



City of Tigard

Tigard City Council Meeting Minutes

January 29, 2013

1. SPECIAL BUSINESS MEETING

Track 1

A. Mayor Cook called the meeting to order at 6:31 p.m.

B. City Recorder Wheatley called the roll:

<u>Name</u>	<u>Present</u>	<u>Absent</u>
Mayor Cook	✓	
Council President Henderson	✓	
Councilor Buehner	✓	
Councilor Snider	✓	
Councilor Woodard	✓	

2. CONSIDER RESOLUTION TO AMEND THE CITY COUNCIL GROUNDRULES, SUPERSEDING RESOLUTION NO. 12-35

Assistant City Manager Newton reviewed the packet material and summarized the status of this agenda item. She pointed out the changes made to the groundrules as a result of the council discussion during the January 10, 2013 meeting.

There was lengthy discussion on citizen communications on agendas whereby the council groundrules state that items available for comment are items that are not on the agenda.

Track 2

During the discussion on the groundrules, City Council consensus was for the following changes to the proposed resolution (red font):

“Citizen Communication”

- The “Citizen Communication” portion of the agenda is a regular feature on the council business meetings. **To manage the agendas to allow council time to consider the remaining agenda items scheduled for the business meeting, this agenda item will be allotted a maximum of 20 minutes.** 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 must be directed to topics that are not on the council agenda for that meeting.** The mayor or the council president (if the mayor is absent) may ask speakers to keep their remarks to about two to five minutes. If a large number of speakers have signed up, the mayor might ask speakers to keep their comments closer to two minutes.

Council Liaisons

- ~~Alternate council liaisons will attend a board or committee meeting only if the primary council liaison is unable to attend.~~

Use of Electronic Communications Devices During Council Meetings

- Councilors shall not access the internet but may access council packet information and personal review annotations* concerning any matter pending before the council during a council meeting. Councilors are to keep their focus on the proceedings. ~~(*City Recorder Note: Handwritten or electronic notes may be subject to public records law. See the reference in the “Mandates” section above.)~~

Motion by Council President Henderson, seconded by Councilor Buehner, to approve Resolution No. 13-04 with council amendments.

The motion was approved by a unanimous vote of City Council present.

Mayor Cook	Yes
Council President Henderson	Yes
Councilor Buehner	Yes
Councilor Snider	Yes
Councilor Woodard	Yes

3. REVIEW AND REACH CONSENSUS ON THE UPDATE TO THE COUNCIL LIAISON APPOINTMENT MATRIX

Council reviewed the draft matrix prepared after its discussion on January 10, 2013. During discussion the following changes and notes were made to the matrix:

- Councilor Woodard is the alternate representative to the Westside Economic Alliance. Kenny Asher is the staff liaison.
- Council President Henderson is the primary representative to the Willamette River Water Coalition; Councilor Buehner is the alternate.
- Council President Henderson and Councilor Woodard will serve as the primary representatives to the Façade Improvement Subcommittee; Mayor Cook is the alternate.
- Tom McGuire is the staff liaison to the Planning Commission.
- Verification needed for the meeting date and time of the Youth Advisory Commission. Councilor Snider will serve as the primary representative and Mayor Cook will serve as the alternate.

Track 5

4. RECAP OF 2012 GOAL STATUS AND REVIEW SIX-MONTH PRIORITIES FOR 2013

City Manager Wine facilitated the City Council discussion on this agenda item.

- City Manager Wine said she heard from the City Council’s discussion on January 10, 2013, that while there was consensus that moving forward with a citywide strategic plan and effort that would take about six months to formulate. The purpose tonight is to bring more clarity to the steps that will follow.
- City Manager Wine reviewed the quarterly progress report process followed in the past to keep the council updated on goal achievement. She distributed the 2012 4th Quarter Goal Update.
- City Manager Wine referred to an attachment to the staff report on this agenda, *Priorities for 6-Month Focus in 2013*. The information contained in this document amplified what the council could expect for key decisions coming forward on the 2012 goals or goal areas as discussed by the council on January 10, 2013.
- During the discussion on the list of priorities, Councilor Buehner requested consideration of a topic of discussion at an upcoming joint meeting with the City of Beaverton, which is to look at adjustment of school district boundaries. City Manager Wine acknowledged the issue and agreed it would likely be discussed at the upcoming meeting; but, this matter will not be resolved within the context of community planning.
- City Manager Wine discussed that Executive Staff is still developing what the next months will look like for detailing the Strategic Plan. Staff realizes there is some level of community input that the City Council would prefer. The Strategic Plan details identified by the Executive Staff should align with the City Council input regarding future goals articulated on January 10, 2013. The administration work plan will follow the direction of the Strategic Plan.
- City Manager Wine advised that on the topic, *Communicate with Tigard Residents*, both the City Council and the Mayor’s Blue Ribbon Task Force indicated there is a need to enhance the city’s communication strategies. From the standpoint of budget and current practices, staff is looking at ways to work on this. Some items will be new and are not currently articulated in the 2012 City Council goals. Council can expect staff to bring back ideas about how to reach out to the community and expand the types of input received.
- City Manager Wine advised that on the topic, *Financial Sustainability*, there are key areas, especially this upcoming spring, where major council involvement is envisioned for decision making.
- City Manager Wine advised that on the topic, *Economic Development*, there is a current goal to foster economic development. She said this could move forward with greater definition. She is preparing a draft strategy for council review. In response to a comment from Councilor Buehner, City Manager Wine agreed consideration of the expansion of the current urban renewal district might also fall under this area. This would be something to place before the voters and would be considered within the context of other matters that the council might decide to ask voters.
- City Manager Wine reviewed the outline to *Take the Next Step on Major Projects*. She delineated the near-future work on the water source and supply, including the Lake Oswego-Tigard Water Partnership. Information will be forthcoming on the River Terrace Community Plan at the upcoming joint meeting with the City of Beaverton council. Community Development Director Asher acknowledged the importance of moving as quickly as possible with the Community Plan noting great interest in development and also making sure all the stakeholders are getting their needs met. City Manager Wine said a member of council will be invited to join the stakeholder group in a liaison role. She outlined some of the major decision points in the near future associated with moving forward with the River Terrace area.

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- Council President Henderson brought up the timing of budget preparation for a fiscal year while council goals are set for calendar years. This means the council sets a vision that cannot take effect for at least one quarter out in the future. After discussion by council members, City Manager Wine said it was not staff's intention for there to be any progress lost on any work underway while the strategic plan is being developed. A strategic plan can drive everything; i.e., council goals, budget priorities and the long-term vision for the city. There is a lot of work now underway that will continue. She added that she would value input by council members regarding what would make the quarterly goal updates more useful. Councilor Snider commented that the timing might be best for the council goal discussion to occur now noting that the budget process will start in March/April and concluding by the end of June. Councilor Buehner noted her preference would be to have the goal-setting meeting in December.
- Councilor Snider commented on the staff suggestion for an aggressive timeline on the River Terrace Community Plan. He said he was supportive of moving as quickly as possible but cautioned that he would not want the quality of work to be sacrificed nor would he want the city to promise things that cannot be delivered.
- Councilor Woodard commented that while he supported planning he has been frustrated with slow progress in implementing goals. He said he is aware that a lot gets done; however, sometimes it is not "real obvious." He said the two critical priorities for him on the priorities list are the Lake Oswego-Tigard Water Partnership and the River Terrace Community Plan. He asked City Manager Wine about resource capability for additional project work.
- City Manager Wine, in response to Councilor Woodard's comments above, advised that the priority list items represent the timing and character of the support needed from the council for decision making. If there is something not on the priorities list that council members are wishing the staff would be working on, then she would like to hear about it at this time. The six-month priorities list will not take the full resource capability of city staff.
- Councilor Woodard commented on his concern, at times, about balancing resources and working efficiently. He said he is unaware of the success the city has at measuring its efficiency. He spoke to his opinion that if we do not have some kind of economic development organization, everything we visualize to be in 20-30 years is unlikely to happen. "We are missing skill sets that I don't think we have." Councilor Snider commented the priorities list is essentially a six-month work plan. Councilor Buehner weighed in with the observation that local government is the most regulated entity in the country. She agreed with Councilor Woodard that it is frustrating because of the amount of time that public process must take. Councilor Woodard acknowledged Councilor Buehner's comments and said he would like to see the city utilize corporate world "best practices" when possible.
- City Manager Wine said that for there to be an economic development organization, there needs to be a position created to carry out a strategy. This strategy is only just now being developed and will likely be the synthesis of the top priorities we have talked about regarding what we should be doing. Someone needs to do that work. City Manager Wine said once the work is done she can include in her budget message a request for new resources to fund economic development resources or to find existing resources in the current budget. The six-month priorities list was prepared to respond to a request to detail the plans for incremental steps to move major priority areas forward.
- Track 10 Discussion followed on timing to develop the strategies and how to fund the implementation (budget process) of those strategies. Time was spent brainstorming how to go about moving forward with the economic development strategy given the fiscal constraints and

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to attain the ability to take advantage of opportunities when they arise. City Manager Wine said that to bring in a skilled economic development professional to the organization a focused plan for Tigard must be in place for success in this area. An economic development strategy will come to the City Council in April.

- Work for the day-to-day operations of the city will not be included in the strategic plan.
- Council President Henderson requested the six-month priorities list be realistic with regard to the timelines offered for achieving milestones towards goal completion. He noted his preference for a work plan outlining what staff thinks can be accomplished on the goals set by the City Council. He commented on the January 10 workshop meeting format and the visioning exercise that took place, which was not what he had expected. He was expecting to set goals for short-, medium- and long-term implementation.
- There was discussion on strategic planning efforts in past years. City Manager Wine said the strategic plan, as she is bringing forward, means that the vision forms the basis for a focused set of strategies that the city will carry out. The subsequent goals and objectives will be what makes up the strategic plan. The work council did on January 10 was Step 1 for building the strategic plan. As she was preparing for the January 10 meeting, she advised council members that it was her hope to use a longer term horizon to address council goals in a strategic planning process. Previously, City Council goals had been very project focused. Broadening the scope is important.
- Councilor Buehner referred to the late 1990's effort by the City of Tigard's visioning process, *Tigard Beyond Tomorrow*. From this effort several large tasks were identified and one of those was to identify the long-term water supply. No one expected for this identification to take as long as it has.
- Councilor Buehner referred to the Leland Report for downtown and noted this report came out just as the economy crashed. She said her sense is that the downtown plan got setback at least three years because of the state of the economy. Council President Henderson said he does not think the economy was the only factor for the slow down with the downtown plan. He said there were opinions that better management could have made some progress. Councilor Buehner commented that there was a period of time when there was a lot of miscommunication with downtown business owners causing strife; however, she still maintains the primary problem was the down economy.
- City Manager Wine said one of the best things about developing a strategic plan is for the opportunity for scheduled reviews to examine whether circumstances have changed and develop response strategies to stay the course.
- Councilor Snider said he would like to see the list developed from the *Tigard Beyond Tomorrow* visioning project to ascertain how much was accomplished. After discussion about this earlier effort and council support to inventory what might still be relevant, Assistant City Manager Newton said she would forward a copy of a report for *Tigard Beyond Tomorrow*.
- The six-month work plan is not the foundation for the Strategic Plan.
- Council President Henderson noted his participation in similar activities for planning and he emphasized his desire to focus more on implementation.
- After brief discussion, City Manager Wine advised the goal updates provided to the council are considered to be a report on the implementation steps. She offered that the report can be adapted to show accountability.
- Additional discussion was held on the list of priorities for the first six months of 2013. This list offers a more detailed plan about the continuing to move forward on priorities even while the strategic plan is being developed.

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- City Manager Wine said many of the issues on the priorities list will come before the City Council as an agenda item.
- Council President Henderson said he thinks the City Council needs to be better about stating its priorities. Councilor Snider noted agreement with Council President Henderson as long as the stated priorities are limited to only a few critical items – three or four.
- Potential sources as funding such as the PGE revenue generated over and above what was estimated was reviewed. Council President Henderson said he would not want to see these funds being spent without evaluation.
- City Manager Wine gave the example of River Terrace as one of the identified critical priorities for the city. She would want to have the City Council to have an assurance and understanding on what the work plan for River Terrace is, how the work will be done, what the scope and schedule and budget for it are, how it will be carried out and what to expect (timelines). The plan is to present the council with enough information so it has an understanding for how implementation will be achieved. This would include identification of the resources to be applied whether it be internal staff resources or the employment of a consulting team to help with some of the aspects for implementation. City Manager Wine will solicit input from the council should there be a need to make decisions regarding how to maintain the balance among the priorities and operational needs for the city. In response to a comment from Councilor Snider, City Manager Wine said she would assess what resources are required and if there are needs, then she will advise the council so they can advise staff about resource allocation prioritization.
- Councilor Buehner recalled a presentation from Finance and Information Services Department Director LaFrance about the ramifications of using the PGE franchise revenue and the problems that could develop with ending fund balance if the plans for this revenue are not followed. She said she thought it would be a good idea if the presentation was given again as a reminder in the upcoming budget process. Mayor Cook commented on his recent conversation with Finance and Information Services Department Director LaFrance and the need to maintain the five-year financial plan. City Manager Wine said this information can be distributed to the council in an upcoming newsletter packet.
- Councilor Woodard commented on his objective for a recreation program in Tigard and he is sure that the city will eventually “get there.” He recognizes how moving forward is dependent on the state of the city budget and that recreation programming can be realized with the successful implementation of economic development. Councilor Snider said he thinks that progress can be made on other lesser priorities even with the primary focus being trained on the top three or four main priorities. Councilor Buehner referred to the citizen survey, which gave some indication of how much people would be willing to pay with regard to recreation programming. She suggested it might be time to revisit this question in an upcoming survey and for the Parks and Recreation Board (PRAB) to consider framing the matter so the city hears what residents are willing to support. Councilor Woodard said he thought this was a good idea and will pursue it if there is council agreement that this would be a good exercise for the PRAB.
- Community Development Director Asher suggested the SW Corridor Plan be included in the top priorities. It is true that this is a long-range project but Tigard actually does own this project. While Tigard is not running the process on the SW Corridor Plan, it will have a huge impact on what can happen in Tigard. The SW Corridor Plan work does not necessarily mean a large resource allocation according to Community Development Director Asher. Others in the region

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are interested in knowing how important City of Tigard views the SW Corridor Project – is it a high priority.

- Discussion then turned to setting the top priorities of the City Council for the next six months to a year. The following priorities were identified to give as guidance to staff:
 - Lake Oswego-Tigard Water Partnership
 - River Terrace Community Plan
 - Economic Development
 - SW Corridor Plan
- City Manager Wine advised that when staff returns to the council regarding focus for strategic priorities, she suspects the above four will remain at the top of the list.
- Council President Henderson referred to the input received from boards and committees on council goals. He wants to make sure this input is folded into the process. City Manager Wine said the development of the strategic plan is a synthesis and will pull in the input received from boards and commissions.
- Councilor Woodard expressed concerns about coordinating all the efforts required for a successful economic development program. He explained his concerns about allocation of resources and having the focus remain on the first three priorities listed above. He did not object to keeping the SW Corridor Plan on the list, but he would rank it as No. 4.

5. ADJOURNMENT – 8:48 p.m.

Motion by Councilor Buehner, seconded by Councilor Snider, to adjourn the meeting.

The motion was approved by a unanimous vote of City Council present:

Mayor Cook	Yes
Council President Henderson	Yes
Councilor Buehner	Yes
Councilor Snider	Yes
Councilor Woodard	Yes

/s/ Catherine Wheatley
Catherine Wheatley, City Recorder

Attest:

/s/ John L. Cook
Mayor, City of Tigard

Date: April 23, 2013