



City of Tigard Tigard Special Meeting - Agenda

TIGARD CITY COUNCIL

MEETING DATE AND TIME:

January 29, 2013 - 6:30 p.m.

MEETING LOCATION:

City of Tigard - Red Rock Creek Conference Room
13125 SW Hall Blvd., Tigard, OR 97223

6:30 PM

1. SPECIAL BUSINESS MEETING
 - A. Call to Order- Tigard City Council
 - B. Roll Call
2. CONSIDER RESOLUTION TO AMEND THE CITY COUNCIL GROUNDRULES,
SUPERSEDING RESOLUTION NO. 12-35
6:35 p.m. - time is estimated

Attachments

Draft January 10, 2013 Council Meeting Minutes
Proposed Resolution
Exhibit A to Resolution - Council Groundrules
Sign Off Page - Council Groundrules Code of Conduct

3. REVIEW AND REACH CONSENSUS ON THE UPDATE TO THE COUNCIL LIAISON
APPOINTMENT MATRIX
6:50 p.m. - time is estimated

Attachments

2013 Proposed City Council Liaison Appointment Matrix

4. RECAP OF 2012 GOAL STATUS AND REVIEW SIX-MONTH PRIORITIES FOR 2013
7 p.m. - time is estimated

Attachments

2012 Third Quarter Council Goal Update
Priorities for 6-Month Focus in 2013

5. ADJOURNMENT
8 p.m. - time is estimated

Special Meeting**Meeting Date:** 01/29/2013**Length (in minutes):** 15 Minutes**Agenda Title:** Consider Resolution to Amend the City Council Groundrules, Superseding Resolution No. 12-35**Prepared For:** Marty Wine, City Manager**Submitted By:** Cathy Wheatley, Administrative Services
Resolution**Item Type:** Update, Discussion, Direct Staff**Meeting Type:** Special Meeting**Public Hearing:** No**Publication Date:****Information****ISSUE**

Consider a resolution drafted by staff to reflect the discussion regarding updating and amending the City Council Groundrules established with Resolution No. 12-35.

STAFF RECOMMENDATION / ACTION REQUEST

Adopt the proposed resolution.

KEY FACTS AND INFORMATION SUMMARY

At its special meeting of January 10, 2013, one of the City Council's agenda topics was to review and discuss potential amendments to the City Council Groundrules as established by Resolution No. 12-35. Attached is a copy of the draft meeting minutes of the January 10 council meeting, which summarizes the discussion topics of the day, including the review of the groundrules.

Also attached is a draft resolution prepared for Council review and consideration. Once the groundrules are adopted, the mayor and council members will be asked to sign a certificate of acceptance of the code of conduct as defined in the groundrules.

OTHER ALTERNATIVES

Revise the resolution.

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.

The council reviewed Resolution No. 12-35 on January 10, 2013, and reached consensus on a new format and amending/updating the groundrules.

Attachments

Draft January 10, 2013 Council Meeting Minutes

Proposed Resolution

Exhibit A to Resolution - Council Groundrules

Sign Off Page - Council Groundrules Code of Conduct



City of Tigard
Tigard City Council Meeting Minutes
January 10, 2013

Meeting convened at 9:15 a.m.

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

Staff present: City Manager Wine, Assistant City Manager Newton, City Recorder Wheatley

Also present: Consultant Joe Hertzberg, Solid Ground Consulting Group

Consultant Hertzberg introduced the agenda for today’s workshop meeting.

Meeting attendees started off the day by sharing highlights of personal and professional events for 2012. Attendees then indicated what they were looking forward to accomplish in 2013.

City Council groundrules

Councilor Buehner reviewed the history of the City Council groundrules in effect with Resolution No. 12-35. She advised that a reworking of the groundrules by the City Council went through a long process and said she believes the end result was the detailed language, which has proven to be less workable than desired.

Consultant Hertzberg asked the City Council members the following questions:

1. What does the current City Council want to do with the existing groundrules?
2. How does the current City Council want to work together?

City Council discussion followed:

- Councilor Woodard – expressed that he appreciates the ability to call another City Council member to discuss matters. He noted the importance of maintaining communication. He believes a code of conduct is good to have in place with regard to rules of engagement. He

advised that he has noted there are times when individual City Council members are passionate about a certain topic under discussion or consideration. He observed that City Council members do not necessarily become unmovable on a position. Since he began serving on the City Council two years ago, his experience has been that there appears to be a balanced approach on matters. He attributed this to the ability of the City Council members to communicate among the group. He said that while an individual City Council member might not “win the battle” the attitude is this is all right because the important thing as a group is to “win the war.” Councilor Woodard referred to the board and committee liaison appointments – he understands that the boards and committees need to make their own decisions. He noted the importance of letting the discussion flow to encourage creative ideas. City Council members have to be careful when asked his or her opinion when serving as a liaison. Care must be taken to note whether an opinion is a representation of a City Council position or if the opinion is a personal one.

Consultant Hertzberg summarized his understanding of the comments offered by Councilor Woodard.

- It is all right to reach out and call one another. Mr. Hertzberg said that historically this may have been a problem on other City Councils. He noted it was important to have the understanding that if two people are talking outside of City Council, it does not mean there is some kind of “conspiracy.” The purpose is to come together to “win the war” and do not get stuck on individual battles.
- Be careful to distinguish your own individual opinion from the City Council opinion.
- Councilor Woodard commented on times when one might get caught up in the “heat of the moment” – it happens to everyone. He offered that from his experience he has never seen any ill will from an individual City Council member. Rather, he said he saw “passion.” He suggested that one thing he thought the City Council could do better is to call a “point of order” or to take a break if a discussion is becoming heated. He also complimented the conduct of staff.
- City Council President Henderson said the City Council should govern itself. It is no one else’s responsibility to keep the membership of the City Council in check with regard to its conduct other than the City Council members themselves. He agreed with calling a “point of order.”

Consultant Hertzberg summarized:

- Individual City Council members should recognize when a “point of order” should be called, call for a recess (take a break) or the discussion deferred.
- Councilor Buehner observed that personal interaction among City Council members have been good and not so good. She noted a time when she first began serving on the City Council where

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she felt alienated from the group and reported she had unfortunate feedback from another City Council member owing to a personality conflict. At the time she suggested to City Manager Prosser that there be opportunities for outside socializing with spouses among the City Council members a couple of times a year. For a while these social events occurred; however, about 18 months ago these activities ceased. She suggested that City Council members can work better with one another if they become better acquainted as people.

- Councilor Buehner noted the benefit of having a discussion regarding controversial issues during the study session. This gives City Council members an opportunity to give their personal opinion about how they feel about a certain issue. This is helpful to express personal opinions and then pause to consider feedback and review what is best for Tigard. In general, when it is time to consider the matter, an individual City Council member has been able to assess what is the best for the city overall and make a decision that is not necessarily reflective of his or her personal opinion.
- Councilor Woodard agreed with Councilor Buehner's observation about the benefits of the study session. This gives individuals time to receive and digest information. He noted the importance of making contacts ahead of time if an individual Councilor is having concerns about an issue or issues. He commented on the suggestion by Councilor Buehner to hold social events with spouses and noted a City Council member may determine that his or her home is their personal space and prefers to keep this area of their life separate from their duties as a city councilor.
- Councilor Snider said he expects clear and direct communication that is respectful. Ambushes are to be avoided if possible as these are not productive or healthy. He said people should focus on problems and solutions rather than people. He advised that he has struggled with the concepts of some of the statements within the groundrules. He noted that the groundrule statements should be agreed upon by the entire group. Whenever there is a new group, the groundrules should be signed off by each member of the group. He noted that the current groundrules appear to be more of a code of conduct. He noted there are some of the groundrules that he "cannot live with." He suggested that past groundrules should not be imposed on new members and when there is a change in the membership these rules should be reviewed.
- Mayor Cook indicated he agreed with Councilor Snider's comments. He also agreed on the importance of social interaction among the City Council members. He noted there are a couple of groundrules that he does not feel have gone very well in recent history. He also has issue with a couple of the rules that he does not feel that "he can live with."

