

CITY COUNCIL MONTHLY MEETING CALENDAR

Aug-20

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--------|---|--|--|---|-----------|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Planning Comm 7pm | | CCI 5:30pm (TBD) | Rural Fire Board Mtg 6pm | Mayers' Virtual Summer Conference | | Wenzl out |
| | | | | EDC Noon (Canceled) | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| CITY COUNCIL 5:30 PM - WORK SESSION (B/C Assignments) 6:15 PM - WORK SESSION (Electric Vehicle Program) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM | | | Municipal Court | | | |
| Wenzl out 08/8 - 08/15 | | | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| Chamber Luncheon | | | P&R 7am (TBD) CFC 5:15pm (TBD) Library Comm 6:30pm (TBD) | Red Cross Blood Drive 1pm-6pm, Comm Aud | | |
| Planning Comm 7pm | | Western WC Fire Task (TBD) | | PAC 5pm (TBD) | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 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 | Municipal Court | | Last Day Candidates Can Withdraw (5pm) Name from Ballot | |
| | | | PSAC 7:30am (TBD) | SCC 4:45 pm (Webex) | | |
| 30 | 31 | | | | | |
| | | HLB 6:30pm (TBD) | | | | |

Sep-20

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--------|---|-----------------------------------|--|-------------------|----------|
| | | 1 | 2 | 3 | 4 | 5 |
| | | CCI 5:30pm (TBD) | Rural Fire Board Mtg 6pm | EDC moved to 09/10 | FGS&CC 1st Friday | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| CITY OFFICES CLOSED | | Last Day Candidates File Statement in Voters' Pamphlet | Municipal Court | | | |
| | | Planning Comm 7pm | WC Dist 4 Town Hall 5pm | EDC Noon WC Dist 4 Town Hall Noon | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| CITY COUNCIL 5:30 PM - WORK SESSION(S) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM | | Western WC Fire Task (TBD) | P&R 7am (TBD) CFC 5:15pm (TBD) | Red Cross Blood Drive 1pm-6pm, Comm Aud PAC 5pm (TBD) Library Comm 6:30pm (TBD) | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| Chamber Luncheon | | | Municipal Court | | | |
| Planning Comm 7pm | | HLB 6:30pm (TBD) | | Sustainability 6pm (TBD) | | |
| 27 | 28 | 29 | 30 | | | |
| CITY COUNCIL 5:30 PM - WORK SESSION(S) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM | | | | | | |

Oct-20

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--------|------------|--------------------------|--|-------------------|----------|
| | | | | 1 | 2 | 3 |
| | | | | EDC Noon | FGS&CC 1st Friday | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Planning Comm 7pm | | CCI 5:30pm | Rural Fire Board Mtg 6pm | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| CITY COUNCIL 5:30 PM - WORK SESSION(S) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM | | | | Red Cross Blood Drive 1pm-6pm, Comm Aud PAC 5pm Library Comm 6:30pm | | |
| League of Oregon Cities Virtual Annual Conference | | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| Chamber Luncheon | | | Municipal Court | | | |
| Planning Comm 7pm | | | P&R 7am CFC 5:15pm | Sustainability 6pm | | |
| 25 | 26 | 27 | | 29 | 30 | 31 |
| CITY COUNCIL 5:30 PM - WORK SESSION(S) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM | | | | | | |
| | | HLB 6:30pm | | | | |

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CITY COUNCIL MEETING AGENDA

MONDAY, AUGUST 10, 2020
WEBEX COMMUNITY AUDITORIUM
1915 MAIN STREET

- 5:30 PM WORK SESSION (Boards and Commissions' Assignments)**
- 6:15 PM WORK SESSION (Electric Vehicle Program & Future Infrastructure)**
- 7:00 PM CITY COUNCIL REGULAR MEETING**

NOTICE: VIDEO CONFERENCE MEETINGS & CHANNEL 30 LIVE

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council is limiting in-person contact and social distancing. The Council work sessions and meetings will be conducted remotely by video conferencing. The public may attend and observe in the Community Auditorium. 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 by Tualatin Valley Community Television (TVCTV) Government Access Programming **LIVE [Channel 28](#) & [Channel 30](#)** on their website & **LIVE Streamed on MACC TVCTV [YouTube Channel 30](#)**. Written comments on an item not on the Council Agenda may be submitted by August 10, 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.

Jesse VanderZanden, City Manager **5:30** **WORK SESSION: BOARDS/COMMISSIONS' ASSIGNMENTS**

(PowerPoint Presentation) **6:15** **WORK SESSION: ELECTRIC VEHICLE (EV) PROGRAM AND FUTURE INFRASTRUCTURE**
 Eddie Littlefield, Power Services Manager
 Keith Hormann, Light and Power Director
 Jesse VanderZanden, City Manager
 The City Council will convene and be video conferencing remotely during the above-noted work sessions. The Council will take no formal action during the work sessions.

6:55 **RECESS BREAK**

7:00 1. **REGULAR MEETING:**
 Call to Order and Roll Call. The City Council will convene and be video conferencing remotely during the regular Council meeting.

2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Written comments may be submitted by August 10, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov. Thank you.

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

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:**

PowerPoint Presentation) 7:10 5. A. • *Tuality Healthcare Update, Lori James-Nielsen, President/CEO OHSU Health Hillsboro Medical Center (formerly Tuality Healthcare)*

(PowerPoint Presentation) 7:25 5. B. • *COVID-19 Update*
 Michael Kinkade, Fire Chief

Bryan Pohl, Community Development Director 7:35 6. **CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2020-04 AMENDING FOREST GROVE CODE OF ORDINANCES TITLE III (ADMINISTRATION), CHAPTER 35 (CITY ORGANIZATIONS), §35.090 THROUGH §35.099, RELATING TO AMENDING COMMUNITY FORESTRY COMMISSION BYLAWS**
 Jesse VanderZanden, City Manager

-
- | | | |
|---|------|--|
| Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager | 7:40 | 7. <u>RESOLUTION NO. 2020-79 ACCEPTING CITY OF FOREST GROVE TOURISM BRAND GUIDELINES AND AUTHORIZING THE CITY MANAGER TO TRADEMARK THE TOURISM BRAND</u> |
| Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager | 7:50 | 8. <u>RESOLUTION NO. 2020-80 AUTHORIZING CITY MANAGER TO ESTABLISH A CITY MEMBERSHIP TO THE GOVERNMENT ALLIANCE ON RACE AND EQUITY</u> |
| Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager | 8:00 | 9. <u>RESOLUTION NO. 2020-81 AUTHORIZING THE DELAY OF INCREASES TO CITY FEES AND RATES UNTIL JANUARY 1, 2021</u> |
| Henry Reimann, Police Chief Jesse VanderZanden, City Manager | 8:10 | 10. <u>RESOLUTION NO. 2020-82 ESTABLISHING CITY OF FOREST GROVE COMMUNITY POLICING ADVISORY COMMISSION (CPAC)</u> |
| Henry Reimann, Police Chief Jesse VanderZanden, City Manager | 8:30 | 11. <u>RESOLUTION NO. 2020-83 APPROVING THE DISSOLUTION OF CITY OF FOREST GROVE PUBLIC SAFETY ADVISORY COMMISSION AND REPEALING RESOLUTION NOs. 2005-56 AND 2015-28</u> |
| Michael Kinkade, Fire Chief Jesse VanderZanden, City Manager | 8:35 | 12. <u>RESOLUTION NO. 2020-84 AUTHORIZING CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN WASHINGTON, CLACKAMAS, AND COLUMBIA COUNTIES PUBLIC SAFETY AGENCIES, AND CITY OF FOREST GROVE, OREGON, TO CREATE A REGIONAL ENTERPRISE GEOGRAPHIC INFORMATION SYSTEM (REGIS) GROUP</u> |
| Gregory Robertson, Public Works Director Jesse VanderZanden, City Manager | 8:40 | 13. <u>RESOLUTION NO. 2020-85 ACCEPTING CITY ENGINEER'S DRAFT REPORT ON FORMATION OF PROPOSED REIMBURSEMENT DISTRICT, PURSUANT TO CITY CODE SECTIONS 151.110 THROUGH 151.124, "WAUNA CREDIT UNION PUBLIC IMPROVEMENT REIMBURSEMENT DISTRICT"</u> |
| Peter Truax, Mayor | 8:55 | 14. <u>RESOLUTION NO. 2020-86 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 SEPTEMBER 14, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-77</u> |

| | | |
|----------------------------------|--------------------|--|
| City Councilors | 9:00 | 15. <u>CITY COUNCIL COMMUNICATIONS:</u> |
| Jesse VanderZanden, City Manager | 9:15 | 16. <u>CITY MANAGER'S REPORT:</u> |
| Peter Truax, Mayor | 9:20 | 17. <u>MAYOR'S REPORT:</u> |
| | <u>9:25</u> | 18. <u>ADJOURNMENT:</u> |

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

- A. Approve City Council Regular Meeting Minutes of June 22, 2020.
- B. Approve City Council Work Session (Reimagining Policing) Meeting Minutes of June 22, 2020.
- C. Approve City Council Executive Session (City Manager Performance Evaluation) Meeting Minutes of July 13, 2020.
- D. Approve City Council Regular Meeting Minutes of July 13, 2020.
- E. Approve City Council Work Session (Reimagining Policing Vol. 2) Meeting Minutes of June 22, 2020.
- F. Accept Economic Development Commission Meeting Minutes of March 5 and June 18, 2020.
- G. Accept Historic Landmarks Board Meeting Minutes of February 25, 2020.
- H. Accept Planning Commission Meeting Minutes of July 6, 2020.
- I. Accept Resignation on Sustainability Commission (*Tabitha Merten, At-Large, Term Expiring December 31, 2020*)
CERTIFICATE OF APPRECIATION
- J. **RESOLUTION NO. 2020-78 MAKING ECONOMIC DEVELOPMENT COMMISSION APPOINTMENTS (JUANITA LINT, FG/CORNELIUS CHAMBER; ROB LANGFORD, LARGE MANUFACTURER; AND JONATHAN YAWSON, FOOD/BEVERAGE PROCESSOR, TERMS EXPIRING DECEMBER 31, 2023).**



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| | |
|--------------------------------|--------------|
| <i>CITY RECORDER USE ONLY:</i> | |
| AGENDA ITEM #: | Work Session |
| MEETING DATE: | 08/10/2020 |
| FINAL ACTION: | |

CITY COUNCIL MEMORANDUM

WORK SESSION:

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: August 10, 2020

SUBJECT TITLE: Boards and Commissions Work Session

PURPOSE OF WORK SESSION:

The purpose of the work session is to allow Council open time and dialogue to discuss what, if any, issues they would like to refer to Boards and Commissions (B/C) and seek advice from the same.

BACKGROUND:

As noted in the City Council Rules, Section 14.2, the purpose of all B/C's is "to encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives." Further, "all such Council-appointed groups are directly responsible to the Council."

Please note that not all policy issues are referred to B/C's as Council may take direct action on an issue at any time. Similarly, Council may refer a policy issue to a B/C at any time. Additionally, Council Rules Section 14.13 states: "The Chair (of the B/C) shall compose the meeting agenda in consultation with the staff liaison, specifying the time, place, and purpose of the meeting and listing the subjects anticipated to be considered."

Beginning in 2018, the Council began listing in their Goals and Objectives the B/C that was most applicable to the objective, however, the level of involvement was not specified. This work session is an opportunity to review the 2020/21 Goals and Objectives, the B/C assignments, and allow Council the following opportunities: 1) to add, remove, or reassign a B/C to any objective; 2) to clarify the expectations, i.e., scope of involvement, including timeline, of the B/C with regard to that particular objective and 3) to assign an issue to a B/C that is not listed as an objective.

Forest Grove has 11 Boards and Commissions, as follows:

- Economic Development
- Historic Landmarks
- Budget
- Committee for Community Involvement
- Community Forestry
- Library
- Parks and Recreation
- Planning
- Public Safety
- Public Arts
- Sustainability
- Urban Renewal

RECOMMENDATION:

This is intended to be an open discussion. Staff recommends Councilors review the 2020/21 Goals and Objectives in preparation for the work session.

ATTACHMENTS:

- 2020/21 City Council Goals and Objectives



INTRODUCTION

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

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

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

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

Sincerely,
City of Forest Grove City Council + Management Team



COUNCIL GOALS 2020/21

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OUR TEAM

CITY COUNCIL

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

CITY MANAGEMENT TEAM

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

CONSULTANT/FACILITATOR

SARA SINGER WILSON, Principal/Owner



SSW CONSULTING

FOREST GROVE'S VISION

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

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

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

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

SETTING THE CONTEXT

2019 GOALS + PROJECTS CURRENTLY UNDERWAY

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

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

CONTEXT

- Look long-term, City Needs to be more proactive + not reactive - **NEED A VISION**
- Look at how everything comes together vs. isolated projects
 - What are unintended consequences - how do we be proactive in addressing?
- Be better communicators as a council - work with staff, boards + commissions - Be leaders, clear on vision + what we want to see
- Look at ways to include community - engage them and bring them in
- What can the Council do better to communicate with staff?

Annotations:
 → To Action + To make sure it doesn't happen again
 → budget to guide work of staff

IDEA MAPPING TIPS

- Use available resources
- Review + consider context
- Utilize "Ways of Proceeding"
- Staff expertise
- Brainstorm! Be open to all ideas
- **ONE** idea per post-it

2019/20 GOAL UPDATE

LEADERS - part of our job is to convince the people of Forest Grove re: process
 We listen to the community, consider advice, + decide
 'Takes All into play'
 NEED TO COMMUNICATE ←

Communicate ideas back to community
 - easy to see how things impact individually vs. collectively
 - our role as leaders is to communicate **BROADER VISION**

2020 COUNCIL GOALS

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

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

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

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

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

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

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

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

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

GRAPHIC SUMMARY



WORKING TOGETHER

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

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

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

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

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

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

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

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

COUNCIL + STAFF KEY SUCCESS FACTORS

TRUSTWORTHY INFORMATION

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

CLEAR GOALS + OBJECTIVES

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

EXCELLENT COMMUNICATION

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

PREPARED

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

AUTHENTIC

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

SHARED COMMUNITY COMMITMENT

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

ONE TEAM

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

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

WE WILL...

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





Forest Grove Light & Power

Electric Vehicle (EV) Program & Future Infrastructure

Eddie Littlefield, L&P
Power Services Manager
Keith Hormann, L&P Director

GOAL 6: PROMOTE SUSTAINABLE TRANSPORTATION ALTERNATIVES

6.3 Incorporate electric and/or hybrid vehicles into the City fleet.

6.4 Provide adequate charging stations at public facilities.

Department Goals Align with Council's Goals

The primary goals of L/P:

- Increase awareness and knowledge of electric vehicles (EV) and available electric vehicle charging locations.
- Incorporate EV or Hybrid vehicles into fleet.
- How the Clean Fuels Program works, and how to invest our credits?
- Increase and assure equitable access to electric vehicle charging infrastructure in Forest Grove.

Blink Network

- Forest Grove L&P currently owns and maintains eight publicly accessible Blink level-2 charging stations in the City.

blink Hello Keith Mortmann (Not Keith ?) | Logout

My Dashboard **My Chargers** My Membership Reports My Cars

Manage Units Manage Delegates

Manage Units

Show 10 entries Search:

| Charger | Name | Model | Status | Serial No. Location Name | |
|---------|-------------------|-------------|--------|--|------------------------|
| | LP Garage | WE-30CIRE | | 100189 City of Forest Grove | MANAGE |
| | Theater Lot South | PE-30KICE60 | | 200997 Forest Grove - Theater Parking | MANAGE |
| | Theater Lot North | PE-30KICE48 | | 200965 Forest Grove - Theater Parking | MANAGE |
| | College Way North | PE-30KICE48 | | 103203 Forest Grove City Parking (College Way @ University) | MANAGE |
| | L&P South | PE-30KICE48 | | 205491 Forest Grove Light & Power | MANAGE |
| | Council St South | PE-30KICE40 | | 206490 Forest Grove - Auditorium Parking | MANAGE |
| | Council St North | PE-30KICE40 | | 207835 Forest Grove - Auditorium Parking | MANAGE |
| | L&P North | PE-30KICE60 | | 215685 Forest Grove Light & Power | MANAGE |
| | College Way South | PE-30KICE60 | | 216497 Forest Grove City Parking (College Way @ University) | MANAGE |

Four New EV Stations

- L&P is seeking to install four additional EV charging stations. The proposed locations are two on the NE corner of College Way and Pacific Avenue and two on the SE corner 21st Avenue and Cedar Street. These new EV stations would be connected, smart, and metered level two.
- L&P has received a grant from the Bonneville Environmental Foundation (BEF) to install these stations.
- These locations are highly accessible and trafficked by residents, students, and visitors alike. The location on College Way already includes a bike repair station and bus stop and will serve as an example of an alternative transportation hub in Forest Grove.

BEF GRANT FOR ADDITIONAL CHARGERS

| Source | Amount | Funded by |
|--|----------|--------------------|
| EVSE Cost (4 units ¹ at \$4,000 per unit) ² | \$16,000 | BEF |
| Installation Cost (Two sites, \$10,000 per site). ³ | \$20,000 | BEF |
| Networking and Service Fees for 5 years (\$250/station/year). ² | \$5,000 | BEF |
| Repair and Maintenance for 5 years (\$200/station/year). | \$4,000 | Forest Grove |
| Forest Grove L&P personnel time. | \$3,000 | Forest Grove |
| Community outreach and engagement funding (space rental, display properties, printing collateral, media, refreshments, etc.) | \$2,000 | Forest Grove |
| Forth staff time (ride and drive event, and other consumer engagement staff time) and collateral, support to administration and student organizations. | \$4,000 | Forth |
| Pacific University (staff time marketing outreach and collateral). | \$1,000 | Pacific University |
| Total: | \$55,000 | |

Hyundai Kona

- L& P recently purchased a Hyundai Kona to use day to day and to help promote EV usage.
- The Kona will be charged by solar that BEF helped fund, furthering the connection between clean, renewable energy and electric transportation.



How the Clean Fuels Program works.

- Passed in 2016, the purpose of the **Oregon Clean Fuels** Program is to reduce the amount of lifecycle greenhouse gas emissions per unit of energy by a minimum of 10 percent below 2010 levels by 2025.
- This reduction goal applies to the average of all transportation fuels used in Oregon, not to individual **fuels**.
- Charging EVs can deliver potentially valuable credits under this program, which rates transportation fuels on carbon intensity, a measure of the lifecycle emissions for a given amount of energy produced.

Example: Ashland Municipal Electric Utility

- The Ashland City Council approved the monetization of clean fuel credits accrued by Ashland Municipal Electric Utility (AMEU)
- As of June 2020, AMEU had 2,876 clean fuel credits. If monetized at the current credit price, the sale would yield \$345,120 for AMEU.
- Ashland, through AMEU, participates in the Oregon Clean Fuels Program.
- AMEU began participating in the program in 2018 and began generating credits in 2019. In 2020, the credits became available for sale.
- Credits generated through the program may be bought and sold using an online exchange hosted by the Oregon Department of Environmental Quality.
- AMEU receives clean fuel credits based on the operation of city owned electric vehicle charging stations and the registration of electric vehicles within the utility's territory. Electric vehicle registrations generate about 98% of utility's clean fuel credits. Ashland ratepayers are more than five times as likely to drive an electric vehicle than the Oregon average.

Forest Grove Clean Fuel Credits

- In 2020, L&P can begin to leverage clean fuel credits generated through public charging stations and electric vehicle registrations.
- L&P had 365 credits based upon 149 EVs registered in our service territory last year or approximately \$43,500 at the current credit rate.
- The numbers for 2020 are not out yet, but L&P expects there will be at least a few more EVs in our service territory. \$100 - \$150 / credit is a good range for planning purposes.
- Several organizations find a correlation between the number of charging ports and EV adoption rates. Lack of available charging ports is a primary reason for not buying an EV, and visually seeing more charging ports appears to correlate with higher EV acceptance. By adding more stations, Forest Grove aims to inspire greater EV adoption in its service area.

Requirements for Registered Parties:

- Regulated parties and credit generators who opt into the program are referred to as Registered Parties.
- Register with DEQ before producing fuel in Oregon, importing fuel into Oregon or generating or transacting credits for fuels supplied in Oregon;
- Keep records for each transaction of transportation fuel imported, sold or supplied for use in Oregon; and
- Submit quarterly annual reports using the DEQ-administered.
- L&P currently meets all these requirements.

Where & How to Invest Clean Fuel Credits?

- Public EV chargers.
- EV chargers at our schools.
- EV chargers in low income and under served areas.
- EV chargers at hotels and apartment complexes.
- Rebates for customers who install chargers in their homes.
- Invest in the City's fleet.

Council Guidance

- Location of our next four chargers?
- Charging for everyone?
- Clean Fuel Credits?
- Time of Use rates?
- Are we meeting the goals and objectives?

Next Steps

- Receive Council Feedback tonight.
- Develop EV Program including credits, EV locations, EV management, and EV incentives, and grant opportunities.
- EV Program to be adopted later by Council and incorporated into rates and fees.

3A



A place where families and businesses thrive.

Monday, June 22, 2020

City Council Regular Meeting Minutes

7:00 p.m., Webex Community Auditorium

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:03 p.m. via Webex Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council limited in-person contact and social distancing. **The City Council conducted the Council meeting remotely by video conferencing.** The meeting was remotely video conferenced by 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. The Council accepted written comments on items not on the agenda submitted by June 22, 2020, 3pm, to the City Recorder.

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

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

2. CITIZEN COMMUNICATIONS:

Robert Seward, M. D., Forest Grove, submitted an e-mail dated June 19, 2020, requesting that face masks be required for everyone in Forest Grove.

3. CONSENT AGENDA:

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

- A. Approve City Council Work Session (Employee Engagement Survey Results) Meeting Minutes of June 8, 2020.
- B. Accept Planning Commission Meeting Minutes of May 18, 2020.

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

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

5. **PRESENTATIONS:**

5. A. **Preventing Youth Access to Tobacco**

Gwyn Ashcom, Washington County, Tobacco Prevention Coordinator (attended via Webex remotely), presented a PowerPoint presentation overview titled “Preventing Youth Access to Tobacco”, noting Washington County’s Tobacco Retail Licensing (TRL) requires tobacco retailers to purchase and pay an annual license fee in order to sell tobacco and nicotine products, including e-cigarettes and vaping products, which only applies in rural and urban unincorporated Washington County. As a result, the County is asking local jurisdictions to consider opting-in through an Intergovernmental Agreement (IGA) with the county, noting the TRL is an effective tool to address community public health priorities like youth access and exposure to tobacco as well as to control the concentration, amount, and location of tobacco retailers. In conclusion of the above-presentation, Council collectively voiced support of considering the County’s IGA once it is drafted, noting the City would also need to discuss its zoning and location of tobacco retailers, i.e., restrict businesses located near schools or youth-oriented facilities from selling tobacco products.

5. B. **Forest Grove Tourism Brand: Status and Update**

Court Carrier, Tourism Consultant (attended via Webex remotely) and Holly Macfee, Lookout Company (attended via Webex remotely), presented a PowerPoint presentation overview of draft tourism branding guidelines, which were guided by the Tourism Advisory Committee members (TAC), composed of community stakeholders and tourism businesses, noting the TAC is gathering comments prior to finalizing the selection of the proposed tourism brand logo and guidelines (see below). The TAC has conducted extensive work to refine and re-brand Forest Grove’s tourism logo as well as working to finalize the style guide, graphic elements and developing a marketing plan. The TAC is proposing a new Forest Grove logo consisting of folk-art tree centered within a circle, the city’s incorporated date 1872 and tagline “*Branch out in Forest Grove*” and the proposed color palette incorporates nature imagery and

reflects the European heritage of early settlers.

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.

Mayor Truax opened the floor and roundtable discussion ensued as Council voiced objectives preferred in the delivery of the City's promotional plan of tourism and that it attracts potential tourism based on family-oriented activities and promotional tourism-related material be focused on diversity, equity and inclusion. In conclusion of the above-noted presentation, Council concurred bringing back the draft brand guidelines and tourism brand logo for Council consideration at a later date. (The intent is to replace the tourism brand logo patent "*Forest Grove Where Oregon Pinot was Born*" which was register August 24, 2010).

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

Fire Chief Kinkade presented a PowerPoint presentation overview pertaining to COVID-19 Response Update, which was updated in the Council packet. Chief Kinkade presented updates on the Situation Report (1,078 cases in Washington County, 20 deaths; State total is 7,083; 192 deaths statewide); Essential Needs for Forest Grove, Cornelius and Gaston; Community Emergency Outreach (community members may call 2-1-1 for emergency needs); and Food Bank Support and Current Planning Efforts. In addition, VanderZanden provided an update on the Business Recovery Center at Adelante Mujeres. Public Meetings: Recommendation that only essential Boards and Commissions meet virtually through the month of July.

Council recessed at 8:31 p.m. for a break and reconvened at 8:38 p.m.

6. 1. PUBLIC HEARING AND RESOLUTION NO. 2020-58 ADOPTING BUDGET FOR FISCAL YEAR COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021

Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting the Budget Committee approved at its June 4, 2020, meeting a proposed budget of \$128,709,175 for Fiscal Year commencing July 1, 2020, and ending June 30, 2021.

Downey advised staff is recommending three changes to the proposed budget as follows:

- 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.

In conclusion of the above-noted staff report, Downey advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, which includes the above-noted three changes increasing the proposed budget by \$331,000 for a total adopted budget in the amount of \$129,040,175 for Fiscal Year 2020-21.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-58.

VanderZanden read Resolution No. 2020-58 by title.

MOTION: Councilor Valfre moved, seconded by Council President Wenzl Uhing, to approve Resolution No. 2020-58 Adopting Budget for Fiscal Year Commencing July 1, 2020, and Ending June 30, 2021, in the amount of \$129,040,175.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

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

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

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

Staff Report:

Downey presented the above-proposed resolution making the necessary appropriations for Fiscal Year commencing July 1, 2020, and ending June 30, 2021, as outlined in the staff report and proposed resolution. In conclusion of the above-noted staff report, Downey advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-59.

VanderZanden read Resolution No. 2020-59 by title.

MOTION: Council President Wenzl moved, seconded by Councilor Rippe, to approve 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.

Council Discussion:

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

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

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

Staff Report:

Downey presented the above-proposed resolution levying and categorizing taxes imposed at the rate of \$5.554 per \$1,000 of assessed value for Fiscal Year commencing July 1, 2020 and ending June 30, 2021, as outlined in the staff report and proposed resolution. In conclusion of the above-noted staff report, Downey advised as proposed in the resolution, the City levies the following: 1) General Fund – Permanent Rate of \$3.9554 and 2) City’s Five-Year Local Option Levy of \$1.6000, which expires June 30, 2023.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-60.

VanderZanden read Resolution No. 2020-60 by title.

MOTION: Councilor Rippe moved, seconded by Councilor Valfre, to adopt Resolution No. 2020-60 Levying and Categorizing Taxes for Fiscal Year Commencing July 1, 2020, and Ending June 30, 2021.

Council Discussion:

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

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

6. 4. RESOLUTION NO. 2020-61 ADOPTING THE FISCAL YEARS 2020-25 CAPITAL IMPROVEMENTS PROGRAM

Staff Report:

Downey presented the above-proposed resolution adopting Fiscal Years 2020-25 Capital Improvements Program (CIP) as approved by the Budget Committee, noting the CIP forms the basis for planning capital projects over a five-year period and aids

in setting system development charges (SDC) for the City. In conclusion of the above-noted staff report, Downey advised the projects to be accomplished for Fiscal Year 2020-21 are identified in the appropriate funds in the adopted budget, noting projects funded by SDC must be listed in the CIP in order for SDC funds to be expended on those projects.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-61.

VanderZanden read Resolution No. 2020-61 by title.

MOTION: Council President Wenzl moved, seconded by Councilor Uhing, to approve Resolution No. 2020-61 Adopting Fiscal Years 2020-25 Capital Improvements Program.

Council Discussion:

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

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

6 .5. PUBLIC HEARING AND RESOLUTION NO. 2020-62 CERTIFYING SERVICES PROVIDED BY THE CITY OF FOREST GROVE

Staff Report:

Downey presented the above-proposed resolution certifying services provided by the City for Fiscal Year 2020-21 as outlined in the staff report and proposed resolution. In conclusion of the above-staff report, Downey advised the City is required to certify the services provided by the City in order to receive State Shared Revenue.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-62.

VanderZanden read Resolution No. 2020-62 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Valfre, to adopt Resolution No. 2020-62 Certifying Services Provided by the City of Forest Grove.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

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

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

6. 6. PUBLIC HEARING AND RESOLUTION NO. 2020-63 DECLARING THE CITY'S ELECTION TO RECEIVE STATE SHARED REVENUES

Staff Report:

Downey presented the above-proposed resolution declaring the City's intent to receive State Revenue Sharing for Fiscal Year 2020-21 as outlined in the staff report and proposed resolution. In conclusion of the above-noted staff report, Downey advised 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, noting for budgetary purposes, Alcohol Tax is allocated to the Police Department; Cigarette Tax is allocated to the Fire Department; and State Marijuana Tax and State Shared Revenue are put in the General Fund Discretionary Revenue. State Gasoline Tax is distributed 99 percent to the Street Fund and 1 percent to Bikeways and Pedestrian Fund. Downey noted if the City decided not to accept the State Shared Revenue, the City would have to reduce General Fund expenditures by \$910,783 or use General Fund reserves to make up for the loss of that revenue. In Street Fund, road maintenance activities would stop.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-63.

VanderZanden read Resolution No. 2020-63 by title.

MOTION: Council President moved, seconded by Councilor Uhing, to adopt Resolution No. 2020-63 Declaring City's Election to Receive State Shared Revenues.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing

Council Discussion:

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

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

6. 7. PUBLIC HEARING AND RESOLUTION NO. 2020-64 ADOPTING CAPITAL IMPROVEMENTS PROGRAM EXCISE TAX AND REPEALING RESOLUTION NO. 2019-39

Staff Report:

Downey presented the above-proposed resolution imposing Capital Improvements Program (CIP) Excise Tax for the purpose of funding public safety and general government programs within the CIP for Fiscal Year 2020-21 as outlined in the staff

report and proposed resolution. Downey reported the City expects to collect approximately \$369,000 in revenue from the CIP Excise Tax in Fiscal Year 2020-21 based on current fee levels. The fees will remain the same for each electric meter for Fiscal Year 2020-21 as follows: 1) Residential, \$3.00; 2) Commercial – Single Phase, \$7.50; and 3) All others, \$15.00. As in prior years, 90 percent of fees collected will be used to fund public safety capital needs, particularly police and fire vehicle replacements, and 10 percent will be used to fund General Government Programs. Downey advised 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. In conclusion of the above-noted staff report, Downey advised the CIP Excise Tax is accounted for in a separate fund to ensure the tax proceeds are spent as required by resolution.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-64.

VanderZanden read Resolution No. 2020-64 by title.

MOTION: Councilor Valfre moved, seconded by Councilor Rippe, to approve Resolution No. 2020-64 Adopting Capital Improvements Program Excise Tax and Repealing Resolution No. 2019-39.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

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

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

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**

Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing expenditure of Department of Homeland Security (DHS) grant funds in the Fire Department Equipment Replacement Fund for a Source Capture Diesel Exhaust System at the City's Fire Station. Downey reported the City received a \$130,000 grant to replace the station's existing diesel exhaust system, noting the project was originally budget to be completed in Fiscal Year 2018-19, but it was delayed by the contractor and the project was not started until Fiscal Year 2019-20. In conclusion of the above-noted staff report, Downey advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting the City and Forest Grove Rural Fire Protection District each matched an additional \$6,500 for the project.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-65.

VanderZanden read Resolution No. 2020-65 by title.

MOTION: Council President Wenzl moved, seconded by Councilor Rippe, to adopt Resolution No. 2020-65 Authorizing the Expenditure of Department of Homeland Security Grant Funds in the Fire Department Replacement Fund for a Source Capture Diesel Exhaust System at the City's Fire Station.

Council Discussion:

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

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

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**

Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing expenditure of additional funds (\$25,000) from the Forest Grove Rural Fire Protection District (FGRFPD) Share Revenue for additional costs incurred to purchase a new fire engine in the Fire Department Replacement Fund for Fiscal Year 2019-20. Downey reported due to unexpected increase in the cost of steel and other components used to build the fire engine, the final purchase price was approximately \$45,000 over budgeted. In conclusion of the above-noted staff report, Downey advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting FGRFPD has paid its 50 percent share of the additional costs.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-66.

VanderZanden read Resolution No. 2020-66 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Valfre, to adopt Resolution No. 2020-66 Authorizing the Expenditure of Department of Homeland Security Grant Funds in the Fire Department Replacement Fund for a Source Capture Diesel Exhaust System at the City's Fire Station.

Council Discussion:

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

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

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

Staff Report:

Downey presented the above-proposed resolution transferring various appropriated

amounts for Fiscal Year 2019-20 as outlined in the staff report and proposed resolution. In conclusion of the above-noted staff report, Downey advised staff is recommending Council adopt the proposed resolution transferring appropriations within Fiscal Year 2019-20 budget, so budgeted appropriations are not exceeded.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-67.

VanderZanden read Resolution No. 2020-67 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Rippe, to adopt Resolution No. 2020-67 Transferring Appropriations within Various Funds for Fiscal Year 2019-20.

Council Discussion:

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

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

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**

Staff Report:

Mayor Truax presented the above-proposed resolution for Council consideration, noting the resolution is extending the duration of the City's emergency declaration that went into effect March 14, 2020, through April 13, 2020; extended through April 30, 2020 (first time); extended to May 11, 2020 (second time); extended to May 31, 2020 (third time); extended to June 8, 2020 (fourth time); extended to June 22, 2020 (fifth time); and now being extending to remain in effect until 8:00 p.m. July 13, 2020 (sixth time), unless superseded sooner. Mayor Truax advised he will remain in compliance with the Governor's State of Emergency and extend the City's declaration if needed due to COVID-19.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-68.

VanderZanden read Resolution No. 2020-68 by title.

MOTION: Council President Wenzl moved, seconded by Councilor Valfre, to approve 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.

Council Discussion:

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

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

8. COUNCIL COMMUNICATIONS:

Kottkey commended Gregory Robertson for ensuring the bus stop at Thatcher Road was on the route map. In addition, Kottkey shared experiences regarding the racial composition of her neighborhood, noting she would like Council to consider holding a work session or forming an ad-hoc committee so Council could have the ability to hold a roundtable conversation regarding racial equity.

Rippe reported attending Economic Development Commission's (EDC) virtual meeting, noting EDC had a very good discussion on the challenges facing business recovery efforts. Rippe reported attending the ribbon cutting celebration of the opening of the new Business Recovery Center at Adelante Mujeres. Rippe reported attending National League of Cities Transportation and Infrastructure Services Committee virtual summer leadership meeting, noting discussion focused on federal programs. In addition, Rippe mentioned the City Manager is responding to an e-mail that a citizen sent to Council on June 18, 2020, requesting improvements of infrastructure in Stites Park neighborhood (26th Avenue improvements).

Uhing reported Sustainability Commission did not meet virtual in June and the need for a virtual meeting in July is being discussed with staff. Uhing reported the Governor's Executive Order 20-13, issued on April 1, 2020, is due to expire June 30, 2020, which enacted a temporary moratorium on evictions for non-payment of rent and evictions without cause as the result of COVID-19 epidemic. Uhing asked the Council for a Letter of Support to extend the Governor's Order as being proposed by the legislature through the months of July and August at a minimum, to which Council collectively concurred that the Mayor would draft the Letter of Support and sign it on behalf of the Council.

Valenzuela reported she was unable to attend the ribbon cutting celebration of the

opening of the new Business Recovery Center at Adelante Mujeres because she was invited to attend a demonstration at Washington County for “Black Lives Matter”, specifically in support of Albert Molina who she spoke about in earlier work session. In addition, Valenzuela reported on community-related services being provided by Centro Cultural, located in Cornelius, noting issues were encountered and volunteers were rejected when trying to deliver food boxes to farm workers.

Valfre reported the Forest Grove Library will be distributing free Summer Reading boxes, noting the book boxes will be available in Spanish and English versions. Valfre reported attending the ribbon cutting celebration of the opening of the new Business Recovery Center at Adelante Mujeres. In addition, Valfre reported attending League of Oregon Cities virtual trainings, reported on other legislative, other regional matters of interest and upcoming meetings he was planning to attend.

Wenzl had nothing to report, noting she values the discussions heard this evening and there is lots to think and reflect about.

9. City Manager’s Report:

VanderZanden reported as mentioned earlier in work session the Police Department created a webpage that contains the major Police Department Policy topics and published the police stop data by race description. VanderZanden noted staff is working on diversity, equity and inclusion (DEI) webpage as well. In addition, VanderZanden reported on various department-related activities and projects, noting City Hall has re-opened all public counters, except the Library and Aquatic Center, which remain closed at this time. The City is adhering to the health authority guidelines and is providing free face masks to the public.

10. MAYOR’S REPORT:

Mayor Truax reported cutting the ribbon at the opening of the new Business Recovery Center at Adelante Mujeres. Due to time, Mayor Truax reported he would submit his Mayor’s Report in writing and distribute to Council.

11. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 9:32 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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3B



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City Council Work Session Minutes
Reimagining Policing

Monday, June 22, 2020
6:00 p.m., Community Auditorium

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:01 p.m. via Webex Video Conference.

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

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

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

2. WORK SESSION: REIMAGINING POLICING

Police Chief Reimann and VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to provide an opportunity to keep the community and Council informed about the Police Department's policies and expectations. Reimann presented a PowerPoint presentation overview on the following policies and topics, noting web links will be published on the Police Department's webpage:

- Use of Force - Policy 300
- Bias-Based Policing - Policy 401
- Immigration Violations - Policy 412
- First Amendment Assemblies - Policy 427
- Portable Audio/Video Recorders - Policy 421
- FGPD Policies - Equity, Diversity, Inclusion and Transparency
- STOP DATA Breakdown Report (by Race Description 2018 Census) 06/01/2019 to 05/31/2020

In addition, Riemann referenced a web link to the "8 Can't Wait" campaign:

- 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

In conclusion of the above-noted staff report, Riemann provided web links to the Department of Public Safety Standards and Training (DPSST), noting DPSST will be hosting three virtual sessions later this month for local community leaders, which include: Professional Standards; Basic Police Training; and Police Use of Force Training.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council recapped the above-noted policies and expectations. Roundtable discussion ensued pertaining to immigration laws; investigating hate crimes; mental health crisis; use of force policies; and ensuring officers undergo de-escalation training and self-control and be required to intervene by others present and officers accountability, i.e., Albert Molina who Valenzuela reported was injured and attack by a Washington County sheriff's deputy (in the jail's booking area in 2018). In addition, staff was asked to find better ways to provide citizen communications to those who do not use the web for information, such as publishing written policies and hosting events and sharing videos. In conclusion of the above-noted discussion, VanderZanden advised the work session was informational as a way to keep the community and Council informed about the Police Department and its policies, noting staff will take Council comments into consideration.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:59 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



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Monday, July 13, 2020

City Council Executive Session Minutes

5:30 p.m., Community Auditorium

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Executive Session to order at 5:30 p.m. via Webex Video Conference

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

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

STAFF PRESENT: Anna Ruggles, City Recorder, was excused from video conferencing after roll call.

2. EXECUTIVE SESSION:

The City Council met in Executive Session in accordance with:

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

3. ADJOURNMENT:

Mayor Truax adjourned the Executive Session at 6:10 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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3D



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Monday, July 13, 2020

City Council Regular Meeting Minutes

7:00 p.m., Webex Community Auditorium

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:06 p.m. via Webex Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council limited in-person contact and social distancing. **The City Council conducted the Council meeting remotely by video conferencing.** The meeting was remotely video conferenced by 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. The Council accepted written comments on items not on the agenda submitted by July 13, 2020, 3pm, to the City Recorder.

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

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

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

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

A. Approve City Council Regular Meeting Minutes of June 8, 2020. **ITEM**

REMOVED

- B. Approve City Council Executive Session (City Manager Performance Evaluation) Meeting Minutes of June 22, 2020.
- C. Accept Community Forestry Commission Meeting Minutes of February 19, 2020.
- D. Accept Planning Commission Meeting Minutes of June 15, 2020.
- E. Community Development Department Monthly Building Activity Informational Report for June 2020.
- F. **Endorse Liquor License Renewal Applications for Year 2020:**
 - 1. Diamond Palace Restaurant, 1921 Main Street, Full On-Premises Sales

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

3. A. Approve City Council Regular Meeting Minutes of June 8, 2020

Rippe removed the above-noted item from the Consent Agenda, noting he would like to amend Page 9 of the draft minutes under his Council Communications to read: *“Rippe voiced concerns pertaining to Race/Color discrimination, noting he would like to participate in establishing ~~discord~~ civil discourse or discussions with the appropriate stakeholders.”*

MOTION: Councilor Rippe moved, seconded by Councilor Uhing, to approve Consent Agenda Item 3. A. as amended. **ROLL CALL VOTE:** AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. **MOTION CARRIED 7-0.**

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS:

5. A. COVID-19 (Coronavirus disease) Update

Fire Chief Kinkade presented a PowerPoint presentation overview pertaining to COVID-19 Response Update, which was updated in the Council packet. Chief Kinkade presented updates on the Situation Report (1,892 cases in Washington County, 21 deaths; State total is 12,438; 237 deaths statewide); Essential Needs for Forest Grove, Cornelius and Gaston; Community Emergency Outreach (community members may call 2-1-1 for emergency needs); and Food Bank Support and Current Planning Efforts. Kinkade addressed inquiries pertaining to hospital capacity in Washington County and food bank stabilization needs. In addition, VanderZanden provided an update on the Business Recovery Center at Adelante Mujeres. Public Meetings: Recommendation that only essential Boards and Commissions meet

virtually through the month of July.

6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2020-04 AMENDING FOREST GROVE CODE OF ORDINANCES TITLE III (ADMINISTRATION), CHAPTER 35 (CITY ORGANIZATIONS), §35.090 THROUGH §35.099, RELATING TO AMENDING COMMUNITY FORESTRY COMMISSION BYLAWS**

Staff Report:

VanderZanden presented the above-proposed ordinance for first reading, noting the proposed ordinance is amending City Code, Chapter 35, §35.090 through §35.099, relating to amending Community Forestry Commission (CFC) Bylaws. Pohl reported CFC reviewed and combined its existing bylaws to conform to the new bylaw template, noting CFC is proposing minor amendments to the code to clarify language and formally recognize the CFC's function as the City's tree board for Tree City USA® qualification, role conducting the City's annual Arbor Day celebration, and responsibility for overseeing the City's Urban Forest Management Plan. In addition, Downey reported the language is being updated so it is consistent with the criteria and procedures found in the adopted Development Code §17.5.140 Register Tree Designation. In conclusion of the above-noted staff report, VanderZanden advised staff is recommending Council consider approving the proposed ordinance as outlined in Exhibit A, noting CFC approved the proposed bylaws at its meeting of June 17, 2020.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2020-04 for first reading.

VanderZanden read Ordinance No. 2020-04 by title for first reading.

MOTION: Councilor Rippe moved, seconded by Council President Wenzl, to adopt Ordinance No. 2020-04 Amending Forest Grove Code of Ordinances, Title III (Administration), Chapter 35 (City Organizations), §35.090 through §35.099, Relating to Amending Community Forestry Commission Bylaws.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Council Discussion:

Rippe referenced §35.096(C) pertaining to CFC considering appeals of administrative decisions, to which VanderZanden affirmed the CFC does consider appeals and the language is consistent with the procedures found in the adopted Development Code. Rippe referenced § 35.099(C), noting it should read ...The purpose of the notice shall be to inform.

Valfre referenced §35.091, Membership, noting he recalls discussion that boards/commissions who are composed of even number of members, i.e., seven voting members and 1 student voting member, should be an odd number of members, to which VanderZanden explained that when the Council Subcommittee underwent the new bylaws reform review, the subcommittee discussed making student members voting members and discussed composition of boards/commissions and determined it was best to allow each board/commission to decide whether to increase/decrease its membership composition if an issue arose.

Public Hearing Continued:

Hearing no concerns from the Council, Mayor Truax continued the Public Hearing to August 10, 2020.

- 7. RESOLUTION NO. 2020-69 ACCEPTING THE CITY ENGINEER'S DRAFT REPORT ON THE FORMATION OF A PROPOSED SPECIAL IMPROVEMENT DISTRICT, PURSUANT TO FOREST GROVE CITY CODE SECTION 151.080 THROUGH SECTION 151.098, FOR 10TH AVENUE BETWEEN ELM STREET TO ITS EASTERLY TERMINUS**

Staff Report:

Robertson presented the above-proposed resolution for Council consideration, noting the proposed resolution is accepting the draft Engineer's Report on the formation of a proposed Special Improvement District (SID), pursuant to City Code §151.080 through §151.098, for 10th Avenue between Elm Street and to its easterly terminus (10th Avenue Sewer Main Extension Improvement District). Robertson reported the draft Engineer's Report identifies the manner and method of carrying out the sewer improvements and approximate costs associated with making the improvements as illustrated in Attachment 1, noting the City has been working with a group of property

owners who have property along 10th Avenue east of Elm Street. As a result, a property owner initiated the petition to form a Local Improvement District (LID) to extend sewer to four properties within the proposed district that will benefit from the improvement and the petition was signed by 100 percent of the property owners of record within the proposed District. In addition, Robertson referenced the Preliminary Engineer's Estimate of Cost, noting the project is estimated to cost approximately \$193,500. In conclusion of the above-noted staff report, Robertson advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting staff will present the final Engineer's Report on September 14, 2020, at which time, Council will be asked to hold an Informational Public Hearing (refer below to Agenda Item 8).

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-69.

VanderZanden read Resolution No. 2020-69 by title.

MOTION: Councilor Valfre moved, seconded by Councilor Uhing, to approve Resolution No. 2020-69 Accepting the City Engineer's Draft Report on the Formation of a Proposed Special Improvement District, Pursuant to Forest Grove City Code Section 151.080 through Section 151.098, for 10th Avenue between Elm Street to its easterly terminus (10th Avenue Sewer Main Extension Improvement District).

Council Discussion:

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

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

8. **RESOLUTION NO. 2020-70 DECLARING INTENTION OF THE CITY OF FOREST GROVE TO FORM A SPECIAL IMPROVEMENT DISTRICT, IN ACCORDANCE WITH FOREST GROVE CITY CODE SECTION 151.080 THROUGH SECTION 151.098, FOR CONSTRUCTION OF SEWER MAIN AND INDIVIDUAL SERVICE LATERALS IN 10TH AVENUE BETWEEN ELM STREET TO ITS EASTERLY TERMINUS**

Staff Report:

Robertson presented the above-proposed resolution for Council consideration, noting the proposed resolution is declaring the intention to form a Special Improvement District (SID), in accordance to Forest Grove City Code §151.080 through §151.098,

for 10th Avenue between Elm Street and to its easterly terminus (10th Avenue Sewer Main Extension Improvement District). Robertson reported Council considered and accepted the draft Engineer's Report (Resolution No. 2020-69 above), which identifies the manner and method of carrying out the sewer improvements and approximate costs associated with making the improvements as illustrated in Attachment 1, noting the proposed resolution as required by City Code is setting an Informational Public Hearing on September 14, 2020. The purpose of the hearing is to allow persons impacted by the formation of the proposed District an opportunity to obtain information and to comment on the City's request to form the proposed District. In addition, the above-noted resolution outlines the process of the Public Hearing requirements, execution of resolution forming the District, and final implementation of the project construction costs. The Council has sole discretion after the hearing to decide whether or not to form the District. In conclusion of the above-noted staff report, Robertson advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting upon adoption of the resolution, staff would send notice, along with a copy of the draft Engineer's Report and estimated construction costs of the proposed improvements to each of the adjacent properties proposed to be included in the District.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-70.

VanderZanden read Resolution No. 2020-70 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Rippe, to approve Resolution No. 2020-70 Declaring Intention of the City of Forest Grove to Form a Special Improvement District, in accordance with Forest Grove City Code Section 151.080 through Section 151.098, for 10th Avenue between Elm Street to its easterly terminus (10th Avenue Sewer Main Extension Improvement District).

Council Discussion:

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

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

9. A. **RESOLUTION NO. 2020-71 AUTHORIZING CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN WASHINGTON COUNTY, OREGON, AND CITY OF FOREST GROVE, OREGON, FOR REIMBURSEMENT OF COVID-19 SMALL BUSINESS EMERGENCY ASSISTANCE EXPENDITURES**

Staff Report:

VanderZanden presented the above-proposed resolution for Council consideration, noting the resolution is authorizing the City Manager to execute the final Intergovernmental Agreement (IGA) between Washington County and City of Forest Grove for reimbursement of COVID-19 Small Business Emergency Assistance Expenditures. VanderZanden reported Washington County received funds under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and has approved the distribution of \$2,500,000 from the County's allocation to reimburse cities within Washington County who initiated an emergency small business grant program in response to COVID-19. The City awarded grants to 83 businesses of up to \$2,500 to pay for one month of rent or mortgage costs in April and May, 2020. In conclusion of the above-noted staff report, VanderZanden advised staff is recommending Council consider approving the draft IGA, as outlined in Exhibit A, noting the City has requested \$125,000 be reimbursed to the Forest Grove Urban Renewal Agency and \$24,600 be reimbursed to City for expenses incurred for a total of \$149,600 reimbursement.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-71.

VanderZanden read Resolution No. 2020-71 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Rippe, to approve Resolution No. 2020-71 Authorizing City Manager to Execute an Intergovernmental Agreement (IGA) between Washington County, Oregon, and City of Forest Grove, Oregon, for Reimbursement of COVID-19 Small Business Emergency Assistance Expenditures.

Council Discussion:

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

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

9. B. **RESOLUTION NO. 2020-72 AUTHORIZING CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN WASHINGTON COUNTY, OREGON, AND CITY OF FOREST GROVE, OREGON, TO RECEIVE FUNDS TO ESTABLISH A SMALL BUSINESS GRANT PROGRAM**

Staff Report:

VanderZanden presented the above-proposed resolution for Council consideration, noting the resolution is authorizing the City Manager to execute the final Intergovernmental Agreement (IGA) between Washington County and City of Forest Grove, to receive funds for a Small Business Grant Program. VanderZanden reported Washington County received funds under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and has approved the distribution of \$10,000,000 from the County's allocation to reimburse cities within Washington County who implement a small business assistance grant program for necessary expenses due to COVID-19. In conclusion of the above-noted staff report, VanderZanden advised staff is recommending Council consider approving the draft IGA, as outlined in Exhibit A, noting the City has requested a \$212,000 distribution to establish and administer in-house a Small Business Grant Program to provide grants to small businesses located within the City's jurisdictional boundaries for necessary expenses due to COVID-19.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-72

VanderZanden read Resolution No. 2020-72 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Valfre, to approve Resolution No. 2020-72 Authorizing City Manager to Execute an Intergovernmental Agreement (IGA) between Washington County Oregon, and City of Forest Grove, Oregon, to Receive Funds to Establish a Small Business Grant Program.

Council Discussion:

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

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

9. C. RESOLUTION NO. 2020-73 DIRECTING CITY MANAGER TO IMPLEMENT THE SMALL BUSINESS EMERGENCY ASSISTANCE PROGRAM – ROUND TWO

Staff Report:

VanderZanden presented the above-proposed resolution for Council consideration, noting the resolution is directing the City Manager to implement the Small Business Emergency Assistance Program – Round Two. VanderZanden reported Washington County received funds under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and has approved the distribution of \$10,000,000 from the County's allocation to reimburse cities within Washington County for small business grant

support for necessary expenses due to COVID-19. In conclusion of the above-noted staff report, VanderZanden advised staff is recommending Council consider approving the proposed resolution, noting the City's Small Business Emergency Assistance Program will be implemented in-house using the criteria outlined in Attachment 1 (Staff Memorandum dated July 13, 2020).

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-73.

VanderZanden read Resolution No. 2020-73 by title.

MOTION: Council President Wenzl moved, seconded by Councilor Uhing, to approve Resolution No. 2020-73 Directing City Manager to Implement the Small Business Emergency Assistance Program – Round Two.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to whether or not to expand the program criteria to allow city business licensed home-based businesses to apply for program funding if the business qualifies. In conclusion of the above-noted Council discussion, the following motion to amend was made.

MOTION TO AMEND: Councilor Rippe moved, seconded by Councilor Wenzl, to amend Resolution No. 2020-73, program criteria outlined in Attachment 1 (Staff Memorandum dated July 13, 2020) to include city business licensed home-based businesses to the program criteria.

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

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

10. RESOLUTION NO. 2020-74 AUTHORIZING CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN WASHINGTON COUNTY, OREGON, AND CITY OF FOREST GROVE, OREGON, TO RECEIVE FUNDS FROM THE CARES ACT AND CITY AND SPECIAL DISTRICT ASSISTANCE PROGRAM

Staff Report:

Fire Chief Kinkade presented the above-proposed resolution for Council consideration, noting the resolution is authorizing the City Manager to execute the

final Intergovernmental Agreement (IGA) between Washington County and City of Forest Grove to receive funds from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and City and Special District Assistance Program. Kinkade reported Washington County has allocated \$7,000,000 to reimburse cities and special districts within Washington County for necessary expenses related to COVID-19. In conclusion of the above-noted staff report, Kinkade advised staff is recommending Council consider approving the draft IGA, as outlined in Exhibit A, noting the City is requesting reimbursement for actual incurred eligible expenses due to COVID-19.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-74.

VanderZanden read Resolution No. 2020-74 by title.

MOTION: Council President Wenzl moved, seconded by Councilor Uhing, to approve Resolution No. 2020-74 Authorizing City Manager to Execute an Intergovernmental Agreement (IGA) between Washington County, Oregon, and City of Forest Grove, Oregon, to Receive Funds from the Cares Act and City and Special District Assistance Program.

Council Discussion:

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

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

11. A. RESOLUTION NO. 2020-75 OF THE CITY COUNCIL ACCEPTING CITY MANAGER'S ANNUAL PERFORMANCE REVIEW

Mayor Truax presented the above-proposed resolution for Council consideration, noting Council heard the City Manager's self-evaluation on May 26 and held Executive Sessions on June 22 and July 13, 2020, to complete the review and present the annual performance review to the City Manager. Mayor Truax gave a brief recap of the City Manager's performance, noting Council found the City Manager's performance meritorious. Mayor Truax commended VanderZanden for his leadership and guidance and especially his coordination with the COVID-19 crisis. In conclusion of the above-noted report, Mayor Truax advised Council must evaluate the City Manager's performance at least once a year and must authorize by resolution the City Manager's annual base salary upon conclusion of the annual performance review in accordance with City Manager's Employment Agreement, Sections 5 and 6.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-75.

Mayor Truax read Resolution No. 2020-75 by title.

MOTION: Councilor Rippe moved, seconded by Councilor Uhing, to adopt Resolution No. 2020-75 of the City Council Accepting City Manager's Annual Performance Review dated July 13, 2020.

Council Discussion:

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

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

11. B. **RESOLUTION NO. 2020-76 OF THE CITY COUNCIL AUTHORIZING COMPENSATION FOR CITY MANAGER FOR FISCAL YEAR 2020-21**

Mayor Truax presented the above-proposed resolution for Council consideration, noting Council adopted Resolution No. 2020-75, refer to 11. A. above, accepting the City Manager's Annual Performance Review. In conclusion of the above-noted report, Mayor Truax advised Council must authorize by resolution the City Manager's annual base salary upon conclusion of the annual performance review, noting Council is proposing a two (2%) percent overall increase, which has been approved in the adopted budget for Fiscal Year 2020-21.

Mayor Truax read Resolution No. 2020-76 by title.

MOTION: Councilor Valfre moved, seconded by Councilor Wenzl, to adopt Resolution No. 2020-76 of the City Council Authorizing Compensation for City Manager for Fiscal Year 2020-21: **Section 1.** The City Manager's base salary shall be as follows, effective July 1, 2020, through June 30, 2021: **\$13,177.25/monthly; \$158,127.00/annually (2% increase); and Section 2.** The City Manager's vehicle allowance in lieu of the City providing the use of a city-owned vehicle shall be as follows, effective July 1, 2020, through June 30, 2021: **\$264.00/monthly; \$3,168.00/annually (2% increase), and Repealing Resolution No. 2019-49.**

Council Discussion:

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

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

12. **RESOLUTION NO. 2020-77 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 AUGUST 10, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-57**

Staff Report:

Mayor Truax presented the above-proposed resolution for Council consideration, noting the resolution is extending the duration of the City's emergency declaration that went into effect March 14, 2020, through April 13, 2020; extended through April 30, 2020 (first time); extended to May 11, 2020 (second time); extended to May 31, 2020 (third time); extended to June 8, 2020 (fourth time); extended to June 22, 2020 (fifth time); extended to July 13, 2020 (sixth time) and now extending to remain in effect until 8:00 p.m. August 10, 2020 (seventh time), unless superseded sooner. Mayor Truax advised he will remain in compliance with the Governor's State of Emergency and extend the City's declaration if needed due to COVID-19 public health emergency.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-77.

VanderZanden read Resolution No. 2020-77 by title.

MOTION: Council President Wenzl moved, seconded by Councilor Valfre, to approve Resolution No. 2020-77 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 August 10, 2020, Unless Superseded Sooner; Amending Resolution No. 2020-68.

Council Discussion:

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

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

13. **COUNCIL COMMUNICATIONS:**

Kottkey spoke about racial equity, the challenges and self-awareness. Kottkey

reported on topics that she will be highlighting in her Neighborhood Newsletter, i.e., information about funding and donations for Washington County Volunteer Fire & Rescue Association's July 4th fireworks event, and Police Department's policies and topics that are published on the City's website. In addition, Kottkey referenced an e-mail that was sent to Council on July 13, 2020, from Chris Billman, NW Cox Road, Forest Grove, regarding bias behavior towards bicycle lane users, noting she is uncertain what protocols are in place for responding to these types of e-mails, to which Mayor Truax advised it is best that the City Manager response and copies Council on replies (see below for additional information under Mayor's Report).

Rippe reported attending Economic Development Commission's virtual meeting, noting he is concerned that the Chamber has only one part-time assistant and that some businesses are not getting communications or information expediently about the funding resources and programs available. In addition, Rippe reported attending Department of Public Safety Standards and Training webinar sessions for community leaders; attending Representative Susan McLain's virtual town hall meeting on police reform and reported attending Sister Cities Committee's (SCC) virtual meeting, noting Nyuzen is planning to send a student delegation in early December depending on COVID-19 situation report and the SCC appointed Azumi Stapp as Vice Chair (Larisa Nefedov, Chair). Rippe noted Nyuzen had a very nice memorial displayed honoring Sandy Garcia, past president of SCC, who passed away earlier this year.

Uhing asked if the City could publish the Business Recovery Center's information on the reader board, to which VanderZanden advised he would make sure that it gets published. Uhing asked when public information about the Aquatic Center's reopening plan will be published, to which VanderZanden advised he would update the next Situation Report. Uhing provided insight regarding the above-mentioned e-mail that was sent to Council, noting the City has taken actions on most complaints but there are some issues beyond the city's control, such as the state highways. In addition, Uhing noted that she would like the City to explore other compensation for employees, such as working at home agreements and telecommuting to work.

Valenzuela reported the Cornelius Farmers' Market has opened and will run until the end of September, located at the Cornelius Library courtyard, noting she is hopeful attendance will increase.

Valfre reported the Library is providing curbside service and is doing a great job engaging the public and increasing readership and is considering purchasing free Wi-Fi hot spots. In addition, Valfre reported attending National League of Cities' webinar on racism; attending Representative Susan McLain's virtual town hall meeting on police reform and attending Department of Public Safety Standards and Training webinar sessions for community leaders, noting he was troubled after attending the

webinars that there did not seem to be a national basic standard when it comes to policing.

Council President Wenzl reported Committee for Community Involvement (CCI) is planning to meet virtually August 4, 2020, noting she sees an opportunity for the Annual Town Meeting's topic to be focused on policing reimagining and the new formation of a community policing advisory commission. Wenzl asked Council to submit their feedback to her prior to CCI's meeting. Wenzl reported attending Forest Grove Rural Fire Protection District meeting, noting the board reappointed the same officers. Wenzl gave an update on Rogers Park, noting the project is scheduled to be completed October/November. Wenzl noted she is hoping that the ribbon cutting celebration will be focused on community members and donors. In addition, Wenzl suggested the City consider closing off 21st Avenue on Fridays and Saturdays so restaurants can expand outdoor seating, similar to Ashland who shuts down their whole plaza.

14. City Manager's Report:

VanderZanden presented the City Manager's Report, dated July 13, 2020, noting Boards and Commissions may meet virtually on an as-needed basis. National Night Out was rescheduled to October 6, 2020. Council Election Packets are available online and at City Hall; filing deadline is August 25, 2020, 5pm. VanderZanden advised staff is preparing a detailed response to the above-mentioned e-mail and he will ensure that Council is cc'd on staff's reply. In addition, VanderZanden reported on various department-related activities and projects as outlined in the activity report.

15. MAYOR'S REPORT:

Mayor Truax advised Councilors replying to e-mails using "Reply All" risks violating public meetings law through serial communications. In addition, Mayor Truax advised Councilors to use Webex chat at their discretion, noting the chat option should not be used if it relates to policy. Due to the time, Mayor Truax had nothing further to report.

Council recessed at 9:09 p.m. for a break and reconvened at 9:24 p.m.

15. A. Council Consensus to Submit Top Four Priorities to League of Oregon Cities for 2021 Legislative Agenda

Each city was asked to review 26 legislative objectives set forth by the League of Oregon Cities' (LOC) policy committees for the 2021 Legislative Agenda and provide input to the Board of Directors as they prepare the LOC's 2021 Legislative Agenda. Council was asked to individually select their top four objectives. At the conclusion of the roundtable discussion, Council reached consensus to submit the following five objectives for consideration:

- **D. COVID-19 Economic Recovery Investments** – Valfre, Wenzl, Valenzuela,

Uhing (4)

- **E. Digital Equity and Inclusion** – Rippe, Wenzl, Uhing (3)
- **F. Expedited Siting for Shelter and Affordable Housing** – Valfre, Wenzl, Valenzuela, Truax (4)
- **N. Long Term Transportation Infrastructure Funding** – Rippe, Wenzl, Uhing, Truax (4)
- **Q. Mental Health Service Delivery** – Rippe, Valfre, Uhing (3)

16. **ADJOURNMENT:**

Mayor Truax adjourned the regular Council meeting at 9:30 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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A place where families and businesses thrive.

**City Council Work Session Minutes
Reimagining Policing Part II**

**Monday, July 13, 2020
8:30 p.m., Community Auditorium**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 9:23 p.m. via Webex Video Conference.

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

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

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

2. WORK SESSION: REIMAGINING POLICING PART II

Police Chief Reimann and VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to provide an opportunity to keep the community and Council informed about the Police Department's immediate benchmark strategies that they have identified to improve the current relationship with the community by creating a culture of inclusiveness, openness and transparency. Reimann reported at the Council work session held June 22, 2020, staff presented the department's pertinent policies and web links that are now published on the city's webpage, including use of force and stop data, which was the first goal. Reimann reported the second goal was to examine the membership and purpose of the Public Safety Advisory Commission (PSAC), noting staff feels that perhaps it is time to move in a new direction, not only in the name of the commission but also a new mission. Reimann presented a PowerPoint presentation overview of the newly proposed Forest Grove community policing commission, noting the new commission would be advisory and provide a link between the community, City Council and FGPD and will be centered on providing ongoing citizen input and recommendations to major police policy areas, such as use of force, community policing and community relations as well provide recommendations regarding

special programs. In addition, the objective of the new commission is to help define community norms and standards and to reflect the diverse interests of the City and its residents in the practice of community policing. In conclusion of the above-noted staff report, Police Chief Riemann, reported the proposed membership is inclusive and diverse, composed of underserved and geographical representation, including LGBTQ (lesbian, gay, bisexual, transgender and queer or questioning), racial justice, mental health, police, and community members at large and the College of Understanding, a subcommittee, will be the primary initiative of the commission. The commission will also provide an additional avenue to the City's Diversity, Equity and Inclusion program for community engagement.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council discussed the newly proposed commission's duties and responsibilities as well as the proposed membership composition, i.e., business representative, representative from each neighborhood watch or from each geographical quadrant in the city, no former law enforcement officers and requiring that members reside in the city limits and no more than nine members. Next, roundtable discussion ensued as Council discussed the dissolution of PSAC. In response to Mayor Truax's inquiry pertaining to the Fire Department having any concerns if PSAC was dissolved, Fire Chief Kinkade indicated that he had no concerns, noting it was time to be separated from PSAC, and he preferred not to be included in the composition of the new commission. In conclusion of the above-noted roundtable discussion, Council collectively concurred that in light of recent events, it was time to move in a new direction and completely dissolve PSAC and create a new structured commission with a new vision and membership. VanderZanden advised staff will bring back for the next Council meeting in August a proposed resolution dissolving PSAC and a proposed resolution establishing a new commission, to which Council concurred.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 10:10 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

CALL TO ORDER:

The meeting was called to order at 12:03 p.m. by EDC Chairman Kevin Emerick.

ROLL CALL: EDC MEMBERS PRESENT: Tim Budelman; Jim Langstraat; Mark Nakajima; Tom Raabe; Guy Storms; Howard Sullivan;

EDC MEMBERS ABSENT (EXCUSED): Brad Bafaro; Steve Krautscheid Jennifer Prickett; Jonathan Yawson;

EDC MEMBERS ABSENT (UNEXCUSED): none

OTHERS PRESENT: Alfredo Moreno, Portland Community College; Jill Craig, Urban Decanter Rick LaFave, RDF &G , John Southgate, Washington County Interim Economic Development Manager.

COUNCIL LIAISON: Councilor Timothy Rippe

STAFF PRESENT: Jeff King, Economic Development Manager; Shannon Reynolds, Admin Specialist; Yvan Saastamoinen, Economic Development Intern

CITIZEN COMMUNICATION:

None

1. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:

A quorum was met. Howard Sullivan moved a motion to approve the February 6, 2020 EDC meeting minutes. Tim Budelman seconded. The motion passed unanimously.

2. ADDITIONS/DELETIONS:

None

3. BUSINESS:

A. Chamber of Commerce Update, Howard Sullivan:

Howard Sullivan provided an update from the Chamber of Commerce. The March Rise and Shine will be held at the Armory at 8 am on March 6th. Howard provided an update from Clean Water Services the Scoggins Dam/Hagg Lakes three project options:

- 1) Dam modification only, keeping the water levels the same as current.
- 2) Modify the dam by raising levels 17 ft. to provide additional water supply as well as address earthquake safety concerns.
- 3) Move the dam further east and establish a smaller opening.

Reclamations is committed to working with Clean Water Services on this project. Project estimates are between \$750 million and 1 Billion dollars.

March 21st the Forest Grove Chamber of Commerce will have its annual auction. If you would like tickets, please give the office a call.

B. Washington County Econ Development Presentation, John Southgate:

John Southgate presented an update on his newly assigned position of Washington County Interim Economic Development Director. Washington County will be filling this position permanently in July. During his interim John has three main objectives; working with the more rural small cities that do not have Economic Development staff such as; North Plains, Banks, King City, Gaston and Durham. Working with urban unincorporated areas of Washington County and lastly working with the cities as a resource for a myriad of issues; such as infrastructure, entrepreneurial startups, and business retention etc. John attended the Washington County Economic round table that was recently held in February. This is way for various cities within Washington County to meet and collaborate on important issues.

C. Council Update, Councilor Rippe:

Councilor Rippe provided a City Council update. Councilor Thompsons positions is vacant and Council is working to fill that position. Applications are being accepted through March and will then be reviewed by City Council. Interviews will start in April, with the hopes of filling the position by May. This current vacancy has 2 years remaining on its term.

A Parking Study has been completed and received. City Council is reviewing the information. According to the findings there is sufficient parking within downtown Forest Grove, however it is not being efficiently managed. Some necessary changes will be to add parking signage throughout the city as well as better management of the designated hourly parking. Employee/business parking areas may be designated in the future to allow for more visitor parking. Some areas may also need additional handicap designation.

D. Strategic Plan Metrics for Goal 2, Jeff King:

Jeff King discussed Goal 2 of the Strategic Plan and defined particular areas where the EDC can be more engaged. OTBC (Oregon Technology Business Center) is an important entrepreneurial start up program that Forest Grove is looking to initiate. Jeff spoke on the various aspects of establishing this program.

Venture Catalyst Proposal for Washington County was the second item Jeff King discussed with the EDC. An informational handout was given on this program.

More discussion is needed on these two items and will be on the agenda for the next meeting.

E. New Board Member Discussion:

Jill Craig was introduced to the EDC. She is the current owner of Urban Decanter and interested in a position on the EDC and feels she can provide perspective from the downtown business area. Rick LaFave from Diversity Café and RDF & P Inc., would

also like to join the EDC and provide a voice for the small commercial/retail business sector.

Alfredo Moreno, is the Communication Relations Manager of Portland Community Colleges Rock Creek Campus. He looks forward to being a liaison for the Commission and the College.

Tim Budelman moved a motion to recommend to City Council the following member positions for the EDC. Howard Sullivan seconded. The motion passed unanimously.

- Downtown Retail – Jill Craig, Urban Decanter
- Small Commercial/Retail Business – Rick LaFave, Diversity Café/RDF& P Inc.
- Large Manufacturer – Rob Langford, MGC Pure Chemicals
- Food/Beverage Processor – Chaucer Foods

Howard moved a motion to elect Alfredo Moreno of PCC Rock Creek as a non-voting liaison EDC member. Mark Nakajima seconded. The motion passed unanimously.

4. STAFF AND BOARD MEMBER COMMUNICATIONS:

None

5. ANNOUNCEMENT OF NEXT MEETING:

Chairman Kevin Emerick, announced that the next meeting of the EDC will be on Thursday, April 2, 2020 at 12:00 p.m. in the Alice Inkley Room at McMenamins Grand Lodge.

8. ADJOURNMENT:

Kevin Emerick adjourned the meeting at 1:33 p.m. by consensus.

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

Approved by the Forest Grove EDC:

Date: 6/18/20

1. CALL TO ORDER:

The meeting was called to order at 10:05 p.m. by EDC Chairman Kevin Emerick.

ROLL CALL: EDC MEMBERS PRESENT: Brad Bafaro; Tim Budelman; Jill Craig; Steve Krautscheid; Jim Langstraat; Juanita Lint; Guy Storms; Javier Urenda; Sarah Teters-Johnson

EDC MEMBERS ABSENT (EXCUSED):): Jennifer Pricket; Jonathan Yawson; Tom Raabe; Mark Nakajima

EDC MEMBERS ABSENT (UNEXCUSED): None

OTHERS PRESENT: Alfredo Moreno, Portland Community College; Rob Langford, Dick Stinson

COUNCIL LIAISON: Councilor Timothy Rippe

STAFF PRESENT: Jeff King, Economic Development Manager; Shannon Reynolds, Admin Specialist

2. CITIZEN COMMUNICATION:

None

3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:

A quorum was met. Brad Bafaro moved a motion to approve the March 5, 2020 EDC meeting minutes. Steve Krautscheid seconded. The motion passed unanimously.

4. ADDITIONS/DELETIONS:

Jeff King requested adding discussion about the Industrial Lands Tool Kit Program.

5. BUSINESS:

A. Chamber of Commerce Update, Juanita Lint:

Juanita Lint introduced herself as the newly hired Chamber of Commerce representative and provided an update to the EDC. Mention was made of the newly implemented Downtown Expansion permit process that allows one parking space to be used by downtown business owners, Thursday – Sunday evenings from 5-10 p.m. They may eventually expand further into blocking off and opening the downtown street areas as well. This will last throughout the summer until the end of September. Juanita is currently working to grow the Chamber of Commerce membership by continued efforts to reach out to small businesses within the communities. She continues to give support and efforts in re-opening the community and businesses as soon as possible. Juanita currently works 20 hours with the Chamber and is looking to fill the vacant “assistant” position which will partner with the City as a full time position allowing the Visitor Center to remain open. Juanita has also taken on the current Junior Achievement project. Total funds needed for the program was \$4,500. They are still looking for a few sponsors to

contribute the remaining \$500-\$600 needed for the program. Jill Craig kindly donated an additional \$100. Jeff King offered to help send a letter out to garner possible interest and help.

B. City Council Update, Councilor Rippe:

Councilor Rippe updated on the reopening of City offices to the public as of June 1st with the exception of the library and public pool. Social distance efforts are all in place. The County received some federal money from the Cares Act that was used to create a few Small Business Recovery Centers, one of which is located in Forest Grove at Adelante Muheres. The Center will guide small businesses in following proper protocol to reopen their businesses. On July 6th the Planning Commission will hear a proposal to build an apartment complex behind the new Wauna Credit Union. Lastly, the Council will be voting on the budget for 2020/2021 at the next council meeting. The Urban Renewal Agency gave funding to small businesses within the URA boundary for one month's rent help in May. The City Council then authorized an additional \$25,000 for businesses outside the URA in June. In total \$125,000 to \$150,000 was given for rent help of small business in Forest Grove. Councilor Rippe said the City is open to suggestions from the EDC for any other ways they can assist during this time. Javier Urenda mentioned the possibility of waiving the fee to obtain a business license.

C. Annual Report Recap:

Kevin Emerick gave a summary of the Annual Report that was presented to City Council.

D. Business Recovery Strategies-Presentation, Feedback & Discussion:

Jeff reviewed the Washington County Economic Indicators. Mention was also made of the two programs that were previously mentioned to help aid small businesses. Some feedback he has had regarding reopening is it can be difficult to get employees back to work.

Some of the federal money received from the Cares Act will go towards Economic Development. He asked for feedback from the EDC on ways we can enable small businesses to re-open by using the federal grants available.

Juanita Lint mentioned capacity as a big issue; it is difficult for businesses to re-open at half capacity. PPE (personal protective equipment), has had difficulty finding any sanitizing wipes, sprays etc.

Rob Langford from MGC Pure Chemicals contributed that in house meetings can be challenging to be compliant with the proper social distance requirements. Business continuity with employees as Covid-19 scares rise. Availability of testing and confirmation of health clearing is an issue for them. They have also experienced an unusual amount of interview cancellations as people continue to be nervous about going to work. They have some concern this could slow company growth.

Steve Krautscheid mentioned the Walgreens drive thru offers a quick Covid-19 screening. Sanitizer is on back order for them, other PPE stock is in good shape.

Kevin Emerick spoke for Woodfold Manufacturing regarding difficulty also with business continuity as Covid-19 scares go through the company. It can be hard to get employees to return to work once symptoms have subsided. Has noticed price increases on PPE products. Feels information and education of how to properly use PPE and sanitization processes correctly has not been given or distributed as necessary.

Jill Craig sees challenges with the small space that she currently has. Sanitizing has been difficult to monitor and ensure proper cleaning. Staffing can be difficult and costly at half capacity.

Javier Urenda noticed difficulty in the Latino community accessing the various national and local grants available. The requirements seemed a bit stringent and cumbersome. For example, accessing last year's tax information or business licenses etc. was difficult for some. He does see businesses still surviving. He's been able to connect business with online sales, catering, or delivery services. Training on how to use PPE properly has been lacking. Jeff will research some PPE training videos as well as "new ways to sell" videos for small businesses. Kevin mentioned Oregon OSHA has videos as well.

Jim Langstraat mentioned Pacific University is still troubleshooting students returning to campus. PPE is a bit difficult, but they are managing. All classes will have the option of being online or on-site. They will be leasing space near campus to allow for further social distancing.

6. STAFF AND BOARD MEMBER COMMUNICATIONS:

None

7. ANNOUNCEMENT OF NEXT MEETING:

Chairman Kevin Emerick, announced that the next meeting of the EDC will be on Thursday, July 9, 2020 at 10:00 a.m. via WebEex.

8. ADJOURNMENT:

Kevin Emerick adjourned the meeting at 11:28 a.m. by consensus.

Respectfully submitted by:

Shannon Reynolds
Administrative Specialist
City of Forest Grove

Approved by the Forest Grove EDC:

Date: 7/9/20

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APPROVED

- Members Present:** Jennifer Brent, George Cushing, Mark Fischer, Kelsey Trostle, Holly Tsur, Bill Youngs (01 vacancy)
- Staff Present:** James Reitz
- Council Liaison:** Peter Truax
- Citizens Present:** 01 (Gary Eddings)

1. **Call to Order:** Tsur opened the meeting at 6:32 p.m. Mayor Truax was introduced.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. CEP Grant Application: Tsur noted that a subcommittee of three members was needed to prepare the application; she would chair it. Both Brent and Trostle volunteered; Fischer will be available as an alternate. The subcommittee members agreed to meet sometime in mid-March.

