

**GLADSTONE CITY COUNCIL WORK SESSION MEETING
CIVIC CENTER COUNCIL CHAMBERS
May 26, 2020 – 6:00 PM**

Per the Governor's Executive Order 20-16, regarding compliance with Oregon's public meeting laws, this meeting will be held electronically by telephone. The call-in number is:

425-436-6307

Access Code: 479242

Members of the City Council, staff and public have access to this call however, public comment is not accepted at work sessions.

6:00 PM WORK SESSION:

(A copy of the COVID financial impacts to City services is included for reference during the discussion)

1. **6:05-6:20 PM - REVIEW WORK PLAN FOR SENIOR CENTER ADVISORY BOARD** (Senior Center Manager Black)
2. **6:20-6:35 PM - REVIEW WORK PLAN FOR PLANNING COMMISSION** (Chair Michael Milch and Vice Chair Les Poole)
3. **6:35-6:50PM – REVIEW WORK PLAN FOR TRAFFIC SAFETY ADVISORY BOARD** (Police Chief Schmerber, Chair Andrew Labonte, Vice Chair Bill Osburn)
4. **6:50-7:05 PM – REVIEW WORK PLAN FOR PARKS & RECREATION ADVISORY BOARD** (Public Works Director Whynot, Chair Ben Misley, Vice Chair Mindy Garlington)
5. **7:05- 7:15 - GLADSTONE LIBRARY BOARD** (City Administrator Betz)

ADJOURN

Upcoming Meeting Dates: June 9, 2020, Regular City Council Meeting, 6:30 p.m.
Location to be determined based on COVID-19 restrictions.

City of Gladstone Staff Report

Report Date : May 20, 2020
Meeting Date : May 26, 2020
To : City Council
From : Jacque M. Betz, City Administrator

AGENDA ITEM:

COVID 19 Updates including financial impacts to the City that we included in the May 16, 2020 City Council packet are also included in this work session packet for reference.

Department Head
Signature:
Date:

City Administrator
Signature:
Date:

City of Gladstone Staff Report

Report Date: May 7, 2020
Meeting Date: May 12, 2020
To: Gladstone City Council
From: Cathy Brucker, Interim Finance Director

AGENDA ITEM

COVID-19 Updates – Financial impacts to City Services

ESTIMATED IMPACTS

In order to anticipate the financial impacts to the current 2019/20 fiscal year, along with estimating into the 2020/21 fiscal year, staff has taken the following steps:

1. Accumulation of information received from the Oregon Department of Revenue, Clackamas County, the League of Oregon Cities and other miscellaneous sources applicable to reduced revenues or increased expenses,
2. A full review of actual city revenues and expenditures through April 30, 2020,
3. Estimation of impacts as applied to ending balances as of June 30, 2020 and projecting into the first half of fiscal year 2020/21- ending December, 2020.

By completing these steps, staff has been able to identify areas of revenue shortage and expenditure savings, to help minimize the impacts.

Currently, staff anticipates a possible shortage of revenues for the next six to eight months of approximately \$850,000 due to the following losses:

- Court fines have dropped over previous years, and will stay significantly down through the end of this calendar year, (Staff will prepare a course correction plan).
- Transient Lodging Tax is anticipated to be negligible until the economy rebounds,
- Department of Revenue estimates impacts to state shared revenues, including gas taxes in the Roads and Streets Fund,
- March Utility Billing - actual revenue loss of \$233,000, estimated loss from late charges, "Support Local Business" program, etc. of \$75,000, and
- Other miscellaneous revenues generated from business licenses, building rentals, recreation programs, senior programs, etc.

To mitigate the resulting deficit to the biennial budget, the following restrictions have been enacted until economic conditions improve:

- Hiring freezes have been placed on all vacant positions, along with new (unfilled) positions that were approved in the biennial budget,
- Part-time positions will not be filled, unless absolutely necessary to assist in operations,
- Training opportunities have been frozen (accept when mandated in fire and law enforcement), along with other related activities, and
- Continued evaluation of costs will be ongoing to identify other areas of savings.

Reduction in these areas should offset revenues by approximately \$425,000 within the same time period. However, these are estimates (except for the March utility billing) and it must be recognized that based on all the economic uncertainty, adjustments will be forthcoming.

In closing, the City ended the previous fiscal year in good position and has adhered to budget throughout the first half of this biennium. Revenues have been strong to date, allowing the City to be in a relatively good position. Staff will continue to monitor the economic situation and apply constraints as necessary.



Gladstone Senior Center Advisory Board

Work Plan Calendar Year 2020

Developed and Approved by the Senior Center Advisory Board

January 1, 2020

The intent of the Senior Center Advisory Board Work Plan for Calendar Year 2020 is to lay the foundation for the guidelines that will assist the Gladstone Senior Center staff and their efforts to enhance the lives of seniors living in Gladstone. Each proposed task will be tied to a City Council Strategic Plan, Years 2017-2021, objective, vision, mission, core value, or goal. The Senior Center Advisory Board has also decided that to achieve completion of the proposed Work Plan Calendar Year 2020, meetings of the Advisory Board will now occur every other month on the odd numbered months, effective May 2018. The time and day of week will not change.

Gladstone Senior Center Advisory Board Work Plan Calendar Year 2020

Proposed Task	Action Steps	Responsible Party	Measurement	Relevant City Council Strategic Plan Objective
Review current programs and services currently provided for effectiveness; develop proposals for new programs and services based on interest/needs.	<ol style="list-style-type: none"> 1. Review based on type of service, e.g. nutrition, exercise, enrichment, etc. annually. 2. Make recommendations to manager based on review/evaluation. 	SC MGR & SC ADV. BOARD	<ul style="list-style-type: none"> • Complete review of programs and services by end of calendar year. • Document changes to programs/services. • Review documented changes in Board minutes. • Work with manager to include a hat contest during 	<ol style="list-style-type: none"> a) Enhance the livability in Gladstone. b) Maintain the health and long-term vibrancy and stability of Gladstone.

			Mother's Day luncheon in May.	
Review policies/procedures once a year for updates and consistency with City policies/procedures.	1. Make recommendations to manager for any changes.	SC MGR & SC ADV. BOARD	<ul style="list-style-type: none"> • Create a Board Meeting Manual draft by end of calendar year. • Complete a review of all policy/procedure manuals by end of calendar year. • Draft volunteer job descriptions by end of calendar year. 	<p>a) Ensure financial and long-term municipal financial stability.</p> <p>b) Recruit and retain a highly qualified workforce.</p>
Develop a relationship with the Gladstone Seniors Foundation.	1. Assign a Board member as liaison, to attend Foundation meetings.	SC MGR & SC ADV. BOARD and BOARD MEMBERS OF GS FOUNDATION	<ul style="list-style-type: none"> • Complete by end of calendar year. 	<p>a) Enhance the livability in Gladstone.</p> <p>b) Address critical civic building needs.</p>
Develop more ways to bring the community to the Senior Center.	<p>1. Tour local area senior centers with Senior Center Manager.</p> <p>2. Create a suggestion form and receptacle to gather input from program/service participants.</p>	SC MGR & SC ADV. BOARD	<ul style="list-style-type: none"> • Complete one tour by end of calendar year. • Create suggestion form by first quarter of calendar year. • Provide suggestion receptacle by end of second quarter of calendar year. • Assist manager in implementing Companionship program by end of second quarter of calendar year. 	<p>a) Enhance the livability in Gladstone.</p>

The Advisory Board has directed the Senior Center Manager to submit the Senior Center Advisory Board Work Plan for Calendar Year 2020 to the City Council for approval.

Respectfully,

The Gladstone Senior Center Advisory Board

Tami Bannick

From: Colin Black
Sent: Tuesday, May 19, 2020 3:08 PM
To: Jacque Betz
Cc: Tami Bannick
Subject: SC Advisory Board comments.

Jacque,

Here are the comments from 4 Advisory Board members on the 2020 Work Plan:

1. Colette Umbras *I read through our work plan for 2020, at this time I'm not sure what I would change/add other than no trips to other centers. I think this needs some thought and your ideas about how to reach out to folks, how programs might be changed, added, etc. , preferably at a meeting either on-line or at a time we could be together yet apart perhaps?*
2. Nancy Turner *I feel that the changes necessary to continue providing services fits within the scope of the first task outlined on our work plan. Review current programs and services for effectiveness, develop proposals for new programs and services based on need/ interest. We could adopt an addition to the second task that talks about reviewing the plan yearlythe addition would address emergency situations directly.....I would prefer to spend our time and energy on keeping people connected as opposed to writing policy. We have the Basic language we need to make the shifts in programming.*
3. Katie Ellerby *Hi Everyone, I fully agree with Nancy's idea of going with what we have formulated last year that can be inclusive of Pandemic adjustments. I prefer a meeting in July to keep with our established bi-monthly meetings, and like the idea of meeting at GSC with physical distancing...might be enough room to do that in our regular meeting room. # 1 the Measurement Items, I believe the 2 - 4 bullets have been added since our last meeting discussion on the Plan. Are #2 and # 3 actually "measurement" items...maybe should be under "action items"? #4 I would eliminate as being too specific for this document. #2 Measurement Items: Bullet #2 perhaps adding "Complete a review of all policy/procedure manuals" please consider adding verbiage so it reads, "Complete a review of all Advisory Board policy/procedure manuals" unless this is referring to all the GSC policy and procedure manuals. I appreciate the addition of bullet #3 Draft volunteer job descriptions.....#4 Measurement Items Bullet #4 I believe has been added since our last meeting discussion on the plan. Perhaps consider adding a #3 under Action Task for the Companionship program*

as an outreach task. Thanks to those of you who have worked diligently on this document.

4. Elaine Hermens *Hello, I agree with all three of these members. The work plan looks good, but there are few things that need to be discussed. I feel we need to have an emergency plan in place, as part of the work plan, as we have been through flood, flu and could be fire or earthquake next . I'm all for a meeting, but June would be out for me, due to health concern. (no, not the flu).*

Please let me know if you need anything else.

Colin Black

Senior Center Manager
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Gladstone, Or. 97027
(503) 655-7701
ci.gladstone.or.us/sc

PUBLIC RECORDS LAW DISCLOSURE

This email is a public record of the City of Gladstone and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This email is subject to the State Retention Schedule.

Gladstone Municipal Code Chapter 2.10.050 Organization and Operation:

- (1) Annual Work Plan: Each board, commission and committee shall prepare an annual work plan which will have elements of the city's strategic plan. These work plans shall be discussed and approved by the City Council in a joint work session.

GLADSTONE PLANNING COMMISSION
WORK PLAN OBJECTIVES – 2020

1. Implement Elements of the Gladstone Revitalization
2. Address Affordable Housing
3. Transportation / Parking
4. Code Revisions – Energy Efficiency
5. Code Revisions – Nuisance / Membrane Structures
6. Notification Requirement Updates

Traffic Safety Advisory Board Work Plan 2020

GOALS FOR 2020:

1. Create an inbox for ideas from the community that is linked to the website
2. Messaging Traffic Safety information in the Newsletter, Twitter, Facebook, etc.
3. Develop a strategy to increase participation in meetings
4. Awareness presentations for the community
5. Help identify police missions involving traffic safety, Pedestrian safety, etc.
6. Attend other city traffic safety meetings for ideas

Additionally, the Traffic Safety Advisory Board has reviewed the 2017 City of Gladstone Transportation System Plan and provided some recommendations for future projects for council consideration. These eight recommendations are pedestrian safety based. The Board is aware that the City is in a biennial budget but hope that the below project (s) are considered the for the 2021-2023 budget process or when applicable leveraged with current projects.

1. All way stop control at the Cornell Avenue/Exeter Street and the Cornell Avenue/Fairfield Street; and two way stop control analysis at the Chicago Avenue Clarendon Street. (This work is in progress with the traffic engineer).
2. Reduce Oatfield Rd speed from 35-30 MPH from 82nd north to city limits / Reduce Webster Speed from 35 to 30 MPH. (1)
3. P40 - Webster Rd / Cason Rd. Enhanced Crossing. "Install an enhanced pedestrian crossing with raised median islands, high visibility pavement markings and signs, and RRFBs. Also, reduce curb radii in the northeast corner of the intersection. "H" \$85,000
4. P32 - Jennings / Valley View Rd. "Enhanced Crossing" Install an enhanced Pedestrian crossing "H" \$25,000 (3)
5. P35 – Oatfield rd. / Shared use path. "Enhanced Crossing" Install an enhanced pedestrian crossing with raised median islands, high visibility pavement markings and signs and RRFBs. "H" \$85,000 (4)

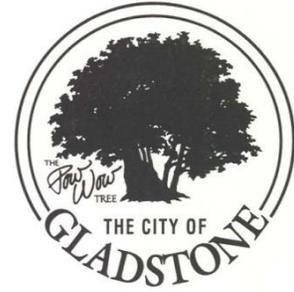
6. B36 – Oatfield Rd / Webster. “Enhanced Crossing” Reconfigure the intersection to facilitate bicycle turning movements. Also, Reduce the curb radii in the northeast corner of the intersection. “H” \$35,000 (5)

7. T2 – City Wide – “City/TriMet” Coordinate with TriMet to install shelter and other amenities at bus stops consistent with TriMet Bus Stop Guidelines. “M” \$25,000 (6). **This project would be researched by the Traffic Committee.**

8. S1 - - ODOT. OR99 / Arlington Intersection. \$0

9. Create traffic safety awareness through all available social media venues (at least as many as possible)

City of Gladstone Strategic Plan Years 2019-2023



The City of Gladstone is a thriving organization. In effort to prioritize for a future with forecasted financial resources, the City Council and employees prepared a five year strategic plan beginning in 2016 to chart a direction for the City to better serve its citizens. The City and employees met in January of 2017 and 2018 to update the strategic plan, which continues to identify the City's vision, mission, core values, goals, and objectives. This document is utilized by the City in the developments of budgets and to provide guidance on Council policies.

Vision

- Gladstone - a vibrant place for people to live, work and play

Mission

- Continually Improving ~ Quality Customer Service

Core Values

- Safe Community
- Healthy Economy
- Quality Services
- Accountable Leadership
- Citizen Engagement

Goals

- Enhance the Livability in Gladstone
- Address Critical Civic Building Needs
- Ensure a Highly Qualified Workforce
- Maintain the Health and Long Term Vibrancy (Stability) of the City of Gladstone
- Ensure Financial Stewardship and Long Term Municipal Financial Stability

GLADSTONE PARKS AND RECREATION BOARD WORK PLAN OBJECTIVES - 2020

CONTINUE TO FACILITATE AND IMPLEMENT PARKS IMPROVEMENT PROJECTS		Score 1 2 3 4 5	
		2020	2021
1	Complete dredging grant with OSMB		
2	Explore park host possibilities and associated costs at Meldrum Bar Park		
3	Complete Highway 99E trail crossing from Dahl Beach to Charles Ames Park		
4	Community-partner on events that maintain citizen involvement		
Final Score Average			

IDENTIFY SUSTAINABLE REVENUE SOURCES AND PLAN A STRUCTURED IMPLEMENTATION TO BEGIN COLLECTING REVENUE		Score 1 2 3 4 5	
		2020	2021
1	Research and implement park user fees		
2	Understand fee structure for youth sports teams and cost recovery model		
3	Move the following issue to a vote of Gladstone residents: Sell western portion of Ridgeway Tracts property to fund park improvement projects		
Final Score Average			

CREATE SYSTEMS THAT WILL LAY THE FOUNDATION FOR FUTURE RECREATION PROGRAMMING		Score 1 2 3 4 5	
		2020	2021
1	Complete site plan for Meldrum Bar Park to guide park redevelopment and ties to Dahl Beach		
2	Complete site plan for Gladstone Nature Park to inform efficient capital funds spending		
3	Research recreation programming that could be linked to the transient lodging tax		
Final Score Average			

City of Gladstone Staff Report

Report Date : May 20, 2020
Meeting Date : May 26, 2020
To : City Council
From : Jacque M. Betz, City Administrator

AGENDA ITEM:

Gladstone Library Work Plan

The discussions and focus with the Gladstone Library Board are mainly concerning the two Task Forces and the formation of the new combined Library Board. Clackamas County has not started working on the formation yet due to COVID.

The IGA does not give a date when it has to be formed, but the current Board is supposed to dissolve by the end of this year. Clackamas County will try to get this accomplished before December 31, 2020.

Department Head
Signature:
Date:

City Administrator
Signature:
Date: