



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Meeting Agenda City Commission

Friday, February 1, 2019

4:00 PM

Willamette Falls Community Center
519 15th Street, Oregon City, OR

City Commission Retreat - Feb. 1 - 2, 2019 - REVISED AGENDA

4:00 p.m. - Friday, February 1, 2019

1. Convene Retreat and Roll Call - Mayor Dan Holladay

Mayor Holladay called the meeting to order at 4:01 p.m.

ROLL CALL: Mayor Dan Holladay, Commission President Frank O'Donnell, Commissioner Rocky Smith, Jr. and Commissioner Rachel Lyles Smith.

STAFF PRESENT:

Tony Konkol, City Manager,
Lisa Oreskovich, Executive Assistant to the City Manager,
Phil Lewis, Community Services Director,
Maureen Cole, Library Director,
Patrick Foiles, Human Resources Director,
Jim Band, Chief of Police,
Wyatt Parno, Finance Director,
John Lewis, Public Works Director,
Claudia Cisneros, Assistant City Recorder,
Kattie Riggs, City Recorder
Kristin Brown, Community Communications Coordinator

Audience: Mike Mitchell, William Gifford, Amy Willhite, Brian Shaw, Lynn Anderson, and Tom Geil.

2. Introductions and Communication Styles Icebreaker - Facilitator, Nancy Ahern, Agreement Dynamics, Inc.

Nancy Ahern, Retreat Facilitator from Agreement Dynamics, introduced herself and led a colors personality and communications style ice breaker for the group to participate in. She provided a handout called "When Does Each Color Help?"

3. Background for 2019 - 21 Goal Setting

Ms. Ahern provide the Commission and staff with some background on how she prepared for facilitating the retreat.

3a. 19-094 Retreat Participation Guidelines - Facilitator, Nancy Ahern

Ms. Ahern lead a brief discussion about guidelines for how the retreat would proceed and allowing there to be questions after each department presentation.

3b. 19-095 2018 Accomplishments - City Manager, Tony Konkol

Tony Konkol, City Manager, welcomed everyone to the Goal Setting Retreat. He also thanked everyone for attending and all their hard work. Mr. Konkol reviewed a few of the City accomplishments and significant events for the year 2018. He discussed the projects the City Commission was able to complete. He began his presentation with the awards the City was awarded over the last year – DeMuro Award, ASLA Awards for WFLP Riverwalk, and APWA awards to PW, and Budget awards. Discussed grants that were awarded. He mentioned the first community survey and the stats highlights. He discussed priorities such as citywide economic development plan and parks deferred maintenance.

Mr. Konkol went into depth about City finances, the biennium budget, and the Finance Department. PERS increases are a challenge, but the City is fiscally prudent. Near the end of the implementation of the electronic utility billing and permit systems.

Willamette Falls Legacy Project (WFLP) partnership with Metro, Willamette Falls Trust, Clackamas County, and Heritage groups is still very strong. Design by Snohetta has been approved. Moving forward with permitting for Riverwalk project. Discussed TMD to improve the parking and access downtown. Working with Downtown Oregon City Association (DOCA) to identify off-street parking and lots.

Discussed Economic Development throughout the City. Including new Clackamas Community College (CCC) buildings, enterprise zone, opportunity zone.

Made progress on the Beavercreek Employment area and the Cove Phase I with new apartments. Just signed off on DDA for Phase II. New strategic plan for Tourism in community and adoption of adding a Tourism Coordinator. DOCA is an advocate for bringing new businesses to Main Street and invests in promotion.

Public Works increased pavement and miles of sewerline video. Right-of-way (ROW) and infrastructure are the City's most valuable assets. Large projects coming – Meyers Rd extension, Molalla Ave Project, Illumination of the tunnel on 99E, and coordinate with ODOT on Abernethy Bridge project.

Congrats to Kristin Brown for driving citizens to social media platforms and promoting the City and distributing important messaging.

Mr. Konkol took time to thank all staff, departments, and the Commission for all the hard work accomplished over 2018.

5:30 p.m. - Break for dinner.

6:00 p.m. - Reconvened.

3c. 19-096 *Review and Discussion of Best Practices for an Elected Governing Commission - Facilitator, Nancy Ahern*

Ms. Ahern stated that it is the Commission's responsibility to set the policy, set the direction, hold the big picture, and to be accountable to the public. She then explained the responsibility differences between the City Commission and the staff.

3d. 19-098 *City Commission Ground Rules - Facilitator, Nancy Ahern*

Ms. Ahern referenced the ground rules found in the agenda and PowerPoint. She reminded them that these rules are directly what each Commissioner operates under.

Mayor Dan Holladay asked if there were any additions or subtractions to the list. None of the Commissioners had any changes.

3e. 19-097 *Summary of Feedback from Facilitator's Meeting with Commissioners - Facilitator, Nancy Ahern*

Ms. Ahern mentioned that each Commissioner had a good understanding of the goals. She briefly went through the list of feedback provided to her during the interviews.

4. City Recorder's Office - Kattie Riggs, City Recorder

4a. 19-052 *Electronic Records Management - Information Governance (Goal 4)*

Kattie Riggs, City Recorder, thanked everyone for their time. She discussed highlights from 2018. Mentioned that the City Recorder's office was able to find a lost Ordinance. Provided office statistics and priorities for the next two years. Priorities are short training videos, updated policies with IT, manage text messages, and expand access to electronic records manage through the City's website and adding published records and collections throughout the year. The City currently has 800+ boxes at an off-site facility and not all the boxes have descriptions for their contents. The City Recorder's office would like to determine what are in these boxes and create a records inventory. This will take a large amount of staff time.

Commissioner Rachel Lyles Smith asked if the current electronic records system has an online portal for the public.

Ms. Riggs said that the City does and provided her the location on the website and what is contained in the portal.

Mayor Holladay asked about the videos on VHS prior to switching to CD and electronic. He wanted to know if the City has copies of those.

Ms. Riggs said some of them have been destroyed since they met the retention period of one-year after the minutes were approved according to the State Retention Schedule. They were given recently VHS tapes from Willamette Falls Media Center and they have been reviewed and ready to be destroyed. There were still some that need to be evaluated and she will ensure the proper process is performed.

Mayor Holladay asked if it would be best to store all City meeting videos (no matter the format) for posterity.

Ms. Riggs said that right now the cost is minimal, but these costs add up and eventually it will become costly to house these.

Mayor Holladay said the minutes don't give you tone and context that the videos do.

Ms. Riggs mentioned that the Commission determined that videos must be maintained starting at a certain point and those are being housed.

Commissioner Rocky Smith asked about historic documents and their retention.

Ms. Riggs said that the City does maintain those records.

Commissioner Rocky Smith asked if they have been scanned into the electronic records system.

Ms. Riggs said that they have most of them electronically, but if the record is over 100 years old, they still cannot be destroyed. She said at some point she will bring some historic record decisions to the Commission to determine if they would like to transfer them to the State for better care and public access.

5. Human Resources Department - Patrick Foiles, Human Resources Director

Patrick Foiles, Human Resources Director, provided a presentation on Human Resources. He provided an update on the Risk Management program, stating there were 42 claims opened in 2018. He mentioned the savings through Worker's Comp and SAIF dividends/reimbursement.

Mr. Foiles talked about the creation of a unified webpage for the volunteer program. In 2018, there was a Job classification/management study that created a new salary schedule. There were 42 recruitments and 21 full-time hires.

Mayor Holladay asked for clarification in the discrepancy between recruitments and hires.

Mr. Foiles said that the 42 recruitments included seasonals and temps. The 21 hires included only full-time permanent staff. He discussed the mission of the Human Resources (HR) Department was to provide exceptional service to all City departments and its employees. He provided the Citywide staffing structure. Provided a chart showing employees per capita. It showed cities similar in population, organization, and services provided. He explained the differences being that some cities have Fire Departments and Emergency Services, etc. The plan is to review the City's personnel policies in the coming year. Issued a Request for Proposals (RFP) to select a new Risk Management Agent of Record in 2019.

Commissioner Rachel Lyles Smith asked if the City utilizes student interns in a program or if they were temps or volunteers.

Finance Director Wyatt Parno, Chief Jim Band, and Public Works Director John Lewis said they have used students when they can.

Commissioner Rachel Lyles Smith said she has used them in her line of work and finds it to be successful for all.

Mr. Foiles said he agreed and has experience using them in the past and sees the benefit, as well.

6. Library Department - Maureen Cole, Library Director

6a. 19-065 Oregon City Library Continuous Public Participation (Goal 4)

Maureen Cole, Library Director, thanked the Commissioners for being there and the success of the Library. The Commission mentioned that they received feedback from non-City patrons because they enjoy the Oregon City Library and staff more than their City Library. Completed the 2019-2024 Strategic Plan. Ms. Cole mentioned the completion of the 2019-2024 Strategic Plan. They have Kanopy, film streaming, and they were the first library in the County. Usage of downloadable material has gone up 27%. Materials and books have gone down 4%. Need to look at the money to put towards downloadable items. With the help of the Foundation, they have added two carts of laptops for checkout.

Mayor Holladay asked if they could only be used in the library and what the security is on these laptops.

Ms. Cole said they can only be used in the Library and they have the same profile on each one. Everything is erased once they are turned in and the original profile is back. She discussed successful events such as Light up a Life. The Library hosts 25 children's programs a month, a couple for teens, and about 10 for adults.

Forged a much stronger relationship with the Oregon City School District. Ms. Cole had a great meeting with HS librarian, and they are determined to get out to every school this year to promote summer reading.

Mayor Holladay asked if the chair rail issue in the community room was taken care of now.

Ms. Cole said that has been addressed.

Ms. Cole discussed opportunities for 2019, such as more service locations like kiosks or drop boxes, consider expanding the hours to go later at night, and reviewing all policies. By expanding hours or service locations this would stretch staffing very thin. The City will have the opportunity to hire a new Library Director since she will be retiring. Ms. Cole talked about the Community Wide Read with partners coming up this year, Dolly Parton Imagination Library with partners, increased outreach, and the Library of Things which is nontraditional items to be checked out.

Mayor Holladay said he wants to be careful that the Library is not interrupting a private business since there are commercial businesses that provide tool rentals. Ms. Cole agreed.

7. Break

8. Community Services Department - Phil Lewis, Community Services Director

Phil Lewis, Community Services Director, provided highlights and statistics for 2018 including receiving the 2018 DeMuro award for the Ermatinger House, utilized over 20,000 volunteer hours accrued in the parks and facilities which added up to \$500K. The pool had over 125K annual registered visits. Pioneer Center saw over 32K meals served through Meals on Wheels and 8K+ in congregate meals served. Special Events success – Movies in the Park, Concerts in the Park, and sponsorship total \$28,446.

8a. 19-087 Parks Deferred Maintenance (Goal 2)

Mr. Lewis provided the Community Service philosophy, information on parks goals and creating a Community Development Task Force.

Mayor Holladay asked that the list of parks deferred maintenance be prioritized into three categories based on importance for deferred maintenance – most important, medium important over next 3 years, and those we can put off.

Commissioner Frank O'Donnell agreed. He wanted to nail down the list.

Mr. Lewis said the work completed to date was by in-house staff and by involving consultants they can identify true construction costs and involve the community more.

Commissioner O'Donnell said it really needs to be refined. He wants to know what they see for the dollar spend. Struggles with consultants because the City has its own experts. Really wants to justify every dollar spent.

Mayor Holladay says before going out to talk to the public, there needs to be real numbers. He said there's no excuse for the picture of the caution taped Park Place park structure.

Mr. Lewis says it is now boarded up and that the structure is so old that no manufacturer will replace the parts. There are no funds to completely replace this structure and the caution tape has been removed.

Commissioner Rachel Lyles Smith said the last paragraph of the staff report mentions a

request for \$200,000 and she wants clarity on this request. She asked how the \$200, 000 was spent and what can be checked-off the list in a short amount of time.

Mr. Lewis said they receive funds for deferred maintenance. The request is \$200k annually, \$400K over the two years. They identify projects that can be done in the fiscal year. The last two years they addressed projects such as asphalt projects at various parks, playground projects and ball field projects at Wesley Lynn.

Mayor Holladay asked if there was any asphalt left over from the paving projects, if they could take that and add it bit by bit.

Mr. John Lewis, Public Works Director, said a little amount of asphalt is left over but not a significant amount and it can be added bit by bit, but the picture viewed was deep into a trail.

Mr. Phil Lewis said he does work with the public works department to help pave and they are very helpful when paving is needed.

8b. 19-088 Clackamette Park Master Plan (Goal 3)

Mr. Phil Lewis discussed the Clackamette Park Master Plan. The RV park has aging service structure and is disconnect and reconnect each season. Looking at how to better utilize the spaces.

Mayor Holladay asked about cost.

Mr. Lewis said the Master Plan would cost about \$50,000. All the amenities that would be called out in the plan would be part of the Master Plan process.

