



**CITY COUNCIL
ANNUAL RETREAT**
Saturday, January 18, 2025
Community Auditorium, 1915 Main Street

Malynda Wenzl, Mayor

Mariana Valenzuela, Council President
Angel Falconer, Councilor
Donna Gustafson, Councilor

Michael Marshall, Councilor
Karen Martinez, Councilor
Brian Schimmel, Councilor

[Zoom Webinar](#) Meeting ID: 850 7572 2488 Passcode: 97116

CITY COUNCIL WORK SESSION

No public comment will be taken. The Council will take no formal action.

8:30 AM City Council Annual Goal Setting Retreat

Staff: SSW Consulting; All Department Directors

2:30 PM Adjournment

Americans with Disabilities Act (ADA) Notice: The City is committed to providing equal access to public meetings. Requests for accommodation can be submitted to the City Recorder at least 48 hours before the meeting at: mwoods@forestgrove-or.gov or 503-992-3235

FOREST GROVE CITY COUNCIL RETREAT AGENDA

SATURDAY, JANUARY 18

8:00 am – 2:30 pm

RETREAT GOALS

- Facilitate a team building experience that will foster a strong and cohesive team among the Council and staff to support the Council in their role as leaders and policymakers
- Review the roles of policymakers and administration in the Council-Manager form of government and discuss expectations/agreements that will strengthen the partnership between staff and Council to advance the goals and objectives
- Provide an overview of the Forest Grove Forward project and review the results of the community engagement to inform the refinement of the Council's goals
- Build a shared understanding of the current goals and progress status and recommend refinements for 2025

JANUARY 18 AGENDA

8:00 AM Arrival + Refreshments

8:30 AM Welcome + Agenda Overview

Purpose: Get the group centered around our purpose for the retreat, get consensus on the structure, roles, and rules for success.

- Agenda Overview
- Team Warm-up Activity
- Establish Ground Rules for Success

9:00 AM Roles of Policy + Administration

Purpose: Provide an overview of the roles of policymakers and administration in the Council-Manager form of government. Discuss the expectations that align with the roles and the partnership between Council and staff to move goals forward.

- Review the Roles in the Council-Manager Form of Government
- Discuss Expectations of the Roles

9:30 AM Forest Grove Forward

Purpose: Build an understanding of the project, the engagement results, and the next steps. Participate in a visioning exercise to provide Council's input on the vision. Discuss how the vision framework will support and align with the Council priority development process in future years.

- Project Overview
- Review Engagement Results

10:30 AM Break

10:35 AM Forest Grove Forward (cont.)

- Visioning Discussion
- Project Next Steps

- SPOT Analysis Exercise

11:45 AM Lunch Break

12:15 PM 2025 Goal Refinement

Purpose: Review the current goals and progress updates, consider the themes from the Forest Grove Forward engagement, and propose refinements for the 2025 goals and objectives.

- Review And Discuss Current Goals and Objectives
- Refinement Process Overview
- Refinement Proposal Discussion

2:15 PM Wrap-up + Reflection

- State of the City
- Reflection Discussion
- Next Steps

2:30 PM Adjourn

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.

Strategic Planning

We are dedicated to proactive long-term planning that anticipates evolving political, economic, and environmental conditions.



Goals and Objectives 2024

GOAL	#	OBJECTIVES	LEAD	YRS	B+C	STATUS REPORT
ADDRESS LONG-TERM GROWTH AND SUPPORT HOUSING STABILTY	1	Develop an urban reserve concept plan to evaluate a growth strategy.	CD	2	PC	RFP planned for Summer 2025, after completion of 2040 Plan. Draft Concept Plan to Council in Spring 2026.
Outcomes: • Proactive and strategic planning that meets community needs. • Equitable distribution of state, county, and regional funds.	2	Lobby the State, County and Metro to develop a small city policy that ensures the equitable distribution of funds and resources.	ADM	1		City funding being discussed in the context of potential Metro ballot measure for May 2025.
	3	Update the Economic Opportunities Analysis.	CD	1	EDC	Council work session held on preliminary findings October 28, 2024. Draft completed and scheduled for Planning Commission in March 2025. Scheduled for City Council in April/May.
	4	Update the Economic Development Strategic Plan.	CD	1	EDC	Last updated in 2020. Staff updating portions now; other portions are pending completion of Economic Opportunities Analysis.
	5	Update the Comprehensive Plan.	CD	3	PC	Pending completion of 2040 Plan, staff to hold work session on scope in Summer/Fall of 2025.

GOAL	#	OBJECTIVES	DEPT	YRS	B+C	STATUS REPORT
PLAN AN INCLUSIVE AND SUSTAINABLE COMMUNITY Outcomes: • Updated governance policies to meet current community needs. • Robust business community. • Community growth and enhancement that considers the needs of the diverse community. • Environmentally sustainable policies and programs.	6	Complete the City Charter review process.	CA	1	CRC	DONE. Passed November 2024.
	7	Develop a 2040 Vision and Action Plan.	ADM	2	CCE	Council Work Session to be held January 18, 2025. Expected completion in July 2025.
	8	Develop a diversity, equity, and inclusion toolkit/lens to evaluate policies and programs.	ADM	1		Revised website to assure all documents are multilingual and accessible. Implemented bilingual quarterly newsletter (10,500 households). Expanded ADA accessibility. Incorporated DEI into 2040 outreach.
	9	Evaluate funding options to clarify and implement the Urban Renewal Plan.	CD	1	EDC	Held several work sessions that clarified and implemented URA Plan. Changes included adopting a Building Improvement Grant program; issuing a 10-year \$4.25 million revenue bond; and purchase and sale agreements for two properties.
	10	Develop a climate action plan.	ADM	2		Passed Climate Friendly and Equitable Communities ordinance. Need feedback regarding scope. Monitoring as part of 2040 Plan process.
	11	Explore a biennial budget and Council retreat process.	ADM	2	BC	Implementing biennial budget as part of FY 25-27 budget.
GOAL	#	OBJECTIVES	DEPT	YRS	B+C	STATUS REPORT
IMPROVE COMMUNITY SAFETY Outcomes: • Increased public safety. • Plans that support consistent community safety services that align with projected City growth.	12	Update and approve the Emergency Operations Plan.	FIRE	1		Final draft. Staff to conduct final review and approve in March. Presentation to Council in April.
	13	Make a decision regarding fire district governance.	FIRE	1		Current changes trending toward municipal model of governance; i.e., Cornelius hiring own Fire Chief which will result in changes to the Fire Chief services intergovernmental agreement. Gaston cancelled the intergovernmental agreement with FG in 2022.
	14	Complete alternatives analysis for a northern fire station and select a preferred alternative.	FIRE	1	PC	Awaiting completion of Emergency Operations Plan.
GOAL	#	OBJECTIVES	DEPT	YRS	B+C	STATUS REPORT
ENHANCE RECREATION OPPORTUNITIES FOR ALL Outcomes: • Increased quality of life for a happy and healthy community. • Fiscal sustainability for maintenance and operations. • Accessible recreation opportunities for all ages and abilities.	15	Complete the Parks and Recreation Fee Study and develop a long-term funding structure for the "fun for all" fund.	P&R	1	PRC	Proposed fee study being vetted by Parks and Recreation Commission. Pending a recommendation, will hold work session with Council.
	16	Complete the concept plan for an Eastside Park.	P&R	1	PRC	Concept Plan completed. Next phase is construction documents.
	17	Update the Parks, Recreation, and Open Space Master Plan.	P&R	3	PRC	Will start pending completion of Eastside Park and completion of Loop Trail and Kyle Park designs.
	18	Complete the concept plan for Kyle Park.	P&R	2	PRC	Concept Plan completed. Next phase is final design.
	19	Develop the Forest Grove Loop Trail Master Plan.	P&R	3	PRC	Nearing completion which is expected in July.

Top Accomplishments and Priorities - 2025

Administration

Top Accomplishments

- Completed ARPA projects and obligated all funds
- Refined Boards and Commissions recruitment process
- Conducted citywide training on workplace harassment and discrimination
- Obtained 3 federal grant appropriations for low income solar, TV Highway, and police officers
- Purchase and Sale Agreements signed for two Urban Renewal Agency property acquisitions
- Finalized and implemented Paid Leave Oregon policy and procedures
- Designed new city website and redesigned city newsletters (e-news & quarterly print)
- Awarded 3-year Impact Grant to Chamber of Commerce for small business development center
- Solicited new operator for Senior and Community Center

Top Priorities

- Biennial Budget FY25-27
- Complete 2040 Plan
- Prepare General Obligation Bond for Police Facility for May 2025 Ballot
- Negotiate and finalize Police and Fire contracts
- Police Chief recruitment
- Update Utility Billing software

Community Development

Top Accomplishments

- Codification of Climate Friendly and Equitable Communities (CFEC) rules
- Data Center decision
- Progress on TV Hwy Bus Rapid Transit Plan
- ODOT funding for TV Hwy Access Management Plan
- Creation and implementation of URA Building Revitalization Program
- Creation and implementation Tourism Sponsorship Program
- Award of Tourism Marketing Contract awards
- Issued RFP for Site B and entered into Exclusive Negotiating Agreement with Fresh Foods

Top Priorities

- Initiate Urban Reserve Concept Plan & scope Comprehensive Plan
- Complete Economic Opportunities Analysis
- Complete Economic Development Strategic Plan
- Development Code amendments to address industrial zoned properties
- Complete TV Hwy Access Management Plan
- Create development standards for Downtown Historic District
- Develop ADU ready made plans

Fire

Top Accomplishments

- Staffed a Peak Activity Response Unit during wildfire season
- Participated in Career Fair at Neil Armstrong Middle School
- Successful FGFR Open House to increase public awareness and outreach

- Façade updates and roof repairs at Forest Grove Fire Station
- Purchase and distribution 40 new AEDs Citywide
- Purchase and implementation of new ultra-high frequency radios to improve communications

Top Priorities

- Utilization of levy funding to improve emergency response capabilities
- Complete Task Force discussions and assess future governance options
- Complete and implement Emergency Operations Plan
- Complete fire station location alternatives analysis

Library

Top Accomplishments

- Successful Summer Reading program (doubling the recorded hours from 2023)
- Continued development of organizational partnerships
- Continued expansion of public outreach methods and materials (7,500 e-news subscribers)
- Circulation numbers increased by 111,328 over 2023 numbers
- Increased numbers of program attendees
- Increased Teen Library Council participants

Top Priorities

- Complete restrooms and teen zone partition
- Participate in the WCCLS structure/governing and funding project
- Respond to WCCLS budget deficit and potential impacts to Forest Grove City Library
- Plan for technology and building improvements/updates

Light and Power

Top Accomplishments

- Powered Parkview Terrace and Davis Estates
- Powered Old Trapper Smoked Meat Plant Expansion
- High-Voltage underground cable replacements
- Pre-1970 power pole replacement
- Line clearance tree trimming
- Completed wildfire mitigation project
- Increased citywide energy conservation numbers
- Obtained Community Solar and EV Charging station Federal grant funding

Top Priorities

- Complete replacement of all direct buried high voltage underground cable
- Complete two-way meter reading system in conjunction with Administrative Services
- Complete conversion of Light & Power GIS information to new system
- RFPs for Substation Upgrades and Transmission Loop Line
- “Glow Up” tree lighting in CDBG area
- Install Forest Grove Substation 115 kV buss-tie switch
- Finalize substation security measures

Parks and Recreation

Top Accomplishments

- Implement findings from Aquatic Facilities risk management assessment
- Tripled the number of qualified lifeguard trainers
- Added sensory swim

- Replaced fencing and interpretive signage in Forest Glen Park
- Continued partnerships and growth of recreation program offerings
- Successful implementation of the “Fun For All Fund”
- Continued growth of the Grove Groove e-newsletter
- Addition of Parks and Recreation Quarterly Activity Guide
- Improvements and updates to parks and play structures increasing accessibility

Top Priorities

- Complete Parks and Recreation Fee Study
- Secure a long-term funding structure for the “Fun For All Fund”
- Complete Eastside Park design
- Complete concept plan for Kyle Park
- Complete Forest Grove Loop Trail Master Plan
- Complete pool tile replacement and gutter repair project

Police

Top Accomplishments

- Hate and Bias Crime training in partnership with Pacific University
- Hosted first Community Academy since 2019
- Community Outreach events such as BBQ and Popsicles in the Park, Coffee with a Cop, National Night Out, Wednesday Market booth, Holiday in the Grove, and more
- Community Support activities such as collection of Valentines Cards for Senior Living, Diaper Drive, Backpack and Winter Coat Drive, Senior Center events
- Crime Prevention Programming to include Scam Workshops and Neighborhood Watch support

Top Priorities

- Police Facility Bond
- Enhanced partnerships with Pacific University
- Increase community and police officer training opportunities

Public Works & Engineering

Top Accomplishments

- Completion of Thatcher/Gales Creek intersection
- Completion of Martin Road/Hwy 47 Roundabout
- Completion of 26th Avenue Reconstruction Project
- Completed design and obtained funding for Hwy 47/Maple Street Intersection Project
- Completed design of Emergency Joint Water Commission (JWC) Intertie project
- Completed Annual Overlay and 2024 Curb Ramp Project replacing 94 deficient curb ramps
- Facilitated the Community Development Block Grant area “Glow Up” project

Top Priorities

- Complete Public Works Administration Building expansion
- Complete Water Reservoir Replacement at Water Treatment Plant
- Safe Routes to School Project at Mountain View Lane/OR8
- TV Highway Safety Improvement Project
- CDBG Town Center Improvement Project “Glow Up”



