

## **BOARDMAN CITY COUNCIL WORKSHOP – SEPTEMBER 05, 2023**

Mayor Keefer called the meeting to order at 6:00pm and lead the group in the Pledge of Allegiance. Roll call was taken.

**Councilors Present:** Brenda Profitt, Heather Baumgartner, Cristina Cuevas, Karen Pettigrew, Richard Rockwell, and Paul Keefer

**Councilors Absent:** Isaac Williams

**Staff:** Brandon Hammond – City Manager, Rick Stokoe – Chief of Police, Marta Barajas – Finance Director, Carla McLane – Planning Official, Toni Connell – Acting Recorder/Utility Clerk and Nancy Orellana – Associate Planner

**Audience:** Mike Lees – Anderson Perry

### **GENERAL DISCUSSION – CITY COUNCIL STRATEGIC PLANNING**

City Manager Hammond thanked the council and is excited to have this workshop. He explained the concept of the Strategic Plan came from discussions he has had with the council and city staff and is to give the council and himself a foundation to start with. City Manager Hammond explained the strategic plan has five sections; General Government, Building Department, Planning, Public Works and Public Safety. He wants to use this time for open dialogue and talk about ideas coming to mind when thinking of these sections.

City Manager Hammond went over some of the ideas up for discussion. In General Government, updating the city charter, Capital Improvement Plan (CIP), finance and general policies, personnel job descriptions and handbook, city web page and the franchise fee agreements. He wanted to talk about the city vision and goals, the possibility to surplus the old city shop, doing a monthly newsletter, having mini-workshops to go over the charter, roads and sidewalks, zoning and CIP. He stated he would like to handle several of those ideas himself with the council's approval. For the section of Planning, City Manager Hammond wants to focus on updating the city codes such as the Development Code, Comprehensive Plan, Municipal Codes, Public Works Standards and Transportation System Plan (TSP). For the section on Public Works, he wants to focus on the system development charges for road, sewer, water and sidewalks. And finally for the section on Public Safety, he wants to focus on a safety plan, safe routes to school, safety trainings and an education program.

City Manager Hammond told the council he would like to have some ideas and not necessarily in-depth conversation at tonight's meeting. Mayor Keefer mentioned working with the high school students and start the Student Advisors Program again. Councilor Rockwell brought up wanting to add saving costs on public notices as he mentioned at the last council meeting. There was discussion on when funds are awarded to the city, being able to show the citizens, for example, the city received this amount of money from this agency and it is being applied on this project. Councilor Profitt brought up improving the Dunes Street Park.

Mike Lees with Anderson Perry explained to the council what a CIP meeting generally looks like. It is a five-year projection of projects costing anywhere from \$2,000 to up. The process of going through and developing the CIP would be to have a workshop and come up with a list of projects which usually ends up to be an extensive list of projects and within that meeting, the projects will be prioritize. Cost estimates will be generated for each one of those projects. Another meeting will take place to go over the projects, the cost and how the projects are going to get funded and where the funding comes from. CIPs are primarily spreadsheets, cost estimates and timelines and it is updated by checking off the

projects or adding new projects every couple years. The CIP is an easy shareable document that can be put on the website so there is complete transparency on where the city's funds are going, which fund it is coming out of or what grant is being used so it can be viewed by the public.

Councilor Pettigrew asked what is going to happen to the old CIP; will those projects be discarded. Mr. Lees stated the old CIP will not be discarded. It is a great starting point of what's been accomplished, what hasn't been completed yet and expand and prioritize on that list.

Planning Official McLane commented about 1 ½ years ago, the city was talking about having transportation and parks SDC's but didn't have a plan and we didn't know what was needed. It was brought up to update the SDC charges by adding in transportation and parks. With the new CIP going into place, there are projects that will benefit from having a CIP. Planning Official McLane stated the city documents have not been sufficiently reviewed in probably twenty plus years. She stated to completely go over the development code could take up to five years and possibly cost millions of dollars. Planning Official McLane stated she is currently working on bringing in a consultant to help the city do an initial audit on the development code. She is looking at applying for a departmental land conservation and development technical assistance grant which will help us do some of this work and help pay for it.

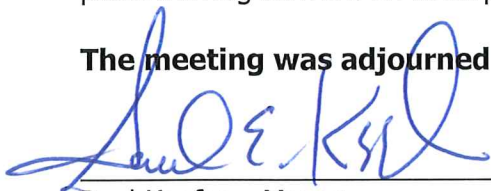
City Manager Hammond, Boardman is growing and he wants to help guide the growth and this CIP will help do that. The main concept of a CIP is it is a living five-year document the city reviews every two years and continues to build on.

Councilor Rockwell commented one of the biggest complaints he has received is how bad the internet is in Boardman and what is the city's role in making this better. Councilor Pettigrew stated there are people who are working really diligently at the state level for broadband and maybe the city is not letting the public know how much is being done on this issue.

Councilor Profitt would like to see a strategic plan on building a sense of community and involvement. Councilor Pettigrew commented the Ford Foundation was a community involvement program causing people to be engaged. Planning Official McLane said there are three people in this room, Karen, Brenda and herself, that went through the Ford family program and she got a lot out of that program. The Ford family stopped funding it and they no longer have that program. Councilor Profitt said she isn't sure who to contact but the city may need an expert who could come in and say to build a community it starts with this foundation. Then after doing a few things along the way it will grow and cultivate a sense of community among the people who currently live here and new people who come.

City Manager Hammond would like to schedule another workshop and discuss the CIP and very specific plans moving forward on what projects the city wants to do in the next five years.

**The meeting was adjourned at 6:57pm.**



Paul Keefer – Mayor



Toni Connell – Acting Recorder