

A work session of the Astoria Common Council was held at the above place at the hour of 1:00 pm.

Councilors Present: Brownson, Herman, Rocka, West, and Mayor Jones.

Councilors Excused: None

Staff Present: City Manager Estes, Parks and Recreation Director Williams, Finance Director Brooks, Interim Fire Chief Curtis, Police Chief Spalding, Public Works Director Harrington, Library Director Pearson. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

CITY COUNCIL GOAL SETTING PREPARATION: REVIEW OF DEPARTMENT PRIORITIES FOR NEXT FISCAL YEAR

City Manager Estes explained the purpose of this work session was to inform City Council about each department's projects and goals for the upcoming fiscal year, July 1, 2019 through June 30, 2020. A more detailed discussion would occur at a future meeting.

Public Works Department

Director Harrington provided the following handouts, which he reviewed: an organizational chart, an introduction of the department, a list of facilities and infrastructure, a project list, and a list of grants the department had received since 2006. He spoke in detail about the work done by contractors and specialists; factors that impacted the way Staff prioritized, funded, and completed projects; projects that were prioritized for the next fiscal year; grant funding, system development charges (SDCs); and master plan updates. During his presentation, he answered questions from Councilors about staffing levels, water rights owned by the City, the Combined Sewer Overflow (CSO) project, paving projects, impacts of development on infrastructure, and grants.

Department goals were as follows:

- Focus on priority projects for water, sewer, and streets
- Implement department efficiencies
- Help the Community Development Department develop solutions for the Development Review process
- Continue coordinating with Oregon Department of Transportation (ODOT) on City Council's previous goal to improve and maintain chair walls
- Get caught up on backlogged design projects
- Prepare master plan documents

Mayor Jones noted several constituents had asked him about SDCs and construction excise taxes (CETs). He confirmed with Staff that SCDs had never been implemented in Astoria because the city has never had much development. If City Council wanted to implement SDCs, it would need to fit in with the prioritized work the department was already doing.

Staff explained the impact of the fish processing industry on the City's infrastructure, particularly the water and sewer systems. They also noted that infill and development did not have significant impacts on infrastructure. They provided a brief overview of best management practices used to keep infrastructure well maintained and reduce repairs.

Police Department

Chief Spalding provided an overview of the last year's priorities and the department's primary goals for the next fiscal year. He shared details on staffing; statistics on crime, service calls, traffic calls, and other services; accountability and training processes; internal and external partnerships; personnel recruitment, retention and development; and department goals for the next fiscal year. Data shows that Astoria is a safe city with credible systems in place.

Department goals were as follows:

- Explore a public safety facility outside of the tsunami inundation zone (2017/2018 City Council Goal)
- Increase disaster resilience among the community, City Staff, and facilities (2017/2018 & 2018/2019 City Council Goal)
- Supporting the work and recommendations of the Homelessness Task Force (2018/2019 City Council Goal)
- Increase school safety
- Lower priority goals were listed in the department's annual report.

He answered Councilor's questions about recruiting and retaining staff, a potential school resource officer, and a facility outside of the tsunami inundation zone.

Mayor Jones requested an organizational chart of all City departments. Councilor Herman requested digital copies of all handouts received at this work session.

Mayor Jones called for a recess at 2:19 pm. The work session reconvened at 2:29 pm.

Fire Department

Interim Chief Curtis handed out copies of the department's mission statement and core values. He reviewed operating, staffing and scheduling procedures; contracts with emergency service providers; the volunteer program, call volumes; emergency response statistics; long-term plans; grant funding; and goals, programs, and projects planned for the next fiscal year.

Department goals were as follows:

- Maintain a response time of seven minutes or less from the main fire station
- Provide fire suppression, emergency medical services (EMS), and hazardous materials services for the entire community
- Provide training and certifications on confined space rescue to Fire, Police, and Public Works
- Ensure volunteers and personnel are trained sufficiently for all types and levels of service
- Ensure people, equipment, facilities, and apparatus are tested annually for readiness in accordance with readiness standards
- Replace vehicles and equipment that have reached the end of its service life

He answered questions from Councilors about staffing, fees charged to patients, false alarms, the public safety building, fire fighter certifications, the fire boat, and the Fire Marshall's responsibilities.

Finance Department

Director Brooks provided a handout that included a summary of the department's roles, activities, and goals for the next fiscal year. She reviewed the prior year goals and succession planning; staffing; fiscal responsibility; Staff capacity; recent changes in human resource functions; the public retirement system; projects planned for the next fiscal year; and the financial health of the City.

Department goals were as follows:

- Continue to look for ways to be efficient and effective with taxpayer dollars
- Update and enhance human resources policies, procedures, and forms
- Continue to work with Public Works on emergency planning

Staff answered questions from Council about staffing; annual performance evaluations; services provided to other City departments; services provided by contractors; new laws that impact human resources; personnel costs; General Fund revenue and expenses; downtown parking; property taxes; and publishing financial data online.

Library Department

Director Pearson presented information on library staffing; volunteers; programming; services; events; the Library Foundation and work on the renovation project; data about library usage and circulation; partnerships with other libraries; grant funding; and projects and goals for the next fiscal year. He shared photographs of

historic items recently found in the basement and described efforts to restore the items and return them to the library's collections.

Department goals were as follows:

- Continue to work towards renovating the library
- Training Staff and volunteers
- Expand and improve programs and services through community partnerships

Parks and Recreation Department

Director Williams read the department's mission statement and listed the positive impacts of parks and recreation services and programs. Staff reviewed efforts to implement the Parks Master Plan and accomplish current City Council goals that pertained to the Parks Department. Director Williams reviewed challenges the department would be facing in the upcoming year, as well as the department's programs, services, and goals for the next fiscal year.

Department goals were as follows:

- Introduce a cost recovery program pricing model
- Identify recommendations for aging facilities
- Introduce and implement a parks facility and cemetery maintenance plan
- Explore funding opportunities
- Improve and expand Staff's use of RecTrack software
- Expand best business practices for each of the department's policies

He answered questions from Councilors about the Shively Park study; hiring and paying seasonal employees; child care facility operations and policies. City Manager Estes provided details on the request by the union for the City to provide Aquatic Center services as a benefit to City employees. Staff was also working on a plan to provide City employees with a discount at Li'l Sprouts.

Community Development Department

City Manager Estes reviewed staffing, services; funding; ongoing and planned projects; the department's capacity; grant funding; and goals for the next fiscal year.

Department goals were as follows:

- Develop new Staff members
- Develop new processes to implement Code amendments
- Improve the development review process

He answered questions about the contractors providing services to the department, the vacant director position, and Staff's capacity.

City Manager's Office

City Manager Estes briefly updated the Council on current and future projects, upcoming union negotiations, and Staff's capacity.

ADJOURNMENT


There being no further business, the meeting was adjourned at 11:02 pm.

ATTEST:



Finance Director

APPROVED:



City Manager

