
WORK SESSION RE: 2017 COUNCIL GOALS AND OBJECTIVES & TEAM AGREEMENT

TO: City Council

**FROM: Jesse VanderZanden, City Manager
Anna Ruggles, City Recorder**

MEETING DATE: February 13, 2017

SUBJECT TITLE: Work Session, Council Goals and Objectives and Team Agreement

Purpose of Work Session:

The purpose of the Work Session is to review the Goals and Objectives and Team Agreement in advance of their consideration for adoption at the February 27, 2017 City Council meeting.

Background:

The Council Retreat was held on February 4, 2017. During the Retreat, the Council reviewed, refined, removed, and added Goals and Objectives. In addition, the Council recommended revising the spreadsheet by including the Objectives origination date and by adding a "completed" section to allow for continuous tracking.

There are three attachments for this Work Session:

- The first attachment is a working document that contains the above revisions, ~~strikethrough~~ for language that was removed or moved to the "completed" section, and **RED** for language that was added during the retreat. The working document is subject to further revision.
- The second attachment represents what the document would look like pending acceptance of all revisions. Please note the "Status" column, which is used for internal tracking purposes only, has been removed on the accepted changes version.
- The third attachment is the Team Agreement. It is being attached "as-is" due to no proposed revisions during the Council Retreat.

Attachments:

- 1) Council Goals and Objectives Working Document Version
- 2) Council Goals and Objectives Accepted Changes Document Version
- 3) Council Team Agreement

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COUNCIL GOALS AND OBJECTIVES - WORKING DOCUMENT

GOAL 1: PROMOTE SAFE, LIVABLE AND SUSTAINABLE NEIGHBORHOODS AND A PROSPEROUS DYNAMIC, GREEN CITY							
OBJECTIVE		1-3 YR	4+ YRS	DEPT.	COUNCIL DIRECTION	STATUS	POTENTIAL PROPOSED NEXT STEPS
1.1	Acquisition Process for Land Parcels in Watershed	2016		PW	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.	Draft plan completed.	Work Session tentatively scheduled for Spring
1.2	Energy Reduction Programs	2016		L&P	1) Conduct analysis for residential rebate programs for high efficiency toilets and solar, 2) Continue LED replacement project, 3) Conduct a wind analysis in watershed, and 4) educate public on existing energy reduction programs.	L/P presentation on LED replacement program to Council in April.	Utility Bill insert outlining existing programs and Work Session or presentation regarding next steps.
1.3	Industrial Area Planning	2016		ECD	Complete feasibility study for industrial area site planning. Complete area planning.	Held Economic Summit with Governor's Regional Solutions Team and toured properties in question. Three sites (Henningsen, Haworth and Evers) accepted into Business Oregon certification program. One site 90% complete, two sites 60% complete; up from 75% and 0%.	Council presentation on 2/27 regarding industrial land status.
1.4	Multiplex Ballfields			P&R	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	Incorporated concept in Parks MP. Parks MP approved October, 2016.	Discussion (Incorporated under Parks Master Plan.)
1.5	Neighborhood Watch Program			PD	Prepare map showing established neighborhoods and 1-2 page annual executive summary report.	Annual Report with map promulgated and presented to Council in September.	Remove?
1.4	Parks, Rec and Open Space Master Plan	2017		P&R	Continue efforts and draft brochure listing parks/open spaces by location. Implement Parks Master Plan including consideration of SDC's and Recreation Coordinator.	Work Session held in September. MP passed by ordinance in October. Brochure listing all parks complete.	Work Session to discuss SDC's 2/27
1.5	Planned Residential Developments	2017		CD	1) Draft a simple flow chart showing the steps of the PRD process in sequential order and 2) Consider code amendments to PRD process.		Schedule Work Session to review PRD process and seek feedback.

1.6	Plaza Downtown- Town Center Concept Program	2017		CD	Identify concept location. Incorporate concept analysis into URA downtown storefront revitalization program. Compose Town Center Concept program. Include parking and plaza in program.	Town Center Program proposed in 2017 CD Work Plan	Include in CD's 2017 Work Plan.
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.	Phase I completion (playground, landscaping, restrooms, and tennis court) planned for 2017	Discussion
1.7	Staff Succession Planning	2016		ADM	Draft staff succession planning guidelines for staff. Draft 1-2 page exec. summary report outlining procedural guidelines for staff succession planning efforts.		Draft summary and distribute to Council.
1.8	Urban Renewal Agency Downtown Storefront Revitalization Program	2017		CD	Draft downtown storefront revitalization program. Hold URA Work Session. Create brochure outlining program and conduct extensive outreach in preparation of July 1, 2017 grant awards.	Work Sessions in Sep/Oct 2016. Resolution passed Oct 2016. First grants July 1, 2017. Metro grant for Downtown Storefront Design Improvement Program. Five businesses participating. Outreach effort for both.	Finish brochure and outreach to Chamber, City Club, and downtown businesses.
1.9	Latino and Ethnic Outreach	2017		L&E	Develop a plan to educate existing efforts, increase civic engagement (Library, Latino Summit, Farmers Market, National Night Out, demographic study, increased involvement in Boards, Commissions, and Council, etc.), and conduct training consistent with community demographics.		Educational campaign
1.10	Police Strategic Plan	2017		POL	Initiate and develop strategic plan for police operations, including analysis of workload, community feedback, support services, staffing levels, and operational focus.		Staff to develop focus and scope of plan and present to PSAC and Council.

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

OBJECTIVE		1-3 YR	4+ YRS	Lead Dept.	COUNCIL DIRECTION	STATUS	POTENTIAL PROPOSED NEXT STEPS
2.12	Capital Improvement Projects-	n		ADM	Develop a list and financial plan/policy for CIP Projects. Draft 1-2 page executive summary report listing long-term CIP projects. Draft a financial plan/policy.	Initial analysis complete.	Discussion
2.13	City Full Service Definition	n		L&E	Annual Town Meeting (ATM) topic and format. Schedule joint work session with Committee for Citizen Involvement regarding ATM format and topic.	Held Joint Work Session in September, 2016. CCI fielded input from Council on topic and format.	ATM held 1/28. Q: hold annual Work Session re: ATM?
2.11	Community Services Local Option Levy Renewal. Implement levy renewal election process	2017		ADM	Prep for local option levy renewal. 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. Create additional conceptual financial models to illustrate rate impacts if savings are not used and services are increased. Conduct polling. Compose and implement outreach program.	Council Work Session w/ Budget Committee held January 9, 2017.	Work Session with Budget Committee scheduled 2/27 re: additional financial models and polling.
2.12	Fire Authority IGA	2016		FD	Draft Fire Authority IGA. Compare costs to TVF&R. Hold Work Session in September.	Work Session held in November. Council consensus to hold another work session to review major conceptual elements of draft IGA.	Work Session scheduled 2/13
2.13	Forest Grove Senior and Community Center	2016		ADM	Review Senior Center financial request as part of budget process FY2016-17. Educate Council on contractual requirements and other city comparisons.	Completed initial research into other city comparables.	Schedule Council Work Session
2.14	Police Department Facility	2016		ADM	Continue request for proposal (RFP) for planning and design. Release RFP. Continue work session discussions with Council.	Held Work Session in April. Council consensus to proceed with pre-planning, i.e., site selection, building re-use, but keep main focus on levy.	Finalize needs assessment and site selection criteria.

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

OBJECTIVE		1-3 YR	4+ YRS	Lead Dept.	COUNCIL DIRECTION	STATUS	POTENTIAL PROPOSED NEXT STEPS
3.15	Affordable Housing	2016		CD	1) Participate in local and regional efforts; 2) draft white paper; and 3) review code for tiny houses. Continue Technical and Citizen Advisory Committee meetings and project scope. Present findings to Council in Summer/Fall.	Held Work Sessions on October 10th and 24th. Formed CAC, TAC and scope of project by Resolution in November. Held TAC and CAC meetings in November, December and January.	TAC/CAC meetings through May. Present findings to Council in Summer/Fall. Look at homelessness in the context of affordable housing. Scope is to recommend potential policy options to Council.
3.16	City Charter Review	2016		L&E	Conduct Charter review. Hold work session for the purpose of seeking direction from Council.		Work session regarding City Charter and Council Rules.
3.17	City Success Stories	2016		ADM	Boast City success stories. Intentionally use utility billing, social media, and FGNT insert to share message. Review and revamp City website.	Work Session held 9/16 re: new website. Website finalized and launched January 9, 2017.	Review collateral materials for targeted and consistent messaging.
3.18	Emergency Preparedness	2017		FIRE	Amalgamate City's preparedness efforts, make presentation to Council, and conduct targeted outreach (utility billing, FGNT).		Schedule Staff presentation to City Council.
3.24	Council Academy	A		L&E	Discuss viability of a Council Academy. Hold work session for the purpose of seeking content and concept from Council.		(this item was moved into Objective 1.9)
3.19	Fernhill Wetlands Research & Education Center	2016		L&E	City anticipated funding participation. Initiate joint meeting with CWS to discuss feasibility. Council liaison and staff participation in CWS' strategic planning effort.	CWS to facilitate visioning sessions with Fernhill Wetlands Council early 2017.	Attend CWS meetings.
3.20	Legislative Priorities; Local, State, Regional & National	2016		L&E	Continue supporting legislative-related efforts, i.e., NLC and LOC annual attendance.		NLC and LOC attendance.
3.21	Tourism	2016		ECD	Enhance collaboration efforts with FG/Cornelius Chamber. Establish a private public work group for tourism collaboration efforts with FG/Cornelius Chamber. Continue TLT Advisory Group meetings and present findings to Council in Spring/Summer.	Work Session, Presentation, and Resolution passed in October to establish scope, membership, and purpose of Ad-Hoc Transient Lodging Tax Advisory Group.	Present TLT findings recommendations by Summer. Joint efforts Work with Chamber on Visitors Guide. Marketing ads in Travel Oregon.
3.22	Transportation	2016		PW	1) Draft list of strategically important transportation projects; and 2) Conduct economic feasibility of transferring county roads to city jurisdiction.	Draft list completed.	Feasibility analysis and meet with County.

COMPLETED OBJECTIVES FROM PRIOR YEAR

OBJECTIVE		COUNCIL DIRECTION	ACTION	
	Multiplex Ballfields	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	Incorporated concept in Parks MP. Parks MP approved October, 2016.	
	Parks, Rec and Open Space Master Plan	Continue efforts and draft brochure listing parks/open spaces by location.	Brochure finalized for distribution. Parks MP passed by ordinance October, 2016.	
	Neighborhood Watch Program	Prepare map showing established neighborhoods and 1-2 page annual executive summary report.	Completed annual report and prepared map for annual update and distribution.	
	Rogers Park Upgrades	Complete renovation efforts in FY16-17. Issue an RFP for renovations including, but not limited to, new restroom facilities and playground equipment.	Phase I construction (playground, landscaping, restrooms, and tennis court) planned for summer-fall 2017	
	Urban Renewal Agency Downtown Storefront Revitalization Program	Draft downtown storefront revitalization program. Hold URA Work Session	Program created by resolution October 2016.	
	Community Services Local Option Levy Renewal.	Prep for local option levy renewal. 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.	Executive summary completed and Work Session w/ Budget Committee held January 9, 2017.	
	Affordable Housing	1) Participate in local and regional efforts; 2) draft white paper; and 3) review code for tiny houses.	Formed CAC, TAC and scope of project by Resolution in November. Held TAC and CAC meetings in November, December and January.	
	City Success Stories	Boast City success stories. Review and revamp City website.	New website finalized and launched January 9, 2017.	
	Tourism	Enhance collaboration efforts with FG/Cornelius Chamber. Establish a private-public work group for tourism collaboration efforts with FG/Cornelius Chamber.	Established Transient Lodging Tax Ad-Hoc Working Group and project scope by resolution in November, 2017. Held two TLT meetings.	

COUNCIL GOALS AND OBJECTIVES - ACCEPTED CHANGES VERSION

GOAL 1: PROMOTE SAFE, LIVABLE AND SUSTAINABLE NEIGHBORHOODS AND A PROSPEROUS DYNAMIC, GREEN CITY						
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1.3	Industrial Area Planning	2016		ECD	Complete feasibility study for industrial area site planning. Complete area planning.	Council presentation on 2/27 regarding industrial land status.
1.4	Parks, Rec and Open Space Master Plan	2017		P&R	Implement Parks Master Plan including consideration of SDC's and Recreation Coordinator.	Work Session to discuss SDC's 2/27
1.5	Planned Residential Developments	2017		CD	1) Draft a simple flow chart showing the steps of the PRD process in sequential order and 2) Consider code amendments to PRD process.	Schedule Work Session to review PRD process and seek feedback.
1.6	Town Center Concept Program	2017		CD	Compose Town Center Concept program. Include parking and plaza in program.	Include in CD's 2017 Work Plan.
1.7	Staff Succession Planning	2016		ADM	Draft staff succession planning guidelines for staff. Draft 1-2 page exec. summary report outlining procedural guidelines for staff succession planning efforts.	Draft summary and distribute to Council.
1.8	Urban Renewal Agency Downtown Storefront Revitalization Program	2017		CD	Create brochure outlining program and conduct extensive outreach in preparation of July 1, 2017 grant awards.	Finish brochure and outreach to Chamber, City Club, and downtown businesses.

1.9	Latino and Ethnic Outreach	2017		L&E	Develop a plan to educate existing efforts, increase civic engagement (Library, Latino Summit, Farmers Market, National Night Out, demographic study, increased involvement in Boards, Commissions, and Council, etc.), and conduct training consistent with community demographics.	Educational campaign
1.10	Police Strategic Plan	2017		POL	Initiate and develop strategic plan for police operations, including analysis of workload, community feedback, support services, staffing levels, and operational focus.	Staff to develop focus and scope of plan and present to PSAC and Council.

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OBJECTIVE		1-3 YR	4+ YRS	Lead Dept.	COUNCIL DIRECTION	PROPOSED NEXT STEPS
2.11	Implement levy renewal election process	2017		ADM	Create additional conceptual financial models to illustrate rate impacts if savings are not used and services are increased. Conduct polling. Compose and implement outreach program.	Work Session with Budget Committee scheduled 2/27 re: additional financial models and polling.
2.12	Fire Authority IGA	2016		FD	Draft Fire Authority IGA. Compare costs to TVF&R. Hold Work Session in September.	Work Session scheduled 2/13
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3.20	Legislative Priorities; Local, State, Regional & National	2016		L&E	Continue supporting legislative-related efforts, i.e., NLC and LOC annual attendance.	NLC and LOC attendance.
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	Neighborhood Watch Program	Prepare map showing established neighborhoods and 1-2 page annual executive summary report.	Completed annual report and prepared map for annual update and distribution.
	Rogers Park Upgrades	Complete renovation efforts in FY16-17. Issue an RFP for renovations including, but not limited to, new restroom facilities and playground equipment.	Phase I construction (playground, landscaping, restrooms, tennis court) planned for summer-fall 2017
	URA Downtown Storefront Revitalization Program	Draft downtown storefront revitalization program. Hold URA Work Session	Program created by resolution October 2016.
	Community Services Local Option Levy Renewal.	Prep for local option levy renewal. 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.	Executive summary completed and Work Session w/ Budget Committee held January 9, 2017.
	Affordable Housing	1) Participate in local and regional efforts; 2) draft white paper; and 3) review code for tiny houses.	Formed CAC, TAC and scope of project by Resolution in November. Held TAC and CAC meetings.
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A place where families and businesses thrive.

CITY COUNCIL TEAM AGREEMENT

Pursuant to Resolution No. 2016-23, the Agreement for Conducting City 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.