

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
March 26, 2020
AGENDA**

6:00 P.M. PLEDGE OF ALLEGIANCE

1. [Resolution 7-2020: Ratification of Citywide State of Emergency in Response to Novel Coronavirus COVID-19 – Greg Dirks](#)
 - Discussion of Emergency Operation Measures
2. [Discussion: Wood Village COVID-19 Economic Relief Options](#)

ADJOURN

The meeting location is wheelchair accessible. This information is available in large print upon request. To request large-print documents or for accommodations such as assistive listening device, sign language, and/or oral interpreter, please call 503-667-6211 at least two working days in advance of this meeting. (TDD 1-800-735-2900).

NEXT MEETING: Thursday, April 16, 2020



City Council Agenda Item Staff Report

Meeting Date: September 26, 2020

TO: Mayor and Councilors

FROM: Greg Dirks: City Manager

DATE: September 16, 2020

SUBJECT: Resolution 7-2020 Ratifying and Clarifying the Provisions of the City's Emergency Declaration due to COVID-19

Requested Council Action

Review and approve Resolution 7-2020 ratifying the Emergency Declaration of March 13, 2020 and establishing provisions and measures in response to COVID-19

Background

The Coronavirus, also known as COVID-19, is a group of viruses that can cause respiratory disease, with the potential to cause serious illness or loss of life for individuals with underlying health conditions. On March 8, 2020, Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order No. 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1). COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020. On March 12, 2020 Governor Brown Closed all K-12 schools through March and then on March 17th revised that date to April 28th. The order on March 17th also prohibited gatherings of 25 or more people. Multnomah County, and the cities of Portland and Gresham declared a state of emergency to respond to the rapidly changing conditions of COVID-19 on March 12th, and the City followed on March 13th. Since that time, several other cities have declared a state of emergency including Fairview and Troutdale. On March 23rd, the Governor issued a Stay at Home order (Executive Order No. 20-12), which closed non-essential businesses, state parks, and limited gatherings to ten or less people. The order issued specific requirements for businesses that are still open, and strongly suggested limited public contact, and to work from home options when possible.

In order to effectively plan and respond to this fluid situation, the local emergency declaration issued by Mayor Harden on March 13th included suspending water and sewer bill late fees and shut offs for non-payment; canceled non-essential meetings and events; implementing additional cleaning and hand sanitizing stations; taking operational measures to ensure that essential operations such as water and sewer continue; other actions as authorized under Municipal Code section 1.10.050.

To date, staff has taken the following actions:

- Suspended water/sewer bill late fees and shut-off for non-payment. Shut offs would have occurred on March 25th for water/sewer bill due in January. There were 16 accounts on

the shut-off list, and each received an in-person phone call regarding the past due status and options for payment plans.

- Except for the emergency March 26th Council meeting, all other evening meetings for March have been cancelled. This included project open houses, committee meetings, and regional coordinating groups. Several other day-time meetings have either been postponed or held electronically. At this time, the April 16th City Council meeting, April 21st Budget Committee Meeting, and April 28th City Council meeting are still scheduled. The Governor's Executive order may impact how and when those meetings occur.
- All remaining City events for the fiscal year have been cancelled or postponed. This includes the Easter Egg Hunt, Garage Sale weekend, and Cleanup Day. These events were either cancelled by staff, or by our partners. The garage sale and cleanup events will be rescheduled for the fall, and staff is working on options to donate the Easter Eggs to school children.
- To best serve our community and its most economically vulnerable, we have not closed City Hall to the public at this time. To help protect our team and community, we have implemented the following:
 - Placed signs at the entry door asking guests to use City Hall only if necessary and to use phone, email, or the website when possible
 - Placed signs about social distancing and asking guests to stay away from team members
 - Wiping down surfaces (desks, door handles, etc.) after each guest visit, and regularly throughout the day.
 - Mandated that Utility Workers ride in separate vehicles.
 - Placed notice on the website asking residents and guests to call or use the website instead of City Hall when possible.
 - All signs have also been produced in Spanish
- In advance of the Governor's Stay at Home Order, staff closed the playground and basketball court to the public on Saturday, March 21st. The remaining portions of the park are open and include signs about social distancing and handwashing (also in Spanish). The City has offered orange construction fencing to the Riverwood HOA to help them comply with the play structure closer mandate.
- Working with our neighboring jurisdictions to share team members in case of a localized outbreak to ensure essential operations like water and sewer continue.
- Staff has put in place measures and equipment to enable work from home options. This included refurbishing/updating older computers to use as take-home units, procuring additional laptops that will also be used after this pandemic, and created an online training database and curriculum in addition to specific work from home projects. At this time, we have not authorized any work from home options, and are ready to implement options to accommodate an at-risk team member or move to alternative working schedules.
- The City's website is updated nearly daily with information and announcements on COVID-19, as well as specific resource pages with items such as financial resources for residents and businesses, stay at home activities for kids and families, and messages from our partners such as PGE, Waste Management, etc.

