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**City Council Work Session Meeting Minutes
Goal-Setting Retreat**

**Saturday, January 21, 2023
Zoom Community Auditorium**

***Minutes are unofficial until approved by City Council.
Council approved minutes as presented May 8, 2023.***

1. **ROLL CALL: COUNCIL PRESENT:** Donna Gustafson, Council President; Karen Martinez; Timothy Rippe; Mariana Valenzuela; Michael Marshall; Elena Uhing (via Zoom); and Malynda Wenzl, Mayor.
2. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Ashley Driscoll, City Attorney; Paul Downey, Assistant City Manager/Finance Director; Keith Hormann, Light and Power Director; Anne Lane, Parks and Recreation Director; Henry Reimann, Police Chief; Gregory Robertson, Public Works Director; and Dan Riordan, Senior Planner.

Mayor Wenzl thanked everyone for attending and encouraged listening, collaboration and speaking with passion.

3. **Staff Report:**
VanderZanden reported pursuant to the Council Rules, the City Council must adopt goals and objectives each year no later than March 31. The goals and objectives are the main subject of the Council Retreat and provide essential direction to guide resource allocation and annual work plans. The goal and objective process is comprised of several steps. The Council will be asked to refine its goals and objectives in work session on February 13th and Council will be asked to adopt its goals and objectives by resolution at the February 27th Council meeting.

Sara Wilson, SSW Consulting, reported the primary purpose of the Council Retreat was to refine the goals and objectives and building on work from prior years. This year Council will be asked to refine its goals and objectives so ensure there is clarity and in-depth understanding of the desired outcomes. Lastly, to build a cohesive team of both Staff and Council to advance the stated goals and objectives.

Agenda Overview

Wilson gave an overview of the Council Retreat Agenda, which was included in the packet, noting there would be notes recorded and screen-sharing throughout the day. Wilson facilitated the following roundtable group sessions as follows:

8:45 AM Welcome + Agenda Overview

- Welcome, Mayor Wenzl

- Agenda Overview + Guidelines for Success
- Review Council/Staff Roles, Responsibilities, and Expectations
- Team Warm-up, Mayor Wenzl

9:45 AM Forest Grove Environmental Scan – Build shared understanding of current environment

- 2022 Accomplishments
- Department Work Pipeline Review
- Organizational + Community Context
- Identify Themes for Goal Refinement

10:20 AM MORNING BREAK

10:30 AM Goal Refinement

- Review the Refinement Process
- Goal Refinement Activity
 - Team Discussion
 - Small Group Activity

12:00 PM LUNCH

12:30 PM Goal Refinement Continued

- Report out Themes from Small Group Discussion
- Team Discussion of Refined Goals, Outcomes, and Measures

1:30 PM AFTERNOON BREAK

1:40 PM Goal Wrap-up

- Review 2023 Goals

2:15 PM Team Partnership + Expectations

- Discuss Council/Staff Roles, Responsibilities + Expectations
- Team Expectations for Success

2:45 PM Reflection + Next Steps

- Reflection Activity
- Next Steps

Mayor Wenzl questioned whether the objectives discussed today would be a realistic road map for Staff for the following year, especially considering what is already in the pipeline. Wenzl suggested looking at the two lists side-by-side at the next work session to make sure the goals would be achievable.

Council President Gustafson concurred, noting the assumption would be that each objective could be accomplished in a specific timeline, and that Council could address the timelines after having a clearer vision.

Wilson explained some is granular and up to the City Manager to work with the directors as they developed the internal work plans. Wilson noted Council could include at the next work session conducting a prioritization exercise.

Councilor Rippe commented that the City has 12 Boards and Commissions (B&C) who could help with the objectives if directed to do so.

VanderZanden appreciated the concerns heard, noting he liked the suggestion of adding a specific timeline, noting last year's objectives included some that were ongoing for two to three years.

B. Adjournment:

Mayor Wenzl adjourned the work session at 3:00 p.m.