

**RESOLUTION NO. 2018-43**

**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL  
ADOPTING CITY COUNCIL GOALS AND OBJECTIVES FOR YEAR 2018**

**WHEREAS**, the City Council adopted three key Council Goals for Fiscal Year 2018-19 pursuant to Resolution No. 2018-36; and

**WHEREAS**, the City Council and Management Team met in Council Goal Setting Work Sessions on March 3 and March 19, 2018, to discuss setting goals and objectives for Fiscal Year 2018-19; and

**WHEREAS**, the City Council has identified the City Council Goals and Objectives for Year 2018 as attached in Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE  
AS FOLLOWS:**

**Section 1.** That the City of Forest Grove City Council hereby adopts the City Council Goals and Objectives for Year 2018 as attached in Exhibit A.

**Section 2.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 9<sup>th</sup> day of April, 2018.

  
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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 9<sup>th</sup> day of April, 2018.

  
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Peter B. Truax, Mayor

## 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	Watershed land acquisition financial plan	2016	PW	Conduct a 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) Discuss water conservation strategies (e.g. low-flow toilets) with the Sustainability Commission, 2) Inform Sustainability Commission on LED replacement project, 3) Guide Sustainability Commission on alternate power objectives, and 4) educate public on existing energy reduction programs.
1.3	Industrial Area Planning	2016	ECD	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 Master Plan including consideration of SDC indexing. Initiate planning and design for Stites and A.T. Smith properties, including feasibility of establishing an East Side Park.
1.5	Residential High Density Incentives	2017	CD	Hold Joint Work Session with Planning Commission to consider residential high density code amendments.
1.6	Town Center Concept Program	2017	CD	Compose Town Center Concept program including parking, crosswalks, streetscapes, street trees, and plaza.
1.7	Staff Succession Planning	2016	ADM	Draft 1-2 page executive summary outlining guidelines for staff succession planning including a strategy to maintain continuity of knowledge and operations for "one-deep" positions.
1.8	Latino and Ethnic Outreach	2017	L&E	Work closely with CCI to establish a long-term dialogue with the Latino community.
1.9	Police Strategic Plan	2017	POL	Initiate and develop a strategic plan for police operations, including analysis of workload, community feedback, support services, staffing levels, and operational focus.
1.10	Affordable Housing	2017	CD	Conduct land inventory (including other government agencies and non-profits), examine property tax exemptions, monitor County and Regional funding efforts, and consider financial impacts of a CET.
1.11	Homelessness	2017	CD	Obtain legal advice on code compliance of temporary shelters, develop strategy, and report back to Council.

1.12	Transportation	2016	PW	Develop prioritized list of TDT projects for Council Work Session.
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## GOAL 2: PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE CITY

OBJECTIVE		START	DEPT.	COUNCIL DIRECTION
2.13	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.
2.14	Fire Authority IGA	2016	FD	Participate in a Task Force of potential members to consider the financial, legal, and operational aspects of intergovernmental fire service delivery.
2.15	Forest Grove Senior and Community Center	2016	ADM	Conduct Work Session to discuss contract highlights and Senior Center reserves policy.
2.16	Police Facility	2016	ADM	1) Conduct focus groups to determine public support and report back to Council; 2) Council to finalize site selection.

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

OBJECTIVE		START	DEPT.	COUNCIL DIRECTION
3.17	Communications Plan	2018	ADM	Hire consultant to develop a Communications Plan and Policies regarding public information processes.
3.18	Legislative Priorities: Local, State, Regional & National	2016	L&E	Continue supporting legislative-related efforts, i.e., NLC and LOC annual attendance.
3.19	Tourism	2016	ECD	Continue collaboration efforts with FG/Cornelius Chamber. Define process and programs for administering TLT funds.
3.20	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.
3.21	Youth Advisory Council (YAC)	2018	L&E	Conduct Work Session to discuss YAC models, resources, and vision.
3.22	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.



*A place where families and businesses thrive.*

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	10
MEETING DATE:	4/9/18
FINAL ACTION:	R100 2018-43

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

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

**MEETING DATE:** *April 9, 2018*

**SUBJECT TITLE:** *City Council Objectives*

**ACTION REQUESTED:**

	Ordinance	Order	X	Resolution	Motion	Informational
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*X all that apply*

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**BACKGROUND:**

Every year, the City Council holds a Retreat to review and revise their Goals, Objectives, and Team Agreement, each passed separately by resolution at a subsequent City Council Meeting. This year, Council held a Retreat on March 3<sup>rd</sup>, followed by a Work Session and City Council meeting on March 19<sup>th</sup>, where they passed two resolutions adopting the Goals and Team Agreement.

The Council Objectives, which comprised the bulk of the Retreat, are proposed for adoption by resolution at the April 9<sup>th</sup>, 2018 Council meeting. The Council did a significant amount of work at the Retreat and Work Session by revising 17 existing objectives, completing six objectives, and adding five objectives for a total of 22 objectives.

The Council Goals and Objectives play a critical role in assisting staff with allocating resources and establishing priorities. To help the Council track all the changes, attached are two versions of the Council Objectives:

1. Working Version: this version shows revisions made by Council during the Retreat and Work Session. ~~Strikethrough~~ denotes language that was removed or completed. RED denotes language that was added during the Retreat. BLACK denotes language that was retained. BLUE denotes language added during the Work Session.
2. Final Version: this version accepts all the changes noted above and is the document that is proposed for adoption by resolution, notwithstanding amendments that may occur at the dais during the April 9<sup>th</sup> City Council Meeting.

**STAFF RECOMMENDATION:**

Staff recommends the Council consider, modify if necessary, and adopt the Council Objectives by resolution at the April 9<sup>th</sup> Council meeting.

**ATTACHMENTS:**

- 1) Council Objectives Working Version
- 2) Council Objectives Final Version
- 3) Council Objectives Resolution

## DRAFT: 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. <b>Conduct Work Session to review viability of reserving a portion of timber sales to acquire lands within the watershed.</b>
1.2	Energy Reduction Programs	2016	L&P	1) Conduct analysis for residential rebate programs for <b>Discuss water conservation strategies (e.g. low-flow toilets) with the Sustainability Commission</b> high efficiency toilets and solar, 2) <b>Inform Sustainability Commission</b> on LED replacement project, 3) <b>Conduct a wind analysis in watershed,</b> 3) <b>Guide Sustainability Commission on solar</b> alternate power objectives and 4) educate public on existing energy reduction programs.
1.3	Industrial Area Planning	2016	ECD	<del>Complete feasibility study for industrial area site planning. Complete area planning.</del> <b>Review Comprehensive Plan to determine if supply of industrial lands is appropriate, continue State certification process, and report back to Council.</b>
1.4	Parks, Rec and Open Space Master Plan	2017	P&R	<del>Implement Parks Master Plan including consideration of SDC's indexing and Recreation Coordinator and viability of establishing an East Side Park as part of the Stites and AT Smith planning and design process.</del> <b>Implement Master Plan including consideration of SDC indexing. Initiate planning and design for Stites and A.T. Smith properties, including feasibility of establishing an East Side Park.</b>
1.5	<del>Planned Residential Developments</del> <b>Residential High Density Incentives</b>	2017	CD	1) <del>Draft a simple flow chart showing the steps of the PRD process in sequential order and 2) Consider code amendments to PRD process.</del> <b>Hold Joint Work Session with Planning Commission to consider residential high density code amendments.</b>
1.6	Town Center Concept Program	2017	CD	Compose Town Center Concept program. Include parking, <b>crosswalks, streetscapes, street trees,</b> and plaza.
1.8	<del>Urban Renewal Agency Downtown Storefront Revitalization Program</del>	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	<del>Draft staff succession planning guidelines for staff.</del> Draft 1-2 page exec. summary report outlining procedural guidelines for staff succession planning efforts <b>including a list a strategy to maintain knowledge and continuity of operations for "one-deep" positions.</b>

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. <del>Work closely with CCI to establish in-establishing a long-term dialogue with the Latino community.</del>
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. <del>Participate in a Task Force of potential members to consider the financial, legal, and operational aspects of intergovernmental fire service delivery.</del>
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. <del>Conduct Work Session to discuss contract highlights and Senior Center reserves policy.</del>
2.14	Police Facility	2016	ADM	Continue request for proposal (RFP) for planning and design. Release RFP. Continue work session discussions with Council. 1) <del>Conduct focus groups to determine support and report back to Council;</del> 2) Council to finalize site selection.

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

OBJECTIVE	START	DEPT.	COUNCIL DIRECTION	
3.15	Affordable Housing (move to Goal 1)	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. <del>Conduct land inventory (including other government agencies and non-profits), examine property tax exemptions, monitor County and Regional funding efforts, and consider financial impacts of a CET.</del>

3.16	Homelessness (move to Goal 1)	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.
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 a 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.
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.
	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 (move to Goal 1)	2016	PW	<del>1) Draft list of strategically important transportation projects; and 2) Conduct economic feasibility of transferring county roads to city jurisdiction.</del> Develop prioritized list of TDT projects for Council Work Session.
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