



City of Sandy

Agenda

City Council Meeting

Meeting Location: City Hall- Council Chambers, 39250 Pioneer Blvd., Sandy, Oregon 97055

Meeting Date: Tuesday, September 4, 2018

Meeting Time: 6:30 PM

	Page
1. WORKSHOP	
1.1. Workshop - Meet and Greet Meet and Greet Dr. Lisa Skari (Staff Report - 0039) - Pdf	4
2. PLEDGE OF ALLEGIANCE	
3. ROLL CALL	
4. CHANGES TO THE AGENDA	
5. PUBLIC COMMENT	
6. RESOLUTIONS	
6.1. Open a Public Hearing on Changes to the Supplemental Budget	
6.2. Supplemental Budget Make a motion to approve Resolution No. 2018-27 to adopt the Supplemental Budget for the 2017 - 2019 Biennium. Supplemental Budget - Pdf	5 - 13
6.3. Close Public Hearing on Changes to the Supplemental Budget	
7. NEW BUSINESS	
7.1. Draft Proposal - Plastic Bag Ban Ordinance 2018-26	14 - 24

Advise staff on direction and consider holding Public Hearings and Conduct a Survey on the mater to get Citizen and Business input.

[Draft Ordinance Amending Title 5 of the Sandy Municipal Code and Adding Section 5.37 A Ban on Plastic Single Use Bags - Pdf](#)

- 7.2. Riparian Restoration Services Contract 25 - 30

Move to accept the proposal from Clackamas River Basin Council and direct staff to enter into an agreement for riparian planting services in the Tickle Creek Corridor.

[Riparian Restoration Services Contract Award - Pdf](#)

8. OLD BUSINESS

- 8.1. City Manager Search 31 - 43

Please review options and direct staff.

[City Manager Search - Pdf](#)

9. CONSENT AGENDA

- 9.1. City Council Minutes 44 - 65

[City Council Workshop and Regular Meeting- 20 Aug 2018 - Minutes - Pdf](#)

[City Council Workshop and Regular Meeting- 20 Aug 2018 - Minutes - Html](#)

10. REPORT FROM THE CITY MANAGER

11. COMMITTEE REPORTS

12. COUNCIL REPORTS

13. STAFF UPDATES

- 13.1. [Monthly Reports](#)

14. ADJOURN

15. EXECUTIVE SESSION

- 15.1. Executive Session ORS 196.660(2)(f) To Consider information on records that are exempt by law from public inspection.

- 15.2. Executive Session ORS 196.660(2)(f) To Consider information on records that are exempt by law from public inspection.



Staff Report

Meeting Date: September 4, 2018
From Kim Yamashita, City Manager
SUBJECT: Meet and Greet - Workshop

Background:

We will be meeting before the regular council meeting to introduce ourselves to Dr. Lisa Skari the 11th President of the Mt. Hood Community College.

Dr. Skari received the "nod" after a unanimous vote of the board of education. She came to MHCC from Des Moines Washington, where she worked as the vice president for the institutional advancement at Highline.

She holds a doctorate of education degree from Washington State University, Pullman and a master's of business administration degree from Pacific Lutheran University in Parkland Washington.

Recommendation:

None

Code Analysis:

N/A

Financial Impact:

None



Staff Report

Meeting Date: September 4, 2018
From Tyler Deems, Finance Director
SUBJECT: Supplemental Budget

Background:

The purpose of this supplemental budget is to account for additional revenue in the General Fund, transfer this revenue to various departments within the General Fund, as well as to Aquatic/Recreation Fund. Additionally, the Transit and Telecommunications Funds were in need of some housekeeping. A summary of the changes can be seen below. Local Budget Law allows for changes to an adopted budget via the supplemental budget process in certain cases (ORS Chapter 294). Additionally, it is required that any fund with changes in expenditures of over 10% are subject to a Public Hearing.

General Fund

The General fund brought forward a higher than budgeted beginning fund balance in Fiscal Year (FY) 2017-2018. The total amount of this difference was \$209,652. Additionally, we received \$61,872 in miscellaneous revenue that was not budgeted. The total of these two adjustments is \$271,524 will be transferred to four other areas: Council, Police, Non-Departmental, and the Aquatic Recreation Fund. \$5,000 will be transferred to Council to cover additional materials and services.

\$102,449 will be transferred to Police. As a result of the loss of the Estacada Contract, it was necessary to do a full review of the Police budget. This supplemental budget accounts for the loss of the contract, revenue from the COPS grant that we were recently awarded, as well as an interfund loan from the Transit Fund to cover capital outlay, not to exceed \$356,272. The capital outlay expense is related to, among other items, the purchase of new computers and radios. The result of all the aforementioned changes is a new decrease to the Police budget of \$55,102.

Non-Departmental had a lower than budgeted beginning balance due to spending in Spring 2017 related to the clean-up of the old City Shops property. As such, it was necessary to review this budget and clean up where appropriate. Of the excess revenue mentioned above, \$56,000 is being transferred to Non-Departmental. Personnel services has been reduced to \$0, as there is no plan to hire any staff at this time who

will be paid out of this department. Lastly, \$350,000 is being transferred from Contingency to the Aquatic/Recreation Fund to ensure the continued operation of the pool through the remainder of the biennium.

Aquatic/Recreation Fund

As many of you may remember, when we went through the budget process for the 2017-2019 Biennium, there were many unknowns for this fund. Having now opened the pool, and been operational for approximately two months, we have a much better idea of what the true revenue and expenses are. To continue operations through the remainder of the biennium, we will transfer \$108,075 from the General Fund excess mentioned above, along with an additional \$350,000 from Non-Departmental Contingency. We are anticipating total revenue from operations to be \$98,700.

As expected, the largest expense in operating the pool is personnel services. Just behind that is materials and supplies. A good portion of this was related to start up costs that were required prior to opening the pool. Now that the pool has opened these costs will level out. We have also budgeted a small contingency of \$17,096.

Transit Fund

The Transit Fund has received some additional revenue in the form of a grant to assist in paying for the remodel of the wash-bay. Additionally, this supplemental budget reflects revenue from Clackamas County for our services in managing the extended bus service up the mountain, which offsets the salary expense of our Transit Program Administrator. Lastly, the Transit Fund will be extending two interfund loans, one to Police (mentioned above, not to exceed \$356,272), and one to Telecommunications (\$500,000). Both of these loans are for capital purposes, and, as allowed by ORS, are on a ten year repayment schedule. It is our anticipation to pay these loans off earlier than that as funds become available. The contingency for this fund has been reduced to account for the two interfund loans mentioned above.

Telecommunications Fund

Originally it was budgeted that the Sewer Bond Reserve Fund would loan Telecommunications \$500,000 but in a prior supplemental budget we cancelled that plan, and are now revisiting the Telecommunications budget to approve the loan from the Transit Fund. The remainder of the changes in this fund are housekeeping in nature, and account for a cleaner projection of year end revenue and expenses based on where numbers are at currently, midway through the biennium.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: General Fund (General Revenue)				
Resource	Amount	Requirement		Amount
1 Beginning Balance	550,124	Transfers		8,933,624
2 Revenue	8,445,372			
Changes to General Revenue				
- Total Appropriations	271,524			271,524
Revised Total General Revenue Resources	8,995,496	Revised Total General Revenue Requirements		8,995,496
Comments:				
1. Increase Beginning Balance to recognize larger carryforward than budgeted.				
2. Increase to recognize the miscellaneous revenue from clean up of balance sheet.				

FUND: General Fund (Council)				
Resource	Amount	Requirement		Amount
Revenue	5,000	1 Materials & Services		5,000
Changes to Council				
Total Appropriations	5,000			5,000
Revised Total Council Resources	70,952	Revised Total Council Requirements		70,952
Comments:				
1. Increase to absorb expense related to marketing and branding.				

