

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) | CCI 5:30pm (canceled) | 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 (canceled) CFC 5:15pm (Webex) Library Comm 6:30pm (canceled) | Red Cross Blood Drive 1pm-6pm, Comm Aud EDC Noon (Webex) PAC 5pm (canceled) | Municipal Court | Shred Event 9am-Noon |
| 21 | CITY COUNCIL 5:15 PM - EXECUTIVE SESSION (CM Evaluation) 6:00 PM - WORK SESSION (Reimagining Policing) 7:00 PM - REGULAR COUNCIL MEETING 9:15 PM - URBAN RENEWAL AGENCY MEETING COMMUNITY AUDITORIUM | HLB 6:30pm (Webex) | PSAC 7:30am (canceled) | | Red Cross Blood Drive 1pm-6pm, Comm Aud | |
| 28 | | | | Sustainability 6pm (canceled) | | |
| July-20 | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | Rural Fire Board Mtg 6pm | EDC Noon (TBD) | CITY OFFICES CLOSED | |
| 5 | 1st DAY TO FILE COUNCIL CANDIDACY (9am) 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 (TBD) | Municipal Court Sister Cities 4:45pm (TBD) | | | |
| 12 | CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM | | P&R 7am (TBD) CFC 5:15pm (TBD) Library Comm 6:30pm (TBD) | Red Cross Blood Drive 1pm-6pm, Comm Aud PAC 5pm (TBD) | Mayor Truax out | |
| 19 | Chamber Luncheon Planning Comm 7pm | Western WC Fire Task (TBD) | Municipal Court PSAC 7:30am (TBD) | Sustainability 6pm (TBD) | | |
| Mayor Truax Out 07/17 - 07/31 | | | | | | |
| 26 | NO CITY COUNCIL MEETING SCHEDULED Next Council Meeting August 10, 2020 | HLB 6:30pm (TBD) | | | | |
| Mayor Truax Out 07/17 - 07/31 | | | | | | |
| Aug-20 | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | | | 1 |
| 2 | Planning Comm 7pm | CCI 5:30pm (TBD) | | 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 (TBD) CFC 5:15pm (TBD) Library Comm 6:30pm (TBD) | Red Cross Blood Drive 1pm-6pm, Comm Aud PAC 5pm (TBD) | | |
| 23 | NO CITY COUNCIL MEETING SCHEDULED Next Council Meeting September 14, 2020 | LAST DAY TO FILE CANDIDACY (5pm) COMPLETED PETITION 70-DAYS BEFORE ELECTION Filing No Later 70 days (August 25th) https://www.forestgrove-or.gov/elections Candidate Voters Pamphlet (Sept 8th) | Municipal Court PSAC 7:30am (TBD) | Sustainability 6pm (TBD) | Last Day Candidates Can Withdraw (5pm) Name from Ballot | |
| 30 | | HLB 6:30pm (TBD) | | | | |

Meeting dates/times may change or cancel without advanced notice: please confirm with meeting agendas.
TBD=To Be Determined

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A place where families and businesses thrive.

CITY COUNCIL MEETING AGENDA

**MONDAY, JUNE 22, 2020
WEBEX COMMUNITY AUDITORIUM
1915 MAIN STREET**

5:15 PM EXECUTIVE SESSION (City Manager Performance Evaluation)
6:00 PM WORK SESSION (Reimagining Policing)
7:00 PM CITY COUNCIL REGULAR MEETING
9:15 PM URBAN RENEWAL AGENCY MEETING (Budget Adoption)

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. Social distancing protocols. 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 22, 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.

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC. Representatives of the news media and designated staff may attend Executive Session(s). Representatives of the news media are specifically directed not to report (tape/video record) any of the deliberations during the Executive Session(s), except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

The City Council will convene and be video conferencing remotely during the following executive session(s):

Peter Truax, Mayor

5:15

In accordance with ORS 192.660(2)(i) to review and evaluate the employment-related performance of the City Manager.

(PowerPoint Presentation)
Henry Reimann, Interim Police Chief
Jesse VanderZanden, City Manager

6:00

WORK SESSION: REIMAGINING POLICING

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.

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 22, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov. Thank you.

3. **CONSENT AGENDA:** See Page 5

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:**

(PowerPoint Presentation)
Bryan Pohl, Community
Development Director

7:10

5. A.

- *Preventing Youth Access to Tobacco, Gwyn Ashcom, Washington County, Tobacco Prevention Coordinator*

(PowerPoint Presentation)
Jeff King, Economic Development
Manager

7:25

5. B.

- *Forest Grove Tourism Brand: Status and Update, Court Carrier, Tourism Consultant*

PowerPoint Presentation
Michael Kinkade, Fire Chief

- 7:45 5. C. • *COVID-19 Update*
 – *Business Recovery Center*
 – *July Public Meetings*

8:00 RECESS BREAK

PUBLIC HEARING ADOPTING CITY OF FOREST GROVE BUDGET FOR FISCAL YEAR COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021:

Paul Downey, Administrative
Services Director
Jesse VanderZanden, City Manager

- 8:15 6. 1. **PUBLIC HEARING AND RESOLUTION NO. 2020-58 ADOPTING BUDGET FOR FISCAL YEAR COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021**
6. 2. **RESOLUTION NO. 2020-59 MAKING APPROPRIATIONS FOR THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, FOR THE FISCAL YEAR COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021**
6. 3. **RESOLUTION NO. 2020-60 LEVYING AND CATEGORIZING TAXES FOR THE CITY OF FOREST GROVE FOR THE FISCAL YEAR COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021**
6. 4. **RESOLUTION NO. 2020-61 ADOPTING THE FISCAL YEAR 2020-25 CAPITAL IMPROVEMENTS PROGRAM**
6. 5. **PUBLIC HEARING AND RESOLUTION NO. 2020-62 CERTIFYING SERVICES PROVIDED BY THE CITY OF FOREST GROVE**
6. 6. **PUBLIC HEARING AND RESOLUTION NO. 2020-63 DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES**
6. 7. **PUBLIC HEARING AND RESOLUTION NO. 2020-64 ADOPTING CAPITAL IMPROVEMENTS PROGRAM EXCISE TAX AND REPEALING RESOLUTION NO. 2019-39**
6. 8. **RESOLUTION NO. 2020-65 AUTHORIZING THE EXPENDITURE OF DEPARTMENT OF HOMELAND SECURITY GRANT FUNDS IN THE FIRE EQUIPMENT REPLACEMENT FUND FOR A SOURCE CAPTURE DIESEL EXHAUST SYSTEM AT THE CITY'S FIRE STATION**

6. 9. RESOLUTION NO. 2020-66 AUTHORIZING THE EXPENDITURE OF ADDITIONAL FUNDS FROM THE FOREST GROVE RURAL FIRE PROTECTION DISTRICT (FGRFPD) FOR ADDITIONAL COSTS INCURRED TO PURCHASE A NEW FIRE ENGINE IN THE FIRE EQUIPMENT REPLACEMENT FUND (FERF) FOR FISCAL YEAR 2019-20

6. 10. RESOLUTION NO. 2020-67 TRANSFERRING APPROPRIATIONS WITHIN VARIOUS FUNDS FOR THE FISCAL YEAR 2019-20

Peter Truax, Mayor 8:40

7. RESOLUTION NO. 2020-68 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 JULY 13, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-57

City Councilors 8:45

8. CITY COUNCIL COMMUNICATIONS:

Jesse VanderZanden, City Manager 9:00

9. CITY MANAGER'S REPORT:

Peter Truax, Mayor 9:05

10. MAYOR'S REPORT:

9:10

11. ADJOURNMENT:

9:15

URBAN RENEWAL AGENCY MEETING

The Urban Renewal Agency (URA) Board of Directors will convene and be video conferencing remotely during the meeting. *(Refer to separate meeting agenda and packet)*

9:30

ADJOURNMENT:

3. **CONSENT AGENDA**: Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).
- A. Approve City Council Work Session (Employee Engagement Survey Results) Meeting Minutes of June 8, 2020.
 - B. Accept Planning Commission Meeting Minutes of May 18, 2020.
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URBAN RENEWAL AGENCY MEETING AGENDA

MONDAY, JUNE 22, 2020
WEBEX COMMUNITY AUDITORIUM
1915 MAIN STREET

9:15 PM URBAN RENEWAL AGENCY MEETING

NOTICE: VIDEO CONFERENCE MEETINGS & CHANNEL 30 LIVE

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PETER B. TRUAX, DIRECTOR BOARD CHAIR

Malynda H. Wenzl, Director Board President
Kristy L. Kottkey, Director
Timothy A. Rippe, Director

Elena Uhing, Director
Mariana Valenzuela, Director
Adolph "Val" Valfre, Jr., Director

All regular meetings of the Urban Renewal Agency are open to the public and persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Urban Renewal Agency Board as follows:

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FOREST GROVE URBAN RENEWAL AGENCY AGENDA

JUNE 22, 2020

Page 2 of 2

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- 9:15**
1. **URBAN RENEWAL AGENCY MEETING:** Call to Order and Roll Call. The Urban Renewal Agency will convene and be video conferencing remotely during the meeting.
 2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Board 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 22, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov. Thank you.
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 - A. Approve Urban Renewal Agency Work Session (2019 URA Annual Report and Draft URA 2020 Work Plan) Meeting Minutes of April 27, 2020.
 - B. Approve Urban Renewal Agency Work Session (Site B Redevelopment Proposal) Meeting Minutes of May 11, 2020.
 - C. Approve Urban Renewal Agency Regular Meeting Minutes of May 11, 2020.
 - D. Approve Urban Renewal Agency Work Session (Business Assistance Program) Meeting Minutes of May 11, 2020.
 4. **ADDITIONS/DELETIONS:**
 5. **PRESENTATIONS:** None
 6. **PUBLIC HEARING AND URA RESOLUTION NO. 2020-05 OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING THE TAX INCREMENT FOR FISCAL YEAR COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021**
 7. **ADJOURNMENT:**
- 9:20**
- 9:30**

Paul Downey, Administrative Services Director
Jesse VanderZanden, City Manager



REIMAGINING POLICING Council Work Session Henry Reimann Interim Police Chief

transparency

Keeping our community informed

<https://www.forestgrove-or.gov/police/page/fgpd-policies>

FGPD Policies

Click on the following to see the Forest Grove Police Department Policy on these major topics:



- [Use of Force](#)
- [Bias-Based Policing](#)
- [Immigration Violations](#)
- [First Amendment Assemblies](#)
- [Portable Audio/Video Recorders \(Body Cameras\)](#)



8 Can't Wait

BAN CHOKEHOLDS & STRANGLEHOLDS

REQUIRE DE-ESCALATION

REQUIRE WARNING BEFORE SHOOTING

REQUIRES EXHAUST ALL ALTERNATIVES BEFORE SHOOTING

DUTY TO INTERVENE

BAN SHOOTING AT MOVING VEHICLES

REQUIRE USE OF FORCE CONTINUUM

REQUIRE COMPREHENSIVE REPORTING

Forest Grove

STOP DATA Breakdown

Call Date: 6/1/2019 12:00 AM to 5/31/2020

| Race Description 2018 Census | GRAND TOTAL | | | WARNING | | | CITATION | | | OTHER | | |
|---------------------------------|--------------|----------------|----------------|--------------|----------------|---------------|--------------|----------------|---------------|------------|----------------|--------------|
| | Count | % of Total | % of Race | Count | % of Total | % of RACE | Count | % of Total | % of RACE | Count | % of Total | % of RACE |
| ASIAN 3.80% | 64 | 1.55% | 100.00% | 50 | 1.80% | 78.13% | 14 | 1.21% | 21.88% | | | |
| BLACK 0.70% | 86 | 2.08% | 100.00% | 54 | 1.95% | 62.79% | 26 | 2.24% | 30.23% | 6 | 2.96% | 6.98% |
| HISPANIC /LATINO 23.30% | 912 | 22.0% | 100.00% | 559 | 20.17% | 61.29% | 320 | 27.59% | 35.09% | 33 | 16.26% | 3.62% |
| MIDDLE EASTERN Null | 20 | 0.48% | 100.00% | 14 | 0.51% | 70.00% | 4 | 0.34% | 20.00% | 2 | 0.99% | 10.00% |
| NATIVE AMERICAN 0.30% | 9 | 0.22% | 100.00% | 7 | 0.25% | 77.78% | 1 | 0.09% | 11.11% | 1 | 0.49% | 11.11% |
| PACIFIC ISLANDER 0.10% | 38 | 0.92% | 100.00% | 35 | 1.26% | 92.11% | 3 | 0.26% | 7.89% | | | |
| WHITE 67.70% | 3,006 | 72.7% | 100.00% | 2,053 | 74.06% | 68.30% | 792 | 68.28% | 26.35% | 161 | 79.31% | 5.36% |
| Grand Total | 4,135 | 100.00% | 100.00% | 2,772 | 100.00% | 67.04% | 1,160 | 100.00% | 28.05% | 203 | 100.00% | 4.91% |

Training - DPSST

Many of the questions within our state have been regarding the training and accountability of Oregon law enforcement officers.

The Oregon Department of Public Safety Standards and Training (DPSST) serves two important roles in our state's criminal justice system. The first, establishing minimum state standards for training and certification for public and private safety professionals. The second, providing a comprehensive basic training program for all newly hired law enforcement professionals.

To address these questions, to share information, and to answer questions, DPSST will hold three virtual sessions later this month specifically for local community leaders
Community Leaders Sessions:

Professional Standards

Date and Time: 6/29/20 at 10:00 a.m.

Event Link: [DPSST Professional Standards - Register here](#)

Basic Police Training

Date and Time: 6/25/20 at 9:00 am.

Event Link: [DPSST Basic Police Training - Register](#)

Police Use of Force Training

Date and Time: 6/22/20 at 11:00 a.m.

Event Link: [DPSST Basic Police Use of Force Training Presentation - Register](#)

QUESTIONS FEEDBACK COMMENTS

Next steps

Citizen Comm
6-22-2020

Anna Ruggles

From: Anna Ruggles
Sent: Friday, June 19, 2020 12:58 PM
To: City Councilors
Cc: Jesse VanderZanden
Subject: FW: Face Masks in Forest Grove (Citizen Communications 06-22-20)

See written correspondence below received under Citizen Communications.

From: Robert Seward [mailto:]
Sent: Thursday, June 18, 2020 8:07 PM
To: Anna Ruggles <aruggles@forestgrove-or.gov>
Subject: Face Masks in Forest Grove

Dear Mayor and City Council,

I live at 3020 Brooke Street and I am writing to say that I would like the wearing of masks a central issue and require all people in Forest Grove to wear a mask. Science has shown that wearing a mask saves lives. Places like Hong Kong, New Zealand, Western Australia have all shown the effectiveness of covering the face and reduced transmission.

Sincerely,

Robert L. Seward, M.D.



A place where families and businesses thrive.

**City Council Work Session Minutes
Employee Engagement Survey Results**

**Monday, June 8, 2020
6:00 p.m., Community Auditorium**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Council President Malynda Wenzl called the Work Session to order at 6:02 p.m. via Webex Video Conference.

ROLL CALL: COUNCIL PRESENT ATTENDED BY WEBEX REMOTELY: Kristy Kottkey; Timothy Rippe; Mariana Valenzuela; Adolph "Val" Valfre; Malynda Wenzl, Council President; and Mayor Peter Truax (arrived at 6:05 p.m.). **COUNCIL ABSENT:** Elena Uhing, excused.

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); Michael Kinkade, Fire Chief (in the Community Auditorium); and Anna Ruggles, City Recorder (in the Community Auditorium).

2. WORK SESSION: EMPLOYEE ENGAGEMENT SURVEY RESULTS

Camilli and VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to provide the overall city-wide results from the City of Forest Grove Employee Engagement Survey. Camilli reported the survey was conducted by the Institute for Public Sector Employee Engagement, a division of CPS HR Consulting, an independent government agency. Camilli introduced Bob Lavigna, CPS HR Consulting, who presented a PowerPoint presentation overview pertaining to the Institute's engagement model, Response Rates by Department and Response Rates by Employee Group, noting the survey included 51 questions in 9 categories, respondents rated their level of agreement with 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 September 23 to October 11, 2019. 78% (128) of employees responded to the survey. In addition, Lavigna outlined slides showing calculations and overall engagement levels; workplace factors and culture question influences; recommended focus areas; quadrant charge definitions; leadership and managing change; each respondent's department's mission, supervisor, and training and development and Organizational Culture, as noted below:

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

Next, Lavigna outlined slides showing Additional Questions – Level Analysis: Highest-Scoring Questions (most positive) and Lowest-Scoring Questions (least positive) and Largest Positive and Negative Gaps, noting the following Categories with fewer than 10 respondents were not reported.

Intent to Leave Current Position within Next Year – All Employees

- Stay Response Count 73
- Leave Response Count 35
- Prefer not to say Response Count 20

Results of Demographic Segment Engagement Levels

- Gender

Response Count 72 Male

Response Count 30 Female

Response Count 25 Prefer not to say

- Age

Response Count 19 Age 25-34

Response Count 25 Age 35-44

Response Count 31 Age 35-54

Response Count 22 Age 55-64

Response Count 31 Prefer not to say

- Tenure

Response Count 14 At least 1 year but not more than 3 years

Response Count 14 At least 3 years but not more than 5 years

Response Count 17 At least 5 years but not more than 10 years

Response Count 34 At least 10 years but not more than 20 years

Response Count 23 At least 20 years or more

Response Count 21 Prefer not to say

- Race/Ethnicity

Response Count 87 White

Response Count 28 Prefer not to say

- Supervisory Status

Response Count 75 Employee does not supervise other employees

Response Count 20 Supervise

Response Count 19 Prefer not to say

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council recapped the information provided about the Employee Engagement Survey and the overall engagement level of city employees, to which Camilli advised the Department Directors received the specific responses for their departments (Administrative Services, Community Development, Fire, Library, Light and Power, Park, Police and Public Works) and the city-wide summary report being presented this evening to Council was shared during two group sessions with all city employees in March. Camilli noted the employee survey was voluntary and strictly confidential, noting no employees had/will have access to individual responses. In response to inquiries pertaining to responses for fewer than 10 respondents, Camilli explained the consultant tracked responses by department as long as there were a minimum of 10 employees in the department, noting smaller workgroups were combined with another department or division. In response to the number of categories in the survey for race/ethnicity, Camilli reported the survey provided 8 categories for employees to self-identify their race/ethnicity (American Indian or Alaska Native; Asian; Black or African American; Hispanic, Latino, or Spanish origin; Middle Eastern or North African Native Hawaiian or Other Pacific Islander; White; and Some other race, ethnicity, or origin; or prefer not to say). Lavigna noted 28 preferred not to say, advising that some employees may be reluctant or nervous to say and perhaps if the survey was conducted again, these results may differ. In response to inquiries pertaining to determining the number of employees by race/ethnicity, Camilli reported all new hires have the option of self-identifying their race/ethnicity, noting city administration can extract that data if needed. In response to inquiries pertaining to what triggers a repeat survey, how often and perhaps conducting a survey more frequently, i.e., annually, VanderZanden advised the City conducts citizen survey every even year and city administration is planning to conduct an employee survey every other year. In response to the city administration sharing as much transparency as possible with employees and action plans, Lavigna encouraged sharing city-wide survey summary results with every employee to build accountability and identifying priorities for action and developing action plans and implementations. In conclusion of the above-noted Council roundtable discussion, VanderZanden advised city administration 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 that employees indicated the City is doing well. Camilli added, among other things brought to

light by the survey, that the city administration is following up on recruitment and retention of employees in the defined contribution plan and succession planning, which the Council has been made aware of through staff's recommendation to enroll new employees and current employees who are members of the defined contribution retirement plan into Public Employee Retirement System (PERS).

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

3. ADJOURNMENT

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

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



A place where families and businesses thrive.

**Planning Commission
 Community Auditorium and Webex
 1915 Main Street, Forest Grove, OR
 Monday, May 18th, 2020, 7:00 pm**

1. CALL TO ORDER AND ROLL CALL:

Vice Chair Phil Ruder called the Planning Commission meeting to order at 7:00 p.m. via Webex Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the Planning Commission limited in-person contact and social distancing. **The Planning Commission conducted the meeting remotely by video conferencing.** The meeting was remotely video conferenced by Planning Commission Coordinator Cassi Bergstrom and Senior Planner James Reitz as well as 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). Written comments on items not on the agenda and written testimony regarding the public hearing were accepted if submitted by May 18th, 2020, 3 p.m. to Senior Planner James Reitz.

Roll Call:

Planning Commission Present via Webex Remotely: Phil Ruder, Vice Chair; Commissioners Lisa Nakajima, Ginny Sanderson, Hugo Rojas, Joel Redwine, and Julie Danko.

Planning Commission Excused: Commissioner Dale Smith.

Staff Present: Bryan Pohl, Community Development Director (Webex remotely); James Reitz, Senior Planner (in the Community Auditorium); Cassi Bergstrom, Planning Commission Coordinator (in the Community Auditorium).

2. PUBLIC MEETING:

A. PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:

None.

B. PUBLIC HEARING:

(1.) File No. 311-20-000029-PLNG – Conditional use permit for a recreational cannabis dispensary located at 3139 Pacific Avenue

Vice Chair Phil Ruder introduced the two new Planning Commissioners: Joel Redwine and Julie Danko.

Vice Chair Phil Ruder opened the quasi-judicial public hearing at 7:04 p.m., reading the hearing procedures, criteria, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were no conflicts of interest and no challenges from the audience.

Senior Planner James Reitz gave a Power Point presentation, showing the location and aerial view of the site. Mr. Reitz summarized the application, explaining that this is a conditional use application to allow a recreational cannabis dispensary within an existing building located within the Community Commercial zoning district. Architectural renderings were shown to the Commissioners, including elevations, landscaping, parking lot arrangement, and exterior finishes.

Vice Chair Phil Ruder questioned the location of the driveway and the intersection at Maple Street/Pacific Avenue. Mr. Reitz explained that this is a tenant improvement, and the driveway is as far from the intersection as it can be.

Commissioner Sanderson questioned if there is a condition for the spacing between cannabis dispensaries since there is another dispensary being constructed east of the location. Mr. Reitz stated there is only regulation requiring distance from schools, not distances between other dispensaries.

Staff recommends approval of the requested conditional use application with the following conditions: Remove and replace the existing wheelchair ramp in the Pacific Avenue right-of-way to comply with current ADA requirements, install a minimum 5-foot-wide landscape area abutting the west property line, and stripe the car park for one-way traffic circulation.

CORRESPONDENCE:

No correspondence was received.

APPLICANT:

Rosa Cazares, 3139 Pacific Ave, Forest Grove, OR 97116:

Ms. Rosa Cazares came to the front, and let the Commissioners know that La Mota currently has 24 cannabis retail markets in 10 cities within Oregon. All real estate is purchased by the company with a majority of the business ran by women. Ms. Cazares believes Forest Grove will be a great fit for their company. Their company has been in business for about 5 years. The goal of their company is for customers to have safe access to recreational marijuana. Any alterations or conditions the City has required will be met.

PROPONENTS:

None.

OPPONENTS:

None.

OTHER:

None.

REBUTTAL:

None.

Vice Chair Ruder closed the public hearing at 7:33 p.m.

COMMISSIONER DISCUSSION:

Vice Chair Ruder asked for any questions or discussion.

Commissioner Rojas wanted to confirm that there was no regulation limiting the amount of marijuana businesses in a City, and Mr. Reitz confirmed that there is not.

Vice Chair Ruder asked why this sort of tenant improvement gets brought to the Commission as a conditional use application. Commissioner Sanderson explained that it is a way for the public to comment on the application.

Vice Chair Ruder inquired why the one-way traffic circulation is being recommended, and the applicant came forward to explain how parking and circulation will work within the site.

Commissioner Rojas moved a motion to approve file number 311-20-000029-PLNG – Conditional use permit for a recreational cannabis dispensary located at 3139 Pacific Avenue with the conditions recommended by the City. Commissioner Sanderson seconded the motion.

Roll Call Vote on Motion: AYES: Vice Chair Ruder; Commissioners Rojas, Sanderson, Nakajima, Redwine, and Danko. NOES: None. ABSENT: Commissioner Smith. MOTION CARRIED 6-0.

C. ACTION ITEMS:

None.

D. WORK SESSION ITEMS:

None.

3. BUSINESS MEETING:

A. APPROVAL OF MINUTES:

Commissioner Rojas moved to approve the minutes of the January 21st, 2020 meeting. Commissioner Nakajima seconded. Commissioners Redwine and Danko abstained from the vote. Motion passed 4-0.

B. ELECTION OF PLANNING COMMISSION CHAIR AND VICE CHAIR:

Vice Chair Ruder opened the floor for nominations for Planning Commission Chair. Commissioner Rojas nominated Phil Ruder. Commissioner Nakajima seconded the nomination. There were no additional nominations made. All Commissioners were in favor of Phil Ruder as Chair of the Planning Commission.

Vice Chair Ruder opened the floor for nominations for Planning Commission Vice Chair. Vice Chair Ruder nominated Hugo Rojas. Commissioner Nakajima seconded the nomination. There were no additional nominations made. All Commissioners were in favor of Hugo Rojas as Vice Chair of the Planning Commission.

C. REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

None.

D. DIRECTOR'S REPORT:

Community Development Director Bryan Pohl updated the Commissioners on upcoming meetings. On June 15th a site plan and design review for a commercial building will come to the Commission, as well as a 20-unit planned residential development off Kingwood Street.

A work session on the Neighborhood Mixed Use zone will be coming to the Commission, but the City is waiting until this meeting can be done in-person. Performing meetings via Webex is a very difficult format to conduct a successful work session.

On July 6th there will be a site plan and design review for an apartment complex applied for at the Albertson site.

The Urban Renewal Agency received one application for Site B at the Jesse Quinn location. This application include construction of a grocery store along with 12 affordable housing units.

The Oak Street concept plan is underway for the rezoning of that area based on the City's needs for housing and mixed use.

Decorative banner poles and streetscapes concepts have been selected by a joint URAC/PAC selection committee and are under contract for summer installation.

- E. **ANNOUNCEMENT OF NEXT MEETING:**
The next meeting is to be held on June 15th, 2020.

- F. **ADJOURNMENT:**
The meeting was adjourned at 7:57 p.m.

Respectfully submitted by:

Cassi Bergstrom

Digitally signed by Cassi Bergstrom
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email=Cbergstrom@forestgrove-or.gov
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Cassi Bergstrom
Planning Commission Coordinator

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Preventing Youth Access to Tobacco

Gwyn Ashcom, MPH, MCHES
Tobacco Prevention Coordinator

June 22, 2020





Youth Prevention Strategies That Work

- Tobacco retail licensure
- Penalties for sales of tobacco or nicotine products to minors
- Regulate flavors
- Determine zoning – set restrictions on the amount of retailers near schools
- Establish a vape tax
- Raise the price of tobacco products
- ✓ Raise the purchasing age from 18 to 21

Changing the Trend

475+ Cities & Counties in **29** States



“Tobacco 21 works by putting the legal purchasers outside the social circles of most high school students, making it more difficult for 15 to 17 year-olds to pass as legal purchasers or have legal purchasers as a friend.”

Rob Crane, MD
President

Preventing Tobacco Addiction Foundation

Tobacco and Alcohol Retail Assessment



1 in 2 advertised tobacco or e-cigarettes outside the store



1 in 2 offered price promotions/discounts



94% sold flavored products (menthol, candy, etc.)



55% of those that sold cigarillos or small cigars advertised them for less than \$1



31% sold products within 12 inches of toys, candy, gum, slushy/soda machines or ice cream



Electronic Cigarette Use Among Oregon Youth

| | 2017 | | 2019 |
|------------------------|------|---|------|
| 8 th grade | 6% | → | 12% |
| 11 th grade | 13% | → | 23% |



Who Uses Flavored Products?

Of the population using e-cigarettes/vaping

63% of 8th graders

75% of 11th graders

64% of Young adults (18-24)

21% of Adults (25+)

Tobacco Retail Licensing (TRL)

- Requires businesses to purchase a license to sell tobacco and nicotine products
- Retailer education and support
- Annual license fee
- Enforcement system
- Strengthens Indoor Clean Air Act (ICAA)



Why TRL?

