

CITY COUNCIL MONTHLY MEETING CALENDAR

June-20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Council Candidate Election Packets Online City Elections Official Approval to Circulate Filing No Earlier 120 days (July 6, 2020) Filing No Later 70 days (August 25, 2020) https://www.forestgrove-or.gov/elections Planning Comm 7pm (Webex)		Municipal Court Sister Cities 4:45pm (Canceled) Rural Fire Board Mtg 6pm	EDC Noon (06/18) Budget Committee (Webex) 2nd Meeting 6:00 PM Comm Aud	Municipal Court	
7	CITY COUNCIL 6:00 PM - WORK SESSION (Employee Survey) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM				LOC Board Mtg	
14	Chamber Luncheon Planning Comm 7pm (Webex)	Western WC Fire Task 6pm (TBD)	Municipal Court P&R 7am (TBD) CFC 5:15pm (Webex) Library Comm 6:30pm (TBD)	Red Cross Blood Drive 1pm-6pm, Comm Aud EDC Noon (Webex) PAC 5pm (TBD)	Municipal Court	
21	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	HLB 6:30pm (Webex)	PSAC 7:30am (TBD)	Sustainability 6pm (TBD)	Red Cross Blood Drive 1pm-6pm, Comm Aud	Shred Event 9am-Noon
28						

July-20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Rural Fire Board Mtg 6pm	EDC Noon	CITY OFFICES CLOSED	
5	1st DAY TO FILE COUNCIL CANDIDACY (9am-6pm) PETITION 120-DAYS BEFORE ELECTION City Elections Official Approval to Circulate Filing No Later 70 days (August 25, 2020) https://www.forestgrove-or.gov/elections Planning Comm 7pm	CCI 5:30pm	Municipal Court Sister Cities 4:45pm			
12	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM		P&R 7am CFC 5:15pm Library Comm 6:30pm	Red Cross Blood Drive 1pm-6pm, Comm Aud PAC 5pm	Mayor Truax out	
19	Chamber Luncheon Planning Comm 7pm	Western WC Fire Task (TBD)	Municipal Court PSAC 7:30am	Sustainability 6pm		
Mayor Truax Out 07/17 - 07/31						
26	NO CITY COUNCIL MEETING SCHEDULED Next Council Meeting August 10, 2020	HLB 6:30pm				
Mayor Truax Out 07/17 - 07/31						

Aug-20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	Planning Comm 7pm	CCI 5:30pm		EDC Noon (Canceled)		Wenzl out
9	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM		Municipal Court			
Wenzl out 08/8 - 08/15						
16	Chamber Luncheon Planning Comm 7pm		P&R 7am CFC 5:15pm Library Comm 6:30pm	Red Cross Blood Drive 1pm-6pm, Comm Aud PAC 5pm		
23	NO CITY COUNCIL MEETING SCHEDULED Next Council Meeting September 14, 2020	LAST DAY TO FILE COUNCIL CANDIDACY BY COMPLETED PETITION 70-DAYS BEFORE ELECTION Filing No Later 70 days (August 25, 2020) https://www.forestgrove-or.gov/elections	Municipal Court PSAC 7:30am	Sustainability 6pm	Last Day Candidate Withdraw (5pm)	
30						

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CITY COUNCIL MEETING AGENDA

**MONDAY, JUNE 8, 2020
WEBEX COMMUNITY AUDITORIUM
1915 MAIN STREET**

**6:00 PM WORK SESSION (Employee Engagement Survey Results)
7:00 PM CITY COUNCIL REGULAR MEETING**

NOTICE: VIDEO CONFERENCE MEETINGS & CHANNEL 30 LIVE

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 Council work sessions and meetings 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). However, the Council encourages the public to observe the meetings through technology rather than in person. The meetings will be televised live at the start time, or shortly thereafter, 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 may be submitted by June 8, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov.

PETER B. TRUAX, MAYOR

**Malynda H. Wenzl, Council President
Kristy L. Kottkey, Councilor
Timothy A. Rippe, Councilor**

**Elena Uhing, Councilor
Mariana Valenzuela, Councilor
Adolph “Val” Valfre, Jr., Councilor**

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.

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.

FOREST GROVE CITY COUNCIL AGENDA
JUNE 8, 2020
Page 2 of 4

(PowerPoint Presentation)
 Brenda Camilli, Human Resources
 Manager
 Jesse VanderZanden, City Manager

6:00

WORK SESSION: EMPLOYEE ENGAGEMENT SURVEY RESULTS, BOB LAVIGNA, CPS HR CONSULTING

The City Council will convene and be video conferencing remotely during the work session. The Council will take no formal action during the work session.

6:55

RECESS BREAK

7:00

1. **REGULAR MEETING:** Call to Order and Roll Call. The City Council will convene and be video conferencing remotely during the regular Council meeting.

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 may be submitted by June 8, 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. **PRESENTATIONS:**

PowerPoint Presentation

7:10

5. A.

- *Get Moving 2020, Tyler Frisbee, Metro Transportation Policy and Federal Affairs Manager*

PowerPoint Presentation
 Michael Kinkade, Fire Chief

7:30

5. B.

- *COVID-19 Update*
 - *Public Meetings Update*
 - *Temporary Outdoor Expansions*

Bryan Pohl, Community Development
 Director

8:00

6. **CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2020-03 VACATING 19TH PLACE RIGHT-OF-WAY EAST OF POPLAR STREET; APPLICANT: JT SMITH COMPANIES; FILE NO. 311-20-000014-PLNG**

James Reitz, Senior Planner
 Bryan Pohl, Community Development
 Director
 Jesse VanderZanden, City Manager

FOREST GROVE CITY COUNCIL AGENDA
JUNE 8, 2020
Page 3 of 4

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- | | | |
|---|--------------------|---|
| Henry Reimann, Interim Police Chief
Jesse VanderZanden, City Manager | 8:05 | 7. <u>RESOLUTION NO. 2020-53 AUTHORIZING CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN WASHINGTON COUNTY, OREGON, AND CITY OF FOREST GROVE, OREGON, RELATING TO CONTRACT LAW ENFORCEMENT SERVICES</u> |
| Gregory Robertson, Public Works Director
Jesse VanderZanden, City Manager | 8:15 | 8. <u>RESOLUTION NO. 2020-54 AUTHORIZING CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT NO. 1 BETWEEN WASHINGTON COUNTY, OREGON, AND CITY OF FOREST GROVE, OREGON FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM</u> |
| Paul Downey, Administrative Services Director
Jesse VanderZanden, City Manager | 8:25 | 9. <u>RESOLUTION NO. 2020-55 AUTHORIZING THE CITY OF FOREST GROVE (CITY) TO COMMENCE NEGOTIATIONS TO ADD PARTICIPATION IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) FOR NEWLY HIRED GENERAL EMPLOYEES AND GENERAL EMPLOYEES PARTICIPATING IN THE CITY'S DEFINED CONTRIBUTION PLAN</u> |
| Peter Truax, Mayor | 8:35 | 10. <u>RESOLUTION NO. 2020-56 MAKING CITY COUNCIL LIAISON APPOINTMENTS TO ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS AND OTHER REPRESENTATIVE APPOINTMENTS AND REPEALING RESOLUTION NO. 2020-12</u> |
| Peter Truax, Mayor | 8:40 | 11. <u>RESOLUTION NO. 2020-57 AMENDING THE CITY OF FOREST GROVE'S DECLARATION OF STATE OF EMERGENCY, EFFECTIVE MARCH 14, 2020, AT 1:00 P.M., TO BE EXTENDED AND REMAIN IN EFFECT UNTIL 8:00 P.M. ON JUNE 22, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-51</u> |
| City Councilors | 8:45 | 12. <u>CITY COUNCIL COMMUNICATIONS:</u> |
| Jesse VanderZanden, City Manager | 9:00 | 13. <u>CITY MANAGER'S REPORT:</u> |
| Peter Truax, Mayor | 9:05 | 14. <u>MAYOR'S REPORT:</u> |
| | <u>9:10</u> | 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 Executive Session (City Manager Performance Evaluation) Meeting Minutes of May 26, 2020.
 - B. Approve City Council Executive Session (Labor Negotiations) Meeting Minutes of May 26, 2020.
 - C. Approve City Council Work Session (Communication Plan Inventory) Meeting Minutes of May 26, 2020.
 - D. Approve City Council Regular Meeting Minutes of May 26, 2020.
 - E. Community Development Department Monthly Building Activity Informational Report for May 2020.
 - F. **RESOLUTION NO. 2020-52 MAKING APPOINTMENTS TO ECONOMIC DEVELOPMENT COMMISSION (EDC) (APPOINTING JILL CRAIG, URBAN DECANter, DOWNTOWN RETAIL BUSINESS, TERM EXPIRING DECEMBER 31, 2023; AND RICHARD LAFAVE, RDF & P, INC., SMALL MANUFACTURER, TERM EXPIRING DECEMBER 31, 2023).**



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>WORK SESSION</u>
MEETING DATE:	<u>06/08/2020</u>
FINAL ACTION:	<u>WORK SESSION</u>

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Jesse VanderZanden, City Manager
Brenda Camilli, Human Resources Manager*

MEETING DATE: *June 8, 2020*

SUBJECT TITLE: *Presentation on results of City-wide Employee Survey*

ACTION REQUESTED:

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

X all that apply

BACKGROUND:

In order to provide information about the engagement level of our employees, what the City is doing well and what can be improved, the City engaged the Institute for Public Sector Employee Engagement, a division of CPS HR Consulting, an independent government agency to conduct a confidential city-wide employee engagement survey. The survey was administered from Sept. 23 - Oct. 11, 2019. The results of the survey were received in November 2019 and have been presented to department directors and also during two group sessions for all City employees in March. This work session has been scheduled to present the results to the City Council.

City administration has and will continue to review the results of the survey both city-wide and on a departmental basis to address concerns brought forward through the survey, as well as continue and build upon the things employees indicated the City is doing well. Among other things that the City administration is following up that was brought to light by the survey, is recruitment and retention of employees on the defined contribution plan and succession planning, which the Council has been made of aware of through staff's recommendation to enroll new employees and current employees who are members of the defined contribution retirement plan into PERS.

STAFF RECOMMENDATION:

Information only.

FISCAL IMPACT:

None

ATTACHMENT(s):

Employee Survey Results Power Point Presentation

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2019 Engagement Survey Results

City of Forest Grove, Oregon

June 8, 2020



Background

- ◆ This report summarizes the overall results from the City of Forest Grove employee engagement survey.
- ◆ The survey was conducted by the Institute for Public Sector Employee Engagement, a division of CPS HR Consulting, an independent government agency.
- ◆ The survey included 51 questions in 9 categories, 6 engagement-index questions, 5 demographic questions, 2 questions asking about plans to stay or leave, and 3 open-ended questions.
- ◆ CPS HR administered the survey from Sept. 23 - Oct. 11, 2019.
- ◆ 78% (128) of employees responded to the survey.

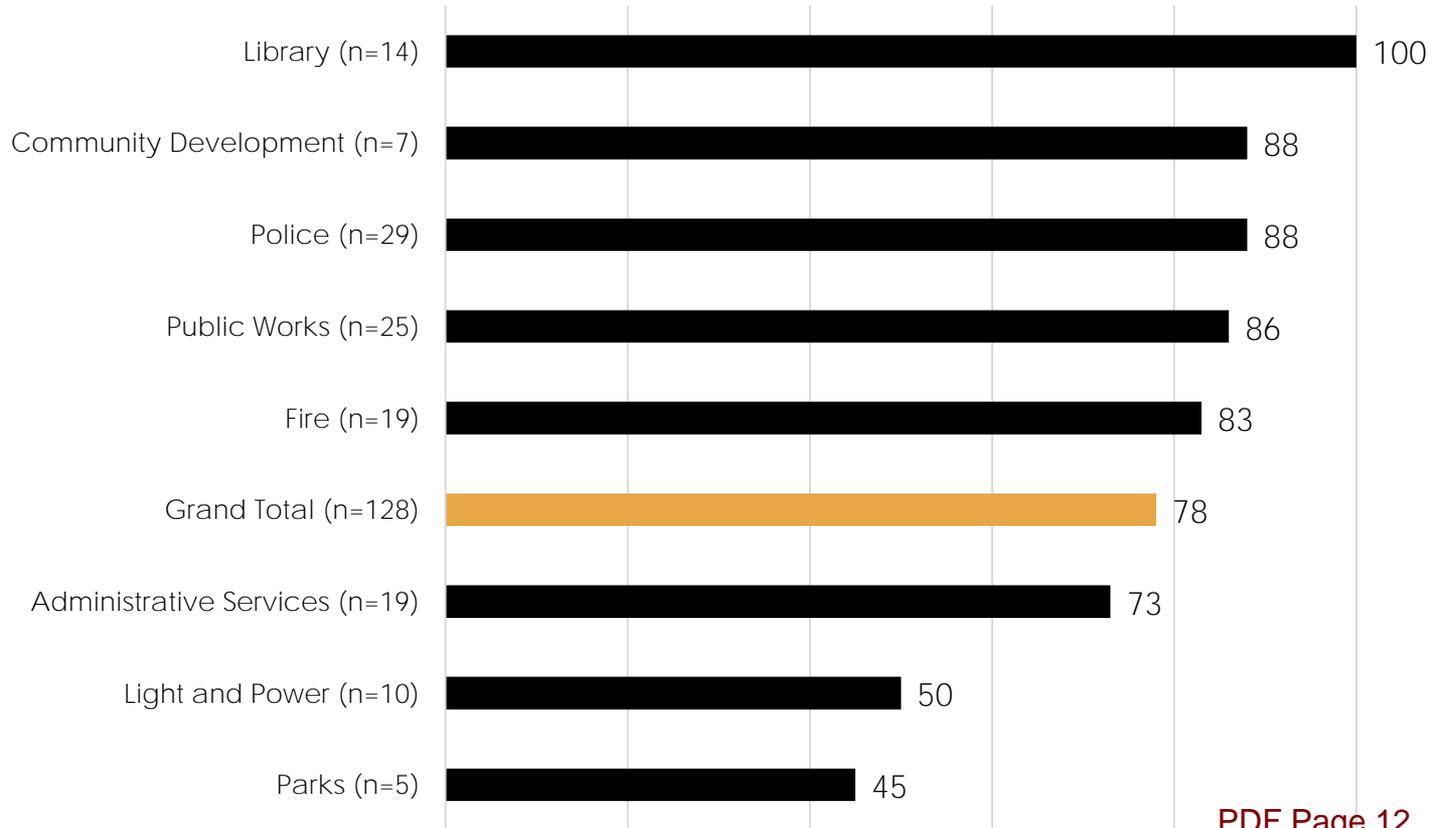


Institute for Public Sector Employee Engagement Model



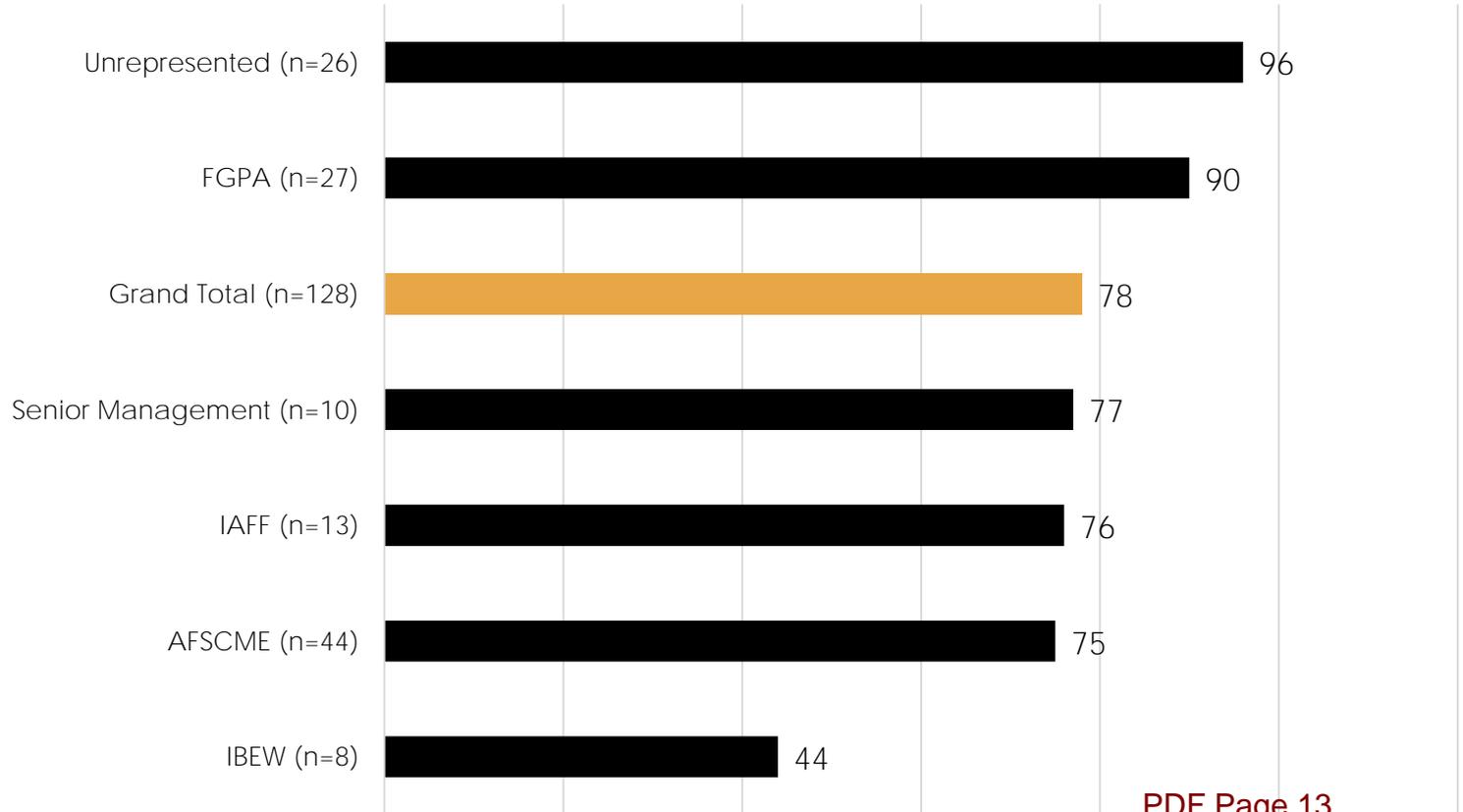
Adapted from *Engaging Government Employees* (American Management Association)
by Bob Lavigna

Response Rates (%) – Department





Response Rates (%) – Employee Group



Levels of Engagement

Calculating Engagement Scores

Survey respondents rated their level of agreement with 6 engagement questions, using the following scale:

1 = strongly disagree

2 = disagree

3 = neither agree or disagree

4 = agree

5 = strongly agree

X = don't know or no basis to judge

Based on the responses to these questions, we then calculated a mean engagement score for each employee.

Note: We require responses to at least 4 of these statements to calculate a score.

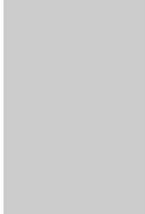
Engagement Questions

1. I would recommend my organization as a good place to work
2. I am proud when I tell others I am part of my organization
3. I feel a strong personal attachment to my organization
4. I feel comfortable being myself at work
5. My organization inspires me to do the best in my job
6. My organization motivates me to help achieve its objectives

Calculating Engagement Levels

We then calculated the percentage of employees at each engagement level

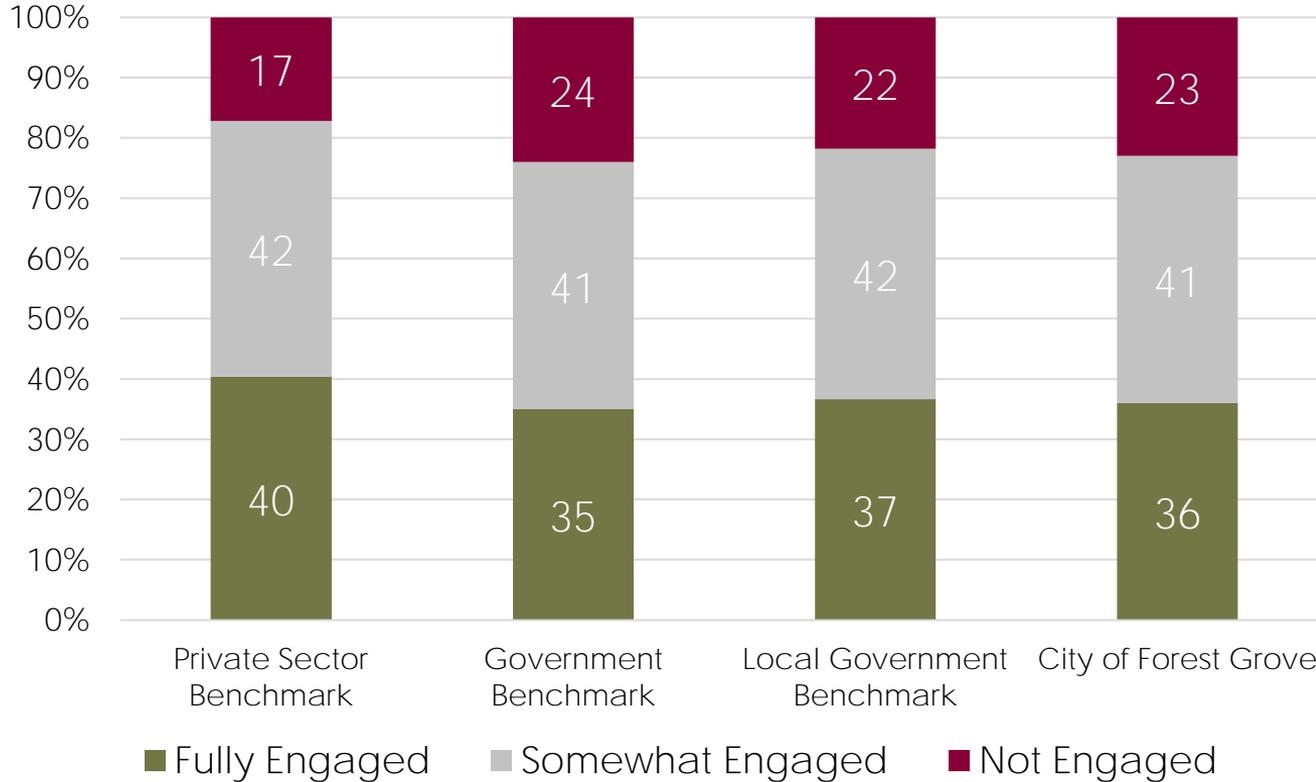
 Fully Engaged
Mean score 4 or above on the six engagement questions

 Somewhat Engaged
Mean score between 3 and 4 on the six engagement questions

 Not Engaged
Mean score 3 or below on the six engagement questions



Overall Engagement Levels



The fully engaged score for Forest Grove employees (36%) is below our private sector and local government benchmarks, but above the government overall benchmark.

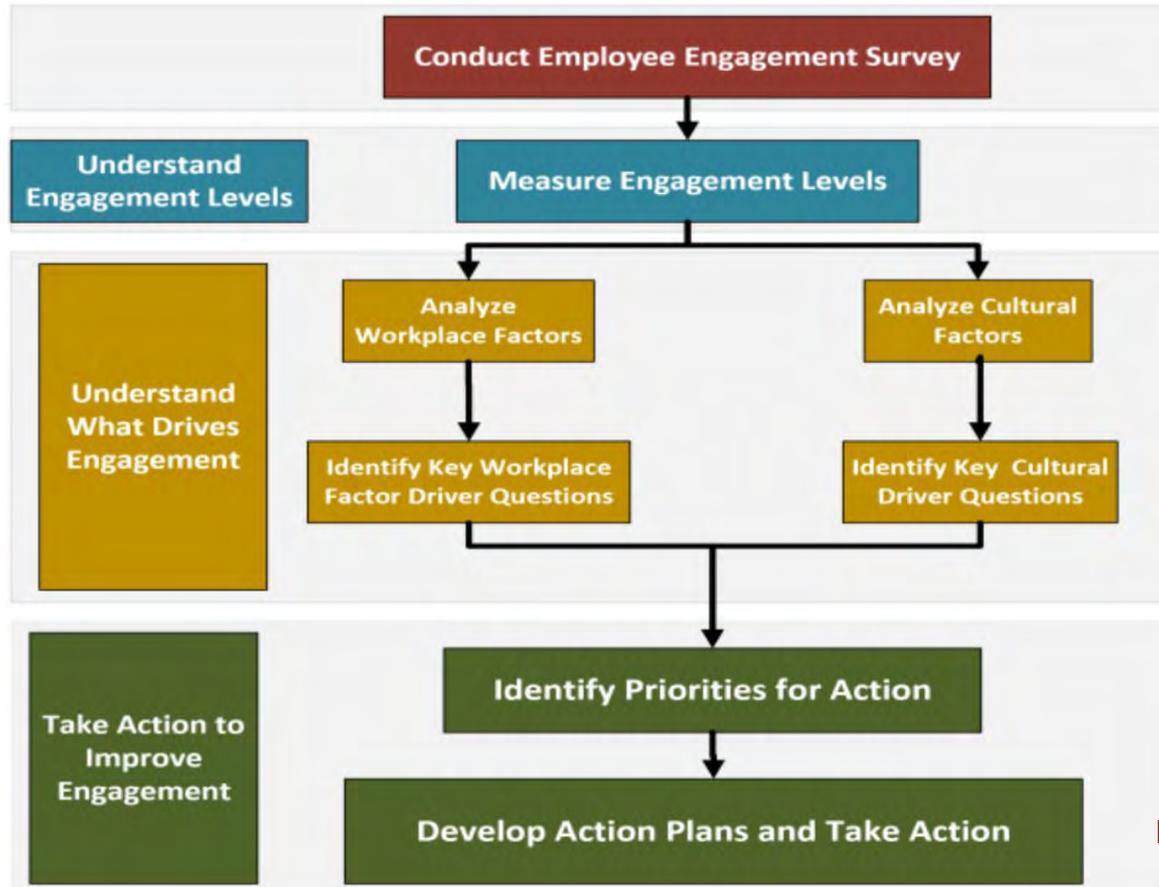
The City's somewhat-engaged score (41%) is on par with all benchmarks.

The not-engaged score (23%) is above our private sector and local government benchmarks, but below the government overall benchmark.

Drivers of Engagement – Workplace Factors



Analytical Model





Drivers of Engagement – Workplace Factors

Workplace Factors

Previous research has found that these factors, or drivers, are related to employee engagement.

- ◆ My Work
- ◆ Mission
- ◆ My Team
- ◆ My Supervisor
- ◆ Leadership and Managing Change
- ◆ Training and Development
- ◆ Resources and Workload
- ◆ Pay and Benefits

Calculating Factor Scores

For each factor, we calculated an average score on a scale of 0-100 (i.e., percent positive responses).



Drivers of Engagement

Calculating the Drivers

We performed statistical analysis to determine the extent to which each workplace factor and culture question influences (drives) the overall engagement score, on a scale of 0-100 percent.



Drivers of Engagement

Recommended Focus Areas

The following charts combine influence (relative weight from key driver analysis) and score (average % positive) to reveal the overall workplace areas – if maintained or improved – that are likely to have the biggest impact on the engagement score.



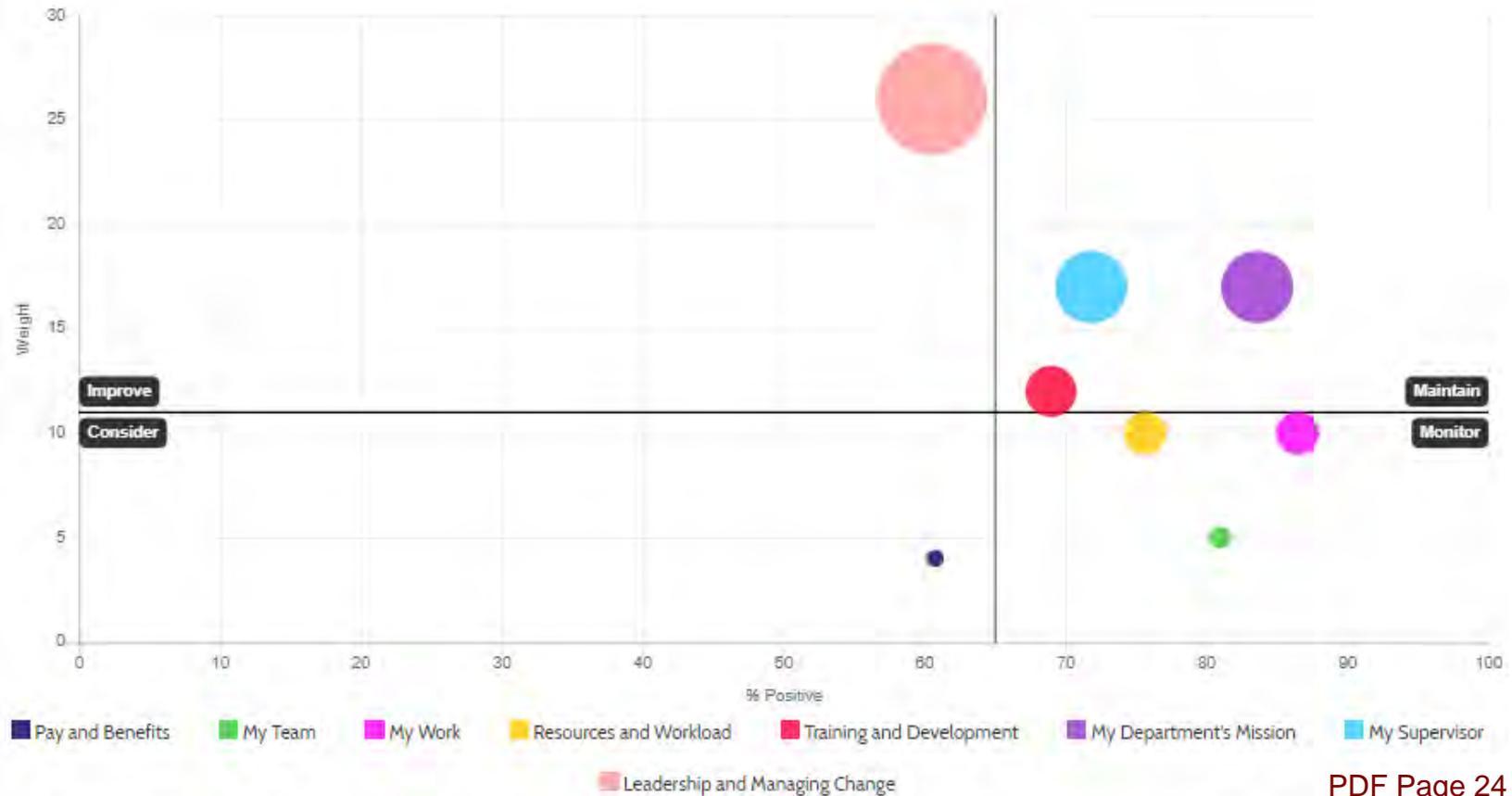
Quadrant Chart – Definitions

Below are the definitions of the four quadrants in the following charts. We suggest that you pay attention to the questions in the “Improve” and “Maintain” quadrants.

<p>IMPROVE High Influence / Low Score</p> <p>Focus on these low-scoring but high-influence questions because they have the greatest potential to improve the overall engagement score.</p>	<p>MAINTAIN High Influence / High Score</p> <p>Scores on these high-influence questions are already high. Therefore, continue to focus on these areas to maintain the engagement score.</p>
<p>CONSIDER Low Influence / Low Score</p> <p>Although these are low-influence questions, the relatively low scores suggest that they may be considered, but as lower priorities than the high-influence questions.</p>	<p>MONITOR Low Influence / High Score</p> <p>These are already high-scoring questions but are relatively lower in influence. Therefore, monitor these factors to assure the scores for these questions do not decline.</p>



Overall Workplace Factors



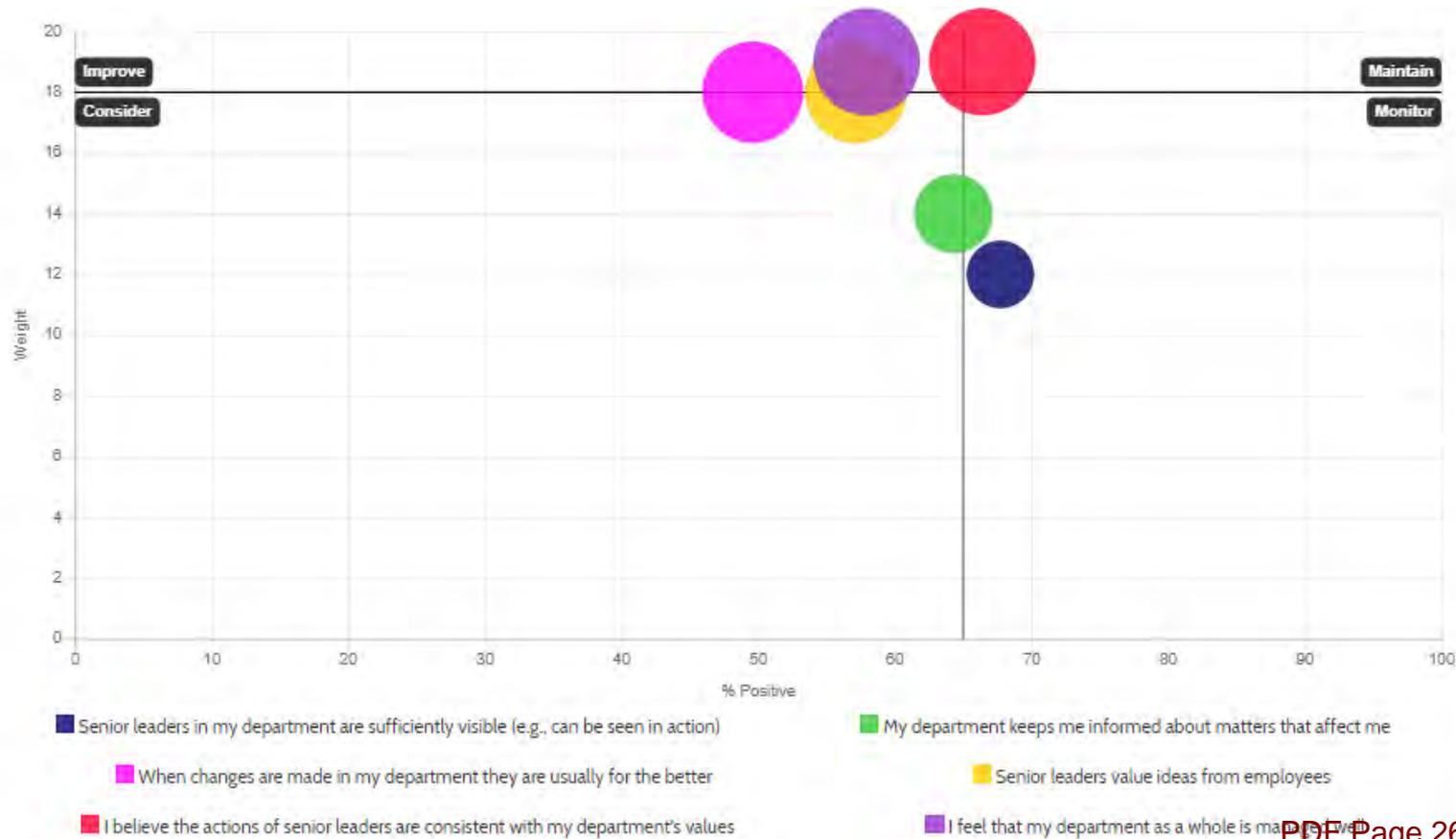
Drivers of Engagement – Questions

Recommended Focus Areas – Question-Level

The following charts combine influence (relative weight from key driver analysis) and score (% positive), for all employees, to reveal the questions – if maintained or improved – that are likely to have the biggest impact on the engagement score.

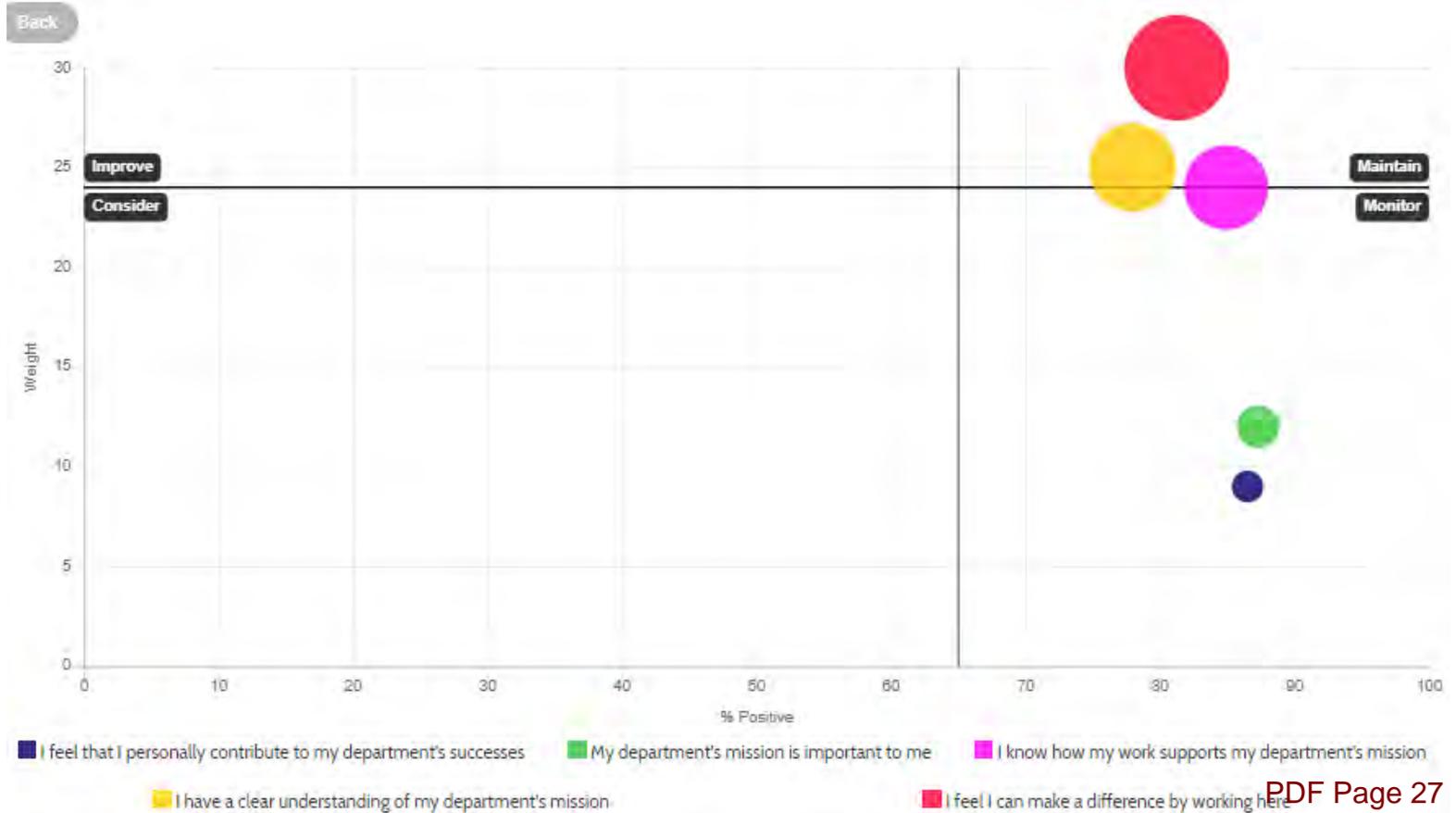


Leadership and Managing Change



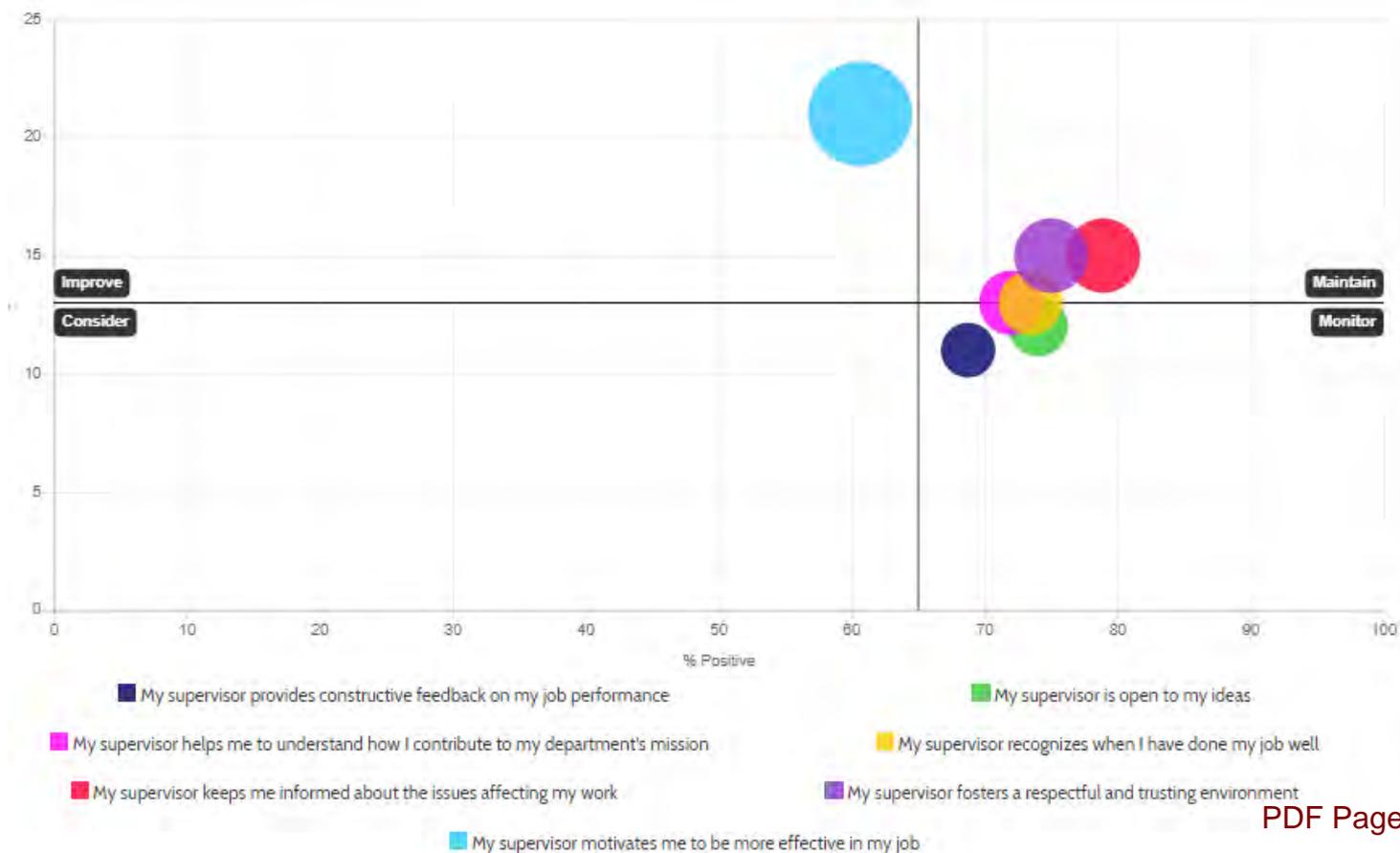


My Department's Mission



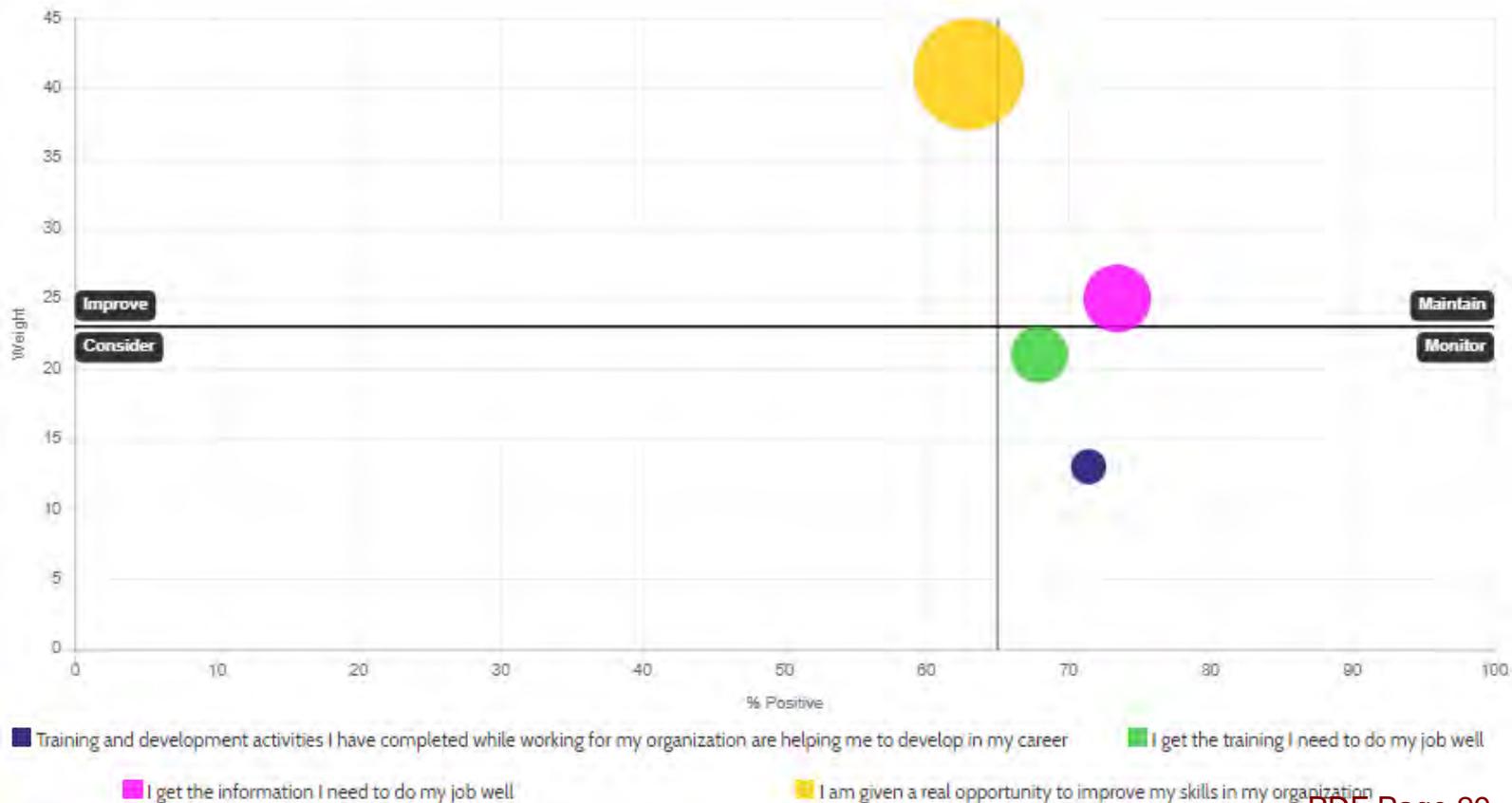


My Supervisor



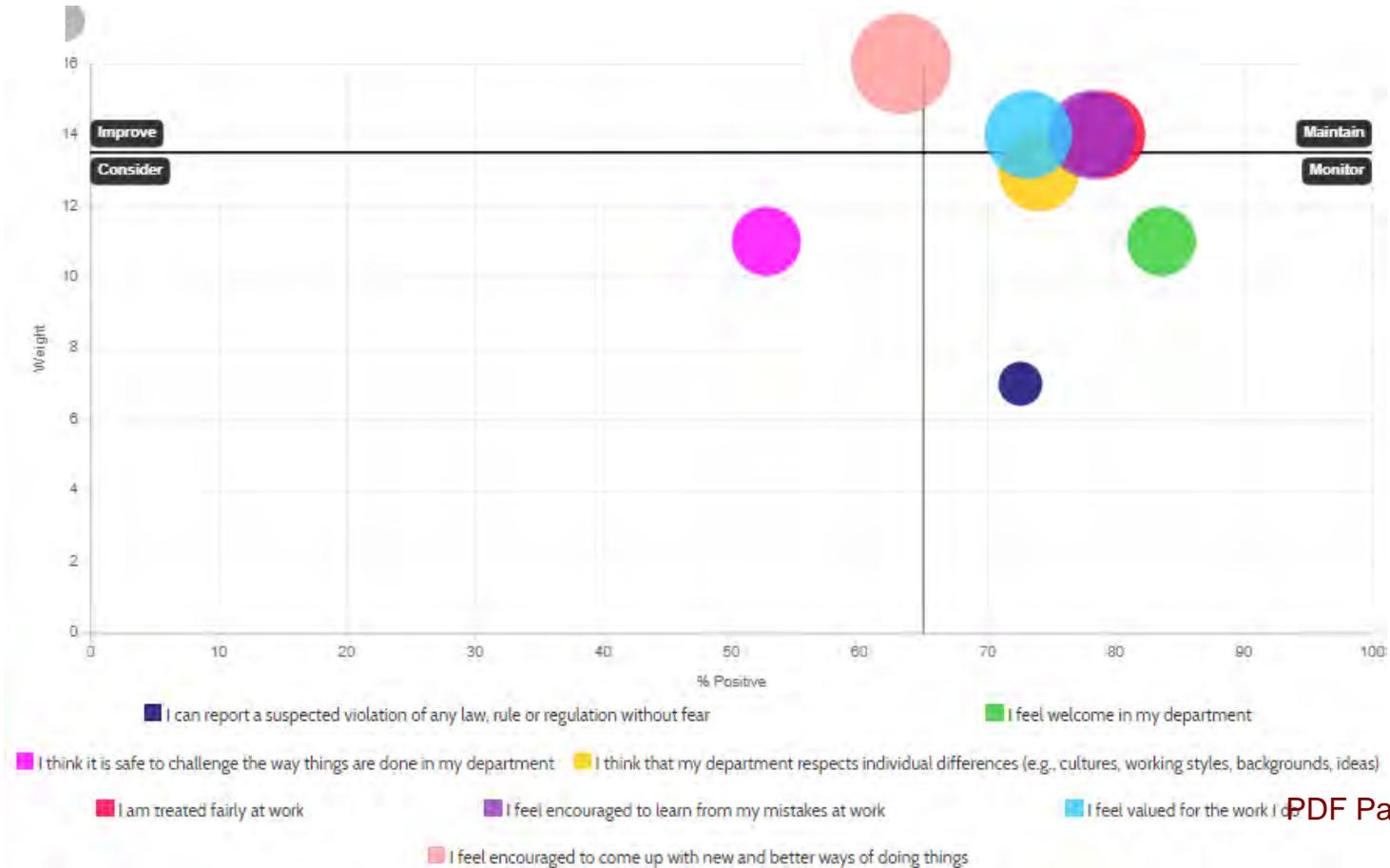


Training and Development





Organizational Culture



Summary – Areas to Maintain

- ◆ I believe the actions of senior leaders are consistent with my department's values
- ◆ I feel I can make a difference by working here
- ◆ I have a clear understanding of my department's mission
- ◆ I know how my work supports my department's mission
- ◆ My supervisor keeps me informed about the issues affecting my work
- ◆ My supervisor fosters a respectful and trusting environment
- ◆ I get the information I need to do my job well
- ◆ I am treated fairly at work
- ◆ I feel encouraged to learn from my mistakes at work
- ◆ I feel valued for the work I do

Summary – Areas to Improve

- ◆ I feel that my department as a whole is managed well
- ◆ When changes are made in my department, they are usually for the better
- ◆ Senior leaders value ideas from employees
- ◆ My supervisor motivates me to be more effective in my job
- ◆ I am given a real opportunity to improve my skills in my organization
- ◆ I feel encouraged to come up with new and better ways of doing things

Additional Question-Level Analysis



Highest-Scoring Questions (% Positive)

Employees were MOST positive on the following questions:

QUESTION	NEGATIVE	NEUTRAL	POSITIVE
I like the kind of work I do	2.3%	4.7%	93%
I know what is expected of me on the job	2.3%	5.5%	92.2%
People on my team cooperate to get the job done	5.5%	7%	87.5%
My department's mission is important to me	4.8%	7.9%	87.3%
I feel that I personally contribute to my department's successes	5.6%	7.9%	86.5%



Lowest-Scoring Questions (% Positive)

Employees were LEAST positive on the following questions:

QUESTION	NEGATIVE	NEUTRAL	POSITIVE ▲
If I choose to apply, there is at least one other position in the City that I would be interested in applying for in the future	34.2%	31.7%	34.2%
I believe that senior leaders in my department will take action on the results from this survey	32.8%	26.2%	41%
When changes are made in my department they are usually for the better	21.6%	28.8%	49.6%
I think it is safe to challenge the way things are done in my department	29.9%	17.3%	52.8%
I feel that my pay adequately reflects my performance	30.2%	16.7%	53.2%



Largest Positive Gaps

Questions where employees were MORE positive than the local government benchmarks.
“Gap” is percentage point difference (on positive responses) from local government benchmarks

QUESTION	NEGATIVE	NEUTRAL	POSITIVE	MEAN	GAP ▼
Senior leaders value ideas from employees	26.2%	16.7%	57.1%	3.35	12
My supervisor helps me to understand how I contribute to my department's mission	14.4%	13.6%	72%	3.82	10
Senior leaders in my department are sufficiently visible (e.g., can be seen in action)	22.8%	9.4%	67.7%	3.55	10
My department keeps me informed about matters that affect me	19%	16.7%	64.3%	3.54	10
I feel that my pay adequately reflects my performance	30.2%	16.7%	53.2%	3.29	10
I feel a strong personal attachment to my organization	13.3%	18%	68.8%	3.83	10



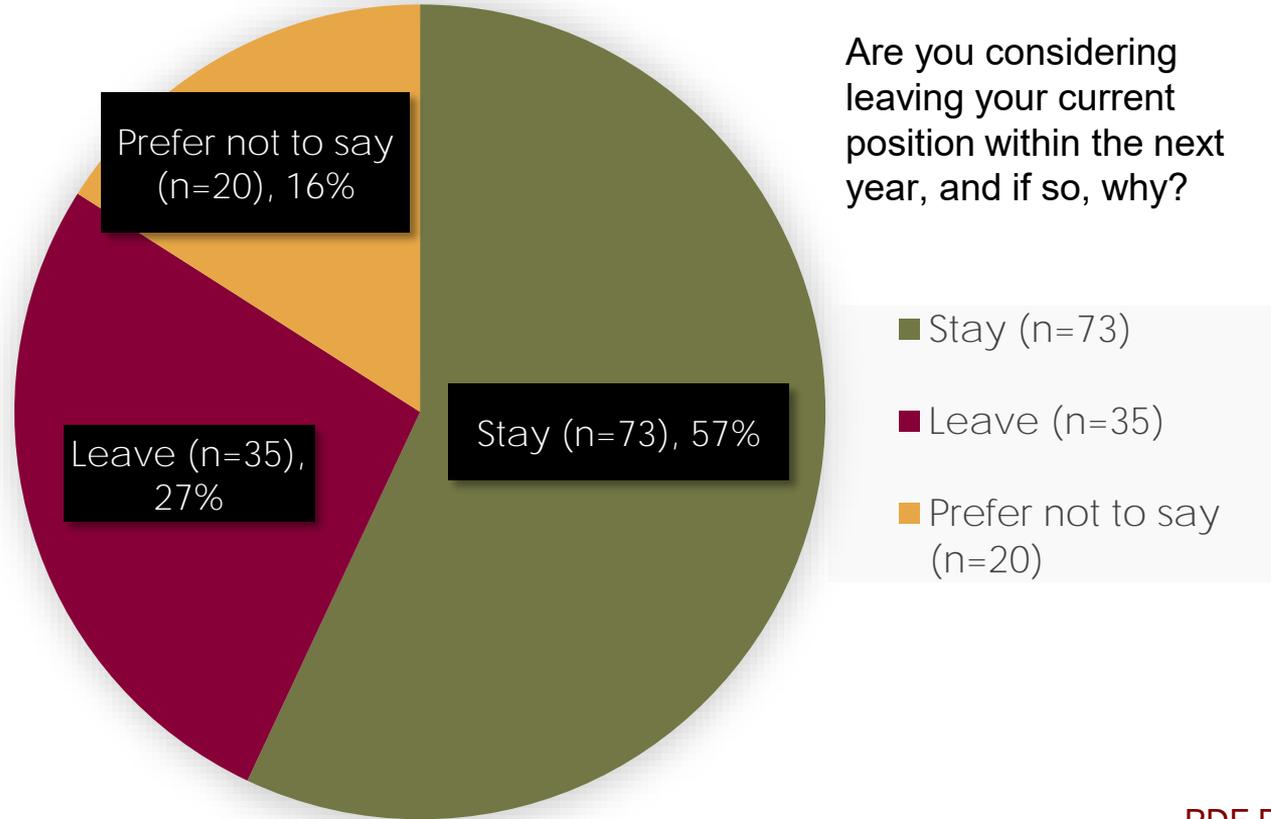
Largest Negative Gaps

Questions where employees were LESS positive than the local government benchmarks.
“Gap” is percentage point difference (on positive responses) from local government benchmarks

QUESTION	NEGATIVE	NEUTRAL	POSITIVE	MEAN	GAP ▲
I have a clear understanding of my department's mission	14.2%	7.9%	78%	3.97	-10
My department is successful at accomplishing its mission	18.5%	12.1%	69.4%	3.66	-9
I am satisfied with my employment conditions (e.g., vacation/leave options, flexible work arrangements)	19.5%	11.7%	68.8%	3.65	-9
My workload is reasonable	28.9%	9.4%	61.7%	3.31	-8
I am satisfied with my total benefits package (e.g., retirement, health insurance)	21.1%	14.1%	64.8%	3.51	-5



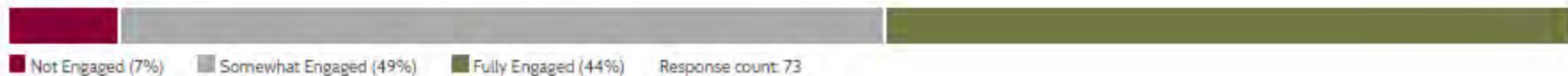
Intent to Stay or Leave – All Employees





Engagement Levels by Intent to Leave

01. No



04. Yes, to pursue a position outside of my organization -- in another government agency (e.g., city or county, state, or federal)



08. Prefer not to say



Categories with fewer than 10 respondents are not reported.

Results by Demographic Segment

Engagement Levels by Gender

01. Male



02. Female



04. Prefer not to say



Categories with fewer than 10 respondents not reported



Engagement Levels by Age

B. 25 to 34



C. 35 to 44



D. 45 to 54



E. 55 to 64



G. Prefer not to say



Categories with fewer than 10 respondents not reported

Engagement Levels by Tenure (1 of 2)

O3. At least 1 year, but not more than 3 years



O4. At least 3 years, but not more than 5 years



O5. At least 5 years, but not more than 10 years



Categories with fewer than 10 respondents not reported

Engagement Levels by Tenure (2 of 2)

Q6. At least 10 years, but not more than 20 years



Q7. 20 years or more



Q8. Prefer not to say



Categories with fewer than 10 respondents not reported



Engagement Levels by Race/Ethnicity



Categories with fewer than 10 respondents not reported

Engagement Levels by Status

01. Employee: You do not supervise other employees



02. Supervisor: You are a supervisor who may be responsible for one or more of the following: giving direction on work projects, performance reviews, and leave approval



05. Prefer not to say



Categories with fewer than 10 respondents not reported



Questions

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3A



A place where families and businesses thrive.

City Council Executive Session Minutes **Tuesday, May 26, 2020**
5:30 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 5:34 p.m. via Webex Video Conference

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the **City Council conducted the Executive Session remotely by video conferencing.** The meeting was remotely video conferenced by City Recorder Ruggles at the Community Auditorium.

ROLL CALL: COUNCIL PRESENT ATTENDED BY WEBEX REMOTELY: Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph "Val" Valfre; Malynda Wenzl, Council President; and Mayor Peter Truax.

STAFF PRESENT: Jesse VanderZanden, City Manager (Webex remotely; and Anna Ruggles, City Recorder (in the Community Auditorium).

2. EXECUTIVE SESSION:

The City Council met in Executive Session in accordance with:

ORS 192.660(2)(I) to review and evaluate the employment-related performance of the City Manager.

3. ADJOURNMENT:

Mayor Truax adjourned the Executive Session at 5:57 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



A place where families and businesses thrive.

City Council Executive Session Minutes **Tuesday, May 26, 2020**
6:00 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 6:00 p.m. via Webex Video Conference

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the **City Council conducted the Executive Session remotely by video conferencing.** The meeting was remotely video conferenced by City Recorder Ruggles at the Community Auditorium.

ROLL CALL: COUNCIL PRESENT ATTENDED BY WEBEX REMOTELY: Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph "Val" Valfre; Malynda Wenzl, Council President; and Mayor Peter Truax.

STAFF PRESENT: Jesse VanderZanden, City Manager (Webex remotely); Paul Downey, Administrative Services Director (Webex remotely); Brenda Camilli, Human Resources Manager (Webex remotely); Keith Hormann, Light and Power Director (Webex Remotely); and Anna Ruggles, City Recorder (in the Community Auditorium).

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 6:13 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:31 p.m. via Webex Video Conference.

ROLL CALL: COUNCIL PRESENT ATTENDED BY WEBEX REMOTELY: Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph "Val" Valfre; Malynnda Wenzl, Council President; and Mayor Peter Truax.

STAFF PRESENT ATTENDED BY WEBEX REMOTELY: Jesse VanderZanden, City Manager (Webex remotely); Paul Downey, Administrative Services Director (Webex remotely); Michael Kinkade, Fire Chief (in the Community Auditorium); and Anna Ruggles, City Recorder (in the Community Auditorium).

2. WORK SESSION: COMMUNICATION PLAN INVENTORY

VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to address Council Goal 4, Improve Internal and External Communications and Engagement. VanderZanden reported tonight's presentation is a prelude to an upcoming work session on the draft Communication Plan, noting the intent is to assure a full understanding of existing efforts to contextualize the discussion and seek Council feedback. VanderZanden presented PowerPoint presentation overviews on the following:

City Survey

Distributed every two years in Utility Billing insert and also available to complete online.

- Averages approximately 700 responses
- Survey includes question asking what is their Primary Information Source regarding City of Forest Grove government
- Top sources include Utility Bill (81%), News Times (45%), and Facebook (29%)
- Utilize Google Analytics to monitor dispersion and viewership.

Utility Bill insert

The City publishes a monthly billing insert: *FYI Forest Grove*. The goal of this newsletter is to share timely, accurate information about City events, projects, services and initiatives. Nonprofits may run announcements in the *FYI Forest Grove*, subject to space availability and a first-come/first-serve basis. City announcements are always considered a publishing priority.

- Inserted into 9,500 Utility Bills monthly
- All households in Forest Grove receive a utility bill (approximately 480 outside of the city)
- Limited to 2 pages, front and back, without additional postage

- Also posted on City website

City Ads

- One per week in the *NewsTimes*, 2 columns by 10 inches (almost a quarter page)
- Highlights upcoming City events or programs
- Reaches 4,000+ FG subscribers plus 4,500 daily web visitors at fgnewstimes.com (\$600/month)

City Website

- Revamped and updated in 2018
- Intent was to streamline to allow for easier and quicker searches
- All pages translatable into different languages
- City's website forestgrove-or.gov is the primary communication tool

Facebook Followers

To meet the communication preferences of its audience, the City uses social media channels to share public information. Elected and appointed officials, including Boards and Commissions (B&C), may submit draft posts for consideration for the City's social media sites. Approximate Facebook Followers as of today:

- City Hall 2,146
- Light & Power 1,169
- Library 1,149
- Aquatics 1,679
- Police 10,509
- Fire 14,209

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council recapped the existing communication outreaches and expectations. Roundtable discussion ensued pertaining to ways to better address communications and engagements, such as B&C utilizing social media pages; outreach at the Farmers' Market; outreach with community neighborhood groups; and the need to improve communications to reach the diverse community, i.e., Centro Cultural in an effort to reach the Latino community.

VanderZanden advised the Communication Plan guidelines will apply to all City staff, elected and appointed officials, and any members of B/C who communicate directly or indirectly on behalf of the City, noting the policy would need to be carefully considered, such as risks versus benefits, i.e., monitoring timely engagement and interactions on social media, which may become part of the public record. In conclusion of the above-noted roundtable discussion, VanderZanden advised staff will schedule a work session with Pitchfork (consultant) and Council at a later date to review and finalize the draft Communication Plan, to which Council collectively concurred.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 7:00 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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A place where families and businesses thrive.

Tuesday, May 26, 2020

City Council Regular Meeting Minutes

7:00 p.m., Webex 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. via Webex Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council limited in-person contact and social distancing. **The City Council conducted the Council meeting remotely by video conferencing.** The meeting was remotely video conferenced by Fire Chief Kinkade and City Recorder Ruggles and televised live from the projector screen at the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 30 and Live Streamed on MACC TVCTV YouTube Channel 30. The public was allowed to attend and observe in the Community Auditorium as space allowed (no more than 10 persons total at one time). The Council accepted written comments on items not on the agenda submitted by May 26, 2020, 3pm, to the City Recorder.

ROLL CALL: COUNCIL PRESENT ATTENDED BY WEBEX REMOTELY: Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph "Val" Valfre; Malynda Wenzl, Council President; and Mayor Peter Truax.

STAFF PRESENT ATTENDED BY WEBEX REMOTELY: Jesse VanderZanden, City Manager (Webex remotely); Paul Downey, Administrative Services Director (Webex remotely); Brenda Camilli, Human Resources Manager (Webex remotely); Bryan Pohl, Community Development Director (Webex remotely); Gregory Robertson, Public Workers Director (Webex remotely); Jeff King, Economic Development Manager (Webex remotely); Michael Kinkade, Fire Chief (in the Community Auditorium); and Anna Ruggles, City Recorder (in the Community Auditorium).

2. CITIZEN COMMUNICATIONS:

No written comments were received.

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 Work Session (Council Goal 7 Expand Recreation Opportunities) Meeting Minutes of April 27, 2020.
- B. Approve City Council Work Session (Police Station Update) Meeting Minutes of May 11, 2020.
- C. Approve City Council Regular Meeting Minutes of May 11, 2020.
- D. Accept Planning Commission Meeting Minutes of January 21, 2020.
- E. Community Development Department Monthly Building Activity Informational Report for April 2020.
- F. **Endorse Liquor License Renewal Applications for Year 2020:**
 - 1) Old Town Vault, Full On-Premises Sales
 - 2) The Lazy Eye, Fill On-Premises Sales

MOTION: Councilor Valfre moved, seconded by Councilor Uhing, to approve the Consent Agenda as presented. ROLL CALL VOTE: AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

4. **ADDITIONS/DELETIONS:** None.

5. **PRESENTATIONS:**

5. A. **Economic Development Commission Annual Report**

5. B. **Economic Development Strategic Plan 2019**

Kevin Emerick, Economic Development Commission (EDC) Chair, gave an overview of the EDC's 2019 Annual Report, which was referenced in the packet. King gave an overview of EDC's Strategic Plan 2019, which was referenced in the packet. King and Emerick addressed various Council inquiries pertaining to EDC's amended bylaws and Latino membership and Annual Forest Grove Indicators and Improvement Measures and concurred that EDC will focus its attention this year on providing resources for economic recovery for small businesses. In addition, Mayor Truax gave an overview regarding the \$104 million in CARES Act money related to COVID-19 expenses incurred in Washington County, noting if monies are received, the monies will primarily be used for the City's COVID-19 related expenses.

5. C. **COVID-19 (Coronavirus disease) Update**

Fire Chief Kinkade presented a PowerPoint presentation overview pertaining to COVID-19 Response Update, which was updated in the Council packet. Chief Kinkade presented updates on the Situation Report (743 confirmed cases in

Washington County, 17 deaths); Essential Needs for Forest Grove, Cornelius and Gaston; Community Emergency Outreach (community members may call 2-1-1 for emergency needs); Food Bank Support and Current Food Bank Locations; and Reopening Plan. In accordance with the Governor's and Washington County's Phase I reopening guidelines, the City is reopening on June 1, 2020, with facilities and services in a phased approach and incremental opening plan for June 8, 2020, that prioritizes the safety of the public and employees. Phase I, may have gatherings of up to 25. Phase II can be entered after 21 days.

6. **CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2020-02 AMENDING FOREST GROVE CODE OF ORDINANCES, TITLE III (ADMINISTRATION), CHAPTER 35 (CITY ORGANIZATIONS), §35.065 THROUGH §35.070, RELATING TO AMENDING HISTORIC LANDMARKS BOARD BYLAWS**

The first reading of Ordinance No. 2020-02 by title occurred at the Council meeting of May 11, 2020.

Staff Report:

Pohl presented the above-proposed ordinance for second reading, noting staff had nothing further to report.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the meeting of May 11, 2020, and explained hearing procedures.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing

Council Discussion:

Hearing no concerns from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of May 11, 2020.

VanderZanden read Ordinance No. 2020-02 by title for second reading.

ROLL CALL VOTE: AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

**7. PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2020-03
VACATING 19TH PLACE RIGHT-OF-WAY EAST OF POPLAR STREET;
APPLICANT: JT SMITH COMPANIES; FILE NO. 311-20-000014-PLNG**

Staff Report:

Pohl presented the above-proposed ordinance for first reading, noting the proposed ordinance is petitioning to vacate 19th Place right-of-way east of Poplar Street; Applicant: JT Smith Companies; File No. 311-20-000014-PLNG. Pohl presented a PowerPoint presentation showing an aerial description of the property proposed to be vacated (proposed vacation segment) and the applicable standards for proceedings to be initiated pursuant to ORS 271.120, noting 19th Place, east of Poplar Street, is a 16-foot wide unimproved dead-end right-of-way, and previously served as access to several single-family homes, which were purchased and demolished in the mid-1990s as part of the project to develop a shopping center (known as Albertson's site) and that project was ultimately abandoned before any construction began. The Applicant is purchasing all the abutting property and has submitted an application to develop a multi-family development (apartment complex). Pohl advised against discussing the development, noting the development application is a separate land use review process, which is heard by the Planning Commission and appealable to the Council. The site is comprised of 18 parcels, which would be consolidated into three parcels. Once the consolidation process is completed, 19th Place right-of-way would no longer be needed for access or utilities in that location or configuration. The proposed vacation would not have an adverse impact on the market value of the property. The petitions in support of the vacation have been received from 100 percent of the abutting property owners and 74 percent of the owners, within the affected area, are in favor of the petition. In order for a vacation to be initiated, the Council shall hear the petition and objections and shall determine whether the consent of the owners of the requisite area have been obtained pursuant to ORS, which has been deemed sufficient (two-third is the required consent threshold). In conclusion of the above-noted staff report, Pohl advised staff is recommending Council approve the proposed ordinance, as outlined in Exhibit A, noting the vacation criteria has been met pursuant to ORS.

Questions of Staff:

In response to Wenzl's concern pertaining to the letter submitted by Wauna Credit Union as referenced below, Pohl explained Wauna has no concern pertaining to the

proposed vacation petition; however, traffic and access is addressed in the land use development application; therefore, it should not be discussed.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

Wauna Credit Union, 3532 Pacific Avenue, submitted a letter dated May 15, 2020, stating the proposed vacation petition is not of concern specifically, but the additional traffic due to the new development of residential units is a concern and the new development's priority should be to improve access and mitigate traffic concerns.

No other written testimony was received.

Proponents:

Andrew Tull, 3J Consulting, Inc., and Michael Robinson, land use attorney representing the Applicant, testified in support of the proposed petition to vacate 19th Place right-of-way east of Poplar Street; Applicant: JT Smith Companies; File No. 311-20-000014-PLNG. Robinson gave a description of the property proposed to be vacated and the applicable standards for proceedings to be initiated pursuant to ORS, noting petitions in support of the vacation have been received from 100 percent of the abutting property owners and 74 percent of the owners, within the affected area, are in favor of the petition, which has been deemed sufficient by the City. Robinson reported the Applicant has not received a copy of the letter submitted by Wauna Credit Union, noting traffic and access do not pertain to the proposed vacation petition. Tull added the Applicant's proposed development application has been filed with the City and a hearing is scheduled with the Planning Commission on July 6, 2020, to which Pohl concurred.

No one else testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2020-03 for first reading.

VanderZanden read Ordinance No. 2020-03 by title for first reading.

MOTION: Councilor Rippe moved, seconded by Councilor Valfre, to adopt Ordinance No. 2020-03 Vacating 19th Place Right-of-Way East of Poplar Street; Applicant: JT Smith Companies; File No. 311-20-000014-PLNG.

Public Hearing Continued:

Hearing no further concerns from the Council, Mayor Truax continued the Public Hearing to June 8, 2020.

8. RESOLUTION NO. 2020-47 AUTHORIZING EXECUTION OF A LABOR AGREEMENT BETWEEN CITY OF FOREST GROVE AND INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (IBEW), UNION NO. 125, EFFECTIVE JULY 1, 2020 AND EXPIRING JUNE 30, 2023

Staff Report:

Camilli presented the above-proposed resolution for Council consideration, noting the resolution is authorizing execution of a labor agreement between the City and International Brotherhood of Electrical Workers (IBEW), Union No. 125, effective July 1, 2020 through June 30, 2023. Camilli reported staff met with IBEW and negotiated the labor agreement, noting language modifications to the agreement include the following:

Cost-of-living adjustments (COLA) for all Bargaining Unit Positions: Wage increases were bargained for all classifications covered by the agreement on July 1 of each year of the contract as follows:

- 3.50% effective July 1, 2020
- 2.75% effective July 1, 2021
- 2.50% effective July 1, 2022

Due to market pressures in the electrical industry over the past year Journey level positions were given a spot adjustment of 6.5% effective March 1, 2020.

Oregon Public Employee Retirement System (PERS): Union agreed that all employees hired after a coverage agreement is negotiated will be put into Oregon PERS so there will be no new members joining the City's Defined Benefit Plan from that time forward.

Term: Extends the term of the labor agreement for three years, effective July 1, 2020, to June 30, 2023.

In addition, Camilli reported the costs to implement the monetary terms of the agreement are within the parameters set by Council. In conclusion of the above-noted staff report, Camilli advised staff is recommending Council consider approving the proposed IBEW labor agreement as outlined in Exhibit A.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt

Resolution No. 2020-47

VanderZanden read Resolution No. 2020-47 by title.

MOTION: Councilor Valfre moved, seconded by Council President Wenzl, to approve Resolution No. 2020-47 Authorizing Execution of a Labor Agreement between City of Forest Grove and International Brotherhood of Electrical Workers (IBEW), Union No. 125, Effective July 1, 2020 and Expiring June 30, 2023.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

9. **RESOLUTION NO. 2020-48 AUTHORIZING THE ESTABLISHMENT OF A SMALL BUSINESS EMERGENCY ASSISTANCE PROGRAM FOR BUSINESSES WITHIN FOREST GROVE CITY LIMITS, EXCLUDING FOREST GROVE URBAN RENEWAL AREA**

Staff Report:

Pohl presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing establishing a Small Business Emergency Assistance Program, attached as Exhibit A, similar to the Urban Renewal Agency's (URA) Program, to offer emergency financial assistance to small businesses within the Forest Grove city limits, excluding Forest Grove Urban Renewal Area, to help pay rent or mortgage in response to the COVID-19 (Coronavirus Disease). Pohl reported the proposed program allows the City to award grants to qualifying businesses to pay their rent or mortgage for the month of May, 2020. Individual grants will be on a reimbursement basis and for up to a maximum of \$2,500 per business. In conclusion of the above-noted staff report, Pohl advised staff is recommending Council consider approving the proposed resolution as outlined in Exhibit A, noting the Small Business Emergency Assistance Program would remain in effect during the City's declared state of emergency and while funds are available, with a total budget of no more than \$25,000.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-48.

VanderZanden read Resolution No. 2020-48 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Rippe, to approve Resolution No. 2020-48 Authorizing the Establishment of a Small Business Emergency Assistance Program for Businesses within Forest Grove City Limits, excluding Forest Grove Urban Renewal Area.

Council Discussion:

In response to Council President Wenzl's concerns pertaining to notifying businesses about the program, King explained direct contact will be made with each qualifying business and program information published on the city's website and e-mailed to businesses. In addition, VanderZanden advised staff has determined that approximately 15 businesses would be eligible for grants pursuant to the program guidelines, i.e. must have a valid business license, noting it is difficult to forecast how many will actually apply.

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

ROLL CALL VOTE: AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

10. **RESOLUTION NO. 2020-49 TRANSFERRING APPROPRIATIONS WITHIN THE GENERAL FUND IN THE FISCAL YEAR 2019-20 FOR SMALL BUSINESS EMERGENCY ASSISTANCE PROGRAM PAYMENTS TO BE AWARDED FOR COVID-19 RELIEF ASSISTANCE**

Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is transferring appropriations of \$25,000 from the General Fund Contingency in Fiscal Year 2019-20 to the Non-Departmental Emergency Response Expenditures for the Small Business Emergency Assistance Program to be awarded for COVID-19 relief assistance, which program guidelines were approved pursuant to Resolution No. 2020-48. 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 the City has sufficient reserves to fund the limited amount of \$25,000 in business assistance and still meet minimum fund balance and Defined Benefit Plan Reserve requirements.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-49.

MOTION: Councilor Uhing moved, seconded by Council President Wenzl, to

approve Resolution No. 2020-49 Transferring Appropriations within the General Fund in the Fiscal Year 2019-20 for Small Business Emergency Assistance Program Payments to be Awarded for COVID-19 Relief Assistance.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

11. RESOLUTION NO. 2020-50 AUTHORIZING MAYOR TO ENDORSE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN WASHINGTON COUNTY AND CITY OF FOREST GROVE FOR ROAD, WATER AND SANITARY SEWER IMPROVEMENTS ASSOCIATED WITH THE HIGHWAY 47/MARTIN ROAD PROJECT

Staff Report:

Robertson presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing the Mayor to endorse an Intergovernmental Agreement (IGA) between the City and Washington County for road improvements, waterline installation, and sanitary sewer improvements associated with improvements to Highway 47/Martin Road. Martin Road will be improved at the Council Creek crossing (new bridge) and Highway 47 intersection (new roundabout) and widening shoulders between Highway 47 and the Oregon Roses main office. Construction is anticipated to begin spring 2021/2022; project dates are estimates and subject to change. The road has seen an increase in freight and commercial vehicles that use it as a connection between Highway 26 and Forest Grove. Improvements are needed to accommodate the increased traffic, reduce congestion and improve safety. The City has committed to provide \$740,000 toward completion of the road work. In addition, the City desires to include additional public improvements within the road right-of-way and within or near the location of the road work, which is estimated to be approximately \$200,000. In conclusion of the above-noted staff report, Robertson advised staff is recommending Council consider approving the proposed IGA as outlined in Exhibit A, noting the City's funding contributions will be paid by Transportation Development Tax (TDT)/Transportation Impact Fees (TIF) and funds are budgeted and included in the Capital Improvement Program.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-50.

MOTION: Councilor Rippe moved, seconded by Councilor Uhing, to approve

Resolution No. 2020-50 Authorizing Mayor to Endorse an Intergovernmental Agreement (IGA) between Washington County and City of Forest Grove for Road, Water and Sanitary Sewer Improvements associated with the Highway 47/Martin Road Project.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

12. **RESOLUTION NO. 2020-51 AMENDING THE CITY OF FOREST GROVE'S DECLARATION OF STATE OF EMERGENCY, EFFECTIVE MARCH 14, 2020, AT 1:00 P.M., TO BE EXTENDED AND REMAIN IN EFFECT UNTIL 8:00 P.M. ON JUNE 8, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-46**

Staff Report:

Mayor Truax presented the above-proposed resolution for Council consideration, noting the resolution is extending the duration of the City's emergency declaration that went into effect March 14, 2020, through April 13, 2020; extended through April 30, 2020 (first time); extended to May 11, 2020 (second time); extended to May 31, 2020 (third time) and now being extending to remain in effect until 8:00 p.m. June 8, 2020 (fourth time), unless superseded sooner. Mayor Truax advised he hopes this will be the last extension; however, he will remain in compliance with the Governor's State of Emergency and extend the City's declaration if needed due to COVID-19.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-51.

VanderZanden read Resolution No. 2020-51 by title.

MOTION: Council President Wenzl moved, seconded by Councilor Uhing, to approve Resolution No. 2020-51 Amending the City of Forest Grove's Declaration of State of Emergency, Effective March 14, 2020, at 1:00 P.M., to be Extended and Remain in Effect Until 8:00 P.M. on June 8, 2020, Unless Superseded Sooner; Amending Resolution No. 2020-46.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

13. COUNCIL COMMUNICATIONS:

Kottkey reported listening to a League of Oregon Cities (LOC) committee-related virtual meeting and attending other community-related virtual meetings, noting she also attended a Planning Commission meeting.

Rippe reported attending League of Oregon Cities (LOC) committee-related virtual meeting, noting he emailed Council a copy of the policy priorities that the committee has listed as possible areas for legislative advocacy in the 2021 Legislation Session. Rippe reported attending the Chamber Luncheon virtually, noting Mayor Truax, as well as Cornelius Mayor Dalin, spoke on COVID-19. In addition, Rippe reported the Chamber hired Juanita Lint as the new Executive Director, noting Lint is replacing Howard Sullivan who resigned.

Uhing had nothing new to report.

Valenzuela reported on community-related services being provided by Centro Cultural, located in Cornelius, and reported a taskforce has been assembled for COVID-19 Latino crisis.

Valfre reported attending various regional-related virtual meetings. Valfre commended citizens for supporting Washington County's Ballot Measures 34-296, Replacement Local Option Levy for Countywide Public Safety Services, and 34-297, Renewal of Local Option Levy to Support Countywide Library Services, noting both measures support Forest Grove. In addition, Valfre reported on community-related matters of interest and reported on upcoming meetings he was planning to attend.

Wenzl reported Parks and Recreation Commission (P&R) plans to meet virtually in June, noting the P&R's agenda has a number of proposed items. Wenzl asked who determines whether boards, committees and commissions (B&C) are meeting virtually in June, noting she is concerned because the Committee for Citizen Involvement (CCI) would be scheduled to meet June 2nd and she has not heard if CCI is meeting, to which VanderZanden advised the staff liaisons will consult with the B/C Chairs to determine if a meeting is necessary. Kinkade advised B/C should only meet in June if absolutely necessary, noting the reopening plan is determined when the Governor makes an announcement. In response to the B/C meeting notice requirements, Ruggles advised at least a five-day notice prior to the meeting is required (pursuant to Council Rule 14.9).

14. City Manager's Report:

VanderZanden addressed other various Council inquiries pertaining to B/C meetings, noting some B/C have been able to comply with the public meeting laws and held virtual meetings, i.e., Budget Commission and Planning Commission. VanderZanden outlined the City's Reopening Plan on June 1, 2020, with facilities and services in a phased approach and incremental opening plan for June 8, 2020, that prioritizes the safety of the public and employees, noting the Plan facilitates social distancing guidelines and mitigates risks, which would apply to the B/C, if in-person meetings are resumed in July. The Plan notes that all in-person visitors are strongly encouraged to wear a mask. Signage will be posted at all locations recommending persons wear face masks prior to entering the building and to observe physical distancing requirements. Plexi-glass barriers have been installed at all public counters and all floors will be marked to assure 6' separation from all persons. All in-person meetings, excepting those over the counter, are by appointment only and all parties will be required to wear a mask if physical distancing cannot be maintained. Employees will be required to wear a mask if 6' physical distancing cannot be maintained. Employees in confined spaces are encouraged to self-administer temperature checks at the beginning of their shift. In addition, VanderZanden reported on various department-related activities and projects.

15. MAYOR'S REPORT:

Mayor Truax announced dates of importance as noted in the Council Calendar, noting Council Candidacy Election Packets will be available on June 1, 2020, at the City Recorder's Office, during normal business hours, or online: <https://www.forestgrove-or.gov/cr/page/elections>. Filing period is no earlier than 9:00 a.m., July 6, 2020 (120-days before election) and no later than 5:00 p.m., August 25, 2020 (70-days before election). On November 3, 2020, General Election, citizens of Forest Grove will vote to fill three City Councilor positions (seats currently held by Councilors Timothy Rippe, Adolph "Val" Valfre, Jr., and Elena Uhing who are eligible for re-election). Mayor Truax commended citizens for supporting Washington County's Ballot Measures 34-296, Replacement Local Option Levy for Countywide Public Safety Services, and 34-297, Renewal of Local Option Levy to Support Countywide Library Services, noting both measures support Forest Grove. In addition, Mayor Truax reported Beaverton passed a new Charter establishing a Council-Manager form of government and Wilsonville passed a new Charter establishing term limits of Council. In addition, Mayor Truax reported on various county and regional-related matters of interest. In conclusion, Mayor Truax read a speech and warmly congratulated the Forest Grove Class of 2020.

16. **ADJOURNMENT:**

Mayor Truax adjourned the regular Council meeting at 9:13 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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Monthly Building Activity Report
May-20
2019-2020

36

Category	Period: May-19		Period: May-20	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	9	\$2,556,497	11	\$2,746,236
SFR Addition & Alt/Repair	4	\$81,222	3	\$134,655
MultiFamily New				
MultiFamily Alteration/Repair				
Group Care Facility				
Commercial New	2	\$603,426		
Commerical Addition				
Commercial Alt/Repair	3	\$207,500	1	\$100,000
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)			2	\$418,497
Signs			1	\$4,000
Grading	2		1	
Demolitions			1	
Total	20	\$3,448,645	20	\$3,403,388

Fiscal Year-to-Date

2018-2019		2019-2020	
Permits	Value	Permits	Value
304	\$65,417,159	205	\$32,045,131

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A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: Item 3. F

MEETING DATE: 06/08/2020

FINAL ACTION: RESO 2020-52

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Anna D. Ruggles, CMC, City Recorder*

DATE: *June 8, 2020*

SUBJECT: *Making Appointments to Economic Development Commission (EDC)*

BACKGROUND:

The Economic Development Commission (EDC) at its meeting of February 6, 2020, voted unanimously to recommend the following applicants be appointed by Council to fill vacancies on EDC.

Applicant Name	EDC Position	Terms Expiring:
Jill Craig, Urban Decanter	Downtown Retail Business	December 31, 2023
Richard LaFave, RDF & P	Small Manufacturer	December 31, 2023

The Council Rules, § 14.10, Appointments and Reappointments, requires applicants to be interviewed by Council or Council subcommittee; however, EDC is making this recommendation to Council so that the above-noted vacancies can be filled as soon as possible in light of COVID-19 pandemic. Also, there are no applicants on file who can fill these specific represented positions on EDC.

STAFF RECOMMENDATION:

Staff recommends City Council consider approving the attached resolutions making the above-noted appointments. If Council desires not to make appointment(s), Council may remove item(s) from the Consent Agenda and item(s) will be discussed and acted upon separately.

ATTACHMENTS:

Resolution & B/C EDC Applications

RESOLUTION NO. 2020-52

**RESOLUTION MAKING APPOINTMENTS
CITY OF FOREST GROVE
ECONOMIC DEVELOPMENT COMMISSION**

WHEREAS, pursuant to Resolution No. 2007-45, the City of Forest Grove has established the Economic Development Commission, term expiring December 31st; and

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

WHEREAS, pursuant to Council Rules of Procedure § 14.6, unless required by state law, all members shall be voting members and shall serve four (4) year terms. Student member shall be a voting member and shall serve a two (2) year term; and

WHEREAS, Council Rules of Procedures § 14.10 requires members to apply and be interviewed by Council or Council Subcommittee; and

WHEREAS, the Economic Development Commission (EDC) at its meeting of February 6, 2020, voted unanimously to recommend the following applicants be appointed by Council to fill vacancies on EDC.

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

Section 1. That the following person is hereby appointed to the City of Forest Grove Economic Development Commission for the following term:

<u>Last Name:</u>	<u>First Name:</u>	<u>Representative:</u>	<u>Term Expires:</u>
Craig	Jill	Downtown Retail Business	December 31, 2023
LaFave	Richard	Small Manufacturer	December 31, 2023

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

PRESENTED AND PASSED this 8th day of June, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of June, 2020.

Peter B. Truax, Mayor



A place where families and businesses thrive.

(Please complete, sign and date application form and return to:

City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

ECONOMIC DEVELOPMENT COMMISSION (EDC):

(Meets 1st Thursday at Noon)

AGENCY NAME: Urban Decanter

Member: Jill Craig **Primary:** Jill Craig **Alternate:**

Mailing Address: [Redacted] Main St. Suite B

Phone (work): [Redacted]

Phone (contact): Jill

E-Mail: [Redacted]

It is the desire of the above-noted agency to appoint/elect the above member(s) to represent the above-noted agency as a voting representative to the Forest Grove Sustainability Commission.

Date: 3-11-2020 **Submitted by:** [Redacted]

Title: owner

12/31/23

EDC DT Business

A place where families and businesses thrive.

(Please complete, sign and date application form and return to:

City of Forest Grove
 Attn: Anna Ruggles, City Recorder
 1924 Council Street • P. O. Box 326
 Forest Grove, OR 97116-0326
 Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

ECONOMIC DEVELOPMENT COMMISSION (EDC):

(Meets 1st Thursday at Noon)

AGENCY NAME:

RDF&P INC

Member:

Primary:

Richard T. LaFave

Alternate:

Sarah Teters-Johnson

Mailing Address:

23rd Ave Suite 110 F/6 97116

23rd Ave Suite 110 Forest Grove 97116

Phone (work):

[Redacted]

[Redacted]

Phone (contact):

[Redacted]

[Redacted]

E-Mail:

[Redacted]

[Redacted] m

It is the desire of the above-noted agency to appoint/elect the above member(s) to represent the above-noted agency as a voting representative to the Forest Grove Sustainability Commission.

Date: *3-12-2020*

Submitted by: [Redacted Signature]

Title: *President/CEO*

*EDC 12/31/23
 Smith MF3/Trade Sector*

(ED App 2/18)

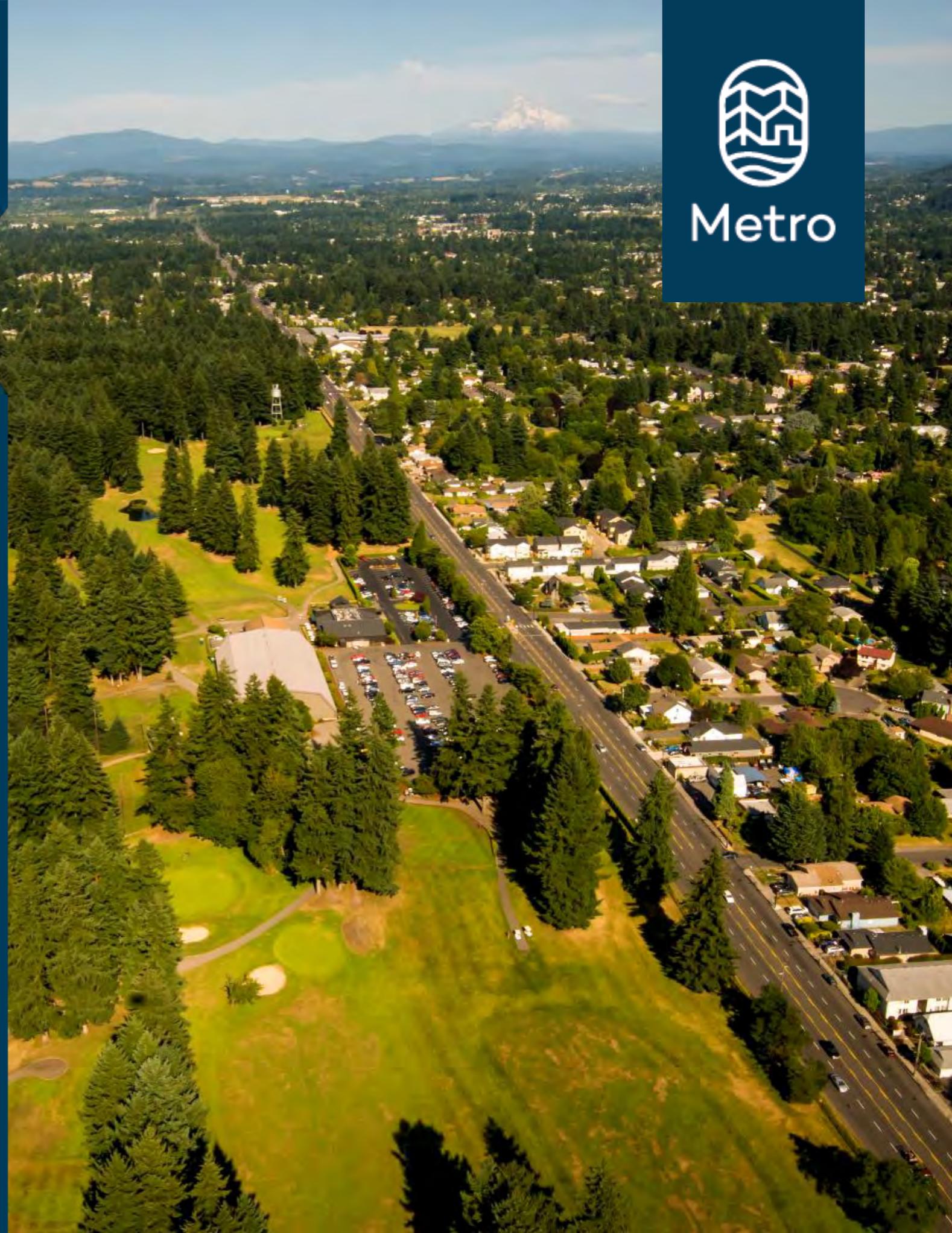
Creating jobs, building our future

Forest Grove City Council

June 8, 2020



Metro





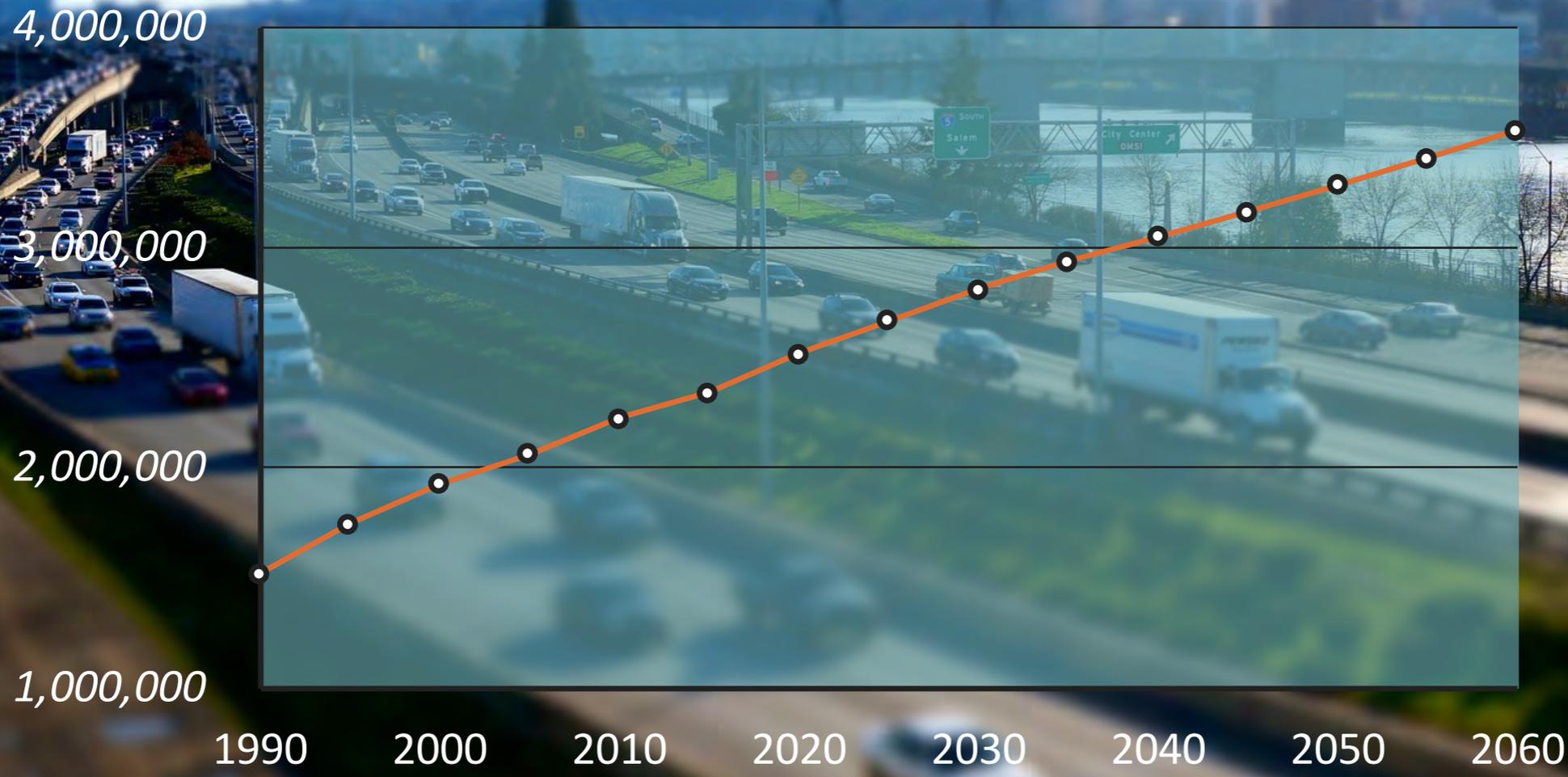
We are still one region.



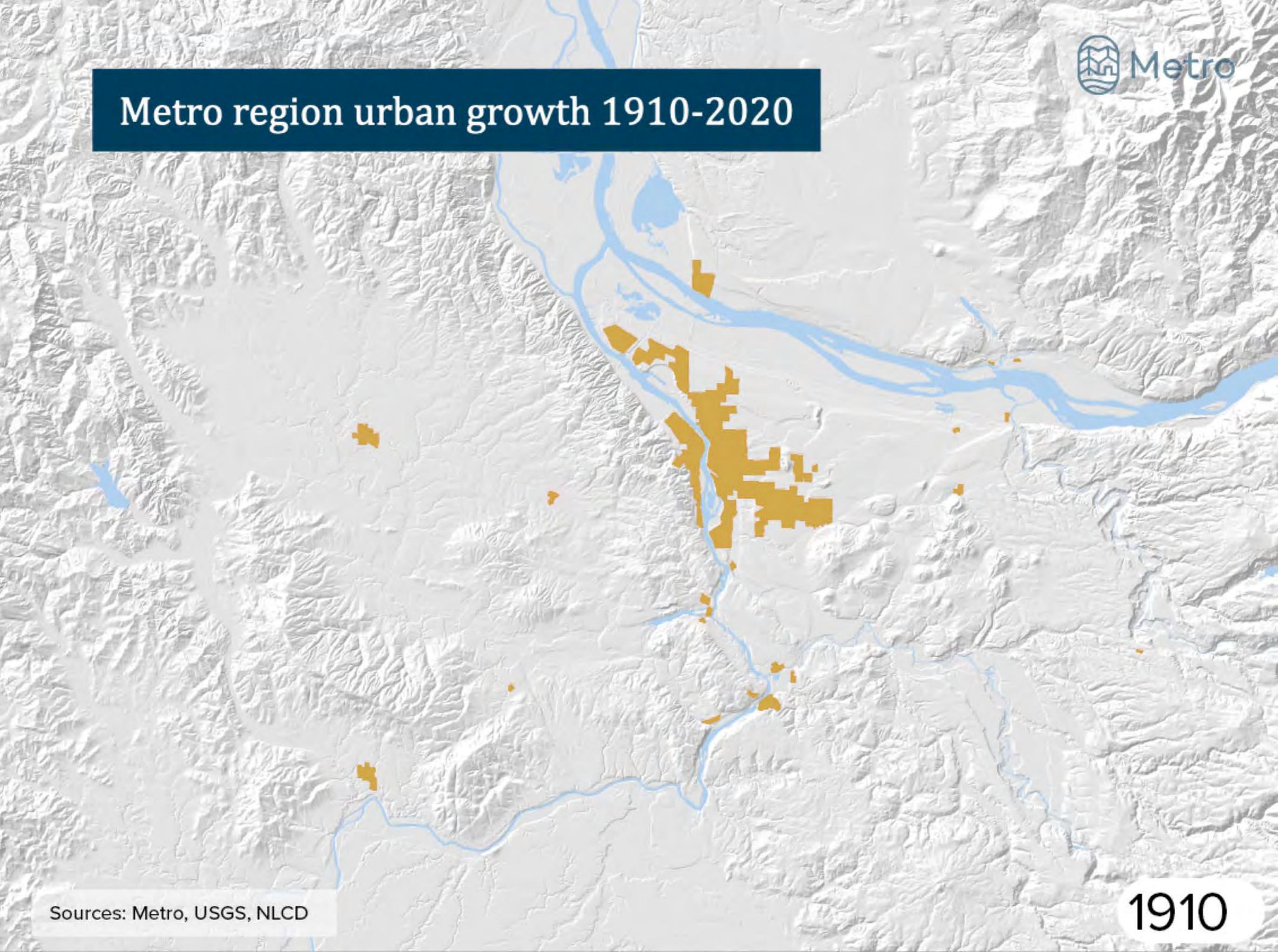
We still need to think big.



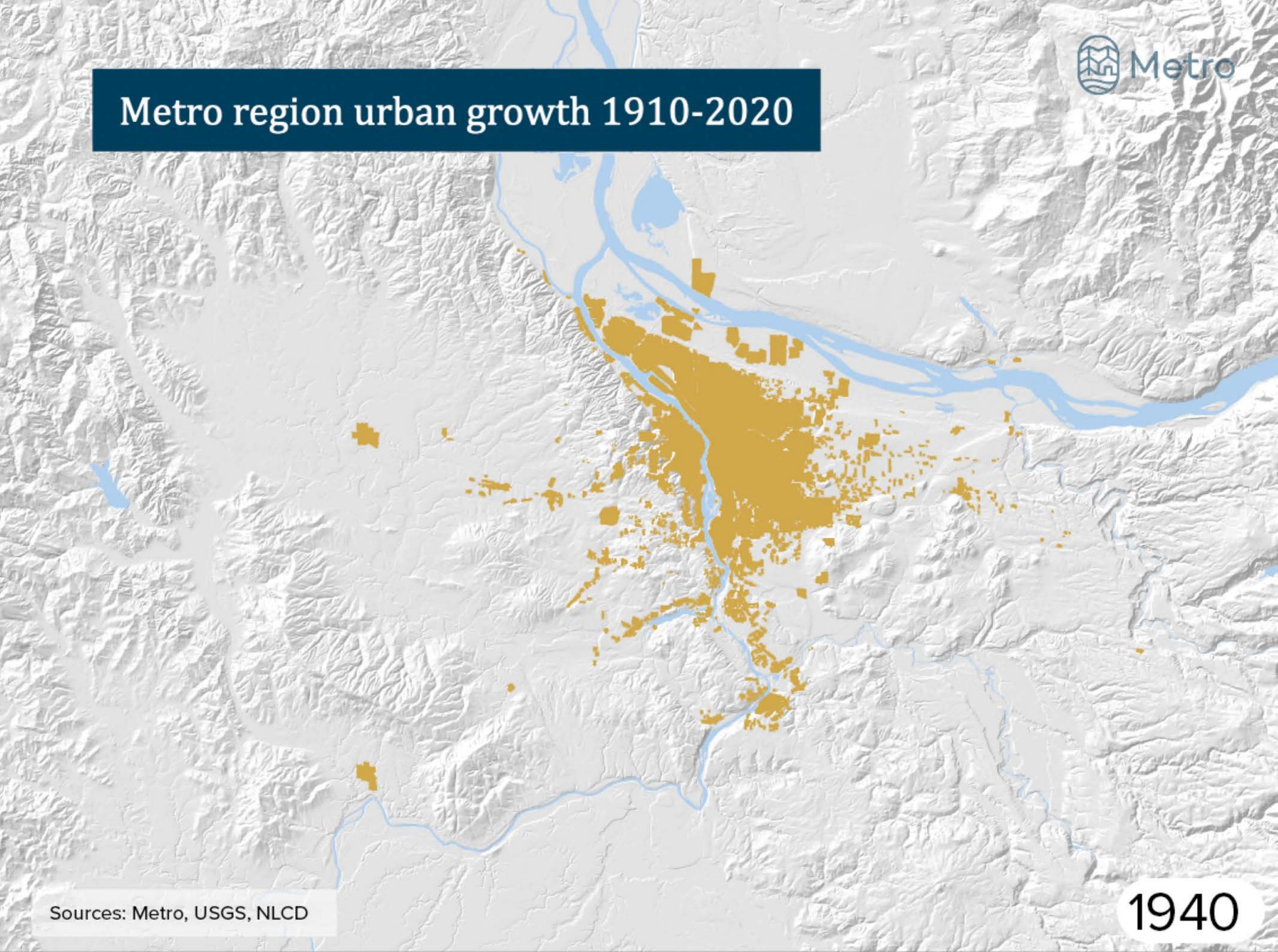
Metro Region 2060 Population Forecast



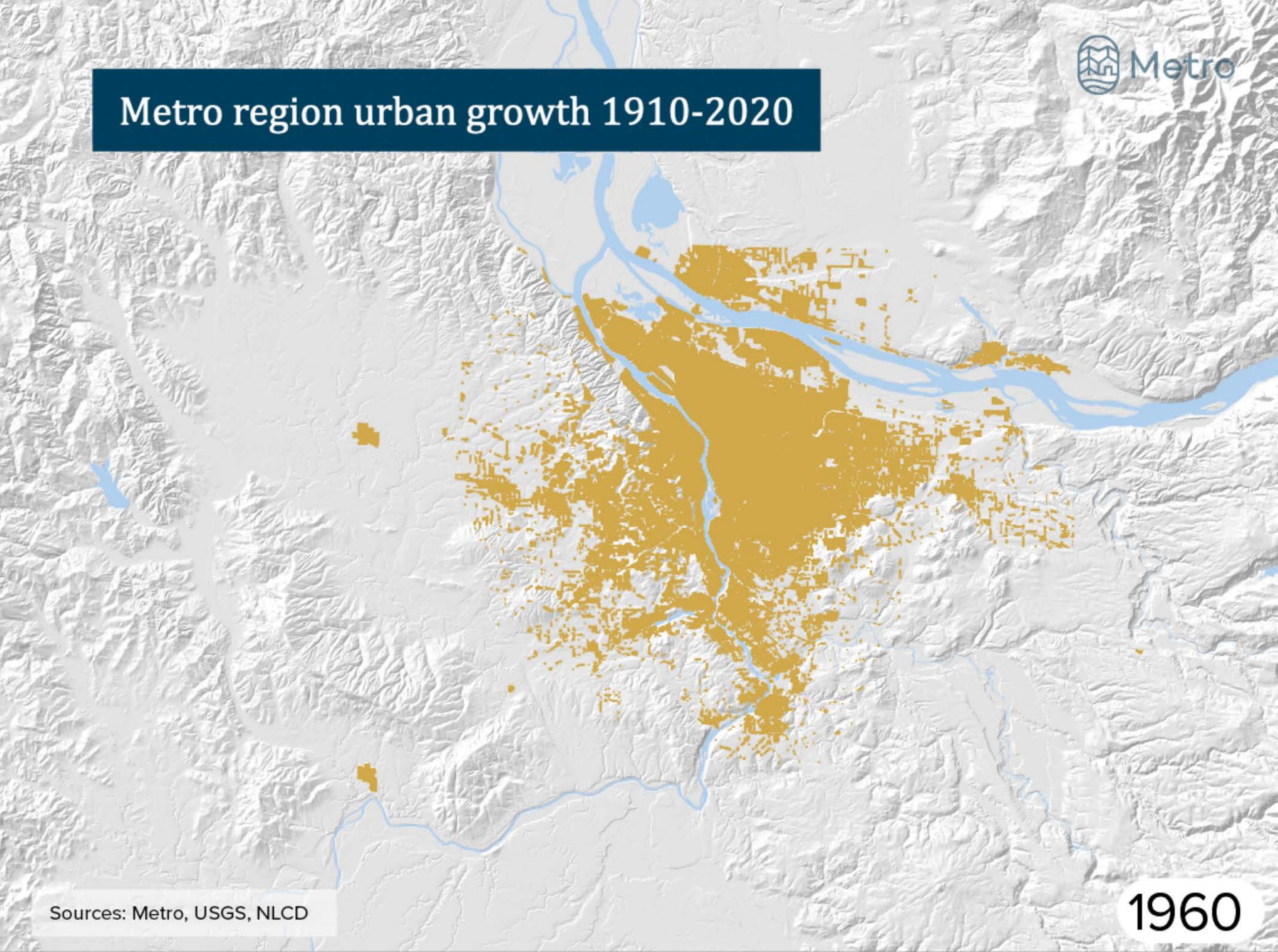
Metro region urban growth 1910-2020



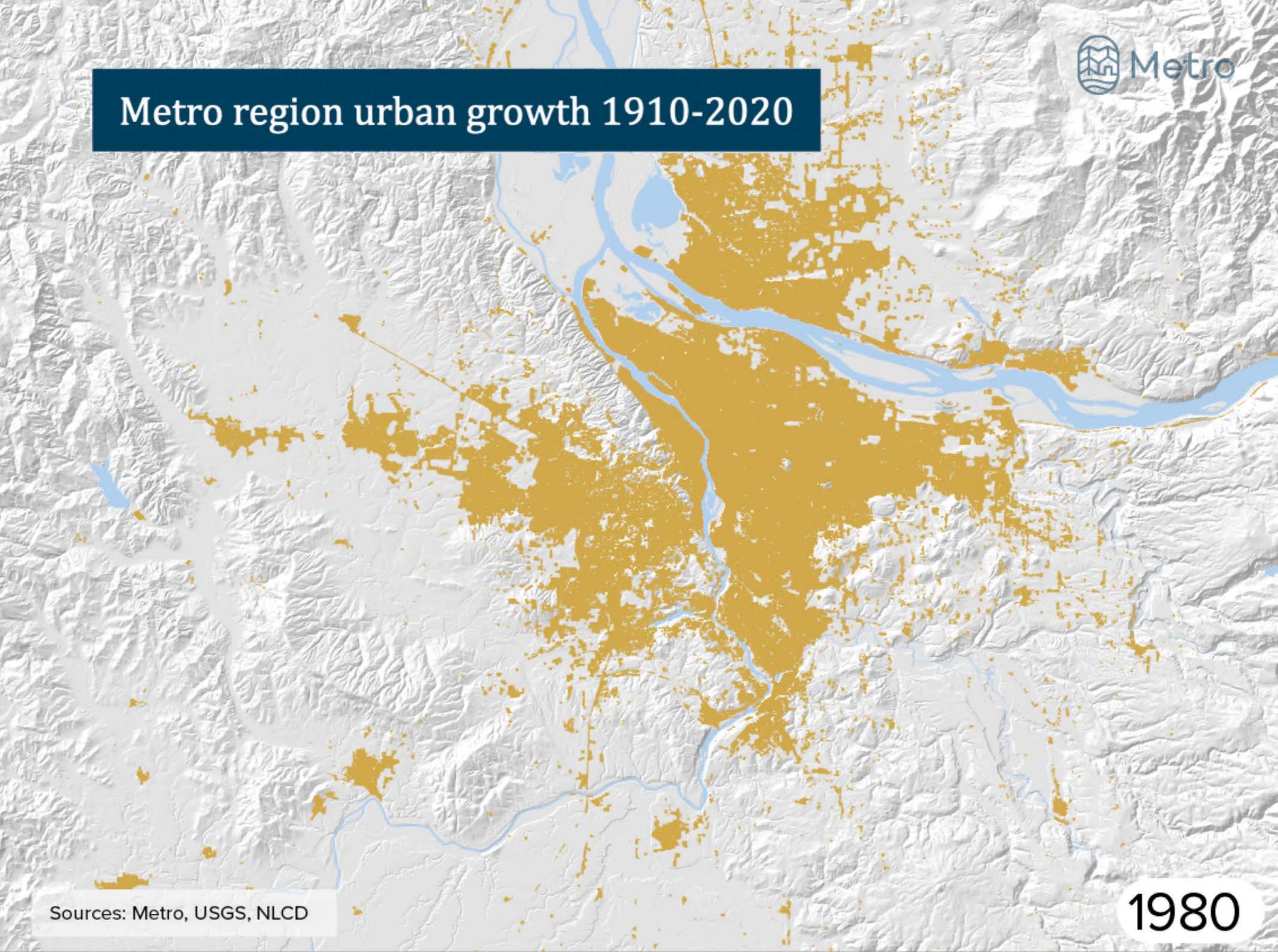
Metro region urban growth 1910-2020



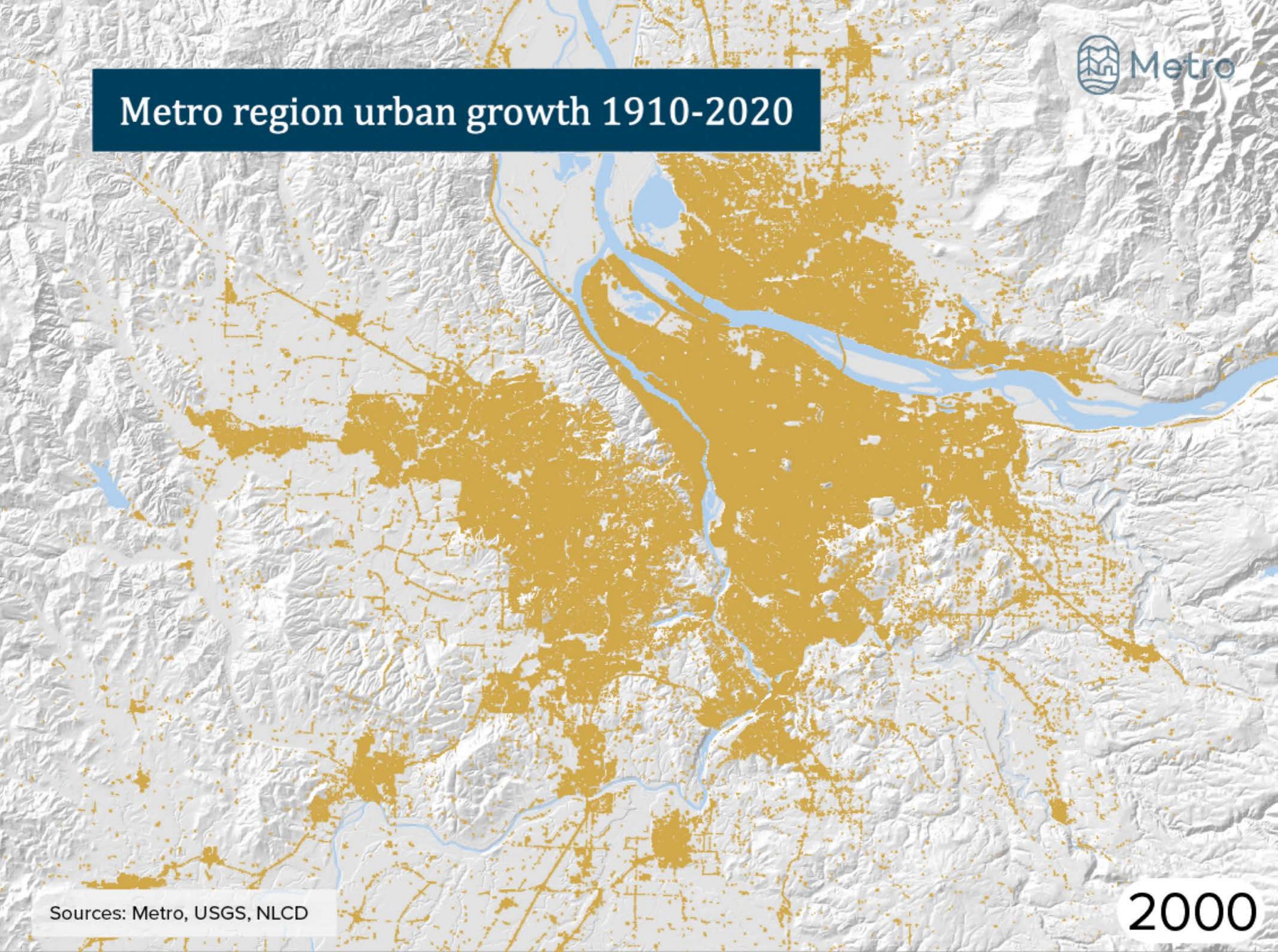
Metro region urban growth 1910-2020



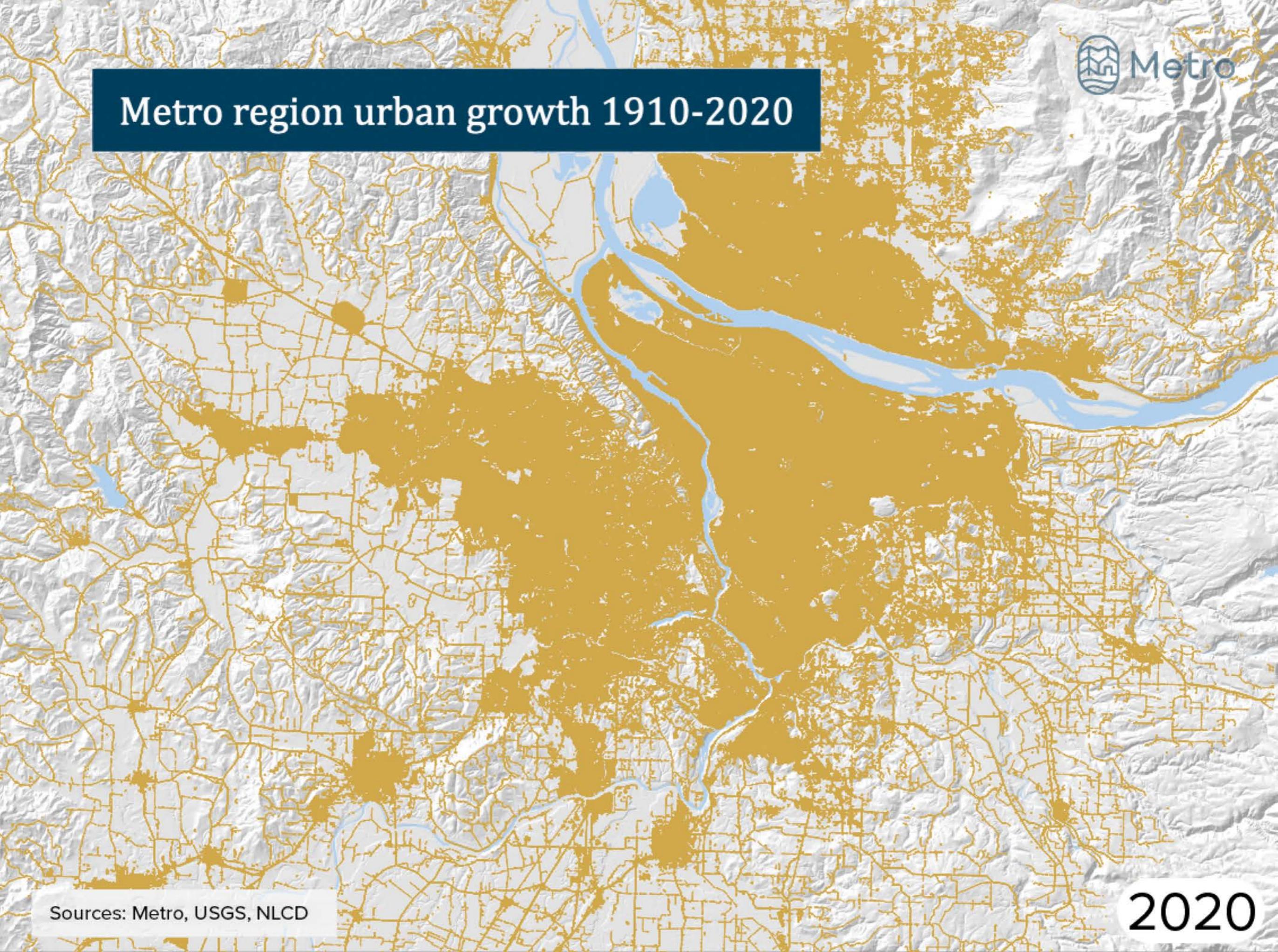
Metro region urban growth 1910-2020



Metro region urban growth 1910-2020



Metro region urban growth 1910-2020







37,500+ jobs.