City Council President Henderson referred to the code of conduct for boards and committees. He said that the city lost a couple of good committee people because they refused to sign the code of conduct agreement. As leaders, the City Council needs to set an example.

Discussion followed on the concern some people might have with regard to signing rules of conduct and whether this might stifle discussion.

Consultant Hertzberg advised City Council members that they need to make a decision on what to do with regard to the written City Council groundrules. From the discussion, he said it sounds as if

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the current City Council members have a common perspective. He asked City Council members what they felt about the current set of groundrules. Mayor Cook referred to the “reconstructed groundrules” prepared and distributed to the City Council from Mr. Hertzberg. The Mayor said he personally preferred the reconstructed groundrules. These are in an easier-to-read format. However, he said there are a couple of groundrules that he would like to see changed.

Councilor Buehner advised that when she became City Council President, it served her well to go back to review the groundrules to preside over meetings. She noted the importance for the president to make sure each person is asked for input.

Council President Henderson said he felt it is important to review the groundrules every year as a reminder of how the City Council has agreed to operate.

Meeting recessed for a few minutes.

Consultant Hertzberg suggested that Mayor Cook and Councilor Snider highlight their observations about the current City Council groundrules.

Mayor Cook commented on the following from the reconstructed City Council groundrules document:

- *Be welcoming to speakers and treat them with respect. For many citizens, speaking in front of the City Council is a new and difficult experience.* As a member of the audience for the past 10 months, he commented that he does not feel that the speakers are always treated respectfully. Speakers usually only have a few minutes to address the City Council. He noted the importance of giving the speakers full attention; that is, give them eye contact and listen to what they have to say. The Mayor also suggested that the City Council members give the speaker uninterrupted speaking time and do not ask questions during their testimony. He said that he would work on making sure that he has thanked each speaker for coming before the City Council to speak.
- *Communications with boards and commissions – “City Council members may attend any board meeting, which is open to any member of the public. However, City Council member should be sensitive to the way their participation could be viewed as unfairly affecting the process.”* Mayor Cook noted this would be discussed more later, but pointed out that this relates to the role of the City Council liaison. He noted that it should be decided if a City Council member is an alternate to a board or committee, should they attend the meeting if the primary representative from Council attends the meeting.

Councilor Snider reviewed his observation of the current City Council groundrules:

- Most of his issues are related to the sections outlining the use of electronic communication devices. From the way he is interpreting the language, it appears he would be unable to review City Council matters and make notes on his iPad to reference them during the

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meeting, but he could make the same note on a piece of paper and it would be fine. He said, clearly, prohibition on sending or receiving communications about matters before the City Council during a meeting is logical and doing so would violate public meeting laws. He said he could accept the Internet provision that disallows the City Council from using their computer to access the Internet during a City Council meeting; however, he did not see the harm in looking up a word to determine its definition. With regard to cell phones, he noted that there might be times when he needs to keep in contact with his work.

- With regard to communications directed to the full City Council, he said he understands the need for the response to be directed back to the public from the Mayor; however, he would like to be able to acknowledge or thank the speaker. He referred to a recent email he received from a citizen where he responded and thanked the person for his input. He understands he would not say anything to represent the city in such a circumstance; rather, he would like to acknowledge the communication. He clarified that the statement on this particular groundrule is *“do not respond to communications directed to the full City Council.”* City Manager Wine said the spirit of this particular rule relates to efficiency to avoid multiple responses or an uncoordinated response. After some discussion, it was agreed that this groundrule was meant to advise that City Council members should not respond to a matter addressed to the full City Council with a reply of substance. Acknowledgments of email communications are acceptable. Councilor Buehner advised that she, when she first began her service on City Council, would acknowledge email communications but found that because of the number of emails received, she prefers to let staff respond to emails.

Consultant Hertzberg summarized the groundrule was clarified regarding sending a response to communications sent to the full City Council. A City Council member can choose to acknowledge the email. (A civil response – a thank you, but not a substantive response.)

Councilor Buehner referred to the electronic communication devices and the overriding provisions regarding usage as stipulated by the Oregon Ethics Commission. For example, the City Council is not allowed to contact anyone by email during a meeting. If you need to contact someone, you need to leave the meeting to do so. She noted that iPads did not exist when the current City Council rules were written. She suggested the issues that Councilor Snider raised are new and the groundrules could be updated. City Council members should not be reading email during a meeting. With regard to emergencies, Councilor Buehner noted that there was a time when she was expecting an emergency phone call and notified the Mayor of her circumstance. At that time, she left her cell phone on so she could receive the call she was expecting. She said it was her opinion that the only time a cell phone should be left on by a City Council member during a meeting is if there is an emergency.

Council President Henderson commented that he agreed with regard to an emergency circumstance. He also noted that the purpose of not allowing for electronic communications during the meeting is to avoid ex parte contact. He noted the objective is for everyone to receive the same information at the same time when representing the citizens at the City Council bench.

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Mayor Cook noted he agreed with the comment by Councilor Snider regarding making notes on his iPad for reference purposes. Mayor Cook said that his preference is to receive and do his work in an electronic format.

City Manager Wine referred to the following two statements with regard to Councilors' use of electronic communications devices during City Council meetings:

- *Councilors shall not use electronic communication devices to review or access information regarding matters not in consideration before the City Council during a meeting.*
- *Councilors shall not access the Internet but may access City Council packet information concerning any matter pending before the City Council during a City Council meeting.*

Ms. Wine said that in the section on electronic communication devices, the above two statements appear to be applicable and should remain in the City Council groundrules. She referred to Mayor Cook's desire to refer to notes and that the language in this section should be "softened" based on what is available with current technology. The remaining bullets in this section are already covered by ethics law.

Councilor Woodard advised that he prefers to read his City Council packets in a paper format. He noted that he understood if a fellow Councilor would like to refer to notes made on an electronic device rather than paper.

Consultant Hertzberg summarized: Consensus of City Council is that members should keep their focus on what is going on at the meeting. Councilor Snider suggested that this should be the goal statement, "Councilors are to keep their focus on what is going on at the meeting."

Councilor Woodard referred to a groundrule under Section 1, Mandates: "*Excuse myself from participating in decisions when my immediate family's financial interests or mine may be affected by the City Council's action.*" He advised that he has a family member who owns a business in downtown Tigard, and there have been discussions around this property. Up until this time, he has not felt as though there was a personal position he should disclose with regard to his family or himself. Sometimes during past discussions, he has disclosed the potential conflict when he felt it would be a good idea to advise of this connection. He has participated in the discussions as no real conflict of interest existed -- no votes were taken that would directly affect this property. However, in the near future, he may decide to excuse himself from participating in City Council discussions as there are plans by the family member to explore a remodel of the business in May or June. He advised that he has an appointment with the city's legal counsel on this matter to determine how he should proceed with participation in future City Council discussions where this family property might be affected.

Councilor Buehner commented on declaring a conflict of interest or potential conflict of interests and noted she, as a private business owner, is cognizant of advising of any potential conflicts. She advised that City Council members should make a statement about a potential conflict if they are in doubt.

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Consultant Hertzberg summarized: It sounds as if the City Council agrees on the “code of expectations” part of the reconstructed City Council groundrules. He suggested that he and City Manager Wine would “take the next step” and make changes as noted during this discussion and get those back to the City Council members for their review. Their editing would include capturing the City Council’s discussion and eliminating redundancies in language.

Discussion then focused on some of the procedural City Council groundrules.

Councilor Snider referred to the groundrules section on citizen communication. He observed over the last year that there does not appear to be an over-abundance of the number of people who come to comment to the City Council at a meeting. He said that some people appear fairly regularly and he does not have a problem with limiting their remarks to two minutes. He noted his concern with the testimony light system that is used to time the length of testimony. He suggested that a five-minute limit for infrequent testifiers would be more appropriate. In addition, he has observed that the time limit has not been enforced at all. Councilor Snider said he would prefer a guideline that would be more welcoming to the public. Councilor Buehner commented on the history behind this City Council groundrule and noted the effort was to limit time taken by people who frequently offered testimony at length. She also noted that there used to be more people who signed in to testify during the citizen communications section on the City Council agenda.

There was discussion on agenda management and the allocation of about ten minutes to receive testimony from everyone during the citizens’ communication agenda item. City Recorder Wheatley noted that the time limits on citizen communications for individuals are set at two minutes. People testifying on public hearing items are allotted five minutes each.

There was discussion on placing time limits on frequent testifiers as opposed to those who are before the City Council for the first time. The ability to administer this type of rule was discussed. It was determined by a consensus of the City Council that the Mayor would informally monitor the citizen communications portion of the agenda – let people address the City Council for two to five minutes. Council President Henderson noted that it would be good to keep a standard for the general amount of time a person would be allowed to address the City Council, because committees also have people coming to their meetings and they have used time limits. In response to a request from Consultant Hertzberg for City Council members to give some guidance with regard to the imposition of limitations on citizen communications, discussion followed. The conclusion was to have wording that is not so intimidating on the sign in sheet and advising citizens to please keep remarks to about two to five minutes. If there are a lot of people who signed up to testify, the mayor would advise that testimony will be kept closer to two minutes. City Manager Wine said staff could change wording on the sign in sheets, the agenda, and the procedural notation agenda (green sheet) with wording that is more inviting to the public. The Mayor will manage this portion of the agenda keeping track of how much time has been allotted and how much additional business must be brought before the City Council on any given agenda.

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For a neighborhood issue when there are, as an example, 30 people who have come to address the City Council, consensus was that it would be acceptable for the attendees to appoint spokespeople. The Mayor noted that in such a situation, he has seen where it has worked to ask that the group appoint one or two people to address the elected officials and they are given an expanded amount of time; i.e., 15 minutes.

Consultant Hertzberg noted that it appeared there was consensus that the City Council wanted to be more inviting to the public when they attend City Council meetings to testify. If there should be a situation where an individual appears frequently before the City Council to testify, then this situation would be dealt with as it comes up.

Consultant Hertzberg referred to the ending time for City Council meetings. The City Council's goal is to adjourn prior to 9:30 p.m. At about 9 p.m., the person chairing the meeting would call attention to the status of what remains on the agenda. If the chair fails to call for this point of order, then it is acceptable for a City Council member to remind the chair to assess what remains on the agenda. Councilor Woodard commented on the practicality of this rule when there are times when individual City Council members might talk extensively about a particular issue. He suggested that the person presiding over the meeting could urge a person who has spoken at length to conclude his or her remarks so others would have an opportunity to comment.

Councilor Buehner commented that meetings are not running as late as they have in the past; i.e. up to 11 p.m. City Manager Wine referred to a recent meeting process instituted by the Executive Staff – everyone has the responsibility to monitor the amount of time being spent and allocated for agenda items. She suggested that the City Council give itself permission for any member to raise a point of order at about 9 p.m. with regard to status of what remains to be discussed on the agenda in order to adjourn by about 9:30 p.m. Consensus of City Council was to continue to monitor how the meeting is progressing with regard to time and call for point of order at 9 p.m.

City Manager Wine offered that it is always possible if the City Council turns to her during the meeting to determine if a topic can be placed on the calendar and continued to another meeting date. There was discussion about cuing each other to wrap up remarks if a discussion is going overly long.

City Council liaison appointments were reviewed, discussed and liaison appointments agreed upon by the mayor and council members. Staff will prepare an updated City Council liaison appointment matrix and submit it for council review at a later meeting. For intra-city boards and committees, the council liaison would be expected to attend an occasional meeting; i.e., once a quarter or one or two times a year. The exception to the occasional attendance guideline is if a board or committee requests the liaison to attend more often. For several of the committees, no alternate was selected since attendance is not required for every meeting.

City Council compensation.

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Consultant Hertzberg reviewed the provisions contained in Resolution No. 10-36 regarding the stipend for the Mayor. 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 will require an average of twenty hours each week during business hours. The resolution enumerates the responsibilities of the Mayor, which are listed as the City Council's priorities in Section 6 of the resolution. Mayor Cook and City Council discussed his plans to spend an average of at least twenty hours per week. They discussed with the Mayor his business commitments and his plan to take on the responsibilities as listed in Section 6.

Charter provision regarding term limits.

There was discussion on a concern that had been raised by City Council President Henderson regarding the interpretation of term limits as specified in the Charter. Council President Henderson said he did have an opportunity to talk to the city's legal counsel about this Charter section. The statement after noting the terms limit provisions proclaims, "In no case shall any person serve on the City Council for more than eight consecutive years....nor shall the Mayor serve as Mayor for more than eight consecutive years." The following statement, "These limitations do not apply to the filling of an unexpired term," was an add-on sentence that was sent to the voters without full review. Discussion followed on the term limit provisions. Council President Henderson suggested an alternative interpretation of the term language. The Charter, in Section 7, clearly states that, "At the general election held in 1990, and every fourth year thereafter, a Mayor shall be elected for a term of four years." Council President Henderson explained an option to consider to applying the Charter could mean that: If a mayor is elected because of an early resignation or vacation of office before his/her term is up, then when an election is held, the mayor would be elected to a full, four-year term.

Councilor Snider suggested consideration be given to changing the requirement to resign from the City Council in order to run for mayor.

Councilor Woodard suggested consideration should be given to removing the term limits for mayor and council.

Consultant Hertzberg advised that the options before City Council include:

- Leave the Charter as is.
- Review of the Charter by the City Council to determine if proposed amendments should be forwarded to the voters.
- Establish a Charter Commission for a complete Charter review process.

One Charter amendment proposal might be to look at adding two additional city Councilors, especially when the newly annexed areas are more fully developed. Strategy was discussed

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about including something on the May or November 2014 ballot on two or three Charter amendments. The May ballot would require this matter to be decided by City Council immediately; the November ballot should be scheduled for council to begin to consider amendments during 2013.

Discussion followed about the priority a Charter review should be assigned. Councilor Snider commented that he does not know if this is of a high concern at this time and whether to expend the energy now. Councilor Buehner replied that this topic has been brought up several times over the last few years and the attitude has been that it is not a priority; the question is, "When is the time?" Mayor Cook suggested the time might be right when it becomes apparent the decision should be made whether to add additional council members. City Manager noted the extensive build-out of the River Terrace area will not likely happen until around 2015. Council President Buehner noted other areas might be annexed and it might be a good idea to offer to the voters the idea of expanding the size of the City Council on the May or November ballot in 2014 that would take effect in 2016. Consultant Hertzberg advised that if the council membership is expanded, almost certainly there will be discussion about whether to elect council representatives by district.

Assistant City Manager Newton will prepare information on an approach for review of the Charter; i.e., minor tweaking or whether to establish a Charter Commission should a major change in governance structure be proposed. A Charter Commission would review the entire Charter for changes.

Meeting recessed for lunch at 12:50 p.m. and reconvened at 1:35 p.m.

Goal Setting and Strategic Planning

Consultant Hertzberg referred to the work of the Blue Ribbon Task Force and its recommendation that the city should adopt a Strategic Plan, beginning with an aspirational vision. The Task Force recommended building public awareness about where Tigard is today and a plan for how it wants to move forward. A strategic plan is to begin with visioning what the absolute ideal would be. The next step is to identify the priorities to keep in focus over the next six months and for identified time increments thereafter.

The City Council and staff were asked to write down on note cards three topics capturing what each believes to be the strengths of Tigard today. The next exercise was for the City Council and staff to write three topics envisioning what would make Tigard an exceptional place to live in 25 years. A summary list was created on flip chart pages; the transcription of the summary is attached (Attachment 1). Transcriptions of the topics written on notecards by staff, the mayor and council are filed in the record copy of the meeting packet.

Steps to be taken to achieve the 25-year vision were explored.

City Manager Wine distributed to the City Council a list of the executive staff's vision of how the City of Tigard would function in 25 years. This list is on file with the record copy of

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the meeting packet. Council reviewed the list and discussed. City Manager Wine explained that the executive staff went through the exercise of creating a table of contents for what a strategic plan looks like based upon the report from the Blue Ribbon Task Force. The first page contains a list of the actions that have been taken in the past. The purpose of the list before the Council is to generate thoughts about elements of a strategic plan. The second two pages in the executive staff's list contain strategic priorities, similar to the exercise the Council just went through to envision Tigard in 25 years.

Discussion followed comparing the Council's list to the list prepared by the executive staff:

- Advancement on goals will depend on finding additional funding. Consideration of a local option levy will not be possible until there is an understanding/education effort to the citizenry. It was suggested that revenue be attached to services for a better understanding of the connection by taxpayers regarding the cost of the services. The Council will have a major role in this education process by being proactive in its communication with the community.
- Basic services are listed in the executive staff list that Council members noted were assumed to continue.
- Compete for resources in the region – pursue, leverage and position. Be proactive.
- Geographic location – working with neighboring communities/cities to benefit one another. Geographically Tigard is in the center of the region; i.e. transportation hub. South county needs to do better job of working together on common issues. Plan joint meetings to hold these discussions – Sherwood, Tualatin, Lake Oswego, Beaverton and Tigard. Explore the concept of first tier development as defined and developed by the National League of Cities.
- Reference was made to the City of Hillsboro and its history of following through on a strategic plan. Implementation of the plan was made possible by remaining focused, setting priorities and having a clear plan and implementation strategy. The Hillsboro community shared the vision of its leaders. The City of Hillsboro also has a tax rate of about \$1.50 more than Tigard. Tigard has transportation advantages and Hillsboro has land advantages.
- Now that the Comprehensive Plan is in place, it is a good time to move forward – the Plan is our vision.

Councilor Snider asked if the executive staff's list and the Council's list are to be refined and combined? City Manager Wine said she would like to come back to the Council and discuss the next steps for setting the outline of the strategic plan. Consultant Hertzberg suggested that the next discussion also include establishing what the community element to the plan would be.

Consultant Hertzberg noted that it will take a while before a strategic plan is in place – estimated to take about six months. For the next six months, what are the priorities that should be kept in focus? City Manager Wine distributed a list she compiled after visiting with individual Council members. This list also was developed with reference to the comments made during the recent city manager's performance evaluation. On one side of the page distributed was a list of items for focus over the next six months and on the other side of the page was a list of the city manager's goals for next year. City Manager Wine noted that the

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lists are more task and project oriented, but could be viewed as steps to be taken within the strategic plan. When comparing the lists, it appears that these steps are complementary with the policy focus identified by the City Council. A copy of the list distributed by City Manager Wine is on file with the record copy of the meeting packet.

Six-month priorities were reviewed:

- Downtown property purchases – staff has been talking to property owners. Decisions are needed with regard to how vigorously to pursue identified properties. Selection of a Plaza site should be finalized by the City Council.
- Concern noted about the idea of a clock tower. This has been under discussion since 1985 and has not gone anywhere. There is also reference to the Rotary Club's offer to pay for exercise equipment that did not get acted upon. There was a lack of understanding about how projects got prioritized and how they could fall off the list and be left behind uncompleted. There was an expression of frustration about the length of time it takes to accomplish tasks or projects, which was challenged to be unnecessary if the right talent and focus was to take place.
- Consultant Hertzberg asked the Council to look at the list prepared by City Manager Wine and whether this was the appropriate focus for the next six months. It was brought up that these items on the list have been recurring items for quite a long time. Councilor Buehner suggested an outline of tasks be created to show what would be done towards furthering the items on the list. Councilor Woodard summarized that strategic elements could be designated as the clock tower, the downtown Plaza, taking the recreation inventory to the next step, which are all steps that would catalyze/activate economic development. Councilor Buehner said she would like to see a specific list of tasks that would be completed in the next six months for River Terrace. Councilor Woodard commented that Councilor Buehner's concerns are similar to those that he has with regard to the capital improvement project list. Councilor Buehner noted that there used to be public hearings before the planning commission on the capital improvement projects. Councilor Buehner clarified that she would like to see a detailed action plan with a clear timeline so Council members can help keep pushing to move large projects forward more quickly.

During the meeting, the council members discussed a call for a point of order about the tone of the discussion relating to frustration with activity levels on specific goals. Thoughts were expressed about how to be direct in communicating and the possibility of being perceived as being disrespectful, attacking or blaming in tone thereby causing the recipient of such feedback to become defensive. Council members discussed how to maintain open communication. City Manager Wine referred to Councilor Snider's comment at the beginning of this meeting about bringing solution-oriented approaches to the work. She noted that as she works with individual Councilors she screens the dialogue with what are the best and appropriate places for Council to make decisions, what is the Council's role or should the Council be given more information for a better understanding of what staff is doing. When a Council member expresses a concern, she will ask questions to determine what is behind the concern and then address or resolve the concern.

TIGARD CITY COUNCIL MEETING MINUTES – JANUARY 10, 2013

City Manager Wine noted some key activities scheduled for the Council in the near future with regard to the River Terrace Community Plan. One activity has to do with the annexation of two areas. The other activity is the convening of the key stakeholder working group for which Councilor Woodard volunteered to be the Council representative. Ms. Wine said at the staff level, the tasks relating to updating the Master Plan and securing the consultant for a transportation plan update are underway. She said if more reporting is needed on these types of activities, staff can give more updates. In response to a comment from Councilor Buehner, City Manager Wine requested that when people inquire about the status of the River Terrace Community Plan project, they be referred to the project manager, Darren Wyss or to herself. She advised of the communication plan for people interested in this project, which includes sending out letters and maintaining a listserv. She spoke to the importance of maintaining a coordinated communication effort.

Councilor Snider said he heard that Councilor Buehner would like to see more detail on a six-month activities plan for the River Terrace Community Plan.

Council meeting recessed for a few minutes.

Gathering Community Input

Consultant Hertzberg opened the discussion on gathering community input.

Councilor Woodard noted the Council hears from many of the same people much of the time and it Council is only hearing from a fraction of the community. He participated in the National Night Out event and said he found this to be an opportunity to talk to a different crowd of people. He said that when he talks to people in the community, he often finds there is a basic lack of understanding on community issues and noted the need for building awareness. Councilor Buehner noted her past success of walking the neighborhoods and spending time talking to residents about issues.

Councilor Woodard offered that perhaps the Neighborhood Networks could offer a local government seminar. Councilor Snider served on Financing Strategies Task Force where the notion of the community list of wants have a price tag and there is a need to find out how much people are willing to pay for their requests for services. One idea suggested was to place a cafeteria plan on the ballot or a town hall where you allow “one-resident, one-vote” and whoever comes to vote will get to participate in selecting the top funding priorities for the city (over and above basic services).

Councilor Buehner talked about a statistically valid survey conducted and noted the outcome on recreation issues. Councilor Woodard again referred to the Neighborhood Networks and how we could use this structure more effectively. Councilor Snider referred to the City of Newport Oregon’s practice of dividing the community up into districts and holding meetings within these areas to find out the priorities of the people who live and work in each of the areas.

TIGARD CITY COUNCIL MEETING MINUTES – JANUARY 10, 2013

Discussion on community engagement was held. An outline of the high points of the discussion is attached (Attachment 2).

Meeting adjourned at 4:46 p.m.

Catherine Wheatley, City Recorder

Attest:

Mayor, City of Tigard

Date: _____

DRAFT

TIGARD CITY COUNCIL MEETING MINUTES – JANUARY 10, 2013

Today's Strengths

- Geographic location/easy access.
- Committed staff and City Council: best for the city.
- Parks and natural resources.
- Fiscally responsible.
- Education.
- Volunteer involvement.
- Strong feeling of community.
- Stable population/workforce skilled.
- Transportation network.

Future Wishes – 25 years

- Connection (between areas of Tigard)
 - Two hearts.
 - Between Triangle and Downtown.
 - Light rail/bus service.
 - Ten minute maximum travel/2-3 modes.
 - Washington County with equal treatment for bus/light rail service – trolley/local bus services.
- Parks and Recreation.
 - District.
 - Schools serve as centers.
 - Stadium (multi-sport) – amateur complex, arena.
 - Tualatin Hills Park and Recreation District model.
 - Recreation center (YMCA).
 - Zip lining as destination.
- Neighborhoods:
 - Sustainable
 - Live, work, play within twenty minutes walking distance.
 - Universal design (built for any age).
 - Vibrant communities.
- Downtown (Examples: Redding, Ashland).
 - Urban, walkable, live, work, shop, play there.
 - Gathering place/common area.
 - Vibrant, evocative/want to go back there.
 - Convention center and amphitheater.
- Revamped property tax system.
 - Stable, secure funding.
- Own Zip Code.
- Long-term water supply.

- Willamette. (Tigard has water rights on the Willamette)
- Owner.
- Reuse (purple pipe). (Use for irrigation and to migrate into Fanno Creek)
- Annexation.
 - All area with in Urban Planning Area.
 - Which directions to grow (new areas beyond).
- Economy-robust!
 - More employment land.
 - Strong employment.
 - All who live here can work here.
 - Retail and high tech/complementary.

Council Thoughts on Community Engagement

What are our purposes in engaging the community?

- The city needs public input to make good decisions
- We want to widen the circle of involvement beyond those people we hear from regularly
- It is important to build awareness of city issues and options for the future

What tools and methodologies should we consider?

- Town Halls
 - ◆ Citywide
 - ◆ Neighborhoods
 - ◆ Elders
- Use existing community networks whenever possible
- Reach out to people where they are: school open houses, football and soccer games, farmers markets, bingo, homeowner associations, Library, etc.
- Engage people in one-on-one conversations; recruit active citizens to engage with others
- Use a variety of tools to gauge public opinion
 - ◆ People-meters at meetings
 - ◆ Statistically-valid surveys
 - ◆ Advisory votes, perhaps offering cafeteria options
 - ◆ New England town meetings
- Neighborhood Network
- Neighborhood blogs
- Use strategic planning process as an opportunity

**CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 13-**

A RESOLUTION AMENDING THE COUNCIL GROUNDRULES AND SUPERSEDING RESOLUTION NO. 12-35

WHEREAS, the Council Groundrules were reviewed and updated on August 28, 2012, with the adoption of Resolution No. 12-35; and

WHEREAS, newly elected officials and mid-term elected officials agreed to review the groundrules during a special council meeting held January 10, 2013; and

WHEREAS, the City Council discussed the groundrules at its January 10, 2013, special meeting and determined updating and reformatting of the groundrules was desired.

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

SECTION 1: Council Groundrules as outlined in Exhibit A represent the agreement of the Mayor and City Councilors.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2013.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

On January 10, 2013, the Tigard City Council met to discuss the Council Groundrules established by Resolution No. 12-35. The council agreed it preferred the draft re-formatted version of the groundrules; the reformatted version is listed in the document below. During its discussion on January 10, the council members agreed to some additional modifications to the reformatted groundrules. These modifications are shown in the red, blue or purple text edit marks and language changes or additions.

Tigard City Council Groundrules

The Tigard City Council hereby adopts the following rules for government of its members and proceedings. (Tigard City Charter, Chapter IV, Section 13). These rules will be reviewed and signed off on by each councilor annually.

Deconstructing Council Groundrules

Joe Hertzberg
January 2, 2013

Formatted: Heading 1

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.

1. 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.
- Councilors are encouraged to disclose potential conflicts of interest. Excuse and excuse myself themselves from participating in decisions when my immediate family's or their financial own financial interests or mine may be affected by the council's action. If in doubt, councilors are encouraged to discuss the matter with the city attorney.
- 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. 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.
- At the conclusion of the Citizen Communication period, 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. When making assignments consideration should be given to continuity and the background, experience and expertise of individual councilors. Should two or more Council members seek appointment to a ~~position~~position, preference of the longest serving Council member may be a consideration. ~~will have first choice.~~
- The role of the council liaisons ~~are~~ is 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 may attend board meetings more frequently if attendance is requested by the board. Councilors should make their role clear to the board when attending a meeting as a council liaison.
- Alternate council liaisons will attend a board or committee meeting only if the primary council liaison is unable to attend.
- 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. (Mayor Cook will serve as provided in Resolution No. 10-36: “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 usual and customary assignments... (Described in Section 6 of Res. 10-36...will require an average of twenty (20) hours each week during business hours.”)

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 or ambushes.
- 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.
- It is the council’s job to govern itself. If a discussion is going overly long or if a discussion becomes heated or tense, a council member may consider calling for a pPoint of oOrder to suggest taking a break or deferring the discussion to a future meeting.
- The presiding officer should invite each councilor to express his or her opinion.

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 on a board, committee or at a public meeting, 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 ~~provide the official response~~ ~~respond~~ to communications directed to the full council. The city manager or mayor will ~~respond~~ coordinate the response on behalf of the city. It is appropriate for councilors to acknowledge receipt of communication and thank the sender.
- 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 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.
- 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. (Delete this statement; it is covered by Oregon public meeting law.)~~
- 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 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.)
- ~~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. (Delete this statement; this is covered by Oregon public meeting law.)~~

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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.
- Communicate clearly, directly and respectfully. Focus on problems and solutions, not people.
- 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 by giving them full attention demonstrated by eye contact and active listening; avoid interrupting them with questions or comments. 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

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____

Special Meeting

Meeting Date: 01/29/2013

Length (in minutes): 10 Minutes

Agenda Title: Review and Reach Consensus on the Update to the Council Liaison Appointment Matrix

Submitted By: Cathy Wheatley, Administrative Services

Motion Requested

Item Type: Update, Discussion, Direct Staff

Meeting Type: Special Meeting

Public Hearing:

Publication Date:

Information

ISSUE

Review, confirm agreements reached at January 10 Council goal-setting meeting regarding the updated council liaison appointment matrix.

STAFF RECOMMENDATION / ACTION REQUEST

Review and approve the attached updated council liaison appointment matrix prepared as a result of the City Council's discussion at its January 10, 2013, meeting.

KEY FACTS AND INFORMATION SUMMARY

Council, at its January 10, 2013, meeting reviewed the council liaison appointment matrix and reached consensus about representation to the numerous City of Tigard and regional boards, committees and commissions.

An updated matrix is attached.

OTHER ALTERNATIVES

Further amend the matrix if changes are agreed upon by the City Council.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

December 6, 2011

January 24, 2012

June 26, 2012

January 10, 2013

Attachments

2013 Proposed City Council Liaison Appointment Matrix

2013 City Council Appointment Matrix

Updated from Council discussion of
January 10, 2013

Committee Name	Primary Representative	Alternate Rep	Meeting Frequency	Time Expectation	Staff Liaison
<i>Budget Committee</i>	All Council		3-4 consecutive Monday evenings in April & May		Toby LaFrance
The Budget Committee provides a public forum to obtain public views in the preparation of fiscal policy.					
<i>Budget Subcommittee- Social Services</i>	Councilor Snider		1 meeting in March		Toby LaFrance
Reviews applications submitted by social service agencies for contributions from the city. Consists of 1 Council member and 2 citizen-members of the Budget Committee.					
<i>Budget Subcommittee - Events</i>	All Council		Council Workshop or Study Session in March		Toby LaFrance
Reviews requests for contributions to community events.					
<i>City Center Development Agency</i>	All Council		First Tuesday of the month.	Approximately 2 hours per month	Sean Farrelly
Council members serve as the urban renewal agency's board.					
<i>Clackamas River Water Providers</i>	Councilor Woodard		Usually First Wednesday of the month, 9-11 a.m. Held at North Clackamas Water Commission Building, 14275 S Clackamas River Drive, Oregon City 97045; staff contact: Kim Swan 503-723-3510		John Goodrich
Comprised of six municipal water providers on the Clackamas River serving more than 300,000 people in Clackamas County. Participation is voluntary and funded through membership dues. The CRWP projects and staff are jointly funded but each individual organization retains autonomy. Conservation programs and services are provided to CRWP members. Members include Estacada, Lake Oswego, Gladstone, Tigard, and the North Clackamas Counter Water Commission, Oak Lodge Water District, Sunrise Water Authority, South Fork Water Board and Clackamas River Water.					

Committee Name	Primary Representative	Alternate Rep	Meeting Frequency	Time Expectation	Staff Liaison
<i>Community Development Block Grant Policy Advisory Board</i>	Councilor Henderson	Marissa Daniels	2 nd Thursday of the month at 7 p.m. Location rotates	Approximately 2 hours month	Marissa Daniels
By IGA, Washington Co. established the Community Development Policy Advisory Board (PAB) to represent the County Consortium, make recommendations to the County Commissioners on all matters pertaining to the CDBG program. Includes a representative, generally an elected official, from the County and each of the 11 participating cities in the Co.					
<i>Intergovernmental Water Board</i>	Councilor Buehner	Councilor Snider	2nd Wednesday/month, 5:30 p.m., Water Building	Monthly	Dennis Koellermeier
To make recommendations to the Tigard City Council on water issues and to carry out other responsibilities set forth in the IGA between Tigard, Durham, King City and the Tigard Water District. Each jurisdiction is represented by a member + 1 at-large.					
<i>Metro Joint Policy Advisory Commission on Transportation</i>	Beaverton Mayor Doyle	Cornelius Mayor Jef Dalin	2 nd Thursday/month 7:30- 9 a.m. @ Metro		Judith Gray
Tigard Mayor Cook to attend/monitor meetings on regular basis. A 17-member committee that provides a forum for elected officials and representatives of agencies involved in transportation to evaluate transportation needs in the region and to make recommendations to the Metro Council.					
<i>Mayor's Appointment Advisory Committee</i>					Staff Liaison to the committee interviewing
The Mayor and one councilor. The councilor serving as the current City Council liaison will interview applicants for filling available seats on city boards, committees and commissions. For example, when interviewing applicants for the Planning Commission, the Mayor and the primary Council liaison will interview candidates with a meeting time and date to conduct the interviews coordinated by the staff liaison.					
<i>Metropolitan Area Communications Commission</i>	Councilor Woodard	Louis Sears	6 times a year, usually Wednesday, 1-5 pm at MACC headquarters		Louis Sears
MACC is the governing body that oversees the contracts for cable services and TVCTV. The Executive Committee meets separately to make recommendations to the Commission on administrative issues including budget and the review of the Executive Director.					

Committee Name	Primary Representatives	Alternate Rep	Meeting Frequency	Time Expectation	Staff Liaison
<i>Metro Policy Advisory Committee (MPAC)</i>		*	2 nd and 4 th Wednesday 5-7 p.m. at Metro	Ongoing 4 hours/month	Ron Bunch
MPAC it is made up of elected officials. Representatives are elected by peers within Washington County cities. *Note: Potential that Councilor Buehner to be nominated as the alternate (last update on this was 1/10/2013).					
<i>Regional Water Providers Consortium</i>	Councilor Buehner	No appointment made	Quarterly meeting held at Metro		John Goodrich
Consortium is comprised of all water suppliers in the metro area. The Councilor appointee to this group represents the city on regional policy issues.					
<i>SW Corridor Plan Steering Committee</i>	Mayor Cook	Councilor Woodard			Judith Gray
Consists of project partner elected and appointed officials who make final recommendations to the Metro Council and other jurisdictions for the SW Corridor Plan					
<i>Tigard- Lake Oswego Joint Water Partnership Oversight Committee</i>	We have two primary seats: Councilor Buehner & Councilor Snider		Monthly – working on a new meeting schedule		Dennis Koellermeier
Membership is comprised of staff and elected officials to govern water partnership between the cities.					
<i>Washington County Coordinating Committee</i>	Mayor Cook	Councilor Woodard	2 nd Monday @ noon Beaverton City Hall	1-2 hours per month	Mike McCarthy
WCCC reviews and comments on major land use and transportation issues and provides a forum for discussion which results in recommendations for a coordinated approach between jurisdictions. The Committee has specific authority on the Major Streets Transportation Improvement Program (MSTIP) and the Countywide Traffic Impact Fee (TIF) program. Representatives to JPAC and MPAC from County and cities in the Co. will be on the policy body.					
<i>Westside Economic Alliance</i>	Mayor Cook	No alternate.	3 rd Wednesday of month 7:30-9 a.m. @St. Vincent's Hospital Board Room	<u>PLUS: Optional Thursday Forum breakfast w/ speakers</u>	Ron Bunch
Create an environment conducive to business growth, working to influence decisions on policies and regulations impacting the economic vitality of the area.					

Committee Name	Primary Representative	Alternate Rep	Meeting Frequency	Time Expectation	Staff Liaison
<i>Willamette River Water Coalition</i>	Council President Henderson	Councilor Buehner	Monthly		Dennis Koellermeier
Mission of the coalition is to protect the Willamette River and to protect Tigard's water rights.					

Tigard Board & Committee Liaison Assignments:

<i>Committee Name</i>	Primary Representative	Alternate Rep	Meeting Frequency	Time Expectation	Staff Liaison
<i>Tigard Audit Committee</i>	Councilor Buehner		Meet a minimum of two times with reps of the CPA firm appointed to perform the annual audit of the city's annual financial report.		Debbie Smith-Wagar
Participate in the appointment, compensation, retention and oversight of any independent accountants engaged for the purpose of preparing and issuing an independent audit report of performing other independent audit, review or attest services.					
<i>City Center Advisory Commission</i>	Council President Henderson	Councilor Woodard*	2 nd Wednesday/month@ 6:30 pm		Sean Farrelly
This committee's role is defined in the City Charter and is to assist the Urban Renewal Commission in developing and carrying out an Urban Renewal Plan. *If Councilor Woodard is also unable to attend, Council President Henderson will contact another City Council member to attend.					
<i>Façade Improvement Subcommittee</i>	Council President Henderson	Councilor Woodard/ Mayor Cook		(2 representatives needed)	Sean Farrelly
To encourage businesses to make improvements to storefronts or commercial facades in downtown by providing design assistance and/or matching funds.					
<i>Downtown Public Art Subcommittee</i>	Council President Henderson	Councilor Woodard/ Mayor Cook			Sean Farrelly
Discuss and make recommendations for various public art options that may be purchased with the urban renewal funds for the Main St./Green St. project.					
<i>High Capacity Transit Land Use Plan Citizens Advisory Committee</i>	Councilor Woodard	Councilor Snider	Meet during regularly scheduled Transportation Advisory Committee Mtgs		Judith Gray
Metro has identified the "SW Corridor" (PDX - Sherwood via Tigard) as the next priority expansion line for the regional HCT system. The city is gearing up for an extensive planning process beginning with a state-funded land use plan to identify potential station area locations and development traits to warrant HCT investment and achieve the city's aspirations. The Transportation Advisory Committee serves as the Citz. Advisory Comm. for the land use plan.					
<i>Library Board</i>	Councilor Snider		Second Wednesday of each month at 7:00 p.m.		Margaret Barnes
Advisory to the Council regarding library policies, budget, facilities and other needs of the community to provide quality library service, per TMC 2.36.030.					

<i>Committee Name</i>	Primary Representative	Alternate Rep	Meeting Frequency	Time Expectation	Staff Liaison
<i>Neighborhood Involvement Committee (formerly CCI)</i>	Mayor Cook		3 rd Wednesday/every other mo. @ 7p.m.	6 hours a year	Joanne Bengtson
Charged with oversight for the Neighborhood Network program, encourages two-way communication between city and residents and encourages residents to be more involved. <i>(The committee changed its name to reflect new mission – previous incarnation was Committee for Citizen Involvement.)</i>					
<i>Park & Recreation Advisory Board</i>	Councilor Woodard	Council President Henderson	2nd Monday/month 7 p.m. in the Water Building		Steve Martin
To advise the Council on park and recreation policies, facilities, programs and budgets.					
<i>Planning Commission</i>	Councilor Buehner	Councilor Snider	1st & 3rd Monday/month @ 7p.m.		Susan Hartnett
Assists the City Council to develop, maintain, update and implement the Comprehensive Plan, to formulate the Capital Improvements Program, and to review and take action on development projects and development code provisions delegated to the Commission.					
<i>Transportation Advisory Committee</i>	Councilor Woodard	Councilor Snider	1 st Wednesday, 6:30 p.m., library 2 nd Floor Conf Rm	1.5 hr. meetings	Judith Gray
Advisory to council & staff regarding planning and development of a comprehensive transportation network, including development of plans and corresponding financing programs; development of funding mechanisms and sources to implement transportation projects and ensure adequate maintenance of the existing transportation infrastructure; public involvement and education in transportation matters and ways to improve traffic safety and accessibility in all transportation modes.					
<i>Tree Board</i>	*		1 st Wednesday of month @ 6:30 p.m.		
The mission of the Tree Board is to develop and administer a comprehensive program for the management, maintenance, removal, replacement & protection of trees on public property. *Tree Board mission to be added to/redefined in 2013? – get recommendation from staff.					
<i>Youth Advisory Council</i>	Councilor Woodard and Councilor Snider to share attendance.*		1 st & 3 rd Wednesdays @ City Hall (Wednesdays conflict with other council liaison meetings; this meeting date might change?)		Sheryl Huiras
Students in grades 5-12 represent their peers as resources to the community to advise the best ways to build developmental assets for each youth in Tigard. The Youth Advisory Council also facilitates the development and implementation of programs and activities that are important to youth. *City Manager Wine will find out more information on the status of the Youth Advisory Council.					

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Special Meeting**Meeting Date:** 01/29/2013**Length (in minutes):** 60 Minutes**Agenda Title:** Recap of 2012 Goal Status and Review Six-Month Priorities for 2013**Prepared For:** Marty Wine, City Manager**Submitted By:** Cathy Wheatley, Administrative Services

Motion Requested

Item Type: Update, Discussion, Direct Staff**Meeting Type:** Special Meeting**Public Hearing:** No**Publication Date:****Information****ISSUE**

Review the goal update for the 2012 City Council Goals and the first six-month priorities list for 2013.

STAFF RECOMMENDATION / ACTION REQUEST

Review and discuss the progress made on the 2012 City Council Goals. Review and approve the six-month priorities list proposed for 2013.

KEY FACTS AND INFORMATION SUMMARY

The City Council met January 10, 2013, to set goals and follow up on recommendations made by the Blue Ribbon Task Force submitted in a report received by the City Council at its December 18, 2012, meeting, which was the last meeting for 2012. The Task Force recommended that the city adopt a Strategic Plan, beginning with an aspirational vision followed by identifying the priorities to keep in focus over the next six months. As recommended by the Mayor's Blue Ribbon Task Force, the City Council will engage the community in developing this long-range plan.

While the plan is in development, there are still areas of policy decision and focus needed by the City Council in 2013.

Attached is a draft of the six-month priorities list proposed for 2013, which reflects the actions that Council will be expected to take during this time. After discussion and the council members have directed staff regarding any changes to the list, staff will return to the council for formal adoption of the priorities list at a future council meeting.

OTHER ALTERNATIVES

Amend the proposed priorities list.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Development of the 2013 Tigard City Council priorities list as the City Council works through the process to develop Tigard's Strategic Plan with the community. While the six-month list focuses on key milestones for major city projects and initiatives, in future years, council goal-setting will occur in as part of updates to the city's strategic plan.

DATES OF PREVIOUS COUNCIL CONSIDERATION

December 18, 2012 - Received recommendations from the Blue Ribbon Task Force

January 10, 2013 - Conducted a special meeting to begin the process of developing a strategic plan, identifying priorities and goals for the short term.

Attachments

2012 Third Quarter Council Goal Update

Priorities for 6-Month Focus in 2013

Goal 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**

- Design continues to advance; the River Intake Pump Station (RIPS) is nearing 100 percent and all other phases are at 60 percent, allowing for a budget update next month.
- Contractor pre-qualification for RIPS is underway.
- Water rights case continues to churn through the State Court of Appeals. The League of Oregon Cities and the Oregon Water Utility Council have filed friends of the court briefs supporting the partnership's position.
- Oregon Division of State Lands has granted the easement for the Willamette River crossing.
- Supplier selection of specialty equipment continues.
- Land use hearings in West Linn scheduled for October 2012.
- Negotiation of a franchise fee to be imposed by West Linn upon the partnership continues at the city manager level.

b. Implement the Comprehensive Plan through code revisions, including:**i. Tree code**

- At the July 10 Study session, staff summarized the adoption process and adoption volumes
- On July 24, a public hearing was held to share a staff report and gain public testimony and feedback from Council.
- On August 14, a public hearing was held for discussion with the Planning Commission and identify issues of interest
- September 11, a public hearing and discussion occurred with Planning Commission President Dave Walsh and the project garnered refinement of the issues of interest.

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**

- On August 14 Council voted unanimously to approve a resolution accepting the HCT Land Use Plan report for the purposes of: 1) informing future planning activities, including the Southwest Corridor Plan; 2) acknowledging the work and recommendation of the Citizen's Advisory Committee; and 3) fulfilling the obligations of the intergovernmental agreement with the funding agency (ODOT) and planning partner (Metro)
- Tigard continues to be represented at several levels of the SW Corridor project teams including the steering committee, project management group, project team leaders group, and public involvement group.

- On August 21 the report “*Tigard Triangle: A Path Forward*” was presented to the Tigard City Council and Planning Commission. It provided history on previous planning efforts in the Triangle, opportunities and barriers to redevelopment and key elements to ensure success of future plans.
- In late September, ODOT announced that Tigard had been selected to receive a Transportation Growth Management (TGM) grant for additional planning work in the Triangle. This work will help to identify and refine potential economic development opportunities, strategies and policy/plan amendments for the Triangle.

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.

- The city closed on Eiswerth parcel.
- In partnership with Metro, the city recently finalized the purchase of the Fields property, which is a 26-acre site along the Fanno Creek Greenway and near the Tigard Public Library. The acquisition is a major milestone that will help to close a key gap in the Fanno Creek Greenway.
- Acquisitions via the park bond have added over 105 acres to the city’s parkland inventory and leveraged over \$6 million of grant and local agency contributions to the program.
- The Fanno Creek House project obtained land use approval.
- East Butte Heritage Park project obtained conditional use permit.
- The Jack Park expansion project was submitted for land use. The project allows construction of a trail from Walnut Street to Jack Park.
- Property acquisition inquiries for open space continued for the properties on the Park and Recreation Advisory Board’s list.
- One property on Main Street is on track for acquisition. The acquisition may be funded with park bond dollars. The City Center Advisory Commission and CD staff continue to identify possible park acquisitions in the downtown area.

Goal 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.**
- This quarter the city convened the Mayor's Blue Ribbon Task Force, a group of community leaders charged with recommending how "Tigard should spend its next dollar". The group will bring recommendations to the December 18 workshop.
- b. **Communicate regularly to residents about the alignment of city priorities with resources.**
- c. **Evaluate the city's sustainability efforts on an ongoing basis.**

- Work continues with the Brightworks firm, with a focus on the Public Works department as a pilot project
- A department steering committee was formed to help develop a sustainability action plan
- The steering committee will receive sustainability training October 29 from Brightworks

Goal 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.**

- CCDA approved signing a Purchase & Sale Agreement with owners of Saxony-Pacific property. Due diligence is underway
- Targeted Improvement Program finalized and an RFP has been released to owners of vacant properties, brokers and businesses
- Progress made in securing a public open space in the downtown
- One new façade improvement grant approved. One previously approved project (Main Street Cleaners) completed
- Downtown street fair on August 11 drew an estimated 2,000 visitors
- Downtown connectivity plan proceeding. Public notice sent to property owners and Council workshop held. A hearing will take place with the Planning Commission on October 15th
- Conversations held with prospective developers/investors
- Main Street public art call for artists underway

Goal 4. Annexation

- a. Re-evaluate the city's annexation policy.
 - b. Develop a philosophy and approach to consider annexations, including islands.
- At the July 17 Council workshop on annexation policy, Council reviewed the annexation background report and prioritized topics for the first policy discussion held on August 21. Issues included the legal context for island annexation, phasing-in taxes and the development potential of property within islands
 - Council discussion supported an offer for tax phase-in with a promise not to apply city taxes before the River Terrace Community Plan for areas 63, 64 and Roy Rogers West is finalized and approved. Council showed some urgency to consider a resolution on this issue.

Goal 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
- Completed a searchable inventory of recreational sources that will be made available to customers through the city's website. A discussion with Council is scheduled for November 2012.
 - Discussions continue with Tigard-Tualatin School District regarding partnering opportunities, including a field improvement at Metzger Elementary.

Tigard City Council Priorities for 6-Month Focus in 2013

- Tigard's Strategic Plan (end of 2nd Q)
 - Engage the community to develop and adopt a vision and long-range strategic plan for the next generation. In coming years, annual goals will be guided by the strategic plan
- Communicate with Tigard residents (2nd Q)
 - Develop new strategies to expand the pool of involved residents, build awareness, and engage in ongoing two-way dialogue
 - Develop Tigard's community identity
- Financial Sustainability
 - Balance/adopt 2013-14 budget and CIP, together with Budget Committee (2nd Q)
 - Includes focus on key facility needs
 - Maximize franchise revenue (2nd Q)
 - Do not lose current-year PGE revenue collections
 - Implement solid waste franchise fee increases
 - Labor relations: policy guidance for SEIU and TPOA agreements (2nd Q)
- Economic Development
 - Develop and adopt Citywide strategy (2nd Q)
 - Development Code improvements to support economic development and improve permitting efficiency (2nd or 3rd Q)
 - Explore Pacific Highway Urban Renewal District options (4th Q)
- Take the Next Step on Major Projects
 - Water source and supply
 - Preserve and advance LO-Tigard Water Partnership
 - Build partnership relationships (1st Q)
 - Complete West Linn appeal; secure permits to proceed with plant and pipeline project (1st Q)
 - Confer with LO regarding 60% design estimates (2nd Q)
 - Evaluate future of partnership roles (2nd Q)
 - Continue transition of amended intergovernmental water agreement (4th Q)
 - River Terrace Community Plan
 - Take part in Stakeholder Working Group (1st Q)
 - Guide Infrastructure Financing Strategy (3rd or 4th Q)
 - SW Corridor Plan
 - Acceptance of Alternatives Analysis (2nd Q)
 - Implement the Comprehensive Plan
 - Adopt Comp Plan amendments on Goal 10 (Housing Inventory) (2nd Q)
- Downtown
 - Downtown Plaza Site Acquisition and Design Approval (CCDA - 2nd or 3rd Q)
 - Develop a strategy for redevelopment of city-owned property (CCDA - 2nd Q)

- Other Potential
 - Determine terms for public private partnerships/developer incentives (for an eligible redevelopment proposal)
 - Finalize Saxony property purchase for redevelopment and develop design concepts (if issues can be addressed)
 - (If railroad is cooperative) Acquire property and develop concepts for Tigard Street Trail; advance options for rail crossing “trade” for Ash Avenue at-grade crossing
 - Determine the need to amend urban renewal plan with new projects (if charter issues can be fixed)
- Other initiatives
 - Evaluate options and resources to create a pilot recreation program (2nd and 3rd Q)
 - Use recreation inventory to match with program demands/service gaps
 - Determine options for future programming (including partnerships)
 - Evaluate social gaming policy issues and options (2nd Q)
- Represent Tigard effectively at the regional, state and federal level (2nd and 3rd Q)
 - Funding opportunities
 - Transportation priorities/SW Corridor