FOREST GROVE OREGON

A place where families and businesses thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	
FINAL ACTION:	

CITY COUNCIL STAFF REPORT — WORK SESSION/AGENDA ITEMS:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Jesse VanderZanden, City Manager*
Anna D. Ruggles, CMC, City Recorder

MEETING DATE: *March 19, 2018*

SUBJECT TITLE: *City Council Goals, Objectives and Team Agreement*

ACTION REQUESTED:		Ordinance		Order	X	Resolution		Motion		Informational

X all that apply

BACKGROUND:
The Council held a Retreat on March 3, 2018, to review its Goals and Objectives. The Council will hold a Work Session on March 19, 2018, to review and revise the work done during the Retreat.

Every year the Council considers three resolutions relating to the Retreat:

1. The first resolution is in regards to the Council Goals. The Council Goals did not change at the Retreat this year; as a result, staff has prepared a Resolution for approval at the March 19th City Council meeting. This resolution can be postponed should Council make changes to the Goals during the March 19th Work Session.

2. The second resolution is in regards to the Council Team Agreement. The Council Team Agreement did not change at the Retreat this year; as a result, staff has prepared a Resolution for approval at the March 19th meeting. This resolution can be postponed should Council make changes to the Council Team Agreement during the March 19th Work Session.

3. The third resolution is in regards to the Council Objectives. The Council Objectives were the main focus of the Work Session. Attached are two versions of the Council Objectives:

    - The *working* version shows revisions made by Council during the Retreat. ~~Strikethrough~~ denotes language that was removed or completed. RED denotes language that was added during the Retreat. BLACK denotes language that was retained or added during the Work Session. The second attachment is the same as the first except all changes are accepted.
    - The *final* version accepts all the changes noted above and represents the version proposed for adoption by resolution, notwithstanding amendments that may occur at the March 19th Work Session and subsequently at the dais during the April 9th City

Council Meeting. Please note the “status” column, which is used for internal tracking purposes, has been removed on this version to help facilitate attention on the Objectives.

STAFF RECOMMENDATION:

Staff recommends the Council consider, modify if necessary, and adopt the Council Goals and Team Agreement by resolutions. Staff will bring back the finalized 2018 Council Goals and Objectives for adoption by resolution at the next Council meeting.

ATTACHMENTS:

1) Council Goals and Objectives *Working Version*
2) Council Goals and Objectives *Final Version*
3) Resolution No. 2018-36 Adopting Council Goals FY18-19, Exhibit A
4) Resolution No. 2018-37 Adopting Council Team Agreement, Exhibit A

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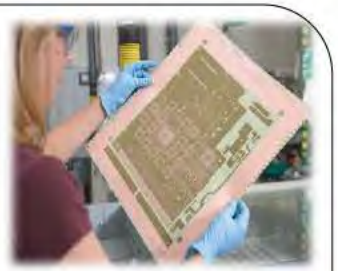

Council Goals, Objectives, and Team Agreement

Work Session, March 19, 2018

Community Auditorium Conference Room

Jesse VanderZanden, City Manager

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Purpose and Intent

- Review revisions to City Council Goals, Objectives, and Team Agreement pursuant to the March 3rd City Council Retreat.
- The Retreat results in 3 Resolutions:
  1. Council Goals
  2. Council Team Agreement
  3. Council Objectives
- Resolutions 1 and 2 are proposed for adoption tonight. Resolution 3 is proposed for adoption at the April 9th City Council meeting pending revisions from tonight.

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Council Goals

- No changes were proposed at the March 3rd Retreat.

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

Council Team Agreement

- No changes were proposed at the March 3rd Retreat.

Council Objectives: Goal 1

#	OBJECTIVE	START	DEPT.	COUNCIL DIRECTION
1.1	~~Land Acquisition Process for Watershed.~~ Watershed acquisition financial plan.	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.~~ Conduct Work Session to review viability of reserving a portion of timber sales to acquire lands within the watershed.
1.2	Energy Reduction Programs	2016	L&P	1) ~~Conduct analysis for residential rebate programs for~~ Discuss water conservation strategies (low-flow toilets) with the Sustainability Commission ~~high efficiency toilets and solar,~~ 2) Inform Sustainability Commission on LED replacement project, ~~3) Conduct a wind analysis in watershed,~~ Guide Sustainability Commission on solar power objectives and 4) educate public on existing energy reduction programs.
1.3	Industrial Area Planning	2016	ECD	~~Complete feasibility study for industrial area site planning. Complete area planning.~~ Review Comprehensive Plan to determine if supply of industrial lands is appropriate, continue State certification process, and report back to Council.

