



Harrisburg City Council Work Session Minutes
October 22, 2019

The Harrisburg City Council met on this date at the Harrisburg Municipal Center, located at 354 Smith St., at the hour of 6:33PM. Presiding was Council President Mike Caughey. Also present were Councilors Kimberly Downey, Adam Keaton, Randy Klemm, Charlotte Thomas and Youth Advisor Quinton Sheridan. Staff present were Interim City Administrator John Hitt, and City Recorder/Asst. City Administrator Michele Eldridge. Absent were Mayor Robert Duncan, and Councilors Robert Boese and Charlotte Thomas.

CONCERNED CITIZEN(S) IN THE AUDIENCE. None

THE MATTER OF A DISCUSSION WITH THE LINN COUNTY SHERIFF'S OFFICE (LCSO) – SEPTEMBER REPORTS

LCSO Report: Sergeant Klein was present and presented an overview of the September 2019 report.

Klemm asked for more information in relation to the \$40,000 theft in town. Sergeant Klein said that it was a hacker who broke into a payroll account, created a false employee, and then wrote themselves a \$40,000 check. The IP was traced to Africa, but that doesn't mean that it didn't originate here. There might be an opportunity in the future that they could have their guy come down to talk about forensic computer science; it's really fascinating. There was a little girl on S. 9th St. who was bit by a dog; that will likely require a euthanasia order. The dog had been muzzled, but not correctly. There were a few domestic assaults; those can take a long time to investigate. Caughey expressed some concern about the number of pocket dials that they had. Do they know where those come from? Sergeant Klein said that dispatch can sometimes find them, but the number isn't always available. Sometimes, they have the ability to triangulate where a call came from. Downey suggested that he go to Citizens Academy. They show you how they do that. It's fascinating.

Caughey said that he noticed 26 entries with no information provided. We've talked about that in the past; he knows some of them are civil issues, but he's surprised that there are that many. Klein saw one on page 1. Caughey said that the report gives us a flavor of what's going on. When you see 26 of them out of 178 calls, it's not a huge number, but we don't know if they are about anything of consequence or not. Sergeant Klein said that he will ask Kevin to remind the deputies to finish those. He said that sometimes, those could have been a call that was handed over to another agency, such as the Oregon State Police. Sometimes, they forget to go in and finish those to show that. Caughey also asked about a 'water assist'. What was that? Sergeant Klein said it was likely the fire department needing an assist. He can go back through the notes and see if he can't find anything there.

Hitt thanked him for coming. He thought a lot of these in the report would be considered nothings. Council can make the decision that rather than getting a report on a screw being on the road next to a vehicle, that they make note of things that are more important and significant. He would like more time dedicated to a crime that could potentially be prosecuted, in one form or another. Sergeant Klein said that they can go back and adjust the report, to whatever the Council wanted. Caughey said that they would be amazed by how many people contact him about this. There are a lot of people concerned about people blowing stop signs, or speeding. If he see's a focus patrol, or that there were a lot of tickets written, then he can share that, and maintain a dialogue with someone who is complaining.

Hitt said that another issue is with response times. He's not talking about super serious issues, but ones like someone seeing a suspicious person outside a window, or things that could lead to something more serious. Do they track from a time when a call is made to when it is responded to? Sergeant Klein said yes, they can. Did City Council want to see that? Downey said that she would. Hitt thought in most places, it's traffic that concerns them. But at some, it's somebody contacting the police at 8:10, because they were scared by something, but the officer doesn't show up for 35 minutes. Klein said that he thought we could look it up on CAD. Keaton asked if the time he see's is from when the call was made, or when they took it in? Sergeant Klein said it would be getting in. That is the time of the call. You can see when the call was received by dispatch, when it was routed, when the call was finished, and the time they got there, and when it was cleared. Caughey said that is information we don't have. We just see when the call was recorded. Downey added that maybe seeing when the time they arrived would help. Keaton added or the response time. Sergeant Klein wasn't sure if Mike (their employee who is a wizard with the software and forms.) could change that. He's sure he could do something to help with that. Caughey would love to have him come down.

Hitt asked about administrative hours. What do those represent? Sergeant Klein told him it's an administrative assignment, such as when he writes this report for the City Council. If he comes down to talk with John, Lori or Michele, he does so as administrative time. But if he is helping out patrol when they are swamped, such as doing investigation on the laundry mat break in, then it's patrol hours. Caughey thanked him for coming down to talk with City Council.

- Caughey then introduced our new Youth Advisor, Quinton Sheridan. He thanked him for being on both the City Council and the Planning Commission. He felt it was really important for the City Council to have different views and input from people and encouraged Sheridan to ask questions.

THE MATTER OF DISCUSSING THE LCSO-HARRISBURG CONTRACT

Staff Report: Hitt said that he has had a meeting with Lieutenant Duncan, Sergeant Klein, and Sheriff Yon. It was for the most part a positive meeting. He has been looking at what additional information can they provide us with. He thinks with better information, we will have a better handle over the effectiveness. He would like to see what the hours they are spending in Harrisburg do for us in relation to crime. He spoke with the consortium about this as well; we are meeting on Thursday this week. We talked about some of things they do already, but getting more emphasis on them, such as following up on city code, and special events. We also talked about nuisance properties. Most cities have two to four residences that account for 80% of calls from a sheriff's department. We don't really have an ordinance that says what it needs to say yet. He talked to the City Attorney, Jim Brewer about that. He thinks that with the right code, we can proceed with the Sheriff's department to get more action for crimes occurring on specific properties.

Downey said that she had heard about that in another state but was told that Oregon law wouldn't allow it. Hitt told her that you can do it...it has to be phrased the right way. Jim will work on that for us. Downey asked if he had talked with the Sheriff's department about that. Hitt told her that he had, and she was very happy about that. He personally would like to see the average

response time for more serious issues. He's not sure how that could be done, since it wouldn't be warranted for some things. Maybe what we have now is totally fine and good, but perhaps we should state that we want an average of 35 minutes for a call? It's one of the things he'd like to look at, those minimum response times. The issue with the court isn't entirely cleared up. He feels that if the Sheriff has an issue with something being done in court, then it should be brought to himself or the City Council for resolution, rather than to the Judge. We will be looking into that, and he will have a better idea of what specific amendments we can adopt.

Klemm asked about response time. With Harrisburg being in south county, he knows that a lot of people, such as a witness when he was serving on Grand Jury in Albany, expressed surprise that Harrisburg is in Linn County. Their resources are really spread out, and he'd like to frame out with them what a reasonable response time should be. When we had the murder/suicide here about 7 or 8 years ago, we had a response from OSP first, and then Junction City. In a situation like that, we just need response, and it doesn't matter who gets here first. He wants to find a way for the citizens to be able to rely on a certain time frame for when someone can get here. Downey said that was a concern; even with the OSP a long time ago. She got the records off the scanner on that. What really concerned her is that the Fire Department was there first, but couldn't go in, because it was a dangerous situation. They sat there for 30 minutes before there was any response. Klemm agreed it was at least 30 minutes. Downey said that nobody knew what the situation was. Caughey said that the information he had (not in relation to that situation), was that if dispatch is called, and the nearest deputy is more than 25 minutes from us, then they will call the nearest alternative. That might be Junction City. Downey said that the deputies were in Sweet Home during that situation.

Keaton thought that was why we have contact hours they have to spend here; so that they are close during certain times each month. We have to account for the size of Linn County. Downey said that she had a person in her church recently who had a problem with their heart. There was an EMT at the fire station, and they responded so incredibly quickly, it seemed like only seconds. Caughey said that they are very, very fast. They have someone there almost all the time now. Klemm said that they have a point. If we get a report from Linn County that shows response time, then we need to know the entire picture. Why is it 45 minutes sometimes, compared to others? Keaton said that it might require coordination with another agency, like OSP or Junction City. Hitt agreed with them; he wants to know what our expected response time is outside of the hours they are contracted for. We are further out than other cities, and he would like to see that.

Caughey said it has been discussed in the past. The Sheriff's response to it was that they will respond as quickly as they can to any place in Linn County. Klemm said that he appreciates the time that Hitt is putting in to tweak the contract. Keaton would like the content or a template for the report to perhaps be written into the contract. Caughey noted we haven't had that in the past, and Keaton agreed with him. Downey said that it's nice that Hitt has experience with a police department, and Hitt agreed with her.

THE MATTER OF: PROPOSED RATE INCREASE – SOLID WASTE FRANCHISE AGREEMENT: CITY OF HARRISBURG/ALLIED WASTE (REPUBLIC SERVICES)

Staff Report: Hitt told the Council that he had contacted Julie Jackson and has asked her to follow up on the information for how the rate increase is derived. She said that the rate increase is governed by a formula, which the City Council can see on page 57. It's based on the CPI for west coast cities, the cost of diesel, and prices for disposal at Coffin Butte. Before that, they used something called a refuse rate index. As noted in his report, the City Council could technically establish a different rate schedule, from what is suggested by the franchise, but that it has to be fair and reasonable. If we want to amend any part of the contract, we can only do so within every odd

year, so we can ask for changes this year, if we wanted any changes to the agreement. Finally, Julie Jackson had also noted that they had increased their franchise rate payment to us from 6% to 7%, without affecting their customers.

Downey asked what does that mean? How can you not affect rates without affecting customers? Hitt said that it means that they absorb it instead. On a competitive basis, looking at other communities, our residents are actually paying less than the average. His personal view is that its reasonable to proceed. As far as an annual adjustment, it's not unusual for a franchise agreement to have this type of a formula. He is recommending that staff return with a resolution to approve the 2.4% increase they are recommending at the next meeting, but he will also mention that the franchise fee itself will be increasing to 7%.

Caughey said that one of the things they had done is to look at a local company or try to find an alternative for commercial services. Some of our companies are paying an enormous amount. The five-year thing that they have stated is apparently what everyone states, because there are huge amounts going into the equipment, and the costs of the service, so they need to know five years ahead of any changes. It seems unfair to us, unless we understand where it's coming from. One thing we talked about before, was to not be locked into an exclusive contract, so that commercial businesses could choose to haul trash out if that's what they wanted to do. Downey said that we lost that last time, but Caughey said sort of. He thought that perhaps we could push on it. Hitt said it was possible, but it's also certain we would have a substantial push back. They make the most money off of their commercial accounts. He understands that apartments are that way as well.

Keaton said that Oregon has a franchise system; some of the other states don't do it this way. He's on the solid waste advisory board for Linn County. The rationale is that there is a local monopoly on services. Hitt agreed with him. Keaton said yes, but it's also an economy of scale. It's cheaper when its done that way. Wanting to be outside of a franchise would make us unique. Caughey said that Junction City has their own services. Eldridge had talked with them, and they said that they were willing to work with Harrisburg. Hitt said that he has been looking at size. Rates are all over the place, in terms of commercial and industrial rates. Keaton felt that the page they had sent to us was so hard to read, and that is distorts information. Caughey said it's just like the last time; it's relatively useless to us. Hitt thought he could provide one that would be of use internally. Keaton said that he doesn't think the 2% is too much. We have an option to go with Junction City in the future and could make that decision if we wanted to. Caughey thought perhaps we should do that and give them notice. However, Keaton said that Junction City would also need those five years to prepare and add equipment. Keaton thought that the situation that Mayor Duncan talked about previously is a nightmare situation. Klemm said that on the other side, he was renovating his home recently, and the contractor was there when they dropped off a container. He saw that they gouged the driveway. He mentioned it to the drivers, and they must have passed it on upwards to whoever makes decisions; their charge was cut in half because of that. He gave them kudos for doing that.

- Downey **motioned to recommend that staff develop a resolution to present at the November 12, 2019 City Council meeting approving a 2.4% rate increase as requested by Republic Services. She was seconded** by Keaton.
- Caughey noted that we also need to change the franchise fee.
- Downey then **motioned to increase the franchise fee to 7% without impacting customers rates. Keaton seconded that as well. The City Council voted unanimously to approve both motions, and thereby asking staff to return with a resolution that would allow the 2.4% increase in garbage rates, while also generating an increase of franchise fee from 6% to 7% without impacting customers' rates.**

THE MATTER OF APPROVING PAYMENT OF LONGEVITY PAY TO SOON TO BE RETIRED EMPLOYEE PATSY VANLEEUVEN.

Staff Report: Eldridge talked to the City Council about how much we have appreciated Patsy VanLeeuwen as an employee for the 29 years and 7 months she has given to us. She technically wouldn't be eligible for longevity pay at all, since her retirement is before her full 30 years is served. However, staff is asking the City Council to reward her for all the years of service she has given us, by allowing the full payment of \$1,500 that she would have received just five months shy of the full thirty years.

- Downey **motioned to Authorize the Finance Office to Pay \$1,500 to Patsy VanLeeuwen for her Long-Term service to the City of Harrisburg. The motion was seconded** by Klemm. **The Council then voted unanimously to approve the authorization to pay the full longevity payout of \$1,500 to Patsy VanLeeuwen on her last day of work.**
- Klemm said that would have been a lot of city water shut offs.
- Eldridge said she worked it out to 355 times. City Staff have hired Jamie Knox, who is well known locally, and is a terrific hire for the City.

OTHER

- Downey said that the Personnel Committee met last night, and decided that they didn't have enough applicants, and to extend the recruitment. She felt that the problem was with all the other cities recruiting right now.
- Eldridge agreed, and said that there were quite a few out there now. She had handed out a revised recruitment schedule, as well as the current job posting (Please see Addendum No. 1). She indicated that we would need to take the recruitment to the following month, with December 5th being the possible date for interviews by the City Council. We would also need to revise our recruitment budget slightly, since it will cost additional funds for us to use OCWCOG's services for an additional job posting.
- Hitt said that Veneta and Coquille were both looking for Administrators, and there was another that came up today. Newberg has a population of 24,000, and their salary range is \$150,000 to \$175,000. Toledo has almost the same population as Harrisburg, and they are closing on October 27, with a salary range of \$90,000 to \$145,000. Maupin, to give you another example, has only 426 people, and they are offering \$50,000 to \$80,000.
- Klemm asked out of curiosity, what was Coquille offering?
- Hitt told him he thought it was \$90,000 or \$95,000 to \$125,000. Toledo was similar.
- Downey said it was \$90,000 to \$125,000.

Keaton asked how many people were in the applicant pool? Eldridge told him 10. Hitt said that he removed two people from the pool, so the Personnel Committee only looked at 8. Caughey said that most of those were not so good. Klemm asked if they didn't have the experience we needed, or if they thought that the personality wouldn't work? Downey said that one had only been a temporary or interim administrator, and another hadn't been one for ten years. One was simply an attorney, and that was it. Keaton asked if we had candidates from out of state? Caughey told him we had a few from New Hampshire, Illinois and California. Keaton said then we had good reach, just not the right people. Downey said that we want to see more people and have a bigger pool. Keaton asked if maybe it was this time of year? We are heading into the holidays, so maybe we should simply put the recruitment on hold? Downey

asked if he was thinking of delaying to January? Keaton thought it made sense. Caughey wanted to get feedback from Hitt on that. Hitt said perhaps we can wait until after the first of the year; we could also try different recruiters, such as Greg Prothman. It really doesn't make that much difference, whether you go in January or July, or even December 25th. Keaton thought that was good to know.

Caughey thought that salary was one factor to consider. After talking with others, he felt we were on the low end as far as salary. Eldridge was recommending that we move it up slightly. Downey said she wanted to move forward and wants a very energetic City Administrator. She doesn't want someone who will just settle. She thought the applicants were on the low end, all except one. She thought that we wouldn't expect a lot from them. She doesn't want someone to just kick back! She wants someone who is starting new things. We are on a high, and we want to keep it going. Keaton said we've been pinching our pennies for road maintenance. He hates to see that swallowed up by a new City Administrator. He would suggest bumping up the smaller number and taking the larger number into the teens; and maybe make it a \$20,000 or \$25,000 difference. Caughey thought we might be getting more taxes in the future, which would make a difference. Keaton agreed, but said that he expects all our expenses are going up too.

Klemm asked if we had entertained the thought of interviewing assistant administrators from larger cities? Caughey said that we don't care what their title is, as long as they have the qualifications. We are looking for someone to work this position, covering these areas of expertise, knowledge and consistency. Downey said that we can't talk about age at all, but we are looking for more experience. She did check with Hitt about this, and he said that if any of you want to look at the applications, you could do so as executive privilege. You can see what we are talking about. She said we came to the meeting, all with the same conclusion. Caughey agreed, and said that based on the information we had, we all had decided we needed a bigger pool of candidates.

Keaton asked if Brian was a risk when we hired him? Downey said that we all liked him, hands down. She doesn't think of it as a risk. He probably was though. We were looking for a planner, that's what Bruce told us to do. Caughey said we are looking for background and experience for this. Brian wasn't a manager, and never had been. He thinks we lucked out. Brian, in his opinion, did have some issues with management. But those were identified, and he took corrective actions. He improved considerably and was very proactive. We don't want someone who will sit in the office twiddling their thumbs. He wants someone who is qualified for the job. Downey said that we need a larger pool of candidates. Should we offer more money then? Keaton asked if we could look at other trade off's? Downey said you mean like a house. Keaton wasn't sure if that was good enough to get a better candidate. He was just hoping that maybe we could try something else.

Downey said that personally, she thinks that we should go to \$100,000. Eldridge thought it should be more than that. Klemm said that we were \$25,000 less on average than Toledo and Coquille. He isn't sure about Coquille, but he knows Toledo has a higher cost of living. Caughey said that as a former realtor, he keeps his eye on things. You could buy half the houses in town for below \$150,000. There are no livable homes under \$150,000 unless they have wheels. Keaton said that you are right to be cautious with our finances. But then again, we need a good person, so he would like to go to \$105,000. That would give us a \$25,000 difference. It's a lot more expensive; but he thinks you are right, to get somebody good at the helm. But he also doesn't want to be set back on street funds. We want someone who is

dynamic and will be moving forward. Eldridge noted that we already have \$5,000,000 in construction values in 2019 alone.

Caughey asked what Hitt thought about it? Hitt said that he thought \$105,000 was on target. Downey wasn't sure about the competition. Klemm said that he thinks we need to get that six figures in there, to get somebody with the tools necessary to go where we want to go. He's ok with \$105,000. Keaton said that he would be ok with \$110,000. He liked that figure better. We may or may not spend that \$110,000. Caughey hopes that we wouldn't be paying that to start! That lets them know it's the range we are willing to consider. Downey said that we had a bonus we paid to Latta, and she liked that. They get the benefit of bringing value to the town. Michele spoke earlier, and Hitt agreed, that we need somebody who will come into the town; someone who will sell it, somebody who is trying to bring in a great big industry, and can analyze what's being brought in. She wants a bonus to be an incentive to someone. Caughey liked that if they perform, they get rewarded. Downey said that we want that.

Klemm said ok, so we go to \$80,000 to \$110,000, and hope that we can get the kind of person we've talked about here. How do we do that, with our due diligence? Is that through the interview process, where we find out what their experience is? How do we get our vision started on day two? If we want that, we need better candidates. Downey said that's what OCWCOG is supposed be doing. Klemm said that our vision is going from point a to b. Eldridge commented that on the marketing piece of things, that is what our brochure does. It talks about the strategic plan, and what we are looking for. Keaton thought it wasn't a huge range now; if we bumped up the top end, perhaps we should bump up the low end to \$90,000. Hitt said that would be \$90,000 to \$110,000. Klemm liked that.

- Klemm **motioned that we adjust the annual salary range for the City Administrator to go from \$80,000 to \$90,000, and for the top range, to \$110,000. Keaton seconded the motion, and the City Council unanimously voted to adjust the salary range to \$90,000 to \$110,000.**
- Eldridge noted that the supplemental questions weren't getting what we wanted, so she would ask applicants to emphasize their recent municipal experience, so they would understand that is extremely important to us.
- Downey said that we can send out by email the new meeting dates.
- Eldridge reminded them that they had a revised schedule that they could vote on tonight if they liked. We also need to authorize additional funds for the recruitment budget. It would cost an additional \$1,500 for Ryan's services, plus an additional \$500 for the job listing.
- Sheridan asked if Council wanted to ask what project the applicant thought would be their priority?
- Downey thought that was a good idea.
- Caughey reminded everyone that we ask everyone the same thing, although we can ask questions, or ask for clarification. We are not just looking at what they say, but how they respond, what their knowledge base is, how they phrase things, and if they understand what they are about. Some questions aren't about how they respond, it's what information they give us. When you meet someone for the first time, it's hard to make an accurate assessment on their capabilities.
- Downey **motioned to approve the revised job recruitment schedule and was seconded** by Klemm. **The City Council then voted unanimously to approve the revised job recruitment schedule.**
- Keaton then **motioned to authorize staff to appropriate additional funds to extend the recruitment by approximately \$1,500. He was seconded** by Klemm.

The City Council then voted unanimously to authorize additional funds needed for the recruitment process.

With no further business to discuss, the City Council work session was adjourned at 8:33pm.

Mayor

City Recorder



FROM THE OFFICE OF THE CITY RECORDER/ASST. CITY ADMINISTRATOR

TO: CITY COUNCIL – OCTOBER 22, 2019

SUBJECT: CITY ADMINISTRATOR RECRUITMENT TIMELINE

DATE:	ACTION:
AUGUST 8, 2019	REVIEW CURRENT CONTRACT TERMS, RATE OF PAY, AND NEW JOB DESCRIPTION AS RECENTLY APPROVED BY COUNCIL. ALSO DETERMINE BUDGET FOR RECRUITMENT PROCESS, INCLUDING RELOCATION.
AUGUST 8, 2019	PROCURE CA RECRUITMENT SERVICES.
AUGUST 13, 2019	CONVEY SCHEDULE AND PROCESS TO CITY COUNCIL, COUNCIL TO AUTHORIZE STAFF TO SIGN CONTRACT WITH OCWCOG.
AUGUST 20, 2019	HR STAFF TO DEVELOP RECRUITMENT BROCHURE/MAILER & SUPPLEMENTAL QUESTIONS.
AUGUST 27, 2019	CITY COUNCIL TO APPROVE RECRUITMENT BROCHURE/MAILER, CONTRACT WITH OCWCOG ON RECRUITMENT FOR NEW CA AT COUNCIL WORK SESSION.
SEPTEMBER 17, 2019	POST POSITION OPENING TO CITY WEBSITE, LOC (\$20), & ICMA (\$450); OCWCOG TO MAINTAIN AND MONITOR ONLINE RECRUITMENT PROCESS
SEPTEMBER 24, 2019	COUNCIL TO APPROVE INTERVIEW QUESTIONS, WHICH IS CONVEYED TO OCWCOG. TRAINING DATE FOR OCWCOG WITH CITY COUNCIL.
OCTOBER 14, 2019	<ol style="list-style-type: none"> 1. DEADLINE FOR 1ST REVIEW OF CA CANDIDATES; 2. OCWCOG TO SCREEN APPLICANTS BASED UPON APPLICATION MATERIALS, AND TO SELECT APPLICANT POOL. PROVIDES LIST OF CANDIDATES TO THE CITY. (BY OCT 15) 3. COMMUNICATION WITH CANDIDATES NOT PROGRESSING FORWARD IN PROCESS.
MON, OCTOBER 21, 2019	PERSONNEL COMMITTEE MEETS TO REVIEW FINAL APPLICANT POOL, AND TO DETERMINE NUMBER OF CANDIDATES TO INTERVIEW.
TUES, OCTOBER 22, 2019	DETERMINE IF THE CITY COUNCIL WOULD LIKE TO ADD SUPPLEMENTAL QUESTIONS TO THE RECRUITMENT PROCESS
WED, OCTOBER 23, 2019	REVISE THE JOB OPENING NOTICE, INSTRUCT OCWCOG TO GENERATE A LETTER TO APPLICANTS INFORMING THEM OF THE CHANGE IN RECRUITMENT, AND ADDITIONAL TIME. IF SUPPLEMENTAL QUESTIONS ARE DESIRED, SEND TO COUNCIL MEMBERS FOR REVIEW AND APPROVAL. REVISE THE BROCHURE TO MATCH THE JOB OPENING REVISION & INCLUDE SUPPLEMENTAL QUESTIONS, IF DESIRED.
FRI-, OCTOBER 25, 2019	POST THE REVISED JOB NOTICE AND RECRUITMENT MATERIALS ON OCWCOG WEBSITE, LOC, ICMA AND CITY WEBSITE.
FRI, NOVEMBER 15, 2019	<ol style="list-style-type: none"> 1. NEW DEADLINE FOR REVISED RECRUITMENT PROCESS.

	<p>2. OCWCOG TO SCREEN APPLICANTS BASED UPON APPLICATION MATERIALS AND TO SELECT APPLICANT POOL. PROVIDES LIST OF CANDIDATES TO THE CITY (BY NOV 19, 2010)</p> <p>3. OCWCOG COMMUNICATES WITH CANDIDATES NOT PROGRESSING FORWARD IN PROCESS.</p>
WED, NOV 20 OR THU, NOV 21	PERSONNEL COMMITTEE MEETS TO REVIEW FINAL APPLICANT POOL, AND TO DETERMINE NUMBER OF CANDIDATES TO INTERVIEW.
FRI, NOVEMBER 22, 2019	SHARE RESULTS WITH OCWCOG; THEY START PROCESS OF CONTACTING CA CANDIDATES FOR INTERVIEW
THU, DECEMBER 5, 2019	CITY COUNCIL/DEPARTMENT HEAD INTERVIEWS DURING EXECUTIVE SESSION; DETERMINES TOP CANDIDATE(S)
FRI, DECEMBER 6, 2019	OCWCOG TO START BACKGROUND AND REFERENCE CHECKS ON TOP CANDIDATE(S)
THU, DECEMBER 12, 2019	OCWCOG TO PROVIDE RESULTS OF BACKGROUND AND REFERENCE CHECKS
MON, DEC 16, 2019	JOB OFFER MADE, AND NEGOTIATIONS TO START.
WED, DEC 18, 2019	SPECIAL CITY COUNCIL MEETING TO ACCEPT/DISCUSS CONTRACT NEGOTIATIONS; FURTHER COUNCIL MEETINGS MIGHT BE NEEDED.
FEB 18, 2020	POSSIBLE START DATE FOR NEW CITY ADMINISTRATOR DEPENDING ON CONTRACT REQUIREMENTS AT PREVIOUS CITY, IF APPLICABLE