



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 Charter Review Commission Recommendations and Review: Part Two

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: Carl Heisler
5. Award: Eric Stewart Award
6. Proclamation: National Historic Preservation Month

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 Community Forestry Commission Meeting Minutes of March 20, 2024
2. Approve New Liquor License

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 **Historic Landmarks Board Annual Update**
Staff: Jennifer Brent, HLB Chair
2. 7:30 **Forest Grove 2040 Vision**
Staff: Sara Singer Wilson, Owner of SSW Consulting

F. Public Hearings, Ordinances, and Resolutions

1. 7:45 **RESOLUTION NO. 2024-14 ESTABLISHING A SUBCOMMITTEE OF THE PUBLIC ARTS COMMISSION WITH THE PURPOSE OF EVALUATING AND REVIEWING THE FESTIVAL OF THE ARTS**
Staff: Colleen Winters, Library Director
2. 7:50 **RESOLUTION NO. 2024-06 MODIFYING THE TOURISM EVENTS SPONSORSHIP PROGRAM BY AMENDING EXHIBIT 1 OF RESOLUTION NO. 2023-52**
Staff: Bryan Pohl, Community Development Director
3. 8:00 **RESOLUTION NO. 2024-15 AUTHORIZING THE CITY MANAGER TO ENDORSE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE FOREST GROVE SCHOOL DISTRICT (FGSD) AND THE FOREST GROVE POLICE DEPARTMENT (PD) FOR A SCHOOL RESOURCE OFFICER (SRO)**
Staff: Henry Reimann, Police Chief
4. 8:05 **RESOLUTION NO. 2024-16 APPROVING DIRECT AWARD OF CONTRACT FOR GIS WORKFLOW AND MANAGEMENT SUPPORT, MANAGED CLOUD GIS SYSTEM AND UTILITY NETWORK MIGRATION**
Staff: Paul Downey, Assistant City Manager/Finance Director

G. 8:10 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. 8:30 Adjournment

EXECUTIVE SESSION

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC. No formal decisions or actions will be taken. Representatives of the news media may attend, but may not disclose any information discussed. News media representatives can request a link to attend via Zoom by emailing the City Recorder's Office at: mwoods@forestgrove-or.gov

8:30 The City Council will convene to hold an executive session: ORS 192.660(2)(i) to review and evaluate the employment-related performance of the City Manager.

Staff: Ashley Driscoll, City Attorney

9:00 The City Council will convene to hold an executive session: ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Staff: Ashley Driscoll, City Attorney

CHARTER REVIEW COMMITTEE

Final Report Discussion

Purpose

- Review Charter Review Committee recommendations
- Timeline

ReCap

- Work Session April 22, 2024:
 - Council presented initial Charter Review Committee recommendations

Recommendations

Geographic Representation Recommendation

No proposed amendments

Term Limits Recommendation

No proposed amendments

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 perform duties.

City Manager Residency Requirement Recommendation

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 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 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 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

Recommendation

- 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.

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 offense punishable by loss of liberty. **Conviction of a misdemeanor or felony crime,**

Resignation for the office, or

Violation of Section 33(i).

Timeline

- Ballot Title Request Deadline
 - 81 days before Election Day
 - Due by August 16

Costs

- No costs incurred for the general election
- Costs for special elections only – not applicable

Process

- Council
 - Finalize the ballot title (question, caption, summary) and explanatory statement
 - Approve a resolution calling for an election and referring the matter to the voters
- City Recorder
 - Publish ballot title/s in next available edition of the newspaper of general circulation in the city.
 - In addition, the notice may also be published on the city's website for a minimum of seven days
 - File with county elections official form SEL 802 containing the final ballot title and explanatory statement (due 9/5/2024)

Questions?

AWARD OF RECOGNITION

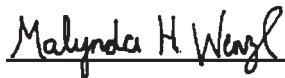
Presented to

Carl Heisler

Joint Water Commission

1976 - 2023

In Recognition of Distinguished Service to the
City of Forest Grove and the Forest Grove Community



Malynda H. Wenzl
Forest Grove Mayor



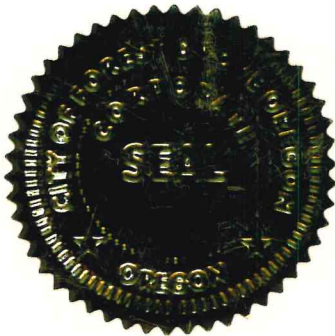
May 13, 2024

ERIC G. STEWART AWARD

Awarded to

American Legion Post 2

*In Recognition of Outstanding Commitment
To the Preservation of the City of Forest Grove's History*



Jennifer Brent
Historic Landmarks Board Chair
May 13, 2024

Eric G. Stewart Award

Is Hereby Awarded To

American Legion Post 2

In Recognition of its Enduring Persistence to

Forest Grove's Historical Heritage and Community Involvement

The Forest Grove Historic Landmarks Board has chosen to bestow the 2024 Eric G. Stewart Award to Washington Post 2 of the American Legion. The Legion, chartered in 1919, and its membership have been part of the Forest Grove community for more than a century and have been outstanding stewards of their Post building which has become a Main Street landmark. Their constant care beginning with building upon the ashes of the former Odd Fellows Hall to recent building system upgrades while maintaining the architectural heritage of their building make Washington Post 2 worthy of this award.

The American Legion Hall is a two-story brick building constructed in the colonial style popular between 1910 and 1935. The rectangular design is bilaterally symmetrical and includes a three-bay front facade with the center bay projecting forward slightly. This section features a pedimented gable cornice, staggered quoins, and a conventional shelf styled entablature entryway that is supported by two square wooden Doric pilasters decorated with wooden discs. The recessed front entry sidewalls are paneled with the entry door being capped with a six-light transom. This red bricked flat-roof Colonial Revival building with white trim was built in the 1920's as a memorial to soldiers and sailors who sacrificed their lives during World War I. A blue cornerstone commemorating them is on the southwest corner of the building's front facade. Each window is adorned with a rowlock brick sill and topped with a soldier course of brick. The five primary windows on the west elevation are capped by round-arched windows and keystones to provide extra light in the main meeting hall.

The American Legion Hall has always been home to Post 2 but it has also served the community well. The Elks and several churches have enjoyed use of the building. Midcentury saw many dances after football games. Currently, Boy Scout Troop 2060 and Regeneration Dance students ensure that young exuberant voices along with old tales of military life will continue to echo through the chambers of this historic building. We are proud to present to the American Legion Washington Post 2 this year's Eric Stewart award. Current Legion Post 2 Commander, Layne Teague, will accept this award.

PROCLAMATION

National Preservation Month

May 2024

WHEREAS, the National Trust for Historic Preservation created Preservation Month to spotlight grassroots preservation efforts in America; and

WHEREAS, Preservation Month provides an opportunity to celebrate the diverse and unique heritage of our country's cities and states and enable more Americans to become involved in the preservation movement; and

WHEREAS, historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

WHEREAS, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE MONTH OF MAY 2024, as:

National Preservation Month

In Forest Grove, Oregon, and calls upon the people of Forest Grove to join their fellow citizens across the United States in recognizing and participating in this special observance.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 13th day of May, 2024.

Malynda H. Wenzl, Mayor, City of Forest Grove

PROCLAMACIÓN

Mes Nacional de la Preservación Mayo 2024

CONSIDERANDO QUE, el Fondo Nacional para la Preservación Histórica creó el Mes de la Preservación para destacar los esfuerzos comunitarios de preservación en Estados Unidos; y

CONSIDERANDO QUE, el Mes de la Preservación brinda la oportunidad de celebrar el patrimonio diverso y único de las ciudades y estados de nuestro país y permitir que más estadounidenses se involucren en el movimiento de preservación; y

CONSIDERANDO QUE, la preservación histórica es una herramienta eficaz para gestionar el crecimiento y el desarrollo sustentable, revitalizar vecindarios, fomentar el orgullo local y mantener el carácter comunitario al tiempo que mejora la habitabilidad; y

CONSIDERANDO QUE, la preservación histórica es relevante para las comunidades de todo el país, tanto urbanas como rurales, y para los estadounidenses de todas las edades, todos los ámbitos de la vida y todos los orígenes étnicos; y

CONSIDERANDO QUE, es importante celebrar el papel de la historia en nuestras vidas y las contribuciones hechas por personas dedicadas para ayudar a preservar los aspectos tangibles del patrimonio que nos ha moldeado como pueblo.

AHORA, POR LO TANTO, EL AYUNTAMIENTO DE LA CIUDAD DE FOREST GROVE POR LA PRESENTE PROCLAMA EL MES DE MAYO 2024, como:

Mes Nacional de la Preservación

En Forest Grove, Oregon, y hace un llamado a la gente de Forest Grove a unirse a sus conciudadanos de todo Estados Unidos para reconocer y participar en esta celebración especial.



EN TESTIMONIO DE LO CUAL, He suscrito la presente y he hecho que el sello de la Ciudad de Forest Grove, Oregon, se emplace en este día 13 mayo de 2024.

Malynda Wenzl, Alcalde, Ciudad de Forest Grove

Mariah Woods

From: Chris Billman <chrisb.billman@gmail.com>
Sent: Saturday, May 04, 2024 3:40 PM
To: City Councilors; Jesse VanderZanden; Gregory Robertson
Cc: Henry Reimann
Subject: Accessible parking wrong location



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

Hello Mayor Wiesel I been researching on the city website information about your process of ADA compliance and the process of correcting any issues in town.

I have not seen any information on that subject, it's kind of puzzling.

My concern is with all of the new growth in our community another situation like what happened with the bicycle tool hub not being accessible to everyone.

The city's position was they could not require the business to make any improvements to meet the ADA. The city had to sign off on the project and they entered into some sort of agreement. Somehow the Economic Development Council or committee set it up and somehow it was approved. All without any kind a ADA screening process to ensure that everyone would have the same benefit.

I believe the Van accessible parking at the same location doesn't have the proper slope and accessible ramp location.

So who is responsible for approving this layout and how do we get it fixed in a timely manner.

If you want I can help with sending the requirements. If you have the time take into consideration people with disabilities parking on a slope. The car door on the downhill side becomes very difficult to close and might swing open out of control.

Then the passenger side the door weight is difficult and heavy to open .

If you have a wheelchair and a van the issue becomes maybe having a runaway wheelchair.

Next thing is the wheelchair ramp access route requires you to roll to the back of the vehicle into the edge of the vehicles entrance down to the sidewalk.

Then up the very steep sloped sidewalk towards the Plade Pantry entrance.

What is required is the ramp is in the marked section for a shortest route without going behind any parked vehicle. But if they were to relocate it to other side of the building entrance the ground would be almost level and the ramp would be easily constructed because the curb is low.

It would also serve the other business's using the same parking space. Because it's not friendly to the entire mall.

Then on another issue is we went to the Senior Center for the Luau dinner and show. Parking was a challenge for people with disabilities parking permits. The Luau had a great turnout and I am 68 years old and we were some of

the younger looking people. The thing I noticed was the Chamber of Commerce was empty with private property signs. Would it be possible to park there during an event at the senior center for the duration of the event? Just not for me personally but it would free up some space in the shopping center across the street.

Chris Billman

[REDACTED]

Forest Grove, Oregon

97116-9128

[REDACTED]

ChrisB.Billman@gmail.com

Mariah Woods

From: Chamber Director <Director@FGCChamber.org>
Sent: Thursday, May 09, 2024 1:24 PM
To: City Councilors
Subject: Submission for Public Comment and Inclusion in Public Record

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

Dear City Councilors,

I trust this email finds you well. I am submitting the following email for public comments to be included in the public record. Your attention to this matter is greatly appreciated.

Thank you so much for your time and consideration.

Kind regards,

Claudia Yakos
Executive Director



Forest Grove/Cornelius Chamber of Commerce
Office: 503-357-3006
Director@fgcchamber.org
www.fgcchamber.org
@fgcchamber on social media
2417 Pacific Ave, Forest Grove OR 97116



Attend an Event. Join a Committee. Sponsor. Invite a Guest. Be involved!

From: Malynda Wenzl [<mailto:mwenzl@forestgrove-or.gov>]
Sent: Thursday, April 25, 2024 12:11 PM
To: Chamber Director <Director@FGCChamber.org>
Cc: Jesse VanderZanden <jvanderzanden@forestgrove-or.gov>
Subject: Re: Clarification Regarding State of the Cities Chamber Luncheon

Hi,

Thank you for taking the time to clarify these things. I think submitting this email to public comments or making a public comment are good ways to put it on the public record.

I agree that the Chamber has done a great job with the SOTCs and I also believe that the city has a responsibility to its community to offer a free State of the City experience.

Let's get together before you schedule your luncheons for next year and see how we can collaborate and meet both of our needs.

Sincerely,
Mayor Wenzl

On Apr 25, 2024, at 11:14 AM, Chamber Director <director@fgcchamber.org> wrote:

Dear Mayor Wenzl,

Buenos Dias! I hope this email finds you well. Following the recent City Council meeting on April 22nd, I wanted to address some important points regarding the State of the Cities Chamber Luncheon.

I wish to clarify a discussion that happened during the council meeting regarding the recent "State of the City's" Luncheon perception of being a fundraiser for the Chamber. This, and all our monthly Chamber Leader's Luncheons, are not designed as fundraisers for the chamber. Rather, they serve as a vital platform for our business community to convene, exchange insights, and stay informed about relevant topics. We take great care in organizing these luncheons with the goal of keeping costs accessible for all attendees. To provide complete transparency, the chamber covers the cost of meals at \$19.99 per person (Primetime catering cost), with members charged \$20 and non-members \$23 merely to offset expenses. In fact, it's important to note that the chamber consistently operates at a loss with these luncheons, as our primary aim is to ensure affordability and inclusivity for all who wish to participate.

Furthermore, the State of the Cities event holds a cherished place in our community's traditions, dating back over 6 decades. It serves as a crucial avenue for delivering updates to our community leaders and members. While I fully support the idea of the city hosting its own State of the City event, providing an opportunity for even more community members to engage and learn about the remarkable developments within our city, I also believe in the value of maintaining our annual program that brings together both city mayors. This joint effort fosters unity and collaboration among our local leadership and underscores our commitment to collective progress.

In light of the discussion during the City Council meeting, I wanted to inquire about the process for correcting the minutes to reflect the nature of our Chamber Luncheon accurately. Would you be able to clarify this? We would also be more than happy to provide a public comment for this purpose. We believe in developing a solid mutual relationship with you, which is why I am bringing this matter to your attention directly. Our intention is to ensure that there is no misunderstanding in the community or within the council regarding our luncheon's purpose, and we wish to avoid any misrepresentation of our intentions.

Additionally, please know that we are committed to open and honest communication. If you ever have any questions or concerns that we can help clarify, please do not hesitate to reach out. We value the opportunity to work collaboratively with you for the betterment of our community and truly value and appreciate you.

Thank you for your attention to this matter. I look forward to your guidance.

Kind regards,

Claudia Yakos

Executive Director



Forest Grove/Cornelius Chamber of Commerce
Office: 503-357-3006
Director@fgcchamber.org
www.fgcchamber.org
@fgcchamber on social media
2417 Pacific Ave, Forest Grove OR 97116



Attend an Event. Join a Committee. Sponsor. Invite a Guest. Be involved!

Mariah Woods

From: April Heying <heyding.b.april@gmail.com>
Sent: Monday, May 13, 2024 10:52 AM
To: City Councilors
Subject: Illegal Fireworks

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

Dear Council Members,

Thank you for the opportunity to speak.

My neurologist sent me.

She does not want me (age 75) into my 90s to have to leave my home every July 4th to escape illegal fireworks and prevent an ensuing bout of ventricular migraine. This condition began here in Forest Grove 3 years ago from neighbors' excessively loud music. Symptoms are ear ringing, headache, brain pain, vertigo, nausea, and vomiting.

Last July, 2023, I alerted the police and fire departments that likely neighbors would again set off rounds of mortars as the previous year. Because I had not heard back from either department, my husband and I booked two nights at a B&B in Vernonia. Good thing! When we returned, a neighbor -- also a senior and whose daughter keeps her little dog for her every Fourth -- told me the fireworks went on until 11:30 p.m.

Some of you may recall my previous contacts suggesting prevention and enforcement strategies.

Thank you for your service to our city.

Sincerely,

April Heying

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■■■■■■■■■■



MINUTES

Wednesday, March 20, 2024

Community Auditorium Conference Room,
1915 Main Street

*Minutes are unofficial until approved by the Community Forestry Commission
Approved on April 17, 2024*

A. Call to Order

The February Community Forestry Commission meeting was called to order by Chair Marble at 5:31 PM.

1. Roll Call

MEMBERS PRESENT: Bruce Countryman, Justin Marble, Mark Nakajima

MEMBERS ABSENT: Shaun English, David Hunter, Kathy English

STAFF PRESENT: Dan Riordan, Senior Planner

GUEST PRESENT: Michael Howell

B. Public Comment:

1. Written Public Comment: None
2. In-Person or Remote Public Comment: None

No public comments were provided for Commission consideration.

C. Action Items

1. Review and Approve Meeting Minutes for February 21, 2024

The members present read the minutes. Marked a motion, seconded by Mark, to approve the minutes as presented. The motion passed unanimously.

D. Discussion Items

1. Arbor Month 2024 Event Planning

The members present discussed details for the 2024 Arbor Month tree planting. Justin mentioned that Tom Martin, with Parks and Recreation Department, suggested planting trees at Joseph Gale Park near the row of trees near the ball fields. Mark expressed

concerns about planting small trees at the park. Justin suggested planting native trees near the stand of western red cedars. After discussion, the members agreed to hold the tree planting event at Joesph Gale Park at 10:00 am on Thursday, April 11th. Justin offered to organize getting trees and working with Tom on the planting details.

E. Council Liaison Report

Councilor Marshall informed the Commission that City Councilors were back in DC seeking project funding including funding for the festival street project.

F. Commissioner Reports

Bruce provided an update on the Board's downtown tree assessment project. Bruce noted that the proposal will be refined on recommendations from the festival street project and tree size objectives. Justin also noted that recommendations are needed for new plantings and that consideration should be given to planting fewer trees that are strategically placed. Mark suggested some trees could be replaced with public art.

G. Staff Communications

Dan noted that the most recent version of the Oregon Tree Health Threats newsletter is in the agenda packet. Dan also noted the Oregon Department of Agriculture has funding for removing trees in the City infected with the Emerald Ash Borer.

H. Announce Next Meeting and Adjourn:

The meeting adjourned at 6:34 pm. The next meeting will be on April 17th.

Respectfully submitted by Dan Riordan, CFC staff liaison

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Mariah Woods, City Recorder*

DATE: *13 May 2024*

SUBJECT TITLE: *Application for New Liquor License*

BACKGROUND:

City Code Sections §110.071-110.073 requires any applicant/business requesting endorsement for a new liquor license application to submit to a criminal background check and have a valid City business license in accordance with City Code. The Police Chief has reviewed the applicable records check of the licensee and has made recommendation to:

- ***Forward with approval – No legal basis for denial noted.***

The OLCC also conducts its investigation, i.e., if the business location has had problems with OLCC, police or neighbors; the applicant has a criminal history; the applicant has provided false information; and/or the applicant has a history of abusing drugs or alcohol.

STAFF RECOMMENDATION:

Staff recommends City Council authorize endorsement of the attached application for a new Liquor License. The City's endorsement will be submitted to OLCC and OLCC approves, denies, restricts, or makes recommendations to OLCC Commissioners. If application is approved, the OLCC will issue the license. If application is denied or restricted, there is a process by OLCC to contest the decision.

ATTACHMENT(s):

Denial Criteria

Application for a New Liquor License

REASONS WE MAY DENY OR RESTRICT A LICENSE
ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322
845-005-0325, 845-005-0326(4)(5) or 845-005-0355

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC **can** consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location.

The problems can include:

- Obtrusive or excessive noise, music or sound vibrations
- Public drunkenness
- Fights or altercations
- Harassment
- Unlawful drug sales
- Alcohol or related litter

OLCC is **not** able to consider the following issues when deciding to renew a liquor license:

- Lack of parking
- Increase in traffic
- Too many licenses in a specific area (saturation)
- Entertainment type - nude dancing, gambling, live bands, etc.
- Increased noise
- Zoning issues

Visit www.oregon.gov/olcc/ to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Pho Pot

BUSINESS LOCATION ADDRESS: 2834 Pacific Ave STE E

LIQUOR LICENSE TYPE: Full On-Premises Sales

CITY BUSINESS LICENSE: 20181

1. TYPE OF LICENSE:			2. LICENSE FEE:	
X	F-COM – Full On-Premises Sales		L – Limited On-Premises Sales	\$100.00 New Application
	F- CAT – Full ON-Premises Sales, Caterer		O – Off-Premises Sales	X \$ 75.00 Change of License
	F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary Sales
	F-PL – Full On-Premises Public Location		SEG – Special Event Grower	\$ 35.00 Annual Renewal
	TSL – Temporary Sales License		SED – Special Event Distillery	\$ 20.00 Event License
	BP – Brewery Public House		Distillery	\$ No Charge: Temp Annual Use
X	FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES	X OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
		BREWERY – PUBLIC		
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

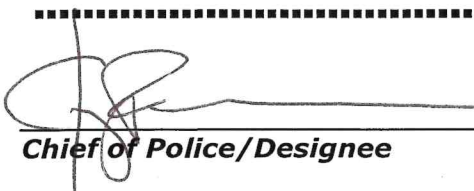
☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)


Chief of Police/Designee

4.16.24
Date



Historic Landmarks Board

2023/2024 Update

Jennifer Brent, Chair

DATE 5/13/24

2023 Achievements

- May 20, 2023 - Historic Windows Workshop

THE
HISTORIC
LANDMARKS
BOARD
PRESENTS



HISTORIC WINDOW WORK SHOP



MAY
20
9 AM

FOREST GROVE COMMUNITY AUDITORIUM

Saturday, May 20th, 2023 9-11am

1915 Main Street
Forest Grove, OR 97116



CITY OF FOREST GROVE HISTORIC LANDMARKS BOARD PRESENTS

Historic Window Workshop

Energy efficient,
inexpensive, and
easy repair &
maintenance
tips!



Learn the basics of care & maintenance of
historic windows including basic and
advanced DIY repairs, weatherization, storm
windows, and so much more!

MAY 20

9 am -11 am

Forest Grove
Community Auditorium



COMMUNITY AUDITORIUM - 1915 MAIN STREET - FOREST GROVE
Visit www.forestgrove-or.gov/bc-hlb for more information



FOR MORE INFORMATION, VISIT FORESTGROVE-OR.GOV/BC-HLB

- May 20, 2023 - Historic Windows Workshop

Restoration Specialist Joy Sears of the Oregon Parks and Recreation Department - Heritage Division of the State Historic Preservation Office (SHPO) presented a well attended community event to educate the public about the beauty and craftsmanship of the original windows of historic homes. The information session was conducted in a hybrid classroom format, first presenting in a classroom learning style:



- May 20, 2023 - Historic Windows Workshop
Then moved on to hands on educational instruction:



2024 Achievements

- Historic Dwelling Demolition Review: 2121 16th Avenue

The Board reviewed and approved a demolition request to allow clearing of an uninhabitable, vegetatively overgrown neighborhood “blight” home, located in the Clark District that had been vacant for years:



- Historic Dwelling Demolition Review: 2121 16th Avenue



- Historic Dwelling Demolition Review: 2121 16th Avenue



- Historic Dwelling Demolition Review: 2121 16th Avenue



- Historic Dwelling Demolition Review: 2121 16th Avenue



- SHPO Oregon Heritage Conference: Make Space
April 17-20, 2024, for the first time ever in Forest Grove!
Board Secretary George Cushing held a place on a panel discussion entitled: "Spanish Language as a Way to Increase Community Engagement" and shared what the Board has done to engage the local Spanish speaking community in preservation inclusion including:

- Spanish Translation of Historic District Brochures
- Preparing Inclusive Windows Workshop pamphlets:



Planning for upcoming event.

- Half Day Community Engagement and Education Session

Tentatively Scheduled for Saturday, August 10, 2024

The Board is currently researching and recruiting speakers to present on a number of topics ranging from:

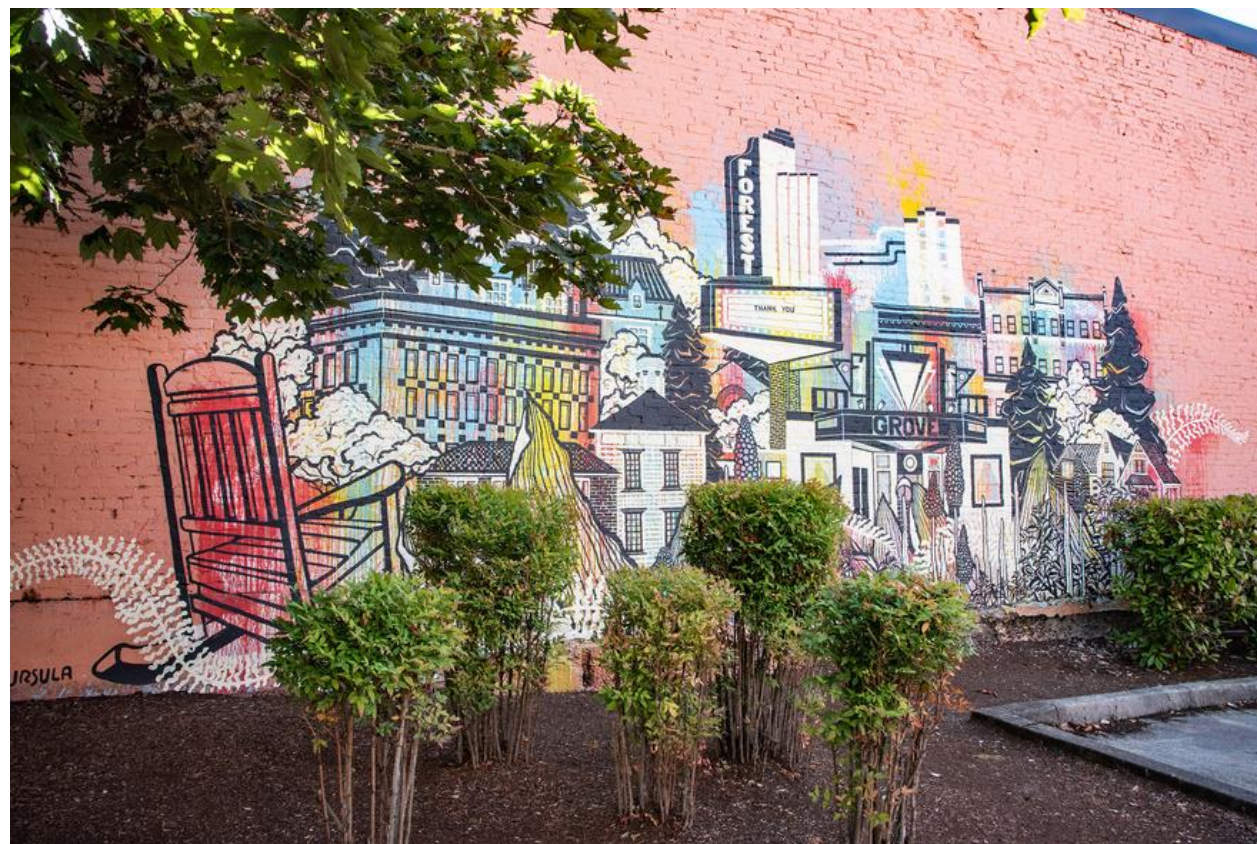
- Historic Grant Writing “101” – Sourcing funds for conservation and/or revitalization projects.
- Restoration best practices from a working licensed contractor who specializes in historic preservation
- The role of Oral Histories in Historic Preservation
- Advocacy and Engagement for Heritage



Questions?



SSW CONSULTING



FOREST GROVE 2040 VISION

MAY 13, 2024



About SSW Consulting

Communities + organizations are where we spend our lives – we believe they should be supportive, inclusive and provide the systems where we can all thrive

Strategic Planning: Uniting people toward a clear future

Facilitation: Fostering the relationships that get work done



SSW CONSULTING

“

Goals. There's no telling what you can do when you get inspired by them. There's no telling what you can do when you believe in them. And there's no telling what will happen when you act upon them.

– JIM ROHN

COMMUNITY VISIONING

Defined goals and actions to drive your vision forward in alignment with your mission and values
– **and a plan to help you get there.**

Engagement that results in:

- **Unity** around a mission, vision, values, and goals
- **Shared goals** reached through collaborative discussion and a specific plan to reach them
- **Alignment** between the various plans that guide your organization
- **Relationships** that yield implementation results for the community



Culture of strategic management

- KEEP PEOPLE ENGAGED
- ENSURE THE PLAN STAYS RELEVANT- UPDATE REGULARLY
- COMMUNICATE CONSISTENTLY + OFTEN
- HIGHLIGHT + CELEBRATE PROGRESS
- IDENTIFY + ADDRESS CHALLENGES (TOGETHER)

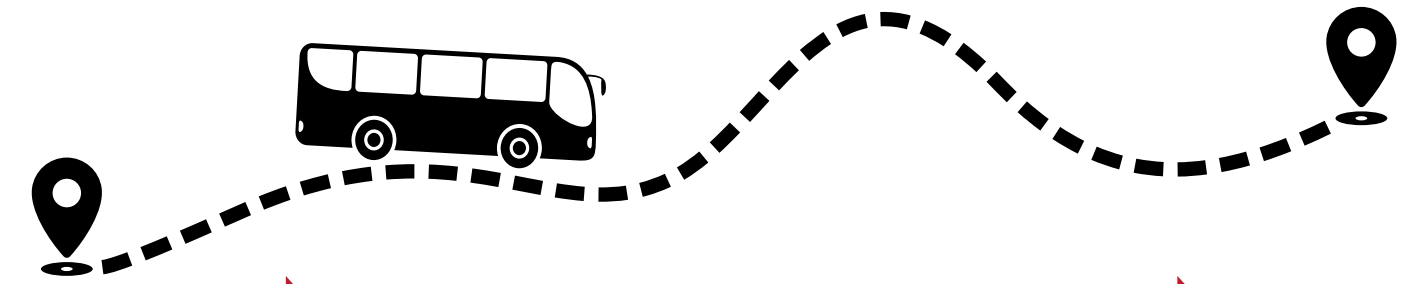


FOREST GROVE PROJECT OBJECTIVES



- Identify a community **vision and values** that reflect the Community's distinctive character – the things that matter most to the people who live, work, play, and visit here.
- The visioning process will lay the groundwork for public engagement. Working with City staff and community volunteers, we will develop goals for the engagement process and strategy to **engage the broader community**.
- Analyze the results of the **engagement data to identify current, emerging, and projected trends** and evaluate potential impacts, constraints, and opportunities.
- Outline a **future vision for Forest Grove through community engagement**. Use community input to develop actions that will achieve the vision.
- Outline an implementation structure that will define the process for documenting and reporting progress to the community and updating the vision to **ensure it remains a living document that will guide the community**.

PROCESS OVERVIEW



1 SCOPING + PLANNING

- Project Charter
- Project Game Plan + Timeline
- Review background materials
- Steering Committee recruitment materials

2 ENGAGEMENT STRATEGY

- Updated Community Profile
- Stakeholder Map
- Project Brand + Key Messages
- Communications + Engagement Plan
- Steering Committee kick-off meeting

3 ENGAGE COMM. + ORG.

- Vision outreach materials
- Conduct engagement
- Engagement summary
- Engagement evaluation report
- Steering Committee Meeting

4 VISION DEVELOPMENT

- Engagement database
- Draft Vision, Values, Goals, and Initiatives
- Present draft MVV to City Council, Steering Committee, staff, and community
- Gather input + refine

5 ACTION PLANNING

- Vision lab focus groups
- Develop supporting actions for each goal area
- Incorporate comments from public review to refine MVV
- Steering Committee meeting
- Draft Vision + Action Plan
- Outline implementation structure

6 FINALIZE VISION + ACTION PLAN

- Final public comment period
- Finalize Vision, Values, Goals, and Initiatives
- Present Community Vision + Action Plan to City Council for adoption

7 IMPLEMENT + CELEBRATE

- Implementation memo with recommendations
- Training templates and materials
- Progress reporting tools
- Launch Vision!



ROLES + RESPONSIBILITIES

City Council

- Receive quarterly updates
- Engaged in the development of the mission, vision, and values
- Community Vision will link to the Council's annual goal setting process
- Be CHAMPIONS for this project and encourage community involvement in the process

Project Sponsor

- Jesse VanderZanden is project sponsor
- Responsible for identifying the need, problem, or opportunity
- Ensure it remains viable, benefits are realized, issues are resolved
- Be project champions and keep it front and center!

Project Manager

- Stephanie Fleischer- Project Manager
- Work closely with consultant team
- Oversee project planning, organization, and project management
- Bring decision points back to the Project Sponsor for direction and guidance
- Updates City Council

Consultant Team

- Develop the overall project strategy and prepare the deliverables
- Work with Project Manager on planning, organizing, and managing resources
- Conduct data research, develop outreach strategies, and conduct outreach

Steering Committee

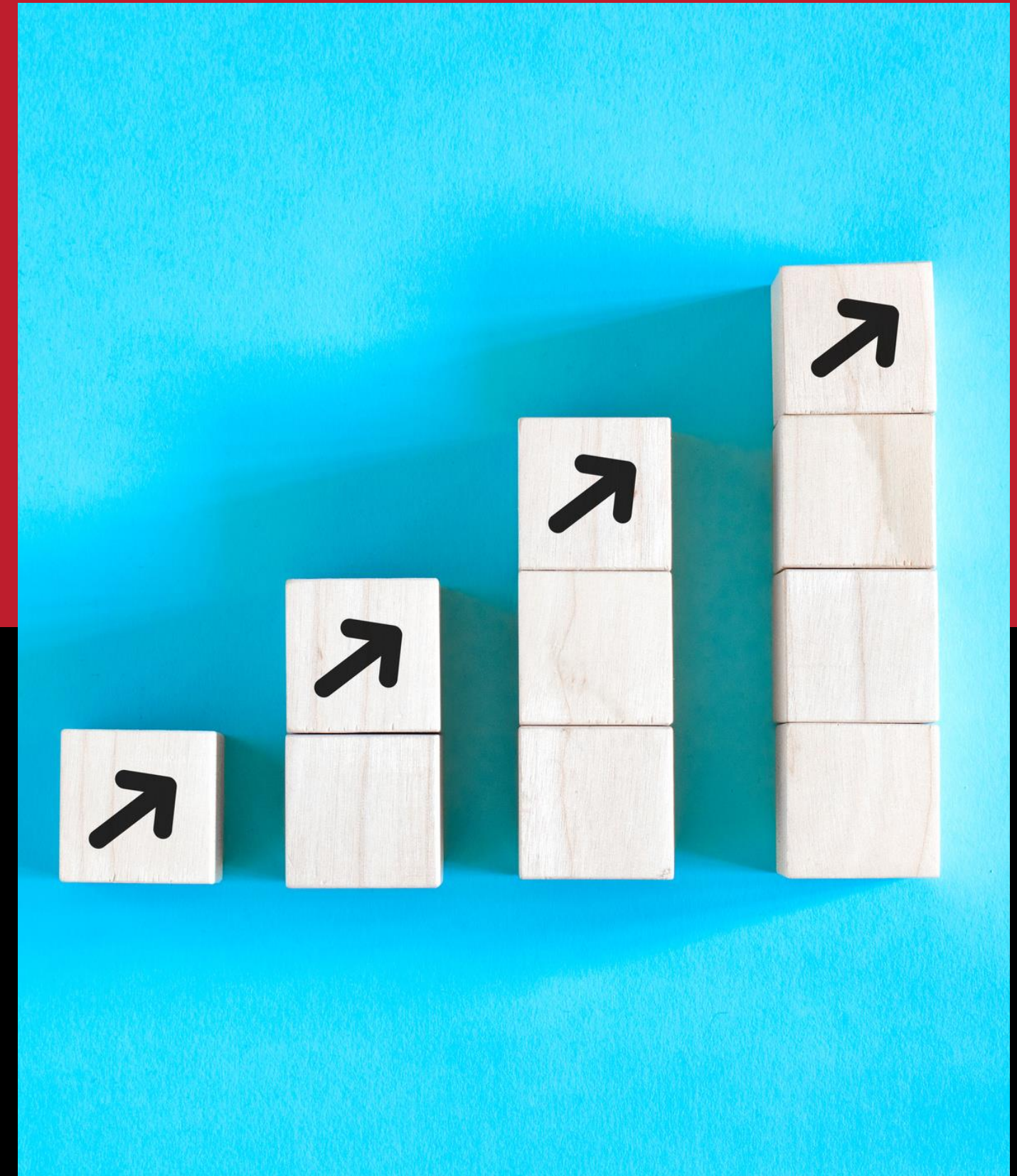
- Community volunteer representing various stakeholder groups
- Advisory to staff
- Guide the visioning process
- Identify and participate in opportunities for public involvement
- Review deliverables



COUNCIL HOMEWORK

Please join us for a friendly challenge to double the size of our community vision listserv!

- Existing listserv from Livability Survey has about 150 people
- City Council can help us build this list! Use links provided to you to help us build a community network to engage in the visioning process



Q+A



SSW CONSULTING

SSW CONSULTING

644 N. State Street, Ste.1, Lake Oswego, OR 97034

PHONE

503.305.5067

WEBSITE

www.SSW-Consulting.com



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Colleen Winters, Library Director*

MEETING DATE: *Monday, May 13, 2024*

SUBJECT TITLE: *Public Arts Commission Sub-Committee*

ACTION REQUESTED:

☐ Ordinance

☐ Order

☒ X

☐ Resolution

☐ Motion

☐ Informational

X all that apply

ISSUE STATEMENT

The Public Arts Commission has submitted a subcommittee creation request form for Council approval.

BACKGROUND

In 2023, the City Council completed a review of its Boards and Commissions. Their evaluation included purpose/role of the commission, staff workload, recruitment and attendance challenges, residency requirements, fund-raising concerns, and the formation of subcommittees.

It was decided that in the future City boards and commissions would need to request permission from the Council to form a subcommittee. A new form was created for this purpose.

The Public Arts Commission wishes to form a subcommittee for their Festival of the Arts. They have submitted a request form, which is attached.

FISCAL IMPACT

None

STAFF RECOMMENDATION

Staff recommends that Council approve the formation of this subcommittee.

ATTACHMENTS

- PAC Subcommittee Creation Request
- Festival of the Arts Description
- Resolution 2024-14

Subcommittee Creation Request

Please fill out the following information to propose the creation of a subcommittee.

1. **Name of Board/Commission Requesting:** Forest Grove Public Arts Commission
2. **Proposed Subcommittee Name:** PAC Festival of the Arts Sub-Committee
3. **Proposed Subcommittee Members:** (List the individuals who will be part of the subcommittee. Include their names and roles.)
Linda Taylor (chair), Emily Lux (graphic artist), Kathleen Leatham, Kristin Cast, & Pat Truax (members)
4. **Purpose of the Subcommittee:** (Explain why this subcommittee is necessary and how it aligns with City Council goals and objectives.)
PAC Commission Bylaws Section 4: Powers and Responsibilities/Objectives
"The Commission is charged with the responsibility to:

2. Promote the arts in Forest Grove to enrich the lives of its citizens through education and demonstration. To assist with the promotion of arts events in the broader community.

