

City of Creswell
Council Work Session Minutes
April 15, 2013

Council Present:

Jacob Daniels
Dave Stram
Jane Vincent
Brent Gifford

A.J. O'Connell
Nora Reynolds

Staff Present:

Jamon Kent
Roberta Tharp

City Administrator
City Recorder

Council Absent: 1 - Adam Pelatt - Excused

Press: 0

Audience: 4

The City Council Work Session was called to order by Mayor Dave Stram at 6:05 pm for Consultant to continue with the council training on Guiding Principles and Goals.

Mike Kelly, City Administrator Recruiter hired by the City was in attendance.

Mr. Biles reviewed the agenda for this evenings work session:

- Principles
- Short-Term Goal Setting
- Council Administrator Form of Governance

Mr. Biles suggested each Councilor read the book titled "Measuring for Success and The Wisdom of Teams" by author Doug Smith.

From the April 13th meeting, Stan Biles combined the notes taken by Roberta Tharp, Jamon Kent, the Flip Chart and his memory to compile the Guiding Principles document as discussed. He asked the Council to take a few minutes to read the document and they will hold a discussion regarding any changes that need to be made.

Each Council member was provided the opportunity to comment on the changes they would like to see made to the wording or content, and to express how they felt about the document.

A lengthy discussion ensued with a few changes in wording/definitions being presented and most expressing their satisfaction with the document. A.J. O'Connell stated he has issues with the Guiding Principles document. He went on to question why the Council would need a document of this sort. There are state laws in place and he doesn't work for the council he works for the people; the council should be focusing on what they need to be doing for the community not the council.

Further discussion continued regarding the Guiding Principles being self-governing rules, standards, the difference between laws and principles, becoming a team – knowing what your teammates are going to do and that you can count on them, they help the team function and work together. The Guiding Principles would be the foundation building block to help the Council function.

A suggestion was made to add an addendum to the document regarding every time the Council has a new member, schedule a work session to revisit the Guiding Principles and adjust them as need be.

Mayor Stram commented we are elected as an individual to become a team. He recommended and asked for the consent of the Council to have Brent Gifford and Jacob Daniels wordsmith the document; try to reduce it to one page, front and back, add a preamble and present it to the Council at the Monday, April 22nd work session in working towards the adoption of the Council's Guiding Principles. With the exception of Councilor O'Connell the council gave their consent to move forward with Mayor Stram's recommendation. A. J. O'Connell commented if the council has guiding principles, but a council member should be allowed to violate the guiding principles for the greater good.

Mr. Biles commented one jurisdiction he worked for had in the preamble or as a principle a statement that while building a team and doing teamwork did not override an individual's first amendment right of free speech.

Short-Term Goal Setting -

This session is moving from how the council will work together to what you are going to work to achieve for your community. The meeting on Monday, April 22nd, is scheduled for quality discussion on some short term goals you have developed. These goals must be accomplished within a year or two, have quick results that this council can begin to put its imprint on as what you want to accomplish for the community.

Mr. Biles gave the Council a homework assignment; to develop a list of those goals you wish to accomplish within the next year or two. Once he has everyone's list, he will compile the list unedited for further discussion at the next session.

The goals must meet the SMART Goal criteria:

- S Specific - make your goals narrow and specific – clear to everyone so it can be understood what exactly is trying to be achieved.
- M Measurable – If you can't measure it you can't manage it – you will not be able to tell if you are on schedule or behind – necessary to determine what resources will be needed – it can be a pass or fail project
- A Aggressive - Make the goal doable – Just Do It! – significant positive change for the community – us Staff knowledge
- R Relevant – Promote the public's interest
- T Time Bound – Most important – must have a date you expect the goal to be accomplished

Once the council has a preliminary list of goals, it would be good to have a public involvement process to allow comments on the goals. Mr. Kent reminded the council there is ongoing work of the city that has already been started by previous councils; parks and open spaces, transportation, and the comprehensive plan. Some of the items cannot be changed and we need to work together to determine the fit of the goals. He went on to say this is a good time to be having these conversations as we are just beginning to put together the budget numbers for next year.

Council Administrator Form of Governance

The Council Administrator form of government goes back to the turn of the last century. It was developed from a reaction to something the public didn't like; massive corruption in the larger cities on the east coast and in the Midwest. Before the development of the Council Administrator form, elected officials directed administrators. Around 1900 a progressive movement of change began and it was encouraged by Fredrick Taylor who wrote articles on public organization and advocated for changes. The rise of private corporations after the era of industrialization also supported the change. At the time, private corporations were held in high esteem and the organizational structure was respected. They were having great accomplishments in production and the economy was growing. The corporations had a part-time board of directors that oversaw the policies and the big operations. The board hired a full time professional administrator to carry out the day to day activities of the organization. In 2011 the International City Managers Association reported of all the cities in America over 2500 in population; over forty percent use the Council/Administrator Form of Governance.

Mr. Biles gave the following common examples of the authorities of the Council:

- Sets the policies
- Authorize contracts
- Allocates resources
- In non-operational areas the Council allocates resources for capital things

Elected officials represent the City; they are the symbolic leaders of the community.

- Regional and Statewide
- Major point for constituent action
- In charge of setting the vision for the Council and community

- Primary decision makers on long use planning
- Appeals from decisions made of staff must be executed by the Council as a whole.
- The one employee the Council supervises, directs, gives salary to, gives a job description for, fires, disciplines is the City Administrator or Manager.

Mr. Biles gave the following common examples of the authorities of the Administrator:

- Staff reports to the Administrator
- Administrator is a full time position
- In charge of the organizations implementations of Council decisions; policy, budget, and planning
- Day to day operations at City Hall are administered by the Administrator
- Administrator sets some policies
- Hires and fires staff
- Sets salary range, knowledge skills and abilities for staff
- Approving of job descriptions
- Supervises staff or can be delegated down the chain of command
- City Operations
- Administrator represents the City
- Provides the administrative support to the Council
- Administrator works to ensure and is responsible to make sure day to day operations are completed in full compliance with applicable rules and regulations
- Has an ethical responsibility to provide Council with recommendations and analysis on issues
- Budget Officer
- The Council can delegate authority or give additional assignments to the Administrator

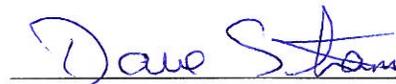
Mr. Biles explained what happens when one or the other starts to overstep their authorities. He went on to say the whole concept works on trust and faith.

The next session will be Monday April 22, 2013 beginning at 1:00 pm in the Community Center.

Adjournment

There being no further discussion, Mayor Dave Stram adjourned the Council Work Session at 9:07 PM.


Roberta J. Sharp, City Recorder


Dave Stram, Mayor