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**City Council Work Session Minutes
Organizational Structure & Succession Planning**

**Monday, April 10, 2017
5:30 p.m., Conference Room**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented April 24, 2017.***

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:35 p.m.

ROLL CALL: COUNCIL PRESENT: Thomas Johnston, Council President; Timothy Rippe; Ronald Thompson; Elena Uhing; Matthew Vandehey; Malynda Wenzl; and Mayor Peter Truax.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager; Rob Foster, Public Works Director (in the audience); Jon Holan, Community Development Director (in the audience); Colleen Winters, Library Director (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: ORGANIZATIONAL STRUCTURE ANALYSIS AND SUCCESSION PLANNING GUIDELINES

Camilli, Downey and VanderZanden facilitated the work session, noting the purpose of the work session was to seek feedback regarding staff's recommendation that the Local Government Personnel Institute (LGPI) perform an Organizational Structure Analysis (limited to Departments, Directors and Managers) and Succession Planning Guidelines, which addresses Council Objective 1.7, Staff Succession Planning. VanderZanden reported the City has nine Departments managed by one City Manager, eight Department Directors and 18 Division Managers, all of whom are exempt and unrepresented. VanderZanden pointed out several Directors are currently eligible for retirement and others will be within the next five years, noting the Light and Power Director is currently vacant and Community Development Director will retire at the end of August, 2017. VanderZanden introduced Robb Van Cleave, LGPI Executive Director, and Ruth Mattox, LGPI Human Resources (HR) and Labor Relations Consultant, who gave an overview about LGPI, noting LGPI, of which Forest Grove is a member, provides HR and Labor Relations assistance to cities, counties, and special districts throughout Oregon and specializes in these types of matters in local government. Camilli and VanderZanden presented a PowerPoint presentation overview of the City's proposed Organizational Structure Analysis and Succession Planning Guidelines.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the scope, processes and expected outcomes of LGPI performing the City's Organizational Structure Analysis and Succession Planning Guidelines. The consultants, Camilli and VanderZanden addressed various Council inquiries pertaining to the overall scope and phases outlined in the presentation. In addition, Council discussed concerns pertaining to impending retirements, i.e., loss of knowledge held by these key positions; developing staff leadership talent, investing in training; cross-training positions; taking into consideration Forest Grove's rapid population growth; and suggested requiring a five-year job commitment from new directors upon being hired. In conclusion of the above-noted Council discussion, VanderZanden advised staff will continue working with the consultants on the overall project scope; focus on director-management-level positions, identify which comparable cities to use; and schedule a follow-up work session with Council to present findings and/or recommendations.

Council took no formal action nor made any formal decisions during the above-noted work session.

3. ADJOURNMENT:

Mayor Truax adjourned the regular meeting at 6:20 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder