

**CANBY CITY COUNCIL AND URBAN RENEWAL AGENCY MEETING
WORK SESSION
March 13, 2024**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Scott Sasse, Daniel Stearns, James Davis, Traci Hensley, Herman Maldonado, and Jason Padden (attended virtually).

STAFF PRESENT: Eileen Stein, City Administrator, and Maya Benham, Administrative Director/City Recorder.

CALL TO ORDER: Mayor Hodson called the Special Called Work Session meeting to order at 6:32 p.m.

DISCUSSION REGARDING REFINEMENT OF FY 2024/2025 CITY COUNCIL & URBAN RENEWAL AGENCY GOALS AND PRIORITIES:

Eileen Stein, City Administrator, said the leadership team met on February 22, 2024, to refine the goals after the City Council had their first goal session meeting on February 16, 2024. They had identified number one priorities as well. The objectives had not been changed.

Council President Hensley asked what criteria was used for the priorities. Ms. Stein said they had looked at what needed to be accomplished first to make progress on other priorities.

Goal 1 – Promote Financial Stability

Ms. Stein stated the 28% reserve level was not found in the city code, and Canby had a history of keeping a 28% reserve level. Staff suggested lowering the level to free up some funding.

Mayor Hodson confirmed this was not a policy.

Councilor Davis asked what the current reserve number was. He also wanted to know what the carryover was to operate between July to November. He supported the 28% level without knowing the additional information.

Councilor Stearns wanted to have staff bring back a recommendation.

Ms. Stein said staff needed direction for the upcoming budget process and to identify the service priorities. If they were to carry the reserve at 15%, that would free 13% to do something with. They would have to identify what that 13% equated to in terms of City services.

Councilor Sasse did not want to go below 20%.

Councilor Padden wanted to move forward with Goal 1.1. He thought it would require a Work Session to figure out the reserve number.

Council President Hensley also did not want to go below 20%. She didn't care about what other cities were doing and wanted the best for Canby.

Councilor Davis wanted six months operating capital in the reserves in order to pay the bills.

1.2 – There was consensus to stay with this goal.

1.3 – There was consensus with this goal to remain as is.

1.4 – Councilor Davis agreed with finalizing the transition of the current URA staff but to strike the rest because there were no new UGB boundaries at this time. He thought it should be next year with the updated Comprehensive Plan Map which would show where possible industrial/business areas would be.

Councilor Padden suggested a language change: finalize the transition of the current Urban Renewal staff, identify final projects, and shut down the Urban Renewal District.

Mayor Hodson did not want to take out discussion of a future Urban Renewal District as a goal.

Councilor Davis thought there was nothing else needed to expand the downtown.

Councilor Padden suggested creating a separate goal to investigate a new Urban Renewal District in the future.

Council President Hensley was not open to another Urban Renewal District, but at the very least they needed to wait for the Comprehensive Plan update to see if there was a need. She thought any new district should go before the voters. She agreed it should be a separate goal.

There was consensus to create a goal 1.6 to discuss future Urban Renewal District options after the Comprehensive Plan update was completed and change goal 1.4 to: finalize the transition of Urban Renewal staff and identify final projects to shut down the District by Fiscal Year 25-26.

1.5 – Councilor Padden suggested changing this goal to: conduct assessment of current staff levels and forecast future staffing needs for the next three years.

Goal 2 – Align Resources to Address Future Community Growth

2.1 – Consensus to leave as is.

2.2 – Council President Hensley agreed to keep this goal as listed but wanted to set a realistic deadline for the goal. Ms. Stein said it was planned for FY 25-26.

Councilor Padden suggested re-organizing the goal order and moving 2.4 up to 2.2. He also wanted a goal added to update the Council's policies. Ms. Stein noted that item was listed under 5.4.

Council President Hensley asked what changes were needed in the Charter. Ms. Stein mentioned changing Section 11 to raise the \$50k limit for contracts to be approved by the City Administrator.

Councilor Padden said the rules that governed the advisory committees did not align with each other in the Charter and some language needed to be modernized. Councilor Stearns suggested changing the goal to: City Administrator present possible changes to the City Charter. He also suggested for 2.4 to strike the word "actively."

2.1 – stay same

2.2 – Recruit a hotel/motel for Canby and remove "actively."

2.3 – stay the same

2.4 – complete the City’s Development Code update

Mayor Hodson wanted the Council to start thinking more aspirationally with the goals and not the nitty gritty. He didn’t think it would be looked upon negatively on City staff if the goals weren’t completed this year.

Councilor Maldonado also wanted to leave out “actively” and if a goal was not completed this year, it would be added to the next one.

Councilor Padden suggested removing the year 2024 so that items didn’t have to be accomplished in the next 12 months. The hotel was not all within the Council’s control. He didn’t think it would be considered a failure when it was out of their control.

Council President Hensley agreed to remove the “2024” and change to “Revised Canby City Council Goals and Objectives.” She also didn’t want to see the language “on-going” and instead wanted a specific date and a report on what had been done to move the project forward, what was holding it up, and where they could help.

Goal 3 – Plan a Transportation System that Eases the Impacts of Growth

Councilor Padden proposed re-ordering the goals as follows:

3.1 – keep as is – complete the TSP

3.2 – create a task force to evaluate the street system

3.3 – complete the update to the Downtown Parking District Master Plan

3.4 – present evaluation of County roads in the current UGB

3.5 – evaluate roads in the future UGB

There was consensus to change the order as proposed.

Goal 4 – Develop a More Robust Parks + Recreation Program Aligned with the Parks Master Plan

4.1 – Councilor Davis wanted to change the language: to hire a consultant to evaluate and make recommendations on the Park Maintenance Fee and present it to City Council.

Councilor Padden suggested for 4.1, Create a five year plan for new parks and updates to existing parks and identify the funding that would be needed. Then 4.2 could be, Hire a consultant to evaluate the funding mechanisms to make it happen and 4.3 could be Identify future land for parks in the updated UGB.

Councilor Davis explained how some of that work had already been done in the updated Parks Master Plan.

Ms. Stein thought adequate park maintenance should be evaluated as well as projections on additional parks in the Urban Growth Boundary and how those would be paid for. She suggested separating out the sports complex.

The Council agreed to move the athletic fields to a separate goal.

Council President Hensley wanted to remove the “ongoing” and “continuing efforts” language.

Councilor Padden thought a consultant should be hired to look at park service level options and the funding needed.

There was discussion regarding the proposed dog park location.

There was consensus to rearrange the goals as follows:

4.1 – Establish service levels of existing and future parks and funds needed to meet those levels

4.2 – Plan for the athletic complex

4.3 – Plan for future parks in the current UGB

4.4 – Identify new park land in the new UGB

Goal 5 – Enhance Engagement and Communications that Represent Broad Perspectives

5.1 – Council President Hensley wanted to remove “ongoing” and set a deadline for moving forward. She wanted to work with the High School before the end of the school year so that maybe in the new school year there would be new youth engagement. She suggested that Councilor Stearns also work with her and Ms. Stein and involve Bridging Cultures.

Councilor Stearns suggested a joint Work Session with the School District to offer some credit to students for participating or as a senior project.

Council President Hensley suggested a Day at City Hall event for kids to visit.

Councilor Padden suggested changing the order to:

5.1 – Conduct a customer service level survey

5.2 – Create an engagement plan for youth

5.3 – Create a diverse engagement plan for the Canby community

5.4 – Develop a communications plan for the City as a whole

5.5 – Update Council policies and operating guidelines

5.6 – Evaluate and create a civic engagement academy

There was discussion around doing a beginning survey and one after the efforts were completed and how the surveys should be conducted.

Council President Hensley would like the survey questions to come to Council first before they were sent out. She suggested looking into what Molalla did for communications.

The Council wanted to see how the goals related to agenda items in staff reports as well as have laminated copies of the goals on the dais. They also wanted to receive a mid-year goal review.

The Council took a break at 8:45 p.m. and reconvened at 8:50 p.m.

Parking Lot Items

- Purchase property for the Swim Center and Adult Center.

Councilor Davis wanted Ms. Stein to meet with the School Superintendent about the property.

Council President Hensley wanted to add this to a long-term opportunities list with items that had no deadlines.

Councilor Sasse thought there should be a Work Session with the School Board regarding the property.

- Pedestrian/ADA access to Community Park

This item was added to Goal 4.5.

- Traverso property

This item was placed on the long-term opportunities list.

There was consensus for Chief Tro to give Council an update on patrolling that property.

- RV Dump Site

This item was already being worked on

- Hybrid Work

This item would be discussed through the customer service survey efforts.

Councilor Davis asked for City Hall hours to move to 8:00 a.m. to 5:00 p.m.

The updated goals would come to Council for adoption on April 3. The potential Work Session list would also be updated.

Ms. Stein would review whether the items were realistic or would require additional budget needs.

Mayor Hodson adjourned the Work Session at 9:11 p.m.



Maya Benham, CMC
City Recorder



Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood