

From: City Administrator

Re: Jamie - City Clerk/Treasurer Position and Ryan - Police Chief Position

Urgent Need for Council Action

Extended Period of Uncertainty

- Jamie and Ryan have served over 6 months without formal council confirmation
- This prolonged uncertainty undermines effective city operations and employee morale
- Lack of job security affects ability to make long-term decisions and investments in their roles
- Public deserves clarity on who holds these critical positions

McCleary's Pattern of Staff Turnover

- **Past History:** McCleary has a concerning pattern of revolving staff in key positions
- This instability has contributed to operational problems, including the current financial audit situation
- **Recruitment Challenges:** The revolving door makes it increasingly difficult to recruit qualified candidates who seek stable employment
- Potential candidates research municipalities and avoid those with reputations for staff instability
- **Critical Decision Point:** Council does need to decide support of the staff prior to the election
- Continued staff turnover perpetuates operational instability and prevents progress on critical issues - breaking this cycle requires commitment to retaining qualified, experienced personnel

City Administrator Cannot Function Without Key Staff

- As City Administrator (position started October), effective management requires confirmed key administrative staff
- **Stepped Into Crisis:** Management team stepped in during middle of union negotiations, budget crisis with multiple ongoing audits
- **Replaced Departing Staff:** Had to replace staff who gave up and left the city in crisis
- **Hostile Environment:** Continued working despite hostile council meetings and challenging circumstances
- **Demonstrated Performance:** Team has been responsive to questions, working on grants, fixing audit issues, actively solving problems, completing projects, and bringing forward solutions
- **Building Relationships:** Current staff has been working on relationships with State agencies, other County and City personnel, and reaching out to citizens, council and Mayor to help McCleary move forward and meet the future challenges of our city

- **Cannot Continue Without Staff:** As City Administrator, I have no desire to continue in this role without confirmed staff and being in the same dysfunctional situation that the city was in when I arrived in October
- Cannot fulfill administrative duties and responsibilities without reliable department leads
- Jamie (City Clerk/Treasurer) and Ryan (Police Chief) are essential to daily city operations
- Without confirmed staff in these critical positions, city administration cannot continue effectively - Council confirmation is necessary for City Administrator to build functional management team
- **Critical Management Functions:** Supervision, investigations, discipline, and contract disputes must be handled by non-representative (management) staff - without Non Representative Staff, these essential administrative functions cannot be properly executed
- **Mutual Commitment:** Jamie and Ryan want to be here, and I want them to be here - we have a committed team ready to serve McCleary
- **Work Environment Impact:** The additional stress of not knowing their employment status impacts the entire work environment and productivity - uncertainty affects decision-making, long-term planning, and overall morale of city staff

Vulnerable Employment Status

- The City Administrator, Clerk/Treasurer and Police Chief have no employment protection from dismissal for no cause - Jamie and Ryan continue to serve at will with no job security after 6+ months without Council confirmation
- Mayor has expressed intention to post the City Administrator position, creating additional instability in leadership
- Lack of commitment from both Mayor and Council creates untenable working conditions for entire management team
- **Career Impact:** Both Jamie and Ryan are in the earning phase of their careers
- **Retention vs. Recruitment:** If McCleary is unwilling to support their continuation through confirmation and employment contracts, it is clear they should seek other opportunities where their skills and experience will be valued
- Loss of experienced personnel will require recruitment and training of replacements to work on bringing the City into compliance, preparing the budget, and working on potential union negotiations and development projects - current uncertainty makes it difficult to retain quality staff and recruit future candidates

Specific Considerations for City Clerk/Treasurer (Jamie)

Financial Oversight Responsibilities

- **Critical Financial Situation:** City currently has had five different audits going due to previous lack of financial controls since October.
- **Prior Financial Mismanagement:** Previous financial staff failed to follow proper accounting practices in billing, collecting past due accounts, and paying bills for services the city was not using

- **Audit Findings:** The audits clearly show what happened without proper financial staff oversight
- Jamie has stepped in to address these audit deficiencies and most audits have been completed with significant findings identified from prior staff.
- **Stability Essential for Corrections:** Correcting identified financial deficiencies requires consistent, experienced leadership in City Clerk/Treasurer position
- Cannot afford further disruption to financial operations while implementing audit recommendations
- Need continued focus on establishing proper internal controls and oversight mechanisms

Additional Critical Responsibilities

- **Insurance and Legal Compliance:** Jamie serves as the City's Insurance Representative, handling filing of reports and ensuring we maintain legal compliance
- **Essential Payroll Functions:** She is key to our payroll processes, ensuring Union payments, taxes, and grant reimbursements are done correctly and our audit issues are resolved

Specific Considerations for Police Chief (Ryan)

Public Safety Leadership

- Chief responsible for community safety and law enforcement operations
- **Critical Compliance Issues:** Previous administration failed to maintain required law enforcement certifications
- **Outdated Policies:** Department had not updated policies to reflect current law enforcement legal requirements and best practices
- **Neglected Training:** Under previous leadership, mandatory compliance training was not being conducted in firearms and emergency vehicle operations
- **Inadequate Coverage:** The City did not have 24 hour police coverage
- Ryan has stepped in to address these certification, policy, training, and coverage deficiencies
- **Stability Essential:** Correcting compliance issues and maintaining current certifications requires consistent leadership
- Cannot afford disruption to police operations while implementing necessary updates
- Importance of community relations and trust-building capabilities

Budget and Resource Management

- **Prior Costly Mismanagement:** Without a Chief understanding and following proper scheduling requirements, the city incurred significant money in overtime payments and purchasing
- **Substantial Financial Impact:** The city paid out over one hundred and fifty thousand dollars in police department wages due to poor scheduling and resource management
- **Vehicle Purchase Error:** A new police vehicle was purchased that did not meet operational requirements

- **Ryan's Solution:** Ryan was able to replace the unsuitable vehicle and get two vehicles that meet operational requirements without additional cost to the City
- Ryan has stepped in to address these operational and financial inefficiencies
- **Stability Essential:** Proper budget management and scheduling require consistent leadership with understanding of department operations
- Ability to work within budget constraints while maintaining service levels

Recommended Council Actions

Immediate Priority:

- Schedule formal confirmation hearings for Jamie and Ryan without further delay
- **Tonight's Request:** Give City Administrator go-ahead to speak with city attorney tonight about creating employment contracts
- **September Timeline:** Bring completed employment contract proposals back to Council for approval in September
- Employment contracts would protect against termination without cause (i.e., being let go simply because Mayor wants someone else)

Long-term Stability:

- Commit to supporting confirmed employees with clear job security through proper employment agreements
- **Broken Hiring Process:** Unfortunately, the current hiring process has the Mayor hire and the Council confirm with no path for mutual agreement or collaboration, leaving employees trapped in political no-man's land between competing authorities
- The hope is to find a better process to hire Non Representative Positions so staff are not caught between the Mayor and Council and can focus on the running of City Operations