FUND: General Fund (Police)				
Resource	Amount	Requirement		Amount
Beginning Balance	(159,780)	1 Personnel Services		4,586,412
Revenue	1,436,023	2 Materials & Services		736,675
General Revenue	4,580,029	3 Capital Outlay		378,056
Interfund Loan Proceeds	356,272			
Changes to Police				
Total Appropriations	(55,102)			(55,102)
Revised Total Police Resources	6,473,601	Revised Total Police Requirements		6,473,601
Comments:				
1. Decrease as a result of future staffing changes related to the loss of the Estacada contract.				
2. To account for purchase of required supplies and other materials.				
3. To account for updated cost of new radios and computers.				

FUND: General Fund (Non-Departmental)				
Resource	Amount		Requirement	Amount
Beginning Balance	309,457		1 Personnel Services	-
General Revenue	950,915		2 Materials & Services	440,442
Revenue	29,500		3 Capital Outlay	154,674
			4 Transfers	652,502
			5 Contingency	240,878
Changes to Non-Departmental				
Total Appropriations	(102,419)			(102,419)
Revised Total Non-Departmental Resources	1,498,141		Revised Total Non-Departmental Requirements	1,498,141
Comments:				
1. Remove from budget, as there is no plan to hire any staff at this time for this department.				
2. Reduce to account for reduction in expected expenses.				
3. Reduce to account for some expenses budgeted to other departments/funds.				
4. Increase to account for transfer to Aquatic/Recreation Fund.				
5. Decrease to account for transfer to Aquatic/Recreation Fund.				

FUND: Transit Fund				
Resource	Amount		Requirement	Amount
Beginning Balance	1,881,428		1 Personnel Services	479,795
Revenue	3,845,837		2 Materials & Services	1,938,625
			3 Capital Outlay	1,291,279
			4 Transfers	1,024,706
			5 Contingency	992,860
Changes to Transit Fund				
Total Appropriations	153,374			153,374
Revised Total Fund Resources	5,727,265		Revised Total Fund Resources	5,727,265
Comments:				
1. To increase the Personnel Services to account for Transit Administrative Assistant, offset by Other Agencies Revenue.				
2. Increase to account for higher than budgeted insurance costs.				
3. Updated to include washbay improvements, covered 80% by grant revenue.				
4. Two interfund loans: \$500,000 to SandyNet and \$356,272.37 to Police. This will cover capital outlay for both.				
5. Decrease contingency to cover the issuance of interfund loans mentioned above.				

FUND: Telecommunications Fund			
Resource	Amount	Requirement	Amount
Beginning Balance	(660,819)	1 Personnel Services	1,150,479
Revenue	3,476,940	2 Materials & Services	552,356
		3 Debt Service	1,383,299
		4 Transfers	99,732
		5 Contingency	476
Changes to Telecommunications Fund			
Total Appropriations	(159,167)		(159,167)
Revised Total Fund Resources	3,747,444	Revised Total Fund Resources	3,747,444
Comments:			
1. Updated personnel costs related to staffing changes.			
2. Reduce to reflect lower than anticipated supplies and fees.			
3. A small reduction in debt service payments, as the interfund loan is being processed later than originally anticipated.			
4. Eliminate transfer to Ops Center - Tools and Equipment now stored at SCC.			
5. Reduce to cover other operational and capital expenses.			

FUND: Aquatic/Recreation Fund			
Resource	Amount	Requirement	Amount
Revenue	98,700	1 Personnel Services	294,096
Transfer from Non-Departmental	350,000	2 Materials & Services	277,784
General Revenue	241,180	3 Capital Outlay	8,000
		4 Contingency	17,096
Changes to Aquatic/Recreation Fund			
Total Appropriations	556,775		556,775
Revised Total Fund Resources	689,880	Revised Total Fund Resources	689,880
Comments:			
1. Increase Personnel Services to account for additional staffing.			
2. Increase Materials & Services to account for additional supplies and utilities expenses.			
3. To account for purchase of computers and other equipment.			

Recommendation:

Make a motion to approve Resolution No. 2018-27 to adopt the Supplemental Budget for the 2017 - 2019 Biennium.



NO. 2018-27

A Resolution of the City of Sandy Adopting a Supplemental Budget for the 2017 - 2019 Biennium

Whereas, the City of Sandy has adopted a biennial budget for the period July 1, 2017 - June 30, 2019. Local budget Law (ORS Chapter 294) allows for changes to the adopted budget via supplemental budget in certain cases; and

Whereas, ORS 294.473 allows for the governing body to adopt a supplemental budget after a public hearing if the total expenditure changes are greater than 10% of the current adopted budget; and

Whereas, the City of Sandy brought forward additional revenue in the General Fund, which could be used to provide better service and offset unexpected costs in various departments and funds; and

Whereas, the City of Sandy received additional revenue from other agencies (from both service contracts and grants) that was not budgeted in the Transit Fund, as well as will incur additional expenses that were not budgeted; and

Whereas, the City of Sandy lost a service contract that provided the Sandy Police Department with a large source of revenue, and that unexpected loss of revenue required adjustments to the Sandy Police Department Budget; and

Whereas, to continue the current operations of Olin Bignall Aquatic Center, it is necessary to use contingency funds from Non-Departmental; and

Whereas, additional expenditures cannot be made unless the governing body enacts a resolution authorizing the expenditures.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sandy that the following budgets be amended as follows:

#2018-27

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AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

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#2018-27

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Comments:			
1. Increase Personnel Services to account for additional staffing.			
2. Increase Materials & Services to account for additional supplies and utilities expenses.			
3. To account for purchase of computers and other equipment.			

This resolution is adopted by the Common Council of the City of Sandy and approved by the Mayor this 04 day of September 2018

William King, Mayor

ATTEST:

Karey Milne, City Recorder

#2018-27



Staff Report

Meeting Date: September 4, 2018

From Kim Yamashita, City Manager
Draft Ordinance Amending Title 5 of the Sandy Municipal Code and

SUBJECT: Adding Section 5.37 A Ban on Plastic Single Use Bags

Background:

Over the last several months, a few members of the council have inquired about the reduction of plastics and banning single use plastic bags at retail establishments. We also had some subsequent discussion about banning plastic straws. Further action on this was delayed due to other more timely matters that took precedent. Now, with some time to do some research, I reached out via listserv to all my fellow City Managers for advice on this matter. I was contacted by Portland State University Professor of Public Administration, Phillip Cooper. Dr. Cooper suggested that I check with Forest Grove as they have had an ordinance in place for some time. I have created a draft or proposed starting off point for council. I have also learned that several other cities are using a variation of this same ordinance.

It is also suggested that we do a survey, and have a few public meetings on the matter to allow citizens and business owners to weigh in before an ordinance is adopted.

Recommendation:

Advise staff on direction and consider holding Public Hearings and Conduct a Survey on the mater to get Citizen and Business input.

Code Analysis:

This would be an addition to SMC, as no code currently addresses this matter.

Financial Impact:

None to city.



NO. Ordinance No. 2018-26

This ordinance establishes a new chapter (5.37) under Title 5 of the SMC for the purposes of enacting a Ban on Plastic Bags.

Whereas, the City Council has taken an interest in sustainability on many levels, including the desire to encourage a reduction of single use items that negatively impact the environment.

Whereas, there has been a proliferation of plastic bags that has resulted in environmental degradation;

Whereas, it is in the public interest that the City of Sandy minimize the proliferation of plastic bags from entering into the City's Waste stream, through the use of recyclable bags;

Whereas, the Sandy City Council held a duly-noticed Public Hearing on _____ and continued the hearing on _____, on the proposed ordinance

NOW, THEREFORE, THE CITY OF SANDY ORDAINS AS FOLLOWS,

Section 1: City of Sandy Council hereby amends the Sandy Municipal Code Title 5, by adding a new Chapter, 5.37 prohibiting the use of "Single-Use Plastic Carryout Bags", as set forth in the attached Exhibit A

Section 2: This ordinance shall be effective 30 days following the enactment by the City Council.

Exhibit A

Ordinance No. 2018-26

Title 5 - Business License and Regulations

New Code Section 5.37

Single-use Plastic Carryout Bags

5.37.010 PURPOSE

#Ordinance No. 2018-26

The purpose of Code Sections 5.37 is to protect the environment, animals and human health, and reduce litter by prohibiting the use of single-use plastic carryout bags at retail establishments, any city facilities, city managed concession, city sponsored events and/or permitted events, and allows retailers to charge up to ten cents for a paper bag.

5.37.020 Plastic Bag Use: Definitions

For purposes of Code Section 5.37, the following terms are defined as follows:

ASTM standard. The American Society for Testing and Materials (ASTM)'s International D-6400 **Carryout out bag.** Any bag that is provided by a retail establishment at the point of sale to a customer for use to transport or carry away purchases, such as merchandise, goods or food, from the retail establishment.

"Carryout bag" does not include:

1. Bags used by consumers inside retail establishments to:
 - A. Package bulk items, such as fruit, vegetables, nuts, grains, candy or small hardware items;
 - B. Contain or wrap frozen foods, meat, fish, whether packed or not;
 - C. Contain or wrap flowers, potted plants, or other items where dampness may be a problem;
 - D. Contain unwrapped prepared foods or bakery goods; or
 - E. Pharmacy prescriptions bags;

2. Laundry-dry cleaning bags or bags sold in packages containing multiple bags intended to be used for home food storage, garbage waste, pet waste, or yard waste;

3. Product bags.

City Sponsored event. Any event organized or sponsored by the city or any department of the city.

Customer. Any person obtaining goods from a retail establishment or from a vendor.

Food Provider. Any person in the City that provides prepared food for public consumption on or off its premises and includes, without limitation, any retail establishment, shop, sales outlet, restaurant, grocery store, delicatessen, or catering truck or vehicle.

Grocery store. Any retail establishment that sells groceries, fresh, packaged, canned, dry, prepared or frozen food or beverage products and similar items and includes supermarkets, convenience stores, and gasoline stations

Pharmacy. A retail use where the profession of pharmacy by a pharmacist licensed by the State of Oregon's Board of Pharmacy is practiced and where prescription medications are offered for sale.

Product or produce bag. Any bag without handles provided to a customer for use within a retail establishment to assist in the collection or transport of products to the point of sale within the retail establishment. A product or produce bag is not a carryout bag.

#Ordinance No. 2018-26

Recyclable paper bag. A paper bag that meets all of the following requirements:

- A. Is 100% recyclable and contains a minimum of 40% post consumer recycled content;
- B. Is capable of composting consistent with the timeline and specification of the ASTM Standard D6400 as defined in this section.

Retail establishment. Any store or vendor located within or doing business within the geographical limits of the city that sells or offers for sale goods at retail.

Reusable bag. A bag made of cloth or other material with handles that is specifically designed and manufactured for long-term multiple reuses and meets the following requirements:

- A. If cloth, is machine washable; or
- B. Woven synthetic Fiber bags; and
- C. Does not contain lead, cadmium, or any other heavy metal in toxic amounts as defined by applicable state and federal standards and regulations for packaging or reusable bags.

Vendor. Any retail establishment, shop, restaurant, sales outlet or other commercial establishment located within or doing business within the geographical limits of the City that provides perishable or nonperishable goods for sale to the public.

Sing-Use plastic carryout bag. Any plastic carryout bag made predominately of plastic, either petroleum or biologically based, and made available by a retail establishment to a customer at the point of sale. It includes compost-able and biodegradable bags but does not include reusable bags, recyclable paper bags, or product or produce bags.

Undue hardship. Circumstances or situations unique to the particular retail establishment such that there are no reasonable alternatives to single-use plastic carryout bags or a recyclable paper bag pass-through cannot be collected.

5.37.020 Plastic Bag Use; Regulations.

Except as exempted in 5.37.40:

- A. No retail establishment shall provide or make available to a customer a single-use plastic carryout bag;
- B. No person shall distribute or provide a single use plastic carryout bag at any city facility, city managed concession, city sponsored event, or city permitted event.

5.37.030 Plastic Bag Use; Cost Pass-Through.

When a retail establishment makes a recyclable paper bag available to a customer at the point of sale pursuant to Code Section 5.37.040(b), the retail establishment may charge the customer a reasonable pass-through cost of up to 5 cents per recyclable paper bag approved to the customer; and

- A. May reimburse the customer up to 5 cents per customer-furnished reusable carry out bag; and
- B. Except for the exemption in Section 37.040(b), indicated on the customer's transaction receipts the total amount of any recyclable paper bag pass-through charge.

5.37.040 Plastic Bag Use; Exemptions.

Notwithstanding Code Sections 5.37.020 and 5.37.030;

A. Retail establishments may distribute product bags and make reusable bags available to customers whether through sale or otherwise.

B. A retail establishment shall provide a reusable bag or a recyclable paper bag at no cost at the point of sale upon the request of a customer who uses a voucher issued under the Women, Infants and Children Program established in the Oregon Health Authority under ORS 413.500 (2013).

C. Vendors at retail fairs such as farmers' market or holiday fair are not subject to indicating on the customer's transaction receipt the total amount of the recyclable paper bag pass-through charge required in Code Section 5.37.030(b).

D. The City Manager or designee may exempt a retail establishment from the requirements set forth in Code Section 5.37.020 or 5.37.030 for a period of not more than one year upon the retail establishment showing, in writing, that the Code would create an undue hardship or practical difficulty not generally applicable to other persons in similar circumstances. The decision to grant or deny an exception shall be in writing, and the City Manager's or designee's decision shall be final.

5.37.050 Promotion of Reusable Bags.

Retail establishments and vendors are strongly encouraged to educate their staff to promote reusable bags and to post signs encouraging customers to use reusable bags.

5.37.060 Violations and Personalities.

1. Any retail establishment or vendor violation Code Section 5.37 is subject to:

A. Upon the first violation, the Enforcement Officer shall issue a warning notice to the retail establishment or vendor that a violation has occurred.

B. Upon subsequent violations, the following penalties shall apply:

i. \$100 for the first violation after the written warning in a calendar year'

ii. \$200 for the second violation in the same calendar year; and

iii. \$500 for any subsequent violation within the same calendar year.

C. No more than one penalty shall be imposed upon any single location of a retail establishment or vendor within a 7-day period.

2. Upon making determination that a violation of Code Section 5.37 has occurred, the Code Enforcement Officer will send a notice of the violation by mail to the retail establishment or vendor specifying the violation and the applicable penalty as set forth in section 1.

3. Any retail establishment or vendor receiving a notice of violation must pay to the City the stated penalty or appeal the fining of a violation in accordance with the procedures set forth in City Code Section 5.37.040(D)

#Ordinance No. 2018-26

This ordinance is adopted by the Common Council of the City of Sandy and approved by the Mayor this 04 day of September 2018

William King, Mayor

ATTEST:

Karey Milne, City Recorder

#Ordinance No. 2018-26



NO. Ordinance No. 2018-26

This ordinance establishes a new chapter (5.37) under Title 5 of the SMC for the purposes of enacting a Ban on Plastic Bags.

Whereas, the City Council has taken an interest in sustainability on many levels, including the desire to encourage a reduction of single use items that negatively impact the environment.

