CITY COUNCIL MEETING

Monday, April 22, 2024
Community Auditorium, 1915 Main Street

Malynda Wenzl, Mayor

Timothy A. Rippe, Council President
Donna Gustafson, Councilor
Michael Marshall, Councilor
Karen Martinez, Councilor
Elena Uhing, Councilor
Mariana Valenzuela, Councilor

TVCTV Livestream
Zoom Webinar Meeting ID: 850 7572 2488 Passcode: 97116

Americans with Disabilities Act (ADA) Notice: The City is committed to providing equal access to public meetings. Requests for accommodation can be sent to the City Recorder's Office at least 48 hours before the meeting at: mwoods@forestgrove-or.gov or 503-992-3235.

CITY COUNCIL WORK SESSION

No public comment will be taken. The Council will take no formal action.

5:30 City Charter Commission Recommendations and Review

Staff: Ashley Driscoll, City Attorney

CITY COUNCIL MEETING

A. 7:00 Call to Order

1. Roll Call
2. Land Acknowledgement
3. Pledge of Allegiance
4. Award: If I Were Mayor
5. Proclamation: Small Business Week
6. Proclamation: Arbor Day

B. Public Comment: Time provided for anyone wishing to speak to City Council on an item not on the agenda or on the agenda but not scheduled for a public hearing. Comments are limited to 2 minutes unless additional time is granted by the Presiding Officer. The public comment period shall not exceed 30 minutes unless a majority of Councilors present vote to extend the time. Zoom attendees may use the "Raise Hand" option to be called on.

1. Written Public Comment

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

1. Approve Tourism Capital Grant Program Awards
2. Approve Tourism Event Sponsorships Awards
3. Approve CRC Minutes of 03.20.2024
4. Approve Council Work Session Minutes of 04.08.2024 - Recreation Collaboration
5. Approve Council Work Session Minutes of 04.08.2024 - Parks Conduct Policy
6. Approve Council Work Session Minutes of 04.08.2024 - Tourism Events Sponsorship Program

D. Additions/Deletions

1. City Manager
2. Proposed by Councilors

E. Presentations: The Council will hold questions until the end of each presentation. A two-minute reminder will be given to the presenter to conclude remarks.

1. 7:15 **Elected Officials and Use of Social Media**
   Staff: Ashley Driscoll, City Attorney
2. 7:30 **Economic Development Commission Annual Report**
   Staff: Tim Budelman, EDC Chair
3. 7:45 **Community Forestry Commission Annual Report**
   Staff: Justin Marble, CFC Chair

F. Public Hearings, Ordinances, and Resolutions

1. 8:00 **RESOLUTION NO. 2024-12 APPROVING ADOPTION OF CITY OF FOREST GROVE PARKS & RECREATION PATRON CODE OF CONDUCT POLICY**
   Staff: Anne Lane, Parks & Recreation Director
2. 8:05 **RESOLUTION NO. 2024-13 APPROVING THE CITY OF FOREST GROVE LIGHT AND POWER COMMUNITY SERVICE PROGRAM DESCRIPTION FOR INSTALLATION OF INFORMATIONAL STREET BANNERS**
   Staff: Keith Hormann, Light & Power Director

G. 8:15 Council Communications:

1. Councilor Reports
   a. Timothy A. Rippe (EDC, RWPC, TVHSC, Chamber of Commerce)
   b. Donna Gustafson (PAC, JWC)
   c. Michael Marshall (CFC, P&R, CCESC)
   d. Karen Martinez (FGRFPD, SCC, WCCCA)
   e. Elena Uhing (CCE, FGSCC)
   f. Mariana Valenzuela (LC, CDBGPAD)

2. City Manager's Report

3. Mayor's Report (HLB, WCCC, R1ACT, MMC, WCC&MG, WCMG, MYAC)

H. 8:40 Adjournment

URBAN RENEWAL AGENCY BOARD WORK SESSION

No public comment will be taken. The Board will take no formal action.
See separate URA agenda.

8:45 Building Improvements Program
Staff: Bryan Pohl, Community Development Director; Miles Glowacki, Economic Development Coordinator

J. 9:15 Adjournment

CHARTER REVIEW COMMITTEE

Final Report Findings

Introduction

- February 2023
  - Recruitment for the Charter Review Committee
  - Council selected 11 members representing and residing in the four quadrants
    - One member resigned shortly into the process

- Committee Members
  - Elysha Johnson, Chair
  - Adolph “Val” Valfre, Vice Chair
  - Dale Thaler
  - Wolanda Groombridge
  - Isaac Echeverria
  - LaAna Littlefield
  - Bryan Dennis
  - Tacy Steele
  - Tammi McLaughlin
  - Kate MacDonald

Scope of Review

- Review the existing Charter
  - Template: League of Oregon Cities' Model Charter

- Charged to review for specific recommendations
  - Geographic representation for Council members
  - Term limits for Mayor and Council members
  - City Manager residency requirement
  - Roles of the Mayor and Council President

Meetings

- 15 publicly noticed meetings
  - At the Community Auditorium
  - And via Zoom
  - Including two community listening session
    - Three community members participated

Process

- Identifying differences
  - League of Oregon Cities' Model Charter
  - City of Forest Grove Charter
- Identifying areas of review
  - Considered comparable jurisdictions in Washington County
  - Comparable cities across the state
  - Review information and deliberate potential amendments
  - Vote on recommended amendments
- Approach
  - Is this a Charter issue?
  - Can this issue be addressed through a different avenue?
    - Ordinance
    - Policy
    - Council Rules
    - Change in Council or Administrative Personnel
  - Big picture

Recommendations

Topics Considered

Geographic Representation

- Wards or districts
  - Compared statewide data of cities with wards
  - Reviewed a legal opinion on legal considerations
  - Reviewed council representation map by quadrant
  - Reviewed registered voter's data by precinct
  - Reviewed B&C geographic representation
  - Reviewed voter turn out by precinct since 2019
  - Read a research paper on Ward Electoral Systems in Oregon Cities
- Considered different structural options
  - Candidates nominated by ward, but voted on at-large
  - Candidates nominated by ward, voted on only by ward (electoral ward)
  - Some candidates nominated by ward, some at large, all voting at large
  - Some candidates nominated by ward, voted by ward, others at large and voted on at large

Geographic Representation Recommendation

No proposed amendments

Role of the Mayor and Council President

- Considered
  - Role of the Mayor
    - Vote only in case of a tie
    - Changing the role of the mayor from “political head” to “civic leader”
  - Role of the Council President
    - CP must rotate at least every two years

Role of the Mayor and Council President Recommendation

Mayor: No proposed amendments

Council President: As its first meeting each year, the Council must elect a President from its membership. **The President shall not serve for more than two consecutive years.** The President presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to preform duties. **The President retains the right to vote while acting as the Mayor but does not have an additional vote to break a tie.**

Term Limits

- Length of tenure
  - Considered the last 20 years
  - Reviewed the LOC Charter
  - Compared with similar jurisdictions
  - Considered the result of a citywide livability survey

- Pros and Cons
  - Benefits of limits
  - Infringement of democratic process
  - Disqualifying particularly qualified candidate based on term length

Term Limits Recommendation

No proposed amendments

City Manager Residency Requirement

- LOC Model does not require CM residency
- Comparable jurisdiction considered
- Skills, knowledge and experience
- Council could negotiate residency with incoming CM

City Manager Residency Requirement Recommendation

The office of City Manage is established as the administrative head of the City government. The Manager is responsible to the Mayor and Council for proper administration of all City business. The Manager will assist the Mayor and Council in the development of City policies and carry out policies established by ordinances and resolutions.

A majority of the Council may appoint and may remove the Manager. The appointment must be made without regard to political considerations and be solely on the basis of education and experience in competencies and practices of local government management.

The Manager need not reside in the City. at the time of employment but must within six months become and remain a resident of the City while appointed as Manager. A majority of the Council may modify the contract to extend the time to comply.

Enacting Ordinances, Approving Resolutions & Orders

- Read aloud or available in writing prior to meeting
  - Align with the Model Charter from the League of Oregon Cities.

Enacting Ordinances, Approving Resolutions & Orders Recommendation

Ordinance Enactment: Any substantive amendment to a proposed ordinance must be read aloud **or made available in writing to the public before the council adopts the ordinance at the meeting.**

Resolution Adoption: Any substantive amendment to a resolution must be read aloud **or made available in writing to the public before the council adopts the resolution at that meeting.**

Order Adoption: Any substantive amendment to an order must be read aloud **or made available in writing to the public before the council adopts the order at that meeting.**

Term

- New Council term begins at the 1st Council meeting immediately after the election is certified by County elections officials
  - Created confusion for new councilors' start date
  - Align with LOC Model Charter to begin after the new year

Term Recommendation

The term of an officer elected at a general election begins **at the first council meeting of the year immediately after the election** and continues until the successor qualifies and assumes the office.

Filling Vacancies

- Quorum and voting requirements
  - Current quorum is four councilors
  - If falls below four, cannot take action to fill vacant positions
  - Review ORS 221.160(1) and (2)
- Appointment term
  - Limit the term of an appointed councilor
- Process
  - Council adopt an ordinance for filling vacancies
  - Allows for future process adjustments

Filling Vacancies Recommendation

A Mayor or Councilor vacancy will not be filled by appointment by a majority of the remaining Council members, **notwithstanding any quorum or voting requirements of this Charter.**

The appointee's term of office shall begin immediately upon appointment and qualification and shall continue the first council meeting of the year immediately after the next general election; and if the term of office does not then expire, the remainder of the term shall be filled by election at such general election.

The Council must adopt by ordinance a process for appointing members to vacant council positions.

If a disability prevents a Council member from attending Council meetings or a member is absent from the City, a majority of the Council may appoint a Councilor pro tem.

Reasons for Vacancies

- Clarification of “conviction of public offense by loss of liberty”
  - Ambiguous language
  - Council to review event and declare seat vacant

Reasons for Vacancies Recommendation

Upon the incumbent's:

(1) Death,

Adjudication incompetence, or

Recall from the office.

Upon declaration by the Council after the incumbent's:

Failure to qualify for the office within 10 days prior to the time the term of office is to begin,

Absence from the City for 30 days or from all Council meetings within a 45-day period, without Council consent,

Ceasing to reside in the City,

Conviction of a public offensive punishable by lost of liberty. **Conviction of a misdemeanor of felony crime,**

Resignation for the office, or

Violation of Section 33(i).

Ranked Choice Voting (RCV)

- Requires voters to rank candidates by preference rather than voting for only one
- Candidate wins by a majority of 1st preference votes cast
- No majority winner = instant runoff
- Candidate with lowest number of 1st preference votes eliminated, and 2nd preference votes from those ballots are allocated to remaining candidates.
- Process continues until a majority vote winner is determined

Questions?

City of Forest Grove

Charter Review Committee

Final Committee Report and Recommendations

2024

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Introduction

In February 2023 the City of Forest Grove began the process of recruiting and convening a Charter Review Committee. The primary function of the Charter Review Committee ("committee") was to review the existing Charter to determine if it will adequately serve the community well into the future.

The Committee consisted of ten[1] voting members appointed by the Council after an open recruitment. The Council appointed at least two (2) members of the Committee who reside in each of the four quadrants of the City of Forest Grove (northeast, northwest, southeast, and southwest). The remaining three (3) members were at large. The City held an open recruitment for the members.

The mayor appointed Elysha Johnson to serve as the chair and the committee appointed Adolph "Val" Valfre as vice chair.

This report describes the process undertaken by the committee, and recounts the committee's analysis of each issue and subject.

Scope of Review

The committee was authorized to review the entire Charter, using the most recent League of Oregon Cities' Model Charter as a template, and make recommendations to the Council on any aspect of the Charter. In addition, the council asked for specific recommendations on the following issues/subjects:

- Geographic representation for council members.
- Term limits for the mayor and council members.
- The necessity of a city manager residency requirement.
- Roles of the mayor and council president.

Meetings

The committee held 14 publicly noticed meetings at the Community Auditorium and via zoom, including two publicly advertised public hearings in which the committee took and considered written and oral testimony offered during the review process. Three members of the public participated in the public hearing.

[1] The Council originally appointed 11; one member resigned.

Process

The process the committee employed to reach the recommendations below included first identifying the differences between the League of Oregon Cities Model Charter and the existing City of Forest Grove Charter, and noting those areas for review and discussion, along with the specific recommendations from council. The committee also considered additional areas of review by majority vote or by city attorney recommendation. These areas included addressing how the city handles appointing city councilors when the council has a number of vacancies; ranked choice voting; and the process for appointing city councilors.

After identifying areas for review, the committee reviewed each section in numerical order. The committee considered information and data applicable to each section under review. This information often included how some of the city's comparable jurisdictions in Washington County (such as Hillsboro, Tualatin, Tigard, Newberg, Sherwood and Cornelius) handled certain issues. If many of the nearby comparable cities had not addressed a certain issue (such as ranked choice voting or wards) the committee looked at examples from across the state. Once the committee believed it had enough information to deliberate on potential amendments, each member of the committee was invited to participate in discussion and then vote on any recommended amendments.

At this stage, the committee's general approach was to first consider what problem, concern, or inequality the committee would be addressing with any amendments. The committee understood that the Charter functions as the municipal equivalent of a state or federal constitution, setting forth guiding principles for governance. The Charter establishes the framework for how a local government operates in terms of its structure, responsibilities, functions, and processes. However, the Charter can be inflexible and difficult to amend in the face of unintended consequences or evolving environments. An overly proscriptive Charter can produce inefficiencies, restrict a city from adjusting to, or evolving with, a changing environment or unintentionally advantage or disadvantage certain groups. To that end, the committee approached each matter by first asking if the issue was a "charter issue" or if it could be addressed through a different avenue, such as an ordinance, policy, or change in council or administrative personnel. The committee endeavored to look at historical patterns and longstanding concerns and issues facing the city (the "big picture"), rather than draft amendments targeted at specific current subjects or individuals.

Recommended Changes and Topics Considered

1. <u>Geographical Representation</u>

The committee recommends the council not implement wards or districts at this time. In reaching their decision, the committee reviewed the following information:

- State wide data regarding which cities had implemented wards and details about their system, including their population, number of wards, electoral system and total number of councilors;
- Legal opinion on the drawing of voting districts;
- Map showing the current council representation by quadrant;
- Data on registered voters by precinct in Forest Grove;
- Data on current geographic representation for city boards and commissions;
- Forest Grove data on voter turnout by precinct since 2019; and
- A research paper on Ward Electoral Systems in Oregon Cities

The committee considered four structural options for wards, including (1) candidates nominated by ward, but voted on at-large; (2) candidates nominated by ward, voted on only by ward (electoral ward); (3) some candidates nominated by ward, some at large, all voting at large; (4) some candidates nominated by ward, voted on by ward, others at large and voted on at large.

In reviewing a map of the residency of the current city council the committee noted there was at least one council representative from each city quadrant.

The committee identified the advantages of wards as ensuring representation from each quadrant of the city and potentially reducing the cost of elections. The committee also discussed potential disadvantages, including the risk that each ward may not have a viable candidate, particularly considering that in Forest Grove each ward would be comprised of about 4,000 voters (or fewer if the city implemented more than four wards). The committee also discussed the concern that if council members were elected only by their ward, the council member would be incentivized to make decisions that advantaged their ward rather than the best decision for the city as a whole.

The committee also reviewed the legal requirements of the city implementing voting wards. For voting wards (i.e., where voters in a ward elect a representative), the City would need to ensure the ward complies with state and federal equal voting laws. This would require a review of ward jurisdictional boundaries every ten years after the biennial census.

Of the City's comparable jurisdictions within Washington County, only the largest (Hillsboro) is divided into wards. All the other jurisdictions (Sherwood, Tigard, Cornelius, Tualatin and Newberg) are not.

The vote not to recommend wards was unanimous. Most committee members expressed concern that wards are not as beneficial in cities the size of Forest Grove, and that implementing a ward system may impact the number of strong and viable candidates, while not increasing equitable representation. The committee also noted that implementing a ward system would not address the larger issue of voter participation and would potentially add additional burdens to the City's budget.

No Proposed Amendments.

2. <u>Role of the Mayor and Council President</u>

The committee considered modifications to the role of the mayor and the council president.

a. Role of the Mayor.

The committee recommends, not recommend the city modify the role of the mayor. The committee discussed at length, and originally proposed, amendments which would have provided that the mayor would vote only in the case of a tie. However, after listening to and considering public comment, which include the comments from two former mayors, the committee reconsidered its original amendments.

In reaching its original recommendation to amend the mayoral role, the committee discussed the possibility that if the mayor was not responsible for voting on every matter, the mayor could reserve more focus for other mayoral duties, such as presiding over the meetings, preserving order, enforcing the council rules, determining the order of council business, reviewing council agendas, and serving as the City's political leader. The majority of the committee also suggested that if the mayor is not required to vote on every matter, the mayor could be more neutral during difficult conversations and potentially be more effective in building consensus.

Alternatively, the committee discussed that requiring the mayor to vote on all matters before the council fostered more transparency regarding the mayor's position on key matters facing the city. The committee noted that because the mayor would be required to vote on the most controversial decisions in the case of a tie, there is no guarantee that the mayor would be more successful at fostering consensus or remaining neutral.

The public comment focused mostly on the impact of the public not being able to hold the mayor accountable for their positions on critical issues and to express disagreement with the committee's conclusion that not allowing the mayor to vote would help build consensus among the council and make the mayor a more effective leader.

Ultimately the committee decided that the benefits of having the mayor vote only in case of a tie did not outweigh the detriments, particularly the lack of transparency to the public in the mayor's position on issues critical to the city.

The committee also considered changing the role of the mayor from being the "political" head of the city to being the "civic" head. The committee believes the word "political" imparts a partisan quality not present in municipal offices and can be divisive in the current climate. However, after hearing public comment on this matter, the committee decided because there was no intent to change the role of the mayor with the language change, the amendment would have no practical effect and was not necessary at this time.

No **Proposed Amendments**

b. Council president must rotate at least every two years.

The committee recommends requiring the appointed council president appointment to rotate at least every two years. Although the council elects the council president every year, the committee believed requiring the position to rotate every two years will ensure that an incumbent council president does not retain the role at the exclusion of other members who may be interested. The committee believes allowing willing council members to gain experience presiding over meetings, and otherwise acting as the mayor, helps develop future leaders.

Proposed Amendment

SECTION 9. COUNCIL PRESIDENT

At its first meeting each year, the Council must elect a President from its membership. **The President shall not serve for more than two consecutive years.** The President presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform duties. **The President retains the right to vote while acting as the Mayor but does not have an additional vote to break a tie.**

3. Enacting Ordinances and Approving Resolutions and Orders

The committee recommends the city modify the process for enacting ordinances and approving resolutions and orders by allowing substantive amendments to ordinances, resolutions and orders be either read aloud at a meeting, or be made available in writing prior to the meeting. These modifications align with the Model Charter from the League of Oregon Cities.

The committee discussed that the city's practice is to post an agenda one week prior to each council meeting. Occasionally, after the agenda is posted, an issue will arise that needs to be addressed prior to council approving a particular item (i.e. an exhibit missing from a contract, a tweak to a personnel rule, a typographical or edit to an ordinance etc.). In order to foster efficiency, other cities simply repost the agenda with the more recent version of the resolution, order or ordinance, instead of requiring the change be read aloud at the meeting. Depending on the change, reading it aloud may be time-consuming and slow down the process. However, if the Council believes it is in the public's interest to do so, under the proposed amendment, the Council retains the option to read the amendments aloud.

Proposed Amendments

SECTION 16. ORDINANCE ENACTMENT

(a) Except as authorized by subsection (b), enactment of an ordinance requires approval by a majority of the Council at two meetings.

(b) The Council may enact an ordinance at a single meeting by unanimous approval by at least five members, provided the proposed ordinance is available to the public at least seven days before the meeting as prescribed by Council rules.

(c) Any substantive amendment to a proposed ordinance must be read aloud ~~before the Council enacts the ordinance.~~ **or made available in writing to the public before the council adopts the ordinance at that meeting.**

(d) After the enactment of an ordinance, the vote of each member must be entered into the Council minutes.

(e) After enactment of an ordinance and signature by the Mayor, the City Recorder must attest to the ordinance by name, title, and date of enactment.

SECTION 19. RESOLUTION ADOPTION
(a) Adoption of a resolution or any other Council administrative decision requires approval by the Council at one meeting. (b) Any substantive amendment to a resolution must be read aloud **or made available in writing to the public before the council adopts the resolution at that meeting**. ~~before the Council adopts the resolution.~~ (c) After adoption of a resolution or other administrative decision, the vote of each member must be entered into the Council minutes. (d) After adoption of a resolution and signature by the Mayor, the City Recorder must attest to the resolution by name, title, and date of adoption.

SECTION 22. ORDER ADOPTION
(a) Adoption of an order or any other Council quasi-judicial decision requires approval by the Council at one meeting. (b) Any substantive amendment to an order must be read aloud **or made available in writing to the public before the council adopts the order at that meeting.** ~~before the Council adopts the order~~. (c) After adoption of an order or other Council quasi-judicial decision, the vote of each member must be entered in the Council minutes. (d) After adoption of an order and signature by the Mayor, the City Recorder must attest to the order by name, title, and date of adoption.

4. Term Limits

The committee does not recommend the city impose term limits on the mayor or councilors. In making this recommendation, the committee considered the length of tenure of both city councilors and mayors in the city over the last twenty years, whether comparative jurisdictions had term limits, the text of the League of Oregon Cities model charter and the results of a citywide survey.

Regarding local officials, the average tenure for a Forest Grove councilor was 7.3 years and the average tenure for a mayor was 13 years (not including the current mayor, in her first year). To that end, it appears council seats turn over regularly, whereas the mayor's position has been held for a longer period of time.

In reviewing comparative jurisdictions, the committee noted that Cornelius and Newberg have no term limits, while Hillsboro, Sherwood and Tigard do. The League of Oregon Cities model charter does not include term limits.

Finally, the committee reviewed the result of a citywide livability survey which found that 77% of respondents would be in favor of term limits while 26% would not. The committee noted that survey participation was low and therefore may not be representative of the community as a whole.

The committee discussed the benefits of term limits, which include potentially reducing possible abuses of power by incumbents who stay too long in office, and also potentially encouraging political participation by newcomers.

Conversely, the committee discussed that the election process itself already serves as the antidote for long-serving elected officials who are no longer responsive to the community's concerns. Some also view term limits as an infringement on the democratic process, as citizens are restricted from selecting a candidate they may see as the most qualified for the position. The committee also discussed the disadvantage of term limits as disqualifying particularly qualified candidate for the position based solely on the length of their term in office and not the will of the voters.

After hearing public comment on this issue the committee reviewed its prior discussion and reaffirmed its position to not recommend term limits.

No proposed amendments.

5. Term

Currently the Charter provides that a new council term begins at the first Council meeting "immediately after the election is certified by the county elections officials." This has caused some confusion regarding when exactly new councilors take office. For example, if election results are certified on a Monday morning and there is a council meeting scheduled for that evening, would the former councilors' terms end at that meeting? Would the councilor-elect have enough time to prepare for and attend the meeting? Most city charters, including the League of Oregon Cities Model Charter, provide that new council terms begin after the new year. This allows for both the incoming and outgoing councilors (as well as the city) to prepare for the transition.

Proposed Amendments

SECTION 29. TERM
The term of an officer elected at a general election begins **at the first council meeting of the year immediately after the election** ~~at the first Council meeting immediately after the election is certified by county elections officials~~, and continues until the successor qualifies and assumes the office.

6. Filling Vacancies

The Committee recommends several changes to how the city fills vacant councilor positions.

a. Quorum and voting requirements

First, the committee examined recent situations across the state where the number of sitting councilors fell below the charter's quorum requirements. This most recently occurred in Baker City, Oregon when four of the city's seven councilors resigned. The remaining three councilors

then also had to resign to allow the Baker County Board of Commissioners to appoint a sufficient number of councilors. The Baker County BOC appointed four new councilors, and did not reappoint any of the previous three councilors.

In Forest Grove, the city's Charter sets the quorum at four members ("a majority of the council"). Because of this requirement, the council must have at least four sitting members to conduct *any* council business. That means if the number of seated councilors falls below four, under the city's Charter, the remaining councilors cannot meet to take any action, including voting to fill the vacant positions.

The committee examined a number of different ways to address these circumstances, including how the city would currently address this issue, which is relying on provisions in state law, ORS 221.160(1), that allow cities in these circumstances to either conduct a special election when there are seated councilors, but not enough to meet the quorum requirements, or another provision, ORS 221.160(2), which allows the County Board of Commissioners to appoint enough councilors to satisfy the quorum requirement when there are no remaining councilors. The committee found that the disadvantages to relying on state law include potentially requiring either an expensive and time-consuming special election, or removing local control of seated councilors by allowing the County's BOC to select the councilors (like in Baker City).

The committee also considered adjusting the quorum requirement in the Charter to automatically reduce when a council seat is vacant. The drawback to this adjustment is it consolidates power into the hands of a minority of city councilors for a variety of city decisions, not just to appoint new councilors. For example, if there were only three remaining councilors, two councilors could pass most resolutions or orders, which gives a super-minority of two councilors a significant amount of control over important city decisions.

Instead, the committee recommends that the city amend the Charter to carve out exceptions to the Charter's quorum and voting requirements solely for filling council vacancies. For example, if the city only had three seated councilors, the three councilors could meet and vote on appointing new councilors, notwithstanding that the Charter otherwise requires four sitting councilors to conduct business. However, those three councilors could only appoint new councilors and could not conduct any other city business.

The committee believes this compromise achieves the right balance between allowing city business to continue when council membership is low, while not consolidating decision making authority in the hands of a super minority of councilors for an extended period of time.

b. Appointment term

The Committee recommends that the city amend the Charter to provide that if a council position is filled by appointment, that appointment only extends to the next general election. As a result, an appointed councilor will serve up to a maximum of a two-year term without having been elected. If the original term does not expire at the next general election, the election for that position will be for the remainder of the expired term. For example, if a councilor vacates their position in the first year of the four-year term, the appointed replacement will serve until the next general election. At that time voters will select a candidate to serve two years, completing the original term.

c. Process

The Committee recommends the city add a Charter requirement for the council to adopt by ordinance a process for appointing members to vacant council positions. The council has already done this by implementing section 30.42 of the Forest Grove Municipal Code. The impact of this Charter amendment is that any council in the future could not repeal this code section and replace it with another process.

The committee also recommends that the council adopt a requirement that the council vote on each council appointment individually rather than a slate of appointments.

Proposed Amendments

SECTION 32. FILLING VACANCIES	
(a)	A Mayor or Councilor vacancy will be filled by appointment by a majority of the remaining Council members**, notwithstanding any quorum or voting requirements of this Charter.** ~~The term of office for the appointee runs from appointment until expiration of the term of office of the last person elected to that office~~.
(b)	**The appointee's term of office shall begin immediately upon appointment and qualification and shall continue until the first council meeting of the year immediately after the next general election; and if the term of office does not then expire, the remainder of the term shall be filled by election at such general election.**
(c)	**The Council must adopt by ordinance a process for appointing members to vacant council positions.**
(d)	If a disability prevents a Council member from attending Council meetings or a member is absent from the City, a majority of the Council may appoint a Councilor pro tem.

d. Reasons for vacancies

Pursuant to a six to one vote, the committee recommends the city amend the reasons the council may vote to declare a seat vacant to clarify that any conviction of a misdemeanor or felony may form the basis of the vacancy. The proposed language is also recommended in the League of Oregon Cities Model Charter. The existing language is more ambiguous, providing that any "public offense punishable by loss of liberty" could lead the council to declare the seat vacant. The committee noted that the vacancy would not occur automatically; the council would first need to meet and vote to declare the seat vacant. This allows the council to review the matter and typically hear from the impacted council member before voting to declare the seat vacant.

The committee also discussed that the League of Oregon Cities Model Charter provides that a councilor can be absent from all city council meetings for 60 days rather than 45 days without council consent before the council can declare the seat vacant. The committee preferred the existing shorter period (45 days). The committee reached this conclusion based in part on the advent of remote meeting attendance.

Proposed Amendment

SECTION 31. VACANCIES
The Mayor or a Councilor office becomes vacant: (a) Upon the incumbent's: (1) Death, (2) Adjudicated incompetence, or (3) Recall from the office. (b) Upon declaration by the Council after the incumbent's: (1) Failure to qualify for the office within 10 days prior to the time the term of office is to begin, (2) Absence from the City for 30 days or from all Council meetings within a 45-day period, without Council consent, (3) Ceasing to reside in the City, (4) Ceasing to be a qualified elector under State law, (5) ~~Conviction of a public offense punishable by loss of liberty,~~ **Conviction of a misdemeanor or felony crime,** (6) Resignation from the office, or (7) Violation of Section 33(i).

7. City Manager Residency Requirement

The Committee unanimously recommended the city remove the city manager residency requirement and instead negotiate such a provision with an applicant during contract negotiations.

Section 33(C) of the Charter requires that the city manager reside in the City of Forest Grove within 6 months of hire. Section 33(C) allows the council to extend—but not waive—the residency requirement.

The League of Oregon Cities Model Charter does not have a city manager residency requirement. In the Model Charter's footnote 54, the guide states that "if a residency requirement is desired but is not practicable due to a housing shortage or other conditions," a city can consider alternative language, or impose a requirement "more flexibly by ordinance or contract." Stated differently, a city manager residency requirement in the Charter is inflexible and does allow for exceptions, such as lack of affordable housing, or a suitable applicant that resides just beyond the strict requirement. As a note, Tualatin is the only city in Washington County with a city manager residency requirement.

The committee discussed the importance of a highly functioning city manager and the fact that the position requires a unique set of skills, knowledge and experience. Although the committee expressed a strong preference for having a city manager reside in or near the city, the committee preferred to allow the City to have the flexibility to hire the right candidate for the position, rather than reduce the potential candidate pool. The committee also noted that under the proposed language, if a council desired residency, that council could negotiate residency with an incoming city manager.

Proposed Amendment

SECTION 33. CITY MANAGER
(a) The office of City Manager is established as the administrative head of the City government. The Manager is responsible to the Mayor and Council for the proper administration of all City business. The Manager will assist the Mayor and Council in the development of City policies and carry out policies established by ordinances and resolutions. (b) A majority of the Council may appoint and may remove the Manager. The appointment must be made without regard to political considerations and be solely on the basis of education and experience in competencies and practices of local government management. (c) The Manager need not reside in the City.~~ at the time of employment, but must within six months become and remain a resident of the City while appointed as Manager. A majority of the Council may modify the contract to extend the time to comply.~~

8. Ranked Choice Voting

The committee discussed at length whether the city should amend the Charter to require ranked choice voting (RCV). RCV requires voters to rank candidates by preference instead of voting for just one candidate. A candidate wins by receiving a majority of the first preference votes cast. When there is no majority winner, this method allows for an instant runoff. In most forms of RCV, the candidate with the lowest number of first-preference votes is eliminated and the second-preference votes from those ballots are allocated to the remaining candidates and tabulated. This process continues until a candidate achieves a majority of the votes cast.

Some cities and counties in Oregon have already implemented RCV, including the cities of Portland and Corvallis, as well as Benton and Multnomah counties. The committee studied the different RCV options (including single-winner RCV and proportional RCV) and discussed that the City of Forest Grove could implement either type of RCV without amending the Charter, thus providing more flexibility regarding when the city could consider making the change.[2]

The committee is generally in favor of exploring RCV, but did not believe now was the appropriate time to amend the Charter to implement it. The committee found that RCV is still gaining traction in Oregon and across the United States and that much could be learned from others' experiences. The committee also expressed concern that the implementation and voter education costs could be significant.

Further, the committee discussed that a measure promoting RCV will be on the statewide ballot in November 2024. House Bill ("HB") 2004 referred to the voters at the November 2024 general election a measure to establish RCV, as of December 10, 2026, as the voting method used for the

[2] Section 24 - Councilors requires that the city elect three councilors every two years. However, the Charter is silent on how those elections must be conducted. The council could, by ordinance, establish individual seats for each councilor and hold individual single-winner contests for each seat so long as the city continues to elect three councilors for four-year terms at every general election.

nomination and election to the offices of President and Vice President of the United States, U.S. Senator, Representative in Congress, Governor, Secretary of State, State Treasurer, and Attorney General. HB 2004 also authorizes[3] local government to elect candidates for office and requires the Secretary of State to, among other things, establish a program to educate voters about RCV elections.

The committee believes it is prudent for the city to wait until after HB 2004 is considered on a statewide level prior to implementing RCV locally for a number of reasons. First, if RCV appears on the ballot in the November 2024 election at both the statewide level with HB 2004 and the local level with the Charter amendment , local voters may be confused regarding how the two measures interact and impact each other. Second, if HB 2004 goes into effect, some (if not all) of the education and implementation costs may be assumed by the state. And finally, waiting allows the city to learn from other jurisdictions' experiences with RCV in order to select the type that will work best for the city.

9. Future Charter Reviews

The recommends that the council consider adopting an ordinance requiring the city to undergo a charter review on a regular basis. The committee believes that many of the issues under consideration now (specifically including wards) should be reconsidered as the city continues to grow and evolve.

[3] Although the additional language in state law is helpful, the city already has the power to implement ranked choice voting under its home rule authority.

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CHAPTER I

NAME AND BOUNDARIES

SECTION 1. TITLE This Charter may be referred to as the ~~2009~~ **2025** City of Forest Grove Charter.

SECTION 2. NAME The City of Forest Grove, Washington County, Oregon continues as a municipal corporation with the name City of Forest Grove.

SECTION 3. BOUNDARIES The City includes all territory within its boundaries as they now exist or are legally modified. The City will maintain as a public record an accurate and current description of its boundaries.

CHAPTER II

POWERS

SECTION 4. POWERS The City has all powers that the constitutions, statutes and common law of the United States and State of Oregon expressly or impliedly grant or allow the City, as fully as though this Charter specifically enumerated each of those powers.

SECTION 5. CONSTRUCTION This Charter will be liberally construed so that the City may exercise fully all powers possible under this Charter and under United States and Oregon law.

SECTION 6. DISTRIBUTION The Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to City voters. This Charter vests all other City powers in the Council, except as the Charter otherwise provides. The Council has legislative, administrative, and quasi- judicial authority. The Council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The Council may not delegate its authority to adopt ordinances.

CHAPTER III

COUNCIL

SECTION 7. COUNCIL The Council consists of a Mayor and six Councilors nominated and elected from the City at large.

SECTION 8. MAYOR

(a) The Mayor presides over and facilitates Council meetings, preserves order, enforces Council rules, and determines the order of business under Council rules.
(b) The Mayor is a voting member of the Council and has no veto authority.
(c) The Mayor, with the consent of Council, appoints members of boards, commissions and committees established by ordinance or resolution.
(d) The Mayor must sign all records of Council decisions.
(e) The Mayor serves as the political head of the City government.

SECTION 9. COUNCIL PRESIDENT At its first meeting each year, the Council must elect a President from its membership. **The President shall not serve for more than two consecutive years.** The President presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform duties.

SECTION 10. COUNCIL RULES The Council must adopt by resolution rules to govern its meetings and proceedings.

SECTION 11. MEETINGS The Council must meet at least once a month at a time and place designated by Council rules, and may meet at other times in accordance with the Council rules.

SECTION 12. QUORUM A majority of the Council members is a quorum to conduct business, but a smaller number may meet and compel attendance of absent members as prescribed by Council rules.

SECTION 13. VOTE REQUIRED The express approval of a majority of a quorum of the Council is necessary for any Council decision, except when this Charter requires approval by a majority of the Council.

SECTION 14. RECORD A record of Council meetings must be kept in a manner prescribed by the Council rules.

CHAPTER IV

LEGISLATIVE AUTHORITY

SECTION 15. ORDINANCES The Council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances must state "The City of Forest Grove ordains as follows:"

SECTION 16. ORDINANCE ENACTMENT

(a) Except as authorized by subsection (b), enactment of an ordinance requires approval by a majority of the Council at two meetings.

(b) The Council may enact an ordinance at a single meeting by unanimous approval by at least five members, provided the proposed ordinance is available to the public at least seven days before the meeting as prescribed by Council rules.

(c) Any substantive amendment to a proposed ordinance must be read aloud ~~before the Council enacts the ordinance.~~ **or made available in writing to the public before the council adopts the ordinance at that meeting.**

(d) After the enactment of an ordinance, the vote of each member must be entered into the Council minutes.

(e) After enactment of an ordinance and signature by the Mayor, the City Recorder must attest to the ordinance by name, title, and date of enactment.

SECTION 17. EFFECTIVE DATE Ordinances take effect on the 30th day after enactment, or on a later day provided in the ordinance. An ordinance may take effect as soon as enacted or other date less than 30 days after enactment if the ordinance contains an emergency clause.

CHAPTER V

ADMINISTRATIVE AUTHORITY

SECTION 18. RESOLUTIONS The Council will normally exercise its administrative authority by adopting resolutions. The adopting clause for all resolutions must state "The City of Forest Grove resolves as follows:"

SECTION 19. RESOLUTION ADOPTION

(a) Adoption of a resolution or any other Council administrative decision requires approval by the Council at one meeting.

(b) Any substantive amendment to a resolution must be read aloud **or made available in writing to the public before the council adopts the resolution at that meeting** ~~before the Council adopts the resolution.~~

(c) After adoption of a resolution or other administrative decision, the vote of each member must be entered into the Council minutes.

(d) After adoption of a resolution and signature by the Mayor, the City Recorder must attest to the resolution by name, title, and date of adoption.

SECTION 20. EFFECTIVE DATE Resolutions and other administrative decisions take effect on the date of adoption, or on a later day provided in the resolution.

CHAPTER VI

QUASI-JUDICIAL AUTHORITY

SECTION 21. ORDERS The Council will normally exercise its quasi- judicial authority by adopting orders. The adopting clause for all orders must state "The City of Forest Grove orders as follows:"

SECTION 22. ORDER ADOPTION

(a) Adoption of an order or any other Council quasi-judicial decision requires approval by the Council at one meeting.

(b) Any substantive amendment to an order must be read aloud **or made available in writing to the public before the council adopts the order at that meeting** ~~before the Council adopts the order.~~

(c) After adoption of an order or other Council quasi-judicial decision, the vote of each member must be entered in the Council minutes.

(d) After adoption of an order and signature by the Mayor, the City Recorder must attest to the order by name, title, and date of adoption

SECTION 23. EFFECTIVE DATE Orders and other quasi-judicial decisions take effect on the date of final adoption, or on a later day provided in the order.

CHAPTER VII

ELECTIONS

SECTION 24. COUNCILORS At each general election after adoption of this Charter, three Councilors will be elected for four-year terms. The term of a Councilor in office when this Charter is adopted is the term for which the Councilor was elected.

SECTION 25. MAYOR At the 2010 general election and every other general election thereafter, a Mayor will be elected for a four-year term. The term of the Mayor in office when this Charter is adopted is the term for which the Mayor was elected.

SECTION 26. STATE LAW City elections must conform to State law, except as this Charter or ordinances provide otherwise. All elections for City offices must be nonpartisan.

SECTION 27. QUALIFICATIONS

(a) The Mayor and each Councilor must be a qualified elector under State law, and reside within the City for at least one year immediately before election or appointment to office.

(b) No person may be a candidate at a single election for more than one City office.

(c) Neither the Mayor nor a Councilor may be employed by the City.

(d) The Council is the final judge of the election and qualifications of its members.

SECTION 28. NOMINATIONS The Council must adopt an ordinance prescribing the manner for a person to be nominated to run for Mayor or a Councilor position.

