

GLADSTONE CITY COUNCIL RETREAT MINUTES of March 15, 2014

The following city officials answered the roll call: Mayor Wade Byers and Councilors Ray Jaren, Thomas Mersereau, Lendon Nelson, and Neal Reisner.

ABSENT: Hal Busch, Kari Martinez arrived at 10:30 a.m.

STAFF

Pete Boyce, City Administrator; Rhonda Bremmeyer, Senior Center Director; Stan Monte, Fire Chief; Jolene Morishita, Assistant City Administrator; Jim Pryde, Police Chief; and Scott Tabor, Public Works Director.

Mayor Byers introduced Mary Bosch who will facilitate the retreat. Ms. Bosch reviewed with the Councilors the retreat agenda.

MISSION, VISION, VALUES

Mission Statement -- Ms. Bosch read through the Mission Statement and asked if there was anything that Council wanted to add.

- Add to the vision statement, "Our intention is to continue being a full-service city as long as it is economically feasible."
- Last bullet, add after county, "and local municipalities in the area."

Vision Statement -- was read by Ms. Bosch.

- The vision statement has two references to proximity to the rivers. It implies that the visitation by commercial, dining, etc. can actually see the river. Both the Willamette and Clackamas are occupied by either parks or private residences. This is a vision statement for the future and in the future if there are going to be this type of increased activities, it will have to happen somewhere else besides on the river bank. You cannot see the river. Additional commercial and other kinds of visitation activities will be more along McLoughlin or Portland Avenue.
- None of the commercial zone abuts either River.
- There are many sidewalks that are not safe. There needs to be a way of identifying these and getting something done.
- Change the phrase to, "while enjoying our river vistas."
- Change the sentence to imply, "the two Rivers inspire recreational activity and youth sports and encourages the support of small businesses.
- There is a historic inventory that was done of historic sites. Possibly a goal statement to explore the potential/interest in creating a historic district for the homes close to the river that could qualify for historic designation?
- Request from Council for Planning Commission to pursue historical designations.

Value Statement -- was read. There were no suggestions or improvements.

BACKGROUND ON GOALS

Ms. Bosch provided a list of policy setting processes. She asked Pete Boyce, City Administrator, for background information on goal setting from other planning efforts or community outreach. City Administrator Boyce stated in the past they have heard a want from City Council to have the departments finish their public policy statements. Because the Police Department has completed their statement, Chief Pryde will start working with the Senior Center to see if they can develop a process or if it will require outside help. Staff has heard issues related to code enforcement, including the sidewalks and other nuisance activities and land use enforcement. There are plans to talk to Council about code enforcement. Also completion of master plan for all utilities and how facilities will be maintained in the future or develop new facilities. To accomplish some of these goals the City will have to look at how they are staffed and what is needed to contract out, what can be done in-house?

- Ask PGE for a summary of the number of lights that have been replaced, the number of lights that have not been replaced, and the reason. This can be put in the City newsletter.

GOALS

Ms. Bosch noted that Goals constitute what is it that the Council is trying to accomplish, what is more important and the action is how that can be accomplished. Goals include transportation, public safety, community and economic development, recreation and culture, utilities, and other. Suggested topics include monitoring city finances, budgeting technique, complete department policies, historical building policy, work with ODOT to change signal at Arlington and 99E, public safety, code enforcement vision, community and economic development, another town hall, replace the library building, replace the police building and city hall, recreation and culture, better playground equipment at Meldrum Park, a dog park use recreation, facilities complete master plan, street maintenance fees, increased sanitary rates to fix sewer problems, prepare vision for improvements, storm drainage utility fees, public works making street, water sewer department from reactive from proactive departments, staffing to meet the needs of each department to keep city infrastructure current and effective. Suggestions were made to:

- Find out more what the people in the community want (community survey).
- Improve budgeting process.
- New sources of revenue – problems with drainage system, collection and distribution; and problems with streets. Consideration should be given to utility fees (storm drainage fee, street maintenance fee, modification of rates for the sewer system).

City Administrator Boyce reported that part of the storm water and water master plans staff is working on a rate studies and that will be part of end product. Mayor Byers stated the overriding situation in local government is the gottas have to equal the gettas. If things are going to be done differently it has to be figured out what they are not going to do or how to get more money to get what they want to do.

It was suggested to reconstruct the streets instead of repaving with decent sub-base so when they are paved they don't settle and crack apart.

- Ms. Bosch suggested a goal to create a funding strategy to pay for utility improvements. Get clear on a vision for what improvements are and complete them after plans. Complete master

plans for sewer, storm water, water and paving. The plan will establish priority for improvements.

- City Administrator Boyce stated the Transportation System Plan is being updated now. He wants to include an analysis where they should have bike lanes, trails, etc. and look at sidewalks. Also look at capital improvement plans as to what roads need to be rebuilt, priorities, what needs to be repaved and get a schedule to better plan for those things.
- The biggest issue with transportation now is funding all of the road maintenance on the gas tax money and some system development charges (restricted to capacity improvements). Right now the needs are far outweighing the revenue that is coming in to maintain the streets. With the gas tax revenues, the City used to be able to do a major project every two/three years. Now it is spreading out every four years. This is an ebbing supply flow for the future.
- Ms. Bosch suggested a goal to evaluate other funding mechanisms for transportation issues. Evaluate possible revenue sources for transportation. City Administrator Boyce asked if there were other ideas to get sources of revenue which might limit the amount that residents would have to pay.
- Consideration has to be given if the streets are reconstructed any gas lines, water, or sewer repairs should be done at that time. Ms. Bosch suggested adding to transportation issues to incorporate and consider related water, sewer, natural gas, utilities, electrical, and cable.
- Ms. Bosch talked about the goal to move into a site an upgraded and remodeled police building. Mayor Byers stated it is reasonable to have a two-year goal where they would present a ballot measure to the residents of the City. It was pointed out that it doesn't fit with the need to complete the library group's work in a timely way to get a November 2014 measure. The potential loss would be \$1.5 million loss in County money.

At the last library meeting there was talk about location. The three sites the committee liked the best were the site next to Walgreens, the elections office site on Portland Avenue, and at the end of Portland Avenue where Holbrook Auto is. The majority of people were staying away from the Webster site due to the baggage that is associated with it right now. If the City is going to acquire one of these other sites, it increases the expense and it may result in shelving the Webster site to help pay for it if the goal is to do this without increasing taxes.

Ms. Bosch added a goal for a conceptual plan for replacement and a goal for public safety. City Administrator Boyce stated if the City keeps on tract with the library, get a plan out to voters that is financially feasible and accepted by the voters, when the City enters the design stage they could look at maybe adding a second story or a spot next to it with another facility as a separate venture and still try to capture some of those economies of scale. A site will have to be picked carefully such as if you consider the election building to consolidating a city hall or police station, it won't be big enough. It will be tough getting a 13,000 sqft. library on there. The site next to Walgreens (over 4 acres) should be able to accommodate several city functions.

- Ms. Bosch added under Public Safety, there will be a conceptual plan for a public safety facility which may be connected or linked to other public facility needs. This leaves that option open. She asked if there is a need for a goal around code enforcement.

The general concern is that there are codes that deal with nuisances but they are not being taken care of on a consistent basis. There needs to be a way to identify sidewalks that need repair and the City can notify the homeowner.

- Ms. Bosch suggested a goal to expand code enforcement function that responds to the City needs that is identified and enforce existing ordinances.
- Ms. Bosch added a goal to develop a comprehensive plan regarding parks and park facilities.
- Ms. Bosch created a goal to provide more opportunities for getting public input on city issues and business.

Ms. Bosch asked the Council to review the goals and decide which three are the most important goals to them individually over the next two years.

- Communication Goal – Provide opportunities for more communication with the public
- Transportation Goal – (1) Update transportation system plan including addressing the bike paths, bike modes, etc. (2) Evaluate possible revenue sources to address transportation needs incorporating and considering related needs of utilities, water, sewer, gas, cable, etc.
- Public Safety Goal -- (1) Create a conceptual plan for public safety facilities which may be linked to accommodating other public facility needs. (2) Expand code enforcement function to respond to sidewalks and other needs identified and enforce existing ordinances. (3) Evaluate and determine the desired appropriate level of fire service.
- Community and Economic Development Goal – Replace the library building.
- Recreation Goal – Develop clear policies and master plans related to parks and recreation facilities.
- Utilities Goal – Complete a master plan and a funding strategy for utility improvements.

Ms. Bosch asked the Council members to each pick three goals they feel are the highest priority.

ACTION

Communication – (1) A community survey and town hall meetings which includes Fire Department level of service done that would inform the council what the community wants most. (2) Inform the community about what funding is available and what they feel is most important that they are willing to pay for. (3) The library is underway; however, consideration can be given to ask for additional time from the County.

Transportation – (1) Other potential revenue sources that should be explored during this process besides the street maintenance fees. (2) Mayor Byers suggested a per gallon fuel tax for Clackamas County. (3) City Administrator Boyce reported the City to this point has used community development block grants. (3) Look at what other municipalities in the region are using.

Public Safety – (1) Define what the level of service is and alternatives to improvements. More information from the master plans since they are competing for urban renewal dollars. Council wants more information about the capital improvements that may be necessary in water and storm water system. Utilities are enterprise funds and are meant to be self-sufficient. Anytime the City can use

restricted revenues for a project they do that before using the other. Overall each utility is supposed to be self-sufficient. (2) Ask the community about police and fire service levels and develop some way address those goals. (3) Revisiting the cost estimates that were developed a couple years back and the assumptions around the size of a facility, what functions it will serve, etc. (4) Safety of department vehicles and personal vehicles.

Ms. Bosch stated looking at the possibility of combining a public safety facility with other community needs (library, city hall, etc.) She asked how the Council would get resolution on that. Mayor Byers does not feel the Council will get 100%; consensus is about as much as they are going to have.

The survey could have some possible physical alternatives for each of the three functions (ABC for police, ABC for city hall, ABC for Fire) and see what the community thinks are feasible. There should be some preliminary costs and some financing mechanism to inform the citizens this is \$.50 on your property taxes.

It is hoped that the survey is structured so that the results can be used to take it to a vote. There needs to be a basis to put something on the ballot. Part of the ballot measure would include the cost. It was suggested that for street maintenance fee (don't have one) would be a stream of revenue and it can be used for revenue bonding purposes. It will gather a near-term capital lump sum to spend on bigger project than if you had to wait each year for it to come in.

Mayor Byers noted the Council does not know what other government agencies are going to be presenting for ballot measures. There should be a little flexibility to when the measures are done. Sometimes a ballot measure loses because there are too many (timing).

Lunch break was taken until 12:00 p.m. and the meeting reconvened at 12:45 p.m.

Library Project – (1) Deadline for the County, (2) Advisory Committee decision, (3) and Ballot measure this fall. City Administrator Boyce stated he was hoping to have a recommendation from the Library Advisory Committee back to City Council so they can consider the recommendation in June. A preliminary definite plan is due by June 30. The next deadline is to have the paperwork necessary to have a ballot measure in by August 2014 for the election. Mayor Byers stated whatever the final recommendation there is only one change to get the county funding and build the library. If the City does not get a new building the City will be giving up \$1.5 million for running the library plus miss out on \$700-800,000 a year of ongoing operating money from the County levy.

Master Plan – (1) Next Council meeting there will be Request for Proposals for the Sanitary Sewer Master Plan and Transportation System Development Plan. (2) Get the completed plans on the Water and Storm Water. (3) Not until the Plans are done can the Council move ahead on priorities.

Creating a Funding Strategy for Utility Improvements – (1) Transportation, (2) Storm Drainage Utility Fee, and (3) Increased sanitary rates to fix sewer problems. City Administrator Boyce stated this will be part of the master plans (rate studies that talk about how to fund these projects). March was the time marked for the consultants to be finished with the final master plans; however, now they are asking for more time (September).

Budgeting Techniques – (1) Possible 6-year (long term) capital plan, (2) Utilize the library groups or current commissions (parks, library, traffic safety, Senior Center, etc.) and (3) share the preliminary budget recommendation with these groups in February, and items that require a policy change may carry over to next year because of the time restraint this year.

Ms. Bosch adjourned the Council.

The next City Council meeting was adjourned to _____, at 7:30 p.m.

Approved by the Mayor this 13 day of May, 2014.

Attest:

Wade Byers
Mayor

J. Minin
Assistant City Administrator