

CITY MANAGER'S REPORT TO COUNCIL

May 19, 2016

Dates to Remember:

May 30: Memorial Day Event, 11 am, Mountain View Cemetery

June 1: Election Packets Available, City Recorder's Office

June 3: Rotary Steak Feed, Pacific University

ADMINISTRATIVE SERVICES:

- Accounting/HR Software: The new software should be installed in the next few weeks. Staff will be meeting with the vendor to plan the implementation process. Staff is also planning to review the City's current chart of accounts to see if changing the current account structure could provide better financial information.
- Community Auditorium: Staff has received a quote for upgrading the Community Auditorium's sound system and will be meeting with the vendor to discuss the quote and have any necessary changes made. Staff needs to obtain other quotes before a vendor can be chosen and the project started. Staff has two quotes for the lighting system and needs to obtain one more quote before selecting a vendor. Staff hopes to complete both projects this summer.
- Budget: Staff is preparing the resolutions needed to adopt the FY 2016-17 Budget for the June 27, 2016, City Council meeting. At this time, staff does not expect any changes to the Budget approved by the Budget Committee.
- Recruitments: Current recruitments underway include Police Officer, Police Reserve Officer, Human Resources Technician, Librarian Assistant, Public Services Librarian (Youth), Parks Seasonal Workers

PARKS and AQUATICS:

- Master Plan dates:
 - June 7, Citizens Advisory Committee meets to discuss draft recommendations, including results from the surveys that were conducted.
 - June 8, Open House in the Library Rogers Room beginning at 5:30 with the Latino session (conducted in Spanish) and then at 7:30 for the general session.
- Old Town Loop trail project is currently out to bid. Construction is planned for late July and August. Dedication of the trail will be held in late September.
- The aquatic center staff has nearly completed the installation of new chemical controls for all pools. The control system was beginning to fail and was becoming unreliable which can lead to unbalanced water conditions. The new system is adaptable to the future installation of a UV disinfection system which will reduce the amount of chlorine used.
- Summer swimming lesson registration is underway. Classes begin June 13.
- The aquatic center will be closed Saturday, June 11, for summer staff training.

POLICE:

- Hosted a meeting with the School Board on Wednesday, May 18.
- Graduations from Academies: Officer Bradley Schuetz, Basic Police Academy; Reserve Officers Matthew Krump and Conner Keith; Reserve Academy.
- New hires effective June 6: Officer Waael Jared, Officer Hector Aguilar, and Officer Matthew Krump; Reserve Officer Bon McBee.

LIGHT & POWER:

- Crews are about 75% complete with their work on the Hwy 47 / David Hill Rd Roundabout line move project. Review of alternatives to feed the existing customers on David Hill road during construction of the extension and roundabout are being discussed. Work has been suspended until engineering is able to make needed design modifications that were identified during construction. Constructability of the permanent feed is dependent on traffic moving over to the new travel lane.
- Current designs being drawn and routed for review are: Pole and conductor upgrade between David Hill Rd and Purdin Rd, Thatcher Junction substation conduit and vault installation and a tap line re-route on Porter Rd that will coincide with the bridge replacement work by Washington County.
- Pacific University is upgrading service to Jefferson Hall in order to install an HVAC system that will replace their existing boiler and provide cooling to the building.
- Crews have begun a large work order separating power feeds serving a portion of Clean Water Services. This work was requested by CWS to ensure better reliability of redundant feeds into the plant.
- Crews continue on upgrading high pressure sodium rental lights to LED.

ECONOMIC DEVELOPMENT:

- Continued to make progress with Old Trapper food processor expansion on 24th Avenue. Plans for renovation of existing 57,000sf have been submitted; Phase II is planned for 60,000sf new construction. Total project could create up to 100 new jobs.
- Savor Forest Grove Map & Directory Tear Sheet CEP Project completed and sent to printer.
- Continued making progress to bring two large lot industrial land parcels into City. Sent applications into Business Oregon certified site program.
- Completed updated Dining Guide printing.
- Nearing completion with contractors to build a new Forest Grove Farms, Food and Drink website to be owned through Forest Grove Tourism Committee consortium.
- Completing additional pre-contract administrative requirement for \$325,000 Washington County CDBG grant application for Senior Center Kitchen Improvements.
- Assisted local food and beverage processors group in scheduling a supervisory training seminar on June 28 and 29 in the Community Auditorium.

