

**FOREST GROVE CITY COUNCIL WORK SESSION  
(COUNCIL RETREAT)  
FEBRUARY 9, 2013 – 9:00 A.M.  
1910 MAIN STREET BISTRO - CONFERENCE ROOM  
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***Minutes are unofficial until approved by the Council.  
Council approved minutes as presented March 18, 2013.***

**1. ROLL CALL**

Mayor Peter Truax called the Council Retreat to order at 9:00 a.m. **ROLL CALL:**  
**COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director (dismissed following presentation of Agenda Item); and Anna Ruggles, City Recorder.

**COUNCIL TRAINING VIDEO:**

Council viewed a training video titled “Blooper II, New City Councilor Training” before the start of the Council Retreat. The training video highlighted the following topics: Starting a Meeting; Administrative Role; Executive Sessions; Budget Issues; Public Contracting; and Legislative Issues. The video qualifies for Best Practices maximizing the City’s risk management credits on its property/casualty insurance renewal premiums.

**2. COUNCIL TEAM AGREEMENT:**

Mayor Truax facilitated this portion of the Council Retreat, noting this is an opportunity for Councilmembers to discuss, review, and/or amend their team agreement.

**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued as Councilmembers reviewed their existing team agreement. At the conclusion of the above-noted discussion and review, Council collectively concurred to add new language as noted in brackets:

8. Council meetings are televised live; this requires Council to act professionally by:
- [No engaging in side conversations]

Staff will present the amended Team Agreement for Council consideration at the Council Meeting scheduled for Monday, February 25, 2013.

In addition, Mayor Truax opened the floor and roundtable discussion ensued pertaining to public hearing testimony and the need of providing a fair and

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equitable system that accurately gives each speaker the same allotted time for testimony. In conclusion of the above-noted discussion, Council suggested providing each speaker with instructions on hearing procedures prior to start of the meeting; scheduling quasi-judicial land hearings at start of the meeting agenda; and looking into purchasing an electronic count down timer to help accurately time speakers' testimony.

In addition, Sykes distributed a handout outlining the role of a perfect Council liaison to the City's advisory boards, committees and commissions (B&C) as follows:

- Does not lead the group
- Comes prepared
- Listens
- Gives input when asked/needed
- Reports on related Council activities
- Communicates with staff
- Attends regularly
- Recognized the role of the board/committee/commission
- Reports back to Council.

Sykes advised the Council Rules and Procedures does not clearly describe the role of a Council liaison, so he asked staff members who oversee B&C to submit input, which resulted in the above-noted descriptors, noting staff also defined a Council liaison as an "Ambassador" to the B&C.

**3. COMMUNITY ENHANCEMENT PROGRAM (CEP) PROCESS:**

Downey and Sykes facilitated this portion of the Council Retreat, noting the purpose of the above-noted presentation was to discuss and review the CEP process and determine if Council has any proposed changes to the criteria and evaluation process. Downey referenced a copy of last year's CEP packet, consisting of Application Instructions, Application, Sample Evaluation Worksheet, and Sample Agreement. In conclusion of the above-noted presentation, Downey advised if Council wants to change the boundary or any of the Metro criteria, the Council must formally adopt the changes and submit the changes to Metro for formal approval.

**Council Discussion:**

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Mayor Truax opened the floor and roundtable discussion ensued as Councilmembers reviewed the current CEP application process and evaluation criteria. Discussion ensued as Council discussed whether to allow City advisory B&C to submit for CEP grants, to which Council collectively concurred leaving the eligibility list as is, which currently allows non-profit groups, organizations, and City advisory B&C to be eligible to submit CEP applications. In addition, discussion ensued as Council discussed referencing the Sustainability Mission Statement as part of the evaluation criteria (Sustainability Mission Statement was presented at the Annual Town Meeting but has not been formally adopted by Council), to which Council collectively concurred that the City's Vision Statement and Council Key Goal 1 already supports the sustainable aspirations that Council desires to achieve in addressing the community CEP projects. In response to various Council inquiries and concerns, Downey advised he would do a better job of providing Council with a year-end financial report detailing the funding status of each awarded CEP grant from the previous year.

**Council recessed at 10:00 a.m. for a break and reconvened at 10:10 a.m.**

**4. STATUS/ACTION PLANS FOR 2012 COUNCIL GOALS AND OBJECTIVES AND YEAR-END SUMMARIES**

Sykes facilitated this portion of the Council Retreat, noting the purpose of this discussion was to review the Department Action Plans pertaining to the Council Goals and Objectives identified for 2012, which were included in the packet. Sykes referenced each of the Department year-end summaries, which contained the significant accomplishments pertaining to work plans and status of the Council Goals and Objectives, noting staff successfully accomplished or nearly completed a majority of the significant goal objectives during 2012.

**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the goals and objectives identified in the 2012 Action Plans as being completed, ongoing, in progress, or long-term. Roundtable discussion ensued as Sykes reviewed and highlighted percentage completion status of each goal/objective. Sykes noted in addition to all other significant goal objectives that were completed for 2012, the City successfully passed a five-year operating levy, which allowed the City to continue maintaining current level of services. At the conclusion of the above-noted discussion and review, Council collectively concurred to carryover 22 goal objectives (8 out of 30 objectives for 2012 were dropped from the list as completed). Refer to Attachment A (goal objectives

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highlighted in bold and identified as ongoing and/or long-term will be carried over to Fiscal Year 2013-14).

**5. STRENGTHS, WEAKNESSES, OPPORTUNITIES, AND THREATS (SWOT) ANALYSIS – COUNCIL KEY GOALS FOR FISCAL YEAR 2013-14**

Sykes facilitated this portion of the Council Retreat, noting the purpose of this exercise is to conduct a SWOT analysis, a strategic planning exercise, to help identify the Strengths and Weaknesses and examine the Opportunities and Threats that are currently facing the City and that might pertain to the three Council key goals.

**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued as Sykes and Council participated in an exercise of individually identifying what they believed to be the City's current strengths, weaknesses, opportunities and threats pertaining to the City and Council's three key goals. At the conclusion of the above-noted exercise, the following emerged from Council discussion; refer to Attachment B (Council SWOT Analysis). Due to the time, Sykes advised that staff would e-mail the SWOT Analysis worksheets to Council, so Council could individually rank the categories using a scale from 4 through 0 (4 = top priority; 3 = 2<sup>nd</sup> tier priority 2 = important; 1 = low priority; and 0 = no priority). The final results of the SWOT Analysis will be presented to Council at the Council Goal-Setting Work Session scheduled for February 25, 2013.

**Council recessed at Noon for a lunch break and reconvened at 12:30 p.m.**

**6. IDENTIFY COUNCIL KEY GOALS AND OBJECTIVES FOR FISCAL YEAR 2013-14:**

Mayor Truax and Sykes facilitated this portion of the Council Retreat, noting the purpose of this exercise was to review the existing Council key goals and to identify any new goals/objectives for Fiscal Year 2013-14. Sykes advised each year the Council is asked to set broad goals to help guide City administration and departments as they plan for the upcoming budget year, noting the budget statement strategically targets each of the Council's adopted goals.

**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued as Councilmembers reviewed their three existing Council Key Goals. At the conclusion of the above-noted discussion and review, Council collectively

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concurred to keep their three existing Council Key Goals as follows:

Goal 1:

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

Goal 2:

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

Goal 3:

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

Sykes pointed out that 22 pending goals/objectives identified as ongoing and/or long-term will be carried over into Fiscal Year 2013-14 (Refer above to Agenda Item 4).

Due to the time, Sykes asked Council to begin thinking about their most important or significant goals/objectives to be added to Fiscal Year 2013-14 Council Goals and Objectives, and to bring their list to the Council Goal-Setting Work Session scheduled for Monday, February 25, 2013. Sykes explained Council will be asked at the work session to assess and rank their new goals/objectives.

In conclusion of the above-noted discussion and review, Sykes advised Council that any goal/objective receiving less than 14 of the possible 28 points will drop to the bottom of the list, noting staff recognizes that not all of the objectives can be financially accomplished; however, the list of objectives provides a framework for each department to focus their activities and prioritize resources during budget preparations for the upcoming fiscal year.

**7. OPEN DISCUSSION:**

Mayor Truax opened the floor and roundtable discussion ensued.

Council President Johnston suggested holding a public hearing to seek closure on College Way traffic directional change, noting Public Safety Advisory Commission and Rural Fire Board still have concerns with the emergency response findings.

In response to Council President Johnston's concerns, Lowe indicated the study

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conducted recommended no changes.

In response to Council President Johnston's concerns, Uhing stressed the Economic Development Commission also recommended no changes.

In response to Council President Johnston's concerns, Mayor Truax concurred that an open house makes more sense, if an Open House is what it takes to put this issue to rest; however, Mayor Truax stressed that he does not foresee that happening.

In response to Uhing's concerns pertaining to media releases and editorials, Sykes advised he has assigned key staff members who are highly experienced in media relations. In addition, Uhing suggested having more motivational and/or critical-thinking training, i.e., time management.

Lowe voiced concern about learning for the first time (pursuant to the Action Plan) that the speed limit may be a primary factor in determining if Oregon Department of Transportation (ODOT) will allow a traffic light at Highway 47/Maple Street intersection, to which Sykes explained staff is discussing with ODOT reducing the speed limit in this section of highway.

Kidd indicated the SWOT Analysis has brought out a lot of concerns he had; however, Kidd stated he would like to look carefully at code ordinances and regulations, noting the Fire Department's electronic reader sign does not comply with the City's current sign code.

In conclusion of the above-noted Council discussion, Mayor Truax highlighted various legislative issues and other related matters.

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

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

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**8. ADJOURNMENT**

Mayor Truax adjourned the Council Retreat at 1:40 p.m.

Respectfully submitted,



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Anna D. Ruggles, CMC, City Recorder