

AGENDA
CITY OF STEVENSON COUNCIL MEETING
July 25, 2024
6:00 PM, City Hall and Remote

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or
301-715-8592, Meeting ID 889 7550 7011, Zoom link
<https://us02web.zoom.us/j/88975507011> or via YouTube at
<https://www.youtube.com/channel/UC4k9bA0IEvsF6PSoDwjvA/>

Items with an asterisk (*) have been added or modified after the initial draft publication of the Agenda.

1. CALL TO ORDER: Mayor to call the meeting to order and conduct roll call.

2. PUBLIC COMMENTS: *[This is an opportunity for members of the audience to address the Council. If you wish to address the Council, please sign in to be recognized by the Mayor. Comments are limited to three minutes per speaker. The Mayor may extend or further limit these time periods at his discretion. The Mayor may allow citizens to comment on individual agenda items outside of the public comment period at his discretion. Please submit written comments to City Hall in person at 7121 E. Loop Rd, via mail to PO Box 371, Stevenson, WA 98648 or via email to leana@ci.stevenson.wa.us by noon the day of the meeting for inclusion in the council packet.]*

3. COUNCIL BUSINESS:

- a) **Discuss Dates for Joint Meeting with Skamania County on Park Plaza Project -** Skamania County requests a joint meeting with the City Council as discussed at the last meeting. Confirm if the date of Wednesday, August 21st at 4:30pm work for the council.
- b) **AWC webinar - Working together - Understanding the roles & responsibilities of elected officials.** A copy of the slides are included in the packet.
- c) **Discuss Ideas to Streamline Council Meetings -** Council will discuss ideas to make council meetings more efficient. Any changes will be incorporated into an updated council Rules of Procedure for consideration at the next council meeting.
- d) **Review the Strategic Plan -** Council will review and discuss the attached 2024-2027 Strategic Plan, adopted at the June 20th council meeting, and potential changes in light of the discussion on Affordable Housing at the last meeting.

4. ISSUES FOR THE NEXT MEETING: *[This provides Council Members an opportunity to focus the Mayor and Staff's attention on issues they would like to have addressed at the next council meeting.]*

5. ADJOURNMENT - Mayor will adjourn the meeting.

=====

UPCOMING MEETINGS AND EVENTS:

- Tuesday, August 6th, 6-9pm, National Night Out
- Wednesday, August 7th, 6pm, City Council Meeting-Rescheduled
 - Public Hearing on Transportation Benefit District
 - Public Hearing on 2024 Budget Amendments
- Monday, August 12th, 6pm, Planning Commission Meeting
- Thursday, August 22nd, 6pm, Special City Council Meeting



The Association of Washington Cities (AWC)



The Municipal Research And Services Center Of Washington (MRSC)

Using GoToWebinar



The top half of the control panel is for your audio settings.

You have two choices for audio:

1. Listen through your computer speakers.
2. Listen using your telephone.

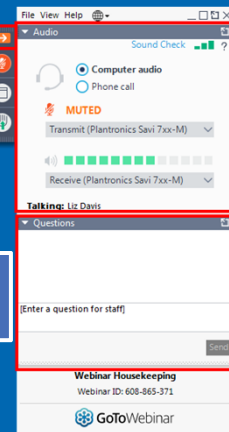
You do not need a microphone during the event.

If you have questions, please submit them through the question panel located at the bottom of the attendee control panel. Your question will be relayed to the speakers during the presentation at appropriate times.

Audio Settings

- Choose Mic & Speakers to use VoIP
- Choose Telephone and dial using the information provided

Submit questions and comments using the "Questions Panel"



Webinar Technical Notes



During the Webinar

Technical Difficulties:
GoToWebinar Phone
Support (877) 582-7011

After the Webinar

A link to the webinar recording will be emailed to registered attendees within 1 week.

Working together:



Understanding the Roles & Responsibilities of elected officials

Presented by:
Jim Doherty – MRSC Legal Manager/ Consultant
Sheila Gall – AWC General Counsel

Moderated by:
Tonia Sugarman – AWC Director of Education

Presenters



Jim Doherty

Legal Manager/Consultant
jdoherty@mrsc.org
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Sheila Gall

General Counsel
sheilag@awcnet.org
360.753.4137
wacities.org

Quick Poll 1



Who's on the webinar today?

- a. Mayor
- b. Councilmember
- c. City Manager/Administrator
- d. Multiple attendees in one location
- e. Other

About MRSC



RESEARCH AND CONSULTING SERVICES FOR WASHINGTON LOCAL GOVERNMENTS AND STATE AGENCIES

- Ask MRSC – Free, one-on-one legal and policy consultation
- Webinars and in-person trainings
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- And more!

About AWC



OUR MISSION IS TO SERVE OUR MEMBERS THROUGH ADVOCACY, EDUCATION AND SERVICES

Agenda – March 20, 2018



1. Basic Municipal Governance in Washington
2. Classifications of Cities
3. Forms of Government
4. The Mayor's Role
5. The Job of a Councilmember
6. Mayor/Council Conflicts
7. Budget Basics
8. Open Public Meetings
9. Public Records
10. Ethical Issues



Basic municipal governance in Washington and classifications of cities

Classification and Forms of Government



Class	Mayor-Council	Council-Manager	TOTAL
First	6	4	10
Second	5	0	5
Town	68	0	68
Code	148	49	197
Unclassified	1	0	1
TOTAL	228	53	281

City Classification – 1st Class Cities



1889 State Constitution authorized legislature to provide for incorporation, organization and classification of cities & towns.

1st class cities, those with over 20,000 population at the time, were authorized to adopt charters and were granted broad home rule authority.

2nd Class Cities and Towns



Have only those powers expressly granted by statute and those which are necessarily implied from powers expressly granted –

This is referred to as the “Dillon Rule.”

When issues come up regarding whether a 2nd class city or town has the authority to engage in some specific activity, the answer is sometimes unclear.

Optional Municipal Code Cities



Under the optional municipal code (1967), cities may take any action on matters of local concern so long as that action is neither prohibited by the Washington State Constitution nor in conflict with the general law of the state – the “Cooley Rule.”

The powers granted to code cities include all the powers granted to any other class of city in any existing or future legislative enactment, unless the Legislature specifically makes a statute inapplicable to code cities.

Quick Poll 2



How are most cities classified?

- a. First
- b. Second
- c. Code
- d. Town

Roles and Responsibilities



- 1. Mayor's Role
- 2. Councilmember's Role

Both are a team sport!

Mayor-Council Form



- Mayor (elected at-large) serves as the city's chief administrative officer.
- A council (elected either at-large or from districts) serves as the legislative body.
- The council formulates and adopts policies and the mayor carries them out.
- The mayor attends and presides over council meetings but does not vote, except in the case of a tie.

Mayor-Council Form with City Administrator



- Some mayor-council cities hire professional administrators to assist the mayor with administrative duties.
- These cities gain the benefits of professional management, allowing the mayor to focus on policy development and political leadership roles.

Mayor's Role



- Carrying out the policies set by the council and seeing that local laws are enforced.
- In charge of the day-to-day operation of the city, including the supervision of all appointed officials and employees.
- Oversees the hiring and firing of all appointed officers and employees, subject to civil laws, where applicable.
- (If there is a city administrator, the mayor coordinates and oversees actions taken by the city administrator.)

Councilmember's Role



- Adopt policies for the city – and it is the mayor's role to administer or carry out those policies.
- The council, being legislative, has the power to enact laws and policies, consistent with state law, usually through the enactment of ordinances and resolutions.
- The enactment of the budget, and subsequent amendments, is one of the council's major roles.

Council-Manager Form



- An elected city council which is responsible for policy making.
- A professional city manager, appointed by council, is responsible for administration.
- City manager provides policy advice, directs daily operations, handles personnel functions (including appointment and removal of employees) and prepares the city budget.

Mayor in Council-Manager City



- Councilmember chosen by council to serve for two years
(Can be an elected position)
- Chairs council meetings – votes as a councilmember
- Serves as ceremonial head of the city

Council in Council-Manager City



- Same legislative role as in mayor-council form.
- Except: hires and fires city manager.
- City council should provide freedom to city manager to make the tough administrative decisions.

Quick Poll 3



Who has the authority to decide which items are on the agenda for a council meeting?

- a. Mayor
- b. Council
- c. Clerk
- d. All of the above

Quick Poll 4



Which is NOT the role of the councilmember in a Mayor-Council and Council-Manager form of government?

- a. Setting the budget
- b. Providing direction to city employees
- c. Setting policy on the long-term direction of the city
- d. All of the above



Mayor/Council Conflicts

Common Conflicts – Policy vs Administration



- Hiring/Personnel
- Contracts
- Budget

Mayor / Council Conflict



- This is a team process – nothing is accomplished alone.
- Progress happens when all involved ***take the time to listen.***
- **Every perspective or view is partial but has some truth.**
- The community grows through incorporating diverse views.
- If each of you gains new understanding and appreciation of the complexity of the community – and is able to effectively express that complexity through policy adoption and implementation, you will have done your job well.

Budget Basics

Budget Process

Setting policy through the budget is a continuous, yearlong process. It involves setting goals and establishing priorities. Public participation is critical to the budget process, and is required by law, because of the many policy decisions involved.

Once a budget is adopted, the mayor or city manager is responsible for carrying out the budget and councilmembers are responsible for monitoring program progress through periodic reports from staff and from the community. If programs are not effectively implementing policy decisions, revisions can be made.

Developing a Process for Preparing And Adopting the Budget



Mayor's Budget Role



- Preliminary budget
- The state statutes provide details concerning the mayor's responsibility to prepare the preliminary budget and a "budget message."
- Budget implementation
- The authority to make transfers within individual funds is also spelled out in the statutes.

Preparing the Budget



- Estimating revenues
- Estimating expenses
- Projecting expenditures and revenues for up to 5 years
- Preparation of a clear, detailed budget

Council's Budget Role



- Strategic planning
- Adoption of fiscal policies
- Adoption of the budget

Adopting the Budget



- The mayor presents the budget to the council and the public for review and adoption.
- Some cities use a budget committee for review. Hearings are held with department heads and with the public to review expenditure requests.
- Once the hearings are completed, a budget ordinance is enacted. The ordinance authorizes funding specific expenditures with specific resources.

Budget Implementation



- The mayor's job is to implement the budget adopted by the council.
- Provides the council with periodic reports that show a comparison of accrued revenues and expenditures to the budget projections and appropriations.
- The law also requires the city to present a quarterly report of unexpended balances for each appropriation to the council.

Quick Poll 5



Once a budget is adopted, who is responsible for carrying out the budget?

- a. Mayor
- b. City Manager
- c. Councilmember



Open Public Meetings Act and Public Records



Open Public Meetings Requirements



- The public has the right to watch the policy adoption process.
- STOP & THINK: Any process that involves councilmembers working toward a consensus on an issue outside of an open meeting is illegal or suspect – seek advice.
- Executive sessions are for limited purposes – not merely to avoid discussing in an open session an issue that is “uncomfortable.”

Open Public Meetings - Resources



- MRSC web page on the topic
- MRSC publication: “Open Public Meetings Act”
 - Can be downloaded or viewed from MRSC website
- Attorney General’s “Open Government Resource Manual”
 - Available on the Attorney General’s website
- MRSC/AWC Open Government eLearning courses

Public Records Act



- Public records is a very broad definition.
- Presume that anything that you write regarding city affairs is open to review.
- Think about disclosure before you create records.
- Separate your personal and city work to the extent possible.
- Withholding or deleting any record even if it is controversial is potentially far worse than just providing the record.

Public Records Act - Resources



MRSC web page on the Public Records Act

- particularly the “checklists” on
 1. basic procedures
 2. how to perform an adequate search
- and “practice tips” on
electronic records and records retention

Quick Poll 6



Which is not covered under the Open Public Meetings Act?

- a. Gathering for a council retreat
- b. Attending AWC's Annual Conference as a group
- c. Members discussing items through social media or email chains

Quick Poll 7



Which of the following are public records?

- a. Emails
- b. Text messages related to city business
- c. Photos
- d. Phone messages
- e. All of the above

Ethical Issues

Conflicts of Interest / Ethics

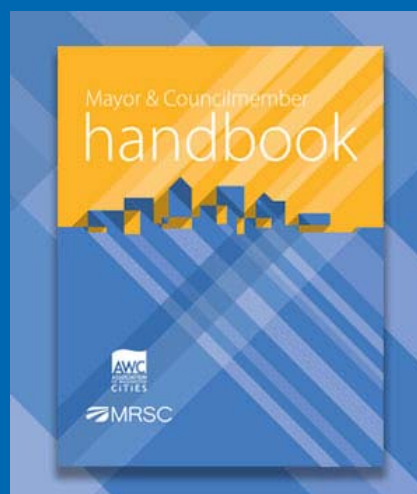
- Contractual conflicts – Chapter 42.23 RCW.
- Appearance of fairness in quasi-judicial proceedings.
- Personal ethics – Does your participation or vote pass the “sniff test?”

Learn about the issues



- Read what is provided by the city administration
- AWC & MRSC articles, newsletters, blogs and websites
- Governing Magazine – various newsletters
- Trainings & webinars
- AWC Annual Conference

Mayor-Council Handbook



Questions?



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Thank you!



