

Mayor Brian Hodson
Canby City Council
October 23, 2019

RE: Initial Goals for City Manager - Scott McClure

This document has been created by the Canby City Council in conjunction with Canby City Manager Scott McClure. The purpose of this document is to outline the goals and desired outcomes of the Canby City Council as it pertains to the performance of Scott McClure, City Manager, in his first six months as the City Manager for the city of Canby.

The goals are to provide direction, identify importance to the city of Canby, and define what success is as the City Manager in Canby for the first six months. This will be a living breathing document that will be reviewed by the Mayor and Council often, with a six month review of agreed upon goals to be held in April of 2020.

Goals as discussed by Council and Mr. McClure on October 23, 2019:

- Build Connections and Relationships with your new Team.
- Continue to drive toward completion of projects that have already been active and keep council informed of progress. These projects include but are not limited to:
 - Grant Street Arch
 - Downtown Quiet Zone Development
 - Signal Light Installation at S Sequoia and Hazel Dell Way
 - South Ivy Pump Station
 - S Walnut Road to 99E Connection
- Creation of an on going Gantt Chart for current projects and new projects as they arise
- Community Engagement
 - Boards and Committees as Stated above
 - Community Organizations
 - Attend at least one meeting of each community organization
 - Chamber of Commerce
 - Kiwanis Club
 - Canby Rotary Club
 - Lyons Club
 - Meet with Key City Partners
 - Trip Goodall, Canby School District
 - Paul Hauser, Direct Link
 - Kyle Lang, Canby Chamber of Commerce

- Frank Cutsforth, Cutsforth Thriftway
 - Ryan Oliver, Oliver Insurance
 - Chief Jim Davis, Canby Fire District
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- Review and Assessment of City Organizational Efficiency.
 - Are we Organizational Sound with the right types of departments. If not, what should it look like, what positions should we be looking to add, how would Mr. McClure propose we approach reaching this organizational efficiency.
 - Identify Key Retirements, timelines for those retirements, and plan for these (recruit or promote from within).
- Department Director Performance Evaluations and Development Plans.
 - Provide plan for delivering evaluations and development plans of department directors.
- Preliminary Review and Assessment of our Boards and Commissions
 - Visit at least 1-2 meetings of each Board or Committee
 - Are these boards being effective, how can Council better utilize them - more direction, less direction, etc.
 - Training that we can provide for our committees
- Master Planning - Determine Necessity, Cost, Timelines, etc:
 - Park Master Plan
 - Willamette Wayside - Include in Parks Master Plan or separate revision.
 - TSP
 - Comprehensive Plan
- Bring recommendations on a pathway forward on the following:
 - Ongoing funding for park development, operations and maintenance
 - Transitioning County roads within Canby over to the city
 - Funding for and shortened completion timeline for Walnut & 99E connection

Scott McClure
City Administrator
Six Month Goals
10-23-19

Understand City Operation

- ***Meet with Department Heads in group meeting – done***
- Meet with Department Heads individually – almost done
- ***Set regular schedule for department head meetings – done***
- Set individual department head meetings – in process
- Public Works lead workers report to CA – soon
- Assess Public Works Department leadership and management
- Attend Department staff meetings – to be scheduled
- Gain understanding of City operation and procedures

Learn about City Advisory Boards and Commissions

- Attend B&C meetings – all scheduled
 - ***Attended Library Board meeting***

Canby Immersion

- Follow local issues in the media and social media – ongoing
- Meet with local citizens – contact list has been developed
- Attend meetings of area governments and contact administrative head
 - ***Met with Dan Murphy, CUB***
- Attend local events
- Drive around Canby looking at houses – **in process** and continuing

Improve City Communications – Internal and External

- Challenging with no dedicated staff

Keep Projects Moving Forward

- Quiet Zone
- Splash Pad
- Walnut St. Extension Engineering
- DT Arch

- Want to do a good job for the Council
 - Core Operations and ideas to reality
 - Make your job as easy as possible
 - Open relationship – individual meetings
 - Ongoing/routine v. Goals/Objectives
- Council/City Administrator Communication, etc.
 - calls on complex issues or general direction (consensus or meeting)
 - CA contact – basic info or idea
 - phone v. e-mail
 - succinct information – written and verbal
 - Possible new idea: Weekly Report
- Council/Departments Communication
 - Open and encouraged
 - Not policy, case based or direction
 - Be aware of time
 - Shared Leadership – staff reports
 - Quiet leadership
- Core expectations
 - Deliver high-quality services
 - Manage money wisely
 - Create a positive work environment
 - Move community forward
 - Proactive in the community
 - Support the Council
 - Good data and advice
 - Point A to point B
 - Quick, but complete and thorough
- Staffing Note
 - Significant % allocated to internal and day-to-day issues