

# **AGENDA**

## **CANBY CITY COUNCIL SPECIAL MEETING**

**February 20, 2010**

**9:00 AM**

**Council Chambers**

**155 NW 2<sup>nd</sup> Avenue**

*Mayor Melody Thompson*

*Council President Walt Daniels*

*Councilor Richard Ares*

*Councilor Robert Bitter*

*Councilor John Henri*

*Councilor Brian Hodson*

*Councilor Jason Padden*

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## **CITY COUNCIL SPECIAL MEETING**

- 1. CALL TO ORDER**
- 2. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**
- 3. EXECUTIVE SESSION: ORS 192.660(2)(a) Employment of Public Officer**
- 4. CITY COUNCIL GOAL SETTING**
- 5. ADJOURN**

\*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer at 503.266.4021 ext. 233. A copy of this Agenda can be found on the City's web page at [www.ci.canby.or.us](http://www.ci.canby.or.us). City Council and Planning Commission Meetings are broadcast live and can be viewed on OCTS Channel 5. For a schedule of the playback times, please call 503.263.6287.

John Henri

**City of Canby**

**City Council Homework/Questions to Consider**

**In preparation for 2/20/2010**

**Goal Setting Workshop**

1. Identify the three things that have been accomplished by the City during your time on the Council (or during the last couple of years if you are new) that you are most proud of.

- a. Completion of the Theater
- b. Street Maintenance throughout City
- c. Credibility Improvements over the City & City Staff

To assist you with identifying issues and goals, be sure to consider the following broad areas:

- Land Use/Planning;
- Utilities;
- Transportation;
- Economic Development;
- Intergovernmental Relations/Regional Partnerships;
- Parks and Recreation;
- Library;
- Cemetery
- Citizen Communication and Involvement ;
- Administrative/ Fiscal;
- Public Safety; and
- Council and Staff Relations/Organizational.

2. **ISSUES:** Using your knowledge of the city and your feelings for its long-range future, what do you see as the top five major issues the City of Canby will need to address in the next five years? Be prepared to discuss how you think the City should begin to prepare to deal with these issues.

When identifying issues, remember the City will face issues involving both internal and external environment. You will need to consider the mission of the City or why it exists in the first place. Issues should be related to the core purpose of the city's existence.

Issues can be either tangible, concerning people, facilities, equipment, funding, etc.; or they can be intangible, related to things such as morale, attitude, trust, loyalty, public perception, etc.

When writing issue statements, they should be stated in terms of 1) concisely describing the issue or problem, and 2) explain the ramifications or relevance of the situation. Properly written issue statements must answer the basic question: So what?

- a. City Street Maintenance
- b. Storm Water System Upgrades
- c. Water Department
- d. Main Street/Downtown/99E Beautification
- e. Develop a sense of place/Focused destination

3. List at least five goals you feel the city should focus on during the next three to five years. Remember goals should follow "SMART" principles: Specific; Measurable; Achievable; Relevant; and Time-based.

- a. Storm Water <sup>System</sup> Management Plan
- b. Complete Transportation <sup>System</sup> Management Plan
- c. Re Evaluate the City staff Organization
- d. Re evaluate the previous planned Police Facility
- e. Main Street Program Implementation
- f. Plan and <sup>and</sup> ~~incorporate~~ Co. streets within City limits to City
- g. Develop and Implement a plan to bring bike into City Park.
- h. Continuous Improvement at current Industrial Park.

Please bring this completed information with you to the to the Goal Setting session on Saturday, February 20, 2010.

To: Kim

From: Jason Padder

- Note -

~~XXXX~~ City Council  
goal setting worksheet.

Route 503 266 79611

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**City of Canby****City Council Homework/Questions to Consider****In preparation for 2/20/2010****Goal Setting Workshop**

1. Identify the three things that have been accomplished by the City during your time on the Council (or during the last couple of years if you are new) that you are most proud of.

- a. Street Maintenance program cycled and improvements made
- b. Staffing Changes
- c. Downtown Revitalization

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- a. Continuity in the environment of the workplace
- b. Information Flow (to council) is not congruent of Standardized
- c. Relationship between Citizens and City still needs work
- d. \_\_\_\_\_
- e. \_\_\_\_\_

3. List at least five goals you feel the city should focus on during the next three to five years. Remember goals should follow "SMART" principles: Specific; Measurable; Achievable; Relevant; and Time-based.

- a. Develop a more Strategic Strategic plan.
- b. Plan out Civic Complex.
- c. Continue to improve relations with CUB
- d. Make master plan(s) more user friendly
- e. Update library and council interface
- f. \_\_\_\_\_
- g. \_\_\_\_\_
- h. \_\_\_\_\_

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Bitter

## City of Canby

### City Council Homework/Questions to Consider

In preparation for 2/20/2010

#### Goal Setting Workshop

1. Identify the three things that have been accomplished by the City during your time on the Council (or during the last couple of years if you are new) that you are most proud of.
  - a. Development of NW 2<sup>nd</sup> Ave./Canby Cinema Project.
  - b. New directions in City administration and leadership, and positive response by citizens.
  - c. Forward movement in economic development in both Pioneer Industrial Park and commitment to Main Street program for downtown.

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- a. Need for overall City facility master plan to replace aging, expensive, and unsafe facilities. Important to provide better customer service, improve morale, increase safety (especially for police department,) and reduce expenses.
  - b. Need to create stable financials to ensure maximum delivery of services. Goal is to reduce fluctuation of services tied to unreliable funding sources.
  - c. Need for new comprehensive plan to direct land use and development for the future.
  - d. Creation of a comprehensive downtown development plan, including capital and expense budgets to support business vitality.
  - e. A transportation system to support increasing traffic demands.
3. List at least five goals you feel the city should focus on during the next three to five years. Remember goals should follow “**SMART**” principles: **Specific; Measurable; Achievable; Relevant; and Time-based.**
- a. Revise the economic development plan for the urban renewal districts, with specific focus on actions to support retention and growth in the downtown area.
  - b. Develop a new comprehensive plan.
  - c. Revise the downtown master plan, including all City facilities.
  - d. Develop a new fiscal plan that emphasizes consistent delivery of services.
  - e. Create a new customer/citizen – focused service plan, with at least one measurable service initiative in each functional area.
  - f. Update the park master plan, including the plans for CAPRD an and the senior center

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Hudson

## City of Canby

### City Council Homework/Questions to Consider

In preparation for 2/20/2010

#### Goal Setting Workshop

1. Identify the three things that have been accomplished by the City during your time on the Council (or during the last couple of years if you are new) that you are most proud of.

a. The industrial Park development and its continued growth

b. The commitment to economic development of our town as seen with the theatre addition and the new businesses that came 2+ yrs ago.

c. A distinct leadership change and change of attitude

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- a. A marketable vision for Canby's future that highlights our attributes as a community and sets forth an improved image in our Metro Area
  - b. The need to improve our Police Facilities so as to better protect our growing community and ensure our improving quality of life.
  - c. Clarify our City's vision and priorities which in turn will set our priorities. This will enable us to assess needs and "have to do", and balance that with our wants and "would like to do".
  - d. Be fiscally responsible in regards to our needs and "have to do" and manage within our means without adding unnecessary burdens to Canby citizens.
  - e. \_\_\_\_\_
3. List at least five goals you feel the city should focus on during the next three to five years. Remember goals should follow "**SMART**" principles: Specific; Measurable; Achievable; Relevant; and Time-based.
- a. Leadership development and growth in all departments, which will need to emanate from city hall w/ Staff, City Administrator, Legal Council, and HR. This will need to then go top down in each department. Measured through performance reviews, customer/citizen responses, decreased turnover. Development opportunities provided
  - b. Economic growth of the city w/a concerted focus on Downtown Development, all the while growing Canby as a whole. Measured through number of businesses opened, new construction started and completed, tax revenue, others?
  - c. Meet our fiduciary responsibilities as a city through timely budgeting, financial reporting, and responsible spending. Measured through Finance office on monthly

reporting, maybe analyzing and course correcting every 3months instead of at 6 month mark. Deeper dives into potential projects to decrease over runs and unnecessary expenses.

- d. Plan for and build appropriate Civic facilities that can flex as our community flexes.  
Police, Library and City Hall, Community Recreation Center.

e. \_\_\_\_\_

f. \_\_\_\_\_

g. \_\_\_\_\_

h. \_\_\_\_\_

**Please bring this completed information with you to the Goal Setting session on Saturday, February 20, 2010.**

WALT

Walt

## City of Canby

### City Council Homework/Questions to Consider

In preparation for 2/20/2010

### Goal Setting Workshop

1. Identify the three things that have been accomplished by the City during your time on the Council (or during the last couple of years if you are new) that you are most proud of.
  - a. Canby Pioneer Industrial park
  - b. Canby Area Transit
  - c. Downtown N. 2nd remodeling

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Issues can be either tangible, concerning people, facilities, equipment, funding, etc.; or

- a. Develop a 5 year Strategic Plan for the city. Canby does not have a direction of what they want to be or look like in the coming years. We have done things in the past that we look to today and realize that was not a good idea. Get citizen input in helping form their city.
- b. Transportation plan. Need designed truck routes to keep truck out of residential areas.
- c. Canby Area Transit. Need to complete the master plan and find a place for a transit center and facilities for parking and servicing the busses.
- d. Library. Present facilities are over crowded. Look at expanding present location or build new facilities.
- e. Police dept. Facilities are old and repairs are costly. Take present plan for Canby industrial part and reduce it to basics to make more acceptable to the voters.

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- a. Strategic Plan - 5 yr plan - citizen input - direction for city
- b. Transportation Plan - designate Truck route
- c. Canby Transit Master plan - <sup>need</sup> space for Transit center - facilities
- d. Expand Library - out grown present facility
- e. Police facilities - need more space

3. List at least five goals you feel the city should focus on during the next three to five years. Remember goals should follow "SMART" principles: Specific; Measurable; Achievable; Relevant; and Time-based.

- a. Develop N. 1st Street downtown remodeling plan - purchase property
- b. Implement Main Street Program - hire a manager
- c. Canby Area Transit - Transit Center - Transit facility
- d. Set up a 5 yr strategic plan for Canby with citizen input
- e. Revisit the Police facilities plan, scale down, find funding
- f. Update NE Canby Master plan
- g. Facility needs for library - expand or build new
- h. Upgrade Transportation plan - Truck route

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AKES

## City of Canby

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1. Identify the three things that have been accomplished by the City during your time on the Council (or during the last couple of years if you are new) that you are most proud of.
  - a. Council addressed administrative leadership issue.
  - b. Adopted street maintenance fee – a bold step.
  - c. \_\_\_\_\_

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- a. Deteriorating & increased pressure on City assets (streets, utilities, buildings) in time of increasing stress on general fund.
- b. Commercial development outside of downtown core.
- c. Trust, credibility & communications of City Council, all department staff & police.
- d. \_\_\_\_\_

3. List at least five goals you feel the city should focus on during the next three to five years. Remember goals should follow “**SMART**” principles: **S**pecific; **M**easurable; **A**chievable; **R**elevant; and **T**ime-based.