SECTION 29. TERMS The term of an officer elected at a general election begins **at the first council meeting of the year immediately after the election** ~~at the first Council meeting immediately after the election is certified by county elections officials~~, and continues until the successor qualifies and assumes the office.

SECTION 30. OATH The Mayor and each Councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and State of Oregon, and the Charter, ordinances and resolutions of the City.

SECTION 31. VACANCIES The Mayor or a Councilor office becomes vacant:

(a) Upon the incumbent's:
  (1) Death,
  (2) Adjudicated incompetence, or
  (3) Recall from the office.

(b) Upon declaration by the Council after the incumbent's:
  (1) Failure to qualify for the office within 10 days prior to the time the term of office is to begin,
  (2) Absence from the City for 30 days or from all Council meetings within a 45-day period, without Council consent,
  (3) Ceasing to reside in the City,
  (4) Ceasing to be a qualified elector under State law,
  ~~(5) Conviction of a public offense punishable by loss of liberty,~~ **Conviction of a misdemeanor or felony crime,**
  (6) Resignation from the office, or
  (7) Violation of Section 33(i).

SECTION 32. FILLING VACANCIES

(a) A Mayor or Councilor vacancy will be filled by appointment by a majority of the remaining Council members **notwithstanding any quorum or voting requirements of this Charter.**

(b) **The appointee's term of office shall begin immediately upon appointment and qualification and shall continue until the first council meeting of the year immediately after the next general election; and if the term of office does not then expire, the remainder of the term shall be filled by election at such general election.** ~~The term of office for the appointee runs from appointment until expiration of the term of office of the last person elected to that office.~~

(c) **The Council must adopt by ordinance a process for appointing members to vacant council positions.**

(d) If a disability prevents a Council member from attending Council meetings or a member is absent from the City, a majority of the Council may appoint a Councilor pro tem.

CHAPTER VIII

APPOINTIVE OFFICERS

SECTION 33. CITY MANAGER

(a) The office of City Manager is established as the administrative head of the City government. The Manager is responsible to the Mayor and Council for the proper administration of all City business. The Manager will assist the Mayor and Council in the development of City policies and carry out policies established by ordinances and resolutions.

(b) A majority of the Council may appoint and may remove the Manager. The appointment must be made without regard to political considerations and be solely on the basis of education and experience in competencies and practices of local government management.

(c) The Manager need not reside in the City. ~~at the time of employment, but must within six months become and remain a resident of the City while appointed as Manager. A majority of the Council may modify the contract to extend the time to comply~~.

(d) The Manager is appointed for a definite or an indefinite term, and may be removed at any time by a majority of the Council. The Council must fill the office by appointment as soon as practicable after a vacancy occurs.

(e) The Manager must:
- (1) Attend all Council meetings unless excused by the Mayor or Council;
- (2) Make reports and recommendations to the Mayor and Council about the needs of the City;
- (3) Administer and enforce all City ordinances, resolutions, franchises, leases, contracts, permits, and other City decisions;
- (4) Appoint, supervise, and remove City employees;
- (5) Organize City departments and administrative structure;
- (6) Prepare and administer the annual City budget;
- (7) Administer City utilities and property;
- (8) Encourage and support regional and intergovernmental cooperation;
- (9) Promote cooperation among the Council, staff and residents in developing City policies, and building a sense of community;

(10) Perform other duties as directed by the Council; and
(11) Delegate duties, but remain responsible for acts of all subordinates.

(f) The Manager has no authority over the Council or over the judicial functions of the Municipal Judge.

(g) The Manager and others designated by the Council may sit at Council meetings but have no vote. The Manager may take part in all Council discussions.

(h) When the Manager is temporarily disabled from acting as Manager or when the office becomes vacant, the Council must appoint a Manager pro tem as prescribed by Council rules. The Manager pro tem has the authority and duties of Manager, except that a Manager pro tem may not appoint or remove employees without Council approval

(i) No Council member may directly or indirectly attempt to coerce the Manager or a candidate for that office in the appointment or removal of any City employee, or in administrative decisions regarding City property or contracts. Violation of this prohibition is grounds for removal from office by a majority of the Council after a public hearing. In Council meetings, Council members may discuss or suggest anything with the Manager relating to City business.

SECTION 34. CITY ATTORNEY The City Attorney is appointed by the Council as the chief legal officer of the City. A majority of the Council will appoint and may remove the Attorney.

SECTION 35. MUNICIPAL COURT AND JUDGE

(a) A majority of the Council may appoint and may remove a Municipal Judge. A Municipal Judge will hold court in the City at such place as the Council directs. The court will be known as the “Municipal Court of the City of Forest Grove”.

(b) All proceedings of this Court will conform to State laws governing justices of the peace and justice courts.

(c) All areas within the City and areas outside the City as permitted by State law are within the territorial jurisdiction of the Court.

(d) The Court has jurisdiction over every offense created by City ordinance. The Court may enforce forfeitures and other penalties created by

ordinances. The Court also has jurisdiction under State law unless limited by City ordinance.

(e) The Municipal Judge may:
- (1) Render judgments and impose sanctions on persons and property;
- (2) Order the arrest of anyone accused of an offense against the City;
- (3) Commit to jail or admit to bail anyone accused of a City offense;
- (4) Issue and compel obedience to subpoenas;
- (5) Compel witnesses to appear and testify and jurors to serve for trials before the Court;
- (6) Penalize contempt of Court;
- (7) Issue processes necessary to enforce judgments and orders of the Court;
- (8) Issue search warrants; and
- (9) Perform other judicial and quasi-judicial functions assigned by ordinance.

(f) The Council may appoint and may remove Municipal Judge pro tems.

(g) The Council may transfer some or all of the functions of the Municipal Court to a State court.

CHAPTER IX

PERSONNEL

SECTION 36. PERSONNEL RULES. The Council by resolution will adopt the rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of City employees based on merit and fitness.

CHAPTER X

MISCELLANEOUS PROVISIONS

SECTION 37. CITY AUDIT The Council by resolution will approve contracts for annual audits of City accounts and fiscal affairs as required by State law.

SECTION 38. DEBT City indebtedness may not exceed debt limits imposed by State law. A Charter amendment is not required to authorize City indebtedness.

SECTION 39. ORDINANCE CONTINUATION All ordinances consistent with this Charter in force when it takes effect remain in effect until amended or repealed.

SECTION 40. REPEAL All Charter provisions adopted before this Charter takes effect are repealed.

SECTION 41. SEVERABILITY The terms of this Charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other term of the Charter.

SECTION 42. TIME OF EFFECT This Charter takes effect ~~July 1, 2029~~ **January 1, 2025**.

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CERTIFICATE OF APPRECIATION

Awarded to

Wren Mulcaster

As 2024 "If I Were Mayor" 1st Place Essay Winner

The Forest Grove City Council sincerely thanks you for your participation.

FOREST GROVE OREGON

A place where families and businesses thrive.

Malynda H Wenzl

Mayor Malynda Wenzl
Forest Grove City Council
April 22, 2024

CERTIFICATE OF APPRECIATION

Awarded to

Lincoln Ruggiero

As 2024 "If I Were Mayor" 2nd Place Poster Winner

The Forest Grove City Council sincerely thanks you for your participation.

FOREST GROVE OREGON

A place where families and businesses thrive.

Malynda H Wenzl

Mayor Malynda Wenzl
Forest Grove City Council
April 22, 2024

CERTIFICATE OF APPRECIATION

Awarded to

Ainsley Seavey

As 2024 "If I Were Mayor" 3rd Place Poster Winner

The Forest Grove City Council sincerely thanks you for your participation.

FOREST GROVE OREGON

A place where families and businesses thrive.

Malynda H Wenzl

Mayor Malynda Wenzl
Forest Grove City Council
April 22, 2024

CERTIFICATE OF APPRECIATION

Awarded to

Cyrus Wayne Osborne

As 2024 "If I Were Mayor" 1st Place Poster Winner

The Forest Grove City Council sincerely thanks you for your participation.

FOREST GROVE OREGON

A place where families and businesses thrive.

Malynda H Wenzl

Mayor Malynda Wenzl
Forest Grove City Council
April 22, 2024

CERTIFICATE OF APPRECIATION

Awarded to

Payton Edwards

As 2024 "If I Were Mayor" 1st Place Presentation Winner

The Forest Grove City Council sincerely thanks you for your participation.

FOREST GROVE OREGON

A place where families and businesses thrive.

Mayor Malynda Wenzl
Forest Grove City Council
April 22, 2024

CERTIFICATE OF APPRECIATION

Awarded to

Aaron Garrett

As 2024 "If I Were Mayor" 2nd Place Essay Winner

The Forest Grove City Council sincerely thanks you for your participation.

FOREST GROVE OREGON

A place where families and businesses thrive.

Mayor Malynda Wenzl
Forest Grove City Council
April 22, 2024

FOREST GROVE OREGON

A place where families and businesses thrive.

PROCLAMATION

National Small Business Week

WHEREAS, America's strongest economic growth in almost 40 years has been driven by the resilience of our small businesses that, despite a worldwide pandemic, continue to pioneer innovative solutions to our country's greatest challenges and create opportunities for families and workers; and

WHEREAS, small businesses remain the heartbeat of our communities and the American economy, employing more than half of our nation's workers, inventing and innovating to launch new technologies and create new American-led industries, enriching our Main Streets, making parts and products in America to fuel our supply chains, and building our Nation's infrastructure; and

WHEREAS, the City of Forest Grove recognizes and values the dedication and entrepreneurial spirit of small businesses that are the cornerstone of our local and state economy; and

WHEREAS, the City of Forest Grove supports and joins in this national effort to recognize and support small businesses to ensure that our community remains as vibrant tomorrow as they are today.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM APRIL 28 – MAY 4, 2024, AS

NATIONAL SMALL BUSINESS WEEK

in Forest Grove, Oregon, Washington County, and urge all citizens to acknowledge and celebrate the achievements made by small businesses locally and nationally.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 22nd day of April, 2024.

_____
Malynda H. Wenzl, Mayor, City of Forest Grove

FOREST GROVE OREGON

Un lugar donde las familias y las empresas prosperan.

PROCLAMACIÓN

Semana Nacional de la Pequeña Empresa

CONSIDERANDO QUE, el crecimiento económico más fuerte de Estados Unidos en casi 40 años ha sido impulsado por la resiliencia de nuestras pequeñas empresas que, a pesar de una pandemia mundial, continúan siendo pioneras en soluciones innovadoras para los mayores desafíos de nuestro país y crean oportunidades para familias y trabajadores; y

CONSIDERANDO QUE, las pequeñas empresas siguen siendo el latido del corazón de nuestras comunidades y la economía estadounidense, empleando a más de la mitad de los trabajadores de nuestra nación, inventando e innovando para lanzar nuevas tecnologías y crear nuevas industrias lideradas por estadounidenses, enriqueciendo nuestras calles principales, fabricando piezas y productos en Estados Unidos. para alimentar nuestras cadenas de suministro y construir la infraestructura de nuestra nación; y

CONSIDERANDO QUE, la Ciudad de Forest Grove reconoce y valora la dedicación y el espíritu empresarial de las pequeñas empresas que son la piedra angular de nuestra economía local y estatal; y

CONSIDERANDO QUE, la Ciudad de Forest Grove apoya y se une a este esfuerzo nacional para reconocer y apoyar a las pequeñas empresas para garantizar que nuestra comunidad siga siendo tan vibrante mañana como lo es hoy.

AHORA, POR LO TANTO, EL CONCEJO MUNICIPAL DE LA CIUDAD DE FOREST GROVE POR LA PRESENTE PROCLAMA DEL 28 DE ABRIL AL 4 DE MAYO DE 2024, como

SEMANA NACIONAL DE LA PEQUEÑA EMPRESA

en Forest Grove, Oregón, condado de Washington, e instamos a todos los ciudadanos a reconocer y celebrar los logros obtenidos por las pequeñas empresas a nivel local y nacional.

EN TESTIMONIO DE LO CUAL, firmo la presente y hago que se coloque el sello de la ciudad de Forest Grove, Oregón este 22 de abril de 2024.

_____

Malynda Wenzl, Alcalde, Ciudad de Forest Grove

FOREST GROVE OREGON

A place where families and businesses thrive.

PROCLAMATION

Celebrate Arbor Day 2024 and Forest Grove's 34th Anniversary as a Tree City USA®

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

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

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

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

WHEREAS, calendar year 2023 marked the 34th consecutive year Forest Grove has received Tree City USA® designation; and

WHEREAS, the Forest Grove Community Forestry Commission recognizes the stewardship of the Forest grove community over the past 34 years to advance the City's urban forestry efforts.

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

Section 1. April is hereby proclaimed as Arbor Month in Forest Grove.

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 22nd day of April, 2024.

_____

Malynda Wenzl, Mayor, City of Forest Grove

FOREST GROVE OREGON

Un lugar donde las familias y las empresas prosperan.

PROCLAMACIÓN

Celebre el Día del Árbol 2024 y el 34º aniversario de Forest Grove como Tree City USA®

CONSIDERANDO QUE, El Día del Árbol se observó por primera vez en 1872 con la plantación de más de un millón de árboles en Nebraska; y

CONSIDERANDO QUE, la comunidad de Forest Grove continúa con esta tradición de administración ambiental conservando, preservando y restaurando nuestro bosque urbano local; y

CONSIDERANDO QUE, nuestra comunidad aprecia los muchos beneficios que los árboles brindan a nuestros residentes, negocios y visitantes; y

CONSIDERANDO QUE, la Fundación Nacional del Día del Árbol ha reconocido a Forest Grove como Tree City USA® debido al compromiso de nuestra comunidad con la gestión forestal eficaz durante el último año; y

CONSIDERANDO QUE, el año calendario 2023 marca el trigésimo cuarto año consecutivo en que Forest Grove ha recibido la designación Tree City USA®; y

CONSIDERANDO QUE, La Comisión Forestal de la Comunidad de Forest Grove reconoce la administración de la comunidad de Forest Grove durante los últimos 34 años para promover los esfuerzos de silvicultura urbana de la ciudad.

AHORA, POR LO TANTO, EL AYUNTAMIENTO DE LA CIUDAD DE FOREST GROVE PROCLAMA LO SIGUIENTE:

Sección 1. Abril se designa como el Mes del Árbol en Forest Grove.

Sección 2. Se alienta a la comunidad de Forest Grove a apoyar el espíritu y la tradición del primer Día del Árbol plantando árboles en beneficio de nuestra comunidad.

EN TESTIMONIO DE LO CUAL, firmo la presente y hago que se coloque el sello de la ciudad de Forest Grove, Oregón, este día 22 de abril de 2024.

_____

Malynda Wenzl, Alcalde, Ciudad de Forest Grove

Mariah Woods

From: Chris B. Billman <arthriticoldman@icloud.com>
Sent: Tuesday, April 09, 2024 7:34 AM
To: Henry Reimann
Cc: Jesse VanderZanden; Gregory Robertson; City Councilors
Subject: Oregon Bicycle Bill

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https://www.oregonencyclopedia.org/articles/oregon_bicycle_bill/

Yo Henry I thought you might be interested in this article.
It's about the history behind bicycle infrastructure improvements required under current legislation, this article explains how bicycle lanes or shared lanes are required. This would put University drive in noncompliance and should have bike lanes or shared roads .
This would also apply towards the trails along 47 with all of the bollards that are very dangerous. Think about it, the city believes that navigating a 90 degree turn wiles riding through the space of a doorway! I can think of so many things that could go wrong, then why would a city continue to put people in this situation.

Chris Billman
[redacted]
Forest Grove, Oregon
97116-9128
[redacted]
ChrisB.Billman@gmail.com

Mariah Woods

From: Chris Billman <chrisb.billman@gmail.com>
Sent: Tuesday, April 09, 2024 10:57 AM
To: Henry Reimann; City Councilors; Gregory Robertson; Jesse VanderZanden
Subject: Forest Grove historical facts
Attachments: Wheels for Wellbeing Inclusive Cycling.pdf

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Some people seem to forget about the importance of having an accessible space for people to share all programs and benefits that come with being an Oregonian.
School district 15 back in the early 90's took advantage of funding programs that would help students that were ESL and children with disabilities like autism and other conditions. The school district enticed families to move into the district. The district thought that having many students who increased the students funding, ESL would increase their allowance by 50 % and disabilities would increase the funds for other programs. The district believed that they could afford it by raising the number of students who had special needs. Because if the district had 5 students in need they would be expensive but if there were 50 students in need then that would cover the cost and the district would have extra resources available for other programs.
Kind of taking advantage of students situation to fund programs for students without any disabilities or English difficulties.
Well those people moved here and when the district superintendent was replaced the district changed their outlook on special needs students and diminished their education programs that were in place.
Those students are now adults, and many of them with cognitive disabilities are the residents who are most affected by the poorly designed bicycle infrastructure.
This is very disturbing because our past two mayors are involved in education and should understand titles 2 and the ADA requirements.
I can also understand how a public works director and city manager from other states don't understand the importance of inclusion and how infrastructure is being used to discriminate and discourage the use of bicycle for transportation.
The most disturbing aspect is that they constantly ignore all of the data and laws regarding peoples rights to choose their own transportation choices.
This is evident in the budget, the law says bicycles with wheels 14 inches and smaller are children's toys but when the wheels are larger they become vehicles.
Officers Hall was a bicycle patrolman he should have understood this clearly and his words were very clear and very inappropriate and wrong, and highly discriminatory.
All of this is because they believe that's perfectly reasonable to assume that they have rights to self governing somehow provides for the rights to remove the rights of people.
All from people who are educators in their profession.
One would expect that DEI would be three words that are easily understood but not in this city and district.
Diversity , Equity and Inclusion without accountability is just another form of discrimination against people who don't have access to the same resources because of disability or other factors.
So far not once has anyone come forward with any evidence or documentation saying anything about the city's ability to ignore this discriminatory practice.

Chris Billman

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Forest Grove, Oregon
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ChrisB.Billman@gmail.com

Mariah Woods

From: noreply@civicplus.com
Sent: Tuesday, April 09, 2024 2:34 PM
To: City Councilors
Subject: Online Form Submittal: Contact City Council

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Contact City Council

First Name	ROD
Last Name	KUJALA
Address	[redacted]
City	FOREST GROVE
State	OR
Zip	97116-1349
Email	rod.kujala@gmail.com
Whom would you like to contact?	Entire Forest Grove City Council (Includes Mayor Wenzl)
Would you like a response?	Yes
Question / Comment	I recently spoke with Senator Janeen Sollman about an issue I am having and she told me that I should explain my situation to the Forest Grove City Council as a first step, so I am following her advice. I live on the privately owned section of Oakcrest Dr, I am not one of the owners of the road. All of the houses on this road are on septic tanks as it was outside the city limits in the sixties when these houses were built. We were informed last year that we lived within 300 ft of the city sewer system therefore we would not be allowed to replace our septic tanks and must connect to the city sewer system if our system fails. They also told us about a financial assistance program that would offer up to $25,000 to help with the connection if you qualified. On November 16, 2023 I was told I qualified for this assistance but I was also told that before I accepted the grant I needed to

speak with Clean Water Services. I spoke with Elle Worrlein with Clean Water Services and Derek Robbins, a city of Forest Grove Engineer on November 28, 2023. They told me I lived 150 ft from the closest city sewer line and that it was my responsibility to pay all expenses for connecting to that line. I told them I needed to to know what the cost would be for the connection and they said I needed to get a bid from a company that does this type of work. I told them I needed a rough estimate because I needed to let them know by December 15th if I was accepting the grant. On November 30, 2023 Derek Robbins gave me a rough estimate of almost $100,000 and this did not include decommissioning my septic tank or the pump system that would be required because I live at a lower elevation than the city sewer line. So I would be looking at well over $100,000 to hook into the city sewer system. Since that time I have had Mike Lyda of Lyda Excavating Inc, who is currently doing work on 26th in Forest Grove, come to my home and look over the situation. He confirmed, "This project could easily exceed $100,000."

