

**CITY OF CENTRAL POINT  
City Council Study Session  
March 20, 2017**

**I. MEETING CALLED TO ORDER**

Mayor Williams called the meeting to order at 6:00 p.m.

- II. ATTENDEES** Mayor: Hank Williams  
Council Members: Bruce Dingler, Allen Broderick, Brandon Thueson, Tanea Browning, Michael Quilty, and Rob Hernandez were present.
- City Manager Chris Clayton; Parks and Public Works Director Matt Samitore; City Attorney Dan O’Conner; and City Recorder Deanna Casey were also present.

**III. BUSINESS**

**A. Department Goal Setting 2017-2019**

Administration:

City Manager Chris Clayton explained that the purpose of this study session is to make the Council aware of upcoming budget requests. The theme of this year’s budget will reflect moderate to heavy development is anticipated during the 2017-2019 budget cycle. Budget considerations will include:

- No additional staffing is being requested for the next two years. We will continue to fill vacant positions as they come up.
- We will be discussing significant investments in capital outlay and infrastructure.
- There will be requests for investment in technology to maintain current efficiencies.
- Maintain the general fund ending balance while simultaneously being aggressive with capital projects/investments.

**Goal No. 1: Ensured Financial Stability**

Staff will use the most current financial information available, and continue to be proactive in protecting the future financial security for the city. We will continue to monitor the long-term financial plan with periodic updates. There are alternative revenue streams that we can use to maximize development related business activities. It is our goal to maintain the recovered general fund ending balance by a financial philosophy of “wisely” conservative and aggressive.

**Goal No. 2: Quality Work Environment**

We plan to maintain a quality work environment that allows the City to attract and retain employees with valuable skill sets. We will continue to be proactive in our recruitment and selection process. We will be providing professional city-wide training on leadership and organizational behavior along with employee support and involvement programs.

**Goal No. 3: Public Engagement**

We will continue to use a multi-media approach to public engagement and public information. The city website and social media will continue to play a big role in this goal. We will need to continue with maintenance and upgrades to the programs. We continue to provide a monthly newsletter to citizens and will provide guest editorials in the Mail Tribune when needed.

**Goal No. 4: Inter-Agency Coordination**

Staff will continue to maintain and develop relationships with Jackson County, the surrounding municipalities and State agencies. These relationships have proven beneficial and cost effective for the City. We will foster positive relations through regular communication at the executive and department director levels.

**Goal No. 5: Proactive Business Engagement/Recruitment**

The City and the Central Point Chamber will continue to recruit businesses. With Costco coming in this year along with several other new businesses, we expect the 2017-2019 years to expand on the momentum and further establish our commercial and industrial employment base.

**Goal No. 6: City Council Information**

He will continue with the weekly emails keeping the Council briefed on events and situations happening in Central Point. We will continue to make sure the Council is informed and has all the information needed to make decisions for the community. He will maintain an "open door" policy. The Department Directors are always available to Council Members; all he asks is that he is kept in the loop.

**Goal No. 7: Strategic Plan Update/Citizen Survey**

According to the Strategic Plan we should be conducting another Citizen Survey this year. The Strategic Plan is scheduled to be updated in 2019 one of the updates if approved by Council will be a change in how often the city is required to do the surveys. This will be a topic of discussion at the March 23<sup>rd</sup> Council Meeting.

**Goal No. 8: Facilities Modernization**

We will continue to upgrade city facilities and internal infrastructure in a manner that promotes efficiency and an inviting atmosphere for the public. The Old City Hall building exterior and internal infrastructure will see continued focus and upkeep. There are some upgrades needed for off-site city facilities and the continued need to keep City Hall modernized and maintained.

**Goal No. 9: Technology Investment**

We plan to implement Neo-Gov which is a software program to help with recruitment of employees. We are researching Granicus Agenda Management Software Solution for a more convenient management of public meeting agendas and accessibility.

Goal No. 10: Human Resources

We are planning updates to the way we search for employees. There is continuing need to update the City's Employee Policies and Procedures.

Goal No. 11: Public Process Assistance

We will be budgeting in order to help city departments facilitate public input processes regarding potential projects and initiatives. The next budget cycle will likely see a renewed discussion on a potential City of Central Point Community Center.

DISCUSSION: There was discussion that doing a survey every two years is too soon. Mr. Clayton explained that there will be a discussion on this topic at Thursday Night's meeting.

PUBLIC WORKS AND PARKS AND RECREATION

Public Works Director Matt Samitore stated that his projects are all things that the Council and Citizens see on a daily basis. The Goals for the Public Works Department for 2017-2019 are:

- Twin Creeks Rail Crossing: We are expecting the RFP's to go out in May with construction starting in July. A potential completion date will be November 2017.
- Beebe Hamrick Signal: This project went out to bid in January 2017. The design plans have been completed and we are just waiting on funds. This project may be pushed to the end of summer so that we don't have construction on the Rail Crossing, Table Rock Road, and Pine Street all at the same time.
- Scheduled Maintenance: There will be paving during both summers, the goal is to not make travel in Central Point a hardship on anyone. There will be several projects going at the same time.
- SDC's: There is a pedestrian bridge that connects Rose Valley and 4<sup>th</sup> Street. This bridge has been in need of repair for several years. The culvert is breaking down and has been causing some flooding issues.
- Other projects associated with the Costco SDC's will be Table Rock Road, I-5 Exit, round-a-bout at 2<sup>nd</sup> and 3<sup>rd</sup> Streets.
- Water projects will be E. Pine that will be included with the Downtown Improvements through the Development Commission. There are older pipes along Laurel and 4<sup>th</sup> Streets we hope to get to these in October/December. The Reservoir at the Public Works Shops needs to be demolished. This was scheduled for the current budget cycle but it is going to cost more than expected because of wires and pipes in the area.

- Storm Drain Projects this year will be Beall Lane, and South Haskell along with the Rosewood Pedestrian Bridge.
- Parks and Recreation will be implementing the Parks Master Plan by installing updated structures in Parks, adding a concession stand at Don Jones Park and tennis court resurfacing.
- Introducing discussion and viability of a community center for Central Point.

DISCUSSION: Councilman Broderick stated that some citizens have been commenting that the street lights seem dim in the down town area.

#### FINANCE DEPARTMENT

Finance Director Steven Weber provided a hand out explaining that the Finance Department will be working on:

- Processes and procedures within the department. There are always improvements to be discovered for taking in water payments and alerting the citizens of new options for paying water bills.
- Getting new forms on the web site to assist citizens with a variety of services that we offer.
- An audit review on hotel/motel tax revenue.
- Continued meetings with RVGFO. This helps each jurisdiction with their individual projects by networking.

#### POLICE DEPARTMENT

Police Chief Alison stated that the Police Department:

- Will continue working on the Crisis Response Team. She is concerned about the care of Mental Health Issues in the Community. The level of service available for people in need of assistance in this area will be diminished and our officers will need training to help these situations.
- Will be updating patrol vehicles with the lease to own option.
- Plans to continue their partnership with MADGE.
- Has a new K-9 Officer Mattis, she introduced him to Council and Staff and did a demonstration of how he sniffs out drugs.

DISCUSSION: There was discussion regarding K-9 Officer Mattis and the cont

#### COMMUNITY DEVELOPMENT

Community Development Director Tom Humphrey presented a power point presentation for Goals and Objectives for the Community Development Department:

- Regional Plan Implementation: They will be completing the conceptual plans for two Urban Renewal Areas, along with the zoning designations for those areas.
- They will be working on Comprehensive Plan Updates by amending four elements, the UGB and associated maps. These elements will be housing, land use, facilities and urbanization.

- They will be implementing several municipal code amendments. Updates are needed to comply with the comprehensive plan amendments, revising other sections per council direction. Making arrangements to implement the Livable City Designation recommended by AARP.
- He will continue to work on Regional Transportation by representing the city at RVACT and MPO TAC. He will also continue to participate in Planning and DPW Projects.
- Staff would like to continue work with the Destination Business Program.
- Staff will be working on the Urban Renewal programs and follow the Commissions project priorities.
- Maintaining Building Official certifications and update the Municipal Code updates.
- He would like to transfer some of the flood plain management to another employee so that Stephanie Holtey can work on Community Development Projects.

DISCUSSION: There was discussion regarding the ability to have Tiny Housed in Central Point. There would need to be some code changes in order to allow them in specific zoning areas. There was also concern over not hiring or beginning recruitment for a vacant position in the Building Department. This can be a specialized field and it may take time to hire the right person. If Community Development gets hit with a bunch of planning applications it may slow down the process. At this time Staff is pretty confident in the process.

#### INFORMATION TECHNOLOGY

Information Technology Director Jason Richmond presented the goals for Technology around city hall.

- City Disaster Recovery System is their #1 goal for 2017/18. We could be at risk with our data system. They are researching different options for off site storage.
- We will be working on an archiving/retrieving system for our city email. There is a desire to have a system to help staff organize email and retain according to ORS. Employees would be able to find email faster and organize it according to projects and retention schedules. This same system will allow the city to capture and maintain the social media programs available to the city.
- Laptops/Tablets for Parks and Public Works Staff able to take out in the field.
- Police Citation conversion to hand held devices.
- Video cameras installed in a variety of parks to help with vandalism surveillance. Council can discuss if they would like the video to be live at these parks. We are planning on stationary cameras at Don Jones Memorial Park.
- Implement Laserfiche Quick-Fields. This is an add-on for our Laserfiche Document Management system. This program will help the finance department when scanning multiple documents.
- Audio/Visual upgrades in the Council Chambers. For several years we have had citizens complain about not being able to hear people speak. We plan to add speakers and other visual elements. He will also be doing updates in the Police Department training room.
- Will be updating some of the older body camera's for our officers and purchasing a subscription for Evidence.com.

DISCUSSION: He explained the challenge of software programs being by subscription only. The data is usually stored in a different location and the City doesn't always have control over retention or retrieval. Once the subscription runs out we no longer have access to the program and the data is not retrievable. This could be in opposition to ORS retention.

Mr. Clayton explained that the proposed budget will not be more than a 2% increase this year. If further down the road we decide that the City is growing and we are having a difficult time keeping up with the plans we will come back to the Council to recommend a Budget Adjustment. At this time we believe our staff can handle most situations.

All the items discussed tonight will be presented to the Budget Committee. There may be a few changes, but this gives the City Council an idea what staff will be requesting, and provides a chance for Council to make recommendations.

#### **IV. ADJOURNMENT**

The Study Session for March 20, 2017 was adjourned at 7:54 p.m.