NEWBERG CITY MANAGER
RECRUITMENT SUBCOMMITTEE MINUTES
OCTOBER 21st, 2015 12 NOON
CITY HALL (414 E. FIRST STREET)

CALL MEETING TO ORDER

Mayor Andrews called the meeting to order at 12:05 p.m.

ROLL CALL

Members Present:	Chair Stephen McKinney	Scott Essin	Mike Corey
	Ex-officio members Denise Bacon, Bob Andrews		
Staff Present:	City Manager Pro Tem Steve Rhodes	City Attorney Truman Stone	

SELECT CHAIR

Councilor Corey nominated Councilor McKinney to serve as Chair of the subcommittee. McKinney was unanimously elected as Chair.

REVIEW CITY MANAGER POSITION DESCRIPTION

There was discussion on the current position description and possible alterations. CMPT Rhodes stated that Human Resources consultant Nancy McDonald was not available for the meeting but she had developed some suggestions for changes. It was agreed to leave open the discussion of the description and include it on the agenda of the next meeting when McDonald would be available.

REVIEW CITY MANAGER SALARY

There was lengthy discussion regarding the salary for the City Manager. Members reviewed the prior salary study that had been done by McDonald. At the time of the Council review of the salary is was agreed to set the salary at $140,000. Discussion centered on what the salary range should be for the position versus the amount of salary that would be negotiated with a prospective City Manager. A salary range for the position description was agreed upon as $140,000 to $156,000.

DETERMINE RECRUITMENT PROCESS

Councilor Essin stated three options: 1) Do the work with City staff; 2) Use the services of the Mid-Willamette Valley COG; or 3) Hire a "head hunter" consulting firm. CMPT Rhodes was asked if he knew of firms that could do the work and he named Bob Murray and Associates and Prothman. There was discussion about the use of Mid-Willamette Valley COG in the past and a desire to hear a proposal from them. It was agreed to invite all three firms to submit a proposal and appear for an interview on November 9th. CMPT Rhodes was directed to contact them and seek a proposal and set up the interviews.

CA Stone was asked to provide information on how the Council could avoid pitfalls that had occurred in the past. Subcommittee members were asked to get their thoughts and questions to the City Attorney and he would develop some ideas.

Councilor Essin advised the subcommittee of the League of Oregon Cities publication that was a guide to recruiting a City Administrator and said he would send a link to it to the subcommittee. CMPT Rhodes stated that he will keep the Department Heads appraised of the subcommittee's progress.

An agenda item regarding a discussion of how to involve other stakeholders was agreed to be added to a future agenda. The next meetings were set to be: 1) November 2nd where the subcommittee would have a presentation from Nancy McDonald regarding changes to the position description; and 2) November 9th when the recruiter interviews would be held.

ADJOURNMENT: The meeting was adjourned at 1:35 p.m.