

MINUTES  
CITY OF FAIRVIEW  
CITY COUNCIL WORK SESSION

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August 2, 2006 – 5:30pm

I. ROLL CALL/CALL TO ORDER Mayor Weatherby called the meeting to order at 5:30PM.

PRESENT: Mayor Mike Weatherby  
Councilor Barbara Jones  
Councilor Darrell Cornelius  
Councilor Jim Raze  
Councilor Ken Quinby  
Councilor Larry Cooper

ABSENT: Councilor Steve Owen

STAFF: Bob Cochran, Public Works Director  
Ken Johnson, Police Chief  
Julia Bulfin, Executive Assistant  
Tammy Shannon, IT Tech

II. DISCUSSION REGARDING PAY AND SCHEDULE FOR INTERIM CITY ADMINISTRATORS

On behalf of the three directors, Public Works Director Bob Cochran proposed having longer periods of time for the interim City Administrator rather than a few weeks at a time. It was proposed by the three directors that Ken Johnson take the month of August, Laura Zentner take September and Bob Cochran take October. Council appreciated this efficiency and agreed to the monthly terms.

Counselor Cornelius inquired as to how the three directors are coordinating the trade off of duties and how they make decisions that would usually be made by the City Administrator between the three of them. Director Cochran explained that they communicate on a regular basis to ensure the smooth flow of necessary information. He also explained that they will not make any policy or other sensitive decisions that the council is not aware of.

The \$1000/month additional salary (or prorated amount for partial months) for the acting City Administrator was passed by consensus by the Council.

III. DISCUSSION ABOUT PROCESS FOR RECRUITING AND SELECTING THE NEXT FAIRVIEW CITY ADMINISTRATOR

The Mayor opened up the discussion with an inquiry as to whether the Council would prefer using a 'head hunter' or the League of Oregon Cities (LOC). Police Chief Ken Johnson stated that the staff report outlined the different choices that the Council has in this process, and that there are a few differences to be noted between the LOC and a 'head hunter'. The LOC will not specifically solicit candidates, and the background checks they run are inadequate in Chief Johnson's opinion. Chief Johnson

expressed concern with the LOC in that the material that was sent to him from their office was outdated and had incorrect information.

Councilor Cornelius responded that he was satisfied with the LOC the last time they were used to recruit for the city and explained that if there was anyone at fault in the process, it was the Council in the selection committee by not choosing carefully enough. Counselor Raze agreed. Counselor Cornelius said that the Council needs to take time to choose the right person.

Counselor Cooper commented that a 'head hunter' would provide a more qualified pool of candidates faster than the LOC. Cooper noted that he preferred a 'head hunter' but was not adamant about it and would agree to use the LOC.

Counselor Quinby remarked that perhaps the Council is not thinking outside of the box far enough and suggested that perhaps the Council conduct the search without the LOC or a 'head hunter'. Quinby noted that he didn't like the idea of spending a huge amount of money because the Council was thinking of a certain pool to advertise to.

Counselor Cooper agreed and suggested that if the LOC was chosen, Council should insist that they advertise with places like Monster.com and other internet job sites nationwide, as this would expand the reach of the ad.

Mayor Weatherby stated that the LOC would be the organization used to recruit the next City Administrator and directed Chief Johnson to invite the LOC to the August 16<sup>th</sup> Council meeting.

Mayor Weatherby suggested that four months be used as a deadline for applications. Councilor Raze suggested that Council reopen the position at that time if no adequate candidate is recruited. Councilor Cornelius and Mayor Weatherby agreed.

Mayor Weatherby explained that applications would go directly to his office and that he would use the support of Executive Assistant Julia Bulfin in this process.

Councilor Cooper pointed out the importance of seeing the resumes on a regular basis, rather than all at once after the deadline. Mayor Weatherby stated that the resumes would be available bi-weekly for the Councilors to review.

#### IV. SALARY RANGE AND BENEFITS FOR NEW CITY ADMINISTRATOR

Following a brief discussion on current salaries of the Department Directors and the previous range advertised, Council decided upon \$87.5k+ as the salary range for the new City Administrator.

#### V. DISCUSSION ABOUT SERGEANT'S PROMOTION

Police Chief Ken Johnson stated that he would like to clarify that the Sergeant's promotion was not a new position – it was an existing position replacing Sergeant Aden. According to Chief Johnson, the force absolutely must have two sergeants, if not three. At the request of the Mayor, Chief Johnson will provide budget information regarding this issue to Council.

Chief Johnson also reported that Officer Josh Day had resigned to join the City of Lake Oswego's Police Department.

The meeting adjourned at 6:35pm.

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Mike Weatherby, Mayor

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City Recorder

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Date of Signing