Stevenson City Council Strategic Plan
2024-2027



TABLE OF CONTENTS

Planning Process	3
City Council	4
Leadership Team	5
Mission, Vision and Values	6
SWOT Analysis	7
Plan Status and Progress	8
Focus Areas	9
Operate a Fiscally Responsible Government	10
Education	11
Communication	12
Build and Maintain the Municipal Infrastructure	13
Establishing New Utilities to complete the urban services	14
Establishing Planning Criteria	15
Protect Community Appearance, Character and Identity	16
Policy Development	17
Policy Implementation	18
Enhance the Effectiveness of Government	19
Process Changes	20
Internal Processes	21
External Communications	22
Internal Training and Management	23

Planning Process

In 2024, council met over three separate meetings (March 2, April 25 and June 20, 2024) and came up with a new strategic plan to cover the next three years (2024-2027). The resulting plan is a living document and is reviewed and confirmed by the council at least annually to inform the creation of the following year's budget. Updates are provided quarterly to the council.

Minutes of the meetings can be found on the city website at <https://www.ci.stevenson.wa.us/meetings>.



City Council Members



Scott Anderson, Mayor



**Kristy McCaskell, Councilmember
#1**



**Michael Johnson, Councilmember
#2**



Lucy Lauser, Councilmember #3



Pat Rice, Councilmember #4



Dave Cox, Councilmember #5

Leadership Team

Leana Kinley, City Administrator

Ben Shumaker, Community Development Director

Carolyn Sourek, Public Works Director



Mission and Vision

Our Vision

Those citizens have now spoken, and their vision for the future is to proudly look out their window, walk down their street, or return for a visit in 2030 and honestly say:

“Stevenson is a friendly, welcoming community that values excellent schools and a small-town atmosphere. The natural beauty is enjoyed by residents and visitors through a network of recreational opportunities. The strength of Stevenson’s economy is built upon high quality infrastructure and a vibrant downtown that provides for residents’ daily needs. Stevenson takes advantage of our unique location on the Columbia River by balancing jobs, commerce, housing, and recreation along the waterfront.”



Our Mission

Stevenson is committed to investing in improved infrastructure, stewardship, community & human development. We will adapt, evolve, and progress to maintain our resilient and inviting small-town feel in an agile/nimble and fiscally responsible way.



SWOT Analysis

The prioritized list of the SWOT analysis is below. More details on the analysis can be found in the minutes of the March 2nd retreat meeting [here](#).

<h2 style="margin: 0;">Strengths</h2> <ul style="list-style-type: none"> • Vibrant Downtown • Vision/Strategic Direction • Staff/Commitment to Excellence 	<h2 style="margin: 0;">Weaknesses</h2> <ul style="list-style-type: none"> • Communication/PR • Aging Infrastructure • Capacity/Focus on Priorities
<h2 style="margin: 0;">Opportunities</h2> <ul style="list-style-type: none"> • Partnerships • Infrastructure • Funding 	<h2 style="margin: 0;">Threats</h2> <ul style="list-style-type: none"> • Economy • Natural Disasters

Plan Changes

The changes in priorities from the 2022-2025 Strategic Plan to this plan are compared to the right.

Priorities by Strategies Compared	
2022 Strategic Planning Prioritization (Ranked Order of Importance) <ol style="list-style-type: none"> 1. Internal Processes 2. Utilities (Maintenance of Current & New Growth) 3. Planning & Zoning 4. Developments with Utilities Partners (gas, electric, broadband, phone) 5. Parks & Outdoor Spaces 6. Housing 7. Governance 8. Multimodal Transportation 9. Partnerships 10. Strategic Land Use & Development 11. Financial Health 12. Equipment & Assets 	2024 Strategic Planning Prioritization (Ranked Order of Importance) <ol style="list-style-type: none"> 1. Financial Health 2. Utilities (Maintenance of Current & New Growth) 3. Governance 4. Internal Processes 5. Planning & Zoning 6. Housing 7. Strategic Land Use & Development 8. Equipment & Assets 9. Multimodal Transportation 10. Partnerships 11. Parks & Outdoor Spaces 12. Developments with Utilities Partners (gas, electric, broadband, phone)



Plan Status and Progress

The 2024-2027 Strategic Plan was adopted on June 20, 2024. Staff has begun to work on the items, with some planned to take place in 2025.

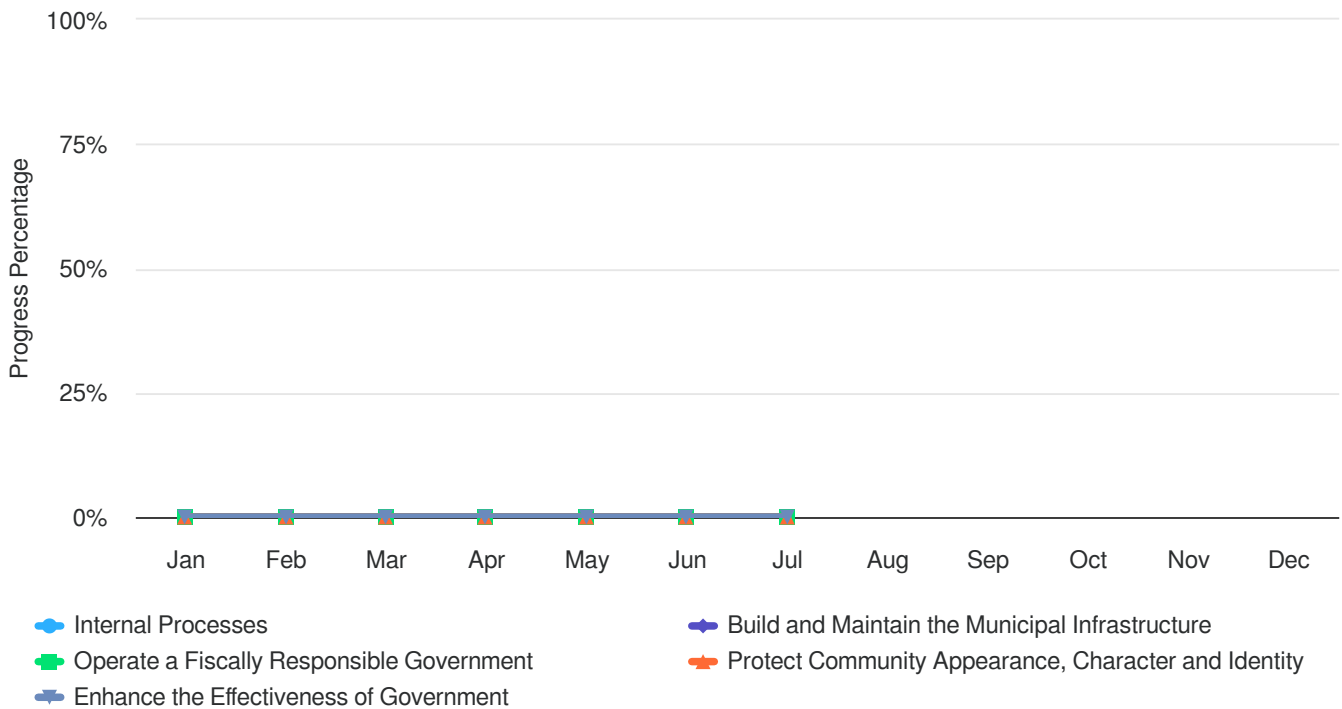
The biggest struggle with plan implementation is staff resources, as there remain more action items than available staff. The impact on the plan is delays in implementation or project delivery. As projects wrap up, staff and council will reassess action items for future implementation.

Overall Plan Status



● Complete	0 Action Items (0%)
● On Track	0 Action Items (0%)
● Minor Disruption	0 Action Items (0%)
● Major Disruption	0 Action Items (0%)
● Not Started	22 Action Items (100%)
● Future	0 Action Items (0%)

Focus Areas Progress Over Time



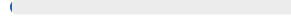
Focus Areas



Operate a Fiscally Responsible Government

Overall Progress

0%



Strategies

2



Build and Maintain the Municipal Infrastructure

Overall Progress

0%



Strategies

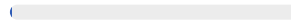
2



Protect Community Appearance, Character and Identity

Overall Progress

0%



Strategies

2



Enhance the Effectiveness of Government

Overall Progress

0%



Strategies

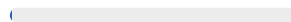
1



Internal Processes

Overall Progress

0%



Strategies

2

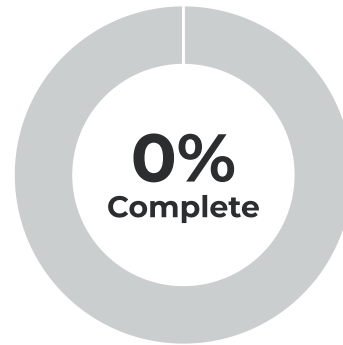
Focus Areas

Operate a Fiscally Responsible Government

End State: The City understands its revenue-generation limitations, collects adequate revenues within those limitations, and manages expenditures to provide the best levels of service it can. We adopt a sound budget and adhere to financial policies. We build public understanding of the trade-offs necessary to maintain financial health in light of the unsustainable course of municipal service provision in the state and nation. Context: The action items from the previous Plan (2022-2025) have been completed. Most of the discussion regarding Financial Health in 2024 was around policy, training, and communication.