- Opportunity for relationships with retailers (similar to restaurant inspections)
- Enforce Tobacco 21 and other tobacco laws
- TRL effectively decreases illegal tobacco sales to minors



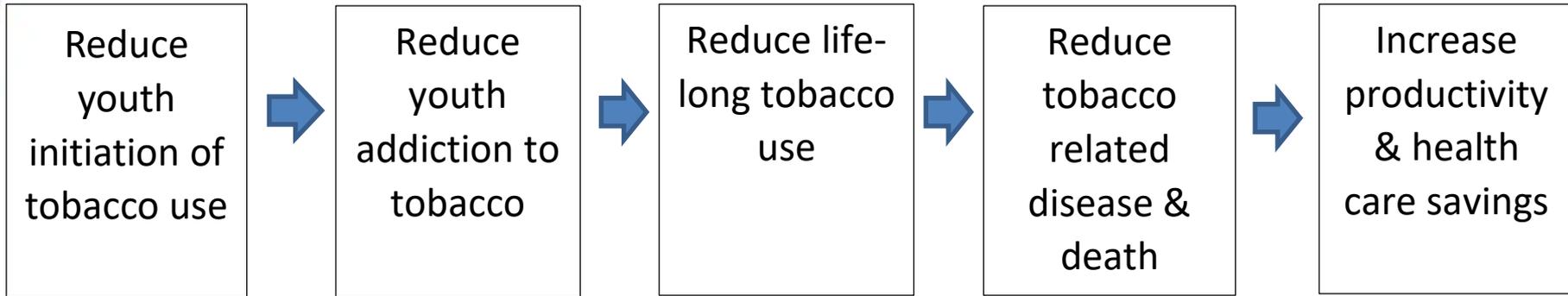
TRL in Oregon

Jurisdictions that have passed
TRL:

- Benton
- Klamath
- Lane
- Multnomah
- Clackamas in progress



Predicted Impact of TRL



No significant adverse economic impact

| | Total | Reduction |
|------------------------|------------------|------------|
| Employees (FTE) | 370,880 | -5.89 |
| Labor income | \$31,008,794,624 | -\$198,697 |



Community and Stakeholder Support and Engagement

- Washington County Board of Commissioners
- Advocate Support
 - Substance Use Prevention Collaborative
 - Public Health Advisory Council
- Community survey under development



Potential Components of TRL

- Flavor Restrictions
- Zoning/Density
- Restriction on price discounts
- Advertising guidelines



TRL Ordinance

Applies only in rural and urban
unincorporated Washington County



Potential City Partnerships

- Cities adopt model ordinance aligned with the County ordinance.
- Enforcement options
 - IGA with Public Health (similar to what cities have with Animal Services)
 - Cities enforce their TRL ordinance

City Support for Preventing Youth Access to Tobacco

- Questions and concerns?
- TRL components to consider?
- Decisions regarding enforcement model?





Gwyn Ashcom
Tobacco Prevention Coordinator
503-846-4544
Gwyn_Ashcom@co.washington.or.us



Tobacco Retail Licensing

A policy ensuring fairness and equity for tobacco retailers to legally conduct business in compliance with state and local laws as well as protect the health of our community.



Protecting Our Youth from Tobacco



The 2014 Surgeon General Report states that “**the tobacco industry continues to position itself to sustain its sales by recruiting youth and young adults...** as consumers of all their nicotine-containing products including cigarettes.”

Youth tobacco use is increasing. Statewide youth vaping a nicotine product, like JUUL, has increased nearly 80% between 2017 and 2019. In Washington County, 16% of 11th graders reported using an electronic nicotine delivery product. More youth are starting earlier, and becoming addicted to nicotine at a younger age, which makes it more difficult to quit. About 9 in 10 adults who smoke started before age 18, and 9 in 10 regret ever having started. This is why a tobacco retail license law that includes other effective policies, such as the prohibition of redemption of tobacco coupons and price promotions, and the restriction of tobacco retailer proximity to schools, is a crucial part of an effective, comprehensive program to reduce the number of children who become addicted to tobacco.

Tobacco marketing targets

kids. In 2018 the Tobacco Industry spent more than \$100 million dollars promoting tobacco in Oregon. This translates to just over \$270,000 a day, and \$11,415 an hour. In Washington County, 1 in 2 retailers display tobacco or e-cigarette ads outside the store, 36% displayed flavored ads inside the store, and 31% sold products within twelve inches of toys, candy, gum, slushy/soda or ice-cream. Seeing such a high prevalence of advertising in stores normalizes the presence of tobacco, encourages initiation and impulse purchasing all the while discouraging cessation.

Youth Accessing Tobacco –

17% of Washington County retailers sold tobacco to a minor.



Tobacco Retail Licensing: Economic & Community Impact



In January 2018, Oregon increased the age to purchase tobacco and nicotine products from age 18 to 21 (Tobacco 21). Tobacco Retail Licensing (TRL) is a policy we can adopt in Washington County to enforce laws like Tobacco 21. Combined, TRL and Tobacco 21 are part of Washington County's plan to prevent youth from using nicotine and end tobacco-related disease.

TRL requires every business that sells tobacco and nicotine products, like gas stations and grocery stores, to have a license. A license to sell tobacco and nicotine products is similar to the licenses required to sell alcohol and marijuana. TRL is a necessary tool to enforce existing federal, state and local laws and to ensure that the health and well-being of our community is being addressed.

Washington County Public Health asked the Northwest Economic Research Center (NERC) to look at the potential economic impacts of countywide TRL to inform decision-makers and stakeholders.

How much is a license? How will the fee be used?

A Tobacco Retail License may cost \$600 - \$700 each year. Specifically, the funds will be used to:

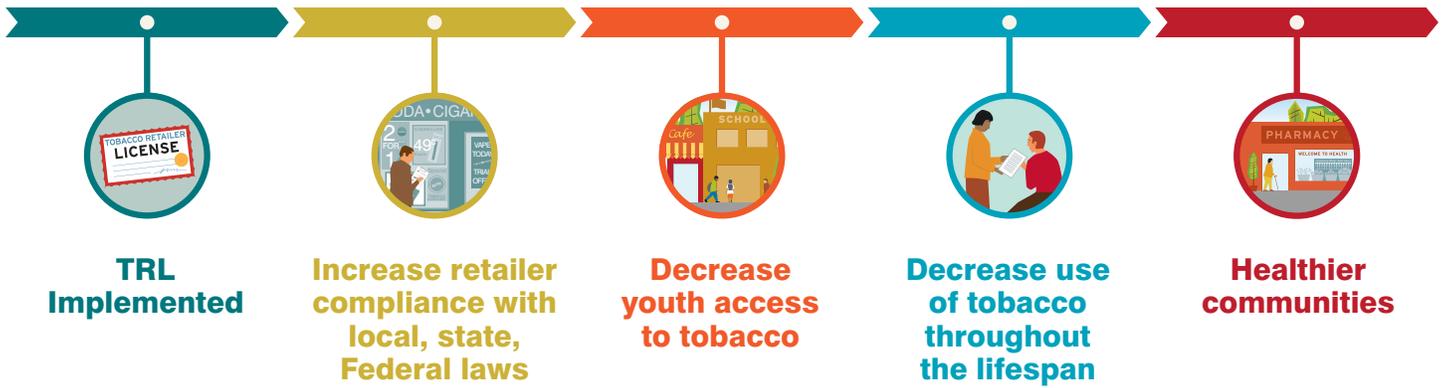
- Identify retailers, issue licenses, track compliance with laws, and enforce penalties if tobacco is sold to persons under the age of 21.
- Provide education to retailers and personalized technical assistance about laws and consequences if tobacco is sold illegally.
- Perform compliance checks twice per year.

How will the fee impact the economy?

Tobacco Retail License fees are not likely to have a big impact on the retail job market. If implemented, the County may see a total loss of 5.89 full-time jobs out of the 9,664 full-time employees in the impacted industries. Total loss in wages from TRL is estimated to be \$198,697. This is a small fraction of the \$292 million in labor income represented by employees in the impacted industries.

The table below shows the potential loss in full-time equivalent (FTE) employment positions and income (Labor Income) for each jurisdiction within Washington County.

| Jurisdiction | FTE | Labor Income |
|------------------|-------|--------------|
| Banks | -0.0 | -\$2,104 |
| Beaverton | -1.6 | -\$52,845 |
| Cornelius | -0.14 | -\$4,965 |
| Forest Grove | -0.30 | -\$9,199 |
| Gaston | -0.02 | -\$761 |
| Hillsboro | -0.98 | -\$32,394 |
| North Plains | -0.05 | -\$1,826 |
| Sherwood | -0.14 | -\$4,609 |
| Tigard/King City | -0.96 | -\$30,331 |
| Tualatin | -0.17 | -\$5,577 |
| Unincorporated | -0.84 | -\$26,614 |
| Total County | -5.89 | -\$198,697 |



Dynamic Price Adjustment

Tobacco, like many addictive products, does not see a very big change in demand when there is an increase in price. Demand only decreases by 0.4% for a 1% increase in price. This means that retailers make more money by increasing the price of a product than they would lose from any loss in demand. The annual license fee of \$600-\$700 would cost \$1.64-\$1.92 per day. A small increase in the price of tobacco and nicotine products is one-way retailers can offset the cost of TRL.

Long-Term Health Effects

TRL has the potential to improve quality of life for future generations, and Washington County retailers could be part of the solution to keep our youth safe and healthy. Tobacco is associated with cancer, respiratory diseases and cardiovascular diseases, which are known to increase medical costs and decrease quality of life. Additionally, chronic disease and early death caused by tobacco contribute to work absenteeism and decreased economic activity.

Community Impact

When TRL was adopted in 33 California communities, sales to underage youth dropped by an average of 26%. In Minnesota, 14 communities with TRL saw sales to underage youth drop from 39% to 5%. They also reported a 28% drop among youth who smoked daily.

In Oregon, the current youth smoking rate is 7.7%. If that rate were reduced to 3.5% – which is Connecticut’s rate and the lowest in the nation – this small decline means 38,000 fewer children would grow up to become regular smokers, resulting in 12,000 lives saved.

Using TRL to enforce laws like Tobacco 21, youth will have less access to tobacco products and will smoke less over their lifespan, resulting in decreased tobacco-related disease and long-term medical care costs.

“Despite all the progress in tobacco prevention, there is still more work to be done. **Every day 3,200 youth under 18 smoke their first cigarette, and another 2,100 youth and young adults who were occasional smokers become daily smokers.** TRL is a strategy proven to work. By reducing youth access and use, we can save millions of lives in the coming decades and eliminate smoking as the leading preventable cause of death and disease.”
 – Leticia Vitela, Chair, Washington County Public Health Advisory Council



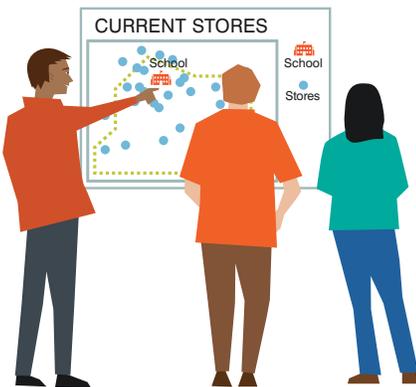
For more information contact the Washington County Tobacco Prevention Coordinator Gwyn_Ashcom@co.washington.or.us

Tobacco retail licensing. Oregon is one of only nine states that does not have tobacco retail licensing. The main goal of a tobacco retailer licensing program in Washington County is to provide adequate enforcement for the laws that make it illegal to sell tobacco and nicotine products to those below the minimum legal sales age. The program also provides appropriate penalties for retailers who continuously break those laws.



What can be developed. The purpose of a tobacco retail licensing program in Washington County can 1) reduce illegal sales of tobacco and nicotine products to those under the minimum legal sales age and 2) reduce the number of youth who become addicted to nicotine.

This can be achieved by including the following elements:



- Require a tobacco retail license with fees for every tobacco retailer location, with a cap on the number of licenses available. Include inhalant delivery systems (vaping products) containing or delivering nicotine.
- Emphasize that violation of any tobacco control law is a violation of tobacco retail licensing and may lead to civil penalties.
- Prohibit mobile sales, price promotions, free samples, pharmacy sales and flavored tobacco products.
- Determine restrictions on zoning (the number, location, density and types of tobacco retail outlets), as well as advertising and product placement.
- Require retailers to post quit line information.

To ensure a sustainable and effective licensing system, licensing fees and fines can be designated to fully cover all program costs, including administration, inspection, education and enforcement.



For more information contact the Washington County Tobacco Prevention Coordinator Gwyn_Ashcom@co.washington.or.us



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 5. B.

MEETING DATE: 06/22/2020

FINAL ACTION: Presentation

MEMORANDUM

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: June 22, 2020

PROJECT TEAM: Jeff King, Business Development Coordinator
Court Carrier, Tourism Consultant

SUBJECT TITLE: Forest Grove Tourism Brand

PURPOSE OF PRESENTATION:

The presentation will be given by Court Carrier, Tourism Consultant, and Holly Macfee, Principal, Lookout Company. The purpose is to update the Council on the status of the tourism branding effort and to unveil the proposed tourism logo, brand, color palette, and next steps. The presenter was out of town the week prior to the Council meeting so was not able to complete the presentation in time to include in the City Council packet.

BACKGROUND:

The Council passed a 2.5% tourism lodging tax effective January 1, 2018. The City advertised a Request for Proposals (RFP) the same year and after an extensive process, selected Carrier Consulting for a two year contract to draft a Tourism Plan including an update to the tourism brand and a new tourism marketing strategy. Tonight's presentation focuses on the tourism brand. Once the tourism brand is selected, the marketing strategy and Tourism Plan will follow.

The branding process has been guided by the Tourism Advisory Committee composed of community stakeholders and tourism businesses. At present, outreach and comments on the proposed brand are being gathered by community groups, individuals, businesses, and the City. These comments will go to the Tourism Advisory Committee and inform the final selection of the tourism brand.

Once selected, it is anticipated the tourism brand will be submitted for copyright within the State of Oregon. This process is being researched and further updates will follow.

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The Tourism Plan

Building the Foundation for Future Success

Court Carrier, Tourism Consultant

June 22, 2020 City Council Presentation

The Tourism Plan Building Blocks- Forest Grove

Re-Branding Forest Grove-(In Home Stretch)

Strategic Plan-(Final in TAC hands)

Marketing Plan-(Drafting Begun with Branding Progress Guidance)

Mission and Vision Statements- (Done)

Tourism Advisory Committee (Appointed and meeting monthly)

Tourism Assets and Resources Inventory (TAC reviews 6-25-20)

Tourism Advisory Committee Members

| | |
|--|--|
| Court Carrier- Consultant, Tourism | Carolyn McCormick- WCVA (Ad-Hoc) |
| Jeff King – Forest Grove Economic Development | Juanita Lint- FG /Cornelius Chamber |
| Jennifer Prickett- GM, McMenamins Grand Lodge | Tina Rust- Regional Director, Best Western Hotel |
| Charlene Murdock- Nana Cardoons, Chef/Owner | Lois Hornberger- Retired Chamber and Pac. Univ. |
| Carl Switzer- Washington County Parks Director | Mary Jo Morelli- Sojourn FG- Tours/History |
| Jill Thornton- Pacific U. Events and Conferences | Kymerli Contreras- Adelante Mujeres |
| Laurine Apolloni- Apolloni Winery | Rob Foster- Retired, Active Cyclist |
| Kristen Ling- A Framers Touch Gallery | Steve Vuylsteke- SakeOne Brewery |
| Nikki DeBuse- Pamplin Media, Publisher | Thomas Gilstrap- Bites, Pac Thai, Kafe' |
| Sydney McMurry- Sales Manager- McMenamins | Harry Dalgaard- Retired, Avanti Destinations |

Tourism Branding Subcommittee Members

| Carolyn McCormick | Steve Vuylsteke |
|--------------------------------|------------------------|
| Lois Hornberger | Carl Switzer |
| Kristen Link | Jeffrey King |
| Court Carrier | Holly MacFee |
| Dani Guralnick | Andrew Dickson |
| *MEETINGS EVERY 2 WEEKS | |

Lookout & Company has been doing stellar work for Forest Grove, resulting in very strong creative efforts and almost unanimous acceptance by our Branding Team Professionals from the Community. Here is Holly MacFee to share the work that has been done thus far.....*Court Carrier- Consultant, Tourism*

High Level Process Overview

- In person visit to Forest Grove by Lookout team
- Reviewed local marketing/collateral
- Reviewed competitive set branding (towns)
- Kick off meeting with and inputs from Tourism Advisory Committee (TAC) and local brand storytellers
- Brand input survey sent to:
 - TAC, City Council, Chamber of Commerce Board, Economic Development Commission, Arts and the Recreation Commissions, North Willamette Vintners
 - Synthesized feedback and reported that to TAC
- Brand advisory team formed
- Presented creative territories (brand positionings)/taglines
- Presented logo directions based on chosen creative territory
- Logo chosen; provided color study; colors chosen
- Developing concept ads (in progress right now - refining comps)
- Next up: Work of graphic elements, typography, etc. for style guide & design enews & website comps
- Finish up style guide & ads and ship all the elements to client by July 3rd



Audiences

But first, let's revisit our AUDIENCES.

Given our resources, our strongest market will be the regional drive market. Depending on budget levels, we may be able to get some messaging as far as Boise or Seattle, however the biggest bang for your investment will come from the Southwest WA - Portland - I-5 south - Salem - Eugene - corridor, as well as Bend markets. We should also consider North Coast residents. After all, Forest Grove is the first wine country town they hit when they come over the coast range.

Because of your smack-dab-in-the-middle of so many great things locale, Forest Grove can message to a lot of different groups who will love what you have to offer.

- **Cyclists**
- **Wine lovers**
- **Culinary travelers**
- **Family fun seekers**
- **History buffs**
- **Small town lovers**
- **Hikers, Nature Lovers, Birdwatchers**
- **Scenic byway wanderers**
- **Agritourists**
- **Water sports enthusiasts**

- **Event goers - based on event**
- **Pacific University visiting families, faculty and artists**
- **Local business visitors (i.e., Intel)**
- **McMenamins Grand Lodge Guests**

Well-Traveled Routes:

- **99 Travelers** - People coming from Salem to the north coast usually head right through Forest Grove
- **Sunset Highway Travelers** - People coming from Portland, even Pendleton and as far as Boise travel this route. Just a hop of 26, Forest Grove makes for a great stop en route to the coast. Get them there once, they'll be back!

What's the profile of these niche travelers?

While each one varies a bit, we believe your overall sweetspot is the **Weekend Soft Adventurer/Weekend Explorers**. Forest Grove is an easy, super accessible, affordable destination with so much to see and do both in town and out, but none of the pretense, crowds or high prices of other wine country destinations.



Chosen creative territory/positioning

Branch Out in Forest Grove

There's a difference between vacationing and traveling. Sure there is plenty of overlap, but a vacation is really about relaxing—it might mean going to the family cabin or back to a favorite beach.

But traveling is about seeing and trying new things. Whereas vacation is comforting and safe, traveling is romantic and expansive. It's how we grow as people, become more curious and expand our world view.

There are any number of often-crowded destinations within 2 hours of Portland that people typically consider. But Forest Grove isn't currently on most people's go-to "getaway" list. So here's our chance to pique their curiosity with something NEW. After being cooped up for so long, people are itching to get out and try something new. Not only is Forest Grove convenient and affordable, but it also offers up immersive experiences many people haven't ever had, or had in a long time.

For those who travel less often, it's an easy entry into incredible wine country, diverse, delicious-yet-approachable food, sake brewed on site and a chance to meet and interact with the winemakers, chefs and sake experts. Not to mention incredible access to hiking, birding, biking and scenic drives.

For more experienced, urban travelers it's a chance to slow down and get your hands dirty on a farm, feel the exhilaration of water skiing Hagg Lake, explore the charms, history and unexpectedly quirky festivals of small town Oregon, all on top of wine country, cycling and more.

While we want to bring people to the town of Forest Grove itself, and create a sense of destination, we also want people to travel the entire area, from the farms and vineyards to the lakes and forest and even to the Coast or Gorge, depending on from how far and for how long folks are coming. Or put another way, it's high time people branch out and try something new in Forest Grove.

Branch Out in Forest Grove

Sample copy lines:

Sure we've got hiking and biking. And fishing and golfing. And kayaking. And water skiing. And zip-lining. Do you want us to keep going?

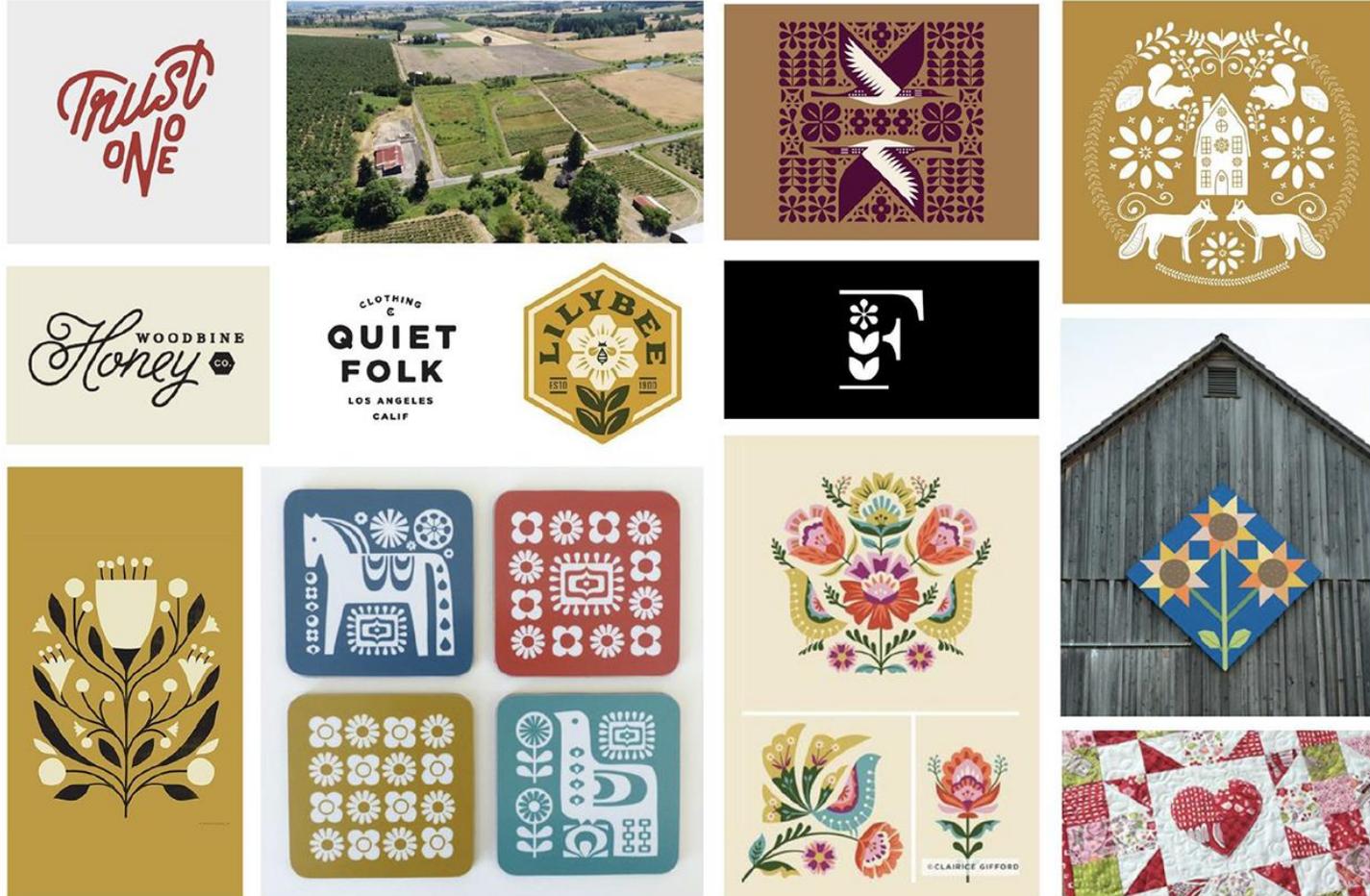
If you've never heard a hundred Barbershop Quartets, danced in a Hawaiian Luau, or partaken in a Sidewalk Chalk Art Fest, we can help you fix that.

Yes, we pour locally brewed IPA and nearby grown, award-winning Oregon Pinot Noir. Alongside dozens upon dozens of other beers, varietals and even locally distilled sake.

Come for the charming downtown, stay for the easy access to incredible wine country, working farms, lakes, forests and cycling.

If you've never gone sake tasting after a day of zip lining you're coming to the right place.





Chosen mood board:

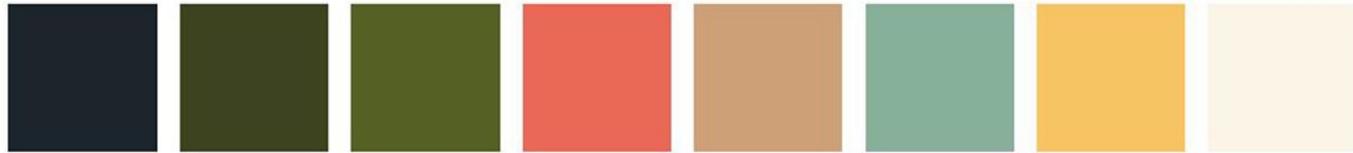
- Reflects European heritage of early settlers
- Invites feelings of home and country charm
- Warm and friendly
- Incorporates nature imagery, which is in abundance in Forest Grove

The logo



Like the mood board, the logo incorporates nature imagery, and a European folk art style. There is no one else in Oregon using this design style, so it's very unique and ownable, while remaining warm and inviting.





discoverforestgrove.org

Yes, we pour locally brewed IPA
and nearby grown, award-winning
Oregon Pinot Noir. Alongside dozens
upon dozens of other beers, varietals
and even locally crafted sake.



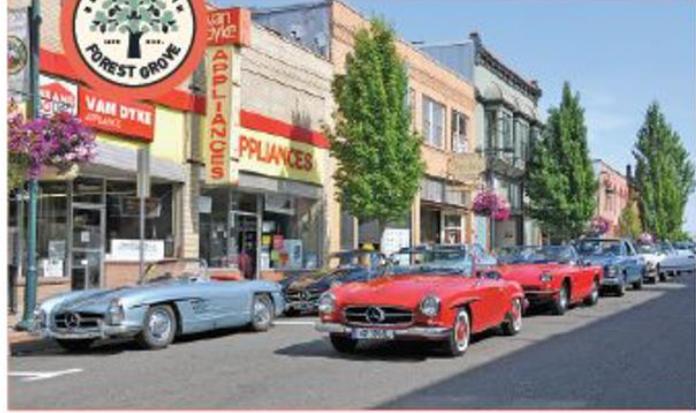
discoverforestgrove.org

Sure we've got hiking and biking.
And fishing and golfing. And water
skiing. And kayaking. And zip-lining.
Do you want us to keep going?



discoverforestgrove.org

Come for the charming downtown,
stay for the easy access to incredible
wine country, working farms, lakes,
forests and cycling.



Note: images/text may appear low res due to google slides display limitations; final art will be high res/crisp

THANK YOU

HOLLY MACFEE | 503.830.6191 | HOLLY@LOOKOUTCO.COM



A place where families and businesses thrive.

| | |
|--------------------------------|-----------------------|
| <i>CITY RECORDER USE ONLY:</i> | |
| AGENDA ITEM #: | 6. 1. & 6. 2. & 6. 3. |
| MEETING DATE: | 06/22/2020 |
| FINAL ACTION: | 6. 1. RESO 2020-58 |
| | 6. 2. RESO 2020-59 |
| | 6. 3. RESO 2020-60 |

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 22, 2020*

PROJECT TEAM: *Paul Downey, Administrative Service Director*

SUBJECT TITLE: *Resolutions to Adopt FY 2020-21 Budget, Make Appropriations for FY 2020-21, and Levy Property Taxes for FY 2020-21*

ACTION REQUESTED:

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

X all that apply

ISSUE STATEMENT: The Budget Committee approved the Proposed FY 2020-21 Budget with changes on June 4, 2020, in the amount of \$128,709,175. The City Council now needs to adopt the FY 2020-21 Approved Budget with any changes approved by the City Council, levy the property taxes for FY 2020-21, and make the appropriations that set the legal expenditure level in each fund for FY 2020-21.

BACKGROUND: Staff is proposing the following three changes to the Approved Budget:

- Adding back to General Fund reserves the \$25,000 that the City will be reimbursed by CARES funds from Washington County for its business assistance programs for eligible business outside the Urban Renewal Agency boundaries.
- Increase in Professional Services in the General Fund Planning Department of \$67,000 to allow for:
 - \$11,000 in funding for traffic projections as part of the Oak Area study that is starting. The traffic information will be needed for future approvals of potential zoning and other changes by the City Council and Metro. Funding will come from General Fund reserves.
 - \$56,000 in funding from a State of Oregon Land Conservation and Development Commission (LCDC) Grant for a supplemental System Development Charge (SDC) study for the Westside Planning Area.
- Light and Power Department is in the process of purchasing materials and equipment for its transmission line and substation project. It is not known when all the materials will be ordered or when the deliveries of the equipment will occur so a budget change is proposed to budget some of the expenditures in both fiscal years. Beginning Fund Balance Revenue will be increased by \$250,000 and Capital

Outlay will be increased by the same amount to allow for the expenditure of funds to purchase the equipment.

The Adopted Budget increased by \$331,000 to \$129,040,175 after the above changes. Staff has prepared the necessary resolutions, which incorporate the changes in this memorandum for Council's consideration.

FISCAL IMPACT: The fiscal impact of the changes has been discussed above.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolutions to adopt the FY 2020-21 Budget, levy the taxes approved by the Budget Committee for FY 2020-21, and establish the legal appropriations for FY 2020-21.

ATTACHMENT(s): Resolutions Adopting Budget for Fiscal Year Commencing July 1, 2020, and Ending June 30, 2021; Levying and Categorizing Taxes for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2020, and Ending June 30, 2021; and Making Appropriations for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2020, and Ending June 30, 2021.

