

**City Commission  
City of Oregon City**

**Meeting Minutes - Final**

**CITY COMMISSION RETREAT  
January 23-24, 2015**

**1. Convene Retreat and take Roll Call - Mayor Dan Holladay**

Mayor Dan Holladay called the meeting to order at 4:01PM.

Present: Mayor Dan Holladay, Commissioner Rocky Smith, Jr.,  
Commissioner Carol Pauli, Commissioner Brian Shaw,  
Commissioner Daphne Wuest

Staff: City Manager David Frasher, Police Chief James Band,  
Community Development Director Tony Konkol, Human  
Resources Director Jim Loeffler, Library Director Maureen Cole,  
Community Services Director Scott Archer, Finance Director Wyatt  
Parno, Public Works Director John Lewis, Economic Development  
Manager Eric Underwood, City Recorder Pro Tem Kattie Riggs,  
Assistant to the City Manager Katie Durfee.

**2. Introductions and Icebreaker - Led by Joe Hertzberg, Solid Ground Consulting,  
Portland, Oregon**

City Manager David Frasher led introductions. Mr. Frasher spoke about the goals of the retreat and introduced the retreat facilitator, Joe Hertzberg, of Solid Ground Consulting, Portland, Oregon.

**3. Background for 2015-17 Goal Setting**

**3a. 2014 Accomplishments / City Manager David Frasher**

Mr. Frasher highlighted a few of the City's accomplishments from the year 2014. He expressed the importance of setting the City's priorities and maintaining the Commission's focus on efforts within the scope of the goals that are a priority to the citizens of Oregon City.

Wyatt Parno, Finance Director, was applauded for finance improvements and accomplishments including the Distinguished Budget Presentation Award. The City has accomplished a credit rating of "AA" up from an "A-" rating, which makes Oregon City the second highest rated city in the State, translating to savings for citizens.

Library use is on the rise and the Oregon City Library was awarded Library Services and Technology Act (LSTA) Grant to digitize historic records; a direct result of Maureen Cole's hard work.

The Mt Pleasant purchase is complete, thanks to Jim Band and the recent National Night Out was considered a success.

The Commission has changed Right of Way (ROW) management with a new Ordinance and Code changes resulting in \$80,000 in overall savings. The cost of maintaining ROW is being recouped by these changes which will also be the second largest source of City revenue.

Mr. Frasher also discussed partnerships and funding to provide permanent public access to Willamette Falls and the Riverwalk, flood risk and long-term maintenance considerations of the project, as well as, the revitalization of Downtown Oregon City, the elevator temporary lighting, and storefront grants awarded with matching investments.

**3b. State Ethics Law Summary - City Manager David Frasher**

Mr. Frasher briefly discussed Ethics and future Ethics training.

**3c. Commission Roles and Responsibilities - Joe Hertzberg**

Mr. Hertzberg defined the terms: Roles, Responsibilities and Goals, then explained the Commission's job is to set policy, and the staff's job is to implement policy.

**3d. How to Think about Commission Goals - Joe Hertzberg**

Mr. Hertzberg led discussion on how to think about goals and how to focus on them in addition to other everyday operations. He reminded them to be mindful of staff's time and try to come up with a small list of priorities.

He explained that the Commission should not focus on day to day functions of staff and should focus on development, funding and execution of city goals as well as setting priorities for these goals.

Discussed two year goals, appropriate milestones and ideas for managing the timeline of task completion.

**3e. Summary of Individual Conversations with Commissioners - Joe Hertzberg**

Mr. Hertzberg heard a consensus among the Commission that the top two tier priorities were Economic Development and Critical Public Facilities.

**4. Fundamentals – Joe Hertzberg**

**4a. How the Team Will Work Together - Joe Hertzberg**

There are two teams, Commission/staff, people play different roles.

Discussed the critical need for efficient teamwork and ability to build working relationships.

Mr. Hertzberg asked participants to write down their thoughts on how they want everyone to work together and what that would look like to them.

