

**MINUTES**

**GOAL SETTING MEETING**

March 21, 2016  
Noon

THE DALLES CITY HALL  
313 COURT STREET  
THE DALLES, OREGON

**PRESIDING:** Mayor Steve Lawrence

**COUNCIL PRESENT:** Dan Spatz, Linda Miller, Russ Brown,  
**Via telephone:** Tim McGlothlin

**ABSENT:** Taner Elliot

**STAFF PRESENT:** City Manager Julie Krueger, City Attorney Gene Parker, City Clerk Izetta Grossman, Project Coordinator Daniel Hunter, Public Works Director Dave Anderson, Finance Director Kate Mast, Police Chief Jay Waterbury, Planning Director Richard Gassman

**CALL TO ORDER**

Mayor Lawrence called the meeting to order at 12:07 p.m.

**ROLL CALL**

Roll call was conducted by City Clerk Izetta Grossman; Taner Elliott absent

**GOAL SETTING**

**Review Roles and Responsibilities**

City Manager Krueger reviewed the roles and responsibilities emphasizing the City Council is one voice, one body and that issues should be brought to the City Manager or discussed at a Council meeting to gain consensus.

Krueger handed out an article from League of Oregon Cities "ASK LOC" regarding council

directing staff (attached). She reminded Council that citizen complaints should be brought to the City Manager for resolution. She said the Mayor was the spokesman for the Council.

Review and Update goals for fiscal year 2016-17

City Manager Krueger handed out a written statement from Councilor McGlothlin. Mayor Lawrence led the discussion of the list of goals. See attached draft goals for fiscal year 2016-17.

**Councilor Spatz retired from the meeting at 2:35 p.m.**


**ADJOURNMENT**

Being no further business, the meeting adjourned at 2:45 p.m.


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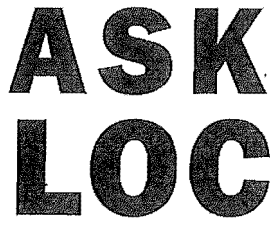
Submitted by/  
Izetta Grossman  
City Clerk

SIGNED:

  
\_\_\_\_\_  
Stephen E. Lawrence, Mayor

ATTEST:

  
\_\_\_\_\_  
Izetta Grossman, City Clerk



# ASK LOC

**Q** • May a member of council direct city staff to provide them with information, documents, or to take some other action?

**A** • While specific circumstances may vary, the answer is generally "no."

**Generally, the authority to direct staff comes from the full council, acting as a body, and not any one member of council individually.**

Mayors and city councilors sometimes misunderstand the scope of their legal authority. A city council is a collective body consisting of individual council members. In their individual capacity, a member of the council enjoys no special rights or privileges, except where the city charter gives them special authority (such as the mayor having responsibility to preside over council meetings) or where the council has delegated its authority to one member of council (as in a mayor-council form of government, designating the mayor to directly supervise city staff). Consequently, as a general matter, individual members of council are without legal authority to give orders or otherwise supervise or direct city employees unless specifically directed by the council to do so.

In cities with a council-manager form of government, the city council, acting as a collective body, will oversee the actions of the city manager/administrator, and sometimes the city attorney. In those cities, the council supervises those appointed officials as a collective body. The city manager or administrator in turn is then responsible for providing direction to city employees, assigning duties and delegating day-to-day tasks, evaluating the performance of employees and making decisions to hire and fire employees.

It's important to note that in most cities with a council-manager form of government, the city charter expressly prohibits a member of the city council from directing city staff, because doing so interferes with the city manager's duties. Some charters, including the League's Model Charter, provide that if a council member violates that provision, they may be removed from the council by a majority vote. In addition, council members who direct staff without proper authority could subject themselves to personal liability for any costs the city incurs as a result.

**Role of the city council is to set policy; the role of staff is to implement it**

One of the principal responsibilities of individual council members is participation in council meetings and related activities. A council is involved in long-term strategic planning, goal setting and identifying broad policy objectives. Staff provide technical expertise and experience to identify specific tasks and timelines necessary to carry out council identified goals, objectives and priorities. Staff are responsible for implementing tasks and plans necessary to accomplish these things, and work with the council to provide needed and requested information during the planning and goal setting sessions. Together, council and staff function as a team with clearly defined roles and responsibilities working for the common good of the city.

**How does a member of the city council get information from staff?**

As a general rule, the council, acting collectively and in a public meeting, asks for it. In a council-manager form of government, the council will direct the request through the city manager or administrator, and allow the city manager or administrator to determine who can best provide the information requested. If an individual council member has specific issues or concerns or simply needs to learn a little more about a city budget, program or service, the individual council member should request the assistance and allow the city manager or administrator to develop the means to respond to the individual inquiry. Often times, if one council member has questions or concerns, others do as well. If this is the case, a workshop on the topic might be a good solution.

In some cities, the council has adopted rules that allow, but limit, the ability of an individual councilor to seek information from staff. Generally, such rules allow an individual councilor a certain amount of a staff person's time (for example 30 minutes) per month to collect information that would allow the councilor to develop a position or to bring a proposal to the council. If the time the councilor needs

exceeds that amount time set out in the rule, then the councilor brings the matter to the full council asking if the council would approve additional use of the staff person's time.

**Why is this important?**

One hallmark of effective teams is the existence of clearly defined roles. Great teams are also distinguished by the effectiveness of their communication. Understanding the various roles and the appropriate chain of communication will contribute mightily to the city's effective and efficient operation and create a better working relationship and environment for officials and staff alike.

There are other good practical reasons for working within the clearly defined roles and chain of communication. For example, city staff are engaged in working on projects identified by the council as priorities or otherwise necessary for day-to-day operations. Taking time to search for information or answer questions regarding an unrelated matter is disruptive and could cause a delay in accomplishing tasks related to identified goals, objectives and operational priorities. Directing these requests through the city manager or administrator can avoid disruption. The city manager or administrator can let the individual councilor know if and when a response might be available. It's important that staff be allowed to do their jobs. If goals and objectives are not being met, the council can address these matters when reviewing the performance of the city manager or administrator.

The Small Cities Network is a League program for cities with a population of 5,000 or less, with quarterly meetings to network and discuss common issues and solutions. All meetings start at 11:00 a.m. RSVP to Kristie Marecek at [kmarecek@orcities.org](mailto:kmarecek@orcities.org).



**On the Web:** [www.orcities.org/smallcities](http://www.orcities.org/smallcities)

**Remaining First Quarter Meetings**

**Portland Metro (Region 2)** Lafayette – March 17  
**Central Oregon (Region 6)** Maupin – March 17

**Southern Valley (Region 5)** Rogue River – March 10

Second quarter Small Cities meetings will be held in conjunction with the annual regional meetings. See LOC Regional Meetings article on page 6 for locations, time and dates. RSVP to Kristie Marecek at [kmarecek@orcities.org](mailto:kmarecek@orcities.org).

For more information, consult these League resources online:

- **Publications Library:** "Model Charter for Oregon Cities," "Conducting Effective Meetings, a Workbook for City Officials"
  - An online library compiling League publications including surveys, reports, sample ordinances, and other resources.
  - To access, click on the "Publications" button on the League homepage ([www.orcities.org](http://www.orcities.org)) and then on "Library." The model charter is found under "Sample Ordinances," and the effective meetings article is found under "Other Resources."
- **A-Z Index:** Charters, Council Meetings, Council Relations, Council Rules
  - An online repository of information, including pages devoted to the topics described above.
  - To access, click on the blue "A-Z Index" button on the League homepage ([www.orcities.org](http://www.orcities.org)).
- **LOC-TV:** Council/Manager/Staff Relations – How Can We Work Together?
  - A fee video training program
  - Available anytime at [www.orcities.org/training](http://www.orcities.org/training). ■

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## **Significant direction for City Goals (Timothy McGlothlin)**

There are three broad based categories that have particular importance to the quality and liveability of our city from my perspective. They are:

- Exploring and implementing solutions to the issue of homelessness
- Improved economic development
- Improved parks and recreation opportunities

### **Homelessness**

One particular area that continues to be a recurring issue is the lack of toilet facilities that are accessible to the public, travelers, and the homeless. Those that find themselves homeless are routinely denied access to businesses, restaurants, and governmental buildings. I fully understand the reasons for denying access. I propose locating a cinder block public restroom similar to the one at the Kiwanis park next to the riverfront trail at Klindt point. It would look similar to the main office of Parks and Rec building found at the west end of Thompson Park. If the toilet was designed for low cost occupancy and minimal maintenance, I think this would be the best approach. I believe that \$10,000 may be sufficient to construct such a structure. Vandal proof paint, well lighted exterior, and a system to identify when the restroom is occupied will limit abuse. I have discussed this with Phil Lewis and so far, he is in agreement. This building would be located at the end of the east exit of the Aquatic Center parking lot.

### **Improved economic development**

Establishing a Recreation Vehicle (RV) Park in The Dalles is vital to promote visitors and tourism within the city. The Eagles property is again surfacing and interest is growing to offer the property for sale by the Eagles. A developer is still interested and realtors are again involved on both sides.

With the death of Bert Hodges, the property on West 6th near Chenowith Creek may or may not be possible. The county continues to look into the matter. Working and supporting the efforts of Tyler Stone is imperative if we are to see this goal materialize.

### **Improved parks and recreational opportunities**

The addition of the Aquatic Center has been a major improvement in our city. The number of residents using the facility is more than satisfying.

The trail at the bottom of Mill Creek is a project that has fallen popularity in recent years. I believe that support for this project should rise higher in our priorities and grants/funding should be investigated. Combining this project with our transportation plan and the potential of supporting a bicyclist to navigate the city using alternative routes away from traffic would be significant.

These are but three of the projects on my radar. I support any and all project that are well reasoned, will serve the betterment of our citizens, and are financially solid.

Councilman Timothy McGlothlin

**CITY COUNCIL WORKPLAN**  
**Fiscal Year 2016-17**

***City of The Dalles MISSION STATEMENT***

*“By working together, we will provide services that enhance the vitality of The Dalles”*

**Value Statements:**

- A. Provide City-wide infrastructure to support safe and well maintained streets and reliable utility systems for the citizens of The Dalles.
- B. Work and partner with governmental agencies and non-profits to improve coordination of services and open communication.
- C. Promote economic development opportunities which will provide jobs and enhance community livability.
- D. Maintain a balanced budget that will provide for sustained City operations and capital improvements, while assuring an adequate contingency fund.
- E. Encourage civic responsibility and promote health and public safety through programs, partnerships, plans and policies.
- F. Provide transparent and efficient administration of City government.

**Fiscal Year 2016-17 Prioritized Goals by Vision:**

**A. Infrastructure:**

- 1. Develop street construction projects and focus resources on prevention maintenance projects (ie: patching, crack sealing, chip sealing) through fiscal year 2017-18.
- 2. Identify and support opportunities for federal and state transportation funding available to local governments.
- 3. Initiate design work and pursue grant/loan financing for the Dog River waterline replacement and the Crow Creek Dam increasing capacity proposals; and then implement an approved plan.
- 4. Complete Phase I improvements of the Wastewater Master Plan.
- 5. Complete Transportation System Plan (TSP) update.

6. Construct 18 inch industrial flow waterline loop.
7. Complete enhancement to Lone Pine Well.

**B. Work with partners:**

1. Identify and pursue opportunities to assist the community in enhancing the K through community college education system and improve school facilities, including Columbia Gorge Education and Workforce Collaborative with focus on skilled workforce to meet community needs.
2. Work through Community Outreach Team to ask State and Federal Legislative assistance to proceed with process to define minor/major boundary amendments for expansion of the Urban Growth Boundary.
3. Move toward use of renewable energy technique for all city-owned properties
4. Investigate opportunities to partner with or share services with Wasco County.
5. Support Regional Solutions Team, Mid Columbia Housing Authority, and Mid-Columbia Economic Development District to support and promote an attainable housing program.
6. Expand on-going relationship with the four tribes with area interest at Tribunal Council/City Council level, with focus on substandard housing.
7. Participate in Oregon Historic Highway Celebration.
8. Support partnership effort to complete development of Mill Creek Greenway project.

**C. Economic Development:**

1. Continue, in partnership with Main Street, programs and activities to fill empty downtown store fronts and strengthen its economic vitality.
2. Support completion of financing for Civic Auditorium's Theatre renovation.
3. Continue pursuit of local Bike Hubs as part of the Columbia Gorge Bike Trail.
4. Pursue grant application funding for Curation of the Community's Historic Assets.
5. Work with community partners to expand RV Parking capacity in the area.
6. Complete study regarding Gitchell Building with recommendation regarding whether it should be demolished, stabilized, or rehabilitated.

7. Develop a plan for open space/park near the Veteran's Office.
8. Explore downtown parking needs.

**D. Balanced Budget:**

1. During fiscal year 2016-17 budget process consider level and type of resources to make available to economic development with emphasis on manufacturing jobs and revitalization of the downtown, and then implement that plan.
2. Continue to work toward getting Workers Comp experience rating factor down to a .9; develop an incentive based employee safety program.

**E. Civic Responsibility and Public Safety:**

1. Develop and implement plan to improve the City's image from the freeway, including Cherry Growers, West side and Sunshine Mill.

**F. Transparent Efficient Government:**

1. Develop/publish State of The City annual report to mail and present at civic groups.