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**City Council Work Session Minutes
Council 2020/2021 Goals and Objectives Refinement**

**Monday, March 16, 2020
Community Auditorium**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented April 13, 2020.***

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:36 p.m.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, some Councilors attended remotely via telephone conference.

- 2. ROLL CALL: COUNCIL PRESENT:** Timothy Rippe (via telephone conferencing); Elena Uhing (via telephone conferencing); Mariana Valenzuela; Adolph “Val” Valfre (via telephone conferencing); Malynda Wenzl, Council President; and Mayor Peter Truax. **COUNCIL VACANCY:** 1.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Michael Kinkade, Fire Chief (in the audience); Henry Riemann, Interim Police Chief (in the audience); Colleen Winters, Library Director (in the audience); Eddie Littlefield, Power Services Manager (in the audience); and Anna Ruggles, City Recorder.

**3. WORK SESSION: CITY COUNCIL GOALS AND OBJECTIVES 2020-21
REFINEMENT:**

VanderZanden introduced Sara Wilson, SSW Consulting, noting Wilson was hired to develop a public involvement plan for a City vision and values, pursuant to Council’s Objective 3.14, Develop Core Values and Update the City’s Vision Statement, identified in FY2019-20. Subsequently, Wilson was hired to provide Council Retreat facilitation services for the Council Goals and Objectives for Fiscal Year 2020/2021 and to refine and develop and contextualize the vision and values. Wilson facilitated the following Council sessions:

- October 14, 2019, Work Session: Address Council’s Objective 3.14, Develop Core Values and Update the City’s Vision Statement, identified in FY2019-20. Wilson presented a PowerPoint presentation overview titled “Forest Grove Scoping the Community Vision Process”, which included an overview of community visioning and shared examples of practices from other cities. Council participated in a facilitated discussion to define their desired outcomes and determine the level of engagement for the vision and values

update process. Wilson prepared a Memorandum, dated October 23, 2019, which included project outcomes identified by Council and a recommended approach for updating the vision statement, including a consultant, City staff, Council, and a project Task Force. This work could be completed at the February 2020 Council Retreat.

- February 10, 2020, pre-Retreat Work Session: VanderZanden reviewed with Council the progress on the Council Goals and Objectives FY2019-20 to help contextualize the Retreat. In doing so, Wilson conducted outreach with each Councilor and Management Team, which conversations formed the agenda, structure and expected outcomes of the Retreat with the intent of making the Retreat as productive and meaningful as possible. The progress report included status updates on the Council Goals and Objectives FY2019-20.
- February 15, 2020, Council and Management Team Retreat: The Retreat Agenda for the discussion was based on the following outcomes identified during the outreach process:
 - a. Confirm and/or redirect priorities on current Council goals;
 - b. Identify new goals and priorities;
 - c. Build a strong and cohesive team to communicate and advance the goals; and,
 - d. Outline the community engagement goals for the visioning process.

The Council and Management worked closely together to identify goals that would build on the work and success of previous years, while also addressing new challenges and/or changing community needs. The Council and Management Team convened in small groups to discuss ideas and top priorities, which were then mapped to look for emerging common themes and refined by the group.

- March 16, 2020, Council Goals and Objectives FY2020-21 Refinement: VanderZanden and Wilson presented a PowerPoint presentation summary of draft Council Goals FY2020/21 and Appendix (Attachment A to the presentation), which is also outlined below, noting the existing spreadsheet document resulted in an entirely newly-formatted report. In conclusion of the above-noted report, VanderZanden reported the Council identified 7 new Goals and 32 new Objectives compared to 3 Goals and 21 Objectives in FY2019-20 (Attachment 2 to the presentation), noting each Objective will be integrated into Department Work Plans (Staff lead and Timeline columns) and briefed in detail to Council during the budget process and budget priorities.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as the Council had an opportunity to review and discuss each of the 7 new Goals and 32 new Objectives identify for FY2020-21 (Attachment A to the presentation). During the roundtable discussion, Council collectively concurred to make the following

refinements as shown below (~~deleted language~~, new language):

GOAL 1: SUPPORT DIVERSITY, EQUITY, AND INCLUSION IN THE DELIVERY OF CITY SERVICES AND OPERATIONS

- Develop a ~~DEI~~ Diversity, Equity and Inclusion (DEI) plan that includes an assessment of hiring practices and equitable delivery of city services and operations.
- Continue DEI Advisory Team and internal assessments.
- Support Training for DEI Advisory Team, Directors and Council.

GOAL 2: ENABLE HOUSING SUPPLY AND AFFORDABILITY

- Evaluate scalable ~~SDC's~~ System Development Charges (SDCs).
- Develop Oak Street Plan.
- *Complete Neighborhood Mixed-Use Zone Refinement. (Move to Goal 5)
- Evaluate parking requirements relative to housing density.
- Assess capacity for ~~CD~~ Community Development to meet the increasing demands of planned growth.
- *Refine West Side Plan Financial Plan. (Move to Goal 5)

Add: Evaluate recommendations from the City's Housing Needs Analysis and develop an implementation plan.

GOAL 3: ENHANCE PARTNERSHIPS

- Partner to help those experiencing homelessness.
- Partner with Forest Grove School District to enhance library coordination.
- Partner to address downtown parking needs
- Develop relationships between student liaisons and student government.
- Collaborate with community partners to plan for the City's sesquicentennial.
- Collaborate with regional and local partners to attract higher wage jobs.

GOAL 4: IMPROVE INTERNAL AND EXTERNAL COMMUNICATIONS AND ENGAGEMENT

- Complete and implement the Communications Plan.
- Engage community in the development of community vision and values.
- Provide ~~routine~~ customer service training to City staff to promote consistent, positive service to the community.
- Provide information ~~and outreach materials that provide an overview~~ and tips for engaging in the public process.

GOAL 5: MAINTAIN AND ENSURE FINANCIAL AND ORGANIZATIONAL SUSTAINABILITY (add language to clarify, i.e., support economic and workforce development)

- Complete Fire Task Force work to determine effect on City finances.
- Plan for future police facility. (Add: backup plan for police facility)
- Ensure adequate long-term industrial and commercial property supply.
- Prepare a five-year General Fund financial plan.

Moved from Goal 2: Complete Neighborhood Mixed-Use Zone Refinement.

Moved from Goal 2: Refine West Side Plan Financial Plan.

GOAL 6: PROMOTE SUSTAINABLE TRANSPORTATION ALTERNATIVES AND ENHANCE MOBILITY

- Identify high use areas with no sidewalks and include in public works projects.
- Incorporate sidewalk and curb Americans with Disability Act (ADA) retrofits into public works projects.
- Incorporate electric and/or hybrid vehicles into the City fleet.
- Provide adequate charging stations at public facilities.
- Prioritize Transportation Development Tax (TDT) projects.

Add: Assess areas with few transportation alternatives and identify options to enhance mobility.

GOAL 7: EXPAND RECREATION OPPORTUNITIES

- Develop implementation plan for ~~Stites, North Lincoln and A. T. Smith~~ park properties.
- Support Council Creek Trail ~~Development~~ Corridor.
- Partner to enhance recreation coordination.
- Partner to study Eastside Park.

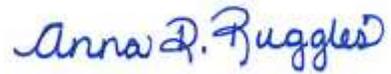
At the conclusion of the above-noted roundtable discussion, Council's refinement resulted in 7 Goals and 34 Objectives (2 new objectives were added). In addition, there was roundtable Council discussion pertaining to 2020+ Objectives (Attachment 2 of the presentation), which were incomplete/ongoing would be carried over, such as 1.1. Solar Array, 1.4 Street Tree Policy and 2.9 Levy, to which VanderZanden advised the FY2020/21 Objectives incorporated unaccomplished Objectives from FY2019-20 to the extent possible. In addition, Ruggles referenced the Council 2019 Team Agreement (Attachment 3 to presentation), noting staff is recommending Council review and refine its Team Agreement if necessary. Uhing suggested that "no Councilor make a policy decision without Council discussion at a meeting." Due to the time, Mayor Truax advised proposed amendments could be discussed at the next meeting when the Team Agreement is brought back for Council consideration. In conclusion of the above-noted Council discussion, VanderZanden advised staff will bring back proposed resolutions for Council consideration adopting the Council Goals and Objectives 2020-21 and Council Team Agreement, to which Council collectively concurred.

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

4. ADJOURNMENT:

Hearing no further discussion from the Council, Mayor Truax adjourned the work session at 6:33 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder