

**FOREST GROVE CITY COUNCIL WORK SESSION
(COUNCIL RETREAT)
FEBRUARY 21, 2015 – 9:00 A.M.
LIGHT AND POWER TRAINING ROOM
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***Minutes are unofficial until approved by the Council.
Council approved minutes as presented March 16, 2015.***

1. ROLL CALL

Mayor Peter Truax called the Council Retreat to order at 9:00 a.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynnda Wenzl; and Mayor Peter Truax. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Paul Downey, Administrative Services Director; and Anna Ruggles, City Recorder.

2. COUNCIL GOALS AND OBJECTIVES; DEPARTMENT ACTION PLANS AND ACCOMPLISHMENTS FOR FY 2014-15:

Gamble facilitated this portion of the Council Retreat, noting for FY 2014-15, Council identified 12 new objectives as having priority and carried over 20 objectives identified as ongoing and/or long-term. Gamble presented a PowerPoint presentation highlighting action plans and significant department accomplishments for FY 2014 as follows:

- Legislative and Executive coordinated management team training with national-known trainer, David Landis, on Negotiations and Collaboration.
- Administrative Services Department hired an IT Manager who has been instrumental in helping the City move forward on information technology issues; worked with Light and Power to complete a cost-of-service and rate study for the City's electric utility, first one in at least 20 years; and worked with Pacific University bond issuance and financing.
- Human Resources conducted 22 recruitments, screened and processed 1,235 applications; and volunteers hired included 31 firefighters, 28 library, 3 parks and 1 police reserve officer.
- Economic Development added three new industrial companies to Forest Grove; assisted three existing companies with Enterprise Zones; dropped industrial vacancy space from 16 buildings/681,530sf to 11 buildings/275,600sf in 2014; received a \$163,500 grant for Old Town B Street Loop Trail; assisted in opening six new small businesses; and promoted various tourism and visitor attractions and events.
- Parks and Recreation/Aquatics worked with Community Forestry Commission on a new Urban Forest Management Plan; appointed a 17-member Citizens Advisory Committee to advise Parks and Recreation

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Commission on Parks Master Plan Update; replaced two aging boilers at Aquatic Center, softening budget hit by using capital fund savings; finalized A. T. Smith property purchase; Aquatic Center served over 130,000 patrons in 2014, including 75 new patrons in Silver and Fits or Silver Sneakers programs; and saw nearly 100 percent usage of the City's soccer fields.

- Library Department completed Ed Carpenter Public Art Project, Mollie's Garden; Library Commission is finalizing first ever Library Strategic Plan; added various new library services and programs; summer reading saw an all-time high in program participation; and library use statistics showed 383,207 items checked out, 16,340 electronic material checked out; 14,730 reference questions answered; 27,014 number of public internet use sessions, 46,081 number of wireless use sessions; 165,175 persons came into the library; 133,063 items borrowed for Forest Grove patrons; 114,522 items Forest Grove shipped to other WCCLS libraries; 13,526 registered borrowers; 74 volunteers worked 3,611 hours; and 3.5 percent of the total circulation at the library for August – December 2013 was done through Library2Go.
- Light and Power Department implemented Light and Power Electric System Master Plan, purchasing three new substation transformers for Thatcher Junction and Forest Grove substations; performed cost-of-service and rate study for determining future light and power utility rates; adopted Electric Rate Schedules for all customers effective January 1, 2015; installed power at various commercial and residential projects; provided mutual aid assistance to other neighboring consumer-owned utilities; commenced LED street lighting replacement pilot project; and replaced 2000 existing residential meters with radio transmitted meters.
- Police Department updated tactical response and equipment; deployed mobile support vehicle during National Night Out; continued partnership with SPFSIG (high-risk drinking) and hosted two multi-agency OLCC compliance checks; initiated advance patrol tactical training and worked within the schools for active shooter response; implemented training on mobile report entry and records management system (RegJin); assisted in several indictments; investigated/convictions on several major felony incidents; and expanded community outreach through social media.
- Fire Department responded to four conflagrations in 2014; became the first emergency medical services agency in Washington County to place video laryngoscopes in service; expanded community outreach through various community events; maintained long-term strategic planning with

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updates to Emergency Operations Plan; attended county-wide emergency training; implemented new mobile data system using iPads and installed video conference system at station; developed and maintained strategic partnerships with various agencies; Fire Chief achieved “Chief Fire Officer” designation from Center of Public Safety Excellence (only nine chiefs in Oregon have achieved this designation); HVAC system was replaced at fire station 4; received 136 applications for combat firefighters; 25 graduated from recruit firefighter academies; received 54 applications for non-combat volunteer/CERT program with 10 selected; had 88 percent retention rate of volunteers and interns for the year; fire statistics showed receiving 3,322 simultaneous calls; 1048 mutual aid/auto aid received; 143 mutual aid/auto aid given; and from 1993-2013, there was a 105 percent increase in total calls, 27 percent increase in calls in the rural fire district and 141 percent increase in calls in the City.

- Community Development Department adopted new Urban Renewal Plan and Comprehensive Plan; new Sustainability Commission was appointed and began holding meetings; four new residential planned developments were approved, creating a total of 475 future units and 465 lots; Historic Landmarks Board updated its website; and filed 982 new building permits and 114 new single-family building permits in 2014.
- Public Works/Engineering Departments designed and contracted B Street Sidewalks/Safe Routes to School Project; transmission line at watershed and Water Treatment Plant filter repair, both projects were unanticipated expenditures; and currently awaiting funding decisions on CDBG grant application for Firwood Lane sewer and water drainage issues that surfaced during the annexation process.