A public meeting of the City of Forest Grove will be held on June 22, 2020, at 7:00 p.m. at the Community Auditorium, 1915 Main Street, Forest Grove, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020, as approved by the City of Forest Grove Budget Committee. The public may attend and observe in the Community Auditorium, 1915 Main Street, as space allows (no more than 25 persons total at one time). However, the public is encouraged to observe the meetings through Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE on Channel 30 or live streamed on MACC TVCTV YouTube Channel 30. Comments may be submitted in writing by 3 pm on June 22, 2020, via email to bmaughan@forestgrove-or.gov or in person if attending the meeting in the Community Auditorium.

A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 1924 Council Street, Forest Grove, Oregon, between the hours of 9:00 a.m. and 5:00 p.m. or online at www.forestgrove-or.gov. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Paul Downey, Director of Administrative Services Telephone: 503-992-3200 Email: pdowney@forestgrove-or.gov

| FINANCIAL SUMMARY - RESOURCES | | | |
|---|----------------------------|---------------------------------------|--|
| TOTAL OF ALL FUNDS | Actual Amount 2018-2019 | Adopted Budget This Year 2019-2020 | Approved Budget Next Year 2020-2021 |
| Beginning Fund Balance/Net Working Capital | 56,758,696 | 61,594,958 | 64,851,939 |
| Fees, Licenses, Permits, Fines, Assessments & Other Service Charges | 37,649,829 | 37,246,407 | 36,084,585 |
| Federal, State & all Other Grants, Gifts, Allocations & Donations | 6,548,108 | 6,273,096 | 10,522,571 |
| Revenue from Bonds and Other Debt | | | |
| Interfund Transfers / Internal Service Reimbursements | 5,118,582 | 2,635,976 | 4,173,127 |
| All Other Resources Except Current Year Property Taxes | 4,274,497 | 2,447,446 | 4,388,746 |
| Current Year Property Taxes Estimated to be Received | 8,826,162 | 10,036,208 | 8,688,207 |
| Total Resources | 119,175,874 | 120,237,091 | 128,709,175 |

| FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION | | | |
|---|--------------------|--------------------|--------------------|
| Personnel Services | 20,817,596 | 24,053,762 | 24,997,758 |
| Materials and Services | 23,894,793 | 26,502,788 | 27,105,375 |
| Capital Outlay | 5,180,446 | 25,760,941 | 31,608,841 |
| Debt Service | 856,948 | 851,460 | 861,533 |
| Interfund Transfers | 1,965,455 | 2,632,975 | 2,277,435 |
| Contingencies | 0 | 5,118,147 | 4,697,397 |
| Special Payments | | | |
| Unappropriated Ending Balance and Reserved for Future Expenditure | 66,460,636 | 35,317,018 | 37,160,836 |
| Total Requirements | 119,175,874 | 120,237,091 | 128,709,175 |

| FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM * | | | |
|---|--------------------|--------------------|--------------------|
| Name of Organizational Unit or Program FTE for that unit or program | | | |
| Name Administration | 12,457,326 | 12,428,780 | 12,650,784 |
| FTE | 30.55 | 31.55 | 31.05 |
| Name Public Safety | 11,183,948 | 13,178,570 | 13,068,304 |
| FTE | 58 | 59 | 61 |
| Name Community Service | 3,205,056 | 3,678,835 | 3,788,529 |
| FTE | 31.13 | 31.30 | 31.05 |
| Name Public Works | 59,169,584 | 59,397,726 | 67,473,904 |
| FTE | 29.89 | 29.89 | 29.64 |
| Name Light & Power | 25,493,127 | 24,577,334 | 25,527,341 |
| FTE | 24.66 | 23.66 | 23.66 |
| Non-Departmental / Non-Program | 7,666,833 | 6,975,846 | 6,200,313 |
| FTE | | | |
| Total Requirements | 119,175,874 | 120,237,091 | 128,709,175 |
| Total FTE | 174.23 | 175.40 | 176.40 |

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The Approved Budget for FY 2020-21 is relatively unchanged for activities included in the budget and revenue sources to fund those activities. Total staffing is relatively unchanged although there are changes in some departments with the principal changes being: 1) in the Fire Department, adding 1.0 FTE through a SAFER grant; and 2) reclassifying a Journeyman Lineman position into a Pre-Apprentice Lineman and an Apprentice Tree Trimmer in the Light & Power Department.

Major capital projects including planning for a Development Service Annex to house the Engineering and Community Development departments under one roof and the completion of construction at Roger's Park.

For more detailed information, please go to the FY 2020-21 Proposed Budget document for the City of Forest Grove on the City's website at www.forestgrove-or.gov.

| PROPERTY TAX LEVIES | | | |
|---|-------------------------------------|---|--|
| | Rate or Amount Imposed 2018-2019 | Rate or Amount Imposed This Year 2019-2020 | Rate or Amount Approved Next Year 2020-2021 |
| Permanent Rate Levy (rate limit \$3.9554 per \$1,000) | 3.9554 | 3.9554 | 3.9554 |
| Local Option Levy | 1.6 | 1.6 | 1.6 |
| Levy For General Obligation Bonds | | | |

| STATEMENT OF INDEBTEDNESS | | |
|---------------------------|--|--|
| LONG TERM DEBT | Estimated Debt Outstanding on July 1. | Estimated Debt Authorized, But Not Incurred on July 1 |
| General Obligation Bonds | \$0 | |
| Other Bonds | \$0 | |
| Other Borrowings | \$4,447,180 | |
| Total | \$4,447,180 | |

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

150-504-073-2 (Rev. 11-18)

RESOLUTION NO. 2020-58

**RESOLUTION ADOPTING BUDGET FOR FISCAL YEAR
COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021**

WHEREAS, the Budget Committee of the City of Forest Grove has approved a budget for the City for the Fiscal Year commencing July 1, 2020, pursuant to the provisions of Oregon Local Budget Law; and

WHEREAS, changes have been proposed to the Budget approved by the Budget Committee, and

WHEREAS, a hearing has been held before the City Council as required by law and it appears to the Council that the Approved Budget as changed by the City Council should be adopted.

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

Section 1. That the City Council hereby adopts the FY 2020-21 Budget approved by the Budget Committee of the City of Forest Grove in the amount of \$129,040,175.

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

PRESENTED AND PASSED this 22nd day of June, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2020.

Peter B. Truax, Mayor

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RESOLUTION NO. 2020-59

**RESOLUTION MAKING APPROPRIATIONS FOR
THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, FOR
THE FISCAL YEAR COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021**

WHEREAS, the City Council has adopted the FY 2020-21 Budget now on file in the office of the City Recorder.

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

Section 1. That the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2020, and for the following purposes are hereby appropriated as follows:

| | <u>General Fund</u> | |
|-----------------------------------|---------------------|-------------------|
| Legislative & Executive | \$ | 634,621 |
| Administrative Services | | 3,499,256 |
| Library | | 1,422,904 |
| Planning | | 645,950 |
| Engineering | | 1,014,158 |
| Police Services | | 6,764,175 |
| Fire Department | | 5,112,032 |
| Aquatics | | 737,297 |
| Parks and Recreation | | 849,099 |
| Municipal Court | | 390,112 |
| Contingencies | | <u>750,000</u> |
| Total General Fund Appropriations | \$ | <u>21,819,604</u> |
| | | |
| | <u>Light Fund</u> | |
| Electric Services | \$ | 20,314,414 |
| Debt Service | | 305,513 |
| Transfers | | 1,197,640 |
| Contingencies | | <u>1,000,000</u> |
| Total Light Fund Appropriations | \$ | <u>22,817,567</u> |

Sewer Fund

| | |
|---------------------------------|---------------------|
| Sewer Services | \$ 1,725,149 |
| Transfers | 86,673 |
| Contingencies | 750,000 |
| Total Sewer Fund Appropriations | \$ <u>2,561,822</u> |

Sewer SDC Fund

| | |
|-------------------------------------|-------------------|
| Sewer Infrastructure Construction | \$ 197,000 |
| Debt Service | 120,000 |
| Contingencies | 48,000 |
| Total Sewer SDC Fund Appropriations | \$ <u>365,000</u> |

Water Fund

| | |
|---------------------------------|---------------------|
| Water Services | \$ 5,368,139 |
| Debt Service | 436,020 |
| Transfers | 334,017 |
| Contingencies | 1,298,250 |
| Total Water Fund Appropriations | \$ <u>7,436,426</u> |

Water SDC Fund

| | |
|-------------------------------------|-------------------|
| Water Infrastructure Construction | \$ 808,000 |
| Transfers | 1,400 |
| Contingencies | 150,000 |
| Total Water SDC Fund Appropriations | \$ <u>959,400</u> |

Surface Water Management Fund

| | |
|-------------------------------|---------------------|
| SWM Services | \$ 1,287,389 |
| Transfers | 62,787 |
| Contingencies | 100,000 |
| Total SWM Fund Appropriations | \$ <u>1,450,176</u> |

SWM SDC Fund

| | |
|-----------------------------------|-------------------|
| SWC Infrastructure Construction | 155,000 |
| Contingencies | 64,897 |
| Total SWM SDC Fund Appropriations | \$ <u>219,897</u> |

| <u>Street Fund</u> | |
|----------------------------------|---------------------|
| Street Services | \$ 2,609,969 |
| Contingencies | 150,000 |
| Total Street Fund Appropriations | \$ <u>2,759,969</u> |

| <u>Building Permits Fund</u> | |
|--|---------------------|
| Building Permit Services | \$ 967,156 |
| Transfers | 231,938 |
| Contingencies | 100,000 |
| Total Building Permits Fund Appropriations | \$ <u>1,299,094</u> |

| <u>Community Enhancement Fund</u> | |
|---|-------------------|
| Materials & Services | \$ 123,360 |
| Transfers | 8,000 |
| Total Community Enhancement Fund Appropriations | \$ <u>131,360</u> |

| <u>Library Endowment Fund</u> | |
|---|-----------------|
| Materials & Services | \$ 4,212 |
| Total Library Endowment Fund Appropriations | \$ <u>4,212</u> |

| <u>Street Tree Fund</u> | |
|---------------------------------------|------------------|
| Materials & Services | \$ 64,516 |
| Transfers | 1,000 |
| Total Street Tree Fund Appropriations | \$ <u>65,516</u> |

| <u>Transportation System Fund</u> | |
|---|-------------------|
| Materials & Services | \$ 550,000 |
| Total Transportation System Fund Appropriations | \$ <u>550,000</u> |

| <u>Public Arts Donations Fund</u> | |
|---|------------------|
| Materials & Services | \$ 23,520 |
| Total Public Arts Donations Fund Appropriations | \$ <u>23,520</u> |

| <u>Facility Major Maintenance Fund</u> | |
|---|----------------|
| Capital Outlay | \$ 874,466 |
| Total Facility Major Maint. Fund Appropriations | <u>874,466</u> |

| <u>Forfeiture Fund</u> | |
|--------------------------------------|------------|
| Materials & Services | \$ 360 |
| Total Forfeiture Fund Appropriations | <u>360</u> |

Equipment Fund

| | |
|-------------------------------------|---------------------|
| Vehicle Services | \$ 1,192,613 |
| Contingencies | <u>200,000</u> |
| Total Equipment Fund Appropriations | \$ <u>1,392,613</u> |

Fire Equipment Replacement Fund

| | |
|---|-------------------|
| Capital Outlay | \$ 179,000 |
| Contingencies | <u>11,250</u> |
| Total Fire Equip. Replacement Fund Appropriations | \$ <u>190,250</u> |

Information Systems Fund

| | |
|---|-------------------|
| Information System Services | 449,002 |
| Contingencies | <u>25,000</u> |
| Total Information Systems Fund Appropriations | \$ <u>474,002</u> |

City Utility Fund

| | |
|--|-------------------|
| Materials & Services | \$ <u>235,234</u> |
| Total City Utility Appropriations & Fund | \$ <u>235,234</u> |

Risk Management Fund

| | |
|---|-------------------|
| Risk Management Services | \$ 713,601 |
| Transfers | 40,000 |
| Contingencies | <u>50,000</u> |
| Total Risk Management Fund Appropriations | \$ <u>803,601</u> |

Bikeway Improvements Fund

| | |
|--|------------------|
| Capital Outlay | \$ <u>41,349</u> |
| Total Bikeway Improvements Fund Appropriations | \$ <u>41,349</u> |

Park System Development Fund

| | |
|--|---------------------|
| Park System Construction | \$ <u>5,664,553</u> |
| Total Park System Develop. Fund Appropriations | \$ <u>5,664,553</u> |

Traffic Impact Fund

| | |
|--|---------------------|
| Capital Outlay | \$ <u>2,374,037</u> |
| Total Traffic Impact Fund Appropriations | \$ <u>2,374,037</u> |

| | |
|---|---------------------------|
| <u>Transportation Development Tax Fund</u> | |
| Capital Outlay | \$ 12,551,588 |
| Total Traffic Impact Fund Appropriations | \$ <u>12,551,588</u> |
| <u>Capital Projects Fund</u> | |
| Capital Projects | \$ 3,910,680 |
| Total Capital Projects Fund Appropriations | \$ <u>3,910,680</u> |
| <u>CIP Excise Tax Fund</u> | |
| Capital Outlay | \$ 323,600 |
| Transfers | 313,980 |
| Total CIP Excise Tax Fund Appropriations | \$ <u>637,580</u> |
| <u>Trail Systems Fund</u> | |
| Materials & Services | \$ 37,926 |
| Total Trail Systems Fund Appropriations | \$ <u>37,926</u> |
| <u>City Transient Lodging Tax Fund</u> | |
| Materials & Services | \$ 112,982 |
| Capital Outlay | \$ 100,555 |
| Total Transient Lodging Tax Fund Appropriations | \$ <u>213,537</u> |
| Total APPROPRIATIONS, All Funds | \$ 91,865,339 |
| Total Unappropriated Amounts, All Funds | \$ <u>37,174,836</u> |
| TOTAL ADOPTED BUDGET | \$ <u>129,040,175</u> |

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

PRESENTED AND PASSED this 22nd day of June, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2020.

Peter B. Truax, Mayor

RESOLUTION NO. 2020-60

**RESOLUTION LEVYING AND CATEGORIZING TAXES FOR
THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON,
FOR THE FISCAL YEAR COMMENCING JULY 1, 2020, AND ENDING
JUNE 30, 2021**

WHEREAS, the City Council has adopted the FY 2020-21 Budget now on file in the office of the City Recorder.

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

Section 1. That the following ad valorem property taxes are hereby imposed and categorized for tax year 2020-21 upon the assessed value of all taxable property within the City for tax year 2020-21: 1) at the rate of \$3.9554 per \$1,000 of assessed value for the permanent rate tax; and 2) at the rate of \$1.60 per \$1,000 of assessed value for the local option levy expiring June 30, 2023.

Section 2. The taxes imposed are hereby categorized for purposes of Article XI, Section 11b, as:

| | <u>Subject to the General Government Limitation</u> | <u>Excluded from the Limitation</u> |
|----------------------------------|---|---|
| General Fund – Permanent Rate | \$3.9554/\$1,000 | |
| General Fund – Local Option Levy | \$1.6000/\$1,000 | |
| | ----- | ----- |
| Category Total | \$5.5554/\$1,000 | \$0 |

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

PRESENTED AND PASSED this 22nd day of June, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2020.

Peter B. Truax, Mayor



A place where families and businesses thrive.

| | |
|--------------------------------|---------------------------|
| <i>CITY RECORDER USE ONLY:</i> | |
| AGENDA ITEM #: | <u>6. 4.</u> |
| MEETING DATE: | <u>06/22/2020</u> |
| FINAL ACTION: | <u>6. 4. RESO 2020-61</u> |

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 22, 2020*

PROJECT TEAM: *Paul Downey, Administrative Services Director*

SUBJECT TITLE: *Resolution Adopting the FY 2020-25 Capital Improvements Program*

ACTION REQUESTED:

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

X all that apply

ISSUE STATEMENT: The Capital Improvements Program (CIP) for FY 2020-25 was approved by the Budget Committee and now needs to be adopted by the City Council.

BACKGROUND: The CIP forms the basis of the capital projects that the City is planning to accomplish over the next five years. Projects funded by SDC funds need to be listed in the CIP in order for SDC funds to be expended on those projects. No changes have been made to the CIP for FY 2020-25 that was approved by the Budget Committee.

FISCAL IMPACT: Projects to be completed in FY 2020-25 are reflected in the appropriate funds in the FY 2020-21 Budget that the Council will be asked to adopt tonight.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution adopting the FY 2020-25 Capital Improvements Program.

ATTACHMENT(s): Resolution Adopting the FY 2020-25 Capital Improvements Program

RESOLUTION NO. 2020-61

**RESOLUTION ADOPTING THE FY 2020-25
CAPITAL IMPROVEMENTS PROGRAM**

WHEREAS, the Capital Improvements Program is an ongoing five-year schedule of physical improvements and major equipment purchases; and

WHEREAS, the Capital Improvements Program is a planning and budgeting tool used to ensure residents continue to receive services in the future; and

WHEREAS, projects to be funded with system development charges need to be included in the Capital Improvements Program; and

WHEREAS, the Budget Committee has reviewed and approved the Capital Improvements Program.

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

Section 1. That the City Council hereby adopts the FY 2020-25 Capital Improvements Program.

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

PRESENTED AND PASSED this 22nd day of June, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2020.

Peter B. Truax, Mayor



A place where families and businesses thrive.

| | |
|--------------------------------|--|
| <i>CITY RECORDER USE ONLY:</i> | |
| AGENDA ITEM #: | 6. 5. & 6. 6. |
| MEETING DATE: | 06/22/2020 |
| FINAL ACTION: | 6. 5. RESO 2020-62 6. 6. RESO 2020-63 |

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 22, 2020*

PROJECT TEAM: *Paul Downey, Administrative Services Director*

SUBJECT TITLE: *State Revenue Sharing Resolutions*

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

ISSUE STATEMENT: In order to receive State Revenue Sharing, the City is required by the State to elect to participate in the State Revenue Sharing Program and to certify services. The attached resolutions fulfill the requirement of certifying the services provided by the City and electing to receive state revenues for FY 2020-21.

BACKGROUND: Before the City can elect to participate in the State Revenue Sharing Program, the City is required to hold two hearings on the use of the funds. The Budget Committee meeting of May 28, 2020, was one of those meetings and the second will occur June 22, 2020, when the Council holds its public hearing on the budget. For fiscal year 2020-21, the City is projected to receive \$467,028 in Alcohol Tax revenue, \$28,453 in Cigarette Tax revenue, \$88,382 in State Marijuana Tax revenue, \$326,920 in State Revenue Sharing, and \$1,687,264 in State Gasoline Tax revenue. For budgetary purposes, the Alcohol Tax is allocated to the Police Department, the Cigarette Tax is allocated to the Fire Department, and the State Marijuana Tax and the State Shared Revenue are put in General Fund Discretionary Revenue. State Gasoline Tax is distributed 99% to the Street Fund and 1% to the Bikeways and Pedestrian Fund.

FISCAL IMPACT: If the City decided not to accept the State Shared Revenue, the City will have to reduce General Fund expenditures by \$910,783 or use General Fund reserves to make up for the loss of that revenue. In the Street Fund, road maintenance activities would stop.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolutions so the City can receive State Shared Revenue in FY 2020-21.

ATTACHMENT(s): Resolution Certifying Services Provided by the City of Forest Grove and Resolution Declaring the City’s Election to Receive State Revenues

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RESOLUTION NO. 2020-62

**RESOLUTION CERTIFYING SERVICES PROVIDED
BY THE CITY OF FOREST GROVE**

WHEREAS, ORS 221.760 provides as follows:

Section One: The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police Protection
- (2) Fire Protection
- (3) Street Construction, Maintenance and Lighting
- (4) Sanitary Sewer
- (5) Storm Sewers
- (6) Planning, Zoning and Subdivision Control
- (7) One or more Utility Services

WHEREAS, City officials recognize the desirability of assisting the State Officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760;

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

Section 1. That the City of Forest Grove hereby certifies that it provides the following municipal services enumerated in Section 1, ORS 221.760:

- (1) Police Protection
- (2) Fire Protection
- (3) Street Construction, Maintenance and Lighting
- (4) Sanitary Sewer
- (5) Storm Sewers
- (6) Planning, Zoning and Subdivision Control
- (7) Municipal Electric and Water Utility Services

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

PRESENTED AND PASSED this 22nd day of June, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2020.

Peter B. Truax, Mayor

RESOLUTION NO. 2020-63

**RESOLUTION DECLARING THE CITY'S ELECTION
TO RECEIVE STATE REVENUES**

The City of Forest Grove resolves as follows:

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for Fiscal Year 2020-21.

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

PRESENTED AND PASSED this 22nd day of June, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2020.

Peter B. Truax, Mayor

I certify that a Public Hearing before the Budget Committee was held May 28, 2020, and a Public Hearing before the City Council was held June 22, 2020, giving citizens an opportunity to comment on use of State Revenue Sharing.

Attested: _____
Anna D. Ruggles, City Recorder



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| <i>CITY RECORDER USE ONLY:</i> | |
| AGENDA ITEM #: | <u>6.7.</u> |
| MEETING DATE: | <u>06/22/2020</u> |
| FINAL ACTION: | <u>6.7. RESO 2020-64</u> |

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 22, 2020*

PROJECT TEAM: *Paul Downey, Administrative Services Director*

SUBJECT TITLE: *Capital Improvements Program Excise Tax Renewal for FY 2020-21*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

ISSUE STATEMENT: The ordinance that created the Capital Improvements Program (CIP) Excise Tax requires the tax to be re-authorized by resolution each fiscal year.

BACKGROUND: The CIP excise tax was initiated in 1990. The City Code restricts the use of the revenue generated by the CIP excise tax to the General Government and Public Safety programs within the Capital Improvements Program. The Code requires the tax be reviewed on an annual basis by the Budget Committee and be approved each year by the City Council. If the tax is not reauthorized, the City cannot collect the revenue.

The City last increased the tax rate on July 1, 2014. Staff is not proposing any fee increase for the coming fiscal year. The City expects to collect about \$369,000 in revenue from the CIP excise tax in FY 2020-21.

Most of the excise tax is used to fund public safety capital needs particularly police and fire vehicle replacements. As in prior years, 90% of the revenue will be used in the Fire and Police Departments, while the other 10% will be used in General Government Programs. Other proposed expenditures in the CIP Excise Tax Fund in FY 2020-21 include the second year of police body-worn cameras, replacement of ballistic helmets and shields, citation writing software, and additional mobile data consoles and vehicle storage units for the Police Department. Other expenses include interpretive signage for Thatcher Park and new tables and chairs for the Community Auditorium.

The CIP Excise Tax is accounted for in a separate fund to ensure that the tax proceeds are spent as required by the resolution.

FISCAL IMPACT: If the CIP Excise Tax is not renewed, the City will need to find an alternative source of revenue for police vehicle and fire apparatus replacement. Also, some of the other

projects that would be funded with this revenue will not occur unless alternative revenue is found for those projects.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution adopting the renewal of the CIP Excise Tax for FY 2020-21.

ATTACHMENT(s): Resolution Adopting the Capital Improvements Program Excise Tax and Repealing Resolution 2019-39

RESOLUTION NO. 2020-64

**RESOLUTION ADOPTING THE CAPITAL IMPROVEMENTS PROGRAM
EXCISE TAX AND REPEALING RESOLUTION 2019-39**

WHEREAS, the Budget Committee has reviewed and the City Council has adopted the FY 2020-25 Capital Improvements Program (CIP); and

WHEREAS, the City has an ordinance to impose a CIP Excise Tax to fund the Public Safety and General Government programs within the Capital Improvements Program; and

WHEREAS, the City Council recognizes the relationship between quality service delivery and investments in capital equipment and facilities; and

WHEREAS, funding for capital equipment and facilities is necessary to ensure residents of Forest Grove continue to receive quality services in the future.

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

Section 1. Resolution 2019-39 is repealed effective June 30, 2020.

Section 2. The City shall impose a CIP Excise Tax for the purpose of funding the Public Safety and General Government Programs within the CIP.

Section 3. The tax shall be based on the amount of required revenue distributed among residential, general service and industrial classes of utility customers. The tax will appear on each utility bill. The CIP Excise Tax shall be fixed as follows:

| <u>CLASS</u> | <u>MONTHLY RATE</u> |
|---------------------------|---------------------|
| Residential | \$3.00 |
| Commercial – Single Phase | \$7.50 |
| All Others | \$15.00 |

Section 4. The CIP Excise Tax will be effective July 1, 2020.

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

PRESENTED AND PASSED this 22nd day of June, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2020.

Peter B. Truax, Mayor

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| <u>CITY RECORDER USE ONLY:</u> | |
| AGENDA ITEM #: | <u>6. 8.</u> |
| MEETING DATE: | <u>06/22/2020</u> |
| FINAL ACTION: | <u>6. 8. RESO 2020-65</u> |

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 22, 2020*

PROJECT TEAM: *Paul Downey, Administrative Services Director
Michael Kinkade, Fire Chief*

SUBJECT TITLE: *Homeland Security Grant Budget Resolution – Exhaust System Replacement*

ACTION REQUESTED:

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

X all that apply

ISSUE STATEMENT: The City has received grant funding from the Department of Homeland Security (DHS) to replace its current diesel exhaust extraction system with a new source capture diesel exhaust extraction system. The project was originally budgeted to be completed in FY 2018-19 but was delayed by the contractor and the project was not started until FY 2019-20. The project was not budgeted in FY 2019-20 so the project expenditure and the grant revenue need to be appropriated in FY 2019-20. A resolution has been prepared to appropriate the expenditure of the grant funds in FY 2019-20.

FISCAL IMPACT: ORS 294.326(3) allows the expenditure of proceeds from grant or gifts to be made during the current fiscal year after the enactment of a resolution or ordinance. The appropriation authorizing the expenditure can be done by resolution without using the formal supplemental budget process. The attached appropriation resolution is necessary to prevent an over-expenditure of the appropriation authority in the Fire Equipment Replacement Fund (FERF).

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

ATTACHMENT(s): Resolution Authorizing The Expenditure Of Department Of Homeland Security Grant Funds In The Fire Equipment Replacement Fund For A Source Capture Diesel Exhaust System At The City's Fire Station

RESOLUTION NO. 2020-65

**RESOLUTION AUTHORIZING THE EXPENDITURE OF DEPARTMENT
OF HOMELAND SECURITY GRANT FUNDS IN THE FIRE EQUIPMENT
REPLACEMENT FUND FOR A SOURCE CAPTURE DIESEL EXHAUST SYSTEM
AT THE CITY'S FIRE STATION**

WHEREAS, the Local Budget Law (ORS 294.326(3)) allows the expenditure of proceeds from grant or gifts to be made during the current fiscal year after the enactment of a resolution or ordinance; and

WHEREAS, the City of Forest Grove (City) received a \$130,000 Department of Homeland Security grant for the replacement of its Fire Station's diesel exhaust extraction system; and

WHEREAS, City and the Forest Grove Rural Fire District each matched an additional \$6,500 for the project; and

WHEREAS, the expenditure of the additional grant funds needs to be appropriated.

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

Section 1. In the Fire Equipment Replacement Fund, Homeland Security Grant Revenue (3552300 4200) is increased by \$130,000 and appropriations expenditure account titled Building Improvements (3552300 7005) is increased by \$130,000 for the purchase and installation of the exhaust system. Total Fire Equipment Replacement Fund Capital Outlay appropriations is increased to \$800,000.

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

PRESENTED AND PASSED this 22nd day of June, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2020.

Peter B. Truax, Mayor



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| <u>CITY RECORDER USE ONLY:</u> | |
| AGENDA ITEM #: | <u>6.9.</u> |
| MEETING DATE: | <u>06/22/2020</u> |
| FINAL ACTION: | <u>6.9. RESO 2020-66</u> |

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 22, 2020*

PROJECT TEAM: *Paul Downey, Administrative Services Director
Michael Kinkade, Fire Chief*

SUBJECT TITLE: *Appropriation Resolution for FG Rural District Additional Payment*

ACTION REQUESTED:

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

X all that apply

BACKGROUND: The City and the Forest Grove Rural Fire District (District) purchased a fire engine that was delivered in FY 2019-20. Due to the unexpected increase in the cost of steel and other components used to build the fire engine, the final purchase price was approximately \$45,000 more than budgeted. The District has paid its 50% of the additional cost which needs to be appropriated to prevent an over-expenditure of appropriations in the Fire Equipment Replacement Fund (FERF). A resolution has been prepared to authorize expenditure of the additional funds from the District.

FISCAL IMPACT: Oregon Local Budget Law allows: 1) ORS 294.471(1)(c) allows the expenditure of funds that are made available by another unit of federal, state or local government and the availability of which could not reasonably be foreseen when preparing the original budget. The attached appropriation resolution needs to be approved to prevent an over-expenditure of appropriation authority in the FERF.

