

June 17, 2013
Noon
Newport, Oregon

CITY COUNCIL WORK SESSION

Councilors present: Beemer, Sawyer, Busby, Saelens, Roumagoux, Allen, and Swanson.

Staff present: Smith, Hawker, and Scofield.

Others present: Bob Gibson and Jeri Knudson, human resource consultants working on the city manager recruitment.

Media present: Dave Morgan from News Lincoln County; and Larry Coonrod from the Newport News-Times.

Roumagoux called the meeting to order and the roll was taken.

1. Roumagoux asked for additional work session items that are not listed on the agenda, for this or future work sessions. She reported that Allen has requested time to discuss a couple of issues with Council. Saelens requested time to discuss handicapped parking. Roumagoux requested time to discuss the "Solar Celebration."

Saelens excused himself at this point as he is currently interested in applying for the position of City Manager.

2. Gibson introduced Jeri Knudson noting that she had recently retired from the HR Director position at West Linn and would be working on the city manager recruitment with him. He reiterated that this session will provide an opportunity to have input in what the city is looking for in a new city manager. Gibson noted that the position covers a broad spectrum of work and cautioned that it is a mistake to use a cookie cutter approach. He noted that the information developed today will be used to develop the selection criteria and exercises. He explained that an advertisement will be run in multiple publications; application packages will be accepted; supplemental questions will be sent to applicants; and the finalists will be interviewed.

Gibson asked Council what attributes they are looking for in a city manager. After a discussion, the following list of attributes was developed:

1. visionary;
2. gregarious;
3. extrovert;
4. sense of humor;
5. understanding of the nuts and bolts of the profession;
6. quickly grasp essential points;

7. ability to prioritize;
8. listen to the community (local knowledge);
9. outreach with community partners - active and passive (accessible);
10. listens to staff members;
11. honest with City Council;
12. leadership;
13. multi-tasker;
14. flexible;
15. integrity;
16. ethical;
17. excited about the community and being here;
18. trust;
19. organization and orderliness;
20. public speaking;
21. teamwork.

Gibson asked Council what needs to happen in the first six months for the new city manager to be successful. After a discussion, the following list was developed:

1. needs to figure out what is happening in town;
2. hit the ground running;
3. learning and listening;
4. making connections;
5. labor negotiations/relations;
6. understanding the financial picture;
7. special needs of coastal town on the cutting edge of marine research;
8. initial fact finding with department heads.

Gibson asked Council what the three most important issues are that the city is facing. After a discussion, the following list was developed:

1. infrastructure (water and sewer distribution);
 2. finance administration (income, revenue, budget, how to put pieces together, public education, public input, advising Council, and showing leadership);
 3. city aesthetics (continue working toward city identity with stakeholders);
 4. credibility of city (employee morale).
3. Council was asked to establish a salary range for the new city manager. It was agreed that the range would be \$95,000 - \$115,000 and that other benefits would be negotiable.
 4. Allen reported that he had read the City Attorney's response to the appeal, by the Newport News-Times, of a public records request denial by the city. He stated that he is curious why the City Attorney spent time and effort responding to the appeal when the media already had the document. He added that it is good to defend public record requests, but that the city only had to provide the document and denial rather than a five page response. Allen also took issue with the reference that "Mayor Roumagoux

was under the mistaken, good-faith impression that it was her duty to share this information.” Allen noted that the Mayor’s actions were consistent with City Council Rules. He added that he would have wanted a “heads-up” on this issue prior to it appearing in the newspaper. He noted that Council had an obligation, pursuant to Council Rules, to keep the matter confidential. He stated that the focus should be on the City Attorney’s response not the Mayor or City Recorder for sharing the document with the Council.

Allen stated that he also took issue with the City Attorney asking Councilors to delete the document after it was sent. He stated that he saved it as confidential, but would not delete it.

Beemer stated that if the information had been in the paper, and he had found that the Mayor had withheld it from the rest of Council, he would have been very unhappy.

Sawyer stated that opening the door should have been better regulated, and that he does not agree with the City Attorney’s response.

5. Saelens asked about parking in front of the building noting that it had been changed and that now it is dedicated police parking. Staff agreed to check the parking issue.
6. Roumagoux reported that she is unable to attend the “Solar Celebration” that the tribe is holding on June 20. Saelens reported that he plans to attend, and he encouraged Council to look at the installation for a vision of what could happen here.

Having no further business, the meeting adjourned at 1:43 P.M.