City of Creswell
Council Work Session Minutes
October 7, 2013

Council Present:		Staff Present:	
Dave Stram	Brent Gifford	Larry Patterson	City Administrator
A.J. O'Connell	Adam Pelatt	Roberta Tharp	City Recorder
Jacob Daniels		Layli Nichols	Finance Director
		Denise Walters	City Planner
		Madeline Philips	RARE Intern

Council Absent: 2 – Nora Reynolds – Jane Vincent

Press: 0

Audience: 2

The City Council work session was called to order by Mayor Dave Stram at 5:39 PM.

Mayor Stram excused Nora Reynolds and Jane Vincent from this meeting.

Mayor Stram said when the regular meeting is convened tonight he will be reading two letters:

- Letter of resignation from Planning Commissioner Alan Pointer
- Attorney statement on the litigation settlement between the City of Creswell and Urban Moore and Eugene Skydivers

Mayor Stram turned the meeting over to Councilor Brent Gifford, Chair of the Finance Committee.

Financial Summary Training – Brent Gifford/Layli Nichols
Brent Gifford explained how to read the Financial Summary that will be included in each month's Council packet.

During the budget process, the committee approves a Resolution to adopt the budget, make appropriations and levy taxes. The resolution reflects the adopted numbers budgeted for the next fiscal year.

> The new financial summary is broken down by funds and divided into three columns. The columns reflect the total budgeted amount for the year, the actual balance of the fund at the end of the month (any revenues added or expenditures subtracted), and the total percentage of the budgeted amount used for the fiscal year.

Finance Director Layli Nichols walked the council through the General Fund and its sub categories. She also explained how the resolutions changing appropriations work.

Mayor Stram recommended scheduling a work session next month to repeat this training.

Discussion on City Work Plan – Larry Patterson
Mr. Patterson presented a work plan he compiled consisting of council goals, staff work and other requests.

He advised the Council to think about the future and what is coming at them. One of the first steps in creating a plan is to look at the vision you have for your community and create a statement, define your mission and state what we do.

The council needs goals and objectives that combine staff and council work.

Mr. Patterson went on to identify the items he feels can be accomplished within the next four to six months.

- Continue delivery of city services
- Infrastructure work
- City Administrator Recruitment
- Planning - Visioning

Other items on his list include but are not limited to:

- Audit
- Water Rate Study
- Cobalt Building
- Drop Zone
- Two Franchise Agreements
- Budget Development
- Emergency Operation Plan
- AWOS
- City Engineer Recruitment

Mayor Stram expressed his top four priorities as being:
*City Administrator recruitment
*Where are we now – October 2013
*What are our 6 month priorities while we have Mr. Patterson
*Vision for the future.

Mr. Patterson said the trick is how many projects can staff juggle at one time. Creswell has some resource shortages that make it difficult by having too many projects going on at once (staffing is short and budget could be a little stronger). He suggests looking at Council Committees and make them function in accordance to the goals.

A discussion ensued regarding political implications and conducting an organizational scan.

Visioning
Madeline Philips and Denise Walters
In working over the past few years to update the comprehensive plan, Ms. Walters recommended we conduct a Community Visioning Process.

Madeline said this process will require the council to look into the future to vision what great things we can see on the horizon. It will look at the great things we know and love about Creswell and the characteristics we see to make Creswell the place we choose to live and raise our families as well as encourage future generations to live here. This process will review where we are now, where are we going, where to we want to go and how are we going to get there.

There are four main groups in Creswell; the council, general public, students and social groups. Each group will need to participate in order to shape a wide-angle picture of the future, provide guidance on short-term decisions and to develop initiatives in pursuit of desired long term outcomes.

She is asking council to schedule a work session in order to participate in a value laddering session.

A discussion ensued about a timeline for this process and Ms. Philips said it would take approximately four months to complete. Further discussion ensued regarding this process and the hiring of a new City Administrator.

Mayor Stram asked to be provided some history of work done by prior councils on visioning for Creswell. Mr. Patterson will schedule a work session before the regular November meeting.

Adjournment
There being no further business to come before the Council, Mayor Stram adjourned the work session at 6:45 pm.

Dave Stram
Dave Stram, Mayor

Roberta J Tharp
Roberta J Tharp, City Recorder