Mayor Holladay said it's like déjà vu all over again. He wants to know how many times the City will do a master plan. He wants to know why they can't fix all the things that need fixing without spending money on a plan.

Commissioner O'Donnell said he doesn't want to impact the balance of the park, as has been suggested with the boat ramp, and he thinks there are better options. He would walk away from the State funds if there aren't other options.

Mr. Lewis said the 2002 master plan didn't really dig into what needed to be done and was generic.

Commissioner O'Donnell asked if any of the past master plans addressed current issues.

Mr. Phil Lewis said they did not.

Commissioner Rocky Smith said the tradeoff is to lose a boat ramp or lose half a park. He thought it would be interesting to ask the residents, maybe all they want is a park. He said there was a well-done master plan for the RV park and maybe they should work on that. He explained in the past they never looked at the park as a whole and understood they need to do so but doesn't feel it needs to start from scratch. It needs to be finalized in the next two years and it must be dialed in and not drawn out.

Mayor Holladay agrees that they have waited too long on this.

Commissioner Rachel Lyles Smith asked about nearby boat ramps.

Mayor Holladay thought the economic value of that boat ramp needed to be considered before just deciding to eliminate it.

Mr. Konkol said that this boat ramp is becoming a lot of things to a lot of people. He said they must discuss if there is a better way to do it.

Mayor Holladay thinks the Commission needs to do work on the front end.

8c. 19-090 Ermatinger House (Goal 3)

Mr. Phil Lewis began the discussion on the Ermatinger House. Through grants they have been able to invest in the house and interpretive signage. Creating a brand and marketing plan. The City is working on a memorandum of understanding between the Friends of the Ermatinger group and the City to expand activity list of the events of the house. There are questions moving forward on how the house will be operated and staffed.

Commissioner Rocky Smith commented that the Friends group is working very well with staff and having great dialogue to help settle a lot of issues. He thinks the partnership may allow the Friends group to step-up and help the City with operations on a regular basis. It could be a conversation with the Parks Foundation. Need to make sure to figure out its place with the connection with the tourism plan. Right now, they are separate pieces. He wants to know how tourism and economic development tie into this.

Commissioner O'Donnell agrees with the economic development and tourism. He thinks they should coordinate hours of opening and operations.

8d. 19-089 Parks and Recreation Master Plan (Goal 5)

Mr. Phil Lewis discussed the Parks & Rec Master Plan.

Commissioner O'Donnell wanted to know what the current position is and what can be done.

Mayor Holladay thought this Plan should be combined with what has already been discussed.

Mr. Konkol mentioned that this Master Plan does need to be done. SDCs have been updated for other utilities and the Parks have not been addressed in many years.

Mr. Phil Lewis discussed Community Services priorities and challenges.

Mayor Holladay said that planning for Clackamette Cove North could be put back a couple of years due to all these other things that need to be done.

Mr. Konkol said the City is trying to be respectful that the Edgewater is there and very active. The original intent was to have it developed concurrently. There hasn't been a lot of thought about what that space could really be.

Mayor Holladay said to let the Parks and Recreation Advisory Committee (PRAC) decide what to do over the next 18 months.

Commissioner O'Donnell asked about SDC's.

Mr. Konkol said the developer will pay SDC's when they develop.

Commissioner Rocky Smith asked for a reminder of the Filbert Run Master Plan.

Mr. Phil Lewis said that one is dependent on grant funding. It will be added to the list if they are successful at securing funding.

Commissioner Rocky Smith provide an updated on the 175th Celebration and that they are looking at an event in August at the End of the Oregon Trail.

Commissioner Rachel Lyles Smith asked about Waterboard Park.

Mayor Holladay informed her that the Upper Yard would be addressed in the Public Works Department section of the presentation.

9. Police Department - Jim Band, Chief of Police

Chief Band discussed Police evolution and how public expectation and common sense has changed. He says officers need to be trained to recognize mental illness. He mentioned Chris Wadsworth, the Outreach Coordinator, is retiring and her position will be changing to an admin support position. He showed traffic crash data and explained that Oregon City has much higher crash rates than other cities that are much larger. The three-person traffic team has been working hard at citing and educating the public.

Mayor Holladay said that since the traffic team has been surveying Canemah, traffic has slowed down in this area. He asked about the nails in the road.

Chief Band said they have yet to catch the person.

9a. 19-085 Community Members Experiencing Homelessness (Goal 3)

Chief Band discussed how the City of Portland has a \$50 million budget to combat homelessness, and still has a huge problem. Chief Band does not think the City can spend their way out of this. He thinks that people's concern for livability in the City is tied to the homeless issues in the community.

Community Development Director Laura Terway discussed joining Clackamas County Homeless services to receive a grant to build a property. City staff connect residents with the services they need and meet with churches to see what they can do to help the homeless.

Commissioner O'Donnell said he recalls the results of the community survey that people like the police department but have concerns for safety, and that it has to do with the homeless.

Mayor Holladay said he thinks the City does a good job of making sure the homeless are not camping on sidewalks and outside of buildings.

9b. 19-084 Police and Court Facility (Goal 2)

Chief Band discussed the design of the new Police and Court Facility. The design has been narrowed to help stay in budget. He showed them the before and after design of the new building. The community meeting space had to be removed. They will be creating an emergency operations center (EOC) and will comply with the State's requirements but won't have two redundant generators or hardened water source. Parking will accommodate staff. Its design and placement will allow for another building to be built on the site down the road, if necessary.

He was concerned with how to incorporate Mt. Pleasant's history into the new building. He was looking at keeping the monument marker and finding ways to, possibly, incorporate the arch, but that it is expensive.

Mayor Holladay said they are working with the legislature to reform the health care system and the State have the ability to change these laws and force some of these individuals that are uncontrollable and need assistance. All the Mayors around the region feel this is a huge piece in addressing the homeless population. This is a bigger more expensive problem than the cities and counties can do on their own.

Chief Band said that they could probably get a lot of support from the law enforcement departments around the area since it is a huge concern for them, too.

Mr. Konkol said he would like for the Commissioners to think about the options throughout the City facilities for new spaces and a community space with these new facilities being built.

Commissioner Rocky Smith said he does not feel the public has a full concept of the changes that will come with these new facilities. The public needs to fully understand that these things are being thought about. He wants to talk about how the Commission can help convey this information.

Mr. Konkol asked that this be addressed at the end of the Retreat during the Additional Priorities discussion.

Commissioner Rocky Smith feels more secure about the EOC that is being proposed after learning more about it.

10. Citizen Comments

Amy Willhite, resident of Oregon City, commented that it is important to put the community meeting space at the new Police Department and to rethink removing it from the design. The City advertised a community room space when going out for the bond and the fee now by removing it, it will hurt the public's trust of the City.

Chief Band reiterated that it was a very big, difficult decision. He does not know what else could be eliminated from the design to stay in budget.

Mayor Holladay pointed out that there are many free community spaces in the City that can be utilized. Also, during the design process it is natural to have to eliminate spaces or alter designs to stay on budget.

Commissioner Rocky Smith wanted to make sure the new Commission Chambers is large enough and reasonable for growth over the next decade.

Brian Shaw, resident of Oregon City, wanted to thank the Commission for allowing public comment. He wanted to thank the City for developing guidelines for non-profits to access money for things such as OCTogether.

Mayor Holladay thinks there needs to be a consistent policy for the long-term.

Mr. Parno commented that he was impressed with the design of the Police Department Building. This new building is set up to allow community access.

Recess until Saturday Morning - Stopped at 8:28pm for the evening.

8:30 a.m. - Saturday, February 2, 2019

11. Reconvene Retreat and Roll Call - Mayor Dan Holladay

Mayor Holladay reconvened the meeting to order at 8:30 a.m.

ROLL CALL: Mayor Dan Holladay, Commission President Frank O'Donnell, Commissioner Rocky Smith, Jr. and Commissioner Rachel Lyles Smith.

STAFF PRESENT:

Tony Konkol, City Manager,
Lisa Oreskovich, Executive Assistant to the City Manager,
Phil Lewis, Community Services Director,
Maureen Cole, Library Director,
Patrick Foiles, Human Resources Director,
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Kattie Riggs, City Recorder
Kristin Brown, Community Communications Coordinator

Audience: Mike Mitchell, William Gifford, Amy Willhite, Lynn Anderson, and Tom Geil.

12. Ice Breaker led by Facilitator Nancy Ahern

Nancy handed out props to individuals that matched the colors of communication style from the icebreaker the day before.

She proceeded with asking questions.

Blue – What is an interesting fact about yourself that nobody knows?

Brown – What is next on your grocery list?

Red – If you could wave a magic wand and accomplish one huge goal for the city, what would it be?

Green – What's one topic on the agenda that would like to learn more about?

She asked for staff to share their answers to each of the questions.

13. Finance Department - Wyatt Parno, Finance Director

Wyatt Parno, Finance Director, discussed the highlights of the Finance Department over the last year including the issuance of the bonds which saved about \$260,000 in interest. He would like to provide an Investments 101 presentation for the Commission in the future.

Mr. Parno discussed the new Enterprise Resource Planning upgrades. The major project for this year was the system implementation. The project management was done in-house, and it saved the City about \$100,000.

The City is complex with about 20 subsidiaries and each one has its own revenue sources and expenses. One of the challenges facing the City is the PERS increase July 1, 2019. This year there is negotiations with the Unions and rising construction costs. He was proud of the last biennium budget that did not include any new fees and very few increases.

Finance departments goal is supporting the Commission and Department Goals. Public Works has brought in funds through transportation funds and big project grants.

14. Economic Development Department - Tony Konkol, City Manager

Mr. Konkol presented Economic Development project successes such as The Cove, Beaver Creek Employment Area, and Adoption of the Tourism Strategy. Created a marketing strategy to address why someone would want to work here.

Economic Development is hiring for an Economic Development Manager and Tourism Coordinator. Economic Development Manager position just closed, and the Tourism Coordinator position will be opened soon. The City wanted the Manager hired first so they can be part of the hiring process for the Tourism Coordinator.

Mr. Konkol and Ms. Terway have been helping run the department with the help of Lori Bell, Economic Development Coordinator.

14a. 19-058 The Cove Project (Goal 1)

Mr. Konkol discussed how the focus has shifted into The Cove Phase II since Phase I is nearly done. The City is working with the developer and has implemented the DDA. There are incentives through mitigation credits for habitat restoration and mitigation assessment.

Commissioner Rachel Lyles Smith asked if the revenue from the store bank would go back to RestoreCap.

Mr. Konkol said trying to understand if it was feasible and look at a lease, one-time payment, or share.

Commissioner Rocky Smith says there is a lot going on that he does not have a complete handle on. He has concerns about the project because the pictures are not indicative of what is actually being built.

14b. 19-059 *Economic Development - Tourism Plan (Goal 1)*

Mr. Konkol explained that the City Commission adopted the Tourism Plan that would utilize occupancy tax to help pay for a Tourism Coordinator. The Tourism Plan needs to be branded to differentiate itself in the market. The plan is to align all the stakeholders into a common vision and then building it and implement it.

Commissioner Rocky Smith commented that he feels the City is the closest it has ever been to making this Tourism Plan work. The next few months will be crucial to determine if it will be implemented. There have been recent setbacks that caused the City to look at all the components and determine how all these pieces work together. He is worried that when the pieces move individually, they are not collaborative, and the City is not addressing that. Commissioner Smith feels there needs to be a sort of Work Session or group meeting to include the Chamber, DOCA, Heritage Community, Business Community, and the City. This is an opportunity to all be on the same page with the hiring of the Economic Development Manager and DOCA Director.

Commissioner O'Donnell commented that the most critical hire that the City will make at this time is the Economic Development Manager. They need to be dynamic and remove the silos and overcome barriers. He hopes that when the interviews are scheduled that Commissioner Rocky Smith's concerns are the backbone of the questions.

Commissioner Rachel Lyles Smith addressed Commissioner Rocky Smith's concerns. The first key step is developing that governance structure. The City moving in the right direction. This position needs a good collaborator and all-around negotiator. She sees it as a good challenge to have, but hopefully everyone wants to come together and work together for the City. She hopes this is a full City-wide tourism plan and not just Downtown; it needs to be comprehensive throughout the City.

Commissioner Rocky Smith is afraid if the City does not reach out before the governance structure is created then it is a top down effort.

Commissioner Rachel Lyles Smith clarified that everyone should come together to create the governance structure.

Mayor Holladay said that there needs to be a big draw to the City before Tourism is an economic developer driver for the City.

Commissioner Rocky Smith is afraid the WFLP will be completed before tourism is figured out in the City.

Commissioner O'Donnell said there is nothing wrong with staging the projects while we get tourism and Economic Development online. Start with a positive rather than recover from a negative.

Mr. Konkol reiterated that the City is making steps to improve Economic Development and Tourism.

14c. 19-060 *Beavercreek Employment Area (Goal 1)*

Mr. Konkol discussed relationship with Clackamas Community College (CCC), the high school, and Clackamas County. These three partnerships together market this area.

14d. 19-061 *City-wide Economic Development Plan (Goal 1)*

Mr. Konkol discussed the City-wide Economic Development Plan. There needs to be a discussion because everyone has their own opinions of what success is and what should be done.

Commissioner O'Donnell agreed with Mr. Konkol.

Commissioner Rachel Lyles Smith wants to know why the Plan wasn't already done last biennium.

Mr. Konkol said a lot of effort went into the Beavercreek Employment Area and a lot of energy was spent on The Cove. It was scheduled to kick off in the next month or two, but without an Economic Development Manager it was put on hold. There was money in the budget to complete it this year, but not the time.

14e. 19-099 Economic Development - Urban Renewal District (Goal 1)

Mr. Konkol explained that the City needs to decide what they want to do in the Urban Renewal District (URD). It needs to be a discussion. Many of the expenses that should be paid through the URD are being paid through the City's general fund. He recognized it is an Urban Renewal Commission decision, but it effects the City Commission, as well.

Mr. Parno added that there are legal ways to adjust the budget and finds it appropriate for the Urban Renewal Agency to pay for these certain expenses. The more outreach to the public, the better. There should be discussion about recouping some of the costs and requires a follow-up discussion.

Commissioner Rachel Lyles Smith asked if there was a proposal for how the City Commission should have a conversation. She would like to know what the decision is they need to make now.

Mr. Konkol felt he needs to have a discussion with the Urban Renewal Commission members. There was a lot of uncertainty last time in the budget and now they need to have certain expenses out of an Urban Renewal District budget.

Mayor Holladay thought the mechanics is a staff level thing. The question is should they continue with an Urban Renewal District.

Commissioner Rocky Smith wanted to know how to move forward with the public. Conversation needs to be had with the Urban Renewal Commission before the City Commission can speak on this matter.

Commissioner O'Donnell thought everyone could win, it is a valuable tool, and it starts with good leadership.

15. Break

16. Public Works Department - John Lewis, Public Works Director

Mr. John Lewis thanked staff and the Commission for their service and enjoys working with everyone. He provided highlights and mention that the Fir Street building meets the City's needs. He acknowledged efficiencies in acquiring this property. Thanked Mr. Parno and Commissioner O'Donnell for their investment and opinion on the sale of the property. He

explained the difficulty in finding qualified contractors. Mr. Lewis listed the large projects Public Works have undertaken in the last couple of years. Appreciated the teamwork in the department, City, and community. The Public Works Department experienced 13 new hires this past year which makes the staff relatively new and young.

Mr. Lewis discussed opportunities for 2019 including the American Public Works Association (APWA) accreditation. He addressed the survey results about people not being happy with the condition of the streets. He feels the department does a great job of this and wants to inform the public better of what tasks the department performs. His suggestion, moving forward, is short social media videos on things such as street sweeping.

16a. 19-055 Public Work Operations Center (Goal 2)

Mr. John Lewis explained there was a City-wide operational need not just a Public Works operational need. The Center Street property would be part of the short-term and long-term needs. The Fir Street property was a great location with good access points. The City will still need the other facilities for storage. The Fir Street site cannot accommodate all the equipment for the department and off-site storage needs. Mr. Lewis discussed the Mountainview Site and use of this site for storage. In the Long-term that site needs development work, as well.

The Center Street property will still be needed after the move to the Fir Street facility. There is not enough storage on Mountainview and Fir Street and a third site will be necessary to accommodate all of the equipment.

The City will need to complete the redevelopment of the Fir Street property to accommodate the needs of the Parks Operations and Public Works Department. This would include moving the Engineering department to the Fir Street site and out of City Hall. This would change the design concepts and accommodate more office staff space. A new building would better utilize the footprint of the site, instead of remodeling the existing building.

Mayor Holladay said that it makes more sense to build a new building on the site even if it costs a bit more money so that way it lasts longer and meets the City's needs.

Commissioner O'Donnell said the City should demonstrate to the public why they need a new building, then proceed with a new construction.

Commissioner Rocky Smith toured the site and had been given the information about these sites but had a slightly different view of what needed to be done. He doesn't see a need for City Hall at Mt. Pleasant for many years if Engineering moves up to Fir Street. He agreed that building a new building could allow both Fir Street and City Hall available to accommodate both sites for the next 20-30 years. He said the City really needs to help the public understands the decisions that have been made.

Commissioner O'Donnell agreed that he is fine with a new building being constructed on the Fir Street site. The City would avoid a lot of difficulties if they could inform the public better. He likes looking at all these sites as a whole and not as individual spaces. It is a good move to join Parks and Public Works together.

Mayor Holladay commented that if property is being taken off the tax rolls then an attempt needs to be made to put other property back on the tax rolls. He believed the building on Center Street needed to be turned back into residential use.

Commissioner O'Donnell agreed with Mayor Holladay. There is a difference between wants

and needs.

Commissioner Rocky Smith believed the house and two lots owned by the City near the Center Street property should go back to the neighborhood. He is undecided on the Center Street property buildings because he does not have a clear picture of how all these movements happen. Until everyone knows how all these pieces work, he thinks they should be kept because maybe they do need it.

Commissioner Rachel Lyles Smith did not have problems with the Fir Street property. All the other pieces are up in the air. She would love to see a holistic look at all City needs and facilities.

Mr. Konkol mentioned a lot of communication goes on between the Directors that the Commission does not necessarily see. They work with the consultants for their needs and discussion is happening with the other Directors. A lot of these pieces have fallen into place and will support the City for the foreseeable 20 years. A Facilities Plan would be nice, but we are running out of buildings and departments that we need to address.

Commissioner Rocky Smith doesn't think the City should waste time and money on a full facilities plan, but a mini-master plan to provide to the public and explain what is being done. Staff is collaborating in a way that he has never seen at the City. The ability to start merging these departments has never happened before.

Commissioner Rachel Lyles Smith agreed and would like to see it as a package. It would be different if they needed to purchase more properties. She still had not heard any alternatives of what could be sold. The public needs a holistic presentation. She asked when she was elected if there was a Communications Plan and feels the City needs one and it should be a pretty big priority.

Commissioner O'Donnell differentiated between internal communication which is excellent and external communication. The benefits of the Fir Street site were communicated internally, but not well publicly.

Mr. John Lewis said they can do a good job of explaining to the public the benefits of the Fir Street property.

Mr. Konkol summarized that the City would like to build new at the Fir St property. Asked for Commission consensus that the Commission feels the best approach is to build new.

