

## **CITY OF SCAPPOOSE: COUNCIL RETREAT AGENDA**

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**DATE:** Saturday, February 4, 2023, 8:30 AM to 4 PM

**LOCATION:** Oregon Manufacturing and Innovation Center, 33701 Charles T Parker Way

### **WELCOME + AGENDA OVERVIEW**

**Present:** Mayor Joseph Backus; Councilor Tyler Miller; Councilor Pete McHugh; Legal Counsel Peter Watts; City Manager Alexandra Rains; Assistant to City Manager Isaac Butman; Councilor Jeannet Santiago; Community Development Director Laurie Oliver Joseph; Finance Administrator Carol Almer; Lieutenant Chris Fluellen; Chief Steven Lougal; Public Works Director Dave Sukau; Council President Megan Greisen; Councilor Andrew Lafrenz; Councilor Kim Holmes; City Recorder Susan M. Reeves; and Consultant Sara Wilson.

### **Welcome, Mayor Backus + City Manager**

Mayor Backus welcomed everyone. He explained he is really looking forward to this. He explained going over the goals he sees a lot of good things there. He is real interested in seeing how we've been doing, how we are tracking our process and how we can update these. He explained hopefully the new Council Members can add a new perspective. He stated he is learning so if anyone feels that there is something they think can really benefit him, help him looking into this please let him know.

City Manager Rains thanked everyone for being here. She explained particularly for the Councilors that are new and maybe aren't really familiar with this process that this is really important for staff because we use this session, your goals/the things you identify, to help us build the budget for the next year.

Consultant Sara Wilson went over the agenda and rules for success.

### **Agenda Review + Rules for Success**

### **RETREAT GOALS**

- **Refine the 2022 Council goals to reflect current community needs, Council aspirations, and organizational capacity.**
- **Engage in a process that will identify goals with clear outcomes, create accountability for the results, and foster a strong team and partnership amongst the Council and staff to advance the goals.**
- **A team building experience that will familiarize both existing and new team members with their roles and the governance structure, as well as develop the team agreements necessary to support the Council in their role as leaders and policymakers.**

## Warm-up Activity

Sara Wilson asked Council and staff to draw themselves and include their name; mindset; something fun/interesting; passion; what you need for courageous participation; and why you got involved in public service. She explained having personal connections with people helps to build that team and makes the tough times a little easier.

Sara Wilson asked what they need for rules for success:

Open minded

Constructive dialogue

Patience and respect

It's not personal and keep our community intent in mind

Outside the box & be creative

Goals move forward with consensus or majority

Honor your Council Rules

## ROLES, RESPONSIBILITIES + ORIENTATION

### Council-Manager Governance Overview

Sara Wilson went over the Council-Manager Governance.

They took a break at 10:37am and reconvened at 10:43am.

### Scappoose Council Orientation

Sara Wilson went over her presentation.

**City of Scappoose City Council Orientation**

February 4, 2023  
Presented by  
Sara Wilson

**ORIENTATION OVERVIEW**

Vision + Charter Overview  
Council + Administration Roles  
Committees + Boards  
Municipal Law Framework  
Council Meeting 101  
Team Agreement

**THE CITY'S CHARTER**

**WHAT IS A CHARTER?**

A municipal charter is the basic document that defines the organization, powers, functions and essential procedures of the city government. It is comparable to the Constitution of the United States or a state's constitution. The charter is, therefore, the most important legal document of any city.

The legal voters of every city and town are granted power to enact and amend their municipal charter, subject to the Constitution and criminal laws of the State of Oregon.

**THE CITY'S VISION**

SERVES AS THE ROAD MAP FOR HOW A COMMUNITY WANTS TO LOOK, FEEL, AND FUNCTION.

**SCAPPOOSE VISION**

Scappoose is a small town nestled in the heart of a Pacific wonderland—surrounded by lush green forests, the majestic Columbia River, and panoramic views of the snowcapped Cascade Mountains. It is no secret why the Chinookan People made this unique place their home for centuries. Today, our community is distinguished by its balance of rural and urban living—we are proud of our independence and small-town personality, yet we value our closeness to neighboring cities and towns. Scappoose is friendly and welcoming, and we cherish the way we know, care about, and rely upon each other. We desire to preserve the harmonious qualities of our home as we anticipate change and look ahead to the future.

**SMART GROWTH  
LIFELONG LEARNING  
SUSTAINABLE ECONOMY  
CONNECTED COMMUNITY  
CARING COMMUNITY  
LOCAL PRIDE  
PASSIONATE STEWARDSHIP**



## COUNCIL-MANAGER FORM OF GOVERNMENT

LEGISLATIVE AUTHORITY RESIDES IN THE COUNCIL  
ADMINISTRATIVE FUNCTIONS CARRIED OUT BY THE CITY MANAGER

### COUNCIL

- Sets the 'What'
- Represents constituents and keeps staff informed
- Sets goals, priorities and direction
- Approves contracts and budgets

### ADMINISTRATION

- Determines the 'How'
- Provides advice and technical expertise
- Aligns goals with resources
- Carries out projects and programs

## The Organization



## Staff Roles

### CITY MANAGER

Administrative head of the city government. Appointed by the City Council based on administrative qualifications.

### CITY ATTORNEY

The City Attorney is selected by, and responsible to, the City Council. They perform legal services as assigned by the Council or the City Manager.

### CITY RECORDER

Serves as the Clerk for the Council.

## Staff Assistance

### STAFF SUPPORT

Requests from a Councilor for staff assistance shall be presented to the Mayor or City Manager orally or in writing for approval. Individual Councilors should not direct the activities or workloads of city staff members.

## Council Roles

### MAYOR

Elected at each biennial general election to serve as the Chair of Council and preside over its deliberations. The Mayor has a vote on all questions before the Council, authority to preserve order, enforce the rules of the Council, determine the order of business, appoint committees with approval of Council, and sign ordinances.

### COUNCIL PRESIDENT

At first regular meeting of each odd-numbered year, the Council President will be selected by majority vote. Council President will preside over Council meetings and exercise other Mayoral responsibilities in the absence of the Mayor.

### COUNCIL LIAISONS

Appointed by the Mayor to maintain critical connection between the Council and a designated committee, advisory board, or task force. Purpose is to facilitate communication between the Council and appointed member groups.

## City Committees

- Economic Development Committee
- Parks & Recreation Committee
- Planning Commission
- Budget Committee
- Ad-hoc Committees
  - 100-Year Anniversary

### COMMITTEE LIAISON BEST PRACTICES

- Committee liaison should always take time to discuss agenda items with staff prior to regular meetings.
- The liaison should not vote on committee deliberations.
- The liaison should always give a report to the remaining Council about committee activities.

## City Authority

1. CITIES HAVE THOSE POWERS EXPRESSED IN, OR IMPLIED FROM, THE CONSTITUTION, OREGON REVISED STATUTES (ORS) AND THE CHARTER.

2. MUNICIPAL POWERS CATEGORIZED IN SEVERAL WAYS: Intramural and Extramural, Governmental and Proprietary, Legislative and Administrative, and Quasi-judicial

3. DELEGATION OF POWER Powers can be delegated vertically or horizontally; legislative power cannot be delegated, and administrative power can be performed by the Council, delegated to staff, consultants, or committees. Most should be delegated to trained/experienced professionals or staff

4. LIMITATIONS ON POWER

Federal limitations, State limitations, and Judicial limitations

## THE MUNICIPAL LAW FRAMEWORK

## Power + Responsibilities of Council Members

### NO INDIVIDUAL POWER, CAN ONLY ACT AS ONE BODY

- Right and responsibility to participate and vote in meetings
- Acting without authority can cause personal and City liability

### SUPERVISION OF STAFF

- Individual members have no authority to direct staff, consultants, contractors, or administrative activities without authority from the Governing Body

## DECISION MAKING PROCESS

### TYPES OF DECISIONS



### LEGISLATIVE

Constitute law or policy

### ADMINISTRATIVE

Carry out or implement previously adopted law or policy

### QUASI-JUDICIAL

Must comply with state and federal due process

## DECISION MAKING PROCESS

### COUNCIL RULES

### PARLIAMENTARY PROCEDURE

Councils determine what procedural rules to employ. Some adopt Robert's Rules of Order others draft their own.

### COUNCIL RULES

- Contain the regular meeting date, time, and place
- Format of the agenda
- Person responsible for preparing the agenda
- Decorum and participation obligations of public and Council
- Penalties for disrupting a meeting

(Found in Title 2.04)

## DECISION MAKING PROCESS

### FORMS OF ACTION, + VOTING



#### FORMS OF ACTION

- Ordinances: used to adopt policy or law
- Resolutions: Express policy or opinion of the Council or to approve an action such as a contract or major expenditure of funds
- Motion: Device to place a matter before the Council for consideration. Procedural rather than written

#### VOTING

Majority of Council members present to adopt a motion, resolution, or ordinance or take any other action

## PUBLIC RECORDS

### PURPOSE

The purpose of the Oregon Public Records Law is to ensure that all records of a public agency, with some exceptions, are available for inspection and copying by the public.

- Applies to all public bodies
- A public record is any writing or information relating to the conduct of the public's business
- No duty to create a public record; only to disclose it
- Information owned, used, or in the possession of a public body
- It is a crime to destroy a public record outside the regulations of the State Archivist
- Exceptions include things such as records pertaining to litigation, employee address/phone numbers, confidential information submitted by citizens, personnel disciplinary actions, etc.



## POLITICAL ACTIVITIES

- PUBLIC EMPLOYEES ARE PROTECTED FROM BEING REQUIRED OR COERCED TO PARTICIPATE
- ELECTED OFFICIALS ARE EXEMPT FROM THE DEFINITION OF PUBLIC EMPLOYEES- YOU MAY PARTICIPATE
- THE CITY CAN PREVENT CAMPAIGN MATERIALS FROM BEING AFFIXED TO ANY CITY EQUIPMENT OR FACILITIES
- PUBLIC FUNDS CANNOT BE USED TO INFLUENCE BALLOT MEASURES BUT CAN BE USED TO INFORM THE PUBLIC
- THE PROHIBITION OF SPENDING PUBLIC FUNDS GOES INTO EFFECT FOR A BALLOT MEASURE REFERRED BY THE CITY COUNCIL AS SOON AS THE MEASURE IS CARRIED TO THE BALLOT



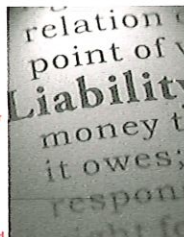
## LIABILITY + EXPOSURE

### OREGON TORT CLAIMS ACT (OTCA)

ORS 30.260 to 30.300 governs City tort liability, provides for defense and indemnity of public officials, and limits damages.

#### WHAT TO DO IF SUED

- When the City or its officials or employees receive or are served with either a tort claim notice or a summons and complaint, do the following:
- Provide document to City Attorney, Insurance Agent, and Insurer
  - Gather and preserve all documentation
  - Do not discuss publicly
  - Preserve attorney-client privilege



## COUNCIL MEETING 101



#### MEETING MINUTES

Prepared by the City Recorder. Include motions, proposals, resolutions, orders, ordinances and rules proposed, results of votes, the vote of each Councilor, and the substance of any discussion on any matter

#### PROCLAMATIONS

All proclamations approved by the Mayor will be read before the Council at a regularly scheduled meeting. They will not encumber the city financially or conflict with any existing ordinance, resolution, state law, federal law, regulation, or administrative rule.

#### OTHER

Any procedural matter not covered by the Charter or by a Council Rule shall be determined by Robert's Rules of Order.

## OPEN MEETINGS

### PURPOSE

The purpose of the Oregon Meetings Law is to assure that meetings of public bodies are open to the public, so that the public will know of the activities and actions of its public officials.

- Meeting is a quorum of the Governing Body for the purpose of deciding or deliberating on a public issue
- Law also applies if councilors meet or communicate by phone or electronically
- Serial deliberations may invoke public meeting laws
- Law requires public notice of time and place of meetings - must be reasonably calculated
  - Special meetings require 24-hour notice
  - Emergency meetings may be held on less than 24-hour notice



## ETHICS + CONFLICTS OF INTEREST

### POTENTIAL CONFLICTS OF INTEREST

Any action or any decision or recommendation by a public official, including staff, the effect of which could be to the private pecuniary benefit or avoidance of detriment of the person or the person's relative or business.

### ACTUAL CONFLICTS OF INTEREST

Any action or any decision or recommendation by a public official, including staff, the effect of which would be to the private pecuniary benefit or avoidance of detriment of the person or the person's relative or business.



### ABSTAIN FROM VOTING

Councilors may abstain from voting in the event of a potential conflict of interest or, in the case of a quasi-judicial proceeding, bias or impartiality

## PUBLIC CONTRACTING

### PUBLIC CONTRACTING

Cities are required to comply with public contracting laws for purchasing goods, services and construction projects - ORS 279A, ORS 279B, ORS 279C

### LEAST COST POLICY

Generally, cities are required to obtain goods and services at the least cost to the public. Least cost is normally obtained through competitive bidding.