Mayor Truax reported that although the amount total of funding will be about the same as in the past, the Council has earmarked \$40,000 for larger, multi-year projects. That grant could be a one-time award or possibly extended for up to 3 years if the Council feels the project is important enough.

He further noted that the application will probably remain the same, so the Board could start working on it at this time. Tsur distributed a sheet of the proposed application information.

B. Alternative Funding Sources: Youngs said that he and Fischer had not been able to meet but they had communicated and will start working on generic information for a grant application i.e., information about the Board and its activities and goals that would be needed for any application. He has also approached his employer (an architectural and engineering firm) about a possible grant, and he and Fischer are also still working on the gala event concept.

Staff was asked about the possibility of a Main Street Program and/or urban renewal district grant. Reitz replied that the City was at the very lowest level of the Main Street Program and no grants were available at that level. While the urban renewal district has some funding available, it is not a large amount and any grants would have to be awarded only to those buildings in the district, which does not encompass any of the historic districts.

C. Photo Contest: Brent confirmed that the contest will be announced in the City's utility bills in March. Youngs provided multiple copies of the posters to be distributed around town, one of which is in Spanish. He also volunteered to work with a couple of his work associates to develop a Spanish language application for inclusion on the HLB webpage.

Cushing said that he had promoted the contest at the Chamber of Commerce luncheon. He further noted that Melody Haveluck has confirmed that Lost Wax Records, Plum Hill Vineyards, The Pink Spoon, Scottie's Drive-in, Pizza Schmizza and the *News-Times* are all contributing prizes. Mr. Eddings said that the FHFG would offer a tour of the A. T. Smith house but that the available dates would be dependent on when the house is properly staged for other events.

4. Old Business/New Business:

- A. Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of January 28, 2020 were approved as submitted.**
- B. Council Liaison Report. Mayor Truax noted the recent passing of Councilor Ron Thompson and the process to be followed to fill his seat. He said that the Council hopes to have a new member appointed by the end of April, and that the Board may then get a new Council liaison.

The recent Boards and Commissions dinner was discussed; he and Cushing both described it as a great success. Both thought that was a good decision to separate the dinner from the reports, which will now be scattered throughout the year.

- C. FHFG Report. Gary Eddings said the Friends were beginning to plan a quilt show fundraiser, and that the annual house tour date had not been set yet. He further reported that the plaque committee was still discussing the criteria to be used to decide which buildings should receive a plaque: at present, they are considering any house over 75 years old if it has survived with only minor charges, but some members would prefer to recognize only those homes located in a historic district or on the National Register.
- D. Staff Update. Reitz said that consultant Diana Painter was completing the final edits of the Downtown Historic District nomination application, and that it will be submitted to SHPO by March 1st. SHPO staff will review the application and return it to the City and consultant for corrections. When that is done, staff will schedule a report to the City Council and request their permission to proceed with the nomination process. Assuming an affirmative decision, SHPO will proceed with contacting of the property owners in the district and scheduling the application for review by the State Advisory Committee on Historic Preservation (SACHP). Only after the SACHP has approved the nomination will it be sent to the National Park Service for consideration. Reitz advised that the Board's participation in the application was largely complete.

5. Adjournment: The February 25, 2020 meeting adjourned at 8:10 p.m.

These minutes respectively submitted by George Cushing, Secretary

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A place where families and businesses thrive.

**Planning Commission
 Community Auditorium and Webex
 1915 Main Street, Forest Grove, OR
 Monday, July 6th, 2020, 7:00 pm**

1. CALL TO ORDER AND ROLL CALL:

Chair Phil Ruder called the Planning Commission meeting to order at 7:03 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 July 6th, 2020, 3 p.m. to Senior Planner James Reitz.

Roll Call:

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

Planning Commission Excused: None.

Staff Present: Bryan Pohl, Community Development Director (in the Community Auditorium); 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. 311-20-000042-PLNG – Site plan approval and design review of a proposed 8-building, 196-unit apartment complex at the 1900 Block of Poplar Street

Chair Phil Ruder opened the quasi-judicial public hearing at 7:06 p.m., reading the hearing procedures, criteria, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. Commissioner Nakajima disclosed that she is a principal owner of a nearby business east of the project but can remain impartial, and there were no challenges. Commissioner Redwine disclosed that he is in the process of purchasing a nearby condominium, and there were no challenges.

Senior Planner James Reitz gave a Power Point presentation, showing the location and aerial view of the site. This was formerly known as the “Albertson’s” site, and the 19th Place has recently been vacated. Mr. Reitz summarized the application, explaining the proposal as an 8-building, 196-unit apartment complex with amenities such as a swimming pool, play structure, and a dog park located along the 1900 block of Poplar Street.

Mr. Reitz showed the variety of architecture of the apartment units which include multiple windows on each side of the building. Overall there will be 300 on-site parking spaces provided for the 196 units proposed. The architectural elevations were shown and comply with the Development Code’s building design standards for multi-unit development.

Mr. Reitz showed 19th Avenue and where the street improvement ends, proposing a half street improvement. A condition of approval is to make the additional half street improvement eligible for City TIF/TDT credits. Additionally, a deed restriction is recommended on Lot 3 to limit its future residential density to a maximum of 11 units unless the maximum residential density permitted in the Community Commercial zoning district is increased.

Staff recommends approval of the requested site plan and design review permit with the following conditions: applicant is bound to the project description and all representations made; the applicant shall comply with all City building and development standards; a deed restriction on Lot 3; landscaping, above ground utilities, and signing shall be located and maintained along the site frontage for adequate sight distance; replace deteriorating asphalt path along the Highway 47 frontage; 19th Avenue half street extension through to Poplar Street with the additional improvements eligible for TIF/TDT credits. There are two optional conditions: shift Building 3 five feet to the east to move farther from the neighboring condominiums property line; install a four to six foot tall wire or decorative metal panel fence along the east property line.

Commissioner Rojas inquired about the Traffic Impact Analysis done on the site, and Mr. Reitz stated that there will be some additional traffic added to the Maple Street and Fernhill Road intersection causing a decrease in the intersection

functionality. ODOT has recommended the City assign a proportional dollar amount that this project will pay to improve the future intersection design. Chair Ruder stated the majority of traffic will be going out on Pacific Avenue.

Commissioner Sanderson wondered what the bump out on Building 3 is on the unit as it is close to the property line and possibly can overhang the neighboring, two-story condominiums.

Commissioner Redwine had a question regarding the deed restriction, and Chair Ruder explained that they are using the property to meet the density requirements.

CORRESPONDENCE:

A phone call was received by a nearby resident recommending that a condition be required regarding the 19th Avenue street improvement be eligible for TIF/TDT credit, so staff included the recommendation in the conditions.

APPLICANT:

Andrew Tull, 3J Consulting, 9600 SW Nimbus Ave, Ste 100, Beaverton, OR 97008:

Mr. Andrew Tull joined the meeting via Webex as the applicant's representative for JT Smith Companies, the applicant of the project. Mr. Tull stated that the applicant is dedicated to building a high quality project as well as a good neighbor. They have been working very carefully and closely with the community. The applicant is more than willing to accept the recommended conditions of approval, as well as the optional conditions.

Mr. Tull explained that the portion of the Building 3 that is hanging within the 5 foot setback is a storage area on the porch. Mr. Tull expressed concerns with the bulb-outs recommended by the City on page 12 of the staff report for it could limit the fire lane. They will work with the City to make sure it is functional for everyone.

Chair Ruder inquired about the optional fence condition between Building 7 and Highway 47 which will be a condition of safety for the tenants. Mr. Tull responded that the frontage of Highway 47 is an advertising opportunity for the amenities on the site, but they do not mind working with the City in putting up a decorative fence.

Commissioner Rojas asked if any of the apartments were considered affordable housing, and Mr. Tull stated that the market dictates the price on these units.

Commissioner Sanderson asked Mr. Tull about what kind of distance they would be willing the move Building 3. Mr. Tull explained that the two-story and three-story building are not that much different in height, and it will affect the design of the dog park. They can move if it is required but is not ideal.

PROPOSERS:

None.

OPPONENTS:

None.

OTHER:

None.

REBUTTAL:

None.

Chair Ruder closed the public hearing at 7:55 p.m.

COMMISSIONER DISCUSSION:

Chair Ruder asked for any questions or discussion regarding the two optional conditions: Shift Building 3 five feet to the east and install a four to six foot tall decorative fence along the east property line.

Commissioners agreed to leave Building 3 where it is designed now as it will constrain the amenity of a dog park if moved.

Commissioners agreed that the fence on the east property line is a benefit to the project as it will protect pedestrians and tenants alike.

Commissioners discussed the applicants concern regarding the bulb out, and Mr. Reitz explained that the developer will work that out with the City Departments during plan review.

Commissioner Sanderson moved a motion to approve file number 311-20-00042-PLNG – Site plan approval and design review of a proposed 8-building, 196-unit apartment complex located at the 1900 Block of Poplar Street subject to the recommendation in the staff report including the optional condition regarding the four to six foot decorative fence but omitting the optional condition to move Building 3 five feet to the east. Commissioner Smith seconded the motion.

Roll Call Vote on Motion: AYES: Chair Ruder; Vice Chair Rojas; Commissioners Sanderson, Nakajima, Redwine, Smith, and Danko. NOES: None. ABSENT: None. MOTION CARRIED 7-0.

C. ACTION ITEMS:

None.

D. WORK SESSION ITEMS:

None.

3. BUSINESS MEETING:

A. APPROVAL OF MINUTES:

Vice Chair Rojas moved to approve the minutes of the June 15th, 2020 meeting. Commissioner Smith seconded. Motion passed 7-0.

B. REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

None.

C. DIRECTOR'S REPORT:

Mr. Pohl updated the Commissioners on upcoming meetings. July 20th staff will host a webinar for a work session at 6pm regarding the Neighborhood Mixed Use zoning. Following the work session will be a public hearing that night as well. There are no agenda items for August.

Mr. Pohl updated Commissioners on the Westside Plan. The City has hired a consultant to come up with some policy solutions for the area regarding the System Development fees.

D. ANNOUNCEMENT OF NEXT MEETING:

The next meeting is to be held on July 20th, 2020.

E. ADJOURNMENT:

The meeting was adjourned at 8:22 p.m.

Respectfully submitted by:

Cassi Bergstrom

Digitally signed by Cassi Bergstrom
DN: cn=City of Forest Grove, o=Cassi Bergstrom,
email=C.Bergstrom@forestgrove-or.gov
Reason: I am the author of this document
Location: your signing location here
Date: 2020.07.21 08:43:05
Cassi Bergstrom@Forest Grove, 8.2.1

Cassi Bergstrom
Planning Commission Coordinator



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: Item 3. *I*

MEETING DATE: 08/10/2020

FINAL ACTION: _____

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *August 10, 2020*

SUBJECT: *Deem Seat Vacant on Sustainability Commission*

Tabitha Merten, Sustainability Commission, representing At-Large, Term Expiring December 31, 2020, has informed staff of her desire to resign as per attached e-mail resignation. Merten was appointed 08/2017.

STAFF RECOMMENDATION:

Staff recommends City Council accept the above-noted resignation and deem the seat vacant.

From: Merten, Tabitha [REDACTED].edu]
Sent: Friday, July 17, 2020 9:14 AM
To: Elizabeth Stover <estover@forestgrove-or.gov>; Elena Uhing <euhing@forestgrove-or.gov>; [REDACTED]; Fallon Harris [REDACTED]; Robin Lindsley <[REDACTED]>; Kenneth Cobleigh [REDACTED]; Paul Downey <PDowney@forestgrove-or.gov>; Johanna Peeters Weem <[REDACTED]>; Meek, Lilly <[REDACTED]>
Subject: Re: My Member Status

Thank you all for the kind words. I'm sure I'll run into you at some point down the road!

I think that I'll resign now. It would be hard to help with a project if we were to meet again in September, only to be able to see it partway through.

I've had an great time being a part of this amazing team. Keep on rocking it.

Tabitha

On Wed, Jul 15, 2020, 7:35 AM Merten, Tabitha <[REDACTED]> wrote:

Hi SusCom team!

I hope everyone is staying healthy and happy. I have missed seeing everyone!

I'm writing to let y'all know that partner and I purchased a home (yay!!) in McMinnville.

Being on the commission when I was in Cornelius is one thing, but McMinnville is a bit further away and definitely more out of touch with what's going on in the Grove.

I think the best option for me is to say goodbye to the commission. That being said, I do believe my term ends at the end of this year, so if meetings get started up again (and if you'd like/it's allowed) I could stay on through December to finish it out.

Elizabeth perhaps you could let me know what the best course of action to take is.

Hopefully I'll see you all soon!

Tabitha

CERTIFICATE OF APPRECIATION

Awarded to

Tabitha Merten

*Forest Grove Sustainability Commission
2017 ~ 2020*

**In Recognition of Dedicated Service to the
City of Forest Grove and Citizens of Forest Grove**

The Forest Grove City Council sincerely thanks you for your dedicated service and exceptional leadership you exemplified on the City of Forest Grove Sustainability Commission.



A place where families and businesses thrive.

*Peter B. Truax, Mayor
Forest Grove City Council
August 10, 2020*



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: Item 3.
 MEETING DATE: 08/10/2020
 FINAL ACTION: RESO 2020-78

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *August 10, 2020*

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

BACKGROUND:

The Economic Development Commission (EDC) at its meeting of March 5, 2020, voted unanimously to recommend the following applicant(s) be appointed by Council to fill vacancies on EDC. The EDC is recommending that Rob Langford fill the Large Manufacturer position which is currently held by Jonathan Lawson. As a result, Lawson will be reassigned to fill Food/Beverage Processor position, which is the proper position for Chaucer Foods.

| Applicant Name | EDC Position | Terms Expiring: |
|-----------------------|--|------------------------|
| Juanita Lint | FG/Cornelius Chamber | December 31, 2023 |
| Rob Langford | Large Manufacturer (MGC Purer Chemicals) | December 31, 2023 |
| Jonathan Yawson | Food/Beverage Processor (Chaucer Foods) | December 31, 2023 |

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

STAFF RECOMMENDATION:

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

ATTACHMENTS:

Resolution & B/C EDC Applications

RESOLUTION NO. 2020-78

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

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

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

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

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

WHEREAS, the Economic Development Commission (EDC) at its meeting of March 5, 2020, voted unanimously to recommend the following applicants be appointed by Council to fill vacancies on EDC.

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

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

| <u>Last Name:</u> | <u>First Name:</u> | <u>Representative:</u> | <u>Term Expires:</u> |
|-------------------|--------------------|-------------------------|----------------------|
| Lint | Juanita | FG/Cornelius Chamber | December 31, 2023 |
| Langford | Rob | Large Manufacturer | December 31, 2023 |
| Yawson | Jonathan | Food/Beverage Processor | December 31, 2023 |

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

PRESENTED AND PASSED this 10th day of August, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of August, 2020.

Peter B. Truax, Mayor



A place where families and businesses thrive.

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

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

ECONOMIC DEVELOPMENT COMMISSION (EDC):

(Meets 1st Thursday at Noon)

| | | |
|-------------------------|--|--------------------------|
| AGENCY NAME: | Forest Grove/Cornelius Chamber of Commerce | |
| | <i>Primary:</i> | <i>Alternate:</i> |
| Member: | Juanita Lint | Chris Barron |
| Mailing Address: | 2417 Pacific Ave., FG | PO Box 67, FG, 97116 |
| Phone (work): | 503.357.3006 | [REDACTED] |
| Phone (contact): | [REDACTED] | [REDACTED] |
| E-Mail: | Director@visitforestgrove.com | [REDACTED] |

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

Date: July 21, 2020 **Submitted by:** Juanita Lint
Title: Executive Director

Chambers 12/23

(ED App 2/18)

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

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

ECONOMIC DEVELOPMENT COMMISSION (EDC):

(Meets 1st Thursday at Noon)

| | | |
|-------------------------|-----------------------------------|-------------------|
| AGENCY NAME: | MGC Pure Chemicals America (MPCA) | |
| | <u>Primary:</u> | <u>Alternate:</u> |
| Member: | Rob Langford | |
| Mailing Address: | 701 Elm, Forest Grove OR 97116 | |
| Phone (work): | [REDACTED] | |
| Phone (contact): | 408-489-6935 | |
| E-Mail: | R.Langford@MGCpure.com | |

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

Date: 7/21/2020 **Submitted by:** [REDACTED]

Title: Plant Manager

*large MFg 12/23



Forest Grove Update Covid and Beyond

DATE : August 10, 2020 | Lori James-Nielsen, President OHSU Health Hillsboro Medical Center and Tuality Healthcare

State Policy Effectiveness

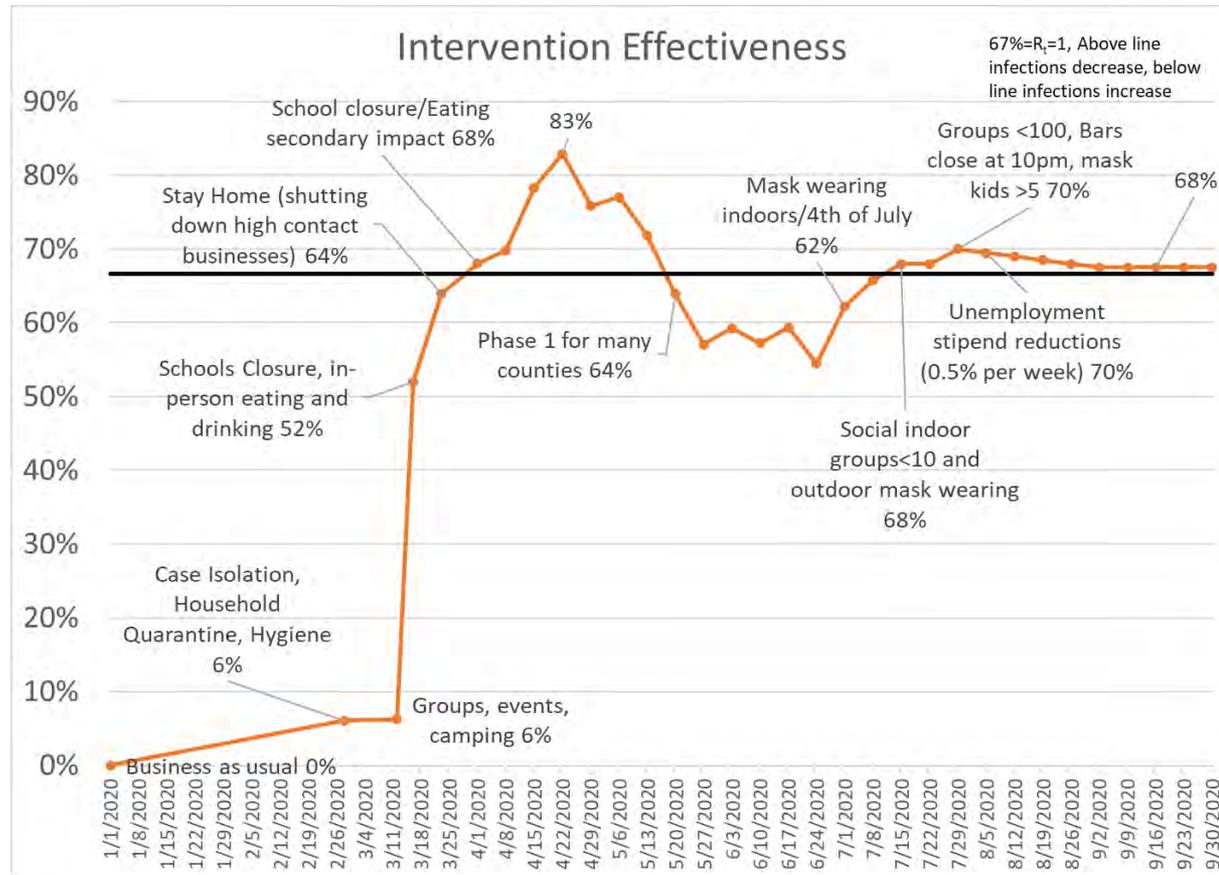
Mask wearing order is showing promise of some positive effect and was likely limited by increased transmissions for 7/4.

Mild improvement expected from 7/15 orders

Unemployment stipend reductions are expected to create pressure for additional mobility.

In-person schooling has been postponed and is no longer included as potential impact

The next big risk is impact of seasonal factors in the fall

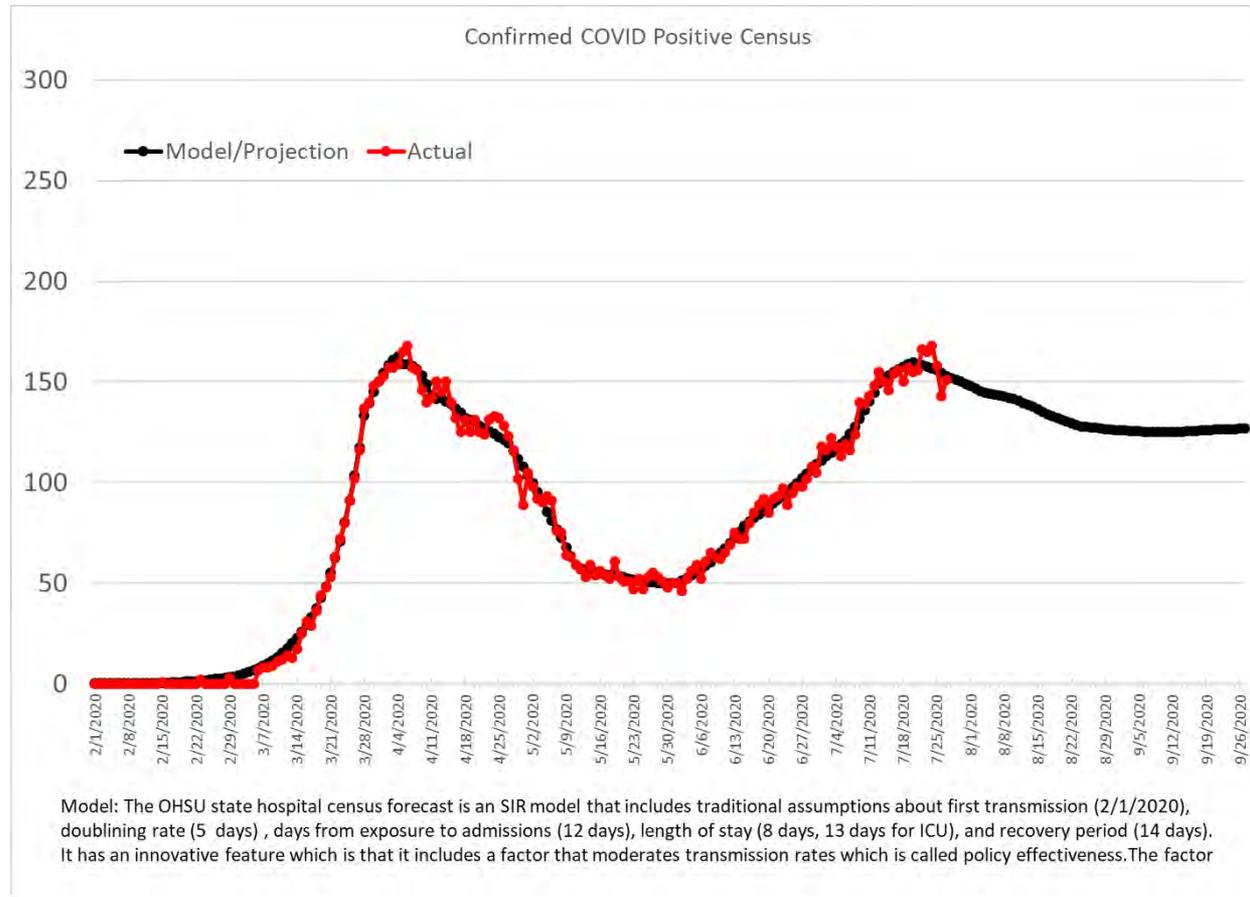


State Hospital Census Forecast

The plateau in census has continued for another week providing more evidence of the effectiveness of mask wearing order.

The current healthcare capacity has largely not been overly taxed by the second wave. This is a major success given the amount of mobility occurring.

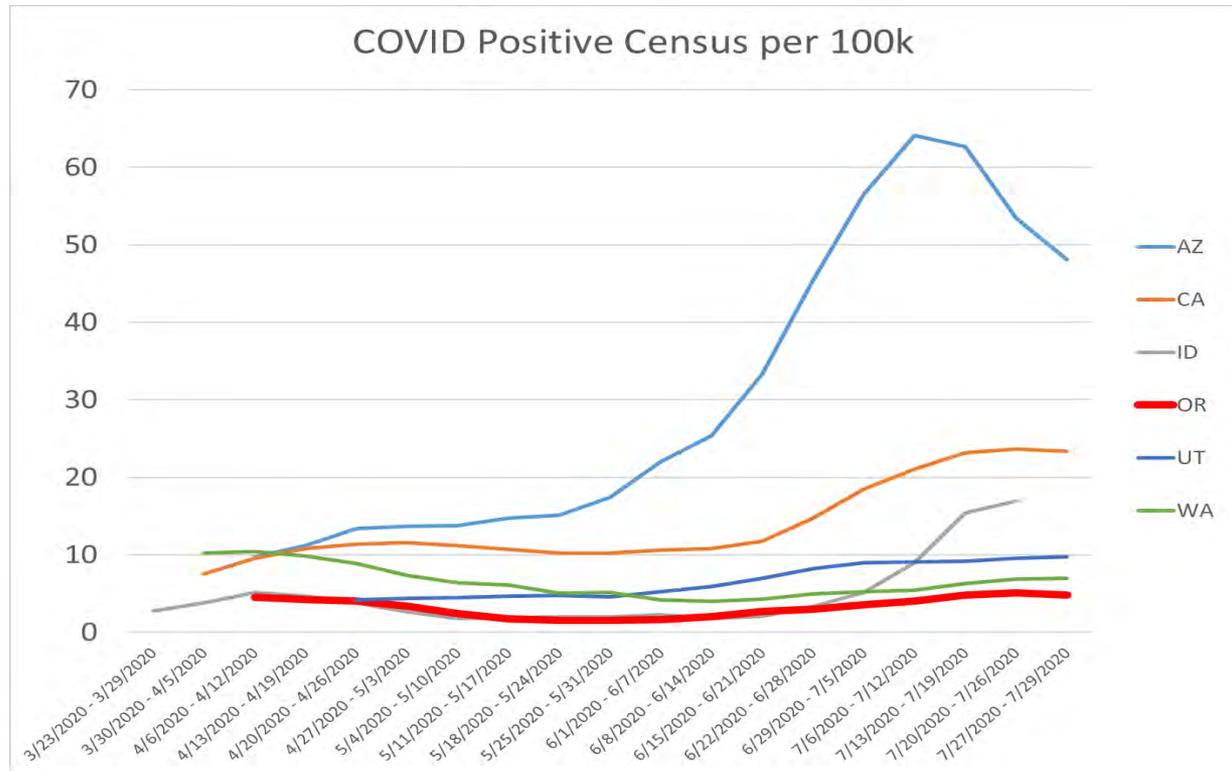
The cycle of trying to squeeze as much economic output and normalcy without overwhelming healthcare capacity is likely to continue with ups and downs.



Oregon Census Comparison

Oregon has lowest COVID confirmed positive census per population in region.

Oregon also has the lowest percent of total beds occupied by COVID confirmed positive patients.



Source: <https://carlsonschool.umn.edu/mili-misrc-covid19-tracking-project>

COVID-19 changes in Forest Grove

- Significant financial losses for hospitals and clinics with modified operations
- Ongoing commitment to provide access to care in Forest Grove through telehealth, home health, rehab services, immediate care and primary care
 - Addition of another primary care provider
 - Unchanged hours of operation: 8 am – 8 pm, 7 days/week



Telemedicine- TeleRehab

- Telemedicine
 - Launched April 2020
 - All specialties

| | Virtual Visits | Phone Visits | In-person Visits | Total Visits |
|-------|----------------|---------------|------------------|--------------|
| April | 1014 (23%) | 1635 (37%) | 1786 (40%) | 4435 |
| May | 1463 (24%) | 1402 (23%) | 3142 (52%) | 6007 |
| June | 1005 (12%) | 1406 (17%) | 6062 (72%) | 8473 |

- TeleRehab
 - New home exercise and therapy program
 - Video and written instructions individualized for patients





Growth and community

- NICU opened June 18
- Serving more of the community with increased market share
- Partnering with Pacific University for mobile clinics
- Salud Services addressing disparate Latinx Covid cases with Washington County & VGMC





OHSUHealth
Hillsboro Medical Center
FORMERLY TUALITY HEALTHCARE

ORDINANCE NO. 2020-04**ORDINANCE AMENDING FOREST GROVE CODE OF ORDINANCES
TITLE III (ADMINISTRATION), CHAPTER 35 (CITY ORGANIZATIONS),
§35.090 THROUGH §35.099, RELATING TO AMENDING
COMMUNITY FORESTRY COMMISSION BYLAWS**

WHEREAS, Statewide Planning Goal 5 requires the City to adopt a program to conserve open space and protect natural and scenic resources; and

WHEREAS, City Council appointed a Tree Task Force to develop a program of tree management; and

WHEREAS, the Community Forestry Commission (Commission) was established by Resolution No. 1992-23, which was adopted by the City Council on May 26, 1992, to continue the work of the Tree Task force and to implement and enforce the City's Tree Management Ordinance; and

WHEREAS, Resolution No. 1992-23 was amended by Resolution Nos. 1998-16, 1998-56 and 2002-56 pertaining to Commission membership and terms; and

WHEREAS, on March 9, 2009, City Council adopted Ordinance 2009-04, repealing and reenacting Chapter 9 of the Forest Grove Code, entitled Boards and Commissions and Miscellaneous Planning Provisions; and

WHEREAS, Chapter 9 of the Forest Grove Code §9.205 through §9.230 established the membership, terms of office, officers, meetings and rules, and powers and duties of the Community Forestry Commission; and

WHEREAS, on June 26, 2017, City Council adopted Ordinance 2017-02 approving the Forest Grove Code of Ordinances, including Title III, §35.090 through §35.098 titled Community Forestry Commission, and carried forward §9.205 through §9.230 of the Forest Grove Code; and

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

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

WHEREAS, the Community Forestry Commission reviewed and combined its existing Bylaws to form to the new template and unanimously approved the newly-revised CFC Bylaws (Exhibit A) at its meeting held on June 17, 2020; and

WHEREAS, Exhibit A prescribes the CFC's duties and responsibilities and re-establishes its existing membership.

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

Section 1. The City Council hereby amends Forest Grove Code of Ordinances Title III (Administration) §35.090 through §35.099, titled Community Forestry Commission, as set forth in Exhibit A.

Section 2. Resolution No. 1992-23, as subsequently amended, is hereby repealed in its entirety and portions of Ordinance No. 2009-04 thereof are hereby repealed to the extent of such inconsistency or conflict.

Section 3. This ordinance is effective 30 days following its enactment by the City Council.

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

PASSED the second reading this 10th day of August, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of August, 2020.

Peter B. Truax, Mayor

ORDINANCE NO. 2020-04
EXHIBIT A

(New text underlined and deleted text is ~~struck through~~)

COMMUNITY FORESTRY COMMISSION

§ 35.090 PURPOSE.

(A) The purpose of the Community Forestry Commission (CFC) is to encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council adopted Goals and Objectives related to the urban forest. The CFC is directly responsible to the Council.

(B) The CFC shall also serve as the City's Tree Board for Tree City USA® qualification.

§ 35.0901 MEMBERSHIP.

(A) Members of the Community Forestry Commission (CFC) CFC shall be composed of seven members and one (1) student member who shall be appointed by the City Council.

(B) Three members may reside outside the corporate limits of the city.

(C) Members shall be selected from a variety of organizations, interest groups, people with expertise in the growing, planting, and maintenance of trees, and the public at large.

(D) Members are required to attend training courses as assigned and approved by City Council.

(E) An individual member may not act in official capacity.

(F) The City Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect of duty, or malfeasances in office.

(G) Commission members serve without compensation.

§ 35.0942 TERMS OF OFFICE.

~~The term of each CFC member shall be three years with the terms staggered. A member may be removed by the City Council, after hearing, for misconduct or nonperformance of duty. Vacancies shall be filled by the Council for the unexpired term of the predecessor in office.~~

(A) CFC members shall be voting members and shall serve four (4) year terms.

(B) Student members shall be voting members and shall serve two (2) year terms. Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.

(C) Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.

(D) Once the assigned term of office is completed, the member is excused from the appointment unless City Council reappoints the member for another term of service.

(E) CFC Members must apply during open recruitment and be interviewed by City Council after each term to continue service. CFC members who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.

(F) Members may not serve on more than two (2) Boards or Commissions at the same time.

(G) Appointments to vacant positions shall be filled by City Council for the unexpired term.

§ 35.0923 OFFICERS.

~~At the first meeting in January of each year, the members shall elect a Chair, Vice Chair and Secretary who shall be voting members and hold office at the pleasure of the CFC.~~

(A) The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled CFC meeting each year.

(B) The Chair may not serve more than 48-consecutive months.

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

(D) The Chair shall:

(1) Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.

(2) Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered.

(3) A CFC member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda.

(4) The agenda shall follow a standard template provided by the City.

(5) Ensure that all actions are properly taken and recorded and, if required, sign findings and decisions.

(6) Present recommendations to the City Council and other bodies as designated by the Mayor, Council, or Council Liaison.

(7) The Chair shall submit and present an Annual Report to the City Council listing the CFC's major activities for the past year and objectives for the coming year.

(E) The Vice Chair shall preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.

§ 35.0934 EXPENSES.

~~CFC Commission members shall not receive compensation or shall not incur expenses of any kind unless such expenses or expenditures have first been approved by the City Council be reimbursed for duly authorized expenses.~~

§ 35.0945 MEETINGS AND RULES PROCEDURES AND QUORUM.

~~A majority of the members serving on the CFC at any time shall constitute a quorum. The CFC shall conduct at least one meeting every three months or as needed. The CFC shall have the right to adopt such rules of order and procedure as it deems necessary, provided that it is consistent with the laws of this state and with the City Charter and city ordinances.~~

(A) Meetings:

(1) Unless otherwise required by state law or city code, the CFC shall hold meetings no less than four (4) times a year unless more frequently as established by the CFC.

(2) At the first regularly scheduled CFC meeting each year, the CFC shall adopt a schedule of its meetings and schedule its Annual Report presentation to City Council for the upcoming year, including meeting dates for holidays and canceled meetings.

(3) The CFC meeting agenda and packet shall be distributed to the CFC at least five (5) days prior to the meeting.

(4) All meetings are open to the public. Anyone wishing to speak to the CFC may do so under *Citizen Communications*. In the interest of time, comments may be limited to three (3) minutes unless additional time is granted by the presiding officer.

(5) The student member may provide a report at every meeting.

(6) A public meeting is defined as two (2) or more members meeting who have been delegated authority by the CFC to advise or make recommendations to the CFC.

(7) Special meetings may be called by a vote of the CFC at any regularly scheduled meeting, by the request of the Chair, Council Liaison, or written petition by three (3) or more CFC members.

(8) All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).

(B) Minutes:

(1) The CFC may appoint a secretary at the first regularly scheduled CFC meeting of each year to take the CFC meeting minutes.

(2) Written minutes are required for all meetings.

(3) The minutes shall follow a standard template provided by the City.

(4) The meeting minutes shall briefly summarize what took place and must include: 1) any action items, 2) attendance, and 3) vote of each member. Verbatim minutes are not required.

(5) Staff may take minutes if the CFC requests the City to do so.

(6) Staff shall review the minutes to assure compliance with state law.

(7) Staff shall post the approved minutes to the website as soon as possible.

(C) Attendance:

(1) Members are expected to attend every meeting.

(2) Members shall notify the staff liaison prior to the regular meeting to report an absence.

(3) The Chair, with the consent of the CFC, may submit a recommendation to City Council to deem a member's position vacant for three (3) or more absences in a 12-month period.

(4) The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.

(D) Quorum:

(1) Unless otherwise required by state law, a majority of the total number of voting CFC members constitutes a quorum.

(E) Voting and Decision Making:

(1) Roberts Rules of Order Newly Revised shall govern all proceedings unless they conflict with these rules.

(2) The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.

(3) The CFC shall operate in the general public interest serving the community as a whole. The CFC shall serve no special interest(s) or endorse any commercial product or enterprise.

(F) Conflicts of Interest and Ethics Law:

(1) CFC members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official.

(2) CFC members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).

(3) A civil penalty may be imposed by the State for each violation of any provision of the ORS.

(G) Role of Council Liaison:

(1) The Council liaison shall be appointed by the Mayor, with the consent of the City Council, and shall be a non-voting member.

(2) Council Liaison's role is to collaborate between the City Council and the CFC to assure each group's collective interest is accurately and effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.

(3) The Council Liaison shall have the freedom of the floor at all times to present Council's views and to comment or suggest actions to the CFC.

(H) Role of Staff Liaison:

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

(2) The staff liaison shall:

(a) Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a CFC.

(b) Review the agenda in consultation with the CFC Chair. The agenda shall follow a standard template provided by the City.

(c) Prepare, post and distribute the CFC packet at least five (5) days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.

(d) Prepare CFC meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member.

(e) Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.

(f) Additional staff liaison duties and responsibilities may be found in the Council Rules, Section 14.

(I) Registry:

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

(J) Amending Bylaws:

(1) A majority of all members must vote affirmatively to modify the CFC bylaws on at least two separate readings at two separate meetings.

(2) A final decision on a bylaw change shall not be made until at least the next regular meeting following the introduction and second of the motion.

(3) All bylaws or rules, including changes, must be approved by the City Council.

(4) Bylaws shall follow a standard template provided by the City.

§ 35.0956 POWER AND DUTIES.

The CFC is authorized to:

(A) Maintain the city's Significant Tree Register (Tree Register) by:

(1) Holding public hearings for designation of register trees and making recommendations recommending to the City Council consistent with this subchapter designation of properties trees with significant trees that meet the criteria for Tree Register designation. All such designated landmarks shall be included in the Significant Tree Register.

(2) Holding public hearings for the removal of register tree designation and making recommendations recommending to the City Council consistent with this subchapter the

~~removal of a trees that meet the criteria for removal from the Tree Register from the Significant Tree Register pursuant to this section.~~

~~(B) Ensure that significant trees are Promote protected protection and care pruned appropriately through the review and approval or disapproval of major pruning of register trees in accordance with best arboriculture practices the criteria in the Development Code;~~

~~(C) Review proposed activities by the City and other public agencies that may seriously affect register protected trees and advise the Director, the Planning Commission, and City Council regarding such matters;~~

~~(D) Consider appeals of administrative decisions and Director referrals related to permits for removal or pruning protected trees. Appeals of CFC decisions shall be considered by City Council following the procedures set forth in the Development Code for Type I (Administrative Decisions).~~

~~(DE) Perform other activities relating to ~~community trees~~ urban forest including, but not limited to:~~

~~(1) Providing public education on the history and importance of the registered trees Tree Register;~~

~~(2) Providing advice to the City Council and other City boards on protection of trees in the community tree care and best management practices;~~

~~(3) Recommending to City Council or Planning Commission revisions to the Forest Grove Tree Protection ordinance contained in the Development Code;~~

~~(34) Providing technical information of related to community tree issues;~~

~~(5) Making recommendations to the City Council for community forestry related programs and policies;~~

~~(6) Maintaining criteria for inventory and evaluation to implement the purposes of this section Assist with the preparation and implementation of an urban forestry plan;~~

~~(7) Periodically reviewing and making recommendations for updating the Significant Tree Register and urban forestry plan;~~

~~(8) Coordinating the City's annual Arbor Day celebration; and~~

~~(9) Recommending to the City Council the acceptance of grant funds and donations toward the protection and planting of trees in the community.~~

~~(EF) Adopt rules and procedures for the operation of the CFC.~~

§ 35.0967 CRITERIA AND PROCEDURE FOR DESIGNATION OF REGISTER TREES.

~~(A) *Inventory.* An inventory shall be conducted of significant trees (including groves) which could qualify for being placed in the Register. The criteria for designation of register trees are as follows:~~

(1) ~~Register Tree criteria.~~ An individual tree shall be considered significant if the Community Forestry Commission finds A tree may be recommended for Tree Register designation if the CFC finds:

- (a) The tree has a distinctive size, shape, or location which warrants a significant status;
- (b) The tree has a special botanical significance as a specimen in the City area;
- (c) The tree possess exceptional beauty which warrants a significant status;
- (d) The tree is significant due to functional or aesthetic relationship to a natural resource;
- (e) Along with one of the above, the tree is significant based upon its association with historic figures, properties, or general growth and development of the City.

(2) ~~Grove criteria.~~ A tree grove shall be considered significant of the CFC finds A grove may be recommended for Tree Register designation if the CFC finds:

- (a) The tree grove is relatively mature and evenly aged;
- (b) The grove has a purity of species composition, is of a rare or unusual nature, or is an exceptional example of a type of forest such as riparian or woodland;
- (c) The grove is in a healthy growing condition;
- (d) The grove has a crucial functional and/or aesthetic relationship to a natural resource; or
- (e) The grove has a historic significance based upon its association with historic figures, properties, or the general growth and development of the City.

(B) ~~Update of tree inventory~~ Tree Register. Provisions shall be made for periodic updates of the Tree inventory and possible Register as required by changes in the number and condition of significant trees.

(C) ~~Preparation of potential register tree list.~~ The CFC shall review the inventory and other pertinent information and draw up a proposed list of significant trees and groves of trees that the CFC believes meets the criteria to be placed on the Register.

(DC) ~~Notification.~~ Prior to the public hearings specified in Subsection D below, each property owner of the tree(s) or tree(s) grove under consideration for Register Tree status shall be notified by mail. The notice shall inform tree or grove owners that can request in writing that the tree(s) on their property not be considered for Register status. Attached to the recommendation to Council shall be a list of current property owners who have requested their tree(s) not be placed on the Register. The notice shall also include, at a minimum, the following:

- (1) A brief explanation of the existence and function of the City's ~~Register of Significant Trees~~ Tree Register;
- (2) A statement that particular actions affecting the tree or grove will require prior review and action by the CFC or City staff, as provided in the Development Code;

(3) A statement that the CFC is available and willing to review on an informal basis any plans that may be prepared for work which might affect the tree grove; and

(4) A statement that the City can provide resource materials and guidance in developing plans for work which may affect the tree or grove.

(~~ED~~) *Public hearings.* The designation and updating of the ~~register~~ Tree Register list is classified as a Type IV procedure and is subject to all the procedures and timelines outlined in ~~§40~~ §17.1.710 of the Development Code. Designation requires public hearing before the following review bodies:

(1) Community Forestry Commission; and

(2) City Council

§ 35.0978 CRITERIA AND PROCEDURE FOR REMOVAL OF REGISTER TREE DESIGNATION.

(A) Removal of a designated tree from the Tree Register may be proposed by a property owner or his or her authorized agent, by the CFC, by the Director, or by the City Council. In proposing removal, an application shall be prepared and filed with the City using prescribed forms. Notice of the public hearing shall be given as prescribed in ~~§§40~~ §§17.1.610 and 17.1.620 of the Development Code for a Type III review.

(B) The CFC shall ~~consider and act on the request~~ hold a public hearing, adopt findings addressing the criteria and make a recommendation to the City Council. ~~The CFC shall act to recommend approval of the request as submitted, approve the request with modifications, or delay the request.~~

(1) The CFC shall make its decision on the basis of the criteria contained in ~~§35.096~~ 17.5.140(C) of the Development Code and shall make specific findings of fact as to whether the tree has lost its significant value based on these criteria.

(2) ~~The CFC has one of two options as follows:~~

(a) ~~The CFC can stay the request for removal from the Register by making specific findings of fact as to why the tree should be retained on the Register, and request review by the City Council.~~

(b) ~~The CFC can require a delay of up to one year to explore methods and options of retaining the tree on the Register in its present location, or having the tree moved at a cost to the applicant of \$300. If at the end of one year the tree has not been moved or protective arrangements completed, the owner may remove the tree from Register. Under an appeal of the delay requirement, the City Council has the option of denying a request for removal from the Register.~~

§ 35.0989 ANNUAL NOTIFICATION OF REGISTER TREE OWNERS.

(A) Once each year, between January 1 and April 1, the City shall mail a notice to the owners and occupants of the property on which each register tree is located.

(B) The list of owners shall be drawn from the most recent tax roll of the County Assessor. The list of occupants shall be drawn from the most recent listings posted in the unified billing accounts of the City.

(C) The purpose of the notice shall be to inform or to remind the owners and occupants of the property that such tree or grove has been found by the City to be a significant tree or grove, and that the listing on the Tree Register subjects the tree or grove to certain review requirements and may require permit and City approval.

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A place where families and businesses thrive.

| | |
|--------------------------------|---------------------|
| <i>CITY RECORDER USE ONLY:</i> | |
| AGENDA ITEM #: | <u>7.</u> |
| MEETING DATE: | <u>08/10/2020</u> |
| FINAL ACTION: | <u>RESO 2020-79</u> |

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Paul Downey, Director, Administrative Services
Jeff King, Economic Development Manager*

MEETING DATE: *August 10, 2020*

SUBJECT TITLE: *Tourism Brand Guidelines*

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

BACKGROUND:

In 2007, the City Council accepted the then-proposed tourism brand guidelines, consisting of a maple leaf and grapes, font, color palette, and the tagline “Home of Pinot Noir.” These tourism brand guidelines were used to build the *Savor Forest Grove* website, messaging, and advertising. They were later trademarked in Oregon by the City to protect their use from other cities with similar tourism marketing strategies. These brand guidelines have been in use for over a decade and can still be seen in all the City’s collateral materials and signs around town.

In 2017, the City Council passed a 2.5% Tourism Lodging Tax (TLT) that became effective January 1, 2018. No programs were implemented for one year to allow budget reserves to accumulate in the newly created TLT Fund. Please recall that according to state law, at least 70% of all TLT revenues must be spent on tourism related activities, commonly defined as those operational or capital activities that attract visitors from 50 miles away or more and result in an overnight stay.

In an effort to accomplish City Council Objective 3.19 and 3.15 to increase tourism to Forest Grove, in 2018, the City advertised a Request for Proposals (RFP) to develop a Tourism Plan to guide the use of TLT revenues. The Tourism Plan consists of two parts, in order: 1) Updating the existing tourism brand guidelines, which consist of the logo, font, color palette and tagline; and 2) Composing a Marketing Plan to increase overnight stays. The City selected Carrier Consulting for a two year contract to deliver both.

The City, with Court Carrier acting as the contract administrator, contracted with the Lookout Company to review the existing tourism brand guidelines and make recommendations for new tourism brand guidelines. This effort was guided by the Tourism Advisory Committee (TAC), composed of local cultural, tourism, and economic interests. Lookout recommended a wholesale replacement of

the tourism brand guidelines. The draft tourism brand guidelines were presented to the City Council on June 22, 2020.

There was broad support for the logo, font, and tagline, however, there was concern that the draft messages, advertisements and photographs were not inclusive or representative of the City. Councilors requested the consultant broaden the message, include more diverse and inclusive photos, and assure that any advertisements better reflect the City's demographics. Since the Council meeting, the consultant team took this message to heart. They reached out to various groups to increase and diversify the photo library's ethnicity; they have broadened the messaging to include more events such as the Farmers' Market, and they are making active efforts to assure advertisements are more reflective of the community. The Tourism Brand Guidelines were unanimously approved by the Tourism Advisory Committee whom also recommended City Council accept and trademark them.

CURRENT STATUS:

This resolution proposes Council accept the tourism brand guidelines and authorize City staff to trademark the tourism brand guidelines in Oregon. It is important to note the tourism brand guidelines *only* include the logo, font, color palette and tagline; they *do not* include messaging, photo library, and advertisements. The messaging, photo library, and advertisements are routinely reviewed, updated, and tailored to different markets for different events; whereas the tourism brand guidelines, including the logo, font, color, and tagline, remain the same throughout all messaging and advertisements.

If the tourism brand guidelines are approved by City Council, the next steps would be to finalize a draft Marketing Plan, including an activation strategy for the new brand. Likely venues for the new brand would include a new website, social media campaign, and print advertisements in Travel Oregon. The Council authorized \$30,000/year in advertising, however, advertising has been significantly reduced due to lower TLT revenues resulting from COVID. Lastly, the existing *Savor Forest Grove* website would be deactivated once the new website is complete. This is expected to be complete and fully activated by the end of the year.

FISCAL IMPACT:

If approved, there would be no additional impact to the existing budget. The cost to trademark in Oregon is approximately \$1,000 and would be part of the existing marketing budget.

STAFF RECOMMENDATION:

Staff recommends the Council consider and approve the resolution.

ATTACHMENTS:

Resolution

Exhibit A: Tourism Brand Guidelines Summer 2020

Existing Tourism Logo:



Proposed New Tourism Logo (one of several colors that could be used):



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RESOLUTION NO. 2020-79**RESOLUTION ACCEPTING CITY OF FOREST GROVE TOURISM BRAND GUIDELINES AND AUTHORIZING THE CITY MANAGER TO TRADEMARK THE TOURISM BRAND GUIDELINES**

WHEREAS, the City Council passed Ordinance 2017-13 authorizing the establishment of a 2.5% transient lodging tax with the purpose of growing the tourism sector and increasing overnight stays in Forest Grove; and

WHEREAS, City Council Objective 3.15 calls for the development of a Tourism Plan, including a revamp of the tourism brand guidelines; and

WHEREAS, the City entered into a Professional Services Agreement in 2019 with Carrier Consulting to develop and implement a Tourism Plan, including a revamp of the tourism brand guidelines; and

WHEREAS, the Tourism Advisory Committee, composed of cultural, economic, and tourism interests, has reviewed and unanimously approved the proposed tourism brand guidelines; and

WHEREAS, Carrier Consulting presented the draft tourism brand guidelines to the City Council in June, 2020, and incorporated Council's feedback into the messaging and advertisements; and

WHEREAS, the tourism brand guidelines consist only of a logo, font, color palette, and tagline "Branch Out in Forest Grove"; and

WHEREAS, City staff seeks to trademark the tourism brand guidelines to assure they remain available for consistent and thematic usage in tourism messaging and advertising in the foreseeable future.

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

Section 1. The City Council hereby accepts the City of Forest Grove Tourism Brand Guidelines, attached in Exhibit A, and authorizes the City Manager to trademark the Tourism Brand Guidelines, including the tourism logo, font, color palette, and tagline "Branch Out in Forest Grove".

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

PRESENTED AND PASSED this 10th day of August, 2020.

