present Council's views and to comment or suggest actions to the B/C.

8. Role of Staff Liaison:

(1) The staff liaison shall be appointed by the City Manager and shall be non-voting. The staff liaison shall assist the B/C by utilizing their expertise regarding city policy and process.

(2) The staff liaison shall:

- a. Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a B/C.
- b. Review the agenda in consultation with the B/C Chair. The agenda shall follow a standard template provided by the City.
- c. Prepare, post and distribute the B/C packet at least five (5) days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.
- d. **Oversee preparation and review of** B/C meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member.
- e. Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.
- f. Additional staff liaison duties and responsibilities may be found in the Council Rules, Section 14.

9. Registry:

The City Recorder's Office shall maintain a current roster of all members, including appointment date, length of unexpired term, and contact information. The roster may be subject to Public Records Law (ORS Chapter 192). A copy of the roster shall be provided to Council and staff liaison at least once per year or upon any substantial change in membership.

10. Amending Bylaws:

- a. A majority of all members must vote affirmatively to modify the B/C bylaws on at least two separate readings at two separate meetings.
- b. A final decision on a bylaw change shall not be made until at least the next regular meeting following the introduction and second of the motion.
- c. All bylaws or rules, including changes, must be approved by the City Council.
- d. Bylaws shall follow a standard template provided by the City.



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CITY RECORDER USE ONLY:

AGENDA ITEM #: Item 7.
MEETING DATE: 04/13/2020
FINAL ACTION: RESO 2020-34

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *April 13, 2020*

PROJECT TEAM: *Paul Downey, Administrative Services Director*

SUBJECT TITLE: *FY 2019-20 CEP Transfer for COVID-19 Emergency Assistance*

ACTION REQUESTED:

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ordinance	Order	X	Resolution	Motion	Informational

X all that apply

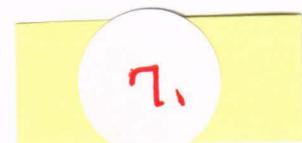
ISSUE STATEMENT: The Community Enhancement Program Committee (CEPC) wants to make up to \$25,000 in Community Enhancement Program (CEP) funds available for emergency assistance to vulnerable populations with the City of Forest Grove due to the COVID-19 virus. To make these funds available requires a transfer of unappropriated fund balance within the CEP Fund so the funds are appropriated to be spent. Staff has prepared a resolution transferring \$25,000 in Unappropriated Ending Fund Balance within the CEP Fund to pay for the emergency assistance for City Council consideration.

BACKGROUND: The available funds within the CEP Fund to pay for the emergency assistance are in Unappropriated Ending Fund Balance (UEFB) which cannot be expended within a fiscal year except in emergencies per ORS 294.481(b). Since the Governor has declared a statewide emergency and the Mayor have declared a local emergency, these funds in the UEFB can be expended after the governing body adopts a resolution transferring those funds to regular appropriations.

FISCAL IMPACT: Use of these funds will reduce future years' available funding as 25% of the estimated Beginning Fund Balance can be used as regular grants funds in the coming fiscal year. For example, spending the \$25,000 in emergency assistance in FY 2019-20 will reduce the FY 2020-21 available funding by \$6,250.

STAFF RECOMMENDATION: Staff has prepared a resolution for City Council consideration to transfer funds from UEFB to regular appropriations within the CEP Fund.

ATTACHMENT(s): Resolution Authorizing the Fiscal Year 2019-20 Expenditure of Community Enhancement Funds for Additional Grant Funds to be Awarded for COVID-19 Relief Assistance Under ORS 294.481(B) as a Response to an Emergency



RESOLUTION NO. 2020-34

**RESOLUTION AUTHORIZING THE FISCAL YEAR 2019-20 EXPENDITURE
OF COMMUNITY ENHANCEMENT FUNDS FOR ADDITIONAL GRANT FUNDS
TO BE AWARDED FOR COVID-19 RELIEF ASSISTANCE UNDER ORS
294.481(B) AS A RESPONSE TO AN EMERGENCY**

WHEREAS, due the Community Enhancement Program Committee's (CEPC) desire to use unspent Community Enhancement Program (CEP) funds to provide up to \$25,000 in emergency assistance to vulnerable populations within the City of Forest Grove (City); and

WHEREAS, the CEP Fund has funds in Unappropriated Ending Fund Balance that cannot be used unless in an emergency; and

WHEREAS, the Governor has declared a statewide emergency and the Mayor has declared an emergency within the City; and

WHEREAS, the ORS 294.481(b) allows the Council by adoption of a resolution, the authority to expend funds, including unappropriated fund balances, to respond to a public emergency.

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

Section 1. Transfer \$25,000 from CEP Fund Unappropriated Ending Fund Balance (2751200 8450) to CEP Fund Emergency Response Expenditures (2751200 6900). Total CEP Fund expenditures are increased to \$137,000.

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

PRESENTED AND PASSED this 13th day of April, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of April, 2020.

Peter B. Truax, Mayor



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CITY RECORDER USE ONLY:

AGENDA ITEM #: Item 8.

MEETING DATE: 04/13/2020

FINAL ACTION: RESO 2020-35

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *April 13, 2020*

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

SUBJECT TITLE: *Resolution to Appoint City Auditor*

ACTION REQUESTED:

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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X all that apply

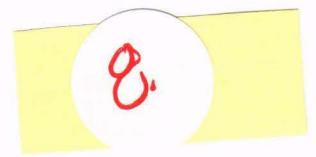
ISSUE STATEMENT: The Forest Grove City Charter specifies the City Council appoint the City Auditor. The City’s current auditor, Boldt, Carlisle, & Smith, LLC, (BCS) has completed its third three-year contract for audit services. Staff released a request for proposal (RFP) for audit services and received three proposals including one from its current auditors. Due to the uncertainty surrounding the COVID-19 virus, staff is recommending to Council that BCS be appointed for one more year to perform the audit of the fiscal year ending June 30, 2020.

BACKGROUND: As stated above, staff did release an RFP and received responses from three qualified firms including the current auditor, BCS. The next step would have been to schedule interviews with a small committee of Councilors and myself at which the Councilors would decide which firm to recommend to the entire Council. If a new firm was appointed, staff would meet with that firm to discuss the audit and the new firm would come to the City to perform interim audit testing to get an understanding of the City’s accounting system and controls. This work is typically done in May or June by a new firm. With the uncertainty surrounding COVID-19 and when the new auditors could come into do the interim testing, staff is recommending reappointing the current auditors for one more year as the current auditors already understand the City’s accounting system and controls. A new RFP would be issued next year. Staff told the other firms of its recommendation and one responded that was probably best given the current situation.

FISCAL IMPACT: None, as the current auditor’s fees were slightly lower than the other two.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution appointing the City Auditor for the fiscal year ending June 30, 2020.

ATTACHMENT(s): Resolution Appointing the City Auditor for Fiscal Year Ending June 30, 2020



RESOLUTION NO. 2020-35

**RESOLUTION APPOINTING THE CITY AUDITOR
FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

WHEREAS, State law requires the City's financial statements to be audited by a qualified independent auditor; and

WHEREAS, State law requires the City's financial and budget practices be audited to verify conformance with local budget laws in Oregon; and

WHEREAS, the Forest Grove City Charter specifies the City Auditor shall be appointed by the City Council; and

WHEREAS, the City staff did a request for proposal which three qualified firms including the City's current auditor, Boldt, Carlisle & Smith, LLC, submitted proposals; and

WHEREAS, due to the effects of the COVID-19 virus, staff is recommending that the current auditor, Boldt, Carlisle & Smith, LLC be appointed to a one-year term; and

WHEREAS, the firm of Boldt, Carlisle & Smith, LLC is willing to be the City's independent auditor for another year.