### CONTRACT REVIEW BOARD

The Council is the local contract review board. They have rulemaking authority to carry out public contracting.



## COUNCIL MEETING 101



### MEETING SCHEDULE

1st and 3rd Mondays of each month except holidays. If it falls on a holiday, the meeting will be the next business day. Meetings go from 7 pm to 9 pm unless a motion is adopted to continue.

### QUORUM

Must have a quorum to meet. Quorum is more than 50% of the members of the entire Council (4 members)

### AGENDAS

Meeting agendas are prepared by the Mayor and City Manager. Councilors may request specific items be added.

## QUESTIONS + DISCUSSION

THANK YOU!



SSW CONSULTING



Consultant Sara Wilson went over what will be next on the agenda. She asked Council and staff to highlight on a stickie note an accomplishment that they are particularly proud of from the last year, related to the City.

**LUNCH BREAK** ~ from 11:45am to 12:15pm

## **ENVIRONMENTAL SCAN**

### **2022 Accomplishments**

Sara Wilson asked Council and staff to put their accomplishments on the board and share them. After the accomplishments were placed on the board and shared Sara said she thinks there's a lot to be proud of and she thinks this also highlights some of the important stuff that's under way and that doesn't stop because you have some funds dedicated to these projects. She you have some big engagement efforts underway and so while we talk about organizational capacity, there's Council involvement in this stuff too. So as you think about what goals you set for yourselves and the organization, think about how much capacity you have to approve things in meetings to engage with the community on things so the more you pile on the plate, not only does Alex have to balance that for the organization, but you also have to think about how you're going to engage in all that and still maintain your other life commitments. She explained when you think about context a couple things usually come up. She asked what do you need to be thinking about economic wise, and economic climate. We will also talk about community needs that are bubbling up, maybe organizational needs that we need to keep in mind. She explained we will talk about organizational trends; community needs; economic climate; and political factors.

#### **Economic Climate**

- Consider ongoing projects
- General fund will be tight
- Not likely to add new positions
- Will be looking for cuts/savings
- Parks development based on SDS- consider parks saving programs
- Opps to increase revenues ~ Fee, franchise agreement PUD, SDC studies
- Inflation, cost increases ~ 20-30% increases
- Low permanent tax rate & assessed value

#### **Community Needs**

- Misunderstanding on how public tax dollars
- Teen/youth rec opportunities
- Community public safety needs ~ how do we fill the gap ~ options?
- Childcare desert ~ YMCA program subsidized

**Political Factors**

- Paid leave
- Buildable land inventory & housing needs ~ Expansion, rezone, or trade
- County Liaison? Impact social services
- Drug enforcement
- Enterprise zones

**Organization Trends/Needs**

- Expectations for amenities that Scappoose doesn't provide
- Process improvements in community development

**Uncertainties**

- Union Negotiations

**Goal Update Highlight**

Sara Wilson explained Council and staff have a worksheet with the current goals and the updates on those and there are some things that are highlighted that are recommended for removal, and some of those things have been completed. She explained there are also some things that have been flagged in yellow for modification, so those are the things we want you to consider some refinement proposals on. There are also things that should be considered for proposals for additions. She had City Manager Rains and her team go over some of the highlights of this, then she put everyone in small groups and each group received an assignment for a goal area to work on some of the items that need refinement and then they'll have discussion around things for proposals and then go over if there is anything missing.

Each group went over the goals they were assigned and talked about goals that should be removed; updated; and goals that should be added.

**Economy\*Community Livability\*Public Safety\*Parks\*Infrastructure**

Next is the final report from Sara Wilson.

# CITY OF SCAPPOOSE

*Small Town. Big Community.*



## CITY COUNCIL GOALS 2023

FEBRUARY  
2023

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### INTRODUCTION

The City of Scappoose is pleased to present the summary of their annual goal-setting session. The City Council and Management Team gathered on Scappoose, February 4th, 2023, to convene as a team and define the council's goals and objectives to reflect the needs and priorities of the community and organizations.

The City hired SSV Consulting to facilitate the team's discussion towards their desired outcomes. In advance of the retreat, SSV Consulting conducted outreach interviews with the Council and coordinated with staff to design a retreat agenda to align with the following outcomes:

- Define goals to meet current community needs, Council aspirations, and organizational capacity;
- Create goals with clear outcomes, accountability for results, and strong partnership to advance the goals; and
- Team building to support governance structure and roles, and team agreements necessary to support Council as leaders and policymakers.

Coming out of an election year, the goal-setting retreat was one of the first opportunities for the new Council and staff to connect as a team. The Council and Management Team worked together to review existing goals and objectives, identify which objectives were completed, continuing or pending, and discuss how the City will measure and communicate progress as the goals and objectives are implemented.

The team's engagement and participation were much appreciated and play an important role in setting the tone for a successful year ahead as we work together with the community and our partner organizations to advance these goals.

— City of Scappoose Council & Management Team

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### OUR TEAM

#### CITY COUNCIL

Mayor Joe Beckus  
Jeanette Santiago  
Megan Grieslein  
Tyler Miller  
Peta McHugh  
Kim Holmes  
Andrew Lofrenz

#### CONSULTANT/FACILITATION TEAM

Sara Singer Wilson  
Principal/Owner  
Ashley Sonoff  
Associate  
Sasha Konell  
Communications and Engagement Strategist

#### MANAGEMENT TEAM

Alexandra Pains  
City Manager  
Teresa Eufman  
Assistant to the City Manager  
Susan Reeves  
City Recorder  
Laurie Oliver Joseph  
Community Development Director  
Carol Almer  
Finance Administrator  
Steven Dougal  
Police Chief  
Dave Sukay  
Public Works Director



SCAPPOOSE  
*Oregon*



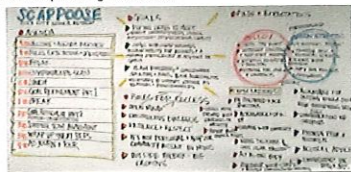
## COMMUNITY VISION

Scappoose is a small town nestled in the heart of a Pacific wonderland—surrounded by lush green forests, the majestic Columbia River, and panoramic views of the snowcapped Cascade Mountains. It is no secret why the Chinookan People made this unique place their home for centuries. Today, our community is distinguished by its balance of rural and urban living—we are proud of our independence and small-town personality, yet we value our closeness to neighboring cities and towns. Scappoose is friendly and welcoming, and we cherish the way we know, care about, and rely upon each other. We desire to preserve the harmonious qualities of our home as we anticipate change and look ahead to the future.



## WORKING TOGETHER AS A TEAM

The Council and Management Team acknowledge their success in advancing the shared goals for Scappoose and hinges on their ability to be a strong and cohesive team. The group participated in a facilitated discussion of roles and responsibilities in the Council-Manager form of government to support a high-functioning team. Following the discussion of roles, team members shared expectations of themselves and others to work effectively in this partnership. The following graphic and summary highlight the expectations Council and staff developed during the discussion.



### THE FOLLOWING TEAM EXPECTATIONS WERE DETERMINED:

#### Council Expectations

- To represent and serve the community
- To provide leadership and vision
- To ensure the community's needs are met
- To ensure the community's voice is heard
- To ensure the community's interests are protected
- To ensure the community's future is secure

#### Organization Expectations

- To provide leadership and vision
- To ensure the community's needs are met
- To ensure the community's voice is heard
- To ensure the community's interests are protected
- To ensure the community's future is secure
- To ensure the community's interests are protected

### Smart Growth

Inspired by our responsibility to tomorrow's generations, we pursue forward-thinking and sustainable solutions to grow mindfully while keeping in step with our environment. We strive for high-quality development and infrastructure, and to provide equal and affordable housing opportunities for all to live and raise a family.

### Lifelong Learning

We pride our exceptional schools and teachers that pass along our knowledge to future generations, instill our community with creative adaptability, and create cultural awareness and resilience. We aim to develop educational opportunities for all ages and ability levels as we strive to be a community that never stops thinking, learning, and doing.

### Sustainable Economy

We take pride in our locally owned businesses that add quality and character to our town, and we respect our abundant natural resources that have sustained our community for years. We can forge a path to a balanced, local economy by opening doors for entrepreneurs, clean industry, higher education and research. We seek sustainable, living-wage jobs and careers that support families and future generations.

### Caring Community

Peace and good health are essential to our town's growth and well-being. We value our community spaces and parks that support active living and civic engagement, and we cherish how we care for and rely upon each other. We strive to be aware and prepared, and to empower everyone to lend a hand when challenges arise. We aspire to be a neighborly community where anyone can safely and comfortably visit businesses and schools, enjoy

### Passionate Stewardship

Our wild and scenic landscape is an extension of our community, and we treasure our beautiful setting that makes Scappoose a serene place to live. We are committed to nurturing and preserving our open spaces, natural habitats, and diverse ecosystems, and we will champion new opportunities for conservation and peaceful engagement with our environment. As stewards of our land, air, and water, we seek to protect this special place for generations to come.

### Connected Community

Safe and comfortable transportation is central to our quality of life. We value our local trails that offer world-class opportunities for walking and biking and our scenic byways that connect us to greater Oregon. We will work to ensure better connectivity, safer commuting, modern transit, and equal opportunities for people to walk, bike, ride or drive. We aspire to be a pleasant and accessible town, and we encourage others to slow down, explore, and enjoy Scappoose.

### Local Pride

Art and self-expression greatly enhance our cultural identity, and we value our local artists who cultivate pride in our community. We strive to preserve our unique cultural artifacts and foster education and the arts by promoting city beautification, cultural heritage projects, and public art. We treasure our heritage as a meeting place for Native Americans, and we hope to honor those who lived here in the past as we tell the story of Scappoose in the present.

## SETTING THE CONTEXT

Before refining the current goals and planning for the future, it is important for Council and staff to have a shared understanding of the current trends, factors, and needs affecting the community and the organization. The team participated in an environmental scan exercise to develop this shared contextual foundation. As part of this exercise, staff and Council shared accomplishments and successes from the past year. Recognition of achievements is important for two reasons. The first reason is it communicates the status of the projects advancing Council goals, which is needed to determine how to refine the goals to meet the current needs and priorities in the community. The second reason is that celebrating achievements brings the team together, sets a tone of gratitude, and positions the team for future success in the pursuit of their shared goals. The following graphic summarizes the environmental scan exercise:





## SETTING THE CONTEXT

### Economic Climate

- Consider ongoing projects
- General fund will be tight
- Not likely to add new positions
- Will be looking for cuts/savings
- Parks – development based on SDGs – consider parks savings programs
- Operations to increase revenues – fee, franchise agreement IUQ, SDG studies
- Inflation, cost increases – 20-30% increases
- Low permanent tax rate + assessed value

### Community Needs

- Misunderstanding on how public tax dollars are used
- Teen/youth recreation opportunities
- Community public safety needs – how do we fill the gap? Options?
- Childcare desert – YMCA programs subsidized

### Political Factors

- Paid leave
- Buildable land investment and housing needs – expansion, rezones, or trade
- County Election? Impact social services
- Drug enforcement
- Enterprise zones

### Organizational Trends/Needs

- Expectations for amenities that Skopje doesn't provide
- Process improvement in community development

### Uncertainties

- Union negotiations

## 2023 COUNCIL GOALS

During the goal refinement process, Council and staff revisited the 2022 Council Goals to assess the progress made over the last year and determine if the supporting action items under each goal were complete, continuing, or needing refinement. Council worked together with staff to develop proposals to refine action items as needed. Additionally, Council brainstormed new ideas to meet the community's short-term and long-term needs, as well as address challenges on the horizon. The team discussed desired outcomes for each goal area and the action items needed to support these goals. Throughout the discussion, SSW mapped the proposals into common themes to inform the development of the 2023 Council Goals and action items.

Following the retreat, staff developed the proposed action items into objectives and determined the appropriate staff lead(s), project status, and timeline to support implementation. This information is summarized in the table below.

### GOAL 1

#### DEVELOP A VIBRANT AND DIVERSE LOCAL ECONOMY

Objectives	Staff Lead	Project Status	Timeline
1.1 Attract investment and business development to the city	City Manager	In Progress	2023-2025
1.2 Support and foster entrepreneurship and innovation in the city	City Manager	In Progress	2023-2025
1.3 Support and foster entrepreneurship and innovation in the city	City Manager	In Progress	2023-2025
1.4 Support and foster entrepreneurship and innovation in the city	City Manager	In Progress	2023-2025

## 2023 COUNCIL GOALS

### GOAL 2

#### ENHANCE COMMUNITY LIVABILITY

Objectives	Staff Lead	Project Status	Timeline
2.1 Support development of the city's economic plan	City Manager	In Progress	2023-2025
2.2 Support development of the city's economic plan	City Manager	In Progress	2023-2025
2.3 Support development of the city's economic plan	City Manager	In Progress	2023-2025
2.4 Support development of the city's economic plan	City Manager	In Progress	2023-2025

### GOAL 3

#### CREATE A SAFE CITY + VISIBLE PUBLIC SAFETY PRESENCE

Objectives	Staff Lead	Project Status	Timeline
3.1 Increase the number of police officers	City Manager	In Progress	2023-2025
3.2 Increase the number of police officers	City Manager	In Progress	2023-2025
3.3 Increase the number of police officers	City Manager	In Progress	2023-2025
3.4 Increase the number of police officers	City Manager	In Progress	2023-2025

## 2023 COUNCIL GOALS

### GOAL 4

#### DEVELOP A DIVERSE + ACCESSIBLE PARK SYSTEM FOR PEOPLE OF ALL ABILITIES

Objectives	Staff Lead	Project Status	Timeline
4.1 Increase the number of parks	City Manager	In Progress	2023-2025
4.2 Increase the number of parks	City Manager	In Progress	2023-2025
4.3 Increase the number of parks	City Manager	In Progress	2023-2025
4.4 Increase the number of parks	City Manager	In Progress	2023-2025

## 2023 COUNCIL GOALS

### GOAL 5

#### ADDRESS AGING INFRASTRUCTURE

Objectives	Staff Lead	Project Status	Timeline
1. Conduct a comprehensive assessment of the city's aging infrastructure, including water, sewer, and stormwater systems.	City Manager	In Progress	Q3 2023
2. Develop a comprehensive plan for addressing aging infrastructure, including water, sewer, and stormwater systems.	City Manager	In Progress	Q4 2023
3. Implement the plan for addressing aging infrastructure, including water, sewer, and stormwater systems.	City Manager	In Progress	Q1 2024
4. Monitor the progress of the plan for addressing aging infrastructure, including water, sewer, and stormwater systems.	City Manager	In Progress	Q2 2024
5. Report on the progress of the plan for addressing aging infrastructure, including water, sewer, and stormwater systems.	City Manager	In Progress	Q3 2024

## TEAM AGREEMENT

The Council reaffirmed their team agreement from 2021 for the year ahead. The team agreement identifies how the Council agrees to work together in alignment with their Council rules and procedures. The purpose of this agreement is to guide the team in working together, establishing trust, and facilitating open communication and accountability.

#### AGREEMENTS FOR CONDUCTING COUNCIL MEETINGS AND BUSINESS

1. Attendance at Council meetings is the first priority. If unable to attend, please contact the City Recorder.
2. Be on time to meetings.
3. Mayor will take the lead in keeping the meeting and discussion focused.
4. Distribute information in advance of Council discussion.
5. Mayor will recognize councilors when indicating they wish to speak.
6. Put a time limit on audience testimony and ask them not to repeat previous speakers.
7. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Council's usual, more informal, process. Individuals should use procedure appropriately and courteously.
8. Council meetings are televised live; this requires Council to act professionally by:
9. Speaking in turn and on the issue;
  - Not interrupting;
  - No engaging in side conversations; and
  - Treating the public and each other with courtesy.
10. Information available to one council member will be available to all, in a timely manner.
11. Every effort will be made to adjourn meetings by 9:00 p.m.
12. Council shall interview prospective committee members and advise the Mayor through a public process. Appointments will be made by Mayor and approved by Council.

## TEAM AGREEMENT

#### INDIVIDUAL COUNCIL MEMBER CONDUCT AGREEMENTS

Council Members agree to:

1. Prepare and do our homework by reading staff reports and reaching out with questions in advance to ensure constructive dialogue during meetings.
2. Not make assumptions other than assuming positive intentions.
3. Being open to having conversations and healthy debate.
4. Always be respectful, maintain dignity and humility.
5. Hear each other out. Acknowledge contributions and make sure all ideas and voices are heard.
6. Recognize your opinion may not always be shared, be open even if you don't agree.
7. Disagree without being disagreeable. Respect differences of opinion.
8. Follow the rules of order and procedure.
9. Ensure equal access to information.
10. Move on as a team after the decision has been made. Support each other even if we don't agree.
11. Avoid saying or doing anything that would discredit or harm the City.

#### COMMITMENTS AS A COUNCIL TO THE COMMUNITY

Council strives to:

- Continue to improve citizen involvement, awareness and participation.
- Improve follow-up and resolution of citizen concerns or complaints.
- Act as an advocate for the City.

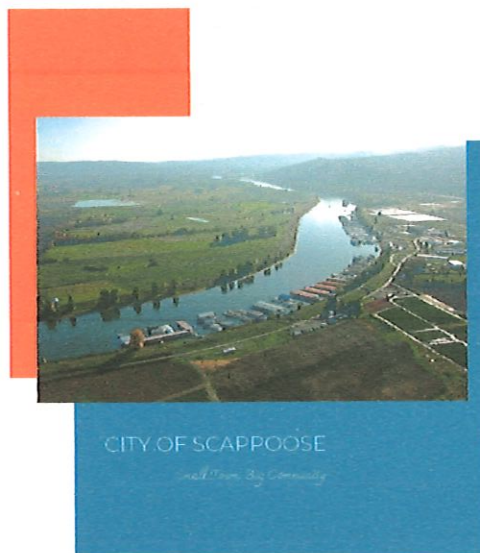
#### COMMITMENTS BETWEEN COUNCIL AND STAFF TO FOSTER A STRONG PARTNERSHIP

Council will:

- Work as part of one team with staff.
- Trust staff to implement Council goals.
- Communicate with the organization through the City Manager.
- Provide questions in advance of meetings to the City Manager.
- Support a mutually respectful and professional relationship with the staff.
- Ensure unity of the Council's vision and direct staff accordingly using one voice.

Staff will:

- Provide timely facts, information, context and relevant City code information for decisions that come before Council – no surprises.
- Offer the pros and cons for scenarios.
- Provide summary and background information for issues that come before Council.
- Support a mutually respectful and professional relationship with Council.



CITY OF SCAPPOOSE

*Small Town. Big Community.*

503.543.7146

Scappoose City Hall  
33569 E Columbia Ave  
Scappoose, OR 97056

Sara Wilson asked how everyone is feeling about the goals?

Councilor Greisen asked do we need to look at what the other City Committees are suggesting to Council and put them on the list or see if they fit somewhere.

\*\*\*\*\*

Due to lack of time these didn't get covered:

## **Financial Forecast Highlights**

## **Other Context Considerations**

## **GOAL REFINEMENT PART 1**

### **Team Proposals for Refinement**

### **Desired Outcomes**

### **Community Indicators: What does progress look like?**

## **GOAL REVIEW + PRIORITIZATION**

### **Prioritization Exercise**

**Goal Review: Resources/Decisions: What is needed to implement? Are there choices or work that would need to be reprioritized to accomplish this goal?**

\*\*\*\*\*

## **SCAPPOOSE TEAM AGREEMENT**

Sara Wilson stated we are getting to the end of our time here and in regards to the Team agreement she feels they identified some good stuff in their expectations. They will bring that back in a draft form for Council to decide if they want to add to it.

### **Working Together to Advance the Goals**

## **WRAP-UP + NEXT STEPS**

### **Reflection Activity**

Sara Wilson said just to wrap this up she wanted to see where everyone was with the goals. She went around the room and asked everyone to say on a scale from one to five how are they feeling about clarity being heard, where you heard, did you get clear direction for what's going to be worked on over the next year and just in general how you are feeling.

City Manager Rains stated since we didn't get to the liaison roles, she asked Mayor Backus if he wanted to rethink the roles, push out the appointments and have Council email him to what they actually prefer, and he can make the decision based on that.

Mayor Backus replied that is fine, he thinks we are really close.

City Manager Rains explained Treadway contacted staff about the City Event, and she



knows there was a desire to have it on August 18 & 19, but they are not able to do it that day and they suggested August 12. Staff has talked to the Run for Neil organization, and they can do it on August 12. Staff passed out the letter from Treadway.

#### **Next Steps**

Sara Wilson said Council and staff did a tremendous amount of work in one day.

Council thanked Sara.

#### **ADJOURN**

Adjournment at 4:05pm

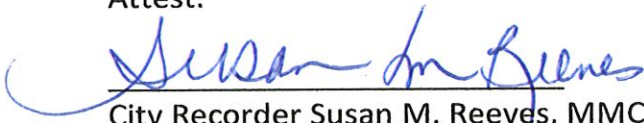
#### **OMIC Tour**

Due to the time the tour did not take place.



Mayor Joseph A. Backus

Attest:



City Recorder Susan M. Reeves, MMC