



A place where businesses and families thrive.

CITY COUNCIL MEETING AGENDA

SATURDAY, FEBRUARY 20, 2016

8:30 AM – Breakfast

9:00 AM – City Council Goal-Setting Retreat

L&P Conference Rom

1818 B Street

Forest Grove, OR 97116

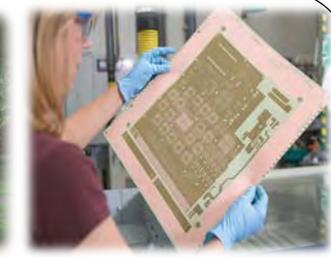
This is an informal Council Goal-Setting Retreat. The Council will take no formal action during the retreat. The public is invited to attend and observe; however, no public comment will be taken. Pursuant to Council Rules of Procedure, the Council shall set its short-term and long-term goals and objectives annually no later than the second Council meeting in March. Council has scheduled sessions on March 14 and/or March 28, 2016, to complete its goal-setting process.

8:30 am ~ Breakfast Buffet

- | | | |
|-----------------|--|--|
| 9:00 am | 1. <u>Call to Order and Roll Call ~ Welcome</u> | Mayor Truax |
| 9:05 am | 2. <u>2015 Department Accomplishments & 2016 Department Priorities (PPT)</u> | Jesse VanderZanden, City Manager |
| 9:25 am | 3. <u>Status/Update of Council Goals/Objectives (PPT)</u> | Jesse VanderZanden, City Manager |
| | • Explain New Format | |
| 9:50 am | <u>Break</u> | |
| 10:00 am | 4. <u>Review Existing Council Three Goals FY2016-17</u> | Mayor Truax and Councilors
Jesse VanderZanden, City Manager |
| 10:15 am | 5. <u>Setting Council Objectives FY 2016-17</u> | Mayor Truax and Councilors
Jesse VanderZanden, City Manager |
| | • Establish/Clarify/Remove Objectives | |
| 11:15 am | <u>Lunch Buffet</u> | |
| 11:45 am | 6. <u>Council Discussion</u> | Mayor Truax and Councilors |
| 20 mins | • Opening Councilor Remarks | |
| 50 mins | • Open Discussion | |
| 20 mins | • Closing Councilor Remarks | |
| 1:15 pm | <u>Break</u> | |
| 1:25 pm | 7. <u>Council Team Agreement</u> | Mayor Truax and Councilors |
| 2:00 pm | 8. <u>Adjournment</u> | |

Vision Statement: Forest Grove is a friendly, twenty-first century, small, full-service city. It was settled in 1841 by pioneers who valued respect for education, faith, enterprise, service to humanity, and the bountiful resources of the Tualatin Plain. Those values persist to inspire a common vision for a high quality of life in a thriving and progressive community that reaches from its historical commercial core around Pacific University to a horizon of forests, farms, vineyards, and the Coast Range. As an engaged and diverse people, we assure sustainability in our economy and our environment, thus supporting a community that nurtures our youth, educates all residents, and attracts and welcomes visitors. Forest Grove is itself a destination that thrives by design and is our home.

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2015 Department Accomplishments

City Council Retreat
February 20, 2016

Administrative Services

- Negotiated bargaining agreement with Police and Fire unions to aid in future cost containment in areas of retirement and health insurance benefits.
- Comprehensive review and update of the Employee Handbook.
- Completion of the five-year General Fund financial projection for FY 2015-16 through FY 2019-20.
- Developed and managed the recruitment process for the new City Manager who commenced employment on September 1, 2015.
- Completion of the FY 2015-16 Budget and the FY 2015-20 Capital Improvements Program.

Community Development

- Completed majority of the process for Code Update to implement the Comp Plan. Process complete March-April.
- Completed majority of the process for Westside Planning Project.
- Second year of processing building related permits for Forest Grove and Cornelius. For Forest Grove in 2015, staff processed 1,066 building related permits (building, plumbing and mechanical) with a building valuation of \$38,503,881; 114 permits (staff budgeted for 84 units) issued for new single family development. For Cornelius in 2015, staff processed 229 building related permits with a valuation of \$8,401,726.
- Processed six site plan applications, five partition applications, eight additional apartment units, a medical marijuana dispensary, and batting cages at the High School.
- Adoption of new Historical District design code amendment. Seven reviews of historic home modifications.
- Developed land use approach for the Haworth property.
- Provided staff for Urban Renewal Agency including receipt of its first tax increment of \$27,702.
- Achieved 25th year of being designated Tree City USA.
- Implemented new permit software substantially improving customer service.
- Established code requirements for Medical Marijuana Dispensaries.
- CCI held ATM and forums on plastic bag ban, bicycle program and food waste program.

Economic Development

- Provided technical assistance and Business Incentive Program to enable eight (8) new small businesses to open. Resulted in over 25 jobs and reduction of vacant space.
- Chaucer Foods sited a new manufacturing operation in Forest Grove and Lieb Foods expanded. Both Chaucer and Lieb Foods were assisted by the Enterprise Zone and regulatory assistance. Chaucer invested \$14M and created 95 jobs. Lieb Foods invested \$2.6M and created 12 jobs.
- Completed participation in the Washington County Industrial Site Assessment Project. Five sites were assessed for readiness. The analysis will assist both city staff and property owners to bring these industrial sites to shovel ready status.
- Updated EDC Strategic Plan to better respond to post-recession changes. Included re-alignment of EDC sub-committees.
- Implemented Comprehensive Marketing Effort to promote growth of industrial, commercial and tourism sectors. Marketing included print, web, e-newsletter, radio advertising, and real estate brokers e-letters.
- Facilitated Small Business Training Assistance including small business management and marketing training scholarships for ten existing local small businesses to help strengthen and grow their operations.

Public Works / Engineering

- David Hill Road Extension: Design near complete. This project is scheduled for bid early this year with construction this spring and completion by spring 2017.
- Firwood Lane Sanitary Sewer: Potentially 22 homes that will be connected to the new sewer line. The City spent most of 2015 developing legal contracts and easements.
- “B” Street Sidewalk: This project from 23 Avenue to Bonnie Lane was completed in 2015.
- University Avenue Improvements: This project was completed in 2015.
- Sanitary Sewer I&I Project (CWS): Along with Clean Water Services, the City completed Phase II of the I&I Rehabilitation project in the 23rd Avenue neighborhood.
- Water Treatment Plant Filter Repair – West Bay: The west bay filter at the Water Treatment Plant was disassembled, repaired and reconstructed. Now both filters have been repaired and rebuilt.
- Watershed Management Plan: The following recommended actions were completed this year – invasive plant survey and removal, rare plant survey, owl survey, and alder trees planted in slide area.
- Radio-Read Water Meter Replacement Program: The City is updating the meter read equipment so all meters can be read electronically, saving time and leakage. Of the 6,200 water meters in the system, we are more than 80% complete.

Light & Power

- Implementation of the 2013 Light & Power Electric System Master Plan via purchase of three substation transformers, circuit breakers, circuit switcher for Thatcher Junction and Forest Grove substations. Energized Thatcher Junction substation transformer on an interim plan to serve customer load.
- Commenced LED street lighting pilot project for replacement of existing street light bulbs. Installed 43 LED lights.
- Replaced 6,460 feet of underground cable: projects comprised the design and construction of aging capital projects including securing an easement and re-conductoring the underground feed for Parry's Tree Farm/Cell towers, 26th Avenue, and constructed underground feeder cable to feed Casey Meadows subdivision and Rose Grove Mobile Home Park impacting 162 customers.
- Energized 95 residential subdivision lots in: Poplar Commons, Pacific Crossings 2A & 2B and Hillside Road.
- City Council adopted Electric Rate Schedules for all customers effective January 15, 2016.
- Provided mutual aid assistance to neighboring consumer owned utilities on multiple occasions following severe weather events.

Parks & Recreation

- Facilitated process for installation of the Sundial at Thatcher Park.
- Continued development of the Parks, Recreation and Open Space Master Plan.
- Continued development of the Recreation/Community Center Study.
- Finalized permitting process for the Old Town Loop Trail. Hosted 2 open houses.
- Managed numerous volunteer efforts, including 6 Eagle Scout projects that included sun Shades at the off leash area, sand bag filling station, and trail work at Forest Glen Park.
- Participated in several water safety events to promote citizen safety at Hagg Lake.
- Completed mechanical and system improvements at the Aquatic Center, which included LED lighting and new building HVAC control systems.
- Hosted 82 private pool rentals for over 4,000 guests.
- Awarded Volunteer of the Year Award to Steve Huffman for his continued work with the Boy Scouts and Drew Nelson for installation of the Shade Areas at the Off Leash Areas.
- Aquatic Center served over 120,000 patrons during the year. Lessons to 2300 students.
- Partnered with the Forestry Commission on the Urban Forest Master Plan.
- Hosted over 100 family and company picnics at park shelters throughout the City.
- Facility Improvements include: overlay of two parking lots in Lincoln Park, installation of new roof over the activity pool area, and installation of new tile flooring in the Family changing rooms at the pool.

Library

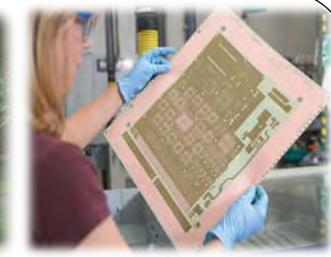
- Completed Library Strategic Planning Process
- Set records for participation in Summer Reading and number of books read
- Began circulating e-readers for patrons
- Acquired new furnishings for Early Literacy and Teen areas (with funds from the Library Foundation and WCCLS)
- Passage of WCCLS levy with a 64 percent margin and in all Forest Grove precincts

Fire

- Successfully completed the Cooperative Services Study for the City of Forest Grove, City of Cornelius, Cornelius Rural Fire Protection District, Gaston Rural Fire Protection District, and Banks Fire District.
- Successfully passed the Cornelius Fire Levy with a 70.5% yes vote. This is critical for the provision of emergency service in Forest Grove (they are our second-in engine on all fires and respond to 20% of the calls in the city as the first-in engine), and to the future of the Cooperative Services Study.
- Expanded our local partnership by successfully creating an IGA and assuming leadership of the Gaston Rural Fire Protection District.
- Acquired and placed \$1.1 million of new fire apparatus in service: two identical tenders for Forest Grove and Cornelius, one heavy brush engine for Forest Grove, one staff vehicle for Forest Grove (awaiting delivery of second).
- Provided teams to respond to four State conflagration requests across the State while responding locally to the busiest wildland fire season in the history of the department.

Police

- The department received grants for seatbelt enforcement and alcohol enforcement concentrating on minors in possession. The department was also successful in obtaining a federal COPS grant but regrettably had to decline acceptance due to the timing being outside the budget cycle.
- Outreach expanded to include returning National Night Out to its previous format which, by all accounts, was one of the most successful events to date. Facebook broke the 5000 follower mark ending the year at 5635 with Twitter followers reaching 1494. Four “Coffee with a Cop” events were held throughout the City, along with a successful Citizen’s Academy.
- Facility and office records storage areas were cleaned and re-organized to face the challenges of shrinking space in a 40 year old building. New equipment was issued and a property management system was created.
- Recruitment and selection efforts were sped up and streamlined for efficiency allowing several successful hires despite seven vacancies occurring that were still filled as of the end of the year.
- The first department-wide meeting in many years along with the first Executive Retreat for the management team was held in 2015.



2016-17 Department Priorities

City Council Retreat
February 20, 2016

Administrative Services

- Implement replacement Accounting/Human Resources System
- Continue implementation of Enterprise Geographic Information Systems (GIS)
- Process for replacement of current police facility
- Process for renewal of local option levy with potential election in November 2017
- Complete process for Tokola Development at Times Litho site

Community Development

- **Complete Action Plan items:** Westside Planning Program, PRD Update, Town Center project, Sustainability Action Plan White Papers
- **Area Plan for Oak Street Industrial Area**
- **Continued participation on RTP update**
- **Participate in County/Regional Equity efforts and draft Affordable Housing white paper**
- **Residential Multi-family High Density Increase**
- **Other Items not included but could be high priority:** TSP Study Areas along Highway 47 corridor, BRT proposal to Forest Grove, Cain Petroleum – URA project?
- **Other Stuff:** Implement State tracking programs (Building and Records Management), Continued efforts on Tokola project, Marijuana related actions, Update Pacific University Master Plan, Processing building and land use permits, Code enforcement (noxious vegetation), Support and assist on activities from five different City commissions, Department-related efforts on new GIS system.

Economic Development

- **Re-Authorize the Forest Grove Enterprise Zone:** The 10-year authorization ends on June 30, 2016. Objective is to renew the enterprise zone with the State for another 10-year period.
- **Development of Larger Commercial Sites:** Provide assistance, strategies and tools to help develop our largest commercial sites including the “Haggen”, “Albertsons”, “Rice” and Times-Litho sites.
- **Increase Market Availability and Readiness of Industrial Sites**
- **Retain and Expand existing Forest Grove Companies:** Old Trapper, Usher Industries, Lieb Foods, Pascor, Summit and other have all added jobs since they located here.
- **Support Growth of Small/New Businesses:** This includes many of our local storefronts. Strategies include recruitment, retention, stabilization and expansion of companies.

Public Works / Engineering

- **David Hill Road Extension** (sewer, water, street): This project will extend David Hill Road from Brooke Street east to Highway 47. Aspects of the project include design, construction, right-of-way, waterline, sanitary sewer and roadway extension.
- **Development Plan Review and Construction Inspection:** Silverstone PRD (171 lots), Pacific Crossing, Green Grove Co-Housing, and potentially Gales Creek Terrace.
- **ADA Curb Ramp Study:** Objective is to determine which curb ramps are in compliance with ADA regulations.
- **Firwood Lane Sanitary Sewer Improvements :** This project includes construction which is anticipated to begin in spring 2016.
- The following **Capital Improvement Projects** are in review and could potentially turn into design and construction projects in the upcoming fiscal year: 19th Avenue West Extension (dependent on Gales Creek Terrace), Firwood Lane Storm Drainage Improvements, Oakcrest Waterline, Hawthorne Street Drainage, JWC WTP CIPs, OR47/Fernhill/Maple Intersection Improvements, and Drinking Water Storage Tank.

Light & Power

- **2013 Light & Power Electric System Master Plan:** complete installation of Thatcher Junction substation transformer and protective equipment. Install Forest Grove substation transformers and protective equipment.
- **Verboort/Purdin HWY 47 round-a-bout project:** Construct and install nine (9) power poles, wire, and service connections.
- **Redesign Quince/HWY 8 intersection redesign:** L&P may need to go underground at that location due to conflicts with traffic signals and illumination.
- **David Hill Road:** Design and engineer electric service realignment for this road extension and roundabout.
- **Replacement of failing underground high voltage cable systems:** L&P replaced 6,500 lineal feet of cable in 2015. L&P's objective is to replace 13,000 lineal feet of new cable over the next two years that has reoccurring faults or high likelihood of failure. The City has 69 miles of underground electric cable from the 1960's.
- **New housing:** Design and install electrical service for Silverstone and Gales Creek Terrace subdivisions.
- **LED Replacement Project:** Continue replacing existing street light bulbs and fixtures with LED lights. Replace 35 street lights and 100 security lights in 2016

Parks and Recreation

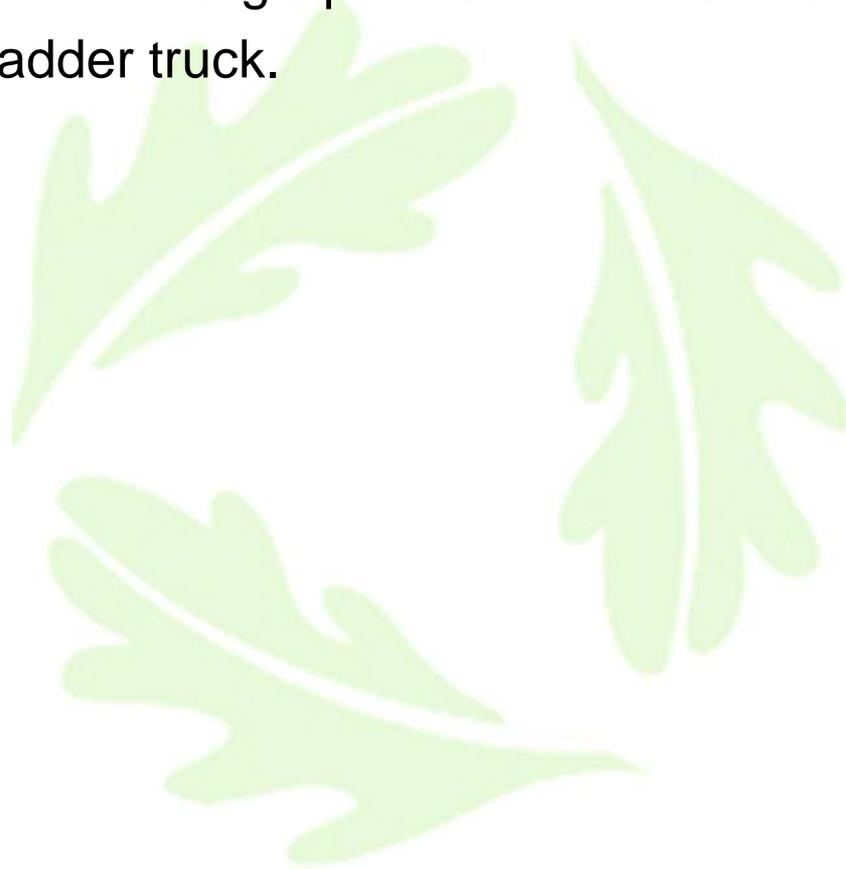
- Finish Parks Recreation and Open Space Master Plan and Recreation Center Study: Recommendations to Planning Commission, Recreation Commission and City Council planned for early summer 2016.
- Complete Old Town Loop Trail: Completed by mid-September 2016.
- Begin Rogers Park renovation to include the Anna & Abby's Yard playground.
- Continue implementation of energy conservation measures at the Aquatic Center.

Library

- Strategic Plan: Develop action plan and budget priorities
- Facility: Complete Library Foundation's project; develop Sense of Arrival project in collaboration with Public Arts Commission; address parking and lighting safety issues
- Staff: Complete review of job descriptions/classifications
- Programming: Develop policy and procedures; coordinate with Friends re: Cultural Series
- Public Arts Commission: Procure new piece of public art for Lincoln Park; develop plan to create an Arts Foundation

Fire

- Implementation of an intergovernmental agreement for a Fire Authority.
- Create a new strategic plan for new Fire Authority.
- Replace ladder truck.



Police

- **Police Facility Project:** work with Administrative Services and PSAC on planning, design, and public involvement.
- **Implement the Oregon Task Force on School Safety Objectives (HB 4087):** Create a database for all schools within the state, accessible to authorized users via the Internet; Examine models of existing education and training programs for LE officials, other first responders and school employees in the areas of school safety and incident response; Examine models for existing protocols for school safety and incident response and consider whether standardized statewide school safety and incident response protocols would be appropriate; Establish a statewide tip line; Establish standardized terminology.
- **Examine Staff Management within the Police Department:** Determine if all resources are being used to the department's advantage; Develop appropriate guidelines that would promote staff retention; Develop financial analysis of hiring and training personnel.

DEPARTMENT ACCOMPLISHMENTS FOR 2015

Administrative Services / HR

- Negotiated bargaining agreement with Police and Fire unions to aid in future cost containment in areas of retirement and health insurance benefits.
- Comprehensive review and update of the Employee Handbook.
- Completion of the five-year General Fund financial projection for FY 2015-16 through FY 2019-20.
- Developed and managed the recruitment process for the new City Manager who commenced employment on September 1, 2015.
- Completion of the FY 2015-16 Budget and the FY 2015-20 Capital Improvements Program.

Community Development

- Completed majority of the process for Code Update to implement the Comp Plan including developed the proposed code language, met with key property owners about the approach, held four work sessions with the Planning Commission, and initiated public hearing process which will be completed by February, 2016.
- Completed majority of the process for Westside Planning Project including four background documents involving geologic constraints, transportation, infrastructure and natural features; three planning charrettes for property owners and general public; developing alternative land use scenarios for public discussion; identifying issues from charrettes; and conducting a work session with Planning Commission to provide direction which resulted in a proposed land use approach. Essentially completed infrastructure and transportation analysis based on accepted land use approach.
- Second year of processing building related permits for Forest Grove and Cornelius. For Forest Grove in 2015, staff processed 1,066 building related permits (building, plumbing and mechanical) with a building valuation of \$38,503,881; 114 permits (staff budgeted for 84 units) issued for new single family development. For Cornelius in 2015, staff processed 229 building related permits with a valuation of \$8,401,726.
- Beyond the site plan review completed for each of the new single family residential homes noted above, staff also processed six site plan applications for such projects as Tokola, Pacific University Facilities building, new redi-mix cement plant, 8 additional apartment units at the eastern part of the City, a medical marijuana dispensary, and batting cages at the High School. Five partitions were also processed as well as a revision to a portion of the Pacific Crossings subdivision. Also, there were seven reviews of historic home modifications.
- Adoption of new Historical District design code amendments and guidelines.
- Developed land use approach with proposed comprehensive plan and zoning designation for the Haworth property.
- Provided staff for Urban Renewal Agency that is in its first year; this includes the development of its first budget and receipt of its first tax increment of \$27,702.
- Achieved 25th year of being designated Tree City USA through programs maintained by CD Department and the Community Forestry Commission.
- Implemented new permit software substantially improving customer service and public access
- Established code requirements for Medical Marijuana Dispensaries.

- CCI started the year with the Annual Town Hall meeting on utility rates. In addition, the Committee held three other forums during the year on such diverse topics as plastic bag ban, bicycle program and combined food with yard waste program.

Economic Development

- Provided technical assistance and Business Incentive Program to enable eight (8) new small businesses to open. Resulted in over 25 jobs and reduction of vacant space.
- Chaucer Foods sited a new manufacturing operation in Forest Grove and Lieb Foods expanded. Both Chaucer and Lieb Foods were assisted by the Enterprise Zone and regulatory assistance. The Chaucer invested \$14 million, occupied 84,600sf of vacant industrial space and created 95 jobs. An official opening was held in April. The Lieb Foods expansion as creating 12 jobs and a \$2.6M investment.
- Forest Grove completed participation in the Washington County Industrial Site Assessment Project. Five sites in Forest Grove were assessed for readiness. The study included analysis of infrastructure needs and costs, access, net developable area, conceptual development, market feasibility and impact analysis. The analysis will assist both city staff and property owners to better understand barriers and develop a strategy going forward to bring these industrial sites to shovel ready status and facilitate private investment.
- Forest Grove Economic Development Commission Strategic Plan update completed to better respond to post-recession changes in area economy and position Forest Grove to support economic growth opportunities. Included re-alignment of EDC sub-committees.
- Implemented Comprehensive Marketing Effort with continued on-going marketing and messaging campaign to promote growth of industrial, commercial and tourism sectors. Marketing included print, web and e-newsletter and radio advertising, City website promotion and information and real estate brokers e-letters.
- Facilitated Small Business Training Assistance including small business management and marketing training scholarships for ten existing local small businesses to help strengthen and grow their operations.

Public Works / Engineering

- David Hill Road Extension: The design phase of this project is almost complete. Washington County and the City Engineering Department have spent this year developing the detailed engineering drawings and construction specifications. This roadway and roundabout project is scheduled to go out for bid early this year with construction scheduled to begin this spring with completion by spring 2017. This two-lane collector will open access from the north end of Forest Grove to Highway 47.
- Firwood Lane Sanitary Sewer: This is a unique project because it will construct both the sewer main out in the street (*which is the public system*) and it will also install private plumbing to each residential home (*which includes the decommissioning of the existing septic system*). This is the complete sanitary sewer system needed to eliminate the problems associated with the septic tanks in the area. There are potentially 22 homes that will be connected to the new sewer line. The City's Engineering Department has spent most of this year developing the legal contracts and easements needed for the private plumbing work.
- "B" Street Sidewalk – Safe Routes To School: This project was completed in 2015 and the neighborhood now has continuous sidewalks on both sides of the street from 23 Avenue to Bonnie Lane.
- University Avenue Improvements (Pacific University): This project was completed in 2015. The project added curb and gutter, storm drainage, and sidewalks from Sunset Drive to College Way.

- Sanitary Sewer I&I Project (CWS): Along with Clean Water Services, the City completed Phase II of the I&I Rehabilitation project in the 23rd Avenue neighborhood. This project completed two objectives, first to eliminate ground water and roots entering the sewer line, and second to improve flow capacity and maintenance on the existing line.
- Water Treatment Plant Filter Repair – West Bay: The west bay filter at the Water Treatment Plant was disassembled, repaired and reconstructed. Now both filters have been repaired and rebuilt. The plant is online and running great.
- Watershed Management Plan: The following recommended actions were completed this year – invasive plant survey and removal, rare plant survey, owl survey, and alder trees planted in slide area. The annual timber harvest is still in full operation.
- Radio-Read Water Meter Replacement Program: The City is updating the meter read equipment so all meters can be read electronically. We are continuing the process and plan to purchase the remaining ERT meters in 2015-16. In addition to saving time reading meters, the new meters allow City staff to better identify water leaks. Of the 6,200 water meters in the system, we are more than 80% complete.

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Parks & Recreation

- Facilitated process for installation of the Sundial at Thatcher Park.
- Continued development of the Parks, Recreation and Open Space Master Plan (Completion Spring 2016)
- Continued development of the Recreation/Community Center Study (Completion Spring 2016)
- Finalized permitting process for the Old Town Loop Trail. Hosted 2 neighborhood open houses to collect design input.
- Managed numerous volunteer efforts, including 6 Eagle Scout projects that included,
 - Sun Shades at the off leash area.
 - Sand bag filling station.
 - Trail work at Forest Glen Park
- Participated in several water safety events to promote citizen safety at Hagg Lake.
- Completed energy conservation mechanical and system improvements at the Aquatic Center, which included; LED lighting in the aquatic center pool areas, and installed new building HVAC control systems.
- Hosted 82 private pool rentals for over 4,000 guests.

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- Hosted over 100 family and company picnics at various park shelters throughout the City.
- Facility Improvements:
 - Overlay of two parking lots in Lincoln Park.
 - Installation of new roof over the activity pool area.
 - Installation of new tile flooring in the Family changing rooms at the pool.

Library

- Completed Library Strategic Planning Process
- Set records for participation in Summer Reading and number of books read
- Began circulating e-readers for patrons
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DEPARTMENT PRIORITIES FOR 2016-17

Administrative Services / HR

- Implement replacement Accounting/Human Resources System
- Continue implementation of Enterprise Geographic Information Systems (GIS)
- Process for replacement of current police facility
- Process for renewal of local option levy with potential election in November 2017
- Complete process for Tokola Development at Times Litho site

Community Development

- Complete Westside Planning Program (if not completed this fiscal year).
- Planned Residential Development Update (and incorporate other cleanup changes).
- Town Center project.
- Complete Sustainability Action Plan White Papers.
- Area Plan for Oak Street Industrial Area.
- Continued participation on Regional Transportation Plan.
- County/Regional Equity efforts including Affordable Housing.
- Residential Multi-family High (RMH) Density Increase.
- Actions from HLB Strategic Planning efforts (e.g. Town Center Historic District, etc. - to be determined).
- Other Items
 - TSP Study Areas along Highway 47 corridor
 - BRT proposal to Forest Grove
 - Cain Petroleum – URA project?
 - Implement State tracking programs (Building and Records Management)
 - Marijuana-related actions
 - Update Pacific University Master Plan
 - Code enforcement (noxious vegetation)
 - Support and assist activities from five different City commissions
 - Department-related efforts on new GIS system

Economic Development

- Re-Authorize the Forest Grove Enterprise Zone: The Enterprise Zone has been an important tool in helping growing the local economy by both expanding existing companies and recruiting new ones. The enterprise zone has been used by diverse companies such as Pascor, Lieb Foods, Henningsen Cold Storage and Chaucer. The 10-year authorization ends on June 30, 2016. Objective is to renew the enterprise zone with the State for another 10-year period,
- Development of Larger Commercial Sites: Provide assistance, strategies and tools to help develop our largest commercial sites including the “Haggen”, “Albertsons”, “Rice” and Times-Litho sites.
- Increase Market Availability and Readiness of Industrial Sites: Forest Grove is rapidly exhausting its inventory of industrial building space. Efforts now need to pivot to help with expanding the supply of market ready industrial land to assure long-term growth of our trade industrial sector.
- Retain and expand existing Forest Grove Companies: Over the long term, most job growth comes from the expansion of existing companies. Old Trapper, Usher Industries, Lieb Foods, Pascor, Summit and other have all added jobs since they located here. Objective is to help companies stabilize or grow.
- Support Growth of Small/New Businesses: Provide resources and assistance to support retention and growth of existing small business and establishment of new small businesses. This includes many of our local storefronts. New small businesses help fill in gaps of services and products and

some go on to become larger businesses. Strategies include recruitment, retention, stabilization and expansion of companies.

Public Works / Engineering

- David Hill Road Extension (sewer, water, street) from Brooke Street east to Highway 47: Aspects of the project include design and construction for waterline, sanitary sewer and roadway extension. The project also includes right of way acquisition and water quality facility design work for the adjacent planned residential development and cooperative efforts with the roundabout construction at Highway 47.
- Development Plan Review and Construction Inspection: The Department anticipates a busy season of plan review and construction inspection on the following private, residential development projects: Silverstone PRD (171 lots), Pacific Crossing, Green Grove Co-Housing, and potentially Gales Creek Terrace.
- ADA Curb Ramp Study: Objective of study is to develop Transition Plan for surveying path of travel (sidewalks) within the City limits to determine which curb ramps are in compliance with ADA regulations.
- Firwood Lane Sanitary Sewer Improvements: This project includes survey services, design and installation of sanitary sewer (*and decommission of septic systems*) on Firwood Lane and a section of 26th Avenue and then a street overlay of Firwood Lane. Construction is anticipated to begin in spring 2016.
- The following Capital Improvement Projects are in review and could potentially turn into design and construction projects in the upcoming fiscal year: 19th Avenue West Extension (dependent on Gales Creek Terrace), Firwood Lane Storm Drainage Improvements, Oakcrest Waterline, Hawthorne Street Drainage, JWC WTP CIPs, OR47/Fernhill/Maple Intersection Improvements, and Drinking Water Storage Tank.

Light & Power

- 2013 Light & Power Electric System Master Plan: complete installation of Thatcher Junction substation transformer and protective equipment. Design/engineer and install Forest Grove substation transformers and protective equipment.
- Verboort/Purdin HWY 47 round-a-bout project: Construct and install nine (9) power poles, wire, and service connections.
- Redesign Quince/HWY 8 intersection redesign: L&P may need to go underground at that location due to conflicts with traffic signals and illumination.
- David Hill Road: Design and engineer electric service realignment for this road extension and roundabout.
- Replacement of failing underground high voltage cable systems: L&P replaced 6,500 lineal feet of cable in 2015. L&P's objective is to replace 13,000 lineal feet of new cable over the next two years that has reoccurring faults or high likelihood of failure. The City has 69 miles of underground electric cable from the 1960's.
- New housing: Design and install electrical service for Silverstone and Gales Creek Terrace subdivisions.
- LED Replacement Project: Continue replacing existing street light bulbs and fixtures with LED lights. Replace 35 street lights and 100 security lights in 2016.

Parks & Recreation

- Finish Parks Recreation and Open Space Master Plan and Recreation Center Study. Recommendations to Planning Commission, Recreation Commission and City Council planned for early summer 2016.
- Complete Old Town Loop Trail by mid-September 2016.

- Begin Rogers Park renovation to include the Anna & Abby playground.
- Continue implementation of energy conservation measures at the Aquatic Center.

Library

- Strategic Plan: Develop action plan and budget priorities.
- Facility: Complete Library Foundation's project; develop Sense of Arrival project in collaboration with Public Arts Commission; address parking and lighting safety issues.
- Staff: Complete review of job descriptions/classifications.
- Programming: Develop policy and procedures; coordinate with Friends re: Cultural Series.
- Public Arts Commission: Procure new piece of public art for Lincoln Park; develop plan to create an Arts Foundation.

Fire

- Implementation of an intergovernmental agreement for a Fire Authority.
- Create a new strategic plan for new Fire Authority.
- Replace ladder truck.

Police

- Police Facility Project: Continue to work with Administrative Services in establishing the proper time frame to make this project come to fruition. Establishing a strong line of communication to see this project through. Work with the PSAC sub-committee in order that they are kept abreast of all new developments regarding this project.
- Implement the Oregon Task Force on School Safety Objectives (HB 4087):
 - Create a database for all schools within the state, accessible to authorized users via the Internet.
 - Examine models of existing education and training programs for LE officials, other first responders and school employees in the areas of school safety and incident response.
 - Examine models for existing protocols for school safety and incident response and consider whether standardized statewide school safety and incident response protocols would be appropriate.
 - Establish a statewide tip line.
 - Establish standardized terminology.
- Examine Staff Management within the Police Department
 - Determine if all resources are being used to the department's advantage.
 - Develop appropriate guidelines that would promote staff retention.
 - Develop financial analysis of hiring and training personnel.

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FOREST GROVE CITY COUNCIL

GOALS AND OBJECTIVES

The Forest Grove City Council collectively adopted a set of agreed upon goals and objectives for Fiscal Year 2015-16. The adopted objectives were assigned by the City Manager and became part of the departments' work plans. For Fiscal Year 2015-16, Council adopted 10 new goal objectives and carried over 18 as ongoing and/or long-term.

GOAL 1: PROMOTE SAFE, LIVABLE AND SUSTAINABLE NEIGHBORHOODS AND A PROSPEROUS DYNAMIC, GREEN CITY										
Adopted FY 2015-16		Actions:		Fiscal Impact:	Time Frame:		Status:		Dept	STATUS / NEXT STEPS
		Needs Direction	Council Action	Budget Allocations	1-3 Years	5+ Years	Ongoing ⊗	Completed ⊗	Assigned	
1.1	Succession Planning (Council, CCI)	X	X		X		⊗		Council; L&E	Develop best practices assessment; i.e., Council mentoring B&C members who express interest in moving up as elected officials.
1.2	Youth Representation on B&C	X	X	FY2015-16	X			⊗	Council; L&E	Student Advisors are currently appointed to various B&C; Establish partnerships with School Dist and Pacific University to recruit more students. Encourage student advisors to attend LOC and NLC Conferences
1.3	Council Visibility (Council Task)								Council; L&E	
1.4	Planned Residential Development (PRD) Process		X		X		⊗		Comm Dev	Update PRD requirements in light of recent land use decisions. Due to need to complete two major projects, Comp Plan code update and Westside Planning Program, have yet to begin project.

Goal 1: Long -Term	Actions:		Fiscal Impact:	Time Frame:		Status:		Dept	STATUS / NEXT STEPS
	Needs Direction	Action Adopt	Budget Allocations	1-3 Years	5+ Years	Ongoing	Completed	Assigned	
Affordable Housing	X			X		☒	☑	Comm Dev	Originally to prepare white paper analysis on affordable housing. Need to consider establishing committee and to participate/coordinate with other efforts in the region. Due to need to complete two major projects, Comp Plan code update and Westside Planning Program, have yet to begin project.
Business Retention	X					☒		L&P; Econ	Assisted several companies that expanded. Used Enterprise Zone to help three companies expand. Provide regular communications to existing companies of resources available to them.
Code Enforcement				X		☒		Police	In the process of hiring a new code enforcement officer. Chapters 5 & 6 of City Code have been updated and will be implemented when position is staffed.
Complete Parks Master Plan Update				X		☒		P&R	75% complete. Final recommendations to CC early summer 2016.
Energy Reduction City-Wide	X					☒		L&P	Commenced LED street lighting project. Will replace 100 existing security lights with LED fixtures and 35 existing street lights with LED light bulbs. Conduct a site and functionally feasibility report at five locations for installing a city-owned solar project.
Grovelink Transit Bus Stops (grants/benches)				X			☑	Eng; Econ	Eng: Working on securing a contract for installation of five bus stop shelters.

Goal 1: Long -Term	Actions:		Fiscal Impact:	Time Frame:		Status:		Dept	STATUS / NEXT STEPS
	Needs Direction	Action Adopt	Budget Allocations	1-3 Years	5+ Years	Ongoing	Completed	Assigned	
Implement Neighborhood Watch						☒	☒	Police	Neighborhood Watch is a very active program within the PD and new PT Community Outreach Coordinator is active in this area.
Implement Sustainability Plan							☒	Comm Dev; L&P; Eng	CD, L&P and ENG/PW will continue providing staff assistance for the Commission. Commission has presented Action Plan Items for CC approval: residential composting, plastic bag ban ordinance and Latino Summit. Commission has awarded CEP grant funds for projects to implement the Sustainability Action Plan.
Local Improvement Districts (LID)	X			X		☒		PW; Eng	Sanitary sewer on Firwood Lane is moving forward. Survey services have begun.
Town Center Revitalization	X			X		☒		Comm Dev; Eng; Econ Dev	CD: Evaluate Town Center, particularly from design standpoint but may extend into other areas such as parking. Due to need to complete two major projects, Comp Plan code update and Westside Planning Program, have yet to begin project. Econ: Progress on Tokola Properties project. Used Business Incentive Grant. Assisted eight new businesses located in downtown; marketed vacancies; increased event participation in downtown; provided management training for seven businesses.
Workforce Center, Local							☒	L&P; Econ Dev	Econ: Presentation to EDC on workforce resources available to local businesses. Developed relationships with workforce providers. Marketed workforce resources. Working on a Forest Grove Education and Workforce Summit

GOAL 2: PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE CITY

Adopted FY 2015-16		Council Actions:		Fiscal Impact:	Time Frame:		Status:		Dept	STATUS / NEXT STEPS
		Needs Direction	Action Adopt	Budget FY	1-3 Years	5+ Years	Ongoing	Completed	Assigned	
2.5	Increase Travel/Training Budget		X	FY2015-16					L&E; Admin	Added funding for LOC and NLC conferences, which allowed B&C students to attend.
2.6	Increase CEP Community Support		X						Admin	Metro increased fee to \$1 per ton and City implemented Metro's revised requirements.
2.7	Full-Service City Definition	X				X			L&E; Admin	
Goal 2: Long-Term										
	Water Treatment Plant Upgrade 5-Year Plan			FY2015-16					WTP/Eng	HDR will evaluate existing water system capacity using the Model developed in 2010/Water Master Plan Update. The objective is to improve the fire flow.
	Budget Policy for Larger Projects		X		X				L&E; Admin	Financial Policy drafted for Council consideration in late spring 2016.
	Levy		X		X				L&E; Admin	Renewal of Levy is scheduled for Nov 2017 General Election. Staff planning process will begin fall of 2016. PD has PSAC establishing a sub-committee to give input to the City when this project is underway.
	Police Department Facility Planning & Design				X				Police; Admin	RFP will be released soon
	Fire Department Strategic Planning Update		X		X				Fire	Implementation IGA for Fire Authority. Create new Strategic Plan for new Fire Authority.

GOAL 3: PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS

Adopted FY 2015-16		Council Actions:		Fiscal Impact:	Time Frame:		Status:		Dept	STATUS / NEXT STEPS
		Needs Direction	Action Adopt	Budget FY	1-3 Years	5+ Years	Ongoing <input type="checkbox"/>	Completed <input type="checkbox"/>	Assigned	
3.8	Fire Protection Governance (Regional vs Local)			X	X	X	<input type="checkbox"/>		Fire	Implementation IGA for Fire Authority. Create new Strategic Plan for new Fire Authority.
3.9	Poverty; Homelessness; and Mental Health	X					<input type="checkbox"/>		Police Comm Dev	PD continues to train officers in all known legal avenues available to assist those in need. PD works with County MHRT to bring services to the City. Police Chief is involved on State level with OACP to work with legislators in these three areas.
3.10	Quality of Life	X							L&E; Admin; Comm Dev	
Goal 3: Long -Term										
	Support involvement in Local, State, Regional & National Legislative Agenda & Priorities	X					<input type="checkbox"/>		L&E; Council	
	Transportation	X					<input type="checkbox"/>		Comm Dev; Eng	Have updated TSP, conduct staff level transportation meetings and staff participating on topical committees as part of the update of the RTP.

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A place where businesses and families thrive.

CITY COUNCIL GOALS 2015-16

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

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

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

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CITY COUNCIL TEAM AGREEMENT

Agreements for Conducting Council Meetings and Business

1. Attendance at Council meetings is first priority; if unable to attend, please contact the City Recorder.
2. Be on time to meetings and read the packet prior to the meeting - be prepared to work.
3. Mayor will take the lead in keeping the meeting and discussion focused.
4. Distribute information in advance of Council discussion.
5. Mayor will recognize councilors when indicating they wish to speak.
6. Put a time limit on audience testimony and ask them not to repeat previous speakers.
7. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Council's usual, more informal, process. Individuals should use procedure appropriately and courteously.
8. Council meetings are televised live; this requires Council to act professionally by:
 - Treating the public and each other with courtesy;
 - Speaking in turn and on the issue;
 - Not interrupting; and
 - No engaging in side conversations or use of personal electronic devices.
9. Refrain from personal attacks, including to presenters, staff, and Council.
10. Agree to be diplomatic about disagreement; leave disagreement at the dais and do not try to polarize other councilors.
11. Call the City Manager or designee with questions and requests prior to the meeting.
12. Information available to one council member will be available to all, in a timely manner.
13. Every effort will be made to adjourn meetings by 9:30 p.m.

Individual Council Member Conduct Agreements

Council Members agree to:

- Be straightforward about goals and issues.
- Cultivate exchange of views with other councilors.
- Avoid saying or doing anything that would discredit or harm the City.

Commitments as a Council

Council strives to:

- Continue to improve citizen involvement, awareness and participation.
- Improve follow-up and resolution of citizen concerns or complaints.
- Act as an advocate for the City.

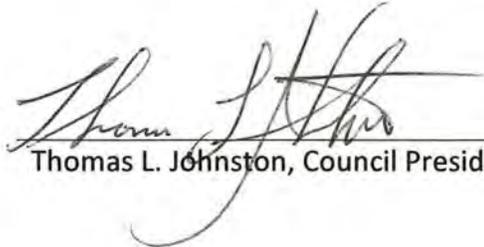
Signed:

- Concur
 Non-concur


Peter B. Truax, Mayor

16 MARCH 2015
Date:

- Concur
 Non-concur


Thomas L. Johnston, Council President

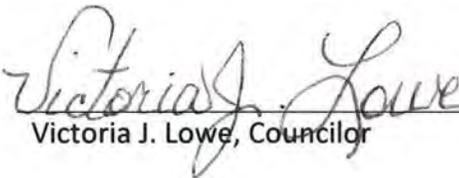
3-16-15
Date:

- Concur
 Non-concur


Richard G. Kidd III, Councilor

3-16-15
Date:

- Concur
 Non-concur


Victoria J. Lowe, Councilor

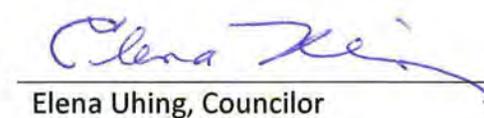
3-16-2015
Date:

- Concur
 Non-concur


Ronald C. Thompson, Councilor

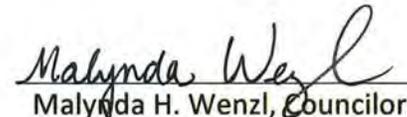
3-16-15
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- Concur
 Non-concur


Elena Uhing, Councilor

3.16.2015
Date:

- Concur
 Non-concur


Malynda H. Wenzl, Councilor

3-16-2015
Date: