

Tigard City Council Goal-setting Workshop

January 10, 2013, 9 a.m. - 5 p.m.

<i>Estimated Time</i>	<i>Topic</i>
9:00- 9:15	1. Get started a. <i>One highlight of 2012 for you, personal and/or professional.</i> b. <i>One thing you are looking forward to in 2013.</i>
9:15-10:15	2. Groundrules: Mutual Expectations a. <i>What expectations would you like the Council to abide by?</i> i. <i>Which of those in the current document would you keep?</i> ii. <i>What additional expectations would you add?</i> b. <i>Upon agreement, we will begin to observe these immediately.</i>
10:15-12:10 (including a break)	3. Groundrules: Processes and Procedures a. Ending time for Council meetings b. Citizen Communication: time limits c. Council Liaisons i. Role and responsibilities ii. Assignment process iii. <i>What factors are important to consider in making assignments?</i> d. City Council Compensation
12:10-12:30	4. Charter provision regarding term limits
12:30- 1:00	Lunch
1:00- 3:00 (including a break)	5. Goal setting and Strategic Planning a. Framework for Strategic Planning i. Mission, Vision, Values ii. Long-range goals iii. Annual priorities, objectives, and workplans b. <i>What would make Tigard a truly exceptional place to live, work, and do business in 25 years? PLEASE DREAM BIG: Imagine a genie gave you three wishes for Tigard in 2028. Don't waste them on small projects.</i> c. <i>It will take about six months to develop and adopt a strategic plan. What are the critical priorities for the Council to keep in focus during the next six months?</i>
3:00- 3:30	6. Legislative Agendas: approaches to advocate for Tigard's interests a. State (and legislative session) b. Federal (and planning for Washington DC)
3:30- 4:00	7. Getting input from the community a. <i>What is the goal of engaging the community?</i> b. <i>What are your ideas about effective ways to have a 2-way conversation?</i>
4:00- 4:30	8. Wrap up

AIS-1150

1.

Special Meeting

Meeting Date: 01/10/2013

Length (in minutes):

Agenda Title: Tigard City Council Goal-Setting Workshop

Submitted By: Cathy Wheatley, Administrative Services

Item Type: Update, Discussion, Direct Staff

Meeting Type: Special Meeting

Public Hearing: No

Publication Date:

Information

ISSUE

Special Meeting

January 4, 2013, Memorandum from Joe Hertzberg, Solid Ground Consulting Group

STAFF RECOMMENDATION / ACTION REQUEST

N/A

KEY FACTS AND INFORMATION SUMMARY

N/A

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

Attachments

January 4, 2013, Memorandum from Joe Hertzberg



TO: Tigard Mayor and Council

FROM: Joe Hertzberg

DATE: January 4, 2013

SUBJECT: Preparing for January 10 Goal-setting Workshop

Thank you for taking the time to meet with me. I hope the agenda fully reflects our individual conversations. Please note that a few items are in italics. These are things to think about in advance. These are mostly the same topics we have already discussed.

1. We'll start by asking you to share highlights of the past year and the coming year. These might have to do with the City, your work, your family, or any other aspect of your life.
2. I heard from several of you that the new Council should create its own groundrules and that the current document is a mixed bag of procedures, guidelines, etiquette, and tips. I have tried to simplify and focus by sorting through the document and "re-constructing" it.

I divided the bullets into four categories: 1) Mandates, 2) Processes and Procedures, 3) Mutual Expectations, and 4) General Guidelines for Effective, Respectful Councils. I deleted text that seemed purely descriptive, but I did not change any wording.

At the workshop, let's focus on 2) Processes and Procedures and 3) Mutual Expectations. Because we already discussed the topics under 2), I know you are already prepared. For 3), please think about the expectations you would like councilors to abide by, which might include some already in the document and others that might be appropriate and valuable.

3. I know you have already thought about Liaison assignments. Beyond personal preferences, please take a few minutes to think about other factors that are important to consider.
4. I think you all agree with the Blue Ribbon Task Force recommendation that the City should adopt a Strategic Plan, beginning with an aspirational Vision. This should come from the Council on behalf of the community. Please think of your BIG DREAMS for Tigard. If a genie gave you three wishes for Tigard in 25 years, you certainly don't want to waste them on small projects.

Because it will take about six months to develop and adopt a strategic plan, please also identify the critical priorities the Council needs to keep in focus during the next six months.

7. Several of you shared ideas about engaging the community, and this was a major focus of the Blue Ribbon Committee. In our final agenda item, we will discuss the underlying purposes of community involvement and your ideas for authentic and effective engagement.

I hope you are looking forward to the Workshop as an opportunity to kick off the new Council with a bang. Feel free to contact me if you have any questions or concerns.

Special Meeting**Meeting Date:** 01/10/2013**Length (in minutes):****Agenda Title:** City Council Groundrules Discussion**Submitted By:** Cathy Wheatley, Administrative Services**Item Type:** Update, Discussion, Direct Staff**Meeting Type:** Special Meeting**Public Hearing:** No**Publication Date:****Information****ISSUE**

Discuss City Council Groundrules.

STAFF RECOMMENDATION / ACTION REQUEST

Discuss current City Council groundrules as stated in Resolution No. 12-35. Direct staff to make changes made as a result of the the council discussion for formal consideration at the January 22, 2013, City Council consent agenda.

KEY FACTS AND INFORMATION SUMMARY

Chapter IV, Section 13, of the Tigard City Charter provides that the Council shall adopt rules for government of its members and proceedings. Attached is the most recent edition of the Council Groundrules embodied in Resolution No. 12-35.

After council discussion, if there are changes to the groundrules recommended by consensus of the council members, staff will prepare a new resolution for formal council adoption and consideration at its January 22, 2013, consent agenda.

If there are no changes to the groundrules, council members will be asked to sign the Council Groundrules Certification, which is the last page of Exhibit A to the attached Resolution No. 12-35. If changes are needed, then council members will be asked to sign this page after those changes are adopted.

Also attached separately is an excerpt of the Council Groundrules pertaining to Council Compensation. Resolution No. 10-36 is the resolution currently in effect regarding council compensation (stipends).

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

The last update to the Council Groundrules occurred on August 28, 2012, with the adoption of Resolution No. 12-35. At the conclusion of council's discussion on its groundrules at the August 14, 2012 study session, there was consensus to amend two sections of the current Council Groundrules. First, to delete the reference to specific months for the annual review of groundrules. Second, to clarify the rules around political involvement and the use of titles.

AttachmentsResolution No. 12-35 - Council Groundrules

Reconstructed Groundrules

Excerpt from Res. 12-35 - Section on City Council Compensation

Resolution 10-36 - Establishing City Council Members Stipends

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 12- 35

A RESOLUTION AMENDING THE COUNCIL GROUNDRULES AND SUPERSEDING RESOLUTION NO. 10-60

WHEREAS, the current Council Groundrules include a provision requiring an annual review of the groundrules during a July or August workshop; and

WHEREAS, the City Council discussed the groundrules at its August 14, 2012 study session; and

WHEREAS, council members desire flexibility in the timing of their annual review of the groundrules; and

WHEREAS, council members want to clarify the rules around political involvement.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: Page 1 of the Council Groundrules is hereby amended as follows (language to be deleted is ~~struck through~~):

“The City Council will review the Groundrules annually ~~during a July or August Workshop meeting~~. The Groundrules may also be reviewed and revised as needed at any other time in the year when a specific issue or issues are identified requiring action prior to the established review period.”

SECTION 2: Page 11 of the Council Groundrules is hereby amended as follows (language to be added is underlined):

“Understand proper political involvement. Council members, as private citizens, may support political candidates or issues but such activities must be done separate from their role as a council member. Use of the title ‘Mayor of Tigard’ or ‘City Councilor, City of Tigard’ in support or opposition of political candidates or issues shall be for identification purposes only.”

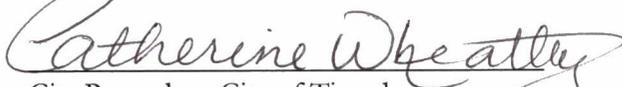
SECTION 3: This resolution is effective immediately upon passage.

PASSED: This 28th day of August 2012.



Mayor - City of Tigard

ATTEST:


Catherine Wheatley
City Recorder - City of Tigard

TIGARD CITY COUNCIL GROUNDRULES ¹⁰⁻¹⁰⁰

The Tigard City Council Groundrules are a compilation of role definitions and meeting process provisions set forth in the City Charter and Tigard Municipal Code as well as general practice and communication principles. The Council Code of Conduct provides the framework to guide Council in their actions as they serve in publicly elected office. City Council is the policy making body for the City of Tigard.

The City Council will review the Groundrules annually ~~during a July or August Workshop Meeting.~~ The Groundrules may also be reviewed and revised as needed at any other time in the year when a specific issue or issues are identified requiring action prior to the established review period.

The City Charter, Article IV, Section 13, contains regulations that govern Council meetings. Charter provisions may only be changed by a vote of the people. Code provisions may be changed by Council Ordinance. Groundrules may be changed by Council Resolution.

CHARTER AND MUNICIPAL CODE PROVISIONS

Council/Mayor Roles

- The Mayor, or in the absence of the Mayor, the Council President, shall be the Presiding Officer at all meetings. The Presiding Officer shall conduct all meetings, preserve order, enforce the rules of the Council and determine the order and length of discussion on any matter before the Council, subject to these rules. The Presiding Officer may move, second, debate and vote and shall not be deprived of any of the rights and privileges of a Councilor. The Presiding Officer shall sign all ordinances, resolutions, contracts and other documents, except where authority to sign certain contracts and other documents has been delegated to the City Manager and all documents shall be attested to by the City Recorder. The Mayor shall appoint the committees provided by the Rules of Council.
- In all other actions, decisions and other matters relating to the conduct of business of the City, the Mayor or President shall have no more or less authority than any other Council member. For the purposes of this written procedure any reference to the Council (unless otherwise specifically noted to the contrary) will include the Mayor, Council President and Council members.

Conduct of City Meetings

- Council will meet at least once a month. Regularly scheduled meetings shall be on the second, third, and fourth Tuesdays of each month.
- The Council meetings on the second and fourth Tuesdays are "Business" meetings; the Council meetings on the third Tuesday of the month are "Workshop" meetings unless otherwise designated by the City Council. Members of the City Council may set other meetings of the full Council such as joint meetings with other agencies or general community meetings.

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- Unless specifically noted otherwise, the meetings of Council shall begin at 6:30 p.m. at the established place of meeting. On the second and fourth Tuesdays, the meetings will begin with a Study Session following by the Business meeting. On the third Tuesday, the Workshop meeting will begin at 6:30 p.m.
- Roll Call/Voting Order: The roll shall be called in alphabetical order by last name. At each succeeding meeting at which a roll call vote is taken, the council person who voted last during the previous meeting, shall vote first and the Council person who voted first during the preceding meeting shall vote second and so on in a rotating fashion. It is the intent that the voting order remain fixed for each meeting and that a different Council person shall vote last during each separate meeting for the duration of the meeting.
- Charter Section 19 provides that *the concurrence of a majority of the members of the Council present and voting, when a quorum of the Council is present, at a Council meeting shall be necessary to decide any question before the Council.* A Council member who abstains or passes shall be considered present for determining whether a quorum exists, but shall not be counted as voting. Therefore, abstentions and 'passes' shall not be counted in the total vote and only votes in favor of or against a measure shall be counted in determining whether a measure receives a majority.

City Council Compensation

Section 2.44.020 of the Tigard Municipal Code provides for compensation for attendance at Council meetings and meetings for an intergovernmental board, committee or agency. The amount of the compensation for Council members may be reviewed and set annually by resolution of the City Council as part of the budget cycle. As part of the annual review, Council may elect to enter into an agreement with the Mayor or one City Councilor to assume additional responsibilities for additional compensation. The additional duties shall relate to representing the city on regional, state or federal issues and committees or task forces. The responsibilities and compensation shall be set by agreement between the Mayor or Councilor and the Council members.

GENERAL GROUNDRULE PROVISIONS

The next portion of this document is divided into three major sections identifying groundrules for the Meeting Process, Communication and Code of Conduct that:

- Establish the meeting process;
- Guide individual interaction and communication among Councilors and with the community;
- Set out the Code of Conduct providing the framework to guide Council members in their actions and conduct; and

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- Govern proceedings of the City Council, Local Contract Review Board and City Center Development Agency where they do not conflict with statutory provisions.

MEETING PROCESS

All Council meetings are open to the public with the exception of Executive Sessions, which are called under certain circumstances and topics are limited to those defined in ORS 192.660.

- The Chair or other members if the Chair fails to remember may call for a Point of Order at or around 9 p.m. to review remaining agenda items. The Council may reset or reschedule items, which it feels may not be reached prior to the regular time of adjournment.
- The Council's goal is to adjourn prior to 9:30 p.m. unless extended by majority consent of Council members present. If not continued by majority consent, the meeting shall be adjourned to the next scheduled meeting or the meeting shall be continued to another regular or special meeting at another date and time.
- Regularly scheduled business meetings and workshops are generally televised.

Definitions - Meeting Types, Study Sessions and Executive Sessions:

BUSINESS MEETINGS

- Regular meetings where Council may deliberate toward a final decision on an agenda item including consideration of ordinances, resolutions & conducting public hearings.
- Business meetings are generally scheduled to begin at 7:30 p.m. with a study session preceding the Business Meeting at 6:30 p.m. Study Sessions are a workshop-type of meeting (see Study Session definition below).
- The "Citizen Communication" portion of the agenda is a regular feature on the Council Business meetings. This item will be placed near the beginning of the Council Agenda to give citizens a chance to introduce a topic to the City Council. Citizen Communications are limited to two minutes in length and must be directed to topics that are not on the Council Agenda for that meeting.
- At the conclusion of the Citizen Communication period, either the Mayor, a Council member or staff member will comment what, if any, follow-up action will be taken to respond to each issue. At the beginning of Citizen Communication at the next business meeting, staff will update the Council and community on the review of the issue(s), the action taken to address the issue, and a statement of what additional action is planned. Council may decide to refer an issue to staff and/or schedule the topic for a later Council meeting.

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WORKSHOP MEETINGS

- Regular meetings where Council reviews and discusses agenda topics. Council may not make final decisions during the meeting. Public testimony is not scheduled unless the Mayor or Council so choose.
- Appropriate topics for Workshop meetings include:
 - ~ Introduce a Topic: Staff will bring up new items to determine whether Council wants to entertain further discussion and whether to schedule the topic as an item on a future agenda.
 - ~ Educational Meetings: Council will review research information presented by staff, consultants, or task forces - usually as a process check; i.e., is the issue on the right "track"?
 - ~ Meet with individuals from City boards and committees or other jurisdictions to discuss items of common interest (examples: Tigard Planning Commission, Lake Oswego City Council, the Tigard-Tualatin School District).
 - ~ Administrative Updates: Items such as calendar information, scheduling preferences, process checks.

STUDY SESSIONS

- Study Sessions usually precede or follow a Business Meeting or Workshop Meeting that are open to the public but not regularly televised.
- Conducted in a workshop-type setting to provide Council an opportunity to review the Business Meeting Agenda and ask for clarification on issues or processes. Information is also shared on time-sensitive items.
- Any Council member may call for a Point of Order to stop the discussion because he or she proposes that it would be more appropriate to discuss the matter during a Council Business Meeting.
- If a Point of Order is raised, the City Council will discuss the Point of Order to determine whether the discussion should continue or be held during a Council Business Meeting. The decision on whether to continue the discussion or not shall be determined by the consensus of the Council members present.
- If Council discusses a Council Agenda Topic in a Study Session prior to that Council meeting, either the Presiding Officer or City Manager will briefly state at the introduction of the Agenda Topic, the fact that Council discussed the topic in the Study Session and mention the key points of the discussion.

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EXECUTIVE SESSIONS

- Executive Sessions are held by the Council with appropriate staff or advisors in attendance. The purpose is to review certain matters in a setting closed to the public. Executive Sessions may be held during a regular, special or emergency meeting after the Presiding Officer has identified the ORS authorization for holding the Executive Session. Permitted topics are identified in ORS 192.660 and include employment of a public officer, deliberations with the persons designated by the Council to carry on labor negotiations, deliberations with persons designated to negotiate real property transactions, and to consult with legal counsel regarding current litigation or litigation likely to be filed.

Council Agendas and Packet Information

- The City Manager will schedule agenda items with the objective of maintaining balanced agendas and allowing time to discuss topics within the meeting's time allotment.
- The City Manager will schedule items allowing time for staff research and agenda cycle deadlines.
- The agenda cycle calls for submittal of items ten days in advance of a Council meeting. With the exception of Executive Sessions, add-on topics and handouts during the meeting are to be minimized.
- Councilors will prepare in advance of public meetings by reviewing packet material and requesting further necessary information in advance of the meeting. Staff will prepare in advance of public meetings by presenting issues fully in packets and providing additional information requested by Council.
- Council is supportive of the role of staff in offering professional recommendations. Staff is aware of Council's right to make final decisions after considering the staff recommendation, public input, the record and Council deliberation on the matter.
- Council members should attempt to give at least 24 hours' notice by advising the City Manager and the City Recorder of a request to remove a Consent Agenda item for separate discussion. The City Recorder shall notify all Councilors of such requests prior to the start of the Business Meeting.

Councilors Scheduling Agenda Items

- Councilors are encouraged to suggest agenda topics at the bench or to contact the City Manager about scheduling an item on the Tentative Agenda.
- Add-on agenda items should be brought up at the start of the meeting and are generally considered only if continuing to a later agenda is not practical.

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- Requests for legislative action of Council may be initiated by an individual Council member during a Council meeting. The City Manager will respond to the request consistent with resources and priorities, or refer the question of scheduling to Council as a whole.

Councilors Use of Electronic Communications Devices During Council Meetings

Definitions for this section:

Electronic Communications means e-mail, text messages, or other forms of communications transmitted or received by technological means.

Electronic Communications Devices means lap-top computers, blackberries, cell-phones, notebooks, or other similar devices capable of transmitting or receiving messages electronically.

- Councilors shall not send or receive electronic communications concerning any matter pending before the Council during a Council meeting.
- Councilors shall not use electronic communication devices to review or access information regarding matters not in consideration before the Council during a Council meeting.
- Councilors shall not access the internet but may access Council packet information concerning any matter pending before the Council during a Council meeting.
- Any electronic communications regarding a quasi-judicial matter to be considered by Council is an ex-parte contact and shall be disclosed as required by law.

COMMUNICATION

General

- Recognize that you are seen as a Councilor at all times, no matter how you see yourself at any particular time. Thus, Councilors are always treated by Administration as Council members.
- Whenever you put anything in writing, assume that everyone in the city is looking over your shoulder.
- Do not respond to communications directed to the full Council. The City Manager or Mayor will respond.
- If a communication is directed to an individual Councilor, you may choose to respond as an individual or refer to the City Manager.
- Information received by a Council Member that affects the Council should be shared with the whole Council. The City Manager is to decide on “gray areas,” but too much information is preferable to too little.

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- Budget cuts or increases are policy decisions. Budgets will not be cut “piece meal” or “across the board,” but rather should be made in service or program areas, giving staff full opportunity to provide data clearly defining the anticipated impact of the action.
- It is the policy of the Council that if Councilors are contacted regarding labor relations during labor negotiations or conflict resolution proceedings, then Councilors have no comment.
- Councilors and the City Manager agree to report and discuss any contact that might affect labor relations with the entire Council in Executive Session.

Communications Between City Councilors, City Manager and Staff

- Councilors are encouraged to maintain open communications with the City Manager, both as a group and individually.
- Councilors are encouraged to take issues to the City Manager first, giving as much information as possible to ensure a thorough response.
- In the absence of the City Manager, Councilors are encouraged to contact the Assistant City Manager. In the absence of both the City Manager and the Assistant City Manager, Councilors are encouraged to contact the Department Head, realizing that the Department Head will discuss any such inquiries with the City Manager.
- City Manager shares information equally with Councilors.
- Councilors are encouraged to avoid substantive contact with staff below the Department Head to avoid possible disruption of work, confusion on priorities, and limited scope of responses. In no case, should Councilors direct the work of staff without prior approval of the Department Head or City Manager.
- Our goal is mutual confidence and respect with staff. Compliment staff members when they make good presentations. Be friendly. Attend staff occasions when you can.

Communications Among Councilors

- No surprises.
- Be courteous.
- Honestly share concerns and opinions with each other.
- Don't blurt it out on TV.
- If you hold back in a meeting, follow up later with fellow Councilors or the City Manager.

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- Bounce ideas off each other by phone or informal conversation, always mindful not to form a quorum.
- Spend some casual time together.

Communications with Community/General Public

- Councilors and the General Public are reminded of the Agenda cycle and cut-off dates. Administrative staff is available to explain how public issues are addressed and how citizen input may be accomplished.
- Communication that represents the City's position on an issue should come through City Hall and be provided by the City Manager. Direct submittals or inquiries to the Council or individual Councilors should be referred to the City Manager, or Councilors may ask the City Manager to look into an issue.
- Official press releases are encouraged, both to assure accurate reporting and to advise Council and Staff of the official position communicated to the press. Press releases are issued through the City Manager's Office.

Communications with Potential Mayor/Council Candidates

- Council members will host an event to share with potential Mayor or City Council candidates what is involved in serving on the City Council.
- Council members may support a person running for office but they must declare this as an individual endorsement and not in their official capacity as a Council member.

Communication Between Partners and Allies

- In general, let the Mayor speak for the City.
- Keep long-term relationships in mind. Don't over-focus on the issue at hand.
- Take issues to the City Manager first.

Council Communication with Other Public Agencies

As the Portland metropolitan region continues to grow, it is critical that Tigard be at the "table" with other jurisdictions in the region and clearly represent the City's official position.

- Council members will be clear about representing the City or personal interests. If a Council member appears before another governmental agency or organization to give a statement on an issue, the Council member must clearly state whether the statement reflects personal opinion or is the official position of the City.

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- If a Council member is representing the City, that Council member will consistently support and advocate the City's official position on an issue and cannot foster or further a personal viewpoint that is inconsistent with the official City position.
- Council members will inform the Council of their involvement in an outside organization if that organization is or they believe may become involved in any issue within the City's jurisdiction. If an individual Council member publicly represents or speaks on behalf of another organization whose position differs from the City's official position on an issue, the Council member must clearly communicate the organization upon whose behalf they are speaking. The Council member must withdraw from voting as a Council member upon any actions that have bearing upon the conflicting issue.
- Council members serving on committees or boards as the City representative with outside entities or agencies will communicate with other Council members on issues pertinent to the City.

Communication with City Boards, Committees and Commissions

The independent advice of City Boards, Committees and Commissions is critical to the public decision-making process. For that reason, Council members will refrain from using their positions to influence unduly the deliberation or outcomes of board proceedings.

Members of boards, commissions, and committees are referred to generally as "board" in this section of the Groundrules.

- Council members will not contact a board member to lobby on behalf of an individual, business or developer. Council members may contact the board member in order to clarify a position taken by the Board. Council members may respond to inquiries from board members. Communications should be for information only.
- Council members may attend any board meeting, which is open to any member of the public. However, Council members should be sensitive to the way their participation could be viewed as unfairly affecting the process.
- Board members do not report to individual Council members. Individual councilors have no authority to remove board members.

Communication as the Council Liaison with City Boards

- Council liaison assignments are determined by consensus of City Council. The goal is to have assignments evenly divided between Council members. Should two or more Council members seek appointment to a position the longest serving Council member will have first choice.

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- Council Liaisons are to periodically attend Board meetings, listen to the Board discussion, set context for the Board regarding Council decisions/goals/policies and City priorities, answer questions and carry concerns and information back to the full Council.
- Council Liaisons are not to direct the business or decision-making process of the Board and do not vote of matters before the Board.
- Council Liaisons do not initiate, propose or advocate for their personal position on a matter before the Board.
- Council Liaisons are to protect the independence of the Boards.
- Council Liaisons at times may advocate Council actions on behalf of their assigned Board. Great care must be taken to avoid the appearance of unfairness, conflict of interest or circumstances where such possibilities may exist (e.g., Planning Commission quasi-judicial matters).

CODE OF CONDUCT

Scope

This Code of Conduct is designed to provide a framework to guide Council members in their actions. The Code of Conduct operates as a supplement to the existing statutes governing conduct including the ethics law of the State of Oregon.

This Code of Conduct applies to Council members as they also serve as the Local Contract Review Board and the City Center Development Agency.

Conduct of Council Members

This section describes the manner in which Council members will treat one another, the public, and city staff.

Council Conduct with One Another During Meetings

- Practice civility, professionalism and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of democratic governance. This does not allow, however, Council members to make belligerent, personal, slanderous, threatening, abusive, or disparaging comments.
- Avoid personal comments that are intended to, or could reasonably be construed to, offend other members or citizens. If a Council member is offended by the conduct or remarks of

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another member, the offended member is encouraged to address the matter early with the offending member.

Council Conduct Outside of Public Meetings

- Continue respectful behavior in private. The same level of respect and consideration of differing points of view deemed appropriate for public discussion should be maintained in private conversations.
- Be aware of the public nature of written notes, calendars, voicemail messages, and e-mail. All written or recorded materials including notes, voicemail, text messages and e-mail created as part of one's official capacity will be treated as potentially "public" communication.
- Even private conversations can have a public presence. Council members should be aware that they are the focus of the public's attention. Even casual conversation about city business, other public officials or staff may draw attention and be repeated.
- Understand proper political involvement. Council members, as private citizens, may support political candidates or issues but such activities must be done separate from their role as a Council member. Use of the title "Mayor of Tigard" or "City Councilor, City of Tigard" in support or opposition of political candidates or issues shall be for identification purposes only.

Council Conduct with the Public

- Be welcoming to speakers and treat them with respect. For many citizens, speaking in front of the Council is a new and difficult experience. Council members should commit full attention to the speaker. Comments, questions, and non-verbal expressions should be appropriate, respectful and professional.
- Make no promises on behalf of the Council in unofficial settings. Council members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with citizens. It is appropriate to give a brief overview. Overt or implicit promises of specific action or promises that City staff will take a specific action are to be avoided.

Council Conduct with City Staff

- Respect the professional duties of City Staff. Council members should refrain from disrupting staff from the conduct of their jobs; participating in administrative functions including directing staff assignments; attending staff meetings unless requested by staff; and impairing the ability of staff to implement policy decisions.

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Individual Conduct of Council Members

The individual attitudes, words, and actions of Council members should demonstrate, support, and reflect the qualities and characteristics of Tigard as “A Place to Call Home.”

DO THE RIGHT THING

In doing the right thing, I will:

- Be honest with fellow Council members, the public and others.
- Credit others' contributions to moving our community's interests forward.
- Make independent, objective, fair and impartial judgments by avoiding relationships and transactions that give the appearance of compromising objectivity, independence, and honesty.
- Reject gifts, services or other special considerations.
- Excuse myself from participating in decisions when my immediate family's financial interests or mine may be affected by the Council's action.
- Protect confidential information concerning litigation, personnel, property, or other affairs of the City.
- Use public resources, such as staff time, equipment, supplies or facilities, only for City-related business.

GET IT DONE

In getting it done, I will:

- Review materials provided in advance of the meeting.
- Make every effort to attend meetings.
- Be prepared to make difficult decisions when necessary.
- Contribute to a strong organization that exemplifies transparency.
- Make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the City.

RESPECT AND CARE

In respecting and caring, I will:

- Promote meaningful public involvement in decision-making processes.
- Treat Council members, board members, staff and the public with patience, courtesy and civility, even when we disagree on what is best for the community.
- Share substantive information that is relevant to a matter under consideration from sources outside the public decision-making process with my fellow Council members and staff.
- Respect the distinction between the role of citizens, Council and staff.
- Conduct myself in a courteous and respectful manner at all times.
- Encourage participation of all persons and groups.

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Censure and Violations

To assure the public confidence in the integrity of the City of Tigard, Council members are held to a high standard of conduct. For this reason, Council members believe the Code of Conduct is as important to the public process as other rules and procedures. It is also recognized that, there may be times when action is required to correct and/or prevent behavior that violates the Code of Conduct.

A Council member may be censured by the other Council members for misconduct, nonperformance of duty or failure to obey the laws of the federal, state, or local government. Misconduct includes not honoring the provisions of the Council Groundrules.

Early recognition of the questioned conduct is encouraged. Progressive counsel may occur with the Council member but is not required prior to passage of a Council Resolution of Censure by the other Council members.

A violation of the Code of Conduct will not be considered a basis for challenging the validity of any Council decision.

Implementation

Council members will receive a copy of the Council Groundrules and will affirm in writing that they have received the rules including the code of conduct, understand the provisions, and pledge to conduct themselves by the groundrules. A periodic review of the groundrules will be conducted to ensure that they are an effective and useful tool.

TIGARD CITY COUNCIL GROUNDRULES

COUNCIL GROUNDRULES CERTIFICATION

As a member of the Tigard City Council, I affirm that:

- ✓ I have read and understand the Council Groundrules including the Code of Conduct and its application to my role and responsibilities while serving on the City Council.
- ✓ I pledge to conduct myself by the Council Groundrules/Code of Conduct.
- ✓ I understand that I may be officially censured by the City Council if my conduct falls below these standards.

Signature: _____

Position: _____

Signed this _____ day of _____, 20____

Re-Constructing Council Groundrules

Joe Hertzberg
January 2, 2013

As noted in the document itself, the "Groundrules" were compiled from a number of sources created at different times for different purposes. To help go through them in an efficient and productive manner, I divided them into 4 headings and omitted purely descriptive sections.

1. **Mandates** are not discretionary. Any Council or Councilor who fails to abide by these is at risk of serious trouble and/or dysfunction.
2. **Processes and Procedures** are the rules the Council sets to manage its own business.
3. **Mutual Expectations** reflect agreements and understandings among Councilors to behave in certain ways. Once agreements are made, Councilors who do not abide by them are likely to be mistrusted by their colleagues.
4. **General Guidelines for Effective, Respectful Councils** are basic rules of courtesy and respect that should guide any Council...or any other group for that matter.

Within headings, these are roughly in the order they appear in the original document. No words have been changed. I suggest that we focus on sections 2 and 3 on January 10.

I. Mandates

- In no case, should Councilors direct the work of staff without prior approval of the Department Head or City Manager.
- Council members will not contact a board member to lobby on behalf of an individual, business or developer. Council members may contact the board member in order to clarify a position taken by the Board. Council members may respond to inquiries from board members. Communications should be for information only.
- Board members do not report to individual Council members. Individual councilors have no authority to remove board members.
- Be aware of the public nature of written notes, calendars, voicemail messages, and e-mail. All written or recorded materials including notes, voicemail, text messages and e-mail created as part of one's official capacity will be treated as potentially "public" communication.
- Respect the professional duties of City Staff. Council members should refrain from disrupting staff from the conduct of their jobs; participating in administrative functions including directing staff assignments; attending staff meetings unless requested by staff; and impairing the ability of staff to implement policy decisions.
- Reject gifts, services or other special considerations.
- Excuse myself from participating in decisions when my immediate family's financial interests or mine may be affected by the Council's action.
- Protect confidential information concerning litigation, personnel, property, or other affairs of the City.
- Use public resources, such as staff time, equipment, supplies or facilities, only for City-related business.
- A Council member may be censured by the other Council members for misconduct, nonperformance of duty or failure to obey the laws of the federal, state, or local government.

2. Processes and Procedures

Ending Time for Council Meetings

- The Chair or other members if the Chair fails to remember may call for a Point of Order at or around 9 p.m. to review remaining agenda items. The Council may reset or reschedule items, which it feels may not be reached prior to the regular time of adjournment.
- The Council's goal is to adjourn prior to 9:30 p.m. unless extended by majority consent of Council members present. If not continued by majority consent, the meeting shall be adjourned to the next scheduled meeting or the meeting shall be continued to another regular or special meeting at another date and time.

“Citizen Communication”

- The “Citizen Communication” portion of the agenda is a regular feature on the Council Business meetings. This item will be placed near the beginning of the Council Agenda to give citizens a chance to introduce a topic to the City Council. Citizen Communications are limited to two minutes in length and must be directed to topics that are not on the Council Agenda for that meeting.
- At the conclusion of the Citizen Communication period, either the Mayor, a Council member or staff member will comment what, if any, follow-up action will be taken to respond to each issue. At the beginning of Citizen Communication at the next business meeting, staff will update the Council and community on the review of the issue(s), the action taken to address the issue, and a statement of what additional action is planned. Council may decide to refer an issue to staff and/or schedule the topic for a later Council meeting.

Budget Decisions

- Budget cuts or increases are policy decisions. Budgets will not be cut “piece meal” or “across the board,” but rather should be made in service or program areas, giving staff full opportunity to provide data clearly defining the anticipated impact of the action.

Council Liaisons

- Council liaison assignments are determined by consensus of City Council. The goal is to have assignments evenly divided between Council members. Should two or more Council members seek appointment to a position the longest serving Council member will have first choice.
- Council Liaisons are to periodically attend Board meetings, listen to the Board discussion, set context for the Board regarding Council decisions/goals/policies and City priorities, answer questions and carry concerns and information back to the full Council.
- Council Liaisons are not to direct the business or decision-making process of the Board and do not vote of matters before the Board.
- Council Liaisons do not initiate, propose or advocate for their personal position on a matter before the Board.
- Council Liaisons at times may advocate Council actions on behalf of their assigned Board. Great care must be taken to avoid the appearance of unfairness, conflict of interest or circumstances where such possibilities may exist (e.g., Planning Commission quasi-judicial matters).

City Council Compensation

Section 2.44.020 of the Tigard Municipal Code provides for compensation for attendance at Council meetings and meetings for an intergovernmental board, committee or agency. The amount of the compensation for Council members may be reviewed and set annually by resolution of the City Council as part of the budget cycle. As part of the annual review, Council

may elect to enter into an agreement with the Mayor or one City Councilor to assume additional responsibilities for additional compensation. The additional duties shall relate to representing the city on regional, state or federal issues and committees or task forces. The responsibilities and compensation shall be set by agreement between the Mayor or Councilor and the Council members.

3. Mutual Expectations

NOTE: These are closest to the usual concept of “groundrules.”

Communication among Councilors

- Information received by a Council Member that affects the Council should be shared with the whole Council. The City Manager is to decide on “gray areas,” but too much information is preferable to too little.
- Councilors and the City Manager agree to report and discuss any contact that might affect labor relations with the entire Council in Executive Session.
- No surprises.
- Bounce ideas off each other by phone or informal conversation, always mindful not to form a quorum.
- Share substantive information that is relevant to a matter under consideration from sources outside the public decision-making process with my fellow Council members and staff.

Communication with Staff

- Councilors are encouraged to avoid substantive contact with staff below the Department Head to avoid possible disruption of work, confusion on priorities, and limited scope of responses.
- City Manager shares information equally with Councilors.

Communication with Boards and Commissions

- Council members may attend any board meeting, which is open to any member of the public. However, Council members should be sensitive to the way their participation could be viewed as unfairly affecting the process.

Communication with Other Public Agencies

- Council members will be clear about representing the City or personal interests. If a Council member appears before another governmental agency or organization to give a statement on an issue, the Council member must clearly state whether the statement reflects personal opinion or is the official position of the City.
- If a Council member is representing the City, that Council member will consistently support and advocate the City’s official position on an issue and cannot foster or further a personal viewpoint that is inconsistent with the official City position.

Communication on Behalf of the City or the Council

- Do not respond to communications directed to the full Council. The City Manager or Mayor will respond.
- It is the policy of the Council that if Councilors are contacted regarding labor relations during labor negotiations or conflict resolution proceedings, then Councilors have no comment.
- Communication that represents the City’s position on an issue should come through City Hall and be provided by the City Manager. Direct submitta/s or inquiries to the Council or

individual Councilors should be referred to the City Manager, or Councilors may ask the City Manager to look into an issue.

- Make no promises on behalf of the Council in unofficial settings. Council members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with citizens. It is appropriate to give a brief overview. Overt or implicit promises of specific action or promises that City staff will take a specific action are to be avoided.

Councilors Use of Electronic Communications Devices During Council Meetings

- Definitions for this section:
 - ◆ **Electronic Communications** means e-mail, text messages, or other forms of communications transmitted or received by technological means.
 - ◆ **Electronic Communications Devices** means lap-top computers, blackberries, cell-phones, notebooks, or other similar devices capable of transmitting or receiving messages electronically.
- Councilors shall not send or receive electronic communications concerning any matter pending before the Council during a Council meeting.
- Councilors shall not use electronic communication devices to review or access information regarding matters not in consideration before the Council during a Council meeting.
- Councilors shall not access the internet but may access Council packet information concerning any matter pending before the Council during a Council meeting.
- Any electronic communications regarding a quasi-judicial matter to be considered by Council is an ex-parte contact and shall be disclosed as required by law.

4. General Guidelines for Effective, Respectful Councils

- Recognize that you are seen as a Councilor at all times, no matter how you see yourself at any particular time. Thus, Councilors are always treated by Administration as Council members.
- Whenever you put anything in writing, assume that everyone in the city is looking over your shoulder.
- If a communication is directed to an individual Councilor, you may choose to respond as an individual or refer to the City Manager.
- Councilors are encouraged to maintain open communications with the City Manager, both as a group and individually.
- Councilors are encouraged to take issues to the City Manager first, giving as much information as possible to ensure a thorough response.
- In the absence of the City Manager, Councilors are encouraged to contact the Assistant City Manager. In the absence of both the City Manager and the Assistant City Manager, Councilors are encouraged to contact the Department Head, realizing that the Department Head will discuss any such inquiries with the City Manager.
- Our goal is mutual confidence and respect with staff. Compliment staff members when they make good presentations. Be friendly. Attend staff occasions when you can.
- Be courteous.
- Honestly share concerns and opinions with each other.
- Don't blurt it out on TV.
- If you hold back in a meeting, follow up later with fellow Councilors or the City Manager.

- Spend some casual time together.
- Practice civility, professionalism and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of democratic governance. This does not allow, however, Council members to make belligerent, personal, slanderous, threatening, abusive, or disparaging comments.
- Avoid personal comments that are intended to, or could reasonably be construed to, offend other members or citizens. If a Council member is offended by the conduct or remarks of another member, the offended member is encouraged to address the matter early with the offending member.
- Continue respectful behavior in private. The same level of respect and consideration of differing points of view deemed appropriate for public discussion should be maintained in private conversations.
- Even private conversations can have a public presence. Council members should be aware that they are the focus of the public's attention. Even casual conversation about city business, other public officials or staff may draw attention and be repeated.
- Understand proper political involvement. Council members, as private citizens, may support political candidates or issues but such activities must be done separate from their role as a Council member.
- Be welcoming to speakers and treat them with respect. For many citizens, speaking in front of the Council is a new and difficult experience.
- Council members should commit full attention to the speaker. Comments, questions, and non-verbal expressions should be appropriate, respectful and professional.
- Be honest with fellow Council members, the public and others.
- Credit others' contributions to moving our community's interests forward.
- Make independent, objective, fair and impartial judgments by avoiding relationships and transactions that give the appearance of compromising objectivity, independence, and honesty.
- Review materials provided in advance of the meeting.
- Make every effort to attend meetings.
- Be prepared to make difficult decisions when necessary.
- Contribute to a strong organization that exemplifies transparency.
- Make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the City.
- Promote meaningful public involvement in decision-making processes.
- Treat Council members, board members, staff and the public with patience, courtesy and civility, even when we disagree on what is best for the community.
- Conduct myself in a courteous and respectful manner at all times.
- Encourage participation of all persons and groups.

TIGARD CITY COUNCIL GROUNDRULES

- Unless specifically noted otherwise, the meetings of Council shall begin at 6:30 p.m. at the established place of meeting. On the second and fourth Tuesdays, the meetings will begin with a Study Session following by the Business meeting. On the third Tuesday, the Workshop meeting will begin at 6:30 p.m.
- Roll Call/Voting Order: The roll shall be called in alphabetical order by last name. At each succeeding meeting at which a roll call vote is taken, the council person who voted last during the previous meeting, shall vote first and the Council person who voted first during the preceding meeting shall vote second and so on in a rotating fashion. It is the intent that the voting order remain fixed for each meeting and that a different Council person shall vote last during each separate meeting for the duration of the meeting.
- Charter Section 19 provides that *the concurrence of a majority of the members of the Council present and voting, when a quorum of the Council is present, at a Council meeting shall be necessary to decide any question before the Council.* A Council member who abstains or passes shall be considered present for determining whether a quorum exists, but shall not be counted as voting. Therefore, abstentions and 'passes' shall not be counted in the total vote and only votes in favor of or against a measure shall be counted in determining whether a measure receives a majority.

City Council Compensation

Section 2.44.020 of the Tigard Municipal Code provides for compensation for attendance at Council meetings and meetings for an intergovernmental board, committee or agency. The amount of the compensation for Council members may be reviewed and set annually by resolution of the City Council as part of the budget cycle. As part of the annual review, Council may elect to enter into an agreement with the Mayor or one City Councilor to assume additional responsibilities for additional compensation. The additional duties shall relate to representing the city on regional, state or federal issues and committees or task forces. The responsibilities and compensation shall be set by agreement between the Mayor or Councilor and the Council members.

GENERAL GROUNDRULE PROVISIONS

The next portion of this document is divided into three major sections identifying groundrules for the Meeting Process, Communication and Code of Conduct that:

- Establish the meeting process;
- Guide individual interaction and communication among Councilors and with the community;
- Set out the Code of Conduct providing the framework to guide Council members in their actions and conduct; and

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO 10-36

A RESOLUTION ESTABLISHING CITY COUNCIL MEMBER STIPENDS, SUPERSEDING RESOLUTION NO. 08-63

WHEREAS, the City Council is charged by City Charter Section 11 and by the Municipal Code Section 2.44.010 with responsibility to set annually the amount of compensation for the appointed or elected officers of the City; and

WHEREAS, the Council Service Task Force studied the matter and recommended additional compensation for an elected official in an amount authorized by Resolution; and

WHEREAS, the City Budget, established by the Budget Committee and the City Council includes amounts for compensation for Council Members and the Mayor; and

WHEREAS, the City Council has agreed on the expectations that it has for the Mayor and its Members as well as the compensation and benefits to be established for the Mayor and Council Members; and

WHEREAS, the City Council recognized that for the next year there will be important duties over and above regular City Council duties and liaison assignments, including: Attendance at meetings of committees, governmental bodies and stakeholders relating to regional transportation decisions, including light rail alignments; and the regular involvement of an elected official to connect with business and property owners in the implementation of the Downtown Plan.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

- SECTION 1: The annual stipend for the Council Members, other than the Mayor, shall be \$4,200 (\$350 per month).
- SECTION 2: The Mayor and Council are eligible to participate in the City's health insurance benefit plans offered to City employees.
- SECTION 3: Council Members, including the Mayor, are expected to abide by the Council Rules, and make best efforts to attend City Council meetings, and perform liaison, committee, board and other responsibilities assigned by the City Council.
- SECTION 4: The annual stipend for the Mayor shall be no more than \$42,000. It is the expectation of the City Council that the assignments given to the Mayor, over and above the usual and customary assignments, described in Section 6 below, will require an average of twenty (20) hours each week during business hours.
- SECTION 5: Should the duties of the Mayor average less than 20 hours per week, the stipend may be adjusted downward with the approval of the Mayor and City Council.

RESOLUTION NO. 10- 36

Page 1

SECTION 6: The City Council priorities for the Mayor include the following responsibilities:

- a. Serve as the primary City Council liaison to the City's Transportation Consultant.
- b. Serve as the City's primary representative on transportation matters in the region.
- c. Meet regularly with representatives of Washington County, Metro, and Tri-met on issues including transportation funding.
- d. Represent the City at the State Legislature on Transportation funding and issues including holding regular meetings with the City's legislative delegation.
- e. Represent the City at the Joint Policy Advisory Committee on Transportation (JPACT), Metro Policy Advisory Committee (MPAC) and Washington County Coordinating Committee (WCCC).
- f. Represent the City at the federal level on transportation funding and issues including contacts with the City's congressional delegation locally and in Washington DC.
- g. Represent the City Council to downtown business and property owners and prospective business and property owners on the implementation of the downtown plan.
- h. Perform other tasks as deemed appropriate by the Mayor and City Council members.

The Mayor shall submit monthly reports to the members of the Committee summarizing activities and reporting on issues, including describing meetings, contracts, outcomes and time required for each area of activity.

SECTION 7: Renewal of the provisions of this resolution pertaining to the additional responsibilities and compensation for the Mayor shall be deliberated during the City's Budget process each fiscal year.

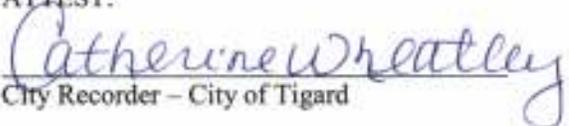
SECTION 8: Consideration on the amount of compensation and benefits to City Council members shall be deliberated during the Budget process for each fiscal year.

SECTION 9: This resolution is effective immediately upon passage.

PASSED: This 13th day of July, ~~2000~~ 2010 *Scriveners Error 9/24/2012*



Council President, City of Tigard

ATTEST:


City Recorder – City of Tigard

Special Meeting

Meeting Date: 01/10/2013

Length (in minutes):

Agenda Title: Goal Setting and Strategic Planning

Submitted By: Cathy Wheatley, Administrative Services

Item Type: **Meeting Type:** Special Meeting

Public Hearing: **Publication Date:**

Information

ISSUE

Goal Setting and Strategic Planning

12:30 - 4 p.m.

- a. Goal setting for 2013-2018 and beyond.
 - i. We accomplish much more than one-year goals. What deserves council's attention in 2013?
 - ii. A strategic planning framework.

- b. Policy-level decisions facing the city in the next 5-10 years.

STAFF RECOMMENDATION / ACTION REQUEST

Discuss goal setting and strategic planning and direct staff to prepare conclusions in a format for council consideration at its January 22, 2012, business meeting.

KEY FACTS AND INFORMATION SUMMARY

Council conducts a goal-setting meeting each year to set goals for the upcoming calendar year.

- Attached is a list of the 2012 Tigard City Council goals.
- Attached is an illustration of "Elements of the Strategic Plan."
- Attached are suggestions from the city's boards and committees for the 2013 City Council goals.

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Annual goal setting.

DATES OF PREVIOUS COUNCIL CONSIDERATION

December 6, 2011.

Attachments

2012 Council Goals

Elements of the Strategic Plan

Goals Suggestions from Tigard Boards and Committees for 2013



City of Tigard

2012 Tigard City Council Goals

The City Council met December 6, 2011, to set goals for the coming year. While the city will accomplish much more than what is listed here, the identified goals represent items deserving special attention in the months ahead.

1. Take the Next Step on Major Projects

- a. Continue oversight of design, permits, rate implementation and costs for the Lake Oswego-Tigard Water Partnership.
- b. Implement the Comprehensive Plan through code revisions, including:
 - i. Tree code.
 - ii. Contribute to the SW Corridor Plan by adopting Tigard's land use policies and designations and identifying priorities for high capacity transit (HCT) station location alternatives by mid-2012.
 1. Determine the economic development opportunities, development plan, city policies and regulations needed to position the Tigard Triangle as an HCT station location.
- c. Deliver on the promise of the voter-approved park bond by identifying all acquisition opportunities and completing the majority of park land acquisitions and improvements by the end of 2012.

2. Financial Sustainability

- a. Maintain the long-term financial health of the general fund and reserves.
 - i. Develop a long-term financial strategy by mid-2012.
- b. Communicate regularly to residents about the alignment of city priorities with resources.
- c. Evaluate the city's sustainability efforts on an ongoing basis.

3. Downtown

- a. Identify a geographic-opportunity area in the downtown with the greatest potential to create a catalyst for further development. Concentrate most resources there.
- b. Contact owners of key, structurally sound Main Street buildings with vacancies. Begin cooperative effort to secure tenants that will contribute to the vitality of downtown.

4. Annexation

- a. Re-evaluate the city's annexation policy.
- b. Develop a philosophy and approach to consider annexations, including islands.

5. Recreation

- a. Evaluate options and resources to create a pilot recreation program.
 - i. Inventory existing city and community recreational programs, facilities and resources.
 - ii. Create recreational opportunities by partnering with the school district and other agencies or groups.
 - iii. Identify funding options aligning with the recreational programming demand.

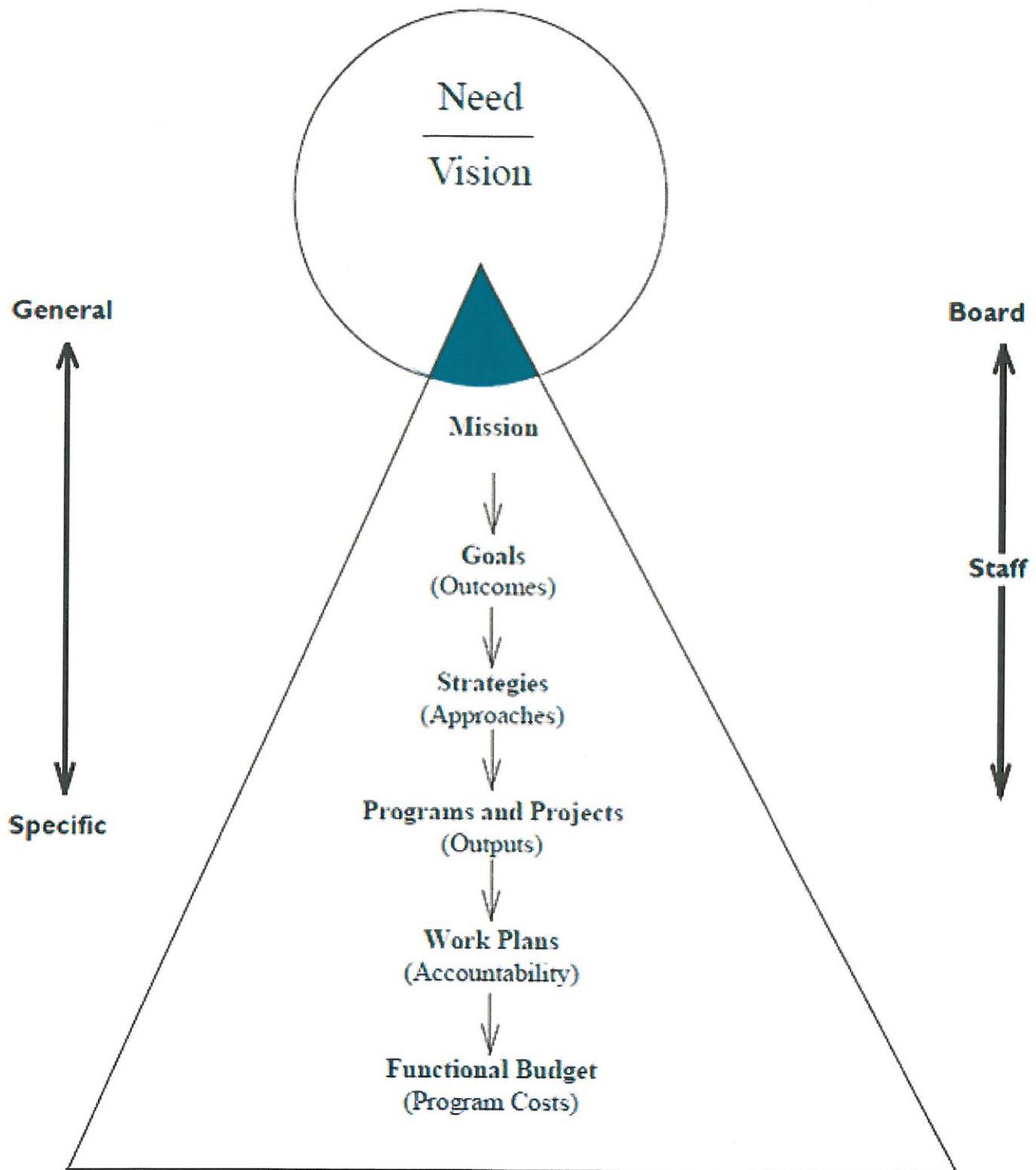
FIVE-YEAR COUNCIL GOALS

- Obtain Ash Avenue railroad crossing in downtown.
- Explore Pacific Highway Urban Renewal District as part of a citywide economic development strategy.
- Support the legislature to address the financial needs of Oregon state and local governments.
- Identify funding and implement plan for city facility needs.
- Renew intergovernmental water agreement.

LONG-TERM COUNCIL GOALS

- Continue pursuing opportunities to reduce traffic congestion.
- Continue implementing the Downtown Urban Renewal Plan.
- Continue monitoring the Tigard/Lake Oswego Water Partnership.

ELEMENTS OF THE STRATEGIC PLAN



2013 Council Goal Suggestions from Boards & Committees



★*Budget Committee*

- *Liz Lutz said there were no suggestions for 2013 goals from Budget Committee members.*

★*City Center Advisory Commission*

The following input is our contribution to Council's 2013 Goals. (not in order of priority)

Acquire property for the purpose of near and medium term Downtown redevelopment.

1. Acquire property to develop the urban plaza.
2. Take actions to facilitate the downtown Ash Avenue at-grade rail crossing by consolidating other at-grade rail crossings in the city.
3. Take actions to enable the development of city owned property in the Urban Renewal District.
4. Take necessary actions to complete the process of acquiring the abandoned railroad right of way for the Tigard Street Trail.

★*Library Board*

1. Support maintaining the Library's hours of operation, staffing and budget consistent with 2010 service levels.
2. Develop and implement a campus parking plan to meet the needs of patrons, citizens and business accessing library and city services within the downtown hub.
3. Partner the Library and Parks departments to develop and implement a community learning garden within current open space to serve the educational and recreational needs of citizens.

★*Neighborhood Involvement Committee*

1. Support the Neighborhood Program by promoting the Neighborhood Network program and/or neighborhood blogs during one televised Council meeting per month. Empower residents to connect and contribute to their community using the blog – highlight its convenience and instant collaboration.
2. Just as the Mayor has the "Mayor's Corner" in *Cityscape*, the committee would like City Councilors to commit to providing neighborhood web administrators with a monthly comment for the blogs – or each Councilor might take a turn providing a comment so that there would be more use of the sites as a conduit for city issues.

★*Park & Rec Advisory Board*

1. Allocate funding and complete a feasibility study for the City of Tigard recreation/activities program to answer the following questions:
 - a. What role should the City of Tigard play in a recreation/activities program (coordinate, provide services, etc.)?
 - b. Should the City of Tigard have a central recreation/activities center? Consider a public/private partnership?
2. Continue to maintain and publish the citywide recreation/activities inventory.

★*Pedestrian & Bicycle Subcommittee (of TTAC)*

Near term/Recreation Goal:

1. Create recreational and other opportunities by partnering with other agencies (such as the school district) that help get students interested in walking and biking

2. Facilitate community events involving walking and cycling

Long Term Goal:

3. Continue pursuing opportunities to improve the viability of walking and cycling in Tigard.

★Planning Commission

The Planning Commission continues to believe a major component of the City Council goals should focus on economic development as a key way to mitigate the lingering effects of the economic downturn. The Commission has ranked the following suggested goals to prioritize economic development as the top priority.

1. Focus on Economic Development

- a. Keep Downtown in the forefront
 - i. Pursue achievable implementation strategies
 - ii. Pursue property acquisition downtown
 - iii. Work to achieve downtown connectivity
 - Reconfigure Tiedeman Ave. and/or North Dakota St. to reduce the number of at-grade railroad crossings in support of the Ash Avenue connection
 - iv. Continue efforts to promote downtown development and promote concepts that draw people downtown
 - v. Support the implementation of the City Center Urban Renewal Plan
- b. Create an Economic Development Strategy that builds on and refines the Economic Opportunities Analysis and the recommended action measures of Comprehensive Plan Goal 9 - Economy
- c. Develop the business clusters identified in the Economic Opportunities Analysis
 - i. Reinforce existing clusters
 - ii. Identify appropriate scale gaps in the neighboring area commercial zone clusters that Tigard can effectively serve
- d. Pursue code amendments that support economic development and improve the ease of development by creating certainty and flexibility

2. Focus on Tigard Triangle

- a. Initiate a comprehensive planning effort for the Tigard Triangle leveraging the city's TGM Grant and other funding sources to support the broadest possible planning effort
- b. Look for opportunities to facilitate station area planning within the Triangle to build on the foundation set in the High Capacity Transit Land Use Plan
- c. Develop and implement an equitable transportation infrastructure funding mechanism to leverage public funding sources with private sector development contributions

3. Focus on Transportation

- a. Continue robust participation in the regional SW Corridor Plan efforts
 - i. Champion Tigard's high priority locations through strategic local implementation efforts
 - ii. Support and cooperate with other cities engaged in the SW Corridor Plan
- b. Transform Pacific Hwy (99W) through:
 - i. Economic development efforts
 - ii. Traffic and access management projects
 - iii. Pedestrian crosswalk and signal improvements

4. Focus on planning for future neighborhoods

- a. Continue the River Terrace Community Plan

5. Focus on Green Development Targets

- a. Develop green construction goals

- b. Establish pilot projects for residential and commercial development.

★*Tig. Transportation Advisory Committee*

- Continue to represent Tigard interests in the SW Corridor Plan
- Work with TriMet to improve existing transit service
- Continue TTAC engagement in selecting project priorities and project design
- Strengthen Tigard’s strategic positioning for county, regional, state, and federal transportation funding opportunities.
- Modify current 5-year goal
 - o Currently: Obtain Ash Avenue railroad crossing in downtown
 - o Change to: Improve circulation

Special Meeting

Meeting Date: 01/10/2013

Length (in minutes): 30 Minutes

Agenda Title: Discuss Legislative Agendas

Submitted By: Cathy Wheatley, Administrative Services

Item Type: Update, Discussion, Direct Staff

Meeting Type: Special Meeting

Public Hearing: No

Publication Date:

Information

ISSUE

Discuss Legislative Agendas.

STAFF RECOMMENDATION / ACTION REQUEST

Discuss legislative agendas and give direction to staff.

KEY FACTS AND INFORMATION SUMMARY

Staff will bring the most recent legislative agenda summary to the goal-setting meeting on January 10, 2013.

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Five-Year Council Goals - Support the legislature to address the financial needs of Oregon state and local governments.

DATES OF PREVIOUS COUNCIL CONSIDERATION

October 23, 2012