3. DEPARTMENT PRIORITIES FOR FY 2015-16:

Gamble facilitated this portion of the Council Retreat, noting he asked Department Directors to identify at least three top department-related priorities to present to Council as part of Council’s goal-setting exercise for FY 2015-16. Gamble presented a PowerPoint presentation highlighting department priorities for FY 2015-16 as follows:

- Fire Department: Continue implementing fire department strategic plan strategies and objectives and continue projects in the vehicle replacement plan.
- Economic Development: Redevelop Times Litho site; renew Enterprise

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Zone Program; recruit new businesses; and market/promote Forest Grove.

- Light and Power Department: Implement Electric System Master Plan; update Electrical System serving Pacific University; and LED Street Light Replacement Program.
- Community Development Department: Town Center update; TPR study area – Hwy 47; Sustainability white paper completion; urban renewal; Urban Forest Management Plan; and implementation of a new building permit software.
- Parks and Recreation/Aquatics: Parks Master Plan Update and Community Center Study; trail development “Old Town Loop”; and Aquatic Center energy upgrades.
- Police Department: Staffing; facility upgrade/replacement; and interagency participation and cooperation.
- Public Works/Engineering Departments: David Hill Road construction; Firwood Lane sanitary sewer, CDBG; B Street sidewalk, Safe Routes to School; Water Treatment Plant filter repair, west bay; and ODOT/Forest Grove Quince Street project.
- Administrative Services Department: Continue review of replacing EDEN financial software; five-year financial projection for major funds; implement citywide GIS system with shared data across all departments; and revamp IT infrastructure and procedures with more automation for increased productivity.
- Human Resources: Complete Police and Fire Associations negotiations by summer 2015 and IBEW by June 2016.
- Library Department: Complete library strategic planning process and actively participate in development of WCCLS levy.

Council recessed at 10:15 a.m. for a break and reconvened at 10:35 a.m.

4. SETTING COUNCIL KEY GOALS & OBJECTIVES FOR FISCAL YEAR 2015-16:

Mayor Truax and Gamble facilitated this portion of the Council Retreat, noting the purpose of this exercise was to review the existing Council Key Goals and to identify any new Goals & Objectives for FY 2015-16. Mayor Truax noted each year the Council is asked to set broad goals to help guide City administration and departments as they plan for the upcoming budget year.

Council Discussion:

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Mayor Truax opened the floor and roundtable discussion ensued as Councilmembers reviewed their three existing Council Key Goals. At the conclusion of the above-noted discussion and review, Council collectively concurred to keep their three existing Council Key Goals as follows:

Goal 1:

- Promote Safe, Livable and Sustainable Neighborhoods and a Prosperous Dynamic, Green City;

Goal 2:

- Promote a Prudent Financial Plan to Maintain Effective Service Levels of a Full-Service City; and

Goal 3:

- Promote the Interests and Needs of Forest Grove in Local, State, and National Affairs.

Next, Mayor Truax opened the floor and roundtable ensued as Councilmembers reviewed the 2014 goals and objectives that were identified as being ongoing and/or long-term. At the conclusion of the above-noted discussion and review, Council collectively identified 10 new goals and objectives and carried over 18 pending objectives from the previous year that were identified as ongoing and/or long-term for a total of 28 objectives for FY 2015-16 as outlined in Attachment A. Council collectively concurred not to rank or prioritize the 10 new Council Goals and Objectives, because the objectives provide framework for departments to identify resources as part of the budget preparations for the upcoming fiscal year.

Resolution adopting the above-noted Council Key Goals and Objectives will be presented for Council consideration at the Council Meeting scheduled for Monday, March 16, 2015.

Council recessed at 11:35 a.m. for lunch break and reconvened at 12:15 p.m.

5. A. COUNCIL TEAM AGREEMENT:

Mayor Truax opened the floor and roundtable discussion ensued as Councilmembers had an opportunity to discuss, review, and/or amend their team agreement. At the conclusion of the above-noted Council discussion and

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review, Council collectively concurred to make minor language amendments to their Team Agreement as outlined in Attachment B.

A resolution adopting the amended Council Team Agreement will be presented for Council consideration at the Council Meeting scheduled for Monday, March 16, 2015.

5. B. COUNCIL LIAISON ROLES:

Mayor Truax opened the floor and roundtable discussion ensued as Councilmembers had an opportunity to discuss and review Council Rules, Section 14.4., Council liaison role to advisory boards, commissions and committees (B&C). Mayor Truax noted the Council liaison is a non-voting member and its role is to reflect the interests and goals of the Council as a whole. In conclusion of the above-noted review and discussion, Council collectively concurred asking staff liaison to add an item titled "*Council Liaison Report*", as a time set aside on the B&C meeting agenda for an opportunity for Council liaison to report to their respective B&C.

6. OTHER ISSUES/OPEN DISCUSSION:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to Pacific University's expansion and street parking impacts to the community and perhaps instigating parking enforcement around campus and/or consider increasing parking fine amount, to which Mayor Truax noted he would work with Gamble to resolve some of the parking issues.

Hearing no further discussion from the Council, Mayor Truax adjourned the Council Retreat.

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

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7. **ADJOURNMENT**

Mayor Truax adjourned the Council Retreat at 2:15 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder