

The City Council for the City of Junction City, met for a work session at 6:30 p.m. on Wednesday, December 17, 2014, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Mayor, David Brunscheon; Councilors Karen Leach, Bill DiMarco, Jim Leach, Randy Nelson, Steven Hitchcock, and Herb Christensen; Mayor Elect Mike Cahill; City Administrator, Melissa Bowers; and City Recorder, Kitty Vodrup.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Brunscheon called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

II. CHANGES TO THE AGENDA

None.

III. DISCUSSION OF PROCESS AND TIMELINE FOR HIRING A CITY ADMINISTRATOR

Administrator Bowers reviewed the information in the Council packet, which included the current City Administrator job description, City Administrator contract, and the City Charter. Also included was past City Administrator hiring processes and information.

Three main pieces to work on:

1. Job Description – Any revisions?
2. Interim or Pro Tem – What path the Council might want to take, as there was not enough time to hire a permanent City Administrator by February 13th (Administrator Bowers last day).
3. Recruitment Process – What process would the Council like to follow?

Interim or Pro Tem City Administrator

- The Council consensus was to appoint Public Works Director Jason Knope as the Interim or Pro Tem City Administrator.
 - Administrator Bowers noted that Director Knope was willing to serve in this capacity up to six months, and he had expressed an interest in being appointed as “Acting in Capacity” or AIC. The title and salary could be discussed at a regular Council meeting with Director Knope and legal staff present. Administrator Bowers noted that it would be important for everyone to realize that Director Knope would still need to be balancing his role as a Department Head and would not be able to devote a full 8 hours day at City Hall. The goal would be to keep business going until a permanent City Administrator was hired and some projects would likely be put on hold.
 - Administrator Bowers recommended that Director Knope be appointed as the Budget Officer, as he was very familiar with the budget process and it would be good to have that dual accountability in conjunction with the Finance Director.
 - Administrator Bowers would recommend providing a consultant to Director Knope, while he was serving as interim. She added that she could advise him also, as able.

Recruitment

- Council consensus to start advertising as soon as possible.
 - Use the process that was followed in 2011.
 - Use Mike Kelly for consultant services, if available and if not, get his recommendations for someone else to provide these services to the City.
 - It was suggested that instead of doing background checks on five or more semi-finalists, maybe just do on the top two.
 - Post position internally for five days.

Job Description

- The Council consensus was to modify the job description:
 - Example of Duties #2. Add, “When vacancies occur, the City Administrator may need to substitute as a Department Head.” There are areas where if a vacancy occurs, there is no one prepared to step in. Example, City Planner position.
 - Example of Duties #7: Add, “In the absence of an HR Director, the City Administrator serves as the HR Director.” There are a number of duties within the Finance Director’s job description currently that relate to HR, but there is

nothing that ultimately delegates that authority in any one person's job description. So this needs to be delegated somewhere and a candidate needs to know that is what they are walking into, because the Council may or may not have the HR/Risk Manager position filled by the time the new City Administrator is hired. The HR/Risk manager position is not a department head; it is a management position.

- Example of Duties #10 and 18: These speak a little bit about policies and procedures, but nothing spoke to the foundational pieces in terms of having policies and procedures in place and if not in place, that it was the City Administrator's responsibility to see that these are developed. Add a separate number, "Sees that policies and procedures are in place that comply with current law and best practices and that support the efficient operation of the City."
- Page 3 of 3 Knowledge of: There is nothing in there that relates to law enforcement practices and while it may not be a requirement, there would be value in placing a premium on someone that has experience or familiarity with that. It was noted that Junction City had a complete criminal justice system, with the jail, court, probation, etc.; therefore, knowledge of law enforcement could be changed to knowledge of "criminal justice system" and also add "development of policies and procedures."

