

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 13, 2016

MEMBERS PRESENT:

Nancy Connolly Council President
Amy Burgstahler Councilor
Andrea Blum Councilor
Chuck Ryan Councilor

ABSENT:

David Asson Councilor

STAFF PRESENT:

Rick Allen City Manager
Jeremy Green City Attorney
Paul Bertagna PW Director
Patrick Davenport CDD Director
Joe O'Neill Finance Office
Kathy Nelson City Recorder

The workshop was called to order by Council President Connolly at 5:30 p.m.

1. City Council Appointment Interview and Deliberation

Candidate Chuck Ryan was asked and answered a series of questions related to being a City Council member. The **Council** discussed issues of communication, the importance of the Council being a team, stability, how to strategize, and the importance of process in city government. The **Council** was supportive of Mr. Ryan being appointed to the Council and **Mr. Ryan** stated he would like to begin serving his term as soon as possible.

2. System Development Charge (SDC) Waivers for Affordable Housing

City Attorney Green reviewed the circumstance under which system development charges (SDC's) could be waived per the City's Charter, which included the requirement the home be kept affordable for income-qualified persons for a period of 50 years. He stated the draft documents before the Council were written to ensure the City was protected if those terms were not being met at any time during that 50 year period. The documents included a SDC waiver agreement between the City and the agency providing the affordable housing, a trust deed and security agreement that would be recorded against the property, and a memorandum of agreement between the City and agency providing the affordable housing. He stated while the documents had been designed specifically for use with Housing Works and Habitat for Humanity, they could be used with any affordable housing provider. He stated he was expecting feedback from Mr. Kemper, Executive Director of Housing Works, regarding the documents also.

City Attorney Green stated homes would be sold to other income qualifying parties and if they were not, all of the original SDC fees would become due. He stated Housing Works would manage the affordable housing compliancy requirements.

Councilor Blum asked how waiving fees would be handled in the budget. **Finance Officer O'Neill** replied he had conferred with the City's auditors, the Department of Revenue and the City of Bend's Housing Manager Jim Long and been informed the City could handle the waivers in the budget any way it chose as there was no precedent. **City Manager Allen** noted the

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Council had verbally committed to close to \$100,000 in SDC waivers for Housing Works single family dwellings in the Clear Pine development and upcoming homes to be built by Habitat for Humanity.

3. Other Business

City Manager Recruitment

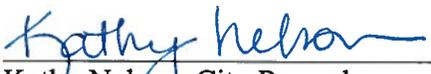
City Manager Allen distributed a draft timeline for the recruitment of a permanent City Manager. He stated he felt it would be in the City's best interest to use a professional recruitment service as it was vitally important to get the right candidate. He stated the request for proposal (RFP) would be drafted and then advertised in order for the Council to begin the process of developing the profile of the type of candidate it was seeking. He stated another advantage to using a professional recruitment service was they were already familiar with many candidates and their backgrounds. He stated the recruitment firm would perform the initial screening of applicants for the City. He anticipated the entire process could take up to eight months and would likely cost about \$20,000. He noted that if the person chosen for the position did not stay for a year, most recruitment companies would perform the second round of recruitment at no additional cost. He reported the RFP would come before the Council for approval in the next few weeks.

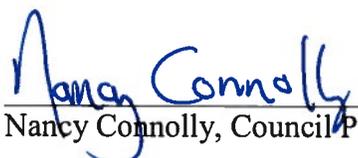
City Manager Allen stated as a secondary element of the recruitment process, his contract as Interim City Manager would need to be renewed since the Charter stated an interim city manager could only hold a term of six months or less. He stated the City Attorney would craft the document for an additional six month with the caveat that he would leave the position sooner if necessary, once a permanent city manager was on board.

Training Sessions

City Manager Allen stated training with the League of Oregon Cities (LOC) staff could be scheduled once the elections were completed and would include training sessions for both the Council and key staff members. He stated he would also schedule some sessions for the directors on performing staff evaluations. **Councilor Blum** suggested the Council sessions include some training on basic land use laws.

The meeting was adjourned at 6:34 p.m.


Kathy Nelson, City Recorder


Nancy Connolly, Council President