



CITY OF TROUTDALE

"Gateway to the Columbia River Gorge"

AGENDA

CITY COUNCIL – WORK SESSION

Troutdale City Hall - Council Chambers
219 E. Historic Columbia River Hwy. (Lower Level, Rear Entrance)
Troutdale, OR 97060-2078

Tuesday, November 15, 2016 – 7:00pm

Mayor

Doug Daoust

City Council

David Ripma
Corey Brooks
Larry Morgan
Glenn White
Rich Allen
John Wilson

City Manager

Craig Ward

1. Roll Call
2. Discussion: Options for Interim City Manager coverage for January through April 2017.
Erich Mueller, Finance Director
3. Adjourn



Doug Daoust, Mayor

Dated: 11/09/16

Further information and copies of agenda packets are available at: Troutdale City Hall, 219 E. Historic Columbia River Hwy., Monday through Friday, 8:00 a.m. - 5:00 p.m.; on our Web Page www.troutdaleoregon.gov or call Sarah Skroch, City Recorder at 503-674-7258.

The meeting location is wheelchair accessible. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to: Sarah Skroch, City Recorder 503-674-7258.



CITY OF TROUTDALE

STAFF REPORT



SUBJECT / ISSUE: Discussion of Options for Interim City Manager Coverage for January through April 2017.

MEETING TYPE:
City Council Work Session

MEETING DATE: November 15, 2016

STAFF MEMBER: Erich Mueller
DEPARTMENT: Finance

ACTION REQUIRED
Information/Discussion
Council Direction for Staff

ADVISORY COMMITTEE/COMMISSION RECOMMENDATION:
Not Applicable

PUBLIC HEARING
No

STAFF RECOMMENDATION: Provide staff direction on the coverage of the Interim City Manager position.

EXHIBITS: none

Subject / Issue Relates To:

- Council Goals Legislative Other: **Administrative transition**

Issue / Council Decision & Discussion Points:

- ◆ The City Manager position will be vacant at year end due to the announced retirement of Mr. Ward.
- ◆ An opportunity exists for a period of concurrent service to facilitate administrative and management transition.
- ◆ How should the Interim City Manager position be covered for January through April 2017?

Reviewed and Approved by City Manager:

BACKGROUND:

In order to allow the City Council time to conduct a search for a successor, the City Manager informed the Council of his intention to retire at the end of 2016. At the July 19, 2016 meeting the Council authorized an agreement satisfying the City's existing employer obligations and providing for a smooth transition.

At the August 9, 2016 meeting the Council considered the need for an Interim City Manager and for a successor City Manager. Council decided to defer consideration of an Interim City Manager to a later date.

August 17, 2016 the City published a public Request for Proposal (RFP) for Professional Recruitment Services for the City Manager position. September 13, 2016 the Council selected The Prothman Company (Prothman) proposal to provide recruitment services and authorized staff to negotiate and complete a contract for services.

On October 10, 2016 representatives from Prothman held a Public Input on Hiring the Next City Manager meeting for community members. Additionally Prothman interviewed the current City Manager, met with Department Directors, scheduled interviews with the Mayor and each Councilmember, and used that information to create the recruitment Position Profile.

In order to allow the Council to conduct interviews and reach a consensus on a finalist candidate, the Public Meetings Law [ORS 192.660(7)(d)(D)] required a public hearing to provide the public with an opportunity to comment on the hiring standards, criteria and policy directives for recruitment of the City Manager, which the Council completed on October 25, 2016 as required. The hiring standards and procedures adopted included the estimated timeline which projects mid to late February 2017 before negotiations with a finalist candidate may begin.

With the anticipated retirement of Mr. Ward, currently the City Manager position is expected to be vacant beginning January 1, 2017 and a successor City Manager may not be selected, hired, and able to until mid-March 2017 or later.

Options for filling an Interim City Manager Position:

- A.** extend Mr. Ward's employment (90-120 days)
- B.** attempt a brief recruitment for a 4 month Interim City Manager engagement
- C.** a "flex-time" option from former Interim, Ron Garzini
- D.** designate an existing City Department Director as Interim City Manager.

Option A: Extend Mr. Ward's Employment.

As was spontaneously discussed near the end of the October 25, 2016 Council Meeting, Mr. Ward is open to negotiating an amendment to his separation agreement and delaying his retirement date. This option provides the least transition risk, as Mr. Ward would presumably continue in his current position until his successor is hired, rather than handing off duties to an Interim CM and followed by a second handoff from the Interim to the successor CM. Time is short as Mr. Ward has been making plans for his post Troutdale retirement and may not be available much longer. If this option is chosen staff would bring a consent agenda resolution at the next meeting to authorize Staff to negotiate a contract extension.

Option B: Attempt a brief recruitment for a 4 month Interim City Manager engagement.

Since July 2016 Staff has maintained contact with a few potential Interim City Manager candidates who have expressed an interest in being considered for the interim position. If this option is chosen Staff would conduct a brief recruitment and gather resumes of potential candidates for Council review, interview and discussion in an open work session in December. There is insufficient time to meet the requirements necessary to hold possible executive session interviews, including the required a public hearing to provide the public with an opportunity to comment on the hiring standards, criteria and policy directives for recruitment of the Interim City Manager.

Option C: A Ron Garzini "flex-time" option for Interim City Manager.

Ron Garzini our former Interim City Administrator has served 3 other cities on more than once as an interim, were he to return to Troutdale we would be the 4th city he has served multiple times. He is familiar with Troutdale from his prior service here and continues to express an interest and willingness to help. During a previous interim role in Bend Ron served part time and has suggested a similar approach for our need. He has family obligations in southern California during the anticipated term of our interim need. Ron proposes a half time on-site and half time remote arrangement. He would be on-site half the month for Council meetings and other events, and manage by phone as needed when he returned to his family. Ron would plan designate a Department Director to be acting City Manager when he was out of town, but he would be available by phone as needed. Salary costs would be approximately half versus a full time assignment, plus local housing and local transportation. Ron would pay his own travel to and from California. If this option is chosen staff would bring a consent agenda resolution at the next meeting to authorize Staff to negotiate a short term employment contract with Ron.

Option D: Designate an existing City Department Director as Interim City Manager.

As was also briefly discussed near the end of the October 25, 2016 Council Meeting, Council could designate a Department Director to serve as Interim City Manager until either another Interim City Manager is selected or until the successor City Manager is hired. As existing Department Directors have a full plate of duties and responsibilities, so only the necessary tasks to keep the City operating day to day could realistically be covered, other duties and projects would be deferred to the successor City Manager.

SUMMARY:

The City Manager position will become vacant at yearend, so staff requests Council direction on the recruitment of an Interim City Manager.

ACTIONS NEEDED TONIGHT:

Provide Staff direction with a suggested motion of:

"I move that Council proceed with Option _____ described above for the recruitment of an Interim City Manager.

PROS AND CONS:

- A. Approving the motion provides for a process of filling the Interim City Manager position.
- B. Not approving the motion would complicate the administration and management transition.

Current Year Budget Impacts Yes (describe) N/A
Recruitment costs and subsequent Interim City Manager compensation.

Future Fiscal Impacts: Yes (describe) N/A

City Attorney Approved Yes N/A

Community Involvement Process: Yes (describe) N/A