



CITY COUNCIL & URBAN RENEWAL AGENCY Agenda

222 NE 2nd Avenue, Canby, OR, 97013 | Ph: (503) 266-4021 | www.canbyoregon.gov

MARCH 13, 2024

The City Council meeting may be attended in person in the Council Chambers at
222 NE 2nd Avenue, Canby, OR 97013

The meetings can be viewed on YouTube at:

<https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

The public can register to attend the meeting virtually by contacting the City Recorder;
benhamm@canbyoregon.gov or call 503-266-0720.

For questions regarding programming, please contact: Willamette Falls Studio (503) 650-0275;
media@wfmstudios.org

WORK SESSION – 6:30 PM

- 1. CALL TO ORDER**
- 2. DISCUSSION REGARDING REFINEMENT OF FY 2024/2025 CITY COUNCIL & URBAN RENEWAL AGENCY GOALS AND PRIORITIES.**
- 3. ADJOURN**

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*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/ URBAN RENEWAL WORK SESSION Staff Report

Meeting Date: 3/13/2024

To: The Honorable Mayor Hodson & City Council

From: Eileen Stein, City Administrator

Agenda Item: Refinement of Council Goals for FY 24-25

Summary

The purpose of this special Work Session is to review and refine the FY 24-25 goals set by the City Council on Friday, February 16, 2024.

Discussion

The City Council met on February 16, 2024, in a special work session meeting to discuss goals for the coming budget year. The Council requested a second session to complete the work of refining the goals. In the meantime, the Leadership Team met for a retreat on February 22, 2024, and began the work of refining the goals. That work is attached for the Council's consideration, further refinement, and prioritization.

Attachments

2024 Canby City Council Goals and Objectives

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GOALS	#	OBJECTIVES	DEPT	YEAR	Council Priority 2024	Retreat Notes
1. PROMOTE FINANCIAL STABILITY	1.1	Develop the City's policy for reserve levels to balance savings and spending to meet community needs	Finance	FY23-24	1	GFOA reserve polices and best practices, usually 15% - Canby is ~28%. There is no documentation other than the Budget Message that fixes this amount at 28%.
	1.2	Evaluate the City's operational fees and propose incremental adjustments	Finance	FY23-24		Ongoing. Explore option of grant writer and what would it cost, franchise fees, Recycle +. These will all be looked at in context of the FY 24-25 budget.
	1.3	Evaluate and propose adjustments to the City's System Development Charges (SDCs)	PW/Planning	FY24-25		Includes SDCs for parks, transportation, sewer, and storm. Storm SDC is ready to be presented to City Council.
	1.4	Finalize the transition of the current Urban Renewal District and discuss options for future Urban Renewal opportunities	Finance/ Economic Development	FY24-25		Finalize exit strategy for URD (some staff salaries live here and GF will pick these up - we need a plan)
	1.5	Conduct assessment on current and future City staffing needs	HR/City Administrator	FY24-25		
2. ALIGN RESOURCES TO ADDRESS FUTURE COMMUNITY GROWTH	2.1	Complete the City's Housing Needs Analysis and Housing Production Strategy	Planning	FY23-24	1	Estimated to be done by July 1st.
	2.2	Complete the City's development code update	Planning	FY25-26		Identified low-hanging fruit last year, needs more work for mid-hanging fruit (would require consultant support to look at all codes holistically and recommend changes. Full update 25/26 - needs to wait for comp plan. Incremental housing code updates 24-25.
	2.3	Review and consider updates to City Charter	City Administrator	FY24-25		
	2.4	Actively recruit a hotel/motel for Canby	Economic Development	Current/ Ongoing		Non-Disclosure Agreement being prepared.

3. PLAN A TRANSPORTATION SYSTEM THAT EASES THE IMPACTS OF GROWTH	3.1	Complete the transportation system plan update	Planning	23-24/24-25 In progress		For the area within the current city limits and Urban Growth Boundary. TSP and Comp Plan will be updated following UGB expansion.
	3.2	Evaluate County roads in urban growth boundary and determine cost and impact of integration into local transportation system	Public Works	Ongoing		Continue 3.2 and focus on North Pine Street
	3.3	Establish a task force to determine the level of service for streets and set street maintenance fees accordingly	Public Works	FY23-24	1	Starting up Street Maintenance Fee Task Force.
	3.4	Update downtown parking district master plan	Economic Development/ Code Compliance	FY24-25		
4. DEVELOP A MORE ROBUST PARKS + RECREATION PROGRAM ALIGNED WITH THE PARKS MASTER PLAN	4.1	Research and present funding mechanisms/financing options for parks and recreation development and ongoing maintenance	Public Works/Finance	23-24/24-25		4.1 ongoing - talking about potential district, Look at funding mechanism (new URA, etc.) and land for sports complex
	4.2	Identify and plan for land acquisition for future parks and athletic fields	Public Works/City Administrator	23-24/24-25		Continue efforts.
5. ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES	5.1	Evaluate opportunities for increasing youth engagement in local government	City Administrator	Ongoing		
	5.2	Develop and present a communications and engagement plan	City Administrator	23-24/24-25		add report an issue button to website (administrative, don't add as a goal)
	5.3	Conduct a community survey on city service levels	City Administrator	23-24/24-25	2	Library is interested in tying its strategic plan to this effort.
	5.4	Update Council policies and guidelines	Council/City Administrator	FY23-24	1	Desire to reflect the new Council appointment process

	5.5	Create a civic engagement academy	City Administrator	FY24-25	3	
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2024 Retreat Parking Lot

Parking lot - Develop short-term (can we purchase the prop) and long-term strategy (if can't purchase, then buy other land) of the Aquatic and Adult center. Eileen discuss with Superintendent.
Parking lot: Pedestrian/ADA access to community parks (not in MP, but in CIP and will be prioritized as part of budget process)
Parking Lot - What to do with Traverso property (not in MP, not in city limits)
Parking lot - RV Dump Site
Hybrid Work + Customer Service recommendations