

**CANBY CITY COUNCIL
WORKSHOP MINUTES
November 30, 2005**

Presiding: Mayor Melody Thompson

Council Present: Roger Harris, Walt Daniels, Georgia Newton, Teresa Blackwell and Randy Carson.

Staff Present: Mark Adcock, City Administrator; John Williams, Community Development & Planning Director; Beth Saul, Library & Parks Director, Chaunee Seifried, Finance & Court Services Director; Margaret Yochem, Transit & General Services Director; Ken Pagano, Police Chief; Greg Kroeplin, Police Lieutenant; and Kim Scheafer, City Recorder Pro Tem.

Others Present: Paul Carlson and Ray Hughey.

Mayor Thompson called the workshop to order at 7:05 p.m. in the Conference Room at City Hall.

Mark Adcock, City Administrator said that staff needed to know areas of emphasis that the Council felt important in the general fund that need to be preserved to the extent possible within the two revenue estimates. The Finance Director was not predicting a deficit in 2006-2007. The real issue was 2007-2008 and 2008-2009. Mr. Adcock gave an overview of zero based budgeting.

A discussion took place regarding different budget strategies in preparation of the shortfall.

Mayor Thompson said they had to hit a target at some point and decide on a number. Then a strategy could be developed on reductions around that figure.

Chaunee Seifried, Finance & Court Services Director said that another big issue was that a large amount of cash carryover was being used. It was helping them get through the next couple of years, but then going away because it was being used so drastically right now.

Mayor Thompson said she hoped if considerable budget cuts had to be made that perhaps staff refocus where customer access might be coming from for a specific purpose or thing.

Councilor Harris said that smaller communities consolidated.

The Council discussed directional philosophies which consisted of consolidation of duties, block out time for staff to gain productivity, and a reduction in customer service.

Councilor Newton said she could live with some cutback in customer service, but she wanted customer service provided at the time the public needed it.

Mr. Adcock said there was one element they did not have a number for and that was labor negotiations. The other was they were acknowledging no deficit in 2006-2007. Beginning now and through 06-07 they would begin reductions in anticipation of 2007-2008. He asked if Council still wanted positions brought before them when they became vacant.

A discussion took place regarding the hiring freeze and positions that could affect revenue, if cut.

Mr. Adcock said that staff would develop a number proposal and list the item or position, impact of what will occur, what's mandated, and cost savings.


Councilor Blackwell said she would like for staff to put in their proposals the key positions that they feel are necessary to run the city.

Mr. Adcock said that a reduction amount would be selected. A cost reduction plan would be developed that talks about items or positions, impacts, and cost savings along with what would be happening with labor negotiations, scheduling of activities, some allowable reduction in customer service. He asked for clarity on the hiring freeze.

The consensus was to relook at the hiring freeze in March. No requests to fill should be brought to the Council until that time.

The workshop was adjourned at 8:15 p.m.


Kimberly Scheafer
City Recorder Pro Tem


Melody Thompson
Mayor