



Register here to attend the meetings virtually or you may attend in person.

https://us06web.zoom.us/webinar/register/WN_gGBQ_i6pRtmzPO1Gz8MXWg

Mayor Brian Hodson

Councilor Christopher Bangs

Councilor Greg Parker

Council President Traci Hensley

Councilor Sarah Spoon

Councilor Shawn Varwig

Councilor Art Marine

City Council Special Called Meeting Agenda

August 31, 2022

6:00 PM

City Council Chambers

222 NE 2nd Avenue

Canby, Oregon

1. CALL TO ORDER

2. DISCUSSION REGARDING GOALS, PRIORITIES, AND TIMELINES

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**3. DISCUSSION REGARDING POSSIBLE CANCELLATION OF OCTOBER 5th
CITY COUNCIL MEETING**

4. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Maya Benham at 503-266-0720. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov.



CITY COUNCIL STAFF REPORT

Meeting Date: 8/31/2022

To: The Honorable Mayor Hodson & City Council

From: Scott Archer, City Administrator

Agenda Item: Discussion Regarding Goals, Priorities and Timelines

Goal: All

Summary

Staff will present an update regarding the status of the 2022 adopted City Council Goals & Objectives for discussion. Additionally, revisions to existing Goals & Objectives and new initiatives will be presented.

Background and Discussion

The City Council adopted the “City of Canby 2022 City Council Goals” on April 6, 2022. The attached document summarizes these adopted goals and objectives.

The City Council and Administration Team, with the guidance of a facilitator, convened on February 11 and March 9 to identify shared priorities, provide clear direction for the City, and create an implementation plan to support achieving the goals. In the time since adopting the City Council Goals, staff have made significant strides on initiating and completing a number of the identified goals and objectives. During the goal setting process, Council discussed holding a follow-up session to further prioritize and refine implementation timelines. The report also recommends holding occasional progress reporting sessions. This will be the first opportunity to do so formally since adoption of the goals.

At this Council meeting, staff will provide a status report on this progress to date. Staff will also seek Council input and direction on identifying priorities and timelines for implementation of goals not already initiated. Additionally, there are a number of initiatives and projects identified or directed by Council requiring significant staff time and resources, which are not in the adopted goals and objectives. Staff will present these items and seek direction on prioritization of these within the context of the adopted goals, and whether the goals and objectives should be modified accordingly.

Attachments

Goals Report

Council Goals Summary List

Canby Goals Tracking List

Recommendation

Review goals status report and revised or new initiatives. Provide direction on modifying the adopted goals and objectives and the prioritization and implementation timeline.

CITY OF CANBY

2022 COUNCIL GOALS

APRIL 6, 2022



Introduction

The City of Canby is pleased to share the summary of their 2022 goal-setting meeting. The City Council and Administration Team convened on February 11th and March 9th to identify shared priorities, clear direction for the City, and an implementation plan to support achieving the goals. The City hired Sara Wilson of SSW Consulting to facilitate the meeting and guide the group in the goal development process. Working with the Council and Administration team, an agenda was designed to focus on the following outcomes:

| ROLES + RESPONSIBILITIES | SHARED GOALS | ACCOUNTABILITY |
|---|---|---|
| Develop a clear understanding of Council and administration roles and responsibilities | Identify shared goals and priorities to guide the team and direct the work of the organization | Identify clear short-term and long-term goals and an implementation plan that keeps the team accountable and focused |

The City Council and Administration Team assessed the current environment and developed shared goals and objectives for the City. Staff will build the City's budget and align the work of the organization to pursue these goals. The City Council and staff are committed to serving the needs of Canby today and into the future. We look forward to accomplishing these goals together and invite the community to join us in our efforts by reviewing the goals, providing feedback, and staying engaged in the public process.

- Canby City Council + Administration Team



Our Team

City Council

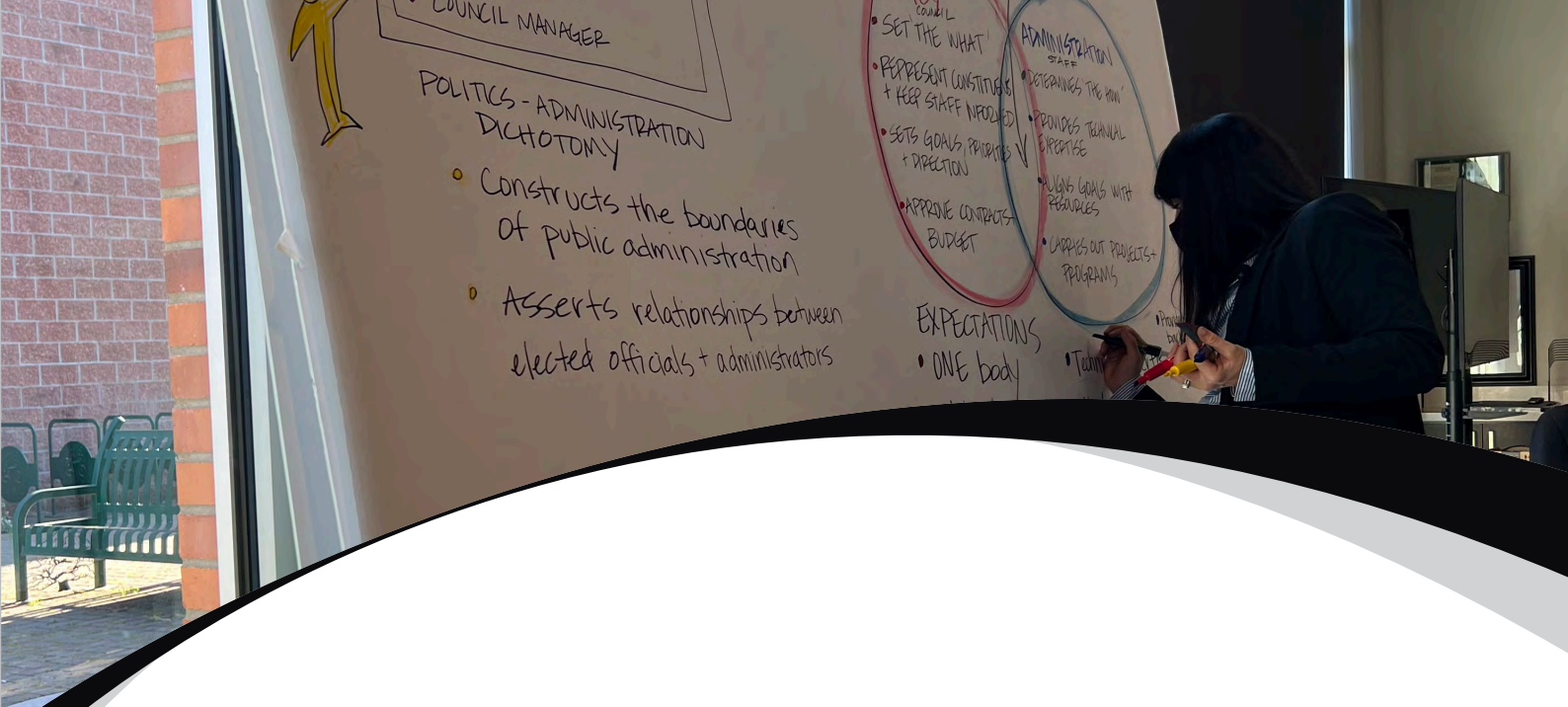
Brian Hodson, Mayor
Traci Hensley, Council President
David Bajorin, Councilor
Christopher Bangs, Councilor
Greg Parker, Councilor
Sarah Spoon, Councilor
Shawn Varwig, Councilor

Administration Team

Scott Archer, City Administrator
Joseph Lindsay, City Attorney/Assistant City Administrator
Melissa Bisset, Human Resources Director/City Recorder

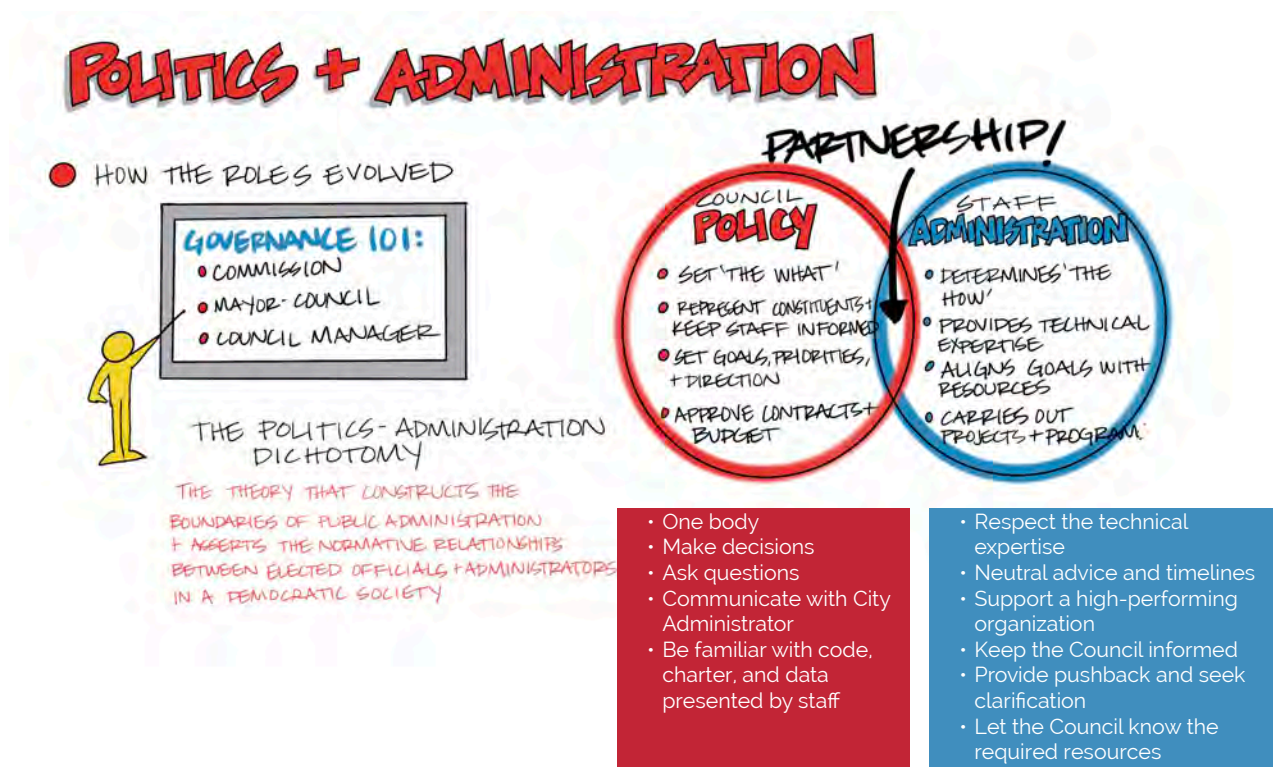
Consultant Team

Sara Singer Wilson, Principal/Owner, SSW Consulting
Ashley Sonoff, Associate, SSW Consulting



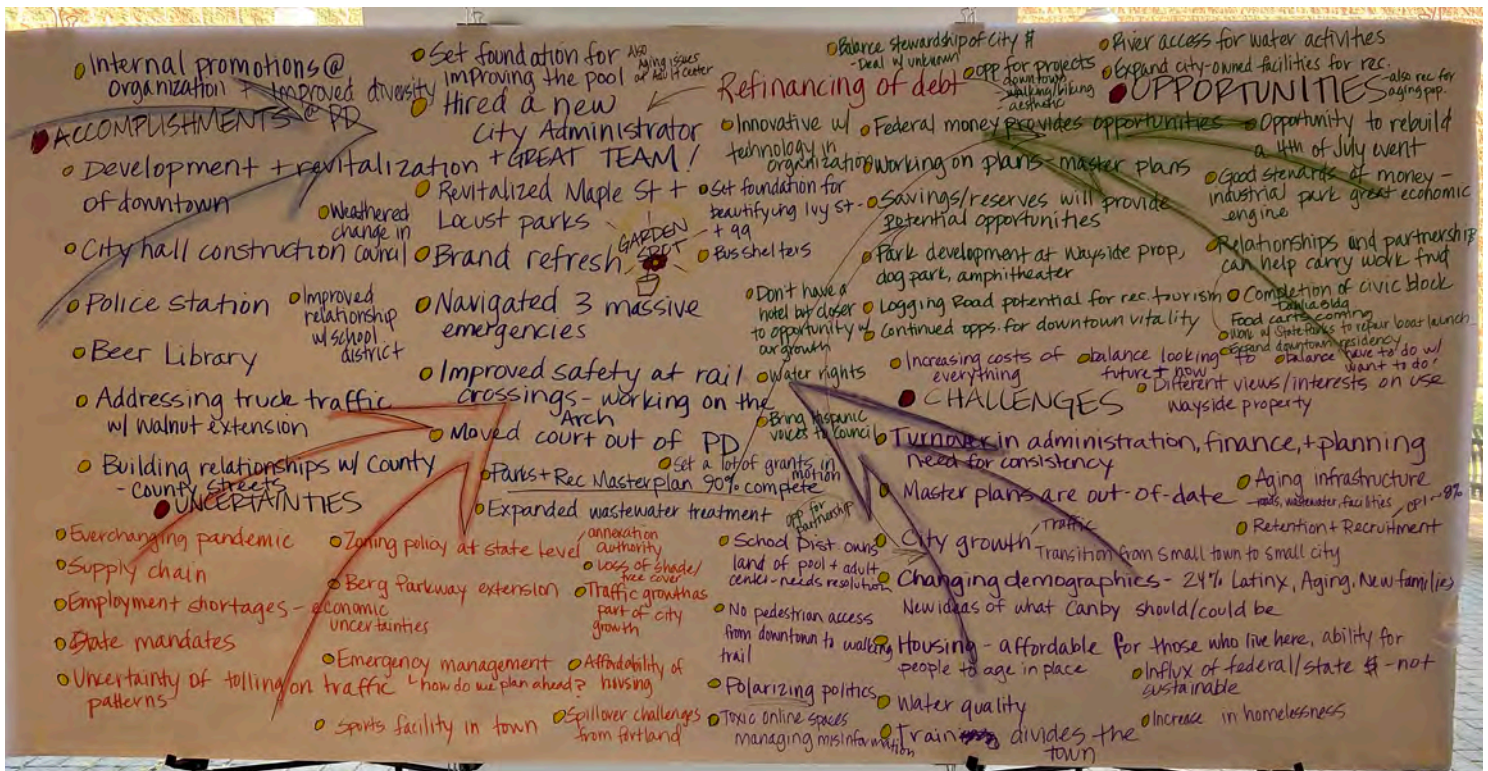
Roles + Responsibilities

The team reviewed background information on the history and purpose of the Council-Manager form of government. They also clarified the roles and expectations of Council and Administration and explored how they interact and support one another to foster an efficient and effective government. The dialogue provided context for the goal-setting discussion as well as assisting the team in determining how they will work together to advance the goals. The following graphic outlines this relationship:



Setting the Context

All organizations work within a context. The context provides valuable information for goal setting that helps reveal what is and is not possible in the future and how these internal and external factors will affect the organization's ability to pursue shared priorities. The City Council and Administration Team completed an environmental scan exercise to explore the factors that will impact the future of the organization, such as community trends, economic landscape, political forces and impending legislation, and organizational trends. The team used the information collected during this exercise to build a shared understanding to proactively address these opportunities and uncertainties in the goal development process. The following image and graphic summarizes the discussion:

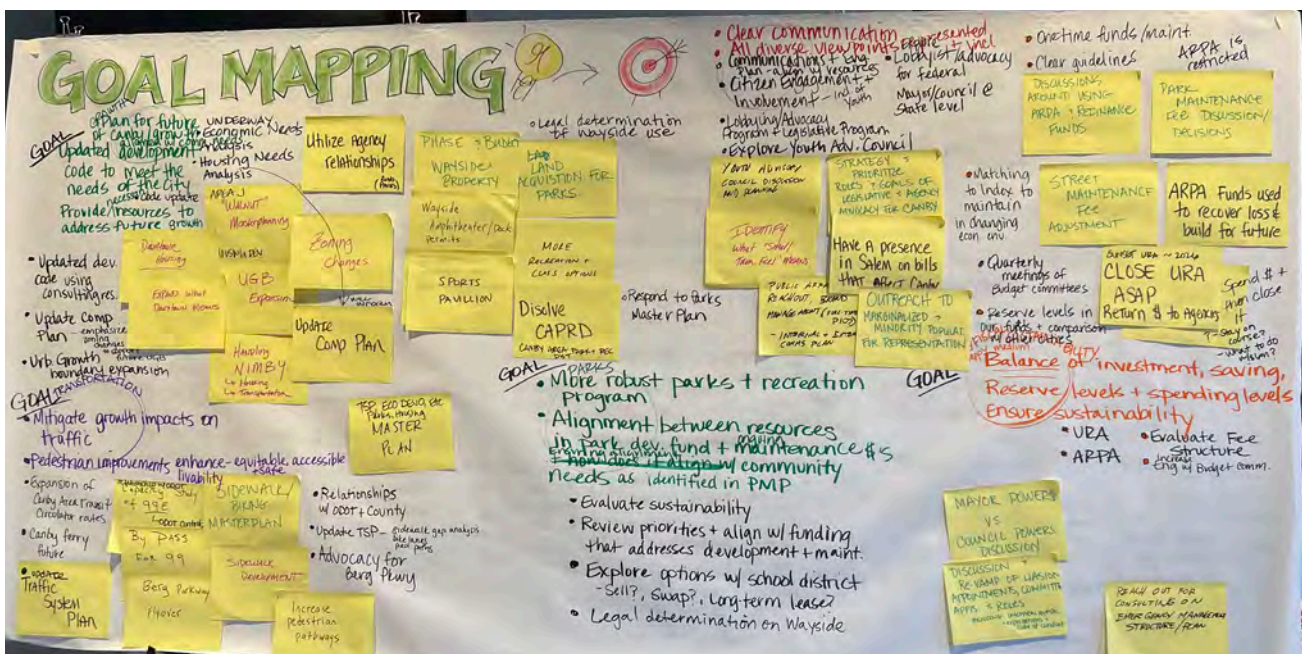


2022 Canby Council Goal Setting - Context Mapping Exercise



Idea Mapping

The team broke into small groups to discuss their desired outcomes and priorities for the community. As the groups reported back to the larger team, themes began to emerge and the ideas were mapped into five goal focus areas to achieve the shared desired outcomes. The following image displays the idea map that resulted from the group discussion:



The idea mapping resulted in the following focus areas:

- » Align resources to address future community growth
- » Plan a transportation system that eases the impacts of community growth
- » Develop a more robust parks and recreation program aligned with the needs identified in the Parks Master Plan
- » Enhance engagement and communications that represents broad perspectives
- » Promote financial sustainability

Following the initial meeting, Council convened again for a special meeting to further refine idea proposals into goals and objectives using the process below. Once the goals and objectives are adopted, Staff will coordinate the implementation timelines and budget proposals based on current projects in process, available resources, and staff capacity.



2022 Council Goals

PROMOTE FINANCIAL STABILITY

OBJECTIVES

- » Assess the City's reserve levels and balance savings and spending to meet community needs
- » Evaluate the City's fee structure including the park maintenance fee and street maintenance fee to address cost recovery on all fees
- » Increase engagement with the City's budget committee
- » Use ARPA funds to recover loss and build for the future
- » Leverage ARPA Funds to update the City's emergency management plan*

ALIGN RESOURCES TO ADDRESS FUTURE COMMUNITY GROWTH

OBJECTIVES

- » Complete the City's Housing Needs Analysis
- » Complete the City's Economic Needs Analysis
- » Update the City's development code
- » Expand the Canby Area Transit circulator routes
- » Update the City's Comprehensive Plan
- » Pursue an urban growth boundary expansion
- » Prepare an analysis of inclusionary zoning tools and how they could help expand housing opportunities in Canby
- » Determine the future of the Urban Renewal Agency

PLAN A TRANSPORTATION SYSTEM THAT EASES THE IMPACTS OF GROWTH

OBJECTIVES

- » Update the transportation system plan
- » Build relationships with ODOT and Clackamas County to pursue project planning resources and funding for transportation improvements
- » Develop a shared regional advocacy strategy for Berg Parkway/Arndt

DEVELOP A MORE ROBUST PARKS AND RECREATION PROGRAM ALIGNED WITH THE PARKS MASTER PLAN

OBJECTIVES

- » Explore partnership options with the School District for property sale, exchange, or long-term lease
- » Pursue the legal determination on the use of the Wayside property
- » Evaluate how to sustainably fund park development and ongoing maintenance

ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES

OBJECTIVES

- » Develop a legislative program and advocacy strategy
- » Evaluate the implementation of a Youth Advisory Council
- » Develop a communications and engagement plan
- » Leverage ARPA funds to update the City's emergency management plan*

* This objective is linked to two goals



2022/23 CANBY CITY COUNCIL GOALS



Progress Reporting

The Council and staff discussed the importance of having a goal implementation structure to support the execution of the goals and objectives. The structure below will help to foster accountability for advancing and regularly updating the goals and objectives.

Roles: Following the adoption of the goals and objectives, each objective will be reviewed with the City's Leadership Team and a plan and timeline for implementation will be developed.

Progress Reporting: Staff will provide updates on the goals as needed for the Council. Staff reports and memorandums will reference the goals where applicable as a way to update the Council and highlight progress. Staff will provide an annual progress report on the goals. The annual progress reports will provide an opportunity to celebrate accomplishments, express ongoing needs, or communicate any implementation challenges.

Goal Updates: To ensure the goals remain relevant and are aligned with the Council and community desires, it is recommended to update the goals annually or every two years.

A Team to Advance the Goals

The Council wrapped up the meeting by reflecting on what will be necessary to work as a team to advance the goals. The team offered the following reflections on team work:

- » Stay focused on the goals
- » Always remember we are here to serve the citizens of Canby
- » Keep moving forward, listening and reacting differently (than the past)
- » Continue the dialogue
- » Focus strategies on the goals the team has identified
- » Rise above political gains and do the work of the City



Contact Info

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CITY OF CANBY



2022 City Council Goals & Objectives

PROMOTE FINANCIAL STABILITY

- Assess the City's reserve levels and balance savings and spending to meet community needs
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ALIGN RESOURCES TO ADDRESS FUTURE COMMUNITY GROWTH

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PLAN A TRANSPORTATION SYSTEM THAT EASES THE IMPACTS OF GROWTH

- Update the transportation system plan
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DEVELOP A MORE ROBUST PARKS + RECREATION PROGRAM ALIGNED WITH THE PARKS MASTER PLAN

- Explore partnership options with the School District for property sale, exchange, or long-term lease
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ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES

- Develop a legislative program and advocacy strategy
- Evaluate the implementation of a Youth Advisory Council
- Develop a communications and engagement plan
- Leverage ARPA funds to update the City's emergency management plan*

* Included in multiple goal areas

2022 City Council Goals and Objectives

| GOALS | # | OBJECTIVES | DEPT | YEAR |
|--|----|--|------|------|
| PROMOTE FINANCIAL STABILITY | 1 | Assess the City's reserve levels and balance savings and spending to meet community needs | | |
| | 2 | Evaluate the City's fee structure including the park maintenance fee and street maintenance fee to address cost recovery on all fees | | |
| | 3 | Increase engagement with the City's budget committee | | |
| | 4 | Use ARPA funds to recover loss and build for the future | | |
| | 5 | Leverage ARPA Funds to update the City's emergency management plan* | | |
| ALIGN RESOURCES TO ADDRESS FUTURE COMMUNITY GROWTH | 6 | Complete the City's Housing Needs Analysis | | |
| | 7 | Complete the City's Economic Needs Analysis | | |
| | 8 | Update the City's development code | | |
| | 9 | Expand the Canby Area Transit circulator routes | | |
| | 10 | Update the City's Comprehensive Plan | | |
| | 11 | Pursue an urban growth boundary expansion | | |
| | 12 | Prepare an analysis of inclusionary zoning tools and how they could help expand housing opportunities in Canby | | |
| | 13 | Determine the future of the Urban Renewal Agency | | |
| PLAN A TRANSPORTATION SYSTEM THAT EASES THE IMPACTS OF GROWTH | 14 | Update the transportation system plan | | |
| | 15 | Build relationships with ODOT and Clackamas County to pursue project planning resources and funding for transportation improvements | | |
| | 16 | Develop a shared regional advocacy strategy for Berg Parkway/Arndt | | |
| DEVELOP A MORE ROBUST PARKS + RECREATION PROGRAM ALIGNED WITH THE PARKS MASTER PLAN | 17 | Explore partnership options with the School District for property sale, exchange, or long-term lease. | | |
| | 18 | Pursue the legal determination on the use of the Wayside property | | |
| | 19 | Evaluate how to sustainably fund park development and ongoing maintenance | | |
| ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES | 20 | Develop a legislative program and advocacy strategy | | |
| | 21 | Evaluate the implementation of a Youth Advisory Council | | |
| | 22 | Develop a communications and engagement plan | | |
| | 23 | Leverage ARPA funds to update the City's emergency management plan* | | |

* Included in multiple goal areas