

NEWBERG CITY COUNCIL MINUTES
GOAL SETTING SESSION
March 4, 2017, 8:30 AM
George Fox University, Canyon Commons

The Goal Setting Session began at 8:30 a.m. Present were Mayor Bob Andrews, City Councilors Denise Bacon, Mike Corey, Hayley Delle, Patrick Johnson, Scott Essin and Stephen McKinney. Also present were City Manager Joe Hannan, City Attorney Truman Stone, City Recorder Sue Ryan, Community Engagement Specialist Rosa Olivares, Human Resources Director Anna Lee, Finance Director Matt Zook, Public Works Director Jay Harris, Community Development Director Doug Rux, Police Chief Brian Casey, Information Technology Director Dave Brooks, and Library Director Leah Griffith.

Facilitator Joseph Bailey led the group through a Council Building exercise. The Council introduced themselves, their backgrounds and their overall concerns. Department Heads presented on their priorities.

Human Resources Director Lee said her department's priorities include Recruitment and Hiring, Orientation – Integration, Training and Support, a Volunteer and Intern program, an updated Employee Manual and Policies, Employee Recognition and Retention, and Succession planning. She said since she had arrived there had been 21 new hires, consolidation of hiring practices in the HR Department, development of a consistent orientation process, multiple trainings that had been held covering a variety of topics and development of an internship program to benefit both the city and interns. She said in addition HR had been updated manuals and was planning supervisor training on the new manuals.

There were questions for the Human Resources Department on exit interviews for departing employees, roles and responsibilities including workplace boundaries throughout the organization, and consistent training for employees. She said her three highest priorities for the City included a 5-year financial plan, the technology plan, and a fully functional HR department. The Council said what stood out to them about HR included a Safety program, diversity and inclusion practices, collaboration across departments, not wanting to turnover in the organization because that would be an indicator of problems in management and support from the bottom up from new employee getting orientation up to the Department Head level to ensure they are receiving the support they need.

There was a short break.

City Attorney Stone said the Legal department's priorities include review and updating of the Municipal Code, updating and standardizing City model contract language and terms. He announced they had filled the Ordinance Enforcement Officer position with Bryan Corn who would be starting soon. He said his 3 highest priorities for the City included completing an Urban Growth Boundary expansion, street maintenance, and focusing on the core functions of the City and doing those well.

There were questions for the Legal Department on the interface between the Legal Department and the Municipal Court, and changing the Charter of the City. Councilor McKinney wanted to know his number one concern. CA Stone said the number of issues the Legal Department needed to handle with one attorney.

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Community Development Director Rux said his department's priorities include the Newberg Economic Development Strategy, an Urban Growth Boundary expansion, the Downtown Improvement Plan, Strategic Tourism Plan, and Riverfront Master Plan. He said his 3 highest priorities for the City included the Tualatin Valley Fire & Rescue annexation, the Urban Growth Boundary expansion and Housing Affordability. There were questions for the Community Development Department on the Riverfront Master Plan, the viability of the existing 22 plans, whether the department had enough staff. Land use impacts from expanding the Urban Growth Boundary, impacts from the current Legislative Session on CDD, and the redevelopment of the former paper mill site. CDD Rux announced their new planner was Sheryl Cain who would be starting soon as an Associate Planner. He said in 2018 they may need additional staff because the City's Development Code needs to be rewritten.

Police Chief Casey said his department's priorities include Staffing, Patrol Vehicles, the 9-1-1 Center and Emergency Operations. He reported on some statistics for his department. He said his 3 highest priorities for the City included increase sources of funding, an Economic Development Strategy and balanced growth. He was also concerned that the rate of residential growth versus commercial and industrial growth would not provide as much tax revenue to support city services. There were questions for the Police Department on motor officers, recruitment of new personnel to the Police Department, the 9-1-1 Dispatch Center and red light cameras.

There was a short break.

Finance Director Zook said his department's priorities include Long Range Financial Planning including, Software – improvement and replacement and Enhanced Utility Billing Services including a System Review, Equal Pay and offering incentives for electronic business. He said his three highest priorities for the City included Street funding, Retirement funding, and the Urban Growth Boundary expansion.

There were questions for the Finance Department on the cost of electronic payments and going to a new financial software. Councilor McKinney wanted to know his number one concern. FD Zook said staffing and the learning curve to do their work.

Library Director Griffith said her department's priorities include to expand the library collection of books to meet needs, expand resources as the Library is a place for learning, have a highly qualified workforce and maintain their historic building that is a Carnegie Library. She said her three highest priorities for the City included improving communications with the residents and business community, City & Library technology, and the Long Range Financial Plan.

There were questions for the Library on whether or not the facility would physically expand in the future, the remodel or repurpose of the house behind the Library.

Information Technology Director Brooks said his department's priorities include a Disaster Recovery Site, Intranet and Sharepoint, and Operational Intelligence- the Splunk product. He said his 3 highest priorities for the City included funding, economic growth, and sustaining the City's core services. There were questions for the Information Technology Department on the software updates.

Public Works Director Harris said his priorities included Inflow & Infiltration, Street Maintenance funding, Public Works technology and Emergency Preparedness. He said his 3 highest priorities for the City included pavement maintenance, technology, and emergency management.

There were questions for the Public Works Department on who is responsible for repairs within the public right-of-way, the status of Inflow and Infiltration work and communication with the community about issues. The overall summary of the highest overall priorities included Street Maintenance (3), a 5-Year Financial Plan (2), Street Maintenance Fund (2) and the Urban Growth Boundary (2). Others included a Long Term Technology Plan, a fully functional Human Resources Department, Retirement Funding, focusing on Core City functions, Tualatin Valley Fire & Rescue annexation, housing affordability, economic growth strategy, balanced growth, increase sources of funding, City and Library Technology efficiencies and improving communications with the community.

There was a short break. The Department Heads left the meeting.

Council reviewed the existing Council Priorities of Visioning- creating a Community Visioning process within 3 years; Technology – including a strategic plan, functional software and hardware; Funding/Fiscal – 5 year financial plan, fiscal policies addressing debt, preservation of contingencies and reserve and having fee structures consistent with service levels; Project Planning for review of existing Master and Long Range plans; Communications – developing a feedback mechanism and communications plan; and Staffing – fully functional and operation Human Resources function.

Council discussed their priorities for 2017-2019. There was discussion on what new priorities to add to the existing priorities.

1st ranking exercise

- 1- Implementation of plans for Road Repair and funding (Transportation Utility Fee by July 1, 2017)
- 2- Communication with public
- 3- Add Emergency Operations to Priorities

There was a discussion on primary questions that included: Dispatch, Tualatin Valley Fire & Rescue and Emergency Preparedness.

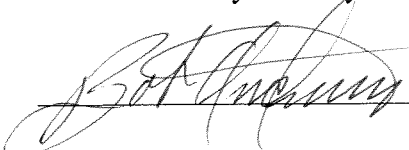
The next steps were for City Manager Hannan to take the priorities and comments from the Council back to the Department Heads for review and to attach a cost estimate. The questions were to be scheduled on the Council Calendar for further discussion as needed.

ADJOURNMENT: The meeting was adjourned at 3:24 p.m.

ADOPTED by the Newberg City Council this 3rd day of April, 2017.


Sue Ryan, City Recorder

ATTESTED by the Mayor this 6th day of April, 2017.


Bob Andrews, Mayor