After some discussion, the group concluded that open and honest communication was the top priority when working together. Other communication topics discussed were:

- If contacted by media, contact City Manager first
- Share information: Commissioner to Commissioner
- Respect – up at the dais respect among the Commission and respect of staff's time
- Use the chain of command
- Less is more – keep staff reports to an outline (Joe mentioned to give constant feedback)
- Don't make a decision until it's time to make a decision; strive to be non-biased
- Support Commission decisions
- If you have an issue with someone, go to that person – don't talk about each other
- No gossiping about each other out in the public
- Not Commissioner's job to do direct economic development
- Listen to everyone's ideas
- No surprises – ask questions before the meeting
- If in doubt, call the City Manager
- Rely on each other's expertise
- Trust that staff is trying to do what's best for the City
- Praise each other publicly
- Respect chain of command even with staff below a department head
- Balancing the challenge of knowing what information everyone knows, wants to know, or needs to know
- We are all here to service the City and make it a better place to live, work, and play
- We are united and working together to service the citizens as a team

#### **4b. Vision and Mission - Joe Hertzberg**

All agreed that Oregon City should think of itself as a regional hub and a leader, consensus that the Vision statement should be to:

Vision: Embrace and advance Oregon City's historic role as a regional leader.

The Mission Statement was discussed and there was consensus on:

Mission: Build a healthy community that leads the state in safety, economic opportunity, livability, and historic significance.

#### **4c. Values - Joe Hertzberg**

There was no discussion on the values.

**5. Goal 2: Address Critical Facility Needs (Consider all needs holistically)**

**5a. Initiate and Complete Construction of Carnegie Library Addition – Library Director Maureen Cole**

Ms. Cole summarized the update on the Carnegie Library construction phases and progress. She confirmed the Commission was still on-board with the course of events, pace, and progression of the Project and noted that the construction phase will begin very soon.

**5b. Implement Funding Strategy for Construction of New Police and Court Facility - Police Chief and Public Safety Director James Band**

Chief Band explained a need for a new police station and funding options. One option would be a utility fee. He explained the liabilities of the Mt. Pleasant property if left unused. Chief Band laid out a potential timeline that he foresees for the process of a new building including a public engagement and feedback component. The public has made it clear, thus far, the importance of sun-setting the fee and the City committing to honor that part of a potential agreement.

Mr. Frasher described measures that could be taken so that, years down the road when there is a different commission, the fee will indeed sunset as required.

Mr. Parno explained the difference between increasing taxes and the utility fee. Then the different kinds of bonds that could be used in this situation.

Chief Band discussed a utility fee option for 15 year or a 20 year bond and drew a comparison to the City of Medford and the City of Gresham's utility bonds. He went on to say that the only way the City could generate enough funding to pay for a new facility would be a fee to increase revenue. The police are also looking at renting out the old Mt. Pleasant School building and the annex building to create revenue in the meantime. Chief Band explained that bond rates are currently very good and the plan would be to start the fee in July 2015 then go for a bond with the savings.

The new facility would house Police, Municipal Court, Code Enforcement and Parking, plus additional public meeting space, as well as an Emergency Operations Center.

Chief Band requested that the Commission adopt the new facility as a Goal so that they can start advocating for the project in the Community and educating citizens about the many benefits the new facility would bring to the community. Mr. Parno clarifies that the utility fee will pay for the bond and the public will have to approve the expenditure when the time comes in a few years. The fee will be implemented to build up revenue to purchase the bond.

**5c. Pursue a Consolidated Location for City Hall and Community Development Services - City Manager David Frasher**

Mr. Frasher explained the option of moving the Commission Chambers to the annex building on the Mt. Pleasant site, then the Community Development department would move into the current City Hall, but the City continues to grow and are not convinced that is the right move for a long term solution.

Mr. Frasher states that Mackenzie consulting did a needs assessment and a space study in the past which verified that all of the City offices were short on space yet the City continues to grow. The Commission was asked to approve another space study to identify the future needs and options for the future City Hall building so that the City doesn't move into a building which will soon become too small. The anticipated cost was around \$10,000 to do the space study.

The Commission reached a consensus to move forward with the study.

**5d. Seek Consensus on a Location and Construction of the Oregon City Public Works Center - Public Works Director John Lewis**

Mr. Lewis explained the history of the Master Plan on the existing Public Works Operations site and the all the site searches over the last 10 years. The Public Works Department has changed from the time the previous Master Plan was done; he also explained the existing site opportunities.

The question Mr. Lewis posed was does staff continue looking for sites or move forward with the existing site?

Commissioner Smith didn't support the existing site before, but knows it may be different now. He feels we need to have a consistent message and one that is the same for the Public Works, City Hall, and Police station.

Commissioner Pauli asked how long would the existing site be suitable for Public Works?

Mr. Lewis stated that the site would be suitable for at least their lifetime.

Commissioner Shaw said that he would like to go back over the history and be re-educated on what the Public Works Department has done up to this point.

Commissioner Smith questioned if this was not the same plan that was brought before the Commission before, then what is different and why?

Commissioner Wuest wanted to hear from the neighborhood association and citizens in that area and she would like to see how all the pieces fit together and not as pieces individually.

Mr. Frasher expressed support for one campus location at Mt. Pleasant and a small footprint at the existing operations center.

Commissioner Pauli requested that everyone consider making decisions which are livable for the entire community not just one neighborhood or another.

Mr. Hertzberg brought back the issue about some Commissioners getting information from the public via email and not all. How would the Commissioners like to resolve this? Consensus was if you receive an e-mail send it to Mr. Frasher, Katie Durfee and Kattie Riggs to make sure all Commissioners have received a copy of it.

The Commission decided that they would need more information before deciding on the Public Works Operations Center. They asked that the Master Plan be updated at the current site and bring it back to the Commission.

**5e. Address Deferred Maintenance Issues for City Facilities in the Community Services Department - Community Services Director Scott Archer**

Mr. Archer began by showing a picture of the Chapin Park playground complete surrounded by water. He explained that this was only one of the many issues facing the department which currently does not have a dedicated funding source but relies solely on the General Fund. He requested they budget \$200,000 per year from the additional revenue anticipated to be incurred by the recently implemented Right of Way (ROW) utility fee.

Mr. Archer then described that an increase in funding would allow for hiring an additional full time employee to assist with maintenance work; justified because there are so many unforeseen, unfunded, and chronically unaddressed maintenance issues which the current department staff are unable to manage because of prolonged understaffing and a lack of overall resources.

The Commission briefly discussed the issues and they agreed to budget the extra \$200,000.

**The City Commission recessed the Retreat at 7:58PM until Saturday Morning.**

**Mayor Holladay reconvened the Retreat on Saturday, January 24, 2015 at 9:15 AM.**

**6. Icebreaker - Led by Joe Hertzberg**

What do you look forward to over the next year?

**7. Goal 1: Maintain an Environment for Successful Economic Development**

Mr. Hertzberg talked about the wording of Goal number 1.

**7a. Continue to Advance Development Opportunities for the Cove and Former Landfill Sites - Economic Development Manager Eric Underwood**

Mr. Underwood discussed how the Cove project has changed slightly and the City has extended the DDA deadline.

There had been some discussion with a developer on the Landfill Site, which did not lead to any progress so the City has moved on to discussions directly with the land owner.

Mr. Frasher explained that the Cove Project is still slated to be apartments or condos and will continue moving forward.

**7b. Continue to Advance the Willamette Falls Legacy Project - Community Development Director Tony Konkol**

Mr. Konkol gave the Commission a brief history to bring them up to speed on the last steps the Commission has taken up to this point. He then went into detail about the upcoming milestones and the decisions needed:

- Anticipating a committed Consultant for the Riverwalk project around June 2015.
- Beginning the cultural, foundational research to identify artifacts and historic features on the site; RFP in progress for a Cultural Consultant.
- The City plans to take over the maintenance responsibility of the Riverwalk once it is commissioned for use.
- A “Friends” group is currently being developed.
- The City is working to secure an Inter-Governmental Agreement (IGA) Funding Source.
- Priority is to continue with momentum and keep bringing items with deadlines.
- The area will be zoned as a Multi-Modal Mixed Use Area (MMA) and a Local Improvement District (LID).
- Focus is on safety improvements in the corridor.

Currently working on the design, then the next step is looking at cost.

There are various avenues for funding currently being considered. The Commission is concerned with maintaining the project’s current momentum and discussed ideas for mitigating project stagnation.

Commissioner Shaw is concerned with preserving Main Street pedestrian improvements, given the increased volume and congestion that the Project will create.

Since the City must maintain the Riverwalk, it will be important to identify easy to maintain materials that will continue to look attractive over time.

Mr. Hertzberg asked if the Commission can take any specific steps to inventory the multitude of Willamette Falls Groups and their interests; Commissioner Smith volunteered to take the lead on the task.

**7c. Pursue Railroad Quiet Zone (Budget Contingency) - Economic Development Manager Eric Underwood**

Mr. Hertzberg pointed out that during conversations with Commissioners this was an important item, but may not be a priority this 2-year goal setting.

Mr. Underwood explained the reason why the quiet zone would be important for the Downtown area when moving forward with vertical housing development.

Mr. Frasher asked if the Commission would like staff to budget for a place-holder of funds, but not do anything until we have an application from a developer.

Mr. Lewis explained the theory behind the length of and amount of train horn sounds.

Commissioner Shaw would like to see a place-holder added to the budget.

Mr. Underwood reported that many developers have been requesting the City enact the “quiet zone” before building additional residential properties.

Mr. Lewis reported that the standards the railways use, require the train’s horns to be used as a matter of safety which is a specific requirement of the industry and that additional pedestrian crossings in town would require dedicated capital. A placeholder in the budget for railroad mitigation was agreed upon by the Commission.

**7d. Create Public Utility Infrastructure for Industrial Land in the Beavercreek Area - Economic Development Manager Eric Underwood**

Mr. Underwood reported that there is a 54-acre site and a 32-acre site which the City and Clackamas Community College intend to market for development into educational, business and living spaces. Infrastructure, including sewage capacity needs to be funded and constructed to allow for the new development.

The goal is to budget \$350,000, \$175,000 per year, to help leverage additional funds for the project- this money would be taken from ROW fees and the additional facilities will bring additional jobs to the City.

The Commission supports the investment in infrastructure and development.

**7e. Develop Enhanced Economic Development Incentive Programs - Economic Development Manager Eric Underwood**

Mr. Underwood asked the Commission to fund the structuring of a program using small grants or loans to assist developers with minor financial hardship mitigation totaling \$75,000 per year. The funds would only benefit new projects and would be available to new ventures anywhere in the City.

The Commission supported funding this program and stated that they expect City staff to produce a detailed proposal focusing on grants and not loans to avoid excessive administrative overhead costs incurred managing loans.

**7f. Support Opportunities to Enhance Tourism with Modification to Lodging - Finance Director Wyatt Parno**



Mr. Parno gave a history and background for the lodging tax in the City and a comparison to other local cities. He explained what the staff is asking and what the next steps would be. Staff requests whether lodging tax should be adjusting and at what rate? The Median Rate Statewide is 6%.

Commissioner Smith explained the Oregon City tourism tax and what that money is currently used for. Then he explained that Oregon City gets \$20,000 a year from the County and the money is disbursed by the Oregon City Tourism Council and how it's granted out. There needs to be a larger discussion about tourism in Oregon City.

Commissioner Pauli would like to see the City increase the rate to 6%. Commissioner Shaw and Mayor Holladay are in agreement as well.

The Commission may want a work session on various tourism and heritage groups, who are they, what do they do, and is there a need to consolidate them?

Mr. Frasher explained that he has left this up to Commissioner Smith because he has already started to work on this.

Commissioner Smith explained that how we develop tourism as a whole moving forward.

Mr. Parno reported that most cities in Oregon use a 6% lodging tax, and in tourist attracting towns like those on the Oregon Coast, an 8% tax is more common. Oregon City currently has a 4% tax which Mr. Parno recommends the City change to 6% or more.

The Commission supports modifying the tax at a rate to be determined in the future.

The Commission briefly went back to the wording of the Goal number 1. Discussion took place.  
"Foster an Environment for Successful Economic Development."

## **8. Goal 3: Enhance the Livability of the Community**

### **8a. Consider Strategic Approach to the Governance of the Tri-City Service District - City Manager David Frasher**

Representative Brent Barton is sponsoring House Bill (HB) 2800 – Local Utility

He sent out talking points. Trying to get West Linn and Gladstone to come to the table with Oregon City to move this forward. This will take a huge amount of City resources, such as staff time and expenses. Would request to continue to move forward with this. There was consensus.

### **8b. Pursue Working with TriMet to Restore/Enhance Transit Service in Oregon City - Public Works Director John Lewis**

Mr. Frasher discussed scheduling a meeting with TriMet to discuss a direction we can go. He explained the actions we could take, but also mentioned the constraints.

Commissioner Pauli described her thoughts behind why she feels this is so important. The City is increasing in size, capacity has increased, and needs are changing.

Commissioner Smith explained how important this item is for the schools. He also explained his concerns about the light-rail and numerous stops or train changes needed between Oregon City and Portland.

Commissioner Wuest explained there are other interested parties along the route of 99.

Commissioner Shaw is all for mass transit and encourages the conversations with TriMet.

Mayor Holladay is for mass transit as well, except he feels TriMet will only be around for about another 10 years. He also feels the most important areas are still not being serviced and TriMet doesn't see that changing. How are we going to service our community in the future as far as transit?

**8c. Begin Construction on Sewer Moratorium Projects - Public Works Director John Lewis**

Mr. Lewis provided the background and brief history of the sewer moratoriums, where they were located, which ones are top priorities, the work in progress and a timeline.

**8d. Complete the Stormwater Master Plan & Development Standards as Required by State and Federal Regulations - Public Works Director John Lewis**

Mr. Lewis provided the background on State and Federal stormwater regulation requirements and standards the City needs to comply with. The question arose about what requirements have been implemented in the past and why now. It was explained that this is a regulatory mandate.

Commission reached consensus to plan to budget for a Stormwater Master Plan.

**8e. Re-adopt the Beavercreek Road Concept Plan - Community Development Director Tony Konkol**

Mr. Konkol explained the Court of appeals has approved the amendments to the Metro 2040 Design Type map that were necessary to address the Land Use Board of Appeals remand to the City.

Next steps are to bring back to the Planning Commission and City Commission to hold public hearings, re-adopt the concept plan and address any future

appeals. We continue to identify grants to supplement local funding sources to create and adopt zoning code necessary to implement the concept plan.

The Commission may want a work session to address the capacity issues moving forward.

**8f. Revisit the North End Section of the Waterfront Master Plan - Community Services Director Scott Archer**

This topic was brought forward because of concerns for parking capacity at Clackamette Park and the fact that fisherman currently use the land in the area for overflow parking.

There was discussion regarding the RV park at Clackamette Park. Some questions came up regarding how is it doing currently and should it be continued?

Mr. Underwood is currently marketing the site next to McDonalds across from Clackamette Park and explains to any interested parties that parking would need to be apart of the development of the site.

Commissioner Pauli feels this is a park issue or should be addressed by the Parks Department. She doesn't like to see constrictions being put on properties that we are marketing making it more difficult for developers. She mentioned this is a big park and isn't there room for more parking to be added into the park itself.