City Administrator Employment Agreement

- It was noted that the final employment agreement could vary from the outline below during negotiations, but these were general items to discuss that would be useful in advertising and answering questions for potential applicants.
- Council consensus was salary range: \$85,000 to \$105,000.
 - Current CA salary is \$88,000 and current Police Chief \$91,396. New range would allow a higher range in which a person could surpass the chief's compensation at some point.
- Council consensus to add the "E" in Section 1, "During the first 12 months of the contract, the employee shall consult with the City Council, prior to hiring or terminating any city employee, except seasonal or temporary employees."
- Council consensus that Section 7 on vehicles would have added language, "Out of state travel will utilize a city vehicle."
 - There currently is not a vehicle designated for the City Administrator. Council members voiced their approval for the CA using a current vehicle in the fleet on occasion or submitting reimbursement for using a personal vehicle.
- Council consensus was that their preference was to have the City Administrator live within the City limits, but the language could read, "Must establish residency in the UGB within 12 months." If there was an issue with this, the candidate could negotiate with the Council.

Ideal Candidate

Administrator Bowers reviewed that the City Administrator flyer included a section on the Ideal Candidate. She did a whiteboard review of three categories that the City Administrator works in:

Foundational

Current Projects

Future growth/Development

In addition, a large part of the work is outside demands and unplanned events; these feed into current projects and a little bit into future growth/development. The foundational category was representative of a system and structure that needs to be in place for the city to run. They have talked in the past about the administrative backlog of work and that includes the policies and procedures that are not in place. Examples are that the Personnel Manual has not been updated for 16 years, there are not standard operating procedures throughout the city, there was not a citywide retention policy, etc., etc. She developed a list of 69 projects that needed to be accomplished, of which 40 are foundational items that are not in place.

There are many current projects in progress that the new City Administrator would need to take over. The City Administrator spends a large amount of time reporting on projects to the Council, public, staff, meetings, etc.

Outside demands are significant, such as ODOT or BCD presenting materials or agreements and wanting responses by a certain deadline, HR or water issues that come up that you did not expect and need to shift your attention to. These all play into current projects.

The category of future growth and development is about our dreams, improvements, and wishes about where we want to go in the future and how to make the city a better place. She suggested that the Council live strongly between the areas of current projects and future growth. As City Administrator, one thing you face is Councilors and community members wanting to see progress in future growth and having a very high expectation for progress in this area.

Many new City Administrators coming into an organization live between current projects and future growth. They want to take care of what is going on and also develop relationships with the council and community, establish trust, and make progress. The problem is that as you work on current projects and future development, you need to have some foundational pieces in place and they are not in place. So to make up for that, patches or temporary fillers are put in to fill the gap, and in doing that, you haven't actually thought it through, looked at how it fits in the organization, reviewed with the Council, or put a policy into place. Eventually the patches give way and the person isn't able to be successful, because the foundational work is not in place; the system is not established to support the other categories for someone coming in new.

Administrator Bowers continued that she has been living between foundational and current projects and already had a strong relationship with the council and community in working for the City for 13 years. So her suggestion would be that in the desired qualifications, the Council look for a person that has some strong experience writing policy, doing organizational development, and getting organizational practices into place. Even though it may be desired that the City Administrator do new and exciting things for the city, that should be balanced with continuing to build the foundation and put those things into place, because without it, the person would collapse under those patches.

The Council consensus was that this was a great review and they recognized the important need for continuing to build the foundation.

Council Committees

The Council talked about the Junction City Committee system and that sometimes that was difficult for a new City Administrator to function within that. The Council liked the Committee system and having a City Administrator opposed to having a City Manager.

Council members noted that there were many items that instead of going to the City Administrator and overburdening that position, could instead be delegated by the Council to a Council Committee or department head; the City Administrator would not need to be attend the Committee meetings and competent department heads could take care of business at those meetings.

Projects

Administrator Bowers noted that she would be bringing the list of 69 projects to a future Council meeting, for review and discussion. It was noted that it would be useful to review these and 40 foundational projects that the new City Administrator would be focused on.

Summary – Next Steps

The Council consensus was to move forward with the following:

1. Pro tem – Council would have a conversation with Director Knope about the terms of him serving in this role. Schedule on December 23rd, if possible.
2. Job Description/Employment Agreement/Announcement Ideal Candidate – Changes would be made and final version would come back to Council on December 23rd.
3. Recruitment Process – Will follow the recruitment process from 2011, and Administrator Bowers will follow up with Mike Kelly on his availability and his recommendations if not available.

IV. OTHER BUSINESS

None.

V. ADJOURNMENT

As there was no further business, the meeting was adjourned at 8:41 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

David S. Brunscheon, Mayor