

THE COMMON COUNCIL OF THE CITY OF ECHO HELD A WORK SESSION ON THURSDAY, JANUARY 31, 2019 AT 4:00 P.M. AT THE OLD VFW HALL, 210 W. BRIDGE ST., ECHO, OREGON.

COUNCIL PRESENT: Jeanie Hampton, Janie Enright, Jerry Gaunt, Chad Ray, Dick Yoder.

ABSENT: Tammie Williams (excused ill), Robert Harris.

STAFF/CITY CONTRACTORS PRESENT: Diane Berry, City Administrator-Recorder,

OTHERS PRESENT: Alvin Umphres.

CALL TO ORDER: The Mayor led the Pledge of Allegiance and the meeting was called to order at 4:00 p.m.

WORK SESSION/CITY ADMINISTRATOR-RECORDER OPENING:

The council reviewed the city administrator-recorder job description to see what jobs/tasks were important to emphasize, eliminate or shift to other personnel. The library director position was discussed at length. The council decided to leave that title as part of the City Administrator Recorder job description, but to recommend to the council increasing librarian hours to 28 after the current City Administrator retires and to keep the position below the 30 hour limit. The librarian will be expected to compile orders for materials and supplies, but these would be approved by the City Administrator-Recorder. At the end of the budget year the performance could be evaluated. Shifting some duties to the city clerk was discussed, but Berry said as city clerk and billing clerk that is a full time job. Coordinating the Christmas Basket Program was suggested as an item that could be removed from the job description. Berry said that this year there had not been much the city had to do for the food program as the Kiwanis took that over. City Hall was still a food drop site and people could make donations through us. The city did coordinate the Giving Tree and deliver packages to needy children, but the city clerk coordinated that and she and the mayor wrapped and organized the gifts.

Dick Yoder suggested that the Public Works Director take over the bid preparation and asked why he wasn't doing that now as Yoder thought most Public Works Directors did. Berry said Public Works Directors who prepare such bids are usually administrative directors and not working directors. Our position is a working director so doing administrative work to the extent needed for a formal bid process is not necessary. Berry said we rarely have to go out for formal bids. She said if it is something like the golf course mowers, Randy Sperr, golf course manager, or Darin Tuil, Public Works Director, do contact the vendors, tell them what we are looking for and obtain bids. There are a lot of state and legal requirements needed for such

bids. However Tuil is involved in the process too. For example, she would not be able to prepare the bid documents for bidding street projects without consulting and coordinating with him.

Contracting with an accounting firm or bookkeeper to do posting of city finances was discussed as a way to lessen the City Administrator-Recorder's position to a more reasonable and manageable job.

Budget Officer should remain part of the job description.

Tasks such as watering and caring for outdoor plants and containers could be shifted to the Public Works II.

Berry informed the council that the League of Oregon Cities did have a service where they could screen applicants. The council didn't want to hand off the screening.

Recommendations for City Administrator-Recorder advertisement:

1. A Bachelor's Degree in public administration or business administration or equivalent field or five (5) years experience in public administration or business administration or equivalent field.
2. Demonstrate competency in verbal and written communication.
3. Demonstrate knowledge of municipal and administrative laws and procedures.
4. Skills in team work, leadership and personnel management.

Salary Range \$45,000 to \$65,000 per year.

The council will further discuss this at the next meeting.

ADJOURNMENT: There being no further business before the council, Yoder moved and Ray seconded the motion to adjourn. The meeting was adjourned at 6:19 p.m.

Respectfully submitted,

Eujeana Hampton/Mayor

Attest:

Diane Berry/City Administrator-Rec.

