

CITY COUNCIL MONTHLY MEETING CALENDAR

April-14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
			RWPC-EC 5:30pm	Fernhill Mtg 2pm Comm Aud EDC Noon	FGS&CC 1st Friday 5pm	
6		7	8	9	10	11
		JTWS Council & Rural Fire 7pm - Fire Conf Rm	Municipal Court			12
	Planning Comm 7pm	Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	MPAC 5pm	PAC 5pm	MPAC-JPACT 8am JTWC Noon OMA Mtg (Conf Call)	CFC Tree Pruning Workshop 9am - Talisman Park
13		14	15	16	17	18
	CITY COUNCIL 5:30 PM - WORK SESSION (B&C) 5:50 PM - EXECUTIVE SESSION (Labor) 6:15 PM - WORK SESSION (Med Marijuana) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM					
		Fernhill Wetlands 5pm	P&R 7am CFC 5:15pm CWAC 5:30pm	CCI 5:30pm Dairy Creek Food Web 7:30pm Ford Ambassadors 6pm Comm Aud		
20	Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm	21	22	23	24	25
	Planning Comm 7pm	ODF Mtg 8am Comm Aud	Municipal Court			
		Council Work Session CEP Interviews 6 pm - Comm Aud	Town Hall Meeting Verboort-Purdin Road 6pm - 8pm Comm Aud			Council & Staff Negotiations Training L&P Training Room
		HLB 7:15pm	PSAC MPAC 5pm	Sustainability Comm 5:30pm	Mayors' Lunch Cancelled OAM Mtg-Salem	Prescription Drugs Drop Off - Police 10am - 2pm
27		28	29	30		
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM					

May-14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				Hwy 47/Maple Mtg, 9:30am Comm Aud EDC Noon	FGS&CC 1st Friday 5pm	SQ-Foot Gardening 2pm - 4pm Senior Ctr
4		5	6	7	8	9
	Planning Comm 7pm		Municipal Court			10
			Rural Fire 8pm	PAC 5pm		City Shred Day 9am-1pm
11		12	13	14	15	16
		Red Cross Blood Drive 1pm - 6pm - Comm Aud				17
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Library 6:30pm	MPAC 5pm	CCI 5:30pm Dairy Creek Food Web 7:30pm		Library Program Grow It 10:30am - Comm Aud
17	Chamber Luncheon - Noon, Prime Time FGS&CC Bd Mtg 6:30pm	19	20	21	22	23
	Planning Comm 7pm	Fernhill Wetlands 5pm	Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm		Budget Committee (1st Mtg) 7:00pm - Comm Aud	WC Mayors' Luncheon
25		26	27	28	29	30
	CITY OFFICES CLOSED	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	PSAC Ford Institute 4pm MPAC 5pm		Budget Committee (2nd Mtg) 7:00 pm - Comm Aud	31
		HLB 7:15pm		Library 5:30pm		

June-14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		2	3	4	5	6
			Municipal Court			7
			Budget Committee (3rd Mtg) 7:00 pm - Comm Aud			
	Planning Comm 7pm		RWPC-CB 7pm Rural Fire 8pm	Employee Breakfast - Fire St EDC Noon	FGS&CC 1st Friday 5pm	
8		9	10	11	12	13
		Red Cross Blood Drive 1pm - 6pm - Comm Aud				14
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Library 6:30pm	MPAC 5pm	PAC 5pm	LOC Board - Yachats JWC - TBA	
15	Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm	16	17	18	19	20
	Planning Comm 7pm	Fernhill Wetlands 5pm	Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm			21
				CCI 5:30pm Dairy Creek Food Web 7:30pm		
22		23	24	25	26	27
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	HLB 7:15pm	PSAC MPAC 5pm			28
29		30				
					WC Mayors' Luncheon	

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FOREST GROVE CITY COUNCIL

Monday, April 28, 2014

Meeting Agenda

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

7:00 PM – Regular Meeting

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.

<p>7:00</p>	<p>1. <u>REGULAR MEETING:</u> Roll Call and Pledge of Allegiance</p> <p>2. <u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you.</p> <p>3. <u>CONSENT AGENDA:</u> See Page 4</p> <p>4. <u>ADDITIONS/DELETIONS:</u></p> <p>5. <u>PRESENTATIONS:</u></p>
<p>Kari Middleton, Volunteer Coordinator Michael Sykes, City Manager</p>	<p>7:05</p> <p>5. A. • <i>City Volunteer Programs Update</i></p>
<p>Jon Holan, Community Development Director Janie Schutz, Police Chief Michael Sykes, City Manager</p>	<p>7:20</p> <p>6. <u>CONTINUE PUBLIC HEARING FROM APRIL 14, 2014: SECOND READING OF ORDINANCE NO. 2014-04 OF THE CITY OF FOREST GROVE IMPOSING A MORATORIUM ON MEDICAL MARIJUANA FACILITIES WITHIN THE CORPORATE BOUNDARIES OF THE CITY; DECLARING AN EFFECTIVE DATE</u></p>
<p>Jon Holan, Community Development Director Dan Riordan, Senior Planner Michael Sykes, City Manager</p>	<p>7:30</p> <p>7. <u>CONTINUE PUBLIC HEARING FROM APRIL 14, 2014: SECOND READING OF ORDINANCE NO. 2014-05 ENACTING CHAPTER 2, CODE SECTION 2.10.005 THROUGH 2.10.013 OF THE FOREST GROVE CODE, ENTITLED “URBAN RENEWAL OF THE CITY OF FOREST GROVE”; DECLARING THAT BLIGHTED AREAS EXIST WITHIN THE CITY OF FOREST GROVE, ELECTING THE FOREST GROVE CITY COUNCIL AS THE METHOD FOR EXERCISE OF URBAN RENEWAL AGENCY POWERS AGENCY POWERS</u></p>
<p>Michael Sykes, City Manager Tom Gamble Parks and Recreation Director Paul Downey, Administrative Services Director</p>	<p>7:40</p> <p>8. <u>PUBLIC HEARING AND RESOLUTION NO. 2014-37 SETTING FEES AND CHARGES FOR AQUATIC CENTER, EFFECTIVE JULY 1 2014, AND REPEALING RESOLUTION NO. 2013-25</u></p>

Michael Kinkade, Fire Chief
Ian O'Conner, Division Chief
Paul Downey, Administrative
Services Director
Michael Sykes, City Manager

7:45

9. **RESOLUTION NO. 2014-38 ADOPTING FISCAL YEAR 2013-14 SUPPLEMENTAL BUDGET AND AUTHORIZING THE EXPENDITURE BY THE FIRE DEPARTMENT WITHIN THE GENERAL FUND BUDGET OF FIRE CONFLAGRATION REIMBURSEMENT FUNDS RECEIVED FROM THE STATE OF OREGON**

Michael Sykes, City Manager

7:50

10. **DEPARTMENT WORK PLANS FOR FY 2014**

Michael Kinkade, Fire Chief

Rob Foster,
Public Works Director

Jon Holan, Community
Development Director

Paul Downey, Administrative
Services Director

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

Michael Sykes
City Manager

8:30

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

8:45

12. **COUNCIL COMMUNICATIONS:**

9:00

13. **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 Work Session (B&C Interviews) Meeting Minutes of April 14, 2014.
 - B. Approve Executive Session (Labor Negotiations) Meeting Minutes of April 14, 2014.
 - C. Approve Work Session (Medical Marijuana Facilities) Meeting Minutes of April 14, 2014.
 - D. Approve City Council Regular Meeting Minutes of April 14, 2014.
 - E. Accept Community Forestry Commission Meeting Minutes of March 19, 2014.
 - F. Accept Historic Landmarks Board Meeting Minutes of February 25 and March 25, 2014.
 - G. Accept Parks and Recreation Commission Meeting Minutes of March 20, 2014.
 - H. Accept Public Arts Commission Meeting Minutes of March 13 and March 22, 2014.
 - I. Endorse Liquor License Change of Application (Full On-Premises Sales) for Grampy's Deli and Pub (Applicant: Christopher Somers)
 - J. **Resolution No. 2014-39 Making Appointment to Public Safety Advisory Commission (Appoint Tim Rippe, At-Large, Term Expiring December 31, 2017.**
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**FOREST GROVE CITY COUNCIL WORK SESSION
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEWS)
APRIL 14, 2014 – 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 Work Session to order at 5:34 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; and Anna Ruggles, City Recorder.

2. WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS (B&C) INTERVIEWS

The following applicants were interviewed for the following positions:

- Hugo Rojas, **Planning Commission, Term Expiring December 31, 2017**
- Tim Rippe, Economic Development Commission, Planning Commission and **Public Safety Advisory Commission, At-Large, Term Expiring December 31, 2017**

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the above-noted B&C applicant interviews. After Council deliberation, Council collectively made recommendation to appoint members as noted above in **Bold**. A resolution making Rippe's formal appointment will be considered at the next regular Council meeting of April 28, 2014, and a resolution making Rojas's formal appointment will be considered at the Council meeting of May 12, 2014, pending Al Miller's formal resignation on the Planning Commission.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:15 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION
ORS 192.660(2)(D) LABOR
APRIL 14, 2014 – 5:50 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 6:00 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; Brenda Camilli, Human Resources Manager; and Anna Ruggles, City Recorder.

2. EXECUTIVE SESSION:

The City Council met in Executive Session in accordance with:

ORS 192.660(2)(D) to conduct deliberations with person designated by the governing body to carry on labor negotiations.

3. ADJOURNMENT

Mayor Truax adjourned the Executive Session at 6:28 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL WORK SESSION
(MEDICAL MARIJUANA FACILITIES)
APRIL 14, 2014 – 6:15 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:30 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; Jon Holan, Community Development Director; Janie Schutz, Police Chief; and Anna Ruggles, City Recorder.

2. WORK SESSION: MEDICAL MARIJUANA FACILITIES

Holan, Police Chief Schutz, and Sykes facilitated the work session, noting the purpose of the work session was to consider a proposed ordinance imposing a one-year moratorium for the establishment and operation of medical marijuana facilities in Forest Grove pursuant to Senate Bill (SB) 1531. Holan reported the State adopted a new law in 2013 (ORS 475.314) regulating medical marijuana facilities, noting SB 1531 amends the ORS by allowing jurisdictions to adopt a one-year moratorium to prevent the establishment of medical marijuana facilities until May 1, 2015. Holan explained the moratorium is intended to allow jurisdictions the opportunity to develop and adopt the appropriate local regulations addressing areas of the law, i.e., hours of operation, location, and manner in which the facilities may dispense medical marijuana. Holan advised to establish a one-year moratorium, the City must adopt an ordinance no later than May 1, 2014. Holan referenced attachments to the staff report, noting the three attachments include a copy of State law (ORS 475.314); a copy of SB 1531; and a map showing the 1000' buffer area from school sites within the City's Commercial and Town Center zoning designations. Holan added from a City zoning prospective, there could be two different use categories under which medical marijuana facilities could be authorized, general retail (Neighborhood Commercial District) and medical centers (Community Commercial District), noting State law prohibits medical marijuana facilities within 1000' of public and private educational facilities. In addition, Holan highlighted other concerns pertaining to areas where medical marijuana facilities may be located, noting the moratorium would provide staff an opportunity to interpret the State's buffer requirements and the City's zoning regulations. Chief Schutz added from a law enforcement perspective, all enforcement officers must have enhanced training, i.e., Advanced Roadside Impaired Driving Enforcement (ARIDE), to detect drug-impaired drivers. Chief Schutz advised there currently is no chemical test that

**FOREST GROVE CITY COUNCIL WORK SESSION
(MEDICAL MARIJUANA FACILITIES)
APRIL 14, 2014 – 6:15 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 2**

can be used in the field to detect marijuana impairment, so enforcement officers must be able to quickly and efficiently determine impairment. Chief Schutz reported there is also the possibility of medical marijuana dispensaries causing a rise in calls for police services, noting the Police Department currently faces minimum staffing on all shifts approximately 60 percent of the time. In addition, Chief Schutz highlighted other law enforcement concerns, noting the moratorium would provide staff an opportunity to establish clear procedures and methods that are needed for law enforcement to properly regulate State law requirements. In conclusion of the above-noted staff report, Holan advised there is no fiscal impact to the City by enacting a moratorium; however, there may be administrative costs for implementing regulations and law enforcement training costs, but these costs, if any, are unknown at this time.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to staff's recommendation to consider imposing a one-year moratorium for the establishment and operation of medical marijuana facilities in Forest Grove pursuant to Senate Bill (SB) 1531. Holan, Chief Schutz, City Attorney Elsner, and Sykes responded to various concerns, inquiries and scenarios Council presented pertaining to zoning and regulations of the ORS and SB 1531 and imposing the moratorium. City Attorney Elsner advised the Council may alter (rescind) at any time the enacted ordinance prior to May 1, 2015. In conclusion of the above-noted discussion, Holan affirmed the City has no pending applications at this time for medical marijuana facilities.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 7:00 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 14, 2014 – 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 meeting to order at 7:10 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; Paul Elsner, City Attorney; 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; Colleen Winters, Library Director; Jeff King, Economic Development Coordinator; Dan Riordan, Senior Planner; and Anna Ruggles, City Recorder.

1. A. PROCLAMATION:

National Arbor Day

Mayor Truax publicly proclaimed April 25, 2014, as “National Arbor Day” in Forest Grove”. Mayor Truax noted this is the 24th consecutive year the City has received the national “*Tree City USA*” award recognition. Councilor Thompson and Riordan accepted the proclamation on behalf of Community Forestry Commission (CFC) and reported CFC sponsored tree planting and tree pruning events this year in recognition of Arbor Day.

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 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 Work Session (B&C Interviews) Meeting Minutes of March 17, 2014.
- B. Approve City Council Work Session (Council Goal-Setting) Meeting Minutes of March 17, 2014.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 14, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 2**

- C. Approve City Council Regular Meeting Minutes of March 17, 2014.
- D. Accept Community Forestry Commission Meeting Minutes of February 19, 2014.
- E. Accept Economic Development Commission Meeting Minutes of October 3, November 7, and December 5, 2013, and January 9 and February 6, 2014.
- F. Accept Parks and Recreation Commission Meeting Minutes of February 19, 2014.
- G. Accept Planning Commission Meeting Minutes of March 3, 2014.
- H. Accept Public Arts Commission Meeting Minutes of February 13, 2014.
- I. Community Development Monthly Building Activity Report for March 2014.
- J. Library Department Monthly Circulation Statistics Report for March 2014.
- K. **Resolution No. 2014-35 Making Appointment to Historic Landmarks Board (Appointing Kaylene Toews, Term Expiring December 31, 2014).**
- L. Accept Resignation on Parks and Recreation Commission (Nathan Seable, NE, Term Expiring December 31, 2015).
- M. **Resolution No. 2014-36 Making Appointments to Parks and Recreation Commission (Appointing Jeremiah Toews, NE, Term Expiring December 31, 2015, and Todd Winter, SW, Term Expiring December 31, 2017).**
- N. **Endorse Liquor License Renewal Applications for Year 2014:**
 - 1. 1910 Main An American Bistro (Full-On Premises Sales and Off-Premise Sales)
 - 2. My Place Tavern (Limited On-Premises Sales)
 - 3. Tienda La Rosa (Off-Premises Sales)
 - 4. **Endorse Liquor License Change of Ownership Application, The Britannia Pub, dba Grendel's, 2004 Main Street (Full On-Premises Sales) (Applicant: Leslie Coleman).**

Council Discussion:

Lowe welcomed newly-appointed Parks and Recreation Commission member Jeremiah Toews (Item 3. M.) who was present in the audience.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 14, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 3**

Hearing no further discussion from the Council, Mayor Truax asked for a motion to approve the Consent Agenda as noted below.

MOTION: Council President Johnston moved, seconded by Councilor Miller, to approve the Consent Agenda as presented. MOTION CARRIED 7-0 by voice vote.

4. **ADDITIONS/DELETIONS:** None.

5. **PRESENTATIONS:**

5. A. **Forest Grove Library Foundation Update:**

Rod Fuiten, Forest Grove Library Foundation President, gave an update on the Forest Grove Library Foundation fundraising activities, grants and provided a status update on the Ed Carpenter art project, known as Mollie's Garden. In addition, Fuiten addressed various Council inquiries and invited Council to attend the annual Library Commission/Library Foundation joint meeting scheduled for May 29, 2014.

6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2014-04 OF THE CITY OF FOREST GROVE IMPOSING A MORATORIUM ON MEDICAL MARIJUANA FACILITIES WITHIN THE CORPORATE BOUNDARIES OF THE CITY; DECLARING AN EFFECTIVE DATE**

Staff Report:

Holan and Police Chief Schutz presented the above-proposed ordinance requesting to impose a one-year moratorium for the establishment and operation of medical marijuana facilities in Forest Grove pursuant to Senate Bill (SB) 1531. Holan reported the State adopted a new law in 2013 (ORS 475.314) regulating medical marijuana facilities, noting SB 1531 amends the ORS by allowing jurisdictions to adopt a one-year moratorium to prevent the establishment of medical marijuana facilities until May 1, 2015. Holan explained the moratorium is intended to allow jurisdictions the opportunity to develop and adopt the appropriate local regulations addressing areas of the law, i.e., hours of operation, location, and manner in which the facilities may dispense medical marijuana. Holan advised to establish a one-year moratorium, the City must adopt an ordinance no later than May 1, 2014. Holan referenced attachments to the staff report, noting the three attachments include a copy of State law (ORS 475.314); a copy of SB 1531; and a map showing the 1000'

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 14, 2014 – 7:00 P.M.
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buffer area from school sites within the City's Commercial and Town Center zoning designations. Holan added from a City zoning prospective, there could be two different use categories under which medical marijuana facilities could be authorized, general retail (Neighborhood Commercial District) and medical centers (Community Commercial District), noting State law prohibits medical marijuana facilities within 1000' of public and private educational facilities. In addition, Holan highlighted other concerns pertaining to areas where medical marijuana facilities may be located, noting the moratorium would provide staff an opportunity to interpret the State's buffer requirements and the City's zoning regulations. Chief Schutz added from a law enforcement perspective, all enforcement officers must have enhanced training, i.e., Advanced Roadside Impaired Driving Enforcement (ARIDE), to detect drug-impaired drivers. Chief Schutz advised there currently is no chemical test that can be used in the field to detect marijuana impairment, so enforcement officers must be able to quickly and efficiently determine impairment. Chief Schutz reported there is also the possibility of medical marijuana dispensaries causing a rise in calls for police services, noting the Police Department currently faces minimum staffing on all shifts approximately 60 percent of the time. In addition, Chief Schutz highlighted other law enforcement concerns, noting the moratorium would provide staff an opportunity to establish clear procedures and methods that are needed for law enforcement to properly regulate State law requirements. In conclusion of the above-noted staff report, Holan advised there is no fiscal impact to the City by enacting a moratorium; however, there may be administrative costs for implementing regulations and law enforcement training costs, but these costs, if any, are unknown at this time.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2014-04.

Elsner read Ordinance No. 2014-04 by title for first reading.

MOTION: Councilor Kidd moved, seconded by Councilor Miller, to adopt Ordinance No. 2014-04 of the City of Forest Grove Imposing a Moratorium on Medical Marijuana Facilities Within the Corporate Boundaries of the City; Declaring an Effective Date. The second reading of Ordinance No. 2014-04 by title and final vote is scheduled to occur at the meeting of Monday, April 28, 2014.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 14, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
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Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

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:

Uhing pointed out the moratorium is only to allow the City time to get up to speed with the new State law regulations, noting the purpose of the moratorium is not to deny medical marijuana facilities.

Hearing no further discussion from the Council, Mayor Truax recessed the Public Hearing for Ordinance No. 2014-04 as noted below.

Public Hearing Recessed:

Mayor Truax recessed the Public Hearing until the next Council meeting of Monday, April 28, 2014.

7. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2014-05 DECLARING THAT BLIGHTED AREAS EXIST WITHIN THE CITY OF FOREST GROVE, RECOGNIZING THE NEED FOR AN URBAN RENEWAL AGENCY TO FUNCTION WITHIN THE CITY OF FOREST GROVE AND PROVIDING FOR THE EXERCISE OF THE AGENCY'S POWERS BY THE CITY COUNCIL OF THE CITY OF FOREST GROVE; AMENDING FOREST GROVE CITY CODE, CHAPTER 2, BY ADDING NEW CODE SECTIONS 2.10.005 THROUGH 2.10.009, TITLED "URBAN RENEWAL AGENCY**

Staff Report:

Holan and Riordan presented the above-proposed Ordinance requesting to amend City Code, Chapter 2, by adding new Code Sections 2.10.005 through 2.10.009, in order to establish an Urban Renewal Agency, noting the above-noted proposed Ordinance is declaring that blighted areas

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 14, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
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exist within the City and designates Council to oversee the governance of the Urban Renewal Agency. Riordan presented a PowerPoint presentation outlining the next steps and timeline if the City creates an Urban Renewal Agency, noting a draft of the urban renewal plan would be sent to taxing districts in May, so taxing districts could review the potential financial impacts to proposed areas within the taxing districts, and the urban renewal plan would be submitted to the Planning Commission for review to ensure the plan complies with the City's adopted Comprehensive Plan. In conclusion of the above-noted staff report, Holan and Riordan advised staff is recommending adoption of the proposed Code amendments and Findings as outlined in Exhibit A of Ordinance No. 2014-05.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2014-05.

Elsner read Ordinance No. 2014-05 by title for first reading.

MOTION: Council President Johnston moved, seconded by Councilor Kidd, to adopt Ordinance No. 2014-05 Declaring that Blighted Areas Exist Within the City of Forest Grove, Recognizing the Need for an Urban Renewal Agency to Function Within the City of Forest Grove and Providing for the Exercise of the Agency's Powers by the City Council of the City of Forest Grove; Amending Forest Grove City Code, Chapter 2, by Adding New Code Sections 2.10.005 through 2.10.009, Titled "Urban Renewal Agency. The second reading of Ordinance No. 2014-05 by title and final vote is scheduled to occur at the meeting of Monday, April 28, 2014.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

**FOREST GROVE CITY COUNCIL REGULAR MEETING
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COMMUNITY AUDITORIUM
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No one testified and no written comments were received.

Council Discussion:

Council President Johnston noted the Council has held numerous work sessions and staff held open houses on the urban renewal proposal, noting it is time for Council to enact. In response to Council President Johnston's inquiry pertaining to notifying adjacent property owners, Riordan affirmed a citywide notice would be sent to all property owners.

In response to Uhing's inquiry pertaining to timelines, Riordan referenced the PowerPoint presentation outlining the next steps of the process once the Urban Renewal Agency is formed.

In response to Lowe's inquiry pertaining to taxing districts, Riordan indicated the taxing districts include Washington County, Port of Portland, Portland Community College, TriMet, Metro, Northwest Education Services and Forest Grove School District.

Hearing no further discussion from the Council, Mayor Truax recessed the Public Hearing for Ordinance No. 2014-05 as noted below.

Public Hearing Recessed:

Mayor Truax recessed the Public Hearing until the next Council meeting of Monday, April 28, 2014.

8. DEPARTMENT WORK PLANS FOR FY 2014-15:

Library Department:

Winters presented a PowerPoint presentation outlining the Library Department's Work Plan for 2014-15 as noted in her staff report. Winters's report focused on 2012-13 usage statistics (389,340 items checked out, 15,674 reference questions answered, 28,802 number of public internet use sessions, 217,056 persons visited the library, 147,947 items borrowed for patrons, 115,660 items shipped to other WCCLS libraries, 13,526 registered borrows, and 51 volunteers working 5,903 hours); evaluation of reference services, staffing, services and programs; library visioning process and goal setting; Washington County Cooperative Library Services (WCCLS) 2015 levy proposal; and completion of library art project. In addition, Winters reported on other various department-related projects and library-related work plan.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
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Light and Power Department:

Cress presented a PowerPoint presentation outlining the Light and Power Department's (L&P) Work Plan for 2014-15 as noted in the staff report. Cress's report focused on substation equipment replacement projects; aging pole replacement program (120 poles replaced, approximately 200 poles remaining); energy conservation programs (incentive upgrades, rebates, and renewable energy options); Supervisory Control and Data Acquisition System (SCADA) installation program; upgrades to Pacific University campus; evaluating potential sites for City solar generation facility; and assisting as staff liaison to the newly-created Sustainability Commission. In addition, Cress reported on other various department-related action plans and addressed various Council inquiries.

Economic Development:

King presented a PowerPoint presentation outlining the Economic Development's Work Plan for 2014-15 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; downtown development (Times Litho site); small/new business development; pursuing various grant opportunities; assisting with key community events; and collaboration with various committees and county-wide agencies. In addition, King reported on other various department-related action plans and addressed various Council inquiries.

Parks and Recreation Department:

Gamble presented a PowerPoint presentation outlining the Parks and Recreation Department's Work Plan for 2014-15 as noted in his staff report. Gamble's report focused on various park-related projects (Parks Master Plan Update, SDC Update, identifying additional community garden areas, studying four-plex softball/baseball complex, future park acquisition, and feasibility study for community center); ongoing Aquatic Center-related programs (seeking additional volunteer opportunities, searching for additional revenue sources, promoting additional teen activities, and providing water safety outreach); policy development (Field Use and Smoke Free policies); promoting Public Arts Commission-related projects; and other administrative-related projects and goals. In addition, Gamble reported on other various department-related action

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 14, 2014 – 7:00 P.M.
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plans and addressed various Council inquiries.

Police Department:

Chief Schutz presented a PowerPoint presentation outlining the Police Department's Work Plan for 2014-15 as noted in her staff report. Schutz's report focused on police-related work plan, activities and programs; community outreach programs (reserve officer program, Public Safety Advisory Commission, Citizen's Academy, Neighborhood Watch, Operation "Help Me Home", virtual ride-along, Coffee with a Cop, and crime prevention); police-related training (active shooter training and mental health training and awareness); Public Safety Advisory Commission-related projects; collaboration with various county-wide agencies; and other various administrative-related projects and goals. In addition, Schutz reported on other various department-related action plans and addressed various Council inquiries.

9. ADOPTING CITY COUNCIL TEAM AGREEMENT FOR 2014:

Mayor Truax presented a copy of the Council Team Agreement, noting Council reviewed its Team Agreement at the Council Retreat, held on March 1, 2014, and had no proposed amendments.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt the Council Team Agreement for 2014 as presented.

MOTION: Council President Johnston moved, seconded by Councilor Kidd, to adopt the Council Team Agreement for 2014 as presented.

Council Discussion:

Hearing no additions or deletions from the Council, Mayor Truax asked for a voice vote on the above motion.

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

10. CITY MANAGER'S REPORT:

Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and community-wide events as noted in the City Manager's Report. Sykes reported a Town

**FOREST GROVE CITY COUNCIL REGULAR MEETING
APRIL 14, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 10**

Hall Meeting has been scheduled for Wednesday, April 23, 2014, 6pm, Community Auditorium, to discuss Verboort and Purdin Road intersection. Sykes encouraged Councilmembers who have not registered to do so, noting the David Landis Management Training scheduled on Friday, April 25, will be an excellent session. Sykes announced Mike Nolop was recently hired as the City's new IT Manager, noting Nolop will be a great addition to the team. In addition, 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 upcoming city-wide events.

11. COUNCIL COMMUNICATIONS:

Council President Johnston reported attending the Joint Rural Fire Protection District meeting, attending the Fire Department Annual Recognition Banquet, and attending the League of Oregon Cities Finance and Taxation Committee meeting. Johnston commended public safety officers and emergency personnel for their professionalism in responding to major incidents recently. Johnston thanked all Department Directors for their work plan presentations. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Kidd reported attending the League of Oregon Cities Energy Committee meeting, noting he was appointed Vice-Chair. In addition, Kidd reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported attending the League of Oregon Cities Water Committee meeting and attending the Joint Water Commission meeting. Lowe announced Clean Waters Services is planning a ribbon-cutting celebration at Fernhill Wetlands on May 1, 2014. In addition, Lowe reported on other matters of interest and upcoming meetings she was planning to attend.

Miller reported on matters of interest and upcoming meetings she was planning to attend.

Thompson reported attending the League of Oregon Cities Energy and Transportation Committee meetings. Thompson reported on Community Forestry Commission-related Arbor Day events. In addition, Thompson reported on other matters of interest and upcoming meetings he was

**FOREST GROVE CITY COUNCIL REGULAR MEETING
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planning to attend.

Uhing reported attending the Westside Economic Alliance meeting and reported attending the Historic Landmarks Board meeting in Councilor Kidd's absence. In addition, Uhing reported on other matters of interest and upcoming meetings she was planning to attend.

Mayor Truax announced dates of various upcoming activities and meetings as noted in the Council Calendar. Mayor Truax reported Senators Bruce Starr and Betsy Johnson, as well as representatives from Oregon Department of Transportation, Washington County and Pacific University, would be in attendance at the Town Hall Meeting on Wednesday, April 23, 2014, 6pm, Community Auditorium, to discuss the intersection at Verboort and Purdin Road in the aftermath of a recent crash that killed two Pacific University students. In addition, Mayor Truax reported on other various local, regional, Metro, and Washington County meetings he attended and community-related events he was planning to attend.

12. ADJOURNMENT:

Mayor Truax adjourned the meeting at 10:00 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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APPROVED

**COMMUNITY FORESTRY COMMISSION
CITY AUDITORIUM
MAIN STREET, FOREST GROVE, OR
MARCH 19, 2014**

Meeting called to order at 6:33:09. President Jen Warren in Chair.

Members Present – President Jen Warren in Chair, David Hunter, Dale Wiley,
Bruce Countryman,

Members Absent- Lance Schamberger – Mark Nakajima

Staff Present: Dan Riordan

Council Liaison: Ron Thompson

Meeting Minutes Approval: January minutes were unavailable, Dan will provide at the April meeting. Bruce moved for approval of February minutes, David seconded. Unanimous vote for approval.

Citizen Communication: None

OLD BUSINESS

PLANNING RETREAT DEBRIEFING - All agreed the new list of projects was fine. Jen will send the list out to every one prior to April meeting.

ARBOR DAY GRANT – Arbor Day grant was successful. The CFC received \$ 460. WE will need to provide them with pictures and narrative of the use of the funds. Dan presented some banner ideas and it was agreed to move forward with purchasing a banner for use in promoting the Arbor Day activities.

TREE PLANTING EVENT – Tree Planting event will be held at Rogers Park on April 8th at 10:00 am. 2 classes from the community school will help in planting 2 trees. Parks Department will pre dig the holes and we will use 2 B&B trees from EF Nursery. We will have 2 groups and classes and will have CFC members with each group. We will use some of our grant funds to purchase 6 shovels to provide for the students to back fill the holes.

TREE PRUNING WORKSHOP – Tree Pruning Workshop will be held at Talisman Park on Saturday, April 12, at 9 am. David and Dale will bring tools and conduct the workshop. Various methods will be used to promote the workshop, since we missed the utility billing cycle for April.

NEW BUSINESS

David reported on his attendance and the content of the State of the State of Oregon and Washington forests.

URBAN FOREST MANAGEMENT PLAN - Bruce presented a templated outline that will provide the base structure for the proposed plan. It will allow inclusion of specific items related to the plan and will save a lot of time in plan development. Bruce will work on that and suggested we call for a public outreach for citizen input on the plan.

EVENT DISPLAY BOARD – Jen has the materials together and will present at the April meeting.

HAZARD RISK ASSESMENT – David presented a date of September 13 for the Hazard Risk Assessment Workshop.

Bruce noted that SOLV will be doing some native plant plantings in Forest Glen Park on March 22, 2014.

PROJECT REPORTS

None at this time.

NEXT MEETING

Next meeting will be April 16, 2014 at the Community Auditorium at 5:30 pm.

MEETING ADJOURNMENT

Dale moved and David seconded to adjourn the meeting. Unanimous affirmative vote adjourned the meeting. Meeting was adjourned at 6:34:07 pm.

Respectfully submitted,

Dale Wiley
CFC Secretary

APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
February 25, 2014 -- 7:15 P.M. Page 1 of 1

3F

Members Present: Jennifer Brent, George Cushing, Holly Tsur, Larry Wade (two vacancies)
Member Excused: Neil Poulsen
Staff Present: James Reitz
Council Liaison: Richard Kidd was present
Citizens Present: -0-

1. **Call to Order:** Tsur opened the meeting at 7:19 p.m. **The meeting minutes of January 28, 2014, were approved as submitted.** Jennifer Brent was introduced as the newest member of the Board.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

- A. **Renovation Grants - Alternate Funding Sources:** Discussion of this item was postponed to the April meeting.
- B. **Rules of Procedure – Quorum Amendment:** Reitz briefly reiterated the information in the memo – adoption of this amendment would more closely align the Board's procedures with City rules. **Wade/Cushing to amend the Rules to allow a quorum to be a majority of the members. Motion carried 4-0.**
- C. **Adoption of 2014 Tasks:** Tsur went through the task list. It was noted that discussion of the SHPO grant application should begin in September, well before the application is available. **Wade/Cushing to adopt the goals and tasks as written. Motion carried unanimously.**
- D. **Adoption of Renovation Grant Review Process:** **Cushing/Wade to adopt the process as written. Motion carried unanimously.**
- E. **Winter Newsletter:** Tsur said that the article with Katya Duncan on selling historic homes was proceeding but due to personal issues would not be completed in February. She also said that she had been unable to contact Bryan Corke about his potential article and recommended that Cushing proceed with an article for the Spring issue due in May.
- F. **CEP Grant Application:** Kidd stated that the applications will be available March 1 and must be completed and turned in by March 31. He said that the maximum grant per application was to be \$5,000 but that multiple grants would be considered. After discussion it was decided to apply for just one grant to continue the renovation grant program, but consider multiple grant applications next year. Tsur agreed to prepare the grant with Cushing's assistance; they agreed to meet in subcommittee on March 8 and have a draft completed by the March 25 meeting for submission before the deadline.
- G. **Preservation Month Planning / Stewart Award:** Cushing was tasked with a display for the library, which would include the HLB display board and possibly a display from the Friends of Historic Forest Grove.

Ideas for recipients of the Eric Stewart Award were briefly suggested; discussion will continue at the March 25 meeting.

4. **Old Business / New Business**

- Council Liaison Report: Kidd noted that he would not be able to attend the March meeting. He said Councilor Uhing may attend instead.
- Staff Update: Reitz reported that he too would be out next month; and that the design guidelines and website consultants were proceeding with their assignments.
- New Business: Cushing commented on the February 17th *News Times* "historic" page describing the 1944 government houses on 21st Avenue between "C" and "D" streets.

5. **Adjournment:** The February 25, 2014 meeting adjourned at 8:54 p.m.

These minutes respectfully submitted by George Cushing, Secretary

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Members Present: George Cushing, Holly Tsur, Larry Wade (two vacancies)
Member Excused: Jennifer Brent, Neil Poulsen
Staff Present: Jon Holan
Council Liaison: Elena Uhing was present
Citizens Present: 02

1. **Call to Order:** Tsur opened the meeting at 7:19 p.m. **The meeting minutes of February 25, 2014, were approved as submitted.**

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

- A. Renovation Grant Request – Agnes Moore house @ 2103 15th Avenue (Washington County Tax Lot 1S3 6BD-12500). Applicant: Jim Quiring. File Number: HLR-14-00149.** The applicant was present and discussed his proposal to totally disassemble and rebuild the chimney with appropriately tinted grout. He also said that the mason had a supply of historic bricks to replace any bricks unable to be reused. Wade asked about the separation from the house; Quiring replied that the mason would install a line of caulk. Quiring said that although the rebuilt chimney will have a flue liner to be able to use a gas fireplace, the construction will be such that it could be used for wood fires in the future. **Wade/Cushing to approve a \$1,000 grant. Motion carried unanimously.**
- B. CEP Grant Application Review --** Tsur had the grant application completed. Uhing recommended that the application include the multiplier (already done) as well as reference the work the Board has done on the historic design standards and renovation grant process. She also strongly recommended that at least one Board member attend the Council meeting presentation. She said she would talk with the city recorder about moving the presentation to an earlier time so that more members could participate.
- C. Preservation Month / Stewart Award –** No one came forth with a suggested award recipient. Cushing said he spoke with library staff and they could offer the HLB a table for the whole month. He also spoke with Mary Jo Morelli about participating in the exhibit.
- D. Spring Newsletter --** Tsur reported that she had spoken with Brian Corke about a painting article, and he agreed to do one for a future issue; Tsur suggested Cushing proceed with his building envelope article for the Spring issue. She is also proceeding with her article on marketing historic homes but it would be delayed. Wade suggested if delayed too far he could prepare a “best of” newsletter with very little notice.
- E. Design Guidelines Discussion --** Robert Dortignacq was present and reported on his work to update and expand the draft *Design Guidelines and Standards* document. He commented on setbacks and contributing versus non-contributing homes, and noted that the guidelines and standards may need to be block-specific rather than district-wide because each district has such a variety of homes. Holan contributed to the discussion with clarification on various points and noted that guidelines are suggestions while standards would become part of the city code and therefore would require compliance. The Board decided to further review the draft and have any comments back by the April 22nd meeting so they could be sent back to Dortignacq by May 1st. Holan will forward the electronic document to Tsur for distribution to the Board.

4. Old Business / New Business

- Uhing had some suggestions concerning the renovation grant process, such as posting the figures on the white board. Tsur also thought that the figures in the staff memo were off; Holan felt the figures in the memo were correct. Overall, the Board thought that the review earlier in the evening went very well. It was suggested that staff should include the seven-step procedure in the renovation grant application.
- Wade suggested that the Board not invite grant recipients to consider joining the Board at the same time as their request is being considered, as there might be a feeling of coercion. He felt that after the applicant had completed the project would be a more appropriate time.
- April agenda items will include the newsletter, alternative funding options, officer succession, and perhaps a report on the website update.

5. Adjournment: The March 25, 2014 meeting adjourned at 9:07 p.m.

These minutes respectfully submitted by George Cushing, Secretary

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PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, MARCH 20, 2014
COMMUNITY AUDITORIUM-CONFERENCE ROOM
PAGE 1 OF 3

APPROVED

- 1) **ROLL CALL:**
 - a) **Commissioners** – Ralph Brown, Mike Olson, Howard Sullivan, Susan Taylor, Paul Waterstreet and Glenn VanBlarcom.
Absent – Quinn Johnson and Nathan Seable.
 - b) **Staff** – Tom Gamble and Cindy Donoven
 - c) **Council Liaison** – Victoria Lowe

- 2) **CITIZEN COMMUNICATIONS:**

- 3) **APPROVAL OF MINUTES:** The minutes of the February 19, 2014 meeting were approved.

- 4) **ADDITION/DELETIONS:** None

- 5) **INTRODUCTIONS:**

- 6) **OLD BUSINESS:**
 - a) **Smoke Free/Tobacco Free Policy Report/Discussion**
 - i) Carla Bennett from the Washington County Health Department presented the draft resolution for the development of a smoke free policy for the City of Forest Grove.
 - (1) The policy would include a wide range of tobacco and smoking products and would be enforced within City-owned and leased property and City-sponsored events.
 - (2) If passed the City would join 56 Oregon Communities that have already passed similar ordinances.
 - (3) All State Parks are now smoke free.
 - (4) There is no safe level of second hand smoke.
 - (5) Tobacco use is the leading cause of preventable death.
 - ii) Tom said the City’s current policy follows Federal Law and doesn’t allow smoking in City buildings or within 10 feet outside the doors. The Fire Department expanded the policy to include all fire department property.
 - (1) The new policy would work towards the City Council’s goal of safe, livable, healthy neighborhoods.
 - (2) It would reduce the time spent by park staff picking up cigarette butts, which adds up to approximately two hours a week.
 - iii) If the ordinance is adopted the next steps would be:
 - (1) Signage in all parks that would note the ordinance number. This would cost approximately \$1000.

PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, MARCH 20, 2014
COMMUNITY AUDITORIUM-CONFERENCE ROOM
PAGE 2 OF 3

- (2) Cooperation with police to help educate people. They would be able to approach them and let them know about the policy. There would be a fine associated with the ordinance, but the thought is more to inform, not punish.
 - iv) The City has already received letters of support from Adalantes Mejures and Pacific University, (who is in the process of making their campus smoke free).
 - v) **Public Comment Period**
 - (1) Shirley Bates spoke in favor of the policy.
 - (2) Susan Munger spoke in favor of the policy.
 - (3) Gerald Munger had some reservations about enforcement, but was in favor of the policy.
- b) Budget**
- i) C.I.P. Projects F.Y. 2014-15 (Proposed)
 - (1) Master Plan Update
 - (a) Likely to include a feasibility study for a community center, which would cost approximately \$100,000. The money would come from a clause in the legislation and some SDC funds would be used. No money would come from the general fund.
 - (2) Grants
 - (a) The City is currently pursuing two:
 - (i) A State Lottery grant to finish the Old Town Loop.
 - (ii) A Nature and Neighborhoods grant.
 - (3) Playground behind the school district administration building.
 - (a) The Dieter-Robinson Foundation has been meeting with local children and a playground representative to come up with ideas for a new playground.
 - (b) They would like to work with the City to develop a scheme different than any other playground in the City.
 - (c) The goal is a super accessible design.
 - (d) The City would pay for a poured in place surface or other foundation that is chosen for the design.
 - ii) General Fund Report
 - (1) Park employee – additional hours.
 - (a) A parks employee may be utilized to manage the water shed. This would take about 20 percent of their time.
 - (b) Thru different funding with the Engineering department, we would then gain a half time position.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, MARCH 20, 2014
COMMUNITY AUDITORIUM-CONFERENCE ROOM
PAGE 3 OF 3**

- (2) Pool painted.
 - (a) This takes place every three years.
 - (b) It needs to have several layers of loose paint removed.
 - (c) This may require a little longer closure than the usual two weeks to allow for draining the pool, pressure power washing and painting.

7) NEW BUSINESS:

a) Playgrounds Schedules

- i) Bard Park
 - (1) The construction fence is up and the fall material is coming out.
 - (2) Construction will start the third week in April.
 - (3) The engineering department will locate the holes for the new equipment, which will be built by the Rotary Club.
- ii) Talisman Park
 - (1) Later this spring the equipment will be torn down, removed and recycled.
 - (2) Tom will send out potential weekends for building the new structure.

8) COMMISSIONER'S REPORTS: None

9) STAFF REPORTS:

a) Tom:

- i) The water is back on at the Dog Park.
- ii) The Parks staff has been spending time at Bard Park removing the current playground structure.
- iii) The parks had their first mowing this week.

10) ANNOUNCEMENT OF NEXT MEETING: The next meeting will be Wednesday, April 16, 2014 at 7:00 a.m.

11) ADJOURNMENT: The meeting was adjourned at 8:45 p.m.

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APPROVED

Minutes approved by the PAC on April 10, 2014.

1) CALL TO ORDER: Kathleen Leatham called the meeting to order at 5:00 PM.
PRESENT: Kathleen Leatham, Kathy Broom, Helvi Smith, Pat Truax, Dana Lommen, Dana Zurcher, Linda Taylor and Laura Frye. **Staff Liaison** Colleen Winters, Tom Gamble and Camille Miller **Guests:** Howard Sullivan, Roylene Reed and Cindy Dauer

2) CITIZEN COMMUNICATION: None at this time.

3) APPROVAL OF PAC MEETING MINUTES: Laura Frye moved and Dana Zurcher seconded a motion to approve the corrected minutes for the February 13, 2014. The vote was favorable.

4) ADDITIONS/DELETIONS:

- Delete the Cycle of Life Memorial
- Add Ford Family Foundation presentation
- Retreat Agenda additions

5) BUSINESS:

a) Community Enhancement Program Grant application Dana Z. and Kathleen have volunteered to write the CEP grant for 2014-15. The focus of this year’s grant will be Preservation, acquisition, mini-grants and the Ford Family foundation if the public art proposal is accepted.

b) Arts & Culture Networking, April 24, McMenamins Grand Lodge: Cindy Dauer again reminded us about the program at McMenamins on April 24th. This event will run from 5-7 pm in the basement area. Linda will bring the PAC informational board. All are encouraged to attend.

c) Stars in the Grove Feedback: Howard Sullivan presented a check for \$1377.00 to PAC from ticket sales. This money has been pledged toward our contribution to the Ed Carpenter project. Camille will look into how PAC was being advertised.

d) Ford Family Foundation: Roylene and Howard shared their idea for a project they will present to the Ford Family Foundation committee. This proposal includes pieces of kinetic art to be placed at the Police station, City Auditorium and Library. Because of the short time line, they will ask local artist Eric Canon to assist with this project. Each piece will cost approximately \$1,000. The Ford Family Foundation will match half of the proposed project.

e) Withdrawn mini grant from the Barber Shop group: Due to unforeseen health issues the mini grant is withdrawn for this year.

f) Retreat agenda additions: Linda submitted the following additions-

- Review the mini grant application-Linda has agreed to highlight area of concern.

- Look at the use for discretionary funds. I.e. the possibility of a Spanish language cultural series for the library ,
- “Take Two” To Promote Downtown Forest Grove

g) Updates –

- Ed Carpenter Project fund Raising Subcommittee Report – An update will be shared at the PAC retreat.
- FG Library Foundation Update-None at this time
- Finance Report (attached)

6) COMMISSIONERS COMMENTS: Dana Lommen reports final production at TITG of August, Osage County is this weekend. He also recommends we look at Kate O’Day as a youth representative for the PAC. Kathy reminds us that the Friends of Historic FG are preparing their annual Garden Tour for June 1. This year’s theme is ‘Art in the Garden’. Kathleen reminds us that leadership donations are encouraged from the PAC board to indicate support.

7) STAFF COMMUNICATIONS: Colleen invites everyone to the new site open house for Adelante Mujeres on Wednesday, March 19, from 4-7 pm. Tom shares that there will be a city code revision for a Tobacco Free Zone. This will mean NO Smoking in all public areas.

8) ADJOURNMENT: The meeting adjourned at 6:15. The next meeting will be the annual retreat March 22, 2014, in home of Kathleen Leatham. The next regular meeting for PAC is April 10, at the Rogers Room at the Library.

Respectfully Submitted by Pat Truax

APPROVED

PUBLIC ARTS COMMISSION RETREAT

March 22, 2014

Kathleen Leatham Home

Page 1

Minutes approved by the PAC on April 10, 2014.

1) CALL TO ORDER: Kathleen Leatham called the meeting to order at 9:00.

PRESENT: Kathleen Leatham, Helvi Smith, Pat Truax, Dana Lommen, Dana Zurcher, Linda Taylor and Laura Frye. Staff Liaison Colleen Winters

2) GOAL SETTING:

- A copy of the 2012 Public Arts Goals was used to update our current goal setting.
- Art Walking Tour Brochure – Back to the beginning – Dana Z. and Pat will work on this project. A suggestion was made to create an App linking to the walking tour. This project will be added to the CEP request.
- Creation of an Art Foundation – This issue will remain on the 'To Do' list.
- Washington County Tourism Grant – Kathleen will explore this grant as many changes have been put in place from the last grant cycle.
- Education Grant – Fred Field – It was decided not to pursue this grant
- Oregon Community Foundation Grant – Kathleen will contact the Library Foundation grant writer regarding this grant.
- Fire Department Mural – As the wall in question is covered by trees for most of the year, the commission is pursuing another avenue for art. A suggestion was made for historic photos printed on metal depicting the evolution of the fire department in Forest Grove. Chief Kinkade will be presented with this option.
- Review of Bylaws – the PAC bylaws have not been reviewed since they were written. Kathleen, Colleen, Dana Z. and Pat have volunteered to complete this task before the regular April PAC meeting.

3) ACTION PLAN FOR IMPLEMENTATION

- Ed Carpenter Partnership Fund Raisers (Kathleen and Dana Z.)
 1. April 26, Movie Night at Forest Theater. Honoring the 80's featuring "Ferris Bueller's Day Off" and "Fast Times at Ridgemont High". Details as to cost and menu are pending.
 2. May 18 or June 1 will be a Meet the Artist Dinner to be held at Stecchino Bistro Restaurant. The venue will hold 60. Green Cab Art group or Ed Carpenter has been suggested as possible artists. Details on menu, price and artist are pending.

4) DISCUSSION

- Review Mini-grant Application – Linda Taylor presented several changes that will make the application more user-friendly. Dana Z. has volunteered to work on these revisions and present the application at the April 10 meeting.

- Use of Discretionary Funds -Linda Taylor presented a project to use our discretionary funds. As there is no language in our bylaws regarding the use of these funds, this topic will be taken up by the bylaws review committee and presented at the April meeting.
- Wednesday Market – Before PAC makes a commitment to participate in the Wednesday Market, Linda has asked for assistance with set-up, break down and clean up from the PAC. After this committee is set up with responsibilities, the next step is to schedule specific dates with the Market manager, Kaely Summers.

Linda suggested that the art venues close to Main Street participate in free mini classes on a Wednesday other than first Wednesday. These classes will showcase the individual art venues. This would have to be (free) ticket event so that the venue could accommodate the participants. Suggested times are 6:30-7:15 and 7:30-8:15. Dana L. will contact TITG and Pat will contact Valley Art.

5) ADJOURNMENT NEXT MEETING: APRIL 10, 2014

Respectfully Submitted by Pat Truax



FOR CITY USE ONLY
(Please return to City Recorder)

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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: Grampy's Deli and Pub (Applicant: Christopher Somers)

APPLICANT/BUSINESS ADDRESS: 1918 Main Street – Forest Grove

LIQUOR LICENSE TYPE: Full On-Premises Sales

CITY BUSINESS LICENSE: BL-000216

TYPE OF LICENSE REQUESTED:

Application is being made for

ACTION: <input checked="" type="checkbox"/> Change in Application <input 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 checked="" 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, Chief of Police
- or Designee

4/24/2014
Date

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OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Grampy's Inc. Phone: 503-359-3824

Trade Name (dba): Grampy's

Business Location Address: 1918 Main Street

City: Forest Grove ZIP Code: 97116

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	8:00 am	to	11:00 pm
Monday	8:00 am	to	1:00 am
Tuesday	8:00 am	to	1:00 am
Wednesday	8:00 am	to	1:00 am
Thursday	8:00 am	to	1:00 am
Friday	8:00 am	to	2:00 am
Saturday	8:00 am	to	2:00 am

Outdoor Area Hours: N/A

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

The outdoor area is used for: N/A

Food service Hours: _____ to _____

Alcohol service Hours: _____ to _____

Enclosed, how _____

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 Karaoke

Recorded Music Coin-operated Games

DJ Music Video Lottery Machines

Dancing Social Gaming

Nude Entertainers Pool Tables

Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	<u>N/A</u>	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

SEATING COUNT

Restaurant: 30 Outdoor: _____

Lounge: _____ Other (explain): bar 9

Banquet: _____ Total Seating: 39

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: _____ Date: 2.18.14



OREGON LIQUOR CONTROL COMMISSION
CORPORATION QUESTIONNAIRE

Please Print or Type

Corporation Name: Grampy's Inc. Year Incorporated: 1998

Trade Name (dba): Grampy's

Business Location Address: 1918 Main Street

City: Forest Grove ZIP Code: 97116

List Corporate Officers:

Chris Somers
(name)

President / Secretary
(title)

List Board of Directors:

N/A
(name)

List Stockholders: (Note: If any stockholder is another legal entity, that entity may also need to complete another Corporation Questionnaire. See Liquor License Application Guide for more information.)

Stockholders:	Number of Shares Held:	Number of Stock Shares:
<u>Chris Somers</u>	<u>100</u>	Issued: _____
_____	_____	Unissued: _____
_____	_____	Total Shares Authorized to Issue: _____
_____	_____	

Server Education Designee: Chris Somers DOB: 10/18/64
(See Liquor License Application Guide for more information)

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

Officer's Signature: [Redacted] President Date: 2-18-14
(name) (title)

Memorandum

To: Mayor Truax and City Councilors

From: Anna D. Ruggles, CMC, City Recorder

Subject: Make Appointment to Public Safety Advisory Commission

Date: April 28, 2014

BACKGROUND:

There currently exists a vacancy on the Public Safety Advisory Commission (PSAC).

City Council interviewed Tim Rippe on April 14, 2014, in Work Session for a position on various boards, committees, and commissions. Council made recommendation to appoint Rippe to fill a Citizen At-Large vacancy on PSAC, term expiring December 31, 2017; refer to his attached application.

Staff has contacted Rippek who has advised staff that he is available and interested in serving and filling the vacancy on PSAC.

STAFF RECOMMENDATION:

Staff is recommending the City Council consider approving the attached resolution making the above-noted appointment. If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.

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RESOLUTION NO. 2014-39

RESOLUTION MAKING APPOINTMENT
TO THE CITY OF FOREST GROVE
PUBLIC SAFETY ADVISORY COMMISSION

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, there currently exists vacancies on the Public Safety Advisory Commission; and

WHEREAS, the City Council has received applications from citizens desiring to serve on the Public Safety Advisory Commission, and subsequently interviewed citizens making application for service 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>
Bernhardt	Mike	At-Large	December 31, 2016
Dierickx	Tim	Rural Fire	December 31, 2017
Garrison	Drue	At-Large	December 31, 2017
Hale	Laura	At-Large	December 31, 2017
Mills	Robert	At-Large	December 31, 2016
RIPPE	TIM	AT-LARGE	DECEMBER 31, 2017
Seable	Nathan	At-Large	December 31, 2017
VanBlarcom	Glenn	At-Large	December 31, 2016
Vacancy		Rural Fire	December 31, 2016

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

PRESENTED AND PASSED this 28th day of April, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of April, 2014.

Peter B. Truax, Mayor

*DATE RECEIVED
MAY 14, 2014
5:40pm*

RECEIVED
MAR 31 REC'D
BY: _____

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

Term exp 12/31/17

NAME: Tim Rippe
RESIDENCE ADDRESS: _____
MAILING ADDRESS: _____
EMPLOYER: None

HOME PHONE: _____
BUSINESS PHONE: _____
E-MAIL: _____
OCCUPATION/PROFESSION: business

Years living in Forest Grove? 10.5 Live in City limits? Yes How did you hear of this opportunity? previously served
How would you currently rate City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? _____

Why are you interested in serving on the Advisory Board/Committee/Commission? Involvement/Engagement with community decisions; interest in civic service; sense of obligation to local community

What contributions do you feel you can/will make to the Board/Committee/Commission? Previous experience in volunteer civic service here in Forest Grove and in Cedar Falls, IA.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? Business management; leadership

Previous/current appointed or elected offices: _____
Previous/current community affiliations or activities: Budget Committee 2004-2006

If not appointed at this time, may we keep your name on file? Yes No
I have sufficient time to devote to this responsibility and will attend the required meetings if appointed

(App 11/13)

City Volunteer Programs: Library, Parks, and Police Departments

April 28, 2014

Library Volunteer Services

Volunteers assist with...

- ▶ Circulation – e.g., pulling holds, checking books in, sorting requested items
- ▶ Technical Services – computer record updates, relabeling, mending
- ▶ Reference – youth services programs such as Children’s Day/Book Day and Fun @ Four, Summer Reading, adult book group, computer literacy



Library Volunteerism – Numbers

- ▶ The Library currently has 45 volunteers.
- ▶ FY 2012–2013: 5,724 volunteer hours served
(FY 2011–2012: 6,033 hours, and FY 2010–2011: 5,934 hours)
- ▶ Dollar value of volunteer services in FY 2012–2013: **\$122,207***

* based on Independent Sector's assessment of an hourly value of \$21.35)

Library Volunteerism – Impact

- ▶ Improved service
 - More efficient work flow; more time for staff to focus on specialized projects; faster circulation; shelves in better order
- ▶ Improved staff morale
 - Less stress, more time to work on specialized projects
- ▶ More positive Library/community relations
 - Volunteers learn more about the Library, Library staff learns more about the community



Library Volunteerism – Trends, Present and Future

- ▶ More Pacific University students are volunteering, with positive effect.
- ▶ The number of volunteer applications is relatively stable.
- ▶ We have a better understanding of how many volunteers we can adequately support.
- ▶ There is potential for additional volunteers in the Reference area.
- ▶ We are looking into new and more efficient volunteer training.
- ▶ We continue to tweak and try new things in volunteer recognition and appreciation.

Parks Volunteerism

What do volunteers do?

- ▶ Adopt a Park
- ▶ Maintenance Projects (e.g., work parties to weed, remove ivy, spread wood chips, etc.)
- ▶ Improvement projects (e.g., painting gazebo at Rogers Park; new retaining wall at north entrance to town; research on dog park use at Thatcher Park; playground installation at Bard Park)

Tree Planting at Stites Green Space

(April 2013)



Parks Volunteerism – Adopt a Park

Our Adopt a Park Volunteers:

- ▶ Local AFSCME 3786
- ▶ Alpha Zeta (Pacific University)
- ▶ Anderson Family
- ▶ Kiwanis
- ▶ Laura Mathews, Real Estate Agent
- ▶ Samantha Swindler and Becky Kramer
- ▶ Theta Nu Alpha (Pacific University)

Theta Nu Alpha at Thatcher Park



Parks Volunteerism

Other Partners:

- ▶ Forest Grove Foursquare Church
- ▶ American Heritage Girls Troop OR 2070
- ▶ Exchange Church
- ▶ Church of Jesus Christ Latter Day Saints
- ▶ Pacific University
- ▶ Forest Grove Rotary
- ▶ Sheldon Manufacturing
- ▶ New Season Foods (Forest Grove)
- ▶ Boy Scouts
- ▶ Sodexo (food provider at FGSD)
- ▶ Aramark at Pacific University
- ▶ Clean Water Services

Parks Volunteerism – Numbers

- ▶ FY 2010–2011 – 149 volunteer hours served
- ▶ FY 2011–2012 – 279 volunteer hours served
- ▶ FY 2012–2013 – 570 volunteer hours served
- ▶ Dollar value of volunteer hours in FY 2012–2013: **\$12,169**

Parks Volunteerism – Impact

- ▶ Community involvement, ownership, and education
- Improvements, big and small – some examples:
 - 300 trees and shrubs planted at the Stites space
 - Less invasive ivy at Thatcher Park
 - New retaining wall at north entrance
 - Cleaner, more attractive parks and green spaces
 - Newly painted tennis wall at Rogers Park – coming in May 2014

Forest Gale Heights Entrance – Before



Forest Gale Heights Entrance – Before



Forest Gale Heights Entrance – After



Parks Volunteerism – Trends, Present and Future

- ▶ New partners
- ▶ More two or three-hour group projects in summer and fall
- ▶ Looking into improving Adopt a Park volunteer engagement

Police Department Volunteerism

What do volunteers do?

- ▶ Two Records Division volunteers – data entry, filing, and general administrative support
- ▶ One volunteer services Event Coordinator – assistance with events such as National Night Out, Farmer’s Market, Citizen’s Academy
- ▶ Two Police Reserve Officers –assistance with events such as Y2K run in January, Annual Shop With a Cop, FGHS Homecoming Parade, traffic control, other Police Officer support
- ▶ Graffiti abatement

Police Department Volunteerism – Impact

- ▶ 1574.25 hours served FY 2012–2013
- ▶ Dollar value of those hours: **\$33,610**
- ▶ Volunteer services free up staff time and allow staff to focus on other, more specialized work; they also help foster positive Police Department/community relations.

Police Dept. Volunteerism – Impact

- ▶ Police Reserve Officers fill non-critical but needed positions at crime scenes, search warrants, and other events, thus freeing up a Police Officer to conduct investigations or other tactical operations.
 - Without the Reserves these positions would be filled by a full-time Officer, thus reducing critical resources at the scene.
- ▶ For instance: Police Reserves recently did traffic control during the eight hour standoff with the barricaded gunman on Pacific Ave.



Police Dept. Volunteerism – Trends, Present and Future

- ▶ New opportunities?
- ▶ Currently in a recruitment process for additional Police Reserve Officers – hoping to hire as many as six more

City Volunteerism – Conclusion

- ▶ Volunteer services continue to be a valuable resource, helping residents stay safe, engaged, informed, and better able to enjoy City parks and green spaces.
- ▶ The total dollar value of volunteer services in the Library, Parks, and Police Departments in FY 2013–2013: **\$167, 986.**
- ▶ We continue to work on improving City volunteer programs.



ORDINANCE NO. 2014-04

AN ORDINANCE OF THE CITY OF FOREST GROVE IMPOSING A MORATORIUM ON MEDICAL MARIJUANA FACILITIES WITHIN THE CORPORATE BOUNDARIES OF THE CITY; DECLARING AN EFFECTIVE DATE

WHEREAS, the Oregon Legislature enacted House Bill 3460 (2013), which requires the Oregon Health Authority to develop and implement a process to register medical marijuana facilities;

WHEREAS, Section 2 of House Bill 3460 (2013) that established the medical marijuana registration system has been codified as ORS 475.314;

WHEREAS, House Bill 3460 (2013) directed that persons who operate or are employed by a registered medical marijuana facility would enjoy immunity from state prosecution for delivery, possession and production of marijuana, and that immunity provision was later codified as ORS 475.309 (1)(b);

WHEREAS, the Oregon Legislature enacted Senate Bill 1531 (2014) which affirmatively afforded Oregon cities the ability to impose a moratorium on medical marijuana dispensaries to locate within their boundaries until May 1, 2015;

WHEREAS, if a city or county enacts a medical marijuana facility moratorium within its jurisdiction pursuant to Senate Bill 1531 (2014), then notwithstanding ORS 475.309 (1)(b)'s immunity protections, persons who are responsible for or employed by medical marijuana facilities within the jurisdiction are subject to criminal prosecution for marijuana-related crimes;

WHEREAS, the issue of whether a local government determines a certain type of business should operate within its jurisdictional limits is a local government decision, the enforcement of which is subject to the general and police powers of that jurisdiction;

WHEREAS, legal uncertainty surrounds the ability/authority of the State to allow for the location of medical marijuana dispensaries in Oregon cities where to do so arguably violates federal law;

WHEREAS, the Forest Grove City Council has determined that it is in the best interests of the health, safety and welfare of the citizens of Forest Grove to enact such a moratorium prohibiting the operation of a medical marijuana facilities within the jurisdictional boundaries of Forest Grove so as to provide time to examine the range of options surrounding the regulation or prohibition of medical marijuana facilities within Forest Grove;

WHEREAS, the City Council held a duly-noticed Public Hearing on the proposed ordinance on April 14 and continued the hearing on April 28, 2014.

NOW, THEREFORE, THE CITY OF FOREST GROVE ORDAINS AS FOLLOWS:

Section 1. The City of Forest Grove (City) hereby issues a moratorium prohibiting the establishment and operation of any medical marijuana facility within the City's corporate limits as they now exist or may be expanded. As used in this section, "medical marijuana facility" includes any facility that dispenses marijuana pursuant ORS 475.314 or other provision(s) of Oregon law.

Section 2. The moratorium imposed hereby is effective from and after the enactment of this ordinance and continues until May 1, 2015, unless otherwise lawfully rescinded or extended.

Section 3. The Chief of Police is charged with enforcement of the moratorium with any violation being subject to the penalty imposed by Forest Grove City Code Section 1.095 as well as such other lawful remedies which the City may avail itself of, including but not limited to injunctive relief.

Section 4. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable.

Section 5. A copy of this Ordinance shall be forwarded to the Oregon Health Authority by regular mail and by any other such means as required by rule of the Oregon Health Authority.

Section 6: This Ordinance being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this Ordinance is effective immediately upon its enactment by the City Council.

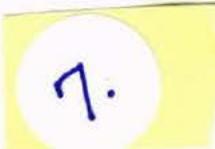
PRESENTED AND PASSED the first reading this 14th day of April, 2014.

PASSED the second reading the 28th day of April, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of April, 2014.

Peter B. Truax, Mayor



ORDINANCE NO. 2014-05

AN ORDINANCE DECLARING THAT BLIGHTED AREAS EXIST WITHIN THE CITY OF FOREST GROVE, RECOGNIZING THE NEED FOR AN URBAN RENEWAL AGENCY TO FUNCTION WITHIN THE CITY OF FOREST GROVE AND PROVIDING FOR THE EXERCISE OF THE AGENCY'S POWERS BY THE CITY COUNCIL OF THE CITY OF FOREST GROVE; AMENDING FOREST GROVE CITY CODE, CHAPTER 2, BY ADDING NEW CODE SECTIONS 2.10.005 THROUGH 2.10.009, TITLED "URBAN RENEWAL AGENCY"

WHEREAS, there exists within the City of Forest Grove, blighted areas as defined in ORS 457.010; and

WHEREAS, such blighted areas impair economic values and ad valorem tax revenues; and

WHEREAS, there is a need for an urban renewal agency as authorized under ORS 457.035 to function in the City of Forest Grove; and

WHEREAS, ORS 457.035 authorizes the creation of a public body to be known as the "Urban Renewal Agency of the City of Forest Grove"; and

WHEREAS, the City Council held a duly-noticed Public Hearing on the proposed ordinance on April 14 and continued the hearing on April 28, 2014.

NOW, THEREFORE, THE CITY OF FOREST GROVE ORDAINS AS FOLLOWS:

Section 1. Based on the findings of blight, attached hereto as Exhibit A and incorporated by reference, the City Council of the City of Forest Grove, Oregon, hereby finds and declares that blighted areas, as defined in ORS 457.010, exist within the City of Forest Grove.

Section 2. Due to the presence of blight the City Council hereby declares and recognizes that there is a need for an Urban Renewal Agency to function within the City of Forest Grove.

Section 3. The City Council further declares, pursuant to ORS 457.045(3), that all rights, duties, privileges and immunities granted to and vested in an Urban Renewal Agency by the laws of the State of Oregon shall be exercised by and vested in the City Council of the City of Forest Grove, provided, however, that any act of the governing body acting as the Urban Renewal Agency shall be considered the act of the Urban Renewal Agency only and not of the City Council pursuant with ORS 457.045(3).

Section 4. The corporate name of the agency provided by this ordinance shall be, and said agency shall be known as the "Urban Renewal Agency of the City of Forest Grove".

Section 5. The term of office of each member of the Urban Renewal Agency shall be concurrent with each member's individual term of office as a member of the City Council of the City of Forest Grove.

Section 6. Chapter 2 of the Forest Grove Municipal Code (Government and Administration) is amended as follows:

Urban Renewal Agency of the City of Forest Grove

- 2.10.005 Establishment and Need for Urban Renewal Agency
- 2.10.006 Board of Directors
- 2.10.007 Power and Limitations
- 2.10.008 Bylaws
- 2.10.009 Termination of Urban Renewal Agency

2.10.005 Establishment and Need for Urban Renewal Agency.
There exist within the City blighted areas and such areas impair economic values and property tax revenues. The Urban Renewal Agency of the City of Forest Grove is established to carry out conservation, rehabilitation, redevelopment and planning activities necessary to stimulate private property investment in order to reduce the presence of blight and improve property values and tax revenues within the City.

2.10.006 Board of Directors.
The membership of the board of directors of the Urban Renewal Agency of the City of Forest Grove shall consist of the City Council members.

2.10.007 Powers and Limitations.
The Urban Renewal Agency shall have all powers, duties, privileges and immunities granted to and vested in an urban renewal agency by the laws of the State of Oregon, provided however, that any act of the governing body acting as the Urban Renewal Agency Board of Directors shall be considered an act of the Board of Directors only and not the City Council.

2.10.008 Bylaws
The Urban Renewal Agency shall adopt rules of procedure to govern the conduct Agency business.

2.10.009 Termination of Urban Renewal Agency.
If the City Council finds that a need for an urban renewal agency no longer exists, the City Council shall provide, by ordinance, for a termination of the agency and a transfer of the urban renewal

agency facilities, files and personnel, if any to the City. The termination of the urban renewal agency shall not affect any outstanding legal actions, contracts or obligations of the urban renewal agency and the City shall be substituted for the agency in these matters. The urban renewal agency shall not be terminated unless all indebtedness to which a portion of taxes is irrevocably pledged for repayment of indebtedness is satisfied.

Section 7. This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading the 14th day of April, 2014.

PASSED the second reading the 28th day of April, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of April, 2014.

Peter B. Truax, Mayor

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ORDINANCE NO. 2014-05
EXHIBIT A

FINDINGS OF BLIGHT
ORS 457.010(1)

Under ORS Chapter 457, "Blighted Areas" means those areas that, by reason of deterioration, faulty planning, inadequate or improper facilities, deleterious land use or the existence of unsafe structures, or any combination of these factors, are detrimental to the safety, health, or welfare of the community. Under state law, a blighted area is characterized by the existence of one or more of the following conditions:

Criteria A: The existence of buildings and structures, used or intended to be used for living, commercial, industrial or other purposes, or any combination of those uses, that are unfit or unsafe to occupy for those purposes because of any one or a combination of the following conditions:

- a. Defective design and quality of physical construction;
- b. Faulty interior arrangement and exterior spacing;
- c. Overcrowding and high density of population;
- d. Inadequate provision for ventilation, light, sanitation, open spaces and recreation facilities; or
- e. Obsolescence, deterioration, dilapidation, mixed character or shifting uses.

Findings for Criteria A:

Condition (a)

The identified urban renewal study area exhibits poor physical construction generally due to the age of structures within the Town Center area and along the Pacific Avenue/19th Avenue corridor. Based on information from the Washing County Office of Assessment and Taxation, buildings within the Town Center were constructed between 1890 and 1948. The Pacific Avenue/19th Avenue corridor is characterized by older residential buildings. The Pacific Avenue/19th Avenue corridor also exhibits commercial storefronts many of which appear to have been built in the 30 to 40 years. The structures visually show need for upgrades and general improvement.

According to the Oregon Department of Geology and Mineral Industries, the urban renewal study area is located within a zone classified as being within a severe earthquake risk area due to seismic shaking. Given the age of structures within the study area and inferior quality of physical construction (unreinforced masonry) there is a need for interior and exterior building improvements to bring structures up to current seismic standards to improve safety.

Given the age of construction of buildings within the Town Center many of these structures are not suitable for contemporary retail, office, or residential needs. As such,

older buildings are need of interior improvements to divide large spaces no longer suitable for contemporary retailing. In addition, residential use of upper floors in older buildings is often precluded due to the expense associated with building code compliance.

Condition (b)

The Times Litho site also provides an example of a building with faulty interior arrangement and exterior spacing. The Times Litho building(s) are single story industrial/warehouse structures in the Town Center characterized by poor physical construction and arrangement of interior space not suitable for uses complementary of a town center location such as residential, office and retail space. The Times Litho building was added onto over time and the quality of physical construction is poor. Furthermore, the buildings do not generally meet contemporary building code requirements. The presence of these structures creates a stagnant and unproductive condition on a critical site in the Town Center that is potentially useful and valuable for contributing to the public health, safety and welfare of the community.

For these reasons buildings within the Town Center exhibit faulty interior arrangement and exterior spacing. Condition (b) is met.

Condition (c)

The urban renewal area does not exhibit overcrowding and high density of population. This condition is not applicable to the urban renewal area.

Condition (d)

The urban renewal area generally lacks open space and recreation facilities. The Town Center has no public open space/plaza for community events and public gathering. Given this condition, the urban renewal area exhibits an inadequate provision for light ventilation, light, sanitation, open spaces and recreation facilities. Therefore, Condition (d) is met.

Condition (e)

The urban renewal area includes obsolete warehouse and industrial buildings, as stated above, that are vacant or underutilized. This includes the former Times-Litho site located along B Street and A Street between and the Woodfold-Marco site located south of 19th Avenue at the terminus of Council Street. These vacant and underutilized sites demonstrate obsolescence, deterioration, dilapidation, mixed character or shifting uses.

In addition to the sites identified above, the urban renewal study area also includes vacant and underutilized areas as shown on the table below. Many of the obsolete

buildings are along Main Street with interior retail spaces too large for contemporary businesses.

Address	Status	Improvement	Acreage	Res. Capacity
1918 Main Street	Partially Vacant	1 story	0.184	0
2020 Main Street	Underutilized	2 story	0.180	3
2030 Main Street	Vacant	2 story	0.264	5
1921 21 st Avenue	Vacant	1 story	0.134	0
Wells Fargo Lot (1905 Pacific Ave.)	Underutilized		0.620	12
Times Litho Site	Vacant/Underutilized	1 story	2.2	44
Barnes and Noble	Relocating	1 story	N/A	N/A
Ruralite Bldg.	Relocating	2 story	N/A	N/A
Woodfold Marco	Vacant/Underutilized	1 story	2.04	33
Albertson's site	Vacant		9.04	146
Haggen site	Vacant		9.87	160
2134 19 th Avenue	Vacant Building	1 story	0.31	5
2323 19 th Avenue	Vacant lot		0.44	8
2617 Pacific Avenue	Vacant lot		0.38	7
2933 Pacific Avenue	Vacant lot		0.93	15
2518 Pacific Avenue	Vacant lot		0.25	4
TOTAL			26.8	442

The identified developable/redevelopable sites within the urban renewal area amount to approximately 27 acres. In total, these sites have the potential to support approximately 440 housing units if developed/redeveloped for residential purposes.

The urban renewal area exhibits vacant storefronts along Main Street, second and third floor building vacancies and several completely vacant buildings including several buildings at the Times-Litho site and a building located at 1921 21st Avenue. Several buildings require moderate to major renovation. These conditions also reflect a degree of obsolescence and deterioration. Many of the buildings along Main Street were originally constructed in the late-19th and early 20th centuries. As such the quality of physical construction is lacking due to age and deterioration. Left unchecked this deterioration could spread resulting in further deterioration within the urban renewal area.

Based on the findings above the urban renewal area exhibits obsolescence, deterioration, dilapidation, mixed character or shifting uses. Condition (e) is met.

Criteria B: An economic dislocation, deterioration, or disuse of property resulting from faulty planning.

Finding: An identifiable economic dislocation is occurring within the Forest Grove Town Center. This is exhibited by traditional light industrial activities leaving the Town Center. Examples include the closure of the Time-Litho printing operation in 2007/2008 and underutilization of the Woodfold-Marco site along 19th Avenue.

After the closure of the Times Litho operation the property became distressed and was subsequently acquired by Bank of the West. The building now exhibits roof leaks in older sections, inadequate electrical system with approximately 40% of the lighting and outlets operational, and nonfunctioning plumbing and HVAC systems. The office portion of the building does not meet code requirements due to lack of adequate HVAC systems. These conditions, if left unchecked, could negatively impact surrounding property values and capacity to pay tax revenue need for municipal services.

An economic dislocation due to faulty planning is also exhibited in the urban renewal study area by the "Albertsons" and "Haggen" sites located at the intersection of Quince Street and Pacific Avenue. These two sites are zoned for community commercial and remain vacant. To some extent the lack of commercial development reflects an over-supply of commercially zoned land in the City and lack of demand for large scale retailers. Promoting other forms of development, such as residential uses, could improve the current disuse of these properties.

For the reasons cited above, Criteria B is met.

Criteria C: The division or subdivision and sale of property or lots of irregular form and shape and inadequate size or dimensions for property usefulness and development.

Finding: The urban renewal area includes lots of irregular form and shape creating a barrier to development. The approximately 2.6 acre Times-Litho site is made-up of several tax lots of irregular shape and size some of which traverse building improvements as shown below.



The current lot configuration, as shown above, is a potential barrier to development since the Forest Grove Development Code does not allow building over property lines.

The “Albertsons” site also includes many individual tax lots as shown on the map below.



For these reasons cited above Criteria C is met.

Criteria D: The laying out of property or lots in disregard of contours, drainage and other physical characteristics of the terrain and surrounding conditions.

Finding: The urban renewal area is not constrained by topography, drainage and other physical characteristics. Therefore, this criterion does not apply within the urban renewal area.

Criteria E: The existence of inadequate streets and other rights-of-way, open spaces and utilities.

Finding: The urban renewal area includes the oldest parts of the City. As such, utilities are aging and need of repair. The Water Master identifies areas with inadequate fire flow pressure within the urban renewal area. Locations with insufficient water flow or residual fire hydrant pressure within the urban renewal area include:

- Pacific Avenue at Ash Street
- 21st Avenue at College Way
- 19th Avenue at B Street
- 19th Avenue at C Street
- 21st Avenue at Cedar Street
- 19th Place at Hawthorne Street
- 19th Way between Pacific Avenue and 19th Avenue
- 19th Place at Maple Street
- Quince Street north of Pacific Avenue.

The Water Master Plan includes the following distribution and piping improvement projects for the urban renewal area:

- Upsize from 6" to 8" line in 21st Avenue and Cedar Street area
- Upsize from 6" line to 8" line near 19th Place and Maple Street
- Looping from 19th Place to Pacific Avenue 8" line
- Upsize from 6" to 8" line near 2900 19th Avenue
- Looping from Pacific Avenue to 21st Avenue on College Way with an 8" line

These Water Master Plan projects establish a need and reflect localized inadequacy regarding the water distribution system.

The Forest Grove Sanitary Sewer Master Plan recommends annual replacement or rehabilitation of portions of old collection piping throughout the City including the urban renewal area. In addition, the Sewer Master Plan recommends specific improvements to inadequacies to the sewer system. Such improvements include increasing the 8-inch and 10-inch diameter lines to 15-inches along 19th Avenue from A Street to Birch Street to meet design flow requirements. The Master Plan also identifies a need to upgrade the existing sanitary sewer line from the Pacific Avenue/Quince Street intersection to a 15-inch line.

Localized storm drainage problems exist within the urban renewal area. Specifically, the lack of adequate storm drainage has precluded redevelopment of a vacant parcel of land located at 2617 Pacific Avenue. The City of Forest Grove Storm Drainage Master Plan completed in 2007, recommends improvements to the storm drainage system within and near the urban renewal area. Improvements include construction of a 24-inch storm pipe from Cedar Street and 24th Avenue to 26th Avenue and open channel restoration from Douglas Street to about Hawthorne Street near the railroad corridor.

Areas of the Town Center and Pacific Avenue/19th Avenue corridor lack streetscape improvements including deteriorated narrow sidewalks. This is most notable along 19th Avenue and Pacific Avenue. In addition, the urban renewal area lacks adequate open space including a public plaza gathering place within the Town Center.

The area south of Pacific Avenue and west of Quince Street is characterized by substandard streets and sidewalks. Poplar Street and Oak Street are notable examples. Poplar Street exhibits substandard pavement width as well as no sidewalks, curbs or gutters. Oak Street has no sidewalks.

Based on the factors identified above Criteria E is met.

Criteria F: The existence of property or lots or other areas that are subject to inundation by water.

Finding: The urban renewal area is above the flood plain elevation and is not subject to inundation by water. However, some development may be constrained due to inadequate off-site drainage and the relatively high seasonal water table. Inadequate drainage is known to exist along Pacific Avenue west of Hawthorne Street. The drainage issue has created an obstacle to property development.

Based on the identified drainage issues within the urban renewal study area, Criteria F is met.

Criteria G: A prevalence of depreciated values, impaired investments and social and economic maladjustments to such an extent that the capacity to pay taxes is reduced and tax receipts are inadequate for the cost of public services rendered.

Finding: The urban renewal area includes the historic core area and commercial corridor along Pacific Avenue and 19th Avenue. The urban renewal has an estimated total taxable assessed value of \$107,793,530. In contrast, the City's total assessed value is approximately \$1,137,119,200. The urban renewal area is not developed to full potential based on the existing land use pattern and zoning designations. The prevalence of depreciated values within the urban renewal area is due to a lack of private investment in new structures, general building upkeep, and vacant land suitable for development. This condition impairs investment prospects within the urban renewal area. This in turn reduces potential tax receipts for upkeep of the aging infrastructure in the urban renewal area. As such tax receipts are lower than could be achieved to support the true cost of public services rendered within the area.

Based on the prevalence of depreciated property values due to lack of private investment, obsolete and deteriorated buildings, and vacant/underutilized land within the urban renewal study area, Criteria G is met.

Criteria H: A growing or total lack of proper utilization of areas, resulting in a stagnant and unproductive condition of land potentially useful and valuable for contributing to the public health, safety and welfare.

Finding: There is a growing lack of proper utilization of land within the Town Center and along the Pacific Avenue/19th Avenue corridor. The underutilized Woodfold-Marco property at Ash Street and 19th Avenue, the former Times-Litho property at B Street and Pacific Avenue, the former Cain Petroleum site on Pacific Avenue, the vacant Albertson's site at Quince and Pacific Avenue, and the vacant Haggen's site at Quince and Pacific Avenue are examples of the lack of proper utilization of the land within the urban renewal area. The land area encompassed by these sites is approximately 27 acres. If redeveloped for residential purposes the sites could accommodate up to 440 housing units. Based on this assessment these sites are potentially useful and valuable for contributing to the public health, safety and welfare of the community once developed/redeveloped.

Based on the growing lack of proper utilization of the urban renewal study area and prevalence of land potentially useful and valuable for contributing to the public health, safety and welfare of the community, Criteria H is met.

Criteria I: A loss of population and reduction of proper utilization of the area, resulting in its further deterioration and added costs to the taxpayer for the creation of new public facilities and services elsewhere.

Finding: Although the resident population in the urban renewal area has held relatively constant, there has been a loss in daytime population meaning the employment base in the Town Center. This has resulted in a reduction of the proper utilization of the area exemplified by vacant buildings and underutilized property formerly used by light industry and office. The closure of the Times-Litho facility and Ruralite operation are examples of this reduction in proper utilization of the urban renewal area. Furthermore, buildings in the Town Center are characterized by unused second and third-floor space. Adaptive reuse of this space provides an opportunity to reduce costs to the taxpayer for the creation of new public facilities and services needed elsewhere to support business and residential development.

Based on the 2011 land use inventory, there are 69 vacant lots within the urban renewal area. This amounts to approximately 13% of the total lots in the urban renewal area. The 69 lots comprise approximately 32.3 acres of land or approximately 16% of the total land within the urban renewal area excluding rights-of-way. Development or redevelopment of these sites will improve the proper utilization of the area resulting in additional property tax revenue available to support public services.

Based on the information identified above, Criteria I is met.

Conclusion: For the reasons identified in this exhibit including the attached supporting materials, the City Council finds and hereby declares that there exist within the City blighted areas and that such areas impair economic values and tax revenues. Given the presence of blight within the community there is a need for an urban renewal agency as authorized under ORS 457.035 to function in the City of Forest Grove.

REPORT ON 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 general personnel and other costs increases of 3.5%. The fees have been rounded up or down where necessary to reduce creating change issues. The Lifeguard Challenge fee was established in FY 2013-14 and was set at \$50.00. Aquatics staff monitored the costs associated with this new fee and determined the \$50.00 fee does not cover the cost of providing the service. For FY 2014-15, staff is proposing increasing the fee to \$85.00 to reflect the cost of providing this service.

The City Council will be asked to approve increases in the City's other fees at a June 2014 Council meeting.

FISCAL IMPACT: A 3.5% increase in all fees would mean approximately \$10,200 in additional revenue in FY 2014-15.

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

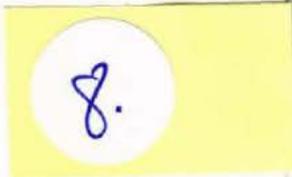
**NOTICE OF PUBLIC HEARING
PROPOSED RESOLUTION INCREASING VARIOUS AQUATIC FEES
FOR THE CITY OF FOREST GROVE**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, April 28, 2014, 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 three and half (3.5%) 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, 2014.

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, 503.992.3235.

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

Posted April 16, 2014
Published April 23, 2014



RESOLUTION NO. 2014-37

**RESOLUTION SETTING FEES & CHARGES FOR AQUATIC CENTER
EFFECTIVE JULY 1, 2014, AND REPEALING RESOLUTION 2013-25**

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 2013-25; 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 28, 2014.

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, 2014.

Section 2. Resolution 2013-25 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 28th day of April, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of April, 2014.

Peter B. Truax, Mayor

Forest Grove Fee Schedule Aquatic Center Exhibit 1

Adopted Fees - 7/1/13 Adopted Fees - 7/1/14

Public and Fitness Swim

In-City under 2 years	0.00	0.00
In-City 2-17 years; Senior or Disabled Veteran	3.25	3.35
In-City 18-64 years	4.75	4.90
In-City Family	11.00	11.40
Outside-City under 2 years	0.00	0.00
Outside-City 2-17 years; Senior or Disabled Veteran	4.25	4.40
Outside-City 18-64 years	6.75	7.00
Outside-City Family	15.50	16.00
Drop-in Aerobic Fee	6.50	6.75

Membership

In-City Family	125.00	129.50
In-City Individual	63.25	65.50
In-City Senior/ Disabled Veteran	38.50	39.85
Outside-City Family	170.30	176.25
Outside-City Individual	85.20	88.25
Outside-City Senior/ Disabled Veteran	50.90	52.70

Punch Pass (10 visits)

In-City 2-17 years; Senior or Disabled Veteran	26.00	27.00
In-City 18-64 years	38.50	39.85
Outside-City 2-17 years; Senior or Disabled Veteran	34.60	35.80
Outside-City 18-64 years	56.20	58.25

Pacific University

Monthly Fee	1,155.00	1,200.00
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Laminating Service

Small Card	0.50	0.75
Large	2.00	2.25

Instruction

In-City Member (per session)	32.75	34.00
In-City Non-Member (per session)	48.75	50.50
Non-Member Senior and Disabled Veteran (per session)	38.50	39.85

Instruction

Outside-City Member (per session)	32.75	34.00
Outside-City Non-Member (per session)	64.25	66.75

Lifeguard Training

Member	138.00	143.00
In-City Non-Member	167.00	176.00
Out-of City	198.00	208.50
Lifeguard Challenge	50.00	85.00

Pool Rental

1-60 People (per hour)	118.00	122.50
61-100 People (per hour)	138.50	143.50
101-200 People (per hour)	161.25	167.00
Staff/Classroom (per hour)	21.50	22.25
Spray Park Rental (per hour)	58.00	60.00

School District 15

Fee per Employee per Hour	17.00	17.60
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* Senior is defined as a person 65 years or older.

April 28, 2014

**REPORT ON RESOLUTION ADOPTING FY 2013-14 SUPPLEMENTAL BUDGET
AND AUTHORIZING THE EXPENDITURE BY THE FIRE DEPARTMENT WITHIN THE
GENERAL FUND BUDGET OF FIRE CONFLAGRATION REIMBURSEMENT FUNDS
RECEIVED FROM THE STATE OF OREGON**

PROJECT TEAM: Ian O'Connor, Division Chief
Michael Kinkade, Fire Chief
Paul Downey, Director of Administrative Services
Michael Sykes, City Manager

ISSUE STATEMENT: The Fire Department wants to purchase audio/visual and video conference equipment upgrades for the fire department training room/Emergency Operations Center/Conference Room. The City received unanticipated funding from the State of Oregon to participate on a fire conflagration event. Staff is proposing to use the equipment reimbursement portion of those funds to purchase the needed equipment.

The Fire Department also incurred unanticipated wages and related payroll taxes that were reimbursed by the State. The funds received from the State need to be added to the Fire Department so Personnel Services are not overspent. Staff has prepared a resolution increasing appropriations to increase Personnel Services and Capital Outlay within the Fire Department Budget.

DISCUSSION: The Fire Department needs to update its audio/visual equipment for the training room and emergency operations center. The current system consists of multiple roll around carts with a mix of box style television sets, projectors, VCR's, DVD players and cable boxes.

The fire department emergency operations center and training division has been progressive in taking advantage of technology to better serve firefighters. The volunteer firefighter academy is currently a hybrid course over 10 weeks with all classroom content delivered online. In 2013 the fire department offered over 6600 different classes using a variety of internal and external instructors to both career and volunteer firefighters. Nearly all the instructors are using non-traditional means of carrying course content for fire department use, (iPads, tablets, the cloud, etc.). The current system does not adequately support modern curriculum use or collaboration from one fire station to another. The Mondo Pad system from Intovate would allow up to 25 users to

be logged on at one time for interactive classroom or meeting collaboration.

The emergency operations center needs the ability to quickly tap into social media, local and regional news station broadcasts and allow interactive video conferencing with area fire departments and county emergency management during a large scale emergency. Mondo Pads can be used as televisions, projection screens, and interactive video conferencing. The interactive video conferencing means that one person (single point) or group of people (multi-point) can actively see, speak with and hear the other person from one location to another similar to being in the same room via webcams on either side. This would allow our local EOC to openly interact with county and/or state EOC officials from Forest Grove.

Multiple departments were polled from across the county on use of video conference equipment and hardware. There are a variety of video conferencing programs in use. The primary complaint was not having an adequate internet connection for the system to properly work. The Forest Grove fire station has been tested and contains an adequate internet connection. The other issue is the other programs including Life Size "drag" during video streaming meaning that the audio and video do not keep up with each other. There have been no complaints of the Mondo Pad system not keeping up.

This system can also be used for regularly scheduled meetings by those who have the same or similar systems. Hillsboro Fire Department and Washington County Fire District #2 currently have the Mondo Pad system. The Washington County Sheriff's Office has a similar system that can interact with this one. We are also working to bring this system to the Cornelius Fire Department. With this system in place it will increase the time spent at home stations as there will be a decrease in time needed traveling to and training at a neighboring fire station.

Training can also be attended with this system from home by personnel who are unable to attend in person at the fire station. Volunteers who may need to can attend training online by simply logging into the system. With the video screen, web camera, microphone and sound bars the at-home attendee can fully participate without being in the room. The system can also be used the same way for meetings that may not be accessible otherwise.

Fire staff looked at another system used by another local public safety agency. After reviewing both proposals, staff determined that the Intovate system was the most cost effective system over the long-term and met the department's needs. The Intovate system is locally owned and operated.

The Forest Grove Fire Station will install the following equipment: a 47" hi-definition LCD Monitor and related hardware in the conference room and a 55" hi-definition LCD monitor and related hardware in the west and east halves of the training room for full classroom room and for split training room use as is common for Monday night drills and emergency operations use. Needed web cameras and sound systems will be installed with the system. All systems are Bluetooth (wireless) capable eliminating the

need for hard connections with iPads and tablets.

FISCAL IMPACT: The total cost for equipment and installation is \$15,240. Monthly fees of \$99 (\$1,188 annual) will be required to maintain interactive video conferencing. Funding for this project will come from the \$17,500 equipment reimbursement from the State of Oregon for last summer's wild-land fire conflagration. The Forest Grove Rural Fire District has agreed to fund this project as the District is entitled to half of the \$17,500 equipment reimbursement. The ongoing costs will be budgeted in the Fire Department's budget but the changes in how training can be conducted by this equipment will offset the monthly ongoing charge.

STAFF RECOMMENDATION: Staff is recommending that the City Council adopt the proposed resolution permitting purchase of the equipment and reimbursement of the additional personnel costs incurred.

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RESOLUTION NO. 2014-38**RESOLUTION ADOPTING FY 2013-14 SUPPLEMENTAL BUDGET AND AUTHORIZING THE EXPENDITURE BY THE FIRE DEPARTMENT WITHIN THE GENERAL FUND BUDGET OF FIRE CONFLAGRATION REIMBURSEMENT FUNDS RECEIVED FROM THE STATE OF OREGON**

WHEREAS, the Local Budget Law allows for the expenditure of funds made available by another government agency and the availability of such funds could not be ascertained at the time of the preparation of the budget for the current year (ORS294.480(c)); and

WHEREAS, the City of Forest Grove Fire Department received \$54,056 from the State Department of Forestry for reimbursement of expenses incurred when Forest Grove dispatched personnel and equipment to a declared conflagration event; and

WHEREAS, the City incurred additional expenses which had not been budgeted to dispatch the personnel and equipment; and

WHEREAS, the General Fund needs expenditure authority to pay these additional expenses within the Fire Department.

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

Section One. Appropriations are increased as follows:

1. In the Fire Department within the General Fund, the appropriations for Employee Regular Wages (Personnel Services line item 100-22-10-511005) will be increased by \$36,556 to a total of \$1,494,723 and Major Work Tools and Equipment (Capital Outlay line item 100-22-10-550181) is increased by \$17,500. State Fire Conflagration Reimbursement Revenue (Revenue line item 100-22-10-420065) will also be increased by \$56,056. Total Fire Department appropriations are increased to \$3,137,369.

Section Two. This resolution is effectively immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 28th day of April, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of April, 2014.

Peter B. Truax, Mayor

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FIRE DEPARTMENT

WORK PLAN

FY 2014-15

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Forest Grove Fire and Rescue Annual Work Plan 2014/15



Strategic Plan



Strategic Goal 1: Service Delivery

- Place new tender in service when delivered.
- Order new Type III engine, and sell old Type III engines.
- Complete our preplans program.
- Replace station HVAC system, repair roof, and minor station repairs.

Strategic Goal 2: Strategic Planning

- Continue implementation of strategic plan as it enters the 4th year.
- Continue to prepare for future ISO evaluation.
- Assess the feasibility of becoming an accredited department through CFAI.
- Complete review and update of Emergency Operations Plan.
- Complete Standard of Cover document.

Strategic Goal 3: Community Outreach and Education

- Conduct community-wide smoke alarm campaign if awarded Fire Prevention and Safety Grant.
- Continue active community outreach through social media and public education campaigns.
- Continue enhancing our fire prevention and inspection program.

Strategic Goal 4: Technological Enhancements

- Continue enhancing data reporting and benchmark measurements for department.
- Began planning for MDT replacement with implementation of new CAD system in November 2015.
- Continue to enhance table system to further streamline records management and field data collection.

Strategic Goal 5: Strategic Partnerships

- Complete partnership study to determine best method of providing fire protection to the community.
- Explore possible partnerships with other agencies (ODF, Pacific, and surrounding departments).
- Continue to facilitate and participate in strategic planning process with Washington County EMS to enhance EMS services in our community.

Strategic Goal 6: Employee Development

- Continue to evaluate new on-line recruit training tools.
- Continue to enhance firefighter training programs.
- Continue development and enhancement of our officer development program.

Questions?



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DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

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:	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 department's 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. ON HOLD
2. On-going. Continue enhancing data reporting and benchmark measurements for department.
3. COMPLETE. Preparing for replacement of MDTs with tablet system with implementation of new Tiburon CAD system. This is scheduled for November 2015, testing needs to be complete by July 2015, but this is subject to WCCCA implementation.
4. Delayed due to further research, scheduled to complete Winter 2015.
5. COMPLETE: Utilizing iPads for firefighter and inspector data entry, continue to enhance and expand.

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

Objective 4: Mapping is on hold while the citywide subcommittee on GIS is working - waiting on results of this committee, expected in Winter 2015 to determine next actions.

Objective 3: Waiting on implementation of new CAD system, scheduled to go live in November 2015. Expect testing to commence in Spring 2015.

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.

SG4: Utilize available technology to enhance service delivery and efficiency.

- GIS Mapping: Develop and enhance our ability to generate maps to evaluate our performance and provide timely response. Expect to develop action plans in Winter 2015, this has been delayed awaiting new IT manager and GIS report.
- Mobile MDT system: Fully functional MDT system using Tiburon iPad app.

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:

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DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

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:	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. COMPLETED. Evaluating and enhancing.
4. Officer Development Program: Develop a program for firefighters to become qualified as company officers and provides a successful succession program. Continuing development and enhancement.
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. Completed. On-going evaluation.
2. On-going. Continue evaluating new on-line recruit training program.
3. On-going.
4. On-going.
- 1.6. 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.

1. On-going evaluation for effectiveness.
2. Currently evaluating distance learning tools in current academy. Determine effectiveness and select program in Fall 2014.
3. On-going evaluation for effectiveness.
4. On-going evaluation and enhancement. Evaluating officer development classes provided on Monday nights.
5. On-going evaluation and support.
6. On-going evaluation and support.

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.

SG6: Enhance internal relations, communications and employee development.

- **Recruit Training:** Review the recruit training program, revise as necessary to ensure the personnel are fully prepared for assignment. Look at regional approaches. We are currently evaluating our second recruit academy where we used a on-line web based learning system. In 2014-15 we will evaluate other possible models to determine the most effective training program.
- **Educational Counseling:** Provide educational counseling to all interested employees to enhance qualifications, morale, and career growth possibilities. This is on-going.
- **Officer Development:** Continue to research and enhance our officer development program to maintain department morale, expand future employee opportunities and create a succession program for the department. This is on-going.

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:

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DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

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:	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: Evaluate and enhance
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. On-going.
3. Due Fall 2014
4. Due Fall 2014: Awaiting on grant submission for smoke alarm campaign, submitted March 2014
5. Ongoing

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.

1. Continuously re-evaluate department response and community communication data to determine focus of community communications and education program. Example is our Facebook week tracking summary. This is on-going.
2. Continuously re-evaluate department response data to determine focus of our risk reduction programs. Example of this is our review of call data which shows a high percentage of non-working smoke detectors, so we have been focusing on smoke detector campaigns.
3. Identify risk assessment tool (complete March 2014), perform risk assessment of target hazards, incorporate risk assessment into on-going prevention program.
4. Depends on grant award - if awarded, will hire temporary work force, train, and begin program specified in grant application.
5. Continuously re-evaluate our fire prevention and inspection data and explore ways to enhance and improve.

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.

SG3: Expand community outreach to meet our vision

- Communication: Improve and enhance our communications of services and educational programs with the public. This is a on-going project.
- Risk Analysis: Complete a community risk analysis of the highest hazards within our community. This project will be 90% complete by Fall 2014.
- Public Education Programs: Design/improve public education/awareness programs targeted towards our highest community re-design our fire prevention program to increase effectiveness while maintaining a business-friendly climate. This is on-going - data is examined annually to determine the focus of our public education programs.
- Community Risk Reduction Program - Grant request for smoke alarm campaign submitted - if awarded will begin project in fall 2014.

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:

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DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

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:	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. Training program: Continue to develop and enhance our regional training program to increase quality and quantity of training in the most cost-effective manner possible (ongoing)
2. Consolidation: Research fire service consolidation with surrounding communities to provide service in the most cost-effective manner.
3. Maintenance program: Joint fire apparatus and maintenance and equipment maintenance program.
4. 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. Currently researching joint training partnership with Banks and Gaston fire departments.
2. Complete Partnership Study by Winter 2015, explore possible partnerships with Gaston, ODF, Washington County EMS, Pacific University for fitness program.
3. EMS Improvements: Currently facilitating implementation of strategic plan for Washington County EMS.

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>

1. Meet with Banks and Gaston (complete in Spring 2014), set up joint web site for mutual training sign-ups, evaluate system for effectiveness.
2. Design of an RFP (completion in Spring 2014), successful RFP process and selection of consultant, conduct study in fall/winter of 2014, provide report to stakeholders in winter 2015.
3. Participate in strategic planning process outlined in Washington County EMS plan.

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.

SG5: Develop and maintain strategic partnerships

- Training program: Develop and enhance our regional training program to increase quality and quantity of training in the most cost-effective manner possible. This is on-going and is measured by various benchmarks (e.g. personnel needing NFPA Pumper Operator training successfully complete) and measuring training classes and hours.
- Consolidation/Partnerships: Research fire service consolidation/partnerships with surrounding communities, non-profit and for-profit agencies to provide service in the most cost-effective manner. A partnership study will be conducted in July 2014 with expected completion date of Winter 2015.
- EMS Improvements: Research partnerships with private ambulance provider and regional healthcare providers to enhance cost effectiveness and quality of emergency response in region. The EMS Strategic plan has multiple date-indicated benchmarks.

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:

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DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

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:	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. EOP being updated and reviewed by consultant, due Fall 2014. Working on grant funding of Continuity of Operations Plan.
4. Complete. On-going review of objectives required to continue.
5. On-going research into ISO requirements.
6. Due January 2015
7. Due July 2015
8. Due July 2016.
9. Due Summer 2014.

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).

1. Frequent review and analysis is used to measure the status of this objective.
2. Bi-weekly reports are issued to all stakeholders and a live web link is maintained so that action items are tracked.
3. Step 1 is the selection of a risk assessment tool (complete March 2014), step 2 is complete risk assessment of target hazards, step 3 is incorporation of the risk assessment into our fire inspection program.
4. Complete.
5. Next step in this process is the completion of a Standard of Cover document.
6. Next step in this process is the completion of a Standard of Cover document.
7. Creation of a training program is the next step, then providing training to department personnel.
8. Next step in this process is the completion of the partnership study scheduled for Fall-Winter 2015.
9. Currently gathering data and developing format - completion in summer 2014.

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.

SG2: Maintain long-term strategic planning

- Community Risk Assessment: Update the community risk assessment utilizing FEMA tools. Complete by Spring 2015.
- Action items: Maintain clear objectives and follow through with department officers. Action items are continuously reviewed and revised as necessary.
- ISO: Prepare for an evaluation of the departments Insurance Service Organization (ISO) classification. This is an on-going project - we are not sure when ISO will regrade the City.
- Accreditation: Evaluate the feasibility of department accreditation with CFAI, pursue if determined feasible. A recommendation will be completed by Winter 2015.
- Time and project management: Provide training to all career personnel in time and project management. Due January 2015.
- Develop Strategic Deployment Plan: Develop future deployment plan for stations and resources based on expected community growth, consolidation plans and financial resources. Due Winter 2016.
- Standard of Cover: Develop Standard of Cover plan for existing Forest Grove-Cornelius Fire Departments - Summer 2014

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 2014-15

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.

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PART I: ACTION PLAN <i>(Start of Year)</i>

<p>1. Background or history of the objective/project:</p> <p>This action plan reflects the Fire Department Strategic Plan that was completed in 2011.</p> <p>The objectives for this goal (above) include:</p> <ol style="list-style-type: none"> 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 inspections and measure effectiveness. 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 repair schedule for our facilities that ensures they are properly maintained.

2. Current status of the objective/project:

Status of the Objectives (above):

1. Receive new water tender in July 2014, train and place in service by fall 2014.
2. Acquire new Type III, sell old Type III. Complete by Spring 2015.
3. Evaluating mechanical issues with ladder truck.
4. Pre-plans being developed. Currently 80% complete. Due Spring 2015.
5. Scheduled roof repair to station, HVAC replacement, and minor repairs and upgrades to be complete Spring 2015.

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>

1. Complete final inspection in July 2014 at manufacturing facility, accept delivery, train all personnel in operation by fall 2014.
2. If approved by budget, purchase off of existing contract with State of California, complete final inspection, accept delivery, train all personnel in operation by Spring 2015. Availability of chassis makes timeline somewhat unpredictable.
3. Contacting consultants with ladder truck construction to evaluate our problems and provide recommendation.
4. On-going project, utilize light-duty personnel and/or temporary employee to complete 90% of target hazards by Spring 2015.
5. Work with Facility Maintenance manager to complete RFP for repair, schedule work upon selection based on availability of contractor.

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.

SG1: Develop and maintain the highest possible level of service delivery

- Respiratory protection program: Update and review our respiratory protection program
SCBA Room Remodel: To protect respiratory repair and testing equipment from diesel contamination, complete remodel of SCBA room to enclose room. Completion by Spring 2015.
- Fire inspection/investigation program: Continue advanced inspection program and measure effectiveness of new field data collection tools in improving customer service and generating inspection data.
- Facilities Maintenance Schedule: Complete repair of HVAC system and roof repair, kitchen pantry installation, bathroom tile remodel. Begin gathering RFP material in Spring 2014 with goal of work to be accomplished in summer/fall 2014.
- Pre-plans: Develop pre-incident plans to ensure we have the information necessary to make safe and effective decisions at target hazards. This program will be 95% complete by Spring 2015. Completion of this project is dependent on light-duty personnel being available to do this.

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:

PUBLIC WORKS

ENGINEERING DEPARTMENT

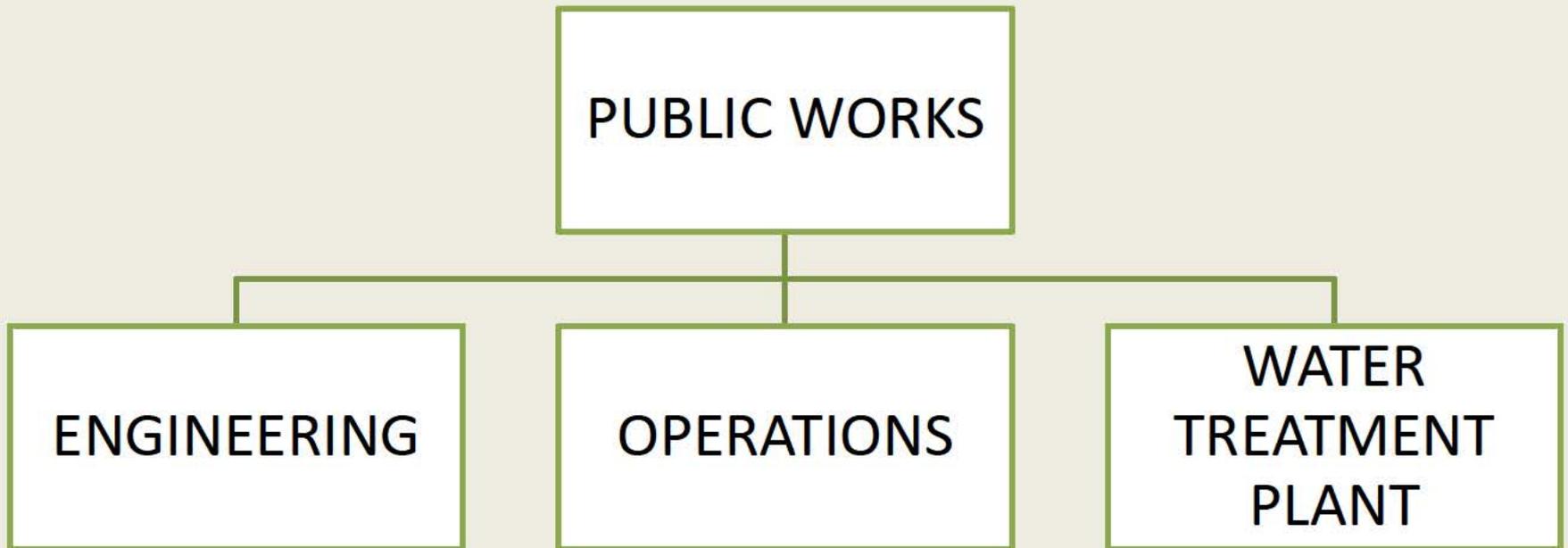
WORK PLAN

FY 2014-15

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DIVISION



PUBLIC WORKS 18-MONTH WORK PLAN – 2014/2015

1. OPERATIONS & ENGINEERING SCHEDULES
2. TRANSPORTATION
3. INFRASTRUCTURE IN NEWLY ANNEXED AREAS
4. NORTHWEST AREA CONCEPT PLAN
5. WTP SEISMIC STUDY 5-YR IMPROVEMENT PLAN
6. SUSTAINABILITY IN INFRASTRUCTURE DESIGN

OPERATIONS WORK PLAN SCHEDULE



2014								2015									
May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct

		May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct
Street (3.2 FTE)	Crack seal												608						
	Fog seal		365																
	Overlay			89															
	Pavement Marking		622																
	A.C. Patch & Repair	158																	
	ROW Mow/Spray/Maint.	445																	
	Sign Retroreflectivity Insp.																		
	Sign Maintenance	1217																	
	Traffic Study/tube counts	152																	
SWM (3.96 FTE)	Clean CB			614															
	Clean/Inspect WQMH		142																
	Clean SD pipe		568																
	TV SD pipe		789																
	WQF Maintenance	802																	
	WQF Insp. (private & public)	422																	
	Leaf pickup					556													
	Street Sweeper	1194																	
	Vector Control	83																	
	SWM Locates	361																	

OPERATIONS (cont'd)



2014								2015									
May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct

Sewer (3.73 FTE)		May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct
Clean SS pipe	400																		
TV SS pipe	725																		
MH I&I Inspection																			
Fat, Oils, Grease Inspect.	178																		
SS Locates	555																		
Water (5.71 FTE)																			
Backflow Inspection	597																		
Hydrant Inspection/Repair										1044									
Meter replace/retro/repair									680										
Meter Testing		128																	
Watermain Flush											341								
Valve Inspect/Operate	323																		
Water Locates	728																		

ENGINEERING WORK PLAN SCHEDULE

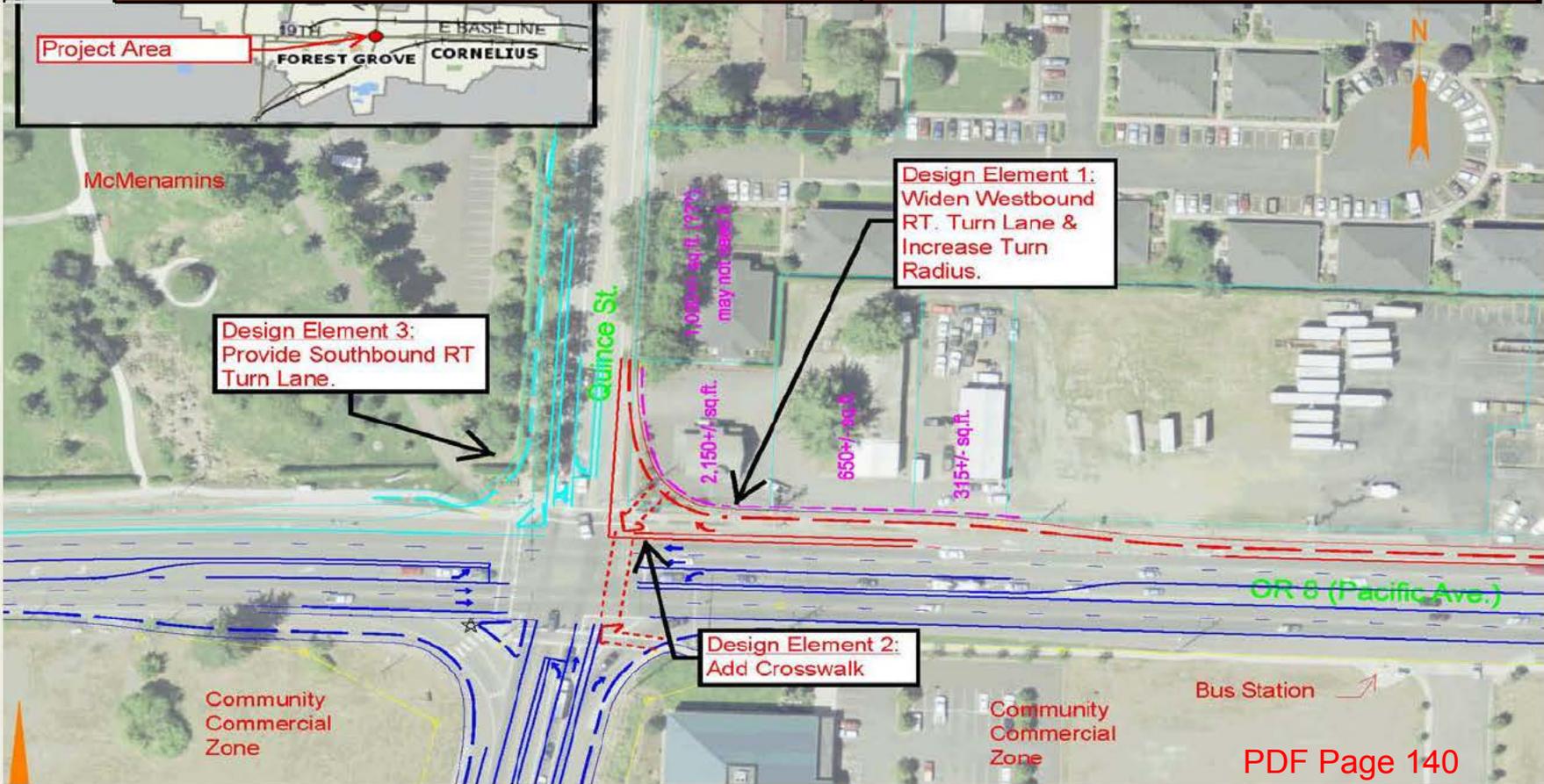
PROJECTS	2014												2015											
	GOAL	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
David Hill Road (MSTIP) Extension	30% Design																					Construction		
Safe Routes to School Grant - B Street																							Design	Construction
Hwy 8 at Quince and 47 Intersection																							Design	Plans, Specs, Estimate
Council Creek Regional Trail																								Master Plan
26th Avenue Street Construction																							Design & Project Develop	Construction
19th Avenue Street Constructon																							Design	Construction
WTP Siesmic 5-YR Plan																							Project Development	Preliminary Design
Sewer I&I Project - 23rd Avenue																								Phase II
Grovelink Stop Improvements (shelters)																							Design & Project Develop	
Develop Strategic Sustainability Plan																								Develop Plan
Firwood/Raymond S Sewer & Drainage																							Design	Construction
Highway 47 at Fern Hill Road	Summit																							

TRANSPORTATION

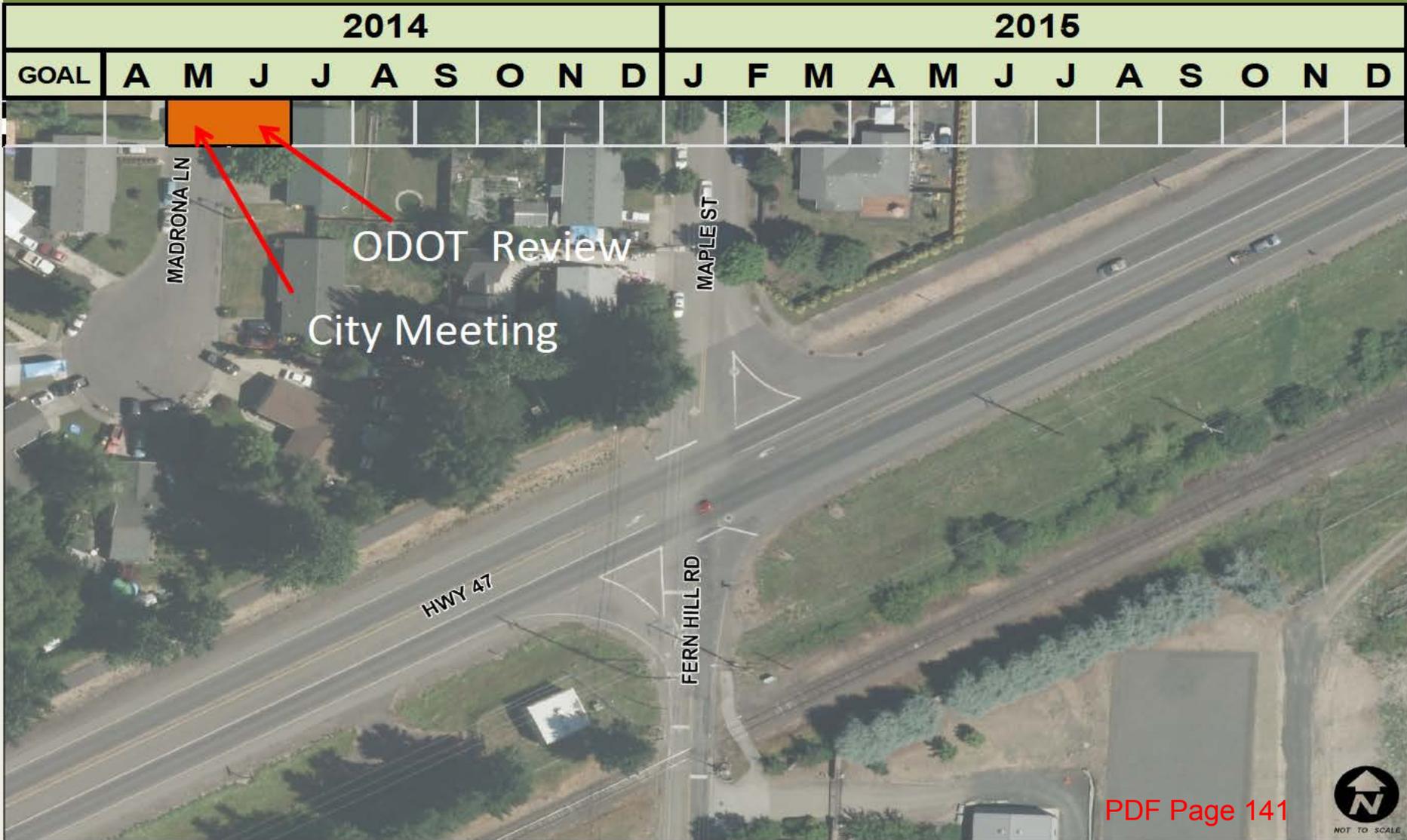
1. QUINCE STREET & TV HWY *(turn lanes \$4.1m)*
2. FERN HILL ROAD & HWY 47 *(signalization \$3.0m)*
3. DAVID HILL ROAD TO HWY 47 *(new road \$8.0m)*
4. RECONSTRUCT 26TH AVENUE *(Reimb. Dist. \$2.0m)*
5. 19TH AVENUE EXTENSION *(Reimb. Dist. \$0.7m)*
6. COUNCIL CREEK REGIONAL TRAIL *(\$0.25m)*
7. ADA CURB RAMP TRANSITION PLAN *(\$70k)*
8. UNIVERSITY DRIVE RECONSTRUCTION

HWY 8/QUINCE STREET/HWY 47

	2014												2015											
GOAL	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D			
	Design												Plans, Specs, Estimate											



HIGHWAY 47/MAPLE ST/FERN HILL



DAVID HILL ROAD EXTENSION TO HIGHWAY 47

	2014												2015											
GOAL	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D			
	30% Design												Possible Const.											

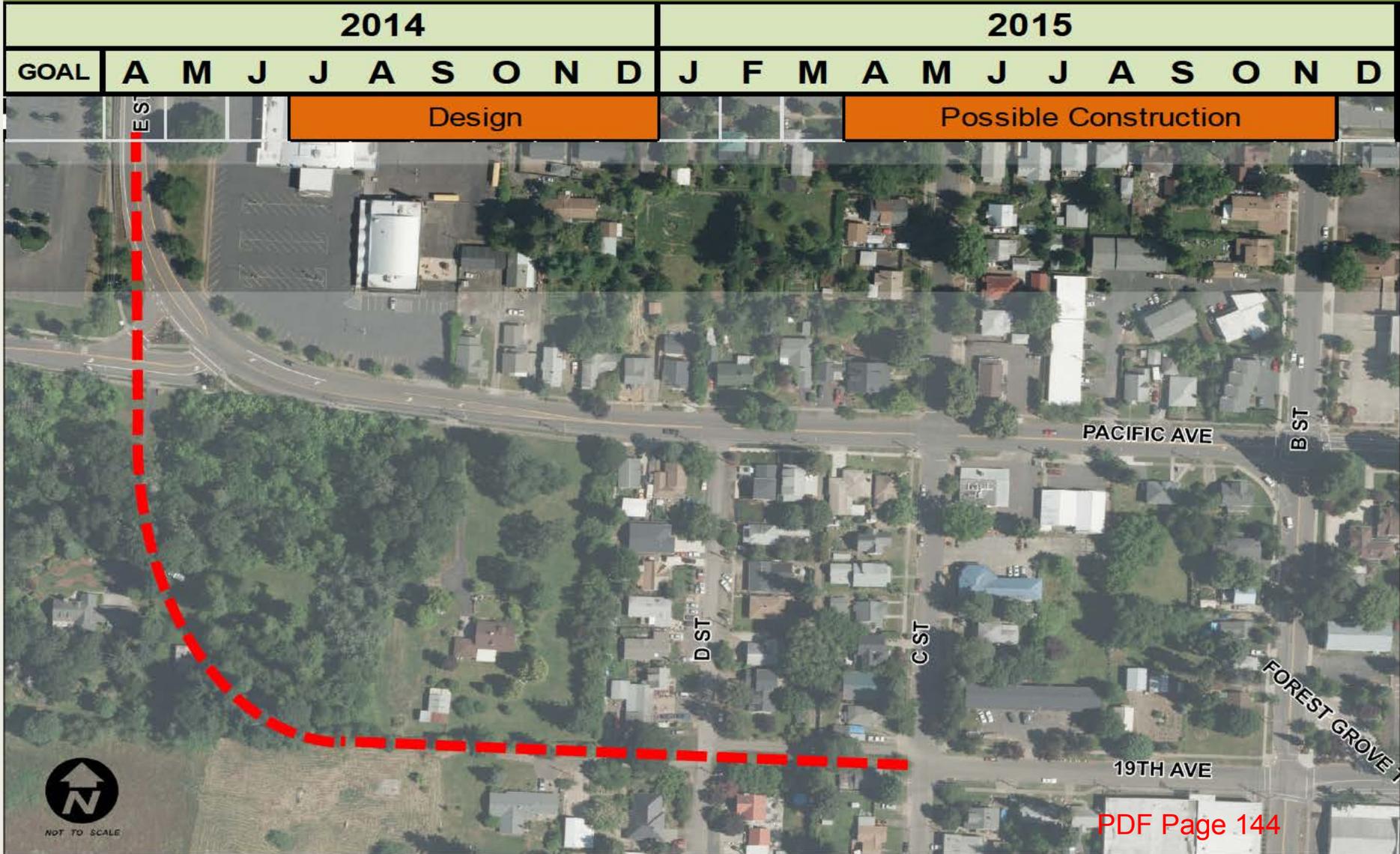


26TH AVENUE IMPROVEMENTS (HAWTHORNE TO SUNSET)

	2014												2015											
GOAL	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D			
	Design & Project Develop												Possible Construction											



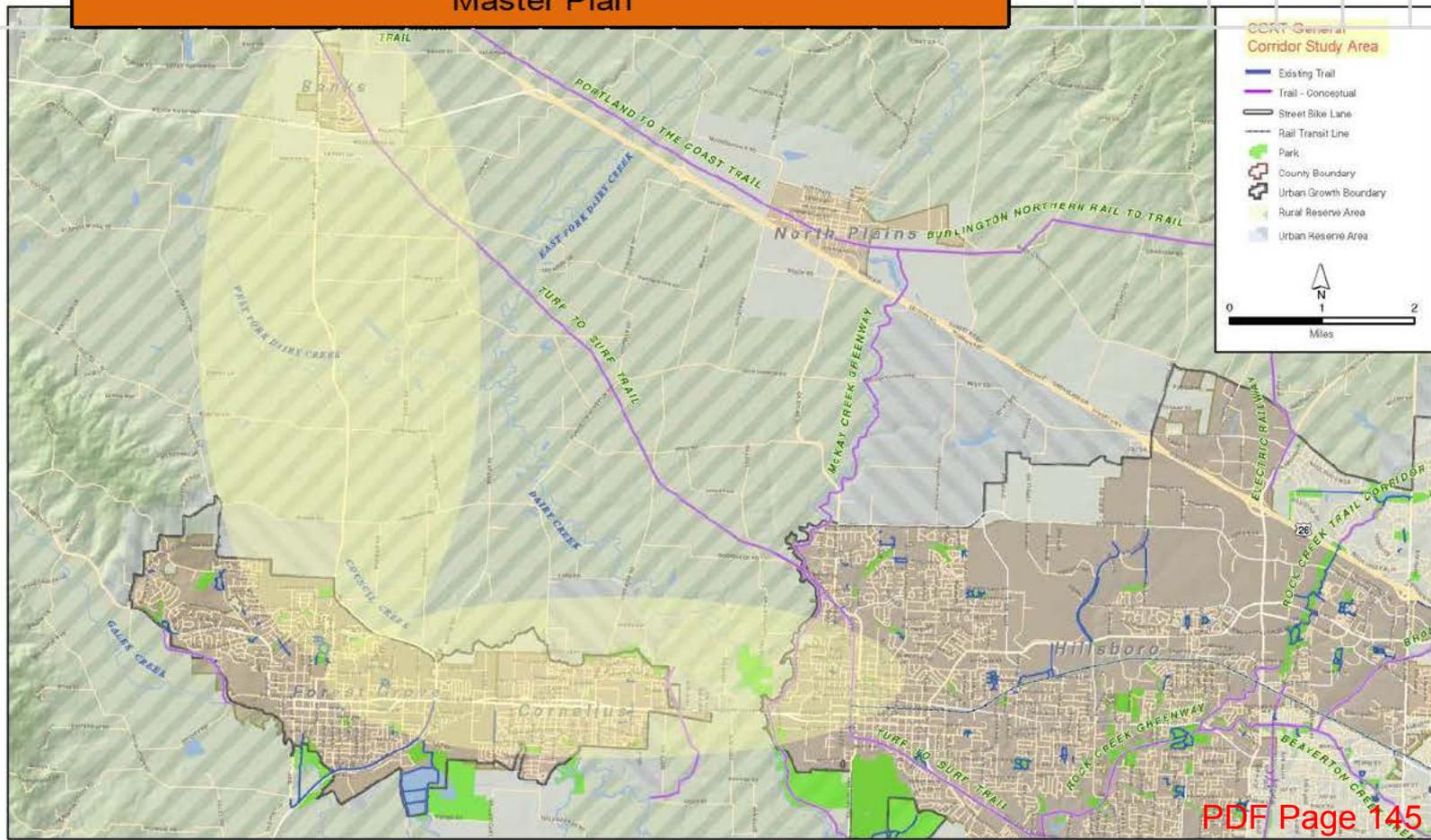
19TH AVENUE REALIGNMENT “B” STREET TO “E” STREET



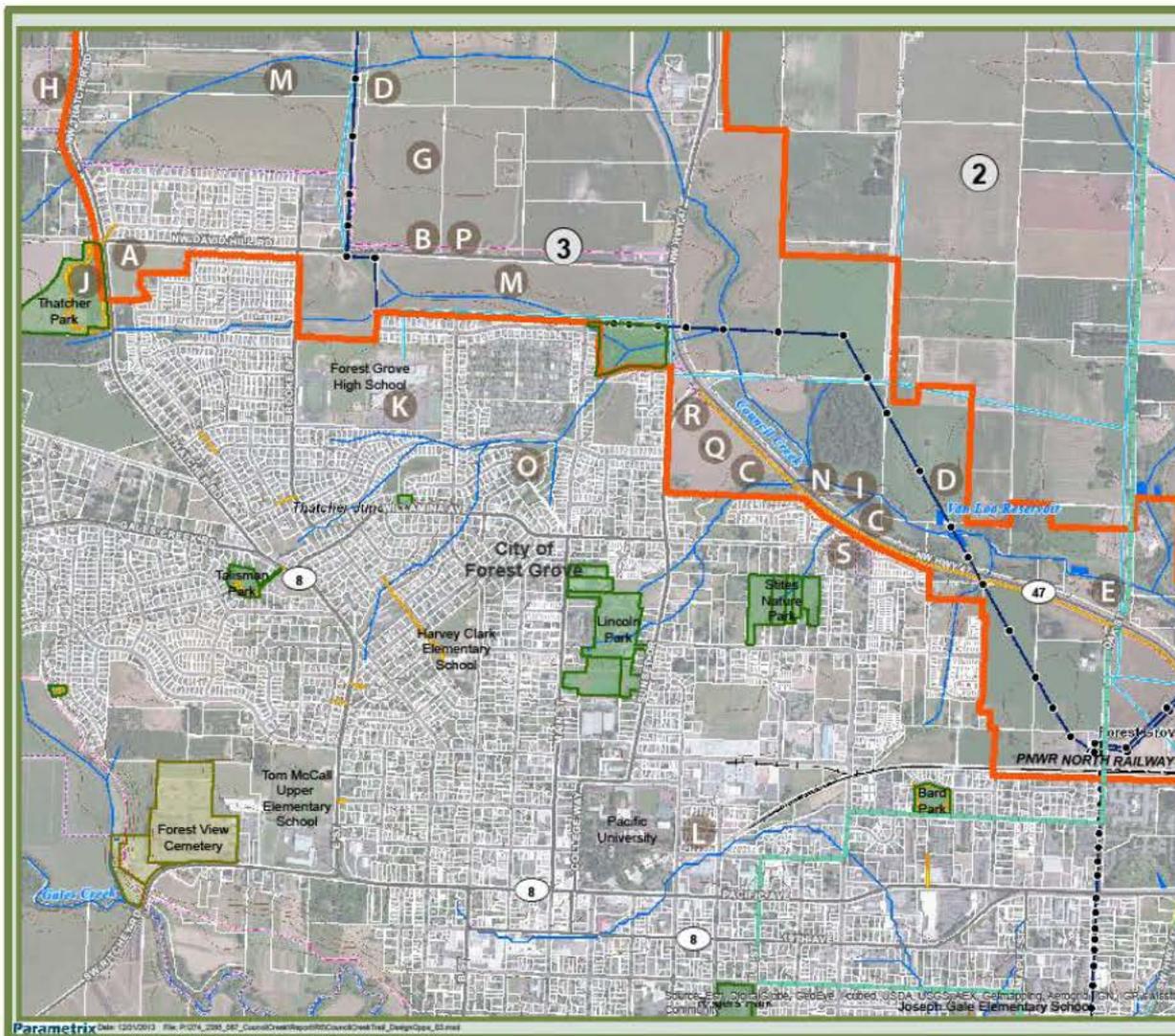
COUNCIL CREEK REGIONAL TRAIL STUDY AREA

	2014												2015											
GOAL	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D			

Master Plan



COUNCIL CREEK REGIONAL TRAIL STUDY SEGMENTS



INFRASTRUCTURE IN NEWLY ANNEXED AREAS

Sanitary Sewer (*Reimbursement Districts*)

1. Raymond Street
2. Firwood Lane
3. 26th Avenue
4. Oakcrest Drive
5. Watercrest Road

Storm Sewer

1. Firwood Lane
2. Raymond Street

FIRWOOD LANE - DRAINAGE

2014												2015												
GOAL	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D			
					Design						Possible Construction													



NORTHWEST AREA CONCEPT PLAN



WATER TREATMENT PLANT

2014												2015											
GOAL	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
					Project Development					Preliminary Design													



WTP SEISMIC STUDY AND 5-YR IMPROVEMENT PLAN

1. Study the seismic vulnerability of the treatment plant and Supply transmission line.
2. Develop a five year Capital Improvement Plan.

SUSTAINABILITY IN INFRASTRUCTURE DESIGN

2014												2015											
GOAL	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
													Develop Plan										

- 
- ❖ Design Standards for Road Construction
 - ❖ Converting Fleet Vehicles to Propane or CNG
 - ❖ Water Conservation Practices



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DEPARTMENT ACTION PLAN WORKSHEET – CARRY OVER

FISCAL YEAR 2014-15

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:	Engineering
Lead Person(s)/Organization(s):	Rob Foster/Nick Kelsay
List Goal Number Assigned:	Goal
Describe Objective/Project:	David Hill Road Extension to Hwy 47 Intersection

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

1. Background or history of the objective/project:

The City's Transportation Master Plan (TSP) identifies David Hill Road as a thoroughfare connector between Thatcher Road and Highway 47. Seen as a primary improvement to access to State Highway 47, and reduce traffic on County Purdin Road, this project will serve traffic from the north and west section of Forest Grove. Two sections of this road have been completed to date. The first section from Thatcher Road to Brooke Street was constructed by adjacent development. The section was just recently completed as a joint project between The City and Washington County. This section extended through a wetland area and to the east edge of the School District property. There is approximately 1,500 feet remaining that needs to be improved in order to make the connection with Highway 47. This last section follows a line which is in the City's northern urban growth boundary. Existing today along this line is a 40 foot wide County right of way. The property to the south is zoned single family residential and is required to dedicate additional right of way. It is anticipated that the urban growth boundary will expand to the north and at such time that land will also dedicate additional right of way. The final right of way width for David Hill Road is expected to be 70 feet which is consistent with the sections already constructed.

Project History

City staff supported the Mayor's efforts to include David Hill Rd. on the County's Major Street and Transportation Improvement Program (MSTIP). Through the Washington County Coordinating Committee (WCCC) the City was able to have David Hill Rd. added to the list of projects that will be funded in the next five year cycle. Currently David Hill Rd. is scheduled for construction in year 2018 with design work starting in 2016. This roadway connection to Hwy 47 will provide access to the highway for the north section of town and is necessary for the development of that area. Staff, the City Manager, and the Mayor are working with Washington County to look for ways the project can be constructed earlier than 2018.

Washington County DLUT has started preliminary engineering for the project with anticipation of construction starting in 2018. If funding is available before that – there is a chance the project could be advanced. The proposed residential development, Silverstone, is adjacent to this location and could help move the project forward sooner.

2. Current status of the objective/project:

Currently there exists a gravel drive serving a single residential home. The David Hill Road extension is identified in the City's Transportation System Plan and is in the list of projects identified as financially constrained in other words reasonably likely to be funded.

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

1. Obtain funding
2. IGA with County
3. Meet with neighboring property owners to review proposed design.
4. Design
5. Right of Way acquisition
6. ODOT approval
7. Construction will depend both on the MSTIP funding schedule and ODOT approval of the intersection design at Hwy 47. It could be as soon as 2015 or as late as 2018.
8. Ribbon Cutting

4. List potential barriers or challenges:

Two potential barriers exist, first right of way acquisition. Additional right of way is need along the south side and also additional right of way is needed at the intersection with Highway 47. The second potential barrier is the ODOT approval to expand the intersection at Highway 47.

5. Estimated Cost(s):

The estimated cost identified in the City's TSP is \$7.1 M. Funded through the County MSTIP program.

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

Ribbon cutting.

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 2014-15

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Public Works
Lead Person(s)/Organization(s):	Rob Foster
List Goal Number Assigned:	Goal 1 (8)
Describe Objective/Project:	Purchase and/or Acquire Grant for Five (5) Benches for Grovelink Transit Bus Stops (consider dedication)

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

1. Background or history of the objective/project:

The Grovelink Bus service has been in operation for approximately one year. The route through town has been established and is not likely to change. Signage for the stops have been installed at all the bus stops, however benches do not exist. It is anticipated that this service will continue for several years.

2. Current status of the objective/project:

The bus route has been established and signage has been installed at each stop. There are no benches at any of the stops.

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

1. Identify which stops are busiest and survey riders.
 2. Determine if benches are needed and if there is sufficient ROW for installation.
 3. Determine funding source and amount of funds available.
 4. Install improvements.
- Note: CCI has discussed the idea of holding a public meeting to get feedback. If this happens then this input will be used in the decisions.

4. List potential barriers or challenges:

1. Funding from grants.
2. Adequate ROW

5. Estimated Cost(s):

1. Benches - \$750

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

1. Survey bus riders and measure satisfaction.

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 – CARRY OVER

FISCAL YEAR 2014-15

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Public Works and Community Development
Lead Person(s)/Organization(s):	Rob Foster, Jon Holan
List Goal Number Assigned:	Goal 1 (10)
Describe Objective/Project:	Continue Pressure for High-Capacity Transit; and other transportation modes

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

1. Background or history of the objective/project:

- A High Capacity Transit (HCT) extension, recommended by initial study (by Gerald Fox, Oct. 2006) as light rail, from Hillsboro to downtown Forest Grove along the current Portland & Western-operated freight tracks that run adjacent to and approximately 5 blocks north of Hwy 8. The initial study recommendation called for about 5.9 mile, mostly single-track alignment. Possible station locations were identified, but further study would be best to confirm locations and number of stations. The alignment follows an existing 60-foot-wide right-of-way that extends the entire distance except the last few blocks in Forest Grove. It is the westward extension of the line used for Westside light rail to Hillsboro.
- City resolution 2008-17 was adopted by City Council to support the extension of HCT from the City of Hillsboro, through Washington County, and the City of Cornelius, to the City of Forest Grove.
- The project has been included in the Regional Transportation Plan as a "Developing Regional Priority Corridor". This project is approximately 9th in regional HCT priorities for federal funding.
- 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.

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 developed by Metro staff and has been reviewed by MTAC and MPAC.

- 1) Partner agencies have organized a task force, including local agencies, county, Pacific University, state agencies, and private sector, to begin to refine the engineering, cost, and implementation plan.
- 2) The City continues to call upon Federal, State, Regional Legislators, and Partnering Agencies, to identify and provide funds to implement this project.
- 3) Recent activities have focused on discussing potential opportunities and future plans for the existing ROW proposed for this project, which is owned by ODOT. Exclusive easement rights exist over the ROW with Genesee & Wyoming Inc. (parent company of Portland & Western Railroad) freight operations.

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

- 1) Seek ways to fund and accelerate this project.
 - a. Increase level of funding for this project. Continue identifying, seeking, and securing funding (from all possible sources)
 - b. Increase level of regional priority for this project.
- 2) Complete a refinement study of this HCT extension to better define cost estimates, implementation strategy, and schedule.
- 3) Complete a land use plan/strategy for the HCT corridor.
- 4) Continue to support city efforts to encourage transit oriented development and work with cities to develop TOD opportunities.
- 5) Actively participate in and provide management assistance for regional transit planning activities conducted in the region including local agencies, Washington County, and Metro.
- 6) Finalize future industrial use for rail service
- 7) Complete TOD study
- 8) Work with Metro staff on increasing growth allocations (there may be an opportunity based on low land values)
- 9) Meet with Portland Western regarding MOU
- 10) Seek grant opportunities to fund corridor study
- 11) Convene cities for corridor study per Metro System Expansion Policies
- 12) Meet with FRA on mix rail use (freight and passenger)
- 13) Meet with Tri-Met and ODOT Division of Rail on mix use
- 14) Perform more refined cost estimate
- 15) Work with Metro staff to be more open minded and to change MAE and SEP evaluation
- 16) Participate in RTP update to move Corridor 12 up the list
- 17) Conduct Alternatives Analysis
- 18) Get the \$\$, build and start running the trains

4. List potential barriers or challenges:

- The biggest potential barrier 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.
- Funding for transportation improvements is limited and, on an annual basis, is substantially less than needed to implement new facilities and to operate and maintain existing facilities and services. Thus, transportation investments must make prudent use of available fiscal resources and be responsive to the most pressing challenges facing the region.
- The existing transportation network includes only limited transit. As a result, the mobility of the transit dependant, such as the elderly, youth, and mobility impaired, is affected. Furthermore, the limited transit service does not allow transit to compete effectively with automobile travel.
- Other barriers include resolving Portland Western involvement, financial participation by Cornelius and Hillsboro and overcoming Metro staff bias against lower priority corridors.

5. Estimated Cost(s):

From the 2006 initial study done by Gerald Fox:

A preliminary capital cost was developed for the alignment described above. Without better engineering definition, this estimate should properly be presented as a cost range, pending further study.

A significant component of the cost of this project is the right-of-way, most of which is already owned by the State or the City. The value of this right-of-way has been estimated, and needs to be included in the total project cost if it is to be used as part of the "local match". The availability of this publicly owned right-of-way is a central factor in the feasibility of the project, and its value can be deducted from the "new funding" required to construct the project.

A second consideration is the year of construction. The year of construction for this project is unknown. In recent years, LRT costs have been increasing at the rate of about 5 % compounded annually. This estimate is based current costs, for a 2006 opening date. Development of a project budget and funding plan needs to include the appropriate cost escalation.

Electrifying the tracks to Forest Grove is a significant element of the project cost.

The total project cost estimate includes all the work necessary to deliver the project described above. It includes 4 new light rail vehicles, and a proportionate expansion of the maintenance facility. It includes allowances for engineering and administration and for contingencies, based on historic experience. It includes the value of the publicly owned right-of-way.

Excluding the publicly owned right-of-way, the project is estimated to cost in the range of \$165 to \$185 million, in 2006 dollars. The publicly owned ROW is estimated to be worth between \$25 and \$29 million, and would need to be included in the total cost for the purpose of calculating a financing plan.

If hybrid cars were used for the initial operation, and electrification deferred, the project cost would be reduced by about \$17 million.

A proposed Park and Rides at Quince and 10th are included in the project estimate. If parking was required for 100 cars (as part of a structure by others, as in Hillsboro) at the A Avenue terminus, \$2.5 million would be added to the project cost.

- \$500,000 for engineering cost estimate
- \$85,000 for corridor study (should be split among the three cities or through a grant)
- Staff time

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

- Increased Level of funding.
- Increased Level of regional priority.
- Completion of implementation strategies.
- First train trip from Hillsboro to Forest Grove

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:

High capacity transit is included in the City's recent TSP update.

DEPARTMENT ACTION PLAN WORKSHEET – CARRY OVER

FISCAL YEAR 2014-15

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Public Works
Lead Person(s)/Organization(s):	Rob Foster
List Goal Number Assigned:	Goal 1 (9) - Ongoing
Describe Objective/Project:	Installation of Sidewalks in the Area of Harvey Clarke Elementary School and North Towards FG High School along 'B' Street.

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

1. Background or history of the objective/project:

There is currently a lack of sidewalks in areas around Harvey Clarke Elementary School and north along 'B' Street towards the FG High School. Many students travel this route to and from school. Installation of sidewalks in this area would enhance pedestrian safety.

Project History

The Engineering Department applied for and received a grant from the Federal Safe Routes to School Program in the amount of \$390,000. This money is for the installation of sidewalks near Harvey Clarke Elementary School. The Project has been approved for funding in the 2014/15 infrastructure project funding cycle.

2. Current status of the objective/project:

Funding for the project has been acquired through a Safe Routes to School grant and along with a matching of City funds. A consultant has been selected and preliminary survey and design work in under way.

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

1. ODOT approve contract for engineering and design.
2. Public meeting with local residents that will be affected by this project.
3. Prioritize location of construction to get the greatest benefit from available funds.
4. Construct project in 2015.

4. List potential barriers or challenges:

1. Property owners may not desire sidewalks along their frontage.
2. Conflicts with existing utilities may increase project costs.

5. Estimated Cost(s):

Cost estimate is not known at this time.
Safe Route to School Grant \$350,000
City participation \$50,000

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

Construction of sidewalks in gap areas will be considered success. Objective is to have all sidewalk gaps filled.

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 – CARRY OVER

FISCAL YEAR 2014-15

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Department(s) Assigned:	Public Works
Lead Person(s)/Organization(s):	Rob Foster
List Goal Number Assigned:	Goal 1 (9)
Describe Objective/Project:	Examine Installing Sidewalks Near Schools, Bus #57 Stop and TV Highway (east of Mountain View Lane; Karen's Corner)

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

1. Background or history of the objective/project:

Citywide survey of sidewalk conditions identified many locations where sidewalks do not exist. City Council identified sidewalks and pedestrian access a high priority. In 2010 the City Council initiated the first Citywide LID for sidewalk improvements. Since then 135 sidewalks have been improved at a total cost of \$264,000. In addition many property owners were motivated to repair their sidewalks on their own.

2. Current status of the objective/project:

Many existing gaps in the City sidewalk system. These gaps occur in both residential neighborhoods as well as along the transit corridor near bus stops.

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

- 1) Develop map of City identifying the locations of remaining sidewalk gaps.
- 2) Prepare a list of adjacent property owners or responsible land owners.
- 3) Notify land owners of the City's interest, and encourage sidewalk construction.
- 4) Also administer City code which requires new sidewalks with substantial property improvement.
- 5) Staff will seek out Federal and State and County grants that are identified for pedestrian access improvement.
- 6) Estimate cost and get citizen participation.
- 7) Initiate Sidewalk repair LID in the Spring of 2015.

4. List potential barriers or challenges:

1. Development may not occur for a while due to property owner financial constraints

2. Property owners may not desire sidewalks along their frontage.

5. Estimated Cost(s):

Cost estimate is not known at this time and depend upon citizen participation.

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

Construction of sidewalks in gap areas will be considered success.
Objective is to have all sidewalk gaps filled.

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 2014-15

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Public Works
Lead Person(s)/Organization(s):	Rob Foster
List Goal Number Assigned:	Goal 2 (11)
Describe Objective/Project:	Conduct Study (Consultant) to evaluate and determine reliability of key City-Owned water infrastructure (i.e. City Water Plant, City Reservoirs, water supply mains) during an earthquake and/or other event (e.g. slide). Consultant will give improvement recommendations and cost estimates to be considered for update in the 5-Year Plan.

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

1. Background or history of the objective/project:

City of Forest Grove has critical City-owned water infrastructure including Treatment Plant systems and Storage Reservoirs that were designed and constructed in as late as 1940's. The City also relies on two main water supply pipes, one from City water shed and the other from the Joint Water Commission systems. These key water infrastructures serve a majority of the municipal water supply to the City and are an essential link in the water system to supply water for fire suppression. They are also critical in the aftermath of a natural disaster. The City is subject to natural disasters including landslides, liquefaction, and earthquakes.

The purpose of this water system study is to ensure the safe provision of water following a natural disaster event. This purpose can be realized through the following goals:

- Providing adequate post-disaster water supply throughout service area,
- Reducing disaster damage to facilities,
- Ensuring minimum level system functionality and rapid system recovery,

Within these goals reside the characteristics of resilience: reduced failure probability, reduced consequences from failures, and reduced time to recovery.

A consultant will provide the City with an integrated approach to develop a water system that can perform adequately following a disaster.

This information will also help the City coordinate and make decisions on other projects including:

- Joint Water Commission improvements and expansion decisions early this next fiscal year.
- City Reservoir Expansion Improvement needs.

2. Current status of the objective/project:

This study is in preliminary approval phase. Both cost and schedule are not known.

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

1. Identify study scope and cost.
2. Identify how study will be funded.
3. Identify when funds will be available.
4. Develop schedule
5. Select Professional Consultant through RFP process.
6. Complete study.

4. List potential barriers or challenges:

1. Funding source.
2. Cost prohibitive.

5. Estimated Cost(s):

\$200,000. A similar vulnerability study was done for the JWC in 2008.

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

1. City's water system can perform adequately following a disaster.
2. Providing adequate post-disaster water supply throughout service area,
3. Reducing disaster damage to facilities,
4. Ensuring minimum level system functionality and rapid system recovery

Timeframe to Complete:

1 year

PART II: ACCOMPLISHMENT (End of Year)

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

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FISCAL YEAR 2014-15

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Department(s) Assigned:	Engineering
Lead Person(s)/Organization(s):	Rob Foster/Nick Kelsay
List Goal Number Assigned:	Goal
Describe Objective/Project:	19 th Avenue Extension

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

1. Background or history of the objective/project:

The City's Transportation System Plan identifies the extension of 19th Avenue from 'B' Street west to connect with 'E' Street at the intersection of 'E' Street and Pacific Avenue as a necessary improvement needed to alleviate sub-par level of service at the intersection of 'B' Street and 19th Avenue as further development occurs to the west.

There is interest in development of the Gales Creek Terrace area west of 'B' Street and south of Pacific Avenue. The full build-out of this development will put additional strain on the 'B' Street and 19th Avenue intersection. 19th Avenue is currently sufficiently improved from 'B' Street to 'C' Street but unimproved from 'C' Street through to 'E' Street. With this new residential development it is important to improve 19th Avenue from C Street to D Street as a collector road to provide adequate access. This will complete the first portion of 19th Avenue as listed in the TSP. The remaining connection to E Street will occur sometime in the future when that property redevelops.

In addition it is anticipated that ultimately 300 new homes could be built in the Gales Creek area. The traffic from these homes most likely will generate the Signal Warrants for a signal light at 19th Avenue and B Street. When the warrants are met the City can make the intersection improvements with the TDT funds generated from the development.

2. Current status of the objective/project:

As of April 2014 Gales Creek Terrace is in the development permit stage of the City approval process with an incomplete application. It is anticipated that this application will go through the City's Planned Development process in the fall of 2014.

The first two phases of Gales Creek Terrace will include 100 single family homes and will utilize 19th Ave. from C Street to D Street for access. The City is considering completing this section with transportation funds collected

from the development (TDT).

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

1. Gales Creek Terrace receives development approval from the City.
2. Phase (I) 50 are constructed and utilize 18th Avenue and D Street for access.
3. City receives TDT money from development.
4. City Engineering Department begins design of collector road.
5. ROW acquisition
6. Road construction completed with TDT funds.

4. List potential barriers or challenges:

ROW acquisition between 'C' Street and 'D' Street, a house currently sits in the path of the future roadway.
Funding.

5. Estimated Cost(s):

The engineering estimate for the collector road from C Street to D Street is approximately \$800,000. This does not include ROW acquisition or signal light costs.

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

Ribbon cutting.

Timeframe to Complete:

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

PART II: ACCOMPLISHMENT (End of Year)

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

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DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

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Department(s) Assigned:	Public Works
Lead Person(s)/Organization(s):	Rob Foster
List Goal Number Assigned:	
Describe Objective/Project:	26 th Ave. and Willamina Ave. Reimbursement District.

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

1. Background or history of the objective/project:

Results from a citizen open house event and surveys during a 2013 annexation process provided feedback on what citizens around 26th and Willamina would like to see improved, and their level of interest in funding improvements in these areas.

During the open house staff reviewed the basic information on what improvements are needed in each of these newly annexed areas and what resources are available. Based on the feedback during the meetings and results from citizen survey, the participants want to see improvements to a full collector street standard with sidewalks including storm drainage and sanitary sewer on 26th Ave. Citizens would be willing to consider participation in a long term payment plan such as a Local Improvement District. Project design work would include:

- Improve 26th Ave (Hawthorne to Sunset - 2300LF) to a collector street standard.
- Improve Willamina (Sunset to Main - 1100LF) to a collector street standard. Includes Storm Drainage Improvements
- Sewer & Storm Drainage is needed on 26th between Hawthorne and Elm (950FT)
- Sewer on Willamina between Raymond and Sunset (400LF).

2. Current status of the objective/project:

Project is in the planning and initial budget stage.

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

1. Preliminary Design (The purpose of the design phase is to develop more details on the project including cost information. This information can be used in future meetings with the property owners and used in determining the individual assessments.)
2. Cost Estimates
3. Graphics for Open House.
4. Right-of-Way legal descriptions
5. Open House with residents.

6. Council Work Session.

7. Substantial Design (i.e. 70%)
8. Final Design/Biding documents

This information will be used and considered with citizen's feedback for the formation of a funding district. If a funding district is approved then project would transition into a construction phase.

4. List potential barriers or challenges:

1. Home owner interest and participation.
2. ROW need for the collector street width.
3. Funding source.

5. Estimated Cost(s):

Engineering - \$500,000
Construction - \$2,000,000

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

Improvements are made to 26th Ave.

Timeframe to Complete:

1 year

PART II: ACCOMPLISHMENT *(End of Year)*

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

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DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

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Department(s) Assigned:	Public Works
Lead Person(s)/Organization(s):	Rob Foster
List Goal Number Assigned:	
Describe Objective/Project:	Improve drainage on Firwood Lane.

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

1. Background or history of the objective/project:

Results from a citizen open house event and surveys during a 2013 annexation process provided feedback on the need for drainage improvement on Firwood Lane. Improvements would include:

- Improvement to existing drainage ditch
- Drainage pipe and outfall to Stites park
- Obtain drainage easement on private property.

2. Current status of the objective/project:

Preliminary design and scoping of project has been completed.
Funding is proposed in FY 14-15 budget.

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

1. Design
2. Survey Work
3. Meet with private property owner to discuss drainage easement.
4. Prepare Easement Dedication
5. Construction

4. List potential barriers or challenges:

Not being able to obtain drainage easement.

5. Estimated Cost(s):

\$50,000 (work done by City)

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

Drainage Improvements Installed.

Timeframe to Complete:

1 year

PART II: ACCOMPLISHMENT *(End of Year)*

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

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

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Department(s) Assigned:	Public Works
Lead Person(s)/Organization(s):	Rob Foster
List Goal Number Assigned:	
Describe Objective/Project:	Firwood / Raymond St. Sanitary Sewer

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

1. Background or history of the objective/project:

Results from a citizen open house event and surveys during a 2013 annexation process provided feedback on the need for sewer lines on Firwood Lane and Raymond Street. The homes on these two streets are on septic systems and it would benefit the City and the residents if they were connected to the sewer collection system.

New sewer lines for residential areas are the responsibility of the benefiting property owners. In the past Community Development Block Grants have been available for qualifying areas for water and sewer improvements. It is not known if either of these areas will qualify for CDBG moneys. The City plans to apply for Block Grant money in the next CDBG cycle. If successful this money could be used to design and construct the sanitary sewer line.

If CDBG funding is not available another option would be the City's Reimbursement District Ordinance. With this option the residents would pay back the City for the cost of the improvements at the time they connect and take benefit of the new sewer line.

2. Current status of the objective/project:

This project is still in the planning stage.

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

Option (1)

1. Determine if area qualifies for CDBG funding.
2. Prepare preliminary cost estimates.
3. Apply for CDBG grant.
4. Design and construct project.
5. Connect homes to the new sewer line.

Option (2)

1. Meet with residents and determine interest in Reimbursement District.
2. Form the District.
3. Design and construct the sewer improvements.
4. Connect homes to the new sewer lines.
5. Assess the properties for the cost of the project.

4. List potential barriers or challenges:

1. CDBG funding not available.
2. Reimbursement District not acceptable to residents.

5. Estimated Cost(s):

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

1. Sanitary Sewer installed.
2. Homes switched from septic systems to new sewer line.

Timeframe to Complete:

1 year

PART II: ACCOMPLISHMENT *(End of Year)*

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

COMMUNITY DEVELOPMENT DEPARTMENT

WORK PLAN

FY 2014-15

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*Community Development Work Program

City Council Meeting
April 28, 2013

- * Programs (Long-Range Planning)
- * Ongoing Tasks (Foundation of the Department function)
- * Support for Other Departments
- * Board and Commission Projects
- * Metro and other outside Agencies

* Components of Department Activities

- * Westside Planning Study (Extend Beyond FY 14-15)
- * **Urban Renewal Plan** (Completion in FY 13-14)
- * **Long-Term Funding for GroveLink**
- * Comp Plan Zoning Amendments
- * Historic District Design Standards and Guidelines
- * Downtown Assessment and Revitalization Efforts
- * **Affordable Housing**

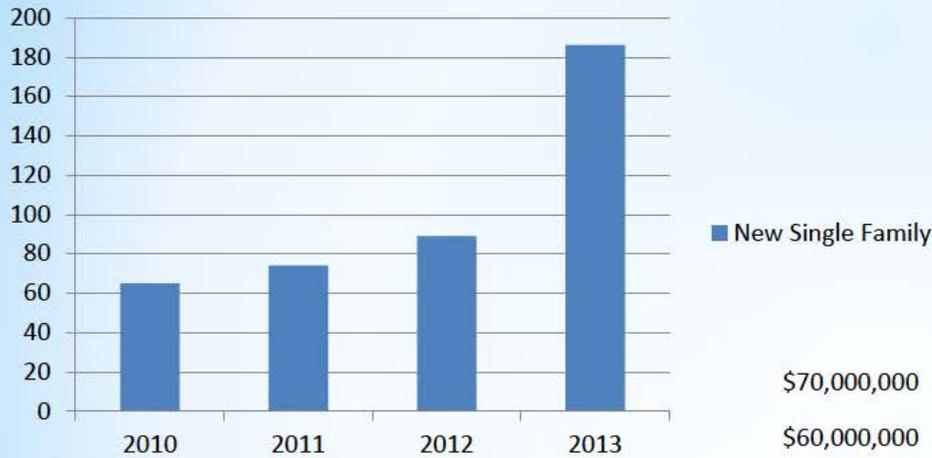
* Programs

(Items in **Bold** are Council 14-15 and Ongoing Goals and Objectives)

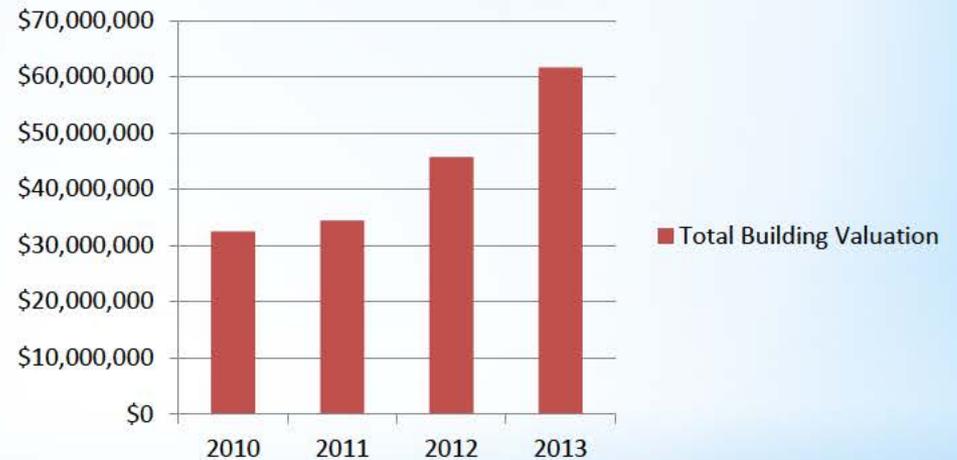
- * Process Land Use and Building Permits
- * Code Enforcement (Noxious Vegetation)
- * Erosion Control and Grading
- * **Public Outreach**
- * Counter Coverage
- * GIS and L.U. Data Base
- * Street Trees and Tree Permits
- * Board and Commission Support

* Ongoing Tasks

New Single Family



Total Building Valuation



* Building Permit Activity

(Last Four Complete Calendar Years)

- * General Transportation
- * **Downtown Revitalization**
- * Times Litho Project
- * Community Gardens
- * **David Hill Connection**
- * **GroveLink Operation**
- * **High Capacity Transit - Rail/Bus**
- * Economic Development

* **Support for Other Departments**

- * Sustainability Commission Strategic Plan
- * Vision Statement

* Board and Commission Projects

- * Metro Boards
 - * MTAC/MPAC
 - * JPAC/TPAC
 - * Climate Smart (Greenhouse Gas Reduction)
- * Washington County
 - * WCCC
 - * Planning Directors
- * Other

* Outside Agencies

Community Development Department Work Program FY 2014/15

Month		April, 2014	May	June	July	August	September	October	November	December	January, 2015	February	March	April	May	June	
Program	Westside Planning Study																
	Urban Renewal Plan																
	Long-term funding for GroveLink																
	Comp Plan Zoning Amendments																
	Comp Plan and TSP update process																
	Historic District Design Stds and Guidelines																
	Downtown assessment and revitalization efforts																
	Affordable Housing																
	Annexations (as needed)																
Ongoing Tasks	Commission support																
	Code Enforcement																
	Grading Permits																
	Erosion Control																
	Process LU Permits																
	Process Bldg Permits																
	Maintain LU Database																
	Counter Coverage																
	Tree Permits and Inspection																
	Public Outreach																
	GIS maintenance																
	Street Trees																
	Support for other Departments	General Transportation															
		Downtown Revitalization															
		Times Litho project															
Community Gardens																	
David Hill Connection																	
GroveLink Operation																	
High Capacity Transit - Rail/Bus																	
Economic Dev																	
Business License																	
B & C Projects	Vision Statement Imp.																
	Sustainability Commission Strategic Plan																
Metro	MTAC/MPAC																

	JPAC/TPAC			
	Other			
	Greenhouse Gas Reduction			
Admin	General Mangement/Admin			

Items in **Bold** relate to Council Goals and Objectives

Projects 
Ongoing Tasks 

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:	Ongoing
Describe Objective/Project:	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 as well as affordable market rate 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:
 Process development that can provide either subsidized or market rate affordable housing
 Prepare white paper on affordable housing to clarify definition and relevant issues – develop recommendations
 Implement recommendation.

4. List potential barriers or challenges:
 Finding relevant current data to prepare white paper.

5. Estimated Cost(s):

Staff time

Other potential costs yet to be determined

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

Process projects that can provide affordable subsidized and market rate housing

Develop and implement 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 2014-15

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Engineering/Community Development
Lead Person(s)/Organization(s):	Foster/Holan
List Goal Number Assigned:	Ongoing
Describe Objective/Project:	Continued pressure for High Capacity Transit;

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 long (rail) term use of the corridor and potential work program
- Determine feasibility of BRT/Ped-Bike Trail and rail, and examine land use opportunities for bus and/or 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 long term (rail) use of the corridor
- 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 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 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 corridor: first train trip from Hillsboro to Forest Grove

Timeframe to Complete:

1–3 years	3–5 years	X	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 2014-15

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:	Ongoing
Describe Objective/Project:	GroveLink

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

1. Background or history of the objective/project:

Ride Connection has implemented GroveLink in the community and has been in operation since August, 2013. Source of funding has been two federal grants for 1 ½ years. It appears that further funding will be available through TriMet for an additional two years.

2. Current status of the objective/project:

Transit service is operating with increasing usage by month since its inception. Additional improvements need to be made including permanent signage and shelters/benches.

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

Form committee to discuss long-term funding strategies
Prepare analysis for Council review regarding these strategies
Purchase and install needed improvements

4. List potential barriers or challenges:

Not developing long-term funding strategy to sustain service

5. Estimated Cost(s):

\$20,000 for five shelters – source is TIF
Staff time for committee and report

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
Improvements installed

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 2014-15

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Planning Division
List Goal Number Assigned:	1
Describe Objective/Project:	Complete Urban Renewal Plan

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. A feasibility study was prepared concluding that urban renewal is feasible for Forest Grove. An ad hoc committee was formed Committee to review the project area, objectives, financial analysis, projects and activities, impact on overlapping taxing districts and bonded indebtedness. An open house held to help in explaining urban renewal and discuss potential programs for the program. Subsequently, a draft Urban Renewal Plan and Report on the Plan has been prepared by consultants and reviewed by staff and City Attorney.

2. Current status of the objective/project:

Draft plan and report on the plan has been prepared and reviewed internally. Moving forward to form an Urban Renewal Agency.

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

1. Form Urban Renewal Agency
2. Review draft plan one final time with Ad Hoc Committee;
3. Send notice and where requested, meet with taxing districts;
4. Planning Commission conduct public hearing on determining urban renewal plan compliance with the Comp Plan;
5. City Council action on urban renewal plan and report; and
6. Activation of urban renewal agency

4. List potential barriers or challenges:

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

1. Lack of support from potentially affected taxing districts; and
2. 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:

<input checked="" type="checkbox"/> 1–3 years	<input type="checkbox"/> 3–5 years	<input type="checkbox"/> 5–10 years +	<input 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 2014-15

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Community Development, Light and Power and Public Works
Lead Person(s)/Organization(s):	Holan, Cress and Foster
List Goal Number Assigned:	
Describe Objective/Project:	Sustainability Commission

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

1. Background or history of the objective/project:

An ad hoc committee on sustainability has been formed and developed a strategic sustainability plan. As an outgrowth of their efforts, the City has formed the Sustainability Commission.

2. Current status of the objective/project:

Ad Hoc committee developed strategic plan for the community which has been accepted by City Council. City Council has formed the Sustainability Commission and members have been selected.

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

Hold meetings for the Commission.
 Focus early efforts of the Commission on analyzing and tweaking, where needed, the Sustainability Strategic Plan developed by the Ad Hoc Committee
 Forward recommendations to City Council
 Longer-term, Commission focus would be on implementing the Sustainability Plan
 Pursue other efforts as the need arises

4. List potential barriers or challenges:

Need for staff support to the Commission in the form of taking minutes, analyzing the Sustainability Plan and, once adopted by the Council, implementing the plan as well as pursuing other sustainability efforts sought by the Commission

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?
Continued support of the Commission and successfully implementing tasks identified by the Sustainability Plan and Sustainability Commission

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

PART II: ACCOMPLISHMENT *(End of Year)*

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

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

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. Due to recent legislation, the Purdin Road area has been reduced. Both it and Urban Reserve 7E on the south side of town are now within the UGB. 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 former Purdin Road urban reserve area (as reconfigured) and David Hill areas. In addition, Urban Reserve Area 7E would also be included. The study would focus on developing land use designations for the Purdin Road area and infrastructure improvements for all area. Grant assistance (\$123,000) has been obtained from Metro.

2. Current status of the objective/project: The City has entered into an IGA with Metro but needs to be changed due to recent legislation bringing the Purdin Road and UR 7E into the UGB

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

- Revise IGA with Metro
- 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 of \$123,000 has been obtained for outreach, infrastructure cost estimating, 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 ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Holan/Foster/King
List Goal Number Assigned:	Long-Term
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 and concluded with no need in circulation changes on College Way,

Community Development staff and volunteer has begun a project on public perceptions of downtown.

2. Current status of the objective/project:

College Way issue has been reviewed. Additional discussion is needed concerning Pacific and 19th as one way. With Times-Litho for development, organization of downtown needs further discussion.

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

- Assist businesses to help implement recommendations made by Ms. Reeves
- More detailed analysis on making Pacific and 19th two-way
- Evaluate opportunity to incorporate a Plaza at Times Litho site, recently purchased by City
- Evaluate downtown organization

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

5. Estimated Cost(s):
Staff time

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

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 2014-15

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Holan
List Goal Number Assigned:	1
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 developed a Strategic Sustainability Plan for the community. It was accepted by the City Council but needs further evaluation before going back for adoption. It will be the task of the newly formed Sustainability Commission to conduct that evaluation and return it to the Council for consideration.

2. Current status of the objective/project:

Ad Hoc committee has created the Strategic Sustainability Plan which has been accepted by the City Council.

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

Conduct evaluation of proposed actions contained in the Sustainability Plan that relates to City services
Review that assessment with Sustainability Commission
Identify appropriate changes, if needed, to the plan
Submit to City Council for adoption
Develop strategy to implement the plan

4. List potential barriers or challenges:

Need for staff to conduct assessment and implement plan
Council does not adopt the plan
Potential objection from other boards and commissions, particularly for implementation

5. Estimated Cost(s):

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

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

Adoption and implementation of strategic 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:

**ADMINISTRATIVE SERVICES
DEPARTMENT**

WORK PLAN

FY 2014-15

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Administrative Services FY 2014-15 Major Work Items

Paul Downey, Director

Brenda Camilli, HR Manager

Mike Nolop, IT Manager

Finance/Budget Major Tasks

- * Discuss what being a full-service city means particularly for the General Fund
- * Implement results of Light & Power Cost of Service and Rate Study and review debt issuance for purchase of transformers
- * Develop written financial policies including updating purchasing policies
- * Banking services request for proposal
- * Ongoing activities
 - * Preparation of annual budget
 - * Annual financial audit by independent auditors
 - * Long-term Financial Planning
 - * Quarterly Financial Reports

Management Major Tasks

- * Review current EDEN software's ability to meet future needs and potential replacement options
- * Research implementing on-line utility billing
- * Upgrade Municipal Court software
- * Facility needs review – Police Facility and Times Litho property redevelopment
- * Update Waste Management Solid Waste Franchise Agreement
- * Planning to implement new GASB Retirement Standards
- * Ongoing activities
 - * CEP Grant process
 - * Review investment policies for City investments and the City's Defined Benefit Retirement Plan

Human Resources Major Tasks

- * Negotiations for Police and Firefighters Associations
- * Review health benefit plans with representatives from employee groups
- * Revise employee handbook and distribute to staff
- * Implement Volunteer Management Tracking Program
- * HR Record Management Program
- * Ongoing activities
 - * City-wide employee training
 - * Open enrollment for employee health benefits
 - * Expand volunteer opportunities

IT Major Tasks

- * IT Strategic Plan Development
- * IT Steering Committee to develop IT policies and priorities
- * GIS Software Consolidation – review options for City for GIS management
- * L&P SCADA System implementation
- * RegJIN implementation
- * Ongoing activities
 - * Server and network system component replacements
 - * Desktop computer replacement

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