

March 11, 2020

TO: Cynthia Alamillo

Manager, City of Manzanita

FROM: Madeline Olson

SUBJECT: Information Resulting from the March 5, 2020 Goal Setting Workshop

I have used my notes, the detailed notes Nina Jarvis provided and the flip chart notes to compile the following information. I will also include some ideas for follow up. First, thank you for the opportunity to work with you and the City Council. It was a positive and productive session.

The first document is a compilation of comments and is organized by Goal. I've used initials to identify specific comments by individual. This isn't a verbatim transcript.

I used that material to suggest a rewrite of the Goals and to create a Principle Statement from the Preamble. I've tried to focus on action words. The material in the original goal document that was no longer relevant to the goal I didn't include and it doesn't need to be captured elsewhere. For example, the determination of which City services will be consolidated into the new building complex. It was clear to me that the councilors believe the location and services have been decided. In some cases, the detail items, e.g. improved street signage with Goal II should, if it isn't completed, be added as an action item to the Scorecard.

I used the example Scorecard from the North Tillamook Library Board, shared by Linda Kozlowski to show what a possible Scorecard for the Goals might look like using the first two tasks for Goal I as an example.

Next Steps for Consideration

Either the Council in Workshop or via staff assignment, need to quickly select the main action items for each goal for the remainder of the 2020 year, make the assignments and due dates and get started working on the plan.

Following up on Steve Nuttall's recommendation that the Capital Improvement Plan be tied to the budget, I have a similar recommendation based on my experience as part of the leadership team at the state when we built a new State Psychiatric Hospital. As the City looks to undertake a major construction effort for the new City Hall complex, it would be desirable to consider breaking the City Budget into an Operating Budget, the Infrastructure/Capital Improvement Plan, and the Capital Construction Budget for the new City Hall. This is beneficial when reporting to stakeholders and helps keep confusion to a minimum.

Manzanita City Council Workshop
Review of Goals and Updates for 2020

March 5, 2020

FLIP CHART NOTES, MO NOTES, STAFF (NJ) NOTES

LK - Need to start using a score card tracker; perhaps NTLB Tracker can be a model. LK provided a sample of NTLB Scorecard.

Preamble – would like to place a greater focus on it, comment that it needs elevation, could this be vision statement?, should drive all city business.

LS – This can/should serve as a state of principles that apply to all of the objectives, tasks, processes for each of the goals.

GOAL I – MS – Goal I has been all consuming, specific activities need to be developed to support accomplishment of goal I, need funding strategies, TA - goal needs to be refined, MS -hire project manager should be first step, assess school building for future usability. Later discussion considered whether the Council needs to arrive at a narrow set of options (less than the 10) before hiring a project manager. Clear need to associate a communication strategy with this goal and all tasks intended to make progress toward the goal. The location and the services to be included have been decided. There is a sense of urgency given the need for a safe and healthy workplace for staff. Related work is to make a decision to renovate/remediate currently closed City Hall or sell it. If it is to be sold, is it as is or as bare land. Bare land involves the cost of appropriate demolition and the need for better interim space for staff to work.

GOAL II – Finalize & Approve a Manzanita Specific Proactive Emergency Plan. LS the plan should be proactive rather than reactive. LK the plan is about 3 months from completion. CA would like the plan to include a staff training component. Further discussion revealed a need to define what is needed for staff training or support. HT – needs an annual exercise component, e.g. a desk drill, plan must have clear implementation strategies, the plan needs a general health emergency component. There was implementation discussion of a quick Covid-19 plan specific to Manzanita, sense of urgency and need to coordinate with the school district.

GOAL III – SN – Needs to be clear and specific and tied to the annual budget setting/approval process, e.g. a 5 year CIP tied to budget and budgeted and managed separately from operating expenditures. LS – the title and content of plan needs to include infrastructure in order to distinguish these capital budgets/expenditures from those of the City Hall Replacement Project. CA noted that staff are working on a Storm Water System Plan and a Master Water Plan. These are not close to completion.

GOAL IV – Agreement that goal be revised to be clearly focused on a vision statement for the Manzanita City including the areas within the urban growth boundary. HT raised issue of a tag line. Future consideration may be the role of Manzanita in the greater community. The definition of community varies from geographical to people, e.g. full-time residents, second homeowners, and visitors.

General notes re Goals – prefer action oriented language. The current order is still valid. There is sufficient critical work to accomplish without the addition of other goals at this time. There was much discussion about what constitutes community, including the limitations of using the city limits which creates feelings of exclusion from many who see Manzanita as their city.

HT – expressed the need for some official definition of the roles and responsibilities of the city and the county for those homes/lots within the urban growth boundary, but outside of city limits. It is a frequently asked clarification by potential home/property buyers. This work, while important is not directly related to the goals.

General Council Comments – MS – There is a solid working structure within the Council and between Council and staff. Communication between Council and staff allows resetting priorities for work to be accomplished with the resources available. TA sees current structure working well. LK wants to be sure that Council resources are used to the best benefit of staff, others echoed the desire to be helpful to staff.

Citizen Attendee Comments – A positive response to the emphasis on engaging, communicating with and listening to community members. Commenter emphasized the need for the Council to work on citizen involvement. Goal II – should be considered a living document, Goal III is doable, Goal IV will be a lot of work to meaningfully engage community involvement.

Question – is the current city hall to be sold? What is the value? Answers – the Council needs to make a firm decision re the sale, whether to demolish prior to sale and its timing. HT noted the value is the land value and it will take time to sell. Positive comment on developing a Vision Statement, an example offered at the end of the meeting “Manzanita is a welcoming, safe, clean, respectful community with a conscience and is a positive influence in surrounding area.”

SG – Goal I is in the right place, challenge of hiring a project manager quickly before defining the scope of work for that contract, discussion continued after the meeting as it was not directly related to the Goals. Work relative to plan for Covid 19 possible effect on city should be based on work of OHA and CDC and County Public Health when they have a plan or position. Goal III city needs to reinstitute Anderson Creek drinking water access. Tag suggestion – Village with a Conscience.

City of Manzanita

City Council Goals for 2020

Considerations for Wording Based on March 5, 2020 Workshop

Statement of Principles to be used in the work required to achieve these goals.

The City of Manzanita City Council and staff will conduct business and achieve the following goals by communicating information and listening to the residents, second homeowners and businesses. The Council invites and encourages citizen involvement in the development of City program and services.

Goal I

Implement the plan to relocate City Hall and related city services to the Underhill Plaza Property.

Goal II

Finalize and approve an emergency preparedness plan that prepares the city to proactively respond to major catastrophic events.

Goal III

Complete a 5 year capital improvement/infrastructure plan that is tied to the Annual City Budget.

Goal IV

Create a shared vision for the Manzanita Community including those areas in the Urban Growth Boundary.

City of Manzanita
Proposed 2020 Action Plan Scorecard

S Key: Green (complete); yellow (in progress); red (not started or reported)

GOAL	ACTIONS	S	COMMENTS	OWNER(S)
Goal I Implement Plan to Relocate City Hall	Note the \$ for action steps should be linked to budget and/or drive budget development in future.		Use of due dates and progress toward achieving them. Track progress on at least a quarterly basis. Perhaps monthly for some items.	Specify the person(s) responsible.
	Select a narrow (3-4) set of Options. \$ 0 Define Job Description for Project Manager \$ 0 Contract with Project Mgr \$ xxxx TOTAL \$ xxxx			Named individual(s)
	There should be the set of 2020 actions to be accomplished to move Goal I forward in separated groups that make sense to project.			
Goal II Finalize and Approve Manzanita Specific Emergency Plan	The actions required to achieve this should be added. Some action items may have been included in the Goal Statement previously. Costs of actions, if any.			
Goal III Complete 5 year Capital Improvement Plan for Infrastructure	Add specific action items some of which were included in goal statement, e.g. storm drainage system, etc. Costs of actions linked to budget.			

Goal IV Create a Shared Vision for the Manzanita Community				
	Add the action steps and costs if any.		Use Comments Column to track progress on a monthly or quarterly basis	Named responsible individual(s)

GOAL	ACTIONS	S	COMMENTS	OWNER(S)