



CITY COUNCIL WORKSHOP MEETING MINUTES
Saturday, January 27, 2018, 9:00 AM
City Hall, 616 NE 4th Avenue

ANNUAL PLANNING CONFERENCE - Day 2 of 2

Due to technical difficulties, there is no audio for this meeting.

I. OPENING COMMENTS/PLANNING CONFERENCE AGENDA REVIEW (9:00 am)

Jeff Snell, Camas School District Superintendent, greeted everyone and Capell summarized the Friday meeting topics.

In attendance were Mayor Scott Higgins and Council Members Bonnie Carter, Deanna Rusch, Greg Anderson, Shannon Turk, Steve Hogan, Melissa Smith and Don Chaney.

Staff members present were Jerry Acheson, Bernie Bacon, Phil Bourquin, Debra Brooks, Pete Capell, Sherry Coulter, Jennifer Gorsuch, Cathy Huber Nickerson, Mitch Lackey, Heather Rowley, Nick Swinhart, Connie Urquhart and Steve Wall. City Attorney Shawn MacPherson was also present.

II. PLANNING CONFERENCE TOPICS

A. Council Member Orientation (9:15 am)

Details: This was an orientation for new Council Members and a refresher for existing Council Members. The topics included the role of a Council Member, Open Public Meetings, Public Records and a few other topics.

Presenter: Shawn MacPherson, City Attorney

 [Mayor & Council Member Handbook](#)

City Attorney Shawn MacPherson provided a training presentation to Council regarding electronic messaging, executive sessions, and conflicts of interest.

B. Community Survey Review (10:00 am)

Details: Staff reviewed the 2017 Community Survey results to assist Council in prioritizing needs from the Level of Service discussion.

Presenter: Pete Capell, City Administrator

 [2017 Community Survey Presentation](#)

[2017 Community Survey Report](#)

[2017 Community Survey Appendix - GIS Maps](#)

Capell reviewed the 2017 Community Survey results with the Council Members.

He stated the importance of communication with Camas' citizens and educating them about issues important to them. The scientific survey revealed the majority of citizens are pleased with City services.


Capell closed this segment reminding Council Members that another survey will be conducted a year from now and every two years thereafter in order to capture trends.

BREAK (10:30 am)

The conference went into recess at 10:30 am for a short break. The conference reconvened at 10:45 am.

C. Strategic Plan - Level of Service (10:45 am)

Details: The presentation began with a demonstration of Open Performance, a tool that demonstrates progress against measurable goals. Then each department gave a brief overview of its current level of service. Each department head discussed the department's level of service and measurements in more detailed presentations will be at future Workshops. It will take several months to complete all of the level of service presentations, so there will be a summary review after all of the presentations and staff will ask the Council Members to prioritize service levels in advance of developing the 2019-2020 City budget. Presenters: Department Heads

 [Level of Service Presentation](#)
[2006 Police Department Organizational Chart](#)
[Strategic Plan Management Report](#)

Huber Nickerson and Brooks provided an overview of Open Performance to the Council Members.

Then each department head gave a brief overview of its current level of service and measurements. More detailed presentations will be provided by each department at future Workshops.

III. WORKING LUNCH (12:00 pm)

The conference went into recess at 12:15 pm for a short break. It reconvened at 12:30 pm and staff continued the level of service topic.

Each of the Council Members provided a summary of their own take-away message from this year's Planning Conference.

IV. ADJOURNMENT OF PLANNING CONFERENCE (1:00 pm)

Snell thanked everyone for their efforts in the success of this year's Planning Conference.

The meeting adjourned at 1:20 pm.