Next Steps

The Governor and public health officials have stated that this is a fluid and rapidly changing event. While staff has worked to be proactive, there will continue to be new measures put in place to help protect the health and wellness of the community as well as the economy. Staff is

requesting Council feedback and guidance on the following potential future measures to respond and plan for COVID-19 impacts:

- Limiting City Hall to appointments only for items that cannot be handled over the phone or online. This would include building permits and cash payments. Most other activities and needs can be handled without coming to City Hall.
- Enabling work from home either to rotate staff to preserve staff capacity in case of a localized outbreak, or as an accommodation for at-risk team members.
- Future Council meetings and the ability to remote into meetings as well as the length of meetings.
- Closing other City facilities such as the park restroom.
- Potential economic relief options will be discussed in the next staff report.

Alternatives

The emergency declaration provides for a wide array of response and preventative options. The listing of next steps does not preclude the consideration and adoption of other measures, guidance, and recommendations to help reduce the impacts of COVID-19.

Fiscal Impact

There will be financial impacts to both revenues and expenses in our response to COVID-19. The main direct cost has been the conversion and acquisition of additional computers to enable work from home options. The computers along with the hardware to enable a VPN connection was \$6,000 and can be handled through existing appropriation amounts. Impacts to revenues is not yet known and will largely depend on the duration of COVID-19. If the period is relatively short, there will be only minor impacts to revenues such as hotel and business income taxes. If the event continues for months, there will be impacts to the current year's revenues, as well as potentially next year's revenue projections. Staff is monitoring statewide revenue impacts and will be able to provide at least an update during the FY 2020/21 budget hearing.

City Goal

The City's response and planning for COVID-19 impacts all City Goals.

Suggested Motions

"I move to approve Resolution 7-2020, ratifying the Emergency Declaration signed by the Mayor on March 13, 2020 in response to the COVID-19 pandemic, and extend its date to April 30, 2020.

RESOLUTION NUMBER 7-2020

**A RESOLUTION RATIFYING THE MARCH 13, 2020 EMERGENCY DECLARATION
ISSUED IN RESPONSE TO COVID-19**

WHEREAS;

- The Coronavirus is a group of viruses that can cause respiratory disease, with the potential to cause serious illness or loss of life for individuals with underlying health conditions; and,
- COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020; and,
- On March 8, 2020, Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order No. 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1), and has since enacted other emergency measures including a Stay at Home Order and calling upon local governments to help reduce the spread of COVID-19; and,
- COVID-19 requires a significant amount of resources and response at the local level to keep the public and community informed and as safe as possible.

NOW, THEREFORE, be it resolved by the Mayor and City Council of the City of Wood Village that the March 13, 2020 Emergency Declaration as attached in Exhibit A be ratified.

Moved to approve by _____; seconded by _____ and adopted this 26th day of March 2020.

YEAS _____ NAYS _____

T. Scott Harden, MAYOR

ATTEST:

Rose Douglass
City Recorder



City Council Agenda Item Staff Report

Meeting Date: March 26, 2020

TO: Mayor and Councilors

FROM: Greg Dirks: City Manager

DATE: March 24, 2020

SUBJECT: Discussion: Potential Economic Relief Measures in Response to COVID-19

Requested Council Action

Review and provide direction on potential economic relief packages and programs to respond to COVID-19.

Background

There remains uncertainty and volatility regarding the short and long-term economic impacts of COVID-19. Unemployment has dramatically increased over the past two weeks as restaurants, non-grocery retail, and other service sectors have either closed doors or cut back on operations. From families to small business owners, there is at least a lot of short-term financial needs around the region including in Wood Village. The Federal Government is closer to approving a large financial package aimed at supporting the overall economy, and Oregon businesses are eligible for the Small Business Association disaster recovery loan. These loans, which can be up to \$2 million with a 30-year payback are at a 3.75% interest rate.