Mr. Archer is suggesting we take another look at the Waterfront Master Plan, just looking at the Clackamette Park area.

The Commission discussed the needs of the North End of the Waterfront and agreed there was a need to revisit planning in the area for the future. Key topics discussed were rebuilding the boat ramp and various concerns with the RV Park. The Commission was interested in preserving the recreation appeal of the North Waterfront and the need to maintain public access for a wide variety of users.

**9. Goal 4: Seek Opportunities to Maintain Communications with Citizens and Facilitate Citizen Participation**

**9a. Encourage Volunteer Operations Plan for the Ermatinger House and Potential Transfer to the U.S. National Park Service - Community Services Director Scott Archer**

Mr. Archer described the current renovations and preservations of the Ermatinger House. Next steps are to discuss how the City plan to maintain it and run the program.

The City has taken steps to make sure the construction meets the National Park Service standards, in anticipation of pursuing eventual transfer of the House.

The Commission supports the current plan for the Ermatinger House to be operated by volunteers and for eventual transfer into the US National Parks Service.

**9b. Continue to Enhance Economic Development Developer Forums and Other Development Process Streamlining Efforts - Economic Development Manager Eric Underwood**

One way we do this is through our Developer Forums, we have had a few of these with great turnout and feedback.

It was explained that there is a newly formed Development Policy Group – internal group that meets to discuss hot topics on development and what is happening across departments with current development in the City.

Public works and Community Development might have future ideas of how to move the streamlining process forward, but some of the things staff are currently doing include:

- Scoping meetings – pre-application process, meeting with the applicant – this is a trial item based on time and resources.
- Business Tool kit – how to start a business, timeline, and resources.

The question keeps coming up how can we streamline the process and provide it out to the public and making it easier for the public. “Timing, Attitude, and Certainty” the streamlining efforts will include scoping meetings, and other attempts to make the overall community development processes, like permitting, smoother for developers.

The Community Development Department has put out customer questionnaires, is taking efforts to measure customer satisfaction and use that feedback to make improvements for City customers.

Mr. Konkol explained the training his staff recently attended, feedback surveys they have been receiving and how the City is implementing those requests are within reason and budget constraint.

**9c. Implementation of an Electronic Records Management System Citywide (HP TRIM) - City Recorder Nancy Ide**

The Commission supports the current progress and supports an Implementation Plan.

**9d. Update on the Staffing and Operations of the Citizen Involvement Council - City Manager David Frasher**

Mr. Frasher explained the CIC has evolved over time and the original purpose was land use and education. Mr. Konkol has come forward offering to staff the CIC and help transform it back to it’s original purpose.

Commissioner Shaw has volunteered to be a liaison between the Commission and the CIC, but needed clarification on his role, does he chair the CIC or just serve as a liaison on the CIC.

There was discussion on standardizing operating rules and the Planning Department will be setting the agenda, not the Chair of the CIC.

The Commission agreed that this will be a year trial and to leave it up to staff to negotiate with the CIC on the end result. It was agreed that Commissioner Shaw would start off as the liaison then move to the Chair if needed.

There was discussion about the changing goals of the CIC hinging on land use issues and the importance of channeling the energy of the group in positive ways and to revitalize constructive Commission-CIC communication to attain common goals.

Commissioner Shaw recommended having only one voting member from each neighborhood instead of two. There was a consensus that the direction should move to one voting representative from each NA.

## **10. Goal 5: Maintain Fiscal Health and Long Term Stability**

### **10a. Implement IT Service Upgrades and Permitting System - Community Development Director Tony Konkol**

Mr. Konkol encouraged the Commission to look at the City's IT services, adding a staff member, and extending the current contract with Polar Systems. Then upgrading the Permitting Software we currently have.

IT improvements and current contracts were discussed and the need for having IT staff on hand, versus contracting it out, was mentioned. Mr. Konkol also suggested that the City needed to begin looking at replacing the current EDEN permitting system with a newer system which can better meet the needs of the community.

