



<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	_____
FINAL ACTION:	_____

*A place where families and businesses thrive.*

**CITY COUNCIL STAFF REPORT**

**WORK SESSION**

**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *March 14, 2016*

**PROJECT TEAM:** *Jesse VanderZanden, City Manager, and Anna Ruggles, CMC, City Recorder*

**SUBJECT TITLE:** *Continue Council Goal-Setting for FY2016-2017*

**ACTION REQUESTED:**

<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input type="checkbox"/>	Resolution	<input type="checkbox"/>	Motion	<input checked="" type="checkbox"/>	Informational
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*X all that apply*

**BACKGROUND:**

Pursuant to City Council Rules of Procedure, Section 16, the City Council must set its goals annually. The goals shall include *Short-Term Goals and Objectives* that the Council plans on completing within the next 12 months and *Long-Term Goals and Objectives* that the Council plans to work on during their term of office and/or future goals and objectives that may take longer to complete. The *Goals and Objectives* that Council sets annually help guide City administration and departments as they plan for the upcoming budget year.

**DISCUSSION:**

At the City Council Goal-Setting Retreat held February 20, 2016, Council identified the following three key goals for Fiscal Year 2016-17 (no proposed changes were made to the three existing key goals):

**COUNCIL GOALS PROPOSED FOR FISCAL YEAR 2016-17:**

- 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**
  
- GOAL 3      PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS**

**COUNCIL GOAL-SETTING WORK SESSION:**

The purpose of the Goal-Setting Work Session is so Council can review their proposed Objectives for FY2016-17 (Attachment A) and identify next steps for the Council Team Agreement (Attachment B).

Council has proposed 12 new Objectives and carried over 13 Objectives from the previous year that were identified as ongoing for a total of 25 Objectives for Fiscal Year 2016-17 (Attachment A). Council did not rank or prioritize the proposed Objectives and may do so if needed.

Pursuant to City Council Rules of Procedure, Section 16, the City Council shall adopt its Goals and Objectives no later than second regular meeting in March of each year. Once Council adopts its Goals and Objectives, the City Manager shall assign the Goals and Objectives to departments and departments shall provide funding source information, if required, and incorporate any significant Council Goals and Objectives into their work plans and work plans are presented to Council at a later date.

**Team Agreement:** A draft copy of the Council Team Agreement (Attachment B) contains the proposed amendments that Council collectively concurred to include at the Council Retreat:

- **Council one-on-one meetings with the Mayor;**
- **Allow Councilmembers to use personal electronic devices to send quick text messages if an urgency arises, such as letting a family member know the meeting is running late; and**
- **Calling for Council recess if meeting continues later than 9:30 p.m.**

In addition, Council collectively concurred to look at other council team agreements that were applicable or perhaps contained improvements that could be made to their team agreement as part of their decision-making process. Management staff will provide an update on its findings.

**STAFF RECOMMENDATION:**

Staff recommends Council finalizes its Council Objectives for FY2016-17 (Attachment A) and identifies next steps for the Council Team Agreement (Attachment B). Once Council has completed its goal-setting process and team agreement decision-making process, proposed resolutions will be presented for Council consideration at the next regular meeting on March 28, 2016.



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## FOREST GROVE CITY COUNCIL

### GOALS AND OBJECTIVES

City Council has proposed a set of goals and priority objectives for Fiscal Year 2016-17. Once Council adopts the Goals and Objectives, the City Manager shall assign to departments and the objectives become part of the departments' work plans. For Fiscal Year 2016-17, the Council is proposing to carry over 13 objectives and identified 12 new proposed objectives (# shown in **Bold**) for a total of 25 objectives.

#### GOAL 1: PROMOTE SAFE, LIVABLE AND SUSTAINABLE NEIGHBORHOODS AND A PROSPEROUS DYNAMIC, GREEN CITY

	Actions:	Budget:	Time Frame:		Depts:	COUNCIL DIRECTION <i>Proposed</i>	STATUS <i>Proposed Next Steps</i>
			Needs Direction	Council Action			
<b>1.1</b> Acquisition Process for Land Parcels in Watershed Drainage Areas	◆	\$	■		PW; Admin	Reserve a portion of timber sales for acquisition of land parcels in watershed drainage areas	Develop land acquisition process. Determine percentage of reserves as part of budget process FY2016-17.
<b>1.2</b> Energy Reduction Programs	◆	\$	■		L&P; PW	1) Residential rebate programs for high efficiency toilets and solar; 2) Continue LED replacement project; and 3) Conduct a wind analysis in watershed	Continue energy conservation efforts and LED replacement project. Conduct analysis's for residential rebate programs for high efficiency toilets and solar. Conduct a wind analysis in watershed.
<b>1.3</b> Industrial Area Planning	◆	\$	■		CD; ECD; L&E; L&P	Complete feasibility study for industrial area site planning	Continue work to certify readiness of industrial sites and complete area planning
<b>1.4</b> Multiplex Ballfields		\$	■		P&R; L&E	Determine economic feasibility for multiplex ballfields	Conduct economic feasibility analysis and/or incorporate concept analysis as part of Parks Recreation and Open Space Master Plan

GOAL 1 (continued)		Actions:		Budget:	Time Frame:		Depts:	COUNCIL DIRECTION	STATUS Next Steps
		Needs Direction	Council Action	Fiscal Impact	1-3 Years	4+ Years	Assigned		
1.5	Neighborhood Watch Program			\$	■		PD	Draft a map showing established neighborhoods and Annual Report	Prepare a map showing established neighborhoods. Draft 1-2 page annual executive summary report.
1.6	Parks Recreation and Open Space Master Plan		◆	\$	■		P&R	Continue efforts and draft brochure listing parks/open spaces by location	Continue efforts. Prepare brochure listing parks/open spaces by location. Submit final master plan recommendation to Council.
1.7	Planned Residential Developments		◆		■		CD	Draft simple flow chart for PRD process	Draft a simple flow chart showing the steps of the process in sequential order for PRD.
1.8	Plaza Downtown		◆	\$		■	CD; L&E	Identify concept location	Incorporate concept analysis into URA downtown storefront revitalization program.
1.9	Rogers Park Upgrades		◆	\$	■		P&R	Complete renovation efforts in FY16-17	Issue an RFP for renovations including, but not limited to, new restroom facilities and playground equipment.
1.10	Staff Succession Planning				■		Admin; L&E	Draft succession planning guidelines for staff	Draft 1-2 page executive summary report outlining procedural guidelines for staff succession planning efforts.
1.11	Urban Renewal Agency Downtown Storefront Revitalization Program		◆	\$	■		CD; ECD; Eng	Draft downtown storefront revitalization program	Draft downtown storefront revitalization program. Hold URA work session.

**GOAL 2: PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE CITY**

		Actions:		Budget:	Time Frame:		Dept	COUNCIL DIRECTION	STATUS Next Steps
		Needs Direction	Council Action	Fiscal Impact	1-3 Years	4+ Years	Assigned		
2.12	Capital Improvement Projects		◆	\$	■		PW; L&E; Admin	Develop a list and financial plan/policy for CIP Projects	<i>Draft 1-2 page executive summary report listing long-term CIP projects. Draft a financial plan/policy.</i>
2.13	City Full-Service Definition		◆		■		L&E; Admin; CD	Annual Town Meeting (ATM) topic and format	<i>Schedule joint work session with Committee for Citizen Involvement regarding ATM format and topic.</i>
2.14	Community Services Local Option Levy Renewal		◆	\$	■		Admin; L&E; FD; PD; Lib; P&R	Preparation for local option levy renewal	<i>Draft 1-2 page executive summary report outlining process and potential election dates for submitting local option levy to voters and schedule Council work session discussion.</i>
2.15	Fire Authority IGA		◆	\$	■		FD; Admin; L&E	Draft Fire Authority IGA. Compare costs to TVF&R.	<i>Draft Fire Authority IGA. Compare costs to TVF&amp;R. Continue work session discussions with Council.</i>
2.16	Forest Grove Senior and Community Center		◆	\$	■		Admin; L&E	Review Senior Center financial request as part of budget process FY2016-17	<i>Review Senior Center financial request as part of budget process FY2016-17.</i>
2.17	Police Department Facility		◆	\$	■		Admin; L&E; PD	Continue request for proposal (RFP) for planning and design	<i>Release RFP. Continue work session discussions with Council.</i>

