



A place where families and businesses thrive.

FOREST GROVE CITY COUNCIL MEETING AGENDA

MONDAY, SEPTEMBER 27, 2021

ZOOM WEBINAR

COMMUNITY AUDITORIUM, 1915 MAIN STREET

Zoom Video Conferencing

Public Webinar ID: **822 4482 3005**

Pass Code: **092721**

Click Link: <https://us06web.zoom.us/j/82244823005?pwd=TIVPazFZZkdrcEk3L0grcExESkR0Zz09>

For help with Zoom: <https://support.zoom.us/hc/en-us/articles/115004954946>

- 5:30 PM CITY COUNCIL WORK SESSION (B/C INTERVIEW PROCESS)**
- 5:45 PM CITY COUNCIL WORK SESSION (YOUTH INVOLVEMENT)**
- 6:20 PM CITY COUNCIL WORK SESSION (COUNCIL RULES)**
- 7:00 PM CITY COUNCIL REGULAR MEETING**

During the pandemic, all public meetings are held in a “hybrid” format allowing the public to attend meetings both virtual and in-person. The Community Auditorium is open and has limited availability and social distancing measures. The public can observe the meetings **LIVE on Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming or **LIVE Channel 30** on their website: <http://208.71.205.11/CablecastPublicSite/?channel=15>. Written comments may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov.

PETER B. TRUAX, MAYOR

Malynda H. Wenzl, Council President

Donna Gustafson, Councilor

Kristy L. Kottkey, Councilor

Timothy A. Rippe, Councilor

Elena Uhing, Councilor

Mariana Valenzuela, 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: Hearings are held on each matter required by state law or City policy. Sign in before the meeting on the Public Hearing form posted in the foyer. The presiding officer will review the 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), provide your full name and please limit your remarks to three (3) minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action. All testimony is electronically recorded. Written testimony may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov.

Public Comment: This is a time provided for anyone wishing to speak to the City Council on an item not on the agenda or on the agenda, and not scheduled for a public hearing. Sign in before the meeting on the form posted in the foyer. The presiding officer will review the instructions prior to public comment. 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), provide your full name. Please limit your comments to two (2) minutes unless the presiding officer grants an extension. All testimony is electronically recorded. Written comments may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov.

Accommodations: In accordance with the Americans with Disabilities Act, the City of Forest Grove will make reasonable accommodations for participation in the meeting. Request for assistance can be made by contacting City Recorder's Office, aruggles@forestgrove-or.gov, 503-992-3235, at least 48-hours advance notice of the meeting.

FOREST GROVE CITY COUNCIL AGENDA
SEPTEMBER 27, 2021
Page 2 of 4

PowerPoint Presentation Jesse VanderZanden, City Manager	5:30 5:45	<u>WORK SESSION: BOARDS/COMMISSIONS (B/C)</u> <u>INTERVIEW PROCESS</u> No public comment will be taken. The Council will take no formal action during the work session.
PowerPoint Presentation Jesse VanderZanden, City Manager	5:45 6:20	<u>WORK SESSION: YOUTH INVOLVEMENT</u> No public comment will be taken. The Council will take no formal action during the work session.
Jesse VanderZanden, City Manager	6:20 6:55	<u>WORK SESSION: COUNCIL RULES</u> No public comment will be taken. The Council will take no formal action during the work session.

- 7:00 1. **CITY COUNCIL REGULAR MEETING:**
Call to Order and Roll Call.

SPECIAL RECOGNITIONS:

- | | | | |
|--------------------|---------------|-------|---|
| Peter Truax, Mayor | 7:05
5mins | 1. A. | <ul style="list-style-type: none">• <i>Jeffrey King, Economic Development Manager</i> |
| Peter Truax, Mayor | 7:10
5mins | 1. B. | <ul style="list-style-type: none">• <i>Beverly Maughan, Executive Assistant to City Manager</i> |
| Peter Truax, Mayor | 7:15
5mins | 1. C. | <u>PROCLAMATION:</u> <ul style="list-style-type: none">• <i>Domestic Violence Awareness Month, requested by Lauren Quinsland, Community Outreach Coordinator</i> |

- 7:20
5mins 2. **PUBLIC COMMENT:** Anyone wishing to speak to the City Council on an item not on the agenda or on the agenda but not scheduled for a public hearing may be heard at this time. **Please limit comments to two (2) minutes.** Written comment may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov.
- **Zoom Attendees:** Please use the "Raise Hand" option. Please introduce yourself and ask your question or provide your comment. Click the "Chat" tab to type a question or comment.

- 7:25
5mins 3. **CONSENT AGENDA:** See Page 4

- 7:30
5mins 4. **ADDITIONS/DELETIONS:**
- *City Manager*
 - *Proposed by Councilors*

5. **PRESENTATIONS:** Each presenter is limited to ten (10) minutes to present, followed by five (5) minutes for questions and answers, unless additional time is granted by the Presiding Officer. The Council has reviewed each presentation, so highlight key points only. The Council will hold questions until the end. A two-minute reminder will be given to conclude remarks.

Peter Truax, Mayor	7:35 20mins	5. A.	• <i>Legislative Update, State Representative Susan McLain, District 29</i>
PowerPoint Presentation Elizabeth Stover, Communications Coordinator	7:55 30mins	5. B.	• <i>Communications Plan</i>
Jesse VanderZanden, City Manager			
Jeff King, Economic Development Manager	8:25 20mins	5. C.	• <i>Forest Grove Economic Development Strategic Plan 2020 Annual Report</i>
Jesse VanderZanden, City Manager			
Keith Hormann, Light and Power Director	8:45 15mins	6.	<u>PUBLIC HEARING AND RESOLUTION NO. 2021-56 ADOPTING NEW LIGHT AND POWER ELECTRIC RATE SCHEDULES AND DEFINITIONS AND DESCRIPTIONS, EFFECTIVE FOR SERVICES INVOICED ON OR AFTER NOVEMBER 9, 2021, AND REPEALING RESOLUTION NO. 2021-51</u>
Paul Downey, Assistant City Manager/Finance Director			
Jesse VanderZanden, City Manager			
City Councilors	9:00 25mins	7. A.	<u>COUNCIL COMMUNICATIONS:</u> Please limit reports to three (3) minutes per person. A brief summary of matters of interest to the Council and to present Boards and Commission liaison reports.
Jesse VanderZanden, City Manager		7. B.	<u>CITY MANAGER'S REPORT:</u>
Peter Truax, Mayor		7. C.	<u>MAYOR'S REPORT:</u>
	9:25	8.	<u>ADJOURNMENT:</u>

3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).
- A. Approve City Council Work Session (Levy Needs Assessment) Meeting Minutes of September 13, 2021.
 - B. Approve City Council Regular Meeting Minutes of September 13, 2021.
 - C. Accept Committee for Community Involvement Meeting Minutes of August 3, 2021.
 - D. Accept Community Forestry Commission Meeting Minutes of June 16, 2021.
 - E. Accept Community Policing Advisory Commission (CPAC) Meeting Minutes of June 17 and July 15, 2021.
 - F. Accept Economic Development Commission Meeting Minutes of April 1, May 6, June 3, and July 8, 2021.
 - G. Accept Sustainability Commission Meeting Minutes of July 22, 2021.



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: Work Session

MEETING DATE: 09/27/2021

FINAL ACTION: _____

MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *September 27, 2021*

PROJECT TEAM: *Anna Ruggles, City Recorder
Jesse VanderZanden, City Manager*

SUBJECT TITLE: *Work Session: Boards and Commissions Selection Process*

PURPOSE OF WORK SESSION:

To discuss a change in process for interviewing new applicants and re-applicants for Boards and Commissions (B/C). This work session is planned for 15 minutes with the intent of discerning a consensus for this year's interview process.

BACKGROUND:

The City amended the B/C's appointment process in 2018 through revisions to Section 14 of the *City Council Rules of Procedure*. In addition to clarifying B/C's are advisory to Council, the public records and ethics laws that govern appointees, and specific staff and Council liaison duties, Section 14.10 outlined the appointments and reappointments process.

Section 14.10 states the recruitment process shall begin in September and conclude by December 31 of each year. It also states members must apply and be interviewed every term to continue service, that Council or a subcommittee of the Council shall conduct the interviews, and applicants that fail to attend the interview may forfeit the opportunity for appointment or reappointment. Terms are four years.

In the past, the Council has performed interviews in different ways. Regarding re-applicants, Council has interviewed them as a whole, split into two subcommittees, or waived the interviews altogether. Regarding new applicants, the Council has interviewed them as a whole. With the rule change requiring interviews of re-applicants (unless waived by Council), the total work session interview time nearly doubled from approximately two work sessions over two weeks to four work sessions over two months.

Council has expressed concerns the process took too long last year and it was difficult to recall the candidates and accompanying appointments. Staff was directed to look at process

improvements that would allow for improved recall and better tracking of candidates to aid in the appointment process.

CURRENT STATUS:

The City Recorder announced the application period on social media, in the utility insert and the website in August. The announcement was repeated in September. Although applications are received year around and kept on file for interview, the application period is emphasized during this period in anticipation of end-of-year appointments. The application is available in multiple languages including Spanish.

The deadline for all B/C applicants is October 15. Appointments must be approved by Council no later than the December 13, 2021, regularly scheduled City Council meeting.

There are currently 15 new applicants and an estimated 25 re-applicants. Based on past time allotments of 15 minutes for new applicants and 10 minutes for re-applicants, it could take upwards of 8 hours to complete all interviews assuming the Council met as a whole for all the interviews.

CONSIDERATIONS:

Staff recommends the Council consider the alternatives, below, or a combination thereof, that would enable more efficient and effective deliberations on appointees. Below are some ideas for consideration:

1. Interview new applicants prior to re-applicants. This will help Council determine the interview process for re-applicants.
2. Review the re-applicants' applications and consider waiving the requirement to re-interview them for re-appointment. Waiving this requirement would require a voice vote during a regularly scheduled meeting. It also presumes all re-applicants are appointed, thereby waiving Council's discretion to not reappoint a re-applying member. Waiving these interviews would reduce the time requirement approximately 3-4 hours.
3. Split the Council into two subcommittees of 3 to interview re-applicants. Limit interviews to 10 minutes each and limit the number of questions to 3 per re-applicant. This would reduce the overall time requirement by 2 hours.
4. Split the Council into two subcommittees of 3 for new applicants and re-applicants. Limit interviews to 15 minutes for new applicants and 10 minutes for re-applicants and questions to 5 and 3, respectively. This would reduce the overall time requirement in half, however, it would not allow the Council as a whole to interview new applicants.
5. Schedule separate meetings apart from the regularly scheduled Council meeting to conduct interviews. For example, two consecutive week nights of 3 hours each. Because appointments must be made at the December 13, 2021, regular meeting or prior, staff recommends these meetings occur in November. This schedule will result in a condensed

interview process to enable better recall and deliberation. It will however present an additional work load for staff, assuming the regular work session time previously used for interviews is filled with other topics.

REFERENCES:

SECTION 14 – ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES

14.1 Advisory Boards, Commissions, and Committees –The Council may by ordinance or resolution establish any City advisory board, commission, or committee (herein referred to as “B/C”) deemed necessary and in the best interests of the City. Pursuant to City Charter, Section 8(C), the Mayor, with the consent of the Council, appoints members of B/C’s established by ordinance or resolution.

14.2 Purpose – The purpose of the Advisory Boards, Commissions, and Committees 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. All such Council-appointed groups are directly responsible to the Council.

14.3 Membership Qualifications – To be eligible for appointment, a person must be 18 years of age or older and a Forest Grove resident for the duration of the appointed term unless expressly provided for by the adopted bylaws. Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove. All appointed B/C members are required to attend training courses as assigned and approved by Council. An individual B/C member may not act in an official capacity. The Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect of duty, or malfeasance in office. Voting members may not be employees of the City. B/C members serve without compensation.

14.4 Composition – Unless authorized by Council or required by state law, all B/C’s shall consist of no more than nine (9) voting members.

14.5 Quorum and Meetings – Unless required by state law, a majority of the total number of voting B/C members constitutes a quorum. The B/C shall hold meetings no less than four (4) times a year, unless more frequently as established by the B/C. In January of each year, the B/C shall adopt a schedule of its meetings for the upcoming year, including meeting times and dates for holidays and canceled meetings. The staff liaison shall file the B/C meeting schedule with the City Recorder’s Office and publish meeting dates/times on the City’s website. In case of a meeting cancellation, the staff liaison shall post a notice at the meeting location and on the City’s website prior to the meeting date/time.

14.6 Terms of Office and Officers – Unless required by state law, all B/C members shall be voting members and shall serve four (4) year terms. Student members shall be voting members and shall serve two (2) year terms. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31. 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. Members may not serve on more than two (2) B/C's at the same time. Appointments to vacant positions shall fill out the remainder of the unexpired term.

14.7 Registry – The City Recorder's Office shall maintain a current roster of all B/C members, including appointment date, length of unexpired term, and contact information. A copy of the roster shall be provided to Council at least once per year or upon any substantial change in membership.

14.8 Councilmember Liaisons – The Mayor shall appoint a Council liaison to any B/C. Council Liaisons shall be a non-voting member. The Council Liaisons role is to collaborate between the Council and the B/C to assure each group's collective interest is accurately and effectively represented to the other. This includes actively attending and reporting to each entity at their regular scheduled meetings. Council Liaison appointments shall be reconsidered every two (2) years at the first regular Council meeting following the time at which newly-elected Councilmembers officially take office or at the discretion of the Mayor.

14.9 Staff Liaisons – The City Manager shall appoint a staff member as liaison to any B/C. Staff liaisons shall be non-voting and shall assist the B/C by utilizing their expertise regarding City policy and process. The staff liaison shall orient the newly appointed B/C members prior to the first meeting on the duties of being a member. The staff liaison shall review the agenda in consultation with the B/C chair, prepare minutes upon request of the B/C, oversee and review minutes, post minutes to the website as soon as possible after Council acceptance, prepare and distribute the B/C packet at least five (5) days prior to the meeting, post the final agenda on the bulletin board and/or at the meeting location, submit legal notices for review and copies of approved minutes to the City Recorder's Office, report to the City Recorder's Office any member who has three (3) or more unexcused absences, report any meeting date changes including cancellations, maintain official records in accordance with the City Retention Records Schedule (OAR166-200), and publicly post B/C documents on various media.

14.10 Appointments and Reappointments – B/C member recruitment shall begin in September and conclude by December 31st of each year. Once the assigned term of office is completed, the member is excused from the appointment, unless Council reappoints the member for another term of service. Members must apply and be interviewed after every term to continue service. Interviews will be conducted by the Council or Council Subcommittee. Applicants who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment. Once Council conducts interviews and makes appointment recommendations, the City Recorder Office's shall notify applicants in writing of the Council's recommendation. Formal resolutions making appointments will be scheduled under the Consent Agenda at the next regular Council meeting.

14.11 Attendance – B/C members are expected to attend every meeting. Members shall notify the staff liaison prior to the regular meeting to report an absence. The minutes shall record the absence. 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. The Chair, with the consent of the B/C, may submit a recommendation to Council to deem the member's position vacant for three (3) or more absences in a twelve month period.

14.12 Resignations and Vacancies – A member shall submit a written resignation to the staff liaison and make every effort to allow for a 30-day notice. To fill vacancies that occur mid-term, Council shall refer to the current year interviewed applications kept on file in the City Recorder's Office.

14.13 Agenda – The Chair 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. 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. The agenda shall follow a standard template provided by the City.

14.14 Open Meetings, Written Minutes and Public Records – All B/C meetings and hearings shall be held in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192). A public meeting is defined as two (2) or more B/C members meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C. Written minutes are required for all meetings. Written minutes may include a briefly summarized record of what took place and must include any action items, showing the attendance and vote of each member. Verbatim minutes are not required. The minutes shall follow a standard template provided by the City.

14.15 Bylaws – Changes to a B/C's bylaws or rules of procedures must be approved by City Council. The bylaws shall follow a standard template provided by the City.

14.16 Annual Reporting – The Chair shall submit an Annual Report to the City Council listing the B/C's major activities for the past year and objectives for the coming year. The Annual Reports shall be scheduled on the Council Calendar and approved in January.

14.17 Conflicts of Interest and Ethics Law – 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/C Members are also subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432). Planning Commissioners are personally responsible to file an Annual Verified Statement of Economic Interest (SEI) form with the Oregon Government Ethics Commission by April 15 of each calendar year. A civil penalty may be imposed by the State for each violation of any provision of the ORS.

This page is intentionally blank.

MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *September 27, 2021*

PROJECT TEAM: *Anna Ruggles, City Recorder
Jesse VanderZanden, City Manager*

SUBJECT TITLE: *Youth Involvement in Civic Governance*

PURPOSE OF WORK SESSION:

To discuss youth involvement in civic governance at the municipal level. This work session is planned for 35 minutes with the intent of discerning if a consensus exists regarding youth involvement.

BACKGROUND:

The City has robust public involvement through its Boards and Commissions (B/C), all of whom advise Council on matters within their purpose and whose members are appointed by Council. Because B/C's are advisory to and appointed by Council, they are governed by and subject to state public meetings and ethics laws and Council Rules.

The City currently has eleven B/C's. In 2018, the Council completed a comprehensive review of the purpose, scope, and rules pertaining to B/C's which resulted in the addition of Section 14 to the Council Rules. The Council held a work session about youth involvement on August 13, 2018. The following changes were made to bolster and encourage youth involvement, contained in Sections 14.3 and 14.6:

- A student member was added to all B/C's, with the exception of Planning and Budget, whose membership is governed by state law and could not be changed by Council rule. Of the nine B/C's with student members, five are currently vacant.
- All student members were changed from non-voting to voting and from one year to two year terms. Eligibility was defined to include high-school grade level, including home-schooled.

The Council also bolstered youth involvement by adding funds to the budget to send three student B/C members and a chaperone to the National League of Cities conference every other year and to the League of Oregon Cities Annual Conference the year in between.

Other youth involvement in civic governance at the City includes the Teen Library Council and participation in the “If I were Mayor” annual contest. The Teen Library Council was established in 2016 to promote a “positive teen force in the community while developing leadership skills and lasting friendships” and is composed of nine members, with officers, and an on-line application process. The “If I were Mayor” contest attracts 3-7 applications per year and is sponsored by the Oregon Mayor’s Association.

CURRENT REQUEST:

Earlier this year, student members from existing B/C’s came together to develop a draft set of Bylaws entitled *Youth Advisory Council Bylaws (see attached)*. These students also wrote the Mayor and testified before Council to hold a work session requesting the Council consider their Bylaws to establish a Youth Advisory Council (YAC).

Excerpts from the proposed bylaws note the purpose of the YAC is to advise the Mayor, engage youth in civic governance, and perform projects for the community. The proposed bylaws note a YAC of 20 members appointed by the Executive Board of the YAC and approved by the Mayor.

CONSIDERATIONS:

There are essentially three models of youth involvement: 1) allow individual student representatives on Board and Commissions, as is presently done in Forest Grove; 2) a Mayor’s Youth Advisory Board appointed by the Mayor to advise the Mayor, and 3) a Youth Advisory Council appointed by the Council and advisory to the Council. The latter two share similar traits in that they are approximately 20 members and students must be attending school to be eligible.

Examples:

- Beaverton has a Mayor’s Youth Advisory Board appointed by the Mayor to advise the Mayor. It presents to Council periodically. Because it is not appointed by or advisory to the Council, the Board is “ad-hoc” and not required to notice meetings or take minutes.
- Tualatin and Cornelius each have a Youth Advisory Council appointed by the Mayor and confirmed by the Council. Each advise Council. Because appointments are approved by Council and members advise Council, the meetings are subject to public notice, minutes are required, and a staff and Council liaison are assigned.
- Other cities of similar size including Sherwood, Newberg, Woodburn, and Gladstone do not have a youth Board or Council and encourage youth involvement in other ways.

The level of resources to support a Board or YAC varies greatly. The primary determinant is whether the Board or YAC is subject to public meeting and recording requirements and Council appointment and approval. Other determinants include how many members are on the Board/Council, the amount of Mayoral and/or Councilor involvement, number of meetings per year, how many projects are done, and whether it requires a staff liaison.

Should the Council decide to interview student applicants, it could take upwards of 4-5 hours of work session time assuming 10-15 minutes per interview. This would likely drop to approximately

one hour per year thereafter. This is in addition to the current annual time requirement for B/C interviews of between 6-8 hours of work session time.

COUNCIL GOALS AND OBJECTIVES:

Youth involvement is not listed as a Council objective, however, this topic may be responsive to Objective 5.4 which seeks to develop partnerships between the City, School District, and Pacific. If the Council decides to move forward, this would be assigned to Administration. Current Council objectives for Administration for this year include DEI Plan and training, homelessness partnering, Levy planning, ARP programming, pandemic support, fire governance, and Communications Plan.

DISCUSSION POINTS:

- Status quo or make changes to youth involvement.
- If changes, consider various options:
 - o Retain current B/C student members but have them meet 2 or 3 times per year and report to Council on an “ad-hoc” basis.
 - o Advisory to Mayor or advisory to Council.
 - o Appointed by Mayor or appointed by Council. Recall if appointed and advisory to Council, it is subject to applicant appointments and public meetings laws and recording.
 - o Assign Mayor or a Councilor to meet with the students to explore potential options.
 - o Work with the School District to explore how Associated Student Body may partner.
- If the Council desires to move forward with a Council-appointed YAC, consider resource requirements and trade-offs.

ATTACHMENTS:

- Students’ proposed Youth Advisory Council bylaws

REFERENCES:

Council Rules:

14.3 Membership Qualifications – To be eligible for appointment, a person must be 18 years of age or older and a Forest Grove resident for the duration of the appointed term unless expressly provided for by the adopted bylaws. Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove. All appointed B/C members are required to attend training courses as assigned and approved by Council. An individual B/C member may not act in an official capacity. The Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect of duty, or malfeasance in office. Voting members may not be employees of the City. B/C members serve without compensation.

14.6 Terms of Office and Officers – Unless required by state law, all B/C members shall be voting members and shall serve four (4) year terms. Student members shall be voting members and shall serve two (2) year terms. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31. 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. Members may not serve on more than two (2) B/C's at the same time. Appointments to vacant positions shall fill out the remainder of the unexpired term.



The Forest Grove Youth Advisory Council Bylaw

To provide the youth of Forest Grove with a platform to make their voices heard to local leadership and enact a lasting, positive influence on their community

March 4th, 2021

Johanna Peeters Weem, Saul Lopez Palafox

Table of Contents

Article I: Powers, Responsibilities & Objectives

Article II: Organization & Structure

Membership	1
Terms of Office	2
Officers	3
Duties of Officers	4
Executive Board	5
Subcommittees	6

Article III: Meetings Procedures & Quorum

Meetings	1
Minutes	2
Attendance	3
Voting & Decisions	4
Conflict of Interest & Ethics Law	5
Mayor Powers & Responsibilities	6
Staff Liaison Powers & Responsibilities	7
Registry	8
Amending Bylaws	9

Glossary of Terms

Bylaws & Regulations

Article I: Powers, Responsibilities & Objectives

1. Advise the mayor on a variety of issues in order to provide youth a voice in conversations important to them, and positively impact the community through the inclusion of a more diverse set of voices.
2. Engage youth in conversation about civic issues and involvement through outreach, conversation and partnership with other organizations.
3. Plan projects to enact change in a variety of issues.

Article II: Organization and Structure

1. Membership:

- 1.1. The Youth Advisory Council shall be composed of 20 voting members who shall be appointed by the Executive Board and approved by the mayor.
- 1.2. Members are required to attend approved training courses required by the Executive Board.
- 1.3. An individual member may not act in official capacity except by a majority rule of The Executive Board.
- 1.4. The Executive Board may in its discretion at any time remove a member for any reason, including inefficiency, neglect in duty, or malfeasances in office.
- 1.5. YAC members serve without compensation.

2. Terms of Office:

- 2.1. YAC members shall be voting members and shall serve a one (1) year term.
- 2.2. These members shall be between the 8th and 12th grade and attend a school in the district, or be homeschooled.
- 2.3. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.
- 2.4. Once the assigned term of office is completed, the member is excused from the appointment unless the Executive Board reappoints the member for another term of service.
- 2.5. Members may not serve on more than two (2) B/Cs at the same time.

- 2.6. Appointments to vacant positions shall be filled by the Executive Board for the unexpired term.
3. *Officers:*
 - 3.1. The Officers shall be the two Co-Chairs, the Ambassador and the Secretary.
 - 3.2. These officers shall be elected at the first meeting of the year.
 - 3.3. No officer can serve more than 12 consecutive months.
4. *Duties of Officers:*
 - 4.1. The Co-Chairs shall:
 - 4.1.1. Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.
 - 4.1.2. Compose the meeting agenda, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered.
 - 4.1.2.1. A YAC 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.
 - 4.1.2.2. The agenda shall follow a standard template provided by the City.
 - 4.1.3. Ensure that all actions are properly taken and recorded and, if required, sign findings and decisions.
 - 4.1.4. The Co-Chairs shall submit and present an Annual Report to the City Council listing the YAC's major activities for the past year and objectives for the coming year.
 - 4.1.5. Shall be an officer and voting member of the Executive Board.
 - 4.2. Secretary
 - 4.2.1. Shall be responsible for writing meeting minutes for each meeting and work session of the YAC, as well as meetings of the Executive Board.
 - 4.2.2. Shall be responsible for facilitating internal communications between the YAC.
 - 4.2.3. Shall send out the meeting minutes for each of the meeting minutes in a timely manner.

- 4.2.4. Shall be responsible for facilitating the communication between Sub-Committees.
 - 4.2.5. Shall be an officer and voting member of the Executive Board.
- 4.3. Ambassador
 - 4.3.1. Shall create and attend to social media platforms and post to them on a regular basis in accordance with the Executive Board and related Sub-Committees.
 - 4.3.2. Shall overlook Sub-Committee communications with foregin organizations and chapters and address them on his/her behalf.
 - 4.3.3. Shall facilitate communications between Sub-Committees tasked with external communication, the Executive Board and the chapter.
 - 4.3.4. The ambassador shall act in official capacity only under explicit approval of the Executive Board. The Executive Board shall meet prior to any event or formal communication to which the ambassador will tend to and ordain them with the council's approval on a per case basis.
 - 4.3.5. The ambassador shall be a member of the Sub-Committee tasked with external communication.
 - 4.3.6. The ambassador shall be an officer and a voting member on the Executive Board.

5. *Executive Board:*

- 5.1. The Executive shall be the executive body of the YAC and as such is responsible for making decisions (via majority) with regards to leading YAC in the direction of their shared goals.
- 5.2. The Executive Board shall be made up of the Officers. They have the authority to appoint and remove members of the YAC.
- 5.3. In order for an appointment to be made to the YAC the application must first be reviewed by an assigned group of members, and then approved by the Executive Board.
- 5.4. In addition, the Executive Board may assign tasks and membership of Sub-Committees as they see necessary.

- 5.5. In the event the YAC disagrees with a decision made by the Executive Board they shall have the power to reverse that decision with a 70% vote.
- 5.6. The members of the Executive Board (§3.1) shall vote on any issue, proposal or litigation presented by any member of the council not left to the discretion of an independent Sub-Committees as outlined by the Chapter and Sub-Committee goals. The members shall vote “yea” or “nay”. The withstanding decision will be determined with a simple majority vote.
 - 5.6.1. In the event of a draw, the Executive Board shall be absolved of their duties for the vote in question and it will be submitted for a vote to the membership. The withstanding decision will be determined with a simple majority vote.
- 6. *Sub-Committees:*
 - 6.1. Sub-Committees may be created and dissolved by the Executive Board.
 - 6.2. Assignments to the Sub-Committees shall be made by the Executive Board upon taking into account the interests of the members.
 - 6.3. The goals and responsibilities the Sub-Committees shall be outlined and approved by the membership of YAC upon their creation.
 - 6.4. All Sub-Committees shall have the power to:
 - 6.4.1. Draft proposals to be approved by the YAC and presented to the mayor.
 - 6.4.2. Lead projects related to their respective goals.
 - 6.4.3. Draft materials and communications with the approval of the Executive Board and in consultation with the Ambassador.

Article III: Meeting Procedures and Quorum

- 1. *Meetings:*
 - 1.1. Unless otherwise required by state law or city code, the YAC shall hold meetings no less than four (4) times a year unless more frequently as established by the YAC.
 - 1.2. In January of each year, the YAC shall adopt a schedule of its meetings and schedule its Annual Report presentation to the City Council for the upcoming year, including meeting dates for holidays and canceled meetings.

- 1.3. The YAC meeting agenda and packet shall be distributed to the YAC at least five (5) days prior to the meeting.
- 1.4. All meetings are open to the public. Anyone wishing to speak to the YAC 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.
- 1.5. A public meeting is defined as two (2) or more members meeting who have been delegated authority by the YAC to advise or make recommendations to the YAC.
- 1.6. Special meetings may be called by a vote of the YAC at any regularly scheduled meeting, by the request of a Co-Chair, Mayor, or written petition by three (3) or more YAC members.
- 1.7. 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:*

- 2.1. Written minutes are required for all meetings.
- 2.2. The minutes shall follow a standard template provided by the City.
- 2.3. 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.
- 2.4. Staff shall review the minutes to assure compliance with state law.
- 2.5. Staff shall post the YAC approved minutes to the website as soon as possible.

3. *Attendance*

- 3.1. Members are expected to attend every meeting.
- 3.2. Quorum:
Unless otherwise required by state law, a majority of the total number of voting YAC members constitutes a quorum.
 - 3.2.1. Members shall notify the staff liaison prior to the regular meeting to report an absence.

- 3.2.2. A Co-Chair, with the consent of the YAC, 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.
- 3.2.3. 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.
- 3.2.4. Quorum:
Unless otherwise required by state law, a majority of the total number of voting YAC members constitutes a quorum.

4. *Voting & Decisions:*

- 4.1. *Robert's Rules of Order Newly Revised* shall govern all proceedings unless they conflict with these rules.
- 4.2. A Co-Chair has the right to vote whenever a vote is cast.
- 4.3. In the event of a tie from the membership, the action, proposal or litigation shall not pass. If the sponsor of any proposed decision wishes to challenge the verdict of the membership, they must redress or amend the proposal in question and present it before the Executive Board once again.
- 4.4. The YAC shall operate in the general public interest serving the community as a whole. The YAC shall serve no special interest(s) or endorse any commercial product or enterprise.

5. *Conflicts of Interest & Ethics Law:*

- 5.1. YAC 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.
- 5.2. YAC members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
- 5.3. A civil penalty may be imposed by the State for each violation of any provision of the ORS.

6. *Mayor Powers & Responsibilities:*

- 6.1. The Mayor shall be a non voting member.

- 6.2. The Mayor's role is to discuss issues with the members of YAC, and hear their advice as a Mayor's advisory council.
- 6.3. The Mayor shall have the freedom of the floor at all times to present Council's views and to comment or suggest actions to the YAC.

7. *Staff Liaison Powers & Responsibilities:*

- 7.1. The staff liaison shall be appointed by the City Manager and shall be non-voting. The staff liaison shall assist the YAC by utilizing their expertise regarding city policy and process.
- 7.2. The staff liaison shall:
 - 7.2.1. Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a YAC.
 - 7.2.2. Review the agenda in consultation with the YAC Chair. The agenda shall follow a standard template provided by the City.
 - 7.2.3. Prepare, post and distribute the YAC packet at least five (5) days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.
 - 7.2.4. Oversee preparation and review of YAC meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member.
 - 7.2.5. Report any member who has three (3) or more absences in a 12- month period to the City Recorder's Office.
 - 7.2.6. Additional staff liaison duties and responsibilities may be found in the Council Rules, Section 14.

8. *Registry:*

- 8.1. 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.

9. *Amending Bylaws:*

- 9.1. A majority of all members must vote affirmatively to modify the YAC bylaws on at least two separate readings at two separate meetings.
 - 9.2. 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.
 - 9.3. All bylaws or rules, including changes, must be approved by the City Council.
 - 9.4. Bylaws shall follow a standard template provided by the City.
-

Glossary of Terms:

- Project
- Proposal
- Chair
- Quorum
- Work session
- Meeting
- The Board, Board, EB,
- EA
-

4.1.

This page is intentionally blank.



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: Work Session

MEETING DATE: 09/27/2021

FINAL ACTION: _____

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Anna Ruggles, City Recorder
Jesse VanderZanden, City Manager*

MEETING DATE: *September 27, 2021*

SUBJECT TITLE: *Council Rules Work Session*

PURPOSE OF WORK SESSION:

To discuss two motions passed by Council to hold a work session pertaining to the Council Rules. This work session is planned for 35 minutes to discern if a consensus exists on next steps.

BACKGROUND:

At the July 12, 2021, regular City Council meeting, the Council passed two separate motions to have work sessions pertaining to Council Rules. The first motion was to discuss Council Communications (Section 6). This motion was time specific for September. The second motion was to discuss roles and responsibilities of the Mayor and Council President (Section 4). This motion was not time specific, however, discussion ensued that it be held at or close to the time of the other motion.

Because both motions pertain to Council Rules, they have been combined into one work session in the event time allows discussion of both. Due to the time specific requirement, Council Communications is the first topic. After this discussion, time permitting, roles and responsibilities is the second topic. If there is not enough time, roles and responsibilities will be scheduled for a separate work session in the coming months.

These motions follow a review of the Council Rules from late 2020 through early 2021. This review included six work sessions on September 11, October 12, November 23, January 11, January 25, and February 22, 2021, and resulted in the passage of four resolutions on November 9, January 25, February 8, and March 15.

The scope of the above review included Sections 3, 5, 6, 7, and adding Section 18. These sections included the topics above as well as public comment, statements to the media and other organizations, use of title and letterhead, ethics, decorum and order, censure, interactions with city

staff and attorney, serial communications, and public meetings law. The review was based on the League of Oregon Cities template.

ANALYSIS:

Motion 1 - Council Communications:

Discussion during the motion centered on whether to require a written report from each Councilor prior to each Council meeting. This report was proposed as a structured template that included such items as goals, objectives, and links to related reports. While the Council Rules allow written reports to be submitted by Councilors, a written report is not required by Council Rule. To require a written report would require an amendment to Section 6 of the Council Rules by resolution. Presently, if a Councilor submits a written report by Monday before a Council Packet is processed, it is included in the Council Packet under "Councilor Communications".

Discussion also ensued whether to move Council Communications to the front of the agenda. This was done prior to 2009; however, it was moved to the end of the meeting in an effort to accommodate the public; resulting in public comment, public hearings and decision-making or deliberations on city matters which require a vote of the Council being heard prior to Councilmember reports.

Council Communications are outlined in Section 6.7.A of the Council Rules. The Rules state *"Time provided for Councilmembers to present a brief summary of matters of interest to the Council and to present Boards and Commission liaison reports."* This rule was clarified as part of the above review.

While a Councilor is not limited to what they can report on, items of interest to the Council have generally included items the Council as a body has assigned the Councilor to serve on, i.e., a Board or Commission, or items assigned to the position as part of its official duties, i.e., the Washington County Coordinating Committee. While the Councilor may report on items arising from positions not appointed by Council, such as a non-profit Board or task force, they are not required to report these items.

More broadly, Councilor communications are also addressed in Section 5 of the Council Rules: Decorum, Order, Ethics and Statements to Media and Other Organizations. In addition to decorum and order at Council meetings, this section covers the conditions under which the Councilor may represent the City or Council and when they must caveat their comments by stating they are expressing their own opinion and affirming it is not on behalf of the City or Council.

Councilor Communications reports are intended to fulfill the requirements of Council Rule 14.8 which states *"The Council Liaisons role is to collaborate between the Council and the B/C to assure each group's collective interest is accurately and effectively represented to the other. This includes actively attending and reporting to each entity at their regular scheduled meetings."*

At times Councilmember reports have been expanded to other areas which has led to concerns that these items were not placed on the agenda and/or publicly noticed prior to deliberation. In response to this concern and in accordance with existing Council Rules, that agenda has been amended to allow a Councilor to propose to add or delete an item from the agenda at the start of the meeting.

Per Council Rule, the item can be added at that meeting if it is approved by a majority of the Council and does not require a staff report. If it requires a staff report, it may be scheduled for a future meeting.

Motion 2 - Mayor and Council President Roles and Responsibilities:

The roles and responsibilities of the Mayor and Council President are outlined in Section 4 of the Council Rules. Because Section 4 of the Council Rules mirrors the language in Sections 8 and 9 of the City Charter, any change to the Council Rules would most likely require a change to the City Charter. The only exceptions would be if the Council Rule is wholly consistent with and not contradictory to the Charter.

The process for changing the City Charter is contained in Section 31 of the Forest Grove Code of Ordinances and is significantly different than the process to change the Council Rules. Council Rules can be changed by resolution by a majority of the City Council without a public hearing. The City Charter can only be changed by a measure referred to city electors (defined as an individual eligible under state law to vote in a city election) by a majority of the City Council, similar to the Local Option Levy process, or by initiative petition by city electors.

Council Rules Section 4:

The language below is currently in the Council Rules and founded on the League of Oregon Cities' Model Rules.

4. 1 Mayor – Pursuant to City Charter, Section 8, the Mayor shall preside over and facilitate all Council meetings, preserve order, enforce Council Rules, and determine the order of business pursuant to Council Rules, Section 6. The Mayor is a voting member of the Council and has no veto authority. The Mayor, with the consent of the Council, shall appoint members of boards, commissions, and committees established by ordinance or resolution. The Mayor shall sign all records of Council decisions. The Mayor serves as the political head of the City. In the absence of the Mayor, the Council President shall act as Mayor and serve as the Presiding Officer.

4. 2 Council President – Pursuant to City Charter, Section 9, at the first meeting each year, the Council shall elect a Council President from its membership. The Council President presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform duties. In the absence of the Mayor and Council President at a meeting where a quorum is present, the Councilmember with the longest continuous service shall serve as Presiding Officer pro tem until such time the meeting is adjourned.

City Charter:

The City Charter was last amended in 2009 and the Charter includes foundational items such as name, powers, elections, terms, roles and responsibilities, and more.

The Charter review was based on the League of Oregon Cities Charter template and the scope was the entire City Charter. The review included a Charter Review Committee composed of city

residents and the process took approximately one year to complete, not including the election process. The City Attorney was extensively involved and led the process.

Based on Forest Grove's past example and recent examples from Gladstone, Sherwood, and Beaverton, the Charter process involves: 1) Council appointment of a Charter Review Committee composed of residents, 2) Council work sessions to define the scope, timeline, and process for the Charter Review Committee and referral to the ballot, 3) between 4-6 meetings of the Charter Review Committee that include City staff and the City Attorney, and 4) City staff time to file the requisite paperwork for the ballot and implement any changes deriving from the vote.

COUNCIL GOALS AND OBJECTIVES:

This is not listed as a Council objective, however, it may be responsive to a Council goal and objective depending upon the scope. If the Council decides to move forward, any review process would be assigned to Administration. Current Council objectives for Administration for this year include DEI Plan and training, homelessness partnering, Levy planning, ARP programming, pandemic support, fire governance, and Communications Plan.

STAFF RECOMMENDATION:

Staff recommends the Council discuss the following:

- Any potential changes to the Council Rules, including Councilor Communications, and, if so, consensus on what types.
- Any potential changes to the Council Rules, including Mayor and Council President roles and responsibilities, and, if such changes would require changes to the City Charter.
- Whether the Council wants to embark on a Charter revision process at this time and if so, consensus on next steps, i.e., scope and timeline.
- What Council objectives may be impacted by either effort.

CERTIFICATE OF RETIREMENT

Presented to

Jeffrey King
Economic Development Manager

**In Recognition of 16 Years of Dedicated Service to the
City of Forest Grove and Citizens of Forest Grove**

*The Forest Grove City Council sincerely thanks you for your exceptional employment and commitment
and is so honored to have had you as an employee of the City of Forest Grove since 2005.*



A place where families and businesses thrive.

Peter B. Truax, Mayor
Forest Grove City Council
September 27, 2021

CERTIFICATE OF RETIREMENT

Presented to

Beverly J. Maughan

Executive Assistant to City Manager

**In Recognition of 33 Years of Dedicated Service to the
City of Forest Grove and Citizens of Forest Grove**

*The Forest Grove City Council sincerely thanks you for your exceptional employment and commitment
and is so honored to have had you as an employee of the City of Forest Grove since 1988.*



A place where families and businesses thrive.

Peter B. Truax, Mayor
Forest Grove City Council
September 27, 2021

PROCLAMATION

NATIONAL DOMESTIC VIOLENCE AWARENESS MONTH

WHEREAS, in 1989 Congress passed Public Law 101-112, officially designating October of that year as National Domestic Violence Awareness Month; and

WHEREAS, domestic violence is prevalent in every community and affects all people regardless of age, socio-economic status, sexual orientation, gender identities, race, religion, or nationality, and often has a disproportionate effect on communities and groups impacted by inequity; and

WHEREAS, scientific and medical studies show that trauma, especially for children who experience what is known as "Adverse Childhood Experiences" or "ACEs" increases the likelihood the individual may struggle with addiction, mental health or other challenges later in life; and

WHEREAS, in 2020, the Family Justice Center served a total of 1,466 survivors and the Domestic Violence Resource Center provided 12,236 crisis services to survivors despite the challenges due to COVID-19 pandemic, which continues to tremendously impact survivors seeking and accessing on-going services; and

WHEREAS, the Washington County community has united together to address the impact of all forms of family violence, including domestic violence, child abuse and neglect, and is working to establish a new facility called the Family Peace Center of Washington County.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE MONTH OF OCTOBER, 2021, AS "DOMESTIC VIOLENCE AWARENESS MONTH".

And calls upon the people of Washington County to show support for the domestic violence advocates and victim service organizations, and the prosecutors who hold offenders accountable, and the law enforcement officers who put their lives at risk every day in the belief that a coordinated community response is necessary to support survivors and work toward ending the cycle of violence.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 27th day of September, 2021.

Peter B. Truax, Mayor, City of Forest Grove

This page is intentionally blank.



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 2.
MEETING DATE: 09/27/2021
FINAL ACTION: Public Comment

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *September 27, 2021*

SUBJECT: *Item 2. Written Public Comments*

CITIZEN COMMUNICATIONS:

The following attached written correspondence was received via e-mail to:
citycouncilors@forestgrove-or.gov or e-mail to: aruggles@forestgrove-or.gov.

	Name:	Subject:	Date:
1.	Krystof Zmudzinski	Power outage this morning (9/14)	09/14/2021 & 09/15/2021
2.	Darla Bonn	Belongings	09/15/2021
3.	Edward Davie	Protect our health and safety – Sign letter this national letter	09/17/2021
4.	Hope Kramer	CPAC	09/21/2021
5.	Trista Burgoyne	I think the city and I have a problem	09/22/2021

Attachments:

Correspondence attached

Anna Ruggles

From: Krystof Zmudzinski <[REDACTED]>
Sent: Tuesday, September 14, 2021 7:18 PM
To: Keith Hormann
Cc: City Councilors
Subject: power outage this morning (9/14)

Mr Hormann,

There was an outage on my street this morning (9/14) around 10:30 am that lasted over an hour. I, like many other tax- and ratepayers, work from home because of our governor's misplaced priorities and I need my electricity to be on almost 24 hours a day. I do understand that outages may happen. Weather is one reason but more likely there are scheduled outages necessitated by the constant work I've seen your people performing around the town this summer.

When the outage happened this morning I went to this website using my phone:
[Power Outages](#)



I was hoping to see a message explaining the reason and the duration of the outage so I could plan accordingly; for example, I could have gone to a restaurant that offers WiFi regardless of our misguided governor's mask dictates.

Yet the only thing I found was this offensive message:

*In case of an outage:
Check your electrical panel. Look for tripped breakers or blown fuses.*

Are you kidding me? Do you think we are this stupid? I can tell the difference between a tripped fuse and a complete black-out!

I called the number listed on the website three times but I was only able to leave a message and nobody, obviously, has returned my call.

Adding insult to injury, I have just received my latest bill with a newsletter explaining that our rates will go up again. The most offensive of all are your tier rates. Why are you punishing people for having large families? Or is it the city council and our esteemed mayor who are fleecing us?

Please, use your website to inform us rather than to insult us.

Sincerely,

Krystof Zmudzinski

██████████ Main St

██████████ (I work so I may not be able to always answer but you can leave a message)

Anna Ruggles

From: Krystof Zmudzinski [REDACTED] >
Sent: Wednesday, September 15, 2021 9:26 AM
To: Keith Hormann
Cc: City Councilors; Jesse VanderZanden; Paul Downey; Eddie Littlefield; Rick Larson
Subject: Re: power outage this morning (9/14)

Mr. Hormann,

Thanks for your very professional reply given my obvious irritation -- please note I wrote my message many hours after the incident; can you imagine what I would have said right then at 11am?

Oh, right, car vs pole. I should have thought about that one.

In any case, I am not an expert, but it would be trivial to allow one of your employees to update the website with a simple text message sent from a cell phone. Your website apparently survived the crash. Since there are other websites -- and forgive me for not knowing what they were before today -- where the information about outages is posted, maybe you could just add the links to those websites to <https://www.forestgrove-or.gov/lp/page/power-outages> with a message containing some of what you said below: "small office, overwhelmed staff, don't call, just check these websites first," etc.; anything but "check your electrical panel."

Believe me, calling an overwhelmed city employee is the last thing I want to do.

Sincerely,
Krystof Zmudzinski

On Tuesday, September 14, 2021, 09:50:26 PM PDT, Keith Hormann <khormann@forestgrove-or.gov> wrote:

Good evening Krystof,

Thank you for reaching out with your concerns, we completely agree, any power outage, even ones that are pre-scheduled for worker safety reasons, are an inconvenience.

This morning's power outage was due to a driver running into one of our power poles at the corner of B Street and Stringtown Road. The outage affected about 2200 customers, including you, and our office location. We were able to identify the cause of the outage fairly quickly, and once we confirmed the safety of all involved, we began emergency power restoration procedures. We were able to isolate the affected area and began re-routing power feeds from other areas of the City not affected by the outage. We were able to restore power to all customers in about an hour, except for around 30 customers who had to wait for power restoration till repairs were made to the broken pole.

I understand, and apologize for the frustration you experienced while trying to reach us, and also your attempts to gather information. We have a small office staff and when something major like 2000 customers calling in at the same time, our system quickly becomes overwhelmed. Our calls begin to roll over to City Hall and our after-hours answering service, but they also were receiving more calls than they could handle. Unfortunately, the same staff that handle all of the calls, are also the ones who post information on several sites as soon as possible. We were able to get assistance from City Hall staff by placing our first outage notifications on the City's website and Facebook pages, and followed these up with postings to the Forest Grove Community page. I'm not sure of the exact timing, but I believe it was within the first twenty to thirty minutes or so of the outage onset.

Hopefully this helps answer your questions, but please let me know if you have any follow-up thoughts or concerns

From: Krystof Zmudzinski [mailto: [REDACTED]]
Sent: Tuesday, September 14, 2021 7:18 PM
To: Keith Hormann <khormann@forestgrove-or.gov>
Cc: City Councilors <CityCouncilors@forestgrove-or.gov>
Subject: power outage this morning (9/14)

Mr Hormann,

There was an outage on my street this morning (9/14) around 10:30 am that lasted over an hour. I, like many other tax- and ratepayers, work from home because of our governor's misplaced priorities and I need my electricity to be on almost 24 hours a day. I do understand that outages may happen. Weather is one reason but more likely there are scheduled outages necessitated by the constant work I've seen your people performing around the town this summer.

When the outage happened this morning I went to this website using my phone:

[Power Outages](#)

Anna Ruggles

From: darla bonn <[REDACTED]>
Sent: Wednesday, September 15, 2021 10:33 AM
To: City Councilors
Subject: Belongings

I would like it to be known that I am requesting repayment of all of my lost and or destroyed/trashed belongings that were not permissible by myself to handle & in the short time that was available before the crew started making the decision without listening to us. Before the deadline hit, I was found at the location of the clean up that threw away and destroyed the daily living items we needed to stay fed and to stay warm at night and to stay safe, irreplaceable documents, our cooking equipment needed to survive as well as some personal electronics and mobile devices and sentimental items of value, including my fiances valuables, one to be exact was over 1,000 in precious gems and stones. The directive crew was quite young and unprofessional and had a poor manner of behavior as well. Personnel did not direct the crew, that of which was erupted in faulty behavior not appropriate or & in a suitable place to be addressed by loud chatter of picking over our stuff. I will be frank, that passed me off but I didn't get angry or continue to ask for them to not pick up the stuff I had ready to move in my own taped off space. I heard others had similar treatment by this same crew.

For a disabled couple that has great difficulty getting through a day, I am appalled by the lack of communication between the city personnel in response to our expected unexpected and abrupt notice to vacate the property where as we were assured over and over again that it was fine for us to be there. It has been a struggle since we have been kicked off of the space that was supposed to be okay for us. Folks don't know what our situation is or the means of why we are not living inside of a home. It was promised by the City by your personnel and police dept that we would have sufficient housing once you kicked us off and we were placed in a hotel for 4 days and then told to leave even though we caused no problems there was no problem made by either of us. Following the discussion if stay with the hotel manager we were supposed to have 8 days, we only got 4 days. We did what we were supposed to, we did follow the rules, we were quiet, nothing was even scheduled as it was supposed to be so we were at a loss for the displacement assistance. We are asking for your City to reimburse us for what would be in the least of what we feel would be sufficient to make up for the losses that we have suffered being displaced as homeless. This is one of the most difficult things in the world for us because we work every single day just to get one meal if we even earn a meal, just to get a pillow or blanket or clothing is even more hard work. I keep hearing that we have a choice to be here or not, No We Do Not, please understand and please try to find it in your heart to approve our request for reimbursement and at the least extended hotel stay. To ask for things anymore among the homeless & less and less common, I have a sore value of respecting the space you move within and live.. Also we get discriminated throughout the city as it is. For some time, that was one place for us to go to stay out of the community's way but we needed help that continued going unheard. We would like to be offered some type of living situation and solution as well other than living outside. Again we are in a place where it is inhumane and inhabitable we suffer from bug bites we may have bacterial diseases under way due to the animals carrying many microbacterial diseases. From our family to your city, there's very little solution here and regardless of our situation we feel we should be offered help, help that we've previously been denied., At every turn.

We look forward to your decision and we thank you for the time effort and consideration of this difficult time of struggles in many places around the world.

Darla and Thomas

Sent from my Metro By T-Mobile 4G LTE Android Device
Get [Outlook for Android](#)

Anna Ruggles

From: [REDACTED] on behalf of Edward Davie
<edavie@everyactionadvocacy.com>
Sent: Friday, September 17, 2021 12:03 PM
To: Peter Truax
Subject: Protect our health and safety - Sign letter this national letter

Dear Mayor Peter B. Truax,

I am writing to urge you to join a growing number of local, county, and state officials by signing an open letter to President Biden and Congress that urges them to eliminate wasteful nuclear weapons spending and to enact policies that help prevent the threat of nuclear war - beginning with the pursuit of a verifiable agreement among nuclear armed states to eliminate their nuclear arsenals. Over 380 organizations, 52 municipalities, 6 state legislative bodies, and 250 elected officials and experts to date have endorsed the policies recommended in the letter, which you can view and sign at:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fpreventnuclearwar.org%2fus-officials-letter.&c=E,1,0s6SFvKhjaj4VlkbDO_ynhl2nPxIzEJPTpK-eKZB-UYQfI0xiAk5SOS26uY63R5dUFC5n-rmxaPqsxgH1e9wgZ7ruSEsbqY6s6R7KVddh6I,&typo=1

As the Biden Administration prepares its Nuclear Posture Review, which determines the role of nuclear weapons in U.S. security strategy, the President and Congress must take a very different approach to how we define and achieve security. Unfortunately, the Administration's 2022 budget fully funds the new nuclear warheads the Trump Administration sought, squandering billions of our tax dollars on weapons that threaten our health and the environment while doing nothing to address real-life community needs.

Organized by the Back from the Brink campaign, a national grassroots initiative to fundamentally change U.S. nuclear weapons policy, signing on to this letter is a simple way for you to bring your voice and influence to Washington decision-makers and endorse common sense policies that will make us all safer. It is critical that federal leaders understand the strong support they will have from local governments and elected officials if they take bold, necessary steps to confront the nuclear status quo.

As your constituent, I urge you to join this national effort to end the threat that nuclear weapons pose to humanity and the planet. The deadline for signatures is September 20. Please sign the letter today and encourage fellow local and state officials to do the same:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fpreventnuclearwar.org%2fus-officials-letter.&c=E,1,SHID5YdbjUkOu4k5dTchkEQ1HvWM7v3eDQe03HzGBef47-dXraSumpwgLkefUoXDYimoFNoKMQE8B-FPo7g45y_BMT6JFdSmgR43NEZpvp21z7zVo34,&typo=1

Thank you.

Sincerely,
Mr. Edward Davie

[REDACTED] Jessica Dr Forest Grove, OR 97116-1295 [REDACTED]

Anna Ruggles

From: Hope Kramer [REDACTED] >
Sent: Tuesday, September 21, 2021 10:40 AM
To: City Councilors; Jesse VanderZanden; Henry Reimann
Cc: Charlotte Lumae
Subject: CPAC

Hello,

I am writing to ask that all city councilors please take the time to watch the last CPAC meeting in its entirety. In this meeting, an announcement was made by Kristy Kottkey as part of her councilors report that the CPAC was going to be on pause until the city council has a chance to meet and discuss the purpose and plan for CPAC.

After this announcement, the CPAC members each shared their thoughts and feelings on this news. I do not think the Council meant to harm any of the CPAC members by initiating this pause however, harm was done. You can hear it in the testimonies of the members. Hearing this is a good exercise in remembering how white privilege enables white people to do things without considering the consequences for minority populations. It makes me extremely sad to hear minority women of color say that these types of opportunities are always given and then taken away. This also felt like a political ploy to the CPAC members. They have volunteered their time to work on a very difficult, emotionally taxing area that needs work, and they feel like their efforts are not being well received.

I hope the council can find a way to rectify the damage done and produce a supportive, positive space for the amazing work that I know the CPAC is capable of doing.

thanks,
Hope Kramer

Anna Ruggles

From: Trista Burgoyne <miztristab@yahoo.com>
Sent: Wednesday, September 22, 2021 9:58 AM
To: City Councilors
Subject: I think the city and I have a problem

The property next to mine (2317 21st Ave.) sold to a developer. When he laid the foundation of the rebuild he was putting in, I realized it was within 2 feet of my fence. I called the city engineer, Rich, (only name I've ever gotten), who told me that the man measured from Cedar street, and that my fence was five feet inside his property. I've been here 30 years and replaced an ancient fence - I felt it was my property. When I called a surveyor, I found the place hadn't been surveyed - wasn't needed before 1978 (my house was built in 1902) He (the developer) went along with the building. Evidently the city did a partial survey - I called again. He was still within 2 feet of my property. Third call - evidently "Rich" went for a visit (I was working in the front yard), and nothing was done. We have a problem. The house next to mine is illegally too close to the property line. It is unsafe in case of fire. We have an "engineer" who seems to ignore these problems. I need help.

Sincerely,

Trista Burgoyne

2317 21st Ave.
Forest Grove OR 97116

971-285-7863



A place where families and businesses thrive.

**City Council Work Session Minutes
Levy Needs Assessment**

**Monday, September 13, 2021
5:30 p.m., Zoom Community Auditorium**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Truax called the work session to order at 5:34 p.m. via Zoom Webinar Video Conference.

The Council conducted the optional work session in a “hybrid” format allowing the public to attend virtually via **Zoom Webinar** and in-person in the Community Auditorium. Members of the public could observe the work session **LIVE** on **Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming.

ROLL CALL: COUNCIL PRESENT ATTENDED BY ZOOM WEBINAR: Kristy Kottkey; Timothy Rippe; Mariana Valenzuela; Malynda Wenzl, Council President; and Mayor Peter Truax. **COUNCIL ABSENT:** Donna Gustafson and Elena Uhing.

STAFF PRESENT ATTENDED BY ZOOM WEBINAR: Jesse VanderZanden, City Manager; Paul Downey, Assistant City Manager/Finance Director; Patrick Fale, Interim Fire Chief; Anne Lane, Parks and Recreation Director; Bryan Pohl, Community Development Director; Henry Reimann, Police Chief; Colleen Winters, Library Director; and Anna Ruggles, City Recorder.

2. WORK SESSION: LEVY NEEDS ASSESSMENT

Downey and VanderZanden facilitated the work session, noting the purpose of the work session was in response to Council Objective 4.2, to conduct a needs assessment for the upcoming levy renewal. Downey presented a PowerPoint presentation overview on the Five-Year General Fund Financial Plan, showing what happens to the General Fund balance assuming no additional staff are added during the levy period and a five-year departmental staffing needs assessment based on commonly accepted metrics and services and potentially additional services through 2029. Downey reported on the General Fund Financial Forecast; Forecasted Revenues and Forecasted Expenditures; Assumptions (Council-approved General Fund reserves – rainy-day fund of 25 percent of Operating Expenditures); What to Expect – Forecast of three levy rate scenarios; Recap – Local Option Levy (LOL) expires June 30, 2023; Tax Comparisons – Forest Grove’s current rate is \$5.56; and Assessed Value as of July 1, 2020. In addition, Fiscal Year 2020-21 General Fund Discretionary Uses; timeline (recommend to submit LOL at least two election cycles prior to expiration); Levy history (November 2002 (\$0.99) to November 2017 (\$1.60)); and General Fund Staffing Levels by Department, explanation of staffing changes, and Police, Fire, Parks and Recreation and Library staffing metrics and projected

staff through 2028.

Discussion:

Mayor Truax opened the floor as roundtable discussion ensued pertaining to levy renewal or replacement, potential levy rates, other funding options and ways to contribute for services provided, i.e., Pacific University; and timing May or November, 2022 election, to which there were concerns voiced pertaining to COVID economy recovery and timing of the levy on the ballot. In addition, Downey explained each Director was asked to provide a five-year staffing needs assessment based on commonly accepted metrics and services through 2028, noting the following three levy scenarios were based on the departmental assessments and were intended for discussion and planning purposes only and intended to highlight fiscal trade-offs, noting staff positions and timing are subject to change based on Council priorities.

Scenario # 1 Levy Renew Rate at \$1.60

- Assumptions: call volume trends continue and park facilities and library services remain the same.
- Allows for 3 additional staff through 2028. The model assumes 2 Police officers and 1 Firefighter.
- Depending upon metrics such as call volume, response time, response reliability, additional park and library demands, and population increases, this may result in a decreased level of service during the levy period.

Scenario # 2 Maintain Service – Levy Rate Increase at \$1.76

- Assumptions: call volume trends continue and park facilities and library services remain the same. Continue to address deficit positions in police and fire.
- Allows for 6 additional staff through 2028. Actual service levels would depend on demand metrics. Model assumes 2 Firefighters and 4 Police officers.
- Approximate levy rate of \$1.76.

Enhanced Service – Levy Rate Increase at \$2.04

- Assumptions: call volume trends continue, 1 additional park facility, implement recreation coordination, and expand library programming.
- Allows for 12 additional staff as follows:
 - 1 FTE Recreation Coordinator
 - .42 Parks maintenance
 - .375 Library Associate
 - 4 Firefighters (total of 21)
 - 6 Police Officers (total of 38)
- Approximate levy rate of \$2.04.

Roundtable discussion ensued as Department Directors responded to various inquiries and scenarios pertaining to fire and police call volume trends; benefits of implementing an in-house parks recreation coordinator versus a third-party contractor who may lose community connection; and working with community partners on ways to contribute for services provided. In addition, roundtable discussion ensued pertaining to whether to hire

a pollster to determine voter support for renewal or replacement, identify what additional services voters would support, and identify facts/messages most useful in determining how voters would vote, to which there was Council consensus to conduct additional research for polling in the fall. In conclusion of the above-noted discussion, VanderZanden advised the intent was to get information out to Council to begin discussions on whether to renew or replace the levy and to highlight fiscal trade-offs and levy preparation timelines for May or November 2022 election, to which there was Council consensus to proceed with the following schedule:

Tentative Work Sessions assuming May 2022 Election

- September 27 What rate and messages to poll.
- November 22 Review poll results.
- December 13 Consensus on timing, rate, message
- January 10 Consensus on timing, rate, message
- January 29 Annual Town Meeting (?)
- February 14 or 28 Approve Levy
- March 2022 Filing deadline
- May 2022 Election

If November 2022, timeline bumps back 6 months.

No formal action nor formal decisions were made during the work session.

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 6:53 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

This page is intentionally blank.



A place where families and businesses thrive.

3b

Monday, September 13, 2021
City Council Regular Meeting Minutes **7:00 p.m., Zoom 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 7:01 p.m. via Zoom Webinar Video Conference.

The Council conducted the meeting in a “hybrid” format allowing the public to attend both virtual and in-person in the Community Auditorium. Members of the public could observe the meeting **LIVE on Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming. Written comments were accepted by 3:00 p.m. the day of the meeting.

ROLL CALL: COUNCIL PRESENT ATTENDED BY ZOOM WEBINAR: Kristy Kottkey; Timothy Rippe; Mariana Valenzuela; Malynda Wenzl, Council President; and Mayor Peter Truax. **COUNCIL ABSENT:** Donna Gustafson and Elena Uhing.

STAFF PRESENT ATTENDED BY ZOOM WEBINAR: Jesse VanderZanden, City Manager; Paul Downey, Assistant City Manager/Finance Director; Brenda Camilli, Human Resources Manager; Gregory Robertson, Public Works Director; Rich Blackman, Engineering Division and Project Manager; and Anna Ruggles, City Recorder.

ZOOM ATTENDEES: 9-12

PROCLAMATIONS:

1. A. National Hispanic Heritage Month September 12 – October 15, 2021; Mes Nacional Del Patrimonio Hispano, Del 15 de septiembre al 15 de octubre de 2021
Mayor Truax read the proclamation in English and Valenzuela read the proclamation in Spanish.

1. B. Constitution Week September 15 – September 23, 2021; Semana De La Constitución, Del 17 al 23 de septiembre de 2021
Council President Wenzl read the proclamation in English and Valenzuela read the proclamation in Spanish.

2. PUBLIC COMMENT SIGN-IN:

The following written e-mail correspondence was received and added to the Council

Packet:

	Name:	Subject:	Date:
1.	Carol Alery	No vaccine passports	08/10/2021
2.	Hope Kramer	Bare Minimum	08/11/2021
3.	Charlotte Lumae	Public Facilities	08/12/2021
4.	Joseph Alery	Say no to vaccine passports and mandates!	08/12/2021
5.	Kent Frasure	Water Conservation Rebates	08/22/2021
6.	Stephanie Rose	Life on a Scooter	08/27/2021
7.	Alisha Hoogerhuies	Say no to vaccine passports and mandates!	08/29/2021
8.	Vicki DeHaan	No vaccine passports	08/30/2021
9.	Laura Watt	Say no to vaccine passports and mandates!	08/31/2021
10.	Alex White	Problem with a parking ticket	09/01/2021
11.	Laura Watt	No more lockdowns!	09/08/2021
ADDENDUM:			
12.	Laura Watt	No more lockdowns!	09/10/2021
13.	Kathleen Raborn Pfeiffer	Homeless	09/11/2021
14.	Laura Klaus	Re: Reading of Statement and Discussion of Traffic Problems on Main St in the Stonebridge neighborhood	09/13/2021

The following testimony was heard via Zoom

Johanna Peeter-Weem, Sustainability Commission Student Advisor, Youth Advisory Council; Sam Ruder, Library Commission Student Advisor, Youth Advisory Council Ambassador; Lucie Carriker, Committee for Community Involvement Student Advisor, Youth Advisory Council; Anna Terry, Youth Advisory Council, Forest Grove, addressed Council voicing frustrations pertaining to the struggles the group has been encountering while trying to get the Forest Grove Youth Advisory Council (YAC)'s proposed bylaws established, noting YAC has been working very hard since June, 2021, to get a work session in front of Council. In response to YAC's request that a work session with Council be held on September 27, 2021, to hear the YAC's goals and mission and to consider establishing the YAC's proposed bylaws, Mayor Truax advised the YAC is not intentionally being ignored, noting several reasons are causing a delay, primarily due to a heavy workload agenda. Mayor Truax advised he would endeavor to improve communications and try to give the group a tentative date within a month or so. VanderZanden affirmed "youth involvement" is one of three work sessions tentatively scheduled on the Council meeting agenda for September 27, 2021, noting staff will do its best to keep the scheduled work session on the

agenda.

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 Executive Session (Labor Negotiations) Meeting Minutes of August 9, 2021.
- B. Approve City Council and Planning Commission Joint Work Session (Water Master Plan Part 1: Introduction and Existing Conditions) Meeting Minutes of August 9, 2021.
- C. Approve City Council Regular Meeting Minutes of August 9, 2021.
- D. Accept Public Arts Commission Meeting Minutes of June 17, 2021.
- E. Accept Resignation on Urban Renewal Advisory Committee (Charlene Murdock, Non-Profit, Term Expiring December 31, 2021).
- F. Community Development Department Monthly Building Activity Informational Report for August 2021.
- G. Endorse Liquor License Application (Change of Ownership; Full-On Premises) for Bites Restaurant, 2014 Main Street.
- H. **RESOLUTION NO. 2021-53 MAKING CITY COUNCIL LIAISON APPOINTMENT TO WASHINGTON COUNTY COORDINATING COMMITTEE (WCCC) (APPOINTING TIMOTHY RIPPE, CITY COUNCILOR) AND AMENDING RESOLUTION NO. 2020-114.**

MOTION: Council President Wenzl moved, seconded by Councilor Kottkey, to approve the Consent Agenda as presented. **VOICE VOTE:** AYES: Councilors Kottkey, Rippe, Valenzuela, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilors Gustafson and Uhing. **MOTION CARRIED 5-0.**

4. ADDITIONS/DELETIONS:

City Manager: None.

Proposed by Councilors: None.

5. PRESENTATIONS:

5. A. Major Streets Transportation Improvement Program (MSTIP) 2023-2028 Funding Allocation Work Plan

Robertson introduced Erin Wardell, Principal Planner, Washington County Department of Land Use and Transportation, who presented a PowerPoint

Presentation overview of the MSTIP 2023 – 2028 Funding Allocation Work Plan, noting the upcoming MSTIP cycle will identify funding allocations for projects and programs for approximately 2023-2028. The funding allocation is \$175 million (\$35m/year). A primary map of Washington County System of Countywide Interest illustrated the roadways, including arterials, collectors and other roads that were eligible for the MSTIP. The proposed MSTIP outcomes include Equity, Safety, Economic Vitality, Livability and Natural Environment. A robust community engagement process will be conducted in the fall 2021 and spring 2022. Forest Grove-area projects from the last two MSTIP funding allocations included Martin Road/Highway 47 intersection improvements, Maple Road/Fern Hill Road/Highway 47 intersection improvements (alternative analysis and preliminary design) and David Hill Road extension and Highway 47 intersection improvements. In conclusion of the above-noted presentation, Council concurred that equity and community engagement was adamantly important, especially for areas on TV Highway where citizens rely on public transportation and are lacking ADA sidewalks, curbs, storm drainage, bike lanes and pedestrian safety.

5. B. Civil Engineering Cooperative Program (CECOP) Internship

Robertson introduced Katelin Vandehey, CECOP Intern, who presented a PowerPoint presentation overview of the department interaction and 25+ projects that were assigned as part of the internship program, including four major projects: 1) West Systemic Signals and Illumination (identified traffic signal mount types and pushbutton locations); 2) Sidewalk Gap Infill (identified top seven locations as shown in the Sidewalk Infill Priority Map); 3) Water Master Plan and water rights; and 4) As-Built Interactive Maps.

PUBLIC HEARINGS: None.

6. A. RESOLUTION NO. 2021-54 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 24 and held Executive Sessions on June 28 and July 12, 2021, 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 expert 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. 2021-54.

VanderZanden read Resolution No. 2021-54 by title.

MOTION: Councilor Rippe moved, seconded by Councilor Valenzuela, to adopt Resolution No. 2021-54 of the City Council Accepting City Manager's Annual Performance Review dated July 12, 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, Valenzuela, Wenzl, and Mayor Truax. NOES: None. COUNCIL ABSENT: Councilors Gustafson and Uhing. MOTION CARRIED 5-0.

6. B. RESOLUTION NO. 2021-55 OF THE CITY COUNCIL AUTHORIZING COMPENSATION FOR CITY MANAGER FOR FISCAL YEAR 2021-22

Staff Report:

Camilli and Downey presented the above-proposed resolution for Council consideration, noting Council adopted Resolution No. 2021-54, refer to 6. A. above, accepting the City Manager's Annual Performance Review. Camilli reported on market data and City Manager position compensation comparison to peer cities, noting the assessment found that the City Manager compensation was currently 8.24 percent (8.24%) below the market median, which is not within Council's policy to maintain compensation within plus-or-minus five percent (5%) of the market median. Additionally, the City Manager compensation is currently not within a 10 percent (10%) buffer between the new position of Assistant City Manager and position of City Manager. In conclusion of the above-noted staff report, Downey advised Council must authorize by resolution the City Manager's annual base salary upon conclusion of the annual performance review for Fiscal Year 2021-22.

Mayor Truax read Resolution No. 2021-55 by title, noting Council must complete Sections 1 and 2 of the proposed resolution.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the findings of the compensation in comparison to peer cities and a 10 percent (10%) buffer between the new position of Assistant City Manager and the position of City Manager, to which the following motions were made.

MOTION 1: Councilor Kottkey moved to consider authorizing a 6.25 percent (6.25%) cost-of-living increase; however, the motion died for the lack of a second.

MOTION 2. A.: Council President Wenzl moved, seconded by Councilor Valenzuela, to approve Section 1 of Resolution No. 2021-55 Authorizing Compensation for City Manager as follows:

- **Section 1.** The City Manager's base salary shall be as follows, effective July 1, 2021, through June 30, 2022: \$13,836.00/monthly; \$166,032.00/annually (5% cost-of-living increase); and

MOTION 2. B.: Councilor Rippe moved, seconded by Councilor Kottkey, to approve Section 2 of Resolution No. 2021-55 as follows:

- **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, 2021, through June 30, 2022: \$272.00/monthly; \$3,264.00/annually (3% increase).

Council Discussion:

Rippe commended VanderZanden's exceptional performance, noting VanderZanden led staff into keeping the City open during the COVID-19 crisis.

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

ROLL CALL VOTE MOTION 2: AYES: Councilors Kottkey, Rippe, Valenzuela, Wenzl, and Mayor Truax. NOES: None. COUNCIL ABSENT: Councilors Gustafson and Uhing. MOTION CARRIED 5-0.

7. A. COUNCIL COMMUNICATIONS:

Gustafson was absent.

Kottkey referenced her written report, which was distributed in the Council Packet. Kottkey reported Community Forestry Commission plans to resume its meetings this month after taking a summer break. Kottkey briefed on Community Policing Advisory Commission (CPAC) matters of interest, noting CPAC has been asking for a Council work session. Kottkey explained she is seeking Council's thoughts about CPAC taking a pause, i.e., no October meeting and potentially no November meeting, in order to give Council time to schedule a work session to discuss and re-define how CPAC fits moving forward, to which Rippe, Valenzuela and Council President Wenzl voiced support. Council President Wenzl noted as with any new commission, it is

important that Council revisit the bylaws and membership. Mayor Truax affirmed Council's consensus was unanimous for CPAC to pause its meetings as suggested by Kottkey.

Rippe reported Congresswoman Suzanne Bonamici, who represents the First Congressional District of Oregon, wrote a letter in support of Washington County's application for the Council Creek Regional Trail Project. Rippe briefed on National League of Cities' transportation and infrastructure-related legislative matters, noting the City needs a grant writer on staff who can advocate for federal infrastructure funding. Rippe reported he would like a Council presentation scheduled for an overview of the proposed Constitutional amendments proposed by the League of Oregon Cities (LOC), which will be voted on at LOC's annual business meeting scheduled on October 23, 2021. Each City has one voting delegate (Mayor Truax, Primary, and Rippe, Alternate). Rippe reported attending Forest Grove Rural Fire Protection District meeting. In addition, Rippe spoke in remembrance of Fire Captain Rick Ilg, who passed on September 12, 2021, after a heroic battle against brain cancer, noting Ilg was employed by the Forest Grove Fire Department in 2006.

Valenzuela briefed on a meeting held by Washington County for tenants at the Villager Apartments, which is located in Forest Grove but within Washington County's jurisdiction, noting Washington County has agreed to oversee improvements that are necessary on behalf of tenants who were too afraid to report issues, such as code violations.

Uhing was absent.

Council President Wenzl reported Parks and Recreation Commission (P&R) changed its meeting time from 7 am to 7 pm. Wenzl briefed on P&R-related activities, noting the Summer O'Fun Program was a huge success. Wenzl added the Council has an upcoming joint work session on October 25, 2021, with the Forest Grove School District and City of Cornelius, noting the School District was a key partner and funded the entire program through grant funding. The next step is finding ways to make the program financially sustainable. Wenzl reported Committee for Community Involvement (CCI) is working on its second Quarterly Town Zoom Meeting. In addition, Wenzl asked if CCI was invited to the upcoming Communication Plan work session, to which VanderZanden advised a staff presentation update is scheduled at the next Council meeting. Wenzl noted CCI would like to be invited if a work session is scheduled so CCI can learn and determine what role it can play in assisting the City with community engage, i.e., CCI wants to put together a one-page report about what is happening in The Grove and to discuss ways to improve the City's website.

7. B. City Manager's Report:

VanderZanden presented the City Manager's Report and briefed on various

department-related projects, activities, new hires and calendar updates.

7. C. MAYOR'S REPORT:

Mayor Truax referenced the resolution approved under the Consent Agenda, noting Rippe has been appointed as Alternate to the Washington County Coordinating Committee (WCCC). Mayor Truax reported on events he attended, including The Valfre at Avenida 26 groundbreaking; 20th Anniversary of September 11 Ceremony; and Celebration of Life for Sandy Garcia, past president of the Sister Cities Committee. In conclusion, Mayor Truax spoke in remembrance of Fire Captain Rick Ilg, who passed on September 12, 2021, after a heroic battle against brain cancer. Captain Ilg's loss is the first line of duty death in Forest Grove since the adoption of presumptive cancer legislation was passed in Oregon over two decades ago.

8. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 8:52 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



A place where families and businesses thrive.

APPROVED

CCI Meeting Minutes 3 August, 2021
Zoom Community Auditorium

Minutes approved on September 7, 2021

1. Called to Order:

Meeting was called to order at 5:32

Present: Tom Cook, Secretary; David Anderson, Chairman, Lowell Greathouse, Vice Chair; Hope Kramer; Evelyn Orr; Stephanie Rose; and Lucie Carriker, Student Advisor,

Absent: Fernando Lira, Malynda Wenzl

Staff: Bryan Pohl

1. A. Approval of Minutes:

Motion/seconded and passed to accept the minutes of July 2021.

2. Community Communication Inbox: None

3. CCI Discussion:

A. Sesquicentennial. Bryan brought to the committee that the city will be celebrating its 150 year anniversary in 2022. CCI is invited to participate in the planning. Stephanie Rose volunteered with Evelyn Orr as backup.

B. CCI Role in City Communications Plan. Evelyn led in the discussion concerning how CCI is participating in the city's communication plan. Evelyn reported that Councilor Kotkey has a template for CCI to use in reporting to the city council how CCI is addressing each of the city's goals. Bryan stated that the city would like to have CCI review the City Communication Plan and how CCI can contribute in the plan. Bryan will follow-up in future CCI meetings.

C. CCI Page on City's Website. Discussion on how CCI can utilize the web page better. One concern is that currently there is staff turnover with retirements, etc. and how that will effect the ability to update in the near future.

Ideas: Make it easier to find links to past ATM and QTM meetings, Place for community to see list of previous ATM/QTM topics and a way for community to give ideas for future topics.

Consensus: Wait a few months for staff to readjust and then revisit.

D. Discussion of CCI yearly Budget. Although not on agenda, discussion took place on what the budget was and is for this year. Discussion that CCI needs to be proactive in reviewing what our goals are and submit budget accordingly. Target next year budget cycle.

E. Planning of Next Quarterly Town Meeting.

- Topic: City Development
- Discussion of who would be on panel: Bryan, FGSD member, Dan Riordan, Paul Downing.
- Focus: Primary focus is toward growth and residential development. What is currently being developed.
- Concept: "What is going on in my neighborhood?"
- Ending the QTM with tips on "How can I get involved?" Show to direct people to various resources.
- Discuss how the city is using ARPA
- Moderator: Lucie Carriker, Hope Kramer, and Stephanie Rose all volunteered. Will decide next meeting.
- Panel members will be formalized by next meeting.
- Bryan stated that he may not be available for the upcoming QTM and that Dan Riordan could take his place.

4. **Council Liaison Report:** No report.

5. **Adjournment and Announcement of Next Meeting:**

David stated that he might not be available for next CCI meeting and that Lowell will chair.

Meeting adjourned at 6:37 p.m. The next meeting: 7 September, 2021.



30

A place where families and businesses thrive.

APPROVED

**CFC Meeting Minutes June 16, 2021
Zoom Community Auditorium**

Minutes are unofficial until approved by the CFC.

1. **Called to Order:** The meeting was called to order by Vice Hair Michael Howell at 5:50 p.m. when a quorum was present

Present: Michael Howell, Bruce Countryman, David Hunter, Declan Lynch, Jen Warren

Absent: Mark Nakajima, Jeremy Sapp, Lance Schamberger

Staff Present: Dan Riordan

- 1.A. **Approval of Minutes:**

David moved/Jen seconded and passed a motion to accept the May 12, 2021, meeting minutes.

2. **CFC Discussion:**

- a) **Public hearing to consider request to remove one Oregon white oak tree listed on the Register of Significant Trees at 2014 16th Avenue:** After a quorum was established, the Commission considered the property owner's request to remove one Oregon white oak tree listed on the Register of Significant Trees. The tree is located at 2014 16th Avenue. Dan provided an overview of the decision criteria from the Development Code. Dan also presented the options available to the Commission.

The property owner submitted a report, prepared by a certified arborist, that indicated the tree should be removed due likelihood of tree failure and danger to persons and property.

Jen made a motion, seconded by Declan, to approve the property owner's request for removal of the Oregon white oak tree listed on the City's Register of Significant Trees located at 2014 16th Avenue.

David recused himself since David prepared by the Arborist's assessment.

The motion passed unanimously.

- b) **Finalize Public Outreach Video:** Kristy noted the latest version of the public

outreach video is available for Commissioner review and asked if any Commissioners have comment. Kristy noted the background music will be changed to avoid potential copyright issues.

- c) 21st Avenue Festival Street and Streetscape Project Update: Dan provided a brief update on the downtown 21st Avenue Festival Street and Streetscape project noting a business outreach meeting was conducted in May. The next step is to brief the Urban Renewal Agency Board at their next meeting.
 - d) Motion to Approve Summer Recess: David offered a motion seconded by Bruce to approve a summer recess taking the months of July and August off. The motion passed unanimously.
3. **Council Liaison Report**: Kristy shared a link with the Commission to the Committee for Community Involvement's quarterly town meeting recently held on June 10th. The topic was "Assisting Our Houseless Neighbors". Kristy also mentioned the Community Policing Advisory Committee held a pilot focus group with the community and four police officers including the Police Chief. In addition, Kristy noted the Project Turnkey funding came through and Centro Cultural purchased the Forest Grove Inn for a group living facility for houseless persons. Kristy's concluded her report with an update on the Thatcher Road/Gales Creek Road intersection redesign project noting there will be a virtual open house in July.
4. **Staff Liaison Report**:
5. **Commissioner Communications**: David noted he condemned the Rogers Park tree and the report is on file with the Parks and Recreation Department.
6. **Adjournment and Announcement of Next Meeting**: David moved and Declan seconded a motion to adjourn the meeting at 6:15 p.m. The next meeting: September 15, 2021

Community Policing Advisory Commission (CPAC)
Meeting Minutes

June 17, 2021
6:30 PM

***Minutes are unofficial until approved by CPAC.
Minutes Approved as Presented 07.15.2021 at 6:36pm***

1. **CALLED TO ORDER:**

The meeting was called to order at 6:33 p.m. by Chair Charlotte Lumae

ROLL CALL: Jerry Brady-Duyn; Shawn Cardwell; Carlos Covarrubias; Paloma Dale, Jean Garcia; Charlotte Lumae; Narce Rodriguez; and Marissa Salgado

ABSENT: Dan Blue; and Sonia Reyes

COUNCIL LIAISON: Kristy Kottkey

STAFF: Henry Reimann, Police Chief; Jaime Zaik, Staff Assistant

PUBLIC IN ATTENDANCE: Hope Kramer

INTRODUCTIONS AND SELECTIONS: No new member or visitor introductions.

Commissioner Covarrubias volunteered to be the "Time Keeper" and will notify the group when it is close to time for break. Commissioner Cardwell volunteered to be the group "Guardian," vowing to call for a pause in discussion if necessary.

2. **PUBLIC COMMENT:** None.

3. **CONSENT AGENDA:**

a) *Approve B/C Meeting Minutes of May 20, 2021*

MOTION: Chair Lumae Moved, seconded by Commissioner, to approve the Consent Agenda. MOTION CARRIED 7-0.

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

5. **DISCUSSION/DECISION/PRESENTATION ITEMS:**

The Commission participated in a bias awareness activity lead by Chair Lumae. The "Raiding Score" exercise was designed to evoke participant's awareness and perspective with regards to privilege. Commissioners shared the variety of ways in which they both receive and share information about policing in Forest Grove. Local print and electronic news, social media groups, peer groups, and special interest groups and communities were among the most common answers. Council Liaison Kottkey furthered the question and inquired how Commissioners vet out the information they have received. Chief Reimann stated he is happy to take phone calls from community members to discuss current events in order to maintain department transparency and prevent the spread of misinformation. Commissioner Garcia stated that she would like to have a report of the groups' accomplishments that could be

shared by Commissioners formally or informally to maintain uniformity of information.

6. **B/C COMMUNICATIONS:**

Commissioner's Salgado and Covarrubias provided a report on the community conversation pilot in which they met with officers from the FGPD and community members. The meeting was held round table style, with no provided agenda or prompts, thus allowing for conversation to flow naturally. Despite initial worries that the group size would be too small Commissioner Salgado stated she appreciated the intimacy it ultimately provided. Commissioner Covarrubias provided a brief summation of his experience and felt it was a good opportunity for both citizens and officers to hear personal perspective. He also felt officers did a good job conveying logistics related to discussed incidents. Commissioner's Covarrubias and Salgado both agree that the community conversation should be carried forward and future events scheduled. Commissioner Brady-Duyn enjoyed the bias training she attended. She is hoping for continuing expansion of the program. Commissioner Dale reported an additional COVID19 vaccination clinic organized by Centro Cultural and hosted by Walmart has been scheduled.