TRI MET

WIND-POWERED BY



Zero Emissions

ALL-ELECTRIC
WIND-POWERED

TRI MET

3801

POWERED BY WIND







245

City Center/PSU



8 TO OHSU & VA HOSP

SEE WHERE IT TAKES YOU







What will we build?



115-120

Miles of roadway improvements



60

Miles of roadway planning



25-30

Miles of
new bus
lanes



260

New transit
priority
signals



11

Miles of
new MAX
line



40-45

Miles of new sidewalk



4,000

New street lights



280

Safe marked crossings

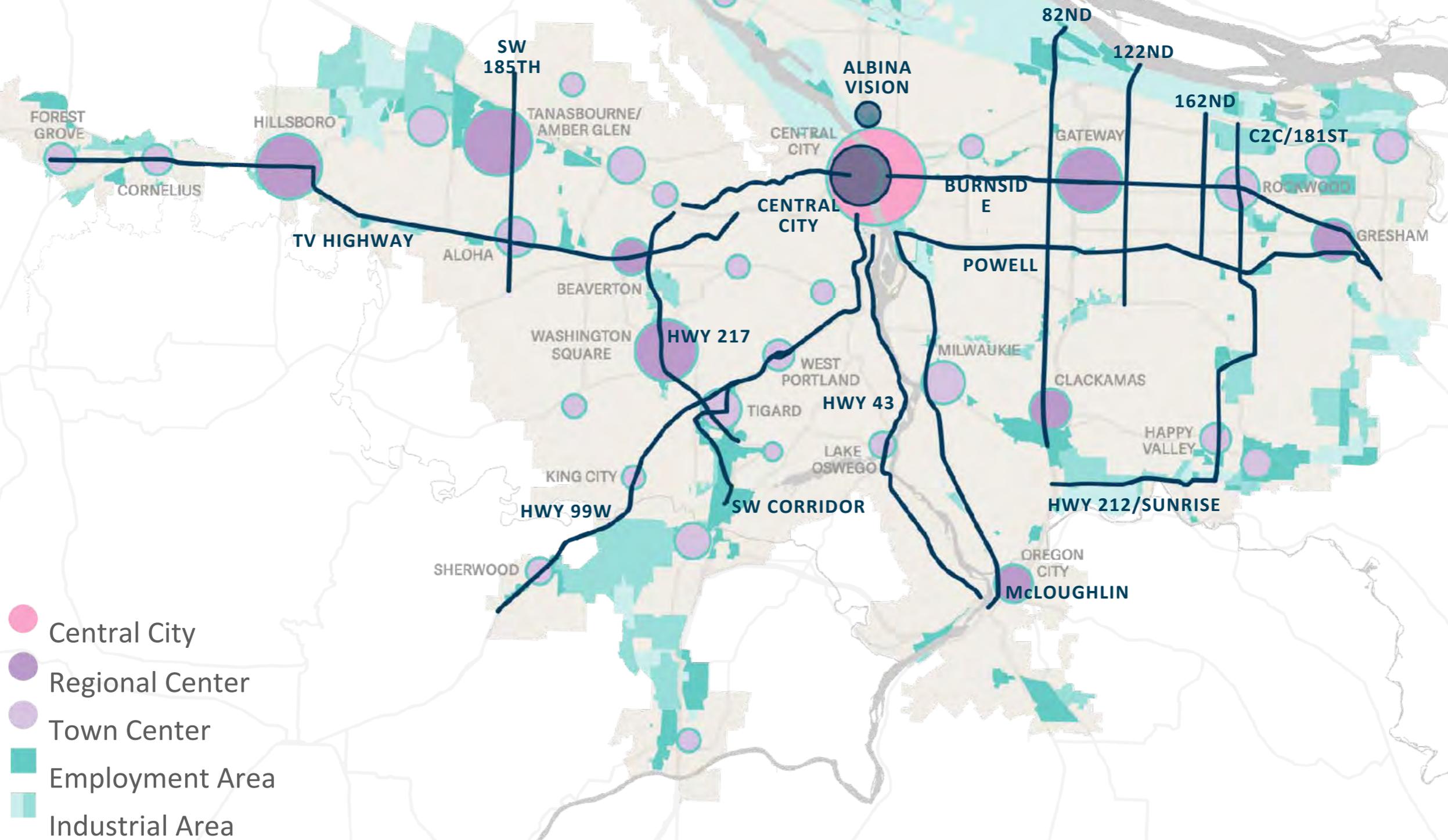


130-140

Miles of improved
bikeways

Where will we build it?

16 investment corridors.



\$4B

Estimated total construction spending on investment corridors

37,500+

Estimated construction jobs created (direct and indirect)

\$98,000

Average annual income per construction job





WASHINGTON
COUNTY
INVESTMENTS

Southwest
Corridor

TV Highway

SW 185th

Burnside

Highway 217

Highway
99W

Southwest Corridor



9-15

MILES OF NEW
SIDEWALK



20-40

SAFE MARKED
CROSSINGS



9-15

MILES OF
IMPROVED
BIKEWAYS



150-250

NEW STREET
LIGHTS



20-35

NEW TRANSIT
PRIORITY SIGNALS

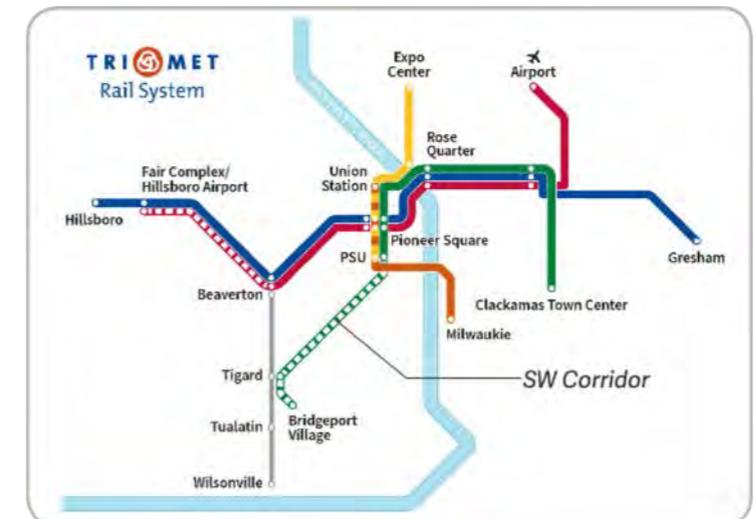
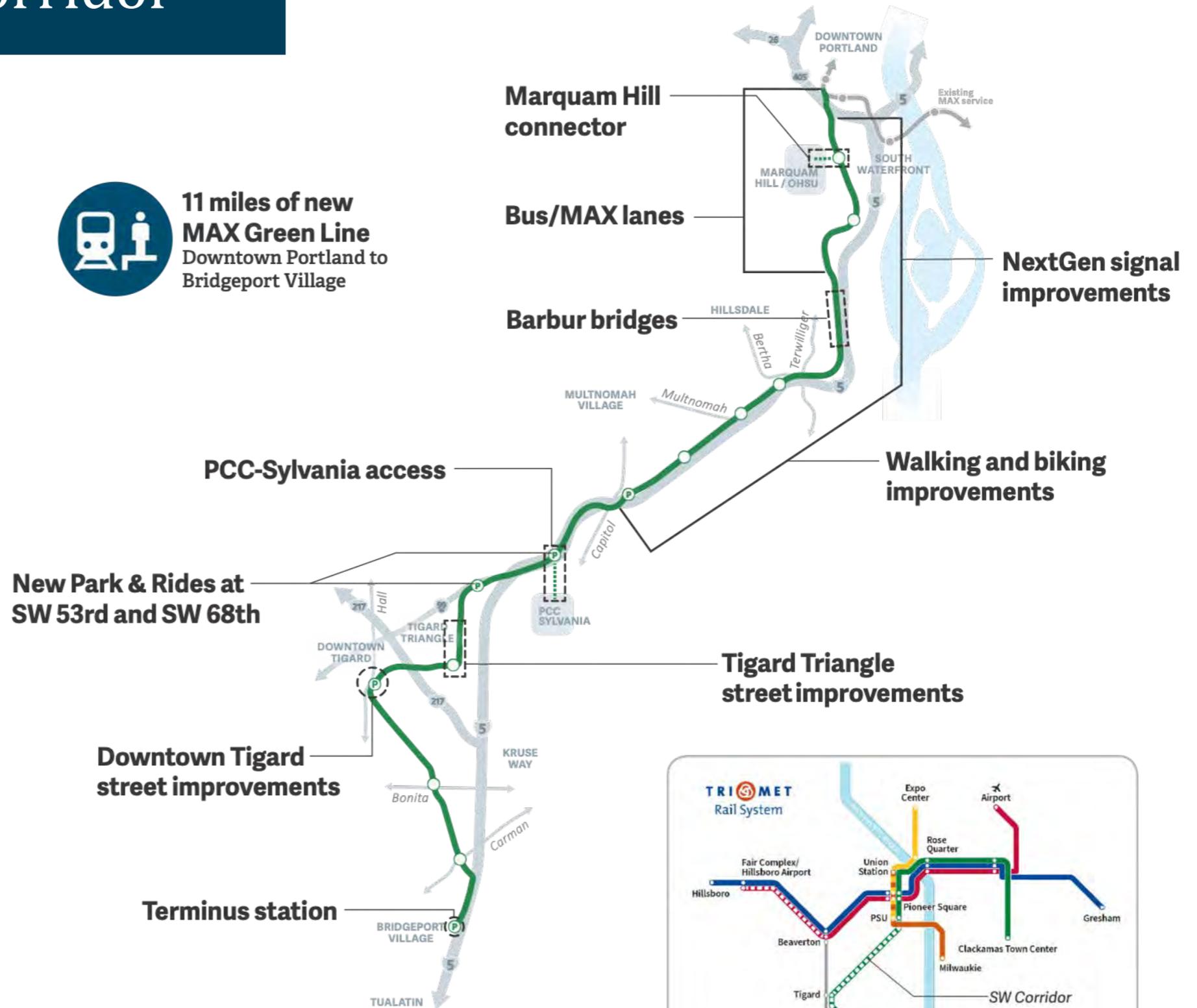


2-3

MILES OF NEW
BUS LANES



**11 miles of new
MAX Green Line**
Downtown Portland to
Bridgeport Village



TV Highway



5-10

MILES OF NEW
SIDEWALK



20-40

SAFE MARKED
CROSSINGS



25-45

MILES OF
IMPROVED
BIKEWAYS



720-1200

NEW STREET
LIGHTS



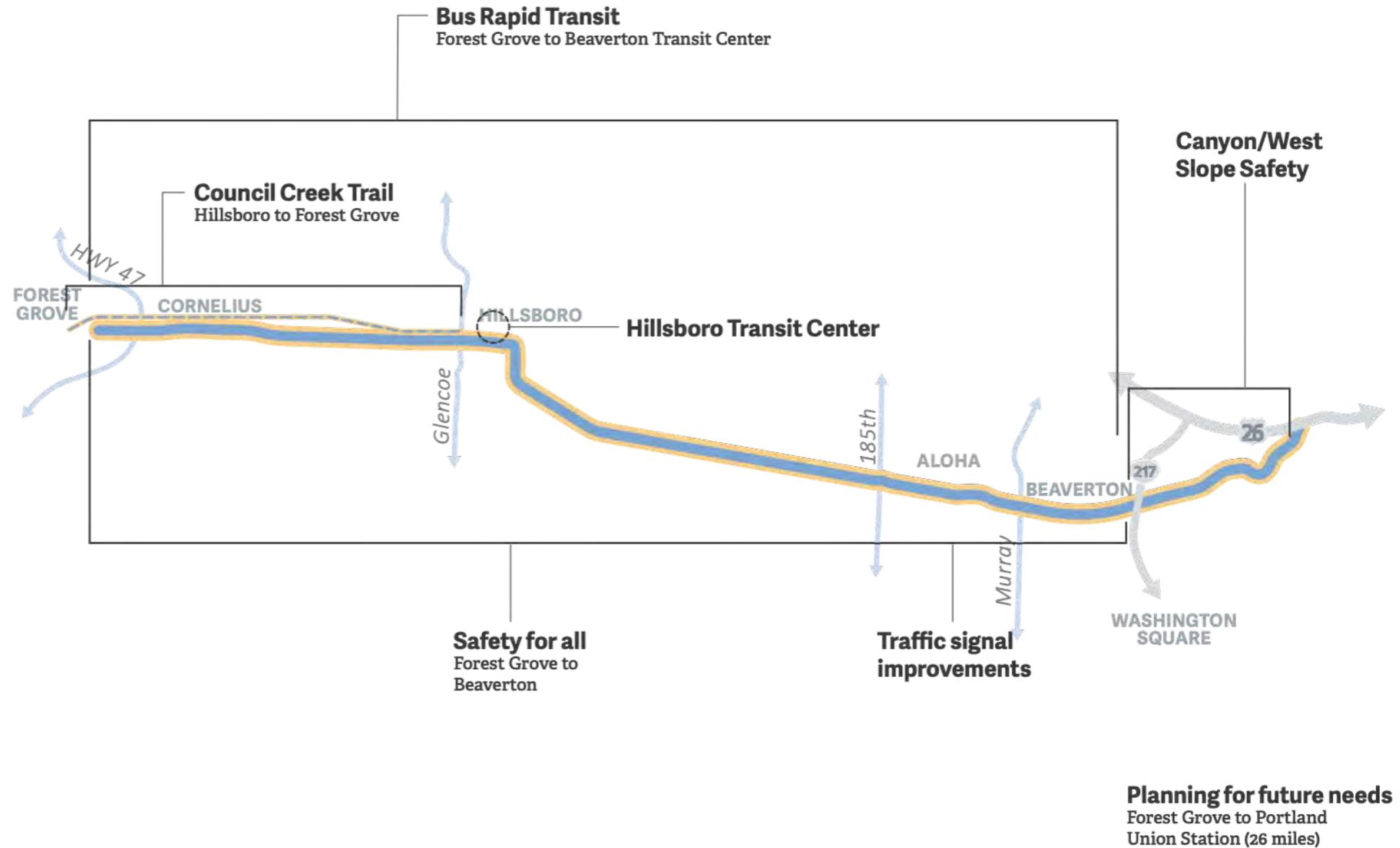
50-80

NEW TRANSIT
PRIORITY SIGNALS



2-5

MILES OF NEW
BUS LANES



SW 185th



1-2

MILES OF NEW
SIDEWALK



6-10

SAFE MARKED
CROSSINGS



3-5

MILES OF
IMPROVED
BIKEWAYS



45-80

NEW STREET
LIGHTS



10-25

NEW TRANSIT
PRIORITY SIGNALS

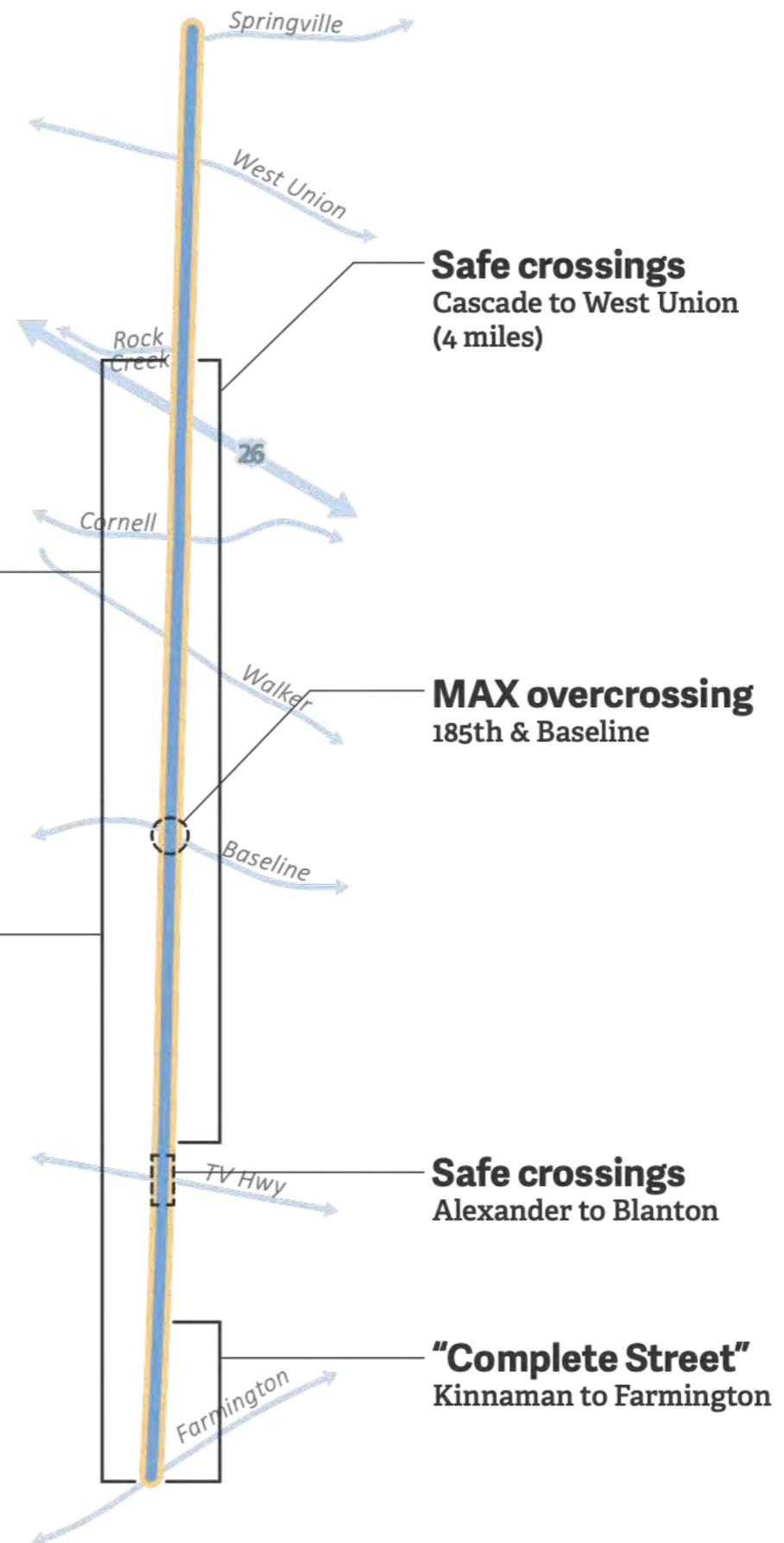


1

MILE OF NEW
BUS LANES

Transit improvements
Rock Creek Blvd to Farmington

Traffic signal improvements



Burnside



2-5

MILES OF NEW
SIDEWALK



20-35

SAFE MARKED
CROSSINGS



8-15

MILES OF
IMPROVED
BIKEWAYS



100-170

NEW STREET
LIGHTS



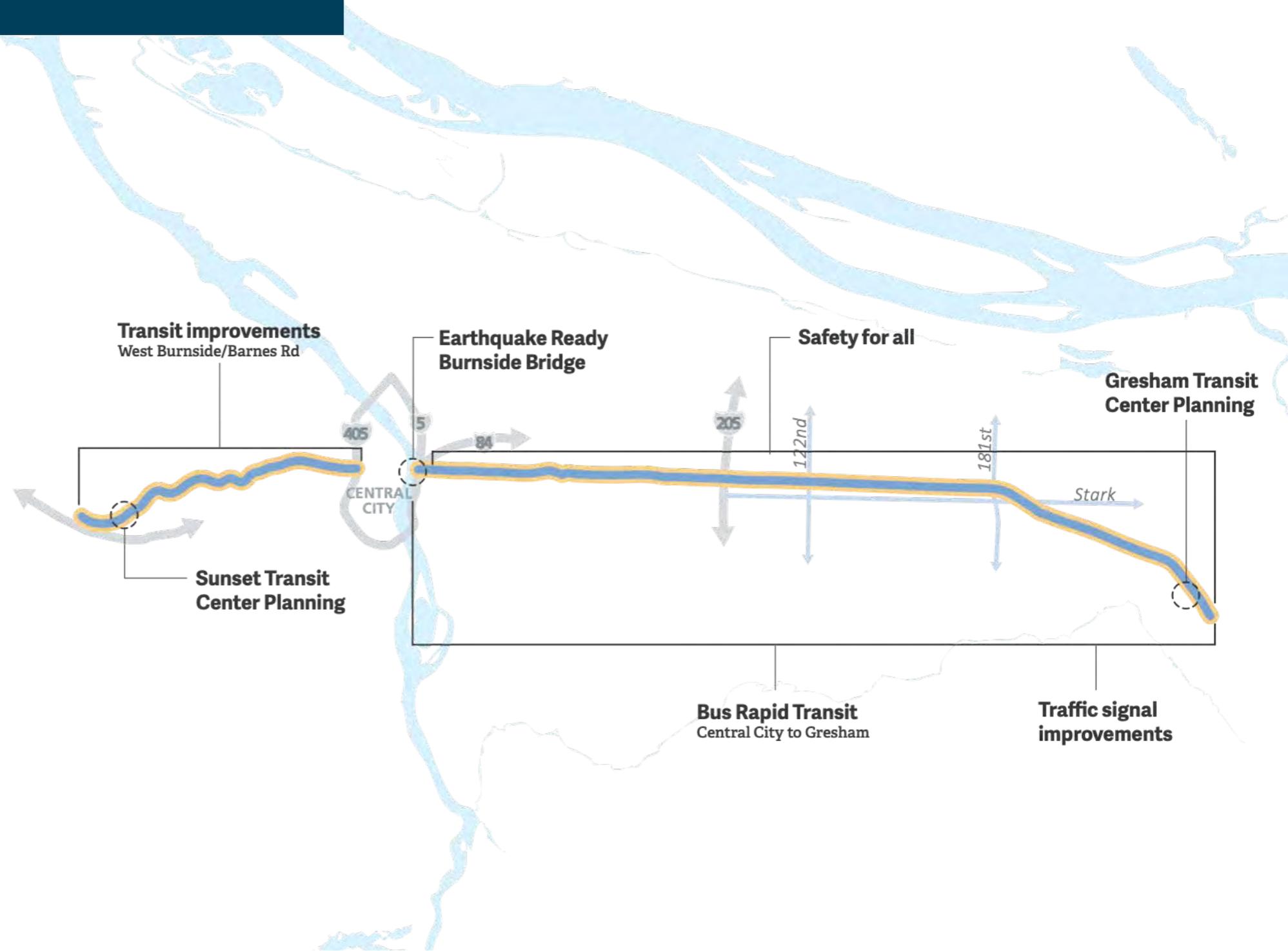
20-35

NEW TRANSIT
PRIORITY SIGNALS



3-6

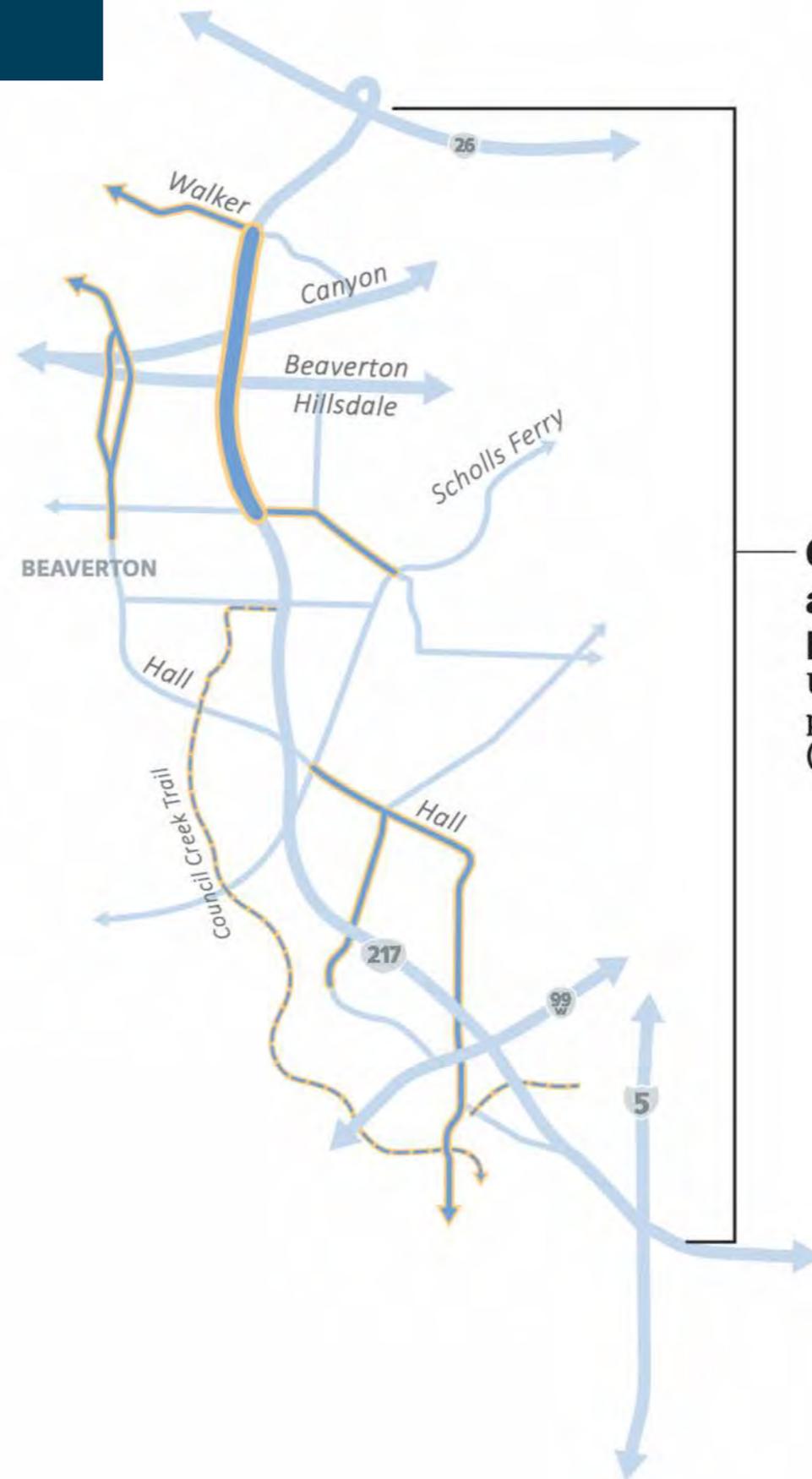
MILE OF NEW
BUS LANES



Highway 217



PLANNING AND
DESIGN FOR FUTURE
IMPROVEMENTS



**Corridor Planning
and Project
Development**
US 26 to I-5, including
parallel roadways
(7 miles)

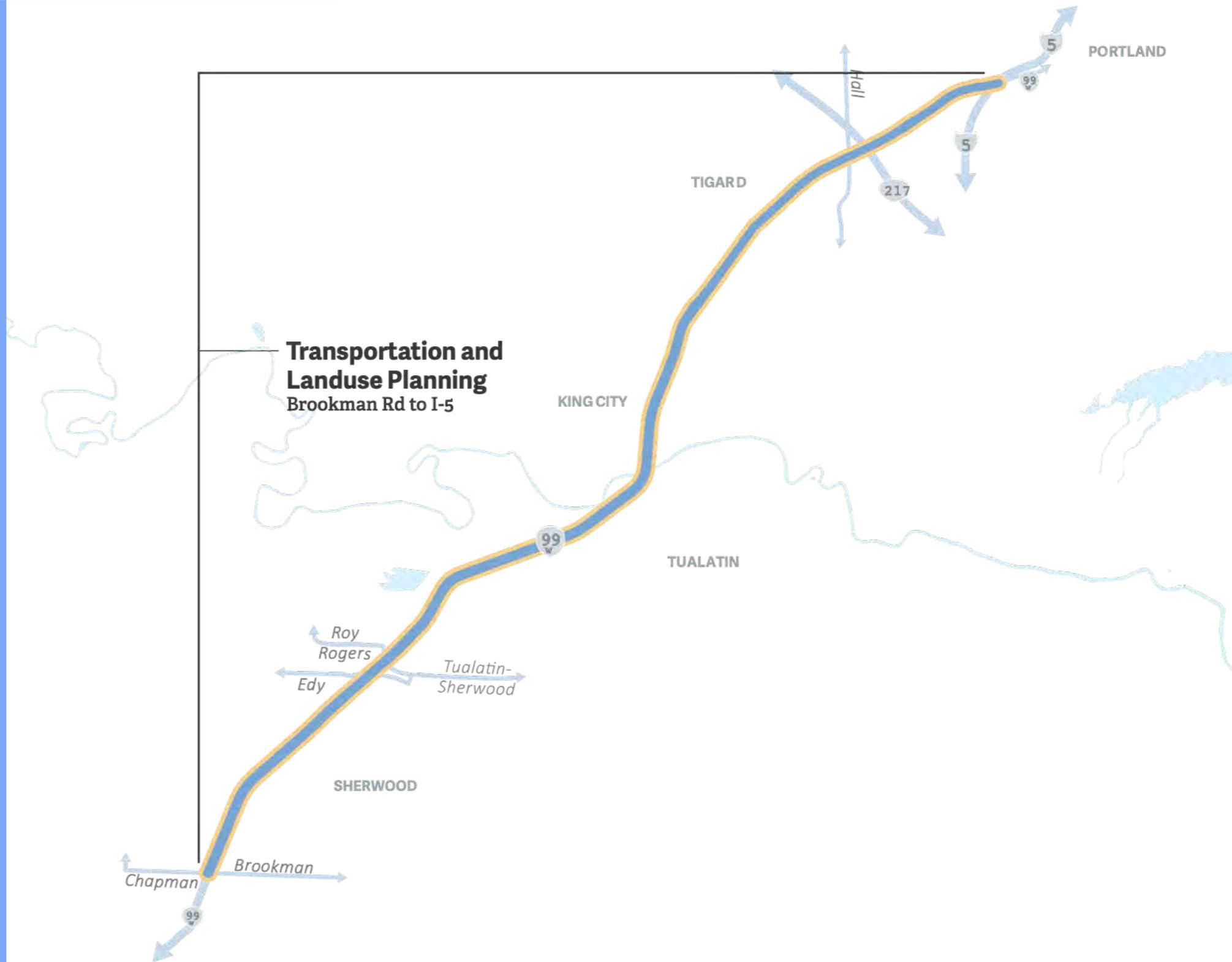
Pacific Highway 99W



PLANNING
FOR FUTURE
IMPROVEMENTS



STAKEHOLDER
ENGAGEMENT





REGIONWIDE PROGRAMS



**Safe Routes
To School**



Safety Hot Spots



**Regional Walking and
Biking Connections**



**Revitalizing
Main Streets**



REGIONWIDE PROGRAMS



**Anti-displacement
Strategies**



**Affordable Housing
Strategies**



**Student Fare
Affordability**



REGIONWIDE PROGRAMS



Bus Electrification



Better Bus



Planning for the Future

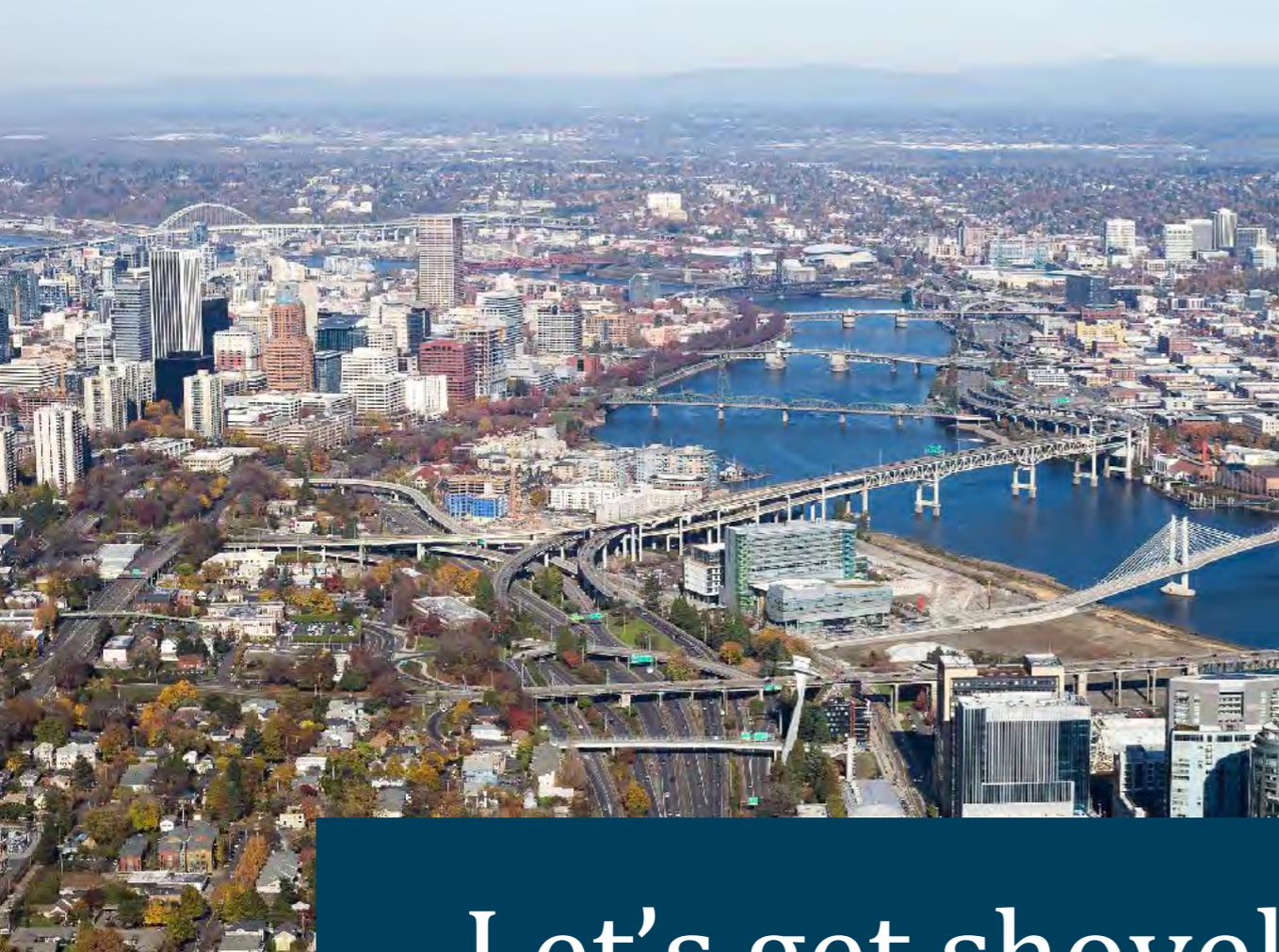
A collaborative vision.





Let's invest in our future.



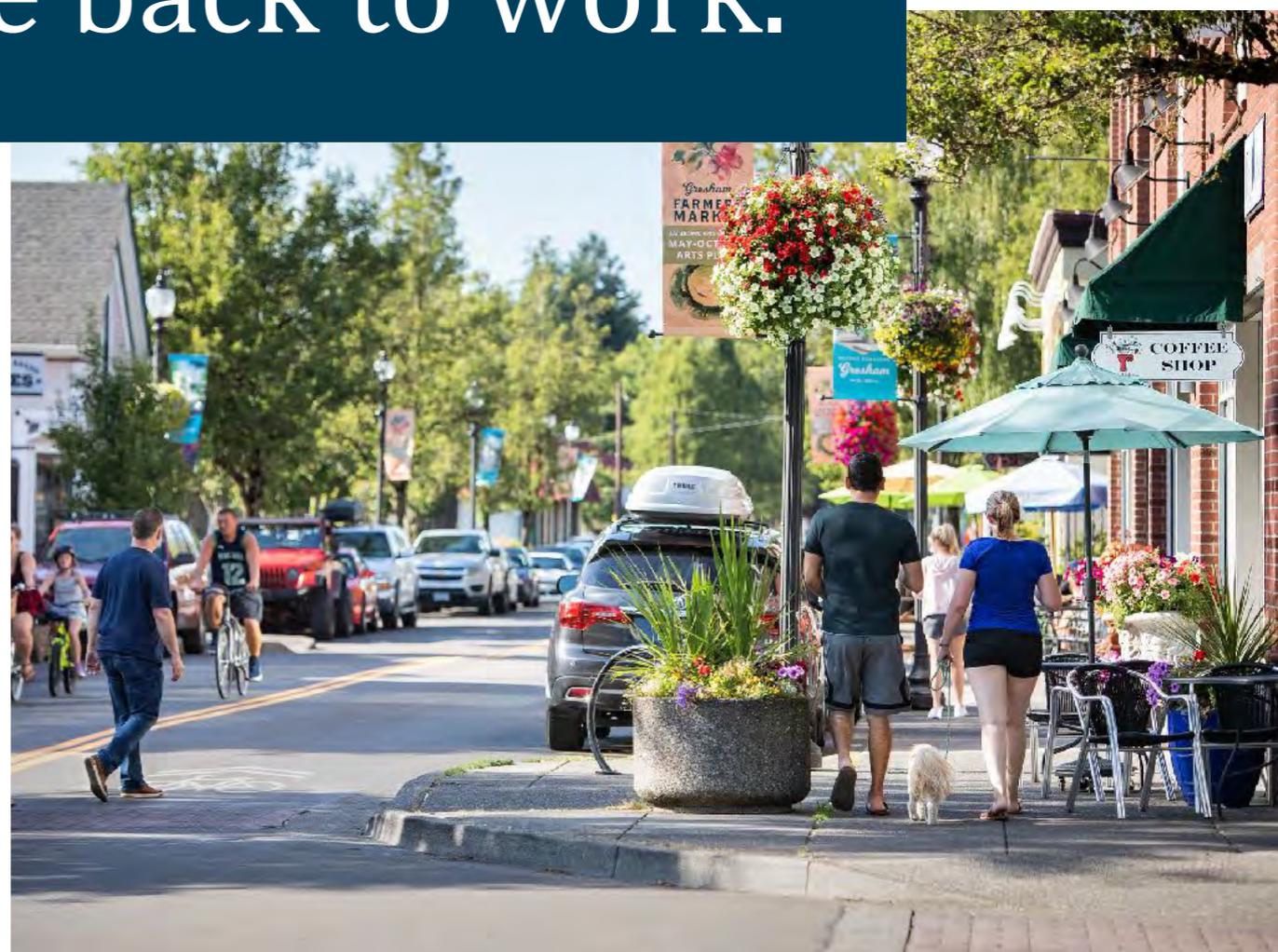


Let's get shovels in the ground.





Let's get people back to work.





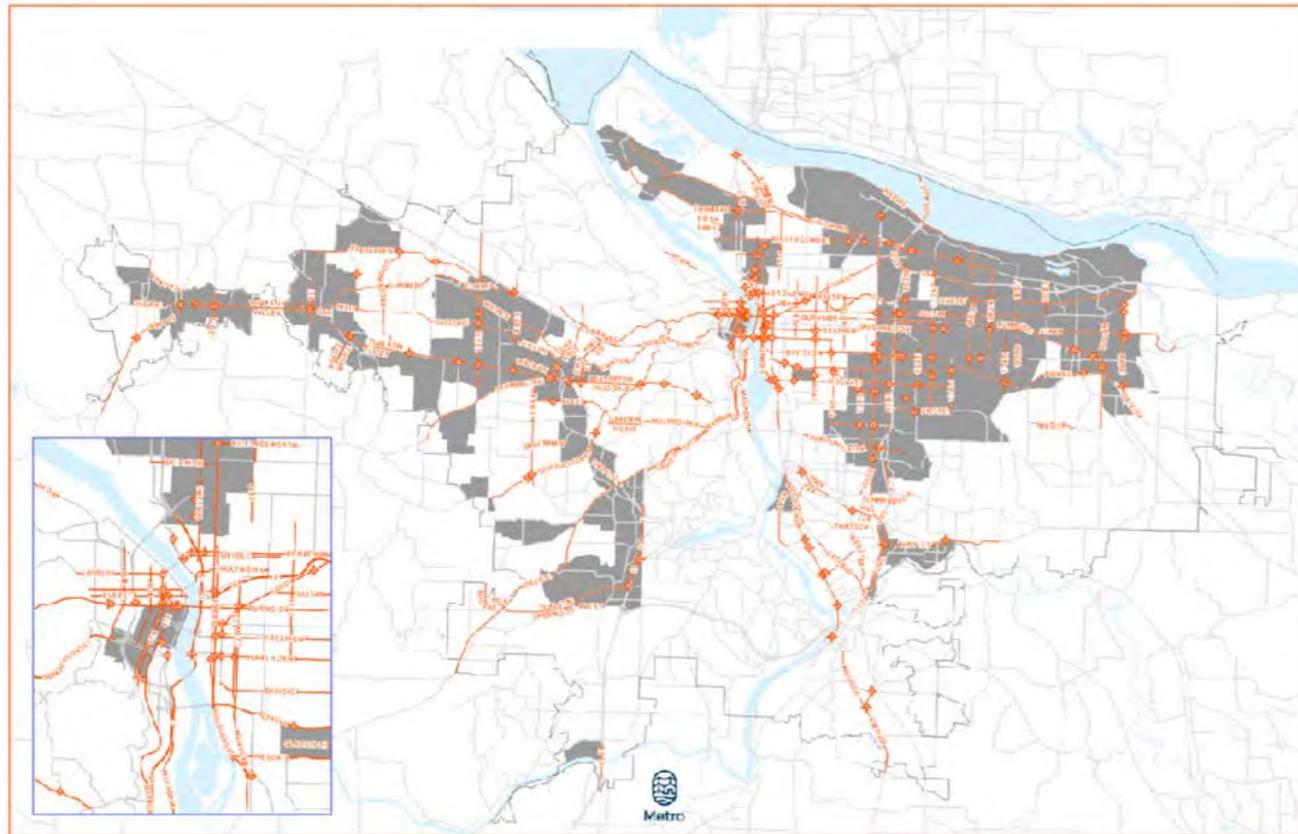
Let's get moving.



getmoving2020.org



Making our roads safer.



86 miles
of safety investments
in high-injury
corridors.

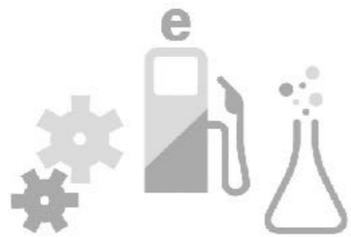
100
Fewer
fatalities

350
Fewer severe
injuries

*Estimated safety benefit over 20 years (typical project lifespan).
Based on an analysis of the safety performance of Tier 1 corridors
and Highway Safety Manual principles, using documented Crash
Reduction Factors also used by FHWA, ODOT, and City of
Portland.*

CLIMATE SMART STRATEGIES

HIGH CO₂ REDUCTION IMPACT



FUELS & VEHICLES



PRICING



LAND USE



TRANSIT

MODERATE CO₂ REDUCTION IMPACT



BIKING & WALKING



INFO & INCENTIVES



SYSTEM MANAGEMENT

LOW CO₂ REDUCTION IMPACT



ROAD CONNECTIVITY





CLACKAMAS
COUNTY
INVESTMENTS

McLoughlin

Highway
212/Sunrise

Highway 43

Clackamas-to-
Columbia/18
1st

82nd Ave



MULTNOMAH
COUNTY
INVESTMENTS

Central City

Burnside

82nd Ave

122nd Ave

162nd Ave

Clackamas-to-
Columbia/181st

Albina Vision

Powell Blvd

Welcome to the **Get Moving 2020 Master Presentation Deck!**

Here's how to use this deck:

STEP 1: Save a copy of this file with your presentation name “Location_Date”.

STEP 2: Edit the title slide to include the location and date of your presentation.

STEP 3: Think about the specific needs of your audience. What do they care about most? Do they need the high-level spiel, or will they want more specifics?

STEP 4: Delete any slides you don't need! The “base deck” is slides 1-35. Slides 36 and beyond illustrate other aspects of the measure, including Task Force process, community engagement, racial equity, climate outcomes, and county-by-county project details.

STEP 5: Refer to the GM2020-MasterDeck-SlideNotes.docx for slide-by-slide narrative.

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ORDINANCE NO. 2020-03

**ORDINANCE VACATING 19TH PLACE RIGHT-OF-WAY EAST OF POPLAR STREET
FILE NUMBER 311-20-000014-PLNG**

WHEREAS, petitions have been filed with the City of Forest Grove to initiate the vacation of 19th Place east of Poplar Street; and

WHEREAS, notice of the proposed vacation was published in the *Forest Grove News-Times* on May 14 and 21, 2020, as required by ORS 271.110(1); and

WHEREAS, notice of the proposed vacation was posted on and adjacent to the site proposed for vacation on May 4, 2020, as required by ORS 271.110(2); and

WHEREAS, notice of this proposal was mailed on May 4, 2020, to property owners and residents within 300 feet of the site, as required by Development Code §17.1.715; and

WHEREAS, the City Council held the duly-noticed Public Hearing concerning this vacation on May 26, 2020 and continued the hearing on June 8, 2020, and has made a determination pursuant to ORS 271.120 on the basis of the findings contained in Section 1 below.

NOW, THEREFORE, THE CITY OF FOREST GROVE ORDAINS AS FOLLOWS:

Section 1. On the basis of the findings in attached Exhibit "A", 19th Place right-of-way east of Poplar Street as described in Exhibit "B" is hereby vacated.

Section 2. This ordinance is effective 30 days following its enactment by the City Council.

Section 3. A certified copy of this Ordinance shall be recorded with the Washington County Clerk, County Assessor and County Surveyor.

PRESENTED AND PASSED the first reading the 26th day of May, 2020.

PASSED the second reading the 8th day of June, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of June, 2020.

Peter B. Truax, Mayor

ORDINANCE NO. 2020-03

EXHIBIT "A"

Criterion: Oregon Revised Statute Chapter 271.120 allows the city governing body (the City Council) to hear a vacation request. The proceedings can be initiated upon receipt of a petition from 100% of the adjoining property owners, and of the owners of 2/3 in area of the "affected property" (defined by statute as an area 200 feet on either side of the proposed vacation area, for a distance of 400 feet from either end).

Finding: *These petitions were filed with the Community Development Department on February 25, 2020.*

Criterion: A hearing date must be set.

Finding: *The hearing date was set for May 26, 2020.*

Criterion: Notice of the hearing must be published in the local paper at least once a week for two consecutive weeks prior to the hearing; and notice must be posted at or near each end of the proposed vacation.

Finding: *Notice was published in the Forest Grove News-Times on May 14 and 21, 2020. Notice was posted at or near the proposed vacation site on May 4, 2020. Notice was mailed to property owners and residents within 300 feet of the site and within the affected area defined above, on May 4, 2020.*

Notice was also provided to these utility providers: Hillsboro Water, Verizon, Northwest Natural Gas, MACC, and AT&T. No objections to the proposed vacation have been received.

Criterion: At the hearing, the Council must determine if a majority of the owners of the area affected have objected in writing to the vacation. Affected property is defined as that land lying on either side of the street for a distance of 200 feet, and the land beyond each terminus for a distance of 400 feet, of the part of the street proposed for vacation. The calculation of affected property does not include public right-of-way.

Finding: *Petitions in support of the vacation have been received from 100% of the abutting property owners and 74% of the owners of real property within the affected area defined by statute, in excess of the 2/3 requirement. No objections (letters or email) have been received.*

Criterion: Rights-of-way may not be vacated without the consent of the owners of the abutting property if the vacation will substantially affect the market value of such property, unless the city governing body provides for paying damages.

Finding: *The abutting property owner is requesting the vacation to allow the further development of the property. As a result, it is found that the City has received consent from the abutting property owners and that the proposed vacation would not have an adverse impact on the market value of the property.*

Criterion: If matters are determined in favor of the vacation, the City shall by ordinance make such determination a matter of record and vacate the right-of-way.

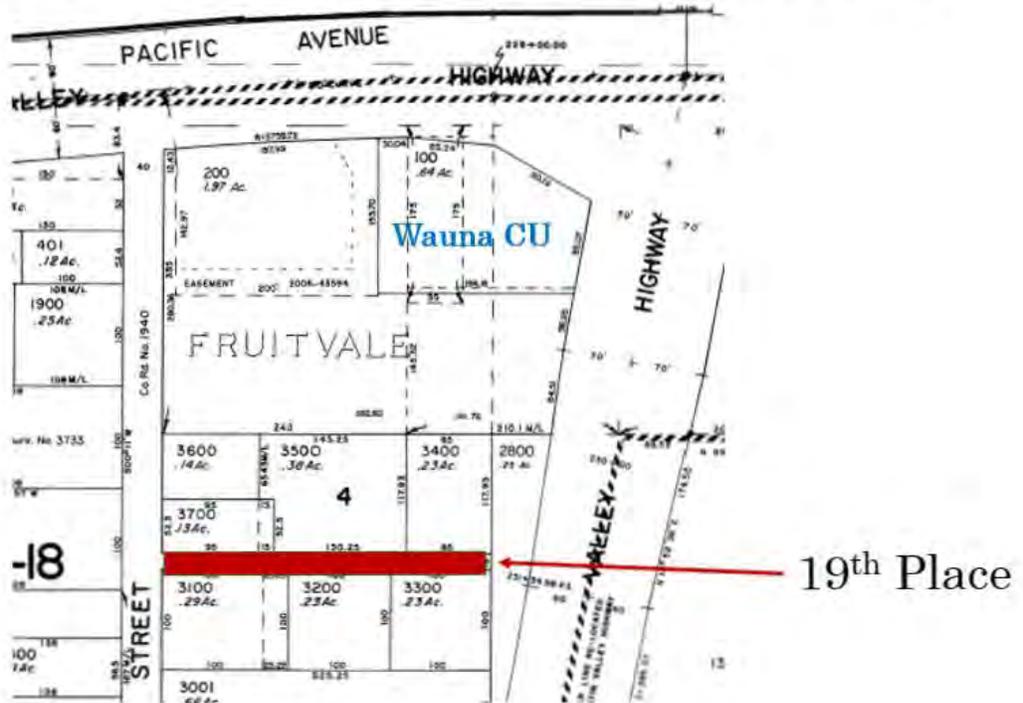
Finding: *An ordinance to vacate the right-of-way is attached.*

Criterion: The City may, upon hearing, make such reservations (conditions) as appear to be for the public interest.

Finding: *No reservations, conditions or easements over the vacated area appear to be necessary.*

EXHIBIT "B"

Washington County Tax Map 1S305BA



June 5, 2020

Michael C. Robinson

Admitted in Oregon
T: 503-796-3756
C: 503-407-2578
mrobinson@schwabe.com

VIA E-MAIL

Mr. Peter Truax, Mayor
Forest Grove City Council
Forest Grove City Hall
1924 Council Street
PO Box 326
Forest Grove, OR 97116-0326

RE: City of Forest Grove File Number 311-20-00014-PLNG; Petition to Vacate 19th
Place between Poplar Street and the Highway 47 Bypass by J.T. Smith Companies

Dear Mr. Truax:

This office represents J.T. Smith Companies (“Smith”). This letter responds to the issues raised in the May 15, 2020 letter from Wauna Credit Union (“Wauna”). I have asked Ms. Ruggles to place this letter before you for the continued public hearing on the street vacation at your June 8, 2020 public meeting. Wauna’s letter acknowledges that its issue concerning traffic is not related to the street vacation but is instead related to the Development Review Application which is scheduled to be heard by the Forest Grove Planning Commission on July 6, 2020. As your Community Development Director told you at the public hearing on May 26, 2020, traffic is unrelated to the relevant issues under the street approval criteria in ORS 271.005-271.170. As an aside, the Community Development Department Staff Report to the City Council found that the street vacation petition satisfied the relevant approval criteria. Nevertheless, Smith believes it is helpful to the City Council and Wauna to address the traffic issue even though it is not a basis for the street vacation petition.

Wauna’s concern is traffic that will be generated by the proposed multi-family residential development’s impact on the access easement for the Wauna Credit Union building. Wauna’s building is located north of the street proposed to be vacated. The proposed multi-family residential development is on land zoned Commercial and the proposed development will generate far fewer vehicle trips than the typical commercial use, especially a grocery store that was previously planned to occupy the site, from whom Wauna Credit Union purchased their property. This conclusion is supported by a Traffic Impact Analysis submitted with the development application. Mr. Matt Bell, an Oregon licensed Traffic Engineer with Kittelson and Associates performed the traffic study of the existing traffic patterns in the area that includes traffic counts in December, 2019 while school was still in session and pre-COVID-19 quarantine orders in Oregon. Mr. Bell then analyzed the proposed multi-family development to determine

Mr. Peter Truax, Mayor
June 5, 2020
Page 2

projected traffic impacts and concluded that the proposed development can be constructed while maintaining acceptable traffic operations.

The Applicant has discussed traffic and access issues with the Oregon Department of Transportation (“ODOT”), which controls Oregon Highway 47 and issues access permits for the highway. ODOT has said that they it does not want additional street connections to Oregon Highway 47. It is extremely unlikely that ODOT would approve an application for even partial access at 19th Avenue.

The proposed development will provide a vehicular connection from Poplar Street to Oak Street at 19th Avenue to improve vehicular circulation in the area, as well as an additional connection from Poplar Street to Oak Street through the western portion of the development.

The Applicant has responded to the traffic issue. While not relevant to the street vacation decision, the evidence shows that the proposed development will not negatively impact Wauna.

The Applicant respectfully requests that the City Council approve the street vacation petition at the conclusion of its public hearing on July 8, 2020.

Very truly yours,



Michael C. Robinson

MCR/jmhi

cc: Mr. Jesse Nemecek (*via email*)
Mr. Andrew Tull (*via email*)
Mr. James Reitz (*via email*)

PDX\133294\251057\MCR\28105086.1

<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	<u>7.</u>
MEETING DATE:	<u>06/08/2020</u>
FINAL ACTION:	<u>RESO 2020-53</u>

MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 8, 2020*

PROJECT TEAM: *Henry Reimann, Interim Police Chief
Paul Downey, Administrative Services Director*

SUBJECT TITLE: *IGA Washington County relating to Contract Law Enforcement Services*

BACKGROUND:

On November 12, 2019, the City entered into an Intergovernmental Agreement (IGA) with the Washington County Sheriff’s Office. The IGA is set to expire on June 31, 2020.

Due to the vacancies that still exist at the Police Department, staff is recommending the Council extend the IGA for a minimum of 30 and no longer than 90 days. Section 8 of the IGA spells out and allows for an extension of the IGA under its current terms.

The IGA allowed the Forest Grove Police Department to collaborate with the Washington County Sheriff’s Office to provide law enforcement services in Forest Grove between the hours of 3 a.m. to 7 a.m., seven days a week. This time period is the lowest overall call volume of a 24-hour day. This partnership supports a 24 hour law enforcement coverage until temporary low staffing levels can be bolstered and sustained, while also allowing a work schedule more similar to market competitors and retention of personnel.

SUMMARY:

The County has yet to have a problem filling overtime assignments, however, if a lack of coverage presents itself based on future shift bids, the City will consider additional measures to assure coverage. The Police Department has outlined the resources necessary to transition to ten hour shifts in perpetuity.

The attached IGA outlines the County’s commitments and overtime assignments, as well as proposed reimbursement of overtime monies. The estimated cost is of service for one officer is \$91.25 per hour and the proposed implementation is July 1, 2020. The agreement consists of the Washington County Sheriff’s Office notifying their staff of voluntary overtime shifts, seven days a week, from 0300-0700 hours for the City of Forest Grove. The Deputy will be responsible for providing a police presence and answering primarily Priority 1 and 2 calls.

The City wishes to thank the County for assisting with critical services during this time.

FISCAL IMPACT:

The fiscal impact ranges upwards of \$35,000 in General Fund monies, assuming the program starts July 1 2020, concludes September 30, 2020, and that each shift between 3 am-7am is filled by the Washington County Sheriff's Office. The City anticipates some savings from vacancies. Towards the end of the fiscal year, there may need to be a contingency transfer for expenses not covered by training and vacancies savings.

STAFF RECOMMENDATION:

Staff recommends the Council approve the attached resolution authorizing the City Manager to extend the terms of the IGA with the Washington County Sheriff's Office, notwithstanding substantial changes to the attached IGA.

ATTACHMENTS:

- City of Forest Grove – Washington County Sheriff's Office IGA

RESOLUTION NO. 2020-53

RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN WASHINGTON COUNTY, OREGON, AND CITY OF FOREST GROVE, OREGON, RELATING TO CONTRACT LAW ENFORCEMENT SERVICES

WHEREAS, the Intergovernmental Agreement (IGA) is entered into by Washington County, a home-rule county and political subdivision of the State of Oregon (hereinafter County), and the City of Forest Grove, Oregon, a municipal corporation of the State of Oregon (hereinafter City), collectively, "the parties", pursuant to the authority granted in ORS Chapter 190; and

WHEREAS, the City possess the power, legal authority and responsibility to provide for police services within its boundaries; and

WHEREAS, the County, through the Washington County Sheriff, provides police services throughout the unincorporated areas of Washington County; and

WHEREAS, the County has adopted policies for developing contracts to provide law enforcement services to cities, and has the legal authority to provide police services within the geographical area of the City; and

WHEREAS, effective June 31, 2020 the City desires to extend the current agreement with the County whereby the County, through the Sheriff, provides law enforcement services to the City and its inhabitants.

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

Section 1. The City Council hereby approves the Intergovernmental Agreement (IGA) with Washington County and City of Forest Grove to provide contract law enforcement services as provided in the attached Exhibit A.

Section 2. The City Manager is hereby authorized to execute the final IGA on behalf of the City of Forest Grove, notwithstanding substantial changes to IGA as provided in the attached Exhibit A.

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

PRESENTED AND PASSED this 8th day of June, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of June, 2020.

Peter B. Truax, Mayor

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**INTERGOVERNMENTAL AGREEMENT BETWEEN WASHINGTON COUNTY,
OREGON AND CITY OF FOREST GROVE, OREGON RELATING TO
CONTRACT LAW ENFORCEMENT SERVICES**

This Agreement is entered into by Washington County, a home-rule county and political subdivision of the State of Oregon (hereinafter County), and the City of Forest Grove, a municipal corporation of the State of Oregon (hereinafter City), collectively, "the parties," pursuant to the authority granted in ORS Chapter 190.

WHEREAS, the City possesses the power, legal authority and responsibility to provide for police services within its boundaries; and

WHEREAS, the County, through the Washington County Sheriff, provides police services throughout the unincorporated areas of Washington County; and

WHEREAS, the County has adopted policies for developing contracts to provide law enforcement services to cities, and has the legal authority to provide police services within the geographical area of the City; and

WHEREAS, effective June 31, 2020 the City desires to extend the current agreement with the County whereby the County, through the Sheriff, provides law enforcement services to the City and its inhabitants; and

WHEREAS, the County agrees to continue to render such law enforcement services, through the Sheriff, under the following principles:

1. Law enforcement services provided by the County to the City should be clearly identified and articulated.
2. Services should be accurately priced to provide a reasonable and predictable cost to the City while avoiding county subsidy of City services by ensuring full-cost recovery.
3. The City, with the input of the Sheriff, should have the flexibility to determine the level and deployment of certain services and to identify service priorities, thereby controlling costs. Any service level changes made will result in corresponding changes in costs to the City, as determined by the methodology in the costing model.
4. County law enforcement employees assigned to the City should strive to provide high-quality police services, cooperate with City officials to meet the goals of the City, and establish a positive relationship with the residents and visitors of the City.

NOW, THEREFORE, pursuant to ORS 190.240, the City and County hereby agree:

1. Law Enforcement Services. For the term of this contract, the County will:
 - a. Make a four (4) hour overtime shift available daily to police certified Sheriff's Office deputies to work within the City limits of Forest Grove. To best meet the needs identified by the City, the hours for this shift will be 0300-0700 hours each day. Overtime will only be filled by deputies on a

**INTERGOVERNMENTAL AGREEMENT BETWEEN WASHINGTON COUNTY,
OREGON AND CITY OF FOREST GROVE, OREGON RELATING TO
CONTRACT LAW ENFORCEMENT SERVICES**

voluntary basis. This agreement does not create an obligation for the County to ensure that this shift is staffed.

- b. Deputies working this assignment will be expected to remain within the City to provide police presence and to respond primarily to Priority 1 and Priority 2 calls. To maintain availability for priority response and a continuity of service for the City, self-initiated enforcement activity and response to lower priority calls shall be at the discretion of the deputy with the oversight of the on-duty WCSO Sergeant. Consistent with existing mutual aid agreements, the deputy may respond outside of the City when necessary.
- c. If the County is unable to fill this overtime shift and there are also no City Police on duty, the County will provide response to Priority 1 and Priority 2 calls during the same time period of 0300-0700 hours. The responding deputy(s) will be the closest available to the City at the time of the call. Deputies assigned to the City of Cornelius may respond to the City of Forest Grove, consistent with existing mutual aid agreements, but the deputy of primary responsibility should come from an unincorporated assignment.
- d. Forward all police reports completed as a result of this agreement to the City.

2. Law Enforcement Services. For the term of this contract, the City will:

- a. Provide authorization for the Washington County Sheriff's Office Records Unit to access Forest Grove Police Department's ORI, for the purpose of communicating with the State Law Enforcement Data System on behalf of the City.
- b. Maintain responsibility as the Agency of Jurisdiction to conduct follow-up or further investigation of any event documented by a County police report taken within the City.
- c. Provide available consultation and or call-out response for any significant felony level criminal investigation or arrest initiated by the County that results from this agreement.

3. Service Costs. Service costs related to sections 1. a., b. and c., will be charged on an hourly basis at the rate listed in the Washington County Fee Schedule for a Uniform Security Officer, currently \$91.25 per hour. (half-hour minimum, rounded up to the nearest half-hour). The cost will include the total time related to the call response.

4. Decision and Policy-Making Authorities. The County will provide the services identified in paragraph 1 above. The respective authorities of the City and the County that make operational decisions and develop and implement policies in this regard shall be governed by the following guidelines.

- a. Daily Operations: The Forest Grove Police Chief or designee, will coordinate

**INTERGOVERNMENTAL AGREEMENT BETWEEN WASHINGTON COUNTY,
OREGON AND CITY OF FOREST GROVE, OREGON RELATING TO
CONTRACT LAW ENFORCEMENT SERVICES**

with the WCSO Patrol Commander or designee, to ensure that operations are being conducted within the intent of this agreement. Deputies working within, or responding to the City, will be directly supervised by the on-duty WCSO Patrol Sergeant.

- b. General Orders, Policies and Procedures: All deputies responding on behalf of the City will remain subject to all Washington County Sheriff's Office (WCSO) policies, procedures, and general orders.
5. Control of Personnel and Equipment. The County is acting hereunder as an independent contractor so that:
 - a. Control of Personnel. Control of personnel, standards of performance, discipline and all other aspects of performance shall be governed entirely by the County. Allegations of misconduct shall be investigated in accordance with WCSO policy.
 - b. Liabilities. The County shall be responsible for the salary, wages, benefits and any other compensation, including Workers Compensation benefits for WCSO deputies assigned to perform services under this Agreement.
6. Indemnification.
 - a. County Held Harmless. Subject to the limits of the Oregon Tort Claims Act and the Oregon Constitution, the City shall indemnify and hold harmless the County and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any act or omission of the City, its officers, agents, and employees, or any of them relating to or arising out of performing services pursuant to this Agreement. In the event that any suit based upon such a claim, action, loss, or damages is brought against the County, the City shall defend the same as its sole cost and expense; provided that the County reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment be rendered against the County, and its officers, agents, and employees, or any of them, or jointly against the County and the City and their respective officers, agents, and employees, or any of them, the City shall satisfy the same.
 - b. City Held Harmless. Subject to the limits of the Oregon Tort Claims Act and the Oregon Constitution, the County shall indemnify and hold harmless the City and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any act or omission of the County, its officers, agents, and employees, or any of them relating to or arising out of performing services pursuant to this agreement. In the event that any such suit based upon such a claim, action, loss, or damages is brought against the City, the County shall defend the same at its sole cost and expense; provided that the City reserves the right to participate in said

**INTERGOVERNMENTAL AGREEMENT BETWEEN WASHINGTON COUNTY,
OREGON AND CITY OF FOREST GROVE, OREGON RELATING TO
CONTRACT LAW ENFORCEMENT SERVICES**

suit if any principle of governmental or public law is involved; and if final judgment in said suit be rendered against the City, and its officers, agents, and employees, or any of them, or jointly against the City and the County and their respective officers, agents, and employees, or any of them, the County shall satisfy the same.

- c. Liability Related to City Ordinances. Policies. Rules and Regulations. In executing this Agreement, the County does not assume liability or responsibility for, or in any way release the City from any liability or responsibility which arises in whole, or in part, from the existence or effect of City ordinances, policies, customs, rules or regulations, whether written or unwritten. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such City ordinance, policy, custom, rule or regulation is at issue, the City shall defend the same at its sole expense and, if judgment is entered or damages are awarded against the City, the County, or an individual officer assigned to the City, the City shall satisfy the same, including all chargeable costs and reasonable attorney fees. If a claim, suit, administrative proceeding or action determines that a City policy or ordinance is unconstitutional and/or violates a person's rights, the City shall indemnify County and any involved individual officer. The City's defense and indemnification of an individual officer pursuant to this section shall be in accordance with ORS 30.285. The sole intent of this provision is to make the City liable for the defense and indemnity of claims that allege municipal liability as a result of a City ordinance, policy, custom, rule or regulation, and is not intended to override the provisions of 6a and 6b that make each party liable for its own actions.

7. Termination Process. Either party may initiate a process to terminate this agreement as follows:

Notice of Termination. If either party wishes to terminate this agreement, they shall provide the other party with a 10-day written notice of intent to terminate the Agreement.

- a. Failure to Pay. Interest Charge, and Termination. In the event the City fails to make a monthly payment within 60 days of billing, the County may charge an interest rate no more than two percentage points above the interest rate on the monthly County investment earnings. In addition, in the event the City fails to make a monthly payment within 120 days of billing, or fails to pay or negotiate a resolution of a disputed portion of a bill within 120 days of billing, the County may terminate this Agreement with 90 days advance written notice.
- b. Payment of Costs Upon Termination. Upon termination of this Agreement between the City and the County, the City is obligated to pay all incurred costs by the termination date.
1. The County will not charge interest on any disputed portion of a bill so long as the City pays the non-disputed portion of the bill within the 120-day time frame outlined in 7a above.

**INTERGOVERNMENTAL AGREEMENT BETWEEN WASHINGTON COUNTY,
OREGON AND CITY OF FOREST GROVE, OREGON RELATING TO
CONTRACT LAW ENFORCEMENT SERVICES**

8. Duration. This Agreement is effective upon authorization and signature by both parties. The term of this agreement is June 31, 2020 to September 30, 2020. This agreement may be renewed for additional terms upon agreement of all parties.
9. Amendments. This Agreement may be amended at any time by mutual written agreement of the City, the Washington County Sheriff, and the Washington County Board of Commissioners.
10. Agreement Administration.
 - a. Agreement Administrators. The West Patrol Commander and the Forest Grove Police Chief shall serve as agreement administrators to review agreement performance and resolve operational problems.
 - b. Referral of Unresolved Problems. The Forest Grove Police Chief shall refer any police service operational problem, which cannot be resolved, to the Enforcement Chief Deputy. The City and the Chief Deputy shall meet as necessary to resolve such issues.
 - c. Agreement Dispute Issues. Agreement dispute issues involving Agreement language interpretation, cost, and other non-operational matters shall be referred to the Enforcement Chief Deputy and the Forest Grove Police Chief.
 - d. Audits and Inspections. The records and documents with respect to all matters covered by this agreement shall be subject to inspection, review or audit by the County or City during the term of this Agreement and three years after termination.
11. Third Party Beneficiaries. County and City are the only parties to this contract and are the only parties entitled to enforce its terms. Nothing in this contract gives, or is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to any third party unless such person is individually identified by name herein and expressly described as intended beneficiaries of this contract.
12. Written Notice. Any notice of change, termination or other communication having a material effect on this Agreement shall be upon the Sheriff for the County, and the Forest Grove Police Chief or Mayor, and either hand-delivered or by certified or registered mail, postage prepaid. Except as provided in this Agreement, it is agreed that thirty calendar days shall constitute reasonable notice for the exercise of any right in the event that applicable law specifically requires such notice.
13. Governing Law. Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to the principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") shall be brought and conducted solely within the Washington County Circuit Court for the State

**INTERGOVERNMENTAL AGREEMENT BETWEEN WASHINGTON COUNTY,
OREGON AND CITY OF FOREST GROVE, OREGON RELATING TO
CONTRACT LAW ENFORCEMENT SERVICES**

of Oregon; provided, however that if a Claim is brought in a federal forum, it shall be brought and maintained within the United States District Court for the District of Oregon.

14. Force Majeure. Neither County nor City shall be held responsible for delay or default caused by fire, riot, acts of God, terrorism, or acts of war where such cause was beyond reasonable control.
15. Survival. The terms, conditions, representations and all warranties contained in this Agreement shall survive the termination or expiration of this Agreement.
16. Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, each of which shall constitute one and the same instrument.
17. Warranties. The parties represent and warrant that they have the authority to enter into and perform this Agreement, and that this Agreement, when executed, shall be a valid and binding obligation enforceable in accordance with its terms.
18. Entire Agreement and Waiver of Default. The parties agree that this Agreement is the complete expression of the terms hereto and any oral or written representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of the provisions of this Agreement. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval of the County, which shall be attached to the original Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates listed below.

WASHINGTON
COUNTY

By: _____

Name Printed: _____

Date: _____

Approved as to Form:

Legal Counsel for Washington County

CITY OF FOREST GROVE

By: _____

Name Printed: _____

Date: _____

Approved as to Form:

Legal Counsel for City of Forest Grove



A place where families and businesses thrive.

<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	8.
MEETING DATE:	06/08/2020
FINAL ACTION:	RESO 2020-54

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

PROJECT TEAM: Gregory H. Robertson, Director of Public Works

MEETING DATE: June 8, 2020

SUBJECT TITLE: Resolution Authorizing City Manager to Endorse the Amended Intergovernmental Agreement No. 1 between Washington County and City of Forest for Community Development Block Grant Program

ACTION REQUESTED:

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

X all that apply

ISSUE STATEMENT: Consider authorizing the City Manager to endorse an amended Intergovernmental Agreement No. 1 between Washington County and the City of Forest Grove.

BACKGROUND: Washington County, as lead agency, manages the Community Development Block Grant Program (CDBG). As a cooperating agency, the City of Forest Grove entered into an Intergovernmental Agreement with Washington County to be able to receive CDBG funds. The original agreement executed in 2014 for the period of 2015 to 2017 contains an automatic renewal clause. It is reviewed every three years by HUD to determine if any amendments are necessary. HUD has determined after their review that minor amendments are necessary. The attached amended agreement reflects these changes. The amendments address the requirement of the City to take action as necessary to support fair housing within City Limits and support Washington County’s fair housing certification. Executing this amended agreement retains our eligibility to participate in the program.

For context, included in the packet is the original Intergovernmental Agreement and a cover letter from Washington County briefly explaining the reason for the amendment. It should be noted that all participating agencies within Washington County wishing to remain in the program must agree to these amendments.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution.

ATTACHMENT(s):

- (1) Resolution
- (2) Amended Intergovernmental Agreement
- (3) Original Intergovernmental Agreement (Informational)
- (4) Washington County cover letter (informational)



May 20, 2020

Mayor Peter Truax
City of Forest Grove
PO Box 326
Forest Grove, OR 97116

Attention: Jesse VanderZanden

Dear Mayor and Council Members:

In 2014, your city entered into a three-year Intergovernmental Cooperation Agreement (IGA) with Washington County to continue our partnership in the Community Development Block Grant (CDBG) program.

The existing IGA contains an automatic renewal clause which allows it to continue into effect should there be no changes required by HUD. HUD's recent guidance on urban requalification has been reviewed and there were minor revisions required by HUD. These changes are contained in Section II.3 and Section III.3. An amendment to the IGA has been drafted by County Counsel and is attached to this letter. A copy has also been emailed to your staff.

As stated in the letter emailed to you on April 17, 2020, your city was advised that you had an opportunity to choose **not** to participate with the County during the FY 2021-2023 qualification period, or to "opt out." As you know, that really means the program years that run from July 1, 2021 to June 30, 2024. An election for exclusion was binding for the entire three-year period unless the excluded unit specifically elects to be included in a subsequent year for the remainder of the urban county's three-year qualification period. **Cities that elect not to "opt out" do not need to make any notice to HUD.**

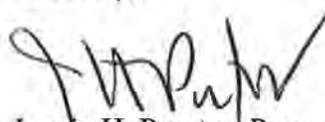
If your jurisdiction had chosen to "opt out" from the CDBG program, it was to have notified the County AND the Department of Housing & Urban Development's (HUD) local office, in writing, by May 15, 2020 that it elected **not to** continue participating with the County. In that your city did not submit such notification, we will proceed with executing the amendment to the IGA.

Please place this Amendment to the current IGA on your City Council's agenda. Approval of this document should take place as soon as possible but no later than June 20, 2020.

PLEASE NOTE: Your city's authorization of the execution of the IGA must be documented in one of three ways: 1). Agenda and minute order, 2). Resolution and Order, or 3). Copy of the completed minutes showing the motion and approval. A copy of that authorization as well as the executed IGA must be provided to this office.

If you have any questions about the re-qualification process, please don't hesitate to contact me at the Office of Community Development at 503-846-8663.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jennie H. Proctor', with a large checkmark at the end.

Jennie H. Proctor, Program Manager
Office of Community Development

**INTERGOVERNMENTAL AGREEMENT
WASHINGTON COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEARS – 2015 - 2017**

This Agreement is entered into between Washington County ("COUNTY"), a political subdivision of the State of Oregon, and the City of Forest Grove ("CITY"), a municipal corporation of the State of Oregon located within Washington County, for the cooperation of units of local government under the authority of ORS 190.010.

I. RECITALS

WHEREAS, the Congress of the United States has enacted the Housing and Community Development Act of 1974 ("THE ACT"), the Housing and Urban/Rural Recovery Act of 1983, the Housing and Community Development Act of 1987, the National Affordable Housing Act of 1990; and

WHEREAS, Congress has declared that the nation's cities, towns and small urban communities face critical social, economic and environmental problems; and

WHEREAS, Congress has further found and declared that the future welfare of the Nation and the well being of its citizens depend on the establishment and maintenance of viable urban communities as social, economic and political entities; and

WHEREAS, the primary objective of the Act(s) is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities principally for persons of low and moderate income; and

WHEREAS, the parties to the agreement are dedicated to the elimination of slums, blight and the prevention of blighting influences and the deterioration of property; the improvement of neighborhood and community facilities of importance to the welfare of the community, principally for persons of low and moderate income; and

WHEREAS, the parties are dedicated to the elimination of conditions which are detrimental to health, safety and public welfare, through code enforcement, demolition, interim rehabilitation assistance and related activities; and

WHEREAS, the parties are dedicated to the conservation and expansion of existing public housing stock in order to provide a decent home and a suitable living environment for all persons but principally those of low and moderate income; and

WHEREAS, the parties are dedicated to the expansion and improvement of quantity and quality of community services, principally for persons of low and moderate income, which are essential for sound community development and for the development of viable urban communities; and

WHEREAS, the parties are dedicated to a more rational utilization of land and other natural resources and the better arrangement of residential, commercial, industrial, recreational, and other needed activity centers; and

WHEREAS, the parties are dedicated to the reduction of the isolation of income groups within communities and geographical areas and the promotion of an increase in the diversity and vitality of neighborhoods through the spatial deconcentration of housing opportunities for persons of lower income and the revitalization of deteriorated neighborhoods; and

WHEREAS, the parties are dedicated to the restoration and preservation of properties of special value for historic, architectural or aesthetic reasons; and

WHEREAS, the parties are dedicated to the alleviation of physical and economic distress through the stimulation of private investment and community revitalization in areas with population outmigration or a stagnating or declining tax base; and

WHEREAS, the parties are dedicated to the conservation of the Nation's scarce energy resources, improvement of energy efficiency and the provision of alternative and renewable energy resources; and

WHEREAS, the parties desire to join together to meet the criteria for an urban county in order to qualify to receive funds to meet each of these national objectives,

NOW THEREFORE, in consideration of the mutual promises and benefits given and received within this agreement, the parties agree to each and every term contained below:

II. MUTUAL COVENANTS

1. The City and the County agree to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities.
2. The parties agree that this agreement covers the CDBG Entitlement program, the HOME Investment Partnerships program (HOME), and the Emergency Solutions Grant Program (ESG).
3. The parties agree to take all actions necessary to assure compliance with the urban county's certification required by Section 104 (b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and affirmatively furthering fair housing; section 109 of Title I of the Housing and Community Development Act

of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975; and other applicable laws.

4. Both parties agree that the County has the final responsibility for selecting CDBG, HOME, and ESG activities and filing required documents with HUD.

III. CITY COVENANTS

1. The City expressly agrees that as the cooperating unit of general local government it has adopted and is enforcing the following requirements of law:
 - 1.1 A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 - 1.2 A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions.
2. The City agrees that it is subject to the same requirements applicable to subrecipients set forth in 24 CFR 570.501 (b).
3. The City agrees in order to participate as a subrecipient under the terms of this agreement it shall enter into a contract as required by 24 CFR 570.503.
4. The City agrees that the County as the recipient is responsible for ensuring that CDBG, HOME, and ESG funds are used in accordance with all program requirements. The County as recipient is responsible for determining the adequacy of performance under subrecipient agreements.
5. The City authorizes the inclusion of its population for purposes of the Act, and joins together with other units of general local government to qualify the County as an urban county for Housing and Community Development Act block grant funds.
6. The City agrees it may not apply for grants from appropriations under the State CDBG program for fiscal years during the period in which it participates in the urban county's CDBG program.
7. The City agrees that it may not receive either HOME or ESG formula allocations, except through the County. Regardless of whether the County receives a HOME formula allocation, City agrees that it may not form a HOME consortium with other local governments.
8. The City agrees that it may not sell, trade, or otherwise transfer all or any portion of such funds to another such metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits, or non-federal considerations, but must use such funds for activities eligible under Title I of the Act.

IV. TERM OF AGREEMENT

1. This Agreement shall remain in effect for three Fiscal Years commencing July 1, 2015, and ending June 30, 2018, which shall constitute the urban county qualification period.
2. This agreement shall remain in effect until the CDBG, HOME, and ESG funds and program income received (with respect to activities carried out during the three-year qualification period, and any successive qualification periods under agreements that provide for automatic renewals) are expended and the funded activities completed.
3. The Agreement shall be automatically renewed for participation by the parties for successive three-year qualification periods unless either party provides written notice to the other that it elects not to participate in the new qualification period. The parties agree to send any such notice to the HUD Field Office at 1220 SW 3rd Avenue, Suite 400, Portland, OR 97204-2825, upon such election.
 - 3.1 The urban county shall send a written notice to the City advising of the City's right to elect not to participate in the next automatic urban county qualification period. The County shall send the notice to the City by the date specified in HUD's Urban County Qualification Notice for the next qualification period. County shall send a copy of the notice to HUD.
 - 3.2 The failure by either party to adopt an amendment to this agreement incorporating all changes necessary to meet the requirements for cooperation agreement set forth in the Urban County Qualification Notice applicable for any subsequent three-year urban county qualification period, and to submit the amendment to HUD as provided in the Urban County Qualification Notice will void the automatic renewal of subsequent qualification periods set forth in Section IV.3 above.

V. TERMINATION

1. This Agreement may be terminated by the County in the event funding is no longer available; otherwise, neither party may terminate or withdraw from the Agreement while the Agreement remains in effect

VI. ENFORCEMENT

1. The County is responsible for ensuring that CDBG, HOME, and ESG funds are used in accordance with all program requirements. The County may use any available legal methods to ensure compliance by the City.
2. The County is also responsible for determining the adequacy of performance under all applicable subrecipient agreements and procurement contracts and for taking appropriate action when performance problems arise, such as action described in 24 CFR 570.910. The County may use any available legal methods to ensure compliance by the City.

3. The County shall not distribute any CDBG, HOME, or ESG funds for activities in or in support of the City if the City does not affirmatively further fair housing within its own jurisdiction or acts in a manner that impedes the County's actions to comply with its fair housing certification.

VII. POLICY ADVISORY BOARD

For the purpose of developing an annual Community Development Plan and Programs as required by Title I of the Act, a Policy Advisory Board is hereby continued which shall guide the plan and program development, make recommendations to the County upon the criteria to be utilized in selecting eligible Housing and Community Development Act activities within Washington County, and recommend to the County the program priorities.

1. The Policy Advisory Board shall be composed of one representative and a designated alternate from the County and each participating unit of general local government. The County and City shall have one vote on the Board. Jurisdictions shall appoint an elected official as primary and an employee or other public official as an alternate.
2. The Policy Advisory Board shall adopt bylaws, study, review, hold public hearings, supervise the public review and information process, and recommend to Washington County on all matters related to the Housing and Community Development Act as amended. Activities shall include making recommendations concerning the Housing and Community Development Plan (Consolidated Plan), and annual action plan(s), a five-year non-housing Community Development Plan, Fair Housing Plan, performance reports, citizen participation plans, and developing or directing studies necessary to gather data or information on which to base its recommendations.
3. After public hearings, the Policy Advisory Board shall make final recommendation on the Housing and Community Development Plan (Consolidated Plan) which may be accepted by Washington County at a public meeting and submitted to the Department of Housing and Urban Development as the Washington County application; provided that, should all or part of the recommended plan not be considered acceptable to the County, the Board of County Commissioners shall hold at least one (1) public hearing on the plan and program prior to rejection or amendment of the recommended plan. The County shall be responsible for filing required documents with HUD.
4. Projects may be implemented and funds expended in accordance with subgrant agreements between the County and other jurisdictions signatory to this Agreement.

VIII. CERTIFICATION

The parties by the signatures below certify that the governing body of each party has authorized entry into this Agreement.

IN WITNESS, the undersigned parties have executed this Agreement this 26th day of June, 2014.

WASHINGTON COUNTY

CITY OF FOREST GROVE

BY Andy Duyck Andy Duyck
Chair, Washington County Board of
Commissioners

By Michael J. Dwyer
City Manager
Title

May 29, 2014
Date (required)

C. D. Nagle
Recording Secretary

06-24-14
Date (required)

APPROVED WASHINGTON COUNTY
BOARD OF COMMISSIONERS

MINUTE ORDER # 14-157

DATE 06-24-14

BY C. D. Nagle
CLERK OF THE BOARD

It is my opinion that the terms and provisions of this Intergovernmental Agreement are fully authorized under the State and local law and that the Agreement provides full legal authority for the County to undertake or assist in undertaking essential community renewal and lower income housing assistance activities.

Paul L. Hathaway III
Paul L. Hathaway III
Senior Assistant County Counsel



RESOLUTION NO. 2020-54

**RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE AN
INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT NO. 1
BETWEEN WASHINGTON COUNTY, OREGON, AND
CITY OF FOREST GROVE, OREGON FOR
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

WHEREAS, Washington County, as lead agency, manages the Community Development Block Grant Program (CDBG); and

WHEREAS, the City of Forest Grove has previously entered in an Intergovernmental Agreement with Washington County to become an eligible agency to receive CDBG funds; and

WHEREAS, it has become necessary to amend the Intergovernmental Agreement to reflect new HUD requirements and has prepared Amended Agreement to reflect these changes; and

WHEREAS, the City desires to remain eligible to receive CDBG funds and collaboratively continue to work with Washington County.

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

Section 1. The City Council hereby approves the Intergovernmental Agreement (IGA) Amendment No. 1 between Washington County and the City of Forest Grove for the Community Development Block Grant Program as provided in the attached Exhibit A.

Section 2. The City Manager is hereby authorized to execute the amended IGA on behalf of the City of Forest Grove as provided in the attached Exhibit A.

Section 3. The City of Forest Grove is prepared to comply with the obligations as specified in the Agreement.

Section 4. This resolution is effective immediately upon enactment by the City Council.

PRESENTED AND PASSED this 8th day of June, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of June, 2020.

Peter B. Truax, Mayor

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INTERGOVERNMENTAL AGREEMENT AMENDMENT NO. 1

This amendment is made and entered into by and between, the City of Forest Grove (City) and Washington County, a political subdivision of the State of Oregon (County).

This amendment modifies that certain Intergovernmental Agreement (IGA) between the parties, the original contract number being 14-0622.

The IGA is amended as follows:

Section II.3 is hereby amended and modified to read as follows:

3. The parties agree to take all actions necessary to assure compliance with the urban county's certification required by Section 104 (b) of Title I of the Housing and Community Development Act of 1974, as amended, administered in accordance with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and affirmatively furthering fair housing; section 109 of Title I of the Housing and Community Development Act of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973 of Title II of the Americans with Disabilities Act, the Age Discrimination Act of 1975, Section 3 of the Housing and Urban Development Act of 1968; and other applicable laws. The parties further agree that no urban funding shall be provided to City under this agreement for any activities in or in support of City if City does not affirmatively further fair housing within its own jurisdiction or if City's activities impede the County's actions to comply with the County's fair housing certification.

Section III.3 is hereby amended and modified to read as follows:

3. The City agrees in order to participate as a subrecipient under the terms of this agreement it shall, pursuant to 24 CFR 570.501(b), be subject to the same requirements applicable to subrecipients under 24 CFR 570.503, including the requirement to enter into a written contract.

CERTIFICATION

The parties by the signatures below certify that the governing body of each party has authorized entry into this Amendment.

In WITNESS, the undersigned parties have executed this Amendment this ____ day of 2020.

All other terms and conditions of the original Agreement shall remain in full force and effect.

WASHINGTON COUNTY

CITY OF FOREST GROVE

Signature

Signature

Printed Name, Title

Printed Name, Title

Date

Date

It is my opinion that the terms and provisions of this Amendment are fully authorized under the State and local law and that the Agreement provides full legal authority for the County to undertake or assist in undertaking essential community renewal and lower income housing assistance activities.

Paul L. Hathaway, III
Senior Assistant County Counsel



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CITY RECORDER USE ONLY:

AGENDA ITEM #: 9.
MEETING DATE: 06/08/2020
FINAL ACTION: RESO 2020-55

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: June 8, 2020

PROJECT TEAM: Paul Downey, Administrative Service Director

SUBJECT TITLE: Resolution Authorizing the City to Commence Negotiations for Certain General Employees to Participate in PERS

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

ISSUE STATEMENT: The City has been researching putting all newly hired general employees and participants of the City’s Defined Contribution (DC) Plan into the state-operated Public Employees Retirement System (PERS). As part of the process, PERS requires that the City Council take formal action to notify PERS of the City’s intent to negotiate a coverage agreement. Staff has prepared a resolution for Council consideration.

DISCUSSION: The City currently has its own Defined Benefit Plan (DB) for: 1) all regular full-time employees hired prior to July 1, 2011; 2) all sworn police officers and firefighters hired before February 1, 2016; 2) all regular full-time members of the International Brotherhood of Electrical Workers (IBEW); and 3) all regular full-time non-certified members of the Forest Grove Police Association (FGPA) hired on or before June 30, 2012. All sworn police officers and firefighters hired on or after February 1, 2016, are members of PERS.

The City has a defined contribution plan for: 1) all other regular full-time employees; 2) regular part-time members of American Federation of State County Municipal Employees (AFSCME) and non-represented employees hired on or after July 1, 2014, who are regularly scheduled to work at least 20 hours per week; and 3) effective January 1, 2015, part-time non-certified employees of the FGPA who are regularly scheduled to work at least 20 hours per week.

Staff has proposed moving all members of the DC Plan and putting all newly hired general employees into PERS. The reasons have been presented to the City Council and the Budget Committee and are: 1) recruitment and retention of general employees; and 2) to close the City’s DB Plan to new members.

The Council and IBEW signed an agreement to put newly hired members of IBEW into PERS. This provision would be effective once the agreement with PERS is completed. The Proposed

Budget includes the funding to make the proposed change which will also require agreements with AFSCME and the FGPA for their affected members. The Proposed Budget had not been approved when this staff report was finalized. A coverage agreement must also be negotiated with and approved by PERS.

Staff is requesting that Council authorize staff to negotiate with PERS to put the general employees described above into PERS. As the City already has a current coverage agreement with PERS for public safety employees, PERS staff think this coverage agreement could be completed fairly quickly depending on the necessary review and approval process. PERS staff is researching the approval process needed for this agreement.

The authorization today will only allow staff to start negotiations with PERS. The City and PERS are not bound by any coverage agreement negotiated before final approval by City and PERS. However, once the coverage agreement goes into effect, participation by the City in PERS for the covered classes of employees is permanent and irrevocable.

PERS requires the City to include the following in its resolution declaring its intent to join PERS:

- A contact person authorized to work with PERS to develop a coverage agreement.
- Whether the City will participate for all employees or for a specified class or classes of employees.
- Whether the City will provide the unused sick leave benefit for Chapter 238 members (can elect to provide the benefit at a later date).
- Whether the City will participate in the State and Local Government Rate Pool for Chapter 238 members (can elect to join the pool at a later date).
- Whether the City will pay the six percent Individual Account Program (IAP) contributions on employees' behalf.

Paul Downey will be the designated contact person for PERS although the City Attorney and HR Manager will also be part of the process. The City's DB Plan and the DC Plan will also have to be modified if this change to PERS is implemented.

As discussed above, the covered classes of employees will be all members of the City's DC Plan and all newly hired general employees.

The City is electing to include the unused sick leave benefit for Chapter 238 members as this is similar to the sick leave conversion at retirement for employees covered by the City's defined benefit plan. Chapter 238 members (commonly known as Tier 1 or Tier 2 members) are those members who worked for a PERS employer before August 29, 2003. All other are Oregon Public Service Retirement Program (OPSRP) members. The City is anticipating hiring few employees who would be Tier 1 or Tier 2 members under this agreement.

The City is electing not to participate in the State and Local Government Rate Pool (SLGRP) for Chapter 238 members. The City will most likely not participate in the SLGRP for OPSRP members either as it does not participate in the SLGRP for public safety employees. The purpose of not participating in the SLGRP is so the City does not have to help pay for the long-term

accumulated liabilities of other PERS employers. PERS estimated the beginning employer contribution rate will be 10.90% of covered payroll although this rate is subject to change based on periodic actuarial valuations just as with the City's current defined benefit plan.

The City is electing to pay the six percent IAP contribution on the employees' behalf as the City is currently paying the seven percent employee contribution to the City's defined benefit plan.

This resolution also authorizes the City Manager to execute the coverage agreement after final review and approval of the City Attorney. If required, staff will bring the coverage agreement to the Council for final approval.

FISCAL IMPACT: Staff has calculated the additional total cost of this proposed change would be \$149,000 for FY 2020-21 with a cost to the General Fund of \$70,000 and the costs to the other funds with employees of \$79,000. This will be an ongoing cost in future years.

STAFF RECOMMENDATION: Staff is recommending the City Council approve the attached resolution so staff can negotiate the coverage agreement for these employees with PERS.

ATTACHMENT(s): Resolution Authorizing the City to Commence Negotiations to Add Participation in PERS for Newly Hired General Employees and General Employees Participating in the City's Defined Contribution Plan

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RESOLUTION NO. 2020-55**RESOLUTION AUTHORIZING THE CITY OF FOREST GROVE (CITY) TO COMMENCE NEGOTIATIONS TO ADD PARTICIPATION IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) FOR NEWLY HIRED GENERAL EMPLOYEES AND GENERAL EMPLOYEES PARTICIPATING IN THE CITY'S DEFINED CONTRIBUTION PLAN**

WHEREAS, the City and the International Brotherhood of Electrical Workers (IBEW) have agreed to put newly hired IBEW employees into PERS; and

WHEREAS, the City Council has agreed to put other newly hired general employees and participants of the City's Defined Contribution (DC) Plan pending budget approval and agreements with the American Federation of State County Municipal Employees (AFSCME) and the Forest Grove Police Association (FGPA) for their affected members; and

WHEREAS, PERS coverage for the above described employees would be effective after the effective date of the PERS coverage agreement; and

WHEREAS, PERS requires formal government body approval prior to beginning to negotiate a coverage agreement including designating a City contact person with PERS.

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

Section 1. The City of Forest Grove intends to add participation in PERS for newly hired general employees and employees in the City's Defined Contribution Plan once the six-month waiting period is completed for each employee after the effective date of a negotiated PERS coverage agreement. The City understands that this added participation is permanent and irrevocable once the coverage agreement goes into effect.

Section 2. The City designates Paul Downey, Director of Administrative Services, as the contact person authorized to develop a coverage agreement.

Section 3. The City will provide the unused sick leave benefit for Chapter 238 members.

Section 4. The City does not intend to participate in the State and Local Government Rate Pool for Chapter 238 members at this time.

Section 5. The City will pay ("pick up") the six percent Individual Account Plan (IAP) contribution on applicable employees' behalf.

Section 6. The City authorizes the City Manager to execute the coverage agreement after final review and approval of the City Attorney.

Section 7. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 8th day of June, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of June, 2020.

Peter B. Truax, Mayor



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CITY RECORDER USE ONLY:

AGENDA ITEM #: 10.

MEETING DATE: 06/08/2020

FINAL ACTION: RESO 2020-56

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 8, 2020*

PROJECT TEAM: *Anna Ruggles, CMC, City Recorder*

SUBJECT TITLE: *City Council Liaison Appointments*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

ISSUE STATEMENT:

The City Council has provided for 10 appointed Boards, Committees and Commissions (B&C): Committee for Community Involvement, Community Forestry Commission, Economic Development Commission, Historic Landmarks Board, Library Commission, Parks and Recreation Commission; Public Arts Commission, Public Safety Advisory Commission; Sustainability Commission; and Urban Renewal Advisory Committee. Budget Committee and Planning Commission do not have an assigned Council liaison pursuant to ORS.

Council Rules of Procedure, Section 14.8, provides that the Mayor shall appoint a Council liaison to any boards, committees and commissions (B/C) every two years at the first regular meeting following the time at which newly-elected Councilmembers officially take office or at the discretion of the Mayor. The assigned appointments are based upon individual Councilor's interest and time availability. Council Liaisons shall be non-voting. The Council Liaison's role is to collaborate between the Council and B/C to assure each group's collective interest is accurately and effectively represented to the other.

Council Rules of Procedure, Section 14.9, provides that the City Manager shall appoint a staff member as liaison to any B/C. Staff Liaisons shall be non-voting and shall assist the B/C by utilizing their expertise regarding city policy and process.

STAFF RECOMMENDATION:

Attached is a proposed Resolution, along with Exhibit A, for consideration. Upon approval of the attached Resolution and Exhibit A, the City Recorder, if necessary, will notify staff and agencies of the Council Liaison Appointments.

ATTACHMENT(s):

Resolution and Exhibit A

10.

RESOLUTION NO. 2020-56

**RESOLUTION MAKING CITY COUNCIL LIAISON APPOINTMENTS
TO ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS
AND OTHER REPRESENTATIVE APPOINTMENTS
AND REPEALING RESOLUTION NO. 2020-12**

WHEREAS, The City of Forest Grove City Council has provided for 10 City Council appointed Liaison Boards: Committee for Community Involvement, Community Forestry Commission, Economic Development Commission, Historic Landmarks Board, Library Commission, Parks and Recreation Commission; Public Arts Commission, Public Safety Advisory Commission; Sustainability Commission; and Urban Renewal Advisory Committee; and

WHEREAS, Council Rules of Procedure, Section 14.8, provides that the Mayor shall appoint a Council liaison to any boards, committees and commissions (B/C) every two years at the first regular meeting following the time at which newly-elected Councilmembers officially take office or at the discretion of the Mayor; and

WHEREAS, Council Rules of Procedure, Section 14.9, provides that the City Manager shall appoint a staff member as liaison to any B/C. Staff Liaisons shall be non-voting and shall assist the B/C by utilizing their expertise regarding city policy and process.

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

Section 1. That the following Council Liaisons are appointed to the advisory boards, committees, or commissions and other representative appointments as outlined in Exhibit A.

Section 2. That the following Staff Liaisons are hereby appointed to the advisory boards, committees, or commissions and other representative appointments as outlined in Exhibit A.

Section 3. Resolution No. 2020-12 is hereby repealed.

Section 4. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 8th day of June, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of June, 2020.

Peter B. Truax, Mayor

CITY COUNCIL LIAISON ADVISORY BOARDS, COMMITTEES AND COMMISSIONS

Committee For Community Involvement (CCI)	Malynda Wenzl, Council Liaison Staff: Community Development
Community Forestry Commission (CFC)	Kristy Kottkey, Council Liaison Staff: Community Development
Economic Development Commission (EDC)	Timothy Rippe, Council Liaison Staff: Economic Development
Historic Landmarks Board (HLB)	Peter Truax, Council Liaison Staff: Community Development
Library Commission (LC)	Adolph "Val" Valfre, Council Liaison Staff: Library
Parks and Recreation Commission (P&R)	Malynda Wenzl, Council Liaison Staff: Parks and Recreation
Public Arts Commission (PAC)	Mariana Valenzuela, Council Liaison Staff: Library Parks and Recreation
Public Safety Advisory Commission (PSAC)	Timothy Rippe, Council Liaison Staff: Fire Department Police Department
Sustainability Commission (SC)	Elena Uhing, Council Liaison Staff: Administrative Services
Urban Renewal Advisory Committee (URAC)	Peter Truax, Council Liaison Staff: Community Development

CITY COUNCIL OTHER REPRESENTATIVE APPOINTMENTS

Chamber of Commerce	Timothy Rippe, Councilor Staff: City Manager
Community Development Block Grant Policy Advisory Board (PAB)	Adolph "Val" Valfre, Councilor Staff: Public Works
Forest Grove Rural Fire Protection District (FGRFPD)	Malynda Wenzl, Councilor Staff: Fire Department
Forest Grove Senior and Community Center (FGSC&C)	Peter Truax, Mayor Staff: Administrative Services
Joint Water Commission (JWC) Executive Committee	Peter Truax, Mayor Rod Fuiten, Citizen Carl Heisler, Citizen
Joint Water Commission (JWC) Management Committee	City Manager
Joint Water Commission (JWC) Operations Committee	Public Works Director
Metro Policy Advisory Committee (MPAC)	Peter Truax, Mayor Staff: Community Development
Regional Water Providers Consortium Board (RWPC-CB)	Peter Truax, Mayor Staff: Public Works
Sister City Committee	Timothy Rippe, Councilor Staff: City Recorder
Washington County Consolidated Communications Agency (WCCCA)	Peter Truax, Mayor
Washington County Coordinating Committee (WCCC)	Peter Truax, Mayor Staff: Community Development Public Works
Washington County Public Safety Coordinating Council (PSCC)	Timothy Rippe, Councilor



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RESOLUTION NO. 2020-57

**AMENDING CITY OF FOREST GROVE
DECLARATION OF STATE OF EMERGENCY
EFFECTIVE, MARCH 14, 2020**

WHEREAS, the City of Forest Grove has the authority granted under ORS Chapter 401 and the Emergency Operations Plan, that provides direction to the City, its officials, and others in the event of an emergency that exists within the City, and which provides for the responsibility in times of emergency and specifically delegates authority to declare a state of emergency to the Mayor, and

WHEREAS, the following conditions have resulted in the need for the declaration of a state of emergency:

Multiple cases of COVID-19 have been detected in Washington County, and

The Washington County Board of Commissioners has declared a state of emergency relating to COVID-19 in Washington County, Oregon; and

The Governor of the State of Oregon has declared a state of emergency relating to COVID-19 in the State of Oregon; and

The President of the United States has declared a state of emergency relating to COVID-19 in the United States; and

WHEREAS, the foregoing circumstances constitute a threat of imminent widespread illness, human suffering, loss of life, and financial loss, which in the determination of the Mayor will cause such significant damage as to warrant disaster assistance from resources other than the City's to supplement the efforts and available City resources to alleviate the damage, loss, hardship or suffering caused, and

WHEREAS, the foregoing circumstances require a coordinated response beyond that which occurs routinely, and the required response cannot be achieved solely with the added resources acquired through mutual aid or cooperative assistance agreements; and

WHEREAS, the foregoing circumstances affects all of the territory within the City limits, and

WHEREAS, the foregoing circumstances are anticipated to remain in effect for a period of at least four weeks;

NOW, THEREFORE, IT IS DECLARED THAT A STATE OF EMERGENCY NOW EXISTS IN THE CITY OF FOREST GROVE, OREGON, ENCOMPASSING ALL OF THE AREA WITHIN THE CITY LIMITS; and

IT IS FURTHER DECLARED that the City and its officials shall be authorized to take such actions and issue such orders as are determined to be necessary to protect the public and property and efficiently conduct activities that minimize or mitigate the effect of the emergency; and

IT IS FURTHER DECLARED that the City shall take all necessary steps authorized by law to coordinate response and recovery from this emergency, including but not limited to, requesting assistance and potential reimbursements from the State of Oregon and appropriate federal agencies; and

IT IS FURTHER DECLARED that emergency procurements of goods and services are authorized pursuant to ORS 279B.080, ORS 279C.335(6), ORS 279.380(4), and all other applicable rules.

THIS DECLARATION IS EFFECTIVE MARCH 14, 2020, AT 1:00 PM AND TO BE EXTENDED AND REMAIN IN EFFECT UNTIL 8:00 P.M. ON JUNE 22, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-46.

Peter B. Truax, Mayor City of Forest Grove

Date Amended: June 8, 2020

AMENDED PRESENTED AND PASSED this 8th day of June, 2020.

ATTESTED:

Anna D. Ruggles, City Recorder



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CITY MANAGER'S REPORT TO COUNCIL

June 8, 2020

UPCOMING EVENTS:

- Boards and Commissions: June meetings virtual and as necessary
- Pacific University: All outdoor events cancelled through July
- Election Packets Available: Filing Dates: July 9, 9 AM, to August 25, 5 PM
- National Night Out: Rescheduled to October 6
- Cornroast / Chalk Art: TBD

REQUEST FOR PROPOSALS:

- L&P GIS Data Conversion: Being drafted.
- Festival Street Concept Plan (URA): 8 proposals received. Award expected mid-June.

COVID-19 UPDATES:

- Washington County is establishing four Business Recovery Centers in Washington County, including one in Forest Grove at Adelante Mujeres. The other Centers are at Hillsboro, Beaverton and Tualatin. The centers will be open within two weeks and assist businesses with navigating access to assistance programs and transitioning to recovery. The City has been working closely with Adelante to assist with start-up.
- The City has been notified by Washington County that it will be reimbursed for expenses associated with the small business assistance programs. The City is working with the County on an intergovernmental agreement that should be ready by the June 22 Council meeting.
- The City released the Small Business Emergency Grant Program in English and Spanish for businesses outside the Urban Renewal District. The application was posted Wednesday, June 3, and applications will be accepted beginning at 10 am on June 10. Direct outreach was made to all potentially qualified businesses in the area that hold a business license with Forest Grove.
- The City Managers of Forest Grove, Cornelius, and Hillsboro continue to meet with the County, Centro Cultural, Adelante Mujeres, Bienestar, and Virginia Garcia to address the disproportionate impact COVID-19 is having on the Latino community.
- City Hall reopened June 1. All other public counters except Library and Aquatic Center open June 8.
- Library curbside services opened June 4. For more, see **"Library" below**.
- The restrooms at Thatcher Park, Lincoln Park and Fernhill Wetlands are open. Restrooms at Joseph Gale Park will be open once sports leagues are allowed to begin activities. The Skatepark is also open.
- Aquatic Center: The Governor indicated June 3 that pools will be allowed to open with certain guidelines and restrictions once Phase 2 is approved. Staff is evaluating the guidelines and applying them to our programs. Considerations and changes include staff safety, pool capacities during programs, schedule adjustments, staffing changes, front desk procedures, pool rentals, locker room changes, and several other items that will require changes to meet the guidelines. No dates have been determined at this time for reopening. Staff is communicating with other Aquatic Centers in areas of the state who will enter phase 2 before Washington County, to explore what is working for reopening their facilities.

- Police Code Enforcement Officer McCullough delivered ten (10) medical prescriptions this past week; 53 have been delivered since the start of this program in March.
- **The Police "Mask Tree" has garnered much positive attention from the public and media and** facilitated the donation of over 500 cloth masks to our residents.
- The Police have assisted with numerous birthdays of our residents young and old by participating in drive-by parades.
- City Electricity Assistance Program: Of a \$75,000 annual budget that ends June 30, 2020, the City has paid out \$84,214.74 through June 1. The rate of assistance provided has been slowing as people have been reaching the individual annual cap.
- City Water Assistance Program: the City has provided \$8,922.65 in water bill paying assistance program (CAPW) since the program started on April 2. The City has received \$146,373.00 in low-income energy assistance for residents from Community Action Organization since July 1, 2019.

ADMINISTRATIVE SERVICES/CITY HALL:

- The Police Chief **recruitment is progressing. The City will be assembling four panels for the candidate's** interviews on July 13: stakeholder, police, peer, and city. After the interviews, a meet and greet will be held with Council and the public from 4 to 5:45 pm in the Community Auditorium. The recruitment strategy focused on diversity and was advertised nationwide in police chief websites, associations, and search sites.
- Repainting of the Community Auditorium has been completed. The curtains are being replaced by blinds to cover the doors on the back wall.
- The remodel of the Building Permits area in City Hall has been completed.
- City ads in the Washington County News Times included: Essential Needs/Food Distribution, Summer Reading, and Pay by Phone for utility bills.
- Current Recruitments: Police Officers; Firefighter; and two internal recruitments for Public Work Street Crew Supervisor and Water Treatment Plant Superintendent.

COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT

- The CD and ED staff collaborated on the small business outdoor expansion permit to be heard by City Council on June 22. The program is modeled after Milwaukee.
- Working to market Forest Grove restaurant and beverage businesses that are now open for Dine-in; initiated marketing and promotion campaign to increase awareness. The City Facebook saw over 13,000 hits when initially published.
- The application for Mod Pizza and Starbucks was submitted for review and the Planning Commission will consider it on June 15.
- A new 185-195 unit apartment complex at the corner of 47 and Pacific is scheduled for the Planning Commission on July 6.
- Assisting small businesses with Phase 1 of reopening in Washington County.
- Worked with area banks on getting out information on second round of Payment Protection Program (PPP) small business funding.
- Completed proposals for two leads from Business Oregon for new manufacturing plants.
- Working with TTM on renewing Industrial Site Shovel Ready Certification for 35-acre site.
- Working with Washington County and Micro Enterprise Services of Oregon (MESO) on the second round of State of Oregon small business assistance grants/loans.

URBAN RENEWAL AGENCY (URA)

- Site B Proposal: Staff has begun negotiations with Freshfoods for the Exclusive Negotiating Agreement (ENA) and hopes to complete the negotiations later this month. The ENA will require Board approval.

ENGINEERING AND PUBLIC WORKS:

- Wauna Credit Union: Construction of Pacific Avenue frontage improvements are underway, including eastbound right turn lane. Wauna CU is preparing to submit an application for creating a reimbursement district for a public storm pipe installation along Poplar Street. Engineering staff anticipates addressing City Council later this summer with an engineer's report and resolution to create the district.
- Safe Routes To School (SRTS) Program: ODOT has \$22 million available for SRTS projects. City Engineering is proposing a project in cooperation with the Forest Grove School District to develop a project along Mountain View Lane. The proposed project is to extend sidewalk along the east side of Mountain View Lane with an improved pedestrian crossing at the RR tracks. Applications are due August 31 with grant awards announced in November.
- Annual Pavement & Curb Ramp Improvements: Preparing documents for bidding in mid-June with anticipation for work to begin in July.
- Road Improvements Project: Contract awarded to successful bidder who will be starting 19th Avenue improvements in June, followed by Pacific Avenue Improvements in July.
- Watershed: harvest operations have started. Work is expected to go through most of the summer. First delivery of logs to the purchaser occurred June 3, 2020.
- 10th Street Water Distribution Flow Control Facility Improvements: JWC has taken ownership of the billing flow meter and any future improvements. This will standardize the flow meters amongst all partners.
- Water System Master Plan: The consultant is working on the water supply and distribution analysis. The consultant will present the findings of the analysis at a meeting with staff in July.
- Public Works Equipment Storage Building: RA Gray Construction is making progress on the new building. Footings have been poured and all steel has arrived on site.

POLICE:

- Chief Reimann co-signed a letter with other Washington County Chiefs of Police and Chief Reimann and Mayor Truax collaborated on a public message to condemn the actions and tactics demonstrated in Minneapolis surrounding the tragic death of Mr. Floyd.
- Officers Plumeau and Scott should be operational the week of June 14, 2020. Recruiting efforts continue and the Department is preparing for the arrival of a new Recruit Officer on July 6. The Department will also be adding up to three Lateral Officers by early July who could be operational by mid-August, 2020. The recruit officer is projected to be operational by April 2021.
- Community outreach: Worked **with the Farmer's Market providing a safety update** for the June 3 re-opening; continues to facilitate mask donations from several local manufacturers; and continues to monitor and research social media platforms for potential indicators of unrest within the city, either from Covid-19 or the recent death of Mr. Floyd in Minneapolis.
- Currently all non-departmental training in Oregon has been cancelled due to COVID-19.
- Code Enforcement: Issued 22 parking citations; 3 written warnings; 0 Ordinance citations; 0 vehicle impound; 1 vehicle boot; 5 reports, 3 supplemental reports and 3 in-process abatement.

- The Detective Division currently has 37 open cases. Two cases were closed and four were received on intake. Detectives assisted with an officer-involved shooting investigation in Beaverton.

PARKS & REC:

- Skyhawks Sports Academy programs have been canceled for the summer. Staff will re-visit this program for the summer of 2021.
- The City is working closely with summer league programs now that Phase II is being discussed.
- The Eastside Study is completed. Staff has the draft document and will be reviewing it with the consultant team. Once the final report is complete, staff will be reviewing with the Recreation Commission and City Council at a Work Session at the July 13 meeting.

LIBRARY:

- The renewal of the five-year WCCLS operating levy passed 68.62 percent to 31.38 percent.
- Patrons can begin returning checked-out items **"curbside" on Thursday, June 4. Items will be placed in bins on the curb outside the south entrance.** The bins will be brought into the library and quarantined for 72 hours. Fifteen of the bins are on loan from Pacific University. There are currently 12,865 Forest Grove items checked out to 8,024 Forest Grove patrons. County-wide there are 417,000 items out.
- The week of June 8, phone service will be restored. Patrons can contact the library to review their accounts and make requests.
- The week of June 15, patron holds and print jobs will be available for pickup curbside.
- All four western Washington county libraries (Forest Grove, Cornelius, Banks and North Plains) began providing some curbside services this week. These libraries and the Beaverton library are considered **"pilot" libraries as they are the first of the Washington county libraries to begin restoring service.** Courier service to these libraries will resume Tuesday, June 9.
- The WCCLS Executive Board approved extending the no-fines policy until September 30.
- In May, Forest Grove patrons checked out 7,227 e-books, a 20 percent increase from April and a 60 percent increase from May, 2019.

LIGHT & POWER:

- Crews have completed replacement of the failing high voltage underground cables feeding two large apartment complexes in the 4300 block of Pacific Ave. These complexes have experienced several past power outages due to the 1980-era failing cables.
- Crews have also completed the replacement of numerous poles, transformers, conductor and associated hardware in the 17th Avenue /Cedar Street area. This location was identified for upgrade per our system **inspection program and the condition of the poles installed in the 1960's.**
- Power has been installed to the Rose Grove mobile home expansion project.
- Transfer of the City-owned conductors on the PGE-owned transmission poles along east Pacific Avenue is underway and should be completed soon.
- Engineering design is at 90% completion of both the transmission loop line between Filbert & Thatcher Substations and also the expansion required at Filbert Substation. Permits with ODOT, Washington County, and Metro have all been acquired and the needed easement requests are in process.

CONSTRUCTION PROJECTS IN FOREST GROVE:

NAME	LOCATION	DESCRIPTION	LAND USE PERMIT STATUS	BLDG PERMIT STATUS	CONST. STATUS
Kidd Court	22 nd Place	Subdivision 7 units	Approved	4 permits issued	Under Construction
Silverstone	David Hill Rd	Subdivision (200 lots)	Approved	196 lots issued	Under construction
Gales Creek Terrace	Pacific Ave/ 19 th Ave	Subdivision (197 lots)	Approved	31 lots issued	Under construction
Green Grove	Thatcher Rd	Co-Housing (9 lots)	Approved	6 lots issued	Under construction
Smith Orchard	Gales Way and B Street	Subdivision (7 lots)	Approved	All Cert of Occupancy issued	Finald
Sunset Crossing	Sunset Ave	Subdivision (33 lots)	Approved	33 lots issued	Under Construction
Wauna Credit Union	Pacific/Hwy 47	Commercial New	Approved	Temp Cert of Occupancy issued	Pending ROW Improvements
Nectar Marijuana Dispensary	Pacific Avenue /Oak Street	Commercial/Tenant Improvement	Approved	Permit Issued	Under construction
Rose Grove Park Expansion	Pacific Avenue	Manufactured Home Park	Approved	Grading permit issued	Under construction
Green Apartments	19 th Avenue	Apartments (9 units)	Approved	N/A	N/A
FG High School Batting Cages/Golf Driving Range	1549 Hartford Drive	Institution New	Approved	Finald	Finald
Hawthorne Gardens Apartments	2560 Hawthorne St	Apartments (18 units)	Approved	N/A	N/A
Brooke Meadows	3601 Brooke Street	Subdivision (6 lots)	Approved	N/A	N/A
Pacific Woods	2345 – 26 th Avenue	Subdivision (21 lots)	Approved	N/A	N/A
La Mota Marijuana Dispensary	3139 Pacific Ave	Comm TI	Approved	Permits Issued	Under construction
Anna & Abby's Yard at Roger's Park	2421 17 th Ave	Park	Approved	Approved	Under construction
Public Works Shop	2551 23 rd Ave	Public New	Approved	Permits Issued	Under construction
Pacific Grove Retail Building	3420 Pacific Ave	Comm New (6000 sf)	In review	N/A	N/A
The Reserve at Fernhill	3510 Pacific Ave, et al.	Apartments (196 units)	In review	N/A	N/A
Old Trapper Distribution & Office Buildings	4115 24 th Avenue	Industrial New (144,000 sf)	In review	N/A	N/A