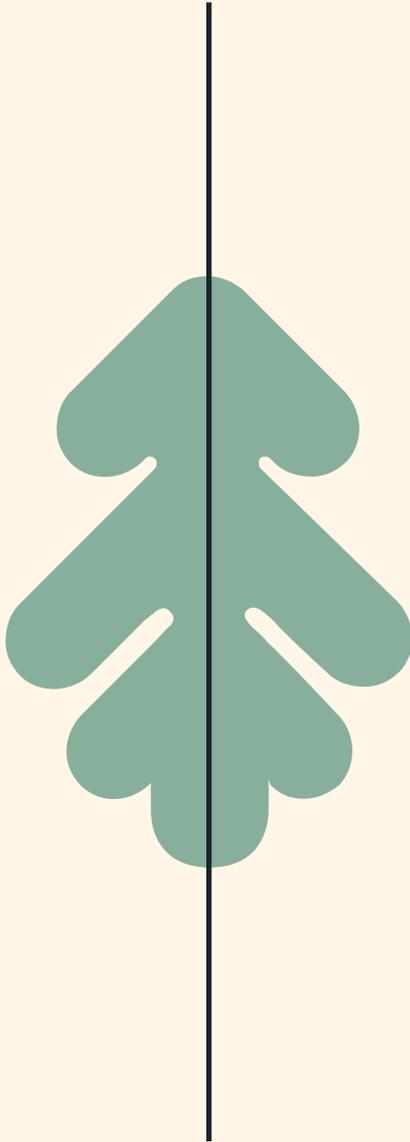
Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of August, 2020.

Peter B. Truax, Mayor



BRAND GUIDELINES
SUMMER 2020



HELLO.

This guide is a culmination of months of input, listening, brainstorming, teamwork and decision-making between the Forest Grove tourism advisory committee, the branding committee and Lookout Co. to give the community a unique and authentic brand to help inspire more visits and overnight tourism.

We are proud to introduce a new tagline, a new logo, a new voice and visual look and feel that should inform all our communication moving forward. Think of this guide as a toolkit, designed to show how the different elements work together so that everything from a print ad to a social media post to an e-newsletter all look, feel and sound like they are coming from the same great destination.

If you have any questions, please reach out to:

Court Carrier
Contract Consultant/Tourism Director
City of Forest Grove
971.404.7864, ccarrieriv@gmail.com

01

BRAND POSITIONING

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 vacationing 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. After being cooped up for so long, here's our chance to pique people's curiosity who are itching to get out to try something NEW. Not only is Forest Grove convenient, affordable, and a diverse and welcoming community, 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, saké brewed on site and a chance to

meet and interact with the winemakers, chefs and saké 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.

OUR TARGET AUDIENCE

Forest Grove welcomes all visitors from all walks of life to our town—we, ourselves, are a diverse community with roots that stretch back to the original Kalapuya people, to Oregon trail pioneers and European immigrants, to today's vibrant mix of Latino, Hawaiian, farm families, tech workers and students.

But we can't afford to market to everyone. Given our resources, our strongest market will be the regional drive market of middle to higher income travelers who have resources to spend the night, and spend money on our local businesses and attractions to grow our economy.

Depending on budget levels, we may be able to market 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 Forest Grove is smack-dab-in-the-middle of so many great things, you 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
- 🍷 Culture explorers
- 🍷 Small town lovers
- 🍷 Hikers, Nature lovers, Birdwatchers
- 🍷 Scenic byway wanderers
- 🍷 Agritourists
- 🍷 Fishing & water sports enthusiasts
- 🍷 Event goers
- 🍷 Pacific University visiting families, faculty and artists
- 🍷 Local business visitors (i.e., Intel)
- 🍷 McMenamins Grand Lodge guests

Well-Traveled Routes:

- 🍁 Back Route 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 off 26, Forest Grove makes for a great stop en route to the coast. Get them there once, they'll be back!

Your overall sweet spot is Weekend Soft Adventurer/Weekend Explorers. Forest Grove is a diverse, easy, super accessible and 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.

OUR VOICE

The Forest Grove brand voice is friendly, inspiring and down-to-earth. Or put another way, our brand voice is the authentic collective voice of the diverse peoples, businesses and activities welcoming folks who come to visit.

Let's always be warm and welcoming in our communication and find ways to be inclusive of all types of visitors. What makes Forest Grove particularly attractive is that there's fun for all ages, for both more ambitious as well as less experimental visitors.

Inspiring our audience is hugely important because there is so much more to the Forest Grove community than meets the eye. Our communication strategy is built on helping people imagine the ways they try new things or revisit beloved experiences. You'll see in our sample copy lines we can and should mention more than one activity or experience in a single line to help paint an evocative picture.

Down-to-earth is who we are and how we speak. We aren't glib, sassy, overly clever or highfalutin. Sure, we have very sophisticated offerings, but we want to make them feel accessible to everyone so they come back and bring their friends. Everything we write should feel like something someone who lives here might actually say.

02

PRIMARY LOGO

The primary Forest Grove logo consists of a folk-art tree centered within a circle of type reading “Branch out in” and “Forest Grove.” The town’s incorporation date, 1872, and “Ore.” are denoted on either side of the trunk. The logo can be used with or without its outer background circle.

The logo uses 3 colors and therefore will most often be printed in 4-color process (CMYK). Use color versions whenever possible. The logo is flexible in that it can sit on top of a light background or dark background. See the following page for other color variations which have been provided for you.





1-COLOR LOGO

There are instances when the logo can be knocked out (for example: when sitting on top of a photograph or on a dark colored background). The logo can be reproduced in any one color of the colors in the Forest Grove brand

color palette. However, when printing in a photocopy, please use the black or knocked out version of the logo.



SECONDARY LOGO

The secondary logo is very similar to the primary logo, except “Forest Grove” is not written on a curve. Additionally, “Oregon” is spelled out, and 1872, the town’s incorporation date, is not present.

Please see page 16 for minimum and maximum size usage rules.



LOGO USAGE

MINIMUM SIZE

To maintain legibility, the logo is best shown at 1.25" diameter or larger. Please do not reproduce the logos any smaller than the guides shown below. There is no maximum size that the logo can be reproduced.

MINIMUM CLEAR SPACE

Please allow room for the logo to breathe and maintain clear, even spacing in all directions. At a minimum, use the height of the center leaf in the logo as a measurement of clearance around the logo in all directions.



THE RULES

PLEASE DO NOT use the logo as part of a sentence, phrase or headline. Do not add words or images to the logo within the clear space area.

DO NOT use colors on the logo outside of the approved color palette (see page 20).

DO NOT modify the logo with drop shadows, or any other filters or treatments. **DO NOT** stretch, squish, skew, crop or distort the logo in any way.

THE LOGO SHOULD NEVER be grouped with another logo or butted up against it; always observe minimum clear space (shown on pg 16).



03

PRIMARY FONTS

Please use the type family Filson Pro for headlines and special call-out-copy.

Filson Pro is available for purchase here:

<https://www.myfonts.com/fonts/mostardesign/filson-pro/>

Please use the web-safe font Century Gothic or Arial Black (when bold is needed) when Filson Pro is not an option.

FILSON PRO

Aa

Aa Bb Cc Dd Ee Ff Gg Hh

Ii Jj Kk Ll Mm Nn Oo Pp Qq

Rr Ss Tt Uu Vv Ww Xx Yy Zz

01 02 03 04 05 06 07 08 09

PRIMARY FONTS

Please use the type family Adobe Garamond Pro for body copy, captions and any incidental type. Adobe Garamond Pro is available for purchase here:

www.myfonts.com/fonts/adobe/garamond/

Please use the web-safe font Times New Roman when Adobe Garamond is not an option.

ADOBE GARAMOND PRO

Aa

Aa Bb Cc Dd Ee Ff Gg Hh

Ii Jj Kk Ll Mm Nn Oo Pp Qq

Rr Ss Tt Uu Vv Ww Xx Yy Zz

01 02 03 04 05 06 07 08 09

SECONDARY FONT

Though it is used for “FOREST GROVE” in the logo, the type family FF DIN is a secondary font, to be used for call-out copy, URLs and occasionally headlines. FF DIN is available here:

www.myfonts.com/fonts/fontfont/ff-din

Please use the web-safe font Trebuchet when DIN is not an option.

DIN PRO

Aa

Aa Bb Cc Dd Ee Ff Gg Hh

Ii Jj Kk Ll Mm Nn Oo Pp Qq

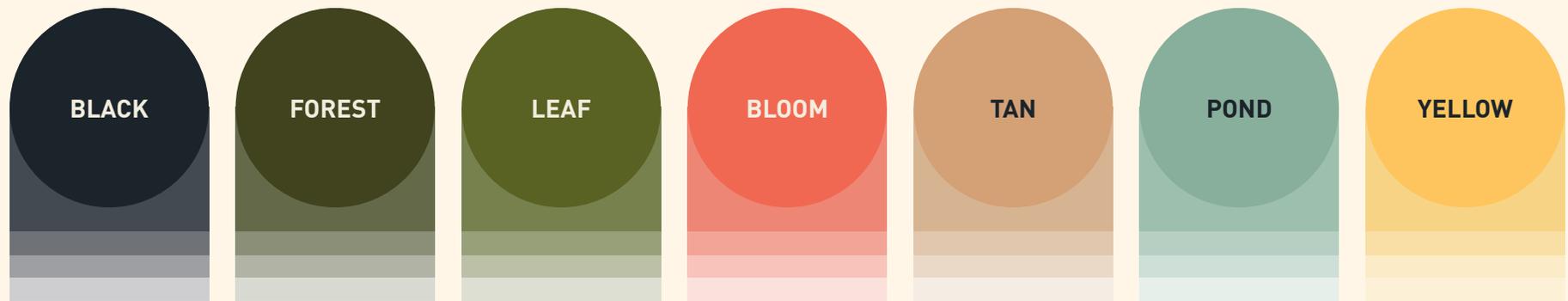
Rr Ss Tt Uu Vv Ww Xx Yy Zz

01 02 03 04 05 06 07 08 09

BRAND COLORS

The forest grove color palette consists of the 7 colors listed below and their tints. Yellow can be used at 15% as a subtle light background color, as seen on this page.

For typography in layout, please use 100% black 433. White can also be used over the top of dark photos or any of our brand colors.



| | |
|---|----|
| C | 90 |
| M | 68 |
| Y | 41 |
| K | 90 |

| | |
|---|----|
| R | 29 |
| G | 37 |
| B | 45 |

| | |
|---|--------|
| # | 1D252D |
|---|--------|

| | |
|-----|-------|
| PMS | 433 C |
|-----|-------|

| | |
|---|----|
| C | 50 |
| M | 27 |
| Y | 98 |
| K | 76 |

| | |
|---|----|
| R | 61 |
| G | 68 |
| B | 30 |

| | |
|---|--------|
| # | 3D441E |
|---|--------|

| | |
|-----|--------|
| PMS | 5747 C |
|-----|--------|

| | |
|---|----|
| C | 50 |
| M | 9 |
| Y | 98 |
| K | 61 |

| | |
|---|----|
| R | 84 |
| G | 98 |
| B | 35 |

| | |
|---|--------|
| # | 546223 |
|---|--------|

| | |
|-----|-------|
| PMS | 371 C |
|-----|-------|

| | |
|---|----|
| C | 0 |
| M | 72 |
| Y | 70 |
| K | 0 |

| | |
|---|-----|
| R | 229 |
| G | 106 |
| B | 84 |

| | |
|---|--------|
| # | E56A54 |
|---|--------|

| | |
|-----|--------|
| PMS | 7416 C |
|-----|--------|

| | |
|---|----|
| C | 5 |
| M | 32 |
| Y | 46 |
| K | 10 |

| | |
|---|-----|
| R | 205 |
| G | 160 |
| B | 119 |

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|---|--------|
| # | CDA177 |
|---|--------|

| | |
|-----|-------|
| PMS | 728 C |
|-----|-------|

| | |
|---|----|
| C | 44 |
| M | 4 |
| Y | 37 |
| K | 10 |

| | |
|---|-----|
| R | 133 |
| G | 176 |
| B | 154 |

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|---|--------|
| # | 85B09A |
|---|--------|

| | |
|-----|-------|
| PMS | 557 C |
|-----|-------|

| | |
|---|----|
| C | 0 |
| M | 16 |
| Y | 65 |
| K | 0 |

| | |
|---|-----|
| R | 242 |
| G | 199 |
| B | 92 |

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|---|--------|
| # | F2C75C |
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| | |
|-----|-------|
| PMS | 141 C |
|-----|-------|

SECONDARY ELEMENTS

Sometimes there will be space for other brand elements to be added into the mix. We have isolated a few items from the logo for use as secondary elements: the oak leaf, the acorn, the baby leaf, and the pointy leaf (which can also be used as a pinecone). You can use these items for extra emphasis in layouts, for

iconography, as bullets for lists, or as simple accents. They can be rotated from the orientation you see here and used in any of the brand colors. **Please use these items sparingly and judiciously.**



PHOTOGRAPHY

Photography for Forest Grove should reinforce a warm, inviting and welcoming atmosphere. Subject matter can range from beautiful vistas to small, quirky details or moments which show the character of the town and surrounding attractions. When featuring people, photos should show them in candid snapshots, never staged or posed.

Color images are shown in full intensity. Images should be colorful and bright with warm overtones. Avoid images that are moody or suggest solitude, as well as black and white photography.



THANK YOU.

Lookout

Holly Macfee
Dani Guralnick
Andrew Dickson



A place where families and businesses thrive.

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| <i>CITY RECORDER USE ONLY:</i> | |
| AGENDA ITEM #: | <u>8.</u> |
| MEETING DATE: | <u>08/10/2020</u> |
| FINAL ACTION: | <u>RESO 2020-80</u> |

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager
Elizabeth Stover, Program Coordinator, DEI*

MEETING DATE: *August 10, 2020*

SUBJECT TITLE: *Resolution: City Membership to Government Alliance on Race & Equity (GARE)*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

BACKGROUND:

All City memberships must be approved by City Council. If approved by City Council, memberships continue year after year and are built into the subsequent year’s budget unless City Council decides to discontinue the membership.

ISSUE STATEMENT: The City Council has made diversity, equity, and inclusion a top priority by passing Goal 1: Support Diversity, Equity, and Inclusion (DEI) in the Delivery of City Services and Operations. The Government Alliance on Race & Equity (GARE) is “a national network of government working to achieve racial equity and advance opportunities for all.” Membership in GARE is an opportunity for the City to connect with other government jurisdictions to see working models and share best practices for DEI work.

Included in the membership is (this is not an exhaustive list):

- Access to monthly membership meetings, webinars, and tools and resources
- Access to working groups
- Technical assistance from Regional Managers and other experts in the network
- Complimentary administration of a jurisdiction-wide employee equity assessment
- Access to portals for documents library, member forum, and discussion groups
- 10% off GARE Training
- Eligibility to apply for the Innovation and Implementation Fund grant for innovative racial equity practices that center community engagement

The City of Forest Grove would be the second city in Washington County aside from Beaverton to join GARE. Other jurisdictions in the regional area that are members include Washington County, Port of Portland, Metro, Multnomah County, and the City of Portland. The City could connect with other members in the region to align DEI practices while also tailoring efforts to the specific needs of our community.

Due to COVID and recent events, formal DEI training has been in high demand and difficult to access. Joining GARE allows staff another venue in which to access training to integrate DEI into city services.

FISCAL IMPACT:

Membership is \$1000/year. Membership dues have not been included in the FY 20-21 budget; however, there is enough in the budget to cover the expense for this year until it is built into the budget next year.

STAFF RECOMMENDATION:

Staff recommends the City Council consider and approve the attached resolution.

ATTACHMENTS:

Resolution authorizing membership to the Government Alliance on Race & Equity.

RESOLUTION NO. 2020-80**RESOLUTION AUTHORIZING CITY MANAGER TO
ESTABLISH A CITY MEMBERSHIP TO
THE GOVERNMENT ALLIANCE ON RACE AND EQUITY**

WHEREAS, the City of Forest Grove (City) has been committed to diversity, equity, and inclusion (DEI) for Forest Grove residents, including the establishment of a DEI Advisory Team, acceptance of their report and recommendations; and

WHEREAS, the Government Alliance on Race and Equity is dedicated to achieving racial equity across all governmental jurisdictions; and

WHEREAS, the City Council believes membership in the Government Alliance for Race and Equity will augment City efforts to address DEI.

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

Section 1. The City Council of the City of Forest Grove hereby authorizes the City Manager to establish a City membership to the Government Alliance on Race and Equity and that such membership shall continue until otherwise directed by City Council.

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

PRESENTED AND PASSED this 10th day of August, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of August, 2020.

Peter B. Truax, Mayor

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A place where families and businesses thrive.

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| <i>CITY RECORDER USE ONLY:</i> | |
| AGENDA ITEM #: | <u>9.</u> |
| MEETING DATE: | <u>08/10/2020</u> |
| FINAL ACTION: | <u>RESO 2020-81</u> |

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *August 10, 2020*

PROJECT TEAM: *Paul Downey, Administrative Services Director*

SUBJECT TITLE: *Delaying Fee and Rate Increases Until January 1, 2021*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

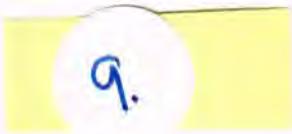
ISSUE STATEMENT: In April 2020, Council passed a resolution delaying fee and rate increases until October 1, 2020, due to the economic effects of the COVID-19 pandemic. If rates and fees were going to increase on October 1, 2020, staff would need to start that process now. With the continuing economic effects of COVID-19, staff is proposing to Council that any fee or rate increases be delayed until January 1, 2021. A resolution delaying fee and rate increases until January 1, 2021, has been prepared for Council consideration.

BACKGROUND: City Code Section 34.02(A) states that licenses, permits, fees, and charges will be adjusted by Council resolution in July of each year. Clean Water Services (CWS) will not be raising its sewer or surface water management (SWM) rates until January 1, 2021, at the earliest. Other surrounding cities are not considering raising fees or rates prior to January 1, 2021.

FISCAL IMPACT: The impact of delaying the fee increases is difficult to determine as the fees are based on the volume of services which can vary and some services are not being provided or there is currently a decreased demand for other services. The utility rate increases that the City controls are for water and electricity. The Water Fund has sufficient funds to absorb delaying a rate increase for another 3 months without a large long-term impact. The Light & Power Fund may need to have a slightly larger increase in January 2021 than planned in order to not lose revenue needed to help fund a large capital project that is underway to fix the short-term outages that occur in the Thatcher area.

STAFF RECOMMENDATION: Staff has prepared a resolution for City Council consideration to delay fee and rate increases until January 1, 2021.

ATTACHMENT(s): Resolution Authorizing the Delay of Increases to City Fees and Rates until January 1, 2021



RESOLUTION NO. 2020-81

**RESOLUTION AUTHORIZING THE DELAY OF INCREASES
TO CITY FEES AND RATES UNTIL JANUARY 1, 2021**

WHEREAS, the City Code states licenses, permits, fees, and charges will be adjusted by Council resolution in July of each year; and

WHEREAS, the City Council passed Resolution 2020-40 delaying increases for licenses, permits, fees and charges from July 1, 2020, to October 1, 2020; and

WHEREAS, in order to help provide continuing some relief to residents from the effects of the COVID-19 emergency, staff is recommending further delaying increases for licenses, permits, fees, and charges set by the City until January 1, 2021.

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

Section 1. Any increases for licenses, permits, fees, and charges that are set by the City will be further delayed until January 1, 2021.

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

PRESENTED AND PASSED this 10th day of August, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of August, 2020.

Peter B. Truax, Mayor



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| <i>CITY RECORDER USE ONLY:</i> | |
| AGENDA ITEM #: | <u>10.</u> |
| MEETING DATE: | <u>08/10/2020</u> |
| FINAL ACTION: | <u>RESO 2020-82</u> |

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *August 10, 2020*

PROJECT TEAM: *Henry Reimann, Police Chief*

SUBJECT TITLE: *Resolution Establishing FG Community Policing Advisory Commission*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

BACKGROUND:

In response to public input regarding racial and social justice in the practice of community policing, the City Council held Work Sessions on June 22 and again on July 13, 2020, to discuss the membership, purpose, and possible establishment of a Forest Grove Community Policing Advisory Commission (CPAC). Discussion centered on CPAC’s purpose to provide a voice, venue, and process to build relationships between the Forest Grove Police Department (FGPD) and the Forest Grove community through education, awareness and open dialogue.

The objective of CPAC is to help define community norms and standards and to reflect the diverse interests of the City and its residents in the practice of community policing. The proposed membership is inclusive and diverse, composed of underserved and geographic representation including LGBTQ, racial justice, mental health, police, and community members at large. Members would be appointed by City Council and serve as a community voice for programs, ideas, and methods to improve the relationship between the FGPD and the community.

The discussion regarding the purpose of CPAC centered on providing ongoing citizen input and recommendations to major police policy areas such as use of force, community policing, and community relations. The creation of a CPAC benefits the FGPD in their strategic decision-making process by relying on these members to focus attention on specific issues, weigh community values in making recommendations to the Chief of Police and City Council, and thoroughly research and review alternatives to accompany formal recommendations to the same.

In addition, this positive link between the Community, City Council and the FGPD will provide an avenue to engage and support our underserved community members to better understand and utilize the services of the FGPD. This link is supported by the Chief of Police and assigned members of the FGPD that participate in activities and are available to support the specific needs of the marginalized and minority communities in Forest Grove.

With the principles of understanding and compassion at the center of CPAC, our marginalized and at-risk populations will be brought together to share their stories. It is in these stories that we will begin to build a foundation to develop educational materials which will be used as a Police Officer's Guide in working with these populations. In addition to this guide, CPAC will offer cultural awareness, social justice and anti-racism awareness training to FGPD, educators, community advocates, staff, and the general public.

BYLAWS: PURPOSE and MEMBERSHIP

As noted above, the purpose of CPAC would be to strengthen the relationship between the FGPD and the community through education, awareness and open dialogue. Further, CPAC would advise the City Council on public safety policy, social justice and restorative justice concerns, as well as seek input about social equity challenges attributed to public safety. CPAC would also advise City Council on educating the community and the FGPD about social justice issues, policies and plans. Finally, CPAC is proposed to review and recommend public safety policies, trainings and plans to City Council and the FGPD and to facilitate community involvement and input

Staff recognizes the City Council rules requesting Boards and Commissions be 9 members or less unless otherwise authorized by City Council. Based on feedback from the Work Sessions, staff is proposing a 9 member Commission, however, recognizes there was discussion to increase the number of Community at Large positions to reflect upwards of 4 police quadrants from each corner of the City. This increase can be done by amendment to the resolution to reflect the membership the Council desires.

The proposed membership as written in the bylaws is as follows:

CPAC Membership: 9 members

| | |
|------------------------------|----|
| Forest Grove School District | x1 |
| Centro Cultural | x1 |
| Adelante Mujeres | x1 |
| LGBTQ | x1 |
| Stand Up For Racial Justice | x1 |
| Pacific University | x1 |
| Business Representative | x1 |
| Community At Large | x1 |
| Student | x1 |

In an effort to assure applicants were not excluded due to potential time conflicts, discussion also centered on assuring CPAC meet in the evening; the time and day to be determined by the CPAC membership.

Lastly, the attached bylaws template is based on the Council Rules and with the exception of language in **RED**, mirrors the bylaws for other Boards and Commissions that have used the same template.

FISCAL IMPACT:

Adoption of the resolution has no fiscal impact.

STAFF RECOMMENDATION:

Staff recommends City Council consider and approve the attached resolution.

ATTACHMENTS:

Proposed Resolution establishing CPAC

Proposed CPAC Bylaws

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RESOLUTION NO. 2020-82

**RESOLUTION ESTABLISHING CITY OF FOREST GROVE
COMMUNITY POLICING ADVISORY COMMISSION**

WHEREAS, City Council Rules § 14.1 authorizes the Council to establish advisory boards and commissions (B/C) deemed necessary and in the best interest of the City and § 14.15, requires each B/C to adopt Bylaws by Council Resolution following a standard template provided by the City; and

WHEREAS, in response to public input regarding racial and social justice in the practice of community policing, the City Council held Work Sessions on June 22 and July 13, 2020, to discuss the membership, purpose, and establishment of a City of Forest Grove Community Policing Advisory Commission (CPAC); and

WHEREAS, the creation of a CPAC benefits the Forest Grove Police Department in their strategic decision-making process by relying on these members to focus attention on specific issues, weigh community values in making recommendations to the Chief of Police and City Council, and thoroughly research and review alternatives to accompany formal recommendations to the same; and

WHEREAS, the proposed Bylaws (Exhibit A) prescribe the Commission's duties and responsibilities and provide for the proposed membership, which is inclusive and diverse, composed of underserved and geographic representation including LGBTQ (lesbian , gay , bisexual , transgender and queer or questioning), racial justice, mental health, police, and community members at large.

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

Section 1. The City of Forest Grove Community Policing Advisory Commission is hereby established.

Section 2. The City Council hereby accepts and adopts the City of Forest Grove Community Policing Advisory Commission Bylaws (Exhibit A).

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

PRESENTED AND PASSED this 10th day of August, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of August, 2020.

Peter B. Truax, Mayor

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**FOREST GROVE COMMUNITY POLICING ADVISORY COMMISSION
DRAFT BYLAWS**

Section 1: Forest Grove Community Policing Advisory Commission (CPAC)

Section 2: Established by Council Resolution No. 2020-82, August 10, 2020.

Section 3: Purpose

1. The purpose of the advisory B/C is to encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives. The B/C is directly responsible to the Council.
2. The CPAC members serve as ambassadors to strengthen the relationship between the Forest Grove Police Department (FGPD) and the Forest Grove community through education, awareness and open dialogue.

Section 4: Powers and Responsibilities/Objectives

1. Advise City Council and make recommendations regarding public safety policy, social justice and restorative justice.
2. Seek input on social equity challenges attributed to public safety.
3. Advise City Council on matters pertaining to educating the community and the FGPD about social justice issues, policies and plans.
4. Review and recommend public safety policies, trainings and plans.
5. Facilitate community involvement and input on public safety matters.

Section 5: Organization and Structure

1. Membership:
 - a. Members of the B/C shall be composed of nine Forest Grove residents to include one student member who shall be appointed by City Council.
 - b. Members are required to attend training courses as assigned and approved by City Council.
 - c. An individual member may not act in official capacity.
 - d. The City Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect in duty, or malfeasances in office.
 - e. B/C members serve without compensation.

2. Membership (proposed):
The CPAC membership shall be composed of 9 members from each of the following interests:
 1. Forest Grove School District
 2. Centro Cultural
 3. LGBTQ (lesbian, gay, bisexual, transgender and queer or questioning)
 4. Stand Up For Racial Justice
 5. Adelante Mujeres
 6. Pacific University
 7. Business Representative
 8. Community At-Large
 9. Student Member

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

2. Officers:

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

3. Powers and Duties of Officers:

In the absence of the Chair and Vice Chair, at a meeting where a quorum is present, the member with the longest continuous service

shall serve as Presiding Officer pro tem until such time the meeting is adjourned.

(1) Chair shall:

- a. Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.
- b. Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered.
- c. A B/C member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda.
- d. The agenda shall follow a standard template provided by the City.
- e. Ensure that all actions are properly taken and recorded and, if required, sign findings and decisions.
- f. Present recommendations to the City Council and other bodies as designated by the Mayor, Council, or Council Liaison.
- g. The Chair shall submit and present an Annual Report to the City Council listing the B/C's major activities for the past year and objectives for the coming year.

(2) Vice Chair shall:

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

Section 6: Meeting Procedures and Quorum

1. Meetings:

- a. Unless otherwise required by state law or city code, the B/C shall hold meetings no less than four (4) times a year unless more frequently as established by the B/C.
- b. In January of each year, the B/C shall adopt a schedule of its meetings and schedule its Annual Report presentation to City Council for the upcoming year, including meeting dates for holidays and canceled meetings.
- c. The B/C meeting agenda and packet shall be distributed to the B/C at least five (5) days prior to the meeting.
- d. All meetings are open to the public. Anyone wishing to speak to the B/C may do so under *Citizen Communications*. In the interest of time, comments may be limited to three (3) minutes unless additional time is granted by the presiding officer.
- e. The student member may provide a report at every meeting.

- f. A public meeting is defined as two (2) or more members meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C.
 - g. Special meetings may be called by a vote of the B/C at any regularly scheduled meeting, by the request of the Chair, Council Liaison, or written petition by three (3) or more B/C members.
 - h. All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).
2. Minutes:
- a. The B/C may appoint a secretary at the first regularly scheduled B/C meeting of each year to take the B/C meeting minutes.
 - b. Written minutes are required for all meetings.
 - c. The minutes shall follow a standard template provided by the City.
 - d. The meeting minutes shall briefly summarizing what took place and must include: 1) any action items, 2) attendance, and 3) vote of each member. Verbatim minutes are not required.
 - e. Staff may take minutes if the B/C requests the City to do so.
 - f. Staff shall review the minutes to assure compliance with state law.
 - g. Staff shall post the B/C approved minutes to the website as soon as possible.
3. Attendance:
- a. Members are expected to attend every meeting.
 - b. Members shall notify the staff liaison prior to the regular meeting to report an absence.
 - c. The Chair, with the consent of the B/C, may submit a recommendation to City Council to deem a member's position vacant for three (3) or more absences in a 12-month period.
 - d. The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.
4. Quorum:
- Unless otherwise required by state law, a majority of the total number of voting B/C members constitutes a quorum.
5. Voting and Decision Making:
- a. *Roberts Rules of Order Newly Revised* shall govern all proceedings unless they conflict with these rules.
 - b. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.

- c. The B/C shall operate in the general public interest serving the community as a whole. The B/C shall serve no special interest(s) or endorse any commercial product or enterprise.
6. Conflicts of Interest and Ethics Law:
 - a. B/C members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official.
 - b. B/C members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
 - c. A civil penalty may be imposed by the State for each violation of any provision of the ORS.
7. Role of Council Liaison:
 - a. The Council liaison shall be appointed by the Mayor, with the consent of the City Council, and shall be a non-voting member.
 - b. Council Liaison's role is to collaborate between the City Council and the B/C to assure each group's collective interest is accurately and effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.
 - c. The Council Liaison shall have the freedom of the floor at all times to present Council's views and to comment or suggest actions to the B/C.
8. Role of Staff Liaison:
 - (1) The staff liaison shall be appointed by the City Manager and shall be non-voting. The staff liaison shall assist the B/C by utilizing their expertise regarding city policy and process.
 - (2) The staff liaison shall:
 - a. Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a B/C.
 - b. Review the agenda in consultation with the B/C Chair. The agenda shall follow a standard template provided by the City.
 - c. Prepare, post and distribute the B/C packet at least five (5) days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.
 - d. Prepare B/C meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member.
 - e. Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.
9. Registry:

The City Recorder's Office shall maintain a current roster of all

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

10. Amending Bylaws:

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

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *August 10, 2020*

PROJECT TEAM: *Henry Reimann, Police Chief*

SUBJECT TITLE: *Resolution Approving Dissolution of FG Public Safety Advisory Commission*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

BACKGROUND:

In response to public input regarding racial and social justice in the practice of community policing, the City Council held a Work Session on July 13, 2020, to discuss the purpose and membership of the Forest Grove Public Safety Advisory Commission (PSAC).

At the conclusion of the above-noted work sessions, the Council concurred to dissolve the PSAC at this time and directed the City Manager to establish a new community policing advisory commission with the purpose strengthening the relationship between the Forest Grove Police Department and the community through education, awareness and open dialogue.

PSAC, and its members, have provided valuable service to the community and advised Council on many important issues, from a five year operating levy to marijuana ordinances. Staff and Council recognize these contributions and thank PSAC for their service.

FISCAL IMPACT:

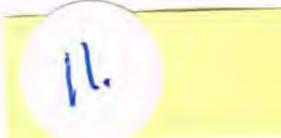
The adoption of the resolution has no fiscal impact.

STAFF RECOMMENDATION:

Staff recommends City Council consider and approve the attached resolution.

ATTACHMENTS:

Proposed Resolution Approving Dissolution of PSAC



RESOLUTION NO. 2020-83

**RESOLUTION APPROVING THE DISSOLUTION OF
CITY OF FOREST GROVE PUBLIC SAFETY ADVISORY COMMISSION
AND REPEALING RESOLUTION NOS. 2005-56 AND 2015-28**

WHEREAS, City Council Rules § 14.1 authorizes the Council to establish advisory boards and commissions deemed necessary and in the best interest of the City; and

WHEREAS, the Council approved Resolution No. 2005-56 establishing the Public Safety Advisory Commission (PSAC) for the purpose of advising the Council regarding public safety-related issues; and

WHEREAS, the Council approved Resolution 2011-25 adopting the PSAC Bylaws, which were amended, and re-adopted by Resolution 2015-28; and

WHEREAS, the Council held a work session on July 13, 2020, to examine the relevancy of the PSAC, and the Council approved dissolving the PSAC at this time; and

WHEREAS, the Council wishes to express its gratitude to all the commission members who served with dedication and contributed greatly to work of the PSAC.

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

Section 1. The City Council hereby approves the dissolution of the City of Forest Grove Public Safety Advisory Commission (PSAC) on the effective date of this resolution.

Section 2. Resolution Nos. 2005-56 and 2015-28 are hereby repealed and the PSAC is hereby dissolved and the existing members are hereby relieved from their duties of the commission.

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

PRESENTED AND PASSED this 10th day of August, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of August, 2020.

Peter B. Truax, Mayor



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| <u>CITY RECORDER USE ONLY:</u> | |
| AGENDA ITEM #: | <u>12.</u> |
| MEETING DATE: | <u>08/10/2020</u> |
| FINAL ACTION: | <u>RESO 2020-84</u> |

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Michael Kinkade, Fire Chief*

MEETING DATE: *August 10, 2020*

SUBJECT TITLE: *Intergovernmental Agreement (IGA) with public safety providers in Clackamas, Columbia and Washington counties to create a Regional Enterprise Geographic Information System (REGIS) group.*

ACTION REQUESTED:

| | | | | | | | |
|--|-----------|-------|---|------------|---|--------|---------------|
| | Ordinance | Order | X | Resolution | X | Motion | Informational |
|--|-----------|-------|---|------------|---|--------|---------------|

X all that apply

BACKGROUND: All fire public safety providers in Clackamas, Columbia and Washington Counties (Participants) are creating a Regional Enterprise Geographic Information System (“REGIS”) group through passage of an Intergovernmental Agreement (IGA). Participants in this IGA agree to share electronic geospatial information, i.e., fire trucks, hydrants, locations, on a common visual platform to enhance mutual operations to emergency responses.

The Fire Defense Board, composed of representatives from all fire public safety agencies, manages the REGIS system. This includes upgrading software and adding information to assure REGIS remains current and effective. As with all fire public safety providers in Washington County, in an effort to test the viability and operability of REGIS, the City of Forest Grove has been participating in REGIS for approximately two years. During this time, the Tualatin Valley Fire and Rescue (TVFR) has assumed responsibility for the contract. Now that REGIS has proved functional, this IGA seeks to establish a more formal governance and payment structure for continued operations.

FISCAL IMPACT: The annual financial contribution is approximately \$3,000 and is in the FY 20-21 budget.

STAFF RECOMMENDATION: Staff recommends approval of the resolution.

ATTACHMENT(s):

- Resolution Approving Intergovernmental Agreement (IGA)
- Intergovernmental Agreement (IGA)

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RESOLUTION NO. 2020-84

RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN WASHINGTON, CLACKAMAS, AND COLUMBIA COUNTIES PUBLIC SAFETY AGENCIES, AND CITY OF FOREST GROVE, OREGON, TO CREATE A REGIONAL ENTERPRISE GEOGRAPHIC INFORMATION SYSTEM (REGIS) GROUP

WHEREAS, this Intergovernmental Agreement (“IGA”) is entered into under the authority granted by the parties by ORS 190.010, which authorizes units of local government to enter into written agreements with any other units of local government for the purpose of any and all functions and activities that the parties to the agreement, its officers or agents, have authority to perform; and

WHEREAS, the IGA is made and entered into by participating public safety providers in Clackamas, Columbia and Washington Counties (“Participants”) creating a regional enterprise geographic information system (“REGIS”) group; and

WHEREAS, the Participants have expressed mutual interest in the establishment of an IGA to facilitate and encourage a regional inter-county geographic informational system; and

WHEREAS, the fire defense boards of Clackamas, Columbia, and Washington Counties are the governmental bodies responsible for oversight and coordination of REGIS; and

WHEREAS, the Participants will collaborate and share electronic geospatial information within a common data visualization software solution for operational purposes. Other related modules and layers may be added to REGIS as determined by the Fire Defense Board, but such determination in no way limits Participants from adding modules at their own expense. The software platform utilized for REGIS is provided by Intterra Group; and

WHEREAS, The Tualatin Valley Fire and Rescue (TVF&R) entered into a personal services contract with Intterra Group in 2013 for Geospatial Information Management for Improved Decision Support. The selection of Intterra Group was made by utilizing a sole source procurement method pursuant to OAR 137-047-0275 and ORS 279B.075. TVF&R utilized a request-for-information process, sent to six known vendors at the time: Intterra Group, BCS GIS, Alesea Group, Omega Group and 4QTRS, to find a suitable provider of geospatial information systems (“GIS”) geared toward the fire and EMS industry. TVF&R determined that Intterra Group was the only firm that would be able to provide the necessary development services, assistance with data integration, and cloud-based hosting of fire and EMS data. Intterra Group’s unique combination of deep experience with progressive fire services planning efforts, as well as its recognized talent in fire

service-based GIS development, determined this provider as sole source candidate; and

WHEREAS, TVF&R amended the existing contract with Intterra Group; adding additional services in February 2014 for Phase 2, in June 2015 for Phase 3, and in May 2016 to continue further development of the enterprise GIS (“EGIS”) solution to include Situation Analyst Hosting, Data Services, Situation Analyst Customization and additional consulting services.

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

Section 1. The Forest Grove City Council hereby approves the Intergovernmental Agreement (IGA) with Washington, Clackamas and Columbia Counties and the City of Forest Grove creating a regional enterprise geographic information system (REGIS) group.

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

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

PRESENTED AND PASSED this 10th day of August, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of July, August, 2020.

Peter B. Truax, Mayor

REGIS Partner Intergovernmental Agreement Data Visualization Software for Situational Awareness

This INTERGOVERNMENTAL AGREEMENT (“IGA”) is made and entered into by participating public safety providers in Clackamas, Columbia and Washington Counties (“Participants”) creating a regional enterprise geographic information system (“REGIS”) group.

WHEREAS, this IGA is entered into under the authority granted by the parties by ORS 190.010, which authorizes units of local government to enter into written agreements with any other units of local government for the purpose of any and all functions and activities that the parties to the agreement, its officers or agents, have authority to perform;

WHEREAS, the Participants have expressed mutual interest in the establishment of an IGA to facilitate and encourage a regional inter-county geographic informational system;

WHEREAS, the fire defense boards of Clackamas, Columbia, and Washington Counties are the governmental bodies responsible for oversight and coordination of REGIS;

WHEREAS, the Participants will collaborate and share electronic geospatial information within a common data visualization software solution for operational purposes. Other related modules and layers may be added to REGIS as determined by the Fire Defense Board, but such determination in no way limits Participants from adding modules at their own expense. The software platform utilized for REGIS is provided by Intterra Group;

WHEREAS, TVF&R entered into a personal services contract with Intterra Group in 2013 for Geospatial Information Management for Improved Decision Support. The selection of Intterra Group was made by utilizing a sole source procurement method pursuant to OAR 137-047-0275 and ORS 279B.075. TVF&R utilized a request-for-information process, sent to six known vendors at the time: Intterra Group, BCS GIS, Alesea Group, Omega Group and 4QTRS, to find a suitable provider of geospatial information systems (“GIS”) geared toward the fire and EMS industry. TVF&R determined that Intterra Group was the only firm that would be able to provide the necessary development services, assistance with data integration, and cloud-based hosting of fire and EMS data. Intterra Group’s unique combination of deep experience with progressive fire services planning efforts, as well as its recognized talent in fire service-based GIS development, determined this provider as sole source candidate;

WHEREAS, TVF&R amended the existing contract with Intterra Group; adding additional services in February 2014 for Phase 2, in June 2015 for Phase 3, and in May 2016 to continue further development of the enterprise GIS (“EGIS”) solution to include Situation Analyst Hosting, Data Services, Situation Analyst Customization and additional consulting services;

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, each undersigned Participant agrees as follows:

Article 1 – PARTICIPATION

A. This Agreement is available for execution at any time by any public safety provider in Clackamas, Columbia and Washington Counties. Other agencies may be included and added to this IGA by majority agreement of the Fire Defense Boards.

B. The fire defense boards of Clackamas, Columbia, and Washington Counties shall each appoint two chief officers to sit on the REGIS Steering Committee as representatives. The REGIS Steering Committee shall provide REGIS recommendations to the Fire Defense Boards.

C. Participation in REGIS is a 12-month subscription that starts on January. An annual group fee is charged to the Participants for REGIS. The fee is determined by each Participant's ratio of incident counts within their service areas. See Exhibit A Example Fee Schedule. Participants may opt-out by the deadline of November 15 for the following calendar year subscription.

D. The REGIS Steering Committee shall appoint a single point of contact to serve as administrative liaison to Intterra Group. Intterra Group will provide a software as a service (SAAS) subscription for the REGIS configuration of the product (which includes defined, secure access for each user of the cloud-based services, as well as an invoice for each Participant through the administrative liaison, who will in turn distribute to each Participant. Payment must be made within 30 days of receipt of the invoice directly to Intterra Group.

E. The Participants agree that all may conduct transactions by electronic means (via email or fax).

Article 2 – INDEMNIFICATION AND LIMITATION OF LIABILITY

To the fullest extent permitted by applicable law, the Participant shall indemnify, hold harmless and defend each other Participant and their respective officers, employees and agents from and against any and all costs, including costs of defense, claims, judgments, or awards of damages asserted or arising directly or indirectly from, on account of, or in connection with this Agreement whether arising before, during or after performance of this Agreement and whether suffered by any of the Participants or any person or entity.

Article 3 – MODIFICATIONS

Modifications to this Agreement must be made in writing and will not become effective until approved by the Participants. Approved modifications must be signed by an authorized representative of each Participant.

Article 4 – GOVERNING LAW AND GOVERNMENTAL AUTHORITY

This Agreement shall be interpreted, construed, and enforced in accordance with the laws of the state of Oregon. This Agreement is subject to the laws, rules, regulations, orders, and other requirements, now or as amended, of all governmental authorities having jurisdiction covered by this Agreement.

Article 5 – TERM AND TERMINATION

The effective date of this Agreement is the date signed by each Participant below. This Agreement shall continue indefinitely. This Agreement may be terminated, with or without cause and at any time, by a Participant by providing 60 days' written notice of intent to the other Participants.

Article 6 – INTEGRATION

This document constitutes the entire agreement between the Participants on the subject matter hereof and supersedes all prior or contemporaneous written or oral understandings, representations or communications of every kind on the subject.

PARTICIPANTS

| | |
|---|-----------------------|
| Agency: TVF&R 11945 SW 70 th Ave Tigard, OR 97223 | Agency: |
| Authorized Signature: | Authorized Signature: |
| Its: Fire Chief | Its: |
| Date: | Date: |
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Exhibit A Fee Schedule Sample

Incident Count by CAD Jurisdiction | 4/1/2018 - 10/25/2019 [Run Date:
10/25/19 07:17]

| Division (alpha) | Total Incidents | 2019-2020 Estimate |
|--------------------------------------|-----------------|--------------------|
| BANKS FIRE | 1,097.00 | \$496.50 |
| CANBY FIRE | 4,314.00 | \$1,952.52 |
| CLACKAMAS FIRE D1 *includes Estacada | 43,787.00 | \$19,818.00 |
| CLATSKANIE RFPD | 1,925.00 | \$871.26 |
| COLTON FIRE | 498.00 | \$225.39 |
| COLUMBIA RIVER FIRE AND RESCUE | 8,769.00 | \$3,968.85 |
| CORNELIUS FIRE | 2,223.00 | \$1,006.13 |
| FOREST GROVE FIRE | 6,891.00 | \$3,118.87 |
| GASTON FIRE | 687.00 | \$310.94 |
| GLADSTONE FIRE | 2,427.00 | \$1,098.46 |
| HILLSBORO FIRE | 19,649.00 | \$8,893.14 |
| HOODLAND FIRE | 1,855.00 | \$839.57 |
| LAKE OSWEGO FD | 6,728.00 | \$3,045.09 |
| MIST-BIRKENFELD RFPD | 170.00 | \$76.94 |
| MOLALLA FIRE | 4,038.00 | \$1,827.60 |
| SANDY FIRE | 3,577.00 | \$1,618.95 |
| SCAPPOOSE RFPD | 3,326.00 | \$1,505.35 |
| TVFR | 86,890.00 | \$39,326.43 |
| Total | 198,851 | \$90,000.00 |



A place where families and businesses thrive.

| | |
|--------------------------------|---------------------|
| <i>CITY RECORDER USE ONLY:</i> | |
| AGENDA ITEM #: | <u>13.</u> |
| MEETING DATE: | <u>08/10/2020</u> |
| FINAL ACTION: | <u>RESO 2020-85</u> |

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Greg Robertson, Director of Public Works
Derek Robbins, Project Engineer*

MEETING DATE: *August 10, 2020*

SUBJECT TITLE: *Wauna Credit Union Proposed Public Improvement Reimbursement District*

ACTION REQUESTED:

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

X all that apply

BACKGROUND:

On January 11, 2011, City Council Adopted Ordinance No. 2011-02, which allows the City to create a process for development of reimbursement districts as a means to finance public improvements.

The City can form a reimbursement district when one party constructs and pays for infrastructure (sewer, water, storm, and street) that has the potential to benefit another party. If during the life of the reimbursement district (typically 10 years), the benefitted property owner makes use of the improvements, then the reimbursement is due. The benefitted property owner makes use of an improvement by developing adjacent to a street improvement or connecting to pipelines included in the reimbursement district.

The process includes preparation of a report by the City Engineer that outlines the improvement costs, the method of distributing the costs, the properties involved and includes details of the reimbursement agreement. The Engineer's Report is presented to the City Council at a public hearing and owners of property in the district are given the opportunity to provide input. Once approved by the City Council, a resolution is recorded against properties in the district. Reimbursements are collected by the City and turned over to the developer when properties in the district develop or make use of the improvements. See City Code Section 151.110 pertaining to reimbursement districts.

The Wauna Credit Union (WCU) was constructed and included necessary new public sewer (255 feet) and storm (900 feet) service extensions to the site through a public improvement agreement with the City. A majority of this public sewer and storm constructed by WCU will benefit other undeveloped properties as shown below. Therefore WCU submitted application for reimbursement district to potentially recoup some of their improvement costs from others taking benefit. A majority

of the surround vacant lots shown below have been included in a recent development application accepted by to the City. Furthermore, that development has already been conditioned to participate in the reimbursement district once it has been formed.

ISSUE STATEMENT:

Wauna Credit Union has constructed public improvements and would like an opportunity to recover some of their costs pursuant City Ordinance No. 2011-02 and City Code Sections 151.110 to 151.124. Following are the necessary steps for creating this reimbursement district.

1. City Council Meeting, Resolution (August 10, 2020)
 - a. Accept Engineers Draft Report on formation of proposed reimbursement district.
 - b. Direct City Recorder to set a Public Hearing for September 14, 2020, at 7:00 p.m. or shortly thereafter, to consider public testimony, all letters of remonstrance and take final action, if permitted and deemed prudent, to form this proposed district.
 - c. Further direct City Recorder to serve notice to each property owner of record within the proposed district of this action, their right of remonstrance and general character of the proposed District. Notice shall be given not less than ten nor more than 30 days prior to the public hearing date by certified mail, return receipt requested, or by personal service.
2. City Council Meeting, Resolution (September 14, 2020)
 - a. Public hearing on proposed reimbursement district to review the engineers report and give those impacted a chance to review/comment. At the conclusion of the hearing, the City Council shall approve, reject, or modify the recommendations contained in the City Engineer's report.
 - b. If the Council approves the City Engineer's Report, the City Council has the sole discretion, after the public hearing, to decide whether the District is to be formed or not. If a District is to be formed, a resolution authorizing the formation of the Reimbursement District shall be adopted.



The Engineer's Draft Report reflecting the actual construction costs of the project and the reimbursement fee for participating properties is attached.

FISCAL IMPACT:

The City collects a \$1,420 fee to administer the district on behalf of the owner, WCU.

STAFF RECOMMENDATION:

Staff recommends acceptance of the Engineer's Draft Report. Staff also recommends directing City Recorder to set a public hearing date and notifying each property owner in the district.

ATTACHMENT(s):

Attachment 1 – Engineer's Draft Report.

Attachment 2 – Resolution accepting the Engineer's Draft Report and directing City Recorder to set a public hearing date with notification to each property owner in the district.

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RESOLUTION NO. 2020-85

RESOLUTION ACCEPTING CITY ENGINEER’S DRAFT REPORT ON FORMATION OF A PROPOSED REIMBURSEMENT DISTRICT, PURSUANT TO CITY CODE SECTIONS 151.110 THROUGH 151.124, “WAUNA CREDIT UNION PUBLIC IMPROVEMENT REIMBURSEMENT DISTRICT”

WHEREAS, the City Engineer, consistent with the requirements of Forest Grove City Code Sections 151.110 TO 151.124 (FGMC), prepared a written report addressing formation of proposed improvement reimbursement district; and

WHEREAS, the Council, reviewed the Engineer’s Draft Report on August 10, 2020, and heard from the City Engineer thereon.

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

Section 1. That the City Council hereby accepts the City Engineer's Draft Report on the formation of a proposed improvement reimbursement district as written in Attachment 1 (Draft City Engineer’s Report).

Section 2. That the City Engineer may amend this Draft Report prior to finalization and will present any amendments at the September 14, 2020, Council meeting.

Section 3. The City Recorder is directed to set a Public Hearing for September 14, 2020, at 7:00 p.m. or shortly thereafter, to consider public testimony, all letters of remonstrance and take final action, if permitted and deemed prudent, to form this proposed district.

Section 4. The City Recorder is further directed to serve notice to each property owner of record within the proposed district of this action pursuant to City Code section 151.115, their right of remonstrance and general character of the proposed District.

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

PRESENTED AND PASSED this 10th day of August, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10 day of August, 2020.

Peter B. Truax, Mayor

Attachment 1

**ENGINEERS DRAFT REPORT
WAUNA CREDIT UNION
PROPOSED PUBLIC IMPROVEMENT REIMBURSEMENT DISTRICT
By: Derek J. Robbins, P.E.
City of Forest Grove Civil Engineer
August 10, 2020**

The Forest Grove Wauna Credit Union at 3532 Pacific Avenue (WCU), has made application to enter into an agreement with the City for the establishment of a Reimbursement District associated with necessary new public sewer and storm service extensions to the site (improvements). Upon future development or redevelopment of adjacent properties, the Applicant desires to recoup a portion of the improvement costs. Pursuant to Ordinance No. 2011-02 and City Code Sections 151.110 to 151.124, the objective of this report is to make a recommendation to Council as to the merit of establishing this Reimbursement District.

Engineering has evaluated an application from WCU and has determined that the improvements proposed by OAR will likely benefit adjacent properties when they develop. Therefore, the Applicant (WCU) may be entitled to recoup a portion of the improvement costs. City Code 151.110 to 151.124 requires the following specific information:

1. Whether the Public Improvement for which reimbursement is sought has capacity sufficient to allow use thereof by property other than property owned by the applicant;

The Applicant has constructed improvements to serve property other than that owned by the Applicant (see Section 4).

2. The area proposed to be included in the reimbursement district;

The Reimbursement District includes properties south of WCU on either side of Poplar Street (see Item 4). Owner names and tax lot details are on file and based on latest Washington County Assessor information (See Section 4).