**GOAL 3: PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS**

		Actions:		Budget:	Time Frame:		Dept	COUNCIL DIRECTION	STATUS Next Steps
		Needs Direction	Council Action	Fiscal Impact	1-3 Years	4+ Years	Assigned		
3.18	Affordable Housing				■		CD	1) Participate in local and regional efforts; 2) draft white paper; and 3) review code for tiny houses	<i>Draft white paper for Council review that outlines city's efforts.</i>
3.19	City Charter Review	◆	◆	\$	■		Admin; L&E	Conduct Charter review	<i>Hold work session for the purpose of seeking direction from Council.</i>
3.20	City Success Stories				■		Admin; L&E	Boast City success stories	<i>Review and revamp City website.</i>
3.21	Council Academy	◆	◆	\$	■		L&E	Discuss viability of a Council Academy	<i>Hold work session for the purpose of seeking content and concept from Council.</i>
3.22	Fernhill Wetlands Research & Education Center		◆	\$	■		Admin; L&E	City anticipated funding participation	<i>Initiate joint meeting with Clean Water Services to discuss feasibility and next steps.</i>
3.23	Legislative Priorities; Local, State, Regional & National			\$	■		L&E	Continue supporting legislative-related efforts	<i>Continue supporting legislative-related efforts.</i>
3.24	Tourism			\$	■		ECD; L&E	Enhance collaboration efforts with FG/Cornelius Chamber	<i>Establish a private-public work group for tourism collaboration efforts with FG/Cornelius Chamber.</i>
3.25	Transportation		◆	\$	■		CD; Eng	1) List of strategically important transportation projects; and 2) Economic feasibility of transferring county roads to city jurisdiction	<i>Draft list of strategically important transportation projects. Conduct economic feasibility analysis for transferring county roads to city jurisdiction.</i>

## CITY COUNCIL TEAM AGREEMENT

### **Agreements for Conducting Council Meetings and Business**

1. Attendance at Council meetings is first priority; if unable to attend, please contact the City Recorder.
2. Be on time to meetings and read the packet prior to the meeting - be prepared to work.
3. Mayor will take the lead in keeping the meeting and discussion focused.
4. Distribute information in advance of Council discussion.
5. Mayor will recognize Councilors when indicating they wish to speak.
6. Put a time limit on audience testimony and ask them not to repeat previous speakers.
7. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Council's usual, more informal, process. Individuals should use procedure appropriately and courteously.
8. Council meetings are televised live; this requires Council to act professionally by:
  - Treating the public and each other with courtesy;
  - Speaking in turn and on the issue;
  - **Not** interrupting; **and**
  - No engaging in side conversations; and
  - No use of personal electronic devices while conducting business at the dais, except to send a text message if an urgency arises.
9. Refrain from personal attacks, including to presenters, staff, and Council.
10. Agree to be diplomatic about disagreement; leave disagreement at the dais and do not try to polarize other Councilors.
11. Call the City Manager or designee with questions and requests prior to the meeting.
12. Information available to one council member will be available to all, in a timely manner.
13. Make every effort will be made to adjourn meetings by 9:30 p.m., and if meeting must extend past 9:30 p.m., call for a Council Recess.
14. Councilors may request on their own accord one-on-one meetings with the Mayor.

### **Individual Council Member Conduct Agreements**

Council Members agree to:

- Be straightforward about goals and issues.
- Cultivate exchange of views with other councilors.
- Avoid saying or doing anything that would discredit or harm the City.

### **Commitments as a Council**

Council strives to:

- Continue to improve citizen involvement, awareness and participation.
- Improve follow-up and resolution of citizen concerns or complaints.
- Act as an advocate for the City.

**Attachment B**

