

MINUTES OF THE PROCEEDING OF THE CITY COUNCIL

July 22, 1994

The minutes of the proceedings of a special meeting of the City Council of the City of Coos Bay, Coos County, Oregon, at 5:00 P.M. in the Manager's Conference Room at City Hall.

Those Present

Those present were Mayor Joanne Verger, Councilors Joe Benetti, Gary Combs, Cindi Miller and Dave Williams. City staff present included City Recorder Gail George and Police Chief Marc Adams. Dick Townsend Executive Director of the League of Oregon Cities was also in attendance.

Hiring Process for City Manager

Dick Townsend, Executive Director of the League of Oregon Cities gave the Council information on the process the League would use in assisting the Council in hiring a city manager. He reviewed a draft timeline and noted some of the differences between a recruitment firm and the services offered by the League. The main difference he pointed out is that recruitment firms actively seek applicants and the League simply lets people apply. He feels however the Council decides to go, about 150 to 175 applications will be received.

Townsend's review of a draft timeline included type of advertising, content of advertising, closing date, acknowledgement and screening of applications and developing a profile. He stressed that the development of the profile was one of the most important tasks in the process. He suggested that the Council provide opportunity for the public to comment on what they would like in a city manager. After the public has been given an opportunity to comment, Townsend advised that further discussions on hiring could be held in executive session. He went on to explain how the League did the background checks.

Councilor Miller moved that the Council use the services of the League of Oregon Cities to assist in the recruitment process for a fee of \$3,800 plus the cost of advertising. The motion was seconded by Councilor Benetti and carried with the Mayor and all councilors present voting aye.

Consensus was to have the League screen down the applications to the top ten and a second ten. The Council discussed using an assessment center and how this would fit into their hiring process. Councilor Combs asked if the League would be able to help with the assessment center and Townsend replied that they could and he would get back to them with a cost. By consensus, the Council set the application deadline for August 31, 1994. It was decided to have the profile on the agenda for public input on August 2nd and to meet with Townsend on August 16th at 5:10 p.m. to finalize the profile. The timeline was revised to allow a selection by November 8, 1994.

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Adjournment

There being no further business to come before the Council, Mayor Verger adjourned the meeting to 7:00 o'clock P.M. in the Council Chamber of City Hall on August 2, 1994.

Joanne Verger
Mayor of the City of Coos Bay
Coos County, Oregon

ATTEST:

Gail George
Recorder of the City of Coos Bay
Coos County, Oregon