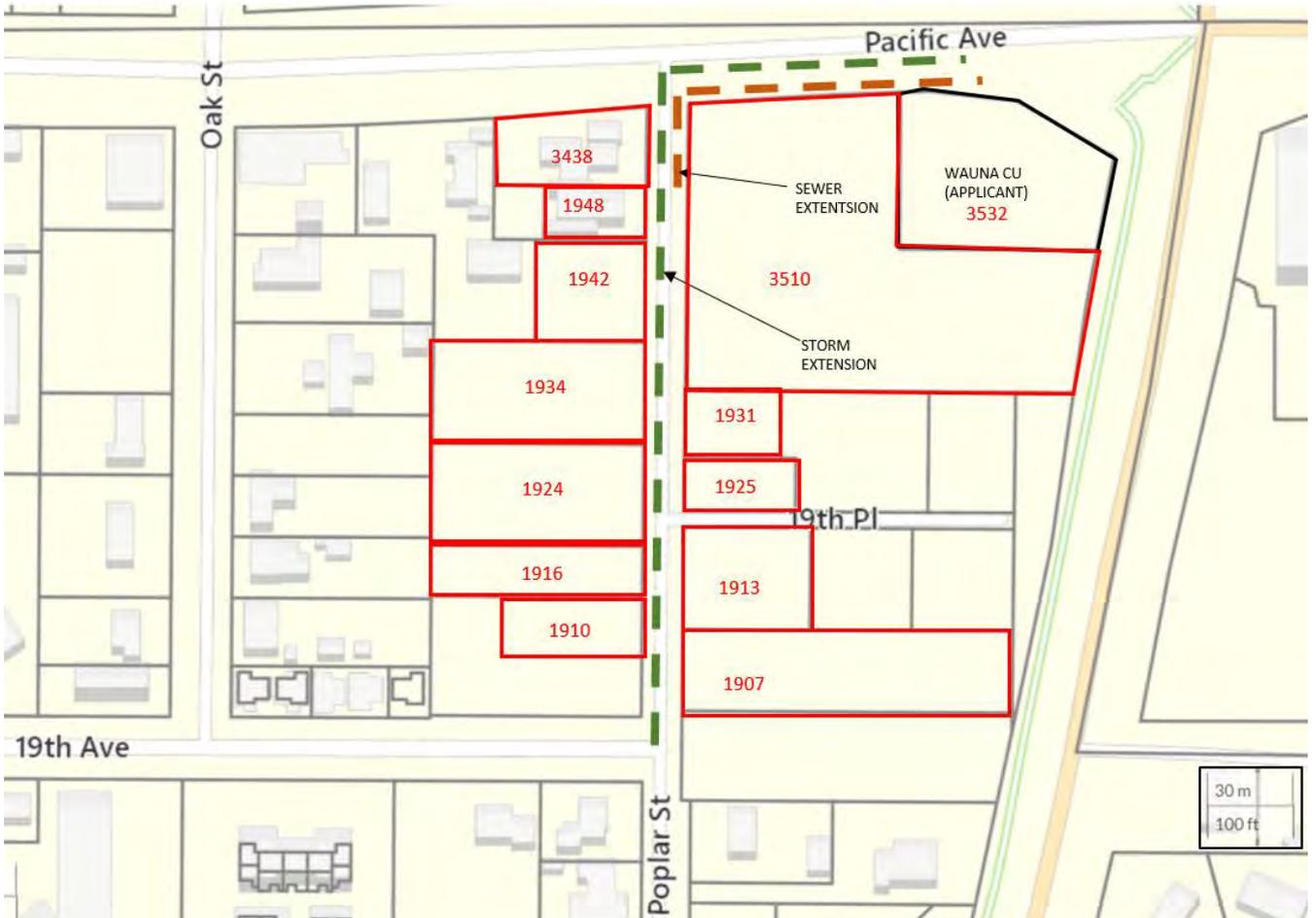
3. The actual cost of the improvements within the area of the proposed Reimbursement District and the portion thereof for which the applicant should be reimbursed;

Table 1: Actual Project Cost (submitted by WCU)

| | Description | Amount |
|--|--|-----------|
| | Storm (900 Feet) | |
| | Design | \$2,670 |
| | Construction | \$260,196 |
| | Sub Total | \$262,866 |
| | Sewer (250 Feet. Required hydrant replacement and relocation of existing water & gas main) | |
| | Design | \$1,050 |
| | Construction | \$107,290 |
| | Sub Total | \$108,340 |
| | TOTAL | \$371,206 |

4. A methodology for allocating the cost among the parcels within the proposed district and, where appropriate, defining a "unit" for applying the Reimbursement Fee to property which may be partitioned, subdivided or otherwise modified at some future date;

Improvements have the potential to benefit 12 other tax lots and costs for extension were allocated to the tax lots based on what is shown below.



Poplar Street Storm Pipe Extension Reimbursement District

| Property Owner | Address | Tax Lot # | Area (sf) | Split (%) | Cost |
|---|------------------|--------------|------------------|-------------|---------------------|
| Wauna Federal Credit Union (Applicant) | 3532 Pacific Ave | 1S305BA00100 | 28000.20 | 11.15% | \$29,299.74 |
| Albertson's Stores Sub LLC | 3510 Pacific Ave | 1S305BA00200 | 85644.38 | 34.09% | \$89,619.29 |
| Albertson's Stores Sub LLC | 1931 Poplar St | 1S305BA03600 | 6250.76 | 2.49% | \$6,540.87 |
| Albertson's Stores Sub LLC | 1925 Poplar St | 1S305BA03700 | 5774.98 | 2.30% | \$6,043.01 |
| Albertson's Stores Sub LLC | 1913 Poplar St | 1S305BA03100 | 12524.95 | 4.99% | \$13,106.25 |
| Albertson's Stores Sub LLC | 1907 Poplar St | 1S305BA03001 | 25999.83 | 10.35% | \$27,206.53 |
| Pacific Development Holdings LLC | 3438 Pacific Ave | 1S305BA00300 | 10800.91 | 4.30% | \$11,302.20 |
| GONZALEZ, GUADALUPE CANTU & OROPEZA, ISABEL CANTU | 1948 Poplar St | 1S305BA00401 | 5260 | 2.09% | \$5,504.13 |
| Albertson's Stores Sub LLC | 1942 Poplar St | 1S305BA01900 | 10809.09 | 4.30% | \$11,310.76 |
| Albertson's Stores Sub LLC | 1934 Poplar St | 1S305BA02000 | 20855.93 | 8.30% | \$21,823.89 |
| Albertson's Stores Sub LLC | 1924 Poplar St | 1S305BA02100 | 20814.88 | 8.29% | \$21,780.94 |
| Albertson's Stores Sub LLC | 1916 Poplar St | 1S305BA02200 | 10406.45 | 4.14% | \$10,889.43 |
| Albertson's Stores Sub LLC | 1910 Poplar St | 1S305BA02300 | 8064.68 | 3.21% | \$8,438.98 |
| TOTAL | | | 251207.04 | 100% | \$262,866.00 |

**Poplar Street Sewer Pipe Extension
Reimbursement District**

| Property Owner | Address | Tax Lot # | Split (%) | Cost |
|--|------------------|--------------|-------------|---------------------|
| Wauna Federal Credit Union (Applicant) | 3532 Pacific Ave | 1S305BA00100 | 50% | \$54,170 |
| Albertson's Stores Sub LLC | 3510 Pacific Ave | 1S305BA00200 | 50% | \$54,170 |
| TOTAL | | | 100% | \$108,340.00 |

The costs for the improvements were allocated to the properties, based on the splits shown in the table. For storm water a percent split was calculated for each property based on the parcels area relative to the total cost. For the sewer only two parcels will be benefiting from the improvement and therefore cost was divided equally between both.

5. The amount to be charged by the City for administering the project,

| | | |
|---|--|-------------------|
| 1 | Reimbursement District Application Review Fee | \$1,000.00 |
| | (City Engineer: \$143/Hr) | |
| | (Engineering Technician: \$35/Hr) | |
| 2 | Reimbursement District Agreement Administrative Fee: \$35/property | \$420.00 |
| | Total | <u>\$1,420.00</u> |

All fees shall be paid prior to entering into a reimbursement district agreement with the applicant.

6. The period of time that the right to reimbursement exists;

Pursuant to City Code, the right to reimbursement exists for ten years from the district formation date. Upon application for an extension, the City Council at its sole discretion and may authorize up to 10 more years for total reimbursement period not to exceed twenty years.

7. Whether the improvements will meet or have met City standards.

The constructed improvements have been reviewed, inspected, and accepted by the City in accordance with City standards.

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A place where families and businesses thrive.

RESOLUTION NO. 2020-86

**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 SEPTEMBER 14, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-77.

Peter B. Truax, Mayor City of Forest Grove

Date Amended: August 10, 2020

AMENDED PRESENTED AND PASSED this 10th day of August, 2020.

ATTESTED:

Anna D. Ruggles, City Recorder



A place where families and businesses thrive.

CITY MANAGER'S REPORT TO COUNCIL

August 10, 2020

UPCOMING EVENTS:

- Election Packets Available: Filing Deadline: August 25, 5 PM
- Boards and Commissions: August meetings virtual and as necessary
- Chalk Art Festival: September 19 modified for participants to do at home
- Corn Roast: September 20, Cornelius Cinema 9, 11 am to 8 pm
- National Night Out: Rescheduled to October 6
- LOC Conference: October 14-15, virtual, [Registration Open Now](#)

CITY HALL:

- **DEI Plan and Training:** Despite significant outreach, staff did not receive any quotes for DEI training. As a result, staff has combined the Equity Plan with DEI Training in an effort to solicit quotes. Staff has outreached to several companies with experience in both and requested quotes be returned by August 31. Staff is also finalizing a two page flyer on the City's DEI efforts that will be posted to the website next week.
- **Homelessness:** In response to COVID-19, Washington County is opening a 50 site, managed, outdoor camping location for houseless adults called the "Safe Sleep Village", located at the Washington County Fair Complex. The goal is to lower the number of people living in four existing informal camps in Washington County and provide them with a safe sleeping location. The Board of County Commissioners has provided funding through the federal CARES Act. On a similar note, the County has allocated \$750,000 towards a winter shelter program. Discussion has centered on obtaining shelters in 4-5 "hubs" across Washington County. The City has been an active participant in these discussions.
- **Library Fines:** WCCLS FINE-FREE POLICY proposal attached. The Washington County Cooperative Library Services (WCCLS) Executive and Policy Committees are considering a fine-free policy for all member libraries. The policy is an effort to advance equity for those who are disproportionately impacted by fines. A lost book charge would remain in place. WCCLS estimates that 509 local patrons would have restored access. The Board of Commissioners will consider the policy in November. Staff may schedule a presentation in September.
- **Utility and Rental/Mortgage Assistance:** Washington County Commission approved an Intergovernmental Agreement with Community Action to provide up to \$6 million for rental/mortgage assistance and up to \$3 million for water, sewer and/or stormwater assistance. To qualify, participants must have been impacted by COVID and 80% Area Median Income or lower. This is in addition to the City's assistance for water and electricity.
- **Waste Management** will be piloting a program to add 5-yard mini drop off boxes for trash. This service does not exist in Forest Grove but has proven very popular in Aloha and Hillsboro. The rate will be added to the franchise agreement if the pilot proves successful.
- **Metro** is delaying implementation of the Business Food Waste Requirement by one year. The policy, which requires establishment of a business food waste collection program for certain food service businesses, was originally scheduled to begin on March 30, 2020. Implementation will now begin March 30, 2021. Metro is outreaching to local businesses to let them know of the delay.
- **City ads** in the Washington County News Times included: July 4th Fireworks, City Council Election (twice), Library Summer Reading and Curbside Services, Library Author Events and Live-Streaming Programs
- **Current Recruitments:** Police Officer, Firefighter, Utility Work – PW's, Part-Time Utility Worker – Parks, Water Treatment Plant Operator and Code Enforcement Officer.

COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT

- **Development Services Process Review Study:** Matrix Consulting has been hired to conduct a development processes review. Staff reviewed five proposals. This project will perform a process audit as it relates to land use and building processes and recommend strategies for making the process more efficient.
- **Two Intergovernmental Agreements** with Washington County for federal CARES ACT funds allocated to Forest Grove for business assistance were executed the first week of August. The first is for \$149,600 to reimburse the City for prior small business expenditures while the second was for \$212,000 for the Forest Grove Small Business Emergency Assistance Grant II Program. Applications, in Spanish and English, will be accepted 8/7 to 9/10.
- **No-cost** personal protective equipment will be made available to Forest Grove small businesses by mid-August and available at the Business Recovery Center.
- **Festival Street** contract has been signed with MIG Consulting, after reviewing 8 proposals and interviewing the top two. Work is slated to begin this month and includes stakeholder outreach to the business community. MIG will be scheduled to present at an upcoming Council meeting.
- **The 196-unit Reserve at Fernhill Apartments** was approved by the Planning Commission with no adverse testimony. The appeal period has passed and the project will now move into the permitting phase.
- **West Side Infrastructure Financing Plan:** Staff is working with DLCD to finalize the grant agreement and the RFP process will begin thereafter.
- **Oak Street Industrial Area Plan** consultant has been conducting stakeholder interviews with major property owners in the area. A presentation is being planned for Council.
- **Business Recovery Center** in Forest Grove at Adelante Mujeres is now open for onsite meetings.
- **Met with Adelante Mujeres** for presentation on Latino small business research study. Reviewing findings to address Latino small business needs. Presentation to be made to EDC in September.

URBAN RENEWAL AGENCY (URA)

- **Site B Proposal:** The Exclusive Negotiating Agreement (ENA) has been signed and staff has started providing information to WelshCORP. City staff has finalized the Request for Quotes for the Parking and Traffic Study for the proposed development to help determine parking requirements.

ENGINEERING AND PUBLIC WORKS:

- **Safe Routes to School Grant:** Application was submitted August 5th to fill in two sidewalk gaps on Mountain View Lane in the vicinity of the railroad crossing and at its intersection with TV Highway. Improvements will include upgrading the railroad crossing with a dedicated bike/pedestrian ADA compliant crossing. Filling in these gaps will complete the route from Rose Grove and surrounding neighborhoods to Fern Hill Elementary and Neil Armstrong Middle School. Estimated cost for the work is \$100K. A decision is expected this fall.
- **Martin Rd. and Highway 47 Intersection Improvements:** City staff 75% design review comments were returned to Washington County in mid-July. The 75% design cost estimate exceeded the available budget to construct the roundabout at the intersection of Highway 47 and Martin Road. At this time, Washington County and their consultant are reviewing areas where project costs could be reduced. Washington County is waiting for a reply from ODOT to see if there is any additional funding they could make available for this project. If funding is not available to cover the budget shortfall, or if it is not possible to reduce the scope of the project to fit within the available budget, it is possible that the improvements to the intersection could be delayed.
- **Thatcher Road and Gales Creek Road Intersection Improvements:** Engineering staff has reached out to Washington County to begin discussions on a new IGA that will better represent our respective roles. Washington County still has some internal communications relative to this project that have yet to take place. Meanwhile, Washington County continues design work and intends to hold a virtual open house sometime in the near future.

- **“D” Street Community Development Block Grant (CDBG):** City was awarded partial funding for improvements to “D” Street between Pacific Avenue and 18th Avenue. A surveyor has been hired to perform topographic survey of the area for future design, which is anticipated to be complete by the end of August.
- **Annual Pavement & Curb Ramp Improvements:** Curb ramp replacement has begun; pavement work is scheduled to begin in late August – early September.
- **Road Improvements:** The 19th Avenue project is substantially complete and open to traffic. The Contractor has indicated they will begin work on Pacific Avenue – Safeway/Goodwill crossing in September.
- **Watershed:** Harvest operations are scheduled to be complete August 14. In another part of the watershed, three large diameter culverts were removed as part of a DEQ Settlement Agreement. Work has been completed and a compliance report is being prepared to close the matter.
- **Water Infrastructure Risk & Resiliency Assessment:** Before December 30, 2021, the City must submit a letter to EPA confirming that the Risk and Resiliency Assessment and the Emergency Response Plan have been completed, respectively, for drinking water that meets the new American Water Infrastructure Act of 2018. Currently preparing contracts with West Yost to complete this work.
- **10th Avenue Sanitary Local Improvement District (LID):** Final action on district formation is expected to be at the September 14 regular meeting. The estimated district cost is approximately \$200,000 and consists of four properties. The recommended method of assessment is equal assessments and will be repaid by the property owners over a ten-year period.
- **Douglas St. Storm Sewer Extension:** Design for a storm sewer extension project between 14th and 16th is complete. Storm line has been staked and cut-sheet information has been provided to Public Works.
- **17th Place Sanitary Sewer Extension:** Plans to extend a sanitary main line from Poplar Place west 199’ have been submitted. Currently working executing **agreement** for construction, which is anticipated to start in two weeks.
- **Public Works Equipment Storage Building:** RA Gray (contractor) is making excellent progress on the new building. The structural framing is complete, the roof is on, and the contractor is now installing the exterior insulation and metal skin. Additionally, they are working on the internal mezzanine framing. The electrician will be in to begin conduit installation and pulling conductors, as well as installation of outlets and other electrical features. Work is scheduled to conclude at the end of August.

POLICE:

- The Police **prescription delivery program** for vulnerable citizens has been very successful delivering 71 prescriptions to date.
- The Police have facilitated the donation of over **800 cloth masks** via the popular “Mask tree”.
- **Officers** Adams, King, Dorick, Nava, and White were sworn in and have started their field training program. Officers Adams and King are new recruits and will be deployable sometime around spring 2021. Officers Dorick, Nava and White are all lateral officers who should be deployable by late August 2020. The latter three bring a wealth of knowledge and experience to the department. One additional lateral starting later in August will be Officer Obenauf. Officer Obenauf should be deployable by late September.
- **Training:** Several officers attended an outdoor range for rifle qualification. Officer Daniels and Detective Pomeroy took part in a Child Homicide Investigation class via webinar.
- **Community outreach:** Participating in Zoom meetings with other Outreach Specialists to discuss planning for fall events such as Landlord Forum / Coffee with a Cop and new formats for National Night Out; focusing on regular communication with the public via social media including a new community page “What’s Going on in Forest Grove”; patrol officers have been making regular appearances at the Farmers Market.
- **Code Enforcement:** Issued 24 parking citations; 3 written warnings; 0 Ordinance citations; 3 vehicle impounds; 0 vehicle boot; 5 reports, 1 supplemental report and 10 in-process abatements.

- **The Detective Division** currently has 27 open cases; nine cases were closed and two were received on intake; Division also made 2 arrests, both involved child abuse, and completed 4 search warrants; 1 background investigation was completed and 2 remain in process.

PARKS & REC:

- **Rogers Park** construction is on schedule. Staff is working daily with Kodiak Pacific Construction to coordinate various project components. Currently, most work has stopped (which was accounted for in the schedule) to allow the large concrete pours to cure completely before the largest pieces of the giant sequoia tree return to the site for final placement. The project is scheduled to be complete the third week of September. Plans for re-opening the park are being coordinated with the Love Rocks Foundation and Harper's Playground. Those plans are tentative as the COVID-19 issues will affect the celebration and how we are able to open public playgrounds. Currently, playgrounds are not allowed to be open in Washington County.
- **The Aquatic Center** remains closed due to COVID-19. Staff has observed the methods of operations in Yamhill County whose facilities are open. Additionally, staff is requesting budget information from these pools to evaluate revenue based on their current operating models. Staff will be comparing revenues from FY 19-20 and FY 20-21 in Newberg and McMinnville. This will provide a clearer picture of the reduced revenue our sister facilities are experiencing based on the operating restrictions placed by the State of Oregon.
- **Playgrounds and Shelters** are still closed. Staff is continuing to educate park patrons in social distancing. This has been difficult at the skatepark and playgrounds around the city.

LIBRARY:

- The Library is acquiring 11 **hotspots** (the maximum allowed) and their accompanying unlimited broadband service for one year through TechSoup, which provides discounted services and technologies to nonprofits and libraries. This will allow patrons who have devices but lack their own Internet access the means to get connected. They can be used to help with homework, search for jobs, fill out online applications, catch up on the news; whatever the borrower's needs. We hope that this service will help mitigate the challenges some of our patrons have experienced since the library building has been closed to the public.
- **Summer Reading** is in full swing at the Library despite our closure. Youth Services staff have given out well over 1000 summer reading kits, including outreach at all seven Forest Grove School District summer free lunch sites. In addition, families have been coming to pick up their Take & Make craft kits for both children and teens at the rate of 150+ kits per week.
- **Curbside services** have expanded to include printing, scanning, faxing, and copying. We are also now taking donations. To date, approximately 67 percent of Forest Grove's long overdue items have been returned compared to an estimated 40 percent county-wide. All WCCLS member libraries are now making their collections available for county-wide holds.
- **Events:** FESTIVAL OF FORGOTTEN AUTHORS: Join us for a summer-long exploration of neglected writers. Weekly episodes through September 2nd on the Library Facebook page and YouTube channel. EVENING WITH JANE KIRKPATRICK: Tuesday, September 15, 2020, 6:30 pm to-8:00 pm. Join us for this special online event with New York Times and CBA bestselling and award-winning writer Jane Kirkpatrick, live-streamed on the library's [Facebook page](#) and [YouTube channel](#). Since this program also coincides with the publication of Jane's newest novel, Something Worth Doing, which chronicles the life of Oregon writer, newspaper editor, and women's rights advocate Abigail Scott Duniway, we'll pick the names of five people to receive signed copies of the book.

LIGHT & POWER:

- Work has begun on the **transmission loop line** between Filbert & Thatcher Substations. All pre-work has been completed and crews have been busy setting poles along Hwy 47 from Filbert Sub going west to B Street. Poles on B Street will begin being replaced soon to take advantage of the road closure.
- **Filbert Substation expansion** work has also been steadily moving ahead. Concrete foundations have been poured and crews have started conduit substructure and ground grid installations.
- The final feeder circuit breaker was replaced at Forest Grove Substation this last month. This last install completes the Thatcher / Forest Grove Substation upgrade project that was started in 2015.
- We experienced several **power related incidents** this last month, most likely due to the hotter / drier weather. On July 9, customers located on Ballard Way experienced a power outage due to failing high voltage underground cables. Crews were able to isolate the failed cable and get most customers on within one hour, five customers were out of power for four hours while repairs were made. These cables had already been identified for replacement due to one previous failure. On July 1, the high voltage underground cables feeding an industrial customer on 24th Avenue failed. The business was out of service for 5 hours while crews replaced the cables. These cables were not previously identified for replacement. A final incident occurred on August 1 in the 500 block of Watercrest Road when some type of animal made contact with energized components inside a piece of pad-mounted equipment. This caused a momentary outage to most of our customers on the west side of town while the substation feeder circuit breaker cleared the fault.

CONSTRUCTION PROJECTS IN FOREST GROVE:

| NAME | LOCATION | DESCRIPTION | LAND USE PERMIT STATUS | BLDG PERMIT STATUS | CONST. STATUS |
|--------------------------------|--------------------------------------|----------------------------------|------------------------|-------------------------------------|-----------------------------|
| Kidd Court | 22 nd Place | Subdivision 7 units | Approved | 4 permits issued | Under Construction |
| Silverstone | David Hill Rd | Subdivision (200 lots) | Approved | 196 lots issued | Under construction |
| Gales Creek Terrace | Pacific Ave/ 19 th Ave | Subdivision (197 lots) | Approved | 31 lots issued | Under construction |
| Green Grove | Thatcher Rd | Co-Housing (9 lots) | Approved | 6 lots issued | Under construction |
| Smith Orchard | Gales Way and B Street | Subdivision (7 lots) | Approved | All Cert of Occupancy issued | Finalized |
| Sunset Crossing | Sunset Ave | Subdivision (33 lots) | Approved | 33 lots issued | Under Construction |
| Wauna Credit Union | Pacific/Hwy 47 | Commercial New | Approved | Temp Cert of Occupancy issued | Pending ROW Improvements |
| Nectar Marijuana Dispensary | Pacific Avenue /Oak Street | Commercial/Tenant Improvement | Approved | Permit Issued | Under construction |
| Rose Grove Park Expansion | Pacific Avenue | Manufactured Home Park | Approved | Grading permit issued | Under construction |
| Green Apartments | 19 th Avenue | Apartments (9 units) | Approved | N/A | N/A |

| | | | | | |
|---|--------------------------------|-----------------------------|-----------|----------------|--------------------|
| FG High School Batting Cages/Golf Driving Range | 1549 Hartford Drive | Institution New | Approved | Finaled | Finaled |
| Hawthorne Gardens Apartments | 2560 Hawthorne St | Apartments (18 units) | Approved | N/A | N/A |
| Brooke Meadows | 3601 Brooke Street | Subdivision (6 lots) | Approved | N/A | N/A |
| Pacific Woods | 2345 – 26 th Avenue | Subdivision (21 lots) | Approved | N/A | N/A |
| La Mota Marijuana Dispensary | 3139 Pacific Ave | Comm TI | Approved | Permits Issued | Under construction |
| Anna & Abby's Yard at Roger's Park | 2421 17 th Ave | Park | Approved | Approved | Under construction |
| Public Works Shop | 2551 23 rd Ave | Public New | Approved | Permits Issued | Under construction |
| Pacific Grove Retail Building | 3420 Pacific Ave | Comm New (6000 sf) | In review | N/A | N/A |
| The Reserve at Fernhill | 3510 Pacific Ave, et al. | Apartments (196 units) | In review | N/A | N/A |
| Old Trapper Distribution & Office Buildings | 4115 24 th Avenue | Industrial New (144,000 sf) | In review | N/A | N/A |