

STAYTON CITY COUNCIL DINNER NOTES
JANUARY 15, 2009 – 6:00 pm
Library Meeting Room

COUNCIL PRESENT:

Gerry Aboud, Mayor
Steve Frank
Catherine Hemshorn

James Loftus
Scott Vigil
Don Walters

STAFF PRESENT:

Don Eubank, City Administrator
Christine Shaffer, Finance Director
Dan Fleishman, City Planner
Rebecca Petersen, Deputy City Recorder

MAYOR AND COUNCIL PROTOCOL DISCUSSION: Each of the council members was given the opportunity to discuss their thoughts on implementing a protocol document.

Councilor Vigil: The council can make better use of its time on other issues. With a new council on board a protocol document is not needed at this time, and the council rules are already established for the council to follow.

Mayor Aboud: The council rules don't address the same issues that are outlined in the draft protocol, therefore a protocol document needs to be in place.

Councilor Walters: It's important that all of the councilors are on the same page. If a protocol document is not implemented the council needs to make sure that the council rules cover the same issues.

Councilor Loftus: The decorum of the council rules covers the protocol issues and a separate document is not necessary.

Councilor Hemshorn: The protocol of behavior is imperative, if there is no level of authority the council won't function correctly. The council needs to show professional behavior at all times.

Councilor Frank: I don't agree with the concept of the protocol document, we need to move on to more pressing issues of the council.

SUGGESTED COUNCIL GOALS FOR THE NEXT 2 – 5 YEARS

Councilor Frank:

Short term goal: Work with Mayor regarding various issues.

Long term goal: Establish a Boys & Girls Club in Stayton, a Senior Center and to focus on "Going Green" when ever possible.

Mayor Aboud:

Short term goal: Purchase the Longhorn Property. Since the property is located at the entrance to Stayton it needs to stay open and visual. The Master Stormwater plan identifies clean storm water runoff at this location, and a good portion of the property is in the floodplain/wetland area. The property owners are asking a lot of money for the property, but it would be good for the city to purchase it as it ties into the master plan.

Long term goal: Set a date to begin construction for a new City Hall 3 – 4 years from now, as it would give us time to work on the financing package.

Councilor Walters:

Short term: Purchase of the Longhorn Property.

Long term goal: Fixing the streets in Stayton has been put off for 25 years and it's time to get them repaired.

Councilor Hemshorn:

Short term goal: An indoor playground with safe entertainment for kids/parents is needed.

Long term goal: Street lighting is inadequate and needs to be fixed. At the intersection of N. First Avenue & Washington Street, and, Ida Street at Second Avenue the lighting is so poor it's hard to see pedestrians.

Councilor Vigil:

Short term goal: Get new business in town.

Long term goal: A Boys and Girls Club would be a good thing to have in Stayton. A sports park/complex would be very good for the community but currently there is no economic base to support it. Stayton is a great place with a lot of opportunity for recreational activities.

Councilor Loftus:

Short term goal: Get new business in town.

Long term goal: There seems to be a closed for business attitude at the city. When folks come to the city inquiring about locating in the community, there should be some type of tracking encounters with citizens. The city should be recruiting industry and encouraging new business into the community instead of turning them away.

Questions/Comments from Council:

1. The Council needs to decide what role the city should be taking in business recruitment, and to define their role as how they wish the city to proceed.
2. The Mayor should meet with new businesses when ever possible to encourage them locating in Stayton.

3. Funding for a Boys & Girls Club would have to be addressed and possible benefactors sought out in the community that could fund the project.
4. Industrial growth is good money for the city with very low impact. A Boys & Girls Club needs to be funded from outside sources of revenue. Recruiting industrial growth to the community is a good idea.
5. If industrial growth is encouraged, it should be the green sustainable kind, something that will have a low impact on the environment.
6. To improve customer service, independent audits could be conducted in each department to find better ways of conducting the day to day business.

STAYTON'S FINANCIAL SUSTAINABILITY OVER THE NEXT 3 YEARS: Mr. Eubank and Ms. Shaffer reviewed future planning of finances. Mr. Eubank discussed the following document:

SUSTAINABILITY, THE LATEST BUZZ WORD IN GOVERNMENT. We have been doing this for many years now, but because of the Market downturn and the economy, this becomes the focus of attention, especially in government.

1996 Two police positions eliminated. Down from 15 to 13. Federal Grant 10 years ago 4 positions granted by Federal, Council would only authorize 2, why, Sustainability.

SUSTAINABILITY DEFINED: Maintain, support, keep alive and to assist.

That is what we are doing and have always done. Programs are evaluated each budget cycle to make sure they are appropriate and attainable.

New positions the same. This year we added one police officer and a Pool Manager. Next year with Council approval, we plan to eliminate the Parks and Recreation Director position and continue our partnership with the YMCA to enhance what we have. There has been a mention of looking into a Boys and Girls Club. Maybe if we can find someone to champion this, it could happen.

Daily we evaluate our spending in all departments. Everyone is well aware of the "tightening" of our belts.

Christine and I have been attending financial classes have gained valuable knowledge about budgeting and forecasting. Next FY Budget will have a new look with in depth explanations of each budget and the need for the expenditure.

COMMUNICATION, open and honest communication, along with trust in our staff has enabled the city to reduce costs in many areas especially fees related to Attorney's, Consultants and Contractors. An example of savings is that budget for the City Attorney alone in Program 40, Non-Departmental was \$40,000. To date we have spent less than \$10,000. All Departments working together is very important and talking to one another is key to all of our success and reduction in costs across the board. We all have experience in all areas of government and can make decisions, most of the time without calling an attorney or consultant and we are doing so. When necessary we use all of the above, but only when necessary.

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The Mayor and Council, allowing the creation of a Senior Engineering Technician has already reaped benefits in the reduction of our need for a City Engineer. Just within the last month our costs have been reduced by \$10,000 partially because of this position and mostly because of Public Works due diligence.

I have recently contacted The Local Government Personnel Institute, (LGPI) regarding the possibility of becoming part of our Labor Consultant Team. We currently use a firm in Portland and their fees are double what we would pay LGPI and the expertise we would receive would be the same. They are local and part of our membership fee gives us the reduction in cost with no change in the quality of service.

FUTURE planning of our future finances, programs and projects is imperative and your management team is on top of this. We began actually working on the FY 09/10 budget in December and will continue to do so daily. We hope to provide the Mayor and Council with a three year projection within the next couple of months. This may be difficult but cities such as Salem and Dallas have done this for years.

Goals and Policies play an important role in our budgeting process. When putting the budget together we will involve the Mayor and Council more so in the coming years than ever before. We need your input and guidance and we need to make sure we all understand the entire budget. I am charged with the responsibility of putting the budget together and then Christine and I are responsible for administering this document. We are all responsible for the programs and projects in the budget and this comes from the Mayor, Council, Budget Committee, Staff and our Citizens.

When I met with Roger Jordan and Bob Wells the other day and discussed our goal setting session, they reminded me that what happens at the Federal, State and County Level does affect us. We must plan our budget with what we think we will have and be ready to adjust this on a moments notice should stimulus funds become available. We are charged with saving our tax payers and citizens' money when ever we can.

CHALLENGES VERSUS PROBLEMS are what we make of them. We have two Unions, one for the police and one for the rest of non-management personnel. Paying cost of living and step increases are what most of us managers have worked with for years. They are our employees not our enemy.

Attorney costs in the police department from July 1, 2009 until now have only been \$550 because we talk to one another. I am very proud to tell everyone that in my nearly 10 years of managing the police department, we did not have one grievance filed. We talked and worked things out. We negotiated the last two police contracts with very little attorney involvement and we did not give the farm away. We have done the same with AFSCME.

In years past, non-union employees wages have been "frozen" and that could happen to keep that police officer on the street or someone in the Library so they are not short staffed.

Most of the managers you have, worked during previous years that were considered recessions. We managed. At times there were layoffs and there has been one this FY. They are never pleasant and I do not like what it does to everyone. Depending on our revenue and other factors we may face layoffs this next FY but at this time, we do not think so. Most financial analysts think that the trickling down affect will be within a year to a year and a half. Even then, for some it will not be that devastating but we will be prepared. We will continue to conserve everywhere we

can. In doing this, if at all possible, we cannot delay replacement programs, maintenance programs and those

programs that keep our community safe and livable.

I have given you a taste of some of beginnings of a plan to keep the City of Stayton Sustainable and with your help and guidance we will survive.

MAYOR AND COUNCIL: Mr. Eubank stated that two Town Hall Meetings will be held; one on Tuesday, February 10, 2009, Stayton High School Library, 6:30 pm to 8:00 pm, and, Thursday, February 12, 2009, Santiam Memorial Hospital Auditorium, 6:30 pm – 8:00 pm. The purpose of these meetings is for the general public to address the Mayor and Council and to discuss future projects and goals of the city, and, to ask citizens what they think of previous city goals.

ROUND TABLE DISCUSSION: A question was raised regarding the evaluation process for the City Administrator, and whether or not annual evaluations had previously been conducted for the position. Is there a standardized form that the council uses for the evaluation or does the council come up with the questions.

ADJOURN

There being no further business to come before the council the work session was adjourned.

Respectfully submitted by Rebecca Petersen, Deputy City Recorder, this 26th day of January 2009.