

**FOREST GROVE CITY COUNCIL WORK SESSION
(COUNCIL RETREAT)
JANUARY 10, 2009 – 9:00 A.M.
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*Minutes are unofficial until approved by the Council.
Council approved minutes as presented January 26, 2009.*

1. ROLL CALL

Mayor Richard Kidd called the Council Retreat to order at 9:00 a.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas Johnston, Victoria Lowe, Camille Miller, Ronald Thompson, Peter Truax, Elena Uhing, and Mayor Richard Kidd. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Susan Cole, Assistant Finance Director; Janet Lonneker, Light and Power Director; and Anna Ruggles, City Recorder.

2. FACILITY MASTER PLAN:

Sykes facilitated this portion of the work session, noting the purpose of the above presentation was to give Council an overview of the results of the City's Facility Master Plan, noting the facility master plan options are being presented to Council so staff can receive preliminary feedback before finalizing the options for formal presentation to the Council at a future date. Sykes introduced Downey and Cole who reported SERA Architects has been working on updating the City's Facility Master Plan. Downey introduced the architects who were present to address questions and gave an overview of the City's Facility Master Plan. Staff and the architects presented copies of plans and specifications for Option 1A, Option 2A, Option B1 and B2, and Option C, which showed various designs and specifications for a Downtown Campus and a Civic Center, including City Hall, Police, Engineering, and Community Development facilities. Staff presented copies of plans and specifications for Option A and B, which showed various designs for Public Works and Parks Department facilities. Staff presented copies of plans and specifications for Option A and B and Option B and C, which showed various designs for Light and Power Department facility. Staff presented copies of a handout entitled "Department Space Summary", which outlined each of the department's square footage and number of current full-time employees. Staff presented a handout entitled "Preliminary Construction Cost Summary", which outlined lowest costs and most preferable costs for each of the above design options. In addition, staff gave an overview of the existing deteriorating conditions that were reported as part of the architect's assessment of each facility.

Council Discussion:

Mayor Kidd opened the floor and roundtable discussion ensued as Council studied the various design options. Mayor Kidd presented various photographs showing

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samples of various City Hall facility designs. Discussion ensued pertaining to the hazardous fumes at Public Works, to which Sykes advised that staff is currently addressing health-sensitive issues that were found during the assessment of the facilities. Thompson voiced concern pertaining to the office space outlined in the Department Space Summary Report, noting federal standard for office size is 10'x10'. Uhing and Lowe voiced concern pertaining to the status of a new post office, to which Mayor Kidd advised the City has no control over a federally-owned post office but the need for a new post office is a city-wide concern. In conclusion of the above discussion, Council suggested that staff conduct an inventory of existing buildings as possible alternative sites for a new Police Department and/or Light and Power Department. Council preferred that parking remained in front of the Community Auditorium. In addition, Council suggested forming a Citizen Advisory Group to assist in the community outreach process and assigning a Council liaison to the Facility Master Plan Committee.

Council recessed at 10:32 a.m. for a break and reconvened at 10:50 a.m.

3. **BUDGET EXPECTATIONS AND ASSUMPTIONS AND CREDIT CARD ON-LINE BILLING:** Sykes facilitated this portion of the work session, noting the purpose of the above presentation was to review the budget projections forecast through Fiscal Year 2012-13 and to give Council an overview of the expenditures associated with implementing an online utility billing program and expanding credit card usage for building permits. Sykes introduced Downey and Cole who presented a handout entitled "General Fund Financial Plan", which showed the budget projections forecast through Fiscal Year 2012-13, noting staff is projecting a deficit beginning in Fiscal Year 2009-10. Downey and Cole addressed inquiries pertaining to the report. In addition, Downey and Cole gave an overview of expenditures associated with the City accepting credit cards, noting the City has received numerous customer requests to accept credit cards online for utility payments and over the counter for building permits. Downey and Cole reported the City currently accepts credit cards over the counter for utility billing and Municipal Court, noting the City currently absorbs approximately three percent per transaction fee; however, accepting credit cards for building permits could be costly, because building permits cost more and the corresponding three percent fee per transaction could be high. Downey and Cole outlined the rules and regulations set by the various credit card companies, noting staff was seeking Council feedback to determine if the City should administratively pursue online utility billing and if the City should consider expanding credit card usage for building permits and if the transaction fees should be absorbed by the City or passed on to the credit card

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user.

Council Discussion:

Mayor Kidd opened the floor and roundtable discussion ensued as Council reviewed the General Fund Financial Plan and discussed whether the City should pursue online utility billing and whether the City should absorb transactions fees associated with accepting credit cards for building permits. At the conclusion of the above discussion, Council collectively supported pursuing online utility billing and preferred having the City absorb credit card transaction fees. In addition, Council collectively supported expanding credit card usage for over the counter building permits and passing on the transaction fee to the credit card user. Council asked staff to bring back a formal recommendation for Council consideration at a later date. In addition, Council asked staff to discuss with other cities the possibility of pursuing a county-wide online building permit process.

Council recessed at 11:58 a.m. for a break and reconvened at 12:35 p.m.

4. TRAINING (MYERS-BRIGGS):

Sykes introduced Judy Clarke, Team HR, who served as the facilitator and who provided the Myers-Briggs training. The focus of the training was to identify the Council's strengths and weaknesses as individuals and as a team. Clarke presented each Council member with reports showing their individual results and results as a team. Clarke explained to the Council the results of the reports and explained how the team worked together and the team's similarities and dissimilarities.

Council recessed at 2:25 p.m. for a break and reconvened at 2:35 p.m.

5. OPEN DISCUSSION:

Johnston indicated he would like to schedule a Council meeting during the day at the Forest Grove High School.

Truax reported the Forest Grove Rural Fire Protection District joint work session with Council has been scheduled for Tuesday, March 3, 2009, noting it is the Council's turn to host the work session.

Uhing indicated she received numerous snow-related citizen complaints during last month's snowstorm and stressed the need of the City having a severe weather-

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related emergency action plan in place. In addition, Uhing indicated she continues to receive citizen complaints about the library drop-off box being taped closed.

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

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

6. **ADJOURNMENT**

Mayor Kidd adjourned the Council Retreat at 4:30 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder