



AGENDA
STAYTON CITY COUNCIL
2013 – 2014 GOAL SETTING SESSION

Saturday, February 16, 2013

Stayton Public Library
 E.G. Siegmund Meeting Room
 515 N. 1st Avenue
 Stayton, Oregon 97383

9:00 a.m. to 9:30 a.m.	City Administrator retiring on July 1, 2013 (See attached considerations)
9:30 a.m. to 9:45 a.m.	Introductions & Guidelines – Facilitator Doris Johnston, Regional Community Manager, Pacific Power
9:45 a.m. to 10:00 a.m.	Council Review 2011-2012 Goals
10:00 a.m. to 10:15 a.m.	BREAK
10:15 a.m. to 10:30 a.m.	Review Adopted City Mission
10:30 a.m. to 11:45 a.m.	Goal Setting Session <ul style="list-style-type: none"> • City Council discussion of city needs • City Council List Goals • City Council discussion with staff regarding goals and financing • City Council Ranking of Goals • Discuss Goal Priorities
11:45 a.m. to 12:30 p.m.	Review of Goals
12:45 p.m.	Adjournment



CONSIDERATIONS FOR HIRING A NEW CITY ADMINISTRATOR

- 1. Budget FY 2013-2014 (Don & Christine)**
 - a. Appointment of Interim City Administrator July 2, 2013
 - b. Projected Hire date – January 2014

- 2. General**
 - a. Engage a Person or Organization to Facilitate the process
 - b. League of Oregon Cities: \$5,000 - \$8,000
 - c. Council of Governments: \$5,000 - \$8,000
 - d. Individual: \$2,000 - \$3,000

- 3. General Expectations/Process (see proposed schedule)**

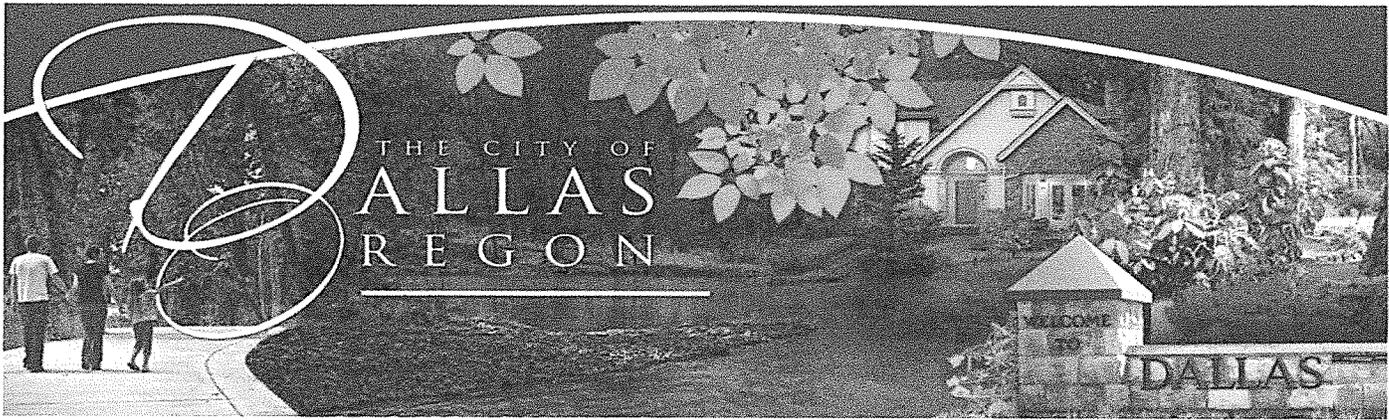
- 4. New Administrator starts work January/February 2014**



**City of Stayton
City Administrator Recruitment
Proposed Schedule**

STEPS	ESTIMATED TIME	TARGETED COMPLETION
1. Develop position profile		Meeting – August 5th Approved – August 19 th
2. Prepare advertisement and determine placement		Approved – August 19 th
3. Closing Date	Position should be advertised for four weeks	September 16th
3. Prepare and send acknowledgment letters	One week after closing	September 23 rd
4. Screen applicants	Two weeks after closing	September 30 th
5. Council to select candidates for backgrounds or interview	One week after receiving applications	October 7 th
6. Conduct backgrounds/reference checks (if conducted before interviews)	3 – 4 weeks	November 4th
7. Finalize candidates for interview		November 4 th
8. Candidate Interviews		Week of November 18 th or Week of December 2 nd

(Council meetings are 1st and 3rd Mondays of the month)



