



MINUTES
City Council Meeting
Monday, August 20, 2018 City Hall-
Council Chambers, 39250 Pioneer
Blvd., Sandy, Oregon 97055 6:00 PM

COUNCIL PRESENT: Bill King, Mayor, Jeremy Pietzold, Council President, Scott Horsfall, Councilor, John Hamblin, Councilor, Jan Lee, Councilor, and Carl Exner, Councilor

COUNCIL ABSENT: Jean Cubic, Councilor

STAFF PRESENT: Karey Milne, Recorder Clerk and Kim Yamashita, City Manager

MEDIA PRESENT:

1. Workshop 6:00PM

1.1. City Manager Replacement Process

11 - 13

City Manager, Kim Yamashita, In order to allow the city as much time as possible to recruit and find a replacement she let council know early on her intention to retire. In a prior meeting council asked for a workshop to talk about how to proceed with the hiring process. Angie Welty our new Human Resources Manager is very familiar with running different types of review panels and boards. We ask you two questions this evening 2 questions, one do you want to look at a recruitment type option, if you do, the funds would have to come out of the contingency fund. Or do you want to do this in house with the HR Manager.

In-house through the HR Manager is outline in the worksheet handed out, this is a guide to work off of, edit and change.

Councilor Exner asked about overlap cost vs a search firm?

City Manager, Kim Yamashita, from City Manager's perspective a better use of funds would be to have that overlap cost. There are a lot of projects on the table right now, and it would be good to get the new person up to speed. The City Managers contract is up the end of December regardless, she is here as long as we need her to help with the overlap of the new hire and willing to be available via e-mail or phone as well if needed.

Councilor Exner, feels council needs to able to do the right process to find the best candidates and be as transparent as can be and getting community involvement.

Councilor Lee, is comfortable with the internal process, she feels staff has done a good job of coming up with a good process and feels the reach will be great enough to reach good candidates. She also feels that more local candidates will have more vested interest in the City than say candidates that might come from across the country.

Mayor King, Agrees that being as transparent as possible and finding the right candidates is important. He feels the internal recruitment process is a good start.

Councilor Hamblin, asked if the budget issue was the only reason why we are not leaning toward a search firm?

City Manager, Kim Yamashita, that is for you as council to decide, if you feel you want to pull money out of contingency for a search firm vs using it for overlap costs to train and inform the new hire.

Councilor Hamblin, feels he has heard a lot how busy the staff is and he feels a lot of the leg work can be done by the search firm and to Mayor King and Councilor Exner's point transparency is important and involvement is an important piece for sure. Right now there seems to be several openings for City Manager jobs, the search firm will do beyond what the city can do in finding the right candidate to search a bit further.

City Manager, Kim Yamashita, feels the pay scale will define how many applicants we get regardless if we use a search firm or not.

Councilor Exner, feels that our pay scale may not attract, but our location will, we are close to Mt. Hood and Portland etc. We may not get recruitment from outside states if we do not use a search firm, but he feels that searching far and wide may not be the best fit.

Councilor Lee, is not sure it is worth it for the expense of the search firm, she just did an internal search to replace herself as she is retiring they received several outside the state by posting with local agencies with little to no cost.

Councilor Hamblin, sometimes it is timing, whether you get the right candidates or not.

Councilor Pietzold, we need to bring in the highest level candidate, spread the net out as far reaching as we can. When we went out for a Chief of Police, we went through a pretty big process and found an excellent candidate that way. Staff and council may have some different opinions, if staff is included in the process, that may cause some hard feelings if the candidate chosen is now who they would want to see. He has also heard how busy staff is these days, he wants to be sure they really have the time to do all the leg work. Regarding the budget, we have never had a line item for this sort of thing, so it will more than likely come out of contingency. He asked the City attorney, what have you seen or not seen work?

City Attorney – David Doughman, There is not one formula or one black or white answer to that question. When you go the search firm route, you may not get the person you want who truly cares about the city, about the staff and the people they work with, Sandy is a unique city, you need someone that understands the rhythm and flow and unique spirit the people have. Making sure the person you hire understands these things and that this job does not just end or begin with the staff. Sometimes going with a search firm you may not get that leadership fit you are looking for. If you do a more direct process or internal process you where you have staff involvement you

may likely find the better fit, however you just do not know.

Councilor Lee, when they interviewed the applicants for her position she is retiring from, people outside the area did not have the same feeling as the regional people. The regional people had a bit more care and concern for the area.

Councilor Exner, asked if there were any examples on how people have caught or captured a good fit, on either strategy.

Mayor King, asked what about our last two hires that were done internally for the City Manager, especially our last hire? She has really made our staff a team, and has made it a collaborative leadership style. Someone not afraid to take on things whether you like them or not, Staff has given some great suggestions and they are passionate about being evolved with the hiring process.

Councilor Hamblin, feels either process can get what we are looking for, we have a lot of big items coming up and we need expertise and experience to do the job that includes good leadership and a collaborative leadership style. We can still get the staff feedback, public feedback etc. in the search firm. He feels that process is a helpful and will help to not take so much of staff's time.

Councilor Pietzold, feels the same as Councilor Hamblin, he feels we can get the same results without putting so much on staff. We would like to bring in the best candidates possible.

Councilor Lee, time is of the essence, we should be getting the recruitment out now, not 2-3 months down the road by going out for an RFP for a search firm to bid the work for recruitment. It takes a way the time we could utilize for overlap training with all the large projects we have coming down the line.

Councilor Exner, he feels we should go with the internal process and if that seems to not bring in what we need we can go out through a search firm.

Mayor King, it seems like staff time has been brought up quite a bit, do you the staff think you have time to be a part of the process?

Library Director, Sarah McIntyre, she absolutely has time, it would be her #1 priority. She has worked with City Managers that do not work well with staff, she would prefer to take the time to find someone that will work well with all and have the leadership that is needed for the city.

Planning Director Kelly O'Neill Jr, we now have a dedicated HR Manager that is a highly qualified professional that can handle the hiring process. We did not have that before, which he feels is where council is coming from when they say staff does not have the time or has heard that staff does not have the time.

Councilor Pietzold, feels that their needs to be some separation, you would not find in a corporation, where the HR Manager is doing the search. By using a search firm, there is a place for staff to be involved, but not the staff being the "search firm".

Councilor Hamblin, This is about a process, what is different now than how it

happened the last time? Where we were eager to use a search firm before and it changed to go internal, what has changed now?

Councilor Pietzold and Councilor Exner, we did say we were going to go out and we decided to go internal, but did not recall why.

Mayor King, This meeting is to just try to figure out and decide how we want to move forward, whether we have staff do the work or a search firm do the work and do we want to use the funds from the supplemental budget for the search firm or utilize it for overlap training.

Finance Director, Tyler Deems, A year and a half ago we did not have a staff member solely dedicated to HR. We now have a full time HR manager that can and is qualified to review the qualifications of the candidates. Staff and department heads will not be looking at all the applications that come through. He does not see how staff could sway the outcome. Staff would like to be able to have and give input to the Council as Council is the one who will hire who they would like to see as the new City Manager. When he worked for the University of Oregon he hired his boss it was not outsourced, so to say that staff does not do the hiring process feels to be incorrect. Again, staff is not asking, nor can they hire the City Manager, they are just asking to give input

Mayor King, asked for public input on the topic.

Matt Wilson with the Sandy Area Chamber of Commerce, He is a little torn between both options and it comes back to the employees interviewing and hiring their boss. That is typically something that does not happen. Certainly there is something to say for having staff and community input, etc.

Mayor King, Staff will not choose or hire, they will just be looking at qualifications and suggest candidates for the final interview process with the Council.

City Manager, Kim Yamashita, when she was hired by Prothman, she was interviewed by every one of the officers.

Kathleen Walker 15920 Bluff Rd Sandy, OR, she has a problem with how the branding process went, she feels that the City should have a policy that every job opening you hire for has competition regardless if a current employee applies for that position. She does feel the last two city manager hires were excellent, she would have like to have seen a posting for outside competition to apply regardless. Having a policy in place will help solve some of the issues that are being talked about this evening. She is a little nervous about using an outside source a search firm, but you might have more control? As a parks board member she got to be able to sit in on the Community Services Director candidates, one department head sat in with her on it, said they did not like her style, but she liked the candidate's style. There can be a little bit of personal bias that can happen, she can see that. She is concerned with the time line, and is not sure what all a search firm will do vs what the city has laid out to do. Maybe there could be a little bit of compromise and split the tasks. It is a real special person that is needed for this community.

Stan Pulliam, 18751 Pacific Ave, Sandy, OR He has had the opportunity to meet with

city staff and he would like to tell you through that, your staff is very passionate about the city and their jobs as well as this hiring process. He sees the same level of passion with your conversation. We are sitting at a crossroads and with the needs of the city that are going on, we need to get the right person. He feels it is important to use a search firm and include the staff in on that process. You want to have buy in and input, but pivot away from a process that was taken on the branding process. The city of sandy is the representative of the city and we need to really hear by all what we want to see for the next city manager.

Mayor King, do we need more discussion or are we ready to make a decision on how to proceed?

He feels that going out for an RFP for a search firm will take time where if we do this internal process we can get started right away, and the internal process was not just staff, it included citizens, leaders, etc. to be a part of the hiring process. He feels that using the HR Manager and City Manager to pull out the best candidates that meet all the qualification we lay out to put through the interview process is still a good process.

Councilor Lee, It may take month to go through the process for hiring and maybe it should not be called an internal process. The process is lined out as a well-rounded process with good reach. A search firm may take longer, which means less overlap or training.

Councilor Hamblin, We do not have a letter of resignation, so we do not have a deadline at this time, so using a search firm should be okay.

Maybe changing the candidate screening process to be a committee and have the committee oversee the entire process to have some separation if we go with the internal process.

Councilor Pietzold, agrees with Councilor Hamblin, if we make changes to the internal process, he knows staff is very capable but, but he feels like it is the things seen by the outside public and that is who we represent.

HR Manager, Angie Welty, This is a worksheet to work off of to get your feedback for any changes on how you would like to see the process go. So we can take this back with your concerns and changes and bring a revision back to you for a decision.

You have not had an HR Manager prior to this to handle processes like this before, and we realize this might feel new, but it can work really well being done this way.

Finance Director, Tyler Deems, depending on how this goes forward, the chair of that committee is not the HR Director, it loses its purpose. The HR Manager is there for legal reasons, for liability issues. If you do not want the HR Manager as the chair then maybe you should go with the search firm.

Draw Vote:

Councilor Pietzold - For Outside Hiring Firm

Councilor Horsfall - For Outside Hiring Firm

Councilor Hamblin - For Outside Hiring Firm

Councilor Lee - Against Outside Hiring Firm

Councilor Exner - Against Outside Hiring Firm

Councilor Cubic - Absent

Mayor King - Against Outside Hiring Firm

Mayor King, stated we will have to table this discussion for now, staff will come back with some modifications.

Adjourn Workshop 7:15pm

Recruitment
Recruitment Workflow

2. **Regular Meeting 7:00PM**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Changes to the Agenda**
6. **Public Comment**
7. **Resolutions**
 - 7.1. Resolution to approve the Federal Lands Program Project Memorandum of Agreement

Staff Report - 0029

Transit Director, Howell, The Sandy Transit Department has received funding from the Federal Lands Access Program since 2013. In 2016, Sandy and Clackamas County were awarded three additional years of FLAP funding, extending Sandy Transit's FLAP funding to 2020. During the 2016 application cycle, several additional providers were also awarded funding including ODOT (Columbia Gorge Express) and Hood River County. With the award of these funds for existing and expanded service, the Federal Highway Program added additional \$120,000 in funding to the original grant requests to conduct a study of transit service around the mountain, termed "Vision Around the Mountain". Clackamas County and Sandy are awarded FLAP funds as partnering agencies and enter this study as combined providers. Therefore, the required match is \$4,108 per provider with Sandy and Clackamas County sharing the \$4,108. Sandy will be expected to provide \$2,054 as the local match for this planning effort. The match can be provided as in-kind (staff hours) or cash. Areas that will be studied include: operating efficiencies, marketing coordination, fleet sharing, schedule/transfer coordination, fares, sustainable funding strategies and shared management. The study will also look out 5 years to determine how these services should further evolve to serve the traveling public. The final product of this work will be an action plan that will include implementable solutions with identified agency leads.

Staff Recommends that council approve the Memorandum of Agreement to enter this planning study which will provide recommendations to ensure a seamless system for the traveling public for the transit providers providing service around the Mt. Hood Area Region.

Council had a few questions that Director Howell answered.

Moved by John Hamblin, seconded by Jeremy Pietzold

Make a motion to approve Resolution No. 2018-25 for the Memorandum of Agreement and to authorize the Transit Director to sign the attached MOA as presented.

CARRIED.

8. New Business

8.1. Certify Challenge Process Completion for: 18-003 ANN – Sandy Campus Parkland Annexation

Staff Report - 0027

James Cramer, Associate Planner, The City of Sandy, Oregon, requested a Type C Annexation of two, City owned, parcels totaling approximately 35.08 acres into the City of Sandy on February 21, 2018 (Case No 18-003 ANN hereby referred to as “proposed annexation”). The annexation process changed within the Sandy Development Code (SDC) in 1998 when the voters approved an amendment to the city charter establishing voter-approval annexation. The proposed annexation was processed in accordance with the updated Chapter 17.78 (Ord. 2017-05), as modified by the voterannexation City Charter amendment. The proposed annexation was presented to the City of Sandy’s Planning Commission on Monday April 23, 2018. At this meeting Planning Commission voted to forward the proposed annexation to City Council with a recommendation for approval. On May 21, 2018, City Council approved Resolution 2018-08 (Exhibit A) affirming their decision and directed staff to submit a ballot title to voters to approve or reject the annexation of land outside of Sandy’s urban growth boundary. All ballot titles must comply with the requirements of Oregon Revised Statutes (ORS) 250.035, 250.275, 250.285 and 250.296. A ballot title was filed with the City Elections Officer on August 6, 2018. The City Elections Officer then completed a Notice of Receipt of Ballot Title (Exhibit B) which included: a statement that a ballot title has been received and that any voter may file a petition for review of the ballot title, the deadline for filing a petition for review of the ballot title with the Clackamas County Circuit Court (7 business days from City), and the ballot title information along with information on how to obtain a copy. The ballot notice was posted on the City’s webpage and published in the Wednesday August 8, 2018 newspaper. Additionally, the submitted ballot title was made available to the public on the City of Sandy webpage. No challenges were filed with the circuit court and the next step is for the City Council to certify that the challenge process is complete. After certification the measure can be filed with the County elections officials along with an explanatory statement describing the measure. Recommendation: It is hereby recommended that City Council certify that the challenge process for the attached ballot title is complete. Upon certification the City Elections Official will submit the SEL 802 Notice of Measure Election – City form to the County Elections Official no later than September 6, 2018 along with an explanatory statement. At that time the county elections official will assign a measure number to the ballot title, so voters can approve or reject Resolution 2018-08 in the November 6, 2018 local elections.

Council had some questions about the verbiage for the ballot, they want to make sure

that it is clear to the residents what they are voting on. They asked about re-publishing the ballot title with better verbiage.

City Attorney, David Doughman, stated that the summary is how it will be shown, the state regulates how it has to be written.

Associate Planner, James Cramer, did work with the attorney's office to make sure it met everything it needed to, we also had a limit on the number of words.

City Manager, Kim Yamashita, stated she can send out publicly information on the ballot coming up and what it means, to help residents understand ahead of time.

Council had a few more minor questions, they also asked if there was anything else that could go into the voters ballot.

City Attorney, David Doughman, stated that a resident could send in a letter for or against to be put in the voters pamphlet.

City Attorney, David Doughman, stated that if you re-publish you then have to go out for another challenge period and we are on a tight timeline, the reason it reads this way, is due to what the state request's because this land is not in the Urban Renewal Boundaries we are asking that it be brought in. Council is just certifying that we followed the process requested by the elections office.

Associate Planner, James Cramer also noted if there are questions about the ballot, he is more than happy to explain to residents easier terms to help them understand.

Moved by John Hamblin, seconded by Jan Lee

Make a motion to approve and certify the challenge process for the attached ballot title as complete.

CARRIED.

9. Consent Agenda

9.1. Draft Meeting Minutes

10. Committee Reports

Councilor Hamblin, attended the Oregon Trail School District Board, they re-nominated a chair, DJ Anderson will remain as the Chair, Curt McKnight will be the Vice Chair. It was a light agenda for the first meeting, they did have members of the local union for the bus drivers, they are in some negotiations, they came asking for some support. Aside from that everyone is ready for the school year to get going.

11. Council Reports

Councilor Hamblin, the new President of Mt.Hood Community College Lisa Scarey will be here to meet everyone on the September 4th meeting.

Councilor Pietzold, if we bring both for the City Manager for the process, what ever it turns out to be, for the expediency of things, could we have an RFP prepared if it were to go that direction. Just a reminder school starts soon and to be careful and keep your eyes out , traffic in the mornings will get a little heavier as well.

Mayor King, Hood to Coast is also this weekend, so be cautious and careful when out an about.

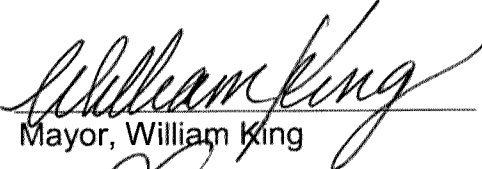
12. Report from the City Manager

12.1.

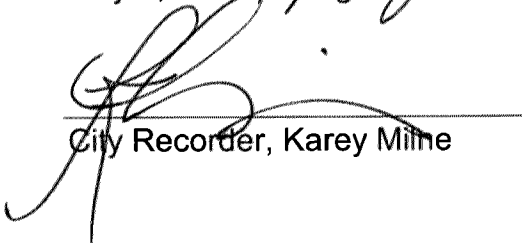
Kim Yamashita, City Manager, mentioned that we do not have representative from the council on the Library and Transit Advisory Boards. Councilor Exner asked about updates on having a workshop with ODOT, she needs agenda items from council. Please send your items to her so she can go to them with an agenda for a workshop.

13. Adjourn

14. Executive Session



Mayor, William King



City Recorder, Karey Milne