

# Council Business Meeting

September 21, 2021

<b>Agenda Item</b>	Council-Manager Plan Workshops	
<b>From</b>	Gary Milliman	City Manager Pro Tem
<b>Contact</b>	Gary.milliman@ashland.or.us	

## **SUMMARY**

Proposal for City Council and community workshops on the Council/Manager form of government.

## **POLICIES, PLANS & GOALS SUPPORTED**

The voters approved the Council-Manager form of government in 2020 and has experienced some education on the plan through the International City/County Management Association (ICMA) via Zoom. The City is currently recruiting for its first-ever non-interim City Manager.

## **PREVIOUS COUNCIL ACTION**

At its study session of August 16, 2021, the City Council authorized the City Manager Pro Tem to solicit a proposal from Portland State University, Center for Public Service, for conducting two workshops in Ashland concerning the Council/Manager form of government.

## **BACKGROUND AND ADDITIONAL INFORMATION**

The City has received a proposal from Portland State University (PSU), Hatfield School of Government, Center for Public Service, to conduct two workshops in Brookings concerning the Council-Manager form of government. One workshop would be with the City Council and staff. The second workshop would be a community event. The proposed scope of work is attached. Both sessions would be facilitated by Scott Lazenby, PhD, a retired City Manager and adjunct professor at PSU, assisted by John McArdle, Mayor of the City of Independence and Past President of both the League of Oregon Cities and the Oregon Mayors Association. It is proposed that both 3-4 hour workshops be conducted on the same day, a Saturday in October. Exact dates are to be determined. It is preferred that these workshops be conducted in-person, and dates will be selected based upon the status of COVID and return to public gatherings.

## **FISCAL IMPACTS**

The cost proposal for these two workshops is \$8,109.00

## **STAFF RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager Pro Tem to enter into an intergovernmental agreement with the Center for Public Service at Portland State University for two workshops...one for the City Council and one for the community...on effective and responsive governing under the Council-Manager Plan.

## **ACTIONS, OPTIONS & POTENTIAL MOTIONS**

Motion to authorize the City Manager Pro Tem to work with representatives of Portland State University, Center for Public Service, to develop and execute an intergovernmental agreement for conducting two workshops concerning the Council-Manager form of government as outlined in the proposal from Portland State University, with a cost not to exceed \$8,109.00.

## **REFERENCES & ATTACHMENTS**

Proposal from PSU

**SCOPE OF WORK**  
PORTLAND STATE UNIVERSITY  
CITY OF ASHLAND

PROJECT: *City Council Training and Community Workshop—Effective and Responsive Governing Under the Council-Manager Plan*

**Description of Services:**

**Purpose:** Under Ashland’s newly-adopted form of government, the elected city council is, as a group, responsible for setting the policy direction of the city government. With many challenges and opportunities facing the city, being effective in this role is more important than ever. This interactive training session is intended to give the mayor and council members practical tools to translate the vision and ideas of nine individual council members into cohesive council policy direction that is clear and consistent, and that provides clear direction to the city manager and staff who are tasked with implementing the council policies and goals.

Material for the training session will draw on the Carver Policy Governance Model (*Boards That Make a Difference*) as well as the concepts covered in the Center for Public Service’s biennial *Elected Officials Boot Camp*. It will also draw on material from the recently-published *Local Elected Officials: Guardians of Good Governance* by PSU Professor Emeritus Douglas Morgan and former Eugene City Manager Mike Gleason (copies of the book can be provided at cost).

In addition, a separate community workshop will be held to answer questions from residents and other stakeholders on how the council-manager form of government works in practice, and the roles and responsibilities of voters in striving for a government that is responsive to the diverse needs and interests of the community. The workshop will, like the council training session, be interactive, encouraging participants to share their views and interests via, among other things, instant polling.

The two sessions will be facilitated by Scott Lazenby, Ph.D., retired city manager and adjunct associate professor at Portland State University’s Hatfield School of Government, and John McArdle, Mayor of Independence and Past President of both the League of Oregon Cities and the Oregon Mayors Association. Lazenby and McArdle have, for many years, served on the faculty of the “Elected Officials Boot Camp,” a training session that builds the leadership effectiveness of newly-elected mayors, council members, and county commissioners.

**Scope of Work:** PSU will, with the input of Interim City Manager Gary Milliman, prepare session materials, and conduct a half-day highly interactive training session with the members of the Ashland mayor and city council and an approximately three-hour community workshop, as described above.

The date of the sessions is to be determined; tentatively on a Saturday in late September or October of 2021. This proposal assumes the sessions will be conducted in-person in Ashland, following COVID-related guidelines that may apply at the time. The proposal further assumes that the City of Ashland will provide the venues for both sessions, along with AV equipment and refreshments for participants.

**Cost:**

Payment for services provided under the terms of this Scope of Work shall not exceed \$8,109. All administrative costs are included in the per hour rates. See the following table for details regarding estimated hours by task.

<b>Deliverable</b>	<b>Faculty (S. Lazenby)</b>	<b>Senior Fellow (J. McArdle)</b>	<b>Other</b>	<b>Total</b>
Hours				
Preparation	6	4		
Council Training Session	4	4		
Community Workshop	3	3		
Travel	9	9		
<b>Total hours</b>	<b>22</b>	<b>20</b>		<b>42</b>
Hourly rate	\$ 185.00	\$ 156.00		
<b>Total Cost For Hours Worked</b>	<b>\$ 4,070</b>	<b>\$ 3,120</b>		<b>\$ 7,190</b>
Mileage @ \$0.56/mile			\$ 319	\$ 319
Hotel & Meals			\$ 440	\$ 440
S&S Overhead				\$159.43
<b>Total Proposed budget</b>				<b>\$ 8,109</b>