

**City Council Regular Meeting
Tuesday, March 6, 2012, 6:00 p.m.
City Hall – Council Chambers**

CALL TO ORDER Mayor Dudley called the meeting to order at 6:00 p.m.

FLAG CEREMONY Oak Harbor's Girl Scout Troop conducted a Flag Presentation Ceremony.

INVOCATION Jim Campbell, City Council Member

ROLL CALL

Mayor Scott Dudley
Seven Members of the Council,
Rick Almberg
Jim Campbell
Beth Munns
Danny Paggao
Joel Servatius
Bob Severns
Tara Hizon

Steve Powers, Interim City Administrator
Bill Hawkins, City Attorney
Doug Merriman, Finance Director
Cathy Rosen, Public Works Director
Eric Johnston, City Engineer
Rick Wallace, Chief of Police
Karen Crouch, Executive Assistant to the
City Administrator
Renée Recker, Executive Assistant to the Mayor

Mayor Dudley noted that this evening's agenda was approved as presented.

MINUTES

With no changes or corrections, the 2/21/12 regular meeting minutes were accepted as presented.

NON-ACTION COUNCIL ITEMS

Mavis "Chic" Schulle

Mayor Dudley talked about the passing of Mavis "Chic" Schulle who was a Council Member in the 1970s and 80s. Our thoughts are with Ms. Schulle's family and a moment of silence was observed.

Proclamation – 100 Years of Girl Scouting

Councilmember Severns read and presented this proclamation to Oak Harbor's Girl Scout Troop honoring the 100th anniversary of Girl Scouts in the United States. The Troop's leader thanked the Mayor and Council noting that Girl Scouts cultivate new leaders and allows the Scouts an opportunity to thrive, grow, and serve the community.

Proclamation – St. Patrick’s Day

Councilmember AlMBERG read and presented this proclamation to the Irish Wildlife Society Members who have held thirty-nine years of St. Patrick's Day parades in Oak Harbor. Mayor and Council were invited to participate in this year's parade which will be held on Saturday, March 17, 2012 at 11:00 a.m.

Public Comments

Mayor Dudley opened the meeting to public comments.

Gray Giordan, 651 SE Bayshore, Oak Harbor. Mr. Giordan spoke about the failure of Element Nightclub's noise suppression plan. Element continues to foster wild and sometimes violent activities. As public servants, do not put us out of your mind. The noise awakens us; more residents are moving out of the Waterside Condominiums, especially those units facing Element. Noise is a constant problem. We have developed a plan to change our physical structures to mitigate the noise. It will cost about \$36,000. People continue to get hurt at Element and our residents have their health impacted along with their property values.

Shane Hoffmire, Oak Harbor. At the previous Council meeting I was critical of how the Council had handled several past issues. I am impressed with the correction of mistakes and how the Council vacancy was decided; a decision made from the heart. You now have an easy decision with the appointment of Ray Merrill as the Fire Chief. With Element, I wouldn't walk by it at 2:00 a.m. let alone go in. Someone will get killed. It will take a long hard search to try to help the property owners; please look into it.

Paul Brewer, Oak Harbor. Mr. Brewer congratulated Joel Servatius on his Council member appointment. With regard to Element, I had recommended that Element put cameras on the outside of the building with a live stream to the Police Department. They are inconspicuous and would ensure the safety of Element's patrons and peace of mind for the residents across the street.

Cecil Pierce, Oak Harbor. With the standing committee meetings broadcast on Channel 10, it is my pleasure to watch these meetings at home. I know it can be difficult for staff, but the changes are good for citizens. Keep them on T.V. Thanks and good luck.

Helen Chatfield-Weeks, Oak Harbor. I'm letting everyone know that they can have a lot of fun on Pioneer Way Saturday morning with the zombie dancing and filming.

There were no other public comments so Mayor Dudley closed this portion of the meeting.

Consent Agenda

- A. Noise Permit – Oak Harbor Kiwanis Club, Easter Sunrise Service
- B. Noise Permit – March of Dimes, Charity Walk for Babies
- C. Noise Permit – Wounded Warrior Project, 5K Run
- D. Excused Absence Request – Jim Campbell from the April 3, 2012 Meeting
- E. Appointment – Youth Services Advisory Board, Michael Baird

- F. Authorization to Advertise for Bids – Janitorial Contract
- G. Authorization to Advertise for Bids – Vending Contract
- H. Authorization to Advertise for Bids – HVAC Contract
- I. Approval of Accounts Payable Vouchers (Pay Bills)

MOTION: Councilmember Campbell moved to approve Consent Agenda items A through I with Item I paying Accounts Payable check numbers 149198 - 149296 in the amount of \$190,036.35, Payroll check numbers 95348 - 95379 in the amount of \$600,996.78, and Payroll check numbers 95380 - 95401 in the amount of \$37,841.85. The motion was seconded by Councilmember Munns and carried unanimously.

Confirmation of New Fire Chief

Human Resources Manager Jessica Neill Hoyson presented this agenda bill and presentation regarding the Mayor's selection of Ray Merrill for appointment as the next Oak Harbor Fire Department Chief. In January 2012, the City began a search for the Fire Chief. Eight applications were received for this position and of the eight applicants, four were chosen to participate in an interview panel. The panel consisted of one representative from City Council, one representative from the Fire Department and an external Fire Chief from another jurisdiction: Councilmember Beth Munns, Battalion Chief Mike Buxton, and the City of Anacortes' Fire Chief made up the panel. The panel recommended two applicants for the next step in the hiring process - interviews with the Mayor. After interviewing both candidates, and conferring with the panel members, the Mayor selected Ray Merrill to serve as the City of Oak Harbor's next Fire Chief.

Ms. Neill Hoyson led a PowerPoint presentation which detailed the recruitment, panel interview, and timeline process leading to this evening's agenda bill. Ms. Neill Hoyson noted that the hiring manager for the Fire Chief position is the Mayor, and the timeline was based on a workback calendar. The presentation is attached to these minutes as Exhibit A.

Mayor Dudley called for public comments.

Ron Hancock, Oak Harbor. I've spent 40 years in both Oak Harbor and federal fire services and I want to speak about Ray Merrill. The word "respect" defines Ray and his service. He has been here many years. I sent a letter to the Council and Mayor, but I want to correct the impression that I did a survey. The difference between "I" and "we," this is my letter. We have to get off the word "I" and take up the word "we." The Marine Corps has a saying: "Earned, never given." This defines Ray Merrill. Chief Soptich built a team that creates respect and Ray was one of those key people who honed that team. Statewide and nationwide, Oak Harbor is known as a place where exceptional fire service and service officers are grown. I can tell you that when I heard Ray might be available, hope came back within the Department. He assures the maximization of the fire team. The term "dream team;" it is an elite fire service. He will help us realize

that "dream team." He has always been a team builder larger than OHFD. When the Navy evaluated all of the fire services, when the major drill went down conducted by the Pentagon team, between OHFD and the Navy, it was one well-oiled team. Ray is an ambassador in the entire community of firefighters. He inspires the staff and makes them want to raise the bar. As Chief Soptich said: "Make us proud." This is your opportunity.

Mike Buxton, Battalion Chief, Oak Harbor Fire Department. I have been here nineteen years. Please confirm and approve Ray Merrill.

Shane Hoffmire, Oak Harbor. A few meetings back, I had never heard anything bad about Chief Soptich. I have lived here since 1999. I can say that I haven't heard anything but good about Ray Merrill. Ionization and photo-electric fire alarms: the ionization type has been banned elsewhere. With the apartment properties I work with, I wanted to know if the best type was installed. I called the Fire Department but there was no answer. I called Ray Merrill and he got back to me instantly and even knew the age of the apartment building and the residents' age. We had alarms that went off in 30 to 40 seconds which was a good thing.

Paul Brewer, Oak Harbor. Thanks to Councilmember Munns for doing an excellent job on the panel. We could not ask for a finer person to be the next Fire Chief.

Stan Anderson, Coupeville. I am the Administrative Chief of Island Fire Academy. I have travelled and have met a lot of chiefs. Ray Merrill is in the top 1%; you are very lucky.

There were no other public comments.

Council Discussion

Discussion followed about the date of Chief Soptich's departure and the need to have this consideration come forward during this evening's meeting with a potential start date in April (leaving a two-week gap: Battalion Chief Buxton would act as the interim Fire Chief during that transition period).

MOTION: Councilmember Campbell moved to confirm the appointment of Ray Merrill as Oak Harbor Fire Department Chief. The motion died for lack of a second.

Council Discussion Continued

Discussion followed about the workback schedule and if it would have been needed if Chief Soptich had been given more time and the process less abbreviated (Ms. Neill Hoyson noted the shortness of time was the reason for a workback schedule), and the lack of information in the agenda packet concerning the process but with thanks to Ms. Neill Hoyson for providing the PowerPoint and detailed explanation. As a panelist, Councilmember Munns also expressed her concern with the lack of available time and if it would affect applicant submittals, the rushed feel of this timeline, if someone had been pre-decided for this position, or if no one seemed qualified could the panel then make a non-recommending decision. Ms. Munns noted that there was good movement forward with two very capable candidates remaining in the final selection process, but she still

had reservations about the process, the feel that it was rushed, and the perception of the process. Councilmember Munns noted she had been questioned by many people about the fairness of this process, but as part of the panel, the full panel worked diligently.

Discussion continued about Mr. Merrill's longevity with the Fire Department, the respect he commands from the OHFD and community, and his professionalism and leadership. Council asked if it is customary to not reveal the candidates' names (Ms. Neill Hoyson noted that customarily only the final candidate's name would be revealed but she could provide Council with names), and if such a selection process is usually done behind closed doors (Ms. Neill Hoyson confirmed that, yes, that is absolutely the way panel and final interviews are conducted).

Discussion followed regarding Mr. Merrill's retirement from the City, and Council comments that this discussion and questions were not about Mr. Merrill's character or ability but were addressing the process. Ms. Neill Hoyson was asked to define, for the community's benefit, "at will" employment and "for cause" employment: "At will" employees can be dismissed from service without reason (cause). "For cause" employees can be dismissed if cause is shown such as gross misconduct or poor performance and this requires a progressive discipline process. Both the Fire Chief and Police Chief are "at will" positions. The Mayor has final approval of these positions subject to confirmation.

Discussion continued regarding Mr. Merrill's contact with Ms. Neill Hoyson concerning the Fire Chief position, his status with the Department of Retirement System (DRS), and that the Mayor had suggested that Mr. Merrill meet with Ms. Neill Hoyson in January. Council concern continued with questions to Ms. Neill Hoyson about any promise of the Fire Chief's position to Mr. Merrill with response that there was concern with Mr. Merrill's questions about DRS, but no promise had been made since the position was subject to the recruitment process and confirmation by City Council. Ms. Neill Hoyson noted the Mr. Merrill understood that this was a competitive process and to not make a decision about his retirement status. Council asked if Ms. Neill Hoyson then met with the Mayor. Ms. Neill Hoyson did meet with the Mayor out of concern that Mr. Merrill's interest was not subject to a promise and that the Mayor had only encouraged him to apply for the position (in August), reiterating that this would be a competitive process. Council discussion followed about a self-imposed urgency due to Chief Soptich's termination when there could have been a longer transition, whether more than eight applicants might have applied if there had been a longer transition and review process, that four of the eight applicants were not qualified, the remaining four were interviewed, and two applicants were chosen for interview by the hiring manager (Mayor Dudley). A hiring manager would not use a rating system or pre-set questions; they are allowed to conduct their own interview. Discussion followed about the timeline and selection process which occurred when Police Chief Wallace was chosen to replace Chief Almon: An extensive process after a much longer period of posting, seven panel members and two panel discussions during that selection process, and why this current

process was shortened. Ms. Neill Hoyson again talked about the timeline, that the recruitment process and panel size met the minimum requirements for such, and that the process was comprehensive even though it may have seemed rushed due to Chief Soptich's termination timeframe. Council concern turned to the compressed timeframe, that it did not seem right or fair in spite of the process, and that the City could be criticized. Councilmember Servatius does not know Mr. Merrill but had heard only positive things about him, had also spoken with Ms. Neill Hoyson and others, and Mr. Servatius presented a timeline concerning Chief Soptich's termination and recruitment for a new Fire Chief. That timeline is attached to these minutes as Exhibit B. Discussion followed about Councilmember Almborg's 12/6/11 presentation (per motion from the 11/28/11 Council meeting) regarding a firing/hiring freeze, self-imposed and unnecessarily short timelines with the termination of Chief Soptich and recruitment for a new Fire Chief, and if the legitimacy of this process could be questioned. Other Council remarks reflected support of this process, and that there should be no cloud of suspicion about whether this was done correctly: Why is it acceptable for a Council member to have a private conversation but not acceptable for a candidate-elect to have a private conversation.

Discussion returned again to the process not only for the Fire Chief but also the future process for the Police Chief: It is about the City's reputation and firing and hiring personnel with concern that the Mayor's encouragement could be perceived as influence-peddling and cast a shadow on how the City hires staff, and that applications are submitted in good faith and expect equal treatment. City Attorney Hawkins was asked whether he had received comments/calls from candidates about the process (no), but he noted that with comments from others, they suggested an inside candidate with regard to the two-week process. Discussion followed about the City's and panelists' reputation, that the process must meet exacting requirements, that the panel seemed small and the timeline was short even though proper requirements were met, if the whole process seemed preconceived, and open government must be maintained. With the August solicitation to the candidate, the other applicants did not have the same opportunity. Council discussion continued about redoing the entire recruitment process for this position.

MOTION: Councilmember Severns moved to table until the Mayor can bring forward a budget presentation of the impacted departments that reflects all changes resulting from the terminations, including all funding sources. The motion was seconded by Councilmember Almborg.

Although a motion to table is non-debatable, Mayor Dudley asked City Attorney Hawkins if the motion could be discussed. Mr. Hawkins felt the motion would be discussed during Council Members comments at the meeting's end, so discussion could occur at this point.

Council Discussion

Discussion followed about the need for more information in the agenda packet such as provided by the PowerPoint presentation, distress that this process has not moved smoothly, potential for litigation and liability, that no reason for Chief Soptich's termination has been given and the use of severance clauses in "at will" contracts, and no doubts about Ray Merrill's professionalism. Is the concern with Chief Soptich's termination, the recruitment process, or an unintended consequence. Mr. Hawkins noted that it is up to each Council member to make their own determination and there is no requirement that a Council member bring forward findings or a quantum of proof. Council talked about the basis of merit which is the binding principal, if the process has been fair, and if the City has met its own self-imposed standard. Discussion returned to the applicant pool and that, even if the posting had been longer, Mr. Merrill might still remain the candidate of choice and should not be punished by the process.

MOTION: Councilmember Campbell moved to take a break, the motion was seconded by Councilmember Alberg and carried unanimously.

Break

Council took at break at 7:40 p.m. and the meeting reconvened at 7:50 p.m.

VOTE ON THE MOTION

TO TABLE: Councilmembers Alberg, Hizon, Munns, Paggao, Servatius, and Severns voted in favor of the motion, Councilmember Campbell opposed. The motion carried.

Contract – New Fire Chief

MOTION: Councilmember Campbell made a motion to table this agenda bill, the motion was seconded by Councilmember Alberg and carried unanimously.

Authorization to Advertise for Proposals – Solid Waste Transfer Station

Public Works Director Cathy Rosen presented this agenda bill asking for authorization to advertise for proposals as the City wishes to build a Solid Waste/Recycling Transfer Station. The Request for Proposals (RFP) will be issued in order to contract with an engineering firm to assist City staff with the process of locating, designing and permitting of a Solid Waste/Recycling Transfer Station. After the submittal date, the proposals and qualifications of the respondents will be reviewed and ranked by staff. If desired, the Council could direct that a committee comprised of staff, Council members and possibly community members be formed for the review and ranking of the proposals. Based on the rankings, the proposal best matching the needs of the City will then be presented to the City Council for consideration and award of a contract. Notices will be published in the Whidbey News Times and Daily Journal of Commerce noting the Request for Proposals is open for response. The cost for engineering

services is not included in the 2012 Solid Waste budget so a funds authorization will be required prior to award of a contract.

Mayor Dudley called for public comments.

Paul Brewer, Oak Harbor. This has been going on for eighteen years. The contract with the County hindered us, but Cathy Rosen and Steve Bebee did a cost analysis. It is time that Oak Harbor has a transfer station and we can benefit from the savings (vehicles, fuel, time, and most of all we are a green City). I applaud the City for moving forward on this.

There were no other comments.

Council Discussion

Council asked about a study on target range of savings in fuel costs and if was still available and/or relevant (Ms. Rosen felt it would no longer be relevant with the increased cost of fuel). Ms. Rosen also noted that there will be a reduced County tipping fee but it has not yet negotiated. The transfer station will not be open to the public, and the City would continue to use the long haul contractor. The advertisement announcing the RFP will go out soon with a four to six week timeline for receipt of proposals. Discussion followed about the Urban Growth Area (UGA) and use of the officially-recognized County UGA map.

MOTION: Councilmember Munns moved to authorize staff to proceed with issuing a Request for Proposals (RFP) to contract with an engineering firm which will assist City staff with the process of locating, designing and permitting of a Solid Waste/Recycling Transfer Station. The motion was seconded by Councilmember Campbell and carried unanimously.

Contract – Equinox Research for Archaeology Recovery and Permitting

City Engineer Eric Johnston presented this agenda bill and introduced Kelly Bush, Principal of Equinox Research and Consulting International (ERCI). During the latter stages of the Pioneer Way field work, City administration made a decision to widen the search for an archaeological consulting firm to handle the archaeology recovery work. SWCA/Northwest Archeological Associates came on board immediately following the initial discovery on June 16, 2011 because of their recent experience in Oak Harbor and because they could respond quickly to a pressing need for archaeological services on Pioneer Way. For the archeological recovery effort, the City had the opportunity to take a more deliberate approach to selecting the best firm to do the work. On December 13, 2011, the City issued a Request for Qualifications (RFQ) for a range of archaeological services, including the archaeological recovery work. Four firms responded by the December 20, 2011 due date. A staff committee reviewed the Statements of Qualifications and determined that three firms met the minimum qualifications to perform the archaeological recovery work. All three firms were interviewed on January

20, 2012. The interview panel recommended that the City use Equinox Research and Consulting International (ERCI) to perform the archaeological recovery work. The professional services agreement is a contract between the City of Oak Harbor and ERCI covering Phase 1 of the Archaeological Recovery Project. Phase 1 encompasses project orientation, initial research, Tribal and State consultation, document control, and permit preparation and submittal. These tasks are all pre-requisites to commencing the field work portion of the offsite recovery work. ERCI estimates Phase 1 to cost \$27,054.00. Staff is recommending a modest contingency for unforeseen circumstances for a total not-to-exceed contract amount of \$30,000.00. Regular cost monitoring and status reporting requirements have been included in the contract language. Phase 1 of the Archaeological Recovery Project is intended to cover all work leading to the issuance of a new Archaeological Excavation Permit with ERCI as our co-permit holder. The scope of work and estimates of the number of hours and hourly rates for each task are outlined in exhibits A and B to the professional services agreement. Staff has reviewed these estimates with ERCI and concludes that they are reasonable based on the scope of work. The full Archaeological Recovery Project will have additional phases that will be defined through contract amendments and presented to the City Council. The archaeological excavation permit from DAHP that will emerge at the end of Phase 1 will contain the methodological protocols for the recovery effort. That information will allow ERCI to prepare a scope of work and cost estimate for the initial phase of field work. Mr. Johnston gave a brief PowerPoint presentation that is attached to these minutes as Exhibit C which helped illustrate the assumptions for the management of displaced material at Pit Road and outlier locations, and Ms. Bush elaborated on the details presented in the PowerPoint. Funding will come from utility budgets and Mr. Johnston is working with Finance Director Merriman to finalize these numbers.

Mayor Dudley called for public comments.

Shane Hoffmire, Oak Harbor. (Mr. Hoffmire's comments were not related to this agenda bill). Look at all of the empty chairs. This Council has embarrassed the community. We have lost all trust. I would like to thank Mr. Campbell, though.

Paul Brewer, Oak Harbor. As I look at that chart, I see half a million to two million dollars. My concern is it is going to be charged to the utility funds. The taxpayers are going to have to pay now even though it was proven that the City knew there were remains. Other sites than Pit Road is news to me. This should not just be tacked onto utility funds. I don't know where you are going to get the money; this was the worst project ever conceived even though it looks beautiful.

Council Discussion

Council noted that the City does not have a choice in this matter with discussion about costs and funding sources, that this agreement is focused on Phase 1, the Tribal participation and unknown numbers defining level and time range, and the number of Tribes (six) actively engaged although all Tribes are watching this project. This project is not timelined but needs to be done as rapidly as possible in deference to the Tribes.

Discussion continued about the timelines for remaining phases, and hypothetical discussion on what costs might have been if remains had been left in place and how archaeological work would have been accomplished in parallel to the project.

MOTION: Councilmember AlMBERG moved to authorize the Mayor to sign a professional services agreement with Equinox Research and Consulting International (ERCI) for archaeology services related to permitting, planning and consultation for the Archaeological Recovery Project (Phase 1) in an amount not to exceed \$30,000. The motion was seconded by Councilmember Munns and carried unanimously.

Future City Council Pending Items

Noted as included in the agenda packet.

City Administrator's Comments

Interim City Administrator Steve Powers talked about Cedric NiIRO who is now the new Patrol Sergeant at the Police Department, Officer Dennis Dickenson who is also working as the High School Resources Officer, and a promotion for POC Firefighter Gonzales. Mr. Powers noted that remaining March standing committee meetings had been cancelled since Mayor Dudley and four Council members will be in Washington D.C., and he also thanked Council for their participation in the successful retreat.

Council Member's Comments

Council members gave their standing committee and board reports, and Councilmember Campbell talked about the Island County Joint Tourism Board lacking a north end representative. Mr. Campbell relinquished his comment time to Ray Merrill at this point in the meeting.

Ray Merrill

Mr. Merrill addressed Councilmember AlMBERG: The conversation (supposedly) promising me a job was actually a conversation with the Mayor about National Night Out and I was asked if I would consider applying if the position became available. I am pulling my application for this position and I am sorry about that for the fire fighters. Mr. AlMBERG responded that, in all due respect to you, I do not know when or where this happened. In fact, regarding the selection of two applicants, I didn't have a problem with the selection of two applicants and I was happy that you were among the two. In the course of Council's weekend retreat, I started asking questions of staff and if they could speak to a Council member about this experience. Every question I directed toward the Human Resources Manager or City Attorney - the information was given to them and was not provided by rumor. If Mr. Hawkins or Ms. Neill Hoyson would like to correct me, I would like to hear that. Mr. Hawkins noted that he had no corrections to make; the information brought out tonight is what was provided. Mr. AlMBERG responded that he has a fiduciary responsibility to do his job in the most accurate way he can.

Mr. Alberg complimented Mr. Powers for the Council retreat and Mr. Powers noted that the personnel code and handbook are coming forward at April Council meetings.

Councilmember Munns talked about watching the AWC bulletin alerts and the State's draw on local revenues and thanked Council for the Washington D.C. opportunity. Councilmember Hizon noted the upcoming Youth Services Advisory Board meeting and expressed distress and concern with the Fire Chief confirmation process and seeming lack of communication. Ms. Hizon emphasized that this is not about Mr. Merrill and hoped he would reconsider his decision. Councilmember Servatius talked about the positive Council retreat and thanked Mr. Powers, Ms. Crouch, and Ms. Smith. Mr. Servatius also thanked Mr. Powers and Ms. Neill Hoyson along with all staff for meeting with him - an exemplary staff. Mr. Servatius also talked about the importance of videotaping the regular and standing committee meetings and the feedback he is receiving from the community because of these meetings and their availability. Mr. Powers noted that he would be happy to meeting with Council members remaining in Oak Harbor while the Mayor and four Council members are in Washington D.C.

Mayor's Comments

Mayor Dudley talked about the Oak Harbor Police Department's Facebook page which is now live and the new art work on display in Council Chambers done by Penny Holland.

Mayor Dudley apologized to Council members and the community for pushing the Fire Chief position timeline: I did not expect the pushback or backlash or anticipate concerns in reference to perception. I make "no bones" that I am a Ray Merrill fan and I think the citizens would be pleased to have him as the Fire Chief. Sitting with both of the (two) final candidates, Mr. Merrill came across at the highest caliber we would want to find for the Fire Department. I hope he will be our top candidate again if we go back to the drawing board. I didn't anticipate we would be without a Fire Chief.

ADJOURN

With no other business coming before the City Council, the meeting was adjourned at 9:00 p.m.

Connie T. Wheeler
City Clerk

Recruiting Process



Job Posting

- Internal and External Advertising

Application Processing

- Logging of applications
- Checking for incomplete applications

Application Review – Human Resources

- Check applications to ensure they meet minimum qualifications and specific needs of the City

Application Review – Hiring Manager

(This step not applicable in Fire Chief process)

- Hiring manager chooses applicants for interview

Interview Set-up

- Determine dates applicants and panelists are available

Recruiting Process Cont'd...



Interviews

- First Interviews – Interview panel
 - Panel will put forward at minimum 2 candidates
 - (Additional information presented in later slides)
- Second interviews – hiring manager (Mayor)
 - Candidates are equal at this point
 - Hiring manager has discretion to choose any of the candidates put forward by the panel

Selection

- Candidate is selected
- Background check is completed
- Reference Check is completed
- Compensation offer is compiled

Recruiting Process Cont'd...



Notification

- Selected candidate is notified
- Job offer or contract is negotiated
- Timeline for hire date is settled

Employment Contract Preparation (For Department Heads or employees on contracts)

Submit Agenda Bills (Required only for Department Heads)

Council Confirmation (Required only for Department Heads)

Council approval of employment Contract (Required only for Department Heads or employees on contracts)

Start

- This is usually at least two weeks after notification or confirmation if required for the position.

Panel Interview Process



Two Part Process

- Set interview questions
- Consensus process

Interview questions answers provide insight into the 4 qualities/Skills for the ideal candidate

- Vision
- Leadership
- Management of a combination department
- Municipal Budgeting

Consensus process uses information from the interview to refine scoring in the 4 key areas

- Each panelist scores each applicant from 1 – 5 in the 4 key areas

Panel Interview

Process Cont'd....



Consensus process uses information from the interview to refine scoring in the 4 key areas (Cont'd...)

- The facilitator then works with the panelists to come to a consensus score for each applicant in the 4 key areas
 - Panelists must be able to verbalize and defend why they believe an applicant should receive a certain score
- Applicants are ranked by score after consensus is reached

Recruitment Process Timeline



Workback calendar based on a confirmation date of March 6th.

March 6, 2012	Confirmation
March 1, 2012	Agenda bills due for packet
February 27-29, 2012	Employment contract preparation Agenda bill preparation
February 24, 2012	Notify candidate of selection Negotiate Job offer
February 16-23, 2012	Background and reference checks Compile employment contract offer
February 16, 2012	Selection
February 14, 2012	Candidates interview with Mayor
February 13, 2012	Fire Chief Panel Interviews
February 8, 2012	Schedule interviews with selected candidates

Recruitment Timeline Cont'd...



Workback calendar based on a confirmation date of March 6th.

February 6-7, 2012	Process and HR Review of Applications
February 3, 2012	Position closes
January 20, 2012	Position advertised as open
January 13, 2012	Official notification to employees and council re: changes at Fire Department

Jan 3rd – Mayor’s first official day in office.

Exhibit B

Jan 3rd – Miss Neill Hoysen met with Mayor Dudley to discuss personnel changes the Mayor wanted to make, including the termination of Chief Soptich.

Jan 10th – meeting with Chief Soptich to notify him of his termination

Jan 13th – Notice sent out to employees about changes at fire department

Jan 20th – Notice sent out via City email and in external advertising that we were recruiting for a Fire Chief

Jan 25th – Meeting with Ray Merrill (meeting conducted at the Mayor’s request)

Mr. Merrill indicated to Miss Neill Hoysen the he had met with candidate Dudley in August of 2011, and that candidate for Mayor Dudley had said “he was interested in having Mr. Merrill as the next Fire Chief.” Miss Neill Hoysen indicated she had concerns that Mr. Merrill had the impression he had been promised the job of Fire Chief.

When I inquired what Miss Neill Hoysen meant by at the “Mayor’s request,” said she was in a meeting with the Mayor prior to the big snowstorm (snow week was Jan. 16-20, so that would have been likely Jan. 9-13 or before). In that meeting the Mayor said he had decided to terminate Chief Soptich, and he would like her to set up a meeting with Mr. Merrill to discuss the position of Fire Chief.

Were other candidates given this same consideration?

Jan 26th – Met with Mayor regarding concerns of the Merrill meeting

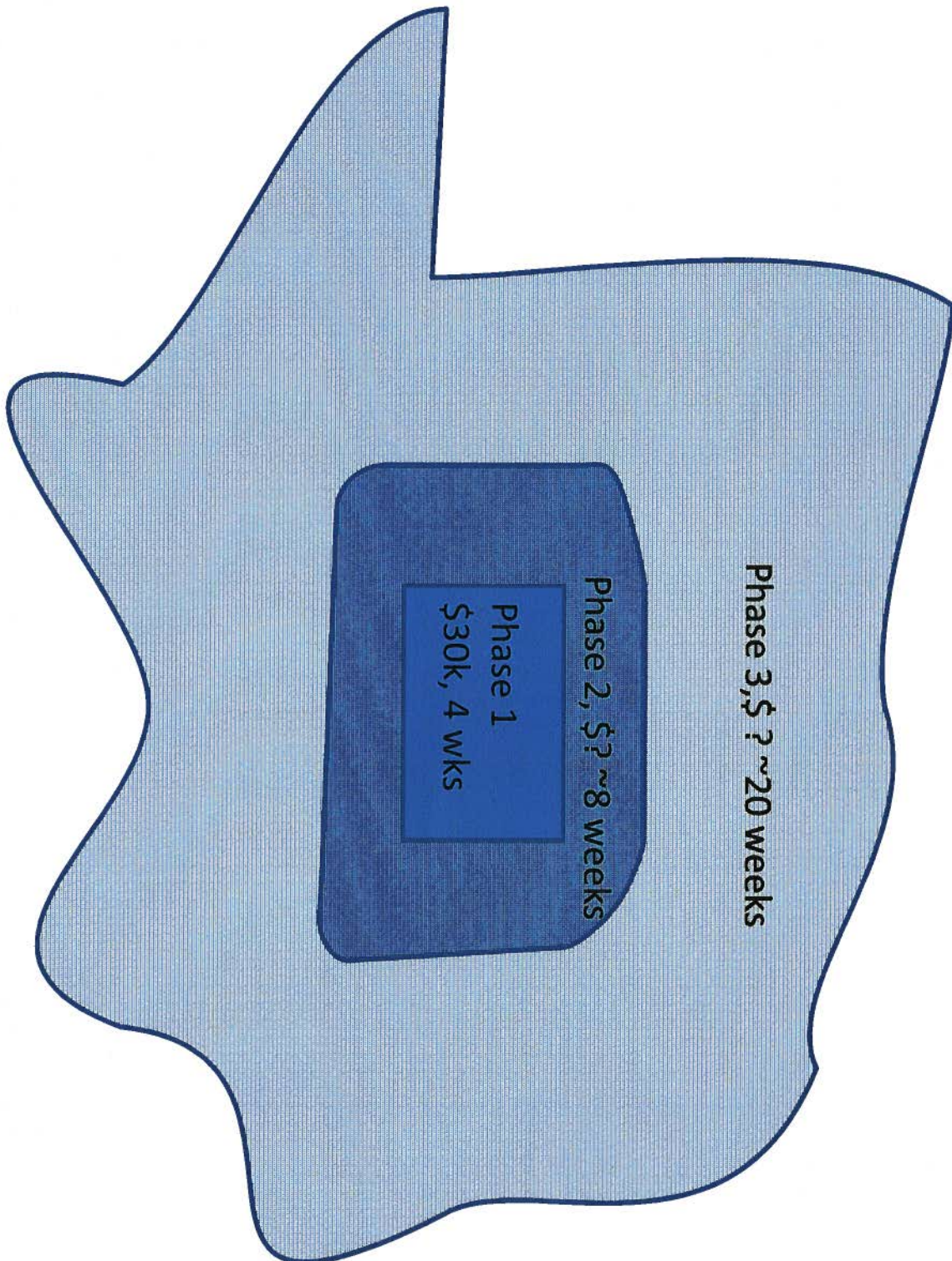
Jan 27th – Met with Steve Powers, Interim City Admin re: Merrill discussion/concerns

Feb 2nd – Met with Bill Hawkins re: Merrill concerns

Feb 3rd – Position closed

January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Assumptions for the management of displaced materials from Pioneer Way at the Pit Road and Outlier locations.

- 2000 to 2400 yards of material to be processed
- Permit requirements are not confirmed yet but we are working within an accepted frame of reference
- 32 weeks of field work for a crew of 20 people
- The working budget represents a crew of 5 archaeologists on site full time and 1 physical (biological) anthropologist part time

Factors that are unknown and can change the budget.

The permit conditions are unexpected such as:

- No power screen
- Additional limitations on the management of outlier materials
- Increased analysis requirements
- Finer mesh size requirements
- No machines on site
- Increased archaeologist to tribal specialist ratio
- Increased data management requirements
- Change in curation venue

	Phase II-8 weeks	Working Budget	Worst Case
Planning, administration and reporting	94,058.00	94,058.00	169,843.00
Analysis	83,778.00	83,778.00	154,617.00
Field Equipment	26,338.00	70,890.00	70,890.00
Field Labor	213,903.00	709,000.00	1,570,014.00
Housing/travel	22,478.00	89,912.00	251,385.00

Housing Options	Phase II	Working Budget	Worst Case
House Rental	22,478.00	89,912.00	251,384.00
Hotel	27,678.00	110,712.00	311,024.00
Drive everyday	26,210.00	104,840.00	278,680.00