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

Section 1: The City Council appoints Boldt, Carlisle & Smith, LLC as the City Auditor for the fiscal year ending June 30, 2020.

Section 2: The City Council authorizes the City Manager or designee to sign a contract for services to perform the City's annual audit to comply with State law.

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

PRESENTED AND PASSED this 13th day of April, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of April, 2020.

Peter B. Truax, Mayor



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	Item 9. & 10.
MEETING DATE:	04/13/2020
FINAL ACTION:	RESO 2020-36 RESO 2020-37

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Department Directors and City Manager*

MEETING DATE: *April 13, 2020*

SUBJECT TITLE: *City Council Goals & Objectives and Team Agreement*

ACTION REQUESTED:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Order	<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Motion	<input type="checkbox"/> Informational
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X all that apply

BACKGROUND:

Per Section 16.1 of the City Council Rules of Procedure, the Council will consider adoption of its annual Goals and Objectives at the first meeting in March of every year. Due to unexpected delays associated with the passing of two city councilors, the Retreat was delayed, resulting in the Goals and Objectives being scheduled for the first meeting in April. The purpose of adopting the annual Goals and Objectives is to inform the annual budget process.

Pursuant to the 2019 Retreat and Goals and Objectives, Sara Wilson, owner of SSW Consulting, was hired to develop and scope and public involvement plan for a City vision and values. She was subsequently hired to facilitate the 2020 Retreat to refine and develop the Council’s goals and objectives and to contextualize the vision and values among them.

To accomplish this, Sara conducted one on one interviews with all Councilors and Directors in December and January. This led to a list of priority issues, Retreat format, and clarified expectations. On February 10, a pre-Retreat Work Session was held to update the Council on the 2019 Goals and Objectives.

The all-day Council Retreat was held February 15th in the Light and Power Conference Room. The Retreat yielded an entirely new document outlining the Council’s Goals and Objectives which to the extent possible, incorporated unaccomplished objectives from 2019, albeit categorized and worded differently. The Retreat resulted in 7 Goals and 34 Objectives compared to 2019’s 3 Goals and 21 Objectives. The Draft Goals and Objectives were reviewed and refined by Council in a Work Session on March 16th. They are proposed for adoption at the April 13, 2020 Council meeting.

TEAM AGREEMENT:

The Team Agreement is unchanged from last year. Please note however the inclusion of “WE WILL” in the 2020 Goals and Objectives which speaks to the commitment between City Councilors and states: » Promote civility. » Embrace and encourage diverse backgrounds. » Make decisions as a body, not individually. » Practice active listening. » Provide more opportunities for brainstorming

during work sessions. » Police and enforce team rules. Once a decision is made, we move on. » Respect individual perspectives. » Share the Council workload providing clear assignments that utilize individual strengths while also building capacity for future leadership opportunities. » Attend meetings and be prepared. And, » Respect family first.

Please also note the inclusion of “WORKING TOGETHER” which appreciates the existing collaborative relationship and speaks to the commitment between City Council and City staff to have excellent communication, clear goals and objectives, authenticity, a “one team” concept, trustworthy information, preparedness, and a shared community commitment.

STAFF RECOMMENDATION:

Staff recommends the Council consider and adopt the City Council Goals and Objectives by resolution and separately the Team Agreement by resolution.

If the Council wants to pass the Goals and Objectives and Team Agreement as presented in Exhibit A, it requires a motion, second, and vote. If the Council wants to modify either Exhibit, it requires a motion and a second to adopt; then requires an additional, separate motion and second to amend. Each amendment should be done separately with its own motion. Once the motion(s) are dispensed of by a vote, the original motion as amended is dispensed by a vote.

Staff also recommends the Council consider and adopt the Team Agreement by resolution.

ATTACHMENT(s):

- 1) 2020 Draft City Council Goals and Objectives
- 2) 2020 Draft City Council Team Agreement
- 3) Resolution adopting Exhibit A, 2020 City Council Goals and Objectives
- 4) Resolution adopting Exhibit B: City Council Team Agreement
- 5) 2019 City Council Goals and Objectives

RESOLUTION NO. 2019-36**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL
ADOPTING CITY COUNCIL GOALS AND OBJECTIVES 2020/2021
AND REPEALING RESOLUTION NO. 2019-13**

WHEREAS, pursuant to City Council Rules of Procedure, Section 16, the City Council must set its goals and objectives annually; and

WHEREAS, the City Council met in Work Session with Sara Wilson, SSW Consulting, on October 14, 2019, to address developing core values and updating the City's Vision Statement identified in 2019, Objective 3.14; and subsequently, Wilson provide facilitation services and one-on-one interviews with all Councilors and Directors as a gateway for the Council pre-Retreat Work Session on February 10 and Council and Management Team Goal-Setting Retreat on February 15, 2020; and

WHEREAS, the City Council held a Work Session on March 16, 2020, to refine the proposed Council Goals and Objectives for 2020/2021; and

WHEREAS, the Council identified 7 new Goals and 34 new Objectives for 2020/2021 as shown in Exhibit A.

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

Section 1. The City of Forest Grove City Council hereby adopts its City Council Goals and Objectives 2020/2021 as shown in Exhibit A.

Section 2. Resolution No. 2019-13 is hereby repealed.

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

PRESENTED AND PASSED this 13th day of April, 2020

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of April, 2020.

Peter B. Truax, Mayor

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CITY COUNCIL GOALS 2020/21

CITY OF FOREST GROVE

1924 Council Street

W : www.forestgrove-or.gov

Forest Grove, Oregon 97116

P : (503)992-3200

Adopted April 13, 2020





INTRODUCTION

The City of Forest Grove is pleased to present the summary of their annual goal-setting retreat. The City Council and Management Team conducted a one-day retreat on February 15, 2020 to discuss current community projects and issues and provide City staff with direction regarding the Council's priorities for the coming years. The City hired a professional facilitator, Sara Singer Wilson of SSW Consulting to prepare and guide the group through their discussion. In advance of the retreat, City staff presented an update on the progress of the 2019 Council goals to provide context for the upcoming session. To prepare the agenda, SSW conducted outreach with the Council and staff to identify and discuss their goals and expected outcomes for the session. The agenda for the discussion was based on the following outcomes identified during the outreach process:

- » Confirm and/or redirect priorities on current Council goals;
- » Identify new goals and priorities;
- » Build a strong and cohesive team to communicate and advance the goals; and,
- » Outline the community engagement goals for the visioning process.

The City Council and staff worked closely together to identify goals that would build on the work and success of previous years, while also addressing new challenges and/or changing community needs. The City will work on these goals in addition to maintaining the City's high-quality core services.

The team's engagement and participation were much appreciated, and we look forward to working together with the community and our partners as we set out to advance these goals.

Sincerely,
City of Forest Grove City Council + Management Team



COUNCIL GOALS 2020/21

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OUR TEAM

CITY COUNCIL

Peter B. Truax, Mayor
Malynda Wenzl, Council President
Timothy A. Rippe, Councilor
Elena Uhing, Councilor
Mariana E. Valenzuela, Councilor
Adolph “Val” Valfre, Jr., Councilor
Council Position 7, Temporarily Vacant

CITY MANAGEMENT TEAM

Jesse VanderZanden, City Manager
Brenda Camille, Human Resources Manager
Paul Downey, Administrative Services Director
Tom Gamble, Parks and Recreation Director
Keith Hormann, Light & Power Director
Jeff King, Economic Development Manager
Michael Kinkade, Fire Chief
Bryan Pohl, Community Development Director
Henry Reimann, Interim Police Chief
Greg Robertson, Public Works Director
Anna Ruggles, City Recorder
Colleen Winters, Library Director

CONSULTANT/FACILITATOR

SARA SINGER WILSON, Principal/Owner



SSW CONSULTING

FOREST GROVE'S VISION

Forest Grove is a friendly, twenty-first century, small, full-service city. It was settled in 1841 by pioneers who valued respect for education, faith, enterprise, service to humanity, and the bountiful resources of the Tualatin Plain. Those values persist to inspire a common vision for a high quality of life in a thriving and progressive community that reaches om its historical commercial core around Pacific University to a horizon of forests, farms, vineyards, and the Coast Range. As an engaged and diverse people, we assure sustainability in our economy and our environment, thus supporting a community that nurtures our youth, educates all residents, and attracts and welcomes visitors. Forest Grove is itself a destination that thrives by design and is our home.

In 2019, the City Council included an objective to update the community vision and identify community values. In October 2019, the Council identified their desired outcomes for the community visioning process:

- » Develop an updated vision that is succinct and provides unity of purpose and direction for the community and its partners;
- » Identify and communicate the values that reflect the Forest Grove community of today;
- » Develop a vision and values that are flexible and responsive to the changing needs of the community. It should include a process for regular plan evaluation and updates; and,
- » The engagement plan should be inclusive of the greater community. We should engage those who care about the future of Forest Grove including residents, community partners, and people beyond the city limits. The engagement should be intentional about reaching those who are not typically included.

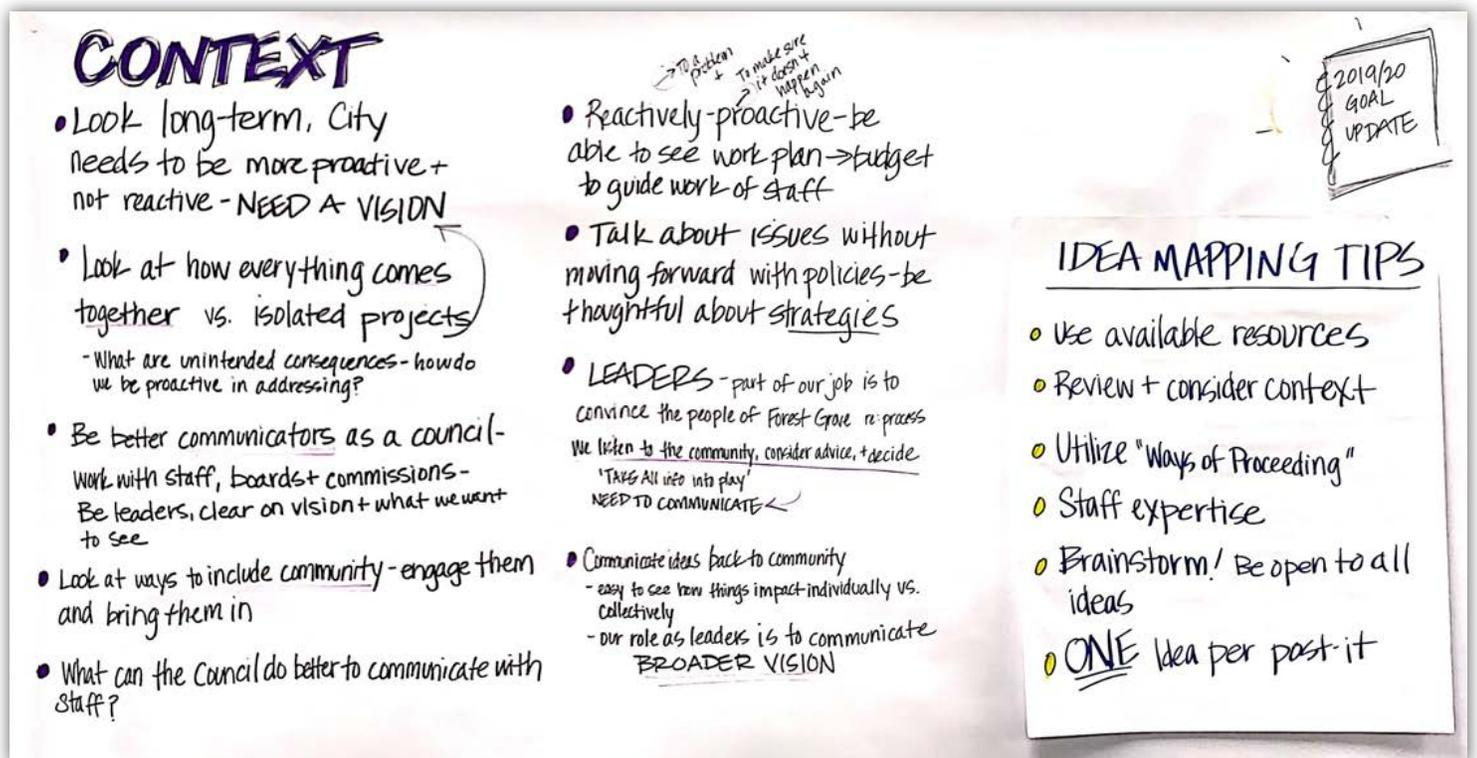
To continue this work, one of the desired outcomes for retreat was to outline the community engagement goals for the visioning process. The team had intended to spend time discussing the engagement strategy; however, due to time constraints the Council decided the discussion on the community vision engagement would be continued at a future meeting.

SETTING THE CONTEXT

2019 GOALS + PROJECTS CURRENTLY UNDERWAY

On February 10, 2020, the City Council held a Work Session is to review progress on the City Council’s 2019 Goals and Objectives to help contextualize the February 15th City Council Retreat and in doing so, afford Councilors additional opportunity to have focused discussion during the Retreat. The progress report includes status updates on the 2019/2020 goals and is available to view on the City’s website at www.forestgrove-or.gov.

Additionally, during the retreat, the City Council raised other challenges or opportunities to be considered during the goal-setting process as shown in the visual below.



2020 COUNCIL GOALS

The Council reviewed the context provided in the annual report and the Council discussion that followed. They convened with staff in small groups to discuss the ideas and their top priorities. These ideas were mapped during a group discussion to look for emerging common themes. The ideas were refined by the group, and the Council indicated their top priorities in each goal area. The goals are listed based on the priorities expressed by Council.

Following the retreat, the management team met to review and further refine the results and to clarify the goals and objectives into actionable items. The team also identified an estimated timeline for each action based on current staffing and workload. The goals and objectives will be addressed by the organization in their work plan in addition to projects already underway and their commitment to delivering quality City services to the Forest Grove community. The City’s Boards and Commissions will also be engaged in the implementation of these goals and objectives where applicable. The Board or Commission* supporting each objective has been identified in the chart below. The Council will reconvene as needed to discuss progress on these projects and make updates where necessary.

GOALS + OBJECTIVES	STAFF LEAD	TIMELINE	BOARD OR COMMISSION
GOAL 1: SUPPORT DIVERSITY, EQUITY, AND INCLUSION (DEI) IN THE DELIVERY OF CITY SERVICES AND OPERATIONS.			
1.1 Develop a DEI plan that includes an assessment of hiring practices and equitable delivery of city services and operations.	ADM/COUNCIL	2 Years	TBD
1.2 Continue DEI Advisory Team and internal assessment.	ADM	2 Years	NA
1.3 Support training for DEI Advisory Team, Directors, and Council.	CM	1 Year	NA

* Boards and Commissions include the following: Committee for Community Involvement (CCI), Economic Development Commission (EDC), Library Commission (LC), Planning Commission (PC), Parks and Recreation (P&R), Public Safety Advisory Commission (PSAC).

GOALS + OBJECTIVES	STAFF LEAD	TIMELINE	BOARD OR COMMISSION
GOAL 2: ENABLE HOUSING SUPPLY AND AFFORDABILITY.			
2.1 Evaluate scalable system development charges (SDCs).	CD	2 Years	P&R/EDC
2.2 Develop Oak Street Plan.	CD	1 Year	EDC/PC
2.3 Evaluate parking requirements relative to housing density.	CD	2 Years	PC
2.4 Assess capacity for Community Development to meet the increasing demands of planned growth.	CD	1 Year	NA
2.5 Evaluate recommendations from the City's Housing Needs Analysis and develop an implementation plan.	CD	3 Years	P&R/EDC
GOAL 3: ENHANCE PARTNERSHIPS.			
3.1 Partner to help those experiencing homelessness.	CM	2 Years	TBD
3.2 Partner with Forest Grove School District to enhance library coordination.	LIB	2 Years	LC
3.3 Partner to address downtown parking needs.	CD	2 Years	TBD
3.4 Develop relationships between student liaisons and student government.	CM	1 Year	CCI
3.5 Collaborate with community partners to plan for the City's sesquicentennial.	CM	2 Years	CCI
3.6 Collaborate with regional and local partners to attract higher wage jobs.	ED	2 Years	EDC

* Objective 2.2: Develop Oak Street Plan also supports Goal 5.

GOALS + OBJECTIVES	STAFF LEAD	TIMELINE	BOARD OR COMMISSION
GOAL 4: IMPROVE INTERNAL AND EXTERNAL COMMUNICATIONS AND ENGAGEMENT.			
4.1 Complete and implement the Communications Plan.	ADM	2 Years	CCI
4.2 Engage community in the development of community vision and values.	CM	2 Years	CCI
4.3 Provide customer service training to City staff to promote consistent, positive service to the community.	ADM	1 Year	NA
4.4 Provide outreach materials that provide an overview and tips for engaging in the public process.	CD	1 Year	NA
GOAL 5: MAINTAIN FINANCIAL AND ORGANIZATIONAL SUSTAINABILITY THROUGH LONG-TERM PLANNING AND SUPPORT FOR ECONOMIC AND WORKFORCE DEVELOPMENT.			
5.1 Complete Fire Task Force work to determine effect on City finances.	ADM/LE	2 Years	PSAC
5.2 Plan for a future police facility.	ADM/POL	1 Year	PSAC
5.3 Ensure adequate long-term industrial and commercial property supply.	CD/ED	1 Year	EDC
5.4 Prepare a five-year general fund financial plan.	ADM	2 Years	NA
5.5 Refine West Side Plan Financial Plan.	CD/ENG/ADM	3 Years	TBD
5.6 Complete Neighborhood Mixed Use Zone Refinement.	CD	1 Year	PC

GOALS + OBJECTIVES	STAFF LEAD	TIMELINE	BOARD OR COMMISSION
GOAL 6: PROMOTE SUSTAINABLE TRANSPORTATION ALTERNATIVES AND ENHANCE MOBILITY.			
6.1 Identify high use areas with no sidewalks and include in public works projects.	PW	2 Years	NA
6.2 Incorporate sidewalk and curb American with Disabilities Act (ADA) retrofits into public works projects.	PW	3 Years	NA
6.3 Incorporate electric and/or hybrid vehicles into the City fleet.	PW/LP	3 Years	SC
6.4 Provide adequate charging stations at public facilities.	LP	1 Year	SC
6.5 Prioritize Transportation Development Tax (TDT) projects.	PW	1 Year	NA
6.6 Assess areas with few transportation alternatives and identify options to enhance mobility.	PW	3 Years	NA
GOAL 7: EXPAND RECREATION OPPORTUNITIES.			
7.1 Identify park project development priorities.	PARKS	2 Years	P&R
7.2 Support Council Creek Regional Corridor.*	PARKS	3 Years	P&R
7.3 Partner to enhance recreation coordination.	PARKS	2 Years	P&R
7.4 Partner to study Eastside Park.	PARKS	1 Year	P&R

* Objective 7.2: Support Council Creek Regional Corridor also supports Goal 6.

GRAPHIC SUMMARY



WORKING TOGETHER

The Council and staff appreciate the positive and collaborative relationship that has been established over the years. The team discussed what would support success in implementing the goals in the coming years. The list below is a summary of the key success factors identified by the team:

EXCELLENT COMMUNICATION: Clear and consistent two-way communication between the City Council and staff.

CLEAR GOALS AND OBJECTIVES: The goals and objectives are clearly communicated and supported with adequate resources.

AUTHENTIC: An environment that encourages a realistic, direct, and honest assessment of issues and solutions that are financially feasible.

ONE TEAM: We operate as a team and accept decisions once they have been made, offering our full support for implementation.

TRUSTWORTHY INFORMATION: Staff will provide objective, accurate, and timely information to support the Council's decision-making process. The Council will be clear in their requests and patient while staff prepares a response.

PREPARED: We come to the table prepared, reviewing meeting materials, anticipating questions and concerns, and providing advance communication of issues or concerns when needed.

SHARED COMMUNITY COMMITMENT: We recognize our shared commitment to providing the best city services to everyone in the Forest Grove community.

COUNCIL + STAFF KEY SUCCESS FACTORS

TRUSTWORTHY INFORMATION

STAFF WILL PROVIDE OBJECTIVE, ACCURATE, + TIMELY INFORMATION TO SUPPORT THE COUNCIL'S DECISION-MAKING PROCESS. THE COUNCIL WILL BE CLEAR IN THEIR REQUESTS + PATIENT WHILE STAFF PREPARES A RESPONSE

CLEAR GOALS + OBJECTIVES

THE GOALS + OBJECTIVES ARE CLEARLY COMMUNICATED + SUPPORTED WITH ADEQUATE RESOURCES

EXCELLENT COMMUNICATION

CLEAR + CONSISTENT TWO-WAY COMMUNICATION BETWEEN THE CITY COUNCIL + STAFF

PREPARED

WE COME TO THE TABLE PREPARED, REVIEWING MEETING MATERIALS, ANTICIPATING QUESTIONS + CONCERNS, + PROVIDING ADVANCE COMMUNICATION OF ISSUES OR CONCERNS WHEN NEEDED

AUTHENTIC

AN ENVIRONMENT THAT ENCOURAGES A REALISTIC, DIRECT, + HONEST ASSESSMENT OF ISSUES + SOLUTIONS THAT ARE FINANCIALLY FEASIBLE

SHARED COMMUNITY COMMITMENT

WE RECOGNIZE OUR SHARED COMMITMENT TO PROVIDING THE BEST CITY SERVICES TO EVERYONE IN THE FOREST GROVE COMMUNITY

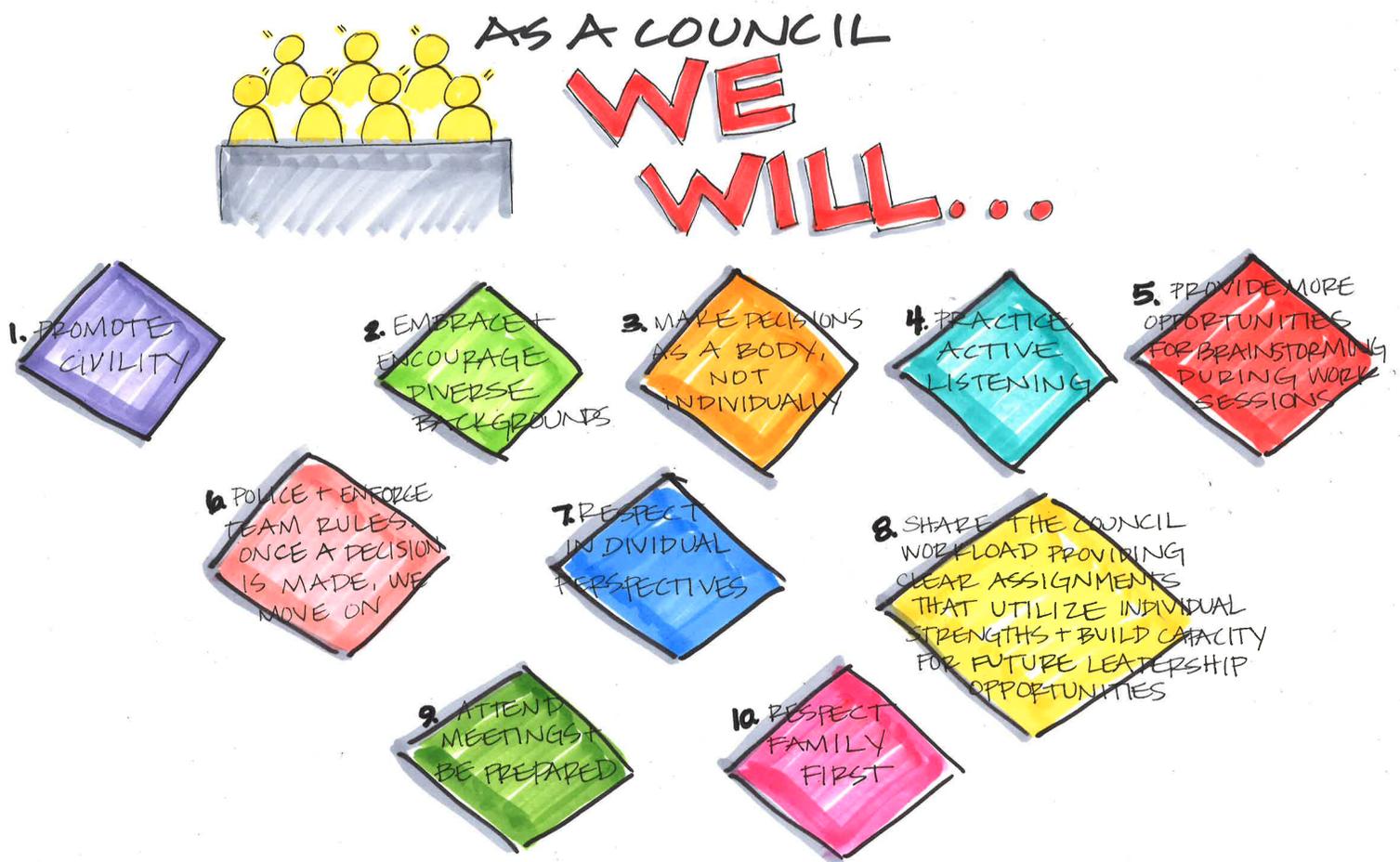
ONE TEAM

WE OPERATE AS A TEAM + ACCEPT DECISIONS ONCE THEY HAVE BEEN MADE, OFFERING OUR FULL SUPPORT FOR IMPLEMENTATION

In addition, the City Council discussed what is required for their success as an elected body. The Council expressed their commitment to...

WE WILL...

- » Promote civility.
- » Embrace and encourage diverse backgrounds.
- » Make decisions as a body, not individually.
- » Practice active listening.
- » Provide more opportunities for brainstorming during work sessions.
- » Police and enforce team rules. Once a decision is made, we move on.
- » Respect individual perspectives.
- » Share the Council workload providing clear assignments that utilize individual strengths while also building capacity for future leadership opportunities.
- » Attend meetings and be prepared.
- » Respect family first.



REPORTING PROGRESS

The City's management team is tasked with advancing these goals and objectives using the resources allocated by the Council. To ensure success, City staff will provide quarterly updates on the progress of the Council's goals. For additional support or clarification, staff will schedule time at a Council Work Session to seek Council's direction as needed. In January 2021, staff will present the Council with an annual report highlighting the progress on the goals.

This implementation structure creates accountability and ensures ongoing communication and collaboration between the Council and staff in advancing these goals to better the Forest Grove community. Additionally, the management team will communicate the goals and objectives to the organization to build further understanding and support for advancing this work. Staff's contributions to these goals will be highlighted and recognized in the progress reports to the Council.

APPENDIX

During the retreat, other topics were raised that were not related to the goal setting, but were identified as parking lot topics for future discussion.

PARKING LOT TOPICS

- » Definition of full-service City
- » Have a conversation about engaging outlying community members

GOAL 1



**Provide Safe, Livable,
and Sustainable
Neighborhoods**

OBJECTIVES

- ✦ **Implement Conservation Measures**
- ✦ **Develop Oak Street Area Concept Plan**
- ✦ **Implement Parks Master Plan**
- ✦ **Implement Town Center Program**
- ✦ **Equity Assessment and Education**
- ✦ **Develop Police Strategic Plan**
- ✦ **Partner to Increase Affordable Housing**
- ✦ **Partner to Address Homelessness**

GOAL 2



**Manage an Effective
Financial Plan to
Provide Quality
Service Levels**

OBJECTIVES

- ✦ **Plan for Local Option Levy**
- ✦ **Study Fire Governance Options**
- ✦ **Plan for Future Police Facility**
- ✦ **Develop Staff Succession Plan**
- ✦ **Prioritize Transportation Development Tax (TDT) Projects**

GOAL 3



**Advance the Interests
of Forest Grove in
Local, State, and
National Affairs**

OBJECTIVES

- ✦ **Develop Core Values and Update Vision Statement**
- ✦ **Develop Communications Plan**
- ✦ **Develop Tourism Program**
- ✦ **Update Economic Development Strategic Plan**
- ✦ **Complete Boards and Commissions Review**
- ✦ **Investigate Federal Grant Opportunities**
- ✦ **Review Council Rules and Team Agreement**
- ✦ **Plan for City Sesquicentennial**

GOAL 1 – PROVIDE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS

OBJECTIVE	DEPT	ACTION	STATUS	B/C
1.1 Implement Conservation Measures	PW LP	<ul style="list-style-type: none"> Continue Streetlight LED Replacement Program (Year 2 of 4). Complete feasibility study for solar on Light & Power-owned land. Implement low-flow toilet program. 	Year 2 of 4 streetlight LED replacement complete. Year 3 begins 7/1. Solar study completed. Briefed to SC and Council. Low-flow toilet program completed and implemented. Light and Power Energy Conservation Program marketed extensively.	Sustainability
1.2 Develop Oak Street Area Concept Plan	CD	<ul style="list-style-type: none"> Initiate in January 2020. 	Work Session to determine purpose and scope. RFP proposals due February 13, 2020.	Planning EDC
1.3 Implement Parks Master Plan	P/R	<ul style="list-style-type: none"> Complete public outreach and schematic design for Stites, N. Lincoln, and A.T. Smith. Parks & Rec review of East Side Park. Parks & Rec review of Veterans Memorial park. 	Schematic Design for Stites, N. Lincoln, and AT Smith completed. P/R considered East Side Park and added to scope of Schematic Design. P/R considered Veterans Memorial Park and supported concept.	Parks & Rec
1.4 Implement Town Center Program	CD	<ul style="list-style-type: none"> Complete downtown parking study. Complete street trees assessment and develop policy recommendations. Develop concept design for downtown crosswalks. 	Downtown Parking Study presentation to Council 2/10. Street Trees Assessment approved by Council. Street Tree Management Plan included in Festival Street RFP (see URA). Downtown crosswalk design completed. Construction Summer, 2020.	Planning Public Arts CFC EDC
1.5 Equity Assessment and Education	ADM	<ul style="list-style-type: none"> Research and define framework for equity discussion. 	Equity Advisory Team composed and met twice. Inventory of City equity efforts nearly complete. Team working on training plan and equity definition.	CCI Sustainability

GOAL 1 – PROVIDE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS

OBJECTIVE	DEPT	ACTION	STATUS	B/C
1.6 Develop Police Strategic Plan	Police	<ul style="list-style-type: none"> Complete workload analysis and determine Phase II scope. 	Initial data provided and City commented. Need to re-evaluate project.	PSAC
1.7 Promote Affordable Housing Strategies	CD	<ul style="list-style-type: none"> Complete housing needs analysis. Collaborate with County on affordable housing projects in Forest Grove. Land review: Metro TOD, ODOT, County. Assure compliance with HB 4006 re: severe rent burden households. 	Housing Needs Analysis Complete. Extensive collaboration with County and Metro. County and Metro looking at several sites. Reviewed Metro, County, and State lands w/in City limits. Held two Severe Rent Burden meetings. Passed ordinance to defer SDCs for affordable housing. Issuing application for non-profit property tax exemption. Prepared collateral material on affordable housing incentives. Working with County and State on implementing HB 2001 and 2003.	Planning
1.8 Partner to Address Homelessness	LIB P/R CD	<ul style="list-style-type: none"> Departmental participation in non-profit Community Coalition to clarify City assistance. 	City participating in Western Washington County Anti-Poverty Task Force. CEP grant of \$6,600 for portable shower. CEP grant of \$15,300 for temporary shelters. CEP grant of \$5,000 for veteran home preservation. Council passed a temporary shelter ordinance.	TBD



GOAL 2 – MANAGE AN EFFECTIVE FINANCIAL PLAN TO PROVIDE QUALITY SERVICE LEVELS

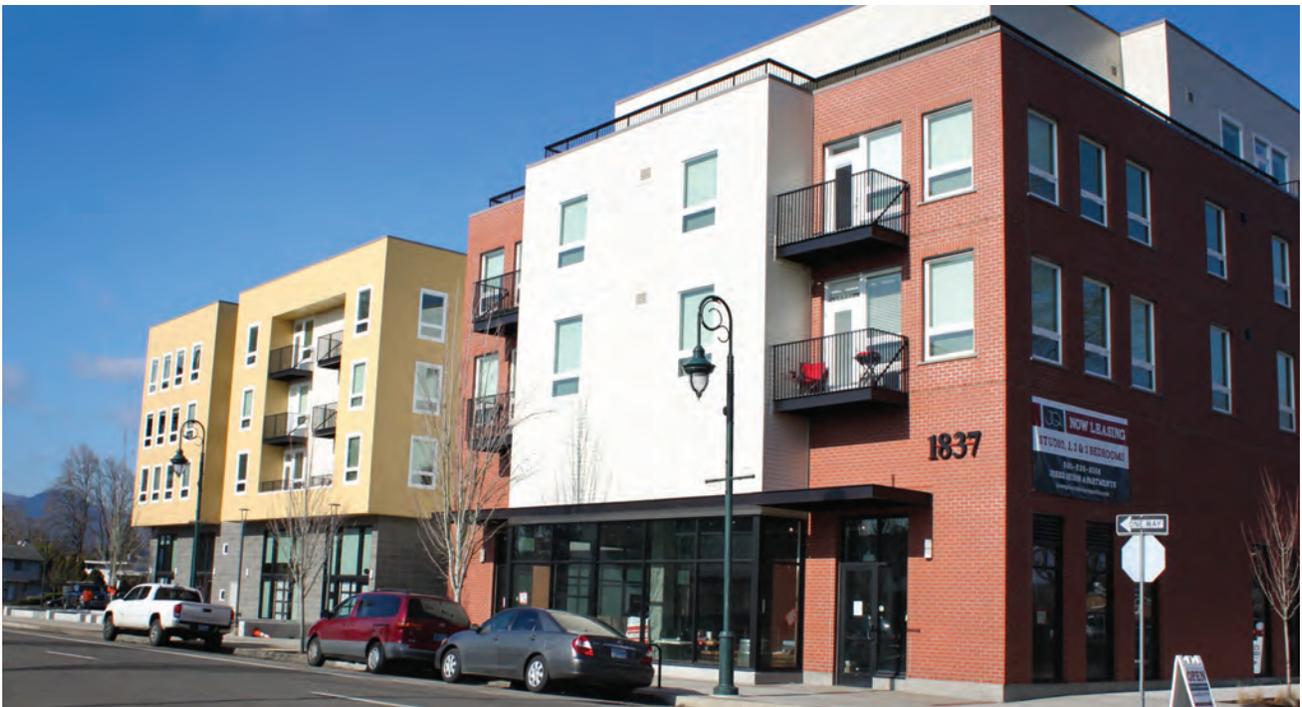
OBJECTIVE	DEPT	ACTION	STATUS	B/C
2.9 Plan for Local Option Levy	ADM	<ul style="list-style-type: none"> No action necessary. 	No update.	PSAC
2.10 Study Fire Governance Options	ADM Fire	<ul style="list-style-type: none"> Participate in monthly Fire Task Force meetings. Council consideration of Fire Governance Foundational Principles. 	Western Washington County Fire Task Force formed. Foundational Principles to guide Task Force approved by Council. Council Work Session consensus to further study Fire District.	PSAC
2.11 Plan for Future Police Facility	ADM Police	<ul style="list-style-type: none"> Finalize scope and budget for Council consideration. Develop and implement public outreach plan. 	Cost estimate and 35% design complete. Extensive public outreach including public speaking, video, website, public tours, open house, utility billing, rack cards, posters, and social media. Council consensus to consider a poll and subsequent ballot timing.	PSAC CCI
2.12 Develop Staff Succession Plan	ADM	<ul style="list-style-type: none"> Complete Executive Summary. 	City-Wide Employee Survey completed. Very high participation. Directors briefed on results. Council presentation 3/16.	City Council
2.13 Prioritize Transportation Development Tax (TDT) Projects	ENG CD	<ul style="list-style-type: none"> Establish TDT project priorities, funding, and timelines. 	Work Session to prioritize TDT funding. Agreed to consider TDT-eligible roads in Oak Street RFP.	City Council

GOAL 3 – ADVANCE THE INTERESTS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS

OBJECTIVE	DEPT	ACTION	STATUS	B/C
3.14 Develop Core Values and Update Vision Statement	ADM	<ul style="list-style-type: none"> Develop scope and process. 	Work Session to determine purpose and scope. Consultant hired. Vision/Values scope folded into 2020 Retreat.	City Council
3.15 Develop Communications Plan	ADM	<ul style="list-style-type: none"> Develop scope, budget, and initiate planning. 	Completed draft Communications Plan. Work Session with consultant planned 3/16. Finalize and implement thereafter.	City Council
3.16 Develop Tourism Program	ADM	<ul style="list-style-type: none"> Inventory and assess existing tourism marketing efforts. Draft tourism marketing plan. 	Tourism Advisory Committee (TAC) active. Consultants selected to provide Strategic, Marketing, and Branding Plans.	EDC
3.17 Update Economic Development Strategic Plan	ED	<ul style="list-style-type: none"> Include roles and responsibilities of City, EDC, and Chamber of Commerce. Include section on Urban Renewal Agency. Include section on Tourism. 	Strategic Plan adopted by City Council. Plan includes activity and performance measures, stakeholder roles, and urban renewal/tourism projects.	EDC
3.18 Complete Boards & Commissions Review	ADM	<ul style="list-style-type: none"> Reconcile B/C comments and consider Council Rule changes. Develop bylaw template and update bylaws. 	Bylaw template developed and B/Cs are updating them.	City Council

GOAL 3 – ADVANCE THE INTERESTS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS

OBJECTIVE	DEPT	ACTION	STATUS	B/C
3.19 Investigate Federal Grant Opportunities	ADM	<ul style="list-style-type: none"> Feasibility analysis to determine if outside assistance is needed. 	RFI proposals reviewed by Council. Cost is \$60,000 - \$80,000; not including grant writing assistance.	
3.20 Review Council Rules and Team Agreement	ADM	<ul style="list-style-type: none"> Form review committee and initiate meetings. 	Need additional clarification of scope. Recommend Work Session.	City Council
3.21 Plan for City Sesquicentennial	ADM	<ul style="list-style-type: none"> Every 150 years. Appoint sesquicentennial committee and hold first meeting. 	Sesquicentennial Committee outline passed by Council. Explore linkage to Vision/Values process.	All



GOAL 1 – PROVIDE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS

OBJECTIVE	DEPT	ACTION	B/C
1.1 Implement Conservation Measures	PW LP	<ul style="list-style-type: none"> • Implement Streetlight LED Replacement Program (Year 3 of 4). • Determine solar array on Light & Power-owned land. 	City Council
1.2 Develop Oak Street Area Concept Plan	CD	<ul style="list-style-type: none"> • Initiate and complete concept plan. • Council consideration of concept plan. 	Planning EDC
1.3 Implement Parks Master Plan	PR	<ul style="list-style-type: none"> • Complete implementation plan for Stites, N. Lincoln, and A.T. Smith. 	Parks and Recreation
1.4 Implement Town Center Program	CD	<ul style="list-style-type: none"> • Implement downtown parking study. • Implement street tree policy. • Construct one downtown crosswalk. 	Planning Public Arts CFC EDC
1.5 Equity Assessment and Education	ADM	<ul style="list-style-type: none"> • Consider results of framework discussion. • Examples could include: training for Council and staff, public outreach, B/C reform, additional bilingual collateral materials. 	CCI Sustainability

GOAL 1 – PROVIDE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS

OBJECTIVE	DEPT	ACTION	B/C
1.6 Develop Police Strategic Plan	Police	<ul style="list-style-type: none"> • Complete Phase II and implement improvements. 	PSAC
1.7 Promote Affordable Housing Strategies	CD	<ul style="list-style-type: none"> • Housing needs analysis comprehensive plan amendments. • Collaborate with County on affordable housing projects in Forest Grove. 	Planning
1.8 Partner to Address Homelessness	LIB P/R CD	<ul style="list-style-type: none"> • Continue partnerships/participation toward goals. 	TBD



GOAL 2 – MANAGE AN EFFECTIVE FINANCIAL PLAN TO PROVIDE QUALITY SERVICE LEVELS

OBJECTIVE	DEPT	ACTION	B/C
2.9 Plan for Local Option Levy	ADM	<ul style="list-style-type: none"> Establish timeline for May 2022 ballot measure. 	PSAC
2.10 Study Fire Governance Options	ADM Fire	<ul style="list-style-type: none"> Council consideration of Fire Task Force recommendations. 	PSAC
2.11 Plan for Future Police Facility	ADM Police	<ul style="list-style-type: none"> Finalize amount and timing of potential bond. Continue public outreach. 	PSAC CCI
2.13 Prioritize Transportation Development Tax (TDT) Projects	ENG CD	<ul style="list-style-type: none"> Modify TSP and RTP, if needed, to accommodate. Construct projects in accordance with established priorities. 	City Council



GOAL 3 – ADVANCE THE INTERESTS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS

OBJECTIVE	DEPT	ACTION	B/C
3.14 Develop Core Values and Update Vision Statement	ADM	<ul style="list-style-type: none"> Complete process and finalize Vision Statement and Core Values. 	City Council
3.15 Develop Communications Plan	ADM	<ul style="list-style-type: none"> Complete plan and implement recommendations. 	City Council
3.16 Develop Tourism Program	ADM	<ul style="list-style-type: none"> Finalize tourism marketing plan and implement recommendations. 	EDC
3.17 Update Economic Development Strategic Plan	ED	<ul style="list-style-type: none"> Implement strategic plan. 	EDC
3.18 Complete Boards & Commissions Review	ADM	<ul style="list-style-type: none"> Continue to implement changes. 	City Council

GOAL 3 – ADVANCE THE INTERESTS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS

OBJECTIVE	DEPT	ACTION	B/C
3.20 Review Council Rules and Team Agreement	ADM	<ul style="list-style-type: none"> • Complete review and make recommendations to Council. 	City Council
3.21 Plan for City Sesquicentennial	ADM	<ul style="list-style-type: none"> • Establish recommendations for City Council. 	All





A place where families and businesses thrive.

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RESOLUTION NO. 2020-37

**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL
ADOPTING CITY COUNCIL TEAM AGREEMENT
AND REPEALING RESOLUTION NO. 2019-14**

WHEREAS, the Forest Grove City Council is the duly-elected governing body for the City of Forest Grove; and

WHEREAS, the City Charter, Section 10, specifies that the City Council shall determine its own set of rules to govern its meetings and proceedings beyond those specified in the Charter; and

WHEREAS, the Council Rules of Procedures, Section 5, specifies the rules of decorum and order; and

WHEREAS, the City Council met in Council Retreat on February 15, 2020, and Work Session on March 16, 2020, and collectively reviewed and discussed their Council Team Agreement; and

WHEREAS, the City Council desires to adopt their Council Team Agreement attached as Exhibit A.

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

Section 1. That the City of Forest Grove City Council hereby adopts their City Council Team Agreement attached as Exhibit A.

Section 2. Resolution No. 2019-14 is hereby repealed.

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

PRESENTED AND PASSED this 13th day of April, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of April, 2020.

Peter B. Truax, Mayor

Pursuant to Resolution No. 2020-37, the Agreement for City Council Conduct

1. Attendance at Council meetings is first priority; if unable to attend, please contact the City Recorder.
2. Be on time to meetings and read the packet prior to the meeting - be prepared to work.
3. Mayor will take the lead in keeping the meeting and discussion focused.
4. Distribute information in advance of Council discussion.
5. Mayor will recognize Councilors when indicating they wish to speak.
6. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Council's usual, more informal, process. Individuals should use procedure appropriately and courteously.
7. Council meetings are televised live; this requires Council to act professionally by:
 - Treating the public and each other with courtesy;
 - Speaking in turn and on the issue;
 - No interrupting;
 - No engaging in side conversations; and
 - No personal communication on electronic devices while conducting business at the dais.
9. Refrain from personal attacks, including to presenters, staff, and Council.
10. Agree to be diplomatic about disagreement; leave disagreement at the dais and do not try to polarize other Councilors.
11. Call the City Manager or designee with questions and requests prior to the meeting.
12. Information available to one council member will be available to all, in a timely manner.
13. Every effort shall be made to adjourn meetings by 9:30 p.m. Council recess shall be called if meeting extends past 9:30 p.m.
14. Councilors may request on their own accord one-on-one meetings with the Mayor.

Individual Council Member Conduct Agreements

Council Members agree to:

- Be straightforward about goals and issues.
- Cultivate exchange of views with other councilors.
- Avoid saying or doing anything that would discredit or harm the City.
- Cordial, courteous behavior in and outside of meetings.

Commitments as a Council

Council strives to:

- Continue to improve citizen involvement, awareness and participation.
- Improve follow-up and resolution of citizen concerns or complaints.
- Act as an advocate for the City.

4:15 pm Council Candidate Interviews in Work Session:

Interviews	Candidate Names:
1. 4:20 pm	Christobal Mejia Jr.
2. 4:40 pm	Hugo Rojas Hernández
3. 5:00 pm	Wolanda Konelila Groombridge
4. 5:20 pm	Dawn O'Donnell-Hummel
5. 5:40 pm	Kristy Lynne Kottkey
6:00 pm	<u>Adjournment</u>

Once each interview is conducted, candidates may stay on video conferencing muted or may logout and observe the remaining interviews televised LIVE Government Access Programming [Channel 30](#) and [MACC TVCTV YouTube Channel 30](#). If candidates are attending in person, candidates may remain in the auditorium as space allows for the duration of the remaining interviews.

Candidate interviews shall be conducted accordingly:

The City Recorder will provide the *“Ballot Form”* and *City Council Candidate Interview Questions* in the Council Packet. While these forms may be considered exempt from disclosure, under ORS 192.355 (1), the City could be challenged to release the forms, so Council is advised to be discreet in written comments.

The Mayor will assign one question to each Councilor at the start of the session. To assure all candidates are treated fairly and consistently, Councilors are encouraged to read the questions as written and refrain from expanding the question or asking follow up questions unless time permits and all questions have been answered by the Candidate. Please be mindful that a question asked of one Candidate should in fairness be asked of the others. To assist with time management, Councilors are encouraged to let the Candidate know the number of the question being asked.

The Mayor will welcome each Candidate and read the following script at the start of each interview:

1. You have 20 minutes to provide an opening statement and answer six questions; one from each Councilor.
2. Time management during the interview is up to you. You will be evaluated based on your application materials and interview responses.
3. If there is a pause between questions, it is because Councilmembers are taking notes. If you need a question repeated, please ask.
4. After your interview, you may stay on video conferencing muted or you may logout and observe the remaining interviews televised LIVE Government Access Programming [Channel 30](#) and [MACC TVCTV YouTube Channel 30](#). If attending in person, you may remain in the Auditorium as space allows for the duration of the remaining interviews.
5. The Council will deliberate on the slate of candidates during the regular Council meeting, which begins at 7pm. The Council will decide on the appointment either this evening or at the April 27, 2020, Council meeting.

PART II: CANDIDATE SELECTION PROCESS:

The Council may conduct deliberations prior to scoring the slate of Candidates and after the results. The deliberations must be conducted in open meeting during the Council Regular Meeting as outlined below:

- (1) The Ballot Form will be provided in the Council Packet.*
- (2) Councilors will verbally submit to City Recorder their individual ballot, assigning a 3 to the highest candidate, a 2 to the second candidate, and a 1 to the third candidate.*
- (3) Upon tallying scores, City Recorder shall announce names of top three candidates.*
- (4) Pursuant to ORS 192.650(1)(c), secret ballots are prohibited and ballots must identify the vote of each Councilmember.*

The Council has several options:

- a. Option 1: Reject all applications and may initiate a new process.
- b. Option 2: Deliberate, make a formal motion, and vote on a candidate at the April 13th Council meeting. If the Council passes the motion, a resolution making a formal appointment will be brought to the next Council Meeting.
- c. Option 3: If the Council does not reach a decision at the April 13th Council meeting, the Council may move to conduct an additional interview of the top 2 or 3 candidates during a work session at the next regularly Council meeting, a date certain, or Council may instruct staff on further follow-up.

Tentative Swearing-In Ceremony:

Councilor Swearing-In Ceremony is tentatively scheduled on Monday, April 27, 2020 (to be confirmed closer to the date). The City Recorder will administer the Oath of Office and the newly-appointed Councilmember will be seated at the dais at the start of the regular Council meeting at 7 p.m. Pursuant to Code Section 2.080(8), the appointee must assume office no later than 20 business days following the appointment by Council. Pursuant to City Charter, the City Council is the final judge of the appointment and qualifications of its members. Prior to the appointee taking formal office, the City Manager conducts a Council Orientation with the appointed Councilor.

ATTACHMENT(s):

Ballot Form

Council Candidate Interview Questions/Rating Form

Candidate Applications

BALLOT FORM

CITY COUNCIL VACANCY APPOINTMENT

Vacancy: One Councilor Position

CANDIDATES	<u>Rank 3 Candidates</u>
<i>Last Name, First Name (Alpha Order)</i>	(3 highest - 1 lowest)
Mejia Jr. Christobal	<input type="checkbox"/>
Rojas Hernández Hugo	<input type="checkbox"/>
Groombridge Wolanda K.	<input type="checkbox"/>
O'Donnell-Hummel Dawn	<input type="checkbox"/>
Kottkey Kristy L.	<input type="checkbox"/>