I have chosen to suggest four **Core Goals** that can be supplemented by objectives that would lead to accomplishing each goal. The objectives listed are just a starting point to begin discussion and need more detail and responsibility assignment in final document.

a. **Economic Development**

i. Urban Renewal

1. Programs and projects

- a. Business recruitment
- b. Protect the “Canby” environment

ii. Marketing of downtown, industrial & highway commercial areas

1. Downtown plan and Manager

- a. Façade improvements
- b. Main Street Program
- c. Railroad Parking Lot

2. Incentives and support



- a. Job creation

**b. Public Services & Safety**

- i. Continue focus on gangs, vandalism and graffiti
- ii. Increase visibility (positive) of Police
  - 1. Community Liaison & Policing
  - 2. School resource officer(s)
- iii. Develop and implement city-wide asset maintenance, improvement and replacement plan (water, sewer, streets, buildings) {5 Year Plan}
  - 1. Street maintenance plan
  - 2. Storm water plan
  - 3. Improved or new public facilities (i.e. Library, Police Dept., City Hall, etc.)
- iv. Parks and recreation
  - 1. Communicate & cooperate with CAPRD
  - 2. Resolution of Pool issue

**c. Communications & Customer Service**

- i. Develop citizen information & communication plan and assign responsibility to specific staff for implementation
  - 1. Press releases
  - 2. Informational pieces in media regarding planning for Library, Police and other public facilities and improvements (street maintenance).
- ii. Increase community visibility of city staff and police
- iii. Communicate with county, state and federal agencies.

- iv. Increased training and internal communications within city staff
- v. Promote and protect the small town feel of Canby

**d. Growth & Fiscal Responsibility**

- i. Implement Best Practices city-wide
- ii. Improve efficiencies in operations (reassume water dept.)
- iii. Maximize use of financial and personnel resources (deploy appropriate technology, software and upgrades)
- iv. Anticipate & prepare for additional demands on general fund.
  - 1. Monitor legislation and advocate for beneficial proposals
- v. Land use plans
  - 1. Comprehensive Plan updates
  - 2. Subdivision design projects
- vi. Transportation plan
- vii. Transit Plan & Canby Area Transit
- viii. Regular budget reviews

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Thompson

**City of Canby**  
**City Council Homework/Questions to Consider**  
**In preparation for 2/20/2010**  
**Goal Setting Workshop**

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  - a. Economic Development Program developed and projects completed such as successful industrial park, bringing a theatre to downtown, bringing jobs to Canby.
  - b. An elected Council is in place that works together in a collaborative, professional manner. They listen to the community, and are customer service oriented.
  - c. We have a city organization that is professional and committed - they represent Canby very well and we can be proud of them.

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- a. **Strategic facilities plan to assist in decisions of what and when: Police department, library, city hall, transit structures, city shops (parks, public works). Factors are the city's ability to afford them, how it factors into the list of other Urban Renewal projects that are needed, other ways to**

finance them (public private partnerships?), the competition from other local entities for elections and bonding, and the general economy and Oregon state financial situation. Failure to attempt to construct this facility infrastructure need leads to inability to take advantage of opportunities like grants, business investments (public/private), advance reinvestment and jobs policies. Also, deteriorating structures are more expensive to maintain and may inhibit desired community program needs.

- b. Parks and Recreation – financial/organizational mechanism for implementing existing plans that include structures, land acquisition, development.
  - c. Continued development of commercial businesses to balance industrial/residential development particularly in Historic Downtown.
  - d. Continued rebuilding of public trust and confidence in city government, programs
  - e. Cultural and community connections – Hispanic community, senior citizens, youth population: better representation and connections throughout the community via programs, services.
3. List at least five goals you feel the city should focus on during the next three to five years. Remember goals should follow “SMART” principles: Specific; Measurable; Achievable; Relevant; and Time-based.
- a. Connect with community – rebuild and enhance confidence in city (people, programs, decisions) in order to accomplish our other goals.
  - b. Create a strategic facilities plan outlining police, library and city hall/civic facility options and funding recommendations.
  - c. Stabilize current Transit System financial operating budget – possible 3 year phase in
  - d. Build a new police department in 2 years
  - e. Build a new library within 5 years
  - f. Consolidate Water department (currently operated by Canby Utility) with City Public Works

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