Overall Progress



- Complete **0 Action Items (0%)**
- On Track **0 Action Items (0%)**
- Minor Disruption **0 Action Items (0%)**
- Major Disruption **0 Action Items (0%)**
- Not Started **5 Action Items (100%)**
- Future **0 Action Items (0%)**

Strategies

- Complete
- On Track
- Minor Disruption
- Major Disruption
- Not Started
- Future

Education

Action Items **3**

Progress



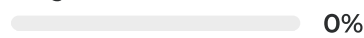
Status



Communication

Action Items **2**

Progress



Status










Strategies

Education

Provide education to better understand the tools available for the city to have revenue diversity, what those revenue sources may be used for and how long they may last. Understanding the guard rails the city has in place to manage the city in a fiscally responsible manner and discussing any improvements needed to the Financial Policy.

Overall Progress  0%

Overall Status 

-  Complete
-  On Track
-  Minor Disruption
-  Major Disruption
-  Not Started
-  Future

Action Items

[Workshop with council on knowing tools for revenue diversity \(AWC or other training\)](#)

Last Update

Progress

 0%

Status

 Not Started

[Workshop with council on understanding revenue sources and uses \(AWC or other training\)](#)

Last Update

Progress

 0%

Status

 Not Started

[Workshop to deep dive the Financial Policy](#)

Last Update

Progress

 0%

Status

 Not Started







Strategies

Communication

Improve communication regarding the financial condition of the city and projected outlook.

Overall Progress  0%

Overall Status 

-  Complete
-  On Track
-  Minor Disruption
-  Major Disruption
-  Not Started
-  Future

Action Items

Research and contract for additional financial reporting tools to improve communication

Last Update

Progress

 0%

Status

 Not Started

Research and contract for support to establish financial communication templates to then be maintained by staff

Last Update

Progress

 0%

Status

 Not Started

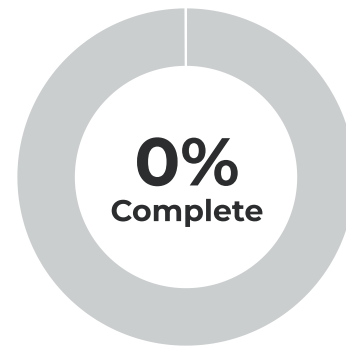
Focus Areas

Build and Maintain the Municipal Infrastructure

End State: The City understands the public's need for urban services (those provided by the City and by others) and the infrastructure necessary to provide those services. We are proactive in the way needs are identified and addressed. We time projects of all types to realize efficiencies and avoid disruptions. Context: Maintenance of current infrastructure was identified on the plan and the bulk of these projects are included in the Capital Improvement Facilities Plan. Improvement and maintenance projects above the staff approval authority are further defined in the Capital Improvement Plan. All transportation projects are also included in the Transportation Improvement Plan. Discussion was around funding of infrastructure, which connects back to the Financial Health priority. There is also a connection with the Community Look and Feel priority.



Overall Progress



- Complete **0 Action Items (0%)**
- On Track **0 Action Items (0%)**
- Minor Disruption **0 Action Items (0%)**
- Major Disruption **0 Action Items (0%)**
- Not Started **2 Action Items (100%)**
- Future **0 Action Items (0%)**

Strategies

- Complete
- On Track
- Minor Disruption
- Major Disruption
- Not Started
- Future

Establishing New Utilities to complete the urban services

Action Items **1**

Progress



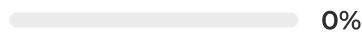
Status



Establishing Planning Criteria

Action Items **1**

Progress



Status









Strategies

Establishing New Utilities to complete the urban services

Overall Progress  0%

Overall Status 

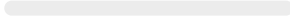
-  Complete
-  On Track
-  Minor Disruption
-  Major Disruption
-  Not Started
-  Future

Action Items

[Hire a consultant in 2025 to calculate the rates necessary to establish a Stormwater Utility](#)

Last Update

Progress

 0%

Status







 Not Started

Strategies

Establishing Planning Criteria

Overall Progress  0%

Overall Status 

-  Complete
-  On Track
-  Minor Disruption
-  Major Disruption
-  Not Started
-  Future

Action Items

Establish a set of scoring criteria for projects, which may include: Corridor/Dig Once project; Opportunity/Development pending; Addresses resiliency (included on Hazard Mitigation Plan); Customer/Community support or requested; Cost; Timeline; Effort; Existing Condition/Need; Expand/Replace/Maint.

Last Update

Progress

 0%

Status

 Not Started

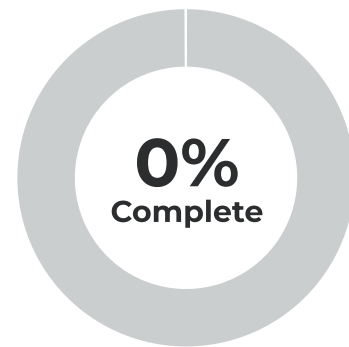
Focus Areas

Protect Community Appearance, Character and Identity

End State: The City embraces the challenge of creating and keeping a community which is worthy of our jaw-dropping setting. Sun and rain come and go, forests are grown and harvested, community members are born, move, and die. Stevenson is a place of permanence amongst change. Our built environment underscores this. Context: This priority was not explicitly identified by the City Council in the last plan and its inclusion is the result of the community survey conducted by the City Administrator after the 2023 City Council retreat.



Overall Progress



- Complete **0 Action Items (0%)**
- On Track **0 Action Items (0%)**
- Minor Disruption **0 Action Items (0%)**
- Major Disruption **0 Action Items (0%)**
- Not Started **5 Action Items (100%)**
- Future **0 Action Items (0%)**

Strategies

- Complete
- On Track
- Minor Disruption
- Major Disruption
- Not Started
- Future

Policy Development

Action Items **2**

Progress



Status



Policy Implementation

Action Items **3**

Progress



Status

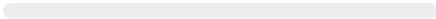


Strategies

Policy Development

Review, revise, and develop policies to support the look and feel of the community.

Overall Progress  0%

Overall Status 

- Complete
- On Track
- Minor Disruption
- Major Disruption
- Not Started
- Future

Action Items

Consider new downtown design standards

Last Update

Progress

 0%

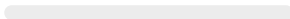
Status

● Not Started

Consider tree preservation and planting standards in land development

Last Update

Progress

 0%

Status

● Not Started



Strategies

Policy Implementation

Improved practices and increased staff to implement new and existing policies that support the look and feel of Stevenson.

Overall Progress  0%


Overall Status 

- Complete
- On Track
- Minor Disruption
- Major Disruption
- Not Started
- Future

Action Items

Establish a high enforcement area along Cascade Avenue, First Street, Rock Creek Drive, and Second Street to ensure they are free from the visual blight of unkempt buildings, overgrown vegetation, and accumulated equipment, trash and vehicles.


Last Update

Progress  0%

Status ● Not Started

Ensure nuisances are enforced-through voluntary and compulsory means.


Last Update

Progress  0%

Status ● Not Started

Hire a Facilities Maintenance Worker in 2025 to focus on streetscape, parks and sidewalks.

Last Update

Progress  0%

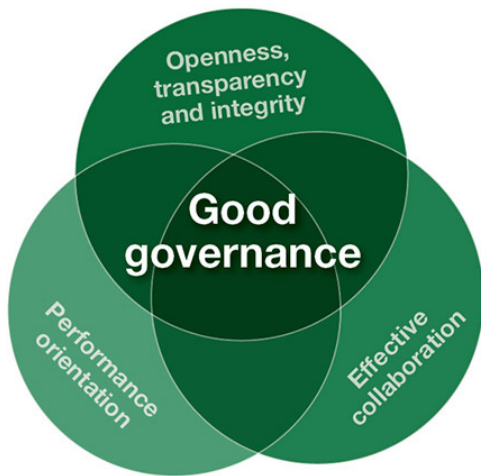
Status ● Not Started



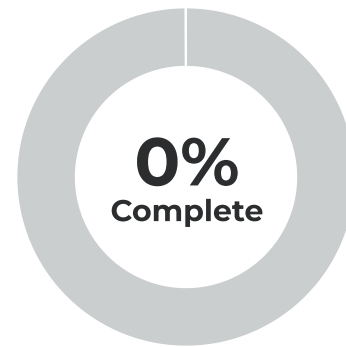
Focus Areas

Enhance the Effectiveness of Government

End State: The City functions despite dissent. We build trust. Context: The previous plan focused on providing tools and training for the council to better understand roles and deep dive into topics, leading to the monthly workshops. The recent discussion seemed to focus on knowing and complying with the roles and responsibilities of the position, improving communication, and overall conduct around disagreements. This was also identified in the community survey as an area that needed improvement, encompassing council and staff. It also centered around a lack of trust and causes the most burden for the city. When the City elected officials and staff are viewed as untrustworthy, it stalls everything and impacts morale resulting in a less effective and efficient agency. Meetings get longer, consultant costs increase, and staff experiences burnout.



Overall Progress



- Complete
 - On Track
 - Minor Disruption
 - Major Disruption
 - Not Started
 - Future
- 0 Action Items (0%)**
 - 0 Action Items (0%)**
 - 0 Action Items (0%)**
 - 0 Action Items (0%)**
 - 3 Action Items (100%)**
 - 0 Action Items (0%)**

Strategies

- Complete
- On Track
- Minor Disruption
- Major Disruption
- Not Started
- Future

Process Changes

Action Items 3	Progress 0%	Status
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Strategies

Process Changes

Changes to the existing process to improve the function of the city government and build trust.

Overall Progress  0%

Overall Status 

-  Complete
-  On Track
-  Minor Disruption
-  Major Disruption
-  Not Started
-  Future

Action Items

[Don't seek unanimity over decisions](#)

Last Update

Progress

 0%

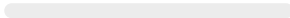
Status

 Not Started


[Accept written dissenting opinions by the next council meeting](#)

Last Update

Progress

 0%


Status

 Not Started

[Identify what it takes for a government to be trusted](#)

Last Update

Progress

 0%

Status

 Not Started

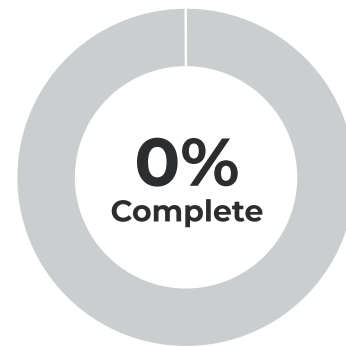
Focus Areas

Internal Processes

End State: The City employs knowledgeable and capable staff to perform job duties as defined in job descriptions. The City has access to the tools and equipment required to perform tasks efficiently and effectively. Actions occur on the basis of adopted policies, standards, and standard operating procedures (SOPs). Context: The focus for the prior plan (2022-2025) was on staff tools, training and resources, emergency planning and staffing structure. Most of these tasks have been completed. The recent discussion was around having documented processes, procedures, and policies available and understandable for staff, council, and the public. This was also reflected in the community survey, along with improvements to the website to make finding information easier.



Overall Progress



- Complete **0 Action Items** (0%)
- On Track **0 Action Items** (0%)
- Minor Disruption **0 Action Items** (0%)
- Major Disruption **0 Action Items** (0%)
- Not Started **7 Action Items** (100%)
- Future **0 Action Items** (0%)

Strategies

- Complete
- On Track
- Minor Disruption
- Major Disruption
- Not Started
- Future

External Communications

Action Items **2**

Progress



Status



Internal Training and Management

Action Items **5**

Progress



Status



Strategies

External Communications

Have and communicate out city processes and procedures. Provide regular updates on city projects.

Overall Progress  0%

Overall Status 

- Complete
- On Track
- Minor Disruption
- Major Disruption
- Not Started
- Future

Action Items

Research and contract for support to improve the website structure and create new webpages for process documentation, policies, and procedures. May be combined with Financial Health task.

Last Update

Progress

 0%

Status

● Not Started

Plan and implement a communications strategy as part of every City project.

Last Update

Progress

 0%

Status


● Not Started

Strategies

Internal Training and Management



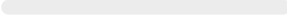
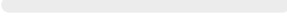
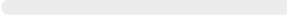
Regularly trained staff keep up to date on the latest rules, regulations and best practices to facilitate good city management. Processes documenting the processes ensure consistency with implementation and, when regularly reviewed, remain up to date.

Overall Progress  **0%**

Overall Status 

- Complete
- On Track
- Minor Disruption
- Major Disruption
- Not Started
- Future

Action Items

<p>Create, review, and revise processes and procedures as needed with priority focused on customer-facing activities such as permitting, code enforcement, and billing.</p>	<p>Last Update</p>	<p>Progress  0%</p>	<p>Status ● Not Started</p>
<p>Send every employee to at least one professional development training per year.</p>	<p>Last Update</p>	<p>Progress  0%</p>	<p>Status ● Not Started</p>
<p>Conduct in-house professional development on City equipment and SOPs.</p>	<p>Last Update</p>	<p>Progress  0%</p>	<p>Status ● Not Started</p>
<p>Define regular inventory, maintenance, and replacement schedules for City-owned tools and equipment.</p>	<p>Last Update</p>	<p>Progress  0%</p>	<p>Status ● Not Started</p>
<p>Develop and document contract (including grant) management protocol.</p>	<p>Last Update</p>	<p>Progress  0%</p>	<p>Status ● Not Started</p>

