

GLADSTONE CITY COUNCIL WORK SESSION/SPECIAL MEETING MINUTES OF NOVEMBER 22, 2022

Meeting was called to order at 5:33 P.M. – (Via Zoom and In Person)

ROLL CALL:

Mayor Tammy Stempel, Councilor Ripley, Councilor Alexander, Councilor Tracy, Councilor Todd, Councilor Hartman, Councilor Garlington

ABSENT:

None

STAFF:

Jacque Betz, City Administrator; John Schmerber, Police Chief; Darren Caniparoli, Public Works Director; Tiffany Kirkpatrick, Community Services Manager; Nancy McDonald, Human Resources Manager; Chad Jacobs, City Attorney; Tami Bannick, City Recorder

Mayor Stempel called the meeting to order and explained that the City is abiding by guidelines set forth in House Bill 2560, which requires that they make all meetings accessible remotely, through technological means and provide the opportunity for the public to participate to the best of their ability. This meeting will be open to the public, both in person and virtually, using the Zoom platform. She went over the procedures that will be followed for the meeting and the meeting agenda. Public comment will not be part of the agenda and is not allowed during the Work Session, however, the Special Meeting portion will allow public comment.

REGULAR WORK SESSION:

1. REPORT – PRESENTATION FROM TUKWILIA SPRINGS:

Mayor Stempel introduced Vahid Brown, Clackamas County Housing Services Manager, Elise Anderson, Director of Property Management with Home Forward, Tanika Cutsforth, Asset Manager with Clackamas County Housing Authority, Biljana Jesic, Resident Services with Home Forward, and Jessica Karam, Program Manager with Community Services. (The presentation is included in the packet)

Ms. Anderson went over what property management involves. Ms. Jesic went over what services they provide to residents. They see this as a team approach. Ms. Karam oversees the services. They are working on getting additional case managers.

All applicants are referred through the County's Coordinated Housing Access. Waitlist preferences are giving to those who are chronically homeless and living in the Gladstone area and Native Americans. All apartments are subsidized through the Housing Authority of Clackamas County. The median age of residents is 59, with an average annual income of \$5,900. Ms. Karam explained what Permanent Supportive Housing (PSH) is and is not. Mr. Brown said they have a system to assess and keep track of everyone in the community who reaches out to them. They assess them to come up with the most appropriate intervention to respond to their needs (type, duration, and intensiveness).

They went over current staffing levels on-site. There is a half-time property manager and a half-time assistant property manager that oversee the site. There is a maintenance mechanic one day per week. They also have one Resident Service Coordinator and three Resident Specialists, and three Case Managers. There is overnight security available as of 10/24/22.

If anyone has concerns they can contact them at TukwilaSprings@homeforward.org. They went over the various partnerships and what they provide: Native American Rehabilitation Association (NARA), Gladstone School Food Pantry, Gladstone Senior Center, Friends of Gladstone Nature Park, Clackamas Community College Nursing Program, and Transportation Reaching People.

They are in the process of planning future events involving residents and neighbors. The County is committed to making homelessness rare, brief, and not recurring – that requires a community response.

Chief Schmerber has been meeting with this team to discuss how to mitigate/reduce the number of calls for service that the Police Department has been receiving. The majority of recent calls were related to behavioral health issues. They will continue to discuss the situation.

Councilor Garlington asked if any of tonight's speakers work there full time – none do. She asked how many staff members were hired to work at the facility originally – they are now fully staffed but will hire two additional case managers in the near future. She wants to make sure that the next facility like this that goes up in a neighborhood is staffed from the get-go based on the number of residents and their needs.

Councilor Alexander asked if there was overnight security there in the beginning – no - they were not sure they were going to need it in the beginning but it was in the budget, so they added it last month after meeting with Chief Schmerber.

Councilor Todd asked how leases are broken if the resident is not a good match – there is a progressive lease enforcement structure in place (they went over the process). She asked if there were plans for having medical services on-site and maybe Social Security services – there is a medical room on-site where residents can access telehealth programs. They are looking at bringing services on-site (wound care, etc.).

Councilor Hartman said it is important to educate the community/schools about what to look for/who to call because this is a community effort. She asked Chief Schmerber if the majority of the calls are coming from the community or the property – he said they are coming from the property. They are now tracking anyone who is a resident and is contacted in the City. There have been 106 calls for law enforcement and 21 responses for fire/EMS since they opened the facility. Mayor Stempel asked if the case managers assist all the residents – they have 12 units that are funded through OHCS (one case manager with preference for Native Americans). NARA is hiring two additional case managers who will provide case management to the rest of the 36 units. Councilor Tracy is not sure why they wouldn't have staff from the beginning to deal with security/behavioral type issues. He wants to be supportive of the program. There was discussion regarding the types of calls/issues and the appropriate responses. They are working on educating everyone on who to call for various circumstances. Councilor Tracy asked if they had any veterans as residents – they don't track that.

Councilor Garlington asked Chief Schmerber if the P.D. had anticipated the number of calls they would receive. He said they did, but they did not know what the volume would be. She asked if the police officers were well versed in the needs of this community – he said they are all trained in Crisis Intervention. They work well with County Behavior Health. Councilor Todd asked what the plan is for the future – they will meet monthly for check-ins or sooner if necessary.

Ms. Betz asked how many of the 48 residents are from Gladstone and how many are on the wait list – there were approximately 12 referrals in the beginning but none of them ended up moving in. There are two or three new applicants from Gladstone now.

2. **CITY BOARDS, COMMITTEES, AND COMMISSION WORK PLANS FOR 2023 AND 2024:**

Ms. Betz said the information presented tonight will be incorporated into the Department Head retreat, which will be on December 2nd.

Traffic Safety Advisory Board:

Chief Schmerber went over the 2022 goals. A lot of it had to do with pedestrian safety and messaging. They have done a good job on those. The Webster Road/Cason Road enhanced pedestrian crossing is scheduled for completion in spring of 2023.

Chair Labonte said they appreciate the City's efforts with prioritizing traffic safety. He went through the list of new goals (available in the packet) from bottom to top. He said the Transportation Safety Plan needs to be updated and they are asking for guidance on what to do with that. Ms. Betz said there needs to be an assessment done every seven years, so they listed that as "prep" for 2025. Chair Labonte went over the ways they could get young people more involved/educated, how to involve the community through events, affordable pedestrian safety efforts, speed reductions, etc.

Mayor Stempel asked them not to discount the high dollar projects because there are regional/state funds available to pay for them. She said to make sure that the cost for traffic studies is included in any proposal for speed reduction.

Councilor Garlington would like to see "Safe Routes To School" on the list of goals so they could push forward the completion of sidewalks, especially on Webster Road. Ms. Betz is looking into grants for this. There was discussion regarding reducing the speed on Oatfield Road.

Parks and Recreation Advisory Board:

Chair Eichsteadt went over the accomplishments of 2022 – they approved the Meldrum Bar site plan and forwarded it to the City Council for approval, they got input from neighbors near Robin Hood Park regarding possible improvements to the park there, prioritized the survey, and they will be moving forward on that project, and they standardized park amenities (trash receptacles, benches, and tables) so the City can stock spare parts. There was a community clean-up at Robin Hood Park as well.

He went over the new list of goals for 2023-2024 (available in the packet).

Mr. Caniparoli said they have already started on some of the improvements at Robin Hood Park – they have repainted the lines on the basketball court, and they will be replacing the backboard/hoop soon. They will choose projects at Meldrum Bar Park as funds become available. Mayor Stempel said she has been the liaison to this board, and it has been a pleasure to work with them and it is a great group of people.

Planning Commission:

Chair Smith said they have accomplished a lot and gotten a lot of projects approved and moving forward. She thanked the City Council for their approval of the Commission's recommendations. She went over the list of goals for 2023-2024 (available in the packet). There was discussion regarding Certified Local Government status, historic homes, etc.

Gladstone Senior Center Advisory Board:

Ms. Kirkpatrick introduced Chair Nancy Turner. She said it has been an amazing year and there is an amazing staff at the Senior Center. They are constantly trying new ideas to meet the needs of the community. There are a lot of opportunities for volunteerism (delivering/assembling meals, food boxes, answering phones, working in the garden, etc.

She went over the list of goals for 2023-2024 (available in the packet). They would like to rename the Center to have it be more community-based. A strong partnership between the Foundation, the Advisory Board, Center employees, and the City will yield some very solid benefits for the facility. Councilor Garlington thanked them for the updates on the calendar.

Councilor Hartman said it has been a pleasure serving as the liaison and how welcoming they have been. They should be very proud of what they have accomplished. She said the Center deserves to be paid attention to by the City.

Councilor Alexander asked what their plan is for capacity space/usage. They said the redesign/site plan is the next step – they need someone to come in and re-envision what they have and see if the space they are using will work for what they want to do. They want to advocate for seeing the Senior Center as more than a Senior Center – that it's a community center. They would like to be a priority with the City.

ADJOURN TO SPECIAL MEETING

Councilor Hartman made a motion to adjourn into the Special Meeting. Motion was seconded by Councilor Tracy. Ms. Bannick took a roll call vote: Councilor Garlington – yes. Councilor Todd – yes. Councilor Hartman – yes. Councilor Tracy – yes. Councilor Alexander – yes. Councilor Ripley – yes. Mayor Stempel – yes. Motion passed with a unanimous vote.

SPECIAL MEETING:

Meeting was called to order at 7:43 P.M.

3. **CITY ADMINISTRATOR EMPLOYMENT AGREEMENT:**

This is to consider approval of the January 2023 – July 2024 Employment Agreement between City Administrator Betz and the City of Gladstone. Mr. Jacobs went over the staff report/proposal (available in the packet).

Councilor Garlington wanted to address the dollar figure – she feels that it gives us a baseline for what everyone else in the City should be earning. She doesn't disagree that our City Administrator deserves to be paid a fair wage, but what concerns her is if our City Administrator decides to leave, is that a figure that we can afford going forward? They have increased the pay for that position by over \$60,000 over the last six years. She feels they should hold where they are currently. She does support the \$2,500 bonus for going through the Covid experience that all the other employees got. She pointed out that the City Administrator no longer oversees a Fire Department or Library.

Mr. Jacobs said the \$185,000 in the contract is a 5% increase on the current salary. It doesn't include benefits or the monthly car stipend. In the following years under the contract she will get whatever COLA City employees receive, plus 5% on January 1st, 2024.

Councilor Garlington said the City Administrator started with a salary of \$120,000 in 2017. It then went to \$131,000 in 2018. In 2019 the new contract salary was \$145,000. There was a 7% raise, plus the 3% COLA in 2022. She has to be fiscally responsible to the City of Gladstone, knowing

the size of our City and what other administrators across the State of Oregon make – we are above and beyond that. West Linn and Happy Valley are paying \$180,000 and Wilsonville is at \$192,000. Cities that are closer to Gladstone's size are paying \$125,00 - \$150,000. She said they all appreciate the work that Ms. Betz does, and they all know the City is a much better place because of the work she has put in, but they have to be financially responsible.

Ms. McDonald said the contract is a document that evolved beginning in January of 2019 when the seated Council approved the implementation of a Class and Comp Study for the entire City. Almost every salary range was under market. They did comparisons with Sandy, Fairview, Happy Valley, Milwaukie, Oregon City, and West Linn. At that time the City Council accepted all the recommendations that were proposed, with the exception of the City Administrator. She did receive an increase, but it was substantially less than 50% of what was recommended. Over the years she has been receiving the same COLA increases as the other employees. She has also received merit increases. What makes her contract different from others used as a reference point is that Ms. Betz has no additional compensation (deferred compensation, 401K, etc.). The COLA for this current year is 2%, and she is eligible for a merit increase of 5% in January of 2023. Mr. Jacobs said in order to do a true "apples to apples" comparison you need to find out the total compensation for other jurisdictions – you can't just compare salaries. The salaries for a lot of larger jurisdictions are approaching \$300,000 for total compensation.

Ms. McDonald said the total salary, including the COLA and merit increase, will keep the Administrator less than 10% above the highest paid Department Head (it's usually a 15% gap). There was further discussion/clarification regarding the salary numbers.

Councilor Ripley asked how the meeting that he and Councilor Tracy volunteered for to work on this went from a performance review to a contract negotiation. Mr. Jacobs said it was his understanding that they were supposed to talk with Ms. Betz to see if she wanted to renew the contract because the Council decided that they didn't want to provide her notice that they weren't going to renew it and then to bring a contract back to them. The decision to have a performance evaluation has to be made between the City Council and the City Administrator. The language they inserted into the agreement basically says that that does not occur on an annual basis but occurs when they mutually agree upon it. They agreed to set a date for a performance evaluation, so that's how they addressed that issue. Mayor Stempel said that during the meeting on August 9th five of the seven Councilors had requested a review, so if that was dismissed the Council should have been told. Mr. Jacobs said the Council is responsible for administering this contract – it's not his job. He has given them all the information and legal advice about what they needed to do in an email. If they want someone else to administer the contract they need to delegate that authority to someone else.

Councilor Tracy recalled that they had basically silence when they started talking about a performance review. They've had plenty of time to execute a review, get the agreement with the City Administrator to go forward to do so, but no one on the Council decided to carry that torch. He felt like this task was shoveled off on him. He can't do a performance review on his own per the contract/rules. When the emails were going back and forth everyone had ample opportunity to respond to the discussion to construct a contract that they could bring back to the Council. No one said anything. He didn't get any indication from anyone that he should change his course/tact in this conversation about the contract. He felt like they hammered out some details, talked about what the City Administrator would like to see to be able to feel secure and continue to operate as the City Administrator – that language was then passed onto the City Attorney. The City Attorney communicated with him and the rest of the Council and he did not see any responses. He figured

if there were questions that Councilors would email the City Attorney or City Administrator, but that didn't seem to happen.

Councilor Alexander understood that they were going to do a performance review. Councilor Garlington said she is not questioning the review – but she would like to have it sooner than February of 2024.

There was further discussion regarding how other employers handle performance reviews. Mr. Jacobs said when the Council amended the contract several years ago the idea was not to require a formal performance evaluation, but to have them informally raise issues/concerns with the City Administrator throughout the year. To his knowledge none of them have done that throughout this last year. He read the language in the contract. The Council agreed to this language/process. He feels they should abide by that language and not try to change it retroactively. If they want a different process they should propose that to the City Administrator.

Councilor Alexander said people are concerned about the “limited budget” and that the salary is a lot of money.

Councilor Todd feels that Ms. Betz is reviewed constantly and it's uncomfortable talking about her while she's sitting with them. She feels they need to take their legal counsel's advice, which is to move this forward. If this contract runs out at the end of the year the City Administrator can leave and they will owe her 120 days of severance pay. She knows it's a lot of money, but she would like to move forward with this.

Councilor Hartman said her recollection is similar to Councilor Tracy's. She wanted to read an email into the record that they received from Mr. Jacobs: “She recently completed her Masters of Public Policy Administration on her own time and expense. She is an ICMA credentialed City Manager, which are professional local government managers qualified by a combination of high standards of integrity and assessed commitment to lifelong learning and professional development. These elements are critical in small communities where decisions made at City Hall have a lasting influence. She did not receive the Covid bonus as other employees because it was unclear if Council intended it to be given to the City Administrator. She did not receive 1% career recognition pay as other employees at the five-year employment mark. She has been employed six and a half years. There will be salary compression issues between the City Administrator position and Police Chief if the City Administrator does not receive step increases as proposed.”

Mr. Jacobs explained that if you don't continue to increase the City Administrator's salary in the same context that you are for other City employees, then the amount of difference between the highest paid employee and your City Administrator gets smaller and smaller, and eventually the employee's salary will overtake the City Administrator's salary.

Councilor Tracy asked what the cost of recruitment would be. Ms. McDonald estimated it would cost at least \$20,000 - \$25,000 to hire a “headhunter” and it usually takes at least three months to hire someone. Councilor Tracy cautioned the Council if they are going to make a decision that doesn't work in favor of the contract they are going to have to do a “hard pencil” on those costs. Councilor Garlington said the point of her conversation was to be open and honest. In her opinion, losing our Administrator would be horrific. She said she does a great job and is worth every penny they pay her. She feels that Ms. McDonald clarified how other people are paid and gave her the reasons why we pay our Administrator the way we do. She would like to see Ms. Betz receive the same \$2,500 that every other employee got for doing the jobs they did and going through the Covid pandemic – it's the fair thing to do.

Councilor Todd made a motion to move ahead with the City Attorney's Office and Councilor Tracy's recommendation to approve the proposed contract for the City Administrator. Motion was seconded by Councilor Garlington.

Discussion: Councilor Tracy said that Councilor Garlington could make a friendly amendment to that motion by adding the \$2,500 if she feels the need to do so. Mayor Stempel wants it to be a separate issue. Councilor Tracy withdrew his comment.

Ms. Bannick took a roll call vote: Councilor Todd – yes. Councilor Hartman – yes. Councilor Tracy – yes. Councilor Alexander – yes. Councilor Ripley – no. Councilor Garlington – yes. Mayor Stempel – yes. Motion passed (6-1).

Councilor Garlington made a motion that City Administrator Betz receive the same ARPA fund amount that the rest of the City employees got (\$2,500). Motion was seconded by Councilor Tracy.

Ms. Bannick took a roll call vote: Councilor Alexander – yes. Councilor Tracy – yes. Councilor Hartman – yes. Councilor Todd – yes. Councilor Garlington – yes. Councilor Ripley – no. Mayor Stempel – yes. Motion passed (6-1).

Mayor Stempel asked for a motion to adjourn the meeting.

ADJOURN:

Councilor Garlington made a motion to adjourn the meeting. Motion was seconded by Councilor Hartman. Ms. Bannick took a roll call vote: Councilor Garlington – yes. Councilor Todd – yes. Councilor Hartman – yes. Councilor Tracy – yes. Councilor Alexander – yes. Councilor Ripley – yes. Mayor Stempel – yes. Motion passed with a unanimous vote.

Meeting was adjourned at 8:31 P.M.

Approved by the Mayor this 13th day of December, 2022.

ATTEST:



Tamara Stempel, Mayor



Tami Bannick, City Recorder