Whereas, there has been a proliferation of plastic bags that has resulted in environmental degradation;

Whereas, it is in the public interest that the City of Sandy minimize the proliferation of plastic bags from entering into the City's Waste stream, through the use of recyclable bags;

Whereas, the Sandy City Council held a duly-noticed Public Hearing on _____ and continued the hearing on _____, on the proposed ordinance

NOW, THEREFORE, THE CITY OF SANDY ORDAINS AS FOLLOWS,

Section 1: City of Sandy Council hereby amends the Sandy Municipal Code Title 5, by adding a new Chapter, 5.37 prohibiting the use of "Single-Use Plastic Carryout Bags", as set forth in the attached Exhibit A

Section 2: This ordinance shall be effective 30 days following the enactment by the City Council.

Exhibit A

Ordinance No. 2018-26

Title 5 - Business License and Regulations

New Code Section 5.37

Single-use Plastic Carryout Bags

5.37.010 PURPOSE

#Ordinance No. 2018-26

The purpose of Code Sections 5.37 is to protect the environment, animals and human health, and reduce litter by prohibiting the use of single-use plastic carryout bags at retail establishments, any city facilities, city managed concession, city sponsored events and/or permitted events, and allows retailers to charge up to ten cents for a paper bag.

5.37.020 Plastic Bag Use: Definitions

For purposes of Code Section 5.37, the following terms are defined as follows:

ASTM standard. The American Society for Testing and Materials (ASTM)'s International D-6400 **Carryout out bag.** Any bag that is provided by a retail establishment at the point of sale to a customer for use to transport or carry away purchases, such as merchandise, goods or food, from the retail establishment.

"Carryout bag" does not include:

1. Bags used by consumers inside retail establishments to:
 - A. Package bulk items, such as fruit, vegetables, nuts, grains, candy or small hardware items;
 - B. Contain or wrap frozen foods, meat, fish, whether packed or not;
 - C. Contain or wrap flowers, potted plants, or other items where dampness may be a problem;
 - D. Contain unwrapped prepared foods or bakery goods; or
 - E. Pharmacy prescriptions bags;

2. Laundry-dry cleaning bags or bags sold in packages containing multiple bags intended to be used for home food storage, garbage waste, pet waste, or yard waste;

3. Product bags.

City Sponsored event. Any event organized or sponsored by the city or any department of the city.

Customer. Any person obtaining goods from a retail establishment or from a vendor.

Food Provider. Any person in the City that provides prepared food for public consumption on or off its premises and includes, without limitation, any retail establishment, shop, sales outlet, restaurant, grocery store, delicatessen, or catering truck or vehicle.

Grocery store. Any retail establishment that sells groceries, fresh, packaged, canned, dry, prepared or frozen food or beverage products and similar items and includes supermarkets, convenience stores, and gasoline stations

Pharmacy. A retail use where the profession of pharmacy by a pharmacist licensed by the State of Oregon's Board of Pharmacy is practiced and where prescription medications are offered for sale.

Product or produce bag. Any bag without handles provided to a customer for use within a retail establishment to assist in the collection or transport of products to the point of sale within the retail establishment. A product or produce bag is not a carryout bag.

#Ordinance No. 2018-26

Recyclable paper bag. A paper bag that meets all of the following requirements:

- A. Is 100% recyclable and contains a minimum of 40% post consumer recycled content;
- B. Is capable of composting consistent with the timeline and specification of the ASTM Standard D6400 as defined in this section.

Retail establishment. Any store or vendor located within or doing business within the geographical limits of the city that sells or offers for sale goods at retail.

Reusable bag. A bag made of cloth or other material with handles that is specifically designed and manufactured for long-term multiple reuses and meets the following requirements:

- A. If cloth, is machine washable; or
- B. Woven synthetic Fiber bags; and
- C. Does not contain lead, cadmium, or any other heavy metal in toxic amounts as defined by applicable state and federal standards and regulations for packaging or reusable bags.

Vendor. Any retail establishment, shop, restaurant, sales outlet or other commercial establishment located within or doing business within the geographical limits of the City that provides perishable or nonperishable goods for sale to the public.

Sing-Use plastic carryout bag. Any plastic carryout bag made predominately of plastic, either petroleum or biologically based, and made available by a retail establishment to a customer at the point of sale. It includes compost-able and biodegradable bags but does not induce reusable bags, recyclable paper bags, or product or produce bags.

Undue hardship. Circumstances or situations unique to the particular retail establishment such that there are no reasonable alternatives to single-use plastic carryout bags or a recyclable paper bag pass-through cannot be collected.

5.37.020 Plastic Bag Use; Regulations.

Except as exempted in 5.37.40:

- A. No retail establishment shall provide or make available to a customer a single-use plastic carryout bag;
- B. No person shall distribute or provide a single use plastic carryout bag at any city facility, city managed concession, city sponsored event, or city permitted event.

5.37.030 Plastic Bag Use; Cost Pass-Through.

When a retail establishment makes a recyclable paper bag available to a customer at the point of sale pursuant to Code Section 5.37.040(b), the retail establishment may charge the customer a reasonable pass-through cost of up to 5 cents per recyclable paper bag approved to the customer; and

- A. May reimburse the customer up to 5 cents per customer-furnished reusable carry out bag; and
- B. Except for the exemption in Section 37.040(b), indicated on the customer's transaction receipts the total amount of any recyclable paper bag pass-through charge.

5.37.040 Plastic Bag Use; Exemptions.

Notwithstanding Code Sections 5.37.020 and 5.37.030;

A. Retail establishments may distribute product bags and make reusable bags available to customers whether through sale or otherwise.

B. A retail establishment shall provide a reusable bag or a recyclable paper bag at no cost at the point of sale upon the request of a customer who uses a voucher issued under the Women, Infants and Children Program established in the Oregon Health Authority under ORS 413.500 (2013).

C. Vendors at retail fairs such as farmers' market or holiday fair are not subject to indicating on the customer's transaction receipt the total amount of the recyclable paper bag pass-through charge required in Code Section 5.37.030(b).

D. The City Manager or designee may exempt a retail establishment from the requirements set forth in Code Section 5.37.020 or 5.37.030 for a period of not more than one year upon the retail establishment showing, in writing, that the Code would create an undue hardship or practical difficulty not generally applicable to other persons in similar circumstances. The decision to grant or deny an exception shall be in writing, and the City Manager's or designee's decision shall be final.

5.37.050 Promotion of Reusable Bags.

Retail establishments and vendors are strongly encouraged to educate their staff to promote reusable bags and to post signs encouraging customers to use reusable bags.

5.37.060 Violations and Personalities.

1. Any retail establishment or vendor violation Code Section 5.37 is subject to:

A. Upon the first violation, the Enforcement Officer shall issue a warning notice to the retail establishment or vendor that a violation has occurred.

B. Upon subsequent violations, the following penalties shall apply:

i. \$100 for the first violation after the written warning in a calendar year'

ii. \$200 for the second violation in the same calendar year; and

iii. \$500 for any subsequent violation within the same calendar year.

C. No more than one penalty shall be imposed upon any single location of a retail establishment or vendor within a 7-day period.

2. Upon making determination that a violation of Code Section 5.37 has occurred, the Code Enforcement Officer will send a notice of the violation by mail to the retail establishment or vendor specifying the violation and the applicable penalty as set forth in section 1.

3. Any retail establishment or vendor receiving a notice of violation must pay to the City the stated penalty or appeal the fining of a violation in accordance with the procedures set forth in City Code Section 5.37.040(D)

#Ordinance No. 2018-26

This ordinance is adopted by the Common Council of the City of Sandy and approved by the Mayor this 04 day of September 2018

William King, Mayor

ATTEST:

Karey Milne, City Recorder

#Ordinance No. 2018-26



Staff Report

Meeting Date: September 4, 2018

From Mike Walker, Public Works Director

SUBJECT: Riparian Restoration Services Contract Award

Background:

Attached please find a proposal from the Clackamas River Basin Council (CRBC) for riparian planting and restoration services in the Tickle Creek basin. In lieu of payment of a civil penalty to DEQ for various water quality violations at the City's wastewater treatment plant we proposed a Supplemental Environmental Project (SEP) involving planting native plants adjacent to Tickle Creek under the BPA power line easement south of US 26. BPA does not allow or remove any trees under their power lines which in turn reduces stream shade and impacts water temperature.

The proposal involves the planting of native shrubs, trees and grasses adjacent to the stream channel and upland from the channel. The City would secure agreements or easements from the property owner allowing us to perform and maintain the riparian plantings and work with BPA to gain approval for the plants proposed under their transmission lines. The remainder of the funds would go toward planting and maintenance for up to three years afterwards.

If we are unable to secure an agreement or an easement from the property owner CRBC has access to existing sites in the Tickle Creek and Deep Creek basins that could be used for riparian restoration projects.

We solicited proposals from the Clackamas Soil and Water Conservation District and CRBC and received the attached proposal. CRBC has performed many similar projects and is familiar with the requirements for Supplemental Environmental Projects. CRBC has the staff and expertise to design, install and maintain the plantings until they are established.

Recommendation:

Move to accept the proposal from Clackamas River Basin Council and direct staff to enter into an agreement for riparian planting services in the Tickle Creek Corridor.

Financial Impact:

There are sufficient funds in the current Sewer Fund operating budget for this project.

Clackamas River Basin Council Proposal to
City of Sandy Request for Proposals
Riparian Restoration Design and Planting Services

Description

The Clackamas River Basin Council (CRBC) proposes partnering with the City of Sandy to implement a Supplemental Environmental Project on Tickle Creek a tributary to Deep Creek in the Clackamas River Watershed. Work for this proposal will be divided into three categories, Revegetation Contract Services (site prep, planting, maintenance/ plant establishment), Revegetation Materials (bare-root plants, plugs of sedges and rushes, riparian native seed) and CRBC Staff and Travel Costs. Before performing any work in the proposal both the City of Sandy and the landowner will be notified by email. If different communication with the City of Sandy or landowners, we can make reasonable accommodations.

Approach

CRBC proposes treating approximately 2.5 acres of Tickle Creek which includes approximately 300 lineal feet of Tickle Creek flood plain. The project area would include all vegetated areas from the pond, located in the middle of the tax lot, to the property lines to the southwest (see attached map). CRBC is able to treat and revegetate this entire area by minimizing materials, using only bare-root native plants, plugs of sedges and rushes and native riparian seed. CRBC has used these techniques on projects included in our Shade Our Streams program and have seen positive results with a majority of the projects reaching the 'free to grow' phase after three years of maintenance. This is supported by the work CRBC performed on the City of Sandy's property at Sandy Bluff Park. This approach is successful because of aggressive site prep, three treatments, planting at high density, 2400 trees and shrubs per acre, and seeding, 8 pounds to the acre. The sedges and rushes included in the proposal will help filter run off from the nursery and it's holding pond. In this proposal CRBC proposes planting a total of 5000 trees and shrubs, 3094 plugs of sedges and rushes and seeding 16 pounds of seed.

Proposed Native Plants

(depending of nursery availability and BPA guidelines)

Native Trees and Shrubs

Red Osier Dogwood
Douglas spiraea
cascara
Sitka willow
swamp rose

Sedges and Rushes

small fruit bulrush
slough sedge

Native Seed

spike bentgrass
slender hairgrass

Personnel

Zachary Bergen, Restoration Project Manager

Bachelor of Science in Forestry from University of Vermont

Mr. Bergen has worked in the field of environmental conservation and forestry since 2001 and focused specifically on riparian and upland vegetation management since 2009. He brings experience ranging from traditional forestry to revegetation restoration and has acted as a Forester/ Crew Supervisor, Silviculture Forester, Research Crew Supervisor, and Field Technician. Mr. Bergen's restoration experience includes work with private landowners, nonprofits, watershed councils, and government agencies to accomplish a variety of restoration goals.

Charles Ylijoki, Restoration Field Specialist

Bachelor of Science in Environmental Sciences from University of Massachusetts Amherst

Charlie Ylijoki has a background in conservation ecology and has assisted on projects that range from native plant restoration, endangered species surveys, and environmental impact assessments. Through his professional experiences he has worked with state and federal government agencies, universities, and private consultants.

Cheryl McGinnis, Executive Director

Master of Business Administration from Oregon State University and a Bachelor of Science in Education from University of Oregon

Ms. McGinnis has been Executive Director of the Clackamas River Basin Council since July 2006. She has over 16 years of experience in non-profit management, governance, program development, fiscal management, volunteer coordination, and staff supervision.

Suzi Cloutier, Outreach and Stewardship Coordinator

Bachelor of Science in Wildlife Biology, Minor in Large Animal Veterinary Science University of Rhode Island. Ms. Cloutier has an extensive natural resource professional background including fisheries and aquatics work, habitat restoration and enhancement and education. She is successful in recruiting and engaging landowners and volunteers in riparian enhancement projects. Ms. Cloutier's experiences also include 14 years designing and implementing a week-long environmental education camp for 160 of Oregon's inner-city youth.

Related Experience

Shade Our Streams is a multi-year community tree planting project to improve water quality in the Clackamas River Basin. We have planted more than 450,000 native plants over 6 years along 30 stream miles, restoring streamside habitat at no cost to property owners. Shade Our Streams focuses on planting along the streams that need the most help — those areas that lack healthy habitats and are overrun with invasive weeds. Native plants improve water quality, hold soils and create better habitat for plant, animal, and fish species. One of the 130 projects in the Shade Our Streams program was located on the City of Sandy's property at Sandy Bluff Park.

Previous Clients

The City of Sandy (2014-2017)	Nancy Enabnit	nenabnit@ci.sandy.or.us
Water Environment Services (2006-Current)	Gail Shaloum	gshaloum@co.clackamas.or.us
Portland General Electric (2011-Current)	Lindsey Smith	lindsay.smith@pgn.com

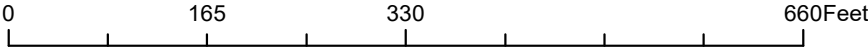
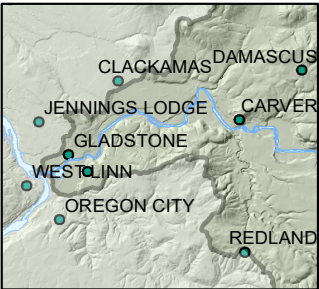
Fee


\$24,940

City of Sandy - SEP - Tickle Creek

Revegetation Project Costs 2018-2021	
Type	Cost
Contractor Services Reveg	\$12,064
Materials Reveg	\$4,732
CRBC Staff Reveg	\$5,275
Travel	\$376
Contingency and Overhead - 10%	\$2,494
Total	\$24,940

City of Sandy - SEP - 2018



 SITE_TREATMENT



Staff Report

Meeting Date: September 4, 2018
From Kim Yamashita, City Manager
SUBJECT: City Manager Search

Background:

In July I notified City Council of my intent to, at a future date, give notice. I have put my home for sale and my husband and I intend to move out of state at the sale of our home. We held a workshop on August 20th and a discussion regarding advertising and a testing process completed by staff or hired out to a search firm.

During that conversation it was decided that I would have a Request for Proposal read should the council decide to use a search firm, rather than a staff led search and process. That document is attached to this staff report.

Additionally, you asked that the staff led process be refined. Those draft documents will be attached.

Recommendation:

Please review options and direct staff.

Code Analysis:

None

Financial Impact:

If a hiring firm is selected, anticipate approx. \$20,000 to \$50,000 from 110-039-955000 contingency funds, and be moved to 110-025-602100 Employee Recruitment. Please provide staff with a "Not to Exceed Number".