My wife and I are retired and cannot afford this, even with the $25,000 grant, which I turned down on December 15th. Our septic tank is steel and was installed in 1984, we had Aloha Sanitary Systems come inspect our tank and it does need replaced. They gave us a quote of $8,300 to remove our old tank and replace it, a lot of money but nowhere near $100,000 plus. We did not know what to do.

Then one of our neighbors, Mark Smethers, told me he had replaced their septic tank in 2023. He said Greg Robertson, an engineer with the city of Forest Grove, explained that because he lived on a private road that he did not own the 300 ft rule did not apply to his house. Greg Robertson wrote him a letter that he took to Larry Fenster who issues the county permits and Larry gave him the permit for his new septic tank.

I called Larry Fenster and he said he would also issue me a permit if Greg Robertson approves it.

Only now Greg Robertson refuses to approve us like he did the Smethers. At first he said we have different access rights than the Smethers, but everyone on the road is given an easement to the road in their deed.

Now he says the approval of Smethers septic tank was an "accident".

We need help and we don't know where to turn, we do not have the money to hook into the city sewer, our septic tank needs replaced, if it fails before I get this resolved we cannot go the bathroom in our home. I explained this to Greg Robertson and he informed me that if we do anything other than connect to the city sewer we will have our water shut off.

I have lived in Forest Grove for 62 of my 69 years, I worked for

Woodfold Mfg. in Forest Grove for 46 years until my retirement, I love Forest Grove, but I cannot believe the situation me and my wife have been placed in.

ROD & PATTI KUJALA
[redacted]
FOREST GROVE OR 97116
P - [redacted]

Email not displaying correctly? View it in your browser.

Mariah Woods

From: Chris B. Billman <arthriticoldman@icloud.com>
Sent: Monday, April 15, 2024 12:15 PM
To: Henry Reimann; Jesse VanderZanden; Gregory Robertson; City Councilors
Subject: Micro mobility
Attachments: OBPAC_Meeting-Materials_November2023.pdf

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This is affordable transportation options that is available and needs to be included in our transportation plan. This is a part of our state transportation plan not being promoted by the state park and recreational systems. Remember that all residents have their rights to choose which type of transportation that they prefer.

OBPAC_Meeting-Materials_November2023
PDF Document · 2.3 MB

Chris Billman
[redacted]
Forest Grove, Oregon
97116-9128
[redacted]
ChrisB.Billman@gmail.com

Mariah Woods

From: noreply@civicplus.com
Sent: Sunday, April 21, 2024 6:13 PM
To: City Councilors
Subject: Online Form Submittal: Contact City Council

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Contact City Council

First Name	Marlo
Last Name	Olson
Address	[redacted]
City	Forest Grove
State	OR
Zip	97116
Email	olso9176@pacificu.edu
Whom would you like to contact?	Entire Forest Grove City Council (Includes Mayor Wenzl)
Would you like a response?	Yes
Question / Comment	Hello Mayor Wenzl and the City Council of Forest Grove, My name is Marlo Olson and I am a part of Pacific University's Indigenous Student Alliance. We would like to invite you to Pacific University's first annual Reconciliation Powwow on May 4th. This event will occur from one to eleven p.m. in the Stoller Center Gym on campus. Grand entrances, which are when an elder leads a parade of dancers around the dance area, will occur at one p.m. and at 7 p.m. With this powwow, the Indigenous Student Alliance aims to raise awareness of the history of Residential schools and the tragedy that still haunts the halls. Between 1831 and 1998, Indigenous children attended residential schools. In these schools, Indigenous children faced abuse, physically, mentally and spiritually. The reason why this issue matters to us and is the focal point

of our Powwow is because in 1879, Pacific University donated money for one of these residential schools to be built in Forest Grove. The Forest Grove Indian Training School ran from 1880 to 1885. The school was then moved to Salem to create Chemawa Indian School. In the short five years of operation, 310 Indigenous students attended, representing over 30 tribes. Furthermore, eleven children died at the school. Two being buried in unmarked graves at the Forest View Cemetery.
With this Powwow we not only aim to bring awareness to this part of history but to also celebrate the communities we still have today. Each Powwow tells a story of strength and perseverance. Through resistance we are still able to dance and sing in our traditional ways.

We extend an invitation to you to come experience the beauty of Indigenous cultures,
Marlo Olson

Email not displaying correctly? View it in your browser.

Mariah Woods

From: Chris Billman <chrisb.billman@gmail.com>
Sent: Friday, April 19, 2024 4:14 PM
To: City Councilors; Jesse VanderZanden; Gregory Robertson; Henry Reimann
Subject: Public accommodations

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello city council members and city officials, I am curious about the city policy when applying public accommodation standards that are supposed to be applied for the benefit to all community members . The issue stems from the fact that the public works department or the responsible parties failed in their understanding about public accommodation under the ADA when they said they could not require a private business to provide access to the bicycle tool hub.
According to the ADA all places that are open to the public must be accessible to those who are in a wheelchair. Unfortunately this wasn't considered when the city entered into the agreement with the store owners.
Because of there lack of inclusion and ADA accessible routes the residents became the losers of a valuable resource for those who need access to the tools to maintain their mobility devices.
Who is the city's responsible person to ensure that the ADA's public accommodation are being provided in all public spaces?
Why would the city enter into a contract that denies access in a public place to everyone? The city is responsible to provide access for all residents of our community it's the law that unfortunately has been passed over 30 years ago!

A public accommodation is a private entity that owns, operates, leases, or leases to, a place of public accommodation. Places of public accommodation include a wide range of entities, such as restaurants, hotels, theaters, doctors' offices, pharmacies, retail stores, museums, libraries, amusement parks, private schools, and day care centers. Private clubs and religious organizations are exempt from the ADA's title III requirements for public accommodations.

What are public accommodations?
adata.org

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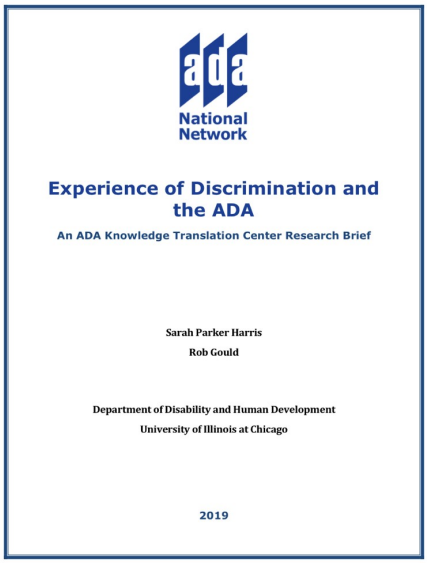
ChrisB.Billman@gmail.com

Mariah Woods

From: Chris Billman <chrisb.billman@gmail.com>
Sent: Monday, April 22, 2024 11:38 AM
To: Jesse VanderZanden; Gregory Robertson; Henry Reimann; City Councilors
Subject: ADA discussion about discrimination.

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning I am going to continue with the education program about how infrastructure affects our community members. We all have the right to participate in all aspects of our community activities including activities that are essential for independent living.
I have noticed that one set of bollards were removed but still does not allow access to the bike lanes because of a problem with a ditch. Go figure.
I infrastructure is the easiest way to prevent people from coming into the community it is also an easy cure. Build a community that is accessible to everyone and those people with disabilities will feel comfortable and included.



ADA Research Brief_Discrimination and the ADA_FINAL
PDF Document · 270 KB

Chris Billman
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FOREST GROVE OREGON

A place where families and businesses thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	
FINAL ACTION:	

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Miles Glowacki, Economic Development Coordinator*
Bryan Pohl, Community Development Director

MEETING DATE: *April 22, 2024*

SUBJECT TITLE: *Tourism Capital Grant Program Awards*

ACTION REQUESTED:		Ordinance		Order		Resolution	X	Motion		Informational

X all that apply

BACKGROUND:

The City Council approved a 2.5% local Transient Lodging Tax (TLT) effective January 1, 2018. The TLT is a tax collected from lodging guests, defined as daily or weekly renters at hotels, motels, and other lodging establishments within the city limits.

Furthermore, the City Council approved a Tourism Capital Grant Program funded by the TLT, effective November 13, 2023. This program allows groups to apply for a reimbursement of up to $2,500 to purchase durable goods to support an event that attracts attendees from outside of Forest Grove and encourages them to stay overnight. Applicants have six months from the grant award to request a one-time reimbursement.

The purpose of the Tourism Capital Grant Program is to provide financial assistance for capital expenditures that directly contribute to the growth, development and promotion of tourism with the objective of increasing overnight lodging stays within the City of Forest Grove.

SUMMARY:

Adelante Mujeres is requesting a grant of $2,500 to purchase a branded tent, updated signage, PA system and lighting system to improve the experience of the Farmers' Market.

Staff has reviewed the application and finds that it meets the eligibility requirements of the program. Staff recommends approval of the funding request.

FISCAL IMPACT:

$2,500 from the TLT fund.

ATTACHMENT(s):
Adelante Mujeres Tourism Capital Grant Request Form

Tourism Capital Grant Applications: April 22, 2024

Organization: Adelante Mujeres
Requested Funding Amount: $2,500

Describe the item to be purchased or approved:

With funds from the Forest Grove Capital Tourism Grant program, Adelante Mujeres is envisioning the purchase of a few infrastructures and facilities items to upgrade our Forest Grove Farmers Market. These items would include a new tent that is branded with the Adelante Mujeres logo, new updated signage, sound system/speakers, and a new lighting system.

Branded Tent: to provide visitors with easy access to the Farmers Market event administrators who can provide information about the market, how to become more connected with the market and Adelante Mujeres, and to provide visitors with fresh food vouchers that can be used throughout the farmers market season.

New Updated Signage: to provide visitors with a clear understanding of the market, vendors, and benefits of the market.

Sound System/Speakers: It is necessary to upgrade our sound equipment for market entertainment, as our current PA system does not support Bluetooth or other necessary amenities that our market hopes to offer for performers. For the 2024 Forest Grove Festival of the Arts, it is key that our market is equipped with the necessary gear to showcase local talent and attract shoppers to downtown Forest Grove.

New Lighting System and Electricity Extension: This past year we extended our Farmers Market by an additional hour to increase vendor sales and accessibility for the community to attend the market with different schedules. This has meant that during certain months the last hour of the market is a night market. To increase safety, product visibility, and a fun community atmosphere, we want to upgrade our lightening system to something that provides amble light while also easy to maintain through set-up and take down. We also want to accommodate more vendors who need access to electricity, so a new electric spider box and cord will facilitate this demand.

Describe how the purchase will further the city's tourism goals:

The Forest Grove Farmers Market run by Adelante Mujeres entices visitors from all over Oregon to participate in a community-based Farmers Market during mid-week. This off-peak time gives visitors a more affordable rate for overnight stays and increases tourism during the week. We also plan to provide a special Saturday market this year in collaboration with the Forest Grove Concours d'Elegance Car Show, an event that attracts thousands of tourists annually.

Additionally, Adelante Mujeres and our vendors provide visitors to the Farmers Market with additional local connections to increase visitor participation throughout Forest Grove while the market is not taking place.

Lastly, during our Farmers Market on the Main Street of Downtown Forest Grove, local businesses stay open to align with our Market time to increase their revenue due to the increase of tourism due to the Farmers Market.

FOREST GROVE OREGON

A place where families and businesses thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	
FINAL ACTION:	

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Miles Glowacki, Economic Development Coordinator*
Bryan Pohl, Community Development Director

MEETING DATE: *April 22, 2024*

SUBJECT TITLE: *Tourism Event Sponsorship Awards*

ACTION REQUESTED:		Ordinance		Order		Resolution	X	Motion		Informational

X all that apply

BACKGROUND:

The City Council approved a 2.5% local Transient Lodging Tax (TLT) effective January 1, 2018. The TLT is a tax collected from lodging guests, defined as daily or weekly renters at hotels, motels, and other lodging establishments within the city limits.

Furthermore, the City Council approved Resolution 2023-52 on November 13, 2023, establishing a Tourism Event Sponsorship Program, funded by TLT. The Event Sponsorship Program was in addition to the Tourism Capital Grants Program and Tourism Installation Art Program.

The Tourism Events Sponsorship Program allows groups to apply for up to $5,000. In exchange for the funds, the city receives recognition as a sponsor in marketing materials including social media, the website, flyers, announcements and booth space, as applicable. According to the program requirements, sponsorship awards are placed on the Consent Agenda for approval by City Council as the applications come in. The Program is currently funded at $40,000 for FY 23-24.

The purpose of the Tourism Event Sponsorship Program is to provide financial assistance to events that directly contribute to the growth, development, and promotion of tourism with the objective increasing overnight lodging stays in the City of Forest Grove. The program is open to all businesses and non-profits located in Forest Grove. Event organizers can apply for City sponsorship through the city's website. Staff have reviewed the applications to ensure they meet the goals and criteria of the program.

Each request for sponsorship is scored with the following matrix to determine eligibility and funding levels.

Scoring Rubric	100
Overnight Stays – Will attendees likely stay overnight in Forest Grove? Up to 30 points	
Brand Alignment – How does the event's theme and audience align with the City's brand? Up to 20 points	
Audience Reach – What is the estimated reach of the event's attendance? Up to 10 points	
Brand Reach – What is the total marketing budget and how will the City be recognized? Up to 10 points	
Brand Visibility - How prominent is the City's tourism brand on event materials? Up to 10 points	
Experience – Do the organizers have a proven record of producing successful events? Up to 10 points	
Seasonality – Will the event attract visitors during non-peak tourism times? Up to 10 points	

Scores of 80-100 are eligible for $5,000 in sponsorship funding. Scores of 60-79 are eligible for $3,000 in sponsorship funding. Scores of 59 and below are not eligible to receive funding.

SUMMARY:

Event:	**Organizer:**	**Staff Recommendation:**	**Amount**
Spring Wine Walk	Chamber	Approve	$5,000
Corn Roast Harvest Festival	Chamber	Approve	$3,000
Farmers' Market 20th Annual Celebration	Adelante Mujeres	Approve	$3,000
Concours D'Elegance	Rotary	Approve	$5,000

Spring Wine Walk
The Forest Grove Cornelius Chamber of Commerce (Chamber) has applied for a sponsorship award for a spring wine walk in downtown Forest Grove. The event is scheduled for May 4. The Chamber is requesting $5,000. Staff has reviewed and scored the request form, determining that the event meets the eligibility requirements of the program. Staff recommend funding the sponsorship at $5,000.

Corn Roast Harvest Festival
The Chamber has applied for a sponsorship award for the Annual Corn Roast Harvest Festival. The event is scheduled for September 14, with an expected attendance of over 3,000. It is anticipated that some of the attendees will be traveling two or more hours to attend. The group is requesting $5,000. Staff has reviewed and scored the request form, determining that the event meets the eligibility requirements of the program. Staff recommends funding the sponsorship at $3,000.

Forest Grove Farmers' Market 20th Year Celebration
Adelante Mujeres has applied for a sponsorship award for the Forest Grove Farmers' Market 20th year celebration. The event is scheduled for July 20. Adelante Mujeres is requesting $5,000 for sponsorship. Staff has reviewed and scored the request form, determining that the event meets the eligibility requirements of the program. Staff recommend funding the sponsorship at the $3,000 level.

Concourse D'Elegance
The Forest Grove Rotary has applied for a sponsorship award for the annual Concourse D'Elegance. The event is scheduled for July 26-28, with an expected attendance of over 4,000. The group is requesting $5,000. Staff has reviewed and scored the request form, determining that the event meets the eligibility requirements of the program. Staff recommend funding the sponsorship at the $5,000 level.

STAFF RECOMMENDATION:
Approve sponsorship for the Spring Wine Walk for $5,000.
Approve sponsorship for the Corn Roast Harvest Festival for $3,000.
Approve sponsorship for the Farmers' Market 20th Year Celebration for $3,000.
Approve sponsorship for the Concourse D'Elegance for $5,000.

FISCAL IMPACT:
$16,000 from the TLT fund.

ATTACHMENT(s):
- Spring Wine Walk Sponsorship Application
- Corn Roast Harvest Festival Sponsorship Application
- Farmers' Market 20th Year Celebration Sponsorship Application
- Concourse D'Elegance Sponsorship Application

Tourism Sponsorship Applications: April 22, 2024

Event Name: Spring Wine Walk
Event Date(s): 5/4/2024
Event Website: fgcchamber.org
Organization: Forest Grove Cornelius Chamber of Commerce
Event Social Media: @fgcchamber
Event Location: Multiple business downtown FG

Requested Funding Amount: $5,000
Event Hours: 12:00 p.m. – 5:00 p.m.
Expected Number of Attendees: 250

Describe the Event:
The Spring Wine Walk is a multi business event in the heart of Forest Grove. 14 plus shopping locations in Downtown will host a winery in their shop for tasting. Ticketed participants are encouraged to shop locally and will have the ability to try wines from 14 plus Oregon vineyards. They can purchase bottles of wine to take home at the event. This is the same format as the Wine Walk event we hosted in December. That event was very successful.

I have attached a file that is our report out from the last event. We collected zip codes from all the 200 ticketed guests and conducted a survey of the participating stores and wineries. That information is compiled into the attached report. The results that prove our event attracted visitors from outside of the area were that 50% of the zip codes were not Forest Grove! We had attendees from many cites in Oregon and several from outside the state. 4 people were even from outside of the country. The stores and wineries all felt this event brought a happy, easy, rational audience to town. They felt this was an elevated experience compared to some other events in Forest Grove.

The goal of this event is to kickoff Oregon Wine Month with a fun wine event. This date was selected as it is the weekend before Mother's Day weekend. We hope to create a fun shopping experience in our downtown sector.

Describe your marketing plan including anticipated reach:
Our marketing plan includes many aspects. We have submitted the event to Explore Tualatin Valley for their Oregon Wine Month roundup. The event will be posted on many calendars including Travel Oregon, Travel Portland, Explore Tualatin Valley, and more. We will hang a banner in Forest Grove and display posters at many locations. We plan to do paid advertising including digital and print advertising with NewsTimes and Pamplin Media, and digital advertising on Facebook and Instagram. We have found those to be very successful in the past with our last Wine Walk Facebook ad reaching 16,656 viewers. Please take a look at the attached report form more info about the attendees at the last event.

We will need confirmation of the grant amount by April 1st in order to include the City logo on the posters for the event as a sponsor. Only the Presenting and platinum sponsors will be included on the event poster.

Questions:

Is the event open to the public?	Yes
Are patron admission, entry or participation fees charged?	Yes
Will food be served or sold?	Yes
Will alcohol be served or sold?	Yes
Will there be product, merchandise or service sales?	Yes
Will there be canopies or tents?	No
Will there be amplified sound?	No
Are you seeking other sponsorships?	Yes
Sponsorship levels if applicable:	Yes

Tourism Sponsorship Applications: April 22, 2024

Event Name: Corn Roast Harvest Festival
Event Date(s): 9/14/2024
Event Website: fgcchamber.org
Organization: Forest Grove Cornelius Chamber of Commerce
Event Social Media: @fgcchamber
Event Location: Multiple business downtown FG

Requested Funding Amount: $5,000
Event Hours: 8:00 a.m. – 6:00 p.m.
Expected Number of Attendees: 3,000

Describe the Event:
We are celebrating 60 years of the Forest Grove's Corn Roast and Harvest Festival (also Chalk Art Festival), which is an annual event that has been a cornerstone of our community since its establishment in 1964. This festival serves as a unique platform for the Forest Grove School District and Pacific University, our city's largest employers, to welcome new educators and celebrate the onset of fall.

The Corn Roast and Harvest Festival is a day-long event, with people coming out for the weekend and enjoying this festival promoting a great overnight stay, and enjoying our beautiful restaurants and surrounding wineries. The theme of our event is always centered on community celebration, education, and the onset of fall, which perfectly aligns with Forest Grove's brand as a welcoming and inclusive city. The festival emphasizes the city's commitment to education and community engagement, fostering a positive image for residents and visitors alike.

The Forest Grove Corn Roast and Harvest Festival promises a day filled with community spirit, entertainment, and delightful experiences. Attendees can expect a vibrant celebration that brings together the essence of fall and the warmth of our close-knit community.
The festival will kick off with a warm welcome to educators from the Forest Grove School District and Pacific University, fostering a sense of community and appreciation for the contributions of these vital institutions. Approximately 70 local vendors will be featured at this year's festival, creating a bustling marketplace for attendees. From delectable food options to unique shopping opportunities, the event will showcase the rich diversity of Forest Grove's local businesses and artisans. The heart of the festival lies in its lively entertainment, with performances from local singers, dancers, and musical talents.

Our signature corn roasting will be a highlight of the day, ensuring attendees savor the flavors of the season with freshly roasted corn.

Throughout the event, Forest Grove will take center stage. The city's name and branding will be thoughtfully integrated into all festival materials, ensuring that attendees and participants alike recognize the integral role Forest Grove plays in fostering community, education, and the spirit of fall. The festival will actively engage with attendees through social media, sharing live updates, behind-the-scenes moments, and highlights from the day. This strategy will not only enhance the overall event experience but also contribute to increased visibility and recognition for Forest Grove.

We plan to leverage various channels in our promotion and marketing of the event, such as social media, local publications, and community partnerships, to ensure widespread recognition. The City of Forest Grove will be prominently featured in all promotional materials, emphasizing the city's support for community events along with the tourism brand, which will be prominently displayed on all event materials, including banners, posters, and digital platforms. This visibility will contribute to strengthening the city's image as a vibrant and engaging destination.

Tourism Sponsorship Applications: April 22, 2024

The Chamber of Commerce has a proven track record of successfully executing community events. Our team's experience ensures the smooth planning and execution of the Corn Roast and Harvest Festival, guaranteeing a positive experience.
The event's timing coincides with the beginning of fall, attracting visitors during a non-peak tourism period. This strategically positions Forest Grove as an attractive destination even during off-peak times, contributing to the city's economic growth.
Your support will play a crucial role in maintaining and growing this cherished community tradition.

Describe your marketing plan including anticipated reach:
Corn Roast Marketing Plan 2024

Free marketing:
FGC Chamber of Commerce - website and event listing, social media.
Valley Art - website and event listing, social media
Discover Forest Grove - event listed on the website, promote on social media
City of Forest Grove - flyer to be submitted to include in their monthly newsletter
Chamber of Commerce - flyer to be submitted to include in weekly newsletter and social media
Reader boards in Forest Grove - 7 reader boards that can display event info
Banner - can be hung in Forest Grove for a week before the event
Event posters - displayed in business windows
Write press releases and send them out
Pass out flyers at Farmers Market and at Uncorked

Paid marketing:
Pamplin media
Facebook and Instagram advertising

Marketing Budget from FGC Chamber of Commerce: $3895
This will be spent on a Pamplin Media ad campaign both online and in print.

Marketing Budget from Valley Art: $600
This will be spent on printing posters, banner updates and News Times ads .

WCVA: $1250
This will be spent on PDX Pipeline ads, webpage and calendar listings on several publications.

Questions:

Is the event open to the public?	Yes
Are patron admission, entry or participation fees charged?	Yes
Will food be served or sold?	Yes
Will alcohol be served or sold?	No
Will there be product, merchandise or service sales?	No
Will there be canopies or tents?	Yes
Will there be amplified sound?	Yes
Are you seeking other sponsorships?	No
Sponsorship levels if applicable:	N/A

Tourism Sponsorship Applications: April 22, 2024

Event Name: Forest Grove Farmers' Market (20 YR CELE)
Event Date(s): July 20, 2024
Event Website: adelantemujeres.org/Farmers-markets
Organization: Adelante Mujeres
Event Social Media: @fgcchamber
Event Location: Downtown Forest Grove

Requested Funding Amount: $5,000
Event Hours: 12:00 p.m. – 6:00 p.m.
Expected Number of Attendees: 3,000 (Week)

Describe the Event:
The Forest Grove Farmers Market (FGFM) is an inclusive event that serves as an incubator market for beginning Latine farmers, food business, and artisan makers. Just as most Farmers Markets, they are a driving force for economic stimulus, environmental sustainability, and access to fresh produce, but our market is unique in that it also serves to drive tourism. In 2024, we are hosting the city's first Saturday Market to celebrate the 20th year of the FGFM. This special event will drive tourism from surrounding cities into Forest Grove. Some special activities that will take place are:
*A live band and special performances for the Saturday Market.
*Interactive activities for families, particularly children, to participate and get to know the market and thus the city of Forest Grove. Example: Scavenger hunt.
*Added vendors to celebrate the 20th year of the Farmers Market.

Describe your marketing plan including anticipated reach:
The Adelante Mujeres' Farmers Market team (5 team members) works alongside Adelante's Marketing team to implement the Forest Grove Farmers Market Marketing Plan, all promotional materials. This includes flyers distribution, announcement and communication via all social media handles, videos for promotions and highlights of farmers market activities, and a final report distributed at the end of the market season. We anticipate reaching 14,000 community members by promotional materials, both from Forest Grove and outside of Forest Grove. Through our social media handling we reach over 14k followers.

Questions:

Is the event open to the public?	Yes
Are patron admission, entry or participation fees charged?	No
Will food be served or sold?	Yes
Will alcohol be served or sold?	Yes
Will there be product, merchandise or service sales?	Yes
Will there be canopies or tents?	No
Will there be amplified sound?	No
Are you seeking other sponsorships?	No
Sponsorship levels if applicable:	No

Tourism Sponsorship Applications: April 22, 2024

Event Name: Concours D'Elegance
Event Date(s): July 26 – 28, 2024
Event Website: forestgroveconcours.org
Organization: FG Rotary
Event Social Media: @fgcarshow.com
Event Location: Downtown Forest Grove

Requested Funding Amount: $5,000
Event Hours: 12:00 p.m. – 6:00 p.m.
Expected Number of Attendees: 4,000

Describe the Event:
The Concours D' Elegance is in its' 50th year of producing this dynamic Auto Show and Weekend. It attracts a very diverse group: Attendees, Auto owners, Judges, ranging from families with young children, to singles, couples, and grandparents.
This is the largest running event that Forest Grove has, and it encompasses a Friday musical concert event, Saturday morning display of cars on Main Street, a road rally throughout the County during the day, a Saturday Evening Gala Gourmet Dinner, and the magnificent Sunday Concours D' Elegance Auto Show all day on Sunday. This Concours Event is the only Concours Level Event in the Greater Pacific Northwest.

Describe your marketing plan including anticipated reach:
In our attached samples of previous Marketing we have done, you will find a significant investment of funds spent by Rotary to attract thousands of people to Forest Grove. This includes print media throughout the state. We are repeating this level of investment again from our Rotary Concours D' Elegance Budget. In addition, with these Grant Funds, we will be using Social Media and Digital Ads in further-reaching geographic areas to attract visitors from the Seattle, Tacoma, Federal Way, Spokane, Tri-Cities, Boise, Bend/Redmond, Medford, Eugene/Springfield, Albany and Corvallis metro areas. We have already acquired verbal agreements with TravelOregon, TravelPortland, and TualatinValley.org Travel Bureaus for complimentary listings in their Websites. Public Relations efforts to acquire unpaid coverage will also be made.

Questions:

Is the event open to the public?	Yes
Are patron admission, entry or participation fees charged?	Yes
Will food be served or sold?	Yes
Will alcohol be served or sold?	Yes
Will there be product, merchandise or service sales?	Yes
Will there be canopies or tents?	Yes
Will there be amplified sound?	Yes
Are you seeking other sponsorships?	Yes
Sponsorship levels if applicable:	Yes

City of Forest Grove will be listed as a $5,000 level Sponsor and have access to set up a display Tent on both the Concert Grounds at McMenamins Grand Lodge 7/19 and at the Concours Auto Show 7/21 on Pacific University Campus. Banner exposure for the City Logo will also be arranged.

FOREST GROVE OREGON

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Charter Review Committee
Meeting minutes

Wednesday, March 20, 2024
Zoom & Community Auditorium

Minutes approved by the CRC on April 3, 2024.

1. Call to Order
The meeting was called to order by Chair Elysha Johnson at 6:03pm.

Present: Elysha Johnson, Chair; Bryan Dennis; Wolanda Groombridge; LaAna Littlefield; Kate MacDonald; Tammi McLaughlin; Dale Thaler; Adolph "Val" Valfre; Tacy Steele, Ashley Driscoll, City Attorney; Mariah Woods, City Recorder.

Absent: Isaac Echeverria; Joyce Phillips.

2. Public Comment: The chair noted that one written public comment was received and included in the packet, and it would be discussed later during the listening session portion of the meeting.

3. Consent Agenda: Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Committee 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).

1. Approve/review meeting minutes from the March 13, 2024, Listening Session.

   Dale Thaler moved to approve the consent agenda, and Wolanda Groombridge seconded. Passed: 9-0.

4. Additions/Deletions: None.

5. Discussion Items –

a) Committee Chair Johnson presented and reviewed meeting decorum.

b) City Attorney Ashley Driscoll presented the staff report, recapping the current status of the CRC's recommended amendments.

c) The listening sessions opened at 6:03

   a. Richard Kidd, Forest Grove resident. He submitted a written comment but wanted to speak on it as well. He was in support of the council president position being limited to two terms. He was previously against allowing the city manager to live outside of FG, but he no longer has objections. In the past, the city manager had to be able to make it to the city in the case of an emergency, but that is less of an issue today.
      He is concerned about no longer requiring wards but does acknowledge that the standard is to not have wards in cities with populations similar to Forest Grove. He said that the three living mayors not being contacted by the committee, even though the report said that past mayors had been consulted.

   b. Kristey Kottkey, Forest Grove Resident. She noted that “nothing changes if nothing changes,” and expressed her desire for the Committee to use the charter update as an opportunity to get more people involved. She noted that the same people have been serving the council for years, with few new people running. She believes that without unexpected appointments to the council, the average years of service data that the committee has presented would look different. Similarly, Boards and Commissions are primarily comprised of the same community members cycling through, with few new faces, and the city has been unable to make changes to bring more involvement from the community.

d) Discussion:

   a. Chair Johnson expressed her appreciation for the committee members and their work. The committee discussed the public comments and decided which recommendations to reopen for consideration. The committee considered the points about increasing community engagement, and the concern of past mayors about removing the mayor’s vote. Chair Johnson clarified regarding the comment that past mayors were not consulted about the charter change, stating that the committee did speak to Mayor Wenzl and Pater Truax, and an effort was made to reach out to Richard Kidd. Consensus was reached to re-open the term limits discussion, mayoral vote, and “civic leader” to “political head” title change.

   b. Mayoral vote:

      i. The committee re-considered the recommendation to only allow the mayor to vote in the case of tie breakers. The discussion weighed the value of allowing the mayor to focus on building consensus versus the public’s ability to have a record of the mayor’s votes. Some committee

members were strongly in favor of being able to know the mayor's political leanings, while others made the point that because the mayor would vote in ties their leanings would still be known. While the former mayors who gave comments were against removing the mayor's vote, the current mayor was in favor of it. The question of transparency was brought up, and City Attorney Driscoll clarified that discussions about votes between councilors outside of a public meeting are not permitted under the law. McLaughlin moved to amend recommendations to allow the mayor to vote. The motion was passed 8-1, Steele voting no.
Chair Johnson summarized the reasons for the recommendation change, stating that removing the mayor's vote was not guaranteed to change anything and that the transparency of the mayor's vote outweighed the considerations.

c. Political Head vs Civic leader:

    i. The committee members briefly discussed this change, acknowledging that political head could be considered a more charged term, but that it might also be more accurate. Consensus was reached that with the change of the mayoral vote recommendation, changing the title no longer seemed necessary or accurate.
    Littlefield moved to amend the initial recommendation to keep the term political head. The motion passed 9-0.

d. Term limits:

    i. City Attorney Driscoll read the staff report on term limits and added some additional summaries of previous discussions. Forest Grove's turnover is similar to other jurisdictions, and the majority of comparable jurisdictions do not have term limits. The committee acknowledged that there has been a lack of diversity in both the council and in boards and committees, but there was general agreement that term limits are not necessarily the best way to address those issues. The committee considered the value of longevity and institutional knowledge, as well as the size of Forest Grove and whether it is ready for term limits yet.
    ii. Thaler moved to keep the recommendation as is, with no recommendation for term limits and Mclaughlin seconded. The vote passed 8-1.

e) Driscoll noted that the purpose of the next meeting will be to finalize everything. The committee also has the option to choose how they recommend that the changes be

placed on the ballot, e.g. as one ballot item with all of the changes or separated into separate topics. A consensus was reached to recommend having multiple separate ballot measures.

f) The next meeting is on April 3rd. The final report will be available for review at that time.

6. Adjournment and Announcement of Next Meeting: Thaler moved to adjourn, McLaughlin seconded. The meeting was adjourned at 7:51 pm.

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City Council Work Session Meeting Minutes
Recreation Collaboration Joint Work Session

Monday, April 8, 2024
School District Offices

Minutes are unofficial until approved by City Council.

1. **ROLL CALL: COUNCIL PRESENT:** Timothy Rippe, Council President; Donna Gustafson; Michael Marshall; Karen Martinez; Mariana Valenzuela; and Malynda Wenzl, Mayor. **COUNCIL ABSENT:** Elena Uhing.

2. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Mariah Woods, City Recorder; Anne Lane, Parks & Recreation Director; Cody Jeffers, Recreation Coordinator

   A. 5:30 PM – COUNCIL JOINT WORK SESSION: Recreation Collaboration with the Forest Grove School District, City of Cornelius, and Pacific University

Superintendent David Parker gave a welcome message.

Ashley Sonoff, SSW Consulting, introduced an overview of the agenda for the day, noting the purpose of the session, the team involved, and guidelines for success: engage & participate, be honest, keep an open mind, and be creative. She led an opening exercise for the attendees.

Sonoff then presented an environmental scan that was created based on feedback from the attendees collected ahead of the meeting. The scan highlighted aspects of the vision for the future, strengths, challenges, and opportunities for collaboration.

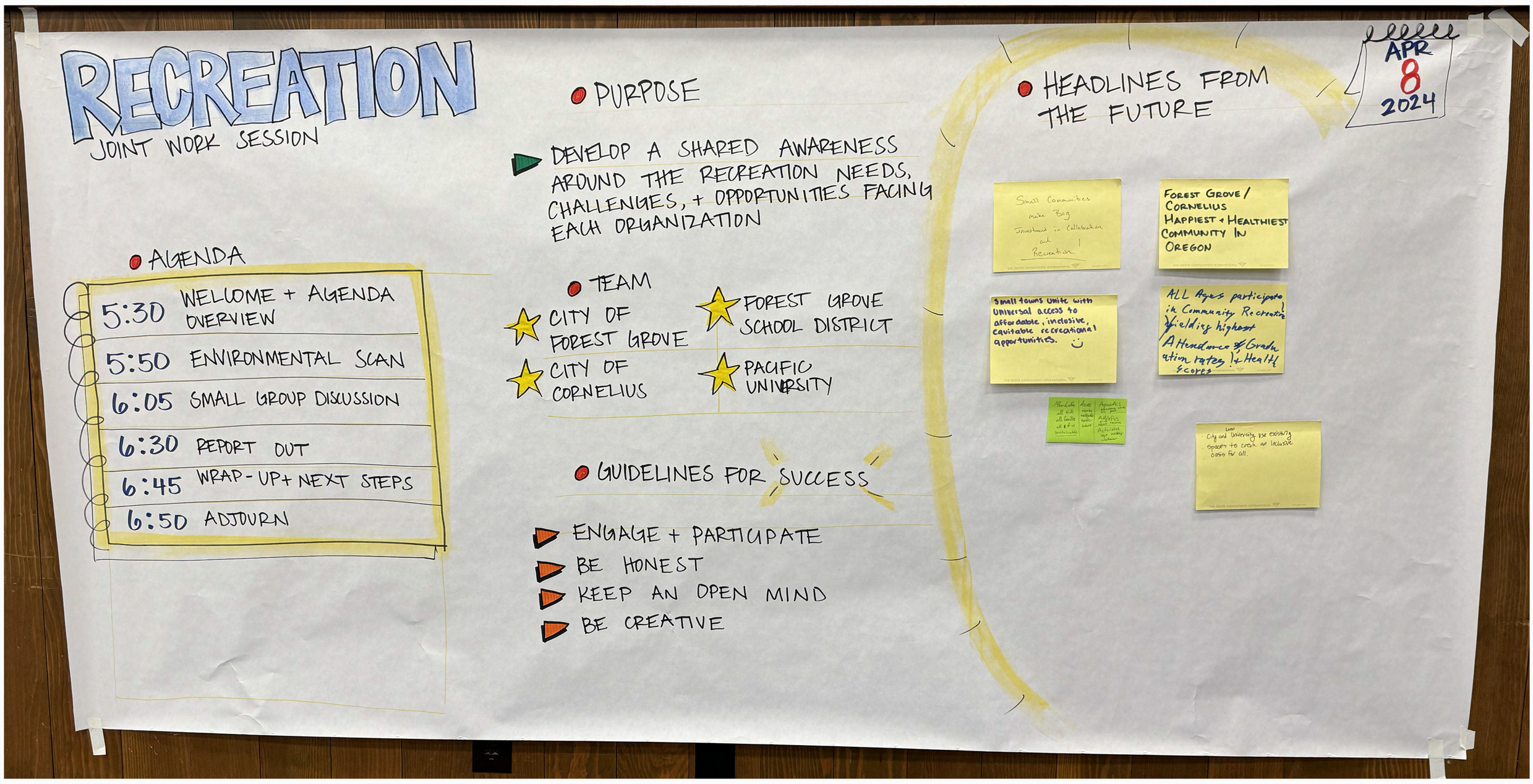
There was then a small group discussion based around three questions: Where are there opportunities to collaborate? What is holding us back? What are some small wins to move forward? After the discussion, a representative from each group reported out on the results of their discussions. The lists from each group can be found in the meeting materials.

Sonoff gave closing comments, noting that the purpose of the session had been to open the conversation rather than to present an immediate plan, and that the group had succeeded in that mission.

   B. Adjournment:

The work session was adjourned at 6:50 p.m.

AGENDA OVERVIEW



AGENDA

5:30 PM	Welcome + Agenda Overview
5:45 PM	Recreation Environmental Scan
6:00 PM	Small Group Discussion
6:25 PM	Report Out
6:40 PM	Wrap-up + Next Steps
6:50 PM	Adjourn

PARTICIPATING ORGANIZATIONS

- City of Forest Grove
- City of Cornelius
- Forest Grove School District
- Pacific University

OUTCOMES

Develop a shared awareness around the recreation needs, challenges, and opportunities facing each organization in the Forest Grove/Cornelius community.

GUIDELINES FOR SUCCESS

- Engage and participate
- Be honest
- Keep an open mind
- Be creative

© THE GROVE

VISIONING WARM-UP: HEADLINES FROM THE FUTURE

Small communities make big investment in collaboration and recreation!	Small towns unite with universal access to affordable, inclusive, equitable recreation opportunities	Forest Grove/ Cornelius: Happiest and Healthiest Community in Oregon	All ages participate in community recreation yielding highest attendance, graduation rates, and health scores	City and local university use existing spaces to create an inclusive oasis for all
Affordable - all kids, all families, all of us Sustainable	Access Nearby Realistic Safe Hours	Aquatics Everyone can use pool	Athletics K-12 Adults Teams	Activities Lego Other

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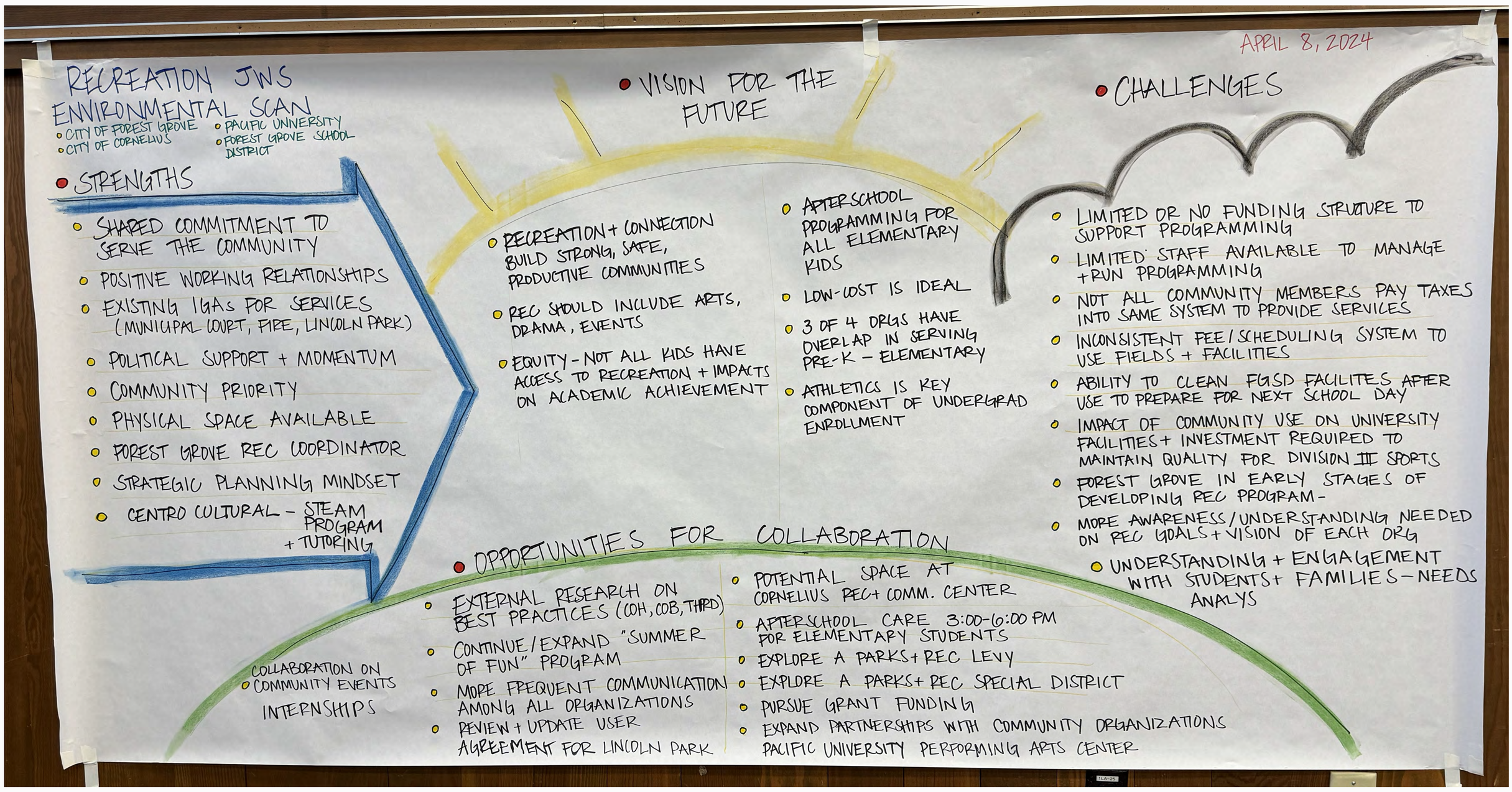
RECREATION ENVIRONMENTAL SCAN



VISION FOR THE FUTURE

- Recreation and connection builds strong, safe, productive communities
- Recreation should include athletics as well as arts, drama, community events, community spaces
- Equitable opportunity for all– not all kids have access to recreation and impacts academic achievement, safety in community, etc.
- Afterschool programming available for all elementary students
- Low-cost would be ideal
- Three of four organizations have overlap in serving pre-K through elementary
- University athletics is key component of undergraduate enrollment strategy

STRENGTHS

- Shared commitment to serve community
- Positive working relationships
- Existing IGAs for other services (Court, Fire, Lincoln Park, etc.)
- Political support and momentum
- Recreation is a community priority
- Physical space available
- Forest Grove Recreation Coordinator hired
- Centro Cultural - STEAM program, tutoring

CHALLENGES

- Limited funding structure to support programming
- Limited staff available to manage and run programming
- Note all community members pay taxes into the same system to provide services
- Inconsistent fee/scheduling system to use fields and facilities
- Ability to clean FGSD facilities after use to prepare for next school day
- Impact of community use on university facilities + investment required to maintain quality for Division III sports
- Forest Grove in early stages of developing a recreation program
- More awareness/understanding needed on recreation goals and vision of each organization
- Understanding and engagement with students and families - needs analysis

OPPORTUNITIES FOR COLLABORATION

- External research on best practices (Hillsboro, Beaverton, THPRD, etc.)
- Continue/Expand "Summer of Fun" program
- More frequent communication among all organizations
- Review and update user agreement for Lincoln Park
- Potential space at future Cornelius recreation and community center
- Afterschool care 3:00-6:00pm for elementary students is largest area of need
- Explore a parks and recreation levy
- Explore a parks and recreation district
- Pursue grant funding
- Expand partnerships with community organizations
- Pacific University performing arts center
- Collaboration on community events
- Internship opportunities

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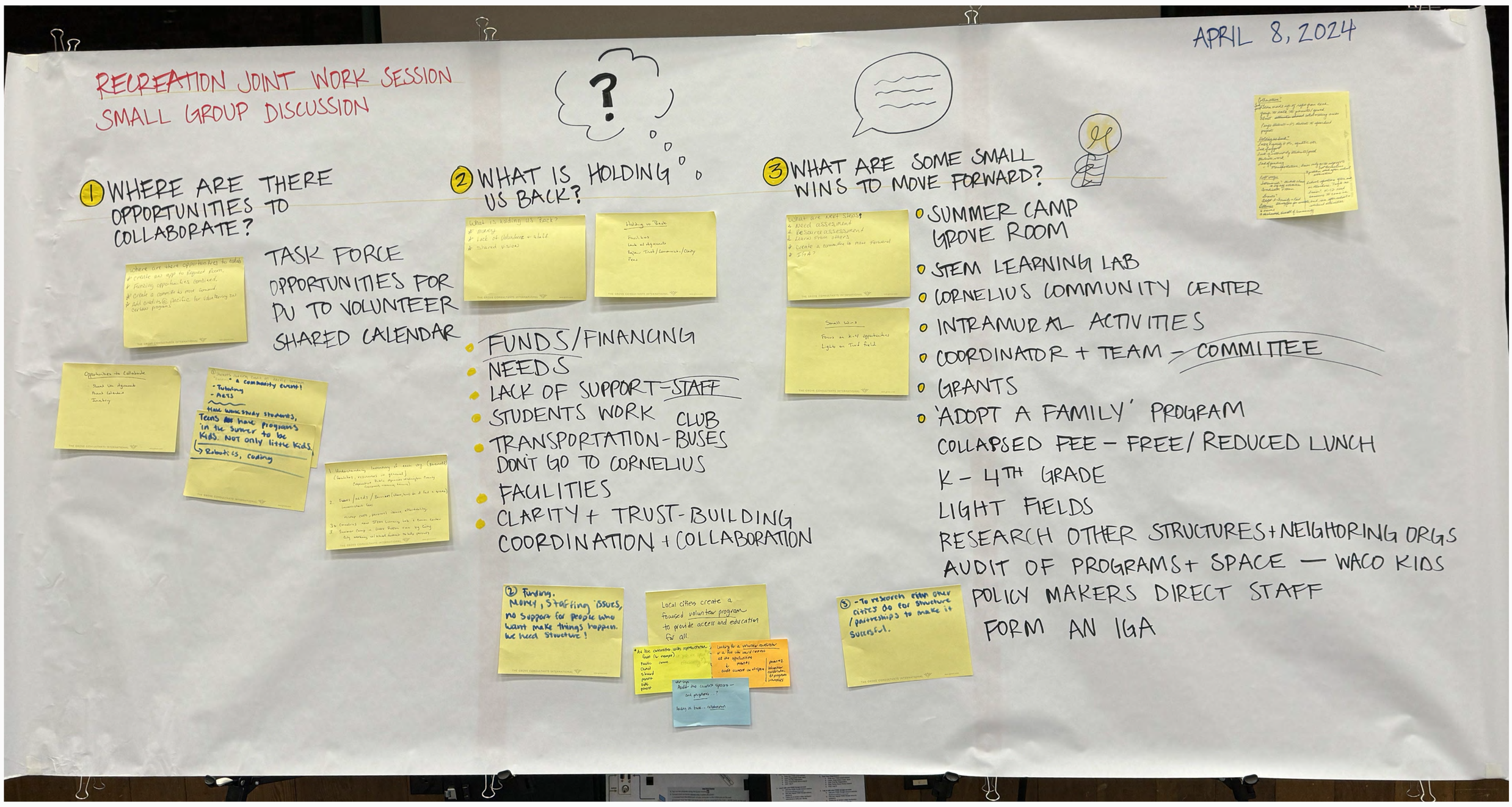
SMALL GROUP DISCUSSION REPORT OUT



WHERE ARE THERE OPPORTUNITIES TO COLLABORATE?

- Form a task force
- Opportunities for PU students to volunteer
- Set up a shared calendar for field and facility use scheduling
- Understanding inventory of each organization (personnel, facilities, resources in general)
- Example: Cooperative Public Agencies Washington County (equipment, resources, training)
- PU students can earn credit at Pacific through "running" a community event, tutoring, arts (work study students
- Teens have programs in the summer to be kids. Not only little kids
- Robotics, coding
- Shared use agreements
- Shared calendars
- Inventory
- Create an app to request a room
- Funding opportunities combined
- Create a committee to move forward
- Add credits at Pacific University for volunteering on certain programs
- Task force/team made of all reps from each group to talk to parents/ youth about collaborating areas
- Pacific students or high school students to spearhead projects

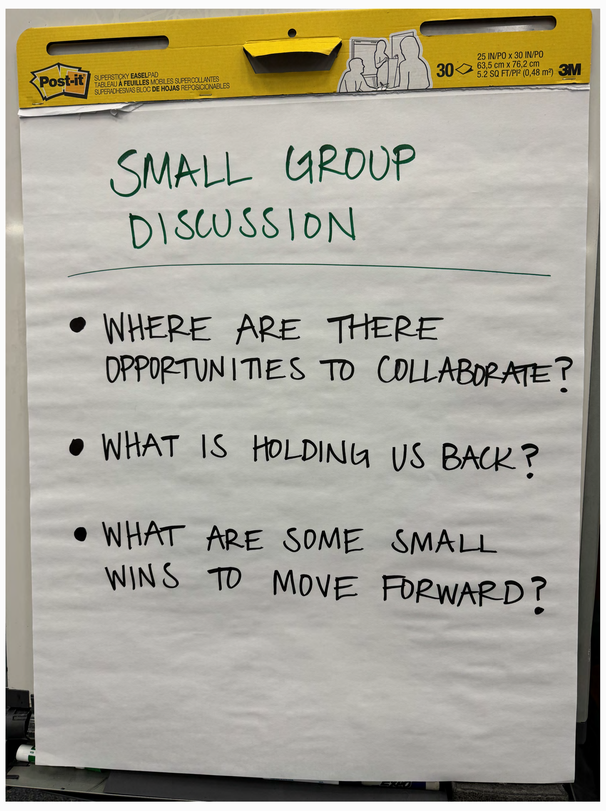
WHAT IS HOLDING US BACK?

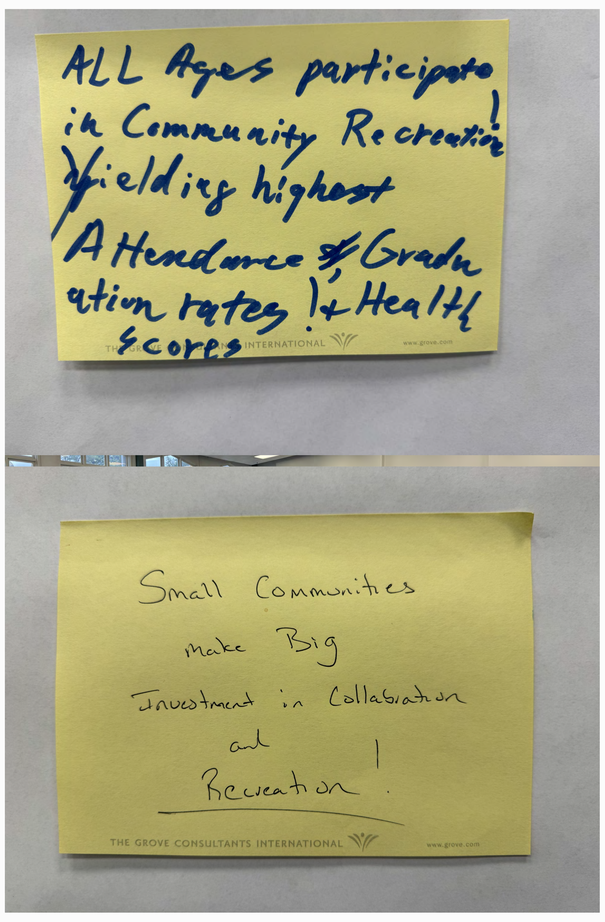
- Lack of funding, money, staffing issues
- No support for people who want to make things happen. We need structure!
- Collaboration
- Money
- Lack of volunteers and staff
- Shared vision
- Facilities
- Lack of agreements
- Repair trust/communication/clarity
- Fees
- Funds/needs/barriers (where, how do we find a space)
- Inconsistent fees
- Recoup costs, personnel issues, affordability
- Lack of capacity at high school, aquatic center
- Lack of support
- Lack of interest by students/youth
- Students work (and may not have time to participate)
- Lack of funding
- Transportation - Club buses only go to edge of Forest Grove, not Cornelius (problem with afterschool activities)
- School sports are often on teachers. People are busy
- K-12 need someone to come in and run after school and weekend activities

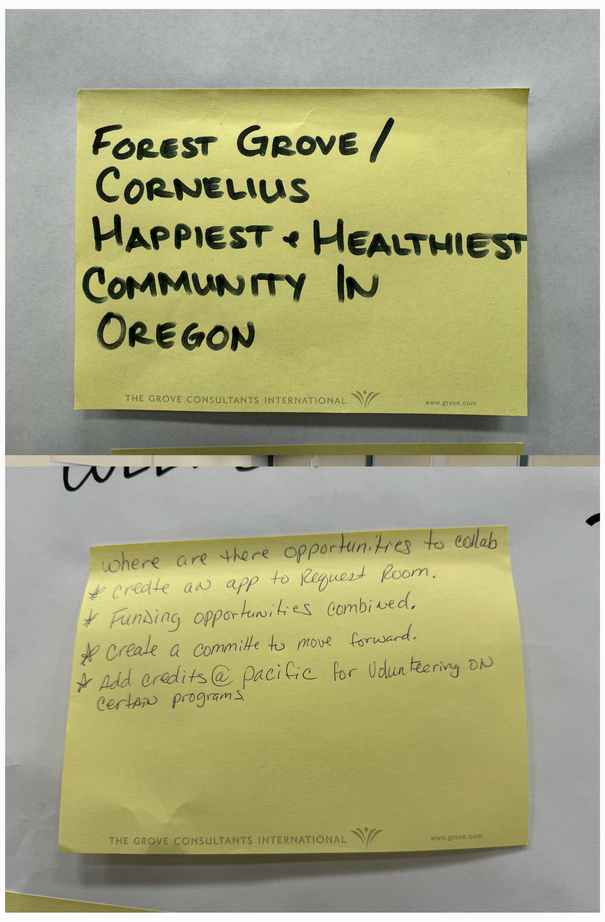
WHAT ARE SOME SMALL WINS TO MOVE FORWARD?

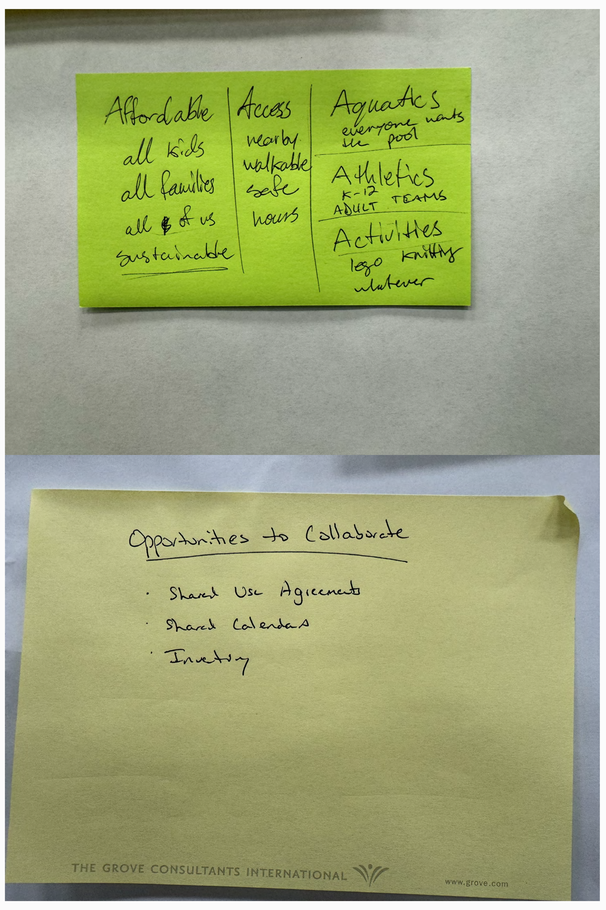
- Needs assessment
- Resources assessment
- Learn from others
- Create a committee to move forward
- IGA?
- Focus on K-4 opportunities
- Lights on turf field
- Research other cities for structure/partnerships to make it successful
- Ad hoc committee with representation from: Pacific, Council, School Board, parents, kids
- Audit current spaces and programs
- Looking for a volunteer coordinator or a few who could connect all the opportunities
- Audit use of space
- Volunteer coordination of programs, internships
- Cornelius new STEM learning lab + community center
- Summer camp in Grove Room run by City
- City working with School District to help parents
- Intramural sports? Gives students chance to try different activities
- Coordinator C team
- Grants
- 'Adopt-a-family' program to pay activity feeds for family for a semester
- Outcomes: decrease crime, increase health of community

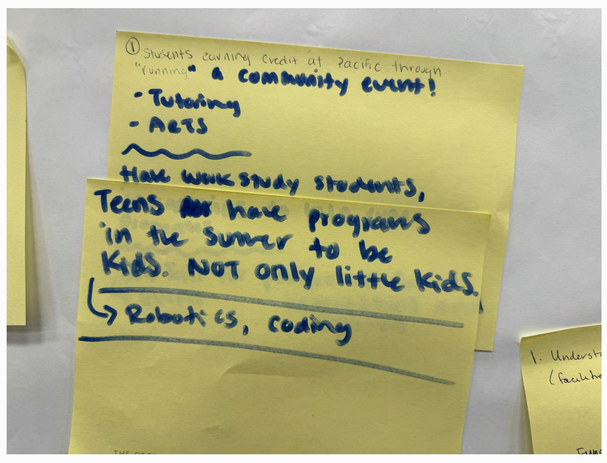
SMALL GROUP DISCUSSION REPORT OUT, CON'T

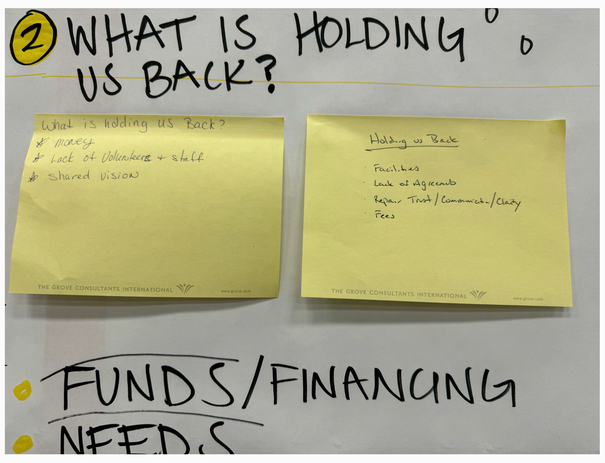


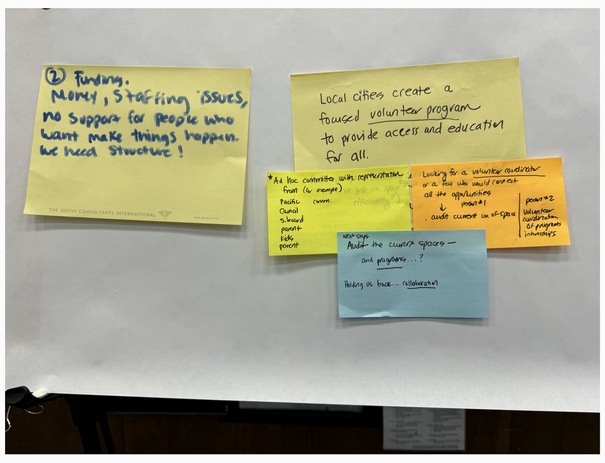


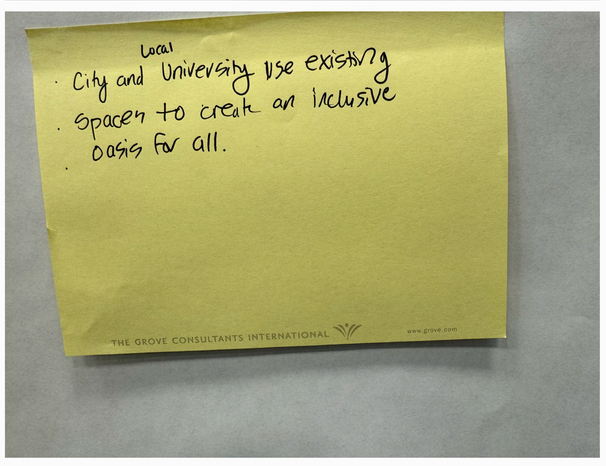


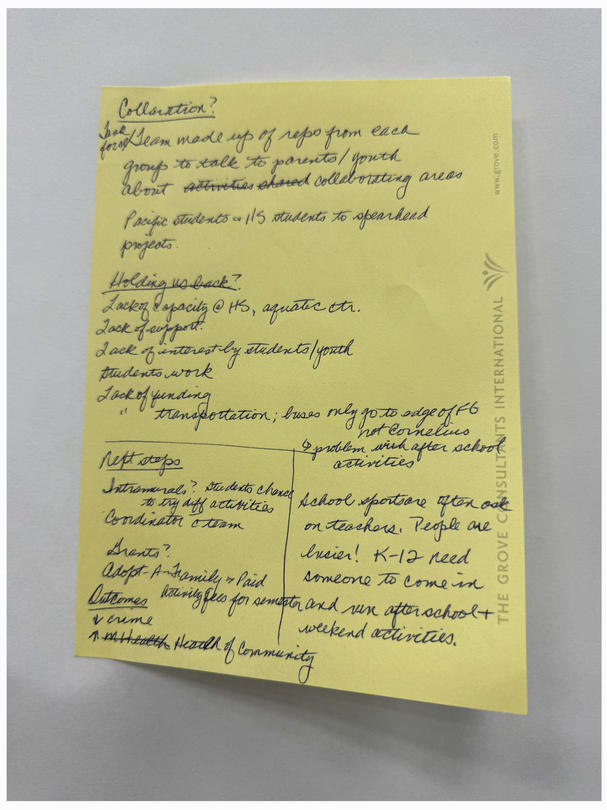


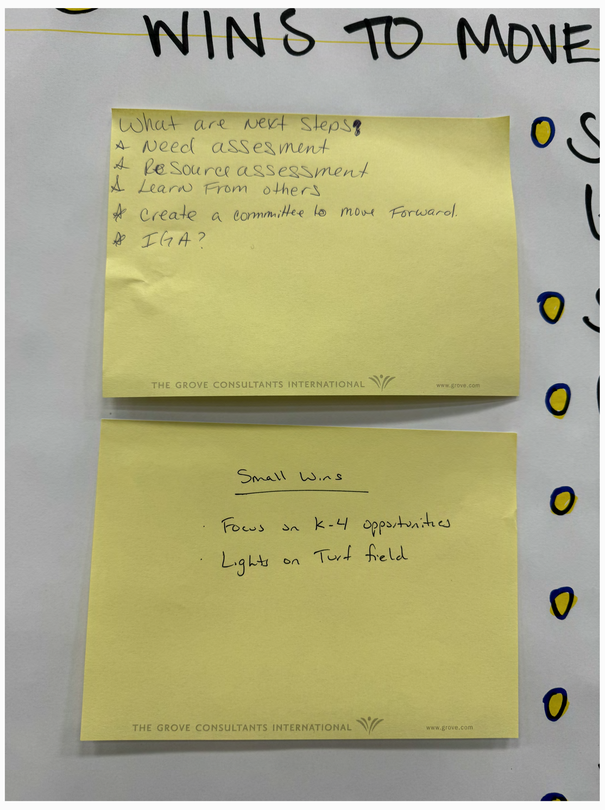


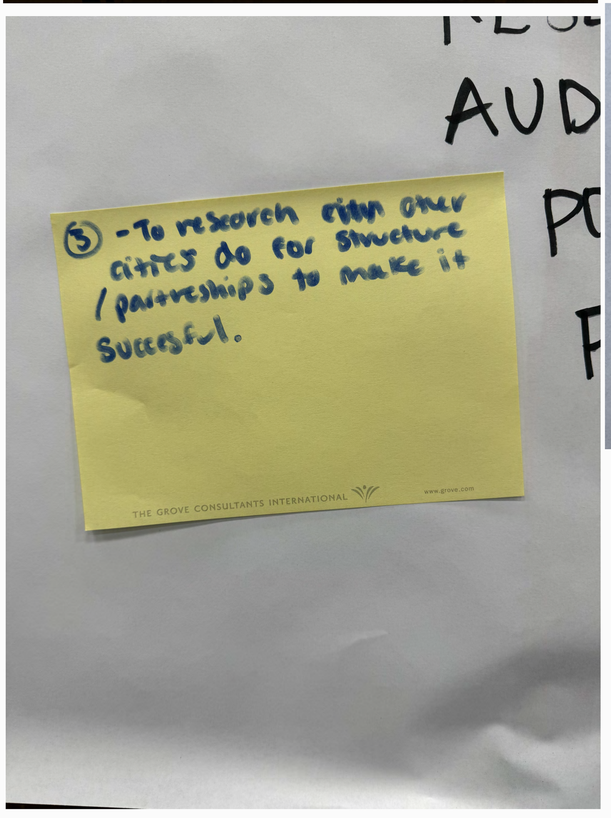


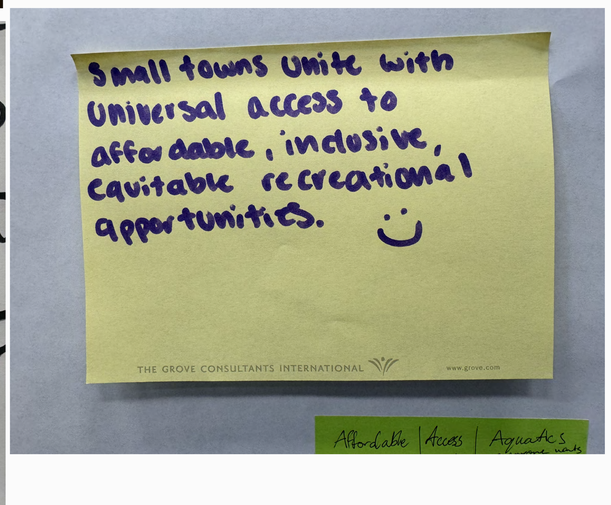












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FOREST GROVE OREGON

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City Council Work Session Meeting Minutes
Parks Conduct Policy

Monday, April 8, 2024
Community Auditorium

Minutes are unofficial until approved by City Council.

1. **ROLL CALL: COUNCIL PRESENT:** Timothy Rippe, Council President; Donna Gustafson; Michael Marshall; Karen Martinez; Mariana Valenzuela; and Malynda Wenzl, Mayor. **COUNCIL ABSENT:** Elena Uhing.

2. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Mariah Woods, City Recorder; Anne Lane, Parks & Recreation Director

A. 8:30 PM – COUNCIL WORK SESSION: Parks Conduct Policy

Anne lane, Parks & Recreation Director, presented the staff report on the proposed Parks Conduct Policy.

City Manager Jesse VanderZanden added that the policy is similar to the Library Code of Conduct, and that a resolution will be brought before the council at the next meeting.

Lane and VanderZanden answered questions from the Council:

- Park patrons would not need to sign forms agreeing to the policy, as it will be posted at the parks, and use of the parks would denote agreement to the policy. (Wenzl)

- Parking lots do not need to be specifically included or excluded in the rules, as per City code the parking lots are considered part of park land. (Rippe)

- Alcohol consumption is not listed as an activity disallowed in the conduct policy because consuming alcohol on any City property is already prohibited by the City. (Wenzl)

B. Adjournment:

The work session was adjourned at 8:40 p.m.

FOREST GROVE OREGON

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City Council Work Session Meeting Minutes
Tourism Events Sponsorship Program

Monday, April 8, 2024
Community Auditorium

Minutes are unofficial until approved by City Council.

1. **ROLL CALL: COUNCIL PRESENT:** Timothy Rippe, Council President; Donna Gustafson; Michael Marshall; Karen Martinez; Mariana Valenzuela; and Malynda Wenzl, Mayor. **COUNCIL ABSENT:** Elena Uhing.

2. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Mariah Woods, City Recorder; Bryan Pohl, Community Development Director

A. 8:40 PM – COUNCIL WORK SESSION: Tourism Events Sponsorship Program

Bryan Pohl, Community Development Director, presented the slides on the Tourism Events Sponsorship Program.

His final slide included questions for the Council, which they addressed one by one:

1. Only award a sponsorship equal to or less than the maximum sponsorship level of the event? – Yes
2. If the event lacks a sponsorship program, cap the sponsorship to $2,000? – Yes
3. Make it a program requirement to produce marketing materials and include the City in them? – Yes
4. Limit the amount of sponsorship funding a single organization can receive in a fiscal year? – Yes; $12,000
5. Limit the number of times an event can receive funding? – No
6. Rolling application vs. an application period? – Rolling applications

There was discussion around item 4, considering whether a limit is necessary, and if so what the amount of the limit would be. Councilors Gustafson and Valenzuela were in favor of not having limits on the amount. Mayor Wenzl proposed a $10,000 limit; after further discussion, consensus was reached to limit the amount to $12,000 in a fiscal year.

VanderZanden noted that this is a new program, so it is expected that the council will revisit the parameters after it has been running for a few years to determine if any changes should be made.

B. Adjournment:
The work session was adjourned at 9:10 p.m.

All Articles

Supreme Court Issues Important Decision Impacting Elected Officials and Use of Social Media

BY:
Stephanie Martinez-Ruckman

MARCH 22, 2024 - (6 MIN READ)

Leadership Local Authority & Intergovernmental Relations

Skip to Content

By Amanda Karras, Executive Director, International Municipal Lawyers Association, and Stephanie Martinez-Ruckman, Legislative Director, Human Development, National League of Cities

On March 15th, in *Lindke v. Freed,* the Supreme Court established the test for when local government officials are considered "state actors" for the purposes of the First Amendment when they post on social media. The case is a win for local governments as the test provided by the Supreme Court safeguards the free speech rights of elected officials while balancing the rights of their citizens. More importantly, it is objective and focuses on authority as the test to determine if the official is acting "under the color of state law."

In cities, towns, and villages across the nation, local elected officials and city staff often rely upon social media platforms both as a formal municipal means of communication as well as an informal way to engage with constituents and personal connections. This court decision allows local leaders to move forward with some clarity as to when the First Amendment applies to their social media accounts.

The facts in this case involve a City Manager, Mr. Freed, who used his Facebook account to post about purely personal items as well as items related to his work as City Manager, such as the City's COVID-19 policies. He was sued after he deleted comments and blocked someone from his account.

The Court provided guidance and hypotheticals, which may prove instructive to cities as they train staff on the implications of this court ruling. It explained that in cases where someone has the authority to communicate with their residents, for state action to exist and First Amendment liability to attach, "there must be a tie between the official's authority and the gravamen of the plaintiff's complaint." For example, if

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comments on those posts, he would not be acting with any state authority and would not violate the First Amendment.

More obviously, if a mayor posts something expressly invoking the authority of the City or State, the action takes immediate legal effect and is not otherwise available elsewhere; that post would likely be state action, according to the Court. On the other hand, if the official is merely sharing information that is otherwise publicly available, it is far less likely to be state action.

Public officials may use labels and disclaimers on their social media pages, such as "this is the personal page" of the individual or "the views expressed are strictly my own," which, according to the Court, would entitle the official to "a heavy (though not irrebuttable) presumption that all of the posts on his page were personal." However, the Court noted such a disclaimer cannot provide cover to conduct government business on a personal page such as by live streaming a council meeting only on that "personal" page.

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The Supreme Court took the case to resolve the lower court split — the Sixth Circuit found in favor of Mr. Freed, concluding the proper test to determine if the government official is engaging in state action is to ask whether he was "performing an actual or apparent duty of his office or if he could not have behaved as he did without the authority of his office" while the Ninth Circuit, in a separate case involving the same question, had held that state action applies to public officials' social media accounts based on the "appearance and content" of the pages — and provide the test to determine when the First Amendment applies to a government official's social media account.

In a unanimous decision authored by Justice Barrett, the Supreme Court rejected the Ninth Circuit's subjective "appearance and content" test and concluded that a government official's social media posts are "attributable to the State only if the official (1) possessed actual authority to speak on

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spoke on social media." The Court noted that the "appearance and function of the social-media activity are relevant at the second step, but they cannot make up for a lack of state authority at the first." The authority must be "real, not a mirage." The analysis will hinge on substance and not the mere label of the public official, and the Court explains it will require a fact-intensive inquiry.

The Court notes that the line between private and state action can be "difficult to draw." The difficulty is magnified, the Court explains, because of the nature of some public officials' work, which can make it seem like "they are always on the clock." But the Court emphasized that public officials have their own First Amendment rights, including rights to speak about their employment, that they do not relinquish simply by becoming public officials. The burden is on the plaintiff to show the official is "purporting to exercise state authority in specific posts." Additional factors, such as the use of governmental staff and resources, may help demonstrate the use of that authority.

The Court explains that its test is derived from the text of Section 1983, which provides a cause of action where "[e]very person who, under color of any statute, ordinance, regulation, custom, or usage, of any State deprives someone of a federal constitutional or statutory right." (internal quotations omitted). Thus, a public official has the authority to speak on behalf of the government if based on a written law, regulation, or ordinance that authorizes that person to make official announcements or if there is a well-established custom such that the "power to do so has become permanent and well settled." (internal quotations omitted). The Court notes in situations where an account belongs to the government or is passed down to the occupier of the particular office, and those would be government accounts subject to the First Amendment.

As cities, towns, and villages move forward to implement and enforce local

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your efforts.

The Local Government Legal Center, of which NLC is a founding member, filed an amicus brief (joined by NLC, IMLA, and NACo) advocating for a clear and easy to apply state action test focused on authority.

NLC is Your Voice in Washington

Learn more about how NLC advocates for, and protects the interests of, cities, towns, and villages.

NLC ADVOCACY CENTER

About the Author

Stephanie Martinez-Ruckman

Stephanie Martinez-Ruckman is the Legislative Director of Human Development at the National League of Cities.

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FOREST GROVE OREGON

Economic Development Commission

Tim Budelman, Chair

04/22/2024

Purpose

- The purpose of the Economic Development Commission is to encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council-adopted goals and objectives.

- The EDC advises and makes recommendations to City Council on economic development policy and issues that supports advancing the economy and prosperity.

Volunteer Efforts

Absorbed Urban Renewal Advisory Committee

Bylaws

Speakers

Pam Treece, County Commissioner

Dan Riordan, Senior Planner

Volunteer Efforts

Building Improvement Program

Enterprise Zone Fee Structure

Main Street Program

Looking Ahead

- Recruitment
- 2040 Vision
- Economic Opportunities Analysis
- Update Economic Development Strategic Plan

FOREST GROVE OREGON

Community Forestry Commission

Annual Report to City Council (2023-24)

Justin Marble, CFC Chair

Mark Nakajima, CFC Vice-Chair

4/22/2024

Community Forestry Commission (CFC)

- The following community members have graciously volunteered their time and provided their expertise to help support the City's urban forestry efforts. Thank you!

  - Justin Marble, Chair
  - Mark Nakajima, Vice-Chair
  - Bruce Countryman
  - Sean English, Student Liaison
  - Michael Howell
  - David Hunter
  - Kathy Walden

2023 Urban Forestry Accomplishments

- During 2023, the National Arbor Day Foundation designated Forest Grove as a Tree City USA for the for the 34th consecutive year in 2023!

- Also in 2023, the CFC held a tree planting event on April 20, 2023, at Talisman Park to commemorate Arbor Month in Oregon.

2023 Urban Forestry Accomplishments

- During the 2023 Arbor Day event, a tree was planted in honor of the late-Ronald Thompson who served as Council's liaison to the CFC for many years.

- In early-2023 the Community Development Department directed the planting of 140 street trees in the City's new subdivisions.

- In May 2023, City Council passed Ordinance 2023-03, that, in part, amended the Development Code to require tree root barriers at time of street tree planting.

2023 Urban Forestry Accomplishments

- Another urban forestry accomplishment during 2023, was City coordination with the Oregon Department of Agriculture's ongoing efforts to slow the spread of the Emerald Ash Borer.

EAB Signs/Symptoms

Crown Die Back

Emerald Ash Borer Damage

D-Shaped Exit Holes

Splitting Bark

S-Shaped Galleries Under Bark

William M. Ciesla, Forest Health Management International, Bugwood.org

2024 Urban Forestry Work Program

- The 2024 work program for the Community Forestry Commission includes:
  - Holding a tree planting event during April to commemorate national Arbor Day and Oregon's Arbor Month.
  - Present the annual Arbor Day proclamation during tonight's City Council meeting.

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PROCLAMATION

Celebrate Arbor Day 2024 and Forest Grove's 34th Anniversary as a Tree City USA®

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

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

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

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

WHEREAS, calendar year 2023 marked the 34th consecutive year Forest Grove has received Tree City USA® designation; and

WHEREAS, the Forest Grove Community Forestry Commission recognizes the stewardship of the Forest grove community over the past 34 years to advance the City's urban forestry efforts.

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

Section 1. Friday, April 26, 2024, is hereby designated as Arbor Day in Forest Grove to coincide with National Arbor Day.

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

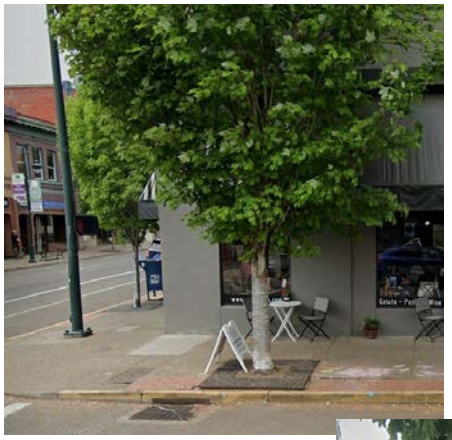
IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 22nd day of April, 2024.

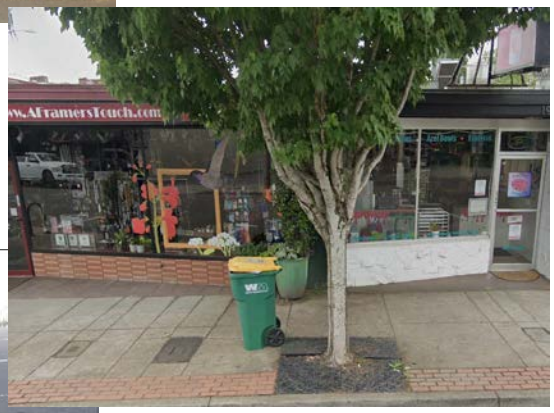
Malynda Wenzl, Mayor, City of Forest Grove

CITY OF FOREST GROVE P. O. BOX 326 FOREST GROVE, OR 97116 503-992-3200 www.forestgrove-or.gov

2024 Urban Forestry Work Program

- The 2024 work program for the Community Forestry Commission includes:
  - CFC evaluation of downtown street trees to resolve street tree problems.
  - Prepare and submit the annual Tree City USA recertification application for approval by the Oregon Department of Forestry and National Arbor Day Foundation.
  - Continue to monitor the Emerald Ash Borer situation.





Thank you, City Council!

Questions?

FOREST GROVE OREGON

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	
FINAL ACTION:	

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Anne Lane, Parks & Recreation Director*

MEETING DATE: *Monday, April 22, 2024*

SUBJECT TITLE: *Parks & Recreation Patron Code of Conduct Policy*

ACTION REQUESTED:		**Ordinance**		**Order**	X	**Resolution**		**Motion**		**Informational**

X all that apply

ISSUE STATEMENT:

The Parks & Recreation staff and Commission are proposing a Patron Code of Conduct Policy. The proposed policy has been reviewed and approved by the Parks & Recreation Commission, City Attorney and the department leadership team and is presented for Council resolution adoption. The proposed Patron Code of Conduct Policy would formally establish behavior requirements for patrons.

The work session held on April 8, 2024, provided an opportunity for Council to ask questions about the proposed Patron Code of Conduct Policy prior to the policy coming before Council on April 22, 2024, as a resolution for adoption. It is necessary for the Council to adopt the policy for the City's exclusion policy to be enforced.

ATTACHMENT(S):

- Resolution No. 2024-12 Resolution Approving Adoption of City of Forest Grove Parks & Recreation Patron Code of Conduct Policy
- Exhibit A: City of Forest Grove Parks & Recreation Patron Code of Conduct Policy

RESOLUTION NO. 2024-12

RESOLUTION APPROVING ADOPTION OF CITY OF FOREST GROVE PARKS & RECREATION PATRON CODE OF CONDUCT POLICY

WHEREAS, the Forest Grove Parks & Recreation Department is committed to encouraging responsibility for appropriate Parks & Recreation behavior and to providing a welcoming environment where all are equally and safely entitled to utilize Parks & Recreation facilities, programs, activities, events, equipment, and materials; and

WHEREAS, established behavior rules encourage respect for other Parks & Recreation users and staff as well as the Parks & Recreation facilities, programs, activities, events, equipment, and materials; and

WHEREAS, the Parks & Recreation staff developed the Patron Code of Conduct in November 2023; and

WHEREAS, the Forest Grove Parks & Recreation Commission approved the Patron Code of Conduct in December 2023; and

WHEREAS, by adopting the Patron Code of Conduct through this Resolution, the City Council allows the Patron Code of Conduct to be enforced through Forest Grove City Code Section 5.375 as a rule of conduct adopted by Council resolution; and

WHEREAS, Code Section 5.375 allows City officials to exclude any individual from Parks & Recreation owned and/or managed property for a period of up to ninety (90) days based on a substantial objective belief that the individual(s) engaged in conduct in violation of the Patron Code of Conduct; and

WHEREAS, the City believes this enforcement mechanism is necessary to maintain a welcoming environment at Parks & Recreation owned and/or managed property.

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

Section 1. The City Council hereby approves and adopts the Forest Grove Parks & Recreation rules of conduct, known as the “Patron Code of Conduct Policy”, attached as “Exhibit A”.

Section 2. Future changes to the “Patron Code of Conduct Policy” would be considered and recommended by the Parks & Recreation Commission and effective upon approval by City Council.

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

City Council.

PRESENTED AND PASSED this 22nd day of April 2024.

_____

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 22nd day of April 2024.

_____

Malynda H. Wenzl, Mayor

Exhibit A

City of Forest Grove Parks & Recreation Patron Code of Conduct Policy

Parks and Recreation is supported by the community. The community has a right to expect Parks and Recreation operated facilities and surroundings to be clean, pleasant, and safe spaces.

This conduct policy is intended to encourage behavior that supports the Parks and Recreation mission and values of serving and enhancing the lives of all members of the community. Parks and Recreation supports all individuals' freedom to recreate, learn, and grow. Behavior becomes unacceptable when it interferes with this mission, impinges on the rights of others, causes damage to facilities or equipment, or is dangerous to self or others.

Those willing to modify unacceptable behavior are welcome to participate in Parks and Recreation activities. If they are required to leave for a specified period of time due to violations of this code of conduct they should know they will be welcomed back and treated in a fair, reasonable, and courteous manner.

Nothing in this Code of Conduct shall be construed to authorized the ejection or exclusion of a person for lawfully exercising free speech rights or other rights protected by the Oregon or United States Constitutions. However, a person lawfully exercising these protected rights but who commits an act that is not protected can be subject to ejection or exclusion as provided by this policy.

The following behaviors are prohibited:
Any conduct, behavior, or activity that endangers the welfare and/or safety of other patrons will not be tolerated. Examples of such actions include, but are not limited to:

1. Engaging in physical altercations including assault and fighting.
2. Deliberately destroying, damaging, or defacing facilities, materials, or property.
3. Displaying firearms or other deadly weapons in a manner calculated to alarm or violating Section 92.09 (Firearms and Fireworks).
4. Engaging in acts of a sexual nature with self or others that include, but are not limited to, indecent exposure, sexual contact, sexual intercourse, and sexually harassing comments or behaviors.
5. Engaging in or committing any activity that would be a violation of any federal, state, or local criminal law, statute, or ordinance.
6. Taking photos and/or videos in a bathroom and/or locker room.

Consequences for violating Rules 1-6:
Persons violating rules 1-6 will be asked to leave immediately and excluded from

all Parks and Recreation premises without prior warning for a period of 24 hours. In addition, any person so ejected may also be excluded from some or all Parks and Recreation facilities for a period of up to 90 days as described in Municipal Code 92.30. The incident will also be reported to the appropriate law enforcement agency.

7. Refusing to comply with the direction of City staff.
8. Engaging in hazing, bullying, threatening and/or intimidating actions, rough play or harassing behavior that creates a hostile environment.
9. Bringing animals inside Parks and Recreation facilities other than trained service animals (as defined by law), except as approved by authorized City programs, or in violation of Municipal Code 92.12 (Animal Prohibited).
10. Engaging in loud, disruptive, destructive, or unsafe behavior that interferes with others' use of a Parks and Recreation facility or involvement in a Parks and Recreation activity or with the ability of the staff to perform their job duties.
11. Smoking, chewing, any use or preparation of tobacco products, or vaping on Parks and Recreation property as described in Municipal Code 92.17.
12. Using profanity.
13. Violating Municipal Code sections 92.04 (Traffic Regulations), 92.05 (Bicycles and Skateboards), 92.06 (Injury to Landscaping), 92.07 (Damaging Park Equipment), 92.08 (Use of Park Equipment), 92.10 (Fires), 92.11 (Model Airplanes and Auto Operations), 92.13 (Dumping Refuse), 92.14 (Placing Pollutants in Pools), 92.15 (Camping), 92.16 (Prohibited Use of Sports Equipment).

Consequences for violating rules 7-13:

Persons violating rules 7-13 will be given up to two warnings at the discretion of City staff (however, City staff may not provide notice if the situation so warrants and such decision not to provide notice shall not impact the City's ability to eject or exclude). If behavior is not altered, then the person(s) will be asked to leave the premises for a period of 24 hours. In addition, any person so ejected may also be excluded from some or all Parks and Recreation facilities for a period of up to 90 days as described in Municipal Code 92.30. Consequences for repeated behavioral infractions of the same or similar nature may result in cumulative exclusions (i.e. one day, one week, one month, multiple months). If necessary, City staff will contact law enforcement to trespass repeat offenders.

Exclusion Period

In determining the appropriate length of exclusion, the person issuing the exclusion shall consider: the seriousness of the conduct that led to the exclusion; prior instances of violations of the Code of Conduct by the person to be excluded; and any other facts or circumstances that the person issuing the exclusion deems relevant.

Exclusion Area

Forest Grove Parks & Recreation facilities include:
All park properties owned and managed by the City of Forest Grove and the Forest Grove Aquatic Center. In addition, any area where a Forest Grove Parks & Recreation activity is taking place.

Exclusion Notice

The notice of exclusion shall be in writing, given to the person excluded and signed by law enforcement or the City Manager. It shall comply with Municipal Code 92.31, which includes listing the dates and areas of exclusion. It shall contain a warning of consequences for failure to comply with the notice of exclusion and information concerning the right to appeal the exclusion.

Right of Appeal

Any person receiving a notice of exclusion under Municipal Code 92.31 may file a written appeal with the Municipal Court within five (5) business days of the issuance of the notice to have the exclusion rescinded or the exclusion period shortened.

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A place where families and businesses thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	04.22.2024
FINAL ACTION:	RESO 2024-13

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*
Ashley Driscoll, City Attorney

PROJECT TEAM: *Keith Hormann, L&P Director*

MEETING DATE: *April 22, 2024*

SUBJECT TITLE: *Light & Power Street Banner Policy*

ACTION REQUESTED:		**Ordinance**		**Order**	X	**Resolution**		**Motion**		**Informational**

X all that apply

BACKGROUND: The City Light & Power Department has had a street banner policy since the early 1990s. During a review of a potential light pole banner program, it was identified that the City Council had not approved the street banner policy. The proposed policy has been reviewed by Committee for Community Engagement, with no objections to its adoption by City Council.

The proposed street banner policy is similar to the existing policy excepting the following:

- It clarifies that the City is not opening up space for public expression, but rather using the banner program to communicate a specific City objective: promoting local events.
- It more accurately describes the program and the public benefits it provides.
- It clarifies the program only applies to non-profits and local governments located in the City.
- It clarifies when, how, and where a banner can be installed.
- It reasserts what banners must promote and what they cannot promote.

FISCAL IMPACT: Banners are installed on a weekly basis. If the program is fully subscribed, Light & Power incurs an approximate yearly expense of $6,000 in in-kind expenses.

STAFF RECOMMENDATION: Staff recommends City Council adopt the street banner policy.

ATTACHMENTS:

- Resolution 2024-13
- Banner policy

RESOLUTION NO. 2024-13

RESOLUTION APPROVING THE CITY OF FOREST GROVE LIGHT AND POWER COMMUNITY SERVICE PROGRAM DESCRIPTION FOR INSTALLATION OF INFORMATIONAL STREET BANNERS

WHEREAS, The City of Forest Grove wishes to collaborate with local non-profits and local governments to promote events occurring within the City of Forest Grove by installing informational banners at the Pacific Avenue banner pole location; and

WHEREAS, this program helps achieve the Council's values and goals of inclusive engagement, community safety, and expanded recreation opportunities that increase quality of life and sustain a happy and healthy community; and

WHEREAS, it is important to have a policy that establishes the City's vision for this program and to ensure equitable application for all entities that can assist the City with achieving its goals; and

WHEREAS, Exhibit A closely resembles the existing program that has been in place since the early 1990's but clarifies the programs purpose, intent, and application.

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

Section 1. The City Council hereby approves EXHIBIT A: CITY OF FOREST GROVE LIGHT AND POWER DEPARTMENT COMMUNITY SERVICE PROGRAM DESCRIPTION FOR INSTALLATION OF INFORMATIONAL STREET BANNERS

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

PRESENTED AND PASSED this 22nd day of April, 2024.

_____
Mariah S. Woods, City Recorder

APPROVED by the Mayor this 22nd day of April, 2024.

_____
Malynda H. Wenzl, Mayor

EXHIBIT A: CITY OF FOREST GROVE
LIGHT AND POWER DEPARTMENT
COMMUNITY SERVICE PROGRAM DESCRIPTION FOR
INSTALLATION OF INFORMATIONAL STREET BANNERS

PROGRAM DESCRIPTION

The City of Forest Grove wishes to collaborate with local non-profits and local governments to promote events occurring within the City of Forest Grove by installing informational banners at the Pacific Avenue banner pole location. By promoting local events, this City program helps achieve the Council's values and goals of inclusive engagement, community safety, and expanded recreation opportunities that increase quality of life and sustain a happy and healthy community.

ELIGIBILITY

Organizations eligible to partner with the City on this program are non-profits located in Forest Grove and established under section 501a of the Internal Revenue Code and local governments within the City of Forest Grove. Both the organization and the event must be located and occur within the City. The event must be of general interest to the community and be open to the public. The City of Forest Grove will make all final decisions regarding if the event and organization aligns with the City's values and goals for this program.

BANNER MESSAGE

The banners must promote the local event and specify a time and a place in which the event will occur. The City will not select banners that:

- Promote or advocate for a political opinion, candidate, or position
- Promote or advocate for a religion or religious belief
- Promote or advertise for-profit products, events, activities or organizations

PROCEDURES AND OPERATING POLICIES:

1. **Invitation.** Organizations wishing to participate shall complete a participation request form, included as Attachment A and submit it to the Light and Power Department for selection. All sections of Attachment A must be filled out fully and completely to be considered. Once selected, the organization must comply with the City's policies.

2. **Clearance of Wording:** Clearance for wording and purpose of the banner shall be obtained from the Light and Power Department at the time of scheduling. Banner construction and intended use and message must comply with the terms of this program. The City may require edits or revisions.

3. **Banner Construction:** Banners must be constructed to the specifications described on Attachment B in regard to materials, reinforcing, dimensions and air vents. Substandard banners will not be installed. The Light and Power Department will provide proper devices to support the banner. The Light and Power Department will not be responsible for banner damage during installation, removal or while suspended.

4. **Schedule:** Scheduling of dates and locations must be arranged through the Light and Power Department office at 503-992-3250. Arrangements may be made not more than 3-months prior to the desired date of hanging the banner.

5. **Delivery and Pickup:** Banners scheduled for installation must be delivered to the Light and Power office at least one week prior to installation and picked up within one week after removal. The Department will not be responsible for lost banners nor will it store banners past that time period.

6. **Time of Display:** Banners are installed and removed on Mondays and will be displayed for a one-week period.

URBAN RENEWAL AGENCY BOARD MEETING

Monday, April 22, 2024
Community Auditorium, 1915 Main Street

Malynda Wenzl, Chair

Timothy A. Rippe, Director
Donna Gustafson, Director
Michael Marshall, Director
Karen Martinez, Director
Elena Uhing, Director
Mariana Valenzuela, Director

TVCTV Livestream
Zoom Webinar Meeting ID: 850 7572 2488 Passcode: 97116

URBAN RENEWAL AGENCY BOARD WORK SESSION

A. 8:45 Call to Order

1. Roll Call

B. Work Session:

1. 8:45 **Building Improvement Grant Program**
   Staff: Bryan Pohl, Community Development Director; Miles Glowacki, Economic Development Coordinator

C. 9:15 Adjournment

Americans with Disabilities Act (ADA) Notice: The City is committed to providing equal access to public meetings. Requests for accommodation can be sent to the City Recorder's Office at least 48 hours before the meeting at: mwoods@forestgrove-or.gov or 503-992-3235.

FOREST GROVE OREGON

Building Improvement Grant Program

Work Session

Bryan Pohl, Community Development Director
Miles Glowacki, Economic Development Coordinator

04/22/2024

Purpose

- **Discuss a Building Improvements Program (Program).**
- **Pending consensus, staff will bring a resolution to the URA Board in May.**
- **If passed, Program would be funded in the FY 24-25 URA budget and applications would open July 1.**

History

- A Building Improvements Program is outlined in the Urban Renewal Plan.
- The Program responds to the following URA Plan Goals:
  - Goal 3: Improve the local investment climate by reducing financial barriers to development and redevelopment within the Urban Renewal area.
  - Goal 4: Promote a vibrant Forest Grove Town Center through strategic urban renewal investments.
- The Program also responds to the City Council Goal: Planning an inclusive and sustainable community.

History

- The Urban Renewal Agency (URA) paid off the debt from the Jesse Quinn on December 31, 2023.
- The URA Board held a work session on October 9, 2023. An outline of the Building Improvements Program was presented. The URA Board referred the Program to the Economic Development Commission (EDC) for review.
- The Program was presented to EDC January 11, 2024. The EDC came to a consensus and recommended that the URA Board adopt the Program.
- The Program was presented to the URA on January 22, 2024. Comments and suggestions from Council were incorporated into the program's design.

Building Improvements Program

Composed of two parts:

1. **Design Grants**

2. **Building Improvements Grant**

Design Grants

- Applicants could apply for a grant of up to $5,000 for design services. Design services include interior design, architectural services, or engineering services.
- Design grants are intended to prepare projects for a Building Improvements Grant.
- Building owner or tenant can apply (with notarized permission from owner).
- No match is required for this grant.

FOREST GROVE OREGON

Building Improvements Grant

- Applicants could apply for a grant of up to $100,000 for building improvements.
- The building improvements must increase the assessed value of the property, increase marketability for leasing, improve functionality for current or future tenants, and/or convert the space to a more marketable usage.
- Grant monies must be used for construction.
- Building owner or tenant (with notarized permission from owner) can apply.
- A 50% match is required and the applicant must demonstrate they can meet this requirement.

Building Improvements Grant

Staff discussed with EDC the following potential conditions:

- Permit fees and SDC's are not reimbursable.
- The maximum a single property could receive in any five-year funding cycle is $105,000.
- Non-profits that receive a city property tax exemption would not be eligible for the Program.
- To encourage local investment, national chains would not be eligible unless it was franchised to a local owner.
- Applicants are prohibited from applying for reimbursement for their own labor.

Program Roll Out

Staff proposes the following Program roll out:

- Applications open July 1, 2024. Between now and then, staff will prepare application materials and market the Program.
- Applications close December 31, 2024. This six-month period would allow businesses to apply for design grants, design their project, attain matching funding, and ready the project for submittal.
- January/February, 2025, submit all projects to EDC for review and recommendations to the URA Board.
- February 24, 2025, URA Board Work Session to consider projects.
- March 17, 2025, URA Resolution approving grant funds.

Staff recommends a defined window for applications so that all applications are received at the same time, can be compared against the program criteria as well as other projects, and grant funds can be distributed to the most impactful projects.

Approval Process

Design Grant

- Approved at the staff level

Building Improvements Grant

- Staff reviews application for completeness and congruity with Program.
- Application conference: the applicant meets with City staff from various departments (Engineering, Planning, etc.) to go over the project and identify any potential issues.
- Economic Development Commission (EDC) reviews the application and forwards a recommendation to the Urban Renewal Agency Board.
- The Board reviews, approves or denies the application.

Metrics

- Number of grants distributed
- Total grant dollars distributed
- Total matching dollars
- Total square footage renovated
- Number of projects completed
- Increase in assessed value

Staff will track the metrics and prepare an annual report of the program for the Urban Renewal Agency Board to review.

Discussion Items:

- Is there a consensus on a two-part program consisting of 1) Design grants and 2) Building Improvements?

- Is there a consensus to fund Design grants up to $5,000 with no match and Building Improvements up to $100,000 with a 50% match?

- Is there a consensus on a defined application period with the following timeframe: 1) Open applications July 1, 2024; 2) Close applications December 31, 2024; 3) EDC and URA Board consider applications by March 17, 2025?

- Is there a consensus on the Program requirements and conditions (slide 8)?