Also #1, #6, #7, #8, #9
5. **Proposed Timeline:** (Outline the timeline, number of meetings, and activities of the subcommittee.)
Not to exceed 3 meetings between now and August 30, 2024 (end of the 2024 Festival). At that juncture the success of this year's FG Festival of the Arts will be reviewed and a recommendation made as to whether to repeat next year.
6. **Estimated Staff Time:** (Specify the resources required for the successful operation of the subcommittee, such as City personnel, meeting location, and/or materials.)
Staff will not need to attend the meetings or write minutes. Admin time will be needed to set up digital access, and publish the agenda and minutes in compliance with public meeting law, which is estimated at 2 hours total per meeting."
7. **Supporting Documentation:** (Attach any supporting documents, such as a detailed proposal, budget estimates, or letters of support from stakeholders, if applicable.)

Approval Signatures:

- **Submitter's Signature:** Linda S. Taylor **Date:** 5/7/24
- **Staff Liaison Signature:** Colleen Winters **Date:** 5/8/2024

Forest Grove Public Arts Commission Collaboration W/ Adelante Mujeres Farmers Market On a Forest Grove Festival of the Arts

Since June of 2023, the Forest Grove Public Arts Commission explored the feasibility of presenting a free “Forest Grove Festival of the Arts” in 2024 designed to grow participation in, and audiences & appreciation for ‘The Arts’ in Forest Grove and strengthen diverse community connections. A collaboration with the Adelante Mujeres Farmer’s Market on the first Wednesdays of May, through August, 2024 was agreed upon in July 2023.

On each of the four Wednesdays, ‘The Arts’ would be featured with exhibitions and/or performances, as well as opportunities for the public to personally participate in the featured area, to include music, dance, theatre, literary arts, fine arts, photography, film & crafts.

The role of the FG Public Arts Commission (**& PAC Festival Subcommittee**) is to:

- identify & convene arts stakeholders who might want to participate (e.g. schools, Pacific U., plus related businesses, organizations and individuals)
- coordinate events (or assist, as appropriate)
- collaborate in marketing
- contribute financially on a limited basis to infrastructure for printing & marketing
- provide a coordinating ‘Festival of the Arts’ Market booth with information & activities

The role of the Adelante Mujeres Farmer’s Market is to:

- identify any additional arts stakeholders
- collaborate on coordination of events
- collaborate on marketing
- provide performance space during regular Market Hours
- handle logistics and stipends for performers on the Market Stage
- translate promotional materials into Spanish

All Festival activities take place within a 3 block radius of the Farmers Market, in nearby buildings such as Valley Art Association, the Forest Grove City Library, Theatre in the Grove, the Old Train Station Museum, Forest Grove Dance Arts, Pacific University campus, etc.

Each of the participating Arts Stakeholders and hosting venues agreed to these parameters:

- Stakeholders will not charge for displays or activities. Festival participation is free to the public.
- Stakeholders may sell things with the approval of the venue host. The Public Arts Commission will not be involved in any financial transactions and will receive no commissions.
- Coordination of schedule & location of performances and/or activities with the PAC & stakeholders group
- Partner with the PAC and Adelante Mujeres Farmers Market on publicity
- Stakeholder participants will host exhibits, performances, or activities in keeping with the purpose of the FG Festival of the Arts: to grow participation in, and appreciation for ‘The Arts’ in Forest Grove and to build a more inclusive and diverse community connections.

RESOLUTION NO. 2024-14

**RESOLUTION ESTABLISHING A SUBCOMMITTEE OF
THE PUBLIC ARTS COMMISSION WITH THE PURPOSE OF
EVALUATING AND REVIEWING THE FESTIVAL OF THE ARTS**

WHEREAS, the City Council has determined that Boards and Commissions must obtain Council approval to form subcommittees; and

WHEREAS, the Forest Grove Public Arts Commission has created the first Festival of the Arts in Forest Grove; and

WHEREAS, the Public Arts Commission must evaluate and review the 2024 Festival of the Arts and recommend whether it should again be held in 2025.

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

Section 1. To establish the ad-hoc Festival of the Arts Subcommittee of Public Arts Commission with the purpose of reviewing the festival of the Arts and recommending whether the PAC should host the event again in 2025.

Section 2. The subcommittee will be chaired by Linda Taylor, and its membership comprised of Emily Lux, Kathleen Leatham, Kristin Cast, and Pat Truax.

Section 3. The subcommittee will hold no more than three meetings and shall sunset on August 30, 2024.

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

PRESENTED AND PASSED this 13th day of May, 2024.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 13th day of May, 2024.

Malynda H. Wenzl, Mayor

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: *May 13, 2024*

SUBJECT TITLE: *Tourism Events Sponsorship Program Resolution.*

ACTION REQUESTED:

	Ordinance	Order	X	Resolution	X	Motion		Informational
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X all that apply

BACKGROUND

Resolution No. 2023-52, passed November 13, 2023, established three tourism programs: 1) Tourism Capital Grant program, 2) Tourism Events Sponsorship Program and 3) Tourism Installation Art Program. Further, Resolution 2023-52 established estimated funding levels for each program.

After implementation and review of the programs it become clear that additional clarifications were needed to ensure the smooth and continued operation of the Tourism Events Sponsorship Program. On February 26, 2024, staff brought forward proposed Resolution 2024-06 outlining proposed changes. The Council tabled the resolution pending discussion to May 13, 2024.

On April 8, 2024, the Council held a work session on the program and reached consensus on the following five items.

1. The city will only award sponsorship equal to or less than the maximum sponsorship level of the event. For example, if a Platinum level sponsorship for the event is valued at \$2,000, the maximum award that could be granted is \$2,000. This adjustment ensures consistency and fairness in sponsorship allocations, aligning with predefined sponsorship tiers set by event organizers.
2. If an event lacks a predefined sponsorship program, the maximum award for the event shall be \$2,000. This requirement aims to incentivize event organizers to establish structured sponsorship programs, thereby facilitating the raising of additional funds for events. Additionally, it ensures adequate funding allocations for all events in Forest Grove and maintains the Tourism Events Sponsorship Program within the budgeted amount.

3. The event organizer must produce marketing materials and include the City in those marketing materials. Examples include a banner, website posting, social media posting, brochures, and other marketing materials. This requirement assures that the event organizer adequately publishes the event and recognizes the event sponsor(s).
4. Organizations are subject to an annual cap of \$12,000 in event sponsorships.
5. Changes to the program will become effective July 1, 2024.

The Council also considered an application window but did not take action to implement an application window, therefore it is not included in the recommendations. The Council also considered how often a specific event should be sponsored. The Council did not reach a consensus; therefore, it is not included in the recommendations.

CURRENT STATUS

Resolution 2024-06 was tabled with a specific time to be reconsidered at the May 13 regular City Council meeting. Consensus items 1-3 noted above were already included in Resolution 2024-06 when it was tabled, however, items 4 and 5, were not, and would have to be amended into Resolution 2024-06. A motion to amend Resolution 2024-06 to include items 4 and 5 could be: "I move to amend Resolution 2024-06 Exhibit 1 to include 'Organizations are subject to an annual cap of \$12,000 in sponsorship funds, and the Resolution will effect July 1, 2024'".

STAFF RECOMMENDATION

Staff recommends Council amend Resolution 2024-06 Exhibit 1 to include 'Organizations are subject to an annual cap of \$12,000 in sponsorship funds and the Resolution will take effect July 1, 2024' and approve.

ATTACHMENTS

Resolution No. 2024-06

Exhibit 1: Tourism Event Sponsorship Program

RESOLUTION NO. 2024-06

**RESOLUTION MODIFYING THE TOURISM EVENTS SPONSORSHIP PROGRAM
BY AMENDING EXHIBIT 1 OF RESOLUTION NO. 2023-52**

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

WHEREAS, the City Council approved a Tourism Program funded by the TLT under Resolution No. 2023-52 effective November 13, 2023. The Tourism Program created three separate programs; a Tourism Event Sponsorship Program, a Tourism Capital Program and a Public Art Program.

WHEREAS, the City Council of Forest Grove, have recognized the importance of the Tourism Event Sponsorship Program funded by the TLT and acknowledging the need for further clarification to ensure fiscal responsibility,

WHEREAS, the City Council desires the funding to be dispersed throughout the Forest Grove event community.

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

Section 1. The City Council modifies the Tourism Events Sponsorship Program and amends Resolution No. 2023-52 Exhibit 1 by replacing it with Exhibit 1.

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

PRESENTED AND PASSED this 13th day of May 2024.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 13th day of May, 2024.

Malynda H. Wenzl, Mayor

Tourism Event Sponsorship Program

I. Purpose

The purpose of this program is to provide financial assistance to events 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.

The purpose of the guidelines is to provide requirements for the evaluation, administration and acceptance of event sponsorship requests received by the City of Forest Grove.

II. Overview

The City of Forest Grove allocates Transit Lodging Tax (TLT) dollars toward events that support the City's goals, objectives, and values; generate additional stays in the city's hotels and motels and can demonstrate a clear alignment with the tourism program's purpose and objectives.

The City reserves the right to decline any requests for sponsorship if the event does not meet the program criteria and guidelines, conflicts with the city's goals, objectives, and values, and is not in alignment with the tourism program's purpose and objectives.

III. Review and Approval:

The Economic Development Office will be responsible for administering the Tourism Program. Applicants must complete a Tourism Event Sponsorship Program application. City staff will prepare a memo outlining the applications and making funding recommendations for Council approval on the Consent Agenda.

IV. Eligibility:

The Tourism Event Sponsorship Program is open to all businesses and non-profits located in the City of Forest Grove.

V. Criteria:

1. Event must be open to the general public.
2. A portion of the expected attendees will likely travel from outside Forest Grove.
3. A portion of the expected attendees will likely stay overnight in Forest Grove.
4. Application must be received at least 90 days in advance of the event.
5. The city will only award sponsorship equal to or less than the maximum sponsorship level of the event. For example, if a Platinum level sponsorship for the event is valued at \$2,000, the maximum award that could be granted is \$2,000.
6. If an event lacks a predefined sponsorship program, the maximum award for the event shall be \$2,000.
7. The event organizer must produce marketing materials and include the City in those marketing materials. At a minimum, examples include a banner, website posting, social media posting, brochures, and other marketing materials.

Exhibit 1

8. Organizations will only be awarded sponsorships up to an annual cap of \$12,000.

VI. Review Considerations:

1. Audience Demographics
2. Potential Overnight Stays
3. Event History
4. Sponsorship Tiers
5. Benefits and Visibility
6. Customization of sponsorship packages
7. Measurement and analytics
8. Logistics and support
9. Budget
10. Legal Compliance
11. Timing
12. Long-term Relationship Building
13. Post-Event Evaluation

VII. An agreement letter between the City and the event organizers will need to be signed by both parties before the release of the sponsorship funds. The city reserves the right to recompense if the event organizers fail to meet the guidelines criteria of the program, fail to hold the event, or fail to recognize the city as outlined in the agreement.

VIII. Possible Expectations:

1. Branding and Visibility
 - a. Logo placement on event promotional materials, including event website, banners, flyers, advertisements (digital and print), and signage.
 - b. Recognition during open and closing remarks, if applicable.
2. Booth or Exhibition Space
 - a. City may opt in to utilizing booth or exhibition space (at no cost to the city).
3. Advertising and Promotion
 - a. Advertisements in event programs and materials.
 - b. Social Media mentions and promotions.
 - c. Access to event's attendee/ticket contact information lists.

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	
Scoring: 80 - 100 = Sponsorship amounts up to \$5,000 60 - 79 = Sponsorship amounts up to \$3,000 59 or less = No Funding	



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

PROJECT TEAM: Henry Reimann, Police Chief

MEETING DATE: May 13, 2024

SUBJECT TITLE: Staff Report and Resolution Authorizing City Manager to Execute an Intergovernmental Agreement (IGA) between Forest Grove School District and Forest Grove Police Department for a School Resource Officer

ACTION REQUESTED:

☐ Ordinance

☐ Order

☒ X

☐ Resolution

☒ X

☐ Motion

☐ Informational

X all that apply

BACKGROUND

Beginning in 1977, the Forest Grove Police Department (PD) and Forest Grove School District (FGSD) has enjoyed a long-standing relationship to provide a School Resource Officer (SRO). The SRO program focuses on fostering a positive school climate, promoting school safety by building positive relationships with students and families, and working with the administration on crisis response and safety education. The SRO is responsible for the majority of law enforcement activities occurring at the school during school hours and investigates crimes against children when appropriate. On April 22, 2024, the FGSD Board approved an Intergovernmental Agreement (IGA) to renew the SRO Program with minimal language changes. The IGA is based on a one-year agreement and takes into consideration the SRO's current workload. Based on a workload analysis, the PD recommends a one-year agreement.

FISCAL IMPACT

As with the previous IGA, the FGSD will cover 50 percent of the SRO salary for nine months (school calendar). The City covers the other half. The FGSD's financial obligation for FY 2024-2025 is \$63,106. The SRO position is included in the City's FY 2024-2025 budget.

STAFF RECOMMENDATION

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

ATTACHMENTS

- Resolution 2024-15
- Exhibit A: Intergovernmental Agreement School Resource Officer

RESOLUTION NO. 2024-15

RESOLUTION AUTHORIZING THE CITY MANAGER TO ENDORSE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE FOREST GROVE SCHOOL DISTRICT (FGSD) AND THE FOREST GROVE POLICE DEPARTMENT (PD) FOR A SCHOOL RESOURCE OFFICER (SRO)

WHEREAS, the FGSD seeks to enter into an IGA with the City of Forest Grove to provide an SRO; and

WHEREAS, the PD and FGSD, through a joint and cooperative effort, developed an SRO program that focuses on fostering a positive school climate, promoting school safety by building positive relationships with students and families, and working in partnership with the administration on crisis response and safety education; and

WHEREAS, ORS 190.010 authorizes the parties to enter into an IGA for the performance of the functions and activities contained in the IGA.

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

Section 1. The City Council hereby approves the IGA (Exhibit A) between the Forest Grove School District and the City of Forest Grove to provide a School Resource Officer program.

Section 2. The City Manager is hereby authorized to sign the IGA (Exhibit A) on behalf of the City of Forest Grove.

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

PRESENTED AND PASSED this 13th day of May, 2024.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 13th day of May, 2024.

Malynda H. Wenzl, Mayor

INTERGOVERNMENTAL AGREEMENT
SCHOOL RESOURCE OFFICER
Between
FOREST GROVE SCHOOL DISTRICT
And
THE CITY OF FOREST GROVE THROUGH THE FOREST GROVE POLICE
DEPARTMENT

This document will serve as the written agreement between the Forest Grove School District and the Forest Grove Police Department . This agreement establishes the commitment and support from both institutions. This document also provides a series of guidelines and policies relevant to the performance of the School Resource Officer and will be the guiding document officers, School administrators, City administrators, students and their caregivers look to for structure and accountability. This document shall be in effect for a one year period. The guidelines in this document were driven by input from community stakeholders, including caregivers, students, and teachers. Nothing in this Agreement should be construed as limiting or impeding the basic spirit of cooperation, which exists between the participating entities listed above and all community stakeholders.

I. PURPOSE

This Agreement establishes and delineates the mission of the School Resource Officer Program, herein referred to as the SRO Program, as a joint cooperative effort between the Forest Grove Police Department, herein referred to as FGPD, and the Forest Grove School District herein referred to as FGSD. Additionally, the Agreement clarifies roles and expectations and formalizes relationships between the participating entities to foster an efficient and cohesive program that will build a positive relationship between police officers, school staff and students, and promote a safe and positive learning environment.

II. MISSION

The mission of the SRO Program is to foster a positive school climate, promote school safety by building positive relationships with staff, students and families, and work in partnership with administrators in crisis response and safety education. The SRO Program also seeks to reduce crime committed by and against youth in our community. The SRO will use an equity lens to accomplish this mission by supporting safe, secure, culturally responsive and sustaining learning environments for students, teachers, and staff. SROs will establish a trusting channel of communication with students, parents, and teachers and establish regular feedback opportunities. The SRO's role is not to enforce school discipline or punish students. Instead, SROs will serve as positive role models to instill in students good judgment and discretion, respect for others and a sincere concern for the school community. SROs will provide information on community resources available to students and parents. Goals and objectives are designed to develop and enhance rapport between youth, families, police officers, school administrators, and the community in order to promote overall student safety, achievement and success.

III. GOALS OF THE SRO PROGRAM

SRO programs goals include:

1. To be committed and accountable to a positive school climate based on respect for all students, staff, and community members
2. When possible, to educate students, staff, and families on relevant civil and law enforcement topics i.e. what constitutes consent, child abuse and reporting, violence prevention, drug abuse, safe driving, and the potential perils of social media.
3. To strengthen community relationships by creating a safe school environment, and providing law enforcement resources with an equity lens to school administrators, teachers, and students.

The SRO Program is designed to fill three overall roles:

1. **Positive School Climate-** The primary role of the SRO is to create a positive school climate through relationship-building and restorative conversations. Officers will engage in various activities, in coordination with school administration, teachers, and students. Officers should become acquainted with students and staff in an effort to build a school culture of open communication and trust. Officers will serve as role models. Officers should partner with teachers, staff, and administrators to identify students who may be facing challenges or need additional resources and respond in a manner consistent with the student and their circumstances.
2. **Education** –When possible the SRO should participate in the school community by becoming a member of the educational team. Officers should represent the law enforcement community with an equity lens to build positive relationships with youth, their families, and school staff. SROs are expected to be proactive in creating and taking advantage of educational situations, and school administrators are encouraged to leverage this resource.
3. **Law Enforcement** – SROs are responsible for the majority of law enforcement activities occurring at the school during school hours. The SRO shall refrain from being involved in the enforcement of student codes of conduct that do not constitute violations of law, except to support staff in maintaining a safe school environment.

The SRO should engage in crime prevention activities that may include foot patrols, monitoring previous crime locations, speaking to stakeholders about crime prevention techniques, analyzing possible crime patterns, investigating crimes, and patrolling campuses. .

While law enforcement is the role of SROs, alternatives to arrest should be used whenever possible, and investigations or arrest of students during school hours or at school-sponsored events/activities should be a measure of last resort and must comply with the following Forest Grove School District Policies: Relations with Law Enforcement Agencies (policy KN), Relations with Law Enforcement Agencies (policy KN-AR(1)), Investigations Conducted on District Premises

(policy KN-AR (3)). The SROs' discretion to act remains the same as that of any other police officer.

IV. ORGANIZATIONAL STRUCTURE

A. Composition:

1. FGPD shall provide one (1) School Resource Officers (SROs)
2. Nine months of a .50 FTE of the average cost of all officers step 4 and above.
2024-2025, \$63,106 to be updated annually
3. SROs shall be regular sworn officers of the City's Police Department.

B. Officer Recruitment & Selection

FGSD District officials and FGPD shall agree on guidelines for the selection of officers to serve as SROs. The FGPD and FGSD will collaborate on a selection process and the appointment of the SRO.

SRO's should meet the following general criteria:

1. **Preference-** Preference will be given to candidates that are bilingual and bi-cultural. Efforts will be made to select SROs that mirror the Forest Grove School District community.
2. **Experience as a police officer and commitment to student and community well-being-** SRO's must have a minimum of three years' experience as a patrol officer, be off probationary status, have experience with juvenile justice and working with diverse populations, and creating positive relationships with stakeholders, especially our youth.
3. **Successful performance-** All candidates should have a proven work history as reflected by performance evaluations and supervisory reviews. Applicants must have demonstrated their ability to respectfully and effectively communicate with others. Candidates should be free of significant disciplinary actions.

C. Training Requirements

All SROs shall complete specialized training in addition to their already mandatory training with the police department which will include at a minimum the following:

1. Successful completion of the National Association of School Resource Officers (NASRO) Basic SRO Course at FGPD expense. This course should be completed prior to the end of their first six months of service as an SRO, unless a delay up to 6 months is mutually agreed upon between FGSD and FGPD. Advanced courses should be considered after the first year of service as a SRO.
2. Eight hours annually of diversity, equity, inclusion and anti-bias training by attending district or building level professional development offerings.
3. Three hours of training provided by FGSD Student Services department, specifically on the topics of autism, students who experience challenging behavior, students with co-occurring mental health and developmental and/or behavior disabilities, and best practices when communicating and interacting with students who experience disability.

4. 16 hours of Safety Care training in the officers first year and eight hours annually each year after- provided by FGSD Student Services Team (note training does not mean certification; SROs are not required to be certified in Safety Care)
5. Four hours of annual Trauma Informed Practices and Collaborative Problem Solving (CPS) either by attending district or building level professional development offerings.
6. The SRO must be trained annually on sexual abuse and misconduct information and reporting as required by ORS 339.400(2) as [linked here](#).

The above listed training, unless indicated, will be provided by FGSD.. When possible efforts will be made to schedule SRO specific professional development with the SROs and their supervisor to accommodate scheduling needs. It is the expectation that SROs make every effort to attend FGSD provided training when they are scheduled, if a scheduling conflict arises the SRO will notify their supervisor and the trainer as soon as they become aware of the conflict. If the SRO or their supervisor for any reason elect to participate in a community or other nationally recognized training program to fulfill any of the required training hours mentioned above the cost of those training will be the SRO's or FGPD's responsibility.

V. OPERATIONAL PROCEDURES

- **Chain of Command-** SRO's will adhere to the chain of command prescribed by FGPD. FGPD will appoint one person in a supervisory role to act as liaison with the Superintendent or their designee.
1. **Duties-**The primary duties of the SRO are to help foster a positive school climate, serve as an educational resource, provide a safe and secure learning environment, and serve as a liaison between the school and the police department. Specific daily assignments to accomplish this function will vary. The SRO and school principal or designee will meet on a regular basis to discuss plans and strategies to address specific issues or needs., SROs should never be assigned duties in place of or in lieu of a district employee.
 2. **Uniform-** the SRO will wear the prescribed FGPD uniform of the day including a firearm and body armor. The SRO uniform is agreed to be an identifiable polo shirt with police department logo and officer name displayed, a duty belt, department issued uniform pants, and department issued footwear. Drop holsters and load bearing vests are not preferred wear in the school setting. The police supervisor may allow for exceptions to this guideline at their discretion based on investigatory or policing needs or as required by Oregon law.
 3. **Daily Schedule-** The Superintendent and the Police Chief will monitor the SRO program. Each Principal will designate a contact person for their school to facilitate communication with their assigned SRO.
 4. **Absence/Substitutions-** When the SRO is absent due to court appearances, illness, vacation, training, or other leave, the SRO will notify their assigned school contacts and the Superintendent's liaison. It is the SRO's responsibility to report schedule conflicts to their schools and the District's contact as soon as possible. In the SRO's absence the

District will call 911 in cases involving an emergency and 503-629-0111 in non-emergency situations. Should the officer's absence last more than five school days, the parties will collaborate to find a staffing solution that meets the spirit of this agreement.

5. **Special Events** - SRO's should assist with supervision of after-school activities as requested and approved by FGSD and their supervisor. Such activities may include:
 1. Supervision at after school activities like sports competitions and school dances
 2. Supervision at high school graduations
 3. Others as identified by FGSD and the FGPD
6. **Summer/Extended Closure Activities**- SROs may participate in summer or extended closure activities as requested and approved by FGSD and their supervisor. Such activities may include:
 1. Food box delivery
 2. Summer meal distribution
 3. Summer school
 4. Community Outreach
 5. Delivery of training to the school board, staff, students, or parents in collaboration with FGSD staff
 6. Participation in District training opportunities
7. **Role in Responding to violations of law on FGSD property**- As sworn police officers, once SROs are involved in an investigation of alleged violations of law, they have the following responsibilities.
 1. Abide by all federal, state, and local laws and ordinances.
 2. Report any conflict created by any laws, ordinances, rules, and policies and procedures to the building Principal and their supervisor for resolution.
 3. Perform a thorough investigation and document their findings, and the interviews of all involved parties, according to FGPD procedure.
 4. In accordance with ORS 419B.045, when an investigation of a report of child abuse is conducted on school premises, the school administrator shall first be notified that the investigation is to take place, unless the school administrator is a subject of the investigation.
 5. If the investigation yields that probable cause exists for the arrest of a person, the case should be presented to the District Attorney or Juvenile Department..
8. **Role in School Policy Violations**
 1. It is the responsibility of the SRO to become familiar with the Student Handbook or Student Code of Conduct, but it is not the SRO's responsibility to enforce the rules in these documents. SROs are not school disciplinarians so violations of the student code of conduct or school rules should always be handled by school staff. SROs should not directly intervene unless the situation presents an imminent threat to the health or safety of the student or another person.
 2. The SRO will report school policy violations through the proper channels to be handled by school administrators.

9. Data Collection and Reporting

1. SROs shall submit a quarterly activity report to the Superintendent, building principals, and their supervisor. Reports will be submitted by December 10, March 10, and June 10.
 - a. At a minimum that data will include all school related law enforcement calls for service, a log number of presentations/lessons delivered to students, staff or families, the topic(s), and number of participants.
2. The School Board will receive an update report in December and March that will include any data collected for the Superintendent, successes and challenges in meeting the stated goals of the SRO program, and any climate survey data related to the perception of school safety as it relates to the SRO.

10. Release of Student Information

FGSD designates the SROs as “school officials” as provided in the Federal Educational Rights and Privacy Act (FERPA). SROs may be provided access to student educational records maintained by the school district only as needed by the SRO to perform their duties as an SRO under the following limitations:

1. All records are under the “direct control” of the school or district with respect to the use and maintenance of the education record and will not be compiled, maintained, or copied by SROs.
2. Student information is subject to FERPA’s use and re-disclosure requirements in 34 CFR § 99.33(a), which provides that the PII from education records may be used only for the purposes for which the disclosure was made not re-disclose, without appropriate consent, PII from education records to outside parties, including other employees of their police department who are not acting as school officials
3. A law enforcement official including an SRO may be granted access to view student records information in the event of an emergency situation threatening the health or safety of a student or other individual and as required by ORS 336.184 and ORS 336.187

11. Role in Locker, Vehicle, Personal, and Other Searches

SROs may perform searches within their scope of law enforcement authority, consistent with FGPD policy, and State and Federal law. SROs may assist administrator’s searches if reasonable suspicion exists for the recovery of weapons, drugs, or the fruits of a crime..

12. Limits on Interviews, Arrest, and Investigations on District Premises

1. **Interviews** – Law Enforcement Officials including SROs may participate in the questioning of a student about conduct that could result in criminal charges in compliance with FGSD Policies: Relations with Law Enforcement Agencies (policy KN), Relations with Law Enforcement Agencies (policy KN-AR(1)), Investigations Conducted on District Premises (policy KN-AR (3)), and Oregon State Law: Investigation conducted on school premises (ORS 419B.045). Parents/guardians should be allowed sufficient time to arrive at school to be present for interview unless the investigation is a report of child abuse.
2. **Arrests** –Extreme discretion should be exercised in the case of incidents involving public order offenses, including disorderly conduct, and fighting that do not involve physical injury or a weapon Priority should be to consider these school discipline issues to be

handled by school administrators

- a. Building principals should be notified prior to an in custody arrest of a student when practical. All in custody arrests or Juvenile Department referrals will be conducted in accordance with State and Federal statutes and FGPD policy in regards to use of force and search and seizure.
- b. The student's parent(s) or guardian(s) shall be notified of his or her arrest as soon as practical.

3. Investigations on District Premises- When an administrator is notified that law enforcement, including SROs, would like to interview a student at school for the purpose of an investigation that is not related to abuse of a child, the administrator must request that the investigating official complete FGSD Board Policy form policy KN-AR (3) including providing information below:

- a. Copy of the warrant
- b. Copy of court order
- c. Brief description of exigent circumstance
- d. Name and date of parent that gave consent
- e. Affirm that the interview is not considered a "seizure" pursuant to state and federal law.

Failure to meet one of the five criteria may result in the administrator's refusal to allow the student interview on district property.

13. Involvement in school level meetings

1. SROs are encouraged to participate in their assigned school's Safety Committee meetings.
2. SROs may participate in a restorative circle as part of a re-entry meeting for students returning from expulsion, court ordered placement, or when a student is returning from a suspension..
3. SROs are expected to participate with the Behavioral Safety Response Teams at the school and district level.
4. SROs should participate in Care Team meetings, and Climate and Culture Team meetings to serve as a liaison between the school and resources available in the community to further each team's work and effectiveness.

14. Relationship Building and Classroom Presentations

1. SROs should actively build relationships with students and families they serve by attending at least one PAC/PTA/PTO meeting for each building they serve annually.
2. SROs will familiarize themselves with specialized programs that are offered at our schools. .

VI. SCHOOL DISTRICT RESPONSIBILITY

The School Resource Officer program is a partnership between the Forest Grove School District and Forest Grove Police Department. To this end FGSD will have responsibilities as a partner which include:

1. It is the responsibility of the Superintendent to provide the Division Captain and SRO with a schedule of professional development that is available through the district and/or buildings the same day that information is distributed to Certified Staff in the district.

2. Gather feedback annually from students, families/caregivers, SROs, certified staff, classified staff, and administrators on their experience with the SRO program. This feedback will be discussed with FGPD and used to set goals for the SRO program..
3. Create a section on the District web site that hosts the mission and vision of the SRO program. Post data on SRO activities quarterly. That data will include: law enforcement calls for service on school property, number of presentations/lessons delivered to students, staff or families, .
4. Include in the student handbook, information about the SRO program and the rights of students with regard to the SRO.
5. The District will communicate to all staff that enforcement of school rules and code of conduct are the responsibility of staff and administrators, not the SRO.
6. Ensuring the SRO has access to active FGSD email accounts.
7. Access to 3-2-1 Insight, and Frontline virtual training platforms.
8. Provide an office with a locking door and law enforcement approved safe at the high school and the middle school.
9. Provide annual training to all administrators on the role of SROs, the current Agreement, and SRO program goals.
10. Ensure the SRO is not involved in school discipline.
11. Ensure SROs and school staff follow FGSD policies: Relations with Law Enforcement Agencies (policy KN), Relations with Law Enforcement Agencies (policy KN-AR(1)), Investigations Conducted on District Premises (policy KN-AR (3))
12. Provide access to the same language development programs certified staff have access to at the districts expense
13. Providing language translation and interpretation for SRO activities that are not specific to law enforcement matters. SROs must follow the FGSD translation/interpretation request process.
14. Offer training listed in section C of this Agreement that indicates it is provided by FGSD staff.
15. Ensure SRO has access to training calendars and are able to enroll in courses when required by section C of this Agreement.
16. Invite SRO to Behavioral Safety Response Team, building Safety Team, Climate and Culture team, Care Team, Attendance team and re-entry meetings for students who are under state guardianship or court ordered incarceration.
17. Notify the City of Forest Grove Police Department related to any public records or media request related to this agreement or services performed by the SRO's.

VII. CRISIS PLANNING

1. SRO will participate in crisis response drills with other law enforcement agencies as part of their ongoing training and preparation as a law enforcement official.
2. SRO will serve on the building level safety committee and will provide knowledge and insight on specific safety and law enforcement topics as they arise.

VIII. REVIEWING THE INTERGOVERNMENTAL AGREEMENT

A. Review

1. This Agreement and the SRO data reports will be reviewed annually in April. This review will be collaborative between FGSD and FGPD with the purpose of reflecting on the progress made towards achieving the set goals identified in section III: Goals of the SRO Program.
2. This Agreement will be reviewed on a yearly basis when agreed upon by FGSD and FGPD Chief of Police or designees.
3. The Agreement will stay in effect for a period of one year. Both parties will make the determination of whether to renew, amend, and/or terminate the agreement at least 60 days prior to May 1st.

IX. INSURANCE

FGPD shall maintain insurance acceptable to the District in full force and effect throughout the term of this contract to the extent it is required. Such insurance shall cover risks arising directly or indirectly out of FGPD's activities or work hereunder. Such insurance shall include provisions that such insurance is primary and not contributory insurance with the insurance required hereunder. FGPD shall provide a minimum of 30 days' written notice to the District in cases of cancellation, intent not to renew, or reduction in its coverage by the insurance Company. Insurance carriers must be A.M. Best rating of "A-VII" or better, or equivalent. FGPD will promptly provide Certificates of Insurance at the District's request.

FGPD must meet FGSD's minimum insurance requirements as outlined in the District's Master Vendor Agreement.

It is so agreed

City of Forest Grove - Forest Grove Police Department

Date

City of Forest Grove - City Manager

Date



Forest Grove School District - Superintendent

5/3/24
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Paul Downey, Assistant City Manager/Finance Director*

MEETING DATE: *May 13, 2024*

SUBJECT TITLE: *Direct Appointment of GIS Vendor*

ACTION REQUESTED:

☐ Ordinance

☐ Order

☒ X

☐ Resolution

☐ Motion

☐ Informational

X all that apply

ISSUE STATEMENT

The City has been reviewing its geographic information system (GIS) and has developed a plan to improve its GIS based on recommendations from a consultant hired to review the GIS. Due to the reasons stated in the findings, staff is requesting that the Council, who is the City's Local Contract Review Board, approve a direct appointment of The Gartrell Group, Inc (TGG) without the City procuring these services by a competitive proposal process. Staff has prepared a resolution for Council consideration authorizing the direct appointment of TGG.

BACKGROUND

City is experiencing issues with developing its geographic information systems (GIS) on a timely basis. Data is not being updated on a timely basis in a correct format, so it is not usable by staff and ultimately the public. System updates are not being completed on a timely basis and were not always properly planned. City lacks management with sufficient GIS knowledge to manage and plan GIS functions and work processes to properly develop its GIS. The current version of the City's GIS software is no longer being maintained by the vendor and the City lacks the ability to convert to the new version. City needs a vendor who can meet all the requirements to provide services to further develop the GIS. The City hired TGG to do a comprehensive review of the GIS including the status of the system, issues keeping the development of the system from being successful, and recommendations on how to move forward. TGG recommended the following changes:

- 1) GIS workflow and management support with a first-year cost of \$73,000 and ongoing costs of \$18,000 per year.
- 2) Moving the City GIS system to a managed cloud system at a first-year cost of \$76,000 and ongoing costs of \$66,000 per year.

- 3) Begin the process to migrate the utilities network system starting with Light and Power's (L&P) data and then Public Works data.

TGG's review was very comprehensive in reviewing the issues that City wanted reviewed. The results of TGG's review are what prompted the plan for how the City will move forward with GIS and are the basis for these findings.

The City, for the reasons stated in the findings, needs to start working with a vendor now instead of waiting three months to complete a competitive process. Staff are recommending that TGG be appointed to be the vendor to provide the GIS services moving forward.

FISCAL IMPACT

The fiscal impact was discussed with the City's Budget Committee on May 7, 2024, and the Committee approved the funding that was proposed for this project. The funding consists of \$300,000 in American Rescue Plan Act (ARPA) funds, \$80,000 in L&P funds, and \$90,000 in Water funds, and \$90,000 in Sewer funds. Most of the funds will be used for the migration of data to the utilities network system. The ARPA funds must be spent prior to December 31, 2024.

STAFF RECOMMENDATION

Staff recommends adoption of the attached resolution to approve the direct appointment of TGG to provide GIS services.

ATTACHMENTS

Resolution 2024-16
Exhibit A

RESOLUTION NO. 2024-16

**RESOLUTION APPROVING DIRECT AWARD OF CONTRACT FOR GIS
WORKFLOW AND MANAGEMENT SUPPORT, MANAGED CLOUD GIS
SYSTEM AND UTILITY NETWORK MIGRATION**

WHEREAS, Oregon law requires all service projects (both personal and general) to be procured by competitive bid or proposal, unless otherwise stated in local rules and unless an exemption is granted by the City of Forest Grove (the “City”) Local Contract Review Board; and

WHEREAS, one such exemption permits the City to award a personal service contract without competition if such an award is (1) is unlikely to encourage favoritism and (2) is reasonably expected to result in substantial cost savings; and

WHEREAS, staff is requesting a direct award of a contract for GIS-related services and has developed findings demonstrating that The Gartrell Group, Inc. (“TGG”) is uniquely qualified to provide these GIS-related personal services to the City, such provision of services does not encourage favoritism, and results in substantial cost savings.

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

Section 1. The City Council as the Local Contract Review Board adopts the findings, attached as Exhibit A, in support of a direct award of the referenced contract and authorizes the award of the contract to TGG.

Section 2. The City Manager or designee is authorized to sign the contract.

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

PRESENTED AND PASSED this 13th day of May, 2024

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 13th day of May, 2024.

Malynda H. Wenzl, Mayor

Resolution No. 2024-16, Exhibit A

Findings in Support of Direct Award of a Contract for GIS Workflow and Management Support, Managed Cloud GIS System, and Utility Network Migration

Oregon law requires all service projects (both personal and general) to be procured by competitive bid or proposal, unless otherwise stated in local rules and unless an exemption is granted by the City of Forest Grove (the “City”) Local Contract Review Board. One such exemption permits the City to award a personal service contract without competition if such an award is (1) unlikely to encourage favoritism and (2) is reasonably expected to result in substantial cost savings. ORS 279B.085(4). This document demonstrates that The Gartrell Group, Inc. (“TGG”) is uniquely qualified to provide these GIS-related personal services to the City, such provision of services does not encourage favoritism, and results in substantial cost savings.

Nature of the Project

The City is experiencing issues with developing its geographic information systems (GIS) on a timely basis. Data is not being updated on a timely basis in a correct format, so it is not usable by staff and ultimately the public. System updates are not being completed on a timely basis and were not always properly planned. The City lacks management with sufficient GIS knowledge to manage and plan GIS functions and work processes to properly develop its GIS. The current version of the City’s GIS software is no longer being maintained by the vendor and the City lacks the ability to convert to the new version. The City needs a vendor who can meet all the requirements to provide services to further develop the GIS. The City hired TGG to do a comprehensive review of the GIS including the status of the system, issues keeping the development of the system from being successful, and recommendations on how to move forward. TGG’s review was very comprehensive in reviewing the issues that City wanted reviewed. The results of TGG’s review are what prompted the plan for how the City will move forward with GIS and are the basis for these findings.

Public Notice

As required by ORS 279B.085(5) the City published notice for interested parties in the May 6, 2024, edition of the Daily Journal of Commerce.

Findings

1. Direct appointment is unlikely to encourage favoritism.

The City operates the following utilities: 1) Water; 2) Sewer; 3) Surface Water; 4) Streets; and 5) Electric. TGG is uniquely qualified to provide the GIS services required by the City because it is a local partner that can provide all the required GIS services for all the City’s utilities. For GIS providers, TGG came recommended by ESRI, the software provider, because TGG is one of the few vendors nationwide that serves all of the utility services provided by the City and is also one of the few qualified vendors who can do all the Utility Network Migration services needed. For the management services, which are key to the services to be provided, the City will require a local vendor presence to be effective and TGG can provide that presence. Awarding this contract to

TGG without competition will not result in favoritism as: 1) TGG is the only vendor that can provide all of the services required by the City, particularly the work flow and management for the utility services provided by the City; 2) TGG has already developed a working relationship with City staff based on prior work; 3) TGG has developed intimate knowledge of the City's GIS infrastructure and what needs to be done to change it; and 4) having the work flow and management services provided by a local vendor is key element for the City due to the interaction between employees and the vendor, and TGG can provide those services.

2. Direct appointment is reasonably expected to result in substantial cost savings for the City.

The direct appointment of TGG is expected to result in substantial cost savings to the City as it is the only local vendor that can provide all of the services so the City will save on travel costs as compared to vendors not in the area. Additionally, TGG is very familiar with the City's GIS and can start the services immediately without having to review the GIS to determine what services need to be provided. The City is also using a non-City funding source that expires on December 31, 2024, for a significant portion of the services. The more services that can be completed by that date will prevent the City from having to use City funds for those services.

Conclusion

Based on the above findings, it is recommended the City award a master service agreement without competition to TGG, in connection with the provision of certain GIS-related services.

End of Findings