



City Council

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Brian Dalton

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Wes Scroggin

Councilor
Jim Brown

Councilor
Jim Fairchild

Councilor
Beth Jones

Councilor
Jackie Lawson

Councilor
Kevin Marshall

Councilor
Murray Stewart

Councilor
LaVonne Wilson

Councilor
Ken Woods, Jr.

Staff

Interim City Manager
Jon Nelson

City Attorney
Lane Shetterly

Admin Svc Director
Robert Spivey

Community Development/
Operations Director
Jason Locke

Finance Director
Cecilia Ward

Fire Chief
Bill Hahn

Chief of Police
John Teague

Engineering Director
Fred Braun

City Recorder
Emily Gagner

Dallas City Council Agenda

Monday, August 13, 2012, 7:00 p.m.

Mayor Brian Dalton, Presiding

Dallas City Hall

187 SE Court Street

Dallas, Oregon 97338

<u>ITEM</u>	<u>RECOMMENDED ACTION</u>
1. CALL TO ORDER	
2. ROLL CALL	
3. ADOPT HIRING STANDARDS FOR CITY MANAGER The Council will allow the public an opportunity to comment on the standards at this time.	Motion
3. EXECUTIVE SESSION UNDER ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.	
4. OTHER BUSINESS	
5. ADJOURNMENT	

This meeting is called as a special meeting of the Dallas City Council pursuant to section 13 of the Dallas City Charter, Dallas City Code Section 2.005 and ORS 192.640(3).

Dallas City Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Manager's Office, 503-831-3502 or TDD 503-623-7355

DALLAS CITY COUNCIL REPORT

TO: MAYOR BRIAN DALTON AND CITY COUNCIL

<i>City of Dallas</i>	Agenda Item No. 3	Topic: Adopt Hiring Standards for City Manager
Prepared By: Emily Gagner, City Recorder	Meeting Date: August 13, 2012	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Jon Nelson, Interim City Manager		

RECOMMENDED MOTION:

The Council will need to adopt a final City Manager profile and the calendar that describes the procedure for filling the vacancy.

BACKGROUND:

ORS 192.660(7)(d)(D) indicates the City must “adopt hiring standards, criteria and policy directions in meetings open to the public in which the public has had an opportunity to comment on the standards...” in order to allow the Council to go through the manager hiring process in executive session. That is the purpose of this meeting.

A draft profile and advertisement are attached to this staff report for review. Comparable salary information is also included to assist the Council in determining a salary range.

FISCAL IMPACT:

Cost of advertisement

ATTACHMENTS:

- 1) City Manager salary survey results
- 2) Suggested locations to post recruitment advertisement
- 3) Proposed recruitment advertisement
- 4) Revised draft City Manager Profile
- 5) Proposed recruitment schedule

CITY OF DALLAS - CITY MANAGER SALARY SURVEY

City	Job Title	Pop.	Current Salary	Salary Range	PERS/Other Retirement	6% EE portion - paid by City	Modified Total Compensation	Hire Date	Other Benefits
Central Point	City Manager	17,235	\$117,000	n/a	PERS	Yes	\$122,850	Sep-02	\$250/mo. car & \$50/mo. phone allowance and 5% City paid deferred comp.
Hermiston	City Manager	16,865	\$107,952	n/a	PERS	Yes	\$107,952	Aug-91	
Pendleton	City Manager	16,625	\$115,000	n/a	PERS	No	\$108,100	Dec-11	
Coos Bay	City Manager	16,010	\$127,992	\$116,088 - \$148,176	PERS	Yes	\$127,992	Sep-09	\$400/month car allowance
Troutdale	City Manager	16,000	\$120,000	n/a	PERS	Yes	\$120,000	Aug-10	
Canby	City Administrator	15,830	\$130,968	n/a	PERS	Yes	\$130,968	Apr-10	\$75/month phone allowance - City Administrator car for business use only
Lebanon	City Manager	15,565	\$114,500	n/a	PERS	Yes	\$126,500	May-00	\$1,000/month deferred compensation
The Dalles	City Manager	14,440	\$126,160	n/a	Non-Pers - Employer retirement contribution - 13.5%	No Employee Contribution	\$126,160	May-97	
Happy Valley	City Manager	14,330	\$127,000	n/a	PERS	Yes	\$127,000	Apr-10	
La Grande	City Manager	13,095	\$117,648	\$98,388 - \$117,648	Non-Pers - Employer retirement contribution - 16%	1% Employee Contribution	\$116,472	Jan-08	City Manager car for business purposes
St. Helens	City Administrator	12,890	\$93,500		PERS	Yes	\$93,500	Aug-12	
Cornelius	City Manager	11,915	\$108,972	\$100,680 - \$115,644	PERS	No	\$102,434	Feb-12	
AVERAGE			\$117,224	\$105,052 - \$127,156			\$117,494		
Dallas	City Manager	14,620							

Current/Recent openings:

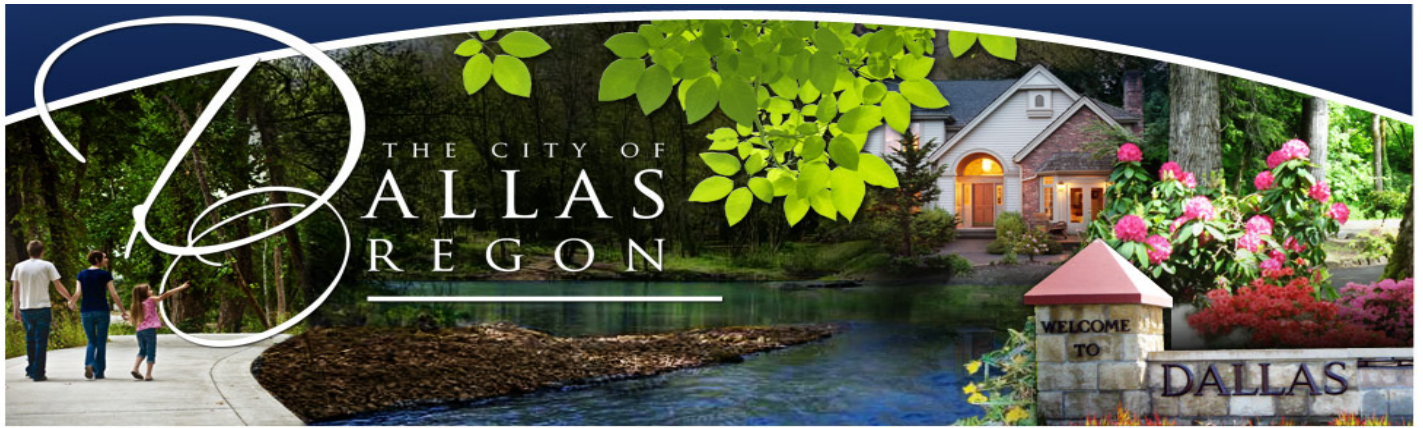
- St. Helen's (pop. 12,890) - Advertised at \$86,000 - \$105,000
- Reedsport (pop. 4,150) - Advertised at \$71,500-\$80,000
- Roseburg (pop. 21,790) - Advertised at \$110,000 - \$125,000
- Sherwood, OR (pop. 18,255) - Hired City Manager at \$115,000
- Ontario (pop. 11,325) - Advertised \$90,000 - \$115,000
- Damascus (pop. 10,575) - Advertised \$100,000 - \$120,000
- Deschutes County Manager
- Camas, WA (pop. 20,000+) - Advertised at \$113,000 - \$135,000
- Ridgefield, WA (pop. 4,975) - Advertised at \$95,000 - \$120,000

City of Dallas – City Manager Recruitment

Advertisement

- **League of Oregon Cities (LOC) Newsletter and Website** – (\$20) – Ads in the newsletter must be submitted by the 25th of the month preceding publication.
- **Association of Washington Cities Website** - (no charge)
- **City of Dallas Website**
- **MWVCOG Website**
- **ICMA (International City Managers Association) Newsletter** - ICMA
Prices are determined by job function, not word count
City Manager - \$450 member price
- National League of Cities - 30 days - \$250 – member /\$350 non-member
- GovtJobs.com Website (\$175 – single job posting)
- Local Newspaper

City Manager – Dallas, Oregon (www.ci.dallas.or.us). Population 14,620. Hiring Range \$_____ DOQ, plus excellent benefits. Staff of approx. 92 FTE; annual budget of \$28.1 million. The City of Dallas is a charming and family-oriented community located in the heart of the scenic Willamette Valley. Position is responsible to the Mayor and 9-member City Council. A Bachelor's degree in Public/Business Administration or related field with at least five (5) years local government experience as a City Manager, Assistant City Manager or Department Head or equivalent required. A Master's degree and certification as an ICMA Credentialed Manager is preferred. The City is seeking an experienced manager with proficiency in overall municipal operations and exceptional communication and interpersonal skills. Complete job profile, including veterans preference information is available at www.ci.dallas.or.us. Send cover letter, resume and references to: Dallas City Manager Recruitment, c/o MWVCOG, 100 High Street SE - Suite 200, Salem, OR 97301 or e-mail to nboyer@mwvcog.org. Closing date: **September 10, 2012**. EOE



City of Dallas City Manager Profile

The Community

The City of Dallas is a family-oriented community located in the heart of the scenic Willamette Valley, just 13 miles west of Salem, the state capital of Oregon. This quiet and charming town is the Polk County seat and the downtown is home to the historic Polk County Courthouse, City Hall and many other historic buildings. The Dallas area is surrounded by vineyards, world class wineries, abundant farmland and the coastal mountain range.

Dallas has exceptional recreation programs and opportunities for children and adults, including an extensive trail system. The City has seven city parks, the largest being a 35-acre park with an attached arboretum, a Japanese garden and an 18-hole disc golf course. One of the newest park additions is Central Bark, an off leash dog park. The Dallas Aquatic Center is well on its way to becoming the premier family Recreation Center and competitive swimming arena for the region with its five pools, a waterslide, a lazy river and swim fountain. The largest community events are the Dallas Summerfest with four days of fun and something for everyone and the Dallas Winterfest with holiday music, caroling, hot chocolate and, of course, Santa Claus. In the summer, you can also enjoy the Sounds of Summer outdoor concert series.



Dallas Aquatic Center

The City has highly acclaimed public schools with an excellent and innovative teaching staff that puts students first.

Chemeketa Community College, whose main campus is located in Salem and who offers a variety of technical and vocational programs and college transfer classes, maintains a branch “outreach” campus co-located at Dallas High School. The Dallas campus offers a wide spectrum of daytime and evening classes. There are several other colleges and universities located within easy driving distance of the Dallas area, including Western Oregon University in the neighboring community of Monmouth.

You will find that the businesses and citizens of Dallas participate in every facet of their community and have an extraordinary spirit of volunteerism. It's the people, the businesses and civic pride that makes Dallas an excellent place to live, work, play and do business.

City Government

The City of Dallas is a charter city with a council-manager form of government that has nine elected members on the City Council with an elected Mayor. The Mayor presides at the Council meetings and does not vote except in the case of a tie. The City Manager is appointed by and serves at the pleasure of the Mayor and Council. The City Manager is responsible for overseeing the administrative operations of the City and for



Dallas City Hall

implementing Council policies using the resources appropriated by the Council. Under the City's Charter, the City Manager is required to establish residency within the city limits. *The mission of the City of Dallas is to maintain a safe, livable environment by providing open government with effective, efficient and accountable service delivery.*

The population of Dallas is 14,620 and the current budget is \$28.1 million. The City has approx. 92 FTE positions, including six (6) department heads. The City of Dallas is a full service community that operates its own police department, fire department, ambulance service, municipal court, water, wastewater, storm, street

operations, planning, building, engineering, fleet maintenance, library, aquatic center, and finance departments. Dallas is the largest city in Oregon with a volunteer fire department and it maintains an excellent ISO rating. There is one collective bargaining unit, the Dallas Police Employees Association, representing employees in the police department. The City also has an Urban Renewal Agency.

Current Issues/Priorities

- Urban renewal and economic development plans implementation
- Watershed and infrastructure studies completion and implementation
- Transparency and governance facilitating experience
- Key partnerships pursuit (Fire Districts, Schools, Chamber of Commerce)
- Financial and budgeting management

The Candidate

Education and Experience

Bachelor's degree in public/business administration or related field with at least five (5) years of local government management experience as a City Manager/Administrator, Assistant City Manager/Administrator or Department Head or equivalent combination of education and experience required. A Master's degree in public administration or related field and certification as an ICMA Credentialed Manager is preferred.



Skills and Past Performance:

Administrative Ability

The City seeks an experienced manager with proficiency in overall municipal operations and exceptional communication and interpersonal skills to serve as the new City Manager. He/she must be efficient, organized and able to prioritize effectively. In working with staff, he/she should be approachable, supportive, and have a sense of humor. The ideal candidate will be able to empower staff by providing clear direction, establishing high standards of accountability and letting managers manage his/her department. He/she should have strong leadership skills and be able to foster an atmosphere of teamwork and collaboration. An impeccably honest individual with a strong sense of personal and professional integrity is sought.

Downtown Dallas

Council Relations

The new City Manager must be able to develop and maintain a good working relationship with the Council on both an individual basis and as part of the “team.” He/she must have the ability to keep the Council accurately informed in a timely manner, have an open-door policy for Councilors and needs to provide well-researched recommendations, analysis and alternatives to the Council so that they may make informed decisions. The individual must be adept at assisting the Council in translating their vision and goals into action plans and be able to carry out their intentions and directions in a positive and transparent way.



Summerfest

The individual should be a “big picture” person who, in concert with the Council, is able to help create and implement a vision for the City.

Budget and Finance

The City is seeking an experienced manager with strong budget and financial management skills and the ability to continue the City’s excellent budgeting and fiscal policies. He/she must be fiscally responsible and able to work within established budgetary constraints. The individual needs to work effectively with department heads, the Council and the community to develop the best financial solutions for the City. He/she should also be able to prioritize and think innovatively in meeting City needs. It would be desirable for the individual to have a background in Oregon Budget law.

Labor Relations and Human Resources

He/she should have a good understanding of labor and employment law and have a positive reputation for working in a collaborative manner with all groups of employees. In addition, the person must possess excellent problem-solving skills, be able to develop solutions and make good decisions. He/she must be impartial, fair and able to generate trust within the organization.



Community Relations

The individual should have a history of community service/volunteerism and a commitment to become actively involved in this community and its various activities to put a face on the City of Dallas

government. He/she should be a visible leader, good listener, approachable, open and direct, and someone the community can trust. The individual needs to maintain the current strong working relationship with the Chamber of Commerce and the School District. He/she must be dedicated to providing excellent public service.

Dallas City Park

Intergovernmental Relations

The new City Manager must have the ability to develop and maintain effective partnerships with other governmental entities and recognize that regional involvement, cooperation and collaboration is essential to the overall welfare of the City. It would be desirable for the candidate to be a part of professional networks in order to bring new ideas to staff and Council and to gain insight into challenges and solutions.

Innovations and Major Achievements

Candidate must be a creative problem solver. He/she must be able to multi-task all of the many different ongoing City business needs while simultaneously communicating with staff and members of the community and generating a feeling of trust that things are being taken care of properly and effectively. The new Manager should have an affinity and a feel for small cities and an appreciation of the community values. An understanding of urban renewal districts and tax increment financing is highly desirable.

Compensation

The hiring range for this position is _____ to _____ dependent upon qualifications. An attractive benefit package is also provided, including medical, dental and vision insurance, life insurance and AD&D coverage. In addition, the City pays the full retirement contribution to Oregon PERS.

How to Apply

Individuals interested in applying should submit a cover letter indicating their specific interest in this position; a detailed professional resume that identifies the relevant qualifications and experiences outlined in this position profile; and a list of five professional references. Send the cover letter, resume and references to Dallas City Manager Recruitment, c/o MWVCOG, 100 High Street SE – Suite 200, Salem, OR 97301 or e-mail to nboyer@mwvcog.org. The closing date is **September 10, 2012**.

Veteran's Preference – The City of Dallas provides qualifying veterans and disabled veterans with employment preference in accordance with Oregon law. Veterans may claim preference by submitting a Veteran's Preference Form (attached) and the required documentation with his/her application material.



Winter Scene

**CITY OF DALLAS
CITY MANAGER RECRUITMENT
SCHEDULE**

STEPS	ESTIMATED TIME	TARGETED COMPLETION
1. Develop position profile		Council Worksession– August 8 th Approved - August 13 th
2. Prepare advertisement and determine placement		Approved – August 13 th
3. Closing Date	Position should be advertised for four weeks	September 10 th
3. Prepare and send acknowledgment letters	One week after closing	September 17 th
4. Screen applicants	One week after closing	September 17 th
5. Council to select candidates for backgrounds or interview	One week after receiving applications	September 17 th
6. Conduct backgrounds and reference checks (if conducted before interviews)	3 – 4 weeks	October 15 th
7. Finalize candidates for interview		October 15 th
8. Candidate Interviews		Week of November 5 th

(Council meetings are 1st and 3rd Mondays of the month)