



Special Session

SPS

Milwaukie City Council

COUNCIL SPECIAL SESSION

City Hall Community Room, 10501 SE Main Street
& Zoom Video Conference (www.milwaukieoregon.gov)

AGENDA

MARCH 12, 2024

Council will hold this meeting in-person and through video conference. The public may attend the meeting by coming to City Hall or by joining the Zoom webinar. The meeting will be recorded and broadcast later on the city's [YouTube channel](#).

To participate in this meeting by phone dial 1-253-215-8782 and enter Webinar ID 837 5111 0754 and Passcode: 107967. To raise hand by phone dial *9.

Written comments may be submitted by email to ocr@milwaukieoregon.gov. Council may take limited verbal comments. **For Zoom webinar login information** visit <https://www.milwaukieoregon.gov/citycouncil/city-council-special-session-2>.

Note: agenda item times are estimates and are subject to change.

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|--|----------|
| 1. Pro Tem Appointment - Resolution (5:15 p.m.) | 1 |
| 2. Adjourn (5:45 p.m.) | |

Study Session: After the special session Council will hold a study session. To view the study session agenda, visit <https://www.milwaukieoregon.gov/citycouncil/city-council-study-session-150>

Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at ocr@milwaukieoregon.gov or phone at 503-786-7502. To request Spanish language translation services email espanol@milwaukieoregon.gov at least 48 hours before the meeting. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the [city's YouTube channel](#) and Comcast Channel 30 in city limits.

Servicios de Accesibilidad para Reuniones y Aviso de la Ley de Estadounidenses con Discapacidades (ADA)

La ciudad se compromete a proporcionar igualdad de acceso para reuniones públicas. Para solicitar servicios de asistencia auditiva y de movilidad, favor de comunicarse a la Oficina del Registro de la Ciudad con un mínimo de 48 horas antes de la reunión por correo electrónico a ocr@milwaukieoregon.gov o llame al 503-786-7502. Para solicitar servicios de traducción al español, envíe un correo electrónico a espanol@milwaukieoregon.gov al menos 48 horas antes de la reunión. El personal hará todo lo posible para responder de manera oportuna y atender las solicitudes. La mayoría de las reuniones del Consejo de la Ciudad se transmiten en vivo en el [canal de YouTube de la ciudad](#) y el Canal 30 de Comcast dentro de los límites de la ciudad.

Executive Sessions

The City Council may meet in executive session pursuant to Oregon Revised Statute (ORS) 192.660(2); all discussions are confidential; news media representatives may attend but may not disclose any information discussed. Final decisions and actions may not be taken in executive sessions.



COUNCIL SPECIAL SESSION

City Hall Council Chambers, 10501 SE Main Street
& Zoom Video Conference (www.milwaukieoregon.gov)

MINUTES

MARCH 12, 2024

Council Present: Councilors Shane Abma, Adam Khosroabadi, Rebecca Stavenjord, and Council President Robert Massey, and Mayor Lisa Batey

Staff Present: Brent Husher, Library Director
Brandi Leos, Human Resource Director
Nicole Madigan, Deputy City Recorder
Ann Ober, City Manager

Emma Sagor, Assistant City Manager
Gabriela Santoyo Gutierrez, Equity, and Inclusion Coordinator
Scott Stauffer, City Recorder

Mayor Batey called the meeting to order at 5:18 p.m.

1. Call to Order

A. Pledge of Allegiance

B. Native Lands Acknowledgement

2. Pro Tem Appointment – Resolution

Mayor Batey noted that Ober was leaving the city to take on a position with Washington County, Oregon. **Ober** shared a few words regarding the last few years as city manager and explained steps to be taken to hire a new city manager and appoint a pro tem.

Mayor Batey noted a minor date change in the resolution text. **Councilors Stavenjord** and **Abma** shared gratitude for Ober's service. **Ober** and **Batey** noted that Ober would be present at the next work and regular session meetings.

It was moved by Councilor Stavenjord and seconded by Councilor Abma to approve the resolution declaring the office of city manager vacant, appointing Emma Sagor manager pro tem, and directing the recruitment of a new city manager. Motion passed with the following vote: Councilors Khosroabadi, Abma, Stavenjord, and Council President Massey, and Mayor Batey voting "aye," [5:0]

Resolution 11-2024:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, DECLARING THE OFFICE OF CITY MANAGER VACANT, APPOINTING EMMA SAGOR MANAGER PRO TEM, AND DIRECTING THE RECRUITMENT OF A NEW CITY MANAGER.

2. Adjourn

It was moved by Council President Massey and seconded by Councilor Khosroabadi to adjourn the Special Session. Motion passed with the following vote: Councilors Abma, Khosroabadi, Stavenjord, and Massey, and Mayor Batey voting "aye." [5:0]

Mayor Batey adjourned the meeting at 5:27 p.m.

Respectfully submitted,



Nicole Madigan, Deputy City Recorder

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COUNCIL STAFF REPORT

To: Mayor and City Council
Ann Ober, City Manager

Reviewed: Justin Gericke, City Attorney

From: Scott Stauffer, City Recorder

Subject: **City Manager Pro Tem Appointment**

Date Written: Mar. 11, 2024

ACTION REQUESTED

Council is asked to adopt a resolution officially acknowledging the resignation of Ann Ober from the office of the city manager, directing staff to initiate a city manager recruitment process, and appointing Emma Sagor as city manager pro tem.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

On March 8, 2024, City Manager Ann Ober announced her intention to resign from office of city manager effective April 8, 2024 (see Attachment 2).

ANALYSIS

Upon the resignation of a city manager Chapter VII, Section 27, subsection (b) of the Milwaukie City Charter directs Council to adopt a resolution declaring the position to be vacant and calling for a recruitment process for a new city manager. And Section 27 subsection (e) calls for Council to appoint a city manager pro tem for a limited duration (six month) term while a new city manager is recruited. Accordingly, staff has prepared the attached resolution for Council consideration. The proposed resolution is based on Resolution 20-2010 adopted by Council in March 2010 for a similar situation.

To facilitate the city manager recruitment process, staff recommend that the human resources director contract with an executive recruiter. Additional information regarding such contracted services will be provided to Council under separate cover after the March 12 special session.

BUDGET IMPACT

The proposed action has no substantial budgetary impact. However, the city manager administers the city's budget and the appointed city manager pro tem will do so during the remainder of the city's biennial budget preparation process.

WORKLOAD IMPACT

The human resources department is prepared to administer a contract with an executive recruiter to facilitate the recruitment of a new city manager.

CLIMATE IMPACT

None.

COORDINATION, CONCURRENCE, OR DISSENT

The city recorder, city manager, assistant city manager, and human resources director worked on this report and resolution.

STAFF RECOMMENDATION

Staff recommends that Council adopt the proposed resolution.

ALTERNATIVES

None.

ATTACHMENTS

1. Resolution
2. Resignation Letter



COUNCIL RESOLUTION No.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, DECLARING THE OFFICE OF CITY MANAGER VACANT, APPOINTING EMMA SAGOR MANAGER PRO TEM, AND DIRECTING THE RECRUITMENT OF A NEW CITY MANAGER.

WHEREAS the position of city manager will become vacant with the resignation of City Manager Ann Ober effective April 8, 2024, and

WHEREAS Section 27(b) of the Milwaukie City Charter states that upon a vacancy in the office of city manager the City Council will adopt a resolution stating its intention to appoint a new manager and will appoint a new manager within a reasonable time, and

WHEREAS the City Council wishes to authorize the city’s human resources director to recruit city manager candidates for consideration by the City Council, and

WHEREAS Section 27(e) of the City Charter authorizes the City Council to appoint a manager pro tem during the interim when the City Council is seeking a manager, charging the manager pro tem with the powers and right to discharge the duties of the manager during a term of up to six months, and

WHEREAS Emma Sagor has served as assistant city manager and has demonstrated the ability to perform the duties of manager pro tem.

Now, Therefore, be it Resolved by the City Council of the City of Milwaukie, Oregon, pursuant to Milwaukie City Charter Sections 27(b) and (e):

Section 1: The position of city manager is declared vacant, effective April 8, 2024.

Section 2: The human resources director is directed to initiate a recruitment process for the position of city manager.

Section 3: Effective April 9, 2024, Emma Sagor is appointed city manager pro tem until a city manager is appointed or for a term of up to six months, or until another individual is appointed by the City Council as manager pro tem.

Introduced and adopted by the City Council on **March 12, 2024.**

This resolution is effective immediately.

Lisa M. Batey, Mayor

ATTEST:

APPROVED AS TO FORM:

Scott S. Stauffer, City Recorder

Justin D. Gericke, City Attorney

From: [Ann Ober](#)
To: [City Council](#)
Cc: [Brandi Leos](#)
Subject: Onward
Date: Thursday, March 7, 2024 3:12:58 PM

Good Afternoon Councilors, Council President and Mayor-

I am writing today to submit my letter of resignation. My last day will be April 8.

It has been such a pleasure over the course of the past many years to serve the council, staff and community of Milwaukie. I have been humbled to be a part of something so much bigger than myself. I am honored to have Milwaukie's name on my resume and am proud to have worked alongside the teammates who have also served. I believe we have made a difference.

During this period, the city has installed millions in community infrastructure projects, bought and sold a city hall, built a stunning new community library, weathered a pandemic and changed direction for the better on equity, climate, housing and so much more.

You all have been my family and some deep and profound friendships have changed me.

So what is next? On May 1, I will join Washington County as an Assistant County Administrator. I am so excited for this new adventure.

I believe there is a general interest from Council in having Emma Sagor as your interim and she has agreed to serve. Brandi Leos and I will bring a resolution to next week's study session for her appointment starting April 9.

Thank you again. Onward.

Ann

ANN OBER

City Manager
she • her • hers
o: 503.786.7501 c: 503.753.6608
City of Milwaukie
10501 SE Main Street • Milwaukie, OR 97222

We've Moved! Starting Sept. 15th you can visit us at New City Hall located at 10501 SE Main Street.