The Commission supported the goal and firmly advised City staff to thoroughly research all options, so that good solutions could be identified before any commitments were made.

### **10b. Consider Annexation Strategy and Policy - Community Development Director Tony Konkol**

Mr. Konkol explained the City's current policy regarding Annexation is to wait for citizens to come to the City requesting to be annexed. The City takes a neutral stance on this topic.

Annexing to the Urban Growth Boundary was discussed and it was explained that two votes would be needed.

Mayor Holladay explained that the City is growing and he wants to make sure there is a strategy in place of how the City will plan properly for this growth.

It was discussed that it's not realistic to try to annex all of it at once, but could be done once piece at a time. Staff could evaluate and seek out a few piece to bring forward to the Commission at a work session.

Staff would like to see the Commission give direction to staff to focus on a certain area, so that staff can do the educational piece.

Mr. Konkol discussed that there were currently no City-driven annexation priorities, annexation is currently property owner driven.

Mayor Holladay asked the Commission to think about being more proactive with future annexation strategy and more thoughtful, well managed growth.

The overall opinion was that incorporation of property which would fall under the purview of the City's responsibility and resources, should be more intentional to support overall economic growth in tandem with population growth. The Commission agreed that annexation of property should have some benefit to the City and not just increase the demand on shared resources.

**10c. Discuss Operational Staffing/Service Needs for 2015/17 in the Community Development Department - Community Development Director Tony Konkol**

Clackamas County currently does the City's Commercial, Residential, and Electrical inspections. Mr. Konkol would like to propose we discontinue that contract with Clackamas County and hire an inspector in-house.

Mr. Konkol would like to add a Community Development Code Enforcement Officer under their department. Mr. Konkol explained how this is different from the Code Enforcement department in the Police department.

There was consensus to move forward with these two positions.

Mr. Konkol requested the Commission consider approving another Full-Time Employee to act in a Code Enforcement role specifically for the Planning and Building Department which would have a different mission than the existing Code Enforcement Unit's Role.

The Commission supported this request.

**10d. Discuss Operational Staffing/Service Needs for 2015/17 in the Public Works Department's Engineering Group - Public Works Director John Lewis**

Mr. Lewis explained that with re-allocation of funding, the City could bring in-house something that is currently under contract. This would benefit the City by eliminating travel time lose, increasing better communication, and better, more efficient customer service.

Mayor Holladay has concerns about replacing currently contracted staff with in-house staff. He see the added costs for the benefits that go with each staff member hired on.

There was discussion around the need for additional staff in the Public Works Engineering Department and the pros and cons of full time staff versus contracted engineering support.

The Commission supported this request.

**10e. Discuss Operational Staffing/Service Needs for 2015/17 Budget: Risk Specialist / HR Technician Position in the Human Resources Department – Human Resources Director Jim Loeffler**

Mr. Loeffler explained where insurance and risk management has been previously located, both Human Resources and City Records office. He explained the need for a Risk Management Position in the City to manage potential litigation and worker's compensation issues.

The Commission supported this request.

**11. Finalize Goals and Priorities**

**11a. Evaluate and Prioritize**

The public has requested that the Commission make a prioritized list of goals.

**11b. List all prospective ballot measures the public might perceive coming from the City in coming years.**

Commissioner Smith would like to see what ballot measures would be coming in the next couple of years.

The potential items listed were the Fire District Bond, a possible Tri-City measure and action regarding the Police Department.

**12. Final Comments**

**12a. Public, Staff, Mayor and Commissioners**

Mayor Holladay would like to have the NRC discussion at a future Work Session with members of the NRC joining the Commission in the discussion.

City staff and the Commission expressed satisfaction and thanks for the hard work each member of the group has done and articulated their excitement regarding future endeavors.

**13. Adjournment**

Mayor Holladay adjourned the meeting at 2:02 p.m.

Respectfully Submitted,

  
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Kattie Riggs, City Recorder