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

ATTACHMENT(s): Resolution Authorizing The Expenditure Of Additional Funds From The Forest Grove Rural Fire Protection District (FGFRPD) For Additional Costs Incurred To Purchase A New Fire Engine In The Fire Equipment Replacement Fund (FERF) For Fiscal Year 2019-20

RESOLUTION NO. 2020-66

RESOLUTION AUTHORIZING THE EXPENDITURE OF ADDITIONAL FUNDS FROM THE FOREST GROVE RURAL FIRE PROTECTION DISTRICT (FGRFPD) FOR ADDITIONAL COSTS INCURRED TO PURCHASE A NEW FIRE ENGINE IN THE FIRE EQUIPMENT REPLACEMENT FUND (FERF) FOR FISCAL YEAR 2019-20

WHEREAS, Oregon Local Budget Law (ORS 294.471(1)(c)) allows the expenditure of funds that are made available by another unit of federal, state or local government and the availability of which could not reasonably be foreseen when preparing the original budget or a previous supplemental budget for the current year or current budget period; and

WHEREAS, the City of Forest Grove (City) and the FGRFPD purchased a fire engine that cost more than budgeted due to unexpected price increases; and

WHEREAS, the FGRFPD has paid its 50% share of the additional costs; and

WHEREAS, the expenditure of the additional funds needs to be appropriated.

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

Section 1. In the FERF, the Rural District Share revenue line item (355230 4110) is increased by \$25,000 and the appropriation for the Equipment Replacement line item (3552300 7170) is increased by \$25,000. Total FERF Capital Outlay is increased to \$825,000.

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

PRESENTED AND PASSED this 22nd day of June, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June 2020.

Peter B. Truax, Mayor



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| <i>CITY RECORDER USE ONLY:</i> | |
| AGENDA ITEM #: | <u>6. 10.</u> |
| MEETING DATE: | <u>06/22/2020</u> |
| FINAL ACTION: | <u>6. 10. RESO 2020-67</u> |

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 22, 2020*

PROJECT TEAM: *Paul Downey, Administrative Services Director*

SUBJECT TITLE: *FY 2019-20 Appropriations Transfers*

ACTION REQUESTED:

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

X all that apply

ISSUE STATEMENT: The adopted budget for a fiscal year is based upon best estimates at the time the budget is adopted. During the fiscal year, unanticipated events may occur and actual expenditures become known.

At the end of the fiscal year, it is standard procedure to review expenditures throughout the budget and to modify appropriations, which are legal expenditure limits, for expenditures which may exceed the appropriated levels by the end of the fiscal year. ORS Chapter 294 permits the governing body to transfer appropriations within a fund so the budgeted appropriations are not exceeded. The attached resolution authorizes the appropriation transfers necessary for FY 2019-20.

BACKGROUND: Upon review of the preliminary year-to-date expenditures as of June 11, 2020, staff has prepared a resolution for Council consideration to avoid potential appropriation over expenditures in the General Fund, the Building Permits Fund, the Fire Equipment Replacement Fund, and the Light & Power Fund at the end of FY 2019-20. The reasons for the proposed transfers are discussed below. The numbers for the reasons correspond to the transfer numbers in the proposed resolution:

1. In the Administrative Services Department, appropriations need to be increased by \$50,000 to cover legal expenses being higher than budgeted due to unanticipated legal work that needed to occur.
2. In the Parks Department, appropriations need to be increased by \$25,000 to pay for personnel costs being higher due to changes in employees' insurance coverage levels and an employee being changed from a Parks Utility Worker I to a Parks Utility Worker II.
3. In the Fire Department, appropriations need to be increased by \$145,000 to pay for:
 - 1) \$125,000 for overtime on fire conflagrations that will be reimbursed by the State of

California; and 2) \$20,000 for expenditures related to COVID-19 mitigation for which reimbursement from CARES funds will be requested.

4. In the Building Permits Fund, a transfer from Contingency of \$3,000 to Transfers needs to be made to cover the actual amount of General Fund Support Services charges transferred to the General Fund.
5. In the Fire Equipment Replacement Fund, \$40,000 need to be transferred from Contingency to Capital Outlay to pay for the City's share of the fire engine that cost more than originally budgeted due to the increase in cost of steel and other components for the fire engine.
6. In the Light and Power Fund, \$550,000 will be transferred from Contingency to: 1) \$250,000 for Power Purchases (6104010 6075) to pay for the actual costs of power purchases which are covered by additional revenue from higher electric sales; and 2) \$300,000 for System Additions and Upgrades (6104110 7015) to pay for materials and equipment for the new transmission line from the Filbert Substation to the Thatcher Substation. The materials and equipment are being ordered but the delivery dates are not known so additional expenditure authority is being added in the event the items ordered are delivered in the current fiscal year.

FISCAL IMPACT: Fiscal impact was explained above.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution transferring appropriations within the FY 2019-20 Budget.

ATTACHMENT(s): Resolution Transferring Appropriations Within Various Funds for the Fiscal Year 2019-20

RESOLUTION NO. 2020-67

RESOLUTION TRANSFERRING APPROPRIATIONS WITHIN VARIOUS FUNDS FOR THE FISCAL YEAR 2019-20

WHEREAS, the City Council has determined that due to unforeseen expenditures it is necessary to increase the appropriations for the operation of various funds.

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

Section 1. The following appropriations transfers for FY 2019-20 will be made:

1. Transfer \$50,000 from General Fund Contingency (1001800 8300) to Administrative Services Department Attorney Services (1001200 6295). Total Administrative Service Appropriations are increased to \$3,360,879.
2. Transfer \$25,000 from General Fund Contingency (1001800 8300) to Parks Department Regular Wages (1001600 5000). Total Parks Department Appropriations are increased to \$820,631.
3. Transfer \$145,000 from General Fund Contingency (1001800 8300) as follows: 1) \$125,000 to Fire Department Overtime (1002200 5300); and 2) \$20,000 to Emergency Expenditures (1002200 6900). Total Fire Department Appropriations are increased to \$5,156,795.
4. Transfer \$3,000 from Building Permits Fund Contingency (2053200 8300) to Building Permits Transfers (2053200 8300). Total Building Fund Permit Transfer Appropriations increase to \$59,936.
5. Transfer \$40,000 from Fire Equipment Replacement Fund (FERF) Contingency (3552300 8300) to FERF Equipment Replacement (3552300 7170). Total FERF Capital Outlay is increased to \$865,000.
6. Transfer \$550,000 from Light and Power (L&P) Fund Contingency (6104100 8300) to: 1) \$250,000 to Purchased Power (6104110 6075); and 2) \$300,000 to System Additions & Upgrades (6104110 7150). L&P Electric Services Appropriations are increased to \$20,063,068.

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

PRESENTED AND PASSED this 22nd day of June, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of June, 2020.

Peter B. Truax, Mayor

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RESOLUTION NO. 2020-68

**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 JULY 13, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-57.

Peter B. Truax, Mayor City of Forest Grove

Date Amended: June 22, 2020

AMENDED PRESENTED AND PASSED this 22nd day of June, 2020.

ATTESTED:

Anna D. Ruggles, City Recorder

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URBAN RENEWAL AGENCY MEETING AGENDA

MONDAY, JUNE 22, 2020
WEBEX COMMUNITY AUDITORIUM
1915 MAIN STREET

9:15 PM URBAN RENEWAL AGENCY MEETING

NOTICE: VIDEO CONFERENCE MEETINGS & CHANNEL 30 LIVE

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the Urban Renewal Agency (URA) Board is limiting in-person contact and social distancing. The URA meeting will be conducted remotely by video conferencing. The public may attend and observe in the Community Auditorium. Social distancing protocols. However, the Board 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 URA Agenda may be submitted by June 22, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov.

PETER B. TRUAX, DIRECTOR BOARD CHAIR

Malynda H. Wenzl, Director Board President
Kristy L. Kottkey, Director
Timothy A. Rippe, Director

Elena Uhing, Director
Mariana Valenzuela, Director
Adolph "Val" Valfre, Jr., Director

All regular meetings of the Urban Renewal Agency are open to the public and persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Urban Renewal Agency Board 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 Board, 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 Board action.

Citizen Communications: Anyone wishing to address the Board 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 Board, 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 Urban Renewal Agency Board, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235.

All 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 URBAN RENEWAL AGENCY AGENDA

JUNE 22, 2020

Page 2 of 2

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- 9:15**
1. **URBAN RENEWAL AGENCY MEETING:** Call to Order and Roll Call. The Urban Renewal Agency will convene and be video conferencing remotely during the meeting.
 2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Board 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 22, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov. Thank you.
 3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Board 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 Urban Renewal Agency Work Session (2019 URA Annual Report and Draft URA 2020 Work Plan) Meeting Minutes of April 27, 2020.
 - B. Approve Urban Renewal Agency Work Session (Site B Redevelopment Proposal) Meeting Minutes of May 11, 2020.
 - C. Approve Urban Renewal Agency Regular Meeting Minutes of May 11, 2020.
 - D. Approve Urban Renewal Agency Work Session (Business Assistance Program) Meeting Minutes of May 11, 2020.
 4. **ADDITIONS/DELETIONS:**
 5. **PRESENTATIONS:** None
 6. **PUBLIC HEARING AND URA RESOLUTION NO. 2020-05 OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING THE TAX INCREMENT FOR FISCAL YEAR COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021**
 7. **ADJOURNMENT:**
- 9:30**

Paul Downey, Administrative
Services Director
Jesse VanderZanden, City Manager

9:20

3A



Urban Renewal Agency Work Session Minutes
2019 URA Annual Report &
Draft 2020 URA Work Plan

Monday, April 27, 2020
5:30 p.m., Community Auditorium

Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the URA work session to order at 5:30 p.m. via Webex Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the URA Board limited in-person contact and social distancing. **The Board conducted the URA work session 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).

ROLL CALL: URA DIRECTORS PRESENT ATTENDED BY WEBEX

REMOTELY: Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph "Val" Valfre; Malynda Wenzl, Vice Chair; and Peter Truax, Chair.

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

2. WORK SESSION: URBAN RENEWAL AGENCY (URA) 2019 ANNUAL REPORT/ACCOMPLISHMENTS AND DRAFT 2020 WORK PLAN

Pohl and VanderZanden facilitated the work session, noting the purpose of the work session was to present the URA's 2019 Annual Report and Accomplishments (Attachment 1) and draft 2020 Work Plan (Attachment 2). Pohl noted in 2019, the URA adopted a Work Plan, which added Action Plans under each of the URA's Goals (5) and Objectives (13). Pohl presented a PowerPoint presentation overview

of the URA's 2019 Annual Report and Accomplishments, noting the URA accomplished several projects, including forming an Urban Renewal Advisory Committee (URAC); amending the URA Plan to include elements of the Town Center Program; issued Request for Proposals (RFP) to develop a Festival Street Concept; selected decorative banner poles under the Installation Art Program; awarded grants under the Storefront Improvement Program; and issued an RFP for Site B redevelopment. In March 2020, in response to COVID-19 pandemic, the URA implemented an Emergency Business Assistance Program to help pay April mortgage/rent for small businesses within the URA boundary. In order to fund the emergency program, the URA accepted all open applications under the Storefront Improvement Program and Installation Art Program and placed a hold on any subsequent applications for the ensuing year. In addition, Pohl presented an overview of the Draft 2020 Work Plan and proposed Action Plans.

URA Board Discussion:

Director Chair Truax opened the floor and roundtable discussion ensued pertaining to the URA's 2019 Annual Report and Accomplishments (Attachment 1) and draft 2020 Work Plan (Attachment 2) and proposed Action Plans and RFP for Site B. In conclusion of the above-noted discussion, Downey and VanderZanden addressed various inquiries pertaining to the RFP for Site B, noting one proposal was received and work sessions are tentatively scheduled with the URAC on May 7 and URA Board on May 11, 2020, to consider the proposal. In addition, VanderZanden advised staff will bring back a proposed resolution for URA Board consideration adopting the URA 2020 Work Plan, to which the Board collectively concurred.

The URA Board took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT:

Director Chair Truax adjourned the URA work session meeting at 5:51p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



Urban Renewal Agency Work Session Minutes
Site B Redevelopment Proposal

Monday, May 11, 2020
6:00 p.m., Community Auditorium

Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the URA work 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 URA Board limited in-person contact and social distancing. **The Board conducted the URA work session 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).

ROLL CALL: URA DIRECTORS PRESENT ATTENDED BY WEBEX REMOTELY: Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph "Val" Valfre; Malynda Wenzl, Vice Chair; and Peter Truax, Chair.

STAFF PRESENT ATTENDED BY WEBEX REMOTELY: Jesse VanderZanden, City Manager (Webex remotely); Paul Downey, Administrative Services Director (Webex remotely); Bryan Pohl, Community Development 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. WORK SESSION: SITE B REDEVELOPMENT PROPOSAL

Pohl, Downey and VanderZanden facilitated the work session, noting the purpose of the work session was to consider a proposal for Redevelopment of Agency-owned Site B (Times-Litho), a 0.96-acre site located in downtown at the corner of Pacific Avenue and B Street, west of Jesse Quinn development, and next steps, which is consistent with URA Action Plans 1.1, 3.1, 4.5, 4.6 and 5.1, to consider "disposition alternatives for Site B.". The URA Board held work sessions on November 25, 2019, and January 27, 2020, and reached consensus on the objectives contained in

the Request for Proposals (RFP). Downey reported the RFP was widely advertised for two months and all parties who expressed prior interest in Site B were sent a notice, noting one proposal was received, which staff reviewed and found it qualified for consideration by the Urban Renewal Advisory Committee (URAC) and URA Board. Downey reported the proposal was submitted by the President of WelshCORP, managing member of MFF Properties, LLC, and Chief Executive Officer of Fresh Foods. Pohl and Downey presented a PowerPoint presentation overview of the proposal and verbatim excerpts from proposal, noting Fresh Foods is a family-owned, veteran-run, full-service grocery store specializing in natural, organic, gluten-free, vegan and environmentally-friendly products, as well as traditional favorites, and one of the few grocery stores in the State to act as a Liquor Agent for the Oregon Liquor Control Commission. Established in 1997, Fresh Foods has grown from a single store with \$600,000 in annual sales to two locations (Manzanita and Cannon Beach) with over \$12,000,000 in sales. Fresh Foods employees 55 people with steady, year-around jobs. Pohl and Downey referenced slides showing the project and building highlights, noting Fresh Foods is looking to take their brand eastward to Washington and Yamhill counties as they have been approached by multiple municipalities. Pohl advised the URAC considered the proposal at its meeting of May 7, 2020, and recommended the URA Board accept the proposal. In addition, staff advised the URA Board may:

- Option 1: Reject proposal and re-advertise. If the URA Board rejects the proposal, provide input on what criteria would change for the new solicitation.
- Option 2: Accept proposal and authorize staff to begin negotiating an Exclusive Negotiating Agreement (ENA). The ENA would:
 - (1) Authorize exclusive negotiations with the proposer. The means no other proposals will be considered while the ENA is in effect.
 - (2) Address pre-development assistance, studies, access, insurance, and base development criteria, i.e., parking.
 - (3) Once negotiated, the ENA requires the URA Board approval by resolution.

URA Board Discussion:

Director Chair Truax opened the floor and roundtable discussion ensued pertaining to the proposal received and the vision and project redevelopment objectives identified in the RFP for Site B and the desire of incorporating an affordable housing element. Pohl and Downey addressed the above-noted affordable housing element, noting Fresh Food does not have experience with including affordable housing but is working to contract out the housing element of the proposal. The proposal includes housing units (12 – 900 sq/ft Housing units overhead that will be in the affordable scale with one unit reserved for business use). If housing is included, at least 30% of the units must be affordable for households earning no more than 60% of Washington County's median household income. In response to the type of funding incentives that the URA or City may need to provide, Downey advised once all the requirements of the ENA have been satisfied, staff will seek URA Board consensus

to negotiate a Disposition and Development Agreement (DDA), which spells out the terms and conditions under which the property is disposed of, the project is constructed, and any URA or City assistance is provided. Downey added the DDA requires a Public Hearing and URA Board approval. If City assistance is provided, the DDA would also require Council approval. VanderZanden advised staff will hold work sessions during the DDA negotiations to assure project goals and objectives are met, noting the DDA normally takes 4-6 months. In conclusion of the above-noted discussion, the URA Board collectively concurred to proceed with Option 2: Accept proposal and authorize staff to begin negotiating an Exclusive Negotiating Agreement (ENA), to which VanderZanden advised staff will hold a joint work session with the URAC and URA Board prior to scheduling the ENA for URA Board approval.

The URA Board took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT:

Director Chair Truax adjourned the URA work session meeting at 6:35 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the regular URA meeting to order at 6:35 p.m. via Webex Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the URA Board limited in-person contact and social distancing. **The Board conducted the URA 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 URA Board accepted written comments on items not on the agenda submitted by May 11, 2020, 3pm, to the City Recorder.

ROLL CALL: URA DIRECTORS PRESENT ATTENDED BY WEBEX REMOTELY: Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph "Val" Valfre; Malynda Wenzl, Vice Chair; and Peter Truax, Chair.

STAFF PRESENT ATTENDED BY WEBEX REMOTELY: Jesse VanderZanden, City Manager (Webex remotely); Paul Downey, Administrative Services Director (Webex remotely); Bryan Pohl, Community Development Director (Webex remotely); Dan Riordan, Senior Planner (Webex remotely); Jeff king (Webex remotely); Michael Kinkade, Fire Chief (in the Community Auditorium); and Anna Ruggles, City Recorder (in the Community Auditorium).

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

A. Approve Urban Renewal Agency Special Meeting Minutes of April 27, 2020.

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

4. **ADDITIONS/DELETIONS:** None.
5. **PRESENTATIONS:** None.
6. **URA RESOLUTION NO. 2020-04 ADOPTING URBAN RENEWAL AGENCY 2020 WORK PLAN**

Staff Report:

Pohl presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting the proposed resolution is adopting the URA's 2020 Work Plan, which adds Action Plans under each of the URA's Goals (5) and Objectives (13). Pohl reported staff met in work session with the Board on April 27, 2020, and presented the URA's 2019 Annual Report and Accomplishments and the draft 2020 Work Plan. In conclusion of the above-noted staff report, Pohl advised staff is recommending the URA Board approve the proposed resolution as outlined in Exhibit A, noting the Work Plan will be integrated with the proposed budget process for Fiscal Year 2020-21.

Before proceeding with Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2020-04.

VanderZanden read URA Resolution No. 2020-04 by title.

MOTION: Director Rippe moved, seconded by Director Uhing, to approve URA Resolution No. 2020-04 Adopting Urban Renewal Agency 2020 Work Plan.

Board of Directors Discussion:

Hearing no concerns from the Board, Director Chair Truax asked for a roll call vote on the above motion.

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

7. **ADJOURNMENT:**

Director Chair Truax adjourned the URA regular meeting at 6:44 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



**Urban Renewal Agency Work Session Minutes
Emergency Business Assistance Program**

**Monday, May 11, 2020
9:00 p.m., Community Auditorium**

Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the URA work session to order at 9:24 p.m. via Webex Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the URA Board limited in-person contact and social distancing. **The Board conducted the URA work session 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).

ROLL CALL: URA DIRECTORS PRESENT ATTENDED BY WEBEX REMOTELY: Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph "Val" Valfre; Malynda Wenzl, Vice Chair; and Peter Truax, Chair.

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

2. WORK SESSION: EMERGENCY BUSINESS ASSISTANCE PROGRAM

Pohl, Downey and VanderZanden facilitated the work session, noting the purpose of the work session was to consider adding monies to the Urban Renewal Agency's (URA) Emergency Business Assistance Program to help pay May mortgage/rent for small businesses within the URA boundary. Pohl reported in March 2020, in response to COVID-19 pandemic, the URA implemented an Emergency Business Assistance Program and authorized awarding \$126,000 in grants to help pay April rent/mortgage for small businesses within the URA boundary. Pohl noted the URA

awarded grants to 80 businesses (approximately 80-90%) (Average grant awarded was \$1,576). Pohl and Downey presented a PowerPoint presentation overview of the URA financial position, noting the URA authorized three five-year programs and one study, which were listed in the slide, noting the programs were fully funded in Fiscal Year 2019-20 leaving approximately \$25,000 in discretionary monies for Fiscal Year 2020-21. In conclusion of the above-noted staff report, Pohl and Downey advised staff recommends the URA Board discuss and consider the following proposed options:

- Option 1: Delay consideration and take no action.
- Option 2: Add monies to URA Program. For example, if \$80,000 was added, this amount could award grants up to \$1,000 per qualifying businesses. These monies would come from URA reserves. If the Board chooses this Option, staff recommends the City also consider the same program for businesses outside of the URA boundary.
- Option 3: Do not add monies to the URA program and instead authorize the City to implement the same or similar program for small businesses within the city limits, excluding the URA boundary, to help pay rent/mortgage for the month of May, 2020, which would be funded by General Funds.

URA Board Discussion:

Director Chair Truax opened the floor and roundtable discussion ensued pertaining to the above-proposed options. In response to URA reserves and Option 2 noted above, Downey advised depending on URA funding amount, additional grant funding may impact the authorized programs and the ability to fund construction for Festival Street, redevelopment of Site B and other capital and/or redevelopment projects. In response to Option 2 and Option 3 noted above, Downey advised the City's program would be funded by General Fund reserves and the program would be based on the same criteria as the URA program. Roundtable discussion ensued pertaining to the businesses qualifying for other programs implemented by other agencies, such as Coronavirus Relief Fund and the CARES Act, to which it was noted that businesses could qualify for federal funding but would not qualify for CARES Act funding for Washington County. In response to timber harvest revenue, Downey advised the timber revenue can only be used for Water Fund capital projects and debt service. In response to the number of qualifying businesses outside of the URA boundary, 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 for the City's program. Pohl reported the URA received 10 applications from businesses outside of the URA boundary and received two complaints, noting the complaints were centered on businesses not being eligible for URA grant monies. In conclusion of the above-noted discussion, the URA Board collectively concurred with Option 3, which would not authorize adding monies to the URA program and instead authorize the City to implement the same or similar

program for small businesses within the city limits, excluding the URA boundary, to help pay rent/mortgage for the month of May, 2020, which would be funded by General Funds. In addition, VanderZanden advised staff will bring back a proposed resolution for Council consideration, to which the Board collectively concurred.

The URA Board took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT:

Director Chair Truax adjourned the URA work session meeting at 10:50 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



| | |
|--------------------------------|-----------------------------|
| <i>CITY RECORDER USE ONLY:</i> | |
| AGENDA ITEM #: | <u>6.</u> |
| MEETING DATE: | <u>06/22/2020</u> |
| FINAL ACTION: | <u>URA RESO 2020-05</u> |

URBAN RENEWAL AGENCY STAFF REPORT

TO: *Urban Renewal Agency Board of Directors*

FROM: *Jesse VanderZanden, Executive Director*

MEETING DATE: *June 22, 2020*

PROJECT TEAM: *Paul Downey, Administrative Services Director*

SUBJECT TITLE: *Adoption of FY 2020-21 URA Budget and Levying of Property Taxes*

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

ISSUE STATEMENT: The Forest Grove Urban Renewal Budget Committee approved on June 4, 2020, the Proposed FY 2020-21 Budget of \$778,830 and declared the tax increment to be collected. The Urban Renewal Agency (URA) Board now needs to adopt the FY 2020-21 Approved Budget, make the appropriations that set the legal expenditure level, and declare the tax increment to be collected for FY 2020-21. Staff has prepared a resolution that includes all three actions for the Board’s consideration.

BACKGROUND: This is the fifth operating budget for the URA. The principal revenues that will be available in FY 2020-21 are the taxes collected on the incremental increase in the assessed value of the URA. The Budget includes funds to pay principal and interest to the City’s Capital Project Fund for debt for the land purchase and the loan for development costs. Staff has not proposed any changes to the Budget approved by the URA Budget Committee.

FISCAL IMPACT: The projected property taxes on the increase in incremental assessed value for the URA will be sufficient to repay the debt service and operating costs of the URA. Proposed projects include storefront improvement grants, a parklet pilot project, public art in the downtown area, and a concept study of a festival street on 21st Street. Also included in the budget are funds to evaluate the proposed development on Site B at the corner of Pacific Avenue and “B” Street.

STAFF RECOMMENDATION: Staff recommends the Urban Renewal Agency Board of Directors approve the attached resolution to adopt the FY 2020-21 Budget, set the legal appropriations for FY 2020-21, and declare the tax increment for FY 2020-21.

ATTACHMENT(s): Resolution Of The City Of Forest Grove Urban Renewal Agency Adopting The Budget, Making Appropriations, And Declaring The Tax Increment For Fiscal Year Commencing July 1, 2020, And Ending June 30, 2021

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the Forest Grove Urban Renewal Agency will be held on June 22, 2020, at 9:15 p.m. at the Community Auditorium, 1915 Main Street, Forest Grove, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020, as approved by the Forest Grove Urban Renewal Agency Budget Committee. The public may attend and observe in the Community Auditorium, 1915 Main Street, as space allows (no more than 25 persons total at one time). However, the public is encouraged to observe the meetings through Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE on [Channel 30](#) or live streamed on MACC TVCTV [YouTube Channel 30](#). Comments may be submitted in writing by 3 pm on June 22, 2020, via email to bmaughan@forestgrove-or.gov or in person if attending the meeting in the Community Auditorium.

A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 1924 Council Street, Forest Grove, Oregon, between the hours of 9:00 a.m. and 5:00 p.m. or online at www.forestgrove-or.gov. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Paul Downey, Director of Administrative Services

Telephone: 503-992-3200

Email: pdowney@forestgrove-or.gov

FINANCIAL SUMMARY - RESOURCES

| TOTAL OF ALL FUNDS | Actual Amount 2018-19 | Adopted Budget This Year 2019-20 | Approved Budget Next Year 2020-21 |
|---|--------------------------|-------------------------------------|--------------------------------------|
| Beginning Fund Balance/Net Working Capital | 190,461 | 342,814 | 338,917 |
| Federal, State and All Other Grants | | | |
| Revenue from Bonds and Other Debt | | | |
| Interfund Transfers | | | |
| All Other Resources Except Division of Tax & Special Levy | 10,079 | 11,750 | 4,950 |
| Revenue from Division of Tax | 236,546 | 320,000 | 434,963 |
| Revenue from Special Levy | | | |
| Total Resources | 437,086 | 674,564 | 778,830 |

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

| | | | |
|---|----------------|----------------|----------------|
| Personnel Services | | | |
| Materials and Services | 49,644 | 204,891 | 460,139 |
| Capital Outlay | | | |
| Debt Service | 41,252 | 335,673 | 318,691 |
| Interfund Transfers | | | |
| Contingencies | | | |
| All Other Expenditures and Requirements | | | |
| Unappropriated Ending Fund Balance | 346,190 | 134,000 | |
| Total Requirements | 437,086 | 674,564 | 778,830 |

FINANCIAL SUMMARY-REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *

| Name of Organizational Unit or Program | FTE for that unit or program | | |
|--|------------------------------|----------------|----------------|
| FTE | | | |
| Non-Departmental / Non-Program | 346,190 | 674,564 | 778,830 |
| FTE | 0 | 0 | 0 |
| Total Requirements | 346,190 | 674,564 | 778,830 |
| Total FTE | 0 | 0 | 0 |

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The FY 2020-21 Approved Budget for the Forest Grove Urban Renewal Agency is \$778,830 and includes funding for storefront improvement grants, festival street concept design, installation of public art, funding for up to two parklets in the central downtown area, funds set aside for other projects that may qualify for urban renewal funding, and debt service payments for the loan from the City for costs related to a significant development in the downtown area.

STATEMENT OF INDEBTEDNESS

| LONG TERM DEBT | Estimated Debt Outstanding July 1 | Estimated Debt Authorized, But Not Incurred on July 1 |
|--------------------------|--------------------------------------|--|
| General Obligation Bonds | | |
| Other Bonds | | |
| Other Borrowings | \$1,785,122 | \$0 |
| Total | \$1,785,122 | \$0 |

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet or add sheets. You may delete unused lines.

URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE

URA RESOLUTION NO. 2020-05

**RESOLUTION OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY
ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING
THE TAX INCREMENT FOR FISCAL YEAR COMMENCING
JULY 1, 2020, AND ENDING JUNE 30, 2021**

WHEREAS, the Budget Committee of the City of Forest Grove Urban Renewal Agency has approved a budget and the collection of the tax increment for the Urban Renewal Agency for the fiscal year commencing July 1, 2020, pursuant to the provisions of the Oregon Local Budget Law; and

WHEREAS, staff has not proposed any change to the Budget approved by the Budget Committee, and

WHEREAS, a hearing has been held before the Urban Renewal Agency Board of Directors as required by law, and

WHEREAS, it appears to the Board that the Budget approved by the Budget Committee and the tax increment set by the Budget Committee should be adopted.

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

Section 1: That the City of Forest Grove Urban Renewal Agency Board hereby adopts the FY 2020-21 Budget in the total amount of \$778,830. The Budget is on file with City Recorder's Office.

Section 2: That the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2020, and for the purposes hereby appropriated as follows:

| | |
|------------------------|------------------|
| <u>General Fund</u> | |
| Materials and Services | \$460,139 |
| Debt Service | <u>318,691</u> |
| Total Appropriations | <u>\$778,830</u> |

Section 3: The City of Forest Grove Urban Renewal Agency certifies to the Washington County Assessor's Office a request for the Forest Grove Urban Renewal Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457.

Section 4: This resolution is effective immediately upon its enactment by the Urban Renewal Agency Board.

PRESENTED AND PASSED this 22nd day of June, 2020.

Jesse VanderZanden
Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting on this 22nd day of June, 2020, and filed with the Forest Grove City Recorder this date.

Peter B. Truax
Urban Renewal Agency Board Chair