16b. 19-103 Public Works Department - Meyers Road and Molalla Avenue projects
(Goal 2)

Mr. John Lewis explained they were working on Meyers Rd right-of-way acquisition and it might be ready to begin in March. The Molalla Avenue project is looking to be bid at the end of this 2019, which is ahead of schedule by two years.

16c. 19-102 Stormwater Master Plan (Goal 5)

Mr. John Lewis let the Commission know that the Stormwater Master Plan should be ready for public comment in April and after that is the rate and system development charges (SDC) study.

16d. 19-057 Deferred Water Infrastructure (Goal 5)

Mr. John Lewis explained the Charter amendment issue and that they are spending \$2.3 million a year on these projects. There are lots of challenges in older neighborhoods because they have old infrastructure.

Commissioner Rachel Lyles Smith asked if there was a targeted deadline for a ballot measure.

Mr. Konkol said it's been out there for awhile and there is a strategic discussion that needs to be had.

Mr. Parno said that Mr. Lewis went through and updated all of the other master plans when Mr. Parno started with the City. They hadn't been done for 15+ years. There is a significant and coming need for both the treatment and distribution side. There isn't enough capacity in the current reservoirs and the City is growing.

16e. 19-056 Beavercreek Road Concept Plan Area (Goal 2)

Mr. John Lewis said they need to construct a new reservoir and pump station to accommodate growth in that area and there will be a rate impact.

16f. 19-054 Railroad Quiet Zone (Goal 1)

Mr. John Lewis said this is another project that will require significant capital. Improvements proposed for 10th and 11th Streets. This will be an expensive project.

17. Community Development Department - Laura Terway, Community Development Director

Laura Terway, Community Development Director, presented on department highlights including the new permitting software. They have over 100 different types of permits. She mentioned construction of the annex building and move, the alternate mobility targets, Transportation Demand Management (TDM) Plan, Code updates, discussion of affordable housing, and the Beavercreek Road concept Plan.

She discussed the large number of land division applications that was submitted through Planning Division and the number of building inspections went up by about 1,000.

Ms. Terway explained that her department will be pursuing electronic plan review and working on clarifying existing Historic Review Board policies.

17a. 19-079 Construction Excise Tax (Goal 3)

Ms. Terway discussed that Senate Bill 1533 enabled the City to impose a percentage tax on residential, commercial, and/or industrial construction to put toward affordable housing. The City is looking into implementing a construction excise tax (CET). This is the funding and money piece that finances all other strategies. It is difficult to know how much money the City would receive but could be between \$200,000-\$400,000. The goal would be to discuss and get direction after discussing pros and cons.

Mayor Holladay says it is counterintuitive to tax people to build houses to be able to build housing. Metro passed a 2/3 of a billion-dollar bond to do affordable housing. Our City would be so small. Counterintuitive to trying to have commercial buildings be built to provide jobs if we are going to tax them.

Ms. Terway said that she has been waiting to see how effective this funding is going to be before bringing it to Commission. Mentioned that they can discuss strategies if they want to pursue a CET.

17b. 19-080 *Willamette Falls Legacy Project (Goal 1)*

Ms. Terway said the goal is to begin construction of Phase 1 in spring of 2020. In core permitting and needs to finish before going through local permitting. The partners need to identify an operations and maintenance plan including an interpretive plan to identify which stories to tell. Staff is working with Willamette Falls Trust; their goal is to help raise money for Phase I. They are working on a programming plan for Phase I, as an interim and then for the whole development. Currently they are working on a grant to identify 30% plans for readiness and grants to help install some of the street sections.

Commissioner Rocky Smith stated that the public believes it is taking too long. He can't believe it is moving so fast and we are in a place where specific things are clearly happening. He does feel there needs to be more frequent updates and would like to know what is on the agendas for meetings coming up, so things don't slip through. He wants to be much more involved, but with work he cannot be at the meetings.

Mayor Holladay said the work group is very high level. The technical groups do the actual work and there are so many people on these groups that it's hard for questions to not be answered. Moving forward we will be seeing buildable designs and plans and he is confident that this is something we will be proud of at the end.

Commissioner Rocky Smith commented that whatever is put on that site will determine the City. He feels like whatever has happened in the last two years he has no idea about and does not know the details. The Commissioners need to know the details.

Mayor Holladay said that there has not been a lot going on due to the current owner.

Mr. Konkol said at the technical level they are working on fulfilling the core values and then bring it to the partners to make sure they are following the vision and design.

Ms. Terway said that every week there is a Willamette Falls Policy meeting to remain updated and communicate.

17c. 19-081 *Comprehensive Plan Update (Goal 4)*

Ms. Terway discussed they will begin the Comprehensive Plan update over the next two years. It is large and determines how we change communications, along with identifying and addressing the quality of life for the community members. It helps us look forward building the framework of the City's daily tasks. Staff are looking at grant opportunities. The goal for updating this is to check in with the community and do a sincere and thorough community engagement campaign. It will be expensive, but this is to ensure that the Plan is done right.

17d. 19-082 *Planning Commission and Natural Resources Committee Requests*

Ms. Terway discussed standards of short-term rentals and the need to include the Planning Commission in the discussion.

Mayor Holladay was concerned that there are VRBO's and B&B's that are not paying transient tax.

Ms. Terway said there are some and they are trying to identify who they are. She has reached out to some properties and waiting for response. It needs to be determined if short-term rentals should become easier. There is not enough staff to address all the Planning Commission and NRC concerns to address in Comprehensive Plan but wants to acknowledge that they need to be discussed. Would like to keep Tree Regulation on the list for next biennium, possibly.

Commissioner O'Donnell asked if trying to set up a short-term rental would be in excess of \$3,500+.

Ms. Terway said, yes, and there is a website to educate people on the fees and regulations for setting up a short-term rental. There is enforcement, but they must prove they are doing it which can be difficult. Most complaints come from neighbors.

19. Citizen Comments

Mike Mitchell, DOCA Board of Directors, wanted to reiterate what Commissioner Rocky Smith said. DOCA will be reaching out as far as possible to different stakeholders when hiring for a new Director. Looking for what the Executive Director needs to be now. Agrees with Commissioner Rachel Lyles Smith on the communication plan.

Tom Geil, resident of Oregon City, commented that people do not bother to read or understand. Posted statistics about crash data and people are asking what part of the City those happen in. He would like to know what the causes of these crashes were.

Chief Band said the statistics take a long time to compile. The number one crash and injury causing are rear-enders which is following too closely, but thinks it is distracted driving as well. The most dangerous intersection is Beavercreek Rd and Hwy 213.

Mr. Geil asked a second question about city-wide tree regulations and if it is truly for the next biennium. He had voted for code updates because of the trees and feels it is critical to think about trees.

Ms. Terway and Mayor Holladay confirmed it is for the next biennium, not this one. Laura said to clarify it would be after the Comprehensive Plan Update and could be the tail end of this biennium.

Mayor Holladay asked if there was any legal standing to ask someone entering from Urban Growth Boundary (UGB) that they cannot cut trees for a certain amount of time.

Laura Terway said no, there is no legal standing and that they added it as an annexation factor to the Code. But while under other jurisdiction they are under that jurisdiction's rules.

Doug Neeley, resident of Oregon City, wanted to address marijuana income from taxes and hopes in the goal session the Commission would consider how those funds are spent and look at prevention education.

18. City Manager

18a. 19-062 *Information Technology (Goal 2)*

Mr. Konkol provided history about the Information Technology (IT) Department and how it started out as GIS and a contract for IT needs. Progress has been made and a lot of those services have been brought in-house. The goal is to complete a strategic plan for IT to ensure viability and security of the City's system. The hopes is to increase online services and promote, store, and distribute information. The Strategic Plan would allow staff to do a thorough review of the system. As the City creates new facilities such as Public Works and the Police building IT needs to be looked at to see if the City is missing something. There has been discussion on whether a Director should be brought on. Asking ourselves how to grow the IT Department.

Commissioner Rocky Smith asked if it would be more about the staffing and structure of department and not software and computer needs.

Mr. Konkol said it would be more staffing and structure.

Mayor Holladay nominated Rachel Lyles Smith to help with the strategic plan to utilize her professional experience as an IT Director and specialist in this area.

18b. 19-063 *Potential Full Time Staffing Adjustments*

Mr. Konkol discussed potential full-time staffing adjustments.

Police Department

Police Sergeant – Traffic – The position would essentially pay for itself and the Commission was comfortable recommending this position to be fulfilled.

Community Services Department -Parks & Rec Maintenance Staff Position and Facilities Management Staff Position

Ratios far off from what National Recreation and Parks Association recommends. Way below needed. No additional funding has been identified but will diligently look at budget to determine if City can bring on these additional staff.

Commissioner O'Donnell concerned with right sizing. Every salary spent should bring value. The Parks piece looks light.

Mayor Holladay recognized Parks & Rec have been short staffed for a long-time. He thinks an option is to allow someone in the private sector to do lawn and parks maintenance. Take a more formal look at the cost benefit analysis of hiring staff or contracting out. Thinks it is frustrating that governments neglect maintenance. Agrees Facilities position needs to be filled.

Mr. Parno asked if there was consensus around the Facilities position being the number one position to be filled.

Commissioner Rachel Lyles Smith asked if the City knows what type of skillset they need to hire for in this new position.

Mr. Phil Lewis said they can refine the job description. They will need to look at succession planning for Anne Crandall when she retires, as well.

Mayor Holladay said they should look at hiring someone with the right certifications so they can do some of that work in-house.

Commissioner O'Donnell asked if they keep track of work orders or her tasks.

Mr. Phil Lewis said she does not enter work orders into a software because it would take up more of her time.

Mr. Parno noted there is a program PW uses, Lucity, that can track asset management and work orders. Right now, the thought is to put out the biggest fire first.

Mayor Holladay said they need to be able to document the issues and add them as work orders so they can track the work that needs to be done and see what problems should be addressed.

Mr. Phil Lewis mentioned that the Facilities Maintenance person does a great job of documenting her work. They are open to looking at software systems that can help track these concerns and tasks.

Commissioner Rocky Smith said he cannot put any of the positions in priority.

Mayor Holladay said all three are important and it is the City's job to determine to pay for them.

Mr. Konkol mentioned traffic is a separate conversation than Community Services because it has a funding source.

Mayor Holladay said the Parks & Rec position should be part of the Parks Maintenance issue. Facilities position will pay for itself in the long run because it will help provide maintenance so that bigger issues and expenses do not occur. If the tax rate needs to be increased to pay for new positions, then it needs to go to a vote of the people.

Commissioner Rachel Lyles Smith asked about the sergeant request. Asked how this position relates to the per capita data Chief Band provided in his presentation.

Chief Band said there was a study done in 2004 that said to bring the police department up to 1.5 officers per 1,000 residents in the City. In 2014, this was not met. He does not feel he needs that many more officers but does need some additional help.

Commissioner Rachel Lyles Smith wanted to know if this position is to address the per capita or because it is felt that another traffic member is needed.

Chief Band the traffic team needs another member to be strategic. He wants someone who is pointing each traffic team member in different directions. There are missed opportunities such as grants. Little details like crosswalks and cell phones. Will help with enforcement. More traffic officers will allow the department to hit morning and afternoon/evening heavy traffic.

Mr. Konkol said by adding another traffic officer, it has a revenue source attached to it.

Mayor Holladay clarified that traffic enforcement is not a revenue generator for the general fund. It does not benefit the general fund; tickets are written to change behavior.

Mr. Konkol added that the City receives a lot of calls about traffic.

20. Commission Discussion led by Mayor Dan Holladay

20a. 19-091 *Commission Appointments for 2019*

Mayor Holladay started with the South Fork Water Board appointments and went down the list:

South Fork Water Board

Appointed: Mayor Dan Holladay

Appointed: Commissioner Rocky Smith, Jr.

Appointed: Commissioner Frank O'Donnell

Metro Policy Advisory Committee (MPAC)

Appointed: Commissioner Rachel Lyles Smith Alternate: None

Clackamas County Coordinating Committee (C4)

Appointed: Mayor Dan Holladay Alternate: Commissioner Rachel Lyles Smith

C4 Sub-committee: Commissioner Rachel Lyles Smith

Downtown Oregon City Association Board

Appointed: None

Willamette Falls Heritage Area Coalition

Appointed: None Alternate: None

Eric Underwood used to attend. Mr. Konkol said they could probably find another staff member.

Willamette Falls Legacy Project Liaison

Appointed: Mayor Dan Holladay

Appointed: Commissioner Frank O'Donnell

Clackamas Heritage Partners

Appointed: Commissioner Rocky Smith

Citizen Involvement Committee Commission Liaison

Appointed: Commissioner Rachel Lyles Smith

Brownfield Grant Committee

Appointed: Mayor Dan Holladay

SB 256 Willamette Falls Locks State Commission

Appointed: Mayor Dan Holladay

Blue Ribbon Committee

Appointed: Commissioner Frank O'Donnell

Heritage Area Coalition – Eric Underwood used to attend. Mr. Konkol said they could probably find another staff member.

Clackamette Heritage Partners – Commissioner Rocky Smith

Citizen Involvement Committee – Commissioner Rachel Lyles Smith

Blue Ribbon Committee – Commissioner Frank O'Donnell

MPAC – Commissioner Rachel Lyles Smith

20b. 19-109 *Process for Appointing Commission Position No. 2*

Mayor Holladay took the lead on discussion for appointing Commission Position No. 2. He would like to have the appointment before the February 20th meeting. Put the announcement out Monday 2/4 and leave it open until 5pm the following Monday 2/11. Then there is 2/12 to 2/20 to appoint the new Commissioner. He wants a condensed timeline.

Commissioner O'Donnell agrees with condensed timeline but will be out from 2/18-2/22. He preferred the announcement be put out in OC News online and in print. He wanted to know what the process entails.

Ms. Riggs stated the process in the past has been a 30-day notice and applications are reviewed by the City Recorder's office after it closes. This is to ensure they are a resident of the City for the last 12 months per the Charter. The Commission has interviewed all who apply and provided input on questions asked. Then the Commission provides their top two candidates to City Recorder. The top candidate is announced.

Commissioner Rocky Smith was worried the deadline was too short. Suggested a two-week posting and then have them appointed by first March City Commission meeting.

Mayor Holladay said if that is the case then the Code update needed to be pushed back since only two Commissioners will be present on 2/20.

Commissioner O'Donnell agreed with Commissioner Rocky Smith's proposed schedule.

Commissioner Rachel Lyles Smith asked that applicants are given until 2/18 to provide a whole two weeks.

All agreed with the new timeline if the code amendment discussions were postponed.

Mayor Holladay asked that interviews be kept to 15 minutes per applicant.

21. Additional Items - Prioritization

21a. 19-093 *Priorities Raised by One or More Commissioners:*

Led by Nancy Ahern, Facilitator. She read back to the Commission what was discussed in the facilitator interviews. She asked the Commission to decide if they wanted to discuss the item or pass.

- *Establish a Youth Council – brought up by Commissioner Nancy Ide*

Commissioner Rachel Lyles Smith asked what it was about.

Mayor Holladay informed Commissioner Rachel Lyles Smith and said the City Commission doesn't have the bandwidth. All agreed.

- *Develop guidelines to provide money to non-profit organizations*

Commissioner O'Donnell says it was already discussed.

Commissioner Rocky Smith said it just requires a set policy.

Mayor Holladay's suggestion is to let staff develop a policy with Finance and Human Resources and bring it back for discussion.

- Review Citizen Involvement Committee's (CIC) purpose, structure and function of City's planning process and identify other opportunities for use and improvement

Mayor said that Commissioner Rachel Lyles Smith is the new CIC liaison and he suggested letting her get settled in and come back in a few months to discuss if changes should be implemented.

Commissioner Rachel Lyles Smith said she thought this should be coupled with the Comp Plan update.

- Discussion of the Rossman Landfill site

Mayor Holladay said to remove this item from the list. This was his item.

- Oregon City 175th Celebration/Jantzen Beach Carousel

Commissioner Rocky Smith provided clarification for his item. He said the Carousel would be a few years down the road. He heard about this at a conference with Mayor Holladay. He wanted the City to have a game plan and funding set aside for the 175th Anniversary. He wanted to model this year's event after the EOT's event last year. Commissioner Smith acknowledged that there could be small events throughout the year with one big event in summer. Discussed first meeting to go over planning for the Anniversary.

Mayor Holladay asked Ms. Riggs to keep him updated on these meetings.

Commissioner Rocky Smith mentioned that the City is looking at a laser light show.

- Community engagement process to determine the use of the Public Works Upper Yard

Mayor Holladay passed on this because this was discussed and there is plan in the works.

- Determine outreach plan and communication strategy to gather input from the community to guide Commission decisions regarding Parks Maintenance investments

This item was passed on because it was already discussed.

- Complete review of Municipal Code amendments and identify related topics that may need additional community outreach, amendment and final review by Commission (ex: food trucks)

Mayor Holladay said this is already underway and being broken down into chunks to review. No need to discuss further.

22. Finalize Goals and Priorities

Nancy Ahern went through what she heard was discussed to help develop the goals for 2019-2021.

City Recorder's Office conducting a City-wide records inventory - There was consensus to move forward with this goal.

Library standards program to survey and assess community needs - There was consensus to move forward with this goal after some wordsmithing.

Deferred Parks Maintenance – There was consensus to move forward with this goal.

Waterfront Master Plan – There was consensus to continue to work on the Plan including Clackamette Park, but everyone wanted to be on same page with scoping of the project.

Ermatinger House – There was consensus to move forward with stakeholders and maintenance.

Public Works facilities in conjunction with the maintenance – There was consensus to move forward with this goal.

Police – There was consensus to move forward with the final design and construction of the new facility and continue to work with regional partners on the homeless issue.

Economic Development – There was consensus to move forward with the City-wide strategy and intensify recruitment efforts by participating in teamwork opportunities.

Commissioner Rachel Lyles Smith was confused at what this process was for. She thought the idea of the Retreat was to develop goals from what was discussed.

Ms. Ahern told her the goals were developed by staff and sent out to the Commissioners for review so they could edit or add items as they saw fit before the Retreat.

Ms. Riggs asked Commissioner Rachel Lyles Smith if there was anything she would like to change or add before the Retreat was over.

Commissioner Rachel Lyles Smith did not have any changes but was confused by the process. She did not realize staff would develop a list of goals to establish the Commission Goals booklet. She thought the Commissioners would do so and thought that's what the time was to be used for during this section of the agenda.

23. Final Comments

Mr. Konkol thanked Ms. Ahern and staff about these policy directions.

Chief Band mentioned the goal specifically addressing homelessness he thought about refining the goal more.

Mr. Konkol understood the need to make the goals achievable.

Mayor Holladay asked that staff put the information together and present it to City Commission for a final review.

William Gifford, resident of Oregon City, mentioned making the goals measurable and asked that the homeless population be counted and then look at the percentage to determine if changes are working to address the concern.

Mayor Holladay thanked staff for presenting and putting the Retreat together. He asked that the Directors push down to the mid-managers and other staff that their contributions are just as valid, and it is a team effort. They need to be reminded of that from the Commission and Directors.

24. Adjournment

Mayor Holladay adjourned the meeting at 2:27 PM.

Respectfully Submitted,

Kattie Riggs, City Recorder