ENGINEERING / PUBLIC WORKS:

- GroveLink Bus Shelters: Staff is reviewing bids received from contractors. The project will be awarded on May 20. The shelters are scheduled for delivery in 2-3 weeks.
- David Hill Road Extension: Construction for this project is expected to start this summer.
- Highway 47 & Fern Hill Road: An Open House was held Thursday, May 19, in the Community Auditorium. This project is on the MSTIP3e (Washington County Major Street and Transportation Improvement Program) Project list. The County is looking for comments on all the projects on the list as they need to cut the list by \$80M.
- FEMA Updated Flood Maps: Updated FEMA Flood Insurance Rate maps for the Forest Grove area will become officially effective on November 4, 2016. Flood plain maps are the primary regulatory tool used by the National Flood Insurance Program (NFIP) and the insurance industry to regulate floodplain development and rates for flood insurance policies. The maps will be used by federally regulated lending institutions and insurance agents to determine who must purchase flood insurance, and the cost of that insurance, if it's necessary. In addition, the maps will be used by City and County officials for floodplain management and permitting purposes. City staff is currently working with FEMA and the State to address some mapping errors found in the Strasburg and Willamina area along Gales Creek. The City of Forest Grove is now going through a process to formally adopt the new FEMA maps – which might include possibly holding an Open House to go over the adoption process.

- **Firwood Lane Sewer Project:** An Open House was held Wednesday, May 18. Soon after the Open House, residents that have committed to connecting will be entering into contract. Staff is finalizing plans and will advertise for bids soon so construction can take place this summer.
- **Water Treatment Plant:** Staff has been busy making repairs on equipment and pumps at the plant. The plant is currently working at full capacity.
- **Water Quality:** The 2016 water quality report otherwise known as the CCR (Consumer Confidence Report) is out and is on the City website. Printed brochures are available at City Hall and Engineering.
- **2016 Timber Harvest:** The 2016 timber harvest project has been awarded to Banks Rock Products, of Gales Creek. The logger will start this project in a couple weeks, once he wraps up the current harvest.

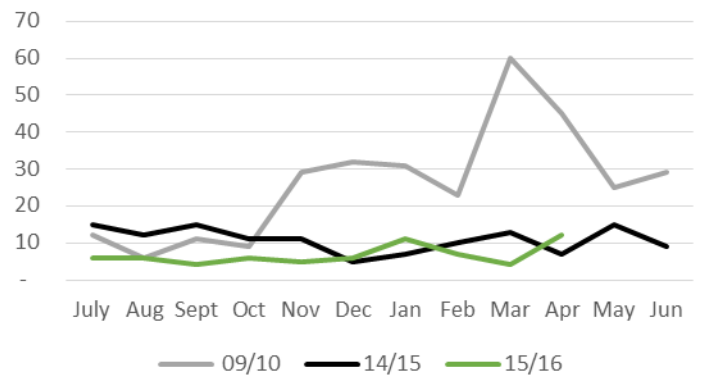
COMMUNITY DEVELOPMENT:

- **Latino Summit –** The second Latino Summit was held on Wednesday, May 18, from 6 to 8 pm at the UCC Church, 2032 College Way.
- **Westside Planning Project –** The Technical Advisory Committee (TAC) reviewed the final infrastructure analysis from the consultants for the David Hill and Purdin Road areas. The consultants will make some minor changes based on comments received from the TAC and will begin preparing a financial analysis report. Upon receiving that information, the documents will be placed on the City's website and a work session with the Planning Commission will be scheduled. Originally the work session was targeted for June 20 but will be delayed to July because a land use permit (for a new 21-unit apartment house) needs to be considered by the Commission on the June 20 date. This will allow some additional time for the consultants to complete their products and the public a longer opportunity to review a detailed document. Depending on the availability of the Commission on July 5, the work session will be targeted for either that day or July 18. Upon completion of those tasks, a land use plan and infrastructure program will be prepared for public hearing.
- **Marijuana Code Update –** Staff is developing a set of proposed amendments to City codes (Development and Code) to develop time, place and manner requirements for marijuana facilities. The amendments will be based on direction received from Public Safety Advisory Committee with any modifications the Planning Commission may make. The Council through its public hearing may make further changes to establish the appropriate direction. One option that will be considered is a total ban of grow operations. Key target dates include: June 6 – Planning Commission public hearing; June 27 – First reading of a proposed ordinance by the City Council; and July 11 – Second reading by the City Council.
- **Marijuana projects –** Based on the passage of Ordinance 2016-10, staff denied an application on a proposed outdoor grow operation on Elm Street. The property owner and Friends of Historic Forest Grove have filed appeals on this action. The Planning Commission will conduct a de novo public hearing (meaning open record) on the appeals. As a de novo public hearing, all aspects of the permit including its approval/denial (and if approved, conditions of approval) based on the Ordinance 2016-10 and site plan review criteria can be considered.

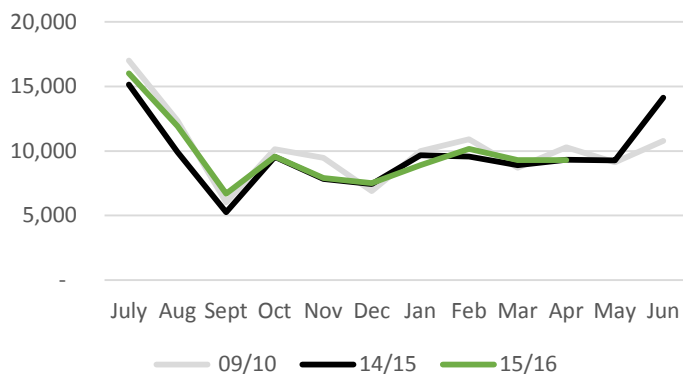


Activity Report April 2016

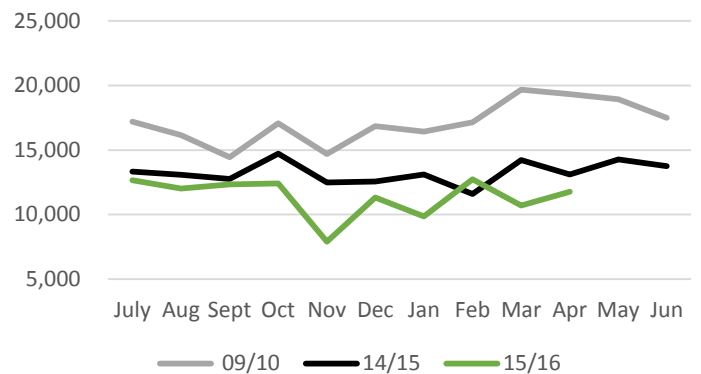
New Business Licenses



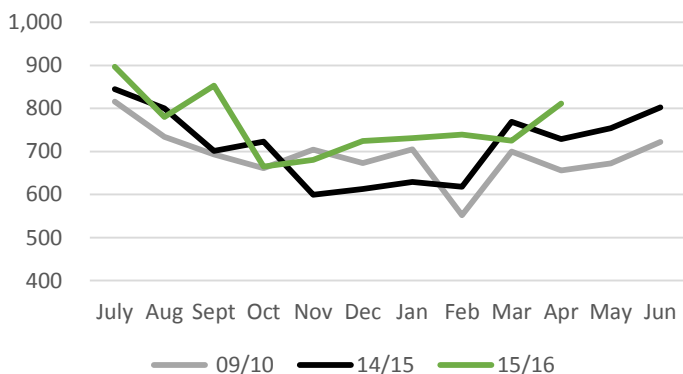
Aquatic Center Attendance



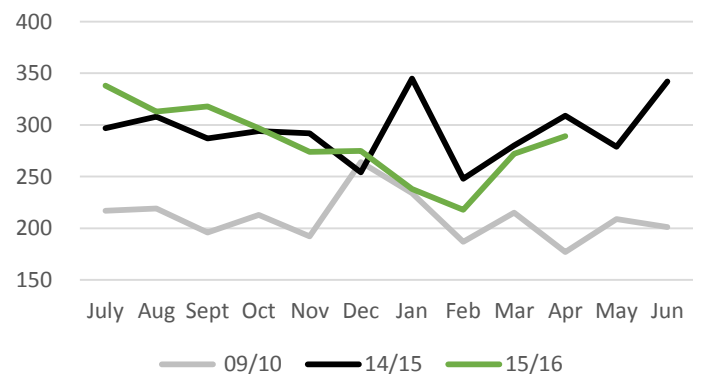
Library Walk-Ins



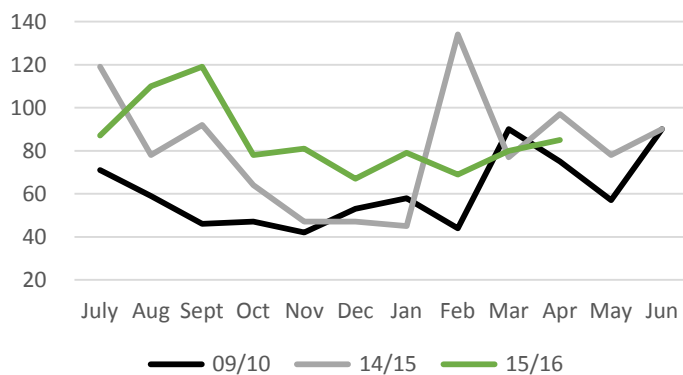
Police Dispatch Calls



Fire Department Calls



Total Building Permits



Grove Link Riders

