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**City Council Goal-Setting Retreat Minutes**  
Council Goal-Setting Retreat

**Saturday, February 4, 2017**  
**9:00 a.m., L&P Training Room**

***Minutes are unofficial until approved by Council.***  
***Council approved minutes as presented March 20, 2017.***

**1. CALLED TO ORDER AND ROLL CALL:**

Mayor Peter Truax called the City Council Goal-Setting Retreat to order at 9:00 a.m.

**ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Timothy Rippe; Ronald Thompson; Elena Uhing; Matthew Vandehey; Malynda Wenzl; and Mayor Peter Truax.

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Jon Holan, Community Development Director; Michael Kinkade, Fire Chief; J. F. Schutz, Police Chief; Keith Hormann, Interim Light and Power Director; Jeff King, Economic Development Manager; and Anna Ruggles, City Recorder.

**2. 2016 DEPARTMENT ACCOMPLISHMENTS AND 2017 DEPARTMENT PRIORITIES:**

VanderZanden presented a PowerPoint presentation highlighting the significant department accomplishments for 2016 as noted in the staff report. In addition, VanderZanden presented a PowerPoint presentation highlighting Department Priorities for 2017, noting Department Directors were asked to identify their top department-related priorities to present to Council as part of Council's goal-setting exercise for FY2017-18 as attached in the packet.

**3. STATUS/UPDATE OF COUNCIL GOALS/OBJECTIVES FOR FY2016-17:**

VanderZanden referenced the reformatted spreadsheet attached in the packet, noting the spreadsheet contains status updates and next steps for each of the Council objectives identified in FY2016-17.

**Council recessed at 9:57 a.m. for a break and reconvened at 10:06 a.m.**

**4. COUNCIL KEY GOALS FOR FY2017-18:**

Mayor Truax and VanderZanden facilitated this exercise to review the Council's three existing key goals and to consider setting new goals. Mayor Truax opened the floor and roundtable discussions ensued as Councilmembers had an opportunity to review and discuss their key goals. In conclusion of the above-noted exercise,

Council collectively concurred maintaining the three existing key goals for FY2017-18 as follows:

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; and

Goal 3:

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

A proposed resolution for the above-noted Council Key Goals for FY2017-18 will be presented for Council consideration at a later Council Meeting.

**5. SETTING COUNCIL OBJECTIVES FOR FY2017-18:**

Mayor Truax and VanderZanden facilitated this exercise to review statuses, provide clarification and/or remove completed Council objectives from the list, noting Council adopted 25 objectives for FY2016-17. Mayor Truax opened the floor and roundtable discussions ensued as Councilmembers had an opportunity to discuss and review the statuses of each objective. In conclusion of the above-noted exercise, Council collectively concurred the following objectives were considered completed and should be removed from the list:

FY2016-17 Objectives (completed/removed):

- 1) 1.4 Multiplex Ballfields
- 2) 1.5 Neighborhood Watch Program
- 3) 1.6 Parks, Rec and Open Space Master Plan
- 4) 1.9 Rogers Park Upgrades
- 5) 1.11 URA Downtown Storefront Revitalization Program
- 6) 2.14 Community Services Local Option Levy Renewal
- 7) 3.18 Affordable Housing
- 8) 3.20 City Success Stories
- 9) 3.24 Tourism

Next, Mayor Truax and VanderZanden facilitated this exercise to consider identifying new Council objectives for FY2017-18. Mayor Truax advised each year the Council is asked to set broad objectives to help guide City administration and departments as they plan for the upcoming budget year. Mayor Truax opened the floor and roundtable discussions ensued as Councilmembers had an opportunity to discuss

and submit their objectives for FY2017-18. In conclusion of the above-noted exercise, Council collectively concurred to carry over 14 updated objectives and added eight new objectives for FY2017-18 as follows.

**FY2017-18 New Council Objectives (in no specific order):**

- 1) Parks SDC and Recreation Coordinator Implementation
- 2) Planned Residential Development Process
- 3) Town Center Concept Program
- 4) URA Downtown Storefront Revitalization Program Outreach
- 5) Latino and Ethnic Outreach
- 6) Police Strategic Plan
- 7) Implement Levy Renewal Election Process
- 8) Emergency Preparedness, Disaster Plan

A Council goal-setting work session will continue on Monday, February 13, 2017, at which time, Council will finalize their Objectives for FY2017-18 as part of their decision-making process.

**Council recessed at 12:25 p.m. for a break and reconvened at 12:45 p.m.**

**6. COUNCIL DISCUSSION:**

Mayor Truax opened the floor and roundtable discussions ensued as Councilmembers had an opportunity to discuss the following topics:

- Council Liaison roles and expectations
- Political Action Committees
- Social Equity training for Council and Department Directors
- Latino Summit
- Public testimony
- Council Agenda
- Legislative Priorities

In conclusion of the Council open discussion, Mayor Truax noted he would make a better effort of keeping Council informed.

**7. COUNCIL TEAM AGREEMENT:**

Mayor Truax facilitated this exercise to discuss, review, and/or amend the Council team agreement. Mayor Truax opened the floor and roundtable discussion ensued, to which Council collectively concurred to make one minor edit to Number 8 of the Council Team Agreement, which is addressing use of personal communication on electronic devices while conducting business at the dais. A proposed resolution adopting the Council Team Agreement as amended will be presented for Council consideration at a later Council Meeting.

8. **ADJOURNMENT:**

Hearing no further discussion from the Council, Mayor Truax adjourned the Council Retreat at 2:15 p.m.

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

Respectfully submitted,



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Anna D. Ruggles, CMC, City Recorder