

MINUTES
SPECIAL CITY COUNCIL MEETING
FLYNN CENTER
981 H STREET
CRESCENT CITY CA 95531

City of Crescent City

Wednesday

May 21, 2008

5:00 p.m.

**CALL TO
ORDER**

Mayor Tynes called the meeting to order at 5:00 p.m.

ROLL CALL

Present: Council Members Schellong, Burns,
and Mayor Tynes

Absent: Council Members Scavuzzo and Enea

**PLEDGE OF
ALLEGIANCE**

Council Member Schellong led the Pledge of Allegiance.

STAFF

ROBERT BLACK, City Attorney; **L. DIANNE NICKERSON**,
City Clerk; **LAURA HABAN**, Personnel Analyst

COMMUNICATIONS

Richard Miles, city resident, spoke about the city manager resignation and Mr. Miles' friendship with the previous city manager.

NEW BUSINESS

1. Discuss and approve the job classification for the position of City Manager

Robert Black, City Attorney, reported and stated that Laura Haban, Personnel Analyst, is also present. This item allows the council to change statements and classifications. Laura Haban reported and answered questions asked by the council. Discussion followed direction was given to staff on changes to the job classification concerning the requirement of knowledge of personnel evaluations, programs, fiscal management, RDA and Housing, best practices in municipal financial management, fiscal policies, internal control, enterprise funds, and other duties as assigned.

Council Member Burns made a motion to approve the job classification as amended; the motion was seconded by Council Member Schellong and so carried unanimously, 3-0.

2. Discuss and approve a salary range for the position of City Manager

Mayor Tynes asked Ms. Haban to clarify administrative leave. Ms Haban stated it is an additional benefit. Under the law, we are required to pay out leave. All city employees accrue leave bi-weekly. All department heads get administrative leave. Relocation assistance may be available. The vehicle policy was also discussed and a vehicle allowance is negotiable. Council Member Schellong suggested a salary range of \$90,000 to \$115,000.

Richard Miles, city resident, spoke about merits, bonuses, administrative salaries, unfair pay, and stated that incremental steps take years to achieve.

Council Member Schellong made a motion to have the salary range of \$90,000 to \$115,000; the motion was seconded by Council Member Burns and so carried unanimously, 3-0.

3. Discuss and approve the text of the advertising copy for the City Manager recruitment

Robert Black, City Attorney, and Laura Haban, Personnel Analyst reported and discussion followed. There were no public comments.

Council Member Burns made a motion to approve the text as amended; the motion was seconded by Council Member Schellong and so carried unanimously, 3-0.

4. Discus and approve the advertising program for the City Manager recruitment

Discussion ensued and Ms. Haban reported she tries to focus on professional websites when advertising for jobs, as newspapers tend to generate very little response.

Richard Miles, city resident, spoke about needing to get the community involved as to who is selected as city manager because if you don't have the backing of the business community, there are problems. He suggested the Director of the Chamber, and someone from the county be included. Ms. Haban reported they were included in previous interviews.

Council Member Schellong recommended giving her a list from which she will choose a panel and have the council consider and approve it. Staff was given direction to advertise the position.

CLOSED SESSION

Council Members voted unanimously, 3-0, to give authority to legal counsel to extend an offer of a contract to Mike Young as the Interim City Manager, as a Temporary/Full Time Employee, at \$8,000 per month, with the contract to be for a minimum of two (2) months, with the opportunity for two (2) one-month (1-month) extensions; Mr. Young has accepted the position.

ADJOURNMENT

The meeting adjourned at 9:45 p.m.

ATTEST:

L. Dianne Nickerson, City Clerk