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CITY COUNCIL WORKSHOP

Monday, August 13, 2009

Council Chambers, 6:30 P.M.

I. CALL TO ORDER

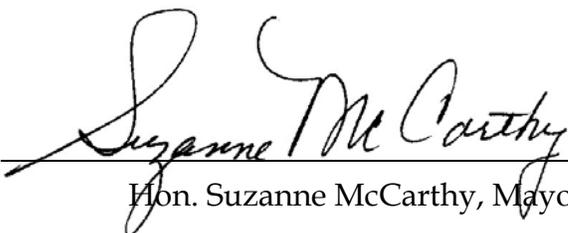
Mayor Sue McCarthy called the workshop to order at 6:35 pm. Present were Council President Terry Kandle, Council Vice President Roberta Bettis, Cn. Jerry Bartolomucci, Cn Betty Thomas, and Interim City Administrator John O'Leary.

II. ORGANIZATION AND ADMINISTRATIVE OFFICE POSITIONS

Council reviewed the staff report and two draft job descriptions for the Administrative office prepared by O'Leary. Council and O'Leary discussed the specific details of the existing position of City Administrator, how it relates the current City Administrator ordinance, and what changes Council would like to see made to the draft. O'Leary noted the Council's recommended changes to the draft, and discussed some of the reasoning for specific statements in the draft. Council reviewed the draft job description for the position of Assistant City Administrator. Council and staff discussed the need for this position in contrast to the existing position of City Finance Officer. McCarthy commented that the existing position has roles and responsibilities that fall into the description of confidential employee as described by ORS 243.650. O'Leary explained that with the existing task requirements of the Administrative office and only two positions to perform those tasks, one position could not be significantly less responsible than the other. Council considered that this position could serve as the City Administrator under certain conditions as well. Council and staff discussed these requirements and O'Leary noted Council's recommended changes to the draft job description for Assistant City Administrator. Council reviewed the next steps with staff. O'Leary noted the he would like to have the City's attorney review both revised descriptions to see if there needs to be any changes to the existing Municipal Code before the positions can be created or filled.

XI. ADJOURNMENT

Mayor McCarthy adjourned the meeting at 8:05 p.m.



Hon. Suzanne McCarthy, Mayor

ATTEST:



John O'Leary, Interim City Administrator