The Oregon Unemployment Department has implemented temporary rules to help with the COVID-19 pandemic including: waiving the waiting period, waiving the requirement to continue to look for work, and increasing those eligible for unemployment benefits such as those who have to stay home to care for children that are now not in school. While these rules have been implemented, the unemployment system itself is still being updated, which means many now on unemployment benefits may not yet be receiving money for another couple of weeks. Other community resources such as food banks and rent/utility relief programs are struggling to meet this new demand. Private utilities such as NW Natural, PGE, and telecommunication utilities are offering payment plans and suspending shut offs for the time being. Multnomah County through an executive rule has suspended evictions on the basis of nonpayment of rent due to wage loss resulting from COVID-19, and tenants have six months to pay back rent. Lenders of mortgages are also encouraged to work with homeowners on payment plans due to non-payments related to COVID-19. Few protections exist for commercial tenants.

The question and consideration is what expanded economic relief role if any should the City take on during this time. Except for the on-going utility assistance fund, which is mostly supported by City employees and City credit card rewards, the City does not have any ongoing economic development programs. The current balance of the Utility Assistance Fund is \$3,600. That is enough to pay approximately 40 residential water/sewer bills. While there was the business incentive program during the great recession, that was targeted at filling vacant commercial

spaces by directly paying for tenant improvement permits and business license fees. The program was not structured to help support existing businesses. There are currently no funds in the FY 2019/20 budget targeted at economic development programs, so any resources put to that use would either come from other current appropriations or from reserves. While some resources can be assembled from savings on completed projects, any program of size would have the impact of reducing work or projects that were anticipated. Examples of potential program funding sources includes:

- Remaining Events: The remaining events for the fiscal year have been cancelled or postponed. There remains approximately \$4,000 in the events fund that can be used for economic relief programs without impacting other activities or programs.
- Council Funds: The Budget includes several activities and actions under the Council's discretion from the General Fund. Remaining funds include:
 - Membership at Greater Portland Inc. \$1,700
 - Council/Committee Conferences and Training: \$3,000
 - Scholarship Fund: \$2,500
 - Appreciation Dinner: \$6,000
- Park Projects: The following Park projects are not yet completed and are funded from the General Fund and could be redirected to economic relief programs. The use of the funds for other purposes would prevent the completion of the projects:
 - Rotate Donald Robertson Park Sign: \$4,000
 - Backlight Entry Sign at Donald Robertson Park: \$5,000
 - Exit 16 Enhancement Project: \$16,000
 - Grand Ronde Wetland Park Design: \$11,000
- 238th Enhancement Program: This program has been delayed pending the development of a formal program and priority of projects. \$100,000 is in the current year's budget.

The above-listed items represent General Fund funded projects, which have more discretion in spending compared to other funds. There are several other smaller capital projects or purchases across other funds that came in under budget, and probably total between \$30,000-\$40,000. It is important to note that funds not spent in the current year get allocated to the ending fund balance, and some project funding is rolled into the next fiscal year. Redirected funds used this year, will not be available next year without going into reserves. For example, staff had already rolled the \$100,000 façade program funding into the FY 2020/21 budget for consideration. If the funds are redirected this year, the \$100,000 would have to come from reserves next year.

The following items would be easy to redirect funding while not overly impacting future projects or programs:

- Events: \$4,000
- Membership at Greater Portland Inc. \$1,700
- Council/Committee Conferences and Training: \$3,000
- Scholarship Fund: \$2,500
- Rotate Donald Robertson Park Sign: \$4,000
- Backlight Entry Sign at Donald Robertson Park: \$5,000
- Exit 16 Enhancement: \$16,000
- **Total: \$36,200**

This amount combined with the existing \$3,600 in the utility assistance fund would be enough to cover a little over 400 residential accounts. This would be limited to directly paid accounts, and it would be difficult to pass along savings to multi-family developments, manufactured home parks, and multiple businesses on a single meter as those leases may already include allocations

for shared utilities. While the water/sewer bill could be paid by the City, there is no guarantee that the savings would be passed along to the tenants. Utility relief for directly paid accounts would be an effective way to free up resources for residents/businesses to pay rent, mortgages, other utilities, bills, and living expenses. While it does not provide direct cash to people, it frees up cash for people to use on other purposes and helps prevent compounding past-due bills.

Taken as a whole, all the above-listed items total \$153,200. Add to that the approximate savings from other projects, it would be possible to put together a program with nearly \$200,000 in funding. Due to the amount of the funds that would have to be reallocated and a new fund developed, this would take special budgetary authority to put in place, including advanced public notice. The quickest a program of this size could be developed is by mid to late April and may not address the immediate community needs. Again, redirected funds used this year, will not be available next year without going into reserves.

Attached to this staff report are two emails from Mayor Harden that outlines the pros and cons of business disaster grants, as well as the City of Gresham's small business program. It is worth mentioning that targeted government funded capital projects can be considered another economic development tool. While the upcoming City Hall project and Arata Road Fencing project were already in the works before COVID-19, the over \$6.5 million investment will have positive economic impacts in the short-term. Likewise, the potential \$100,000 238th improvements may also have net economic positive impacts.

