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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	14, 15 & 16
FINAL ACTION:	_____

CITY COUNCIL STAFF REPORT

WORK SESSION

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: March 28, 2016

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

SUBJECT TITLE: Approve Council Goals and Objectives for FY 2016-17 and Council Team Agreement

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

BACKGROUND:

The purpose of this report is to request that Council approve their Council Key Goals and Council Objectives for FY 2016-17 (Attachment A) and adopt their Council Team Agreement (Attachment B). Council met in Work Sessions on February 20 and March 14 and will continue their discussion at the work session scheduled on Monday, March 28, 2016.

Goals and Objectives for FY 2016-17: Pursuant to City Council Rules of Procedure, Section 16, the City Council shall adopt its Key Council Goals and Council Objectives no later than second regular meeting in March of each year. The Council 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). Once Council adopts its Goals and Objectives, the City Manager will assign the Goals and Objectives to departments and departments will incorporate any significant Council Goals and Objectives into their work plans and make presentations 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 previous work sessions. Council may:

- Approve as submitted;
- Suggest edits and approve as amended; or
- Not approve and provide further direction.

STAFF RECOMMENDATION:

Staff recommends Council approve the attached resolutions adopting the Council Key Goals, Council Objectives for FY2016-17 (Attachment A), and Council Team Agreement (Attachment B).

ATTACHMENT A

RESOLUTION NO. 2016-21**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL
ADOPTING CITY COUNCIL GOALS FOR FISCAL YEAR 2016-17**

WHEREAS, pursuant to City Council Rules of Procedure, Section 16, the City Council must set its Council Goals annually; and

WHEREAS, the Forest Grove City Council held an Annual Town Meeting on January 30, 2016; and

WHEREAS, the Forest Grove City Council and Management Team met in Goal-Setting Work Session on February 20, March 14 and March 28, 2016, to set goals for Fiscal Year 2016-17; and

WHEREAS, the City Council has determined three goals for Fiscal Year 2016-17.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the City of Forest Grove City Council hereby adopts the City Council Goals for Fiscal Year 2016-17 as follows (Exhibit A):

- 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**

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 28th day of March, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of March, 2016.

Peter B. Truax, Mayor



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CITY COUNCIL GOALS 2016-17

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

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

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

RESOLUTION NO. 2016-22**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL
ADOPTING CITY COUNCIL GOAL OBJECTIVES FOR FISCAL YEAR 2016-17**

WHEREAS, the City Council adopted three key Council Goals for Fiscal Year 2016-17 pursuant to Resolution No. 2016-21; and

WHEREAS, the City Council and Management Team met in Council Goal Setting Work Sessions on February 20, March 14 and March 28, 2016, to set goal objectives for Fiscal Year 2016-17; and

WHEREAS, the City Council has identified the City Council Goal Objectives for Fiscal Year 2016-17 as attached in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the City of Forest Grove City Council hereby adopts the City Council Goal Objectives for Fiscal Year 2016-17 as attached in Exhibit A.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 28th day of March, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of March, 2016.

Peter B. Truax, Mayor

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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	Fiscal Impact	1-3 Years	4+ Years	Assigned		
1.1	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	<i>Develop land acquisition process. Determine percentage of reserves as part of budget process FY2016-17.</i>
1.2	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	<i>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.</i>
1.3	Industrial Area Planning		◆	\$	■		CD; ECD; L&E; L&P	Complete feasibility study for industrial area site planning	<i>Continue work to certify readiness of industrial sites and complete area planning</i>
1.4	Multiplex Ballfields			\$	■		P&R; L&E	Determine economic feasibility for multiplex ballfields	<i>Conduct economic feasibility analysis and/or incorporate concept analysis as part of Parks Recreation and Open Space Master Plan</i>

Resolution No. 2016-22, Exhibit A

GOAL 1 (continued)		Actions:		Budget:	Time Frame:		Depts:	COUNCIL DIRECTION Proposed	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 <i>Proposed</i>	STATUS <i>Next Steps</i>
		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&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	<i>COUNCIL DIRECTION Proposed</i>	<i>STATUS Next Steps</i>
		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>

ATTACHMENT B

RESOLUTION NO. 2016-23**RESOLUTION OF THE CITY OF FOREST GROVE
ADOPTING COUNCIL TEAM AGREEMENT**

WHEREAS, the Forest Grove City Council is the duly elected governing body for the City of Forest Grove; and

WHEREAS, the City Charter, Section 10, specifies that the City Council shall determine its own set of rules to govern its meetings and proceedings beyond those specified in the Charter; and

WHEREAS, the Council Rules of Procedures, Section 5, specifies the rules of decorum and order; and

WHEREAS, the City Council met in Council Work Sessions on February 20, March 14 and March 28, 2016, and collectively reviewed and discussed their Council Team Agreement; and

WHEREAS, the City Council desires to adopt their Council Team Agreement attached as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the City of Forest Grove City Council hereby adopts their City Council Team Agreement attached as Exhibit A.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 28th day of March, 2016.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of March, 2016.

Peter B. Truax, Mayor

CITY COUNCIL TEAM AGREEMENT

Pursuant to Resolution No. 2016-23, the 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;
 - No interrupting;
 - No engaging in side conversations; and
 - No use of personal communication electronic devices while conducting business at the dais.
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. Every effort shall be made to adjourn meetings by 9:30 p.m. Council recess shall be called if meeting extends past 9:30 p.m.
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.

Reviewed and Adopted by City Council on March 28, 2016

Signed:

- Concur
- Non-concur

Peter B. Truax, Mayor Date: _____

- Concur
- Non-concur

Thomas L. Johnston, Council President Date: _____

- Concur
- Non-concur

Richard G. Kidd III, Councilor Date: _____

- Concur
- Non-concur

Victoria J. Lowe, Councilor Date: _____

- Concur
- Non-concur

Ronald C. Thompson, Councilor Date: _____

- Concur
- Non-concur

Elena Uhing, Councilor Date: _____

- Concur
- Non-concur

Malynda H. Wenzl, Councilor Date: _____