

CITY OF ALBANY  
CITY COUNCIL (WORK SESSION)  
Municipal Court Room  
Monday, August 4, 2008  
4:00 p.m.

MINUTES

CALL TO ORDER

Mayor Dan Bedore called the meeting to order at 4:00 p.m.

ROLL CALL

Councilors present: Councilors Ralph Reid Jr., Floyd Collins, Jeff Christman, Bessie Johnson, Dick Olsen, and Sharon Konopa.

Councilors absent: None.

BUSINESS FROM THE PUBLIC

There was no business from the public.

CITY MANAGER PERFORMANCE EVALUATION

Bedore feels that overall City Manager Wes Hare received a positive rating from the Council.

Bedore reviewed the comments on the City Manager Evaluation Summary (see agenda file).

1. *Communication with Council, including effective written and oral presentation and openness to Mayor and Council feedback or direction.*

Bedore said that when the Council asks for more information on a specific subject, it seems to take awhile for the City Manager's Office to get back to the Council. Hare explained the process the City Manager's Office uses to track those requests. He said it is helpful to staff if the Council gives a firm deadline. Also, the direction staff gets at the front end is useful in tracking down exactly what the Council is looking for.

Councilor Floyd Collins recalled that the Council used to receive a list of "pending issues". Councilor Jeff Christman suggested a quarterly review of the Strategic Plan.

Councilor Ralph Reid referred to the "Keeping Track" column, which appears in the Saturday and Sunday editions of the *Democrat-Herald*.

2. *Implementation of Council policy and assists Council in the development of annual and long-range goals.*

Reid said he is still waiting for staff to compile a long-range planning document. Bedore said if it is the consensus of the Council, staff can be directed to move forward on that project. Discussion followed. Staff will bring back possible dates for a discussion on this project.

Collins said he would like to see a long range strategic plan for financing options, to include the rate of growth versus services, debt repayment plans, etc. This will help to determine if we need a levy or not and illustrate our borrowing capabilities. It should project 5-10 years out, with the understanding that it would be an evolving and changing document. It is important to have a vision.

3. *Staff support for Council; anticipates and provides reports and recommendations as required by the Council.*

The Council rated Hare as meeting or exceeding standards in this area.

4. *Staff relations; demonstrates leadership and promotes professional staff performance.*

Bedore said that from his evaluation of the Director's reports, there is a great deal of respect for Hare, and when he is away from work there does not seem to be a gap in leadership because of the relationships he has built. Hare credited the seamlessness of his absences to the quality of the City's Directors. They are a very good team and they make his job easier. Collins said, it also demonstrates that staff understands the direction the Council is headed.

Reid is disappointed in the dissolution of the Economic Development Department. He thinks the transition could have been smoother. Hare agreed it was a difficult transition which involved a balance of professional and personal aspects.

Collins said that in the past, he has witnessed hard feelings when a Council does not proceed with a City Manager's solution. However he does not see Hare taking it personally in such scenarios, although Hare does make the Council aware of the consequences of their decisions. Collins appreciates that.

5. *Financial planning and administration; prepares and administers annual budget, which maintains a multiyear vision.*

The Council likes the new Budget document format. Hare credited Finance Director Stewart Taylor and the Finance Department.

6. *Personal and professional development; strives to maintain current knowledge and skill sets.*

Hare explained the ICMA accreditation program he is in.

7. a) *Effective delivery of City services.*

The Council rated Hare as meeting or exceeding standards in this area.

Collins said the Building Exceptional Service Together (BEST) Program is impressive and will benefit citizens short-term and long-term.

Councilor Bessie Johnson thinks the City should print the gallons of water used on the utility bills and also, implement an equal-pay program for the utility bills. Hare said the Utility Billing Department is getting new software which may be able to accommodate Johnson's suggestion.

Johnson asked Hare, how do you prefer we present our suggestions? Should we approach you or the departmental directors? Hare said it is easier for staff to prioritize items if they come from one source, so the Council should go to him with suggestions.

- b) *Effective delivery of community relations.*

Bedore thinks the Human Relations Commission is a good start. Also, Hare's efforts have led to improved communication with property owners along the Albany-Santiam Canal, so it is no longer difficult for City employees to gain canal access. Hare commended Public Works Director Diane Taniguchi-Dennis for working through disagreements constructively with citizens.

8. *Intergovernmental relationships at the state and local levels.*

Johnson said she has heard from Linn County and the school district that they enjoy working with Hare because he is easy to get along with and is very knowledgeable. Reid agreed and said there has been a marked improvement in relationships with other agencies, and the success of the Albany-Millersburg Water Treatment Plant is a great example. Collins commented that it is unlikely there is a government entity that can operate alone in the current climate; the City must leverage each others' strengths and fill the gap in weaknesses, for the greater good of the community.

9. *Overall evaluation of City Manager's performance.*

All seven Councilors rated Hare as satisfactory.

Councilor Sharon Konopa said that even with a cost-of-living adjustment (COLA) of 4.3 percent, the City Manager salary would still be under the market average. From her experience with the recruitment at the Council of Governments Executive Director position, she understands that it is difficult to recruit for high level positions using just the market average. Bedore agreed and suggested that the City Manager salary range be reevaluated with the goal to have it more closely reflect the true market. Discussion followed about conducting a competitive salary survey of other key positions in the City, so that the City does not lose key staff to other agencies offering higher compensation. Hare said the Human Resources Department conducts regular salary surveys which include director level positions.

MOTION: Johnson moved to approve a 4.3 percent cost-of-living adjustment (COLA) for the City Manager position to be consistent with the COLA received by non-bargaining and executive employees. Konopa seconded it and it passed 6-0.

#### LEAGUE REQUEST – ALBANY'S TOP FOUR LEGISLATIVE PRIORITIES FOR 2009

The Council selected Albany's top four choices for representation by the League of Oregon Cities in the next legislative session:

1. Support a city transportation package for preservation funding shortfall.
2. Initiate legislation to ensure that cities may collect franchise fees from all electricity and telecommunication providers that utilize city owned rights-of-ways.
3. Pursue legislation that ensures city leaders are represented on the governance structure of the Oregon Wireless Interoperability Network and advocate for a funding level that will allow all public safety first-responders to communicate seamlessly.
4. Serve the mentally ill with discussion of centralized versus decentralized care (This item was not on the LOC list; the Councilors decided to add it).

#### COUNCILOR COMMENTS

Councilor Dick Olsen said his neighbor had a problem with their sewer line and he found out that the Public Works Department has funds set aside to help residents. He thinks it is very positive that funds are available for situations such as this.

Bedore said he received a call from a woman who wanted to know why the City plans to pay so much more for laptops for the Councilors than she paid for a laptop for her son. Information Technology Director Jorge Salinas said that the City uses government pricing under Dell's state contract. Software, features, and user requirements also drive up the price. Based on today's prices, it costs approximately \$1162 for a business class laptop (Model Latitude 830) with a three years' extended warranty and \$470 for required business software. Also, the City must pay for each client access license (CALs) for SQL databases, Exchange and Windows server. We use Microsoft Office professional which has a higher price tag than the student or home version.

Collins asked, are there different levels of laptops purchased for staff? Salinas said yes; for example, Engineering staff that uses computer aided design software (CAD) requires a higher performance laptop or desktops. Salinas said IT tries to match the users' need with the price of machine and buys extended warranties and services.

#### CITY MANAGER COMMENTS

Hare said a medical patient that used to live in Albany moved to Millersburg and was surprised to learn that Call-a-Ride does not service Millersburg. The Millersburg City Council is considering receiving Call-a-Ride service, so they have scheduled the topic to be discussed at an August meeting. In the meantime Albany staff will decide a price per-mile for services. Our goal is to protect Albany services but at the same time see if we can help patients by working with neighboring governments.

Reid explained how the program works. They need more drivers and dispatchers. They advertise in *Generations* and the *Democrat-Herald*. The drivers of wheel chair accessible vehicles are paid but the dispatchers are volunteer positions. City staff will also run an advertisement in *City Bridges* to ask for volunteers.

#### ADJOURNMENT

There being no other business, the Work Session adjourned at 5:37 p.m.

Respectfully submitted,

Mary A. Dibble, CMC  
Deputy City Clerk

Reviewed by,

Stewart Taylor  
Finance Director