



MINUTES
City Council Meeting
Monday, June 12, 2023 6:00 PM

COUNCIL PRESENT: Chris Mayton, Councilor; Richard Sheldon, Councilor; Kathleen Walker, Councilor; Carl Exner, Councilor; Don Hokanson, Councilor; and Stan Pulliam, Mayor

COUNCIL ABSENT: Laurie Smallwood, Council President

STAFF PRESENT: Jeff Aprati, Interim Deputy City Manager; Ernie Roberts, Police Chief; and Angie Welty, Human Resources Director

MEDIA PRESENT: (none)

1. CITY COUNCIL WORK SESSION

1.1. City Manager Recruitment: Position Profile and Hiring Procedures

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Staff Report - 0725

The **Interim Deputy City Manager** provided an introduction and project update. Erik Jensen with Jensen Strategies, LLC introduced himself and summarized the intent of the work session, which was to review and provide feedback on the draft position profile and hiring procedures.

Mr. Jensen summarized the content in the draft documents, and the Council engaged in discussion on the following matters:

Education and Experience

- ICMA Credentialed Manager should be included as a preferred attribute
- Discussion on the importance of previous city manager experience; whether to require a specific public administration degree; emphasis on the importance of having a diverse pool of candidates to consider
- Required government experience should be at the local level

Desired Skills / Attributes

- Consolidate the public works attributes into the same section; language from the Council Goals regarding public works may be incorporated
- Include language on policy implementation
- Skills should be focused on executive level management, rather than project management. Oversight, leadership, prioritization, and coordination of resources are critical, rather than day-to-day management of tasks
- Add emergency management in the intergovernmental relations section
- The city manager should be active in the community

Policy Directives

- The dollar figure in the new park project section should be fixed
- Police have been operating 24/7 for a long time
- "Recruitment and selection process" should be inserted in the police chief section
- Discussion on remote work
- Discussion on the importance of considering alternate experience and alternative pathways, in the interest of attracting a diverse range of applicants
 - Jensen Strategies will advertise the opening within diverse forums and has DEI experts on staff
- Note that while Sandy needs city management experience, alternate pathways exist for gaining necessary or equivalent experience
 - The preferred versus required experience sections provide the ability to address both these imperatives

Clarification was provided to the Council on the finalist interview process and on scheduling and decision points.

Mr. Jensen asked the Council what they would like to advertise as a salary range for the position. He provided a handout with comparable ranges from other cities (attached to these minutes). The Council discussed the possibility of raising the upper limit of the salary range so as to not discourage applicants. It was noted that the city manager's compensation is subject to COLAs but not step increases (pay increases are typically the result of performance reviews). The Council discussed the potential parameters and process of compensation negotiations with the preferred candidate.

Ultimately it was the consensus of the Council to advertise a salary range of \$140,000 to \$180,000.

[Salary Comp Information](#)

2. Adjourn



Mayor, Stan Pulliam



City Recorder, Jeff Aprati

June 12, 2023

CITY OF SANDY

CITY MANAGER SALARY COMPARISONS & RECOMMENDATION

Comparison cities (population size range 8k – 18k)

<u>City</u>	<u>Population</u>	<u>Salary</u>
1. Stayton	8,326	\$142,250
2. Molalla	10,298	\$149,352
3. Silverton	10,643	\$135,150
4. Cottage Grove	10,792	\$152,000
5. Monmouth	11,142	\$148,225
6. Gladstone	12,170	\$185,119
7. Cornelius	14,389	\$150,336
8. The Dalles	16,202	\$146,000
9. Troutdale	16,819	\$175,386
10. Dallas	17,836	\$160,695

AVERAGE - \$154,451.33

Recent Recruitment Salary Ranges

Sisters (2023)	3,475	\$120,000 - \$160,000
Stayton (2022)	8,265	\$122,000 - \$152,000
Fairview (2022)	10,451	\$135,000 - \$160,000
Cornelius (2022)	14,389	\$140,000 - \$175,000

Salary Range Recommendation: \$140,000 - \$170,000