REQUEST FOR PROPOSALS (RFP)
FOR AN
EXECUTIVE SEARCH FIRM
TO
PROVIDE EXECUTIVE SEARCH SERVICES TO THE
CITY OF SANDY, OREGON

ISSUED: September 5, 2018

PROPOSALS DUE: October 1, 2018

{00639116; 1 }

The City of Sandy is accepting proposals from qualified executive search firms for the recruitment of a new City Manager. Please see the timeline below for important deadlines and review the following pages for complete information on the request for proposal process.

Timeline of Activities and Proposal Format

- One (1) Original and three (3) copies of each proposal shall be submitted by the deadline per the RFP. The original copy of the proposal shall be clearly labeled "Original".
- Submit an additional electronic copy of the proposal via e-mail to Awelty@ci.sandy.or.us, with the subject line: City Manager Recruitment Services Proposal.
- The City of Sandy will receive proposals in response to this RFP until 4pm (our clock) (PST) on Monday, October 1, 2018. Proposals received after that time will not be reviewed. Proposals shall be in a sealed envelope plainly marked with the project name "City Manager Recruitment Services Proposal", and shall be addressed as follows:
The City of Sandy
39250 Pioneer BLVD
Sandy, Oregon 97055
Attention: Angie Welty, Human Resources Manager
- Anticipated effective date of contract with the selected executive search firm by October 16, 2018

Section 1. Summary of Request

Purpose - the City of Sandy is accepting proposals from qualified executive search firms ("Firms") for recruitment of the City Manager position. The City of Sandy anticipates awarding the contract on October 16, 2018. The City of Sandy anticipates that the Firms will be able to provide a variety of services as outlined in Section 3, Scope of Work/Services Expectations. The City of Sandy is seeking a full-service executive search firm who can provide a variety of recruiting services within a prescribed time frame.

Questions regarding the proposal can be directed to:

{00639116; 1 }

Angie Welty, Human Resource Manager by email at awelty@ci.sandy.or.us. The City may issue a written response to those questions as it deems appropriate. If the answer requires a change to the terms of this RFP, the City will publish an appropriate addendum.

Section 2. Overview

The City of Sandy is an Oregon municipality with approximately 12,500 residents. The City was founded in 1911, and is the commercial center of an eastern Clackamas County market area with a population of around 42,000 people. It is considered to be on the eastern edge of the Portland metro area and west of Mount Hood on the Barlow Road segment of the Oregon Trail, now known as U.S. Highway 26. Sandy has a thriving economic base, including many businesses serving visitors to the Mt. Hood Recreation Area. On the foothills of the Cascade Range, Sandy's elevation varies from 750 to over 1,000 feet. Mount Hood shelters the city from the wind and ice storms experienced in the Columbia River gorge. The climate is mild, but as with the rest of Oregon west of the Cascades, it rains a lot in the winter. The rain falls as snow on Mount Hood, and Sandy residents enjoy the convenient nearby opportunities for skiing, snowboarding, and snowshoeing.

Section 3. Scope of Work/Service Expectations

The City of Sandy anticipates the following services would be provided by the executive search firm. The selected Firm will be viewed as an active partner in assuring the City a high-level of satisfaction during the process, the outcome, and the cost associated with this recruitment.

Detailed Scope of Services will be revised and finalized at the time of the contract. The scope of Work shall include but is not limited to the following:

1. Provide suggestions regarding the current job description and scope of duties and responsibilities needed to continue the top-notch work of the City (See Exhibit A).
2. Adhere to the prescribed timeline provided (See Exhibit B). If the timeline cannot be adhered to, please provide a detailed optional timeline.
3. Create high-quality marketing materials which highlight the position and the unique aspects of Sandy, ensure timely placement of those materials in the best venues to reach the most qualified candidates who may be interested in the position. This should include professional journals, websites, letters and/or phone calls to prospective candidates.

{00639116; 1 }

4. Prepare a list of individuals who should be encouraged to apply for the position and actively recruit them. Outline recruitment strategies including social media recruiting activities.
5. Work in a cooperative fashion with city staff to conduct the recruitment process.
6. Conduct initial candidate screening for the position and provide top 20 candidates to the city staff.
7. Recommend to city staff the names of candidates who should be interviewed.
8. Coordinate notification of candidates being invited to final interviews as well as candidates not being invited to final interviews.
9. Complete and present comprehensive background information on candidates selected to be interviewed.
10. Coordinate the interview process including skills evaluation, assessment centers, and a possible Community Open House.
11. Prepare and suggest creative options for the recruitment process.
12. Develop documents to be used during final interviews including but not limited to: Interview questions, scoring sheets, and feedback forms to be used during an Open House for final candidates.
13. Coordinate the hotel arrangements for finalists and Firm representative.
14. Outline and conduct appropriate media relations activities.

Section 4. Standard Terms and Conditions

When preparing the proposal for submission to the City of sandy in response to this RFP, Firms should be aware of the following terms and conditions which have been established by the City of Sandy.

1. The City of Sandy reserves the right to reject any and all proposals, to consider alternatives, to waive any informalities and irregularities, and to re-solicit proposals.
2. The City of Sandy reserves the right to conduct investigations of and discussions with those who have submitted proposals or other entities as they deem necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
3. All proposals submitted must be valid for a period of 120 days after the date of the proposal deadline.
4. The City of Sandy assumes no responsibility for payment of any expenses incurred by any firm as part of the RFP process.
5. The following criteria will be used to evaluate all proposals:

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- a. The Firm's interest in the services which are subject of tis RFP, as well as their understanding of the scope of such services and the specific requirements of the City of Sandy.
- b. The reputation, experience, and efficiency of the Firm.
- c. The ability of the Firm to provide quality services within the time established and funding considerations of the City.
- d. The general organization of the proposal; special consideration will be given to submittals which are appropriate, address the foals; and provide information in a clear and concise format that address the requested information.
- e. The financial arrangements proposed by the Firm including, but not limited to, the amount of the guaranteed cost contract that the Firm is willing to enter into with the City of Sandy. The City of Sandy is committed to selecting the most responsible, responsive and competitive offer for the contract award, but will not base its evaluation solely on price. The City of Sandy reserves the right to award the contract to a Firm who may not necessarily be the lowest Firm based upon cost comparison.
- f. The Firms experience with Executive/City Manager recruitments.

Section 5. Required Submittals

1. Provide the name and home office address of your Firm. Describe what type of a business entity your Firm is (corporation, general partnership, Limited Liability Company, etc.) Indicate in what state and year your business entity was incorporated or formed.
2. Provide a brief history of your business, including years of operation, general business description, and number of clients serviced, types of services generally offered, size of firm, and statement of philosophy of customer service levels provided to clients.
3. Identify the key personnel of the Firm who will be assigned to perform services for the City of Sandy, and who will provide continuing support throughout the term of the contract. Provide resumes stating qualifications for key personnel and provide a statement as to the availability, continuity, and accessibility of the individuals who would be assigned to manage the City of Sandy's account.
4. For how many clients does the principal consultant provide services, where would our City's size rank among your current clients? Provide a detailed timetable for services.
5. Do you have a website? Describe the types of information/services available on your website. Provide website address and demonstration password.

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6. Describe your experience in providing City Manager or CEO recruiting services. Include a list of recent recruitments listing the name of the organization the location, and the time to complete the recruitment.
7. List at least three (3) current and three (3) former clients (municipal/government/Oregon (if applicable) communities) for whom you provide/provided executive search firm services. Provide telephone numbers and contact names for references.
8. Provide specific costs per service, fee payment schedule and cost guarantees, if available, for the services listed above. Include an hourly rate and description of services performed beyond the normal scope of services that would be included in a contract.
9. Can the client of Firm terminate the services without obligation at any time under the Consulting Services contract? If not, what are the separation terms?
10. Does the Firm provide any type of guarantees if recommended candidate does not work out as expected for the City of Sandy?
11. Complete the attached Disclosure Statement (exhibit C) and return with your proposal.

Section 6. The City

The City will provide and arrange for the Firm to receive in a timely and expeditious manner and suitable format for use and review by the Firm, at no expense to Firm, copies of all documents, materials, policies and other data and information necessary to the Firm's performance which will be of assistance to the search. The point of contract for this support will be the responsibility of the Human Resources Department.

Section 7. Confidentiality

All information and data in the RFP are proprietary to the City of Sandy and should be treated as confidential information. It is for your exclusive use in preparing a proposal and must not be shared, whether written or oral, with any other firm or used for any other purpose. The use of the City of Sandy's name in any way as potential customer is strictly prohibited.

In addition, if anything submitted in you proposal is confidential to your organization it needs to be clearly marked as such in accordance with the Oregon Public Records Act. The City will endeavor to keep such information confidential to the extent allowed by law.

Thank you, we look forward to reviewing your proposal.

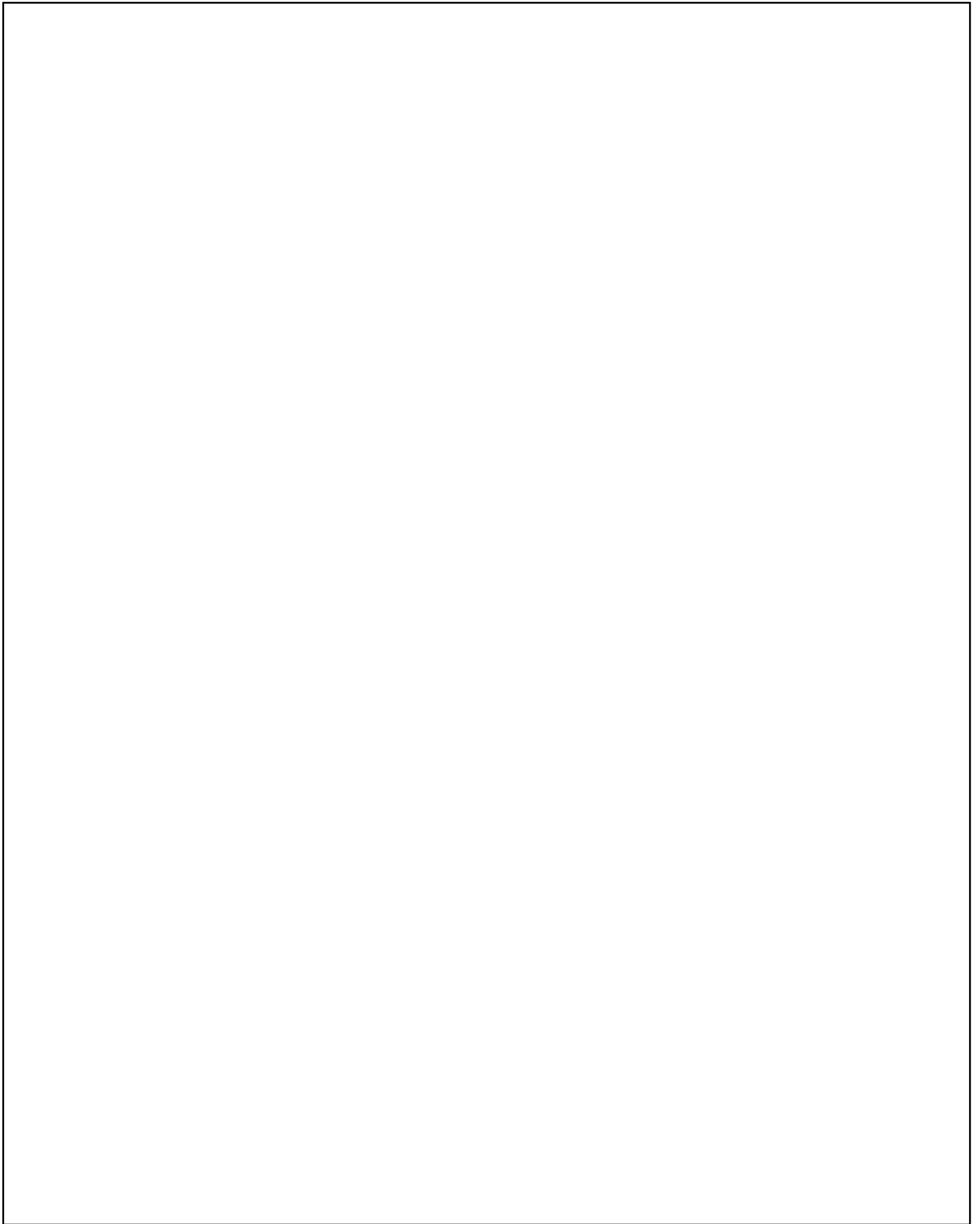
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Attachments:

1. Exhibit A - Job Description
2. Exhibit B - Timeline
3. Exhibit C - Disclosure Statement

Exhibit B

- October 1, 2018 : Proposal's Due to City of Sandy
- October 15, 2018: Recommendation of Firm Ratified by City Council
- October 16, 2018: Firms notified
- November 1, 2018: Recruitment process started
- December 1, 2018: Interviews start
- January 1, 2018: Candidate Selection made
- February 1, 2018: Candidate start date





JOB DESCRIPTION

POSITION TITLE: City Manager
DEPARTMENT: Administration
FLSA STATUS: Exempt
SALARY RANGE: 14
REPRESENTATION: Contract

GENERAL POSITION SUMMARY:

Responsible for the overall management of the City organization. Plans and directs the activities of all City departments and functions. Assists the City Council in the creation of city policies and programs and implements them as directed by the City Council. The City Manager is the administrative head of city government and performs other duties as the council prescribes consistent with the City Charter.

ESSENTIAL JOB FUNCTIONS:

- Administers and enforces the City Charter; Responsible for all operations of the City.
- Maintains and enhances complex organizational relationships, both internally and externally; Collaborates effectively with other agencies regarding intergovernmental issues and solutions.
- Analyzes, interprets, summarizes, and presents administrative and technical information/data in an effective manner.
- Assists City Council work through the visioning process to set realistic goals for the future; Communicates effectively; Assists in guiding the policy creation process and manages conflict in a constructive manner.
- Attends all Council Meetings; Manages and coordinates projects to accomplish the goals and objectives of the City Council; Keeps the City Council at all times advised as to the financial condition and needs of the City.
- Meets with the City Council in regular and special meetings, gives information and transmits special or regular reports covering varied problems of municipal operations, and advises Council members in their deliberations on policy or legislative matters.
- Supervises the preparation and implementation of the annual budget, reviews and approves departmental needs and estimates and transmits the budget document to City Council for review and approval.
- Confers with department directors and others on varied operating and administrative problems, reviews departmental plans, programs, and procedures, and suggests new innovations or methods to improve the standard of services rendered by the City.
- Administers all the terms and provisions of ordinances, franchises, leases, contracts, permits, and privileges granted by the City are fulfilled to the satisfaction of the council.
- Appoints, supervises, controls, disciplines, and removes city personnel, except appointees of the mayor or council; Organizes and reorganizes the department structure of city government as needed.
- Attends meetings and represents the city in various community organizations and groups explaining city issues, projects, and encouraging citizen participation and support.



JOB DESCRIPTION

- Responds to citizen inquires and complaints; resolves issue or refers to appropriate department when possible; follows through to ensure resolution.
- Plans for future development of urban and non-urban areas to provide for population growth and expansion of public services.
- Performs other duties as required.
- Establishes and maintains positive working relations with coworkers, citizens, and the general public.

JOB SPECIFICATIONS:

Mandatory Requirements:

- Bachelor's degree in public administration, management, leadership or a related field from an accredited college or university. Master's degree is preferred in Public Administration or Business.
- Eight (8) years of experience in a progressively more responsible senior management position; five (5) years of Public Sector management experience is desirable.
- Excellent communication skills both verbal and written; demonstrated ability to guide a city and departments through growth and change.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of current social, political, and economic trends and operating problems of municipal government.
- Knowledge of the principles and practices of public budgeting, finance, reporting, personnel management and labor law.
- Considerable knowledge of and ability to identify pertinent issues and concerns as it relates to growth.
- Ability to appraise the quality of varied municipal services using various performance measurements.
- Ability to lead staff in an effective manner to achieve the goals of the organization.
- Ability to develop and prepare effective and complete correspondence and administrative reports; be committed and involved in the community.

Preferred Knowledge, Skills and Abilities:

- Thorough knowledge of municipal government organization; powers and functions and relationships with other government jurisdictions.
- Thorough knowledge of principles and practice of public administration, particularly as applied to the management of diversified municipal government services.
- Emergency Management Experience; ICS 100, 200, 700 & 800.
- Experience with and understanding of Oregon Budget Law.

Special Requirements/Licenses:

- Possession of or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.



JOB DESCRIPTION

- Must be able to pass the City's security clearance standards, including Reference check, Criminal History check and satisfactory driving record.

SUPERVISION RECEIVED:

Works under the direction of the City Council.

SUPERVISORY RESPONSIBILITIES:

Responsible for all City employees, directly and through subordinate department heads.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Frequently required to sit and talk or listen.
- Required to walk up and down stairs or sit long periods of time and must have the hearing and speaking ability to conduct formal presentations.
- Over 50% of the work period involves the ability to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.
- Occasionally lift and/or move up to 25 pounds. Reaching, bending, stretching and handling objects as required to file.
- Specific vision abilities required by this job includes close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee works in an office environment under usual office working conditions. The noise level in the work area is typical of most office environment, with telephones, personal interruptions, and background noises. Work is performed in numerous meeting settings in offices, conference rooms, and public spaces.
- Travel is a regular part of this classification, including local and regional meetings.
- This position may regularly be required to work evenings and weekends.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.



JOB DESCRIPTION

William King

Mayor

Adopted: 12/24/16

Revised: 02/08/2018

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date



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.

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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.

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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?

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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.

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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.

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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.

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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 filled 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 Dougman, 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

Draft

8/19/2018

WHERE INNOVATION MEETS ELEVATION

SANDY OREGON

Recruitment Announcement for the City of Sandy

City Manager

Apply at ci.sandy.or.us/jobs





City Manager Position Description

Recruitment Announcement for the City of Sandy

The Position: The next City Manager of Sandy Oregon

The City of Sandy is looking for our next City Manager to have an opportunity to lead our incredible staff in one of Oregon's fastest growing cities. Our new City Manager should appreciate a small and resourceful community amidst the splendor of Oregon. Our city embodies a rare, independent spirit that combines the pioneer and the visionary, and defines the Sandy way of life.

The city of Sandy, "Where Innovation Meets Elevation". Elevation. Location. Sandy is perfectly positioned between two Oregon icons. Right next door, Mt. Hood National Forest puts 50-foot trees in our backyard and postcard views of the region's tallest mountain at every turn. Just 25 miles to the west is Portland, a city close enough to share its culture and conveniences —restaurants, shopping and higher education —and far enough away to keep the sprawl at bay. Staying small is a big deal to our community. We make the most of our notable neighbors but have an identity all our own. I guess you could say that in Sandy, we're worth more than a peak.

With the get-it-done attitude of the pioneers who started this city, we take a cutting-edge DIY approach to everything from public safety and metro transit to municipality-owned fiber internet.

The City Manager is responsible for the overall management of the City organization. This includes managing a unique Bi-annually budgeting process, planning and directing the activities of all City departments and functions. The City Manager will assist the City Council in the creation and implementation of City policies, and programs. The City Manager is the administrative head of the city government and performs other duties as the council prescribes consistent with the City Charter. The City Manager has 8 direct reports, including, Finance, Planning, Public Works, SandyNet, Library, Community Center, Policy and Transit. The City Manager will also be responsible for the creative on-going development of the Sandy Community Campus.

Mandatory Requirements:

- Bachelor's degree in public administration, management, leadership or a related field from an accredited college or university. Master's degree is preferred.
- Eight (8) years of experience in a progressively more responsible senior management position; five (5) years of Public Sector management experience is desirable.
- Excellent communication skills both verbal and written; demonstrated ability to guide a city and departments through growth and change.
- Experience with, and understanding of, Oregon Budget Law is preferred.

The Ideal Candidate

The City of Sandy is looking for someone with thorough knowledge of municipal government organization; powers and functions and relationships with other government jurisdictions. This ideal candidate also has thorough knowledge of principles and practice of public administration, particularly as applied to the management of diversified municipal government services.

Our next City Manager, will be knowledgeable of current social, political, and economic trends and operating problems of municipal government along with considerable knowledge of and ability to identify pertinent issues and concerns as it relates to growth.

The ideal candidate will know the principles and practices of public budgeting, finance, reporting, personnel management and labor law and can appraise the quality of varied municipal services using various performance measurements along with the ability to develop and prepare effective and complete correspondence and administrative reports.

Our new City Manager will have the ability to lead staff in an effective manner to achieve the goals of the organization and have experience in building rapport with residents and be involved in our community

Special Requirements:

Possession of or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record. Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record.

How to Apply

Applications will be accepted via the City of Sandy Web Site application process which includes an on-line application and a place to upload supporting documents including a resume and cover letter. This position is open until filled with the first review of applications on _____

Compensation

The salary range for this position is \$ 90,720 - \$100,020 with an excellent benefit package including medical, dental, vision and life insurance, as well as accidental death and dismemberment. In addition, the City makes a PERS retirement contribution on behalf of our employees of 6% of gross wages to the individual IAP account (defined contribution), as well as an additional contribution to a defined benefit retirement program. The City also has vacation, sick leave and 10 paid holidays a year.

Equal Employment Opportunity

The City of Sandy will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.





City Manager Recruitment - Working Document

Phase	Task	Owner	Completion Date
Recruitment Plan Development	<ul style="list-style-type: none"> Working recruitment meeting w/City Council Recruitment Plan – Timeline development Interview selection criteria and guides Projected time to Hire –US Dept. of labor has 6 weeks average to fill a position from date of opening. That does not mean start of new hire. 	HR City Manager Council	These dates to be determined after council workshop.
Recruiting Material	<ul style="list-style-type: none"> Job Description Recruitment Flyer 	HR Manager HR & Thea (from library)	
Position Posting Locations	<ul style="list-style-type: none"> Internal Posting City Wide City Web Site Facebook Share League of Oregon Cities - \$20) /Local Government Personnel Institute –Free/ International City Manager Association - \$225) On-line Options: indeed.com and/or Ziprecruiter, average (\$300 - \$350) per month to post. 	HR	
Candidate Screening Process ← Committee →	<ul style="list-style-type: none"> Track candidate applications Candidate communications Initial Review by HR & City Manager 	HR & City Manager	
Interview & Selection Process	<ul style="list-style-type: none"> Panel interviews – 4-Tier; Dept. Heads; Citizen members; advisory board members & business leaders which includes City of Sandy tour. City Council Panel Interviews top candidates Selection determined and references done 	HR & City Manager	
Job Offer and Details	<ul style="list-style-type: none"> Extend offer of employment, confirm start date and prepare job offer letter with contingencies. Announcements made to staff and the City of Sandy via normal communication methods. Email, Facebook, newspaper, etc. 	HR & City Manager	



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

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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 filled 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 Dougman, 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

Draft