

**CANBY CITY COUNCIL
SPECIAL MEETING MINUTES
March 5, 2011**

Presiding: Mayor Randy Carson.

Council Present: Rich Ares, John Henri, Jason Padden, Walt Daniels, Greg Parker, and Brian Hodson.

Staff Present: Greg Ellis, City Administrator; Penny Hummel, Library Director; Bret Smith, Police Chief; Bryan Brown, Public Works Director; Renate Mengelberg, Economic Development Director; Darvin Tramel, Interim Public Works Director; Julie Wehling, Transit Director; and Kim Scheafer, City Recorder.

Others Present: Buzz Weygandt.

CALL TO ORDER: Mayor Carson called the Special Meeting to order at 9:00 a.m. in the Council Chambers followed by the opening ceremonies.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None.

DEPARTMENTAL PRESENTATIONS: Greg Ellis, City Administrator, said the Directors would be talking about their departmental goals. Staff would match department goals to the Council's goals and develop action plans.

Sue Engels, Finance Director, said providing timely information and safeguarding the City's assets were the two main goals of the department. Some of the items this would include were segregation of duties, training of city staff, updating Finance software, and fraud prevention.

Councilor Parker said staff might want to look at sharing resources among other entities, looking at a new auditor, and suggested having a fraud response.

Penny Hummel, Library Director, presented the Council with a report on library activities and goals. Library departmental goals were new library planning, fundraising, improving services, programs, and collections, outreach to Spanish speakers, community partnerships, and communications. Canby was one of the poorest libraries in the LINCC system even after the Library District. The Library would also be working with the schools and would be developing a naming policy as part of the fundraising plan.

Councilor Ares said it would be helpful to think of out-of-cycle fundraising and be specific on needs.

Bryan Brown, Planning Director, gave the Council a handout of Planning Projects for 2011-2012. Many of the items relied on grant funding. Planning resources needed to catch up to what was typical in other communities, especially the mapping systems.

There was discussion about creating a network for the mapping systems with other jurisdictions to have uniformity throughout the county.

Bret Smith, Police Chief, gave the Council a handout on the Police Department's goals. They consisted of continued involvement for construction of a new Police Department, Oregon Accreditation Alliance, identification of Police Department mission, goals and values, promotional criteria and selection process, letter of expectation to new police officers, Canby Citizens/Community Academy, and OCTS monthly television programs with the Police Department.

Councilor Ares appreciated the visibility and activity in the community and improving professionalism.

There was discussion regarding improving the look of the police cars.

Darvin Tramel, Interim Public Works Director, said the department was on budget this year. He reported on several projects that were being worked on, such as the Stormwater Management Plan and Stormwater Master Plan, TSP, Street Maintenance Program, NE 3rd and 4th project by the Canby Fairgrounds, and reconstruction of streets around Wait Park. Street maintenance funds would not be used on the Wait Park project. He also discussed the new Stormwater permit implications and requirements. A rate study would be done in April to establish new SDCs.

The Council requested a Work Session regarding Stormwater issues.

Julie Wehling, Transit Director, reviewed the handout she gave the Council on statistics for Canby Area Transit, projects that had been done, and projects yet to accomplish. Due to service changes in 2008, there had been decline in ridership, but this was the first year it had started to increase. She explained the understaffing issue in her department, which would be discussed during budget time.

Councilor Padden suggested moving the Transit Department to the property on Redwood and Territorial.

Ms. Wehling said in looking ahead to the budget, there was going to be service cuts or increase in payroll tax. There were businesses who were complaining about paying the tax.

Councilor Henri suggested outreach to local businesses so they knew about the requirements to pay a transit tax.

Councilor Parker said citywide communication and community outreach needed to be addressed in the goals.

Renate Mengelberg, Economic Development Director, said the goals she would like to take further were developing an economic development plan and exploring programs and resources to help businesses and the Industrial Park to thrive. The Main Street Program would be launching a visioning process for downtown. She also suggested an updated facade improvement program and business incubator opportunity.

There was discussion regarding looking ahead at areas for Urban Renewal Phase 2.

Greg Ellis, City Administrator, said the Management Team had been discussing how they could address the personnel shortfall. He was looking at hiring an HR Assistant and having Amanda Klock serve as Assistant City Administrator. The OCTS show City Views would also be continuing to help with communication to the community. An All Hands meeting was also held once a month with the City, Fire District, Canby Utility, and the School District. The City had applied to have a parking study done for the downtown area along with leading a community visioning/planning process.

Kim Scheafer, City Recorder, discussed customer service and the City's website, newsletter, and customer service manual.

There was discussion regarding filling the Public Works Director position.

Mr. Ellis said action planning would be attached to these staff goals and staff would make sure they fit the Council's goals.

CITY COUNCIL GOAL SETTING: There was discussion regarding whether or not to have broader goals or more specific goals.

Councilor Padden said he would like to see strategic planning and goal setting from each department, attach them to the Council goals, and turn the document into a five-year document. He also suggested a matrix that could be monitored to check off what had been accomplished.


Councilor Henri recommended making no changes to the goals and having the City Administrator come back in six months with the Department Directors to develop the action plan and create a five year plan.

There was Council consensus to have the Department Directors report back in six months with their Departmental Goals/Action Plans in relation to the City Council goals.

Councilor Padden suggested creation of a specific five-year strategic plan and a general ten-year plan.

Mayor Carson adjourned the Special Meeting at 1:40 p.m.


Kimberly Scheafer, CMC
City Recorder


Randy Carson
Mayor

Assisted with Preparation of Minutes - Susan Wood