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**City Council Work Session Minutes
Council & Management Goal-Setting Retreat**

**Saturday, February 20, 2021
Zoom Community Auditorium**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented March 15, 2021.***

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the City Council Goal-Setting Retreat to order via Zoom Webinar Video Conference at 9:02 a.m.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council conducted the Council meeting in a “hybrid” format allowing the public to attend both virtual and in-person in the Community Auditorium as spaced allowed. Members of the public could observe the Council Retreat **LIVE on Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming Channel 30.

2. ROLL CALL: COUNCIL PRESENT ATTENDED BY ZOOM WEBINAR: Donna Gustafson; Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Malynda Wenzl, Council President; and Mayor Peter Truax.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Patrick Fale, Interim Fire Chief; Tom Gamble, Parks and Recreation Director; Keith Hormann, Light and Power Director; Bryan Pohl, Community Development Director; Henry Reimann, Police Chief; Gregory Robertson, Public Works Director; Colleen Winters, Library Director; and Anna Ruggles, City Recorder.

3. WELCOME AND AGENDA OVERVIEW:

VanderZanden introduced Sara Wilson, SSW Consulting, who facilitated the Council and Management Team Retreat, noting to prepare for the retreat, Wilson spoke with each Councilor and all the Directors, 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. VanderZanden gave an overview and referenced the Council Goals and Objectives for 2020-2021, noting Council adopted seven (7) Goals and 34 Objectives. The goals and objectives were adopted prior to the unforeseen and all-encompassing onset of COVID-19, for which the City's State of Emergency Declaration went into effect on March 14, 2020, and remains in effect until the declaration is lifted. The Council held a mini-retreat on September 11, 2020, and concurred to incorporate the Team Agreement and City Council

Orientation into the City Council Rules where appropriate. The Council reached consensus to use the 2017 League of Oregon Cities (LOC) “Model Rules of Council Procedure” (Model) as a basis for Council Rule revisions. The Council held work sessions to review the proposed amendments to the Council Rules on October 12 and November 23, 2020, and January 11 and January 25, 2021, and is scheduled to hold additional work sessions to complete the review process. In addition, VanderZanden referenced the following attachments:

- Retreat Agenda
- 2020-2021 City Council Goals and Objectives (containing important context from last year’s retreat and current status reports)
- 2020 Departments’ Top Accomplishments

Agenda Overview:

Wilson facilitated the following roundtable group exercises and breakout sessions:

9:00 AM – Welcome + Agenda Overview

- Welcome, Mayor Truax
- Agenda Overview
- Review Process and Establish Ground Rules

9:20 AM – Team Warm-Up

9:50 AM – Council + Administration Roles

- Overview of Roles + Responsibilities
- Team Discussion

– Break

10:20 AM – Reorient to the Context

- 2020 Goal Progress
- Community Challenges on the Horizon

10:30 AM – Mapping the Goals (Breakout Sessions)

- Building on the Goals from 2020
- New Priorities for 2021
- Team Discussion

– Break

11:10 AM – Goal Mapping Continued (Breakout Groups)

11:30 AM – Goal Refinement Discussion

- Review Goal Ideas
- Council Discussion + Agreement on Goals to Move Forward
- Refine Draft Goals + Strategies

– Lunch Break

1:00 PM – Goal Prioritization (Refer to Attachment A “draft”)

2:00 PM – Reflection Exercise

– Break

2:45 PM – Wrap-Up Questions: Next Steps

3:00 PM - Adjournment

In conclusion the above-noted roundtable group exercises, VanderZanden advised Sara Wilson, SSW Consulting, will prepare a compilation of results for the Council Goals and Objectives Refinement Work Session scheduled on March 15, 2021.

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 Council Retreat at 3:02 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder