

# Council Special Meeting

June 29, 2021

<b>Agenda Item</b>	Process for Filling Interim City Manager and Interim Finance Director	
<b>From</b>	Adam Hanks	City Manager Pro Tem
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## **SUMMARY**

Staff is requesting formal direction from the City Council on how to move forward with a search for an Interim City Manager and Interim Finance Director.

## **POLICIES, PLANS & GOALS SUPPORTED**

City Council 2009-2021 Biennial Goals:

A. Prioritize "Essential Services"

E. Analyze various departments/programs to gain efficiencies, reduce costs, and improve City services.

## **PREVIOUS COUNCIL ACTION**

- 1) In March of 2020, City Administrator Kelly Madding resigned from the position.
- 2) In April of 2020, Mayor Stromberg appointed Assistant City Administrator Adam Hanks to Interim City Administrator
- 3) In the May 2020 Special Election, the Citizens of Ashland passed a Charter amendment dictating a shift in the City's leadership model from a strong Mayor/Council to one lead by a City Manager, effective January 1, 2021.
- 4) In [July of 2020](#), Council directed Staff to create a job description for City Manager and outline a competitive recruitment and selection process for Council consideration.
- 5) In [August of 2020](#), Staff outlined three options for the recruitment and selection of the City Manager. Council deferred the decision to the newly elected incoming Council.
- 6) In [November of 2020](#), Council approved Resolution 2020-22 clarifying the Interim City Administrator's transition to City Manager Pro Tem to meet the voter-approved Charter amendment structure and effective date of January 1, 2021.
- 7) In [December of 2020](#), at Mayor Stromberg's request, Council extended the contract for Adam Hanks to continue as Interim City Administrator/City Manager Pro Tem until September 1, 2021, or when Council appoints a permanent City Manager, whichever comes first.
- 8) Staff outlined and refined recruitment options with the newly seated City Council on [January 4, 2021](#).
- 9) At the Special Meeting on [May 13, 2021](#), Council tabled the search for City Manager until August 1, 2021.

## **BACKGROUND AND ADDITIONAL INFORMATION**

Both Adam Hanks and Melanie Purcell will be stepping down from their positions with the City effective August 6, 2021. There are no internal candidates interested in serving as Interim City Manager or Interim Finance Director. Given the many challenges ahead for the City and the lead time required for recruiting executive management, staff recommends the pursuit of interim appointments for each of the positions. This provides continuity of operations while simultaneously (re)initiating the recruitment processes for each of the positions.

Since 2020, PERS has allowed retirees to continue working for a PERS-covered employer with no restrictions on hours for up to 4 years. This change has resulted in many retirements and potentially many Interim candidates who would be available to work in Ashland on a short-term basis.

The process for seeking potentially qualified and available Interim candidates for either position is different than the permanent recruitment process and requires general agreement on the general needs and expectations of the interim positions, along with a realistic estimate of the appropriate time commitment needed to have a smooth transition between the interim appointments and the permanent appointments.

Staff is seeking concurrence from Council on the broad elements of a targeted, staff led interim search for both positions.

- Staff led, targeted search using existing relationships, recruitment firms with interim placement services and peer networking intended to develop a short list of candidates interested and able to meet the immediate needs of both the City’s existing management team and Council.
- Significant coordination between staff and Mayor Akins to narrow the list to the most viable candidate for her appointment
- Understanding by Council of the importance of broad Council support for the appointment given the known challenges the current operating environment presents
- Support by Council for staff and Mayor Akins to pursue and potentially present alternative forms of providing needed City Manger and Finance Director services by a firm(s) rather than individual position appointments
- A recognition by Council of changes that will be made to distribute/re-assign direct management/operational oversight responsibility from the City Manager position to other Departments in the organization to alleviate the City Manager from some of the Deputy City Manager duties that were incorporated into the position with the Interim Appointment in April of 2020.
- Expected duration of Interim City Manager is between 8-12 months with a desire for some commitment of overlap between the Interim and eventual permanent candidate
- Expected duration of Interim Finance Director is between 5-8 months with overlap a consideration but not a requirement.
- Mayor appointment for both positions targeted for the August 3 Council meeting

### **FISCAL IMPACTS**

Both City Manager and Finance Director are funded in the adopted budget. Total costs associated with the resignations of the positions and subsequent costs of the Interim appointments are not known at this time. Both positions are fully funded in the recently adopted BN 2021-23 budget and staff anticipates the ability to remain within approved appropriation levels with these staffing changes. More specific financial impact data will be available at the time Council is asked to approve contracts associated with the Mayor’s recommended appointments.

### **STAFF RECOMMENDATION**

Staff recommends the Council authorize staff to seek qualified Interim City Manager and Interim Finance Director candidates using the general parameters described above. Staff is recommending the Interim positions have overlap with the long-term candidates once they can join the City to allow continuity and transition, setting the new candidates up for success.

### **ACTIONS, OPTIONS & POTENTIAL MOTIONS**

- Does the Council authorize Staff to pursue Interim Candidates for the City Manager and Finance Director positions using the above described scope and intent?
- Does the Council have other specific direction for Staff regarding selecting an Interim City Manager and an Interim Finance Director?

### **REFERENCES & ATTACHMENTS**