

Creswell Council Retreat
March 14, 2009
Emerald Valley Resort

Council Present:

Mayor Bob Hooker Jack Gradle
Bill McCoy Jean McKittrick
Bob Millam Jane Vincent

Council Absent: David Case

Media Present Helen Hollyer – The Chronicle
Audience Urban Moore
Mike Silver (Co Presenter)

Staff Present

City Administrator-Mark Shrives
City Recorder-Roberta Tharp
Finance Director-Layli Nichols
Public Works Director-Roy Sprout
Airport Manager-Shelley Humble
City Planner – Denise Walters

The Retreat began at 8:40 AM with City Administrator Mark Shrives giving a brief overview of the retreat schedule.

8:40 – 9:20 AM Planning Services – Denise Walters of Lane Council of Governments (LCOG)

Denise Walters of LCOG presented a short power-point presentation outlining current and potential planning and development projects, and gave a general overview of the Planning Commission and their duty to implement and enforce the provisions of the Development Code.

Mrs. Walters said the purpose of the planning department is to maintain neighborhood livability while responsibly managing balanced growth in our community. In order to achieve this, the city team which consists of city staff, building department staff and legal counsel work closely with the supportive services of LCOG's GIS (Geographic Information System), Resource Development, Fiscal and Creative Services, as well as the legal, technology and system development charge services as needed.

Mrs. Walter said with the economy being the way it is there have not been many new applications go before the planning commission this year.

In March 2008 the Land Use Application Fees were updated to work with the new development code, and since that time it has been discovered that some refinement of the fees is needed to respond to lessons learned about the new development code. Mrs. Walters suggested a work session on Development Code Refinements that would address such issues as fees for land use review, the wetland protection overlay, enforcement/civil penalties, public facilities zone and just some general housekeeping. Mark Shrives said this would address Mr. Booher's concern that was brought up at the March council meeting regarding the land use fee for building an accessory building in his back yard.

Mrs. Walters outlined the long range planning projects currently being worked on under the Transportation and Growth Management Grant which encompass the Interchange Area Management Plan (IAMP), the Transportation System Plan Update (TSP), and the North Oregon Avenue Study which have a projected completion date of October 31, 2009.

Mrs. Walters said potential planning projects for the fiscal year 2009-2010 are the local wetlands inventory, comprehensive plan update and sewer/wastewater. She also reviewed the potential

development projects for the next fiscal year as obtaining a community development block grant for the improvements at the Cobalt building, RARE project including the Cobalt building and downtown development, creating an enterprise zone and the Bald Knob Mill redevelopment.

9:20 – 9:50 AM Public Safety Budget – Layli Nichols – Finance Director

Finance Director Layli Nichols presented a power-point presentation on budget overview. Ms. Nichols said a budget is a financial plan containing estimates of revenues and expenditures within a fiscal year. Budgeting allows a local government to evaluate its needs in light of revenue sources available to meet those needs.

Ms. Nichols said the Oregon Revised Statutes 294.305 to 294.565 outlines the statutory requirements for the budget process which the city follows.

Ms. Nichols outlined the various types of funds and how they work, revenues, expenditures, franchise fees, Intergovernmental revenues, charges for services, permits, licenses and fees and property taxes.

Other points Ms. Nichols touched on:

- The cities taxing district which has a permanent rate of \$2.6705 per \$1,000.00 of assessed value of the property which is the steady course of income for the general fund. This rate can only be changed by legislation.
- About thirty percent of our budget in the general fund goes for public safety. In 2001-2002 approximately \$280,000.00 was spent on public safety, the 2008-09 budgeted amount is approximately \$450,000.00.

10:00 AM – 2:00 PM Police Services Consultant – Rod Brown of ASG Consulting Advanced Strategy Group

Mr. Shrives introduced Mr. Rod Brown, a consultant from ASG Consulting Advanced Strategy Group to speak on Law Enforcement Risk Management. Mr. Brown has forty three years of government experience, thirty of those in law enforcement.

Mr. Brown began his presentation asking “WHY do you want t your own police department?”

After some discussion Mr. Brown went on to explain the challenges of having your own police department such as:

- Liability - it has the highest liability of exposure,
- Resource Vacuum – the city administrators, finance director and the human resource directors jobs become very complicated
- Costs – to meet the publics safety needs and maintain the standards necessary to prevent liability and workers compensation claims.

Mr. Brown said your first step is to decide what you want and how much of it or what type of organization, what level of service will you provide, and what you can afford.

The next step according to Mr. Brown would be a place to house the department and went over criteria such as location, safety, security, weapon, records and evidence storage, and a functional office space. Mr. Brown explained functional as being an office with evidence, records,

interview, temporary detention, locker, decontamination, supply storage and rest rooms. Some of the items such as records and evidence storage have Oregon Revised Statutes and Oregon Administrative Rules that must be adhered to. Mr. Brown said now that you have the space you will need to equip the office with policy manuals, evidence processing equipment, computers, phones and basic office supplies.

Mr. Brown went on to say, now you have your office, you need to equip it with your employees. With this comes the job task analysis, job descriptions, salaries, benefits and insurance premiums. Mr. Brown went over the hiring process:

- Advertising
- Screening
- Testing
- Background investigation
- Pre-employment psychological, physical and audiological exams
- Requirements by OAR 259-008-0010-259-008-0015

and said the cost to hire a chief of police excluding the cost of staff time is approximately \$30,000.00 and will take at a minimum of twelve to eighteen weeks.

Mr. Brown gave a very conservative cost estimate for securing a building and the chief of police at \$260,000.00 to \$470,000.00.

The next step in the process would be to equip the officer:

- The cost is approximately \$8,000.00 to \$10,000.00 per officer
- Shirts, trousers, badge, name plate, hand gun, ammo, taser, headwear, knives etc.
- Patrol Cars – equipment, maintenance and fuel run about \$35,000.00 per year.

To this point the conservative cost has risen to \$399,000.00 to \$605,000.00 not counting salary and benefits for starting your own department.

Mr. Brown went on to say now that you have an office, hired and equipped an officer you will need to provide training and insurance for them. You will also need reserves and volunteers which require workers comp, training and insurance.

When Mr. Brown put together his presentation, his conservative cost estimate to start a police department was roughly in the area of \$631,000.00 to \$847,000.00, but stated now that he had the chance to discuss some of the requirements with the Council he feels the cost will be more likely in the area of \$1,300,000.00.

Mr. Brown said now you have the cost benefit comparators:

- \$631,000.00 - \$847,000.00 to start a new agency
- and
- \$367,000.00 current costs for contracted services with Lane County Sheriff Office (LCSO)

Discussion ensued regarding current contract with LCSO carries the liability insurance and in case of larger emergencies they have other resources they can provide for our use such as the SWAT team. Also discussed was the Creswell Police Department with local control, added liability and resource drain vs. LCSO contract, limited direction, little liability and no added impact.

Other discussions ensued:

- cost for legal services will rise

- Mutual Aid Agreements
- Dispatching and the cost for dispatching
- Cost for 911 operators and records officer

Mr. Brown had distributed a Uniformed Patrol Services questionnaire to the Council asking them to fill out and return to him so he can put together a more accurate cost for the City of Creswell to start their own police department based on what kind of service the City would like to provide. He will put together a manual based on the discussions held today so the Council can decide whether or not they would like to continue looking into having a local department or negotiate the contract and items in it with LCSO.

Mr. Shrives asked Mr. Brown to speak a little on code enforcement, what is the best use of resources, should he send a deputy or hire a part time code enforcer.

Mr. Brown said code enforcement is a critical function to sustain the livability of a community. He used volunteers to look for code issues but never let the volunteers make contract with people, they would funnel the information to the officers, but training is crucial.

Mr. Brown said he feels we have a good contract with Lane County Sheriff's. Based on the discussion today, he will revise the numbers, provide the city with a copy of the power-point presentation and make recommendations as to what to consider.

2:00 – 4:00 PM - Discuss Project Sheets & Set Priorities – Mark Shrives

Mr. Shrives asked for discussion regarding what the Council would like to see based on Mr. Brown's presentation. Discussion ensued on:

- Hard recommendations and alternatives such as Neighborhood Watch
- How are other communities are handling their public safety
- See Mr. Brown's recommendations on the survey
- Hard cost proposal – all costs related to start up and operation (detailed, internal and external)
- Cost for Receptionist and Records person etc.
- Identify the cost and service of the LCSO contract and compare with survey results
- And at what point do we know we want to begin our own police department

Mark Shrives passed out an Active Projects List staff is currently working on. Mr. Shrives went through the list and updated the Council about the projects and where we currently stand in the process of completion.

A discussion ensued regarding a new public works facilities. Mr. Shrives said he included this in his stimulus package request, and has recently stumbled upon an opportunity to purchase the facilities that housed the Ridge Company on Hwy. 99 North. There is approximately 4.5 acres of land, several buildings and the owner is willing to carry part of the note if the city was willing to purchase. Mr. Shrives said one of the issues public works in facing is the lack of enclosed storage space for the recently purchased the sewer-vac truck. Mr. Shrives said from a facility standpoint this property would more than meet the requirements for public works. Finance Director Layli Nichols said Public Works is desperately in need of larger facilities and as the city grows we will need to purchase more equipment and the need for storage will be greater, but her concern is the debt the city currently carries. At some point down the road the city may want to be a rated municipality and your debt ratio is a major factor for that.

Mr. Shrives suggested a partial land swap with the property purchased next to the airport and asked if administration should talk to him and gather numbers. Bob Millam said it doesn't hurt to speak with him but he is deeply concerned about debt.

Mr. Shrives asked the Council for comments on the projects and to make suggestions if there are other projects they would like to see added to the list. Other projects suggested included stormwater system development charges which would need to have a storm water master plan in place before we could implement the SDC's, and the possibility of becoming a Tree City USA. Mr. Shrives felt that would be a good project for a RARE interim.

The consensus of the Council is to focus and devote energy to complete the listed projects.

Bob Hooker asked what steps need to be taken in regards to Mr. Boohers permitting processes and land use fees concerns he brought to the March city council meeting. Mr. Shrives said City Planner Denise Walters can introduce the information at the April meeting, the Council can make recommendations for changes to the processes and fees, the changes can be made but with the procedures for noticing, the changes may not take effect until May.

The retreat was adjourned at 4:00 pm

Robert A. Hooker, Mayor

Roberta J Tharp, City Recorder