

CITY COUNCIL GOAL SETTING SESSION

APRIL 8 6PM

MONROE COMMUNITY LIBRARY

Attached:

- 1. CREATING SMART GOALS**
- 2. CITY OF MONROE GOALS**
- 3. VISION MONROE TOMORROW DOCUMENT**
- 4. BLANK FORM**
- 5. DRAFT STAFF REPORT FOR GOAL SETTING SESSION**
- 6. Please review material and complete the blank form and return it to city hall by end of business April 2nd. No names required. IN paper or electronic format. The results will be used as a basis for the council to have discussions and provide direction to staff during the goal setting session. This will be a council goal setting session which means a public meeting but there will not be a public hearing and no decisions will be rendered. It is expected that council will provide direction to staff to create draft goals for their consideration and review. Anyone may suggest goals. I ask that you consider the “Smart Goals” concept in your proposed consideration of goals.**

Rick A. Hohnbaum

City Administrator

Creating S.M.A.R.T. Goals

Specific
Measurable
Attainable
Realistic
Timely

Specific - A specific goal has a much greater chance of being accomplished than a general goal.

EXAMPLE: A general goal would be, "Get in shape." But a specific goal would say, "Join a health club and workout 3 days a week."

Measurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

To determine if your goal is measurable, ask questions such as.....How much? How many? How will I know when it is accomplished?

Attainable - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, and skills to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

Realistic - To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and realistic; you are the only one who

can decide just how high your goal should be. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force.

Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

Timely - A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 10 lbs, when do you want to lose it by? "Someday" won't work. But if you anchor it within a timeframe, "by May 1st", then you've set your unconscious mind into motion to begin working on the goal.

CITY OF MONROE GOALS

Introduction:

On Tuesday April 4, 2017, a team of volunteers from the Monroe City Council, budget committee and planning commission met for the purpose of creating goals and priorities for the City of Monroe. Also participating in the exercise was Superintendent of Public Works, David Claborn. City Administrator Hohnbaum provided an outline of existing and former organizational goals as well as results from surveys taken from participants of the goal setting team. Hohnbaum also recapped recommendations from master plans previously done by engineering firms for wastewater, storm water and parks. In addition information was shared with recommendations relating to computer hardware needs for the city and Mr. Claborn shared issues related to water source issues.

Exercises:

When surveyed, the team prioritized the allocation of funds for new expenditures:

For Planning (4)

For Projects (3.75)

For Programs (2.25)

When surveyed, the team prioritized the administrative staff time for the organization to be expended on;

- | | | |
|---------------------------------|------------|---|
| 1. Funding-grant acquisition | (95 votes) | <i>Staff hours have increased by 54% with only a 12% increase of cost to the municipal organization within the last three months.</i> |
| 2. Staff Development | (59 votes) | |
| 3. Getting Paper House in order | (57 votes) | |
| 4. Electronic media | (48 votes) | |
| 5. Better Customer Service | (46 votes) | |

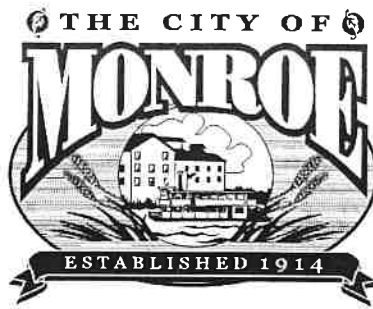
Brain Storm:

After reviewing all of the information shared, interpreting past and present projects, programs and planning efforts, the team spent 30 minutes listing all the potential priorities for each of the three work areas for the organization (projects, programs, planning). These were discussed, voted on and ranked for prioritization

Results:

PROGRAMS	PROJECTS	PLANNING
Funding/Grants	Storm Water	Water Source
Enforcement Ordinances	Utility Bills Online	Telecommunications
Development Code Update	Computer Hardware	Sidewalks

Listed but not prioritized was law enforcement, business development, 6th Street Trail and Orchard Street, covered picnic area at City Park, speed study (to lower speed of traffic). While everyone received 5 votes to cast as they desired, only two items (Funding/grants and water source) received ten or more votes.



RESOLUTION 17-01

A RESOLUTION ADOPTING CITY ORGANIZATIONAL GOALS AND PRIORITIES FOR THE 2017-2018 FISCAL YEAR

WHEREAS, the Monroe City Council hosted a work session on April 4, 2017 with representatives from the city budget committee and city planning commission for the purpose of establishing goals and priorities for the City of Monroe, and

WHEREAS, six elected officials, two appointed officials and two staff members reviewed existing data and plans defining future and current infrastructure needs as well as survey results for projects, programs and planning needs for the organization, and

WHEREAS, this dedicated team of community leaders committed their efforts and focus both prior to the work session, during the work session and the review following the work session to consider and deliberate the diverse collective insights and perspectives gained from their esteemed positions within the organization and the community, and

WHEREAS, a general consensus was achieved as to the reasonable set of priorities and goals in which to dedicate the limited resources of the organization beyond the standard operating projects, programs and planning efforts, now therefore

BE IT RESOLVED THAT THE GOALS PRIORITIZED WITH EACH THREE ELEMENTS OF OUR OPERATIONS FOR 2017-2018 FISCAL YEAR ARE HEREBY DETERMINED AND DECLARED

PROGRAMS	PROJECTS	PLANNING
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Listed but not prioritized was law enforcement, business development, 6th Street Trail and Orchard Street intersection, covered picnic area at City Park, speed study (to lower speed of traffic).

Passed by the Monroe City Council this 24th of April, 2017.



Mayor Paul Canter

Attest: 

Rick A. Hohnbaum, City Recorder

Monroe Tomorrow

A discussion of Monroe's future and the framework for an updated Comprehensive Plan.

Our Vision –

Our vibrant, rural town is a welcoming and inclusive community celebrating its agrarian heritage, natural environment, neighborly culture, and local economy.

Our Aspirations –

- **Locational Advantage** - We aspire to be a community maximizing the benefits of our location; nestled in the heart of the Willamette Valley, surrounded by a growing artisanal agriculture industry, just east of prime recreational parklands, a short distance from two major universities and employment centers, fronting an accessible and beautiful river, and well connected by highways, trails, and bike paths to other great places.
- **Governance** - We aspire to have our local governments, community organizations, and businesses collaborating to ensure our institutions best support all community members; our emergency services protect us all from harm; and our systems of governance cooperate on planning, strategy, and action.
- **Housing** - We aspire to provide a wide range of economically, socially, and environmentally sustainable housing for all who value our community's wonderful quality of life and make Monroe home.
- **Business Community** - We aspire to have a thriving business community with retail, agricultural, and service businesses catering to the needs and desires of our residents and attracting visitors. Monroe supports small businesses, home-based businesses, and creative entrepreneurs.
- **Riverside District** - We aspire to have a vibrancy and vitality within the Riverside District enhancing it as an asset and source of pride for the whole community, as well as a significant attraction for visitors. This district will take advantage of visual and physical access to the Long Tom River, traffic on the highway, proximity to larger cities, and the needs and desires of the Monroe community.
- **Ecosystems** – We aspire to foster a healthy environment that sustains our neighborhoods and wildlife. Our city recognizes the intrinsic value of nature and sustaining the ecosystem services of Monroe's air, water, and land.
- **Infrastructure** – We aspire to build, maintain, and upgrade our transportation, parks, water, sewer, stormwater, and public safety systems to ensure residents receive high quality, reliable essential services.
- **Quality of Life** - We aspire to have our quality of life nourished by our city's strong economic, organizational, cultural, and transportation connections throughout the southern Willamette Valley. Our combination of physical and cultural advantages exemplify why Monroe is a wonderful place to settle down, raise a family, or start a business.

March 26th, 2018

GOAL SETTING STAFF REPORT

On April 8, 2019 at 6pm at the Monroe Community Library, there will be a City Council Goal Setting Session facilitated by the City Administrator. The primary purpose is to establish goals and directions for the City organization and serve as a foundational policy document for staff planning and implementation for the 2019-2021 fiscal years.

1. Goals should be more than just projects

2. Projects

GIS- Next steps to create electronic records of utilities owned by the city

Steve M. is confirming data location for utilities. Recent survey data for the core residential area of the City has been provided to Steve L., the GIS staff at OCWCOG. In progress.

Reader Building Improvement Plan

Public Works and Safety Committee has requested that the 2019-2020 budget include replacement of the Reader Building with a three-unit commercial garage facility for public works.

Main Street Improvement Project

Parks Restroom Picnic Shelter Construction

Library Maintenance Plan

Rick still wants one for City Staff.

Heating Issues still ongoing. Council agreement for Legacy Fund in place. Rick needs to work on MOU for the funding and administration of Legacy Fund.

Steve M. is learning about the heating issues on a daily basis during the current cold spell.

Facilities Emergency Preparation

New generator for WTP in budget and SOWT is preparing recommendation.

CA has requested Public Works to determine Emergency Response to save water reservoir water in the event of a shake.

Additional planning and consideration needed

Water Master Plan

ENGINEERS of Record

City Engineer of Record Decision (Our existing contract has expired/June 2017)
We have an interested party (Civil West) who have done the City's Storm Water Master Plan and Wastewater Master Plan and won the bid for the Water Master Plan)

What do we want to do on this project?

Sidewalks/We want sidewalks

Rick has been making inquiries with CDBG. They qualify but the funds are very competitive and everyone wants sidewalks. Other funding options need to be explored

Water Source Project

Significant research and options in play including additional work during the water master plan project. The City has engaged a water rights and researcher (former Oregon Water Resource employee) and a written report which mostly eliminates ground water options has been produced. In January of 2019 a joint meeting with City, Watershed, COE, RARE and Oregon Water Resources was held exploring additional options.

River/Dam/Watershed/COE Long Term Plans

1135 awarded. Next step is agreement for feasibility study between City and COE and IGA between City and Long Tom Watershed for funding support for the required matching funds for the COE agreement.

Long Term Regional Water Planning with County and Cities

Ongoing and discussed quarterly with county commissioners

Bailey Branch Project

SB Recreation Alliance support work for their efforts

Inventory and Asset Program is being established and worked on city wide

Paper house – we are making progress on this and most files located in the PW shop have been inventoried and moved to a more environmentally friendly location.

Access points from Fir and Oak to School Properties

Rick needs to do some property ownership research as it relates to easements.

Oregon Monroe Main Street Program Development (with RARE Support)

Taylor has it going on

Comp Plan (with RARE Support)

Taylor has it going on

PSU has agreed to provide technical support for some of the chapters

Code Developments and Land Use Policy Updates

New model code initially promised in September by the League of Oregon Cities is out. Staff is consulting with city attorney.

Patrick Depa, Contracted county planner working on major issues for Development Code modifications

Regional Wetlands Policy and Development

On-going with OCWCOG and Terry Koroush has been appointed to represent Monroe on regional discussions

Destination Development work with Travel Oregon and Benton County Travel

Could spend more time with.

Economic Development

Actively working with RAIN on regional rural entrepreneurship.

Significant Planning and Community development Projects

Library Baseboard project-

A building supervisor from the county suggested that a double odd 4 steel wool

Railing for porches at Library

Need to be painted to match the existing ones

Public Bulletin Boards-City Owned

Can City acquire boards and permission to create city owned locations for postings

Storm Drains

Storm water system improvements-

Public works consistently working on storm water improvements

System Development Charge Program Overhaul

Storm Water Master Plan Done

Waste Water Master Plan is Done

Water Master Plan in negotiations
Park Master Plan done in 2011 and could or should be updated
Street Master Plan to be put out for contract after the TSP is completed

Successfully completed projects and goals

Legion Hall Improvements

TMDL 5 Year Plan

Gas Station Sale

School Improvement Permitting Process

Monroe Transportation System Plan

City Trees Maintenance

Fencing for Heat Pumps at Legion Hall

SBNP Agreement

Protection for heat pumps at Legion Hall-gutters

Water Treatment Plant Improvements

Wastewater Treatment Plan Improvements

First Vac Truck cleaning of storm drains in recorded history

County Associate Planner position operating

Library Legacy Fund Development

Grant Funding

Utility Bills are online and we can take online payments

Updated/upgraded Utility Billing and Finance Software

Updated Wonderware software for WTP

City Monthly Newsletter has been established increasing communication with the community