7. **STAFF COMMUNICATIONS:**

- a) The second round/s of the Introduction to Bias and Micro-aggression training is currently being scheduled for dates in July and August. Seats for additional CPAC members to attend are available and will be announced.
- b) Chief Reimann provided the previously requested figures for stop data per demographic. Chair Lumae requested additional data breakdowns in response.
- c) Chief Reimann shared an upcoming project he is working on in conjunction with Commissioner Garcia. To access information regarding "The Red Door Project: Evolve" please follow this link <https://www.youtube.com/watch?v=jfOecqhm5jQ>.

8. **COUNCIL LIAISON REPORT:** Council Liaison Kottkey requested the ability to provide links and/or pdf's for Council Liaison Reports prior to each meeting. These items will be posted under supporting documents in addition to a link being embedded within future agendas.

9. **ANNOUNCEMENT OF NEXT MEETING:**

The next meeting will be held Thursday, July 15, 2021 at 6:30pm.

10. **ADJOURNMENT:**

Meeting adjourned at 8:37 pm. Recorded and Submitted by Jaime Zaik, FGPD Records Specialist and Staff Assistant



A place where families and businesses thrive.

APPROVED

**Community Policing Advisory Commission (CPAC)
Meeting Minutes**

**July 15, 2021
6:30 PM**

***Minutes are unofficial until approved by CPAC.
Minutes Approved as Presented 08.19.2021***

1. CALLED TO ORDER:

The meeting was called to order at 6:31 p.m. by Chair Charlotte Lumae

ROLL CALL: Jerry Brady-Duyn; Shawn Cardwell; Carlos Covarrubias; Paloma Dale, Jean Garcia; Charlotte Lumae; Sonia Reyes; and Marissa Salgado

ABSENT: Dan Blue; and Narce Rodriguez

COUNCIL LIAISON: Kristy Kottkey

STAFF: Henry Reimann, Police Chief; Lauren Quinsland, Staff Assistant

PUBLIC IN ATTENDANCE: None

INTRODUCTIONS AND SELECTIONS: Lauren Quinsland served as recorder in Jaime Zaik's absence. Commissioner Reyes volunteered to be the "Time Keeper" and will notify the group when it is close to time for break. Commissioner Cardwell volunteered to be the group "Guardian," vowing to call for a pause in discussion if necessary.

2. PUBLIC COMMENT: None.

3. CONSENT AGENDA:

a) Approve B/C Meeting Minutes of June 17, 2021

MOTION: Commissioner Garcia Moved, seconded by Commissioner Brady-Duyn, to approve the Consent Agenda. MOTION CARRIED 7-0.

4. ADDITIONS/DELETIONS: None.

5. DISCUSSION/DECISION/PRESENTATION ITEMS:

The Commission reviewed Chair Lumae's working notes for the CPAC Annual Report. Chair Lumae requested each CPAC member bring three items in the list from the working document to tackle, looking for common concerns and ideas so as to better inform the Annual Report and recommendations to City Council. Commissioner Dale expressed a desire to highlight the recent media coverage of FGPD investigations; Commissioner Reyes suggested results of STOP data be included in the presentation to Council. Chair Lumae expressed a desire to have more accessibility to community conversations as well as consideration for how CPAC both receives input from the community and shares information from the community about the issues CPAC is tackling. Chair Lumae proposed using polls as a tool to gauge public interest,

response, and feedback. Commissioner Garcia recommended any means of gauging public input be translated into Spanish; Commissioner Reyes recommended polls be available offline for those without Internet access. Commissioner Brady-Duyn advised that information about CPAC should be shared alongside any poll or other means of gauging public input to ensure respondents understand who is hosting the poll. Councilor Garcia added that CPAC needs to introduce itself to the community, possibly via a meet and greet activity, which can also serve as a means of obtaining community feedback. It was further agreed that polls or other means might be more effective when shared by CPAC members to their respective communities direct. Council Liaison Kottkey stated that any sort of poll or similar means of feedback to the community at large should be addressed and approved at the Council level to ensure it is in line with City policy and that messaging is consistent. If a poll is created and approved by CPAC, Council Liaison Kottkey would be able to share to city staff and council for advised next steps. Commissioner Covarrubias presented an informational flyer to be distributed to the community regarding listening sessions for the group to review. Commissioners discussed the flyer being possibly combined with the aforementioned CPAC information and public input poll. Council Liaison Kottkey advised she would be sharing the flyer with Council. Chair Lumae presented an example of "Stops to Pop" means of understanding STOP data to highlight any discrepancies in the data. Commissioner Covarrubias recommended a separate work group be formed to break down and analyze STOP data so that all CPAC members were on the same page. Chief Reimann explained that anomalies are analyzed quarterly to identify what types of stops are most common and whether individuals are being stopped repeatedly; Chief Reimann stated he would share that information to CPAC via a report. Commissioners expressed interest in a team DEI training, however this discussion was tabled due to time.

6. **B/C COMMUNICATIONS:** None.

7. **STAFF COMMUNICATIONS:**

- a) Chief Reimann informed the Commission that a continuance had been granted in Officer Steven Teets's trial.
- b) Chief Reimann advised work continues on the Red Door Project with a date to be determined, likely in the fall. To access information regarding "The Red Door Project: Evolve" visit <https://www.youtube.com/watch?v=jfOecqhm5jQ>.
- c) A Police Positionality training was set for July 28 with both a morning and evening session. Chief requested at least two CPAC members attend; Chair Lumae and Commissioners Salgado and Dale expressed interest.
- d) Chief Reimann summarized the training hosted by the local chapter of Showing Up for Racial Justice (SURJ) on training at the Department of Public Safety Standards and Training held on July 14.

e) The FGPD gave a presentation to City Council about options for a new police facility. Chief Reimann advised he would share that information with CPAC and inquired as to whether CPAC members would like to provide feedback on facility options.

8. **COUNCIL LIAISON REPORT:** Council Liaison Kottkey shared information about the new police facility presentation given at the last City Council meeting and advised the Council would be hosting a work session on houselessness and housing solutions on July 19. Council Liaison Kottkey further expressed appreciation for the SURJ training presentation on July 14.

9. **ANNOUNCEMENT OF NEXT MEETING:**
The next meeting will be held Thursday, August 19, 2021 at 6:30pm.

10. **ADJOURNMENT:**
Meeting adjourned at 8:37 pm. Recorded and Submitted by Lauren Quinsland, FGPD Community Outreach Specialist.

This page is intentionally blank.



A place where families and businesses thrive.

APPROVED

ECONOMIC
DEVELOPMENT COMMISSION

Thursday, April 1, 2021
CITY OF FOREST GROVE - ONLINE

35

1. CALL TO ORDER:

The meeting was called to order at 10:02 a.m. by EDC Chairman Kevin Emerick.

ROLL CALL: EDC MEMBERS PRESENT: Brad Bafaro; Kevin Emerick; Steve Krautscheid; Rick Lafave; Rob Langford; Jim Langstraat; Juanita Lint; Alfredo Moreno; Mark Nakajima; Tom Raabe; Javier Urenda

EDC MEMBERS ABSENT (EXCUSED): Tim Budelman; Jill Craig; Jennifer Prickett; Guy Storms; Jonathan Yawson

EDC MEMBERS ABSENT (UNEXCUSED): None

OTHERS PRESENT: Ayreann Columbo; Sylke Neal Finnegan; Gina Hunington; Sarah Teters-Johnson

COUNCIL LIAISON: Councilor Timothy Rippe

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

2. CITIZEN COMMUNICATION:

None

3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:

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

4. ADDITIONS/DELETIONS:

None

5. BUSINESS:

A. Chamber of Commerce Update, Juanita Lint:

Juanita provided a Chamber of Commerce update to the EDC. The chamber dinner and auction will be held on April 10th with over 40 items to auction. The CEP Grant has been submitted for the "Farm to Table" dinner. Hiring of an event planner will happen early next week for this community event. Profits will be used for a donation to Salud, an organization that helps to provide healthcare to migrant workers in the winery industry.

B. City Council Update, Councilor Rippe:

Councilor Rippe provided a City Council update to the EDC. The budget committee will begin meeting in April.

C. Columbia Pacific EDD, Ayreann Colombo, Exec Director:

Jeff introduced Ayreann Colombo; Executive director of the Columbia Pacific Economic Development District. The board consists of 24 members representing each of the four counties. Many resources are provided such as small business grants as well being a

conduit to help funnel federal funds. They also offer a loan program for small businesses. Ayreann provided a brief overview of what Col-Pac encompasses. She further explained there is an open position on the board for Forest Grove as an "Alternate" board member. Jaunita Lint of the Forest Grove Chamber of Commerce will fill the private sector position as well.

D. Re-introducing Junior Achievement, Gina Hunington, JA Staff:

Gina Hunington and Jennifer Aritola both directors at Junior Achievement provided a J.A. presentation to the EDC. J.A. is a world-wide non-profit organization that teaches students personal finance, work force readiness, and entrepreneurship. J.A. provides youth with the unique and transformative experiences that are proven to empower them to succeed in tomorrow's economy. Funding for J.A. comes from corporations, foundations, government, and personal giving. Classes are led by volunteers at schools across Forest Grove and throughout Oregon. Various EDC members testified to the success of this program and were encouraged to continue to volunteer or donate. Brad Bafaro made the suggestion that this presentation be given to the school board as a reminder of the importance of J.A.

E. \$1.9T American Rescue Act, Business Needs discussion, Jeff King:

Jeff spoke on some of the various federal grant monies that may be coming in the near future. Discussion was held on various ways the funds could be distributed to the local small business community. Jeff will continue to meet with other Economic Community Development leaders throughout the county to explore ideas as well.

Sylke Neal-Finnegan from the Washington County Visitors Center provided an update to the EDC in regards to Covid-19 impacts on businesses in Washington County. Information for grants available to tourism related businesses can be found on their website. Mention was made that while businesses have been negatively affected during the pandemic, numbers are better this year than they were last year at this time. EDC members discussed incentives to get people back out to more restaurants and other hospitality/tourism related businesses. Councilor Rippe mentioned the importance of documenting any ideas the EDC may come up with so that Council can take those into consideration. Jaunita Lint mentioned she would be willing to meet with various members outside of this EDC meeting to come up with ideas that could then be presented to the group as a whole.

F. Special Equity Meeting – Date/Forum Design/Invites, Kevin/Jeff:

Kevin Emerick mentioned October as a good time to schedule for the Special Equity Meeting. The format was decided to have both current and emerging businesses be invited. Questions should be framed around the existing study that Adelante Mujeres conducted. Juanita mentioned the need to speak to MIG Consulting as they were the



A place where families and businesses thrive.

ECONOMIC
DEVELOPMENT COMMISSION

Thursday, April 1, 2021

CITY OF FOREST GROVE - ONLINE

group hired to plan the "Festival Streets" project and they have addressed many of the questions and concerns this forum would benefit from.

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, May 6th at 10:00 a.m. (virtual).

8. **ADJOURNMENT:**

Kevin Emerick adjourned the meeting at 11:30 a.m. by consensus.

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

Approved by the Forest Grove EDC:

Date: 5/6/21

This page is intentionally blank.

1. CALL TO ORDER:

The meeting was called to order at 10:00 a.m. by EDC Chairman Kevin Emerick.

ROLL CALL: EDC MEMBERS PRESENT: Tim Budelman; Jill Craig; Kevin Emerick; Steve Krautscheid; Rick Lafave; Jim Langstraat; Jaunita Lint; Mark Nakajima; Tom Raabe; Guy Storms; Javier Urenda

EDC MEMBERS ABSENT (EXCUSED): Brad Bafaro; Rob Langford; Alfredo Moreno; Jonathan Yawson

EDC MEMBERS ABSENT (UNEXCUSED): Jennifer Prickett

OTHERS PRESENT: Derek Robbins;

COUNCIL LIAISON: Councilor Timothy Rippe

STAFF PRESENT: Jeff King, Economic Development Manager

2. CITIZEN COMMUNICATION:

None

3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:

A quorum was met. Tom Raabe moved a motion to approve the March EDC meeting minutes. Steve Krautscheid seconded and the motion passed unanimously.

4. ADDITIONS/DELETIONS:

None

5. BUSINESS:

A. Chamber of Commerce Update, Juanita Lint:

Tourism week has started and banners will be hung up to advertise the new Forest Grove Tourism branding as well as the new website. Farm to Table planning is in process.

B. City Council Update, Councilor Rippe:

Councilor Rippe provided a City Council update to the EDC. Council has started the budget process for the fiscal year of 21-22. Typically the budget is approved late June. The local auction levy expires in 2023. Council will begin the process of drafting the new levy so it is ready for 2022 ballot vote. Pandemic recovery has been going well with a few exceptions; healthcare services, hospitality, and some government agency positions. Housing issues with mortgage and rent payments is a concern within Washington County. The current Washington County unemployment rate is down to 5.2%. We are not quite back to pre Covid-19 unemployment rates.

C. Council Creek Trail-Derek Robbins, FG Engineering Dept:

Derek Robbins from Forest Grove Engineering Department provided an update to the EDC on the projected plans for the Council Creek Trail. Cornelius proposed the original trail idea and it was then adopted by the Metro Regional Trail Plan several years ago. Grants were applied for and awarded and Forest Grove was adopted as one of the partners for the Master Plan back in 2015. An RFP will likely be submitted in June 2021. Estimated corridor plan/delivery implementation is winter of 2023.

D. Oak Street Preferred Option and Discussion, Jeff King:

Jeff gave a brief update on the current Oak Street Plans. Feedback from the EDC would be appreciated as this will be a significant amount of Industrial land.

E. American Rescue Act-business needs discussion PT II – Jeff King:

We still have not received guidance from the government yet on how the funds can be used. Restaurants have started to apply for the federal funds that have become available under the Restaurant Relief Fund. Jeff mentioned that businesses have communicated the need for regulations to change to allow for more business rather than handing out more funds. Resource help is still needed from BRC. Video of resource information of what is available would be great. Digital Mall could be a possibility according to Jaunita Lint. Jill mentioned the SBA Loan assistance program was amazing. Very well done. Rick LaFave mentioned a possible way to give an incentive to employees who have continued to work for restaurants throughout the pandemic.

F. Misc Updates-Junior Achievement, Equity Outreach Meeting

JA applied for grant funding. Jeff inquired of the EDC on doing a match funding program.

Jeff mentioned using the June or July EDC meeting to come up with ideas for the Equity Outreach Meeting.

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, June 3rd at 10:00 a.m. (virtual).

8. ADJOURNMENT:

Kevin Emerick adjourned the meeting at 11:30 a.m. by consensus.

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

Approved by the Forest Grove EDC:

Date: 7/8/21

1. CALL TO ORDER:

The meeting was called to order at 10:00 a.m. by EDC Chairman Kevin Emerick.

ROLL CALL: EDC MEMBERS PRESENT: Brad Bafaro; Tim Budelman; Jill Craig; Kevin Emerick; Paul Hansen-alternate for Jennifer Prickett; Steve Krautscheid; Rick Lafave; Jaunita Lint; Mark Nakajima; Tom Raabe; Guy Storms; Javier Urenda, Jessica Harrington-Alternate for Jonthan Yawson;

EDC MEMBERS ABSENT (EXCUSED): Rob Langford; Jim Langstraat; Alfredo Moreno; Jonathan Yawson

OTHERS PRESENT: Jared Parker; Gabriel Salamenca; Dick Stinson; Barbee Williams

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:

The May minutes approval will be conducted at the July EDC Meeting.

4. ADDITIONS/DELETIONS:

Discussion on drafting a letter of support for the Council Creek Project.

5. BUSINESS:

A. Chamber of Commerce Update, Juanita Lint:

Juanita Lint provided a Chamber of Commerce update. The "Farm to Table" dinner has been cancelled due to lack of resources (staffing) for restaurants to prepare for this event. Jaunita has since focused on helping businesses locate more resources of support. Tourism banners have been placed throughout Forest Grove. "Avocado Toast" has been initiated. This is a fun way to highlight various businesses and their unique products. Things you may not know about them will be published each week. Adelante Mujeres will be partnering with the Chamber of Commerce to work on the BRC starting July 1st. Responsibilities will be split going forward thru the end of the year. All Junior Achievement funds that were committed have been paid. The Chamber will make up the difference for funds still needed. They will help pay for a match to enable Junior Achievement Programs to taught in Forest Grove schools.

B. City Council Update, Councilor Rippe:

Councilor Rippe provided a City Council update to the EDC. Council continues to work on the new budget for 2021-2022. The American Rescue Plan funds are being addressed. The City will be receiving \$5.2 million in federal funds that will need to be dispersed. The government has specific guidelines on how these funds can be used. A

sub-committee has been formed to address this issue specifically. A presentation for this committee's recommendations will be given on June 15th. Input from the EDC would be helpful in regards to specific business needs. Council Creek Regional Trail working group is applying for a federal grant to provide funds for trail construction. This group is looking for letters of support for this grant effort. Councilor Rippe asked the EDC to draft a "letter of support". Jill Craig made a motion to allow Jeff King to draft a letter from the EDC in support of the Council Creek Trail, Tim Budelman seconded. The motion passed unanimously. Jeff will obtain an approval signature from Kevin Emerick upon completion.

C. Employee Recruitment & Unemployment Program Update – Barbee Williams, Oregon Employment Department:

Barbee Williams from the Oregon Employment Department provided an update to the EDC. June 19th is the deadline for the first group of employment benefit applicants to complete their registration with the Employment Department. They must prove that they have been able, active and available or they will lose benefits. July 25th is the deadline for job seekers to have reported their job searches. A drive thru employer event is being set up for any employers seeking new hires. Participants can drive thru and speak directly to hiring employer's without getting out of their car. Please contact Barbee if there is interest from any businesses in Forest Grove to hold or participate in this event. The OJT (On the Job Training) Program is also coming soon. This is a federally funded program that helps pay wages for the first six months of an employee's training. Barbee will send Jeff the information as soon as it is available.

Jared Parker discussed an existing federal Work Opportunity Tax Credit. Jared provided information on how employers can benefit from the use of this tax credit. He is available to help anyone interested in this program.

Gabriel Salamenca works with Work Source Oregon in the construction sector. His area also covers Forest Grove. Retention, minorities in the work place and youth employment are the three main points he is working on in the construction industry. Gabe mentioned the Jobs Plus program that is similar to the OJT Program. He also mentioned some work barriers he has noticed, such as transportation to work and child care. Public transportation really needs to meet the needs of the employer. Gabriel discussed the Second Chance Employer Program as well as the Bonding Program that helps with the first six months of employment for persons with background issues.

D. Board Member Round Robin; All:

Jeff King asked for member discussion regarding critical issues with their own business and how those needs can be met. Kevin mentioned the ability to find quality employees right now as very difficult. Trade shows have been helpful in the past and they have not been able to hold those for some time. Mark Nakajima mentioned the same. He would like to see government promote businesses now rather than require more regulations. Paul Hansen of McMenamin's mentioned staff struggles as well as capacity issues while

regulations are in place. Jill Craig mentioned the need to re-evaluate a new business plan as things will most likely not return to the way they were. Covid-19 has changed things for the long term. Keeping business going at a 25% capacity while maintaining staff is very difficult. Rick Lafave is trying to bring cost down as inflation affects product material prices. He continues to diversify his business in states that remain open and bring work back to Forest Grove. He is in the planning stages of making a few changes to his restaurant. Staffing issues are huge. Difficulty finding people who want to work. Steve Krautscheid mentioned staffing and childcare issues for those in the healthcare field. Javier Urenda spoke on issues with returning to work from a work from home Covid-19 environment.

E. ARPA Update; Jeff King:

Jeff opened discussions on how to implement a program to help small businesses with the federal funds coming soon. Possible low interest loan program over a long term with some forgiveness may be an option for businesses lacking the capital to return to full pre-pandemic capacity. A second program concept was discussed on how to retain and preserve front line employees of small independent that are at-risk or may be poached by larger corporations. Childcare subsidy, staff incentive pay, reward employees for working through the pandemic and a hiring/sign-on bonus are possible program options.

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 8th at 10:00 a.m. (virtual).

8. ADJOURNMENT:

Kevin Emerick adjourned the meeting at 11:30 a.m. by consensus.

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

Approved by the Forest Grove EDC:

Date: 7/8/21



A place where families and businesses thrive.

APPROVED

ECONOMIC
DEVELOPMENT COMMISSION

Thursday, July 8, 2021
CITY OF FOREST GROVE - ONLINE

1. CALL TO ORDER:

The meeting was called to order at 10:00 a.m. by EDC Vice-Chairman Javier Urenda.

ROLL CALL: EDC MEMBERS PRESENT: Brad Bafaro; Tim Budelman; Paul Hansen; Steve Krautscheid; Rob Langford; Jim Langstraat; Jaunita Lint; Mark Nakajima; Tom Raabe; Guy Storms; Javier Urenda

EDC MEMBERS ABSENT (EXCUSED): Alfredo Moreno; Jonathan Yawson

EDC MEMBERS ABSENT (UNEXCUSED): Jennifer Prickett

OTHERS PRESENT: Dick Stenson; Tommy Douglass

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. Tim Budelman moved a motion to approve the May and June EDC meeting minutes. Steve Krautscheid seconded and the motion passed unanimously.

4. ADDITIONS/DELETIONS:

None

5. BUSINESS:

A. Chamber of Commerce Update, Juanita Lint:

Juanita Lint provided a Chamber of Commerce, Tourism and Business Recovery Center update to the EDC. Adelante Mujeres and the Chamber have partnered together as of July 1st to assist with the BRC. They have had a great start in presenting to the Latino community on how to start a business in Forest Grove. The Chamber has hired Roger Tobias to assist local businesses with the resources they need, specifically with employment.

An article was published in Travel Oregon; "4 Days in Forest Grove". They continue to work on the "Did You Know" project where businesses in Forest Grove will have an opportunity to be highlighted on the Tourism website.

Juanita continues to work to get various projects funded for small businesses. The new Chamber website is going well and receiving a lot of traction. A Chamber of Commerce luncheon will be held face to face on July 26th at Primetime restaurant in Forest Grove.

B. City Council Update, Councilor Rippe:

Councilor Rippe provided an update to the EDC. Council has passed the budget for 2021-2022 fiscal year. The City will be receiving approximately 5.2 Million dollars ARPA federal funds. A sub-committee will be formed to help allocate their use within the categories of: Infrastructure, Lost Revenue, Social Health, Economic Development and Pay. These funds are allocated in general terms. Details are continuing to be worked out as well as the application process for receipt of funding.

The hiring process has begun for permanent positions of Fire and Police Chiefs. This process could take as long as 8-10 months. The interview panel is being designated.

More discussion on cooling centers will be held as well.

C. Latino Outreach and Feedback Forum Discussion, Javier & Jeff:

EDC discussed the Latino Outreach Forum. Who should be on this forum? What tools can we propose? Javier mentioned the need to connect the Latino community with the City to build trust within the community. Workshops are helpful while inviting other businesses within the City to contribute. Jeff mentioned bringing in various City members; City Manager, Chamber of Commerce, Economic Development Coordinator etc. to network together. Juanita mentioned the option of a sub-committee meeting with Javier, Roger, Juanita and Jeff to brainstorm ideas for the Latino outreach forum.

Juanita moved a motion to establish a sub-committee for planning of the Latino outreach workshop. Mark Nakajima seconded and the motion passed unanimously.

D. Enterprise Zone and Minimum Wage, Jeff King:

Jeff reviewed the current minimum wage information for the Forest Grove enterprise zone with the EDC. Currently for jobs created under the enterprise zone program must offer total compensation, including benefits, must average 150% of minimum wage. The board felt no changes were needed at this time

E. Project Updates, Jeff King:

Jeff discussed his draft project memo given to the City Manager regarding ARPA funds.. He presented two programs for consideration. The first would be to allow for frontline at risk employee assistance, and the second would be for a small business recovery loan-grant program.

Jeff also updated a few possible business/industries that are looking to open or move to Forest Grove. MGC Pure is planning an expansions they will be doing on their exiting site. Old Trapper may be purchasing more land soon to expand their facility. An Urgent Care Center held a pre-application with the planning department. Popeye's Kitchen, slated of Pacific Ave next to Wauna Credit Union has submitted plans to the City.. A UPS like store, still looking for a location. Possible 7-11 with a gas station is being

considered at Corner of Quince and Pacific. A Software company has some interest in Forest Grove and is considering the second floor of an industrial building. A Whiskey bar with small plates and quality cocktails will located in donate. City staff has also responded to several state business leads.

6. STAFF AND BOARD MEMBER COMMUNICATIONS:

Javier Urenda mentioned that Adelante Mujeres graduated 35 participants from their last Empresas, Small Business Development Class. Participants attended virtually from all over the metro area and as far as Bend, OR.

7. ANNOUNCEMENT OF NEXT MEETING:

Vice-Chairman Javier Urenda, announced that the next meeting of the EDC will be on Thursday, September 9th at 10:00 a.m. (virtual).

8. ADJOURNMENT:

Javier Urenda adjourned the meeting at 11:15 a.m. by consensus.

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

Approved by the Forest Grove EDC:

Date: 9/9/21



A place where families and businesses thrive.

APPROVED

25

**CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
ZOOM WEBINAR & COMMUNITY AUDITORIUM
THURSDAY, JULY 22, 2021 – 6:00 P.M.**

MEETING MINUTES Approved by Commission on August 26, 2021.

CALL TO ORDER: Chair Nieves called the meeting to order at 6:05 PM.

Sustainability Commission Present:

Ed Uecker

Tonya Johnson

Johanna Peeters Weem

Greg Arrigotti

Robin Lindsley

Absent, Unexcused: Fallon Harris

Absent, Excused: Elena Uhing, Paul Downey, Steven Barnard

Staff: Elizabeth Stover

Guests: None

- 1. Community Communications:** None.
- 2. Commissioner Communications:** Chair Nieves read the Sustainability Commission mission statement.
- 3. Consent Agenda & Review Minutes:** Lindsley wanted to change “drive” to “hard drive” in the minutes, item #5. Lindsley moved to approve, Nieves seconded. Unanimous approval.
- 4. Agenda Additions/Deletions:** Remove Council update and the mural mini-grant application.
- 5. Bev Maughan’s Retirement Celebration:** Staff provided update on the retirement party plans: the City will have a drop-in ceremony in the Community Auditorium for public and staff. Light snacks are provided. Lindsley would like to add live music and food trucks. Commission would like to know how to support the City in the retirement celebration.
- 6. Mural Mini-Grant Application:** Agenda item deleted.
- 7. Legacy Guide (Sustainability Onboarding Sheet):** Nieves stated that the Legacy Guide was decided by the Commission as it is the Commission’s document. Keep the original name: Sustainability Onboarding Sheet. Two edits were approved by the Commission: correct Peeters Weem’s name and add Robert’s Rules of Order. Nieves moved to approve and Johnson seconded. Unanimous approval.
- 8. Community Enhancement Program (CEP) Mini-Grant Application Update:** Arrigotti updated the application. Nieves moved to approve, Arrigotti seconded. Unanimous approval. Lindsley stated she would like the Commission to have an opportunity to share food at each meeting in the near future to build a sense of community.
- 9. Work Plan 2021-22:** Nieves polled the group about prioritizing the Work Plan and suggested three priorities: Burn Plan, mini-grants, and free food resources website. The subcommittee would work on the Burn Plan and the rest of the Commission would support the subcommittee. Commission agreed to not change the Work Plan.
- 10. Burn Plan Discussion:** Subcommittee had not met; move the Burn Plan to the next agenda. Subcommittee members to bring a proposal on how the rest of the Commission can support their work.

- 11. Agenda Discussion:** Nieves stated that prioritizing the Work Plan, and after the Commission had gotten up to speed from a year apart, the agenda will not be as full. Group agrees the agenda does not need to be adjusted.
- 12. Council Liaison Report:** Uhing absent, excused.
- 13. Staff Report:** Mayor Truax has formed a committee to plan the City's Sesquicentennial Celebration. Meetings are monthly and includes businesses, community organizations, and would like to include boards and commissions members. Lindsley agreed to be a committee member representing the Sustainability Commission.
- 14. Future Agenda Topics:** For the August meeting:
- Mural Project Mini-Grant
 - Bev Maughan's Retirement Party
 - Burn Plan
 - Food Web Mini-Grant, Diane McKinnon
- 15. Adjournment:** Nieves adjourned the meeting at 7:11 pm.

Respectfully Submitted,

Elizabeth Stover, Program Coordinator

City of Forest Grove

Approved by the Forest Grove Sustainability Commission: Date: August 26, 2021

Representative Susan McLain

House District 29



Community Investment through the American Rescue Plan Act

Centro Cultural - \$660,000

Centro Cultural, a non-profit in Cornelius that serves the Latino/Hispanic community, will use these funds to purchase a commercial building to enable food services and meal preparation for low-income residents. During the pandemic, Centro Cultural's existing building, originally designed for community events and classes, has been used for this purpose, necessitating more space and services in a different location.

The Forest Grove Foundation - \$680,000

Forest Grove Foundation, a non-profit in Forest Grove, will use these funds to make repairs and upgrades to the former Forest Grove Inn, recently purchased with an Oregon Community Foundation grant of \$2.2 million and to be repurposed for persons transitioning from homelessness. The \$2.2 million grant was only for the purchase of the building and did not include funds for necessary repairs and upgrades to the building. The monies will also go towards capital items that enhance mobile services, i.e., showers and food distribution, for homeless persons.

Bienestar - \$500,000

Bienestar, Inc., a non-profit that operates in Cornelius and Forest Grove, will use these funds to build a covered year-round multi-purpose hard surface court to be built in Plaza Los Amigos, a new 113-unit multi-family affordable housing project located in Cornelius. The multi-purpose court will help further promote physical fitness, community building, and youth enrichment and educational services into Bienestar's new affordable housing development project.

Adelante Mujeres - \$160,000

Adelante Mujeres, a non-profit in Forest Grove, will use these funds to increase immediate access to locally grown produce and enhance the food systems infrastructure to build back better. This project includes the following components: Food relief funding for the Food Pantry and Food Relief Vouchers for use at Farmers Markets; - local farmer support via the purchase of produce for Early Childhood Meals; Cornelius and Forest Grove Farmers Markets' COVID-19 related costs; and educational farm capital infrastructure expenditures.

Representative Susan McLain

House District 29



2021 Legislative Session - Bill Highlights

Economic Recovery for All Oregon

Small businesses and frontline workers kept our state going through a very challenging year. The Oregon House expanded access to capital for small businesses, and passed a bill to save employers \$2.4 billion in unemployment insurance costs over the next decade. We stood up for workers this session by passing a bill to protect workers from being retaliated against for reporting unsafe working conditions. We also invested millions of dollars in Oregon's childcare system, and invested in rural broadband access to remove barriers to reentering the modern workforce.

A partial list of bill highlights supporting Oregon's economic recovery:

- [HB 3073](#): Comprehensive support for Oregon's childcare system to address the alarming lack of access keeping parents from rejoining the workforce.
- [HB 2266](#): Improves access to capital for small businesses, especially those who've faced discrimination in lending and small business support.
- [HB 2345](#): Establishes the Oregon Rural Capacity Fund to assist in securing economic development grants for rural communities.
- [SB 483](#): Protects frontline workers from retaliation for reporting unsafe working conditions.
- [HB 2341](#), [HB 3218](#), [HB 2607](#), [HB 3272](#), and [HB 2289](#): Supports families and small businesses rebuilding after last year's wildfires.

Education and Workforce Development.

In 2019, the Oregon Legislature passed the Student Success Act, creating a record investment in Oregon schools. This year the House has once again set records for school funding, passing a \$9.3 billion K-12 budget to prepare for students returning to school. We also funded an innovative summer learning program, and are working to close the disciplinary gap for Black, Indigenous, and People of Color (BIPOC) students, so that every Oregon student can have the best possible learning experience.

A partial list of bill highlights supporting Oregon's schools and workforce development:

- [SB 5514](#): Funds K-12 schools at a record \$9.3 billion, the largest school budget in Oregon history.
- [HB 5042](#): Provides \$250 million to districts and community organizations for summer learning and enrichment programs.
- [HB 2166](#): Creates a comprehensive approach to improving equity and supporting BIPOC students.
- [HB 2590](#): Gives students a voice; establishes Task Force on Student Success for Underrepresented Students in Higher Education that includes BIPOC, rural, low-income, and other underrepresented students.
- [SB 52](#): Creates an inclusive statewide education plan for students who identify as lesbian, gay, bisexual, transgender, queer, two-spirit, intersex, asexual, nonbinary, or any other minority gender identity.
- [HB 2166](#): Prioritizes connecting students and parents with social workers and mental health resources, rather than disciplinary actions that disproportionately impact Black, Indigenous, and People of Color (BIPOC) youth due to structural racism and a lack of culturally-appropriate and specific care.

Equity and Justice for All

Everyone in Oregon deserves to be safe, and achieving that goal means improving transparency and accountability in policing. This year, we stepped up and passed bold bipartisan police reforms, requiring stronger background checks and more training for police, as well as creating a duty to report fellow officer misconduct. We also passed laws protecting the rights of Oregonians to protest peacefully, while giving police tools to intervene if public safety is at risk.

A partial list of policing, court, and justice reform and equity bills:

- [HB 2575](#): Ensures police have training to provide a trauma-informed response to best meet the needs of the public and build community trust.
- [HB 3145](#): Requires law enforcement to report any discipline resulting in economic sanctions against an officer, to report that information to the Department of Public Safety Standards and Training (DPSST) for publication on their database.
- [HB 2936](#): Strengthens background checks for law enforcement officers, including character assessments. Instructs agencies to develop social media policies Requires DPSST to create a uniform background check.
- [HB 2513](#): Requires law enforcement be trained in airway and circulatory anatomy and physiology and certified in cardiopulmonary resuscitation; requires emergency response is someone who is restrained shows signs of respiratory distress
- [HB 2928](#): Regulates the use of tear gas and munitions in protests. Creates accommodations for people with disabilities.
- [HB 2936](#): Strengthens background checks for law enforcement officers, including character assessments. Instructs agencies to develop social media policies Requires DPSST to create a uniform background check.

- [HB 2986](#): Requires law enforcement to be trained to investigate crimes motivated by gender bias.
- [SB 621](#): Establishes local civilian oversight boards to oversee disciplinary matters concerning law enforcement.
- [HB 2204](#): Creates Restorative Justice grants for local communities
- [HB 3265](#): Updates the Sanctuary Promise Act to protect immigrant and refugee communities and prioritize public safety, keeping local law enforcement and federal immigration authorities separate.
- [SB 778](#): Establishes the Office of Immigrant and Refugee Advancement that will partner with immigrant and refugee communities to provide policy support to communities across the state.

Protecting Public Health

Recognizing that many of our communities are still in crisis, the Oregon House invested \$470 million in behavioral health programs to expand access to mental health and addiction services (including the new 988 crisis line), and to grow and diversify our state's mental health workforce. Part of this investment includes residential centers and housing for Oregonians with behavioral health needs.

A partial list of public health and behavioral health highlights:

- [SB 755](#): Implements Ballot Measure 110 and invests millions in recovery services.
- [SB 554](#): Requires gun owners to securely store their firearms to reduce gun deaths.
- [SB 587](#): Creates a Tobacco Retail Licensure program.
- [HB 3069](#): Establishes 9-8-8 suicide prevention hotline to aid Oregonians experiencing a mental health crisis.
- [HB 2417](#): Provides \$10 million to expand mobile crisis stabilization centers.
- [HB 2086](#): Requires Oregon Health Authority to establish peer and community-driven programs that provide culturally specific and culturally responsive behavioral health services.
- \$350 million in Behavioral Health investments, including:
 - \$80 million for diversifying and expanding behavioral health workforce
 - \$20 million for Behavioral Health Housing Fund
 - \$5 million to fund the 988 crisis line
 - \$121.4 million for Certified Community Behavioral Health Clinics

Access to Health Care

This year has shown the urgency of ensuring that everyone has access to healthcare. Oregon has continued to lead the way in expanding access. This year, we increased eligibility for additional Oregonians to receive coverage through the Oregon Health Plan,

expanded access to telehealth services, and passed a bill expanding language translation in healthcare.

A partial list of health care highlights:

- [HB 3352](#): Cover All People, expands eligibility for the Oregon Health Plan, including to DACA recipients.
- [SJR 12](#): Asks voters to amend the Oregon Constitution declaring healthcare a right.
- [HB 2359](#): Requires health care providers to work with health care interpreters from health care interpreter registry operated by Oregon Health Authority to provide interpretation services.
- [HB 2508](#): Increases reimbursement rates for telehealth providers, improving access for patients in rural and underserved areas.
- [SB 844](#): Creates the Prescription Drug Affordability Board to review and lower prices of certain prescription drugs.

A Place to Call Home

House Democrats responded to the housing crisis with a game-changing \$765 million investment that will preserve and create more affordable housing, fund emergency shelters with access to services, fund services for homeless youth, and more. The Oregon House passed legislation to reduce barriers to home ownership for Black, Indigenous, and People of Color Communities. And recognizing that too many Oregonians are still impacted by the COVID crisis, extended eviction protections for renters with funding to keep landlords whole.

A partial list of housing highlights:

- [HB 2009](#): Extends COVID foreclosure protections for struggling homeowners
- [HB 2004](#): Provides \$9.7 million for shelter assistance
- [HB 2006](#): Expedites and expands the siting of emergency shelter housing.
- [HB 2544](#): Provides \$3.6 million in supports for unaccompanied homeless youth
- [HB 5042](#): Provides \$20 million to build navigation centers in seven impacted communities
- [SB 278](#) and [SB 282](#): Extends eviction protections for struggling renters who've applied for assistance funds; expands Landlord Compensation Fund to keep landlords whole. Provides additional time for tenants to repay back rent accrued during the pandemic emergency.

Environmental Justice & Wildfires (Climate Change)

This session, House Democrats took decisive action to reduce greenhouse gas emissions in Oregon and combat climate change. We set electric utilities on a path toward 100% clean energy by 2040, while making energy more affordable for low-income Oregonians. As the impacts of climate change begin to rear their heads, we

reimagined Oregon's emergency response system, and invested \$600 million in wildfire recovery and prevention.

A partial list of environmental bill highlights:

- [HB 2021](#): 100% Clean Energy - Invests \$50 million in local jobs and clean energy for rural, coastal, low-income and BIPOC communities. This is the strongest electricity emissions reduction timeline in the country, setting the goal of 100% clean energy by 2040.
- [HB 2842](#): Healthy Homes - Invests in home repairs for low-income Oregonians to improve energy efficiency, safety and drive down costs.
- [HB 2165](#): Ensures low-income households can receive rebates to make electric vehicles affordable and accessible.
- [SB 762](#): Coordinates a statewide response to plan for and mitigate wildfires with a focus on community preparedness and public health (\$188 million).
- [SB 582](#): Modernizes Oregon's recycling system, setting statewide rates for plastic and recycling contamination reduction goals and increases accessibility in rural areas and apartment complexes.
- [HB 2927](#): Restructures and modernizes Oregon's emergency management system to better respond to natural disasters.



2021 Legislative Session - Rep. McLain's Passed Bills

***PRIMARY BILLS:** This was a long and hard session, but it was also a very successful one. I was personally able to get seven of my primary bills passed and I am proud of that accomplishment. Most of the bills had strong bipartisan support and all of them provide critical assistance for, or attention to, ongoing problems. Bipartisanship was a major theme this Session as 51% of all bills passed with unanimous support and 94.8% were bipartisan. Please continue reading for a summary of my primary bills:

HB 3007/SB 551 - Part-Time Faculty Healthcare Bill: This bill provides that part-time faculty members at public institutions of higher education who qualify for health care benefits will pay 10 percent of insurance premiums for employee coverage. [Senate Bill 551](#) (identical to House Bill 3007) has been one of my top priority bills this Session. I have worked long hours with Senator Michael Dembrow, and stakeholders like the Oregon Education Association, American Federation of Teachers, and Oregon's community colleges and universities to ensure that we can provide healthcare for our hard-working part-time faculty members. These dedicated educators often travel hours between jobs, trying to cobble together enough classes for full-time work. They make very low wages, despite often working 50+ hours a week. These individuals are doing essential work, and they deserve affordable health insurance, and thanks to the passage of this bill, they will finally get it.

HB 2985 - Transportation Accessibility Bill: This bill directs the Oregon Department of Transportation (ODOT) to ensure that membership on its advisory committees reflects the racial, ethnic, and ability composition of Oregon as determined by the most recent U.S. Census. ODOT operates a number of advisory committees to provide input to both ODOT and the Oregon Transportation Commission on a variety of issues and projects related to transportation. Passage of this bill ensures that disability rights advocates will sit on those committees and ensures that the voices of Oregon's disabled community are considered in decisions on public transportation.

HB 3254 - Continued Funding for Oak Grove Academy Bill: The Oregon Department of Education currently funds students in certain treatment programs through a Long Term Care and Treatment (LTCT) grant-in-aid program. Oak Grove Academy in Washington County no longer meets the eligibility requirements for the grant-in-aid



2021 Legislative Session - Rep. McLain's Passed Bills

***PRIMARY BILLS:** This was a long and hard session, but it was also a very successful one. I was personally able to get seven of my primary bills passed and I am proud of that accomplishment. Most of the bills had strong bipartisan support and all of them provide critical assistance for, or attention to, ongoing problems. Bipartisanship was a major theme this Session as 51% of all bills passed with unanimous support and 94.8% were bipartisan. Please continue reading for a summary of my primary bills:

HB 3007/SB 551 - Part-Time Faculty Healthcare Bill: This bill provides that part-time faculty members at public institutions of higher education who qualify for health care benefits will pay 10 percent of insurance premiums for employee coverage. [Senate Bill 551](#) (identical to House Bill 3007) has been one of my top priority bills this Session. I have worked long hours with Senator Michael Dembrow, and stakeholders like the Oregon Education Association, American Federation of Teachers, and Oregon's community colleges and universities to ensure that we can provide healthcare for our hard-working part-time faculty members. These dedicated educators often travel hours between jobs, trying to cobble together enough classes for full-time work. They make very low wages, despite often working 50+ hours a week. These individuals are doing essential work, and they deserve affordable health insurance, and thanks to the passage of this bill, they will finally get it.

HB 2985 - Transportation Accessibility Bill: This bill directs the Oregon Department of Transportation (ODOT) to ensure that membership on its advisory committees reflects the racial, ethnic, and ability composition of Oregon as determined by the most recent U.S. Census. ODOT operates a number of advisory committees to provide input to both ODOT and the Oregon Transportation Commission on a variety of issues and projects related to transportation. Passage of this bill ensures that disability rights advocates will sit on those committees and ensures that the voices of Oregon's disabled community are considered in decisions on public transportation.

HB 3254 - Continued Funding for Oak Grove Academy Bill: The Oregon Department of Education currently funds students in certain treatment programs through a Long Term Care and Treatment (LTCT) grant-in-aid program. Oak Grove Academy in Washington County no longer meets the eligibility requirements for the grant-in-aid



2021 Legislative Session - Rep. McLain's Passed Bills

***PRIMARY BILLS:** This was a long and hard session, but it was also a very successful one. I was personally able to get seven of my primary bills passed and I am proud of that accomplishment. Most of the bills had strong bipartisan support and all of them provide critical assistance for, or attention to, ongoing problems. Bipartisanship was a major theme this Session as 51% of all bills passed with unanimous support and 94.8% were bipartisan. Please continue reading for a summary of my primary bills:

HB 3007/SB 551 - Part-Time Faculty Healthcare Bill: This bill provides that part-time faculty members at public institutions of higher education who qualify for health care benefits will pay 10 percent of insurance premiums for employee coverage. [Senate Bill 551](#) (identical to House Bill 3007) has been one of my top priority bills this Session. I have worked long hours with Senator Michael Dembrow, and stakeholders like the Oregon Education Association, American Federation of Teachers, and Oregon's community colleges and universities to ensure that we can provide healthcare for our hard-working part-time faculty members. These dedicated educators often travel hours between jobs, trying to cobble together enough classes for full-time work. They make very low wages, despite often working 50+ hours a week. These individuals are doing essential work, and they deserve affordable health insurance, and thanks to the passage of this bill, they will finally get it.

HB 2985 - Transportation Accessibility Bill: This bill directs the Oregon Department of Transportation (ODOT) to ensure that membership on its advisory committees reflects the racial, ethnic, and ability composition of Oregon as determined by the most recent U.S. Census. ODOT operates a number of advisory committees to provide input to both ODOT and the Oregon Transportation Commission on a variety of issues and projects related to transportation. Passage of this bill ensures that disability rights advocates will sit on those committees and ensures that the voices of Oregon's disabled community are considered in decisions on public transportation.

HB 3254 - Continued Funding for Oak Grove Academy Bill: The Oregon Department of Education currently funds students in certain treatment programs through a Long Term Care and Treatment (LTCT) grant-in-aid program. Oak Grove Academy in Washington County no longer meets the eligibility requirements for the grant-in-aid

program. House Bill 3254 A allows Oak Grove Academy to continue receiving the funds that they need to operate. Oak Grove Academy provides a high-quality educational experience to students, while simultaneously providing comprehensive crisis and preventative mental health care. This residential program serves students with co-occurring mental health and developmental disabilities. It offers a safe environment to students who may be unsafe in typical school environments. And the program serves students locally in their own communities and has transitioned many students back to their old neighborhood schools successfully. Our community is lucky to have such an important and successful program and I am proud that House Bill 3254 continues to fund it.

HB 2835 - Benefits Navigators Bill: This bill requires each community college and public university to hire a benefits navigator to assist students in determining their eligibility and applying for federal, state, and local benefits programs. This will mean that students who are faced with hunger, childcare issues, lack of housing, etc will be able to get support on campus in navigating the benefits available to them.

HB 3185 - Ditch Fix Bill: House Bill 3185 provides statutory language specifying that material removed from traditionally maintained channels during maintenance activities cannot be placed on or in undisturbed wetlands, either temporarily or permanently. For background, in 2019 the Legislature successfully passed [House Bill 2437](#), which established the Agricultural Channel Maintenance Program. The program created a process for authorizing ditch cleaning that is workable for farmers while ensuring that ecological values associated with ditches are maintained and protected. However, under HB 2437, it could be interpreted that the program allowed for the placement of materials removed from traditionally maintained channels to be placed in wetlands. It was not the intent of the program to allow the placement of material in undisturbed wetlands, either temporarily or permanently. The intent was to limit the placement of material to farmed or previously impacted wetlands. House Bill 3185 is therefore a simple yet important clarification to ensure that the program honors the ecological values associated with ditches by prohibiting the placement of materials in undisturbed wetlands. The maintenance of agricultural drainage ditches is critical to maintaining healthy functional farmland in the wet parts of the state and this bill ensures that protection.

HB 2953 - Community-based Structured Housing Bill: This bill modifies the definition of "community-based structured housing" as congregate housing distinct from residential care and publicly supported housing. It designates the Oregon Health Authority as sole regulatory agency overseeing registration, operation, complaints, and violations. Passage of this bill means that operators of community-based structured housing will receive oversight by the Oregon Health Authority to ensure that residents are getting the type of services that they need.

HB 2954 - Charter School Weighting Bill: This bill allows public charter schools to implement a weighted lottery that favors historically underserved students when the number of applications for enrollment exceeds the capacity of a program, class, grade level or building. It allows public charter schools to give enrollment preference to students who were enrolled in public preschool or pre-kindergarten programs operated by public charter schools and to students who are at risk because of economic or academic disadvantages that require special services or assistance. This bill will ensure that underserved students will have increased access to quality educational choices.

***SPONSORED BILLS:** Not only did I get 7 of my primary bills passed, but 27 bills I was a Regular Sponsor on also passed! I was very proud to add my name as a sponsor to these bills and to work hard to ensure they were successful because each of them will make a difference to Oregonians. They ranged from allowing shelter siting for the homeless to ensuring police accountability to providing unemployment benefits for certain types of school employees. Please continue reading for a summary of the bills passed that I signed onto this Session:

HB 2006 - Emergency Shelter Siting Bill: Requires local governments to allow siting of qualifying emergency shelters by qualifying entities notwithstanding land use laws and regulations.

HB 2008 - Tax Exempt Sheltering Bill: Provides tax exemption for property of religious organizations held or used solely to provide affordable housing to low-income households.

HB 2298 - Environmental Restoration Weirs Bill: Directs the State Department of Fish and Wildlife to adopt by rule and administer a program for authorizing voluntary projects for stream restoration and habitat improvement through the construction of environmental restoration weirs.

HB 2362 - Healthcare Mergers Bill: Requires approval from Department of Consumer and Business Services or Oregon Health Authority before any mergers, acquisitions, contracts or affiliations of health care entities and other entities if entities meet or exceed specified thresholds in average net patient revenue or in gross amount of premiums in preceding three fiscal years.

HB 2417 - Expansion of Crisis Stabilization Services Bill: Expands crisis stabilization services, including crisis stabilization centers meeting criteria adopted by Oregon Health Authority by rule, short-term respite facilities, peer respite centers, behavioral health urgent care walk-in centers, and crisis hotline centers.

HB 2517 - Reporting of Prior Authorizations Bill: Requires the Oregon Health Authority to compile, and annually post to their website, a report on information reported to the authority by coordinated care organizations regarding requests for prior authorization.

HB 2518 - Brownfield Removal Bill: Establishes a program to make forgivable loans to reimburse private owners or operators of brownfields for eligible costs incurred in the completion of removal or remedial action at brownfield.

HB 2526 - Indigenous People's Day Bill: Designates the second Monday of October of each year as Indigenous Peoples' Day.

HB 2560 - Meeting Accessibility Bill: Requires the governing body of the public body, to the extent reasonably possible, to make all meetings accessible remotely through technological means and provide an opportunity for members of the general public to remotely submit oral and written testimony.

HB 2906 - PERS Update Bill: Provides that, if the monthly salary of a member of individual account program of Oregon Public Service Retirement Plan does not exceed \$3,333, instead of \$2,500, Public Employees Retirement

Board shall credit all employee contributions made by the member to employee account and credit no employee contributions made by the member to employee pension stability account.

HB 2929 - Police Misconduct Reporting Bill: HB 2929 creates a process for officer reports of police misconduct. The measure specifies to whom a report of misconduct should be made, and includes the Bureau of Labor and Industries (BOLI) as one of the entities. The measure also specifies the timeframe for reporting and investigating reports of police officer misconduct. The measure directs BOLI to establish and maintain a database for reports of police officer misconduct and requires that reports involving civilians be sent to the Department of Justice.

HB 2935 - Equity in School Programs Bill: Limits authority of a school district to become a member of a voluntary organization that administers interscholastic activities unless the organization implements equity-focused policies that meet certain requirements.

HB 3012 - Student Incidental Fees Bill: Limits the ability of public universities to refuse new mandatory incidental fees or process for collecting mandatory incidental fees.

HB 3059 - Repeal of Dispersal Statute: Repeals statute authorizing law enforcement officers to command dispersal of unlawful assemblies and arrest participants who do not disperse.

HB 3115 - Reasonable Congregating Bill: Provides that local law regulating sitting, lying, sleeping, or keeping warm and dry outdoors on public property that is open to the public must be objectively reasonable as to time, place and manner with regards to persons experiencing homelessness.

HB 3164 - Removal of Refusal to Obey Law: Modifies the crime of interfering with a peace officer or parole and probation officer. Removes refusal to obey officer order as a manner of committing a crime. Provides that person may not be arrested for or charged with interfering with a peace officer or parole and probation officer *for conduct that would constitute any* if a person is arrested or charged for other criminal offense based on the same conduct.

HB 3265 - Immigrant Rights Bill: Prohibits law enforcement agencies or public bodies from denying services, benefits, privileges, or opportunities to certain individuals on the basis of federal civil immigration actions, inquiring about an individual's citizenship status without connection to a criminal investigation or providing information about individuals in custody to the federal immigration authority.

HB 3294 - Free Menstrual Products Bill: Requires every public education provider to provide both tampons and sanitary pads at no cost to students.

HB 3354 - Performance-Based Evaluations Bill: This measure requires the Teachers Standards and Practices Commission (TSPC) to create a performance-based measure to determine if a licensing candidate's knowledge, skills, and compensation qualify the candidate for a license.

HB 3389 - Unemployment Solvency Look-Back Bill: Extends look-back period used to determine Unemployment Compensation Trust Fund solvency level from 10 years to 20 years.

SB 495 - Unemployment Eligibility for Instructional Assistants Bill: Defines "instructional capacity" to exclude instructional assistants from the scope of statutes prohibiting payment of unemployment insurance benefits to professional employees of educational institutions for weeks of unemployment commencing during a period between two successive academic years or terms.

SB 496 - Unemployment Eligibility for Nonprofessional School Employees Bill: Removes prohibition on payment of unemployment insurance benefits to nonprofessional employees of educational institutions providing school food services, early intervention services or pre-kindergarten services for weeks of unemployment commencing during the period between two successive academic years or terms.

SB 497 - Domestic Violence Reporting Bill: Requires court to indicate in a judgment document when a person is convicted of misdemeanor assault or menacing constituting domestic violence.

SB 582 - Producer Recycling Responsibility Bill: Establishes producer responsibility program for packaging, printing, and writing paper and food serviceware.

SB 712 - HECC Board Expansion Bill: Alters commissioner composition of the Higher Education Coordinating Commission by redesignating five current nonvoting positions as voting positions and by adding one additional position for a graduate student attending a public university.

SB 759 - Legislative Assistant Bargaining Bill: Directs presiding officers of each house of the Legislative Assembly to represent the legislative department in collective bargaining negotiations with legislative department employee bargaining units.

SJR 10 - Abolishment of Slavery Resolution: Proposes amendment to Oregon Constitution to prohibit slavery and involuntary servitude in all circumstances.

This page is intentionally blank.



COMMUNICATIONS & ENGAGEMENT STRATEGY

COMMUNICATIONS PLAN

Elizabeth Stover,
Communications Coordinator

09/27/21

COMMUNICATIONS & ENGAGEMENT STRATEGY

Overview

- Council Goal 5: Improve communications and engagement.
- Objective 5.3 Complete and implement the Communications Plan.
- Improve internal communications.
- Increase community awareness and engagement.
- Develop best practices and standards of communication.
- Define Council and Boards & Commissions communications.

HOW WE STARTED

Pitchfork Communications

- Hired consultant – Pitchfork Communications
- Conducted an inventory of current strategies.
- Interviewed department heads and communications staff.
- Made recommendations and drafted the Communications Plan.

WHAT WE HAVE ACCOMPLISHED

Plan Recommendations

- Communications Coordinator position.
- Formed internal Communications Team.
- Revising draft Communications Plan with the Communications Team and MIG, our diversity, equity, and inclusion consultant.
- Developing editorial calendar.

WHAT'S IN THE DRAFT PLAN

Communication Goals

- **GOAL 1.** City communications proactively and transparently advance the City's vision and values.
- **GOAL 2.** Those communicating on behalf of the City know and engage the communication policies, procedures, and protocols.
- **GOAL 3.** The City has efficient, effective tools and resources to consistently communicate events, activities, news, alerts, and resources/information, both internally and externally.
- **GOAL 4.** The City is the leading source of interesting and relevant content for the City of Forest Grove services and operations to the community and the media. That information is shared internally and externally.

WHAT'S IN THE DRAFT PLAN

- Communication policies and guidelines.
- Communication channels.
- Roles and responsibilities.
- Social media.
 - Best practices.
 - Facebook guidelines.
 - Council and Boards & Commissions.

NEXT STEPS

- Continue with Communications Team and Editorial Calendar.
- Consensus to work with CCI to review draft Plan.
- Finalize draft for Council review.
- Council approval of Communications Plan.

QUESTIONS?



Forest Grove Economic Development Strategic Plan

2020 ANNUAL REPORT

| Economic Development | 9/21

INDEX

I. 2020 Forest Grove Economic Development Commission Summary.....	3
II. Annual Forest Grove Economic Indicators.....	4
IIIA. Strategic Plan General Measures.....	9
IIIB. Strategic Plan Specific Goal Measures.....	12
FGEDC DEI Goals and Objectives.....	Appendix A; 22
Strategic Plan.....	Appendix B

I. 2020 Forest Grove Economic Development Commission Summary

The 15-member Forest Grove Economic Development Commission is comprised of members from the public and private sector. It was established in 2007 with a purpose to advise and make recommendations to City Council on economic development policy and issues that support local economic growth and prosperity. The FGEDC meets monthly except in August.

This Annual Report was accepted and approved by the Forest Grove EDC. A presentation was made to the Forest Grove EDC at the September 9, 2021 meeting. As in 2020, and in accordance with Forest Grove Boards and Commissions, this report is required to be submitted and presented to City Council.

The year 2020 was like no other. The initial impact of the COVID-19 pandemic was sudden and severe. Most businesses had to curtail operations and others closed, at least temporarily. The Forest Grove EDC itself was affected as well with meetings in April and May cancelled. The EDC pivoted to focus on issues related to the pandemic, developing strategies and programs to address the needs and viability of the local business community.

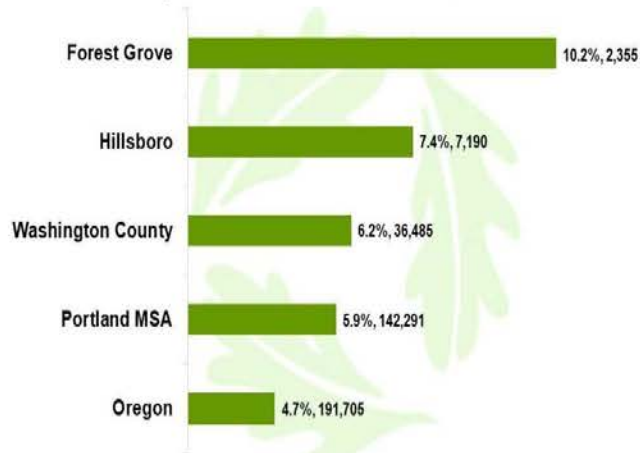
2020 highlights:

- COVID-19 Business Assistance Strategies.
 - Focus on grant funding, compliance, technical and resource assistance.
- Completed Bylaw revisions to meet revised City guidelines
- Prepared economic development marketing plan and budget
- Discussed Entrepreneurship and Innovation strategies
- Developed and Refined Goal 7 Goals and Actions Steps to support DEI for Latino/BIPOC Community
- Presentations and Discussion:
 - Forest Grove Tourism Branding Program
 - Washington County Economic Development Capacity
 - COVID Business Recovery Center-Adelante Mujeres
 - Commercial Real Estate Conditions-Norris & Stevens
 - Washington County Venture Catalyst
 - Portland Metro Employment Land Toolkit Project
 - Forest Grove Tourism Initiatives and 2021 Contract

II. Annual Forest Grove Indicators



Population Growth, 2016-20

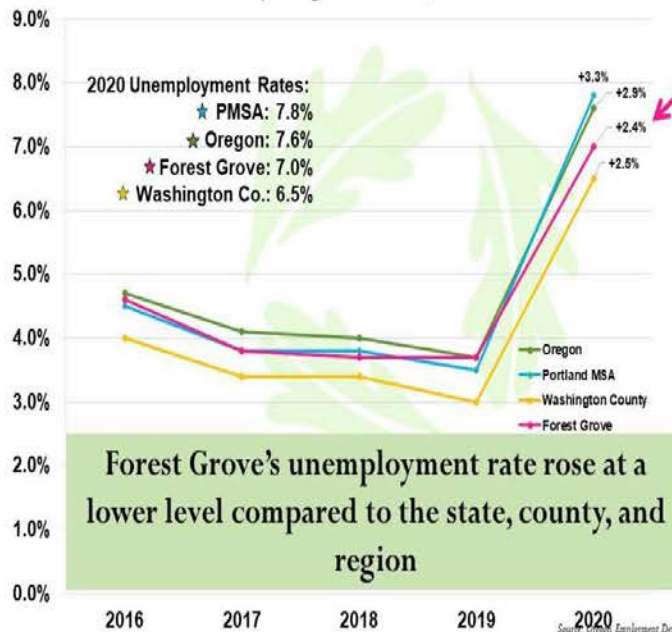


Source: Portland State University Population Research Center, 2016-2020

At 10.2%, Forest Grove grew faster than the state, county and region



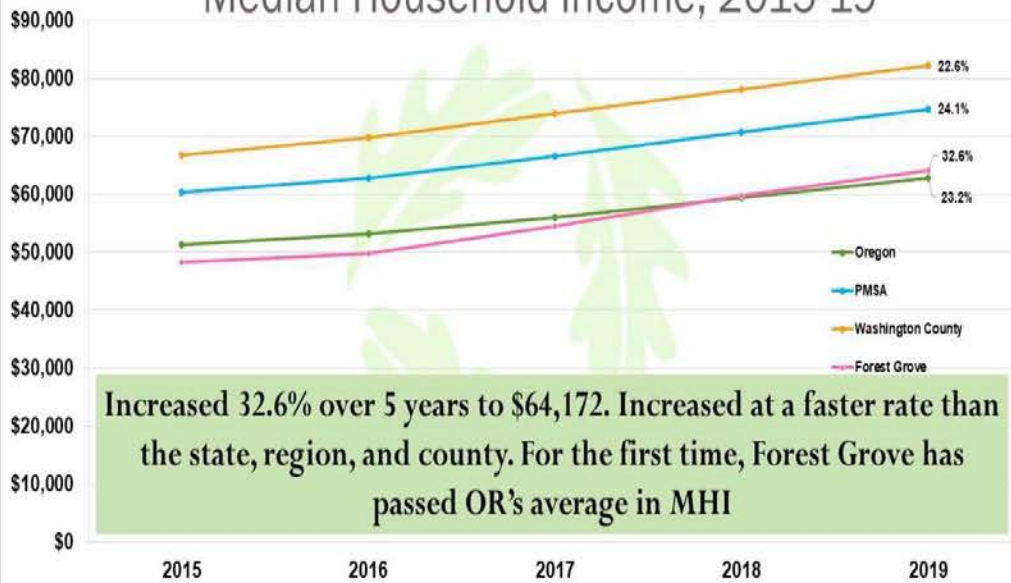
Unemployment, 2016-20



Source: Oregon Employment Department, Local Area Unemployment Statistics, 2016-2020

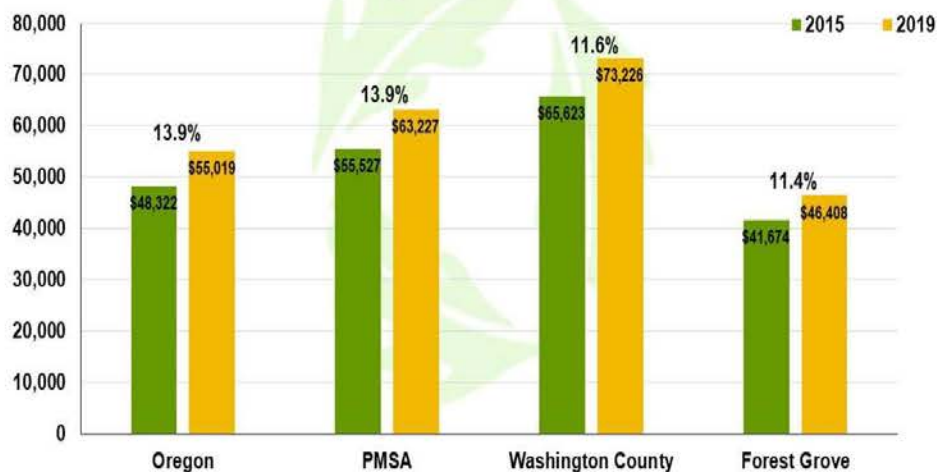
Forest Grove's unemployment rate rose at a lower level compared to the state, county, and region

Median Household Income, 2015-19



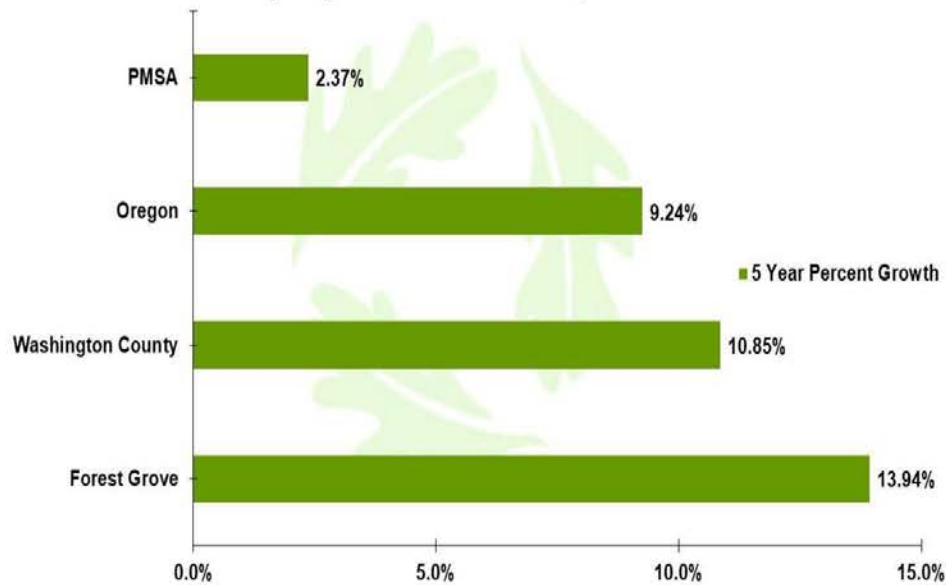
Source: American Census Survey 5 Year Estimates, 2015-2019

Wage Growth, 2015-19



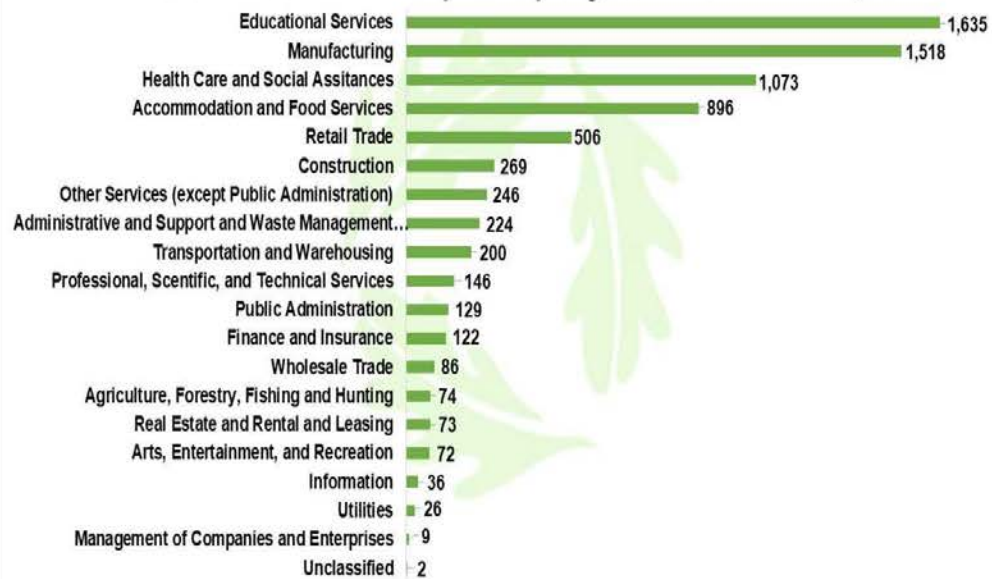
Source: State of Oregon Quality Info Employment Department, Employment and Wages by Industry, 2015-2019

Employment Growth, 2015-19



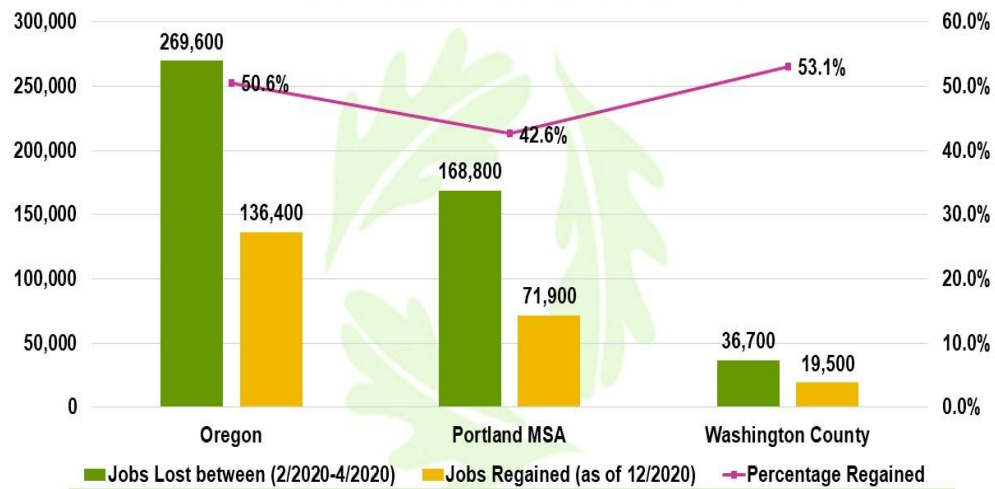
Source: State of Oregon Quality Info Employment Department, Employment and Wages by Industry, 2015-2019

Forest Grove Top Employment Sectors, 2019



Source: Oregon Employment Department, QCEW 2019 Annual

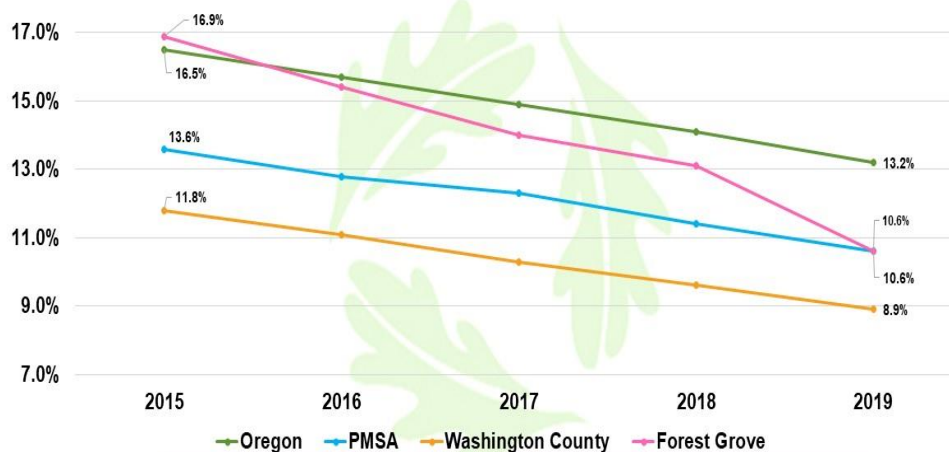
Jobs Lost Due to Covid-19



Washington County recovered jobs at a faster rate than the state or metropolitan area.

Source: State of Oregon Quality Info Employment Department, Employment and Wages by Industry, 2014-19

Poverty Rate, 2016-20

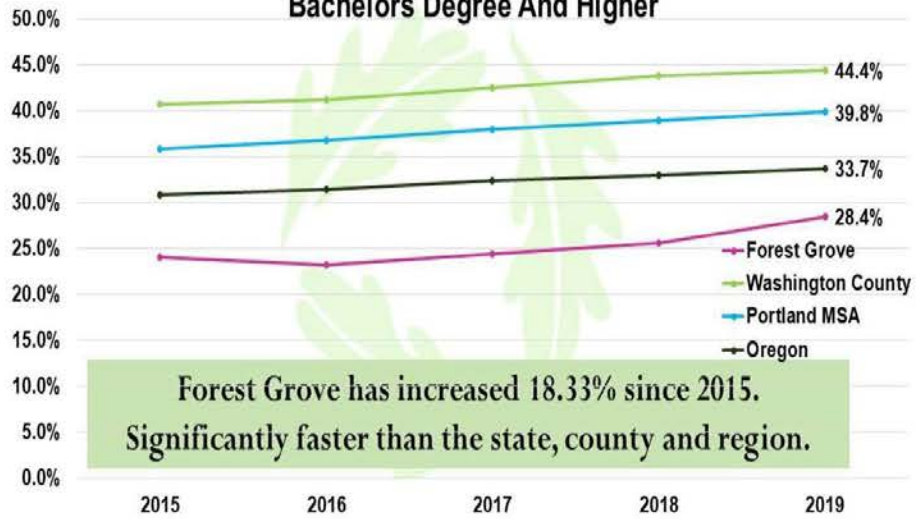


Over five years, Forest Grove's poverty rate fell by 37.28%.

Source: American Census Survey 5 Year Estimates, 2016-2020

Educational Attainment, 2015-19

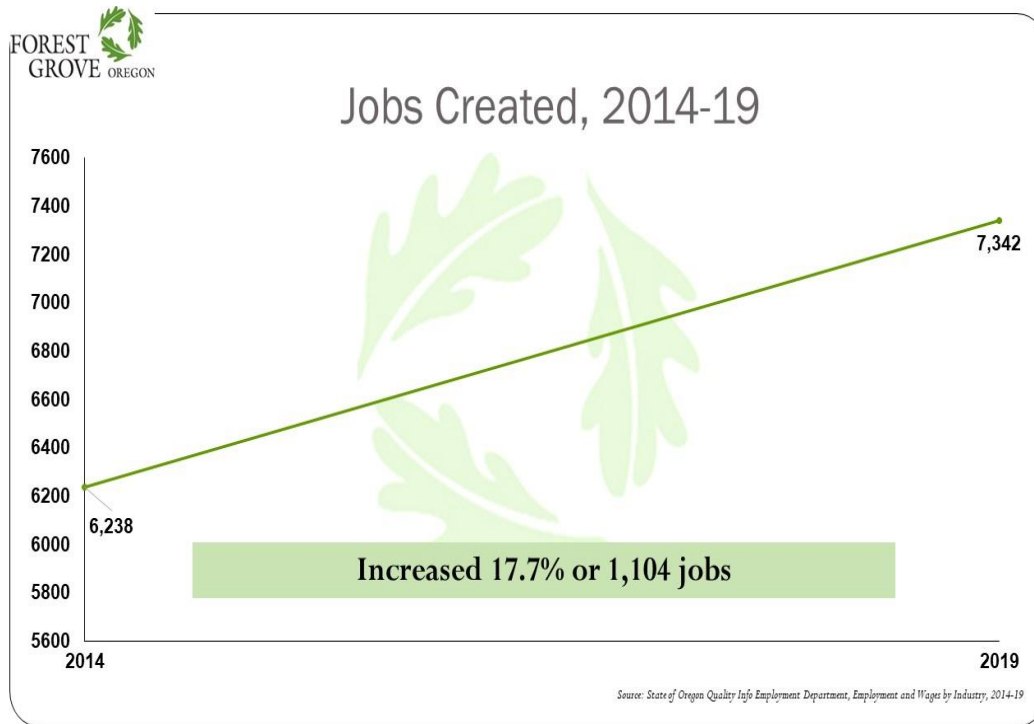
Bachelors Degree And Higher



Source: American Census Survey 3 Year Estimates, 2015-2019. Population 25 and Older.

IIIA. Strategic Plan –General Measurements

A. Number of Jobs Created:



B. Number of Business Leads (companies considering locating to Forest Grove):

2020: 20 leads

2019: 30 leads

2018: 19 leads

C. Number of Marketing Impressions:

Travel Oregon Print and Digital

CITY OF FOREST GROVE	DATES	AD CLICKS/CLICK-THROUGH RATES	AD IMPRESSIONS /READERS
Annual Guide	2020 Annual		300,000
Outdoor Niche E-News Letter	March, 2020	250 1.6%	14,389
Culinary Niche E-Newsletter	February 2020	173 1.8%	9,619
TravelOregon.com-Cities Listing	Q1 2020 January -March	Average time spent: 4 min 12sec	4,374
	TOTAL		328,382

In 2019: 417,329

Portland Relocation Guide Print and Digital

CITY OF FOREST GROVE	DATES	TOTAL 2019 MAGAZINES	PORTLAND PAGE VIEWS	2019 ANNUAL UNIQUE WEB VISITORS
Two-Page Ad spread in Magazine and on website plus blogs	Winter/Spring 2020. Summer/Fall 2020. Plus 12 months on website	20,000 Magazines requested	121,462	69,392

City of Forest Grove Website

2020: 13,924 views of economic development pages in 2020 with 11,636 unique users. Average time on page was 2 minutes 40 seconds.

2019: 9,620 views of economic development pages in 2019 with 8,143 unique users. Average time on page was 2 minutes 39 seconds.

D. Number of Businesses Provided Assistance

2020: Total 156 businesses assisted. Non-COVID Related: 14 businesses
COVID-Related: 142 businesses

2019: 31 businesses assisted including 17 in downtown, 11 traded sector manufacturing and 3 commercial-other. This number does not include leads.

E. Number of Businesses Accessing Workforce Services:

2020:

I-Match Job Posting Program: 18

First Source Hiring Agreements: 7

On-The-Job-Training Grant: 0, program not funded in 2020

2019:

I-Match Job Posting Program: 36

First Source Hiring Agreement: 8

On-The-Job-Training Grant: 0, program not funded in 2019

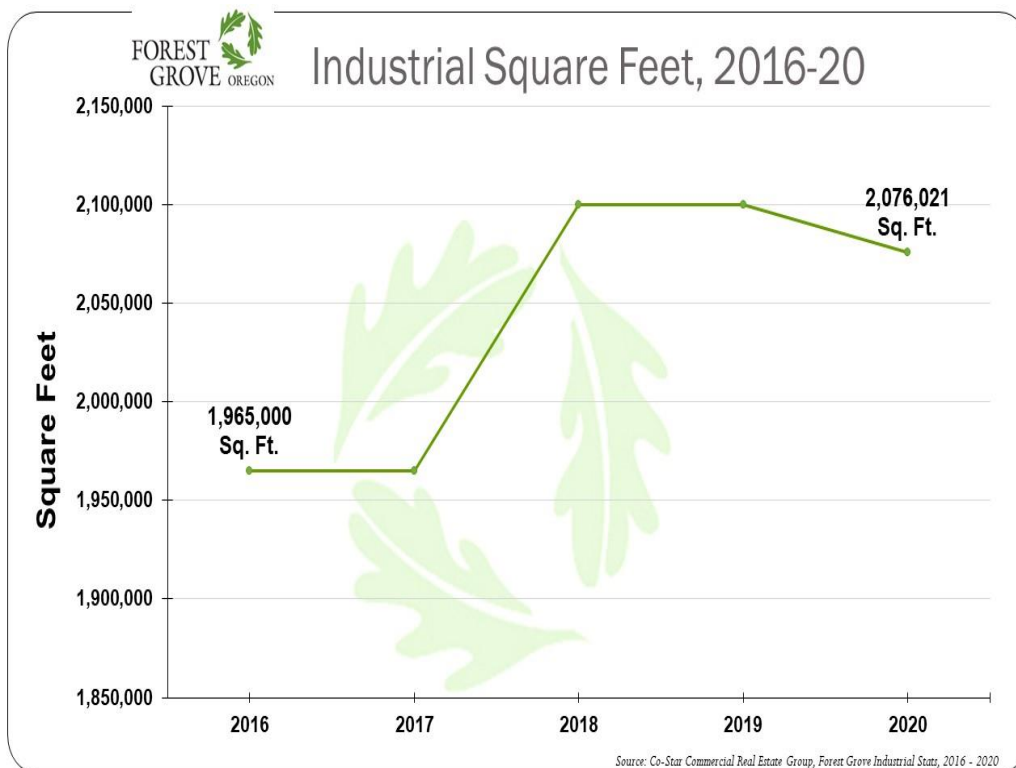
IIIB. Strategic Plan –Specific Goal Measurements

GOAL 1: SUPPORT INDUSTRIAL AND COMMERCIAL BUSINESS GROWTH AND RETENTION

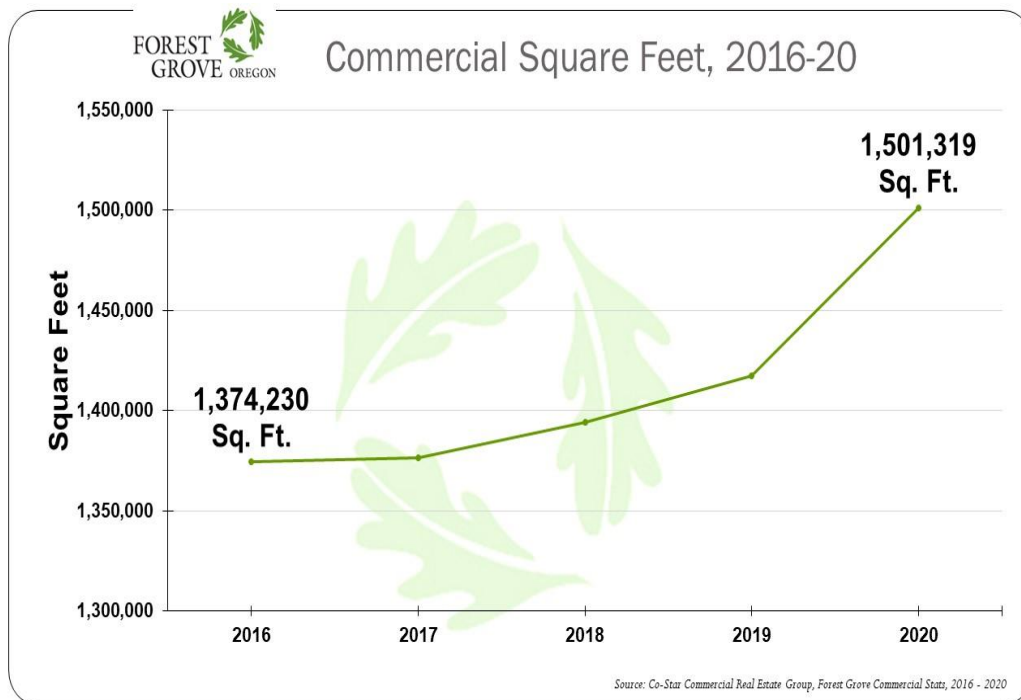
Number of Enterprise Zone Applications

Enterprise Zone Year	New Applications	On-going Projects
2020	0	7
2019	0	9
2018	3	6

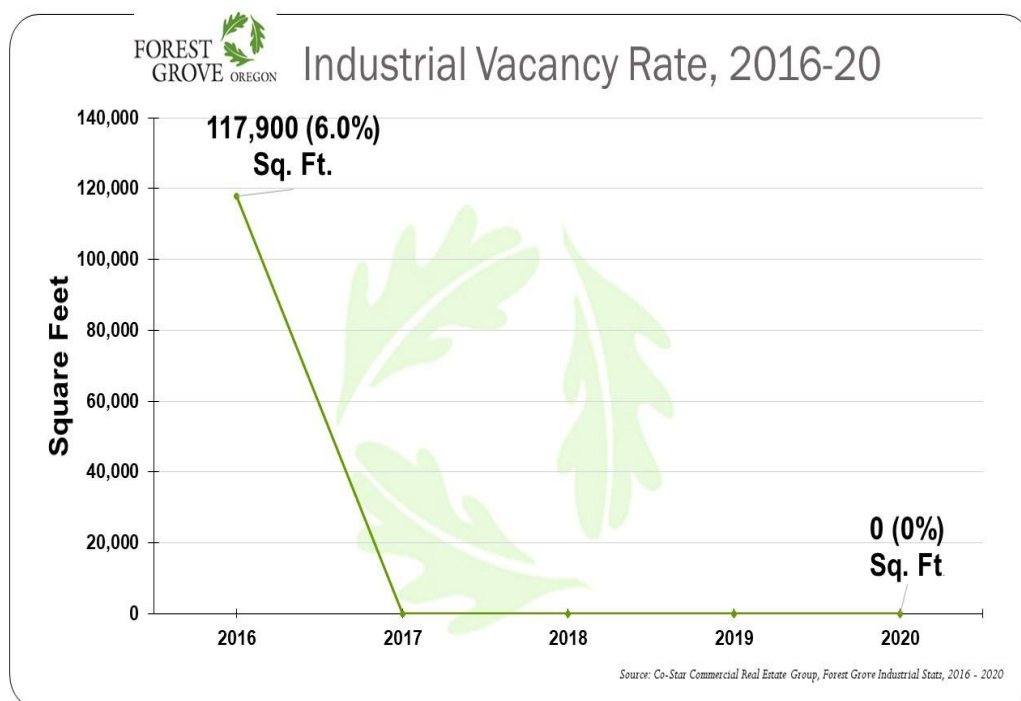
Total Square Footage: Industrial



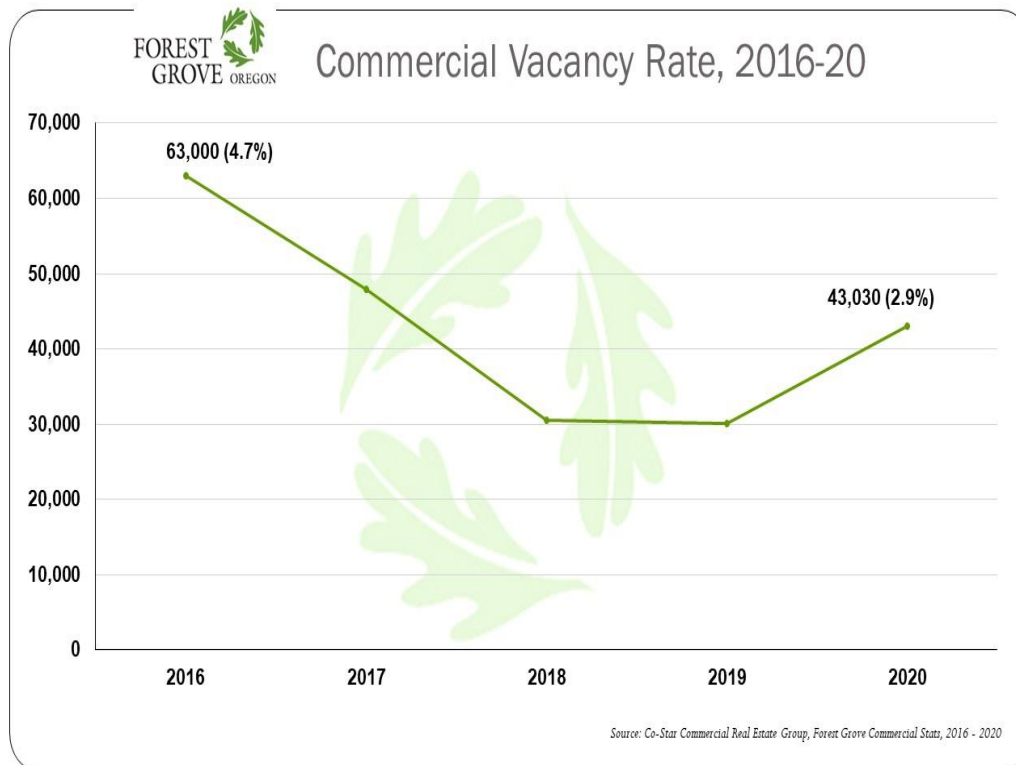
Total Square Footage: Commercial



Industrial Square Footage Vacancy and Rate



Commercial Square Footage Vacancy and Rate



GOAL 2: EXPAND OPPORTUNITIES FOR ENTREPRENEURSHIP AND INNOVATION

Status of Entrepreneurship and Innovation Opportunities

2020

With the onset on the pandemic, resources and technical assistance was focused on business survival and compliance. This in turn limited progress toward new initiatives and programs. However certain programmatic steps, based on the 2019 outline, were offered in 2020.

- A presentation to the FGEDC by Laura Kubisak, a venture catalyst for Washington County. The presentation outlined resources and technical assistance resources available to support higher growth traded-sector business start-ups. A partnership was established with Ms. Kubisak to assist Forest Grove entrepreneurs.
- A partnership was established with the Oregon Technology Business Center out of Beaverton. A Virtual Incubation program was extended to Forest Grove entrepreneurs. Planning to offer a StartUp 411 webinar in 2021 was started.

2019

In 2019, research was commenced to determine potential assets and elements towards building a robust entrepreneurship and innovation ecosystem in the Forest Grove/ Western Washington County area. Eight areas including the proposed centerpiece, Clean Water Services Innovation Center, were identified:

1. Clean Water Services –TTM Building: CWS Innovation Center
 - Partnership Programs with Pacific University. Innovation Labs:
 - applied technology to remove phosphorus; recycled water uses, crop treatment
 - applied technology to comply with state and federal regulations
 - innovative/advanced technologies for wastewater and stormwater treatment
 - Incubation/Accelerator Labs for Environmental Tech; Water Quality Lab
 - International Wastewater/Stormwater Conferences and Best Practices Training- Total training packages w/lodging and meals; Headworks at FG Treatment Center; field testing lab; shipping containers. Other: Mobile trailer treatment system, Beer brew.
2. Pacific University: Berglund Center/Center for a Sustainable Society
 - Makerspace- Pacific University Library, Inspired Ideas Competition
3. Oregon Technology Business Center, Beaverton
 - Virtual Incubation Program; Oregon Start up Challenge Seed Fund” Start Up 411
4. Chehalem Valley Innovation Accelerator, Newberg
 - Technical Assistance
5. PCC Small Business Development Center
 - Business Training & Counseling
6. Venture Catalyst, Washington County
 - OEN Start-UP Training Program; TIE Bootcamp: PUB Talks
7. Certified Kitchen, Adelante Mujeres, Forest Grove
 - Shared kitchen space for entrepreneurs and new programs on as needed basis.
8. HillHUB, Hillsboro
 - Shared office space available for day, weekly and long-term use

GOAL 3: SUPPORT SMALL BUSINESS DEVELOPMENT AND RETENTION

Number of Marketlink Market Analysis Reports Completed

2020: 3 Marketlink reports were completed for Forest Grove small businesses. The three were Biscuitology, Telvet Coffee and Casa Qui Retail Store.

2019: 3 Marketlink reports were completed for Forest Grove small businesses. Marketlink is a marketing research analysis and marketing report.

Number of Business Program Applications Completed

2020: 147 Total; Non-COVID: 5; COVID: 142. These 142 businesses received a grand total of \$740,827 from multiple sources. Does not include PPP.

2018: 12

2019: 13

Non-COVID Applications were for Business Incentive Program, Enterprise Zone, MarketLink, Storefront Improvement Program, CEP, Travel Oregon and Washington County Visitors Association unless indicated.

GOAL 4: ASSIST IN THE DEVELOPMENT OF A PROSPEROUS DOWNTOWN

Number of Storefront Facades Program Projects Completed

2020: 0

2019: 5

2018: 5

Number of net new businesses in downtown.

2020: 2 net closed businesses. 3 opened, 5 closed.

2019: 7 net new businesses. 12 opened, 5 closed.

Reach Decision on Main Street Program

2020

The Main Street program was mostly put on hold due to the pandemic. The downtown is composed of mostly small, independently owned small business. The focus turned to business survival and compliance. The program kickoff presentation by the State Main Street Program Director scheduled late April/early May in the Community Auditorium had to be cancelled. Staff continued to attend virtual Main Street webinars and Zoom informational meetings. Staff pivoted time and resources to COVID grant and technical assistance:

- 64 different downtown businesses received a grant at least once. Total grant assistance for downtown: \$391,462.62

2019

In 2019 steps were taken to determine if the City should apply to the Oregon Main Street Program. The following steps were taken which led to approval of Forest Grove as an Exploring Main Street Community in early 2020. Oregon Main Street Program is part of the National Main Street Center. It is a comprehensive approach to historic commercial revitalization and enhanced strategies to sustain downtown prosperity.

- Met with Forest Grove-Cornelius Chamber of Commerce, City Club of Forest Grove and individual downtown businesses and organizations for dialogue and feedback on a possible Main Street Program.
- Presentation to City Council. Received direction to proceed with application.
- In December 2019, completed draft application for submittal to the State Historic Preservation Office (SHPO) Main Street Program. Approved by state SHPO in early 2020 at the 'Exploring Downtown' level.

GOAL 5: EXPAND THE ECONOMIC IMPACT OF TOURISM

Transit Lodging Tax Revenues Per Year

2020 calendar year: Forest Grove 2.5% TLT \$68,683.20
Percent decrease Year over Year: -42.2% 2020 over 2019

2019 calendar year: Forest Grove: 2.5% TLT 118,810.59
Percent Increase Year over Year: 2.5% 2019 over 2018

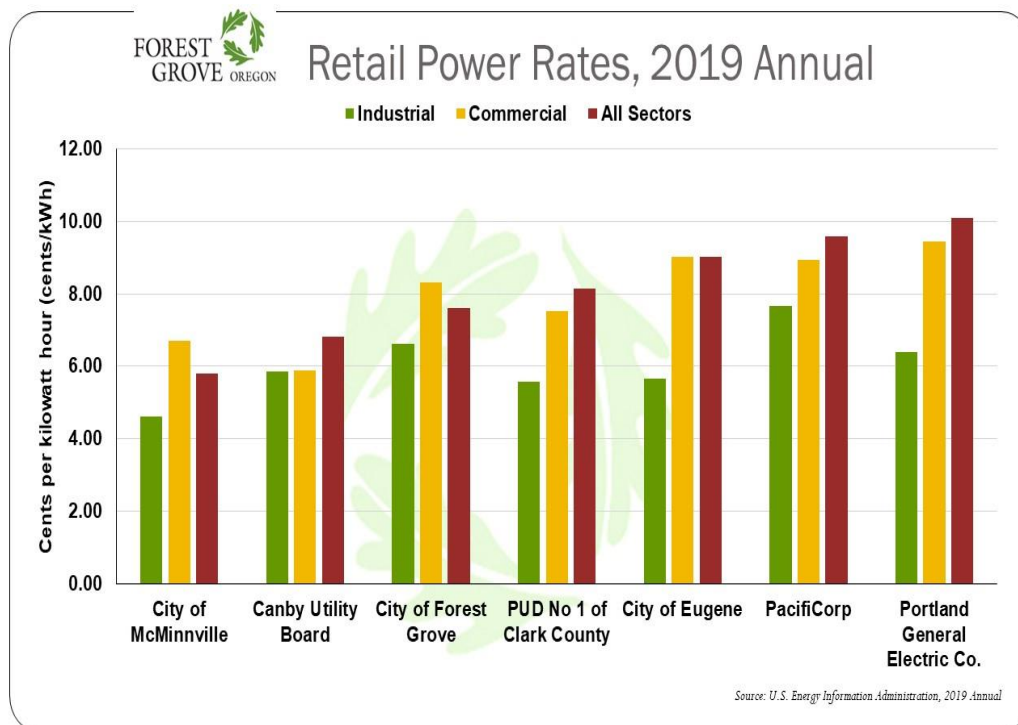
2018 calendar year: Forest Grove: 2.5% TLT \$115,299.85

GOAL 6: FOSTER A COMPETITIVE BUSINESS CLIMATE THAT SUPPORTS ECONOMIC GROWTH

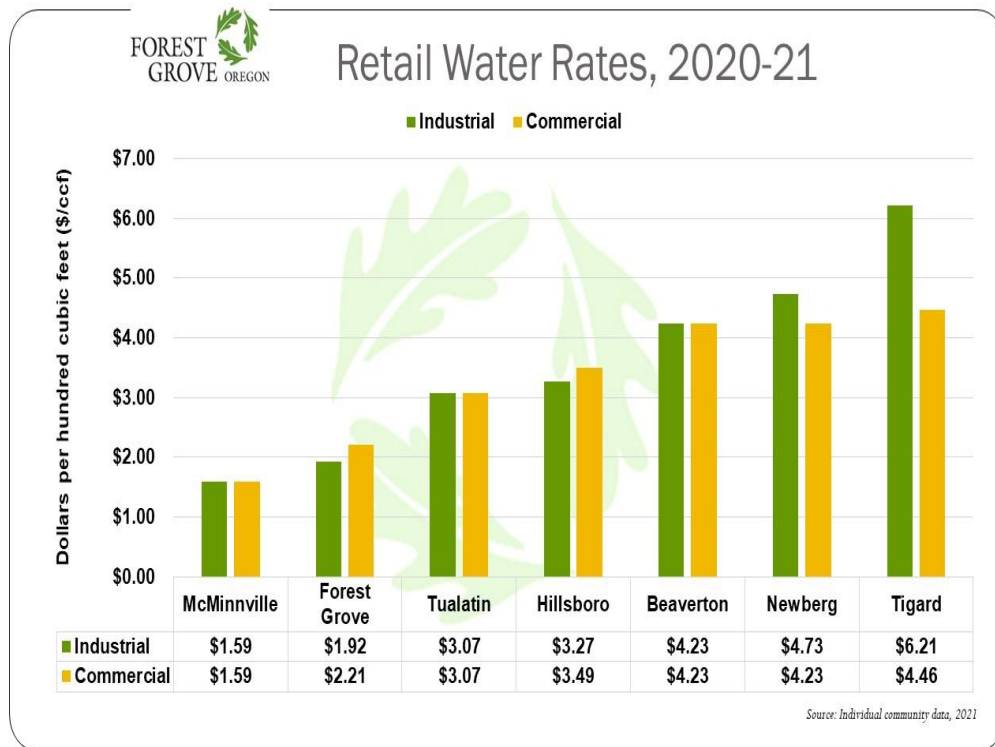
Retail Power Price Benchmarked against Providers in Region

Retail Power Rates (cents/kWh, or cents per kilowatt hour)			
	Industrial	Commercial	All Sectors
City of McMinnville	4.61	6.69	5.81
Canby Utility Board	5.87	5.89	6.82
City of Forest Grove	6.63	8.32	7.62
PUD No. 1 of Clark County	5.56	7.53	8.14
City of Eugene	5.66	9.03	9.03
PacifiCorp	7.66	8.94	9.57
Portland General Electric Co.	6.38	9.43	10.09

Retail Power Price Benchmarked against Providers in Region



Water Price Benchmarked against certain Providers in Region



Number of Broadband Providers in Forest Grove Benchmarked against certain communities in region

City of Hillsboro: 13

City of Beaverton: 5

City of Tigard: 5

City of Forest Grove: 3 Comcast, Ziplly Fiber, Zayo Group/Allstream

GOAL 7: EXPAND PARTNERSHIP, OUTREACH AND EQUITY EFFORTS

2020

After completion of the Equity Research Report identifying Barriers for Latino small business in late 2019, Adelante Mujeres presented the findings to the FGEDC in early 2020. The FGEDC developed specific goals, strategies, action steps, and measures to support diversity, equity and inclusion. Three goals were identified. The entire plan is attached in Appendix A.

- Goal 1 Enhance support for Latino/BIPOC owned businesses in Washington County
- Goal 2 Strengthen the relationship between Latino/BIPOC business owners and local municipal governments to ensure compliance and business sustainability
- Goal 3: Participate in policies that support Latino/BIPOC small business ownership and economic empowerment

2019

Completion of Equity Research Study Identifying Barriers for Latino Small Business.

Adelante Mujeres received a grant to study barriers and challenges that Latino entrepreneurs and small businesses may face. The City of Forest Grove contributed funding to the report. In 2019 City staff and leaders participated in interviews and provided feedback to the report researchers. The equity study, report and action plan is expected to be completed in winter 2020 and a presentation will be made to the EDC in the spring of 2020. The report will produce actions and future baseline measures for the City Economic Development Strategic Plan.

Assure Minority Representation on Forest Grove EDC

The Forest Grove EDC requires at least one Latino board representative. That person is currently Vice-Chair of the EDC.

Number of Minority or Economically Disadvantaged Persons/Businesses Assisted.

In 2019, 11 MBE/WBE (includes minority, woman and disabled business enterprises) were assisted

Number of Regional. State or Local Organizations Partnered/Participated In

2020: 14 organizations

2019: 12 organizations

International Economic Development Council-IEDC (National)
Oregon Economic Development Association-OEDA (statewide)
Business Oregon (statewide)
Greater Portland Inc.-GPI (Portland metro region) plus
Small Cities Subcommittee

Wash-Mult. Economic Development District
Micro Enterprise Services of Oregon –MESO (Portland metro region
Columbia-Pacific Economic Development District –Col-Pac (regional)
Washington County Economic Development Practitioners (county)
Westside Economic Alliance-WEA (county)
Oregon Technology Business Center (county/regional)
Laura Kubisak, Venture Catalyst, TiE Oregon, (county)
Forest Grove/Cornelius Chamber of Commerce (local)
City Club of Forest Grove (local)
Adelante Mujeres (local/subregional)
Forest Grove Economic Development Commission –FGEDC (local)

ATTACHMENT A

Forest Grove Economic Development Commission –Diversity, Equity, Inclusion

Action Steps and Measures

Goal 1 Enhance Support for Latino-owned businesses in Washington County	
Strategy: Determine the needs and barriers to market entry for Latino/Spanish Speaking business owners. Action: Dedicate one entire EDC meeting annually as a forum and listening session for Latino/Spanish businesses (also goal 2, strategy 1).	Measure: Completion of one EDC meeting for listening/feedback/discussion session annually with a Spanish translation (either in a calendar or fiscal year) within a 12 month period. Developed in coordination with Adelante Mujeres Date: Complete by December 30, 2021
Strategy: Strengthen small business education, training and resources provided to Latino/Spanish speaking business owners. Action: Develop step-by-step material of the compliance process of the top five industries of prevalence/interest of Latino entrepreneurs as identified in the Latino Equity Study guide that are unique/specific requirements of those industries. According to the Latino Study the top five business types were – food (services or products), construction, landscaping, childcare, and janitorial. Prepare as supplement to the existing Business Resource Guide.	Measure Design, complete and distribute a step-by-step compliance process guide unique or specific to the top 5 industries: top five industries of prevalence/interest of Latino entrepreneurs as previously identified. Provide as a supplement to the existing Business Resource Guide. Initiate process by naming a working committee. Date: Working committee in place by April 30, 2021. Complete Supplement in Spanish and English and distribute copies by Dec 30, 2021
Strategy: Strengthen small business education, training and resources provided to Latino/Spanish speaking business owners. Action: Develop and promote a robust referral program of direct service organizations and entities using a two-step process: 1) identify direct service organizations and entities; 2) identify specific named contacts with these organizations.	Measure: Working with Adelante Mujeres, complete identification of specific service organizations and entities on state, regional and local level for referral. Identify specific contacts within these organizations, dedicated to Latino business requests. Develop a printed list in English and Spanish. Date: Complete by December 30, 2021. Review and update annually
Strategy: Strengthen small business education, training and resources provided to Latino/Spanish speaking business owners. Action: Look into feasibility of cross-training Spanish speaking front desk staff in the basics of business licensing,	Measure: Complete study that looks at existing personnel, cost, budgeting, training design and process. Identify specific positions, documents, materials/notebook needed and type of training to be provided. Identify internal City working group. Make a determination on implementation Date: Complete study December 30, 2021

ATTACHMENT A

zoning criteria, economic development assistance and starting a business in Forest Grove.	
Goal 2 Strengthen the relationship between Latino business owners and local municipal governments to ensure compliance and business sustainability	
Strategy: Small business direct service entities to increase knowledge of regulatory and compliance policies on the local and state level. Action: City host specialty regulatory and compliance workshops to train small business practitioners on the process of doing business. Would include permits, zoning, licenses and processes. Consider coordination with City of Cornelius to hold two workshops –one in English and one in Spanish	Measure: Host at least one regulatory and compliance workshop annually. Identify workshop speakers, topics, workshop designed, potential attendees and outreach. Date: Complete by December 30, 2021 and then annually
Goal 3: Participate in Policies that support Latino Small Business Ownership and Economic Empowerment	
Strategy: Empower and encourage Latino small business owners to be civically engaged at the local level, including by a voice on decision-making boards and committees. Action: (1) Maintain one permanent seat for a Latino business or organization. (2) Encourage Latino participation in the Washington County Civic Leaders Program. Determine if is feasible or of value for Forest Grove EDC/Economic Development to participate or serve in the program curriculum. (3) Encourage Latino small businesses to serve on Forest Grove boards, commissions and other decision making bodies.	Measures: (1) Continue to maintain at least one permanent seat for a Latino business or organization on the Forest Grove EDC. (2) Provide outreach to encourage Latino small businesses to attend the Washington County Civic Leaders Program. Coordinate with Washington County annually where possible. (3) Coordinate with City Council policy and City DEI program to conduct outreach to Latino small businesses to serve on Forest Grove boards, commissions and other decision making bodies.

This page is intentionally blank.



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 6.

MEETING DATE: 09/27/2021

FINAL ACTION: RESO 2021-56

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *September 27, 2021*

PROJECT TEAM: *Paul Downey, Assistant City Manager/Finance Director
Keith Hormann, Light and Power Director*

SUBJECT TITLE: *Electric Rate Increase Resolution*

ACTION REQUESTED:

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

X all that apply

ISSUE STATEMENT: The City has completed an update of its Cost of Service and Rate Study for the Light & Power Department (L&P). The update showed the need for rate increases due to increasing costs such as personnel costs, system maintenance costs, and maintaining minimum reserves. Staff has prepared a resolution for Council consideration to increase electric rates by an average of four percent (4%) across all classes of services effective for services invoiced after November 9, 2021. The rates being increased are shown in red text on the Exhibit A of the resolution. Increases for specific classes of services will vary.

BACKGROUND: The City hired FCS Group (FCS) to complete a formal Cost of Service and Rate Study (Study) in May 2019. The Study was designed to do two things: 1) review revenue needed to fund operating costs while maintaining reserves for operations and capital expenses; and 2) review the cost of services to establish rates for each class of service. FCS and City staff looked at current and projected operating costs, projected power costs, capital requirements, and reserve requirements to determine what, if any, increases were needed in electric rates through 2026. The result of that study was that the City needed to increase electric rates by an average of four percent (4%) for each year through 2026.

The Study also reviewed the costs of services between the classes of services for customers. The three main classes of customers are residential, general service, and large commercial/industrial. The Study showed that the rates charged to the residential and general services classes do not fully cover the costs of providing service to those customer classes. FCS recommended differing rates by customer class over time so that eventually each customer class was covering its costs of services.

The rate increases planned for July 1, 2020, were not done due to the COVID pandemic. Around the same time, salaries for the linemen were increased by ten percent mostly due to an increase

in wages for labor market conditions but also for a cost-of-living increase for all IBEW employees. Recently, the City learned that its wholesale rates for electric purchases from Bonneville Power Administration (BPA) would decrease by 4.15 percent on October 1, 2021, while transmission rates for BPA would be increasing by 9.9 percent of the same date. Wholesale power purchases are about 85% of the total monthly BPA bill while transmission costs are about 15% of the total monthly BPA bill to the City so the total effect of the BPA rate changes is about a 2% overall decrease in BPA costs.

Due to these financial changes, an update of the 2019 Study was prepared to review if: 1) costs of operations are being covered; 2) ongoing maintenance needs can be funded; and 3) adequate reserves are being maintained. The results of that update, presented to the Council at an August 9, 2021, work session, demonstrated the average 4% rate increase for each year through 2026 would allow the City to operate the Light and Power Department and maintain the reserves established in the Study. The lower BPA wholesale rates helped somewhat offset the lack of a July 1, 2020, rate increase and the increase in lineman salaries. However, all of those factors were included into the update which did show the need for the City to proceed with the planned rate increases.

Council gave consensus for staff to start the process for a 4% average rate increase. Staff is proposing that the Residential and General Service Classes increase by 4.6% and the Large Commercial/Industrial Class increase by 3.5%. Other small classes of service such as irrigation, rental lighting, and street lighting are proposed to increase by 4.0 %.

Staff is sensitive to the continuing COVID environment but is also sensitive to postponing further rate increases as it will drive the need for larger future increases. The City did not increase any utility rates on July 1, 2020, and also did not increase water rates as of July 1, 2021. Previously, the Council has preferred smaller incremental increases over time instead of single large rate increases and this proposed rate increase re-establishes incremental electric rate increases.

Based on a 4.6% increase on an average residential usage of 1,150 kWh, an average monthly residential electric bill would increase by \$4.39 from \$94.99 to \$99.38 of which \$19.74 would be for the customer charge and \$79.64 would be for the energy charge.

Attached is a chart which compares estimated residential bills at 1,150 kWh usage for the City of Forest Grove, PGE, and McMinnville Water and Light with current rates and rates after upcoming increases. Also attached are charts showing increases for various residential housing units at the average kWh used each month for each type of housing unit and power costs as a percentage of income.

A public hearing notice for the utility rate increase was published in the September 22, 2021, Forest Grove News-Times and the proposed rate increase information for residential customers was included in the September FYI Forest Grove which is included in all of the utility bills sent to customers.

FISCAL IMPACT: The updated rate model indicates that the City will maintain its financial reserves target in the short term with a 4.00% average rate increase. Actual results will fluctuate

depending on the actual revenue received and the actual expenditures incurred. Weather and resulting consumption of electricity is a large driver of revenue and costs particularly if the winter has extended cold periods.

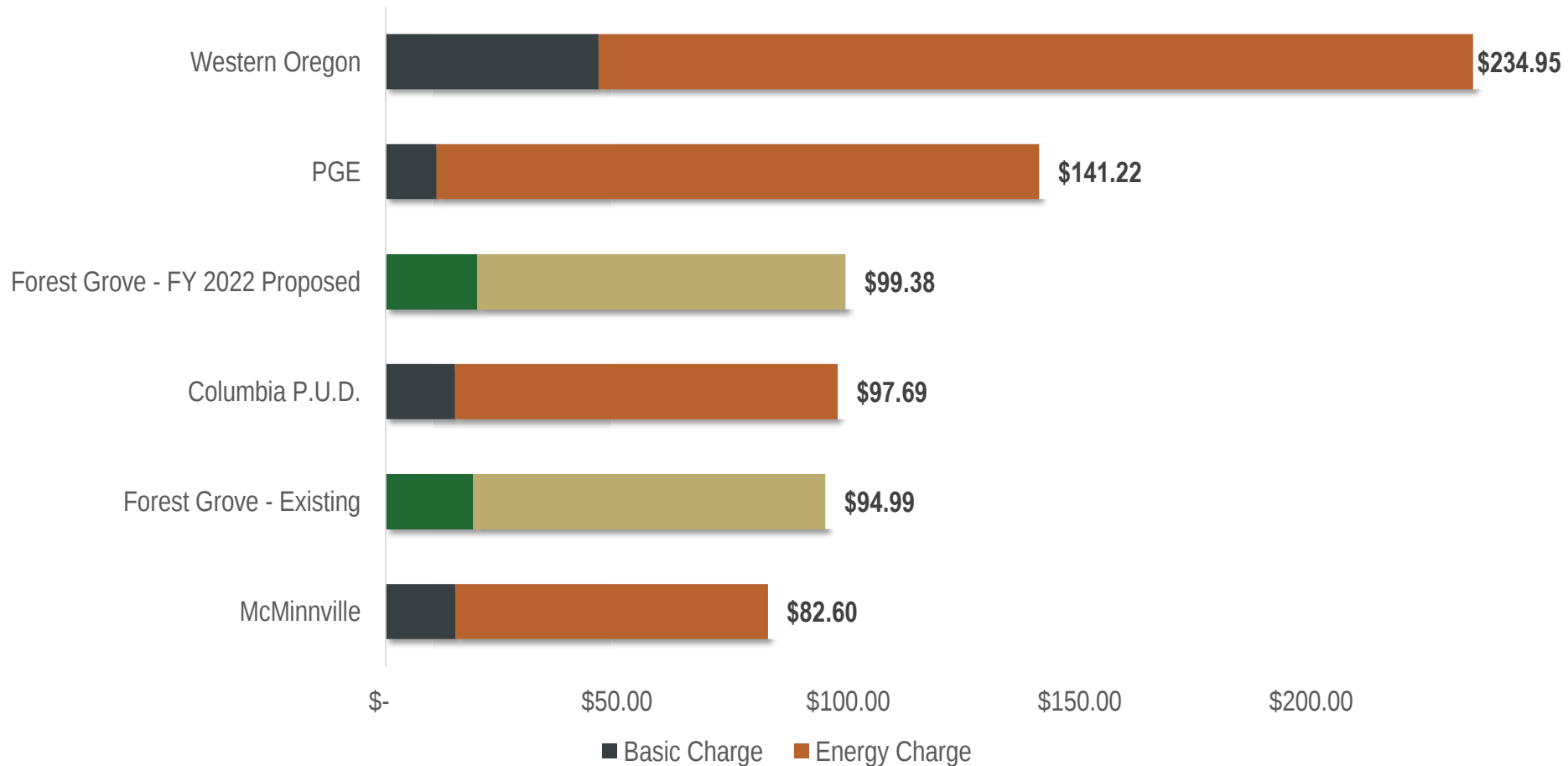
STAFF RECOMMENDATION: Staff recommends that the City Council approve the attached resolution which authorizes the rate increases for each class of services as discussed above effective for services invoiced on or after November 9, 2021. The new rates are shown in red in the attached Exhibit A.

ATTACHMENT(s): 1) Resolution Adopting New Light and Power Department Electric Rate Schedules with Exhibit A; 2) Chart Comparing Electric Rates with PGE and McMinnville Water & Light; 3) Chart with Cost Increases for Various Types of Residential Housing Units; and 4) Power Costs as % of Income



Residential Rate Survey

Average Residential Monthly Bill (1,150 kWh)



Monthly Increases

- Various Housing Units

	Current	Proposed	Proposed	
	Monthly	Monthly	Monthly	Annual
	Cost	Cost	Increase	Increase
Apartment - 934 kWh Used	\$79.30	\$82.97	\$3.67	\$44.04
Manufactured Homes 1,151 kWh Used	\$95.06	\$99.46	\$4.40	\$52.80
House (Tenant Occupied) - 1,406 kWh Used	\$114.47	\$119.76	\$5.29	\$63.48

Power Costs as % of Income

- Used 2021 Income Limits – Washington County

				Current Rates		Proposed Rates
		Monthly	Current	as a % of	Proposed	as a % of
	% MFI	Income	Rate	Income	Rates	Income
<u>Apartment - 934 kWh Used</u>						
2-person	30%	\$1,935.00	\$79.30	4.1%	\$82.97	4.3%
2-person	50%	\$3,225.00	\$79.30	2.5%	\$82.97	2.6%
2-person	80%	\$5,160.00	\$79.30	1.5%	\$82.97	1.6%
<u>House (Tenant Occupied) - 1406 kWh Used</u>						
4-person	30%	\$2,417.50	\$114.47	4.7%	\$119.76	5.0%
4-person	50%	\$4,029.17	\$114.47	2.8%	\$119.76	3.0%
4-person	80%	\$6,446.67	\$114.47	1.8%	\$119.76	1.9%



A place where families and businesses thrive.

NOTICE OF PUBLIC HEARING ELECTRIC UTILITY RATES INCREASE FOR THE CITY OF FOREST GROVE

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a **Public Hearing** on **Monday, September 27, 2021**, at **7:00 p.m.**, or thereafter, to consider adopting a resolution that would increase electric utility rates approximately 4.6 percent (4.6%) for all Forest Grove residential customers. If approved by the City Council, the proposed rates will be applied to services billed on or after November 9, 2021.

The City Council meeting will be held in a “hybrid” format allowing the public to attend the meeting virtual via Zoom and in-person. The Community Auditorium, 1915 Main Street, is open and has limited availability and social distancing measures. A copy of the meeting agenda with Zoom instructions and staff report and proposed fees are available and published on the City's website at <https://www.forestgrove-or.gov/meetings>. To provide testimony via Zoom, please email aruggles@forestgrove-or.gov at least 24 hours prior to the hearing. The Council encourages that written comments or testimony be submitted at the hearing or sent prior to the hearing to the attention of the City Recorder's Office, P.O. Box 326, 1924 Council Street, 2nd Floor, Forest Grove, OR 97116, aruggles@forestgrove-or.gov. For assistance, please call the City Recorder's Office at 503.992.3235.

###

Anna D. Ruggles, CMC, City Recorder
City of Forest Grove

Published FG NewsTimes 09/23/2021

This page is intentionally blank.

RESOLUTION NO. 2021-56

**RESOLUTION ADOPTING NEW LIGHT AND POWER DEPARTMENT
ELECTRIC RATE SCHEDULES AND DEFINITIONS AND DESCRIPTIONS
AND REPEALING RESOLUTION NO. 2021-51**

WHEREAS, the City, through the Light and Power Department, provides electric service to customers within the City and some surrounding areas; and

WHEREAS, the City has determined that continued increases to Light and Power electric rates are necessary to ensure appropriate department revenues; and

WHEREAS, the notice of the proposed rate increase was included in the September 2021 FYI included with all utility bills mailed to customers; and

WHEREAS, a duly-noticed Public Hearing was held Monday, September 27, on the proposed rate resolution.

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

Section 1. The City Council adopts the revised Light and Power Electric Rate Schedules and Definitions and Descriptions marked Exhibit A.

Section 2. The new Light and Power Electric Rate Schedules shall be effective for services invoiced on or after November 9, 2021.

Section 3. Resolution No. 2021-51 is hereby repealed upon the effective implementation date of the foregoing Light and Power electric rates.

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

PRESENTED AND PASSED this 27th day of September, 2021.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 27th day of September, 2021.

Peter B. Truax, Mayor

ELECTRIC SERVICE
DEFINITIONS AND DESCRIPTIONS

RESIDENTIAL SERVICE:

Service furnished to customers using energy for domestic purposes in single family dwellings, apartments where each dwelling unit is separately metered, mobile homes being utilized as a family dwelling, and farms.

Where a portion of the electric energy in a residential premise is used regularly for the conduct of a business or profession, electric service used in such portion must be metered separately and billed under a nonresidential schedule; otherwise, the entire premises will be classified as nonresidential.

Service through one meter to two dwelling units will be classified as residential where an existing dwelling unit is or has been divided into two dwelling units. However, in the case where service is supplied through one meter to two or more new dwelling units, or to three or more existing dwelling units, service will be classified as nonresidential.

Additional meters on residential premises will be classified as residential, provided energy is used for domestic purposes and each such meter is on a separate building or structure separated from the other meters by such distance that service through the same point of delivery is impractical. Should any portion of the energy used on an additional meter on a residential premises be used for the conduct of a business or profession, the service will be classified as nonresidential. Service through additional meters will be supplied only when additional facilities can be installed under the Department's line extension rules. All residential customers are billed according to the terms and rates as stated in Schedule 1.

SWIMMING POOL SERVICE:

Existing service furnished to residential swimming pools which is a separate service in addition to the service to the dwelling. This service is limited to providing electrical energy to equipment directly related to the operation and maintenance of domestic swimming pools and only to those having had the service previously installed. All Swimming Pool Service customers are billed according to the terms and rates as stated in Schedule 6.

GENERAL SERVICE:

Nonresidential service furnished to businesses and professions whose electrical energy requirements are limited to less than 50 KW demand for any month during the prior 12-month period. This service is further limited to exclude irrigation customers. General Service customers are billed according to the terms and rates as stated in Schedule 2.

LARGE COMMERCIAL AND INDUSTRIAL SERVICE:

Nonresidential service furnished to businesses and professions whose electrical energy requirements include three phase service and with a demand of over 50 KW for any month during the previous 12-month period. This service is further limited to exclude irrigation service, and any electrical service having a measured demand of 5,000 kW or greater. This service is also limited to exclude any electrical service exceeding 22,000,000 annual kWh consumption. Large Commercial and Industrial Service customers are billed according to the terms and rates as stated in Schedule 3.

IRRIGATION SERVICE:

Nonresidential service provided only for agricultural irrigation and drainage pumping. This service is totally limited to the described usage and, therefore, absolutely no portion of this electrical service may be used for any other function or process. Irrigation Service customers are billed according to the terms and rates as

stated in Schedule 8.

STREET LIGHTING SERVICE:

Service provided to City and publicly owned streets, highways, roadways, bikeways, walkways, parking lots, parks and traffic control lights. Street Lighting Service customers are billed according to the terms and rates of Schedule 4.

NONMETERED GENERAL SERVICE:

Nonresidential service provided to loads utilizing relatively small amounts of electrical energy and demand and, which remain constant from day to day. Typical loads are telephone booths, cable television in-line amplifiers, etc. This service is provided only at the option of the Light and Power Department. Monthly billing is a fixed amount computed from equipment design load data furnished by the customer or from tests performed by the Light and Power Department. Non-metered General Service customers are billed according to the terms and rates of Schedule 5.

OUTDOOR AREA LIGHTING SERVICE:

Outdoor rental light service is available and provided upon request to all Light and Power Department customers. The type and size of lighting fixtures, poles, and related equipment that can be provided is limited to the Department's normal inventory items. Outdoor Area Lighting Service customers are billed according to the terms and rates of Schedule 7.

CONTRACTED SERVICE:

Any special services not covered by the afore-written definitions (i.e., services at transmission voltages, services having a demand of 5000 KW or greater, and alternate service) are provided in accordance with a negotiated service contract.

ALTERNATE SERVICE:

Service provided to a customer from a second, electrically independent primary voltage circuit. This service is available to 3 phase large commercial and industrial customers only who have a higher than normal degree of need for service continuity. The design and arrangement of both the preferred and alternate services will be the option of the Light and Power Department. Customers receiving alternate service will be billed an additional amount on their normal monthly demand charge.

DISCONNECT/RECONNECT CHARGES AND METER TAMPERING:

The Reconnection Service fee shall apply during normal business hours, and the After-Hours Reconnection Service fee shall apply during the hours of 5:01 pm – 8:00 pm, Monday through Friday, for reconnection service resulting from failure to pay. An Electric Meter Tamper/Damage Fee shall be imposed where applicable. Referenced fees are published in the Forest Grove Fee Schedule as adopted by City Council.

SURGE SUPPRESSION SERVICE:

Utility-provided whole-house surge suppression service is available through a utility installed, meter mounted device. This service is available to residential customers and small commercial customers with single phase, self-contained meters only.

TIME OF USE SERVICE

All large commercial and industrial customers with demand metered service will be billed for energy usage on a time of use basis. Time of use service will be available to all general service customers at their option. This service will feature a separate kilowatt hour rate for heavy load hours and light load hours. Heavy load hours are from 6:00am to 10:00pm Monday through Saturday. Light load hours are all other times.

NET METERING

The City will enter into an agreement with customer-generators that own a net metering facility. A net metering facility is an electric generation facility that uses solar, wind, fuel cell, or hydroelectric power to generate electricity. The rated generating capacity of any residential customer-generator facility cannot exceed 25 kilowatts. The net metering facility must be located on the customer's property, must comply with all applicable safety provisions, and must be compatible with the City's distribution system. The primary intent of the net metering facility will be to offset part or all of the customer's own electric power requirements. The Customer will be required to enter into a net metering agreement with the City, and all customer-generation facilities must be inspected by the City prior to inter-connection. The energy charge for customers with an approved Net Metering facility will be determined by net kWh consumption (kWh delivered by City less kWh generated by customer). For the billing period ending in March of each year, any unused credits that have accumulated during the previous twelve months will be applied to FGL&P's low-income assistance program. Residential meter aggregation and Commercial Net Metering up to 199kW will be permitted.

GREEN POWER SERVICE

Voluntary program to support green power resources. Green power may be purchased in 200 kWh units. This program is available to all electric customers of the City of Forest Grove.

ENERGY ANALYSIS SOFTWARE

Voluntary service offered to large commercial and industrial customers. The Energy Analysis Software is a web-based energy management/analysis service that provides customers with interval usage data depicted in charts and graphs for the purpose of comparing current and historic load data, identifying anomalies in usage, tracking savings from efficiency projects, and understanding usage.

CUSTOMER CHARGE

Customer Charge is defined as a flat fee charged per billing interval when the meter is read which may or may not coincide with a calendar month. The Customer Charge is assessed when a new billing interval begins or when occupancy changes and a different customer is established on the account.

SCHEDULE 1
RESIDENTIAL SERVICE

Page 1 of 1

AVAILABILITY:

Available in all territory served by the City Light and Power Department.

APPLICABILITY:

Applicable to domestic use of all residential and farm customers.

Service under the residential rate shall apply only to electrical service in a single private dwelling and its appurtenances, for general farm service or for heating or pumping water in a private swimming pool, and not for resale to others.

Electricity consumed in that portion at a private dwelling regularly used for the conduct of a business will be separately metered and billed under the General Service Rate. If separate circuits are not provided by the customer, the entire premises shall be classified as non-residential and billed accordingly.

The residential rate shall not apply to service institutions such as clubs, fraternities, orphanages or homes, to recognized rooming or boarding houses, or to the spaces in an apartment or other residential building primarily devoted to use as an office or studio for professional or other gainful purposes or to general use by tenants.

CHARACTER OF SERVICE:

Single phase, sixty hertz alternating current at 120/240 volts, or at the City Light and Power Department's option, 120/208 volts.

CHARGES PER BILLING INTERVAL:

Customer Charge:	\$19.74
Energy Charge:	0-1000 kWh at 6.77 cents/kWh 1001+ kWh at 7.96 cents/kWh

SURGE SUPPRESSION SERVICE:

At the customer's option, whole house surge suppression service is available at a monthly rate of \$5.08.

DELIVERY POINT:

The above rates are based on the supply of service at a single voltage through a single delivery and metering point. Separate supply for the same customer at a different voltage or at other points of consumption shall be separately metered and billed.

RULES AND REGULATIONS:

Service under this classification is subject to the rules and regulations of the City, as set out in Sections 51.01 through 51.03 of the Code and elsewhere.

SCHEDULE 2
GENERAL SERVICE

Page 1 of 1

AVAILABILITY:

Available in all territory served by the City Light and Power Department.

APPLICABILITY:

Applicable to commercial, non-agricultural pumping and other non-residential electrical service. Not applicable to agricultural irrigation or pumping, or services with a demand of 50 KW or more for any month during the previous 12-month period..

Energy supplied under this schedule shall not be resold to others.

CHARACTER OF SERVICE:

Single phase or three phase, sixty hertz alternating current at such voltage as the Light and Power Department may have available.

CHARGES PER BILLING INTERVAL:

Customer Charge: \$22.70 - Single-phase service
\$35.56- Three-phase service

Energy Charge: 7.48 cents/kWh

OPTIONAL TIME OF USE RATE:

Customer Charge: \$22.70 - Single-phase service
\$35.56- Three-phase service

Energy Charge:
Heavy Load hours 7.88 cents/kWh
Light Load hours 7.01 cents/kWh

SURGE SUPPRESSION SERVICE:

For qualified customers, surge suppression service is available at a monthly rate of \$5.08.

DELIVERY POINT:

The above rates are based on the supply of service at a single voltage through a single delivery and metering point. Separate supply for the same customer at a different voltage or at other points of consumption shall be separately metered and billed.

RULES AND REGULATIONS:

Service under this classification is subject to the rules and regulations of the City as set out in Code Sections 51.01 through 51.03 and elsewhere.

NOTE: Customers opting for time of use service will be charged a one-time meter conversion fee of \$107.75.

SCHEDULE 3
LARGE COMMERCIAL AND INDUSTRIAL SERVICE

Page 1 of 2

AVAILABILITY:

Available in all territory served by the City Light and Power Department.

APPLICABILITY:

Applicable to commercial, industrial, non-agricultural pumping, and other non-residential electrical service with a minimum electrical demand of 50 KW for any month during the previous 12-month period. Not applicable to any electrical service exceeding 5,000 kW measured demand. Not applicable to any electrical service exceeding 22,000,000 annual kWh consumption. Not applicable to agricultural irrigation or pumping.

Energy supplied under this schedule shall not be resold to others.

CHARACTER OF SERVICE:

Three Phase, sixty hertz alternating current of such voltage as the City Light and Power Department may have available.

CHARGES PER BILLING INTERVAL:

Customer Charge:	\$72.12
Energy Charge:	
Heavy Load hours	5.33 cents/kWh
Light Load hours	4.43 cents/kWh
Demand Charge:	\$7.28/kW

DEMAND CHARGE:

Based on the highest 15 minute average demand recorded during the billing period measured in kilowatts (kW).

REACTIVE DEMAND:

In addition to the energy and demand charges, the customer shall pay \$2.65 for each kilovolt ampere of reactive demand in excess of 40 percent of the kilowatt billing demand.

ENERGY ANALYSIS SOFTWARE:

Energy analysis software is available as an optional service at a monthly rate of \$54.86 per meter. Customer is responsible for installation costs.

SCHEDULE 3
LARGE COMMERCIAL AND INDUSTRIAL SERVICE

Page 2 of 2

DELIVERY POINT:

The above rates are based on the supply of service at a single voltage through a single delivery and metering point. Separate supply to the same customer at a different voltage or at other points of consumption shall be separately metered and billed.

ALTERNATE SERVICE:

Customers receiving alternate service under this rate schedule shall pay an additional \$0.96 per kilowatt of demand per month.

SPECIAL CONDITIONS:

If the Department's transformers are used exclusively for service to the customer, the Department may, at its option, permit installation of metering equipment on the primary voltage side of the transformers. In this case, billing will be based on meter registration less a deduction of 2.0 percent to compensate for transformer losses. Metering equipment will be installed at customer expense and all distribution and service facilities on the load side of the meter, except for transformers, will be owned and maintained by the customer.

RULES AND REGULATIONS:

Service under this classification is subject to the rules and regulations of the City as set out in Code Sections 51.01 through 51.03 and elsewhere.

SCHEDULE 4
STREET LIGHTING SERVICE
Page 1 of 1

AVAILABILITY:

Available within the corporate city limits of the City of Forest Grove.

APPLICABILITY:

Applicable for lighting of City owned streets, roadways, bikeways, walkways, parking lots, parks and traffic control lights.

CHARACTER OF SERVICE:

From dusk to dawn daily, controlled by photo-electric control or time switch.

CHARGES PER BILLING INTERVAL:

Energy Charge:	6.99 cents/kWh
----------------	----------------

ANNUAL INVESTMENT CHARGE:

The investment in property and equipment used as a basis for the investment charge shall consist of the installed cost of the property and equipment used solely for lighting purposes such as fixtures, brackets, mast-arms, conductors, poles, posts, standards, control equipment, switches, transformers, etc. computed on June 30 of each year. The annual investment charge shall be 10.5 percent of such investment.

LIGHT SYSTEM MAINTENANCE:

All maintenance expenses shall be borne by the City Light and Power Department.

METERING:

For billing purposes, the total energy consumed by the street lighting system shall be computed by application of a meter multiplier to the meter reading of a selected part of the system which is metered. The meter multiplier shall represent the ratio of the entire system load to the load being metered. Accuracy of the meter multiplier will be verified at least annually by the Light and Power Department and any changes reported to the City Management and Finance Department.

If more than one part of the street lighting system is metered, the meter multiplier shall be applied to only one selected meter and the other metered loads shall not be included in the multiplier calculation. In the event of multiple meters, the readings shall be consolidated for billing purposes.

RULES AND REGULATIONS:

Service under this classification is subject to the rules and regulations of the City, as set out in Code Sections 51.01 through 51.03 and elsewhere.

SCHEDULE 5
NONMETERED GENERAL SERVICE

Page 1 of 1

AVAILABILITY:

Available in all territory served by the City Light and Power Department.

APPLICABILITY:

Applicable to commercial service where both electric demand and energy usage are small and constant such as telephone booths, traffic signals, cable television, in-line amplifiers, etc. Under such circumstances, and at the Light and Power Department's option, service may be provided without metering. A monthly billing amount will be computed from equipment design load data furnished by the customer or from tests performed by the Light and Power Department and thereafter will be a fixed charge.

CHARACTER OF SERVICE:

Single phase, sixty hertz alternating current of such voltage as the City Light and Power Department may have available.

CHARGES PER BILLING INTERVAL:

Customer Charge:	\$11.97
Energy Charge:	7.03 cents/kWh

DELIVERY POINT:

The above rates are based on the supply of service at a single voltage through a single delivery point. Charges for a separate supply for the same customer at other points of consumption shall be computed on the same rate basis but may be consolidated on a common monthly bill.

RULES AND REGULATIONS:

Service under this classification is subject to the rules and regulations of the City as set out in Code Sections 51.01 through 51.03 and elsewhere.

SCHEDULE 6
SWIMMING POOL SERVICE

Page 1 of 1

AVAILABILITY:

Available only to those customers and for those loads presently served under this rate schedule.

APPLICABILITY:

Applicable to residential customers for heating water for private swimming pools and for other electrical loads directly related to swimming pool operation.

CHARACTER OF SERVICE:

Single phase, sixty hertz alternating current at 120/240 volts, or at the City Light and Power Department's option, 120/208 volts.

CHARGES PER BILLING INTERVAL:

Customer Charge:	\$9.41
Energy Charge:	7.65 cents/kWh (for all kWhs)

DELIVERY POINT:

The above rates are based on the supply of service at a single voltage through a single delivery and metering point. Separate supply for the same customer at a different voltage or at other points of consumption shall be separately metered and billed.

SPECIAL CONDITIONS:

A customer being served under this rate schedule may continue to be served only so long as no increase in capacity is made in this service equipment. If such changes are needed by the customer, the entire service load will be reclassified as Residential Service, Schedule 1. The customer may, at his option and expense, combine this load with his existing Residential Service.

RULES AND REGULATIONS:

Service under this classification is subject to the rules and regulations of the City as set out in Code Sections 51.01 through 51.03 and elsewhere.

SCHEDULE 7
OUTDOOR AREA LIGHTING SERVICE

Page 1 of 2

AVAILABILITY:

Available in all territory served by the City Light and Power Department.

APPLICABILITY:

Applicable to outdoor area lighting.

CHARACTER OF SERVICE:

Outdoor area lighting from dusk to dawn daily, by means of Department-owned luminaries mounted on Department-owned poles, in accordance with Department specifications as to equipment, installation, maintenance and operations.

Maintenance by the Department includes lamp replacement on a scheduled basis. Individual lamps will be replaced on burnout as soon as reasonably possible after notification by the customer and subject to the Department's operating schedules and requirements. Current standard lamps will be used for replacement purposes.

CHARGES PER BILLING INTERVAL:

LAMP TYPE AND WATTAGE

<u>HPS</u>	<u>MH</u>	<u>FIXTURE STYLE</u>	<u>RATE PER MONTH</u>
100	---	Security	9.13
100*	---	Post Top and Pole	15.36
100*	---	Post Top w/o Pole	9.39
100	---	Projection Flood	10.18
200	---	Projection Flood	15.04
250*	---	Projection Flood	15.36
400	400	Projection Flood	23.37
---	1000	Projection Flood	49.05
100	---	Cobra Head Type	8.33
200	---	Cobra Head Type	11.89
400	---	Cobra Head Type	18.31
LED 53	---	Parking Lot Cobra Head	1.51**

HPS - High Pressure Sodium MH - Metal Halide

* No new service offered.

** Energy Only, Future Availability TBD

SCHEDULE 7
OUTDOOR AREA LIGHTING SERVICE

Page 2 of 2

All rates, except that for the post top light and pole, are based on mounting the light fixture on an existing pole. Special poles required for service hereunder will be billed according to the following schedule:

<u>POLE TYPE</u>	<u>LENGTH</u>	<u>FIXTURE HEIGHT</u>	<u>RATE PER MONTH</u>
Pressure Treated Wood	30'	25 ft.	\$2.46
Pressure Treated Wood	45'	39 ft.	4.61
Galvanized Steel with Arm*	25'	26 ft.	4.56
Aluminum with Arm*	25'	26 ft.	4.56
Fiberglass with Arm	30'	25 ft.	5.30

INSTALLATION CHARGES:

Installation charges will be calculated and billed to the customer for lighting systems not mounted on existing power poles, for those systems employing underground electrical feed, and for temporary installations. Such charges will be paid upon completion of the lighting system installation.

RULES AND REGULATIONS:

Service under this classification is subject to the rules and regulations of the City as set out in Code Sections 51.01 through 51.03 and elsewhere.

* No new service offered.

SCHEDULE 8
IRRIGATION SERVICE

Page 1 of 2

AVAILABILITY:

Available in all territory served by the City Light and Power Department.

APPLICABILITY:

Applicable only to agricultural irrigation and drainage pumping electrical service.

Energy supplied under this schedule shall not be resold to others.

CHARACTER OF SERVICE:

Single or three phase, sixty hertz alternating current of such voltage as the City Light and Power Department may have available.

CHARGES PER BILLING INTERVAL:

Customer Charge:

March 16-October 15	\$20.90
October 16-March 15	none

Energy Charge:	6.22 cents/KWh
----------------	----------------

SEASONAL DEFINITION AND BILLING:

Irrigation season is defined as starting on March 16 and ending on October 15. All irrigation services will be available for use during this period. Use outside of this period must be specifically requested by the customer. Meters will be read on March 15 and again on October 16 and will be the basis for the seasonal energy billings. Customers will receive monthly service charge bills only during the irrigation season. No disconnect/reconnect charges will be assessed.

SCHEDULE 8
IRRIGATION SERVICE

Page 2 of 2

CONNECTION CHARGE:

Line Extension charges will be calculated and billed to the customer for all electrical services provided under the Irrigation Service Schedule. Connection charges must be paid upon completion of service installation. At the City Light and Power Department's option, all or part of the connection charge may be in the form of facilities provided by the customer for the Department's use. Such facilities must be inspected by the Department and must meet all applicable City, County, State, and National Electrical Codes.

DELIVERY POINT:

The above rates are based on the supply of service at a single voltage through a single delivery and metering point. Separate supply for the same customer at a different voltage or at other points of consumption shall be separately metered and billed.

RULES AND REGULATIONS:

Service under this classification is subject to the rules and regulations of the City as set out in Code Sections 51.01 through 51.03 and elsewhere.

SCHEDULE 9
GREEN POWER SERVICE

Page 1 of 1

AVAILABILITY:

Available in all territory served by the City Light and Power Department.

APPLICABILITY:

Applicable to all customers who sign up for the voluntary program to help support the production of green power.

CHARACTER OF SERVICE:

Funds collected in this program will be used to purchase renewable energy resources, which will in turn use the funds to support the production of new green power sources throughout the region.

CHARGES PER BILLING INTERVAL:

Customer Charge: \$4.00 /200kWh unit

SPECIAL CONDITIONS:

Customers may sign up voluntarily for the program. A minimum six-month commitment to the program is required.

RULES AND REGULATIONS:

Service under this classification is subject to the rules and regulations of the City as set out in Code Sections 51.01 through 51.03 and elsewhere.