

Welcome!



**City Manager
Presentation**



**City Attorney
Presentation**



**Finance
Presentation**

All materials available online at <http://WestLinnOregon.gov>.

Manager: http://westlinnoregon.gov/sites/default/files/fileattachments/cm_presentation.pdf

Attorney: http://westlinnoregon.gov/sites/default/files/fileattachments/attorney_presentation.pdf

Finance: http://westlinnoregon.gov/sites/default/files/fileattachments/finance_presentation.pdf



CITY OF
**West
Linn**

City of West Linn Training for Advisory Boards and Committees

February 25, 2013

Agenda



- ◆ Welcome and Introduction – Mayor John Kovash
- ◆ Roles and Responsibilities: Being an Effective Volunteer – Chris Jordan
 - *New for 2013:*
 - *Advisory Board Work Plans (approved by Council on March 11)*
 - *Quarterly Lunches for CAG Chairs With Manager & Mayor*
 - *March 13, June 12, September 11, December 11*
- ◆ Important Legal Issues – Tim Ramis and Megan Thornton
- ◆ City Financial Update – Richard Seals
- ◆ Questions and Answers
- ◆ Adjourn



Roles and Responsibilities – Mayor and Council

- ◆ The City Council is elected and wears two hats:
 - Legislators/Policy Officials: in this role the Council establishes priorities; adopts laws and regulations; approves resolutions; adopts the Budget setting appropriation levels; and hires the City Manager and City Attorney.
 - Judges on Quasi-judicial land use cases: for any land use application that is appealed to the Council that is appealed to the City Council, the Councilors act as impartial judges and determine if the application meets the requirements of the Community Development Code. If the application complies with those requirements, the Council approves the application; if not, the Council denies the application.

- ◆ Additional Role of the Mayor
 - The Mayor presides at all meetings of the City Council
 - The Mayor signs all ordinances and other acts of the City Council
 - Appoints advisory boards, with the consent of the Council

City Council



Strategic planning

'Board of Directors'

Set policy

Legislative body



Hire/supervise CM

Approve the budget

Community's decision makers

Adopt goals

City Manager



“Chief Executive Officer”

Professional advice

Recruits Department heads



Hired by Council

Enforce Ordinances/Codes

Oversees staff

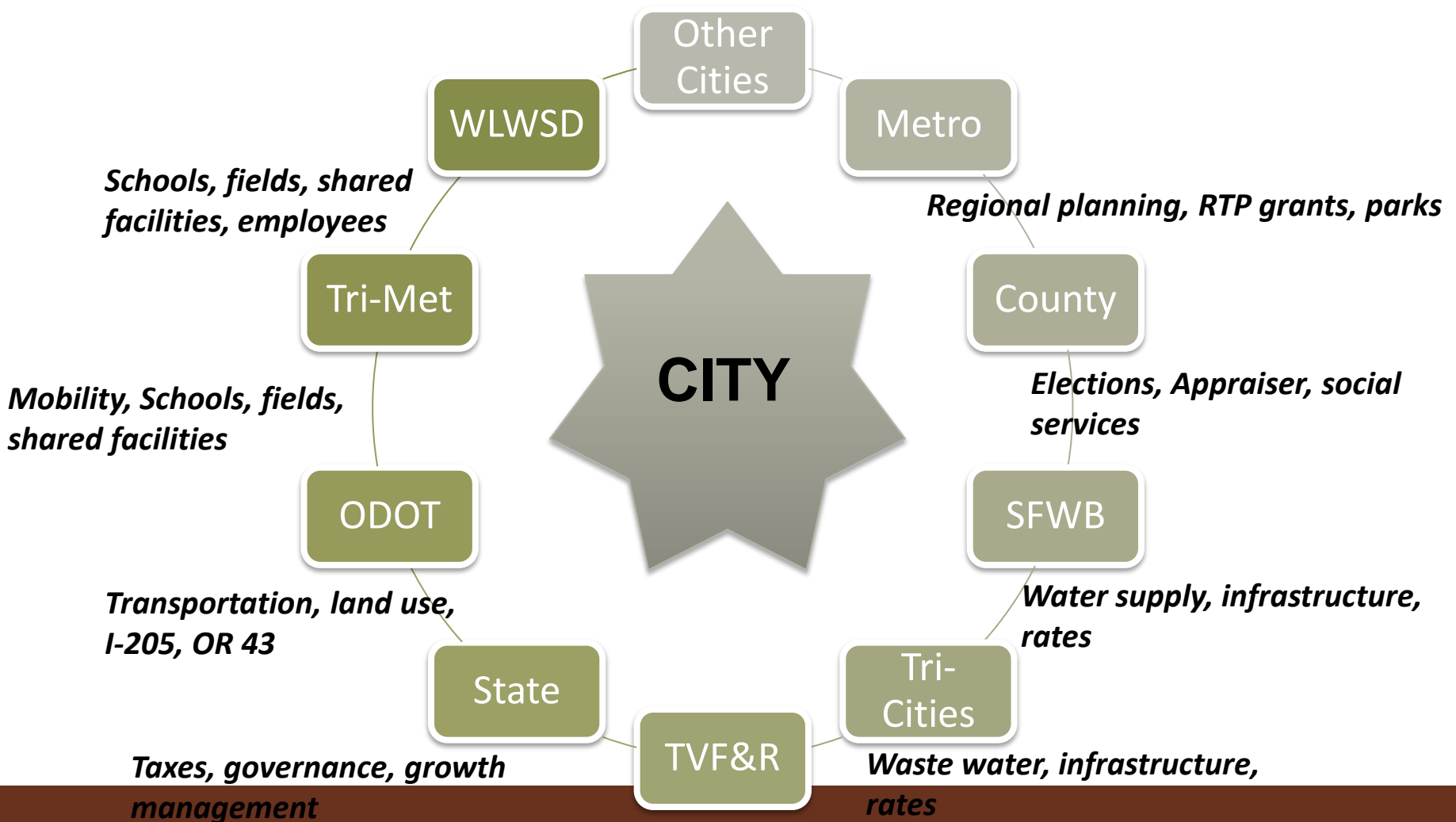
Carries out CC policies

Prepares budget

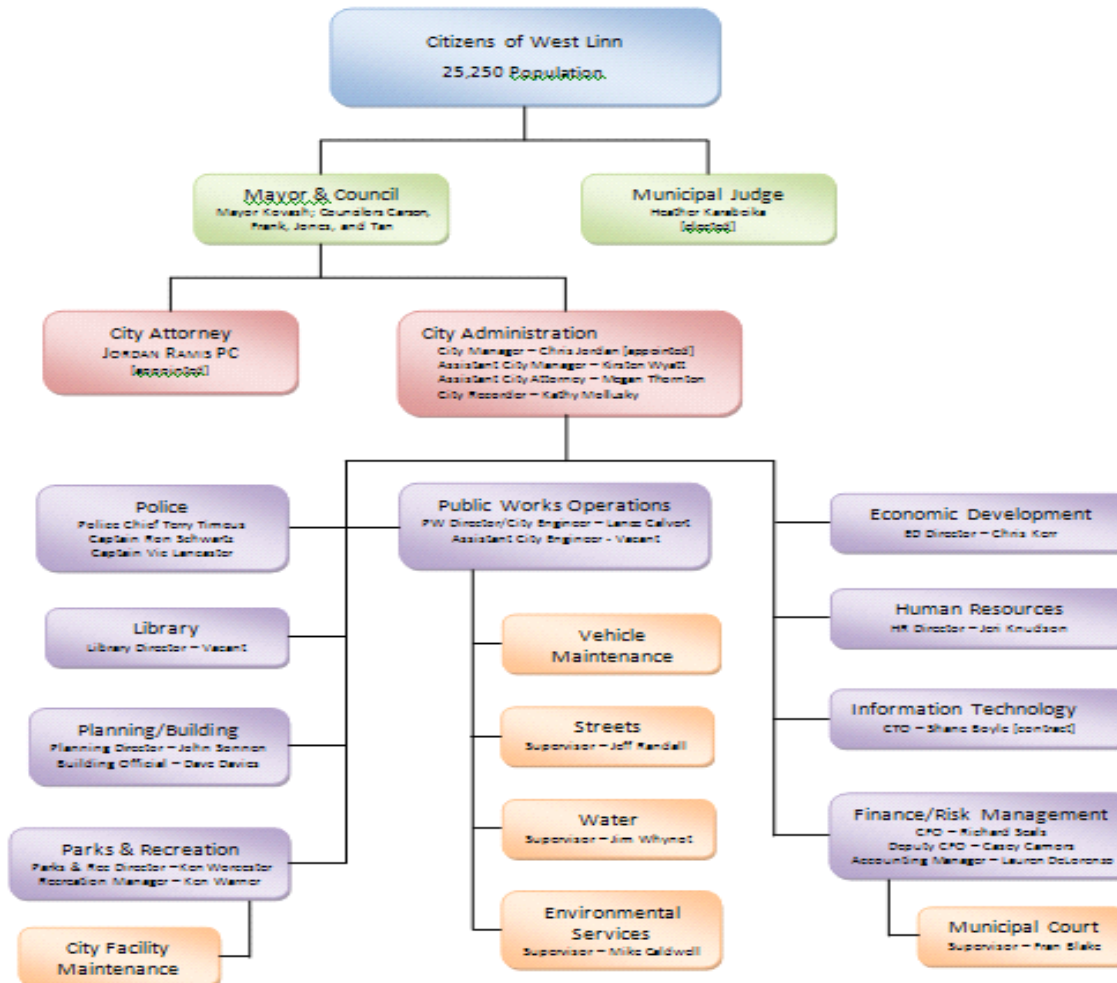
City Roles & Responsibilities



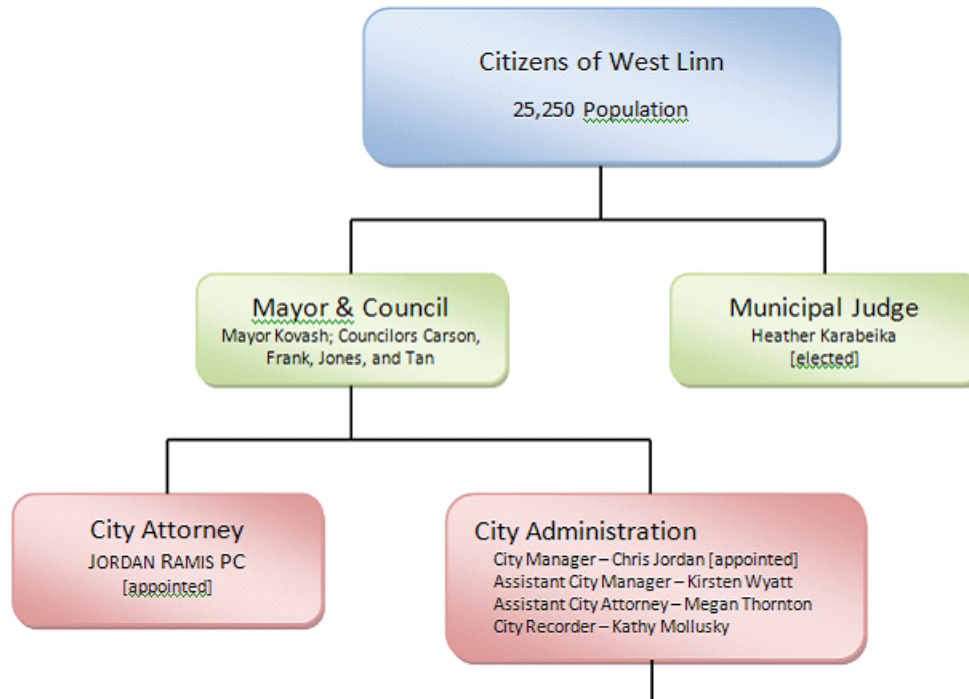
Regional Partners



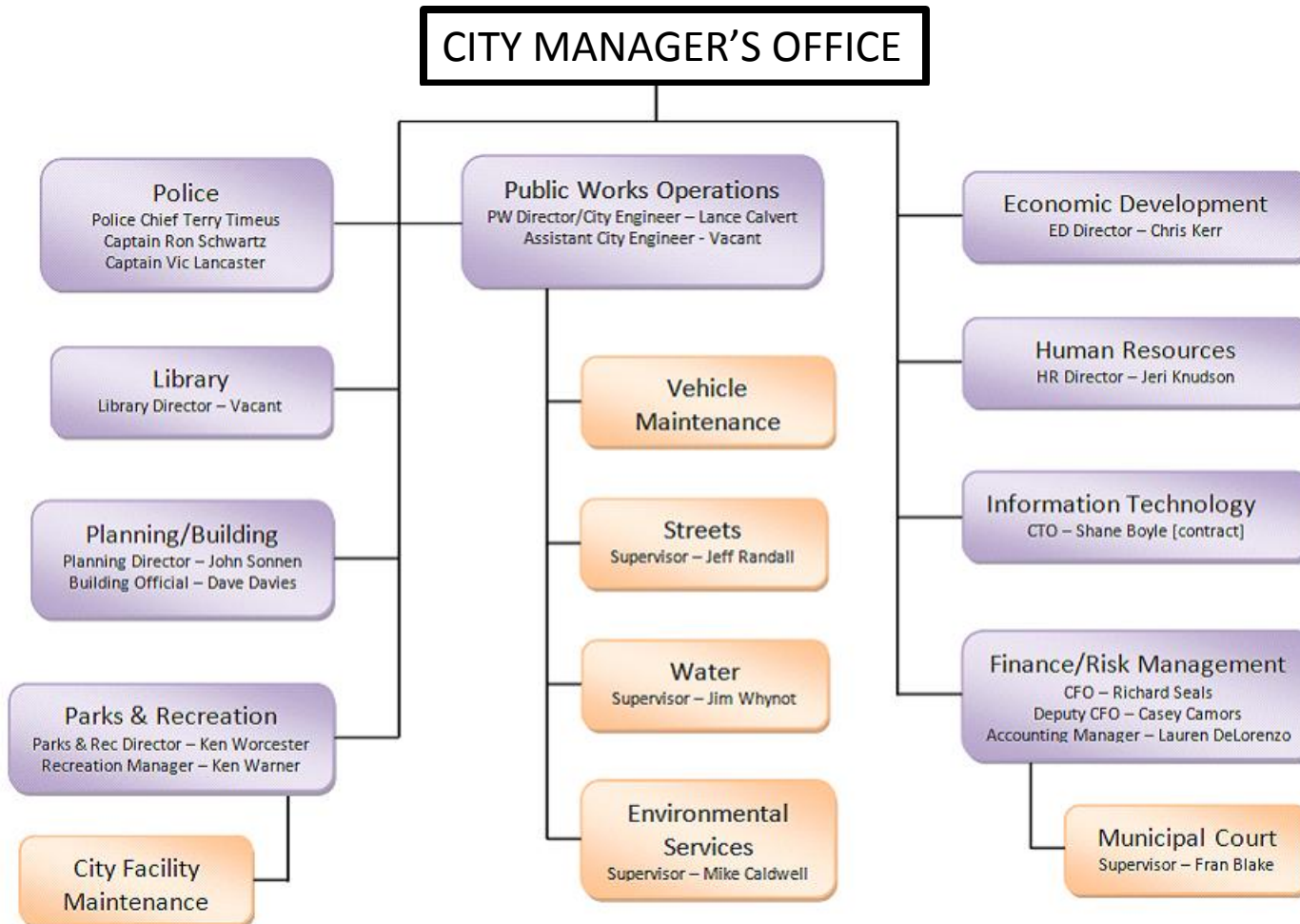
Organizational Chart



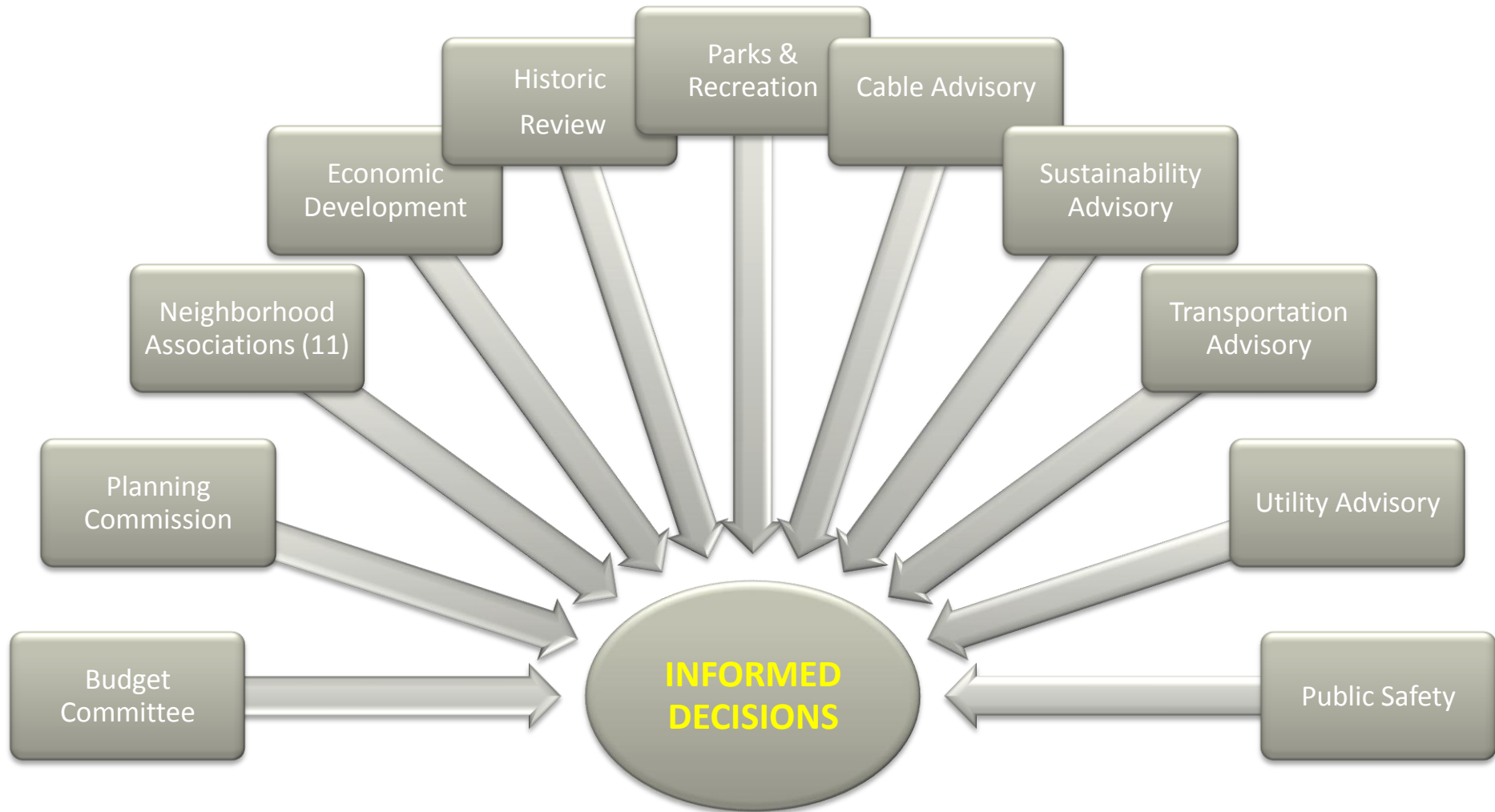
Organizational Chart



Organizational Chart



Citizen Advisory Groups



Effective Boards



🌱 Understanding your role

- Advisory to the City Council
- Conduit for the Community to the City – use your position to engage community members
- The Council will be held responsible for the actions of its boards



Tips for Successful Board meetings

- ◆ Work Together
 - Members don't have to agree on every issue, but there should be no hidden agendas
- ◆ Be Prepared
- ◆ Speak with staff in advance so all information is available to all members
- ◆ Keep meetings on topic and brief!
 - Citizens do not feel involved when meetings last for hours before a decision is made
- ◆ Remember – Staff works for the City Manager and there may be many competing priorities