Council Objectives: Goal 1

#	OBJECTIVE	START	DEPT.	COUNCIL DIRECTION
1.4	Parks, Rec and Open Space Master Plan	2017	P&R	Implement Parks Master Plan including consideration of SDC's ~~and Recreation Coordinator and viability of~~ establishing an East Side Park as part of the Stites and AT Smith planning and design process.
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.~~ Hold Joint Work Session with Planning Commission to consider High Density code amendments.
1.6	Town Center Concept Program	2017	CD	Compose Town Center Concept program. Include parking, crosswalks, streetscapes, street trees, and plaza.
~~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.~~

Council Objectives: Goal 1

#	OBJECTIVE	START	DEPT.	COUNCIL DIRECTION
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 including a strategy to maintain continuity of knowledge and operations for "one-deep" positions.
1.8	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, faith based communities, and Council, etc.), and conduct training consistent with community demographics.~~ Work closely with CCI in establishing a long-term dialogue with the Latino community.
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.

Council Objectives: Goal 2

#	OBJECTIVE	START	DEPT.	COUNCIL DIRECTION
~~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.~~
2.11	Pre-Planning for Local Option Levy	2018	ADM	Conduct staffing needs assessment to determine future staffing levels and draft a timeline for the next levy election cycle.
2.12	Fire Authority IGA	2016	FD	~~Draft Fire Authority IGA. Compare costs to TVF&R. Hold Work Session in September.~~ Participate in a Task Force of potential members to consider the financial, legal, and operational aspect of intergovernmental fire service delivery.

Council Objectives: Goal 2

#	OBJECTIVE	START	DEPT.	COUNCIL DIRECTION
2.13	Forest Grove Senior and Community Center	2016	ADM	~~Review Senior Center financial request as part of budget process. Educate Council on contractual requirements and other city comparisons.~~ Conduct Work Session to discuss contract highlights and Senior Center reserves policy.
2.14	Police Facility	2016	ADM	~~Continue request for proposal (RFP) for planning and design. Release RFP. Continue work session discussions with Council.~~ Conduct focus groups to determine support and report back to Council. Finalize site selection.

Council Objectives: Goal 3

#	OBJECTIVE	START	DEPT.	COUNCIL DIRECTION
3.15	Affordable Housing	2017	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.~~ Conduct land inventory (including other government agency's), examine property tax exemptions, monitor County and Regional funding efforts, and consider financial impacts of a CET.
3.16	Homelessness	2017	CD	~~Participate in discussions regarding homelessness and characterize existing conditions to Council via a presentation or work session.~~ Obtain legal advice on code compliance of temporary shelters, develop strategy, and report back to Council.
~~3.17~~	~~City Charter Review~~	~~2016~~	~~L&E~~	~~Conduct Charter review. Hold work session for the purpose of seeking direction from Council.~~

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Council Objectives: Goal 3

#	OBJECTIVE	START	DEPT.	COUNCIL DIRECTION
~~3.18~~	~~City Success Stories~~	~~2016~~	ADM	~~Boast City success stories. Use utility billing, social media, and FGNT insert to share message.~~
3.18	Communications Plan	2018	ADM	Hire Consultant to develop Communications Plan and Policies regarding public information processes.
~~3.19~~	~~Emergency Preparedness~~	~~2017~~	~~FIRE~~	~~Amalgamate City's preparedness efforts, make presentation to Council, and conduct targeted outreach (utility billing, FGNT).~~
~~3.20~~	~~Fernhill Wetlands Research & Education Center~~	~~2016~~	~~L&E~~	~~Council liaison and staff participation in CWS' strategic planning effort.~~

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Council Objectives: Goal 3

#	OBJECTIVE	START	DEPT.	COUNCIL DIRECTION
3.21	Legislative Priorities: Local, State, Regional & National	2016	L&E	Continue supporting legislative-related efforts, i.e., NLC and LOC annual attendance.
3.22	Tourism	2016	ECD	~~Enhance~~ Continue collaboration efforts with FG/Cornelius Chamber. ~~Continue TLT Advisory Group meetings and present findings to Council in Spring/Summer.~~ Define process and programs for administering TLT funds.
3.23	Economic Development	2018	L&E	Define roles and responsibilities of economic development for the City/EDC; working with the Chamber of Commerce, City Club, and other applicable parties.

Council Objectives: Goal 3

#	OBJECTIVE	START	DEPT.	COUNCIL DIRECTION
	Youth Advisory Council	2018	L&E	Conduct Work Session to discuss YAC models, resources, and vision.
	Boards and Commissions	2018	L&E	Review appointment (including re-appointment) process, procedural consistencies re: Council interaction, and Commission/Board makeup, including size, number, and composition.
3.23	Transportation	2016	PW	~~1) Draft list of strategically important transportation projects; and 2) Conduct economic feasibility of transferring county roads to city jurisdiction.~~ Develop prioritized list of TDT projects for Council Work Session. (propose to move to Goal 1)

CITY COUNCIL GOALS AND OBJECTIVES: 2018

GOAL 1: PROMOTE SAFE, LIVABLE AND SUSTAINABLE NEIGHBORHOODS AND A PROSPEROUS DYNAMIC, GREEN CITY

#	OBJECTIVE	START	DEPT.	COUNCIL DIRECTION
1.1	~~Land Acquisition Process for Watershed.~~ Watershed acquisition financial plan.	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.~~ Conduct Work Session to review viability of reserving a portion of timber sales to acquire lands within the watershed.
1.2	Energy Reduction Programs	2016	L&P	1) ~~Conduct analysis for residential rebate programs for~~ Discuss water conservation strategies (low-flow toilets) with the Sustainability Commission ~~high efficiency toilets and solar,~~ 2) Inform Sustainability Commission on LED replacement project, ~~3) Conduct a wind analysis in watershed,~~ Guide Sustainability Commission on solar power objectives and 4) educate public on existing energy reduction programs.
1.3	Industrial Area Planning	2016	ECD	~~Complete feasibility study for industrial area site planning. Complete area planning.~~ Review Comprehensive Plan to determine if supply of industrial lands is appropriate, continue State certification process, and report back to Council.
1.4	Parks, Rec and Open Space Master Plan	2017	P&R	Implement Parks Master Plan including consideration of SDC's ~~and Recreation Coordinator and viability of~~ establishing an East Side Park as part of the Stites and AT Smith planning and design process.
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.~~ Hold Joint Work Session with Planning Commission to consider High Density code amendments.
1.6	Town Center Concept Program	2017	CD	Compose Town Center Concept program. Include parking, crosswalks, streetscapes, street trees, and plaza.
~~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.~~
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 including a list of "one-deep" positions.

1.8	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, faith based communities, and Council, etc.), and conduct training consistent with community demographics.~~ Work closely with CCI in establishing a long-term dialogue with the Latino community.
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.
GOAL 2: PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE CITY				
OBJECTIVE		START	DEPT.	COUNCIL DIRECTION
~~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.~~
2.11	Pre-Planning for Local Option Levy	2018	ADM	Conduct staffing needs assessment to determine future staffing levels and draft a timeline for the next levy election cycle.
2.12	Fire Authority IGA	2016	FD	~~Draft Fire Authority IGA. Compare costs to TVF&R. Hold Work Session in September.~~ Participate in a Task Force of potential members to consider the financial, legal, and operational aspect of intergovernmental fire service delivery.
2.13	Forest Grove Senior and Community Center	2016	ADM	~~Review Senior Center financial request as part of budget process. Educate Council on contractual requirements and other city comparisons.~~ Conduct Work Session to discuss contract highlights and Senior Center reserves policy.
2.14	Police Facility	2016	ADM	~~Continue request for proposal (RFP) for planning and design. Release RFP. Continue work session discussions with Council.~~ Conduct focus groups to determine support and report back to Council. Finalize site selection.
GOAL 3: PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS				
OBJECTIVE		START	DEPT.	COUNCIL DIRECTION
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1.9	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.
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