

RESOLUTION NO. 97-009

RESOLUTION ADOPTING A PROCEDURE FOR  
HIRING A CITY MANAGER

WHEREAS, the City of The Dalles, hereafter referred to as the City, needs to employ a City Manager; and

WHEREAS, the City wishes to establish a process which would insure obtaining the services of a highly qualified and experienced manager; and

WHEREAS, the City Manager Selection Committee has voted to use the services of representatives from Hood River County to assist them in the hiring process; and

WHEREAS, the City wishes to establish a process whereby the public will have input into that process; and

WHEREAS, the City wishes to advertise the position to solicit applications from potential candidates; and

WHEREAS, the City wishes to conduct certain interviews, discussions and deliberations in Executive Session pursuant to the authority of Oregon Revised Statutes 192.660(1)(a); and

WHEREAS, the City Council provided an opportunity for public comment on February 10, 1997, and provided an opportunity for public input and comment upon the standards, criteria, or policy directives to be used in hiring the City Manager;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL:

Section 1. Advertisement of Position of City Manager.

The position of the City Manager for the City shall be advertised with the salary range and application deadline to be determined by the City Manager Selection Committee, in consultation with the representatives from Hood River County.

The City Manager Selection Committee shall determine the geographical area in which advertisements shall be placed, with input provided by the representatives from Hood River County. If the Committee determines the initial response is not sufficient, it shall place the advertisement in a larger geographical area.

Section 2. Profile of the City of The Dalles.

A profile of the City of The Dalles shall be compiled. This profile shall be furnished to the potential candidates. Such profile is attached as Exhibit "A" and by this reference incorporated.

Section 3. Profile of City Manager Requirements.

A profile of the type of individual and requirements that the City desires in a City Manager shall be compiled. Such profile shall be used by the City Manager Selection Committee and the representatives from Hood River County in their screening of applicants. Such profile is attached as Exhibit "B" and by this reference incorporated.

Section 4. Screening of Applicants.

A committee of three representatives from Hood River County, including the Human Resources Director and County Administrator for Hood River County, and the City Manager for Hood River, shall be used as the entity which shall screen all the applications and compile a list of the top candidates to be submitted to the City Manager Selection Committee. The Selection Committee shall select the candidates for possible interview from the list of candidates provided by the screening committee. The Hood River screening committee shall conduct confidential background investigations as requested by the City Manager Selection

Committee. The screening committee shall report on the background investigations to the City Council in Executive Session.

Section 5. Selection Committee.

A Selection Committee has been established consisting of the five City Council members, the Mayor, two citizens-at-large, and one City staff representative. The Committee shall review the applications received by the City from the Hood River screening committee and determine the candidates for possible interview.

Section 6. Conducting of Interviews.

The City Manager Selection Committee shall conduct interviews with the selected candidates in Executive Session, and make a recommendation for the Council to consider in making its decision to appoint a new manager.

Section 7. Appointment of New City Manager.

After discussion in Executive Session, the Council, in open public session, shall make a decision to appoint the new City Manager. Such appointment should be made no later than June 23, 1997.

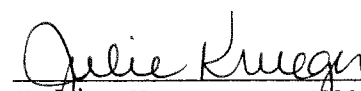
PASSED AND ADOPTED THIS 10TH DAY OF FEBRUARY, 1997.

|                             |  |
|-----------------------------|--|
| Voting Yes, Councilmembers: | <u>Van Cleave, McFadden, Davis, Gosiak</u> |
| Voting No, Councilmembers:  | <u>None</u>                                |
| Absent, Councilmembers:     | <u>Hill</u>                                |
| Abstaining, Councilmembers: | <u>None</u>                                |

AND APPROVED BY THE MAYOR THIS 10TH DAY OF FEBRUARY, 1997.

Attest:

  
David R. Beckley, Mayor

  
Julie Krueger, CMC, City Clerk

## “EXHIBIT A”

### THE DALLES COMMUNITY PROFILE

#### LOCATION & CLIMATE

The Dalles is located on the Columbia River, in the north-central region of Oregon. As the county seat for Wasco County, the City serves as the focal point for a wide variety of commercial and other services for a two-state, five-county area. The metropolitan area of Portland is located approximately 80 miles west of The Dalles.

The climate of The Dalles is moderated by the influence of marine air from the Pacific Ocean, which is located approximately 190 miles to the west. Annual precipitation averages 14.51 inches, and elevation varies from 75 to 750 feet. The City's semi-arid climate has approximately 211 growing season days and an average of 210 clear to partly clear days per year.

#### THE COMMUNITY AND ITS SERVICES

**GOVERNMENTAL SERVICES:** The Dalles has a council-manager form of government with a mayor, five councilors, and a city manager. The City is a home-rule entity exercising the powers set forth in the City's charter, which was revised in 1994.

A full service police department serves the City with a police force consisting of [16] 20 officers and two support staff. The City is served by a twenty-four hour dispatch service which provides 9-1-1 emergency telephone response for police, fire, and other emergency services.

[The City's fire department, which includes 14 paid employees, one support staff, and 24 volunteers, provides fire and advance life support emergency medical services. The fire department has an automatic aid agreement with Wasco Rural Fire District, as well as mutual aid agreements with other local fire departments and agencies. On March 28, 1995, the voters in the City and Wasco Rural will vote upon a proposed annexation of the City into the Wasco Rural Fire Protection District.]

HOUSING: The 1990 Census shows the Dalles having 4,819 dwelling units, shown by type in the following table.

|                     | Single Family<br>Dwellings | Multi-Family<br>Dwellings | Mobile Home<br>Units |
|---------------------|----------------------------|---------------------------|----------------------|
| No. of Units        | 3,359                      | 1,158                     | 302                  |
| Percentage of Total | 69.7%                      | 24.0%                     | 6.3%                 |

The city offers a wide range of housing alternatives in style, age, cost, and surroundings. Monthly housing costs for owner-occupied and rental housing are [well] below the state medians. The City has lots available for construction of stick-built or manufactured homes, and is presently developing guidelines and incentives to encourage infill and development upon existing lots.

EDUCATION: The City is served by two public school districts. On a combined basis, the districts provide four elementary, two middle schools, and two high schools. In addition to the public schools, several private schools with religious affiliation are located within the area.

The Dalles is also the site of the only college in the region, Columbia Gorge Community College. The college has [recently] located its campus [to a new site] adjacent to Sorosis Park. The college offers associate degrees in business programs and one-year certificates in accounting, business technology, and micro-computer information systems. The college offers assistance to local businesses through its Small Business Development Center.

HEALTH CARE: The Mid-Columbia Medical Center serves the City and the entire Mid-Columbia area. The state-of-the-art facility provides a comprehensive variety of medical services including a 24-hour physician staffed emergency department, visiting home health services program, a women's health clinic, and same-day surgery.

As one of five medical facilities in the nation to adopt the "Planetree" concept (a nationally acclaimed comprehensive care approach), Mid Columbia Medical Center acts as a magnet for quality medical services and specialties.

In addition to the hospital, the area is served by several local clinics offering family practice, dental, and ophthalmological services. The Mid-Columbia Center for Living serves a three-county area, providing social and mental health care and services.

**DEMOGRAPHICS & EMPLOYMENT:** The Dalles' 1992 population is estimated at 11,370. The City's 1994 Comprehensive Plan projects an estimated population within the City by the year 2010 at slightly less than 14,000, which reflects an annual growth rate of 1.1%. Based upon its five-county regional trade area, The Dalles is situated as the hub of a 65,409 person market, according to the 1990 Census. As the largest city within this area, The Dalles is the retail trade center for the Mid-Columbia Region.

According to the 1990 Census, employment among the City's population was 4,463. Industries providing the majority of employment include aluminum; medical; local, state and federal governments; agri-business, secondary wood products; small business and retail; education; hospitality; manufacturing; and communications. The Dalles has a broad spectrum of diversified employment opportunities underpinned by a base of small industrial/manufacturing companies. The anticipated opening of the Gorge Discovery Interpretive Center in 1997 will have a significant impact upon the local economy.

**TRANSPORTATION & UTILITIES:** Existing facilities include river travel and port facilities, primarily transporting wheat and wood chips; a general utility stage II airport located in Dallesport, Washington, across from The Dalles; a railroad line, including passenger and freight service; a downtown transportation center served by Amtrak and Greyhound Bus Lines; and an interstate highway system. The Port of The Dalles has been actively marketing property in the City's industrial area.

The City provides water and sewer services to the citizens of The Dalles, and has been actively making capital improvement to the utility system to meet present and future needs. Northern Wasco County PUD provides electrical service to The Dalles and surrounding areas. Natural gas is supplied by

Northwest Natural Gas Company, and telephone service is provided by United Telephone. Falcon Cable provides cable television service.

**RECREATION:** Some of the nation's greatest outdoor recreation opportunities are available in The Dalles. The Dalles is the eastern gateway to the Columbia River Gorge National Scenic Area, and is close to the Cascade Mountains.

Boating, white water rafting, water skiing, and wind surfing are all accessible either at the Columbia or Deschutes Rivers. Major tributaries and backwaters to the Columbia River provide excellent trout and other game fishing opportunities. Elk, deer, waterfowl, and game bird hunting attract many sportsmen each year. The community's location offers many hiking and camping opportunities.

The five public parks within the City limits have facilities that include picnic areas, tennis courts, playgrounds and one Olympic size swimming pool. Completion of the Riverfront Trail project will help the City to establish its goal of enhancing recreational opportunities and restoring access to the Columbia River. In addition to tennis, the Mid-Columbia Athletic Club offers racquetball, weight rooms, saunas, jacuzzis and swimming. A challenging nine-hole golf course is available at The Dalles Country Club. The course is rated as one of the top five nine-hole courses in Oregon.

Local history plays an important role in The Dalles. The area served as a settlement area for native Americans and white settlers, and played a pivotal role in the development and use of the Oregon Trail. This area offers many historical siteseeing stops, such as Fort Dalles Museum, St. Peter's Landmark Church, and many beautifully restored historic homes to remind the visitor of earlier days. Diversity and availability are the best words to describe this area's recreation.

## “EXHIBIT B”

### CITY OF THE DALLES CITY MANAGER PROFILE

#### ADMINISTRATIVE ABILITY

- \*\* Demonstrated performance in managing, organizing and directing municipal departments or a multi-functional organization; well-organized; oral and written communication skills; dedicated to continuing education for personal and employee growth and development; broad conceptual skills.

Ability to: instill a “team” spirit (be participative) and motivate staff; develop, present and implement innovative ideas for managing a multi-functional organization; able to delegate with good directional control.

#### BUDGET AND FINANCE

- \*\* Basic understanding of municipal budgeting principles; good background in financial matters pertaining to managing a budget of 20-25 million dollars; basic understanding of procurement and financial administration.

Basic understanding of developing alternate forms of financing city functions and projects; grants development, coordinate city budget with consideration for future city needs and council goals.

#### PERSONNEL ADMINISTRATION

- \*\* General knowledge of personnel [and] labor law and labor negotiations as pertains to a city and its employees.

Ability to: communicate city goals and needs to employees and council; delegate responsibility; earn and maintain respect of



employees and council; develop and maintain a thorough, effective performance evaluation system; maintain an atmosphere of openness and trust with employees, council and citizens. Willingness to support staff.

## COMMUNITY RELATIONS

- \*\* Dedicated to and experienced in building good public relations throughout the community; maintain high visibility and profile in the community; consensus building skills; a personality that has earned and maintained the respect of the citizens; open and honest with citizens.

Ability to: work with and understand the business community; solve citizen problems with fairness and in a courteous and timely manner; build a community image for good first impression to newcomers; develop new partnerships to solve old problems; communicate the need for and generate citizen involvement; work with diverse groups to build consensus and assist them in working toward a common goal.

## COUNCIL RELATIONS

KEEP COUNCIL WELL INFORMED ON A REGULAR BASIS; enthusiastic about the job; consensus building skills.

[Prepare good agendas for meetings with] Prepare all background material needed for making decisions; carry out council direction and goals in a timely manner; research new ideas for presentation to council. Ability to support council goals.

## INTERGOVERNMENTAL RELATIONS

- \*\* Ability to: work well with other governmental bodies; look for ways for cooperative efforts among various governmental bodies; use resources of other agencies to benefit the city and the community; share resources; develop new partnerships to solve old problems.

## INNOVATION AND ACHIEVEMENT

- \*\* [Knowledge of/and support for Total Quality Management concepts;]  
Ability to enhance existing resources; open to new ways of doing business; innovative methods for funding solutions i.e. grants, resources.

## OTHER

- \*\* Knowledge of legislative process; contracts with key state personnel; experience in urban Renewal; ability to offer alternatives; ability to deal with diverse opinions.

## EDUCATION AND EXPERIENCE

- \*\* Bachelor's Degree with evidence of continued professional development.

Five years management experience in a municipality or equivalent organization.