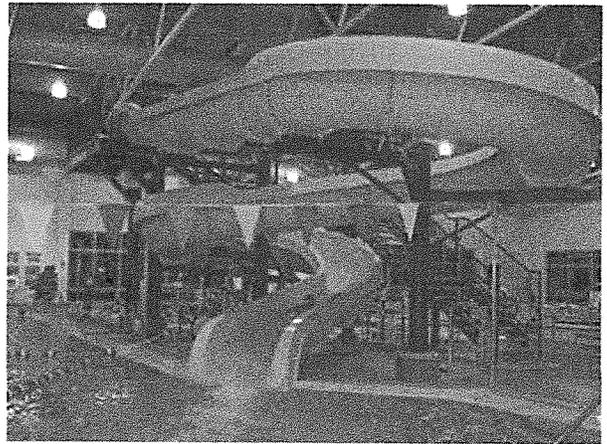
City of Dallas

City Manager Profile

The Community

The City of Dallas is a family-oriented community located in the heart of the scenic Willamette Valley, just 13 miles west of Salem, the state capital of Oregon. This quiet and charming town is the Polk County seat and the downtown is home to the historic Polk County Courthouse, City Hall and many other historic buildings. The Dallas area is surrounded by vineyards, world class wineries, abundant farmland and the coastal mountain range.

Dallas has exceptional recreation programs and opportunities for children and adults, including an extensive trail system. The City has seven city parks, the largest being a 35-acre park with an attached arboretum, a Japanese garden and an 18-hole disc golf course. One of the newest park additions is Central Bark, an off leash dog park. The Dallas Aquatic Center is well on its way to becoming the premier family Recreation Center and competitive swimming arena for the region with its five pools, a waterslide, a lazy river and swim fountain. The largest community events are the Dallas Summerfest with four days of fun and something for everyone and the Dallas Winterfest with holiday music, caroling, hot chocolate and, of course, Santa Claus. In the summer, you can also enjoy the Sounds of Summer outdoor concert series.



Dallas Aquatic Center

The City has highly acclaimed public schools with an excellent and innovative teaching staff that puts students first.

Chemeketa Community College, whose main campus is located in Salem, offers a variety of technical and vocational programs and college transfer classes, and maintains a branch “outreach” campus co-located at Dallas High School. The Dallas campus offers a wide spectrum of daytime and evening classes. There are several other colleges and universities located within easy driving distance of the Dallas area, including Western Oregon University in the neighboring community of Monmouth.

You will find that the businesses and citizens of Dallas participate in every facet of their community and have an extraordinary spirit of volunteerism. It’s the people, the businesses and civic pride that makes Dallas an excellent place to live, work, play and do business.

City Government

The City of Dallas is a charter city with a council-manager form of government that has nine elected members on the City Council with an elected Mayor. The Mayor presides at the Council meetings and does not vote except in the case of a tie. The City Manager is appointed by and serves at the pleasure of the Mayor and Council. The City Manager is responsible for overseeing the administrative operations of the City and for



Dallas City Hall

implementing Council policies using the resources appropriated by the Council. Under the City's Charter, the City Manager is required to establish residency within the city limits. *The mission of the City of Dallas is to maintain a safe, livable environment by providing open government with effective, efficient and accountable service delivery.*

The population of Dallas is 14,620 and the current budget is \$28.1 million. The City has approx. 92 FTE positions, including six (6) department heads. The City of Dallas is a full service community that operates its own police department, fire department, ambulance service, municipal court, water, wastewater, storm, street

operations, planning, building, engineering, fleet maintenance, library, aquatic center, and finance departments. Dallas is the largest city in Oregon with a volunteer fire department and it maintains an excellent ISO rating. There is one collective bargaining unit, the Dallas Police Employees Association, representing employees in the police department. The City also has an Urban Renewal Agency.

Current Issues/Priorities

- Urban renewal and economic development plans implementation
- Watershed and infrastructure studies completion and implementation
- Transparency
- Enhance key partnerships (Fire Districts, Schools, Chamber of Commerce)
- Financial and budgeting management

The Candidate

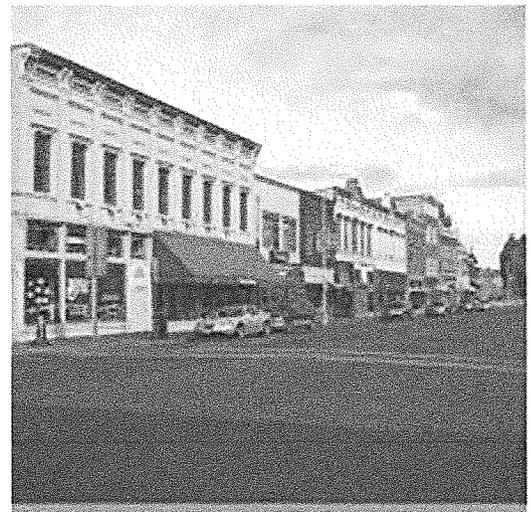
Education and Experience

Bachelor's degree in public/business administration or related field with at least five (5) years of local government management experience as a City Manager/Administrator, Assistant City Manager/Administrator or Department Head or equivalent combination of education and experience required. A Master's degree in public administration or related field and certification as an ICMA Credentialed Manager is preferred.

Skills and Past Performance:

Administrative Ability

The City seeks an experienced manager with proficiency in overall municipal operations and exceptional communication and



Downtown Dallas

interpersonal skills to serve as the new City Manager. He/she must be efficient, organized and able to prioritize effectively. In working with staff, he/she should be approachable, supportive, and have a sense of humor. The ideal candidate will be able to empower staff by providing clear direction, establishing high standards of accountability and letting managers manage his/her department. He/she should have strong leadership skills and be able to foster an atmosphere of teamwork and collaboration. An impeccably honest individual with a strong sense of personal and professional integrity is sought.

Council Relations

The new City Manager must be able to develop and maintain a good working relationship with the Council on both an individual basis and as part of the “team.” He/she must have the ability to keep the Council accurately informed in a timely manner, have an open-door policy for Councilors and needs to provide well-researched recommendations, analysis and alternatives to the Council so that they may make informed decisions. The individual must be adept at assisting the Council in translating their vision and goals into action plans and be able to carry out their intentions and directions in a positive and transparent way.



Summerfest

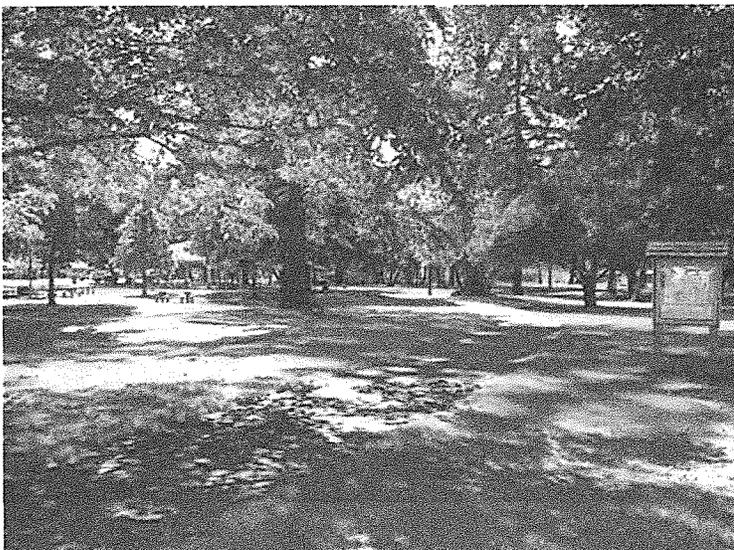
The individual should be a “big picture” person who, in concert with the Council, is able to help create and implement a vision for the City.

Budget and Finance

The City is seeking an experienced manager with strong budget and financial management skills and the ability to continue the City’s excellent budgeting and fiscal policies. He/she must be fiscally responsible and able to work within established budgetary constraints. The individual needs to work effectively with department heads, the Council and the community to develop the best financial solutions for the City. He/she should also be able to prioritize and think innovatively in meeting City needs. It would be desirable for the individual to have a background in Oregon Budget law.

Labor Relations and Human Resources

He/she should have a good understanding of labor and employment law and have a positive reputation for working in a collaborative manner with all groups of employees. In addition, the person must possess excellent problem-solving skills, be able to develop solutions and make good decisions. He/she must be impartial, fair and able to generate trust within the organization.



Dallas City Park

Community Relations

The individual should have a history of community service/volunteerism and a commitment to become actively involved in this community and its various activities to put a face on the City of Dallas government. He/she should be a visible leader, good listener, approachable, open and direct, and someone the community can trust. The individual needs to maintain the current strong working relationship with the Chamber of Commerce and the School District. He/she must be dedicated to providing excellent public service.

Intergovernmental Relations

The new City Manager must have the ability to develop and maintain effective partnerships with other governmental entities and recognize that regional involvement, cooperation and collaboration is essential to the overall welfare of the City. It would be desirable for the candidate to be a part of professional networks in order to bring new ideas to staff and Council and to gain insight into challenges and solutions.

Innovations and Major Achievements

Candidate must be a creative problem solver. He/she must be able to multi-task all of the many different ongoing City business needs while simultaneously communicating with staff and members of the community and generating a feeling of trust that things are being taken care of properly and effectively. The new Manager should have an affinity and a feel for small cities and an appreciation of the community values. An understanding of urban renewal districts and tax increment financing is highly desirable.

Compensation

The hiring range for this position is \$115,000 to \$130,000 dependent upon qualifications. An attractive benefit package is also provided, including medical, dental and vision insurance, life insurance and AD&D coverage. In addition, the City pays the full retirement contribution to Oregon PERS.

How to Apply

Individuals interested in applying should submit a cover letter indicating their specific interest in this position; a detailed professional resume that identifies the relevant qualifications and experiences outlined in this position profile; and a list of five professional references. Send the cover letter, resume and references to Dallas City Manager Recruitment, c/o MWVCOG, 100 High Street SE – Suite 200, Salem, OR 97301 or e-mail to nboyer@mwvcog.org. The closing date is **September 10, 2012**.

Veteran's Preference – The City of Dallas provides qualifying veterans and disabled veterans with employment preference in accordance with Oregon law. Veterans may claim preference by submitting a City of Dallas Veteran's Preference Form which can be found on their website at <http://www.ci.dallas.or.us/DocumentCenter/Home/View/918> and the required documentation with his/her application material.



Winter Scene

**STAYTON CITY COUNCIL
SPECIAL SESSION MEETING MINUTES
February 19, 2011**

CALL TO ORDER

9:00 a.m.

Mayor Vigil

FLAG SALUTE

ROLL CALL

Mayor Scott Vigil

Councilor Larry Emery

Councilor James Loftus

Councilor Henry Porter

Councilor Brian Quigley

STAFF

Don Eubank, City Administrator

Christine Shaffer, Finance Director

Rich Sebens, Chief of Police

Dave Kinney, Public Works Director

Dan Fleishman, Director of Planning and Development

Louise Meyers, Library Director

Rebecca Petersen, Deputy City Recorder

APPOINTMENT OF JENNIFER NIEGEL TO CITY COUNCIL

Mayor Vigil stated a Special Meeting was called to appoint Jennifer Niegel to the Stayton City Council. The appointment would have taken place at the last Council meeting but due to illness the meeting was cancelled.

Councilor Loftus stated the City Charter and the Rules of the Council were not being followed as to the Mayor's procedure for appointing Ms. Niegel, not that she wouldn't be a good candidate but there might be other citizens in the community who would be interested in serving on the Council. Councilor Quigley stated he was not notified ahead of time that the Mayor was going to appoint Ms. Niegel. Mayor Vigil stated that no process was being violated and that he chose to appoint Ms. Niegel instead of going through an interview process as the last time the Council went through the interview process it took a lot of time and no candidates were chosen.

Motion: From Councilor Porter, seconded by Councilor Emery, to confirm Mayor Vigil's appointment of Jennifer Niegel to the Stayton City Council.

Motion passed 3:1 (Loftus)

Councilor Loftus excused himself from the Goal Setting session that followed due to his work.

There being no further business the Special Meeting was adjourned at 9:15 pm.

**STAYTON CITY COUNCIL
GOAL SETTING SESSION
February 19, 2011**

CALL TO ORDER

9:15 a.m.

Mayor Vigil

FLAG SALUTE

ROLL CALL

Mayor Scott Vigil	Councilor Jennifer Niegel
Councilor Larry Emery	Councilor Henry Porter
Councilor James Loftus, excused	Councilor Brian Quigley

STAFF

Don Eubank, City Administrator
Christine Shaffer, Finance Director
Rich Sebens, Chief of Police
Dave Kinney, Public Works Director
Dan Fleishman, Director of Planning and Development
Louise Meyers, Library Director
Rebekah Meeks, Pool Manager
Rebecca Petersen, Deputy City Recorder

INTRODUCTIONS & GUIDELINES

Facilitator Doris Johnston, Regional Community Manager, Pacific Power stated she provides leadership assistance to communities in helping them meet their goals. She is a graduate of the Ford Institute Leadership Program who's primary method for achieving community vitality is through a series of training classes. The program is based on the belief that vital rural communities develop from a broad base of knowledgeable, skilled and motivated leaders, a diversity of effective organizations, and productive collaborations among organizations.

Ms. Johnston stated the session would include an overview of what goals had been achieved in the past couple of years to determine where the Council wished to go in the future, and to celebrate achievements that have been completed. Ground Rules for the session were determined: No fighting, be respectful of others ideas, no idea is a bad idea, have constructive ideas, what we want, long term, and budget constraints. Bin Items included: What do we do and what should we do, services ie: mandated, desirable and essential.

ACCOMPLISHMENTS

The following accomplishments were identified as being completed or in progress during 2009-2010:

Goal 1 Improve Public Infrastructure: Water infrastructure, Water Treatment, Wastewater Treatment Plant 11.3 million dollar project under construction, transportation, and street overlays.

Goal 2 Downtown Revitalization: Urban Renewal District (URD) voted no by citizens but the URD Agency still exists, City Hall plan permanently put on hold.

Goal 3 Support Economic Development Efforts in Stayton: Regulations revised for Title 17 Land Use & Development Code in the Industrial District, incentives for industrial applied for Enterprise Zone completed 07/2010, and Santiam Memorial Hospital public improvements near HUD.

Goal 4 Encourage Public Involvement in City Government: Charter revision approved effective January 2010, City Wide Public Opinion Survey completed by RARE Participant end of 2009, Encouraged Police Department volunteers for office work, police reserves and kids Community Service, Membership Program at the Pool will be funded the Santiam Community Endowment, iServe Community Service Day utilized 500 volunteers, school partnerships, Police Advisory Board, Pool Volunteers, Friends of the Pool, the city newsletter FRONTPORCH.

Goal 5 Enhance the Livability of Stayton: Similar to Goal 4 but added Santiam Senior Center and pedestrian bridge.

Goal 6 Efficient, Effective, Friendly, Transparent, Honest & Fair City Government: GROW North Santiam Department Audits conducted, processes modified in some departments, Police Advisory Board, quarterly Town Hall meetings being held and regular Council meetings being televised.

CITY MISSION & VISION

Councilors suggested the following Mission Statements:

- Vision Advancing livability by providing accessible city services;
- To provide desired services that have accessibility to all Stayton residents;
- Provide for the safety security and cultural opportunities for its citizenry;
- Making the city safe, livable and accessible for family and business friendly by providing needed public services effectively to the community;
- Clean and honest something the citizens will be proud of.

GOAL SETTING SESSION

Councilors suggested the following Vision Statement:

- A vital and diversified community that promotes a high quality of life, cultural experience, financial stability, great neighborhoods, balanced economic growth, and quality public services.

Councilors suggested the following City Needs:

- Industrial \$\$ job growth;
- Improve infrastructure financing;
- One way grid on N. First Avenue and N. Third Avenue;
- ADA Compliance;

- Community skate park;
- Governance Teamwork;
- Clean-up;
- Downtown Beautification;
- Expanding City Boundary South.

Council Members Suggested the following City Goals:

- Find permanent financing for street repairs;
- Improve Virginia Street;
- Encourage economic development;
- Build partnerships w/other entities ie: governmental districts, community organizations;
- Enhance quality of life.

The following goals were determined for 2011/2012.

Goal 1

Continuously upgrade public infrastructure:

Streets & sidewalks;
 W. Virginia Street;
 First & Evergreen;
 South Entrance to City of Stayton.

Goal 2

Encourage economic development which proactively creates family wage jobs:

Promote industrial development utilize enterprise zone, what's needed assessment;
 Create family wage jobs;
 Work with in limitations ie: water, waste water;
 Partner with State, local organizations Chamber and SEDCOR.

Goal 3

Build partnerships through communication to enhance relations with community organizations, government entities.

Ms. Johnston stated council and staff members would need to set out the steps needed to build partnerships with organizations.

Goal 4

Enhance Quality of Life by continuing to support parks, library, pool and public safety.

Mayor Vigil would like to see the city do away with the local option tax;
 Develop a community park to include a skatepark, dog park, tennis, playground & Frisbee;
 Refurbish Pioneer Park;
 Downtown beautification making the community clean & safe.

Goal 5

Promote honest, efficient, city government.

Citizen involvement & participation, town halls, tv, newsletter media, city website, engage/encourage acknowledge, Community Advocate award.

REVIEW OF STAFF DEPARTMENT GOALS

Administration – Don Eubank, City Administrator

- Update & finish revision of Personnel Manual;
- Continue to work on updating Ordinances & Resolutions to comply with new Charter;
- Complete Stayton Sustainability Policy;
- Complete the PEG and SCTC partnership Agreement to bring Public & Education to the Stayton Community;
- Present Reader Board Rules to the Council for consideration;
- Work on development of a City Improvement List to include a City Hall, Re-Location of the City Shops, Community Park/Sports Complex, etc.

Finance- Christine Shaffer, Finance Director

- Continue to strive for excellence in financial management & reporting;
- Work to update the City's Technical Infrastructure, to ensure security & stability for the City operations;
- Update the Finance Departments Policies & Procedures to stay modern & transparent with strong internal controls;
- Support all Departments, the Mayor & City Council in obtaining their goals in a financially responsible manner.

Planning – Dan Fleishman, Director of Planning & Development

- Bring a comprehensive plan update before the Council a document that doesn't just meet state law but establishes and sets out a vision;
- Continue to work on downtown improvements however the council chooses to do so;
- Continue to build GIS system link files
- Most important goal is to get paper off his desk.

Public Works – Dave Kinney, Public Works Director

- Continue to provide quality parks to serve the citizens, Riverfront Bridge, Santiam Park, Pioneer Park and Community Center Park;
- Start the process to see what the city wants re: the Local Option Levy, skatepark;
- Maintain public buildings;
- Fix streets ie; N. Tenth Avenue and come up with financing strategies for W. Virginia Street;
- Water and Wastewater Treatment Plant upgrades have been completed or are in the process of;
- Santiam Memorial Hospital Project underway;

- Need to demonstrate water quality improvements for storm drainage ie: Sylvan Springs, Industrial area detention pond needs to be upgraded to identify contaminants.

Pool – Rebekah Meeks, Pool Manager

- Continue upgrading pump room removing all old piping and replacing it with PVC;
- Remodel mens/womens locker rooms to include family dressing rooms complying with ADA standards;
- Building extension on the east side to be completed in phases, phase 1: Offices & Staff room & phase 2: Party/Rental room;
- Funding for the projects will come from the City of Stayton Triathlon, Friends of the Stayton Pool, Santiam Community Endowment Foundation and levy funds provided by the Citizens of Stayton.

Police Department – Rich Sebens, Chief of Police

- Improve traffic safety to lower accidents;
- Improve Emergency Management Operations;
- Reorganize Emergency Operations Center (EOC);
- Set-up Community Center for Daily Operations Center;
- Third Annual Drug Turn In Event;
- Drug enforcement.

Library – Louise Meyers, Library Director

- ADA compliance issues for meeting room;
- Energy efficient lighting fiscally responsible for city working on finding sources for grants;
- Increasing revenue by working on non membership fees and be more aggressive in collecting fines;
- CCRLS funds are based on tax collection and net lending, she would like to increase that;
- Increase cultural opportunities to the city ie: cultural pass, partner with community people to offer more programming;
- Get funding to bring musicians to community;
- Increase staff training.

Mr. Eubank urged council members to meet with department heads to gain first hand knowledge as to what's going on in the various departments.

Ms. Johnston ended the session stating all had done a wonderful job!

ADJOURNMENT

There being no further business the Goal Setting session was ended at 12:30 pm.
Minutes transcribed by Rebecca Petersen, Deputy City Recorder.

Stayton City Council Goals for 2011/2012

Mission Statement:

“Advancing livability by providing quality public services that are efficient and accessible to the citizens of Stayton.”

Goal 1 - Continuously upgrade public infrastructure

Streets & Sidewalks; W. Virginia Street, from First Avenue to the Community Center entrance; South entrance to the city of Stayton.

Goal 2 - Encourage economic development which proactively creates family wage jobs

Promote industrial development; utilize the enterprise zone; what's needed assessment; create family wage jobs; work within limitations (i.e. water, wastewater); partner with the State and local organizations such as the Chamber of Commerce and SEDCOR.

Goal 3 - Build partnerships through communication to enhance relations with community organizations, government entities

Ms. Johnston stated the Council and staff members would need to set out the steps needed to build partnerships with organizations.

Goal 4 - Enhance quality of life by continuing to support parks, library, pool, and public safety

Mayor Vigil would like to see the City do away with the local option tax; develop a community park to include a skate park, dog park, tennis, playground, and frisbee; refurbish Pioneer Park; downtown beautification, making the community clean and safe.

Goal 5 - Promote honest, efficient City government

Citizen involvement and participation; town halls; tv; newsletter media; City website; engage / encourage / acknowledge; Community Advocate Award.