

CITY COUNCIL MONTHLY MEETING CALENDAR

April-13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Planning Comm 7pm	1	2 FG Conversations Town Hall 7pm - Comm Aud	3 Municipal Court JOINT WORK SESSION Council & Rural Fire Bd 6:00 pm - Fire Conf Room RWPC-CTC 1:30pm RWPC-EC 5:30pm	4 State of WA County Address 7:30am Nike Campus Work Force Summit-11am FGSD EDC Noon Chamber Network 4pm Friends of Fernhill 7pm	5 Firefighter's Assoc Awards Banquet 6 pm - Sunrise	6 Walk The Trails 9am-Fernhill Wetlands
7 Smart Climate Mtg 9:30am Portland	8 CITY COUNCIL 5:30 PM - EXECUTIVE SESSION (litigation) 6:00 PM - WORK SESSION (Transit Study) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9 Port Portland Lunch-11:30ar	10 MPAC 5pm	11 PAC 5pm Sustainability 5:30pm LOC Board Mtg - Salem	12 JWC-Noon	13
14 If I Were Mayor Contest Deadline Chamber Luncheon - Noon FGSC Bd Mtg 6:30pm Planning Comm 7pm	15	16 COUNCIL SPECIAL MEETING CEP Presentations 6:00 pm - Comm Aud	17 Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	18 Friends of Library 2nd Annual Meet & Greet 5:30pm-RogersRm Dairy Creek/Food Film Festival 7:30 pm - FG Grange Fernhill Wetlands 5pm CCI 5:30pm	19	20 Earth Day Project 9am-Stites Park Sustainability Summit 9am - FGSC Bonamici's Town Hall 4pm-Comm Aud
21 CFC Tree Planting Arbor Day-10am Rogers	22 CITY COUNCIL 5:45 PM - WORK SESSION (B&C) 6:00 PM - EXECUTIVE SESSION (Litigation) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	23 Open House Public Infrastructure 6pm - Comm Aud	24 BUDGET COMMITTEE Informational Meeting 7:00 pm - Comm Aud PSAC 7:30am MPAC 5pm	25 WEA Bkft Forum 7:30 am Sustainability 5:30pm	26 Council CEP WS Due	27 HLB Preservation Fair 9am-1pm - FGSD Meds Turn-In Police - 10am-2pm
28 Starr's Town Hall 6:30pm - Com Aud	29	30				

May-13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Dairy Creek/Sustainability OPB Forum 6pm - Comm Aud Rural Fire Bd 8pm	2 EDC Noon Friends of Fernhill 7pm	3	4 Meet The Artist 6:30 pm -Magner's FGSC Spring Bazaar
5 Planning Comm 7pm	6	7	8 Municipal Court MPAC 5pm	9 PAC 5pm	10	11 CityShred Day 9am-1pm Parking Lot Fernhill Wetlands Planting Event - 9am
12 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	13 Library 6:30pm	14	15 P&R 7am CFC 5:15pm CWAC 5:30pm	16 Fernhill Wetlands 5pm CCI 5:30pm	17	18 Open House Neighborhood Watch & Graffiti Task Force 9 am - Comm Aud
19 Chamber Luncheon - Noon FGSC Bd Mtg 6:30pm Planning Comm 7pm	20	21	22 Municipal Court PSAC 7:30am MPAC 5pm Rotary Steak Feed	23 BUDGET COMMITTEE MTG 7pm - Comm Aud	24	25
26 CITY OFFICES CLOSED Memorial Day Flag Ceremony 12:30 pm - Flag Pole	27 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM HLB 7:15pm	28	29	30 BUDGET COMMITTEE MTG 7pm - Comm Aud	31 Deadline Submit App Form For Nyuzen Visit 2013 Delegation	
						Ford Institute Leadership - Comm Aud

June-13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Ford Leadership
2 Red Cross Blood Drive 11am - 4pm Comm Aud	3 Planning Comm 7pm	4	5 RWPC-CTC 1:30pm RWPC-CB 7pm Rural Fire Bd 8pm	6 Employee Bkft-7am Fire Station EDC Noon Friends of Fernhill 7pm BUDGET COMMITTEE MTG 7pm - Comm Aud - TBA	7	8
9 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	10 Library 6:30pm	11	12 Municipal Court MPAC 5pm	13 PAC 5pm	14 JWC Noon - TBA	15
16 Chamber Luncheon - Noon FGSC Bd Mtg 6:30pm Planning Comm 7pm	17 ODF Mtg 8am - Comm Aud	18	19 P&R 7am CFC 5:15pm CWAC 5:30pm	20 Fernhill Wetlands 5pm CCI 5:30pm	21	22
23 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	24 HLB 7:15pm	25	26 Municipal Court PSAC 7:30am MPAC 5pm	27 WEA Bkft Forum 7:30 am Sustainability 5:30pm	28	29
30						



FOREST GROVE CITY COUNCIL

Monday, April 22, 2013

Meeting Agenda

5:45 PM – Work Session (B&C Interview)
6:00 PM – Executive Session (Litigation)
7:00 PM – Regular Meeting

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

Forest Grove City Council Meetings are televised live by Tualatin Valley Community Television (TVCTV) Government Access Programming, Ch 30. To obtain the programming schedule, please contact TVCTV at 503.629.8534 or visit <http://www.tvctv.org/government-programming/government-meetings/forest-grove>.

PETER B. TRUAX, MAYOR

Thomas L. Johnston, Council President
Richard G. Kidd III
Victoria J. Lowe

Camille Miller
Ronald C. Thompson
Elena Uhing

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

➔ Public Hearings – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

➔ Citizen Communications – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder at 503-992-3235.

City Council meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder at 503-992-3235, at least 48 hours prior to the meeting.

Anna Ruggles
 City Recorder

5:45

WORK SESSION: B&C INTERVIEW

The City Council will convene in the Community Auditorium – Conference Room to conduct the above-noted work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).

Michael Sykes, City Manager

6:00

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.

Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

The City Council will convene in the Community Auditorium – Conference Room to hold the following executive session(s): In accordance with ORS 192.660(2)(h) to discuss Council’s legal rights and duties with regard to current litigation or litigation likely to be filed.

Janie Schutz
 Police Chief

7:00

1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance

1. A. **POLICE EMPLOYEE INTRODUCTIONS:**

1. B. **PROCLAMATION:**

- *National Police Week, May 5 – 12, 2013*

1. C. **AWARD PRESENTATION:**

- *“If I Were Mayor” 2013 Student Contest Winners*

2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Thank you.

3. **CONSENT AGENDA:** See Page 4

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:**

Rob Foster
 Public Works Director
 Susan Cole, Administrative
 Services Assistant Director

7:10

5. A.

- *Forest Grove Watershed Stewardship Management Plan Update*

Jon Holan, Community
Development Director

7:30

6. **POSTPONING TO COUNCIL MEETING OF MAY 13, 2013:**

SECOND READING OF ORDINANCE NO. 2013-03 AMENDING FOREST GROVE DEVELOPMENT CODE, CHAPTER 10 ZONING TEXT AMENDMENT FILE NO. ZNC-12-01070

Jon Holan, Community
Development Director

7. **POSTPONING TO COUNCIL MEETING OF MAY 13, 2013:**

SECOND READING OF ORDINANCE NO. 2013-04 AMENDING FOREST GROVE CODE SECTION 3.105, MODIFYING THRESHOLD COST AND ADDING CRITERIA FOR THE INSTALLATION OF SIDEWALKS; AND REPEALING ORDINANCE NO. 1976-27. FILE NO. ZNC-12-01070

Tom Gamble
Parks and Recreation Director
Paul Downey, Administrative
Services Director

7:35

8. **PUBLIC HEARING AND RESOLUTION NO. 2013-25 SETTING FEES AND CHARGES FOR AQUATIC CENTER, EFFECTIVE JULY 1 2013, AND REPEALING RESOLUTION NO. 2012-28**

Michael Sykes, City Manager

7:45

9. **DEPARTMENT WORK PLANS FOR FY 2013**

Jon Holan
Community Development Director

Colleen Winters
Library Director

Michael Kinkade
Fire Chief

Rob Foster
Public Works Director

Paul Downey, Administrative
Services Director

- *Community Development*
- *Library Department*
- *Fire Department*
- *Engineering/Public Works*
- *Administrative Services*

Michael Sykes, City Manager

8:15

10. **CITY MANAGER'S REPORT:**

8:30

11. **COUNCIL COMMUNICATIONS:**

8:45

12. **ADJOURNMENT**

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3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Executive Session (Litigation) Meeting Minutes of April 8, 2013.
 - B. Approve City Council Work Session (Transit Study) Meeting Minutes of April 8, 2013.
 - C. Approve City Council Regular Meeting Minutes of April 8, 2013.
 - D. Accept Library Commission Meeting Minutes of February 14, 2013.
 - E. Accept Planning Commission Meeting Minutes of February 4, 2013.
 - F. Accept Public Arts Commission Meeting Minutes of February 14, 2013.
 - G. Community Development Department Monthly Building Activity Informational Report for March 2013.
 - H. Endorse New Liquor License Application for Prime Time Enterprises, Inc., 4450 Pacific Avenue (Full On-Premises Sales).
 - I. **RESOLUTION NO. 2013-26 MAKING APPOINTMENT TO PUBLIC SAFETY ADVISORY COMMISSION (APPOINTING GUY STORMS, FOREST GROVE CHAMBER OF COMMERCE, NON-VOTING REPRESENTATIVE.**
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PROCLAMATION

National Police Week *May 12 – 18, 2013*

WHEREAS, the dedicated personnel of the Forest Grove Police Department provide a vital public service to the citizens and visitors of the City of Forest Grove; and

WHEREAS, our Nation owes a lasting debt of gratitude to the men and women of our law enforcement community who, each and every day, put their lives at risk to protect us and to ensure the safety of our families and homes; and

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including 29 dedicated officers and four reserves of the Forest Grove Police Department; and

WHEREAS, since the first recorded death in 1792, nearly 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers' Memorial in Washington, D.C.; and

WHEREAS, 320 names of fallen heroes are being added to the National Law Enforcement Officers' Memorial this spring, including 119 officers killed in 2012 and 201 officers killed in previous years; and

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial 25th Annual Candlelight Vigil in Washington, D. C., on the evening of May 13, 2013.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF MAY 12 – 18, 2013, as

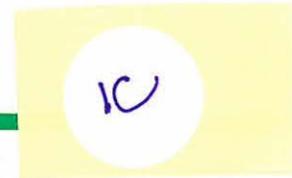
National Police Week

In Forest Grove, Oregon, and calls upon the people to publicly salute the service of the law enforcement officers in our community and communities across the nation in honor of National Police Week 2013.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 22nd day of April, 2013.

Peter B. Truax, Mayor of Forest Grove



MEMORANDUM

TO: Mayor Peter Truax and City Councilors

PROJECT TEAM: Beverly Maughan, Executive Assistant
Michael Sykes, City Manager

DATE: April 22, 2013

SUBJECT: Announcement of 'If I Were Mayor' Student Contest
Winners

"If I Were Mayor" 2013 Student Contest is sponsored by the Oregon Mayors Association.

The contest ran from March 1 through April 15, 2013, and was advertised through the utility bill insert, City ad in the News Times, City website, City facebook, and City Scene Update. The information was also sent to the school district for distribution.

Mayor Truax is pleased to announce the entries in each category. The participants and winners are:

- **Poster (grades 4-6): Bailey Hill, attends Forest Hills Lutheran School**
- Essay (middle school): No entries received.
- Video/PowerPoint (high school/college): No entries received.

The winners receive a \$50.00 cash prize from the City of Forest Grove for their recognition. The entries will be submitted to the state level where they will compete against other city winners for the chance of winning a laptop computer. The winners at the state level will be announced during the Oregon Mayors Association Conference being held July 27, 2013, in Corvallis, Oregon.

2013 – BOARDS, COMMITTEES & COMMISSIONS VACANCY

COMMISSION	REQUIREMENTS	# VACANCIES	TERM EXPIRES
BUDGET Meets in April/May	7-Members 3-Year Term All members must live in City per ORS		
COMMITTEE FOR CITIZEN INVOLVEMENT Meets 3 rd Tuesday 5:30 pm	7-Members 4-Year Term	1 – Vacancy	12/31/2015
COMMUNITY FORESTRY COMMISSION Meets 3 rd Wednesday 5:15 pm	7-Members 3-Year Term Three members may live outside City – Currently three	1 – Vacancy 1 – Student Vacancy	12/31/2015 12/31/2013
ECONOMIC DEVELOPMENT COMMISSION Meets 1 st Thursday Noon	19-Members 3-Year Term 6 Public & Non-Profit 12 Business 1 At-Large	1 – Student Vacancy	12/31/2013
HISTORIC LANDMARKS BOARD Meets 4 th Tuesday 6:00 pm	7-Members 4-Year Term Two members may live outside City Currently one	1 – Vacancy 1 – Vacancy 1 – Student Vacancy	12/31/2014 12/31/2016 12/31/2013
LIBRARY Meets 2 nd Tuesday 6:30 pm	7-Members 2-Year Term	1 – Vacancy 1 – Student Vacancy	12/31/2014 12/31/2013
PARKS & RECREATION COMMISSION Meets 3 rd Wednesday 7:00 am	9-Members 4-Year Term Two members may live outside City – Currently one NNW = Forest Glen, Knox Ridge, Thatcher/Loomis; NW = Lincoln, Hazel Sills, Aquatic Center, Talisman; SW = Rogers; SE = Joseph Gale; and NE = Bard and Stites Parks		
PLANNING COMMISSION Meets 1 st and 3 rd Monday 7:00 pm	7-Members 4-Year Term Two members may live outside City – Currently one One member in real estate for profit – Currently one Two members same trade/occupation – Currently none		
PUBLIC ARTS COMMISSION Meets 2 nd Thursday 5:00 pm	9-Members 3-Year Term Three At-Large Voting reps Chamber; School Dist; Pacific University; Senior Center; Theater In The Grove; and Valley Art		
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 th Wednesday 7:30 am	7-Members 4-Year Term Two members within Rural Fire Dist – Currently two Non-voting reps Rural Fire Dist; Chamber; School Dist; and Pacific University	1 – Citizen At-Large 1 –Rural Fire District 1 – Student Vacancy	12/31/2013 12/31/2016 12/31/2013

Possible Questions for B&C Applicant Interviews:

Please feel free to use any questions and/or information that you wish in order to conduct a successful interview. Please note: 10-minutes are allotted for question and answer time.

If there were one area you've always wanted to improve upon, what would that be?

What can you offer the advisory board on which you would like to serve?

What do you hope to gain from your volunteer experience?

What ideas do you have for increasing citizen involvement in Forest Grove?

Is there an area in which you think the City may be letting its citizens down? If so, what would that be?

What do you see as a critical need that is currently facing the City?

Do you favor growth or do you feel the City is currently big enough?

How would you respond to an unpopular decision that is strongly criticized? Such as making an unpopular decision that may go against property owners' desire or that is not supported by your friends and neighbors.

Do you have any grant-writing experience? _____

In addition, Mayor, please ask:

Do you have any conflict with the meeting date(s) and time(s) of the advisory board to which you have applied? _____

If we cannot appoint you to your first choice, are there any other advisory boards that interest you? May we keep your application on file? _____

Do you have any questions for us? _____

Note: Once Council renders a decision on the status of the selected appointment(s), the City Recorder will notify immediately thereafter.



CITIZEN ADVISORY BOARDS, COMMITTEES, &

Interview
4/22/13
@ 5:45pm

(Please complete, sign and date application form and return to:

City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for appointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please note: The meeting dates/times are subject to change with advance notice).

<input type="checkbox"/> Budget Committee	3-4 times in May	<input type="checkbox"/> Library Commission	2 nd Tuesday, 6:30pm
<input checked="" type="checkbox"/> Committee for Citizen Involvement	3 rd Thursday, 5:30pm	<input type="checkbox"/> Parks & Recreation Commission	3 rd Wednesday, 7am
<input type="checkbox"/> Community Forestry Commission	3 rd Wednesday, 5:15pm	<input checked="" type="checkbox"/> Planning Commission	1 st & 3 rd Monday, 7pm
<input type="checkbox"/> Economic Development Commission	1 st Thursday, Noon	<input type="checkbox"/> Public Arts Commission	2 nd Thursday, 5pm
<input type="checkbox"/> Historic Landmarks Board	4 th Tuesday, 7:15pm	<input type="checkbox"/> Public Safety Advisory Commission	4 th Wednesday, 7:30am

NAME: Debbie Pariera

RESIDENCE ADDRESS: [REDACTED]

MAILING ADDRESS: Same as above

EMPLOYER: [REDACTED]

HOME PHONE: [REDACTED]

BUSINESS PHONE: [REDACTED]

E-MAIL: [REDACTED]

OCCUPATION/PROFESSION: Administrative Assistant

Years living in Forest Grove? 24 years Live in City limits? Yes How did you hear of this opportunity? Website

How would you currently rate City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? REALLY plan out development - assess current and future plans for home building and what the impact would be on infrastructure; make starting a business easier by simplifying the permit process. A nicer park for community events or just where people can gather; walking and bike trails; walk friendly downtown and develop more businesses downtown. Take advantage of the fact that we have 1600+ extra people on a university campus right in the middle of town

Why are you interested in serving on the Advisory Board/Committee/Commission? I am concerned about the impact of what additional houses will have on the current infrastructure of roads and schools. We need more businesses in Forest Grove - small businesses. We need folks spending their money here - not driving to Cornelius, Hillsboro or Streets of Tanasbourne. I'd like to be a part of improving our livability, industry, and sustainability here in our community. What services for the marginalized can we provide-if needed.

What contributions do you feel you can/will make to the Board/Committee/Commission? I'd like to be part of the solution, and a, willing to share ideas and then work to implement them. Mainly, I'd like to understand how things work and do my part to better the town that has provided me with a place to work and pleasure in owning a home, in friends, neighbors and community members.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? I have administrative support skills, I can type, some excel, do power point, talk to people. I am good at working independently or in a group. I am willing to do whatever is needed to be done. I have volunteered at my church doing a variety of things- lead music, teach, council work, worked with the college students, currently volunteer for our Family Bridge program and worked to get our church in the network and coordinating the program

Previous/current appointed or elected offices: St. Anthony's Parish Council-previously, Family Bridge Board member-briefly.

Previous/current community affiliations or activities: Family Bridge Church Past Coordinator and current volunteer, worked on the Ben Unger campaign in the fall.

If not appointed at this time, may we keep your name on file? Yes No

Signature: Debbie Pariera Date: 4-16-13

I have sufficient time to devote to this responsibility and will attend the required meetings if appointed

(App 12/12)

3A

**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION
ORS 192.660(2)(H) LITIGATION
APRIL 8, 2013 – 5:30 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Executive Session to order at 5:35 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Elsner, City Attorney; Paul Downey, Administrative Services Director; and Anna Ruggles, City Recorder.

2. EXECUTIVE SESSION:

The City Council met in Executive Session in accordance with:

ORS 192.660(2)(e) to discuss Council's legal rights and duties with regard to current litigation or litigation likely to be filed.

3. ADJOURNMENT

Mayor Truax adjourned the Executive Session at 6:15 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION
(TRANSIT STUDY UPDATE)
APRIL 8, 2013 – 6:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by the Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:23 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Jon Holan, Community Development Director; Rob Foster, Public Works Director (in the audience); Paul Downey, Administrative Services Director (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: TRANSIT STUDY UPDATE

Holan facilitated the above-noted work session, noting the purpose of the work session was to provide an update on the Local Transit Study. Holan introduced Tom Brennan and Oren Eshel, Nelson-Nygaard Consultants; Tom Mills, Service Planner II, Tri-Met; and Julie Wilcke, Chief Operating Officer, Ride Connection. The representatives presented a PowerPoint presentation titled "Westside Service Enhancement Plan (Tri-Met)" outlining the Project and Plan overview; local service concepts; governance; funding; and next steps, noting the purpose of the Local Transit Study was to help determine the regulatory, financial, and operational feasibility of establishing local transit circulation within Forest Grove city limits. The Westside Service Enhancement Plan presentation outlined the following five recommendations noted below:

1. Better Connections
 - Complete the Grid of Service
 - Red Line MAX to Hillsboro
 - Early improvements to build to long-term vision
2. Less Waiting/Faster Trips
 - New Frequent Service Lines
 - High Capacity Transit on TV Hwy
 - Improved frequency on local service
 - Transit priority treatments
3. Safe Places to Walk & Wait for Transit
 - Pedestrian Network Analysis
 - Fill sidewalk gaps
 - Narrow & improve crossings
 - Improve bus stops

**FOREST GROVE CITY COUNCIL WORK SESSION
(TRANSIT STUDY UPDATE)
APRIL 8, 2013 – 6:00 P.M.
COMMUNITY AUDITORIUM
PAGE 2**

4. Bridge the Last Mile
 - Mobility hubs
 - Pedestrian wayfinding
 - Secure & covered bike storage
 - Sharing options, i.e., carshare/bikeshare
5. Community Transit
 - Right-size the solution
 - Service tailored to each area, i.e., shuttle routes, dial-a-ride and deviated fixed route
 - Different code structure or provider

In addition, for full implementation of the Westside Service Enhancement Plan, it will take reforming the cost structure; continued employment growth; and partnerships for safer streets and bus priority. The second part of the PowerPoint presentation was titled "Forest Grove Service Concepts", which outlined the existing conditions and key findings; general service concept maps showing an east loop and west loop with 20 fixed stops at key locations and the ability to deviate off-route between stops and an estimated 80-125 daily riders based on peer data and industry standards.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council, staff and representatives discussed the Westside Service Enhancement Plan and local service concepts and recommendations as noted above. Staff and representatives responded to various inquiries, concerns, and scenarios Council presented, noting most likely the system would start with two loops (east and west) with fixed routes at key locations; ability to deviate from the routes; and initial service during weekday and midday peaks and perhaps long-term adding evening and weekend services. In addition, Mills reported Tri-Met is also exploring options for potentially adding a route to serve David Hill area. In conclusion, roundtable discussion ensued about potential funding options to securing long-term funding beyond Ride Connection's two-year grant.

Thompson provided a status update on Ride Connection's grant application, noting Forest Grove meets grant criteria, i.e., low income, high percentage of seniors, need for services, and a City that is very competitive and has citizenry willing to donate monies.

Low voiced concern pertaining to the City paying Transit Payroll Taxes for the

**FOREST GROVE CITY COUNCIL WORK SESSION
(TRANSIT STUDY UPDATE)
APRIL 8, 2013 – 6:00 P.M.
COMMUNITY AUDITORIUM
PAGE 3**

same bus route for over 40 years with no changes while other cities within the region are expanding transit services. Lowe commended Ride Connection for being instrumental and providing internal connections and transit services for the elderly. Lowe asked for a long-term commitment from Tri-Met to continue to provide the proposed transit services beyond the two-year grant, to which Mills advised that Tri-Met cannot enter into contractual agreements; however, Tri-Met is proposing to match 50 percent of the grant proposal. Mills also advised he would share Forest Grove's concerns with Tri-Met officials.

In response to Council President Johnston's concerns pertaining to Tri-Met buses coming/going to Forest Grove out-of-service, Mills indicated he was unaware of this practice, noting this should not be occurring. In response to Johnston's concerns pertaining to what happens if Tri-Met cannot continue to provide the proposed transit services, could the City receive the Transit Payroll Taxes to continue services, to which Mills advised the only way for the City to receive the tax revenues is if the City opts out of Tri-Met District.

Kidd spoke regarding high-capacity transit-related matters, pointing out that Forest Grove has existing rights-of-way for light rail, and gave several scenarios of when citizens are more apt to use transit-related services.

In response to Miller's concerns pertaining to if the City is receiving the same amount of Transit Payroll Taxes as other jurisdictions, Mills advised it is difficult to determine how much each jurisdiction pays for Transit Payroll Taxes, noting the program is administered by the Oregon Department of Revenue, which submits the revenues collected in a lump sum (transit tax is imposed directly on the employer) and it is also based on the value for services provided.

In conclusion of the above-noted discussion, Mayor Truax thanked the representatives for their presentation, noting he shares some of the same concerns heard. Mayor Truax advised he envisions in the future adding a line to Yamhill County, noting he plans to look at all other partnerships for funding opportunities as well. Mayor Truax reminded Council of previously-elected officials' decisions of not extending light rail, pointing out the importance is Forest Grove's current and future needs and most importantly, providing citizens with local transit-related services.

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

**FOREST GROVE CITY COUNCIL WORK SESSION
(TRANSIT STUDY UPDATE)
APRIL 8, 2013 – 6:00 P.M.
COMMUNITY AUDITORIUM
PAGE 4**

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 7:17 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 8, 2013 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. **ROLL CALL:**
Mayor Peter Truax called the regular City Council to order at 7:25 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; George Cress, Light and Power Director; Paul Downey, Administrative Services Director; Tom Gamble, Parks and Recreation Director; Jon Holan, Community Development Director; Janie Schutz, Police Chief; Jeff King, Economic Development Coordinator; Michael Kinkade, Fire Chief (in the audience); Susan Cole, Administrative Services Assistant Director (in the audience); and Anna Ruggles, City Recorder.

1. A. **PROCLAMATIONS:**
Child Abuse Prevention Month
Mayor Truax publicly proclaimed the month of April, 2013, as “Child Abuse Prevention Month”. The proclamation will be mailed to Department of Human Services since no one was present to receive the proclamation on the agency’s behalf.

1. B. Arbor Week
Mayor Truax publicly proclaimed April 7 – 13, 2013, as “Arbor Week” in Forest Grove. Mayor Truax presented the proclamation to Jen Warren, Community Forestry Commission (CFC) Chair, who received the proclamation on behalf of CFC. Mayor Truax noted this is the 23rd consecutive year the City has received the national “Tree City USA” award recognition. In addition, Warren reported CFC is sponsoring an Arbor Day Tree Planting Event on Monday, April 22, 2013, at Rogers Park.

2. **CITIZEN COMMUNICATIONS:** None.

3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any

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item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).

- A. Approve City Council Executive Session (Litigation) Meeting Minutes of March 18, 2013.
- B. Approve City Council Executive Session (Labor) Meeting Minutes of March 18, 2013.
- C. Approve City Council Work Session (Times Litho) Meeting Minutes of March 18, 2013.
- D. Approve City Council Regular Meeting Minutes of March 18, 2013.
- E. Accept Historic Landmarks Board Meeting Minutes of January 22 and February 26, 2013.
- F. Accept Library Commission Meeting Minutes of February 19, 2013.
- G. Accept Parks and Recreation Commission Meeting Minutes of February 20, 2013.
- H. Accept Resignation on Community Forestry Commission (Mindy Laird-Garcia, Term Expiring December 31, 2015).
- I. Accept Resignation on Historic Landmarks Board (Kevin Kamberg, Term Expiring December 31, 2014).
- J. Accept Resignation on Historic Landmarks Board (Ernest Walston, Term Expiring December 31, 2016).
- K. Endorse Liquor License Renewal Applications for Year 2013:
 - 1. Tienda La Rosa (Off-Premises Sales)
 - 2. Forest Grove Theater (Limited On-Premises Sales) –
ADDED TO CONSENT AGENDA.

MOTION: Councilor Miller moved, seconded by Councilor Kidd, to approve the Consent Agenda as amended. MOTION CARRIED 7-0 by voice vote.

4. ADDITIONS/DELETIONS:

Ruggles requested to add Consent Agenda Item 3. K. 2. as noted above.

5. PRESENTATIONS:

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5. A. Open House Schedule on Infrastructure Improvements for Annexation Areas:

Foster presented a PowerPoint presentation highlighting maps showing recently annexed properties, roadways located within County jurisdiction, future infrastructure areas, unserved sanitary sewer areas, and examples of recent street improvement projects. Foster reported staff is proposing to hold open houses with recently annexed property owners for the purpose of presenting information on the City's existing and future infrastructure needs, such as streets, sidewalks, sanitary sewer, and storm drainage. Foster indicated the first open house is scheduled for April 9, 2013, noting staff will provide at the open houses cost estimates and explain how projects are funded as well as seek feedback from property owners on what they would like to see improved or developed and their level of interest in funding improvements that may benefit their property. In addition, Sykes added the open houses are to address comments heard during the island annexation process, noting the City received a Notice of Appeal on the annexation; however, staff is still going to proceed with identifying infrastructures in the City's Master Plans.

6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2013-03 AMENDING FOREST GROVE DEVELOPMENT CODE, CHAPTER 10, ZONING TEXT AMENDMENT. FILE NO. ZNC-12-01070**

Staff Report:

Holan presented the above-proposed Ordinance requesting to amend Development Code, Chapter 10, as outlined in Exhibit A of Ordinance No. 2013-03. Holan advised staff will be presenting Agenda Items 6 and 7 as one staff report, noting Ordinance No. 2013-03 is proposing to amend Development Code, Chapter 10, to address subdivision-related matters; development standards for Institutional Zone District; change parks from a conditional to permitted use; prohibit manufactured homes in historic districts; allow serving liquor in the Neighborhood Commercial District; allow offices above the first floor in the Town Center Core District; allow manufacturers to provide space to sell products on-site; change mitigation time for improper tree removal; lot line adjustment recordation requirements; prohibition of shipping containers for use as accessory structures in residential districts; require on-site parking lot connections; clarify window and sloped roof design requirements for commercial buildings; reduce electronic sign intervals; reduce frontage requirements

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for flag lots; and other miscellaneous clerical amendments. Holan reported Ordinance No. 2013-04 (refer below to Agenda Item 7) is proposing to amend Municipal Code Section 3.105, sidewalk construction requirements, to increase the permit valuation from \$3,000 to \$10,000 if an improvement adds a new structure, expands square footage by at least 10 percent or expands the number of bedrooms. Holan referenced the staff report and Attachments, noting the Planning Commission held a Public Hearing on February 4, 2013, and Council held work sessions on February 25 and March 18, 2013, to review the recommended code amendments. In conclusion of the above-noted staff report, Holan advised staff is recommending adoption of the proposed Code amendments as outlined in Exhibit A of Ordinance No. 2013-03.

Questions of Staff:

Uhing suggested amending Page 33, Subsection 10.8.830: Electronic sign intervals, noting three (3) second time intervals for electronic signs is too fast to comfortably read while driving, to which Council collectively concurred and made recommendation to amend the above-noted subsection to increase time intervals from three (3) seconds to seven (7) seconds.

Miller indicated electronic signs are distractions, and she appreciates staff recognizing the need to slow the time intervals.

Johnston suggested contacting Pacific University Optometry to ascertain what they recommend for electronic sign time intervals.

In response to Thompson's concern pertaining to amending the threshold for daycare, Page 15, Subsection 9, Daycare facilities, Holan advised that staff needs to do further research before proposing a code amendment, noting City Code currently allows up to 12 children; however, State law has increased the threshold for daycare to 16 children.

In response to Miller's inquiries pertaining to Page 31, Subsection 10.8.710: Window transparency requirements, due to energy efficiency, Holan explained the 50 percent glazing requirement pertains to commercial buildings outside of the Town Center area, noting the requirement is intended for ground floor windows facing the public rights-of-way or buildings on corner lots must have a minimum of 50 percent

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transparency windows. Holan gave examples of projects where the above-noted was an issue, noting the provision allows him/ Director flexibility to make a determination as well.

In response to Council President Johnston's concerns pertaining to Page 33, Subsection 10.8.905.F.3. Frontage, Holan explained staff is proposing to reduce the frontage requirements for flag lots from 20' to 15' if the access strip is serving one lot, noting the amendment does not impact alley access.

In response to Thompson's concerns pertaining to emergency vehicle access, Holan advised the minimum 10' driveway serving a single home, flag lot, is sufficient width for emergency vehicles and utility access.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2013-03.

Sykes read Ordinance No. 2013-03 by title for first reading.

MOTION: Councilor Miller moved, seconded by Councilor Lowe, to adopt Ordinance No. 2013-03 Amending Forest Grove Development Code, Chapter 10, Zoning Text Amendment. File No. ZNC-12-01070 (as amended, Page 33, Subsection 10.8.830, increase electronic sign intervals to seven (7) seconds). The second reading of Ordinance No. 2013-03 by title and final vote will occur at the meeting of Monday, April 22, 2013.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received Prior to Public Hearing:

Holan referenced copies of an e-mail submitted by Brenda Somes, dated April 4, 2013, to consider allowing temporarily shipping containers (aka Pods), assessing a nominal discretionary permit fee, for certain circumstances, such as moving in/out of homes, major home remodel or due to home destructions caused by fire or flood.

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In response to the above-noted written testimony, Holan advised Council the Code prohibits shipping containers in residential zones beyond 60 days.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Council Discussion:

Hearing no further discussion from the Council, Mayor Truax recessed the Public Hearing for Ordinance No. 2013-03 as noted below.

Public Hearing Recessed:

Mayor Truax recessed the Public Hearing until the next Council meeting of Monday, April 22, 2013.

7. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2013-04 AMENDING FOREST GROVE CODE SECTION 3.105, MODIFYING THRESHOLD COST AND ADDING CRITERIA FOR THE INSTALLATION OF SIDEWALKS; AND REPEALING ORDINANCE NO. 1976-27. FILE NO. ZNC-12-01070**

Staff Report:

Holan presented the above-proposed Ordinance No. 2013-04 requesting to amend Municipal Code Section 3.105, Sidewalk Construction Requirements, to increase the permit valuation from \$3,000 to \$10,000 if an improvement adds a new structure, expands square footage by at least 10 percent or expands the number of bedrooms. Holan advised the existing threshold of \$3,000 was established in 1976 and has remained unchanged, noting staff is recommending increasing the threshold to \$10,000, which is more inline with inflation costs and eliminates requiring construction of sidewalks for minor types of improvements. In conclusion of the above-noted staff report, Holan advised staff is recommending

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adoption of the proposed Code amendments as outlined in Exhibit A of Ordinance No. 2013-04.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2013-04.

Sykes read Ordinance No. 2013-04 by title for first reading.

MOTION: Councilor Kidd moved, seconded by Councilor Thompson, to adopt Ordinance No. 2013-04 Amending Forest Grove Code Section 3.105, Modifying Threshold Cost and Adding Criteria for the Installation of Sidewalks; and Repealing Ordinance No. 1976-27. File No. ZNC-12-01070. The second reading of Ordinance No. 2013-04 by title and final vote will occur at the meeting of Monday, April 22, 2013.

Public Hearing Opened:

Mayor Truax opened the Public Hearing as requested by staff at the same time as Agenda Item 6 (refer to Agenda Item 6 noted above for testimony).

Council Discussion:

Hearing no further discussion from the Council, Mayor Truax recessed the Public Hearing for Ordinance No. 2013-04 as noted below.

Public Hearing Recessed:

Mayor Truax recessed the Public Hearing until the next Council meeting of Monday, April 22, 2013.

8. **RESOLUTION NO. 2013-24 AUTHORIZING THE CITY OF FOREST GROVE TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR DEVELOPMENT OF A MULTI-USE TRAIL IN THE OLD TOWN/B STREET OPEN SPACE AREA**

Staff Report:

Gamble and King presented the above-proposed resolution requesting authorization to submit a grant proposal to the Oregon Parks and

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Recreation Department to build and install a multi-use trail, noting the proposed trail will connect to the existing B Street trail and include a new access connection to 14th Street, as well as installation of signage and benches. King reported the total project costs are estimated at \$327,000, of which the grant requires a local match of \$163,500. In conclusion of the above-noted staff report, Gamble advised the funds will be allocated from the Parks System Development Charges, noting the Parks and Recreation Department will maintain the trail.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-24.

Sykes read Resolution No. 2013-24 by title.

MOTION: Council President Johnston moved, seconded by Councilor Lowe, to adopt Resolution No. 2013-24 Authorizing the City of Forest Grove to Apply for a Local Government Grant from the Oregon Parks and Recreation Department for Development of a Multi-Use Trail in the Old Town/B Street Open Space Area.

Council Discussion:

Lowe commended staff for seeking the above-noted grant opportunity.

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

ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Miller, Thompson, Elena Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

9. DEPARTMENT WORK PLANS FOR FISCAL YEAR 2013-14:

Light and Power Department:

Cress presented a PowerPoint presentation outlining the Light and Power Department's (L&P) Work Plan for 2013-14 as noted in the staff report. Cress's report focused on substation equipment replacement and improvement projects; aging pole replacement program (80 poles replaced, approximately 200 poles remaining); energy conservation

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programs (incentive upgrades, rebates, and renewable energy options); Supervisory Control and Data Acquisition System (SCADA) installation program; upgrades to Pacific University cafeteria; and feasibility study for future solar generation facility. In addition, Cress reported on other various department-related projects and goals and addressed Council inquiries pertaining to the transformer replacement program, noting L&P is looking at replacing three of its 50-year old transformers. Sykes and Downey explained L&P has some contingencies but the replacement costs for the five transformers will cost the City approximately \$5 million, noting staff plans to report back to Council once the L&P Master Plan and financial study is completed.

Parks and Recreation Department:

Gamble presented a PowerPoint presentation outlining the Parks and Recreation Department's Work Plan for 2013-14 as noted in his staff report. Gamble's report focused on various park-related projects (identifying new community garden locations); ongoing Aquatic Center-related programs (seeking additional revenue sources and staff support, promoting teen activities, and water safety outreach); Parks Master Plan update; Parks and Recreation Commission-related projects; volunteer program opportunities; exploring and pursuing property acquisitions; exploring and pursuing various trails development and partnerships; pursuing various grant opportunities; promoting A. T. Smith House; Public Arts Commission-related projects; examining sustainable energy strategies; and drafting a field development policy to handle increased demands for usage. In addition, Gamble reported on other various department-related projects and goals and addressed Council inquiries pertaining to various trail-related projects.

Police Department:

Chief Schutz presented a PowerPoint presentation outlining the Police Department's Work Plan for 2013-14 as noted in her staff report. Schutz's report focused on police-related work plan, activities and programs; community outreach programs (reserve officer program, Citizen's Academy, Neighborhood Watch and crime prevention); police-related training (active shooter training and mental health training and awareness); Public Safety Advisory Commission-related projects; and collaboration with various county-wide agencies. In addition, Schutz reported on other various department-related projects and goals and

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responded to Council inquiries pertaining to mental health issues.

Mayor Truax called for Council consensus to suspend Council's 9:00 p.m. curfew rule, to which, Council collectively agreed to continue the meeting.

Economic Development:

King presented a PowerPoint presentation outlining the Economic Development's Work Plan for 2013-14 as noted in his staff report. King's report focused on the Economic Development Commission-related projects; business recruitment and retention efforts; promoting tourism and marketing opportunities; small/new business development; downtown revitalization and redevelopment (Times Litho); multi-media marketing strategies; seeking local workforce center; pursuing various grant opportunities; assisting with key community events; and collaboration with various committees and county-wide agencies. In addition, King reported on various grant-related opportunities and other various department-related projects and goals and addressed Council inquiries pertaining to providing support for home-based businesses.

Community Development:

Holan's presentation was postponed to the next meeting of Monday, April 22, 2013, due to the time.

10. CITY MANAGER'S REPORT:

City Manager Sykes reported on upcoming meetings and events as noted in the Council calendar and reported on dates of significant events of interest as noted in the City Manager's Report. Sykes highlighted the following calendar reminders: Community Enhancement Program Grant presentations scheduled for Tuesday, April 16, 2013, and Budget Informational Meeting, Wednesday, April 24, 2013. In conclusion of the above-noted report, Sykes distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and other upcoming city/community-wide events.

11. COUNCIL COMMUNICATIONS:

Council President Johnston reported on Public Safety Advisory Commission (PSAC)-related activities, noting PSAC is applying for a Community Enhancement Program Grant for graffiti enforcement.

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Johnston reported attending the Joint Work Session with Forest Grove Rural Fire Protection District; attending the Firefighters Association Awards Banquet; and attending the 21st Century Education Workforce Summit. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Kidd announced Historic Landmarks Board invites everyone to attend its 3rd Annual Preservation Fair, Saturday, April 27, 2013, 9am, 1728 Main Street. Kidd reported attending the FG Conversations Town Hall, noting it was an excellent presentation; however, Kidd voiced concern with the lighting and sound system in the auditorium during the presentation. In addition, Kidd reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe briefly reported on Fernhill Wetlands-related activities, noting the Walk The Trails was a good event. In addition, Lowe reported on other matters of interest and upcoming meetings she was planning to attend.

Miller reported on Forest Grove Chamber of Commerce-related activities, noting the Chamber is in the process of hiring a new Executive Director. Miller highly commended Ray Giansante, Interim Executive Director, for his services. Miller reported attending the Firefighters Association Awards Banquet, noting it was an excellent event. In addition, Miller reported on upcoming community events and upcoming meetings she was planning to attend.

Thompson announced Community Forestry Commission invites everyone to attend its Arbor Day Celebration, Monday, April 22, 2013, 10am, Rogers Park. Thompson reported attending a transit-related public meeting in Salem. Thompson briefly reported on Ride Connection-related activities and Forest Grove Senior and Community Center-related activities. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing reported Economic Development Commission participated jointly with Forest Grove School District in attending the 21st Century Education Workforce Summit. In addition, Uhing reported on other matters of interest and upcoming meetings she was planning to attend.

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Mayor Truax announced dates of various upcoming activities and meetings as noted in the Council Calendar, noting County Commissioner Bob Terry will be presenting at the Chamber Luncheon, Monday, April 15, 2013, Noon, Community Auditorium; Friends of the Library are hosting a Meet and Greet, Thursday, April 18, 2013, 5:30 pm, Rogers Room; Congresswoman Bonamici's Town Hall is scheduled for Saturday, April 20, 2013, 4pm, Community Auditorium; and Senator Bruce Starr's Town Hall is scheduled for Monday, April 29, 2013, 6:30 pm, Community Auditorium. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County meetings he attended and reported on various upcoming meetings and community-related events he was planning to attend.

12. ADJOURNMENT:

Mayor Truax adjourned the meeting at 9:57 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



APPROVED

Library Commission approved minutes as presented on Apr 9, 2013.

1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30pm Mar 19, 2013, at the Chair’s home.

Members Present: Pamela Bailey, Chair; Annie Hicks; Doug Martin; Kathleen Poulsen, Vice-Chair; Dayla Smoland; and Jon Youngberg, Secretary.

Members Absent: None

Staff: Colleen Winters, Library Director

Council Liaison: Peter Truax, Mayor

Others: None

2. ADDITIONS/DELETIONS: None.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF (Feb 19, 2013):

MOTION: Doug moved, seconded by Annie, to approve the Feb 19, 2013 minutes as presented. **MOTION CARRIED** by all.

4. CITIZEN COMMUNICATIONS: None.

5. INFORMATIONAL ITEMS:

5a. FOUNDATION REPORT: Colleen Winters reported that the Library Foundation of Forest Grove had met recently, and discussed:

a) The Ed Carpenter skylight project for the library, to be installed in the ceiling near the library’s circulation desk. Work on the contract between the Foundation, City, and Ed Carpenter is continuing. Installation of the skylight might not be completed until 6 to 8 months after the contract is signed. Various fund-raising events for the Foundation are planned, to pay for materials and installation of the skylight. Ed and his wife will help with fundraising for this effort with a talk and slideshow, and a musical concert.

- b) The annual Family & Friends fund-raising event at McMenamain's Grand Lodge is scheduled for Tues Sept 17, 2013.
- c) New furniture for the library children's area & parent area, paid for by the Library Foundation, should arrive very soon, along with new end- panels, displays, an information desk, and a sand table.

5b. FRIENDS REPORT: Colleen Winters reported:

- a) The Friends of the Forest Grove Library will have its 2013 Annual Meeting on Thurs Apr 10, 2013 at 12 noon in the Rogers Room. The Friends will choose new officers and make long-planned changes to their by-laws. Some of the by-laws changes are related to financial management.
- b) The Friend's Cultural series talk, about the "Life of Claire Phillips" was held on Mar 5, 2013 in the Library's Rogers Room. It was an interesting presentation, about an Oregon-born spy for the USA, operating in dangerous conditions in the Philippines during World War II.
- c) The next spring event in the Friend's Cultural Series will be held Apr 2 at 7PM in the Roger's Room. The event is called "*Fan Tom of the Opry*", presented by Young at Heart Readers Theatre.
- d) The Spring Book Sale will be held Mon May 13 through Sat May 18, 2013 in the Rogers Room. More volunteers are needed for the book sale.
- e) The Friends Spring 2013 newsletter will be sent out soon.

5c. COUNCIL LIAISON REPORT: Mayor Truax mentioned these items:

- a) Island Annexation was approved by the City Council, but remains a topic of further discussion.
- b) The City Council has set its Goals and Objectives for Forest Grove for the next year. Summary: Be a safe, livable, sustainable, green city; Be financially solid, while remaining a full-service city; Have a voice in regional, state, and national affairs.
- c) Planned transportation work includes: A major enhancement to the Pacific and Quince intersection; a new bike route for western Washington County through Forest Grove (south to north); David Hill thru road, extended from Thatcher Road down to Hwy 47; and various new crosswalks.
- d) The Sustainability Committee continues its work with further workshops.

5d. LIBRARY DIRECTOR'S REPORT: Colleen Winters reported these items:

- a) The Forest Grove Conversations city "Community in the Digital Age" event, has been rescheduled to Apr 2, 2013 at 7pm, in the Community Auditorium, to make sure that the desired panel speakers are available. Speakers include: Kate Brown, Oregon's Secretary of State, Professor Mark Bailey of Pacific, and author Nigel Jaquiss. This will be a discussion of the impacts of technology on society & institutions, including libraries.
- b) Additional chairs for the Library's Rogers meeting room have arrived. The cost for the 70 new chairs was shared by the City, Friends, and Foundation. The new chairs are nicer, sturdier, and will last longer than the 30 existing chairs. The Rogers Room is now able to seat 100 people.
- c) The daily casual walkthrough of the library by a member of the Forest Grove Police Department has resumed, and is greatly appreciated.

6. DISCUSSION OF ITEMS:

a) This is the starting point for the list of 2013 goals for the Library Commission, to be worked on at this retreat:

1. Show appreciation for the library staff, in various ways. Also, involve the library staff in more activities, as appropriate.
2. Host a friendly "Meeting of the Groups" annual informal social event in the Rogers Room in April, inviting the Friends and Foundation board members, the Mayor and the City Council, all library staff, and Library Commission members.
3. Perform policy reviews: including Room use, Volunteer, and Circulation policies or guidelines, with assistance of library staff.
4. Decide on a survey about the library. Goals, desired information, questions, and delivery method for the survey are to be decided.
5. Enhanced celebration plans are desired for National Library Week, and Library Worker's Day, that occur annually in April.
6. Investigate and discuss the general "Future of Libraries" topic, and the future of our library in particular.

b) The second annual gathering of the three library groups, with library staff, and the City Council will be held Thurs Apr 18 from 5:30PM to 7PM in the Rogers Room. Each group will be allowed to give an informal 2-minute presentation. A person chosen from one of the groups will be honored. Invitations will be sent out soon.

- c) Ideas for a Library Survey were discussed:
1. What information is needed, and what information do we want to gather, from a library survey? Old survey questions do not need to be asked again. Library patrons always want more open hours, more new books, more computer availability, more open hours, more chairs and tables, etc.
 2. Survey questions could be asked at the Annual Town Meeting (ATM). This would be a quick way to get answers from about 75 interested people. There is an opportunity for library survey questions to be asked perhaps every four years at the ATM.
 3. Asking survey questions at the library has the advantage of asking actual library patrons.
 4. Much more work is needed to decide on the survey questions and possible answers. Library staff involvement is important.
 5. What does the community think about the future of the library? This could be the focus of the next library survey.
- d) Ideas for enhancing the celebration of National Library Week:
1. In April 2014, the event should be more than just a proclamation at a City Council meeting.
 2. A deserving person could be honored and recognized also.
 3. Special programs could be held, perhaps something fun for children and students.
 4. A reception could be held at the library after the proclamation.
 5. The meeting of the three library groups (social event) could be considered part of the celebration of National Library Week.
 6. Focus or discussion groups could be held at the library to discuss the future of libraries.
 7. Library staff involvement will be important.
- e) Ideas for the “Future of Libraries” topic were discussed:
1. What does our library look like in 5 years? We need to find out what library patrons think about this.
 2. The library survey could focus on this and related questions. The library survey could become part of the “Future of Libraries” activity, at least for the next survey.
 3. Should the library focus even more on providing e-books and internet access for library patrons?
 4. Should there be even more programs held at the library than currently, and new types of programs and events too?
 5. Should the library focus even more on programs and events for

children and students?

6. How will the library be affected by reduced access to school libraries? Is this a problem, or an opportunity?

7. Can we use “Strategic Planning” as a helpful process to make plans for the future of our library?

f) Dayla asked what could be done, now that the new security gates and a rearrangement of computer monitors on the circulation desk have made the Pacific Avenue entrance to the library (where the security gates are located) to be less welcoming and less attractive now. Colleen said that more-attractive, welcoming, and perhaps informative barriers (that will also still keep visitors from walking around the security gates) are being built, and that they will be placed at the sides of the security gates.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tues Apr 9th, 2013 starting at 6:30PM, in the Rogers Conference Room at the Forest Grove Library.

8. ADJOURNMENT:

Hearing no further business, Chair Bailey adjourned the meeting at 8PM.

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary

APPROVED

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

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1. **CALL TO ORDER:**

Chairman Beck called the meeting to order at 7:00 p.m.

Planning Commission Present: Tom Beck, Carolyn Hymes, Al Miller, Lisa Nakajima, Luann Arnott, Dale Smith and Phil Ruder.

Staff Present: Jon Holan, Community Development Director; Jeff King, Economic Development Coordinator; Marcia Phillips, Assistant Recorder.

2. **PUBLIC MEETING:**

Chairman Beck introduced Phil Ruder, new Commissioner, and welcomed him to the Planning Commission.

2.1 **PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:** None.

2.2 **PUBLIC HEARING:**

A. Amend Forest Grove Development Code Articles 1, 3, 5, 6, 7 and 8 and Municipal Code Section 3.105 to revise subdivision related requirements and clarify and revise other provisions.

Chairman Beck opened the public hearing at 7:04 pm, and called for the staff report.

Mr. Holan explained that prior to adoption of the current Development Code, land divisions and residential planned developments were reviewed under the previous Zoning and Land Division ordinances. The review of one such development resulted in a law suit that is currently under appeal. In part, due to the law suit, staff prepared an analysis of the subdivision process with recommended revisions to the Development Code. This was reviewed by the City Council and Planning Commission. Staff is now moving forward with proposed code changes as a result of that analysis. Holan stated that when the Development Code was adopted in 2009, it was understood that the document would need revisions as we gained experience working with the code, and so part of the amendments are considered “cleanup” to clarify or revise to reflect current policy. The Planning Commission held a work session on a draft of the proposed Code revisions at their December 3, 2012 meeting, and the proposed revisions generally reflect changes recommended by the Commission at that meeting.

In response to a question from staff on how the Commission would like to proceed, Chairman Beck asked staff to read off each amendment with a brief description, and the Commissioners could ask any questions or make any comments.

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

February 4, 2013 –7:00 P.M.

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Mr. Holan read proposed *Amendment # 1 – Amend 10.1.130 to add new subsection E to prohibit issuance of land use permit for construction of a structure until all services are available. Also amend Section 10.1.130 E (or new F) and add new subsection G to resolve time limit conflicts in the Code for tentative maps, establish separate criteria for time extensions and establish a time limit for final maps.*

Chairman Beck said he commended the City for taking this action to prevent future lawsuits.

Amendments 2-14. There were no questions or comments from the Commissioners.

Amendment # 15. Amend Tables 3-2 of Section 10.3.120, Use Regulations for Residential Zones and 3-8 of Section 10.3.210, Use Regulations for Institutional Zones to allow parks as permitted use but retain conditional use for community centers. Also amend Table 3-2 to prohibit manufactured homes within national historic district.

Chairman Beck said some language needs to be crafted to differentiate between parks that should require a Conditional Use Permit and those that should not.

Commissioner Hymes agreed with the comment that things like soccer fields are an intense use and should require a Conditional Use Permit.

Chairman Beck suggested conditional use permits for recreation centers, and organized team sports.

Mr. Holan suggested that the proposed amendment Table Footnote # 8 could be revised to say “Recreation centers and facilities used by organized team sports require a Conditional Use Permit.”

The Commissioners were agreeable to the revision to the amendment with conditional use for recreational centers and organized team sports.

Regarding Table Footnote # 9, Chairman Beck stated that he personally would like to see daycare for less than 12 children, because 12 children is quite an impact on the neighborhood. In response to a question from staff, he explained that he would rather see daycare for up to six (6) children permitted. Beck was opposed to the possibility of a Kindercare buying a house in a residential neighborhood, tearing it down and building a daycare structure for twelve (12) children.

Several Commissioners stated their belief that allowing twelve (12) children was fine.

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FOREST GROVE COMMUNITY AUDITORIUM**

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Commissioner Hymes explained that typically in a daycare situation twelve children are not present all at one time.

Mr. Holan said the way the amendment is written complies with state law. He explained that the state has actually raised the allowed number of children to sixteen (16). Holan said he checked with other jurisdictions and they are retaining twelve (12) as the allowed number of children. Holan said he needed to do further research into the matter. He explained that this item was not included in the legal notice could be revised at a later date.

Chairman Beck asked if there was a way to revise the amendment now to take into account the allowed sixteen (16) children perhaps by revising the amendment to allow the lower of 8-16 children as the state allows.

Mr. Holan explained that legal notification would need to be sent out before such a change could be made because this was not included in these proposed amendments.

Chairman Beck suggested that the City Council could determine what to do after reading the Planning Commission's discussion and with further research by staff. The Commissioners were agreeable.

Amendment # 16. There were no questions from the Commission.

Amendment # 17. Amend the Town Center Core requirements to allow office above the first floor and to allow personal services in the Town Center Support district.

Mr. Holan said currently the Development Code prohibits offices in the Town Center Core and personal services in the Town Center Support districts.

Mr. Holan explained that the proposed amendment brings consistency to these zones. In response to a question from the Commission, Holan said the biggest dead spot in a downtown area is offices. He said you want retail on the ground floor.

Chairman Beck said he just does not want what we have now excluded.

In response to a question from the Commission, Mr. Holan read the definition of "services" vs. "offices" from the Development Code. He explained that the Town Center core is essentially the one block of Main St. with some additional adjacent areas.

The Commission was agreeable to the amendment since it would exclude ground

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

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floor offices essentially on only one block of downtown.

Amendment # 18. Amend Table 3-14 in Section 10.3.520 Use Regulations in Industrial Zones to allow manufacturers to provide an area to sell products on-site and to allow office space for non-industrial user of a building.

In response to a question from the Commission, Mr. Holan explained that there have been opportunities to use buildings in industrial zones if office space and/or retail are allowed. He said one comment from Tim O'Brien, Metro staff, was that it should be allowed in existing buildings from a certain date, but not in new construction.

Mr. King explained that there is some concern about what type of offices to allow. He said we are seeing a blurring of office and industrial and gave research and development as an example. King said providing that flexibility is important.

In response to a question from Chairman Beck, Mr. Holan said there is no impact on Metro's definition of industrial.

Chairman Beck said he would not like to have the additional amendment mentioned by O'Brien to allow more flexibility for where the business world is going.

Mr. Holan suggested that Table 3-6 Footnote # 5 could be revised to add "may consist of executive and administrative offices for a singular use that in its entirety is traded sector or industrial."

The Commission was in agreement.

Amendments # 19-29. No questions or comments from the Commission.

Amendment # 30. Amend Commercial Design Standards (Section 10.8.710 B.) to revise numbering, to clarify ground floor window requirements to apply to the predominant street for corner lots (10.8.710 B.3.a on design elements), to revise sloped roof requirements for commercial buildings adjacent residential uses (10.8.710 B.4.b. on compatibility, and add new subsection D. for building design standards for institutional uses.

Chairman Beck suggested the elimination of 3-C. He said it should be up to the builder to determine how much window space to have.

Commissioner Hymes was not confident in allowing the builder to make the determination of how much glazing to install.

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

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Commissioner Nakajima said she thought the 50% glazing requirement should be for buildings 5,000 sq. ft. or less. She used Ace Hardware as an example of a larger building, and explained that the large amount of glazing reduces the amount of useable interior area, creates security issues, and since windows are not as insulating as a wall increases heating costs.

Mr. Holan suggested that Section 3-C could be revised to read, “Incorporate a minimum of 50% transparency/window openings on the ground floor facades of buildings less than 5,000 sq. ft. and 20% for buildings more than 5,000 sq ft. facing the public right-of-way.

Staff and the Commissioners were in agreement with this revision to the amendment.

Amendment # 32. Amend Subsection 10.8.830 G.4 to reduce electronic display intervals from 20 to 12 seconds.

In response to a question from the Commission, Mr. Holan stated that there are two such signs in town (Tidwell Dental Office and Fire Dept.) and James Reitz, Senior Planner, enforces the sign code. Staff has worked with the Fire Department and they have made an attempt to comply. He explained that the Tidwell sign is out of compliance, and this proposed amendment would bring it closer to compliance.

Chairman Beck was very concerned that the signs were not in compliance with the code. He stated there was no point in having a code if it is not being enforced.

The Commissioners could not agree on change intervals, and it was decided to let the City Council decide.

Commissioner Arnott moved to recommend approval of the Amendments to the Forest Grove Development Code and Municipal Code with revisions as discussed. Commissioner Smith seconded. Motion passed 7-0.

Chairman Beck closed the public hearing at 8:30 pm.

For the record, no one from the public was present at the hearing, so there were no comments from the audience, and no correspondence was received.

2.3 ACTION ITEMS: None scheduled.

2.4 WORK SESSION ITEMS: None scheduled

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

February 4, 2013 –7:00 P.M.

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3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES: Commissioner Miller made a motion to approve the minutes from the December 17th and January 7th meetings. Commissioner Nakajima seconded, and the motion passed 7-0 with a voice vote.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES: None.

3.3 DIRECTOR'S REPORT:

Mr. Holan said there will be a public hearing on the Comprehensive Plan in March. Due to conflicts, the City Council cannot meet on its regularly scheduled date, and Holan explained that the Commission will probably switch with them, so there would be back-to-back meetings for the Planning Commission in March. In response to a question from the Commission, Holan said there is nothing on the docket for the February 18th meeting.

3.4 ANNOUNCEMENT OF NEXT MEETING: Next meeting will be held on April 1, 2013.

3.5 ADJOURNMENT: The meeting was adjourned at 8:50 p.m.

Respectfully submitted by:
Marcia Phillips
Assistant Recorder

APPROVED

3F

Minutes approved by the PAC on March 2, 2013.

1) CALL TO ORDER: Kathleen Leatham called the meeting to order at 4:03 pm.
PRESENT: Linda Taylor, Dana Zurcher, Kathleen Leatham, Victoria Hampton, Dana Lommen, Kathy Broom, Helvi Smith and Staff Liaison Colleen Winters.
ABSENT: Laura Frye, Pat Truax, Rebecca Twist and Council Liaison Camille Miller.
GUESTS: Martha Rampton from Pacific University and Kari Bray from the Forest Grove Leader.

2) CITIZEN COMMUNICATION: None

3) APPROVAL OF PAC MEETING MINUTES OF January 10, 2013. It was moved by Kathy, seconded by Linda, to approve the minutes as corrected. The vote was favorable.

4) ADDITIONS/DELETIONS: Foundation Planning Update and Meet the Artist Update were deleted from the agenda.

5) BUSINESS:

a) Slam Poetry Mini Grant Request: Martha Rampton presented the request and answered questions from the commission. The mini-grant was clarified in terms of what the funds would be going toward -- the fees for the artist rather than the printing, advertisements, etc. Linda made a motion to approve the mini grant request as amended in the amount of \$500, seconded by Dana L. The vote was favorable.

b) Retreat: Date and agenda. The retreat will be March 2, 2013 at the home of Pat Truax, 3131 Forest Gale Drive, Forest Grove, OR 97116. This will replace our regular meeting in March. Goal setting and Foundation Planning are on the agenda.

c) Mini Grant Poster: We would like to put this as the City Ad in the News Times on April 17th as well as in the utility bill insert. Would also like to get ad rates from the Leader.

d) Finance Report: We will apply for the CEP grant again this year to fund mini-grants and the Library Collaboration (Ed Carpenter Project) Installation or event for fundraising. The finance report approved.

6) COMMISSIONERS COMMENTS: Kathleen passed out a questionnaire, she would like us to discuss at the retreat.

Victoria is in a class taught by John Schragg- he would like her to write a story about PAC.

7) STAFF COMMUNICATIONS: Colleen gave us an update on the Ed Carpenter project. There was a meeting with Eric Cannon and Greg Kriebel. The project timeline is being created. They would like PAC to be in partnership with the project. Kathy volunteered to be the PAC liaison to the project and will go to the next meeting.

8) ADJOURNMENT: The meeting adjourned at 5:00 pm. The next meeting will be our retreat on March 2, 2013, at Pat Truax's home, 3131 Forest Gale Drive, Forest Grove, OR 97116.

Submitted by Dana Zurcher

Monthly Building Activity Report

March-13

2012-2013

Category	Period: March-12		Period: March-13	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	7	\$1,895,027	17	\$4,821,212
SFR Addition & Alt/Repair	6	\$103,887	6	\$257,857
Mult. Fam. New/At				
Group Care Facility				
Commercial New				
Commerical Addition				
Commercial Alt/Repair	4	\$267,530	3	\$409,762
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)	1	\$426,652	1	\$7,500
Signs	1	\$11,313	1	\$7,680
Grading	1			
Demolitions			1	
Total	20	\$2,704,410	29	\$5,504,011

Fiscal Year-to-Date

2011-2012		2012-2013	
Permits	Value	Permits	Value
181	\$36,343,661	186	\$28,843,532



FOR CITY USE ONLY
(Please return to City Recorder)

34

The City of Forest Grove
Recommends that license be

Granted Denied

\$100.00 Original App Fee: Paid: _____

\$ 75.00 Change App Fee:

\$ 35.00 Renewal or Temp App Fee

\$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Prime Time

APPLICANT/BUSINESS ADDRESS: 4450 Pacific Avenue – Forest Grove

EVENT DATE/LOCATION: _____

CITY BUSINESS LICENSE: BL-000025

TYPE OF LICENSE REQUESTED:

Application is being made for

ACTION: <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> New Application <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises. <input type="checkbox"/> BREWERY – PUBLIC HOUSE This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".	<input type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises. <input type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.
<input type="checkbox"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F – CAT Caterer <input checked="" type="checkbox"/> F – COM Commercial Establishment <input type="checkbox"/> F – PC Passenger Carrier <input type="checkbox"/> F – CLU Private Club <input type="checkbox"/> F – SEW or SEG Special Event <input type="checkbox"/> F – PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <input type="checkbox"/> Winery/Grower <input type="checkbox"/> Other: _____

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

4/14/2013
Date



OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
 - Commercial Establishment
 - Caterer
 - Passenger Carrier
 - Other Public Location
 - Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
 - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: _____

ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other _____

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

- Granted
- Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: S. Coyle

Date: 4/3/13

90-day authority: Yes No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Prime Time Enterprises Inc ③ _____

② _____ ④ _____

2. Trade Name (dba): Prime Time Sports Bar & Restaurant

3. Business Location: 4450 Pacific Ave Forest Grove Wash OR 97116
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: Sams
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: (503) 357-3684
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? Yes No

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? Yes No Name: Eric Birkshire
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Forest Grove
(name of city or county)

11. Contact person for this application: Gregory Jansin
(name) (phone number(s))
Forest Grove OR
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Gregory Jansin Date 3/25/13 ③ _____ Date _____
② Edward J. Hubert Date 3/25/13 ④ _____ Date _____



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Prims Time Enterprises Inc Phone: 503 357-3684

Trade Name (dba): Prims Time Sports Bar & Restaurant

Business Location Address: 4450 Pacific Ave

City: Forest Grove ZIP Code: 97116

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 8 AM to 12 AM
 Monday 8 AM to 12 AM
 Tuesday 8 AM to 12 AM
 Wednesday 8 AM to 12 AM
 Thursday 8 AM to 12 AM
 Friday 8 AM to 12 AM
 Saturday 8 AM to 12 AM

Outdoor Area Hours:

Sunday 8 AM to 12 AM
 Monday 8 AM to 12 AM
 Tuesday 8 AM to 12 AM
 Wednesday 8 AM to 12 AM
 Thursday 8 AM to 12 AM
 Friday 8 AM to 12 AM
 Saturday 8 AM to 12 AM

The outdoor area is used for:

Food service Hours: 8 AM to 12 AM
 Alcohol service Hours: 8 AM to 12 AM
 Enclosed, how Fixed

The exterior area is adequately viewed and/or supervised by Service Permittees.

____ (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

SEATING COUNT

Restaurant: 104 Outdoor: 36
 Lounge: 56 Other (explain): _____
 Banquet: 88 Total Seating: 284

OLCC USE ONLY

Investigator Verified Seating: ____ (Y) ____ (N)
 Investigator Initials: _____
 Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Gregory Jansen Date: 3/25/13

Memorandum

To: Mayor Truax and City Councilors
From: Anna D. Ruggles, CMC, City Recorder
Subject: Make Appointment to Public Safety Advisory Commission
Date: April 22, 2013

Staff received application from Forest Grove Chamber of Commerce expressing its desire to appoint Guy Storms as their non-voting representative to the Public Safety Advisory Commission.

No applicant interview is necessary since the Chamber Board is making this recommendation to Council.

STAFF RECOMMENDATION:

Staff recommends the City Council consider approving at the Council meeting of April 22, 2013, the attached Resolution making the above-noted appointment to Public Safety Advisory Commission. If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.



RESOLUTION NO. 2013-26

**RESOLUTION MAKING APPOINTMENT
TO THE CITY OF FOREST GROVE
PUBLIC SAFETY ADVISORY COMMISSION (REPRESENTATIVE)**

WHEREAS, Resolution No. 2005-56 has provided for a Public Safety Advisory Commission; and

WHEREAS, Resolution Number 2006-10 provides that vacancies on City Advisory Boards, Committees, and Commissions brought about by resignation or removal shall be filled by appointment to fill the term of that seat by the City Council; and

WHEREAS, it is the desire of Forest Grove Chamber of Commerce to appoint Guy Storms to serve as their non-voting representative on this Commission.

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

Section 1. That the following person is hereby appointed to the City of Forest Grove Public Safety Advisory Commission for the following term (new appointment noted in **CAPS** and **BOLD**)

<u>Last Name</u>	<u>First Name</u>	<u>Position:</u>	<u>Term Expires</u>
STORMS	GUY	FG Chamber of Commerce	Non-Voting Rep

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

PRESENTED AND PASSED this 22nd day of April, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of April, 2013.

Peter B. Truax, Mayor

**FOREST GROVE PUBLIC SAFETY ADVISORY COMMISSION
NON-VOTING LIAISON INFORMATION SHEET**

PUBLIC SAFETY ADVISORY COMMISSION (PSAC):

AGENCY NAME: Forest Grove Chamber of Commerce

Member: Guy Storms

Mailing Address: 4124 24th Ave Forest Grove, OR 97116

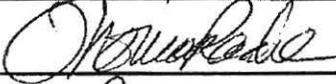
Phone (work): 503-359-1100

Phone (home): 503-591-5835

Fax: 503-359-1109

E-Mail: guy.storms@henningsen.com

It is the desire of the above agency to appoint/elect the above member to represent the above agency as a non-voting liaison to the Public Safety Advisory Commission.

Dated: 4/14/13
Submitted by: 
Title: PRESIDENT

Please submit the completed form as soon as possible to the attention of: City Recorder's Office, 1924 Council Street, PO Box 326, Forest Grove, OR 97116.

Forest Grove

Watershed Stewardship Plan Update

Ad-Hoc Committee

- Met twice monthly from January through June, 2012
- Members:

Bud Bliss

Dallas Boge

Steve Edward

Carla Ingrando

Dave Johnson

Lou Karabinus

Teri Koerner

Bob VanDyk

Roy Woo

City Council/Public Process From Draft to Final

- Two joint work sessions
 - Watershed Ad-Hoc Committee and City Council discussed updates to Plan
- Draft document posted on City's Facebook page and web page
 - 215 Facebook views; comments received from public, ad-hoc committee and Council

Changes From 2001 Plan

- No changes to management goals
- Inventory in 2011 informs Update
- Zoning change:
 - Three zones were changed to two
 - Special management areas dropped- assigned to:
 - Reserve Area – from 838 acres to 1,425 total acres
 - Active Management Area – from 2,613 to 2,800 total acres

Changes From 2001 Plan Cont'd...

- Added Desired Future Conditions
 - Describes vision in 40 years
 - More balanced age classes in AMA
 - Oldest stands around 140 years
 - Remnant older trees left as refugia
 - Younger stands needed
 - Desire more hard woods and un-even aged stands

Changes From 2001 Plan Cont'd...

- Clarified resource protection
 - Erosion/impacts from roads on water quality
 - Vegetative understory
 - Soils
- Health of forest allows timber harvest to be modified
 - Harvest not exceed growth in Active Management Areas

Changes From 2001 Plan Cont'd...

- Annual levels controlled by volume and acres
 - 1.7 to 2.25 million board feet annual average
 - 80 to 130 acres/yr thinned; 20 to 25 acres/yr of < 5 acre patches or Variable Retention
- Variable retention method allowed with prior approval
- Reporting added
 - A 10 year forest operations plan
 - Annual operational plans

Modifications from Draft

- Recognition of carbon storage
- Harvest openings 3 acres or greater will retain 15% of original stand
- More specific monitoring plans
 - Monitoring allows for adaptive management
 - Monitoring evaluates the effectiveness of the Plan in achieving goals
 - Carry-forward researching minimum flows on Clear Creek
 - Update 2001 Plant Survey
 - Annual inventory of juvenile fish

Next Steps

- Incorporate changes and suggestions
- Provide red-lined version to City Council and Ad-Hoc Committee
- Council adoption via resolution

Questions?

Memorandum

To: City Council
From: Jon Holan, Community Development Director
Michael Sykes, City Manager
Date: April 22, 2013
Re: Request for Continuance for Zoning Text Amendment ZNC-12-01070

The City Attorney is requesting a continuation until May 13th to complete their review of the proposed Development Code amendments due to a heavy case load at this time.

SECOND READING OF ORDINANCE NO. 2013-03 AMENDING FOREST GROVE DEVELOPMENT CODE, CHAPTER 10 ZONING TEXT AMENDMENT FILE NO. ZNC-12-01070

SECOND READING OF ORDINANCE NO. 2013-04 AMENDING FOREST GROVE CODE SECTION 3.105, MODIFYING THRESHOLD COST AND ADDING CRITERIA FOR THE INSTALLATION OF SIDEWALKS; AND REPEALING ORDINANCE NO. 1976-27. FILE NO. ZNC-12-01070

Staff Recommendation:

Staff is recommending the Mayor announce the Public Hearings and Second Readings of Ordinance No. 2013-03 and Ordinance No. 2013-04 will occur Monday, May 13, 2013.

April 22, 2013

**REPORT AND RESOLUTION SETTING
AQUATIC CENTER FEES AND CHARGES**

PROJECT TEAM: Paul Downey, Administrative Services Director
Tom Gamble, Parks and Recreation Director
Michael Sykes, City Manager

ISSUE: Fee increases are normally brought to the City Council in June for adjustments to be effective as of July 1. Changes in Aquatic Center fees are presented prior to other fee increases so the Aquatic Center can include the revised fees in its summer brochure which is printed in May. Having the correct fees in the brochure reduces confusion for the public. Staff is requesting that the Council establish the new Aquatic Center fees now and has prepared a resolution setting fees for Council consideration.

DISCUSSION: City Code Section 2.605 says subsequent fee adjustments prior to completion of the next required cost-of-service study shall be based on the CPI of the percentage of the wage adjustment for City employees.

Staff has prepared the proposed fee schedule using a general wage and benefits increase of 4%. The fees have been rounded up or down where necessary to reduce creating change issues. A new fee for Lifeguard Challenge of \$50.00 is being proposed to cover the Aquatic Center's costs of handling challenges to the lifeguard testing process. The Mat Rental Fee is being dropped because the Aquatic Center does not rent mats anymore.

Last year the public swim fees for In-City and Outside City 2-17; Senior or Disabled Veteran were not changed from \$3.00 and \$4.00, respectively, due to the change issues that would have been created for staff. Staff indicated that a \$0.25 increase to each fee would be proposed to start July 1, 2013, to make up for no increase in fiscal year 2012-13. That \$0.25 fee increase is included in the proposed fee schedule which is attached to this report.

Lifeguard Training fees are proposed to increase more than 4% to cover increases in costs charged by the American Red Cross for each participant.

The City Council will be asked to approve increases in the City's other fees at a June 2013, meeting.

FISCAL IMPACT: A 4% increase in all fees would mean approximately \$11,200 in additional revenue in FY 2013-14.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution.



April 11, 2013

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, April 17, 2013

**NOTICE OF PUBLIC HEARING
PROPOSED RESOLUTION INCREASING VARIOUS AQUATIC FEES
FOR THE CITY OF FOREST GROVE**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, April 22, 2013, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution that would increase various Aquatic fees by four (4%) percent or slightly higher for the City of Forest Grove. The proposed fees would be effective upon approval by the City Council and shall become effective July 1, 2013.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the report and a list of the proposed fees are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, at 503.992.3235.

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

Published Wednesday, April 17, 2013



RESOLUTION NO. 2013-25

**RESOLUTION SETTING FEES & CHARGES FOR AQUATIC CENTER
EFFECTIVE JULY 1, 2013, AND REPEALING RESOLUTION 2012-28**

WHEREAS, the City Code Section 2.601 requires fees and charges to be adjusted annually in July of each year in accordance with Code Section 2.605; and

WHEREAS, the Aquatic Center Fees and Charges have been previously set by Resolution 2012-28; and

WHEREAS, staff is proposing fee adjustments in accordance with City Code Section 2.605; and

WHEREAS, staff has prepared a resolution with the proposed fees and charges attached as Exhibit 1; and

WHEREAS, a duly-noticed Public Hearing was held on April 22, 2013.

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

Section 1. The Aquatic Center Fees and Charges listed on Exhibit 1 of this resolution are hereby adopted effective July 1, 2013.

Section 2. Resolution 2012-28 is hereby repealed upon the effective date of the foregoing Aquatic Center Fees and Charges listed on Exhibit 1 of this resolution.

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

PRESENTED AND PASSED this 22nd day of April, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of April, 2013.

Peter B. Truax, Mayor

Forest Grove Fee Schedule Aquatic Center Exhibit 1

Adopted Fees - 7/1/12 Proposed Fee - 7/1/13

Public and Fitness Swim

In-City under 2 years	0.00	0.00
In-City 2-17 years; Senior or Disabled Veteran	3.00	3.25
In-City 18-64 years	4.50	4.75
In-City Family	10.60	11.00
Outside-City under 2 years	0.00	0.00
Outside-City 2-17 years; Senior or Disabled Veteran	4.00	4.25
Outside-City 18-64 years	6.50	6.75
Outside-City Family	14.90	15.50
Drop-in Aerobic Fee	6.20	6.50

Membership

In-City Family	120.00	125.00
In-City Individual	60.75	63.25
In-City Senior/ Disabled Veteran	37.00	38.50
Outside-City Family	163.75	170.30
Outside-City Individual	81.90	85.20
Outside-City Senior/ Disabled Veteran	48.95	50.90

Punch Pass (10 visits)

In-City 2-17 years; Senior or Disabled Veteran	25.00	26.00
In-City 18-64 years	37.00	38.50
Outside-City 2-17 years; Senior or Disabled Veteran	33.25	34.60
Outside-City 18-64 years	54.00	56.20

Pacific University

Monthly Fee	1,110.00	1,155.00
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Laminating Service

Small Card	0.50	0.50
Large	2.00	2.00

Mat

Rental	1.00	
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Instruction

In-City Member (per session)	31.40	32.75
In-City Non-Member (per session)	46.85	48.75
Non-Member Senior and Disabled Veteran (per session)	37.00	38.50

Instruction

Outside-City Member (per session)	31.40	32.75
Outside-City Non-Member (per session)	61.75	64.25

Lifeguard Training

Member	127.75	138.00
In-City Non-Member	157.00	167.00
Out-of City	188.00	198.00
Lifeguard Challenge		50.00

Pool Rental

1-60 People (per hour)	113.50	118.00
61-100 People (per hour)	133.00	138.50
101-200 People (per hour)	155.00	161.25

Staff/Classroom (per hour)

	20.60	21.50
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Spray Park Rental (per hour)

	55.60	58.00
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School District 15

Fee per Employee per Hour	16.30	17.00
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* Senior is defined as a person 65 years or older.

Memorandum

TO: Mayor Truax and City Councilors

FROM: Michael Sykes, City Manager
Anna D. Ruggles, CMC, City Recorder

DATE: April 22, 2013

SUBJECT: Department Work Plans & Action Plans

Background:

The City Council adopted its three key Council Goals for Fiscal Year 2013-14 pursuant to Resolution No. 2013-22. City Council and management staff met in Council Goal Setting Retreat on February 9 and in Council Work Session on February 25, 2013, to discuss Council's goals/objectives for Fiscal Year 2013-14.

Council carried over 22 objectives identified as ongoing or long-term and identified 25 new goals/objectives for a total of 47 goals/objectives for Fiscal Year 2013-14. Council completed its final review and adopted its Council Goals/Objectives for Fiscal Year 2013-14 pursuant to Resolution No. 2013-23. The Goals/Objectives that Council sets annually help guide City administration and departments as they plan for the upcoming budget year.

Department Work Plans:

Upon adoption of the Council Goals/Objectives, Department Directors were instructed to incorporate each of the priority Council goals/objectives into their work plans for Fiscal Year 2013-14. As the first step leading into the City's budget process, Department Directors have outlined their Department Work Plans, which are attached. This is Part II of the presentations: Community Development, Library, Fire, Engineering/Public Works, and Administrative Services present a verbal report of their Department Work Plan to Council. At which time, there will be an opportunity to discuss and review the Department Work Plans and Action Plans for the priority Council goals/objectives for Fiscal Year 2013-14.

STAFF RECOMMENDATION:

No formal Council action is requested.

**DEPARTMENT WORK PLAN
& ACTION PLANS**

FISCAL YEAR 2013-14

COMMUNITY DEVELOPMENT

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

This Action Plan Worksheet is intended as a tool for planning and monitoring how management staff will achieve its department work plan and the goal objectives set by City Council. Management staff will complete an Action Plan (Part I) at the beginning of each year after setting its department work plan and Council sets its goal objectives. Management staff will update the Action Plan (Part II) at the end of each calendar year to track the accomplishment of its department work plan task and the Council goal objective. The Action Plan accomplishments will be used as a tool for reporting at the Boards, Committees, and Commissions Reception, Annual State of the City Address, and City Manager end-of-year update to Council.

Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Holan
List Goal Number Assigned:	Goal 1 (#3)
Describe Objective/Project:	Complete Transit Upgrades

PART I: ACTION PLAN (*Start of Year*)

1. Background or history of the objective/project:

The City has pursued expansion of transit service. In 2009, a Transit Committee was convened and issued the results of an initial transit study. The City also pursued expansion of the Line 57 service with TriMet without success. In FY 12-13, the City funded the development of a transit study with Nelson-Nygaard. During the same time frame, TriMet approached Ride Connection to seek funding for an expansion of transit service in the community.

2. Current status of the objective/project:

Completing the transit study and pursuing funding for expanded transit service.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Complete transit study to determine long-term strategy to continue service.
Identify appropriate route and service program
Acquire buses
Begin operation

4. List potential barriers or challenges:

Not obtaining all funding needed to initiate service for two years
Not developing long-term funding strategy to sustain service

5. Estimated Cost(s):

\$60,000 for grant matching funds (source would be Traffic Impact Fees dedicated for transit)

Possible funding needed to sustain long-term service (amount and source yet to be determined)

6. How will you determine when objective/project is completed and how will you measure if successful?

Able to develop long-term transit service program

Timeframe to Complete:

1-3 years

3-5 years

5-10 years +

X Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Holan
List Goal Number Assigned:	Goal 1 (#6)
Describe Objective/Project:	Develop Strategic Sustainability Plan

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

An ad hoc committee on sustainability has been formed
 Assessment of City commute patterns been completed
 Inventory of some sustainability efforts by City has been made
 Potential PSU assessment of sustainability for Forest Grove

2. Current status of the objective/project:

Ad Hoc committee has been focusing on developing action plan

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Determine status of committee and if City committee should be formed
 Determine focus of sustainability plan - City of Forest Grove vs community of Forest Grove
 Review PSU student assessment
 Prepare white paper on status on sustainability in community and other communities – develop recommendations
 Review paper with Sustainability Committee for input
 Implement recommendations
 Create process to implement and update strategic plan

4. List potential barriers or challenges:

Potential funding needs
 Resolution of focus of plan and committee
 Potential objection from existing boards and commissions, particularly if City Commission on Sustainability is formed

5. Estimated Cost(s):

\$600 to maintain membership in ICLEI
Other potential costs yet to be determined

6. How will you determine when objective/project is completed and how will you measure if successful?

Development and implementation of strategic plan

Timeframe to Complete:

<input checked="" type="checkbox"/>	1-3 years	<input type="checkbox"/>	3-5 years	<input type="checkbox"/>	5-10 years +	<input checked="" type="checkbox"/>	Ongoing
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PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Holan
List Goal Number Assigned:	Goal 1 (#8)
Describe Objective/Project:	Add to Affordable Housing

PART I: ACTION PLAN (*Start of Year*)

1. Background or history of the objective/project:

Comp plan update has housing element which addresses subsidized housing
Have recent approval of subsidized family farm labor housing

2. Current status of the objective/project:

There are no special limitations or incentives to allow or encourage affordable housing in the community

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Prepare white paper on affordable housing to clarify definition and relevant issues – develop recommendations
Implement recommendations

4. List potential barriers or challenges:

Market rate affordable housing may be difficult to achieve due to lack of control of profit

5. Estimated Cost(s):

Other potential costs yet to be determined

6. How will you determine when objective/project is completed and how will you measure if successful?

Development and implementation of white paper

Timeframe to Complete:

1-3 years

3-5 years

5-10 years +

Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Holan/Foster/King
List Goal Number Assigned:	Goal 1 (8 carryover)
Describe Objective/Project:	Continue Downtown Revitalization Efforts (identify Town Center Plaza and Downtown Corridor Traffic Flow)

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project: There has been a need to create public space in the town center area which lacks such a facility. This was confirmed at a mayors institute sponsored by Metro about three to four years and attended by former Mayor Kidd. This has been a goal of the City Council for at least three years. In addition, concern has been expressed by some members of PSAC that the change in the direction of Council/College Way to one way southbound results in significantly slower emergency response times north of the downtown area.

Staff engaged the services of Michele Reeves to present recommendations about downtown revitalization. She also recommended not to pursue a public plaza at this time due to inadequate pedestrian traffic and to change Pacific and 19th Avenues from one way to two way.

Staff also engaged the services of Kittelson and Associates to examine circulation related issues, particularly the appropriate direction of College Way. A Council work session was held on the matter.

2. Current status of the objective/project:

Most analysis has been completed. A follow-up meeting on the street direction for College Way needs to be completed.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Assist businesses to help implement recommendations made by Ms. Reeves
- Follow-up meeting between Ms. Reeves and Pacific University
- Complete decision on College Way
- More detailed analysis on making Pacific and 19th two-way
- Evaluate opportunity to incorporate a Plaza at Times Litho site, recently purchased by City

4. List potential barriers or challenges: lack of good site for plaza and disagreement with circulation recommendations/conclusions

5. Estimated Cost(s):

6. How will you determine when objective/project is completed and how will you measure if successful?

Conclusion reached on College Way and Pacific – 19th Avenues

Timeframe to Complete:

1–3 years

X

3–5 years

5–10 years +

Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Holan
List Goal Number Assigned:	Goal 1 (#16)
Describe Objective/Project:	Permanent Sustainability Committee

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

An ad hoc committee on sustainability has been formed

2. Current status of the objective/project:

Ad Hoc committee has been focused on developing action plan for the community

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

As part of white paper for sustainability plan, assess establishing permanent City Committee by determining if committee is appropriate and, if appropriate, whether the current Ad Hoc Committee or a new committee should be formed
Implement recommendations

4. List potential barriers or challenges:

Potential funding needs

5. Estimated Cost(s):

\$600 to maintain membership in ICLEI
Other potential costs yet to be determined

6. How will you determine when objective/project is completed and how will you measure if successful?

Question of whether there should be a City Sustainability Committee is resolved.

Timeframe to Complete:

<input checked="" type="checkbox"/>	1-3 years	<input type="checkbox"/>	3-5 years	<input type="checkbox"/>	5-10 years +	<input checked="" type="checkbox"/>	Ongoing
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PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

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Department(s) Assigned:	Engineering/Community Development
Lead Person(s)/Organization(s):	Foster/Holan
List Goal Number Assigned:	Goal 1 (#19 carryover)
Describe Objective/Project:	Continued pressure for High Capacity Transit; and other transportation modes (Note: This Action Plan could be separated into two plans (bus program and corridor program) but combined for two reasons: both are under the same title and it is intended to show the relationship of each other.

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project: Since the prior mayor, there has been a community interest in extending light rail or other high capacity transit from Hillsboro to Forest Grove. The City has contracted to prepare a concept analysis prepared by Gerald Fox and has held meetings with other involved communities and with Portland Western Railroad. A draft MOU between the cities and Portland Western has been developed. The City has conducted a survey of businesses as to plans for future demand for rail service. Given the time it appears it will take to extend rail to Forest Grove, there is interest to convert the existing right-of-way to a bus rapid transit in combination with pedestrian and bike trails.

Besides rail transit, the City is conducting a transit study and possibly implementing expanded service to the community (separate Action Plan).

2. Current status of the objective/project: The background statement above summarizes the current status of the project at the local level. At the regional level, a proposed system expansion program has been adopted by Metro.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Rail Corridor

- Meet with westside cities to determine interest in area wide transit; also meet with Cornelius and Hillsboro separately to discuss short (bus) and long (rail) term use of the corridor and potential work program
- Perform Westside transit analysis to determine route location (including integration of corridor) and feasibility
- If feasible, complete westside transit implementation program
- Determine feasibility of BRT/Ped-Bike Trail and rail, and examine land use opportunities for bus and rail ridership
- Work toward acquiring Portland and Western operational easements on the line by appraising value and obtaining funding for acquisition
- Meet with Portland Western regarding their easements and operations. Conclude with possible MOU
- Meet with cities to gain agreement about short (bus) and long term (rail) use of the corridor
- Determine operator of bus transit on corridor (Tri-Met versus local operator)
- Seek funding for trail and bus rapid transit conversion
- Begin BRT operations
- Use previous studies to submit to Metro and its System Expansion Policies
- Perform more refine cost estimate for long term use
- Participate in RTP update to move Corridor 12 up the list
- Conduct Alternatives Analysis
- Get the \$\$, build and start running the trains

4. List potential barriers or challenges: The most immediate potential barrier for either intracity or Westside transit is the ability to operate a new transit operation in what is now under the jurisdiction of Tri-Met.

The biggest potential barrier for rail transit is the proposed Metro System Expansion Policy. The SEP is geared to existing conditions and not future. It is intended that the methodology used in the High Capacity Transit be used to evaluate future conditions. This will be biased against the Forest Grove extension due to analysis based on current land uses for the SEP which is not transit supportive in several areas and the excessive cost estimate used for future conditions without the opportunity to provide more specific cost estimates.

Other barriers include:

- resolving Portland Western involvement;
- financial participation by Cornelius and Hillsboro;
- overcoming Metro staff bias against lower priority corridors;
- Gaining commitment from Tri-Met to operate buses on corridor or obtaining funding for local operator.

5. Estimated Cost(s):

For Westside Transit:

- Staff time estimated to be \$11,000 for Westside
- Consultant costs dependent on level of program
 - Intracity
 - Basic implementation - \$15,000 to \$30,000
 - More comprehensive with community input - \$30,000 to \$60,000
 - Westside
 - In-house process (limited to work with staff from the various communities)- \$50,000 to \$60,000
 - With Public/Policy Advisory Committee - \$80,000 to \$90,000

For Corridor development:

- Unknown cost to appraise and obtain operating easements
- \$150,000 to perform study on the short and long term use of corridor and land use analysis along corridor
- \$25 million for BRT construction plus \$5 million for engineering
- \$500,000 for engineering cost estimate for light rail
- Unknown cost for conversion to rail
- Staff time

6. How will you determine when objective/project is completed and how will you measure if successful?

For bus program: expanded bus operations in Forest Grove
 For corridor: first train trip from Hillsboro to Forest Grove

Timeframe to Complete:

1–3 years 3–5 years X 5–10 years + Ongoing

PART II: ACCOMPLISHMENT (End of Year)

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Police/Community Development
Lead Person(s)/Organization(s):	Schutz/Holan
List Goal Number Assigned:	Goal 1 (#6 carryover)
Describe Objective/Project:	Code Enforcement

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project: Community Development has provided code enforcement for a number of years. It has evolved from a small portion of a planners work to a large portion of their activity. Over the past several years, the Police Department has been responsible for abandoned vehicles. For FY 11/12, there was a shift in code enforcement responsibilities between Community Development and the Police Department. Code violations related to the Municipal Code such as abandon vehicles and debris on private property is now handled by the Police Department. Code issues related to the Development and Building codes as well as noxious vegetation are still retained by Community Development.

2. Current status of the objective/project: This is an ongoing program.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:
Continued enforcement

4. List potential barriers or challenges:
Adequate fiscal resources

5. Estimated Cost(s): \$5500 for property cleanup and \$3000 for potential attorney assistance. Costs do not include any structural demolition which we have avoided in the demo of four houses in the past.

6. How will you determine when objective/project is completed and how will you measure if successful? Successfully resolving violations.

Timeframe to Complete:

1–3 years

3–5 years

5–10 years +

X

Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Holan/Foster/King
List Goal Number Assigned:	Goal 1 (#8 carryover)
Describe Objective/Project:	Continue Downtown Revitalization Efforts (identify Town Center Plaza and Downtown Corridor Traffic Flow)

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project: There has been a need to create public space in the town center area which lacks such a facility. This was confirmed at a mayors institute sponsored by Metro about three to four years and attended by former Mayor Kidd. This has been a goal of the City Council for at least three years. In addition, concern has been expressed by some members of PSAC that the change in the direction of Council/College Way to one way southbound results in significantly slower emergency response times north of the downtown area.

Staff engaged the services of Michele Reeves to present recommendations about downtown revitalization. She also recommended not to pursue a public plaza at this time due to inadequate pedestrian traffic and to change Pacific and 19th Avenues from one way to two way.

Staff also engaged the services of Kittelson and Associates to examine circulation related issues, particularly the appropriate direction of College Way. A Council work session was held on the matter.

2. Current status of the objective/project:

Most analysis has been completed. A follow-up meeting on the street direction for College Way needs to be completed.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Assist businesses to help implement recommendations made by Ms. Reeves
- Follow-up meeting between Ms. Reeves and Pacific University
- Complete decision on College Way
- More detailed analysis on making Pacific and 19th two-way
- Evaluate opportunity to incorporate a Plaza at Times Litho site, recently purchased by City

4. List potential barriers or challenges: lack of good site for plaza and disagreement with circulation recommendations/conclusions

5. Estimated Cost(s):

6. How will you determine when objective/project is completed and how will you measure if successful?

Conclusion reached on College Way and Pacific – 19th Avenues

Timeframe to Complete:

1–3 years

X

3–5 years

5–10 years +

Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Holan
List Goal Number Assigned:	Goal 1 (#12 carryover)
Describe Objective/Project:	Improving Citizen Outreach

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project: CCI has obtained space at the Farmer's Market to promote various activities. The space was made available to other boards and commissions. In addition, staff also used the opportunity to provide info on planning related activities.

2. Current status of the objective/project: Have had space the past two years at Farmers Market. Will obtain space at Farmer's Market and send calendar to each Board and Commission to schedule "table time". CCI will likely reserve all the first Wednesday times.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Provide table and prepare/obtain handouts to give to interested persons at the market.

4. List potential barriers or challenges:

none

5. Estimated Cost(s):

Staff time

6. How will you determine when objective/project is completed and how will you measure if successful?

Having table at the Farmers Market

Timeframe to Complete:

1-3 years

3-5 years

5-10 years +

X

Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

Through CCI, a space was obtained at the Farms Market. CCI and Community Development staff presented a variety of materials at the booth on first Wednesdays 4 of the 5 opportunities. City information and CCI liaison project was the topic/material provided at the Market.

Historic Landmarks Board and the Forestry Commission, two commissions with Community Development staff liaisons, also used the space to promote their programs.

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Planning Division
List Goal Number Assigned:	Goal 1 (#18 carryover)
Describe Objective/Project:	Urban renewal feasibility study necessary for establishing an urban renewal district in Forest Grove

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

This project addresses the City Council's interest in forming an urban renewal agency and adopting an urban renewal plan to address blighting influences in the City of Forest Grove. This project has its inception with the recent voter approval of a new city charter. The new charter streamlines the process for preparing and implementing an urban renewal program. To begin the process the city applied for and received a grant from Metro, through the Construction Excise Tax program, to fund the preparation of an urban renewal feasibility, plan and technical report.

2. Current status of the objective/project:

As of May 2011, an intergovernmental agreement was prepared by Metro and approved by City Council. A consultant team has been selected to develop a two phased project. The first phase is to determine the feasibility of urban renewal in Forest Grove. The second phase is to develop the plan and associated documents necessary to adopt an urban renewal plan. The first phase of the project has been completed, determining that it is feasible to adopt an urban renewal program. Subsequently, two work sessions have been held with the City Council. At the end of the last session, direction was given to proceed with the preparation of the Urban Renewal Plan and Report on the Plan.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

1. Prepare and complete urban renewal plan and report on the plan; address any remaining issues by the Council;
2. Select an Ad Hoc Committee to review the project area, objectives, financial analysis, projects and activities, impact on overlapping taxing districts and bonded indebtedness;
3. Planning Commission determination of urban renewal plan compliance with the Comp Plan;
4. City Council action on urban renewal plan and report; and
5. Activation of urban renewal agency

4. List potential barriers or challenges:

There are three identified barriers and challenges associated with this project:

1. Impact on General Fund from tax increment makes adoption of program infeasible.
2. Lack of support from potentially affected taxing districts; and
3. Lack of support from potentially affected property owners and general public.

5. Estimated Cost(s):

Staff time

6. How will you determine when objective/project is completed and how will you measure if successful?

Success will be measured by:

1. Adoption of urban renewal plan and report on plan; and
2. Activation of urban renewal agency.

Timeframe to Complete:

X	1-3 years	3-5 years	5-10 years +	Ongoing
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PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Holan/Riordan/Reitz
List Goal Number Assigned:	
Describe Objective/Project:	Westside Planning Program

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project: Two urban reserve areas in the Purdin Road and David Hill area have changed circumstances on the westside of the community. Further, as demonstrated by the David Hill Urban Reserve study conducted by PSU students, the City needs to examine the planned land uses within the current UGB as well as needed circulation for the area. The study area would be north of Gales Creek and include the Purdin Road and David Hill urban reserve areas. This would complete the Metro required concept plans for the two urban reserve areas to allow the city pursuing UGB amendments in the future. Grant assistance would be sought to pursue this project.

2. Current status of the objective/project: Proposed; City has conducted preliminary concept planning for Purdin Road Urban Reserve area for industrial use and PSU students conducted preliminary planning analysis for the David Hill Urban Reserve area.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Form property owners committee for each area (David Hill and Purdin Road)
- Complete inventory and analysis of the area including existing and currently planned land use, traffic, public services, topography and geology and visual;
- Implement public review process through CCI and PC to provide input on background data and thoughts on the area;
- Based on background analysis and public input, prepare alternatives with attendant analysis of each alternative;
- Evaluate alternatives based on set of criteria;
- Solicit public input on alternatives; and
- Recommend appropriate land use and, if needed, other amendments to Zoning Ordinance requirements
- Conduct approval process.

4. List potential barriers or challenges:

Biggest potential barrier are property owners that want land uses inconsistent with City objectives.

5. **Estimated Cost(s):** Additional funding could be in the range of \$100,000 for outreach, geotech consultant and transportation analysis for any revision to the Transportation System Plan.

6. How will you determine when objective/project is completed and how will you measure if successful?

Completion of the plan.

Timeframe to Complete:

1-3 years

3-5 years

5-10 years +

Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

**DEPARTMENT WORK PLAN
& ACTION PLANS**

FISCAL YEAR 2013-14

LIBRARY DEPARTMENT

Forest Grove City Library

Department Work Plan
FY 2013-14



Safety and Security Audit: Patrons, Staff, Building and Collections

- Start Date: Already underway
- Identify training needs for staff
- Revisit current procedures
- Find solutions for recurring security issues: e.g. bathrooms and exits
- Completion date: June, 2014



WCCLS Post RFID evaluation: What's different?

- Start Date: Already underway
- Identify efficiencies realized
- Identify benefits to patrons e.g. holds
- Identify benefit to taxpayers
- Completion date: June, 2014



Library Foundation Ed Carpenter Art Project

- Start Date: already in progress
- Finalize funding strategy
- Sign contract
- Partner with Public Arts Commission
- Schedule fund-raising events
- Celebrate installation January 2014

Collection Development Analysis

- Start Date: May 2013
- Inventory collection post RFID
- Consider formats
- Evaluate usage statistics
- Reconsider current policy re: holdable items
- Completion date: December 2013

DEPARTMENT WORK PLAN & ACTION PLANS

FISCAL YEAR 2013-14

FIRE DEPARTMENT

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Fire
Lead Person(s)/Organization(s):	Michael Kinkade
List Goal Number Assigned:	Meets Council Goal 1, Goal 2
Describe Objective/Project:	Expand Community Outreach to Meet our Vision

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

This action plan reflects the Fire Department Strategic Plan that was completed in 2011.

The objectives for this goal (above) include:

1. Communication: Improve and enhance our communications of services and educational programs with the public.
2. Community Risk Reduction Program: Every career firefighter is responsible for a CRRP.
3. Risk Analysis: Complete a community risk analysis of the highest hazards within our community.
4. Public Education Programs: Design/improve public education/awareness programs targeted towards our highest community risk.
5. Re-design our fire prevention program to increase effectiveness while maintaining a business-friendly climate.

2. Current status of the objective/project:

Status of the Objectives (above):

1. On-going.
2. Due December 2013.
3. Due July 2012 (completed – reviewing annually)
4. Due July 2013
5. Due Dec 2013.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Each objective has a project due date and person(s) assigned responsible for completion. Live progress updates can be viewed at <http://dl.dropbox.com/u/56302195/Strategic%20Plan%20-%20Strategies.png> (see section 6 for printed example).

4. List potential barriers or challenges:

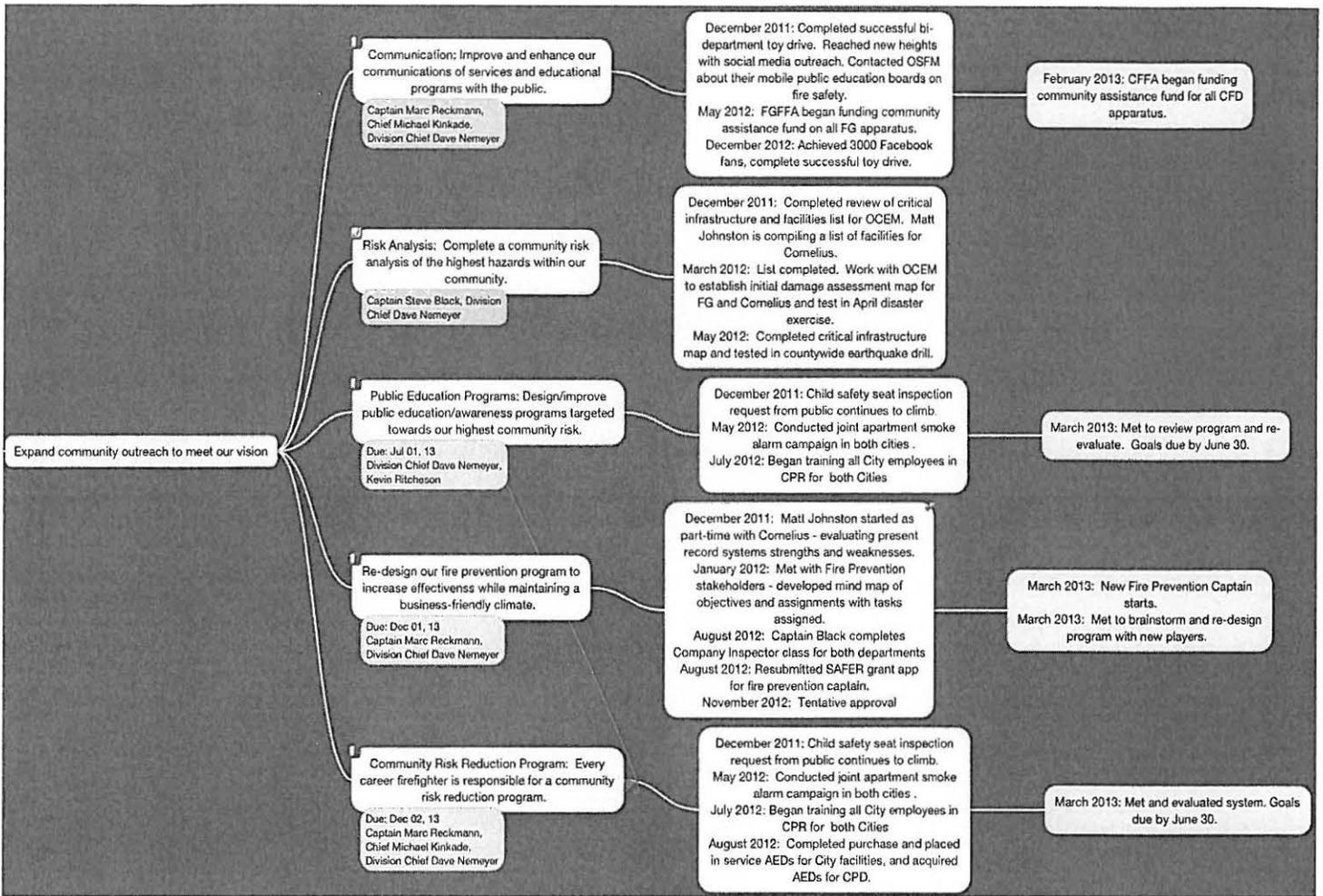
None at this time.

5. Estimated Cost(s):

Within existing and/or proposed operating budget.

6. How will you determine when objective/project is completed and how will you measure if successful?

Each objective is specific, measured, achievable, realistic and time based. This is tracked by our strategic planning process.



Timeframe to Complete:

x 1-3 years

3-5 years

5-10 years +

Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Fire
Lead Person(s)/Organization(s):	Michael Kinkade
List Goal Number Assigned:	Meets Council Goal 1, Goal 2
Describe Objective/Project:	Enhance internal relations, communications and employee development.

PART I: ACTION PLAN (*Start of Year*)

1. Background or history of the objective/project:

This action plan reflects the Fire Department Strategic Plan that was completed in 2011.

The objectives for this goal (above) include:

1. Volunteer reimbursement program. Provide a streamlined and suitable reimbursement program for volunteer members of the department. COMPLETED - Evaluating
2. Recruit training: Review the recruit training program, revise as necessary to ensure the personnel are fully prepared for assignment. Look at regional approaches. COMPLETED - Evaluating
3. Training program: Evaluate current training program and improve to meet or exceed regional and national standards.
4. Officer Development Program: Develop a program for firefighters to become qualified as company officers and provides a successful succession program.
5. Educational counseling: Provide educational counseling to interested employees to enhance qualifications, morale, and career growth possibilities.
6. Cross-training: Provide opportunities for cross-training and rotating responsibilities to increase resource depth and career development.

2. Current status of the objective/project:

Status of the Objectives (above):

1. Due December 2012.
2. Due December 2012.
3. Due July 2013. Completed major revision of how training is provided.
4. Due Dec 2013 (extended one year to further enhance).
- 5-6. On-going.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Each objective has a project due date and person(s) assigned responsible for completion. Live progress updates can be viewed at <http://dl.dropbox.com/u/56302195/Strategic%20Plan%20-%20Strategies.png> (see section 6 for printed example).

4. List potential barriers or challenges:

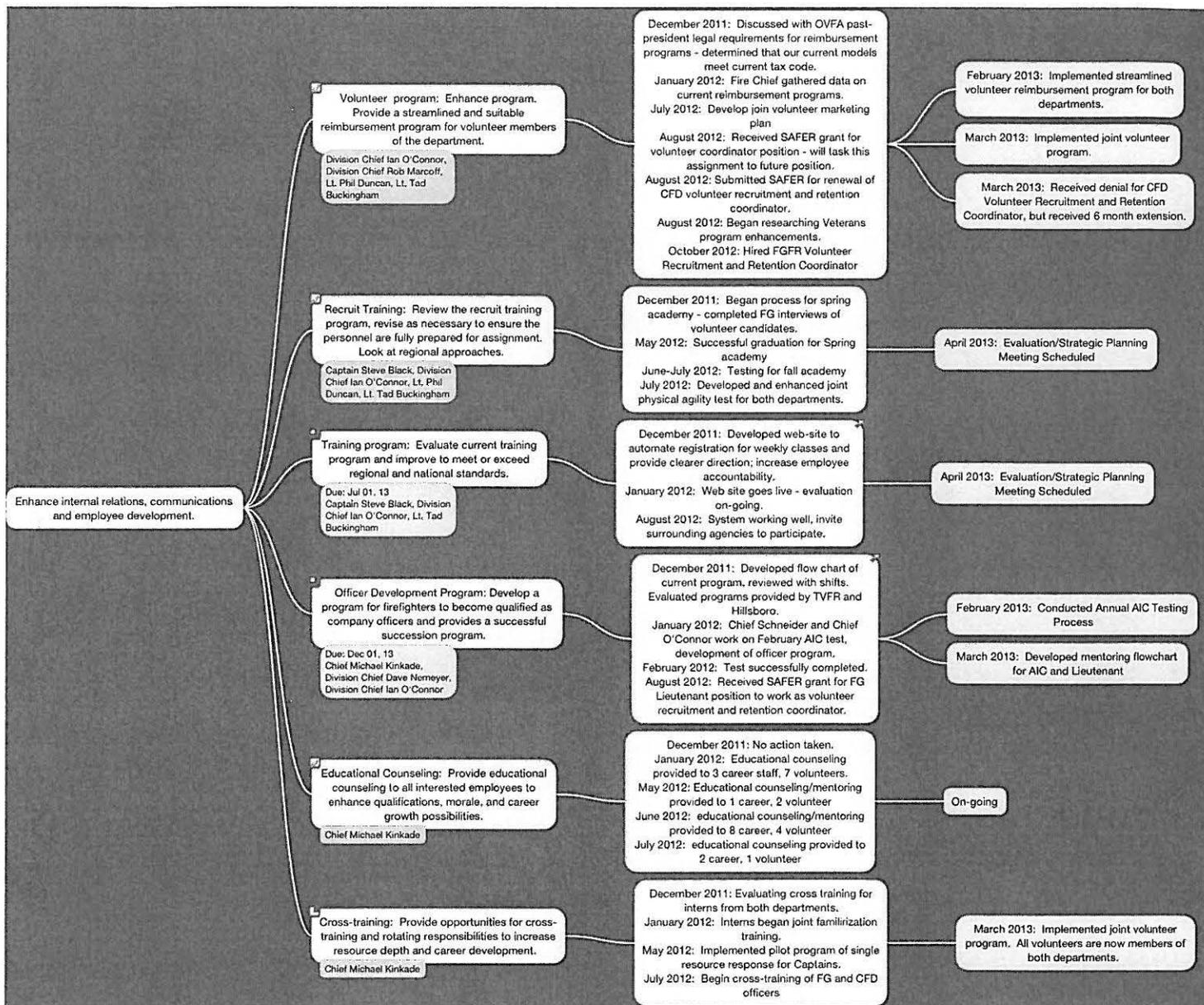
None at this time.

5. Estimated Cost(s):

Within existing and/or proposed operating budget.

6. How will you determine when objective/project is completed and how will you measure if successful?

Each objective is specific, measured, achievable, realistic and time based. This is tracked by our strategic planning process.



Timeframe to Complete:

x

1-3 years

3-5 years

5-10 years +

Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

See above.

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Fire
Lead Person(s)/Organization(s):	Michael Kinkade
List Goal Number Assigned:	Meets Council Goal 1, Goal 2
Describe Objective/Project:	Develop and maintain the highest possible level of service delivery.

PART I: ACTION PLAN (*Start of Year*)

1. Background or history of the objective/project:

This action plan reflects the Fire Department Strategic Plan that was completed in 2011.

The objectives for this goal (above) include:

1. Service Delivery: Meet or exceed emergency response performance objectives.
2. Vehicle replacement schedule: Review and update the capital equipment cost projections.
3. Apparatus Maintenance: Evaluate our maintenance programs and compliance with NFPA standards.
4. Respiratory Protection Program: Update and review our respiratory protection program.
5. SCBA maintenance: Review our SCBA maintenance program and adopt a best practices for testing and maintenance.
6. Fire inspection/investigation program: Conduct fire prevention classes for operations personnel to increase competency and consistency of services.
7. Pre-plans: Develop pre-incident plans to ensure we have the information necessary to make safe and effective decisions at target hazards.
8. Facilities maintenance schedule: Develop a maintenance schedule for our facilities that ensures they are properly maintained.

2. Current status of the objective/project:

Status of the Objectives (above):

1. In the process of researching RMS system for data mining and enhancement. COMPLETED – Implementing modules.
2. Complete. On-going revision and update. Purchase and place replacement water tender in service in FY 13/14.
3. Work group established. Plan completed Dec 2012. Review meeting scheduled for April.
4. Complete. On-going revision and update. Review meeting scheduled for April.
5. Complete. On-going revision and update. Review meeting scheduled for April.
6. Work group established. Plan due July 2013.
7. Pre-plans being developed. Currently 60% complete. Due July 2013.
8. Facilities maintenance schedule. Due July 2013.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Each objective has a project due date and person(s) assigned responsible for completion. Live progress updates can be viewed at <http://dl.dropbox.com/u/56302195/Strategic%20Plan%20-%20Strategies.png> (see section 6 for printed example).

4. List potential barriers or challenges:

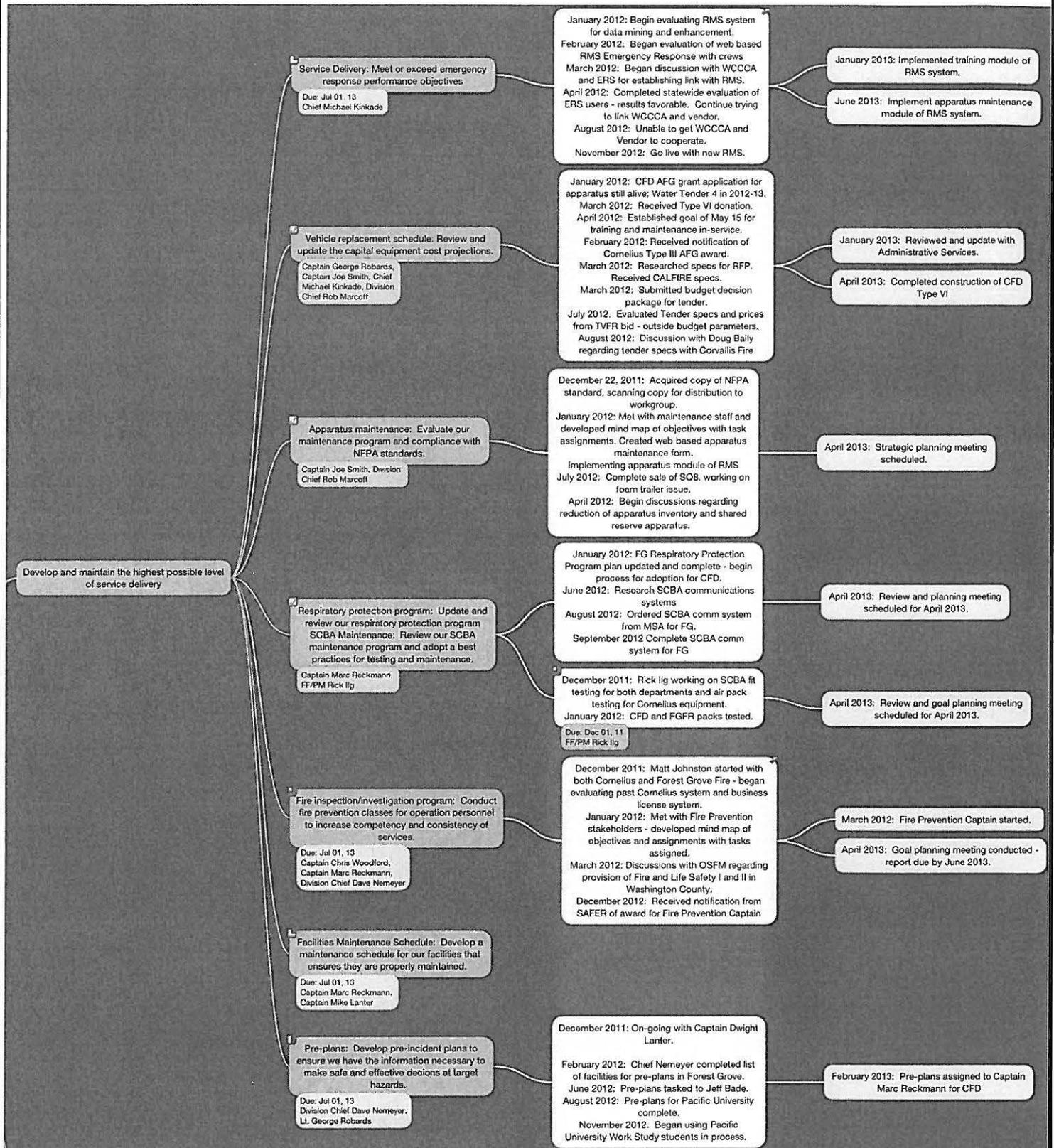
None at this time.

5. Estimated Cost(s):

Within existing and/or proposed operating budget.

6. How will you determine when objective/project is completed and how will you measure if successful?

Each objective is specific, measured, achievable, realistic and time based. This is tracked by our strategic planning process.



Timeframe to Complete:

1-3 years

3-5 years

5-10 years +

Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

See above.

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Fire
Lead Person(s)/Organization(s):	Michael Kinkade
List Goal Number Assigned:	Meets Council Goal 1, Goal 2
Describe Objective/Project:	Develop and maintain strategic partnerships.

PART I: ACTION PLAN (*Start of Year*)

1. Background or history of the objective/project:

This action plan reflects the Fire Department Strategic Plan that was completed in 2011.

The objectives for this goal (above) include:

1. Intern program: Evaluate a regional intern program to increase value to the department and the intern.
COMPLETED.
2. Training program: Develop and enhance our regional training program to increase quality and quantity of training in the most cost-effective manner possible.
3. Consolidation: Research fire service consolidation with surrounding communities to provide service in the most cost-effective manner.
4. Maintenance program: Joint fire apparatus and maintenance and equipment maintenance program.
5. EMS Improvements: Research partnerships with private ambulance provider and regional healthcare providers to enhance cost effectiveness and quality of emergency response in Oregon.

2. Current status of the objective/project:

Status of the Objectives (above):

1. Due July 2012. COMPLETED
2. On-going. Currently researching joint training partnership with Banks and Gaston fire departments.
3. Due December 2013.
4. Due Dec 2012. COMPLETED. Review and goal setting scheduled for April 2013.
5. On-going. Completed participation in creation of regional EMS mobile training unit.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Each objective has a project due date and person(s) assigned responsible for completion. Live progress updates can be viewed at <http://dl.dropbox.com/u/56302195/Strategic%20Plan%20-%20Strategies.png> (see section 6 for printed example).

4. List potential barriers or challenges:

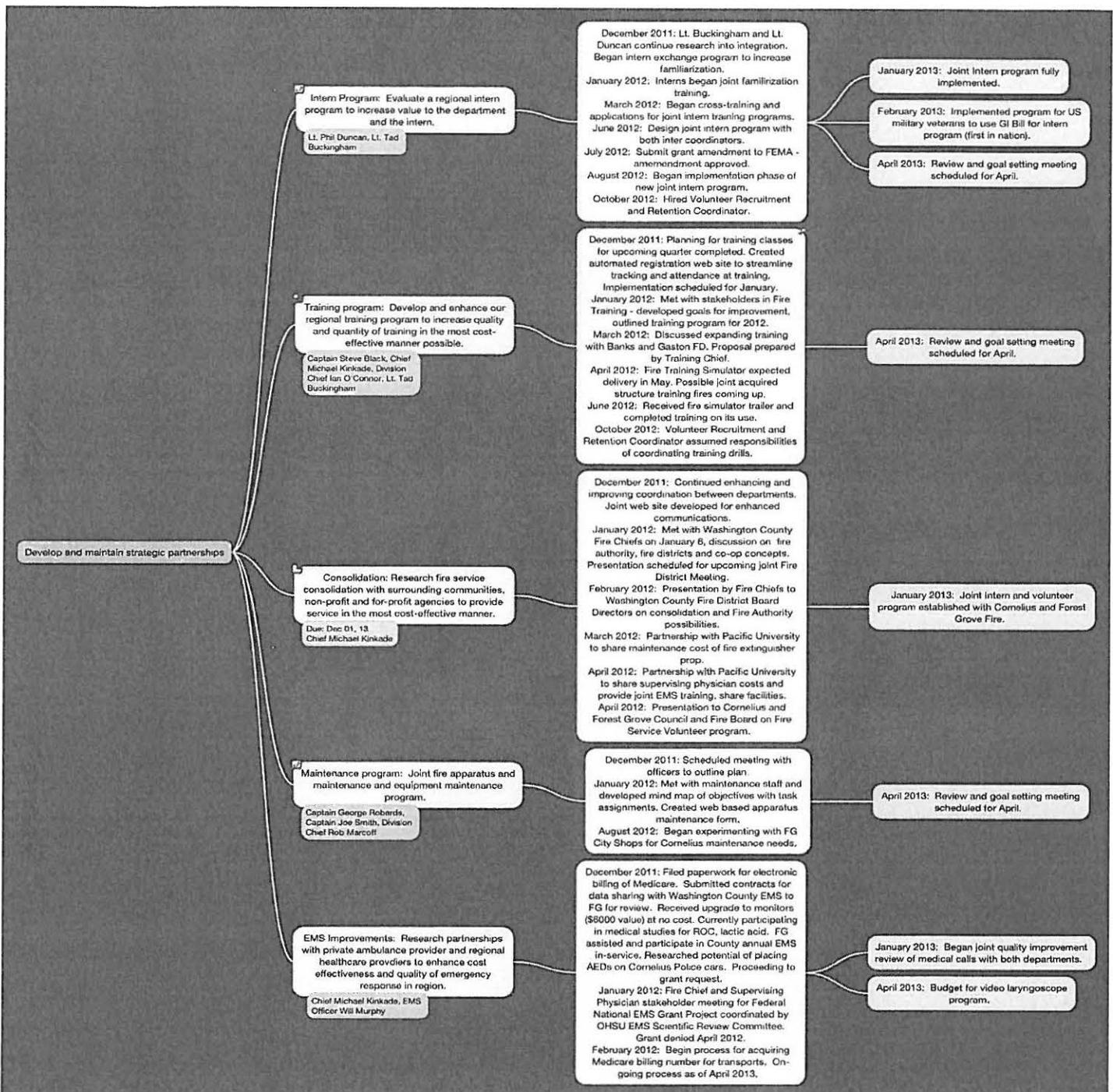
None at this time.

5. Estimated Cost(s):

Within existing and/or proposed operating budget.

6. How will you determine when objective/project is completed and how will you measure if successful?

Each objective is specific, measured, achievable, realistic and time based. This is tracked by our strategic planning process.



Timeframe to Complete:

x 1-3 years 3-5 years 5-10 years + Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

See above.

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Fire
Lead Person(s)/Organization(s):	Michael Kinkade
List Goal Number Assigned:	Meets Council Goal 1, Goal 2
Describe Objective/Project:	Maintain Long-Term Strategic Planning

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

This action plan reflects the Fire Department Strategic Plan that was completed in 2011.

The objectives for this goal (above) include:

1. Strategic plan: Develop and/or update strategic goals for the policy makers to consider. Prepare format to develop objective and tasks for each goal.
2. Action items: Maintain clear objectives and follow through with department officers. Action items are continuously reviewed and revised as necessary.
3. Disaster Risk Assessment: Update the community risk assessment utilizing FEMA tools.
4. Natural Hazard Mitigation Plan: Complete a NHMP for the community to mitigate disaster potential and provide eligibility for federal funding. COMPLETED
5. ISO: Prepare for an evaluation of the departments ISO classification.
6. Accreditation: Evaluate feasibility of accreditation with CFAI.
7. Time and project management: Provide training to all career personnel
8. Develop strategic deployment plan for future deployment for stations and resources based on expected community growth, consolidation plans and financial resources.
9. Standard of Cover: Develop standard of cover plan for department.

2. Current status of the objective/project:

Status of the Objectives (above):

1. Complete. On-going tracking and evaluation.
2. Complete: On-going tracking and evaluation.
3. Completed review with update of EOP. Working on development of Continuity of Operations Plan.
4. Complete. On-going review of objectives required to continue.
5. Due January 2014. On-going research into ISO requirements. ON HOLD.
6. Due January 2014
7. Due July 2013.
8. Due July 2016.
9. Due July 2013.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Each objective has a project due date and person(s) assigned responsible for completion. Live progress updates can be viewed at <http://dl.dropbox.com/u/56302195/Strategic%20Plan%20-%20Strategies.png> (see section 6 for printed example).

4. List potential barriers or challenges:

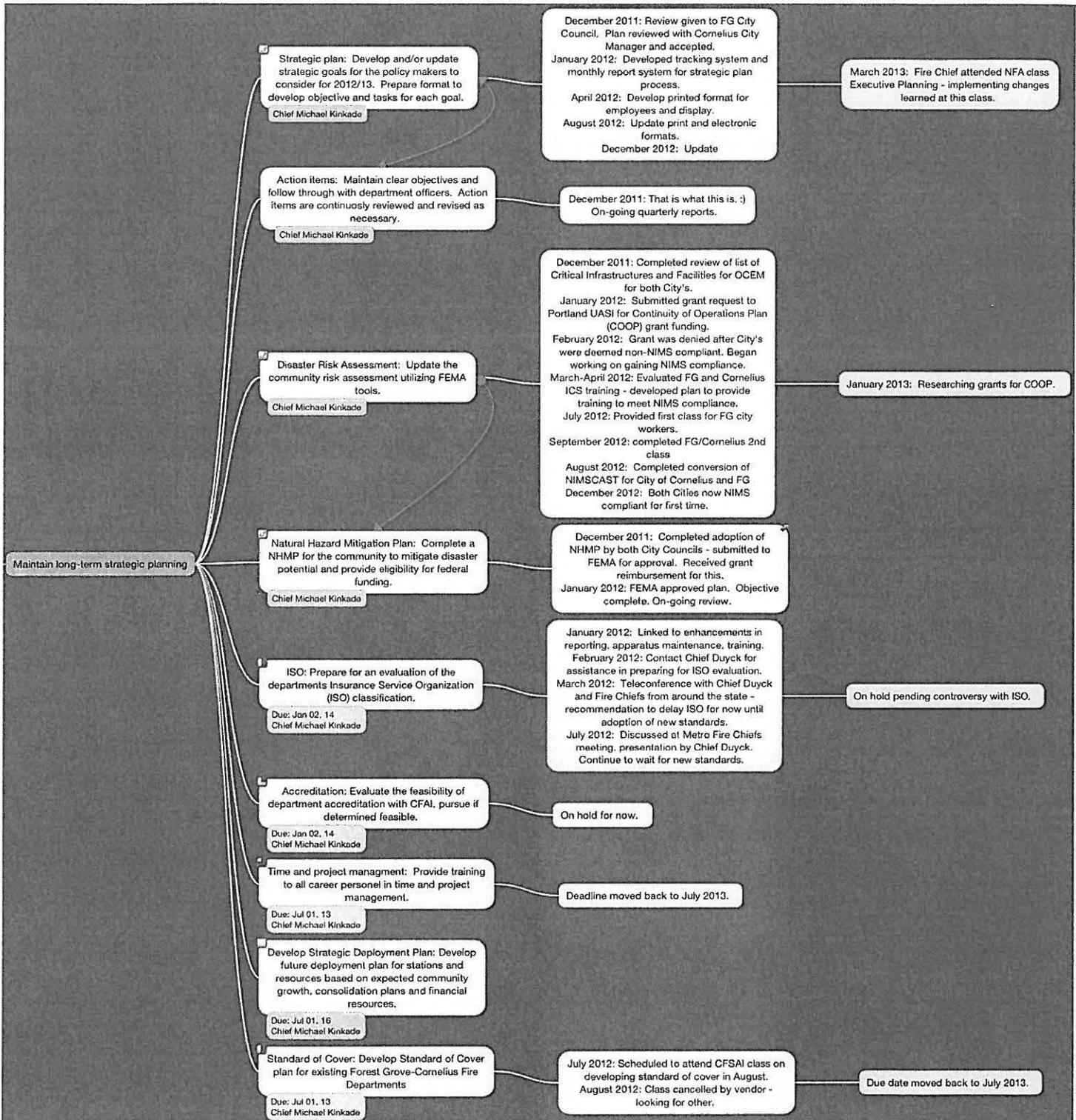
None at this time.

5. Estimated Cost(s):

Within existing and/or proposed operating budget.

6. How will you determine when objective/project is completed and how will you measure if successful?

Each objective is specific, measured, achievable, realistic and time based. This is tracked by our strategic planning process.



Timeframe to Complete:

x

1-3 years

3-5 years

5-10 years +

Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

See above

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

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Department(s) Assigned:	Fire
Lead Person(s)/Organization(s):	Michael Kinkade
List Goal Number Assigned:	Meets Council Goal 1, Goal 2
Describe Objective/Project:	Utilize Available Technology to Enhance Service Delivery and Efficiency

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

This action plan reflects the Fire Department Strategic Plan that was completed in 2011.

The objectives for this goal (above) include:

1. Firefighter accountability system: Research and review our accountability system in comparison to nationally recognized best practices. ON HOLD
2. Data analysis: Analyze the reporting features offered by the departments record management system.
3. Upgrade MDTs and create a user training program.
4. GIS Mapping: Develop and enhance our ability to generate maps to evaluate our performance and provide timely response.
5. Field data collection: Research and evaluate computer solutions that could streamline data collection and information availability in the field.

2. Current status of the objective/project:

Status of the Objectives (above):

1. Due July 2013.
2. Due June 2013. Currently nearing completion of RMS evaluation.
3. Upgrade complete; working on user training program.
4. Due July 2013
5. Due Dec 2013. Currently evaluating iPad for this purpose.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Each objective has a project due date and person(s) assigned responsible for completion. Live progress updates can be viewed at <http://dl.dropbox.com/u/56302195/Strategic%20Plan%20-%20Strategies.png> (see section 6 for printed example).

4. List potential barriers or challenges:

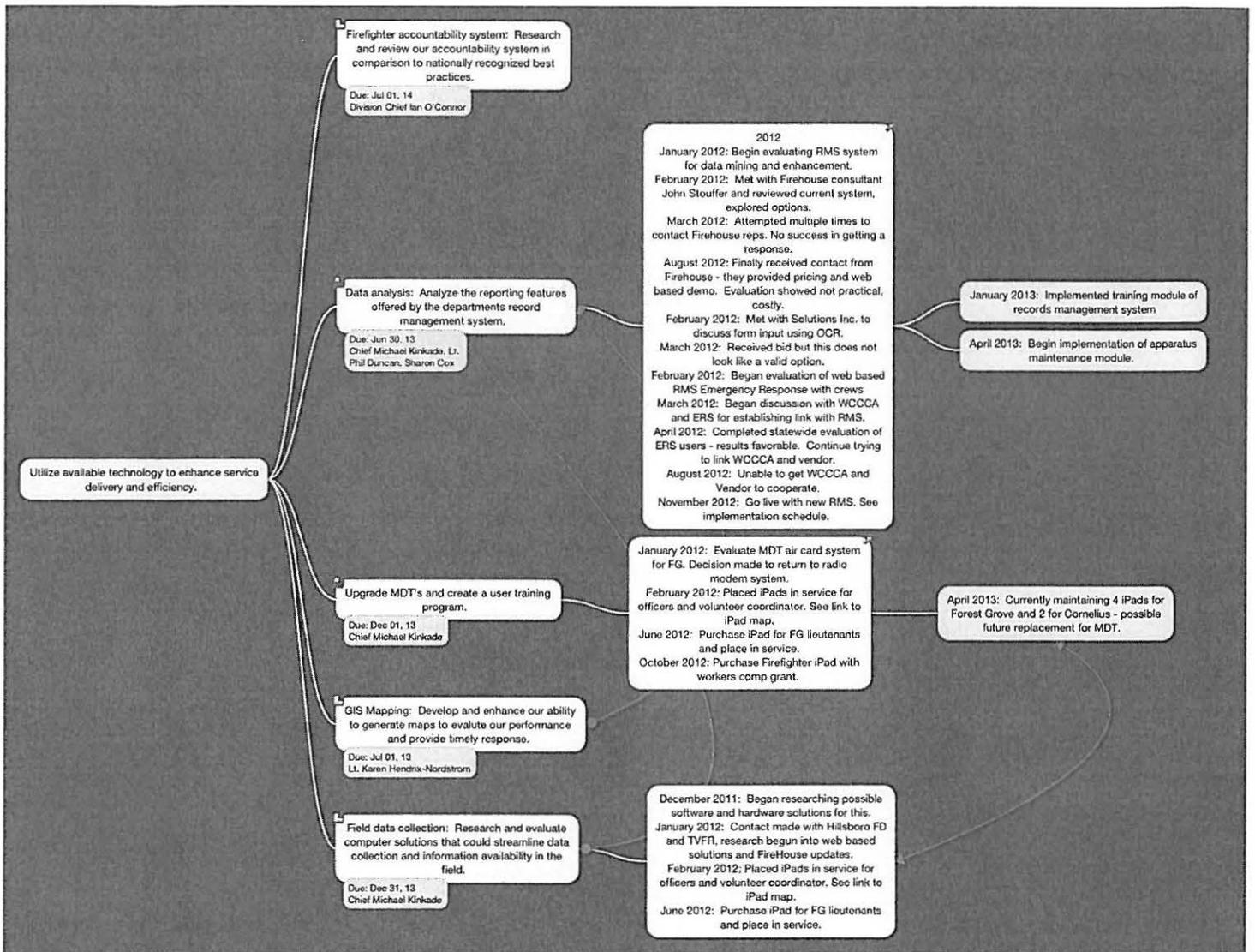
None at this time.

5. Estimated Cost(s):

Within existing and/or proposed operating budget.

6. How will you determine when objective/project is completed and how will you measure if successful?

Each objective is specific, measured, achievable, realistic and time based. This is tracked by our strategic planning process.



Timeframe to Complete:

x	1-3 years	3-5 years	5-10 years +	Ongoing
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PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

See above.

Forest Grove Fire and Rescue Annual Work Plan 2013/14



Strategic Plan

Cornelius Fire Department Forest Grove Fire And Rescue Strategic Plan

Develop and maintain the highest possible level of service delivery

Maintain long-term strategic planning

Expand community outreach to meet our vision

Utilize available technology to enhance service delivery and efficiency.

Develop and maintain strategic partnerships

Enhance internal relations, communications and employee development.

Develop and maintain the highest possible level of service delivery

Service Delivery: Meet or exceed emergency response performance objectives

Due: Jul 01, 13
Chief Michael Kinkade

January 2012: Begin evaluating RMS system for data mining and enhancement.
February 2012: Began evaluation of web based RMS Emergency Response with crews
March 2012: Began discussion with WCCCA and ERS for establishing link with RMS.
April 2012: Completed statewide evaluation of ERS users - results favorable. Continue trying to link WCCCA and vendor.
August 2012: Unable to get WCCCA and Vendor to cooperate.
November 2012: Go live with new RMS.

January 2013: Implemented training module of RMS system.

June 2013: Implement apparatus maintenance module of RMS system.

Vehicle replacement schedule: Review and update the capital equipment cost projections.

Captain George Robards,
Captain Joe Smith, Chief
Michael Kinkade, Division
Chief Rob Marcoff

January 2012: CFD AFG grant application for apparatus still alive; Water Tender 4 in 2012-13.
March 2012: Received Type VI donation.
April 2012: Established goal of May 15 for training and maintenance in-service.
February 2012: Received notification of Cornelius Type III AFG award.
March 2012: Researched specs for RFP. Received CALFIRE specs.
March 2012: Submitted budget decision package for tender.
July 2012: Evaluated Tender specs and prices from TVFR bid - outside budget parameters.
August 2012: Discussion with Doug Bally regarding tender specs with Corvallis Fire

January 2013: Reviewed and update with Administrative Services.

April 2013: Completed construction of CFD Type VI

Apparatus maintenance: Evaluate our maintenance program and compliance with NFPA standards.

Captain Joe Smith, Division
Chief Rob Marcoff

December 22, 2011: Acquired copy of NFPA standard, scanning copy for distribution to workgroup.
January 2012: Met with maintenance staff and developed mind map of objectives with task assignments. Created web based apparatus maintenance form.
Implementing apparatus module of RMS
July 2012: Complete sale of SQ8, working on foam trailer issue.
April 2012: Begin discussions regarding reduction of apparatus inventory and shared reserve apparatus.

April 2013: Strategic planning meeting scheduled.

Respiratory protection program: Update and review our respiratory protection program SCBA Maintenance; Review our SCBA maintenance program and adopt a best practices for testing and maintenance.

Captain Marc Reckmann,
FF/PM Rick Ilg

January 2012: FG Respiratory Protection Program plan updated and complete - begin process for adoption for CFD.
June 2012: Research SCBA communications systems
August 2012: Ordered SCBA comm system from MSA for FG.
September 2012 Complete SCBA comm system for FG

April 2013: Review and planning meeting scheduled for April 2013.

December 2011: Rick Ilg working on SCBA fit testing for both departments and air pack testing for Cornelius equipment.
January 2012: CFD and FGFR packs tested.

Due: Dec 01, 11
FF/PM Rick Ilg

April 2013: Review and goal planning meeting scheduled for April 2013.

Fire inspection/investigation program: Conduct fire prevention classes for operation personnel to increase competency and consistency of services.

Due: Jul 01, 13
Captain Chris Woodford,
Captain Marc Reckmann,
Division Chief Dave Nemeier

December 2011: Matt Johnston started with both Cornelius and Forest Grove Fire - began evaluating past Cornelius system and business license system.
January 2012: Met with Fire Prevention stakeholders - developed mind map of objectives and assignments with tasks assigned.
March 2012: Discussions with OSFM regarding provision of Fire and Life Safety I and II in Washington County.
December 2012: Received notification from SAFER of award for Fire Prevention Captain

March 2012: Fire Prevention Captain started.

April 2013: Goal planning meeting conducted - report due by June 2013.

Facilities Maintenance Schedule: Develop a maintenance schedule for our facilities that ensures they are properly maintained.

Due: Jul 01, 13
Captain Marc Reckmann,
Captain Mike Lanter

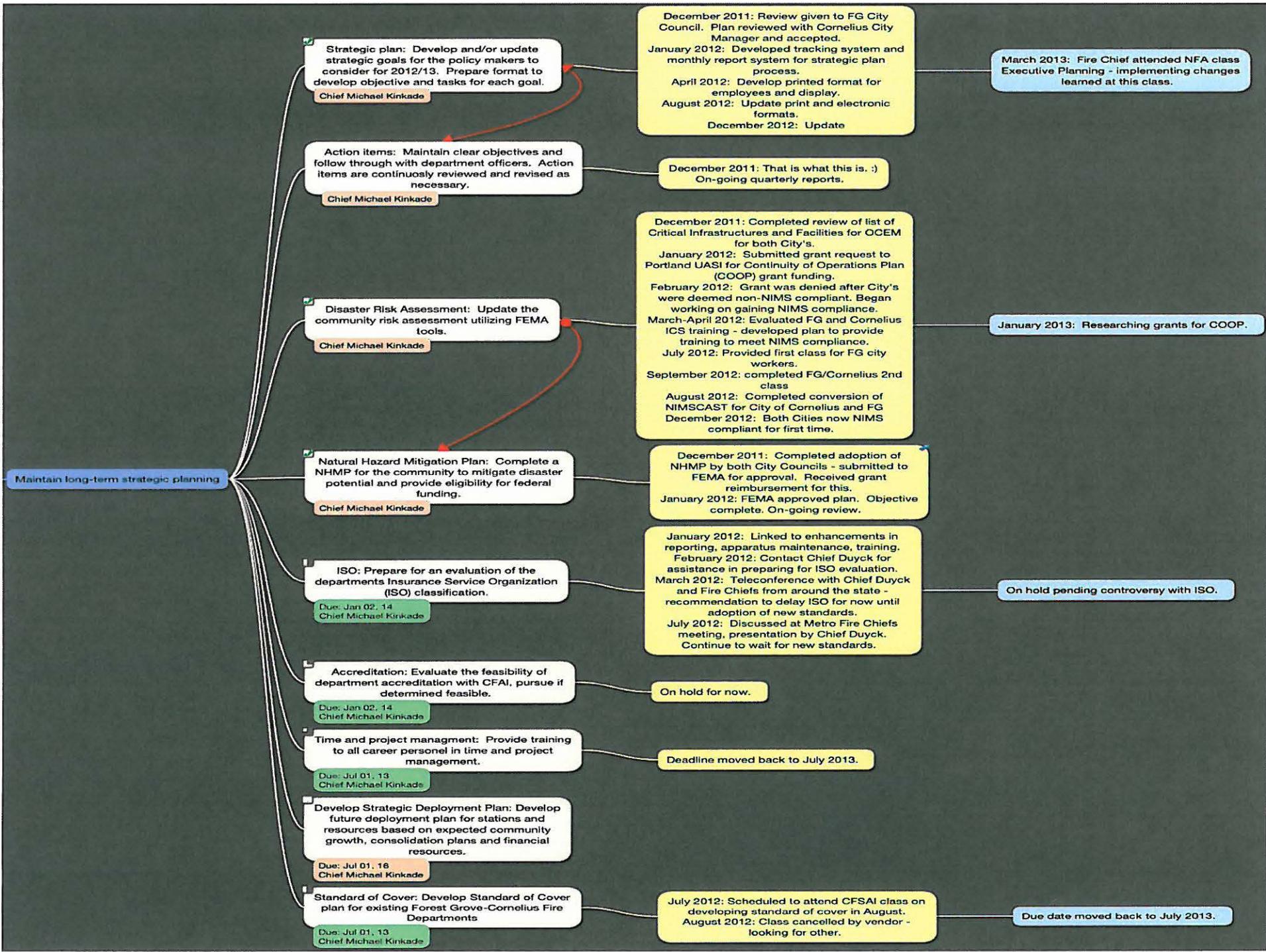
December 2011: On-going with Captain Dwight Lanter.

Pre-plans: Develop pre-incident plans to ensure we have the information necessary to make safe and effective decions at target hazards.

Due: Jul 01, 13
Division Chief Dave Nemeier,
Lt. George Robards

February 2012: Chief Nemeier completed list of facilities for pre-plans in Forest Grove.
June 2012: Pre-plans tasked to Jeff Bade.
August 2012: Pre-plans for Pacific University complete.
November 2012: Began using Pacific University Work Study students in process.

February 2013: Pre-plans assigned to Captain Marc Reckmann for CFD



Expand community outreach to meet our vision

Communication: Improve and enhance our communications of services and educational programs with the public.

Captain Marc Reckmann,
Chief Michael Kinkade,
Division Chief Dave Nemeyer

December 2011: Completed successful bi-department toy drive. Reached new heights with social media outreach. Contacted OSFM about their mobile public education boards on fire safety.
May 2012: FGFFA began funding community assistance fund on all FG apparatus.
December 2012: Achieved 3000 Facebook fans, complete successful toy drive.

February 2013: CFFA began funding community assistance fund for all CFD apparatus.

Risk Analysis: Complete a community risk analysis of the highest hazards within our community.

Captain Steve Black, Division Chief Dave Nemeyer

December 2011: Completed review of critical infrastructure and facilities list for OCEM. Matt Johnston is compiling a list of facilities for Cornelius.
March 2012: List completed. Work with OCEM to establish initial damage assessment map for FG and Cornelius and test in April disaster exercise.
May 2012: Completed critical infrastructure map and tested in countywide earthquake drill.

Public Education Programs: Design/improve public education/awareness programs targeted towards our highest community risk.

Due: Jul 01, 13
Division Chief Dave Nemeyer,
Kevin Ritcheson

December 2011: Child safety seat inspection request from public continues to climb.
May 2012: Conducted joint apartment smoke alarm campaign in both cities.
July 2012: Began training all City employees in CPR for both Cities

March 2013: Met to review program and re-evaluate. Goals due by June 30.

Re-design our fire prevention program to increase effectiveness while maintaining a business-friendly climate.

Due: Dec 01, 13
Captain Marc Reckmann,
Division Chief Dave Nemeyer

December 2011: Matt Johnston started as part-time with Cornelius - evaluating present record systems strengths and weaknesses.
January 2012: Met with Fire Prevention stakeholders - developed mind map of objectives and assignments with tasks assigned.
August 2012: Captain Black completes Company Inspector class for both departments
August 2012: Resubmitted SAFER grant app for fire prevention captain.
November 2012: Tentative approval

March 2013: New Fire Prevention Captain starts.
March 2013: Met to brainstorm and re-design program with new players.

Community Risk Reduction Program: Every career firefighter is responsible for a community risk reduction program.

Due: Dec 02, 13
Captain Marc Reckmann,
Chief Michael Kinkade,
Division Chief Dave Nemeyer

December 2011: Child safety seat inspection request from public continues to climb.
May 2012: Conducted joint apartment smoke alarm campaign in both cities.
July 2012: Began training all City employees in CPR for both Cities
August 2012: Completed purchase and placed in service AEDs for City facilities, and acquired AEDs for CPD.

March 2013: Met and evaluated system. Goals due by June 30.

Utilize available technology to enhance service delivery and efficiency.

Firefighter accountability system: Research and review our accountability system in comparison to nationally recognized best practices.

Due: Jul 01, 14
Division Chief Ian O'Connor

Data analysis: Analyze the reporting features offered by the departments record management system.

Due: Jun 30, 13
Chief Michael Kinkade, Lt. Phil Duncan, Sharon Cox

Upgrade MDT's and create a user training program.

Due: Dec 01, 13
Chief Michael Kinkade

GIS Mapping: Develop and enhance our ability to generate maps to evaluate our performance and provide timely response.

Due: Jul 01, 13
Lt. Karen Hendrix-Nordstrom

Field data collection: Research and evaluate computer solutions that could streamline data collection and information availability in the field.

Due: Dec 31, 13
Chief Michael Kinkade

2012

January 2012: Begin evaluating RMS system for data mining and enhancement.
February 2012: Met with Firehouse consultant John Stouffer and reviewed current system, explored options.
March 2012: Attempted multiple times to contact Firehouse reps. No success in getting a response.
August 2012: Finally received contact from Firehouse - they provided pricing and web based demo. Evaluation showed not practical, costly.
February 2012: Met with Solutions Inc. to discuss form input using OCR.
March 2012: Received bid but this does not look like a valid option.
February 2012: Began evaluation of web based RMS Emergency Response with crews
March 2012: Began discussion with WCCCA and ERS for establishing link with RMS.
April 2012: Completed statewide evaluation of ERS users - results favorable. Continue trying to link WCCCA and vendor.
August 2012: Unable to get WCCCA and Vendor to cooperate.
November 2012: Go live with new RMS. See implementation schedule.

January 2013: Implemented training module of records management system

April 2013: Begin implementation of apparatus maintenance module.

January 2012: Evaluate MDT air card system for FG. Decision made to return to radio modem system.
February 2012: Placed iPads in service for officers and volunteer coordinator. See link to iPad map.
June 2012: Purchase iPad for FG lieutenants and place in service.
October 2012: Purchase Firefighter iPad with workers comp grant.

April 2013: Currently maintaining 4 iPads for Forest Grove and 2 for Cornelius - possible future replacement for MDT.

December 2011: Began researching possible software and hardware solutions for this.
January 2012: Contact made with Hillsboro FD and TVFR, research begun into web based solutions and FireHouse updates.
February 2012: Placed iPads in service for officers and volunteer coordinator. See link to iPad map.
June 2012: Purchase iPad for FG lieutenants and place in service.

Develop and maintain strategic partnerships

Intern Program: Evaluate a regional intern program to increase value to the department and the intern.

Lt. Phil Duncan, Lt. Tad Buckingham

December 2011: Lt. Buckingham and Lt. Duncan continue research into integration. Began intern exchange program to increase familiarization.
 January 2012: Interns began joint familiarization training.
 March 2012: Began cross-training and applications for joint intern training programs.
 June 2012: Design joint intern program with both inter coordinators.
 July 2012: Submit grant amendment to FEMA - amendment approved.
 August 2012: Began implementation phase of new joint intern program.
 October 2012: Hired Volunteer Recruitment and Retention Coordinator.

January 2013: Joint intern program fully implemented.
 February 2013: Implemented program for US military veterans to use GI Bill for intern program (first in nation).
 April 2013: Review and goal setting meeting scheduled for April.

Training program: Develop and enhance our regional training program to increase quality and quantity of training in the most cost-effective manner possible.

Captain Steve Block, Chief Michael Kinkade, Division Chief Ian O'Connor, Lt. Tad Buckingham

December 2011: Planning for training classes for upcoming quarter completed. Created automated registration web site to streamline tracking and attendance at training. Implementation scheduled for January.
 January 2012: Met with stakeholders in Fire Training - developed goals for improvement, outlined training program for 2012.
 March 2012: Discussed expanding training with Banks and Gaston FD. Proposal prepared by Training Chief.
 April 2012: Fire Training Simulator expected delivery in May. Possible joint acquired structure training fire coming up.
 June 2012: Received fire simulator trailer and completed training on its use.
 October 2012: Volunteer Recruitment and Retention Coordinator assumed responsibilities of coordinating training drills.

April 2013: Review and goal setting meeting scheduled for April.

Consolidation: Research fire service consolidation with surrounding communities, non-profit and for-profit agencies to provide service in the most cost-effective manner.

Due: Dec 01, 13
 Chief Michael Kinkade

December 2011: Continued enhancing and improving coordination between departments. Joint web site developed for enhanced communications.
 January 2012: Met with Washington County Fire Chiefs on January 6, discussion on fire authority, fire districts and co-op concepts. Presentation scheduled for upcoming joint Fire District Meeting.
 February 2012: Presentation by Fire Chiefs to Washington County Fire District Board Directors on consolidation and Fire Authority possibilities.
 March 2012: Partnership with Pacific University to share maintenance cost of fire extinguisher prop.
 April 2012: Partnership with Pacific University to share supervising physician costs and provide joint EMS training, share facilities.
 April 2012: Presentation to Cornelius and Forest Grove Council and Fire Board on Fire Service Volunteer program.

January 2013: Joint intern and volunteer program established with Cornelius and Forest Grove Fire.

Maintenance program: Joint fire apparatus and maintenance and equipment maintenance program.

Captain George Robards, Captain Joe Smith, Division Chief Rob Marcoff

December 2011: Scheduled meeting with officers to outline plan.
 January 2012: Met with maintenance staff and developed mind map of objectives with task assignments. Created web based apparatus maintenance form.
 August 2012: Began experimenting with FG City Shops for Cornelius maintenance needs.

April 2013: Review and goal setting meeting scheduled for April.

EMS Improvements: Research partnerships with private ambulance provider and regional healthcare providers to enhance cost effectiveness and quality of emergency response in region.

Chief Michael Kinkade, EMS Officer Will Murphy

December 2011: Filed paperwork for electronic billing of Medicare. Submitted contracts for data sharing with Washington County EMS to FG for review. Received upgrade to monitors (\$6000 value) at no cost. Currently participating in medical studies for ROC, lactic acid. FG assisted and participate in County annual EMS in-service. Researched potential of placing AEDs on Cornelius Police cars. Proceeding to grant request.
 January 2012: Fire Chief and Supervising Physician stakeholder meeting for Federal National EMS Grant Project coordinated by OHSU EMS Scientific Review Committee.
 Grant denied April 2012.
 February 2012: Begin process for acquiring Medicare billing number for transports. Ongoing process as of April 2013.

January 2013: Began joint quality improvement review of medical calls with both departments.
 April 2013: Budget for video laryngoscope program.

Enhance internal relations, communications and employee development.

✓ Volunteer program: Enhance program. Provide a streamlined and suitable reimbursement program for volunteer members of the department.

Division Chief Ian O'Connor, Division Chief Rob Marcoff, Lt. Phil Duncan, Lt. Tad Buckingham

December 2011: Discussed with OVFA past-president legal requirements for reimbursement programs - determined that our current models meet current tax code.
 January 2012: Fire Chief gathered data on current reimbursement programs.
 July 2012: Develop joint volunteer marketing plan
 August 2012: Received SAFER grant for volunteer coordinator position - will task this assignment to future position.
 August 2012: Submitted SAFER for renewal of CFD volunteer recruitment and retention coordinator.
 August 2012: Began researching Veterans program enhancements.
 October 2012: Hired FGFR Volunteer Recruitment and Retention Coordinator

February 2013: Implemented streamlined volunteer reimbursement program for both departments.

March 2013: Implemented joint volunteer program.

March 2013: Received denial for CFD Volunteer Recruitment and Retention Coordinator, but received 8 month extension.

✓ Recruit Training: Review the recruit training program, revise as necessary to ensure the personnel are fully prepared for assignment. Look at regional approaches.

Captain Steve Black, Division Chief Ian O'Connor, Lt. Phil Duncan, Lt. Tad Buckingham

December 2011: Began process for spring academy - completed FG interviews of volunteer candidates.
 May 2012: Successful graduation for Spring academy
 June-July 2012: Testing for fall academy
 July 2012: Developed and enhanced joint physical agility test for both departments.

April 2013: Evaluation/Strategic Planning Meeting Scheduled

Training program: Evaluate current training program and improve to meet or exceed regional and national standards.

Due: Jul 01, 13
 Captain Steve Black, Division Chief Ian O'Connor, Lt. Tad Buckingham

December 2011: Developed web-site to automate registration for weekly classes and provide clearer direction; increase employee accountability.
 January 2012: Web site goes live - evaluation on-going.
 August 2012: System working well, invite surrounding agencies to participate.

April 2013: Evaluation/Strategic Planning Meeting Scheduled

Officer Development Program: Develop a program for firefighters to become qualified as company officers and provides a successful succession program.

Due: Dec 01, 13
 Chief Michael Kinkade, Division Chief Dave Nemeyer, Division Chief Ian O'Connor

December 2011: Developed flow chart of current program, reviewed with shifts. Evaluated programs provided by TVFR and Hillsboro.
 January 2012: Chief Schneider and Chief O'Connor work on February AIC test, development of officer program.
 February 2012: Test successfully completed.
 August 2012: Received SAFER grant for FG Lieutenant position to work as volunteer recruitment and retention coordinator.

February 2013: Conducted Annual AIC Testing Process

March 2013: Developed mentoring flowchart for AIC and Lieutenant

✓ Educational Counseling: Provide educational counseling to all interested employees to enhance qualifications, morale, and career growth possibilities.

Chief Michael Kinkade

December 2011: No action taken.
 January 2012: Educational counseling provided to 3 career staff, 7 volunteers.
 May 2012: Educational counseling/mentoring provided to 1 career, 2 volunteer
 June 2012: educational counseling/mentoring provided to 8 career, 4 volunteer
 July 2012: educational counseling provided to 2 career, 1 volunteer

On-going

✓ Cross-training: Provide opportunities for cross-training and rotating responsibilities to increase resource depth and career development.

Chief Michael Kinkade

December 2011: Evaluating cross training for interns from both departments.
 January 2012: Interns began joint familiarization training.
 May 2012: Implemented pilot program of single resource response for Captains.
 July 2012: Begin cross-training of FG and CFD officers

March 2013: Implemented joint volunteer program. All volunteers are now members of both departments.

Questions?



**DEPARTMENT WORK PLAN
& ACTION PLANS**

FISCAL YEAR 2013-14

ENGINEERING/PUBLIC WORKS

CITY OF FOREST GROVE

PUBLIC WORKS

2013-14

WORK PLAN

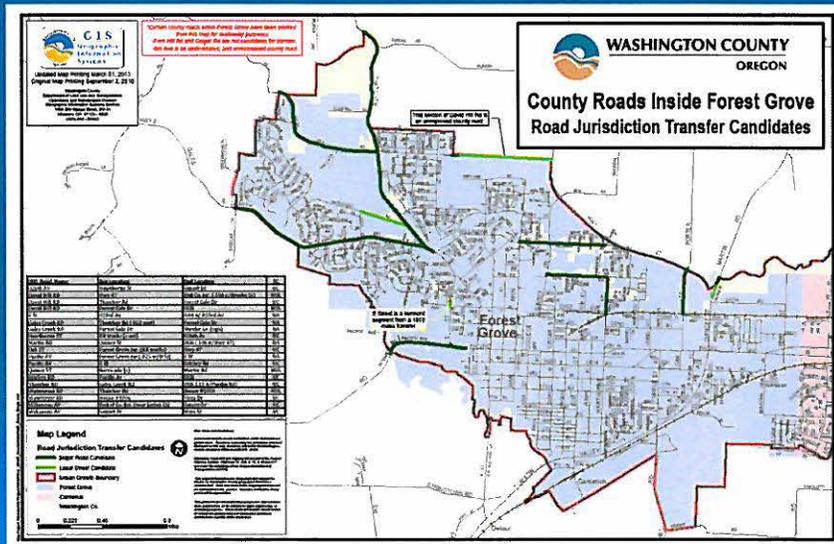
Public Works Departments

- Transportation
- Water
- Sanitary Sewer
- Storm Drainage
- Engineering

TRANSPORTATION

1. Washington County Rd. Jurisdictional Transfers.
2. Street maintenance funding study.
3. David Hill Road Extension – County MSTIP.
4. Sidewalk Improvement Program.
5. Crosswalk at Thatcher Rd. and David Hill.
6. Crosswalk at Gales Ck. Rd. and Forest Gale Dr.
7. Annual Overlay Program –
 - 1 Hawthorne Ave RR to Magnolia.
 - 2 Willamina Ave. Knox Ridge to Magnolia.
 - 3 Upper Forest Gale Dr.

County Road Transfers



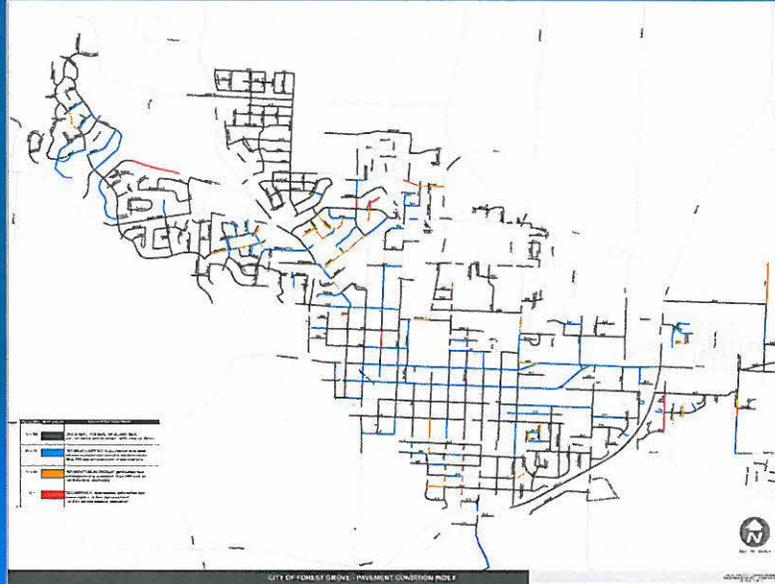
26th Ave. at Sunset Dr.



Willamina Ave. at Sunset Dr.



Pavement Condition Index



Summer Overlay Program



Pavement resurfacing



David Hill Rd. MSTIP 2014-2018





David Hill Rd. (extension and creek crossing)

David Hill Rd. at Hwy 47
(looking west)



David Hill Rd. intersection at Hwy 47



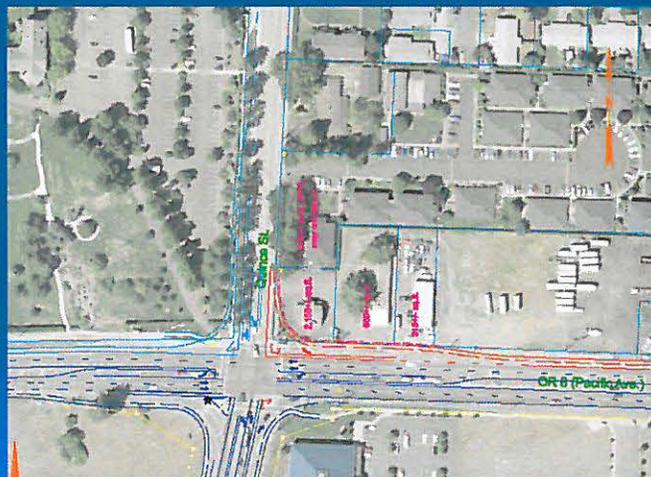
TRANSPORTATION

1. Safe Routes to School grant – B Street Sidewalk.
2. TV Hwy at Quince St intersection improvements – Federal Grant (Metro MTIP and State ODOT STIP program)
3. Nichols Ln. – Construction inspection
4. Council Creek Regional Trail

B Street Safe Routes to School Sidewalk Project



Quince St at Pacific Ave.



East Crosswalk TV Hwy



Quince St. (looking South)



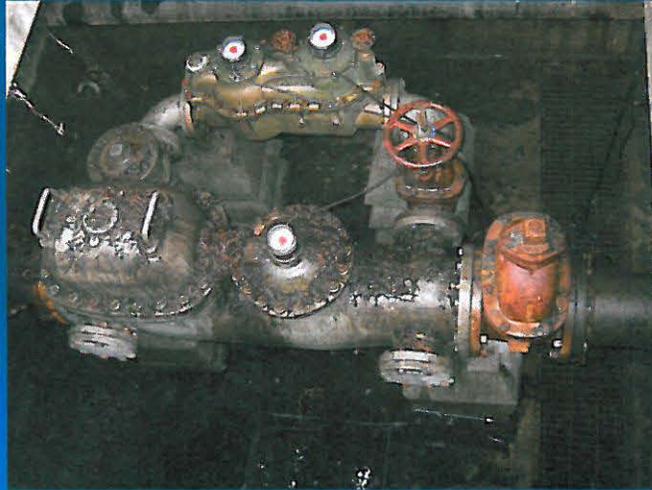
Water

- Large Meter replacement program

Large Water meter



Large Water meter



WATER

- Water Transmission Line Replacement.

Watershed Transmission line

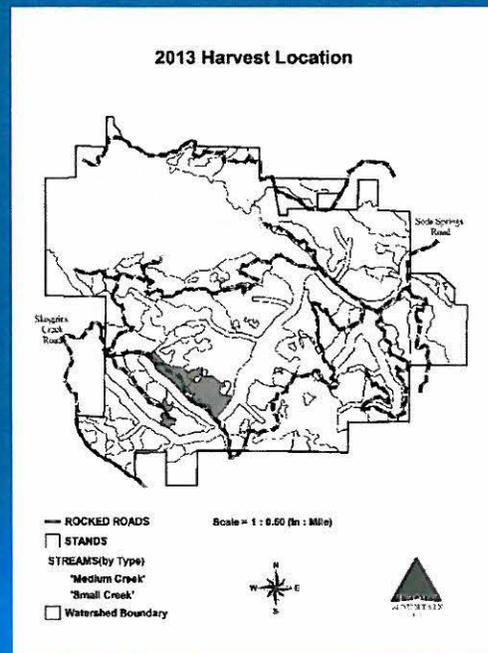


SEWER

- 23rd Avenue (Infiltration and Inflow I&I) project.

WATERSHED

- Annual Timber Harvest 2013
- Update Watershed Management Plan
- Forest Manager Contract – RFP

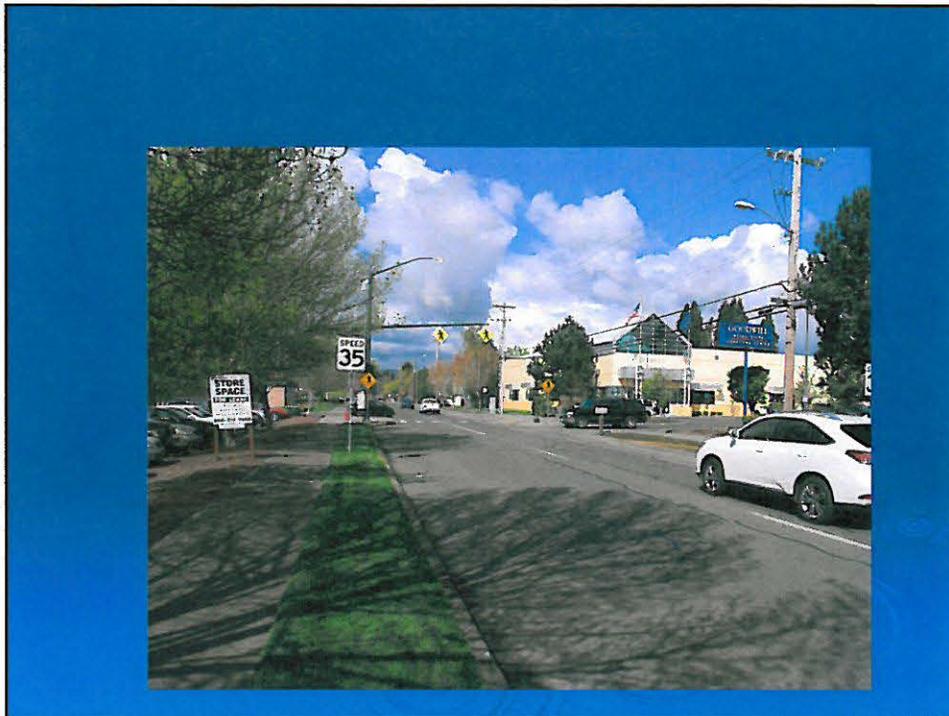


ENGINEERING

- Public Improvements design review:
 - New Residential Developments
 - Juniper Gardens Phase II
 - Casey Meadows Phase II
 - Oak Hills Phase 5
 - Other Construction:
 - University Ave.

ENGINEERING

- Ongoing Activity
 - Water and Sewer as-built locations.
 - Traffic Control Review Board.
 - Sign Permit and Tourists Oriented Signs
 - Work In Right-of-Way Permits





THE END

**CITY OF FOREST GROVE
PUBLIC WORKS 2013-2014 WORK PLAN**

4/16/2013

ENGINEERING	2010												2011											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
	Juniper Gardens Ph II																							
Traffic Review Board																								
Development Review																								
Sidewalk & Driveway Inpection																								
As-built Location Information																								
GIS Map Development																								

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

This Action Plan Worksheet is intended as a tool for planning and monitoring how management staff will achieve its department work plan and the goal objectives set by City Council. Management staff will complete an Action Plan (Part I) at the beginning of each year after setting its department work plan and Council sets its goal objectives. Management staff will update the Action Plan (Part II) at the end of each calendar year to track the accomplishment of its department work plan task and the Council goal objective. The Action Plan accomplishments will be used as a tool for reporting at the Boards, Committees, and Commissions Reception, Annual State of the City Address, and City Manager end-of-year update to Council.

Department(s) Assigned:	Public Works
Lead Person(s)/Organization(s):	Foster
List Goal Number Assigned:	Goal 1 (1)
Describe Objective/Project:	Transportation Infrastructure Improvements

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

The City Staff both Engineering and Community Development along with the Mayor and City Manager work continually to promote transportation projects. This work is done at the County level through Washington County Coordinating Committee (WCCC) and the Metro sub committee the Joint Policy Advisory Committee on Transportation (JPACT). In addition the City has close communication with ODOT. Typically transportation infrastructure improvements are large cost projects and usually require outside funding from County, State, or Federal programs. In the past the City has been successful receiving these funds for projects such as the Highway 47 Northern Bypass and Sunset Drive. Currently the City is pursuing several high dollar projects:

1. David Hill Rd. – connection with Hwy 47
2. Hwy 47 and TV Hwy intersection – new turn lanes (design and construction)
3. “B” Street sidewalks – to Harvey Clark Elementary School (design and construction)
4. Council Creek Regional Trail – Hillsboro to Banks (route selection).

In addition to these efforts, the City is working with Washington County toward an acceptable plan for the transfer of jurisdiction of several Collector and Residential roads that are included in the recently annexed areas. This work is reported in a separate and specific Action Plan Worksheet titled (Jurisdictional Transfer of Roads) Goal 1-7.

Also City staff is working with ODOT for safety improvements at the intersection of Hwy 47 and Maple / Fern Hill Rd. This project was identified in the recent City Transportation System Plan (TSP) update. This project is reported in a separate Action Plan Worksheet identified in the Long-Term Objectives carried over Goal #20.

2. Current status of the objective/project:

David Hill Road has been put on the Washington County MSTIP 3D list for funding in 2018 and approved by the County Commissioners. Currently, the remaining three projects have been approved for funding and are waiting administrative processing by ODOT. Additional funding is being sought for the Intersection project. This additional funding is through the State ODOT Statewide Transportation Improvement Program (STIP) and County Major Street and Transportation Improvement Program (MSTIP) programs.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

All the projects will require working with the respective agency to move them forward through construction and, in the case of the Council Creek Regional Trail, move it through to an adopted alignment and Right-of-Way.

The project requiring the most immediate attention is the TV Hwy intersection. ODOT has formed an Ad-Hoc Committee to select the projects for this STIP funding cycle. This project list will then go the Oregon Transportation Commission OTC for final approval in October 2013. The selection process is highly competitive. Our project has made the 150% list and must compete to make the 100% list. See attached Executive Summary for Carryover Projects for status of projects.

4. List potential barriers or challenges:

Each project has significant challenges both in obtaining adequate funding and in the actual project design.

5. Estimated Cost(s):

1. Hwy 47 and TV Hwy intersection - \$ 3.1M
2. "B" Street sidewalks - \$500K
3. Council Creek Regional Trail - \$250K

6. How will you determine when objective/project is completed and how will you measure if successful?

When construction is complete.

Timeframe to Complete:

1-3 years

3-5 years

5-10 years +

Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

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Department(s) Assigned:	Public Works
Lead Person(s)/Organization(s):	Foster
List Goal Number Assigned:	Goal 1 (7)
Describe Objective/Project:	Jurisdictional Transfer of Roads

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

Existing within the Forest Grove City Limits are approximately 17 road segments that are in Washington County Jurisdiction. The County's TSP directs them to pursue jurisdiction transfer of roadway within incorporated city limits that do not have a County wide significance. County staff has notified Forest Grove staff that they believe several of these roadways meet these criteria and should be under City jurisdiction.

Many of these roadways are associated with the newly annexed areas in Forest Grove. Some of the property owners along these streets are included in the recent annexation and some of them were already in the City. At least two of the roadways (Willamina Ave. and 26th Ave.) provide access to an area where large residential developments are occurring and increased traffic has already become a source of complaint.

2. Current status of the objective/project:

Staff has identified the roadways and had a workshop with the City Council. No action or decision has been taken.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

1. City and County agree on the cost needed to improve the roadway to acceptable City standards.
2. Meet with property owners along the roadways and get input on their needs.
3. An IGA between the County and the City is executed.

4. List potential barriers or challenges:

The agreement between the City and the County over the details of the transfer.
The existing condition of the roadway and the potential financial impact to the City.
The satisfaction of the property owners along the roadways.

5. Estimated Cost(s):

Though the actual transfer will not have a cost to the City, the maintenance and upkeep of the roadways will add cost to the City's Street fund. The City currently has 78 miles of roadway and spends \$200,000 in surface maintenance each year. Willamina and 26th Ave. will add just over a mile of roadway to the City's jurisdiction. It has not yet been estimated what the complete impact to the City's Street maintenance fund would be. The County typically provides resurfacing money for each roadway that is transferred. This is a one-time source of money and would provide a new roadway surface that would last a number of years, the exact length of time would depend on the volume and type of traffic on the specific roadway.

6. How will you determine when objective/project is completed and how will you measure if successful?

1. When the transfer is completed.
2. When the City has determined that adequate funds exist to maintain new roadways.
3. Property owners along roadway are satisfied with roadway improvements.
4. Roadways are adequate to handle existing and future traffic.

Timeframe to Complete:

x	1-3 years	3-5 years	5-10 years +	Ongoing
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PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Police, Fire, Engineering, Light & Power
Lead Person(s)/Organization(s):	Janie Schutz, Michael Kinkade, Rob Foster, George Cress
List Goal Number Assigned:	Goal 1 (10)
Describe Objective/Project:	City Resilience Plan

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project: Minimizing risk and maximizing the ability to respond and recover from disasters of all kinds has always been a priority for the Police, Fire, Public Works, and Light & Power Departments. However there has not been a specific document or plan created to address both the potential impacts from loss of service and to identify actions and resources needed to respond to and recover from major emergencies. Recent geologic studies recognizing the Cascadia Subduction Zone as an active fault indicates a potential geologic hazard to our area. This and other lesser hazards compel the City to identify risks and to plan for coping over extended periods of time with disturbances to infrastructure, vital resources, or public goods and resources.

2. Current status of the objective/project: The current City of Forest Grove/Cornelius Emergency Operations Plan provides a foundation and direction for responding to emergencies and disasters involving health, safety and welfare issues by first responders. The need arises in addressing long term issues of how the City goes about providing vital services to its citizens from the result of prolong outages or severe damage incurred to its critical infrastructure. The intent of the Resiliency Plan is to identify actions and resources needed to respond and recover from a prolong emergency.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Identify and evaluate critical infrastructure, systems and key resources.

- Emergency services capability assessment
- Infrastructure assessment of transportation, water/sewer and electrical systems
- Identify key functions and resources for maintaining critical systems
- Identify and develop notification procedures for public awareness
- Investigate funding sources for upgrading and securing infrastructure and public buildings
- Develop time frames for implementing plan

4. List potential barriers or challenges:

- Cost of completing the plan recommendations
- Insufficient staff time hours within City and partner organizations

5. Estimated Cost(s):

To be determined.

6. How will you determine when objective/project is completed and how will you measure if successful?

Timeframe to Complete:

1–3 years

3–5 years

5–10 years +

Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Public Works
Lead Person(s)/Organization(s):	Foster
List Goal Number Assigned:	Goal 2 (19)
Describe Objective/Project:	Alternatives for Funding Transportation

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

The operation and maintenance of the City's streets is primarily funded with gasoline taxes collected by the State and Federal Government. This money is distributed to Oregon local jurisdictions based on population.

These funds have been dropping as vehicles become more fuel efficient.

The City's streets are aging and current efforts to maintain the surfaces are not keeping up.

The revenue from the gasoline tax leaves little or no money for building improvements to the street system.

The objective of this Action Plan is to develop a plan for a sustainable funding for the street maintenance program.

2. Current status of the objective/project:

The Public Works Street Department has been working to identify the basic elements of a Street maintenance program.

The street system is surveyed annually for condition and deterioration.

The street fund currently provides \$200,000 annually for street resurfacing.

Asphalt streets will last between 15 and 30 years depending on many factors including traffic volume.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

1. Identify the needs in the Street and Transportation Funds.
2. Develop several new funding options.
3. Workshop with City Council.
4. Adopt new funding option.

4. List potential barriers or challenges:

Opposition to new and additional fees.

5. Estimated Cost(s):

It is estimated if the average City street life is 30 years then the current annual maintenance cost would be approximately \$566,412.

6. How will you determine when objective/project is completed and how will you measure if successful?

If the street depreciation is fully funded.

Timeframe to Complete:

x	1-3 years	3-5 years	5-10 years +	Ongoing
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PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

PUBLIC WORKS ACTION PLAN

EXECUTIVE SUMMARY FOR CARRY OVER PROJECTS

2013

This is a summary of the Department Action Plan for Fiscal Year 2013-14 (carry-over's) for the City of Forest Grove Public Works Department. This includes the Departments of Engineering, Water Treatment, and Public Works Operations. These three sub-departments are responsible for streets and transportation, drinking water, sanitary sewer, storm sewer, and City survey and mapping. The period for this summary is from July 2013 through June 2014. Reference is given to the City Council 2013-14 Goals and Objectives.

Goal 1

Ongoing/Long-term Objectives

No. (1) Watershed Mgmt. Plan Update and Logging Contracts:

Staff is continuing to put finishing touches on the draft Management Plan. In the mean time, the 2013 harvest is underway. City staff has been reviewing the draft Plan to insure that the updated changes are consistent in each chapter, so that there are no conflicts with the updates and other elements in the plan. Staff has scheduled a briefing with the City Council for April 22, 2013 and then a final check with the Ad Hoc Committee before adoption by the Council. Following the Plan adoption - work will begin on the RFP for a forestry consultant.

No. (2) Complete David Hill Road Extension to Highway 47:

This proposed project continues to be a high priority for the City. The recent goals established by the Council put David Hill Road Extension as the top transportation project. The Mayor and City staff have worked with the Washington County Coordinating Committee to have David Hill Road included in the project list for MSTIP 3D. These projects will receive funds in FY 2014 to 2018. David Hill Road is placed in the latter part of this funding program primarily because the County believes there will be significant right of way issues and ODOT design and permit requirements. Originally this project was programmed for City TIF and TDT money but now that the County Commissioners have approved it for MSTIP 3D money the City's development funds can be used on other projects.

No. (3) Examine methods to enhance pedestrian/safe routes to Thatcher Park and Thatcher Road/Forest Gale Drive (flashing yellow light/crosswalks):

The City Engineering Department has submitted the detailed construction drawings to the County for review and approval. Washington County required a design review fee deposit of \$20,000. This has been sent to the County and the review is proceeding. Construction cost for the two crosswalks is estimated to be \$105,000. Bids will be taken as soon as the County approves the plans and construction should happen this summer.

No. (8) Continue Downtown Revitalization Efforts (Identify Town Center Plaza and Downtown Corridor Traffic Flow):

Staff completed a study that concluded that the direction of travel on College Way should remain southbound. This material was presented to City Council and discussed. No further action will be taken at this time. Pacific University is reconstructing University Avenue this summer. This new road segment will have new improved crossings for the students. Following this project, staff will evaluate the traffic situation.

No. (9) Examine installing sidewalks near schools, bus #57 stop, and TV Hwy (east end of Mtn. View Lane; Karen's Corner) (Nick update):

City staff continues to work to fill-in sidewalks where they are absent. The B Street sidewalk project is progressing slowly primarily because of the backlog of projects being processed by ODOT. Due to budget cuts, ODOT has had to issue furloughs and as a result their employees are behind schedule. The next step is to sign a design contract with the engineering firm and begin working on the detail drawings that will locate the sidewalk.

Public Works staff is working with Portland Western Railroad to put in a sidewalk crossing on Mountain View Lane. The new Prime Time Restaurant work included installing a sidewalk near Karen's Corner.

No. (19) Continue Pressure for High-Capacity Transit; and other Transportation Modes:
(refer to Jon Holan's report)

No. (20) Implement Transportation System Plan (Highway 47 / Quince; Highway 47 / Maple Street Traffic Light; and B Street / Highway 47 Traffic light):

Regarding the improvements at the intersection of Tualatin Valley Highway and Highway 47 - staff has submitted an application for \$1.2M in STIP funds from ODOT. In addition, the Mayor and City staff has successfully secured \$318,000 in County MSTIP Opportunity funds as a match for the State ODOT STIP money. Combined with the FLEX funds received from METRO last year and the WalMart money the project has approximately \$3.1M for design and construction.

At Fern Hill Road and Highway 47 - staff made an initial inquiry into a TE grant for a signal light. Because of the proximity of the railroad crossing, this project could cost \$4.0 M to design, permit, and construct. This would exceed the TE grant limits. Work is currently focused on reducing the posted speed on Highway 47 from 55 to 45 mph. The slower speed will provide a safer intersection for cross traffic as well as improve the possibility of a signal light.



**DEPARTMENT WORK PLAN
& ACTION PLANS**

FISCAL YEAR 2013-14

ADMINISTRATIVE SERVICES

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

This Action Plan Worksheet is intended as a tool for planning and monitoring how management staff will achieve its department work plan and the goal objectives set by City Council. Management staff will complete an Action Plan (Part I) at the beginning of each year after setting its department work plan and Council sets its goal objectives. Management staff will update the Action Plan (Part II) at the end of each calendar year to track the accomplishment of its department work plan task and the Council goal objective. The Action Plan accomplishments will be used as a tool for reporting at the Boards, Committees, and Commissions Reception, Annual State of the City Address, and City Manager end-of-year update to Council.

Department(s) Assigned:	All Departments – Administrative Services in Lead Role
Lead Person(s)/Organization(s):	Paul Downey
List Goal Number Assigned:	Goal 1 Objective 2
Describe Objective/Project:	Maintaining Full-Service City

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project: City Council has had this goal for several years now. City staff has focused mostly on the General Fund to date with the City’s reliance on the Local Option Levy which was renewed at \$1.60 per thousand through June 30, 2018. Most of the services provided by the City are accounted for in the General Fund with the exception of the Street Fund and the Enterprise Funds (Light & Power, Water, Sewer, and Surface Water Management (SWM)). Staff has done future financial planning for the Water Fund. The City Council has accepted the Water Master Plan and agreed on a rate structure to meet the Water Fund’s requirements.

2. Current status of the objective/project: Currently staff is reviewing the financial stability of the General Fund and the Street Fund for the next five years based on the current level of services. The Light & Power Department in conjunction with Administrative Services is working on an Electric System Master Plan and will shortly commence a Cost of Service/Rate Study that will use the results of the Electric System Master Plan as part of the capital planning of the Rate Study Service. Administrative Services staff recognizes that more information about the future needs of the City is required to meet the Council goal of maintaining a full-service City.

- 3. List strategic steps/actions that will be necessary to accomplish this objective/project:**
- Discuss and come to agreement on what “Maintaining a Full-Service City” means to the Council including service levels to be provided so staff can work toward that goal.
 - Review Department’s strategic plans to ensure that those plans are within the Council goals. The department’s levels of service within their strategic plans and the services discussed within them need to balance with the service levels established by the City Council.
 - Based on the outcome of the above two points, develop a plan to perform the tasks to make sure all items are covered.
 - Gather information on what will know will be needed such as future maintenance requirements for all

functions of the City.

- Prepare five-year financial plans for each operating fund of the City blending that information with the City available reserves in each fund and any capital fund.
- Determine for each service if expenditures exceed revenues and discuss with Council if additional revenue sources are desired, if partnership with other agencies may be possible to share resources to maintain services, or if Council wants to redefine the level of service for a service with insufficient revenue to cover expenditures.

4. List potential barriers or challenges:

- Agreement of level of services for each function can be difficult to achieve as setting levels of services for each function can cause issues among proponents of the various services.
- Funding not available for desired level of services and achieving needed funding will be difficult.
- Staff time required to develop a comprehensive plan.
- Will need to update master plan for parks, sewer, and surface water management. Will be done but timing of the updates may not match the timing for this project.
- Developing longer term maintenance and capital projects for other funds such as Streets and General Fund.
- Requirements of changing technology are changing how work is done and there are costs associated with this.

5. Estimated Cost(s):

- Staff time.
- Consultants for updating the Master Plans probably \$80,000 for Parks Master Plan and \$80,000 for the Sewer and SWM Master Plans. These plans will be budgeted and performed in the next few years.

6. How will you determine when objective/project is completed and how will you measure if successful?

Project by its definition will never be completed as it is an ongoing project and will need ongoing revision as future circumstances change. The success of the project will be measured by how the City is able to maintain being a full-service City. The success will be easier to measure if the City better defines what "maintaining a full-service City" means.

Timeframe to Complete:

1–3 years

3–5 years

5–10 years +

X Ongoing

PART II: ACCOMPLISHMENT (End of Year)

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

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Department(s) Assigned:	Administrative Services
Lead Person(s)/Organization(s):	Paul Downey
List Goal Number Assigned:	Goal 2 Objective 18
Describe Objective/Project:	Pursue Stable Revenue Source Levy Replacement

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

The City has been relying on Local Option Levy for almost ten years now to help maintain General Fund services. The City Council's preference would be to not have to rely on the Local Option Levy to provide General Fund services as the levy has to go the voters every five years to be renewed and possibly increased. An ongoing stable revenue source that does not need ongoing voter approval and replaces some or all of the Local Option Levy is a desire.

2. Current status of the objective/project:

The Local Option Levy has been renewed and increased by the voters. The levy is good through June 30, 2018, which means if this levy is still a needed source of General Fund revenue in the future, the City will need to ask voters to renew and possibly increase the levy at an election in 2017. The Council's and staff's recent focus has been to get the levy renewed and increased. Since that renewal has been accomplished, staff and the Council have time to pursue whether a stable source of revenue to replace that levy is possible or desirable. Staff and Council have a better understanding of the property tax system do to the recent legislative issues by the League of Oregon Cities to change portions of the property tax system in the Oregon Constitution.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

This objective is actually a by-product of the effort necessary to do Objective 2 on Goal 1 which is Maintaining a Full-Service City. The results of the work to accomplish this objective are needed to complete the objective of Maintaining a Full-Service City. Some of the strategic steps/actions necessary to accomplish this objective are;

- Further education of Council and staff on the property tax system and the need for the Local Option Levy and the realization that unless the property system in the Oregon Constitution is amended that the Local Option Levy is the only mechanism using property taxes to be able to collect this revenue.

- Discussion of the amount of revenue needed to be replaced over time since the Local Option Levy increases with the overall increased in assessed value.
- Discussion of possible stable ongoing revenue sources that have the ability to replace a \$2 million source of revenue.
- Based on possible other revenue sources, determine if it is desirable to replace the Local Option Levy. That potential source of revenue may have other demands on it.

4. List potential barriers or challenges:

- The number of stable revenue sources available to generate ongoing annual revenues of at least \$2 million.
- Replacement revenue cannot be dependent on service volume for fees which can fluctuate greatly.
- The desire of Council to establish a new revenue source that will generate the amount of revenue required.

5. Estimated Cost(s):

- Staff time which should not be significant for this project.

6. How will you determine when objective/project is completed and how will you measure if successful?

If a stable, ongoing replacement revenue is found, or if after the project is completed and the alternative are considered by the City Council, that the Local Option Levy with its ongoing issues might be the best available source of this revenue for the City.

Timeframe to Complete:

X	1–3 years	3–5 years	5–10 years +	Ongoing
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PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

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Department(s) Assigned:	All Departments
Lead Person(s)/Organization(s):	Department Heads – Administrative Services will take lead
List Goal Number Assigned:	Goal 2 Objective 20
Describe Objective/Project:	Process for Large Projects and/or Large Dollars

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

The new projected cost of a project that is currently underway will significantly exceed the initial estimated budget. Members of the Council asked staff if there is process that staff follows when doing large projects and projects involving large dollars.

2. Current status of the objective/project:

Council has added the objective of having a process for large projects and/or the expenditure of large dollars. There is not a formally adopted process but staff has generally followed the same steps for most projects.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Clarification of what Council means by a process including what types of projects and dollar amounts will use the process. Does the Council mean capital projects or are there other activities the Council wants included.
- Is a set process to be followed the best way to accomplish the Council objective or is a requirement that a process be developed and approved before the project starts a more effective method.
- Assemble the relevant staff to work on developing the steps in the process.
- Present the process for approval and adoption as a Council policy.

4. List potential barriers or challenges:

- If not limited to capital projects, developing a comprehensive process might be cumbersome.
- Non-capital projects might be best handled by requiring a work plan that could be tailored for that project.
- Any process developed might not correct or change the results if assumptions turn out not to be realistic or requirements that were not expected are placed upon the project.

5. Estimated Cost(s):

- Staff time.

6. How will you determine when objective/project is completed and how will you measure if successful?

The Council approves the process and staff follows the process when doing the project. Surprises might still occur but hopefully the process will be detailed enough to help to vet most of the project issues in the initial stages of the project.

Timeframe to Complete:

X	1–3 years	3–5 years	5–10 years +	Ongoing
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PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

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Department(s) Assigned:	Administrative Services
Lead Person(s)/Organization(s):	Paul Downey
List Goal Number Assigned:	Goal 2 Objective 21
Describe Objective/Project:	Update on 5-Year Levy Forecast

PART I: ACTION PLAN *(Start of Year)*

1. Background or history of the objective/project:

Staff does annual 5-Year Forecasts on the General Fund which includes the status of the 5-Year Local Option Levy. During the recent levy renewal process, the levy forecast was frequently updated as levy discussions continued. There was recent City Council discussion on the timing of the forecast and if having the forecast earlier would provide better information to the Council. The forecast shows how the financial condition of the General Fund will be in five years given the set of assumptions to produce the forecast. The accuracy of the assumptions is a large driver on the accuracy of the forecast. The forecast tends to a predictor of how the finances will trend rather than what the specific financial position of the General Fund will be five years from now.

2. Current status of the objective/project:

Staff is updating the five-year General Fund Financial Forecast including the levy and will present the results at the April 24, 2013, Budget Committee meeting. Staff has been discussing the timing of the forecast and the benefits of when the forecast is updated and how often it is updated.

3. List strategic steps/actions that will be necessary to accomplish this objective/project:

- Determine the objectives behind the forecast which will drive the timing of the forecast.
- Review the assumptions used and when the best information to make the assumptions is known.
- Present staff's recommendations of the timing of the forecast to the Council.
- Prepare the forecast based on when the Council wants the forecast prepared.

4. List potential barriers or challenges:

- The biggest challenge would be the validity of the forecast based on the when the major assumptions used for the forecast are determined.

5. Estimated Cost(s):

- Limited additional staff time depending on when and how often the forecast is updated.

6. How will you determine when objective/project is completed and how will you measure if successful?

The Council and staff feel the forecast, whenever it is decided to prepare the forecast, provides reliable information to make help funding decisions and how those decisions will affect the future.

Timeframe to Complete:

X	1–3 years	3–5 years	5–10 years +	Ongoing
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PART II: ACCOMPLISHMENT *(End of Year)*

7. Describe in detail accomplishment of the objective/project: