

AGENDA BILL

**Beaverton City Council
Beaverton, Oregon**

SUBJECT: Classification Specification and Compensation for City Manager

FOR AGENDA OF: 07-28-20 **BILL NO:** 20207

MAYOR'S APPROVAL: Abigail Elder

DEPARTMENT OF ORIGIN: HR PAW

DATE SUBMITTED: 07-23-20

CLEARANCES: City Attorney WBK
 Mayor's Office AE
 CDD CT
 Finance PA
 Library GF
 Police RG
 Public Works U

PROCEEDING: Work Session

- EXHIBITS:**
1. Draft Classification Specification
 2. Compensation Survey
 3. Resolution 4623 – Council Hiring Procedures
 4. Draft Vacancy Announcement

BUDGET IMPACT

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$0	BUDGETED \$0	REQUIRED \$0

RECOMMENDED ACTION:

Hold a work session regarding establishment of a new position classification specification and base salary for a City Manager; review draft vacancy announcement for the new position.

HISTORICAL PERSPECTIVE:

Beaverton voters approved a new city charter in May 2020. The new charter changes the city's form of government from a mayor-council form of government to a council-manager form of government. The new form of government becomes operative January 1, 2021.

INFORMATION FOR CONSIDERATION:

The Mayor's Office, City Attorney's Office, Finance Department, and Human Resources Department have developed a proposed City Manager classification specification (Exhibit 1).

Human Resources has surveyed other public agencies that employ city managers or similar chief administrative officers to gauge the appropriate level of compensation for the classification.

Based on the proposed classification specification and the results of the compensation survey (Exhibit 2), staff recommends the new City Manager classification be assigned an annual base salary using a range \$180,000 - \$208,373. Assignment of salary is commensurate with qualifications. The position's total compensation package would include benefits similar to those provided to other Management I staff, subject to Council approval as part of a negotiated employment agreement.

Following this work session, staff will prepare a final version of the classification specification and make a final recommendation for the position's base salary. Those matters will then come before Council to consider for approval as an action item at the Council's August 4 council meeting.

Once the classification specification and base salary for the new position is established, the City Council will undertake through the Human Resources Department to recruit an interim city manager (referred to in the new city charter as a city manager pro tempore). The recruitment and hiring process for the interim city manager will follow the process outlined in Resolution 4623 adopted by the City Council on February 4, 2020 (Exhibit 3).

This process outlined in Resolution 4623 includes City Council's review and comment on the proposed vacancy announcement for the new interim position (Exhibit 4). Staff will also update the City Council on the process underway to select an outside firm to help the City with this particular recruitment. Council authorization to open the recruitment by advertising the vacancy and doing an initial screening of applicants for minimum qualifications and applicable preferences will be requested as part of the action item planned for Council's August 4 council meeting.

Exhibit 1 Classification Specification

CITY MANAGER

Serves as the administrative head of the City of Beaverton, responsible to the City Council for the proper administration of all city business. The incumbent ensures the efficient and effective performance of city operations and is responsible for the proposal and administration of the city budget and the administration and enforcement of all ordinances, resolutions, franchises, leases, contracts, permits, codes, and other city decisions. The incumbent attends all council meetings (unless excused by the mayor) and makes reports and recommendations to the council about the needs of the city, to ensure the council is kept informed of functions, activities, programs, and legal, social, and economic issues affecting city activities. The incumbent must demonstrate inclusive and ethical behavior and be intolerant of inequity in the daily operations of the city.

Key Distinguishing Features

This is a single incumbent classification which directs and oversees the city's organizational and administrative operations in accordance with policies and procedures set forth by the City Council. Subject to City Council control and direction, the incumbent regularly exercises judgement and discretion with proficiency, competency and autonomy.

Supervision Received and Exercised

The City Manager is appointed by, reports to, and serves at the pleasure of the City Council under an employment contract.

The incumbent supervises the heads of city departments and assigned administrative/clerical staff, other than those who by charter report directly to the City Council.

TYPICAL PERFORMANCE FUNCTIONS

Strategic Leadership

Provides high quality professional management and leadership to city government. Assists the council in the development of city policies. Carries out policies established by ordinances, resolutions, and orders. Determines the personnel rules and practices of the city and appoints, manages, and removes all city employees over which the city manager has authority. Organizes

departments and administrative structure over which the city manager has authority;

Involves the council in the development and implementation of short and long-term goals for the city, the short and long-term agenda process, and the development of budget principles and priorities;

Plans, organizes, manages, and provides administrative direction and oversight of all city functions and activities; develops and implements program and strategic planning; implements and oversees the development of citywide policies, procedures, and business practices;

Assists the City Council in translating its vision and goals into action plans; implements priorities and directives of City Council; analyzes and evaluates goals, objectives, priorities, and activities to improve performance and outcomes; recommends administrative controls and improvements for enhancing operations and services to City Council; develops procedures to implement new and/or changing regulatory requirements;

Ensures planning and retention of - a diverse and multicultural workforce, promotes an equitable workplace environment, and applies equitable program practices to diverse and complex city services;

Directs, supervises, mentors, and evaluates the work performance of department directors, including making hiring decisions, implementing disciplinary actions, enforcing policies, and resolving grievances;

Clarifies policies and goals established by city officials; ensures appropriate resources and venues are used to maximize communications and cooperation of policies and goals;

Advises city department and division heads on a full range of organizational, management, administrative, budget, and financial policies and related issues;

Advises city officials regarding cooperative efforts with other government units, charitable non-profit organizations, public-private sector partnerships, privatization efforts, consolidation of services, and related matters;

Develops recommendations for enhancing the city's operations and services in collaboration with city officials and department directors.

Collaboration and Community Engagement

Promotes cooperation among the mayor, council, staff, and residents in developing city policies and building a sense of community;

Provides expert guidance to other departments, the general public, and/or outside agencies; represents the city to the public, elected officials, other agencies, governments, and organizations including making presentations, participating in meetings, and conducting community outreach;

Advises city management regarding cooperative efforts with other government units, public-private sector partnerships, privatization efforts, consolidation of services, and related issues;

Acts as a representative on committees, interagency task forces, and special projects; responds to and resolves confidential and sensitive inquiries;

Aids city officials in developing programs and coordinating intergovernmental and inter-organizational policies, programs, and operations;

Organizes special committees, task forces, other appropriate organizations and projects to address city problems and needs;

Encourages regional and intergovernmental cooperation consistent with council direction and in cooperation with the mayor.

Advances community engagement and ensures the city has an effective mechanism for effective media and public relations.

Public Budget and Financial Management

Serves as the City's Budget Officer under ORS 294.331;

Assures development of the annual city financial plan and budget in accordance with established policies, including submitting operating and capital budgets and monitoring monthly expenditures;

Acts as administrator for city utilities and city properties and designates appropriate authority for their management and operations;

Consults with city elected officials and department directors to discuss, identify, and assess their organizational, management, administrative, budget and financial challenges and needs;

Plans, organizes, and directs capital improvement programs and works with department heads to analyze requirements for modernizing city functions and operations.

Planning & Development

Develops goals, plans, and measurements to implement priorities and directives of City Council;

Identify and evaluate challenges and deficiencies and devise solutions, including required recommendations to City Council;

Assures development of short-range and mid-range operational and financial plans for the city;

Analyzes and evaluates the effectiveness of city operations, services, and programs, and report findings and recommendations for improvements to City Council;

Directs or conducts studies or research on issues affecting areas of responsibility.

CHARACTER SUCCESS FACTORS

Demonstrated and Effective Ability to:

Listen, understand and evaluate the personnel and organizational needs of city department heads, and other supervisory personnel;

Provide leadership, motivation, management, coordination, supervision, and evaluation of others;

Exercise interpersonal communications and persuasion;

Promote team and organization building, goal development, and project follow-through;

Plan, organize, and evaluate the work of others;

Instruct and motivate others to learn new practices and procedures to accomplish work objectives;

Establish and maintain effective working relationships with City Council, other city officials, employees, local business organizations, special districts, other agencies, residents of the city, and the general public;

Exercise discretion in confidential and sensitive matters;

Analyze problems, identify alternative solutions, assess consequences of proposed actions, and implement recommendations;

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls;

Communicate effectively orally and in writing; present information, proposals, and recommendations clearly and persuasively.

Demonstrated Comprehensive Knowledge of:

Public management, organization, and administrative theories, principles, and techniques at local government level;

Laws, rules, ordinances, and regulations affecting city government;

Organization functions and methods of operation of the city's legislative body, executive staff, and operational departments;

City government finance and administration, including state and federal laws affecting the operations of the city;

Principles, practices, and techniques of intergovernmental and inter-organizational relations;

Principles and practices of personnel administration and supervision;

Current social, political, and economic trends affecting city government and service provision;

Communication principles, practices, and techniques.

QUALIFICATION SUCCESS FACTORS

Ten or more years' experience in municipal government or organization of similar complexity including finance, budgeting, development processes, people development and technology, demonstrating strong communication, interpersonal, leadership and management skills, with a minimum of five years in an executive leadership role is required. The incumbent must have a proven track record of working effectively with an elected governing body.

A bachelor's degree from an accredited four-year college or university with major course work in public or business administration, public policy, finance, or a related field or certification as an ICMA-Credentialed Manager. Possession of an appropriate master's degree is highly desirable.

City Manager (Updated July 22, 2020)

Organization	Title	Annual Salary Range	Retirement PERS (ER Paid)	Annual PTO/Vacation	Additional /admin /exec leave	Medical/Dental/ Vision	Mo. Vehicle/Stipend	Notes
City of Beaverton	Mayor	\$187,409.04	6%	37 days	ys (opted out)			
City of Bend	City Manager	\$185,376.00	6%	30 days		\$1243.26/mo. (ER) \$138.14/mo. (EE)		\$200,000 life insurance policy; \$6000 deferred comp contribution annually. City also pays portion of deductible.
City of Eugene	City Manager	\$193,165.00	6%	12-21 days/year;DOS plus 7 extra days per year		\$2422.39 (ER) \$193.80/mo. (EE)		Non-represented employees may receive COLA 1/1/21
City of Gresham	City Manager	\$193,308.00	6%	37 days	0	No Cost Med/ \$30.52 for highest dental plan	\$500.00	1% of monthly salary in lieu of VEBA
City of Hillsboro	City Manager	\$201,925 (\$189,810 with 6% PERS adj.)	0%	21 days	10 days	\$1950/mo. (ER) \$125/mo. (EE)	\$375.00	2% VEBA; \$13,800 annually towards deferred compensation
City of Salem	City Manager	\$200,500.00	6%	24 days	0	\$ 2318.95/mo. (ER) \$115.97 (EE)	\$500.00	96 hours of sick leave
City of Tigard	City Manager	\$188,793.00	11%	33 days	7 days		\$333.33	
City of Tualatin	City Manager	\$134,700.00	6%	20 days	5 days		\$350.00	
City of Vancouver	City Manager	\$266,447.00	12.86%	39 days	5 days	\$1630/mo. (ER) \$90.39/mo. (EE)	\$600.00	6.5% Deferred Comp; 40 extra hours of leave per year (use it or lose it)
Washington County	Chief Administrative Officer	\$199,607 (\$187,631 with 6% PERS adj.)	0%	39 days				1% deferred comp contribution

Hillsboro: Salary not adjusted in column C to reflect that city does not pay PERS pick up (\$12,115 decrease in annual salary when calculating 6%).

Washington County: Salary not adjusted in column C to reflect county does not pay PERS pick up (\$11,976 decrease in annual salary when calculating 6%).

RESOLUTION NO. 4623

A RESOLUTION ADOPTING REGULAR HIRING PROCEDURES FOR PUBLIC OFFICERS APPOINTED BY CITY COUNCIL

WHEREAS, Section 9 of the City Charter provides as follows: "The council, by majority vote of the entire council, shall appoint and may remove a municipal judge, city attorney and auditor for the city."; and

WHEREAS, the City of Beaverton is a public body, the City Council is a governing body of the City, and the presiding judge, associate judge and city attorney are public officers as those terms are defined and understood in Oregon Public Meetings Law (ORS § 192.610, *et. seq.*); and

WHEREAS, the City Council desires to adopt regular hiring procedures in accordance with Oregon Public Meetings Law that balances the public's right to be informed of Council's deliberations and decisions against the individual job applicant's desire to maintain confidentiality of their application; and

WHEREAS, the City Council desires to partner with the City's Human Resources Department to aid Council in implementing its adopted regular hiring procedures in a manner that complies with Oregon Public Meetings Law and consistent with Human Resources' recruitment and selection practices; now therefore,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BEAVERTON, OREGON:

Section 1. The City of Beaverton hereby adopts regular hiring procedures for public officers who are appointed under Section 9 of the City Charter, which are attached as Exhibit A and incorporated herein.

Section 2. The Human Resources Director is authorized to reimburse individual applicants their reasonable travel expenses in accordance with City practice.

Section 3. The Mayor has the authority to incorporate the adopted regular hiring procedures into City personnel policies.

Adopted by the Council this 4th day of February, 2020.

Approved by the Mayor this 5th day of February, 2020.

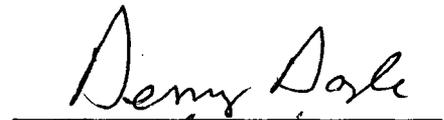
AYES 5

NAYES 0

ATTEST:


Catherine Jansen, City Recorder

APPROVED:


Denny Doyle, Mayor

Regular Hiring Procedures for Public Officers Appointed by Council

Action To Be Taken
After being aware of vacancy in public officer appointed by Council, Human Resources Department (HRD) to work with Council liaison to review the existing job description, class spec and salary for appropriate adjustments. If changes other than minor clerical adjustments to job description and class spec are identified, HRD will work with City Recorder to notice the item for a public meeting for final decision on whether to approve the changes.
HR Director to work with the appropriate Council liaison to prepare a proposed recruitment plan for upcoming vacancy which is consistent with these procedures.
HRD to initiate requisition and to prepare materials to advertise vacancy for Council review and input at a future public meeting.
Public Meeting: Council to hold work session to 1) review the vacancy announcement; and 2) authorize the Human Resources Director to open the recruitment by advertising the vacancy and to do initial screen of applicants for minimum qualifications (MQ's) and applicable preference(s) (e.g. veteran's preference).
Once authorized by Council, HRD to publicly advertise the vacancy with closing date in accordance with recruitment plan.
During application period, HRD to conduct rolling review of applications as received to review for minimum qualifications (MQ's) and applicable preference. Final review will be completed before sending to Council for their consideration at a future noticed executive session.
No less than three days before scheduled executive session, HRD to forward screened applicants meeting MQ's (or having applicable preference(s)) to Council for their consideration at a future noticed executive session. (Applicants should be marked confidential.)
Executive Session: Council to review applicants forwarded by HRD as having met MQ's and/or holding applicable preference(s), and to consider and identify applicants to invite to initial interview (semi-finalists). Authorize HRD to invite semi-finalists to interview.
Executive Session: Semi-finalist interviews to be held with Council.
Executive Session: Council to discuss semi-finalists who interviewed and identify finalists. Authorize HR Director to inform applicants who have been selected as a finalist for the vacancy and invite them to a meet and greet with the public and other finalists.
Public Meeting noticed to announce finalists (once they have confirmed interest in proceeding) and to notice meet and greet with public and to allow public to comment on finalists' employment.
Public Meeting: Hold a meet and greet between public and finalists. Provide opportunity for public to comment on employment of the finalists for the vacancy.
Executive Session: Council to conduct final applicant interviews.
Executive Session: Council to discuss finalists and public comments.

Public Meeting: By majority of entire Council (i.e., minimum 3 votes) make decision whether to authorize HR Director to offer position to top finalist or take alternative measures.

Executive Session (if applicable): for HR Director to provide update to Council on employment discussions and negotiations with top finalist.

NB

All dates to be coordinated and noticed with City Recorder per OR Public Mtgs Law

Council will not take any final action or make any final decision during executive session or otherwise consider any topic that is outside the scope of executive session. (See ORS § 192.660 and applicable OAR)

Applicant materials considered in executive session will be kept confidential in accordance with applicable law.

Any request for public records will be directed to the City Attorney's office (or if the City Attorney is the vacancy at issue and there's an internal candidate, Council may appoint outside counsel to advise). The City Attorney (or outside counsel) will determine the appropriate response to the request. Council may determine that the request must be fulfilled under the public records laws. Impacted applicants will be given notice before there is any disclosure.

The regular hiring procedures set forth above is subject to change by Human Resources with Council approval.

BEAVERTON

The Best of Oregon



City Manager

Qualified visionaries and inclusive leaders are invited to apply.

ABOUT BEAVERTON



Located in the heart of the Tualatin Valley, midway between Mt. Hood and the Oregon coast, Beaverton combines the best of a big city and the peaceful surroundings of a small town. Just seven miles west of Portland, Oregon, Beaverton is Oregon's sixth largest city and the second-largest incorporated city in Washington County.

Beaverton is home to more than 98,000 people of all ages and backgrounds. One in three residents identify as a person of color, roughly 20 percent were born outside of the U.S., and more than 100 languages are spoken in the Beaverton School District. This richness of cultural diversity is what makes Beaverton such a vibrant city.

Filled with eclectic charm, downtown Beaverton is a collection of mid-century shop fronts, turn-of-the-century landmarks and the latest in mixed-use development. Beyond the city core are opportunities for shopping, entertainment and exploration.

With more than 100 parks encompassing 1,000 acres, there is a park within a half mile of every home, 30 miles

of hiking trails, and a 25-mile network of bike paths. Through a partnership with Tualatin Hills Park and Recreation District, Beaverton residents enjoy many outdoor activities. Ski slopes to the east and ocean beaches to the west, as well as forests all around, provide additional opportunities for recreation. plays and

Beaverton is home to 11 well-planned, distinct neighborhoods offering more opportunities for neighbors to have fun and make a greater impact on the community. Along tree-lined streets, neighbors are often out jogging, biking, dog-walking, and enjoying everything the city has to offer all year long. From outdoor concerts to art, multicultural festivals and celebrations, Beaverton's annual events help bring the community together.

Beaverton city government operates in a very positive collaborative environment within Washington County and the Portland region. City services are augmented by several special districts, an active county government, a vibrant business community and an extensive charitable non-profit sector.

Welcoming residents and visitors alike, Beaverton is eager to share all that makes it the best of Oregon.



COMMUNITY

Beaverton is a family-friendly city well known for its many attractive and well-planned neighborhoods. There is a strong sense of community due in part to active citizen participation. Residents also enjoy easy access to excellent medical care, one of the state's top libraries, a variety of cultural programs, the Portland metropolitan west side's largest shopping district, and dozens of churches serving all denominations.

DIVERSE CITY

Beaverton is one of the most diverse cities in Oregon. The Beaverton School District has reported nearly 100 languages spoken within the homes of local schoolchildren, and one in five people living in Beaverton today were born outside of the United States. Thirty-three percent of Beaverton's population self-identify as people of color. Of that, more than 16 percent self-identify as Latino.

CITY GOVERNMENT

Beaverton voters approved a new city charter that becomes operational January 1, 2021. The new charter adds a professional city manager to the city's leadership group who will direct staff and advise the Mayor and City Council as they identify priorities and make critical decisions about the future of Beaverton.

Current City Departments

The City of Beaverton is comprised of eight departments responsible for a wide variety of public services.

City Attorney's Office

The City Attorney's Office provides responsive, high-quality, cost-effective legal, risk and records management services to the city council, city staff and all of the city's departments, agencies, and boards and commissions.

Community Development Department

The Community Development Department strives to ensure our community's long-term livability through a quality business environment, strong neighborhoods, well-built infrastructure and buildings, wonderful spaces and places for our community to gather, revitalization of our downtown core, and improved mobility throughout the region.

Finance Department

The Finance Department preserves the city's financial integrity and ensures the timeliness of financial information, the adequacy of internal accounting and budgetary controls, and the safekeeping of the city's assets. Programs include Information Systems and Municipal Courts.

Human Resources

The Human Resources Department develops, implements and coordinates programs and services to optimize the ability of departments to attract and retain qualified employees while ensuring compliance with all applicable laws, rules and regulations. Programs include Human Resource Management and Employee Services.

Library

Beaverton City Library, the second busiest library in the state, serves a population of approximately 142,000. Each month, more than 84,000 people visit the library to check out nearly 300,000 items. The total annual circulation exceeds 3.3 million items. The library has two facilities, each open seven days per week.

Mayor's Office (Name and functions subject to change with new charter and City Manager structure)

The Mayor's Office is focused on creating a more transparent and accessible city government, and providing accurate and timely information to Beaverton residents with opportunities for engagement. Programs include the city recorder's office, public engagement and communications, cultural inclusion, mediation, emergency management, events, facilities and sustainability.

Police

The Beaverton Police Department is committed to maintaining a safe community with rapid response, skilled investigators and proactive collaboration with our residents. It also involves effective partnerships and the efficient use of resources.

Public Works

The Public Works Department maintains and ensures the long-term integrity of the city's infrastructure and fosters effective partnerships to deliver high quality services that are responsive to customer needs. Programs include Operations and Engineering managed under the general, street, water, sewer, garage, street lighting, and storm drain funds.



QUICK FACTS

Type of government: Council / City Manager
 Total number of Council members: 6 (one full-time Mayor and five part-time City Councilors)
 Type of voting: At-large
 Election terms and limits: 4 years with term limits

CURRENT COMPENSATION & BENEFITS

Salary

\$ 15,000 - \$17,364 monthly (DOQ)

Retirement Program

Oregon PERS: employee and employer contributions paid by city

Medical/Dental/Vision Insurance

Employee coverage paid 90-100% by city based on options

Dependent coverage available with zero or minimal employee contribution to premium, based on plan

Long-term Disability

Fully paid by city

Life Insurance

Employee Life \$50,000 paid by city

Accidental Death and Dismemberment

\$151,000 paid by city

Paid Holidays

10 paid days per year

Personal Time Off

Accrue 37 days per year

Medical Leave

Accrue approx. seven days per year

Other Benefits

Option for voluntary employee-paid contributions to a 457 Deferred Compensation Plan, VEBA, Flexible Spending Account, Supplemental Life, Short Term Disability and Accident Insurance.

TO APPLY

If you are interested in this exceptional opportunity, submit your resume, cover letter and application online at www.BeavertonOregon.gov/jobs

The City of Beaverton is an equal opportunity and inclusive employer. All qualified persons, including women, minorities and veterans, are invited to apply.

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APPLICATION DEADLINE

September 16, 2019 at 4:30 p.m.

IMPORTANT DATES: TBD

THE IDEAL CANDIDATE

The City Manager, who reports directly to City Council, is an executive-level position providing administrative direction and leadership to all city departments. As a community leader, the City Manager will be expected to develop a clear vision of the challenges facing the city and be an advocate for resolutions. The successful candidate will be an emotionally intelligent leader who is able to sustain strong communication links with staff and the community.

This dynamic and accomplished executive will display the ability to achieve city goals while applying a framework of fair dealing, equity and inclusion to the city's operations. The City Manager must display a track record of strong executive leadership skills,

The City Manager is a highly visible member of the city and must portray a scrupulous regard for the highest standards of conduct and integrity. This ethical leader is technically savvy and operationally sound in the practices of the city, and of laws and regulations governing the city's work.

This incumbent will supervise eight department heads with a workforce of 622.73 FTE and annual operating budget of approximately \$406,597,106 million, which includes \$85,501,755 in personnel services, \$63,288,309 in materials and services, \$117,500,055 in capital outlay, \$15,598,955 in debt service, \$50,791,344 inter-fund transfers and \$73,516,688 in contingencies and reserves.

Ten or more years' experience in municipal government or organization of similar complexity including finance, budgeting, development processes, people development and technology, demonstrating strong communication, interpersonal, leadership and management skills, with a minimum of five years in an executive leadership role is required. The incumbent must have a proven track record of working effectively with an elected governing body.

A bachelor's degree from an accredited four-year college or university with major course work in public or business administration, public policy, finance, or a related field or certification as an ICMA-Credentialed Manager. Possession of an appropriate master's degree is highly desirable.

The incumbent in this position is required to maintain relevant employer/state/federal standards for licenses, certifications, conduct, screenings, reference and background checks.

Extensive reference checks, education verification and background check will be administered prior to job offer.