

## **2013 LONGVIEW CITY COUNCIL RETREAT**

**Friday, February 22, 2013 – Monticello Hotel, 5:30 p.m.**

Council Present: Don Jensen, Mayor, Mary Jane Melink, Mayor Pro-Tem, Ken Botero, Chet Makinster, Tom Hutchinson, Mike Wallin & Steve Moon

City Staff Present: Bob Gregory, City Manager, Dave Campbell, Assistant City Manager & Keith Larson, Human Resources Director

Facilitator: Dick Cushing

Mayor Jensen began by welcoming all and asked each to tell why they had become involved in City Council.

Each responded with a short history of their past including schooling, activities or events that led them into public service and to Longview city government.

Facilitator Cushing observed that everyone thinks that Longview is great and asked what makes Longview great and what could make Longview better?

Positive responses included: perfect sized town, proximity to I-5 with the urban cities of Vancouver- Portland to the south and Seattle to the north, the ocean to the west and mountains to the east. We have great transportation including rail and water accessibility. Many appreciate the townspeople and their volunteerism. Others like Longview for its unparalleled Lake Sacajawea, parks system and our neighborhoods. The joint efforts of the County and cities in Cowlitz County are also very positive. The Mint Farm industrial area is a great economic development asset. The port and newly deepened channel were recognized for the opportunities they will bring. LCC is a big asset and could be growing with the possibility of four-year degrees and attracting international students – a good fit and tie in with our Sister City efforts.

Strengths that we need to build upon were identified as more jobs, an attractive school system, and improved infrastructures. Jobs and schools will encourage people to work here, live in Longview and spend their money here vs. commuting to or from Longview for work or residences. We need to continue to attract and retain professionals but also provide opportunities (employment) for low income people who live here now. More retail and restaurant choices would be valued.

### **Working Together – The HOW:**

Council expectations of itself: After a quality discussion it was decided that members could/should send out planned amendments to legislation on Council meeting agendas in

advance but should not expect responses and/or debates as to the merits of the change as those must be left for public discussion and decisions.

Council expectations regarding staff presentations at Council meetings: As previously agreed upon, staff should try to limit presentations to 10 minutes with 5-10 slides but it was recognized that different topics take different explanations. Presentations should be additive to information already provided in agenda packets. The public will be reminded that they may access the same information as is available to the Council on the City's website.

Council expectations of staff regarding information: Council members determined that staff responses to an individual council member's questions and requests for information should be shared with all seven members to provide equal access and transparent knowledge for all. "When in doubt, share"

Council expectations regarding public comment and the conduct of Council meetings and work sessions (workshops): Citizens will be invited to sit in the audience – not at the Council/staff work table. Exceptions: consultants and board/commission members when it is expected that they will be active presenters.

Council and Council Agenda: Upon proper resolution and notice requirements, the Council meetings will begin at 6:00p.m. with Executive Sessions, if needed, after the Council meetings. Council meetings will continue to be the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month unless changed by notice. Seating trades to be worked out by members. Mayoral and Council members' expense reimbursements to remain as is with "Council" added to policy guidelines for clarification.

The process for deciding on Ordinances/Resolutions will be: Read, by title only, the Ordinance/Resolution > Accept Motion to Adopt with Second > Staff Report, if any > Public Comment invited (with same rules as Constituents' Comments) > Council Discussion > Vote.

Constituents' Comments will be limited to 30 minutes on the agenda. Each speaker will be limited to three (3) minutes whether they are speaking for themselves or for a group. Each person will be expected to speak for themselves and not allowed to give their time to someone else. Constituents' Comments must be courteous, respect proper decorum and refrain from personal attacks. A notice will be prepared and included in the opening invitation to the comment session. Violators must be gavelled down and, if need be, excused. Any member may call for a Recess, which is not debatable.

After Dick Cushing summarized the session, the Friday evening retreat adjourned at 9:40 p.m.

## 2013 LONGVIEW CITY COUNCIL RETREAT

Saturday, February 23, 2013 – City Hall Training Room, 8:30 a.m.

Council Present: Don Jensen, Mayor, Mary Jane Melink, Mayor Pro-Tem, Ken Botero, Chet Makinster, Tom Hutchinson, Mike Wallin & Steve Moon

City Staff Present: Bob Gregory, City Manager, Dave Campbell, Assistant City Manager & Keith Larson, Human Resources Director

Facilitator: Dick Cushing

Dick Cushing reviewed the “HOW” work done on Friday evening before launching into the “WHAT” work the Council does.

All were referred to the documents in the Retreat binders but asked to describe themselves WHAT 2012 Accomplishments they each felt best about.

Members took turns expressing the accomplishments they were proud of including:

- The hires of Police Chief promoted from within the ranks, City Attorney and new Fire Chief also promoted from within, thereby building trust, buy-in and unity within the departments and the city.
- Did well with a difficult budget in difficult times. Staff made great decisions and proposals.
- Proud of energy audit and plans to upgrade facilities without spending huge amounts of money via innovative and creative funding.
- The new, under-budget water treatment plant and sewer treatment settling ponds diversion projects.
- Savings in Workers Comp costs and potential Healthcare insurance cost savings design.
- Highlands neighborhood developments including the Trail, community gardens and community center library.
- Downtown projects including Outdoor gallery, Streetscape plans, façade improvements and Stageworks Theatre renovations.
- Parks improvement plans.
- Cooperation and participation in grant-funded computer-aided dispatch system in the County.
- Kuntz fund disbursement policy and financial plans to extend the fund life.
- Buxton studies in conjunction with CEDC to match retailers with Longview’s demographics.
- Support demonstrated for LCC’s efforts to offer four-year degrees.
- Sister City enhancements.
- And a special accomplishment – Bob is still here!

### **Citizen Survey:**

Members recognized that the participant demographics were not consistent with the City's overall demographics and the data should be considered in that light. If surveys are desired in the future, they will need to be better developed and authenticated which will probably cost more money unless we get a college or a grant to develop and conduct. There was considerable discussion regarding the feedback data to questions #9 and #13 but with no resolution. The consensus was to not continue with the survey without more all-inclusive participation.

### **January 31<sup>st</sup> Citizen Summit:**

Most felt very good about the Summit even though the same concern was identified regarding the demographics of the summit participants. A common theme was the expressed need for more time at the tables for input and discussion. This contradicts the amount of time citizens are asked to volunteer. Each topic leader reviewed their respective tables input and suggestions for their respective subject matter. Several questions were noted for investigation and feedback.

Bob Gregory shared updated graphs demonstrating General Fund Revenues and Expenses dating back to 2003. It was requested that the charts be adjusted for inflation. Bob indicated he will have that done and present as part of the 2011/12 biennial budget report that will be presented to council on March 28.

Facilitator Cushing kicked off a discussion of the use of Strategic initiatives.

All agreed that the financials were important and needed to be combined with the Work Plans for effective planning and management of the city's resources and efforts. It was agreed to review both at mid-year budget update time.

Council reviewed the strategic initiatives and deliverables and several changes were made. Staff will update the work plan document and will present to Council at the March 14 Council meeting for consideration and final adoption.

Council reviewed current Committee Assignments and various changes were made for the balance of 2013. Staff will update the Committee Assignment list and provide to Council and notify the various agencies of the committee changes.

The workshop schedule was revised, adding Tree Removal to April 18 and mid-year Financial and Work Plan Review to August 13.

After Dick Cushing summarized the session and all expressed satisfaction in the efforts and results, the Saturday retreat adjourned at 3:30 p.m.