Staff feels that enhancing the utility relief fund as outlined above is an effective short-term method of providing relief without dramatically impacting funds or future projects. This option does not preclude the consideration of other measures and options if COVID-19 has longer lasting impacts.

Next Steps

Staff will implement the Council's direction on moving forward.

Alternatives

There are countless numbers of alternatives and programs that may be developed, and further discussion on potential options will be discussed at the meeting.

Fiscal Impact

The financial impacts were outlined in the staff report above.

City Goal

The following Goals are most impacted by this action:

- GOAL 1: A safe, clean, inclusive community with a sense of pride and strong identity.
- GOAL 3: High Quality, cost-effective public utilities, parks and events.
- GOAL 4: Long-term financial stability, economic vitality and growth

Suggested Motions

No motion suggested. This item was for Council discussion and direction.

ALERT - Gresham City Hall is closed to walk-in customers; services are being provided online and by phone. Because City Hall staff are working remotely, response time may be delayed. See our COVID-19 page for more info.

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/ City of Gresham launches small business emergency grant program and technical assistance team

About Gresham

City of Gresham launches small business emergency grant program and technical assistance team

March 20, 2020

The City of Gresham is launching an emergency assistance program on March 20 to offer temporary relief to local restaurants and other establishments that provide food to the public. This new grant program offers one-time grants to these businesses in response to the unprecedented level of hardship they face due to the state order prohibiting seated dining.

Even under normal circumstance, small business enterprises face significant volatility. They also contribute to our vibrancy, our sense of community, and our collective identity and pride,” said Mayor Shane Bemis. “While we address the current public health crisis as a first order of concern, we also must prepare for the rebuild, and, without substantial intervention like this, our small businesses won’t be here when that time comes.”

The Gresham Small Business Emergency Grant program will open for online applications on March 24 at 10 am on GreshamOregon.gov/Small-Business-Grants. The program provides one-time grants of \$1,000 per employee up to a maximum of \$10,000 per business, and is available on a first-come, first-serve basis to qualifying Gresham business owners with a physical storefront within Gresham City limits. A total of \$400,000 is available through this program. Business owners receiving grant approval should expect payment approximately 7-10 days after application submittal.

Apply now

English

Español

Русский

Criteria for grant eligibility includes:

- Business owners who own or operate a restaurant, bar or other establishment that offers food and beverages for sale, and are restricted to carry out and delivery only with no on-site dining permitted, in response to COVID-19 orders established by the Oregon Governor's office.
- At least 30% of the grant must go towards payment of lease rent. Grants can also be used for other capital operating expenses such as lease payments, utilities, payroll and essential supplies.
- The grant must preserve at least one job.
- A current City of Gresham business license is required.
- Business owners of multiple Gresham businesses are limited to one grant.
- Independently owned, local franchises with an existing drive-through service capability qualify; national franchises are not eligible.
- Corporate or franchise restaurants with more than three existing locations do not qualify unless that business is primarily owned by a Gresham resident(s).
- Businesses with current or pending OLCC infractions do not qualify.
- Businesses with outstanding City related liens or fees are not eligible to receive a grant.

This grant program is only the first step in comprehensive economic recovery efforts being considered by the City. Nearly all businesses face the prospect of economic losses; this grant program allows for some immediate, emergency relief for those businesses facing mandatory changes in their operating model.

In addition to the grant program, an ad-hoc group of City of Gresham professionals have been temporarily reassigned to serve on a Small Business Technical Assistance Team. This team is available to help small businesses navigate the maze of new and existing state and federal resources and programs available to assist them through this difficult period. City of Gresham staff will help serve as caseworkers for small businesses, hearing and understanding their specific needs, researching and recommending programs, and assisting with preparation of forms and application materials. Businesses interested in accessing these services can email Joe Walsh at Joe.Walsh@GreshamOregon.gov or call 503-618-2372.

While we are doing everything in our power to marshal every local resource available to aid our residents and businesses, we recognize that the scope of need is even greater. We will continue to advocate for state and federal assistance to our residents, businesses, and local governments to navigate our current challenge to the best possible outcome," Bemis said.

The City's Emergency Operations Center remains activated, while City Hall is closed to the public; City leadership continues to conduct core business and ensure that essential services are operational for the safety of the public. Regular updates to the community will be available on [GreshamOregon.gov/COVID19](https://greshamoregon.gov/COVID19) as well as the City's social media channels.

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CITY OF GRESHAM

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Greg Dirks

From: Scott Harden
Sent: Tuesday, March 24, 2020 7:58 PM
To: Patricia Smith (patricia.s@lovettservices.com); Bruce Nissen; John Miner; Brian Loy; Greg Dirks
Subject: Thoughts/info for Thursday

From the Congressional Research Service:

Arguments for and Against Small Business Disaster Grants

The following sections outline some of the arguments for and against implementing a business disaster grant program including the rationale for keeping the current federal business disaster policy the same.

Arguments for a Small Business Disaster Grant Program

Throughout the years, Congress has expressed interest and concern for businesses recovering from disasters. More recently, Congress has contemplated whether grants should be made available to small businesses after major disasters. Advocates of a small business disaster grant program might argue that providing grants would address three areas of congressional concern: (1) equity, (2) small business vulnerability to disasters, and (3) protecting the economy.

Equity Concerns

Over the years some have questioned why residences, nonprofit groups, and state and local governments are eligible for disaster grants but not small businesses. Some view the policy as being unfair to businesses. Providing disaster grants to businesses, they argue, would remove this disparity and make federal disaster policy more equitable and uniform across all sectors.

Opponents of providing small business disaster grants might object to the equity argument by pointing out that businesses benefit indirectly from grants provided to state, local, and tribal governments. For instance, repairing and replacing damaged roads and bridges, debris removal, and utility restoration are commonly needed for successful business operations. It is notable too that FEMA reimburses state and local governments for debris removal—even on commercial property.

Vulnerability Concerns

Small business disaster grant advocates could also argue that studies suggest that small businesses are particularly vulnerable to disasters and many fail to fully recover.¹⁴ While reports vary on the number of small businesses that fail after a disaster, even the low estimates could be considered significant. According to FEMA, "roughly 40-60% of small businesses fail to reopen following a disaster."¹⁵ The Institute for Business and Home Safety found that 25% of businesses that close following a disaster never reopen.¹⁶ Businesses that do recover often take a long time to resume operations. A study on businesses in New Orleans recovering from Hurricane Katrina found that 12% of businesses remained closed 26 months after the storm.¹⁷ The same study indicated that smaller businesses had lower reopening probabilities than larger ones.¹⁸ And while SBA provides low-interest disaster loans with loan maturities up to 30 years for uninsured loss, some see a 30-year loan as an additional burden to full recovery. Finally, proponents argue that the need to recover and reopen quickly is not only important to small businesses—it is also important to local governments because they rely on these businesses for tax revenue. Congress could use small business disaster grants to help vulnerable businesses recover and rebuild following a disaster.

Protecting the Economy

Advocates could also argue that grant assistance could help counteract negative economic outcomes associated with disasters by helping businesses keep people employed and recover from economic loss. When major disasters take place, they not only cause immense damage to public infrastructure, they also severely damage the stock of private capital and disrupt economic activity.¹⁹ The typical economic pattern following large-scale disasters consists of large immediate losses of output, income, and employment.²⁰ Small businesses play a significant role in the national economy. For example, in 2013, small businesses employed 56.8 million people (48% of the private workforce) in the United States.²¹ These small firms accounted for 33.6% of the nation's total known export value²² and produced roughly 46% of the nation's nonfarm gross domestic product (GDP).²³

Opponents of a small business disaster grant program could point out, however, that studies suggest that market mechanisms may restore economic order without grant assistance. According to these studies, the long-term economic benefits of rebuilding from a major disaster can offset their initial economic disruption.²⁴ For example, research on Hurricane Sandy recovery found that the storm initially resulted in net negative effects on state GDP, employment, income, and tax revenues. According to the study, spending on large-scale cleanup and repair efforts not only offset, but exceeded the initial economic negative effects.²⁵

Arguments Against Small Business Disaster Grants

Opponents would argue there are three main reasons why disaster grants should not be provided to small businesses: (1) it might encourage businesses to become underinsured for disasters, (2) it would be costly, and (3) the Stafford Act is an inappropriate means to provide disaster grants to businesses.

Underinsured Businesses

Opponents could argue that small businesses are responsible for obtaining adequate insurance coverage to recover from a disaster. To them, providing grants to small businesses could create an incentive for them to be underinsured (or not obtain insurance) to cut costs. Advocates for small business disaster grants might counter argue that other sectors are also responsible for insurance coverage yet are still eligible for grant assistance.

Fiscal Implications

Opponents could also argue that providing disaster grants to small businesses could be very expensive. SBA disaster loans are designed to be repaid, and though the interest rates are relatively low and some of these loans are not repaid due to defaults, the cost to the federal government for providing loans is much less than the cost of providing grants. Grants are not repaid to the federal government.