

**CITY OF PHOENIX  
EXECUTIVE SESSION/CITY COUNCIL MEETING  
PUBLIC WORKS OFFICE  
1000 S. "B" STREET  
MONDAY, OCTOBER 3, 2016  
6:00 P.M.**

**1) Call to order/Roll call**

**6:00 p.m. Executive Session:**

The City Council of Phoenix will now meet in executive session for the purpose of considering the employment of a public officer, employee, staff member or individual agent. The executive session is held pursuant to ORS 192.660 (2)(a), which allows the City Council to meet in executive session to consider the employment of a public officer, employee, staff member or individual agent.

Representatives of the news media, designated staff and specified persons shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

Executive Session adjourns and reconvenes into open meeting

**DOORS WILL OPEN TO THE PUBLIC AT 6:30 P.M.**

**2) Pledge of Allegiance**

**3) Mayor's Comments**

**4) Citizen's Comments:**

The purpose of citizen comment is to allow citizens to present information or raise an issue regarding items not on the agenda. A time limit of three minutes per individual shall apply unless the Presiding Officer extends time (*Persons wishing to address Council on any matter are encouraged to do so. Please sign up, and if applicable, indicate the agenda item you want to discuss. When your name is called, step up to the podium, state your name and address for the record. In accordance with state law, copies of the complete recording of this meeting will be available at City Hall. If you are hearing impaired and need accommodation, please give 48 hours prior notice to City Hall*).

**5) Updates/Reports/Appointments:**

- a) PHURA
- b) Parks and Greenway Commission
- c) Strategic Planning
- d) Appoint Krista Peterson and Marcia Monceaux to Planning Commission..... p.1

**6) Presentations:**

- a) Chamber of Commerce Request for Funds by Melissa Wagy.....p.8

**7) Consent Calendar:**

- a) Approval of Minutes from September 19, 2016 Regular City Council Meeting ..... p.10

**8) Unfinished Business:**

- a) Update on Status of City Manager Contract .....p.16
- b) Discussion of Real Estate Agreement Between the City of Phoenix and Fire District 5 to Purchase the Property at 116 W 2<sup>nd</sup> St. ....p.17

**9) New Business:**

- a) Discussion of Policy for City Council Delegation of Authority to Leadership Team ..... p.18
- b) Review and Approve Updated Organizational Chart..... p.19
- c) Administrative Coordinator Hire ..... p.21

**10) Questions for Staff:**

- a) Attorney's Report
- b) City Manager's Report

**11) Council items, comments/reports:**

Any councilor may bring before the Council any business not on the agenda the councilor feels should be deliberated upon by Council, but the Council may decline formal action on such matters or defer them to a subsequent meeting.

**12) Adjournment**

**Next City of Phoenix Scheduled Meetings:**  
**All meetings are at 6:30 unless otherwise noted.**

October 10, 2016	Planning Commission Meeting
October 11, 2016	Phoenix Urban Renewal Board Meeting
October 17, 2016	City Council Meeting
October 24, 2016	Planning Commission Meeting
November 2, 2016	Phoenix Urban Renewal Board Meeting
November 7, 2016	City Council Meeting
November 8, 2016	Phoenix Urban Renewal Board Meeting
November 14, 2016	Planning Commission Meeting
November 21, 2016	City Council Meeting
November 28, 2016	Planning Commission Meeting

**AGENDA BILL**

**AGENDA ITEM:** 5 D

**AGENDA TITLE:** Appoint Krista Peterson to Planning Commission

**DATE:** \_\_\_\_\_

**ACTION REQUIRED:**

**ORDINANCE:** \_\_\_\_\_

**RESOLUTION:** \_\_\_\_\_

**MOTION:** XX \_\_\_\_\_

**INFORMATION:** \_\_\_\_\_

**EXPLANATION:**

In September of 2016, Krista Peterson submitted an application for the Planning Commission. It is the Planning Director's recommendation to appoint her to the commission. If Council concurs, the Mayor will appoint. Attached is a copy of her application.

**FISCAL IMPACT:** N/A

**ALTERNATIVES:** None offered.

**STAFF RECOMMENDATION:** Staff recommends the Mayor appoint Krista Peterson to the Planning Commission, term to start 1/1/17, expiring 12/31/21.

**MOTION: "I MOVE TO APPOINT KRISTA PETERSON TO THE PLANNING COMMISSION."**

**PREPARED BY:** Sarah Lind **REVIEWED BY:** \_\_\_\_\_



Planning Commission Application

Name: Krista Peterson Date: 6-11-2016

Address: 125 Tracy Ln Medford, OR 97501

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**I. Background**

When did you move to Phoenix?

1989

Occupation?

self employed

Educational background?

home taught K-12

Current and previous civic and volunteer activities?

Willow Tree Condo - President + Board member,  
Madrone Trail Public Charter School - Board member  
Madrone Trail Public Charter School - Volunteer

**II. Capabilities and Commitment**

What personal and/or professional experience do you possess that will help you to be a great planning commissioner for the City of Phoenix?

Being on the Madrone Trail Board for 1 year. I learned  
how to listen + vote on items that needed attention

What do you like best about living in Phoenix?

I really love Phoenix. I have lived in Medford, Talent  
+ Phoenix over  
the years. But mostly Phoenix



## Planning Commission Application

What one thing would make Phoenix a better place to live?

Keep cleaning it up.

What is an example of a great city, neighborhood, or other place, and what makes it great?

friendly neighbors, caring about your home, and doing what you can to help

Are there any city planning issues that most interest or concern you?

no

Do you feel as a citizen of the community that you are able to provide objective recommendations on various land-use applications and other issues?

yes.

Do you feel you have any conflicts of interest that may arise due to your appointment to the PC?

no

The proper function of the Planning Commission **DEPENDS** on a reliable, engaged membership. This typically requires approximately 5-10 hours a month to attend 2 regular meetings on alternate Monday nights and the preparation required for those meetings. There may be times when that commitment involves an additional meeting or, only rarely, two. Given your schedule and current responsibilities, do you foresee any problems attending meetings on a regular basis?

I have a very flexible schedule. I work during the day, but have the ability to make my own hours.



## Planning Commission Application

### III. Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual State of Economic Interest with the State of Oregon. A sample reporting form is available from the administrative office at City Hall.

### IV. Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Krista Peterson  
Name (printed)

Krista Peterson  
Signature

6-11-2016  
Date

**AGENDA BILL**

**AGENDA ITEM:** 5 D

**AGENDA TITLE:** Appoint Marcia Monceaux to Planning Commission

**DATE:** \_\_\_\_\_

**ACTION REQUIRED:**

ORDINANCE: \_\_\_\_\_

RESOLUTION: \_\_\_\_\_

MOTION: XX

INFORMATION: \_\_\_\_\_

**EXPLANATION:**

In September of 2016, Marcia Monceaux submitted an application for the Planning Commission. It is the Planning Director's recommendation to appoint her to the commission. If Council concurs, the Mayor will appoint. Attached is a copy of her application.

**FISCAL IMPACT:** N/A

**ALTERNATIVES:** None offered.

**STAFF RECOMMENDATION:** Staff recommends the Mayor appoint Marcia Monceaux to the Planning Commission, term to begin 10/24/16, expiring 10/23/20.

**MOTION:** "I MOVE TO APPOINT MARCIA MONCEAUX TO THE PLANNING COMMISSION."

**PREPARED BY:** Sarah Lind **REVIEWED BY:** \_\_\_\_\_

Name: Marcia Monceaux

Date: 9/27/16

Address: 705 W.1<sup>st</sup> Street, Phoenix, OR

Phone: XXX-XXX-XXXX

Email: XXXXXXXXXXXXX

When did you move to Phoenix?

8/2015

Occupation?

Retired

Educational background?

McNeese State University

*Current and previous civic and volunteer activities?*

Blue Heron Community Garden, Port Allen, LA Farmer's Market and Railroad Museum, Community Garden in Westlake, LA. I am active in activities at my church and have been since 1981.

### **Capabilities and Commitment**

*What personal and/or professional experience do you possess that will help you to be a great planning commissioner for the City of Phoenix?*

Since I obtained a certificate in Business Management in 1990, I have been professionally involved in management of retail and manufacturing business and management of property.

*What do you like best about living in Phoenix?*

Phoenix is a small city but has great potential. I enjoy the friendliness of everyone I have met, even the ones I only met once.

*What is an example of a great city, neighborhood, or other place, and what makes it great?*

I think personal involvement of all residents of a city, neighborhood, or other place would make it great.

*Are there any city planning issues that most interest or concern you?*

I am interested in learning all aspects of city planning.

*Do you feel as a citizen of the community that you are able to provide objective recommendations on various land-use applications and other issues?*

I am able to provide objective recommendations on any issues.

*Do you feel you have any conflicts of interest that may arise due to your appointment to the PC?*

The only conflict of interest I may have is wanting the very best for Phoenix.

*The proper function of the Planning Commission DEPENDS on a reliable, engaged membership. This typically requires approximately 5-10 hours a month to attend 2 regular meetings on alternate Monday nights and the preparation required for those meetings. There may be times when that commitment involves an additional meeting or, only rarely, two. Given your schedule and current responsibilities, do you foresee any problems attending meetings on a regular basis?*

I do not foresee any problems with attending meetings on a regular basis.

### **Special Notice**

*Please be advised that members of the City Council and Planning Commission are required to file an annual State of Economic Interest with the State of Oregon. A sample reporting form is available from the administrative office at City Hall.*

### **Agreement and Signature**

*By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.*

Marcia  
Monceaux Name  
(printed)

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9/27/16

**AGENDA BILL**

**AGENDA ITEM:** 6 A

**AGENDA TITLE:** Chamber of Commerce Request for Funds

**DATE:** \_\_\_\_\_

**ACTION REQUIRED:**

**ORDINANCE:** \_\_\_\_\_

**RESOLUTION:** \_\_\_\_\_

**MOTION:** \_\_\_\_\_

**INFORMATION:** XX

**EXPLANATION:**

At the previous City Council meeting on September 19, 2016, Council inquired about pricing for having meetings and City events included in the calendar. Melissa Wagy, president of the Phoenix Chamber of Commerce, has prepared a pricing table for the calendar. Please see the attached sheet for more information.

**FISCAL IMPACT:**

**ALTERNATIVES:**

**STAFF RECOMMENDATION:**

**MOTION:** “.”

**PREPARED BY:** Sarah Lind **REVIEWED BY:** \_\_\_\_\_

## Proposal for the 2017 Community Calendar for the City of Phoenix

Calendar Space	Used for	Date	Number	Price
Main Sponsor			1	\$1,000
Days of the Month				
	City Council Meetings	1 <sup>st</sup> & 3 <sup>rd</sup> Monday	24	\$100.00
	Planning Commission	2 <sup>nd</sup> & 4 <sup>th</sup> Monday	24	\$100.00
	PHURA	2 <sup>nd</sup> Wednesday	12	\$50.00
	Dog Days	Saturday, July 23 <sup>rd</sup>	1	\$5.00
	Easter Egg Hunt	Saturday, April 15 <sup>th</sup>	1	\$5.00
Business / Coupon				
	Dog Days	July	3 for	\$180.00
	Easter Egg Hunt	April	or	
	Pirate Parade	September	1 for	\$\$72.00

**City of Phoenix**  
**Executive Session/City Council Meeting**  
**Public Works Office**  
**1000 S. "B" Street**  
**Monday, September 19, 2016**

**DRAFT**

**CALL TO ORDER**

Mayor Jeff Bellah called the executive session of the City Council to order on Monday, September 19, 2016 at 6:00 p.m. in the Public Works Office.

**ROLL CALL**

**PRESENT:** Stan Bartell, Bruce Sophie, Carolyn Bartell, Terry Helfrich, Chris Luz, Jim Snyder, Jeff Bellah

**Staff Present:**

Mayor Bellah convened into executive session at 6:00 p.m. under ORS 192.660 (2)(a), which allows the City Council to meet in executive session to consider the employment of a public officer, employee, staff member or individual agent.

Discussion followed and no decisions were made. Mayor Bellah closed the executive session and convened into a general session at 6:39 p.m. Following the executive session, Mayor Bellah gave an overview of what was discussed.

**CALL TO ORDER**

Mayor Jeff Bellah called the regular meeting of the City Council to order on Monday, September 19, 2016 at 6:40 p.m. in the Public Works Office.

**ROLL CALL**

**PRESENT:** Stan Bartell, Bruce Sophie, Carolyn Bartell, Terry Helfrich, Chris Luz, Jim Snyder, Jeff Bellah

**Staff Present:** Matt Brinkley, Interim City Manager  
Janette Boothe, Finance Director/City Recorder  
Derek Bowker, Chief of Police  
J. Ryan Kirchoff, City Attorney

**PLEDGE OF ALLEGIANCE**

**SWEARING IN OF OFFICERS**

Matt Curtis has been working with the Phoenix Police Department for about a year. Chief Derek Bowker swore Mr. Curtis in as a duly appointed officer of the City of Phoenix.

## UPDATES/REPORTS:

### 1) PHURA

Mr. Brinkley explained Dollar General has removed themselves from the proposed plans because the developer, Emery Group, has lost its territory in Jackson County. Dollar General was opposed to the high cost of rent from its developer and chose instead to build in Talent. However, there is still a letter of intent for the back half of the property for residential development. The developer for the land at the corner of 4<sup>th</sup> and Bear Creek Drive is still involved. The Home Power building still has a prospective tenant for suite C. Councilor C. Bartell inquired as to how long Dollar General was negotiating. Mr. Brinkley replied that Dollar General had been in negotiations for a couple of months and had not made the requested changes to the purchase and sale agreement. Therefore, no purchase and sale agreement was executed. Further discussion followed. Council was concerned about the amount of time spent in negotiations with Dollar General when the time could have been spent attracting other developers.

### 2) Parks and Greenway Commission

Councilor C. Bartell announced that at the upcoming Parks and Greenway Commission meeting on September 22, 2016, a rough draft of the Parks Master Plan will be presented. The Homecoming Parade is taking place on September 28, 2016 at 6:00 P.M. The Mayor of Talent is planning to be in the parade. In addition, some other members of the Talent community may also be involved.

### 3) Fiscal Year End Finance Report

Ms. Boothe presented the fiscal year end finance report. She noted the amounts may change once auditors review the report. Across general funds there was more revenue than expenditure throughout FY 2015-2016. The water fund revenues were at 99% of the original estimate for the FY. However, overall the City experienced higher revenues than anticipated in 2015-2016. Mayor Bellah asked if the increase in revenues were due to a one-time event. Ms. Boothe clarified much of the increase is due to one-time events. Further discussion followed.

## PRESENTATIONS

### 1) Chamber of Commerce Request for Funds by Melissa Wagy

Ms. Wagy presented on the Chamber of Commerce's request for funds for their calendar. The calendar layout will be changing to include a 2 inch extension at the bottom which will be visible year round. For \$1,000, half of this space (approximately 5.5"x2") would be available for the City of Phoenix logo. Mayor Bellah clarified the City's meetings would be included in the calendar on the appropriate days. Ms. Wagy responded that the charge for each event is \$5/event listed or 12 events for \$50. Mayor Bellah requested staff work with Ms. Wagy to come up with a proposal for the next City Council meeting.

### Approval of Five Year Extension of Rogue Disposal Franchise Agreement

This item was moved up by Mayor Bellah.

The documents presented by Rogue Disposal will need to be accepted by the City. Mr. Brinkley clarified the City is being asked to accept the documents. Mayor Bellah suggested Council accept the documents with the stipulation of accepting the audit as well. Councilor Sophie emphasized that all information needs to be made public and accessible to everyone. Further discussion followed. **MOVED BY SOPHIE, SECONDED BY LUZ, TO ADOPT**

RESOLUTION NO. 972, APPROVING A FIVE YEAR EXTENSION OF THE ROGUE DISPOSAL FRANCHISE AGREEMENT AND RATE INCREASE.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, C. Bartell, S. Bartell, Luz, Helfrich, and Snyder**  
**MOTION APPROVED WITH SIX AYES**

**ORDINANCES**

- 1) Second Reading and Public Hearing for an Ordinance Amending the Comprehensive Plan Pertaining to the Transportation System Element

Mayor Bellah opened the public hearing at 7:21 PM.

**THOSE IN FAVOR OF AMENDING THE TRANSPORTATION SYSTEM ELEMENT OF ITS COMPREHENSIVE PLAN:**

No one spoke in favor of the amendment to the transportation system element of the comprehensive plan.

**THOSE IN OPPOSITION OF THE ORDINANCE AMENDING THE TRANSPORTATION SYSTEM ELEMENT OF ITS COMPREHENSIVE PLAN:**

No one spoke in opposition of the amendment to the transportation system element of the comprehensive plan.

Mr. Brinkley brought up the one set of written comments from Paul Kay. Mr. Kay is requesting reprioritization of the S. Phoenix Gateway project, S10, which runs past his business, Rogue Water.

**COUNCIL DELIBERATION**

Mr. Brinkley gave the staff report on the TSP. There were no significant changes made since the last update. Mayor Bellah noted the priorities on projects are not intended to be restrictive; items can change from low to high priority as needed. Councilor C. Bartell noted the TSP is very thorough and detailed. Councilor Sophie suggested involving the Oregon Transportation Commission (OTC) as needed. **MOVED BY SOPHIE, SECONDED BY S. BARTELL, TO APPROVE ORDINANCE NO. 976, AMENDING THE TRANSPORTATION SYSTEM ELEMENT OF ITS COMPREHENSIVE PLAN.**

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, C. Bartell, S. Bartell, Luz, Helfrich, and Snyder**  
**MOTION APPROVED WITH SIX AYES**

**City Manager Selection**

This item was moved to earlier in the meeting by Mayor Bellah. Council has met twice in executive session regarding finding a City Manager. They have decided to interview a couple more candidates and reach out once more to League of Oregon Cities within the next couple of weeks. A final decision would be reached by Election Day. **MOVED BY LUZ, SECONDED BY SOPHIE, TO CONTINUE THE SEARCH FOR A CITY MANAGER WITH LEAGUE OF**

OREGON CITIES AND HEADHUNTERS, AND TO HAVE THE INTERVIEW PROCESS TAKE PLACE AND A DECISION MADE BY ELECTION DAY.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, C. Bartell, S. Bartell, Luz, Helfrich, and Snyder**  
**MOTION APPROVED WITH SIX AYES**

City Council Issue Tracking Log

This item was moved to this place in the meeting by Mayor Bellah. Lead testing has been done at 10 occupied homes. Public Works is waiting on the results of those tests. Further discussion followed on some of the items in the action log.

**CONSENT CALENDAR:**

- 1) Approval of Minutes from September 1, 2016 Regular City Council Meeting
- 2) Approval of Minutes from September 6, 2016 Regular City Council Meeting
- 3) Approval of Minutes from September 8, 2016 Regular City Council Meeting
- 4) Approval of Minutes from September 13, 2016 Regular City Council Meeting  
**MOVED BY SOPHIE, SECONDED BY LUZ, TO APPROVE THE CONSENT CALENDAR.** There was no further discussion.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, C. Bartell, S. Bartell, Luz, Helfrich, and Snyder**  
**MOTION APPROVED WITH SIX AYES**

- 5) Approval of a Temporary Liquor License for the Phoenix Clubhouse

The Phoenix Clubhouse is hosting a Halloween event on October 31, 2016 from 8:00 PM to 2:00 AM on November 1, 2016. Council expressed concern about the event serving alcohol til 2:00 AM. Chief Bowker verified he did not have an issue with the hours of the event. **MOVED BY SOPHIE, SECONDED BY LUZ, TO AUTHORIZE THE MAYOR TO SIGN THE TEMPORARY SALES LIQUOR LICENSE FOR THE PHOENIX CLUBHOUSE'S HALLOWEEN EVENT.**

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, C. Bartell, S. Bartell, Luz, Helfrich, and Snyder**  
**MOTION APPROVED WITH SIX AYES**

**NEW BUSINESS:**

- 1) Discuss New Contract for Planning Director

Mr. Brinkley is requesting his contract be reconsidered with some different terms. Mr. Brinkley has been acting as Interim City Manager since May of 2016. Mr. Brinkley renegotiated for 90 day severance package, three weeks of vacation instead of two, and requested an increase in salary to be equal to the salary for Interim City Manager. The salary would be reflective of the responsibilities Mr. Brinkley fulfills in his position. Discussion followed regarding the terms Mr. Brinkley requested for his contract. Mayor Bellah suggested deciding upon all the terms at this time is premature because the position of City Manager has not yet been filled. **MOVED BY LUZ, SECONDED BY SOPHIE, TO AMEND THE PLANNING DIRECTOR'S**

CONTRACT FOR A 90 DAY SEVERANCE PACKAGE AND THREE WEEKS OF VACATION.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, C. Bartell, S. Bartell, Luz, Helfrich, and Snyder**

**MOTION APPROVED WITH SIX AYES**

2) Update on Status of City Manager Contract

This item was tabled by Council because they have reopened the search for a City Manager.

3) Consider Contract Renewal with Medford Water Commission

Mayor Bellah noted that Medford Water Commission does not want to change the recitals of the contract at this time. Councilor Sophie voiced concern about the sale of surplus water. If Phoenix requires surplus water, the City may purchase it as needed. Mr. Brinkley stated there is enough water for the Urban Reserve areas based on the 2007 Master Water Plan. Further discussion followed regarding water usage in the City. **MOVED BY LUZ, SECONDED BY SOPHIE, TO APPROVE THE MEDFORD WATER COMMISSION AGREEMENT AND AUTHORIZE THE MAYOR AND CITY MANAGER TO SIGN IT ON BEHALF OF THE CITY COUNCIL OF THE CITY OF PHOENIX.**

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, C. Bartell, S. Bartell, Luz, Helfrich, and Snyder**

**MOTION APPROVED WITH SIX AYES**

4) Resolution Approving Real Estate Agreement Between the City of Phoenix and Fire District 5 to Purchase the Property at 116 W 2<sup>nd</sup> St.

Council tabled this item because there was no response from Fire District Five's attorney regarding the agreement. Fire District 5 may want to make some minor changes to the agreement prior to returning it.

**STAFF REPORTS:**

1) City Attorney's Report:

Attorney Kirchoff had nothing to report.

2) City Manager's Report:

Mr. Brinkley covered the items he wanted to discuss earlier in the meeting.

**COUNCIL ITEMS, COMMENTS/REPORTS:**

Councilor Luz asked Attorney Kirchoff if the City can sponsor the Christmas tree lighting this year, when it is normally sponsored by the First Presbyterian Church. Councilor Helfrich mentioned the Chamber of Commerce wants to be involved with the tree lighting ceremony. Attorney Kirchoff noted that, in order to avoid any possible conflict, it may be better to call it holiday tree lighting.

**MAYOR'S COMMENTS**

Mayor Bellah said he has been receiving a number of comments about the one lane on Main St. He would like to organize a study session to evaluate the time frame of the project and where and how to get input in order to attain the best outcome: one lane or two.

The meeting adjourned at 8:52 P.M.

Respectfully submitted,

Attest:

Sarah Lind  
Executive Assistant

Janette Boothe  
Finance Director/City Recorder

**AGENDA BILL**

AGENDA ITEM: 8A

AGENDA TITLE: **Update on Status of City Manager Contract**

DATE: October 3, 2016

**ACTION REQUIRED:**

ORDINANCE: \_\_\_\_\_

RESOLUTION: \_\_\_\_\_

MOTION: XX

INFORMATION: \_\_\_\_\_

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**EXPLANATION:** At the previous regular City Council meeting on September 19, 2016, Council stated that they would reopen the search for a City Manager with the hopes of filling the position before November elections. On Thursday, September 29, 2016, City Council held an executive session to review and interview an applicant for the position of City Manager. After the executive session, Council opened up the meeting to the public and gave an overview of what was discussed. This item is on the agenda to review what was discussed at the September 29, 2016 meeting.

**FISCAL IMPACT:**

**ALTERNATIVES:**

**STAFF RECOMMENDATION:**

**MOTION: “.”**

**PREPARED BY: Sarah Lind REVIEWED BY: \_\_\_\_\_**

**AGENDA BILL**

AGENDA ITEM: 8B

AGENDA TITLE: Discussion of Real Estate Agreement  
Between the City of Phoenix and Fire District 5 to  
Purchase the Property at 116 W 2<sup>nd</sup> St.

DATE: October 3, 2016

**ACTION REQUIRED:**

ORDINANCE: \_\_\_\_\_

RESOLUTION: \_\_\_\_\_

MOTION: \_\_\_\_\_

INFORMATION: XX

**EXPLANATION:**

The City of Phoenix and Fire District 5 had discussion regarding the transfer of property at 116 W 2<sup>nd</sup> St. At this time, the parties have reached an impasse and the City will no longer be transferring the property to Fire District 5.

**FISCAL IMPACT:**

**ALTERNATIVES:**

N/A

**STAFF RECOMMENDATION:**

**MOTION: ". "**

PREPARED BY: Sarah Lind REVIEWED BY: \_\_\_\_\_

**AGENDA BILL**

**AGENDA ITEM:** 9A

**AGENDA TITLE:** Discussion of Policy for City Council  
Delegation of Authority to Leadership Team

**DATE:** October 3, 2016

**ACTION REQUIRED:**

**ORDINANCE:** \_\_\_\_\_

**RESOLUTION:** \_\_\_\_\_

**MOTION:** XX

**INFORMATION:** \_\_\_\_\_

**EXPLANATION:**

Every week on Tuesday and Thursday, the Mayor, Council President, and Vice President meet with the City Manager. The Mayor has requested Council discuss whether to delegate those three members, as the leadership team, to have the authority to discuss with the City Manager on the behalf of Council. The leadership team serves the role of communicating with the City Manager regarding topics they would like to see addressed at Council meetings and projects or changes within the City.

**FISCAL IMPACT:** N/A

**ALTERNATIVES:** Council may choose to not delegate authority to the leadership team to communicate with the

**STAFF RECOMMENDATION:**

**MOTION: "I MOVE TO THE DELEGATION OF AUTHORITY TO THE LEADERSHIP TEAM DURING MEETINGS WITH THE CITY MANAGER."**

**PREPARED BY:** Sarah Lind **REVIEWED BY:** \_\_\_\_\_

**AGENDA BILL**

**AGENDA ITEM:** 9B

**AGENDA TITLE:** Review and Approve Updated Organizational Chart

**DATE:** October 3, 2016

**ACTION REQUIRED:**

**ORDINANCE:** \_\_\_\_\_

**RESOLUTION:** \_\_\_\_\_

**MOTION:** XX

**INFORMATION:** \_\_\_\_\_

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**EXPLANATION:** The new organizational chart is in the form of a flow chart. The chart is organized from City Council at the top, to City Manager, and all the positions that are supervised therein. Changes that have been made include:

- Combining the Finance Director and City Recorder positions
- Adding the position of Administrative Coordinator
- Displaying only position titles
- Changing the title of Public Works Supervisor to Public Works Director
- Sorting positions by department → department head → staff
- Adding the City Attorney
- Adding the position of Lead Utility Worker

**FISCAL IMPACT:**

N/A

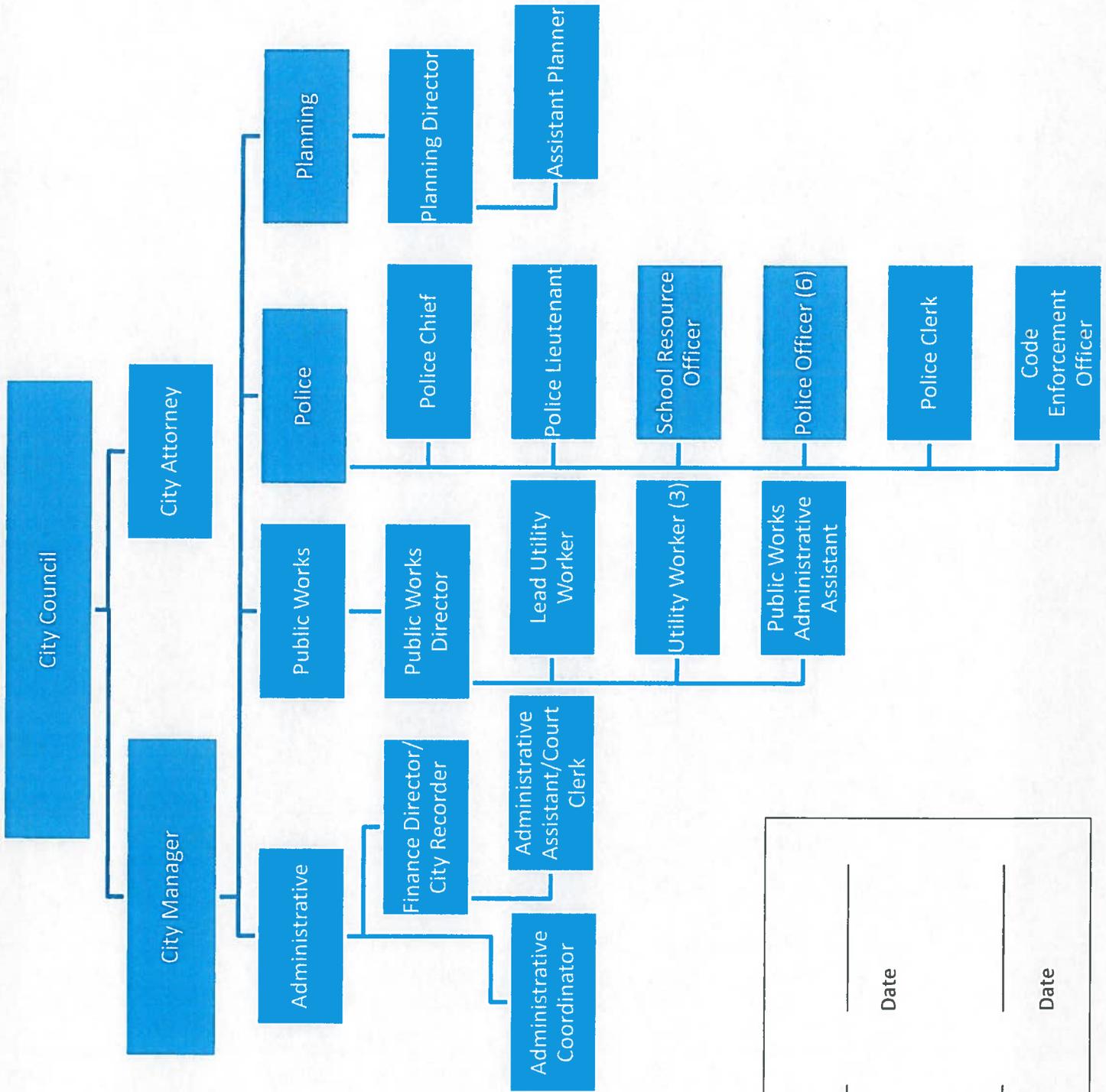
**ALTERNATIVES:**

Council may choose to suggest changes to the organizational chart.

**STAFF RECOMMENDATION:** Staff recommends Council review and approve the updated organizational chart.

**MOTION:** **“I MOVE TO APPROVE THE UPDATED ORGANIZATIONAL CHART.”**

**PREPARED BY:** Sarah Lind **REVIEWED BY:** \_\_\_\_\_



_____	_____
Mayor	Date
_____	_____
City Manager	Date

**AGENDA BILL**

AGENDA ITEM: 9C

AGENDA TITLE: Administrative Coordinator Hire

DATE: October 3, 2016

**ACTION REQUIRED:**

ORDINANCE: \_\_\_\_\_

RESOLUTION: \_\_\_\_\_

MOTION: XX

INFORMATION: \_\_\_\_\_

**EXPLANATION:**

The City's administrative department is need of an employee to fill the vacancy of the Assistant Finance Director/City Recorder position, as Janette Boothe has been promoted to Finance Director/City Recorder. While assessing the needs of the administrative department, staff has determined that departmental needs would most effectively be served by an Administrative Coordinator who will assist the Finance Director/City Recorder with daily responsibilities related to those functions including transcribing minutes, preparing agendas and agenda items, attending City Council meetings, assisting in Accounts Payable and Payroll, providing customer service, and receiving incoming payments. The Administrative Coordinator will assist the City Manager with special assignments, the preparation of letters and other documents, and other administrative support tasks. The AC will also provide limited assistance to the Planning Department with business license processing and other administrative support. The AC does not require the same level of job qualifications previously held by the Assistant Finance Director/City Recorder, and will work under the direction of the City Manager and Finance Director.

On May 25, 2016, Sarah Lind began employment at the City as a temporary employee while staff was in transition. Ms. Lind has demonstrated the necessary skills to provide excellent customer service, transcribe minutes, and assist with executive staff where needed. Further, she has a demonstrated ability to adapt quickly to any project assigned, whether the task involves preparing agenda bills, proof reading documents, or learning the City's financial software. Additionally, Ms. Lind works well with staff and would be a great permanent addition.

The position has been posted in the City's General Unit departments and current staff has not expressed interest in the Administrative Coordinator position. Please see the attached updated job description and salary range for the Administrative Coordinator.

**FISCAL IMPACT:**

The proposed annual salary for the Administrative Coordinator is \$39,504. The 2016/17 Adopted Budget includes salary for the two previously held positions totaling \$141,000 compared to the current recommendation of \$112,000 for the two positions, providing a cost savings of \$29,000.

**ALTERNATIVES:** N/A

**STAFF RECOMMENDATION:**

Staff recommends approval of the updated job description and offering employment classified as Administrative Coordinator at Step 1.

**MOTION: "I MOVE TO APPROVE THE DESCRIPTION FOR THE POSITION OF ADMINISTRATIVE COORDINATOR AND OFFER EMPLOYMENT TO SARAH LIND FOR THE POSITION OF ADMINISTRATIVE COORDINATOR FOR THE CITY OF PHOENIX."**

PREPARED BY: Janette Boothe REVIEWED BY: \_\_\_\_\_

# City of Phoenix

## JOB DESCRIPTION

**Job Title:** Administrative Coordinator  
**Department:** Administration  
**Reports to:** City Manager  
**FLSA Status:** Nonexempt  
**Union Position:** Yes  
**Effective Date:** 10/03/2016

### ADMINISTRATIVE COORDINATOR

**DEFINITION:** The Administrative Coordinator provides assistance with all city recorder responsibilities. This position also assists the Finance Director/City Recorder in the completion of a variety of accounting tasks, and administrative support.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The duties and responsibilities are not to be construed as all-inclusive. The essential duties will include other responsibilities as assigned or required.

#### **Administrative Coordinator:**

1. Establish and maintain records and files on all matters relating to the City.
2. Assist Executive staff with composing and reviewing staff reports, letters to the public, and all related documentation.
3. Assist the public in filing Business License applications and in understanding the regulations regarding business licenses. Maintains records of Business Licenses.
4. Prepares agenda for City Council meetings under the direction of the City Manager. Duties consist of typing the draft agenda for review by City Manager. Assemble updates and prepare final agenda, photocopy documents to be assembled into 20 packets; email agendas to public and media. Make packets available Wednesday before the Monday meeting. Provide agendas for public viewing. Post required notices in a timely manner.
5. Prepare, transcribe and distribute minutes.
6. Knowledgeable in preparation of writing resolutions, ordinances and preparing public notices as necessary.
7. Prepares ordinances updating the City's Municipal Code, works with City Attorney and Municipal Code Corporation to update same.

8. Assists City Recorder with maintenance of City of Phoenix Municipal Code Book and insures all code books receive any and all changes.
9. Assists City Recorder with elections.
10. Perform Office filing. Duties consist of document filing, keeping file folders current by preparing new folders as needed, providing a logical index system for easier retrieval, archiving files and determining retention dates based on Archives Division/OAR schedule.
11. Responds to inquiries and requests, both internally and externally, regarding copies of City ordinances, resolutions, minutes and other official city documents.
12. Become familiar with office procedures in order to act as office backup to staff in case of vacation, emergency or sickness.
13. Works with Finance Director and prepares copies of required information for Auditors.
14. Processes payroll for approval and assists as needed.
15. Processes accounts payable and prepares checks for approval and invoices as needed.
16. Assists with all utility customer inquiries and cash collection processes.

**ESSENTIAL JOB FUNCTIONS:**

1. Ability to work independently.
2. Ability to accept criticism.
3. Ability to perform multiple tasks with continuity on a consistent basis and in a timely matter.
4. Ability to exercise good judgment, courtesy and tact with the public and employees.
5. Knowledge of computer software: Word, Excel and Accounting Software.
6. Ability to read and interpret documents such as state laws, city ordinances, operating and maintenance instructions, and procedure manuals.
7. Ability to meet deadlines – is detail oriented and maintains good organizational skills.
8. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

**JOB QUALIFICATIONS:**

1. Associates degree Business Administration, Public Accounting or Secretarial Science or related field.
2. Accredited CMC preferred. (Certified Municipal Clerk)
3. Combination of experience, training, and education or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.
4. Demonstration of word processing skills at 60 wpm and the ability to transcribe from recordings.
5. Must have valid driver's license or the ability to obtain reliable transportation to a variety of sites.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 80% of the work period while operating equipment such as computer keyboard, telephone, transcriber, etc. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is typical of most office environments.

# Administrative Coordinator

Salary range \$39,504 - \$50,412

<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>
\$ 3,292	\$ 3,456	\$ 3,629	\$ 3,810	\$ 4,001	\$ 4,201