



A place where families and businesses thrive.

**City Council Work Session Meeting Minutes
Council Goals and Objectives Update**

**Monday, August 22, 2022
Zoom Community Auditorium**

Minutes are unofficial until approved by City Council.

1. **ROLL CALL: COUNCIL PRESENT:** Donna Gustafson; Kristy Kottkey; Timothy Rippe; Elena Uhing (via Zoom); Mariana Valenzuela; Malynda Wenzl, Council President; and Peter Truax, Mayor.
2. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Assistant City Manager/Finance Director (via Zoom; and Anna Ruggles, City Recorder. **STAFF ABSENT:**

A. 6:10 PM – COUNCIL WORK SESSION (COUNCIL GOALS AND OBJECTIVES UPDATE):

Mayor Truax called the work session meeting to order at 6:20 p.m. via in-person and Zoom Webinar Video Conference.

Staff Report:

VanderZanden facilitated the work session, noting the purpose of the work session was to provide an overview of the mid-year status of the Council Goals and Objectives adopted for Fiscal Year 2022-2023 and to allow Council an opportunity to ask clarifying questions on work done on the Goals and Objectives for 2022. The Council adopted 3 Values; 5 proposed Goals and 23 Objectives, which are listed in Attachment 1.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as the Council had an opportunity to provide feedback on the mid-year status of the Council Goals and Objectives for 2022. Roundtable discussion ensued pertaining to assigning tasks to Boards, Committees and Commissions that align with Council goals and objectives and identifying Council's community engagement role. VanderZanden briefed on upcoming work sessions, noting a work session is scheduled in September to discuss the Charter review process. Mayor Truax briefed on the last Charter review process and legal voters' requirements to enact and amend their municipal charter, noting essentially, a committee is appointed by Council to review the existing charter. The committee recommends to the Council a proposed new charter, charter amendment, or no changes to the charter. If approved by the Council, the proposed Charter is placed on the ballot for the legal voters' consideration.

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

B. Adjournment:

Mayor Truax adjourned the work session at 6:55 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

2022 Values

Financial Stewardship

We will be responsible stewards of the City's financial resources.

Community Engagement

We will invite members of the community in developing City policies and programs.

Equity, Diversity and Inclusion

We are committed to fair inclusion where diverse members of our community can participate and thrive.



2022 Goals and Objectives

GOALS	#	OBJECTIVES	DEPT	LEAD	YRS	April-June	July-Sep	Oct-Dec	Jan-Mar	B/C*
Support housing stability	1	Evaluate recommendations from the Housing Needs Analysis to incentivize affordable housing	CD	CDD	2				x	PC
	2	Implement middle housing legislation (HB2001)	CD	CDD	1	Done: Ordinance Passed				PC
	3	Develop policies and identify partner services that will address homeless encampments	ADM	CM/PC	1					HSC
		Funding for Essential Needs Hub and essential services at Kyle Property		CM		Done: Passed with Budget				HSC
		Homelessness Subcommittee Listening Sessions		HSC		Done: 3 Listening Sessions				HSC
		Homelessness Subcommittee Recommendations to Council		HSC			x	x		HSC
		Intergovernmental Agreement with Washington County re: Kyle Property		HSC			Done: IGA and Kyle Property Clean Up			HSC
	4	Advocate for legislation that supports housing opportunities in Forest Grove	COUNCIL	N/A						COUNCIL
	5	Implement the Development Process Review Study recommendations	CD/ENG	ENG/CD	2					
		Single Counter Concept designed into Development Service Annex		ENG/CD		Design complete	Construction	Construction		
		Site development process combined and simplified (Engineering)		ENG/CD		Done: April				
		Implemented on-line and paperless building plans submittal		ENG/CD		Done: May				
	6	Complete the Communications Plan	ADM	CC	1					CCI
		Communications Plan Approval		CC		Done: CCI & Council Review	Agenda: Aug 22			CCI

2022 Goals and Objectives

Improve Communications + Engagement		Implement City-Wide Newsletter		CC			1-Sep			
		Implement e-mail chimp		CC			Done: sign ups increasing			
		Redesign City and Economic Development website		CC				X		
		Develop Branding Guidelines		EDC				X		
	7	Collaborate with community partners to plan the City's 150th anniversary/ sesquicentennial	SSC	CC	1			X		**
	8	Conduct community engagement for Police Chief recruitment	ADM	HRD	1		Done: Recruitment Firm hired	Outreach		
	9	Complete Council and Staff DEI training and draft DEI Plan	ADM	PC	1					
		DEI Training Council and Staff		CC			Done			
		DEI Plan		CC				X	X	
Plan and grow a resilient community	10	Decide the timing, rate and outreach strategy for a community services local option levy	ADM	CM / ACM	1	Done: Passed May 17, 2022				
	11	Continue exploration of fire district governance	FIRE	FC	2		Task Force Meeting in September			Task Force
	12	Consider long-term growth options and refine the West Side Financial Plan	CD/ADM	CDD	2					PC
		Refine Westside Finance Plan		CDD						
		Conduct Westside Sub-basin analysis		ENG						
		Metro UGB/URA Considerations		CDD			X			
		Update Economic Opportunity Analysis		EDC						
		Quality of Life Analysis		CDD						
		Complete Electric System Master Plan		LPD			DONE: Resolution passed			
		Complete Water Master Plan		PWD			DONE: Resolution passed			
		Initiate Water SDC study		ACM				X	X	
		Purchase property for Water reservoir and initiate siting study		PWD			In process			
		Initiate Sewer/Surfacewater Plan		PWD				RFP in September		
		Infiltration and Inflow project with CWS		PWD			Construction	Construction	Construction	
		Complete DDA for B Street Market	ADM	ACM	1	Exec Session June			DDA likely in Oct.	

2022 Goals and Objectives

	Community Solar Project	L/P	LPD		Applied for fed and state grants				
13	Initiate alternatives analysis for a northern fire station	FIRE	FC	2					
	Remodel kitchen at Fire station		FC		Construction	Nearly complete			
14	Review City Charter	ADM	CA	2					***
15	Update Emergency Operations Plan	FIRE	FC	2					
	Complete westside fuel reduction in Forest Glen and Gales Creek		PRD			Underway	Complete		
	Evaluate trees on city property and ROW to determine hazards		LPD						
	Complete City fiber loop project		ACM			Finalizing route			
	Construct emergency water inter-tie		PWD		Applied for fed grants				
Expand sustainable transportation to increase mobility	16	Support projects that enhance mobility in areas with limited transportation alternatives	ENG	PWD	1				
		East TV Highway Improvement Project		CDD		To apply for SS4A grant			
		Complete Mountain View SRTS project		PWD		RR ROW in process			
		Complete 26th Avenue construction		PWD		ROW acquisition in process	ROW acquisition in process	RFP for construction	
		Complete Thatcher and Gales Creek intersection		PWD		Design complete	ROW acquisition in process		
		Complete ARTS illumination & Pedestrian Signal project		PWD		Design complete	Construction	Construction	
		Initiate Pacific and Oak ped crossing study		PWD			Under contract: Kittleson		
		Complete D Street improvements		PWD			Construction	Construction	
		Complete Public Works storage facility		PWD			On order. Awaiting delivery		
		Select Festival Street Alternative and funding strategy		CDD			Agenda: August 22		
		Complete DSA and City Hall remodel		ACM			Construction	Construction	Construction
		Initiate ADA study for city facilities		ACM					X
	17	Expand electrical vehicle program	L/P	LPD	2				
		Complete Electric Vehicle Program		LPD		Done: resolution approved	Program active and being used		
	Instaff additional electric charging stations		LPD		Done: installed 4 chargers				

2022 Goals and Objectives

	18	Support the Council Creek Regional Corridor	ENG	PWD	2	Elected appointed June 13 to CCRT				
Expand recreation opportunities	19	Reconfigure the space on the eastern side of the library	LIB	LD	2	Monies included in ARPA budget				LC
		Complete teen area project		LD			Designer hired			
		Complete restroom remodel		LD			Designer hired			
	20	Complete community engagement for Eastside Park	P&R	PRD	1	After Sites				P&R
	21	Develop a cost recovery methodology and rate structure for recreation programming	P&R	PRD	2	Fees amended in April and June				P&R
		Initiate rate and fee study including aquatic/recreation fee methodology		ACM					x	
	22	Develop a master plan for the Emerald Necklace Trail	P&R	PRD	1					P&R
		B Street clean-up		PRD			August			
		B Street environmental analysis and fuel reduction		PRD			September			
		Trail development		PRD			Applied for grants			
	23	Construct Stites Park, community garden, and improve Bard Park	P&R	PRD	1					
		Improve Thatcher Field drainage		PRD			Out for bid	Construction		
		Aquatic Center Repairs: Splash Park and Pool Water Heaters		PRD			Awaiting Awning			
		Clean up city lot north of AT Smith and discuss future options		PRD			After Sites			

- This objective is assigned to or being considered by the listed Board or Commission. Further assignments require approval by City
- ** A community-based Sesquicentennial Committee has been formed to plan/market the celebration.
- *** Requires appointment of a Charter Review Commission
- CD Community Development
- ADM Administration
- ENG Engineering
- LIB Library
- P&R Parks and Recreation