



AGENDA and Notice of  
Special Meeting of the Newport City Council

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The City Council of the City of Newport will hold a Special Meeting on Monday, August 25, 2014, at noon, in Conference Room A at City Hall, 169 S.W. Coast Highway, Newport, Oregon 97365. A copy of the agenda follows.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder 541.574.0613.

The City Council reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the work session and/or meeting. Action items that do not require a public hearing may be moved up earlier in the meeting.

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City Council Special Meeting  
Monday, August 25, 2014 - Noon  
Conference Room A

- I. Call to Order
- II. Executive session pursuant to ORS 192.660 (2)(a) - Employment of Public Officers, Employees, or Agents - City Attorney
- III. Discussion Related to a Possible Extension of the Recruitment Period for City Attorney
- IV. Adjournment





OFFICE OF THE CITY MANAGER  
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## MEMO

Date: August 20, 2014

TO: Mayor & City Council

RE: City Attorney Recruitment -- 2014

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Background: On July 21, 2014, the City Council adopted a resolution establishing hiring standards, criteria, policy directives and a time table for the recruitment and hiring of a City Attorney for the City of Newport, Oregon. This resolution provided that the City Council would meet in executive session on August 25<sup>th</sup> at noon to review proposals and applications and select interviewees, if any, with possible interviews on September 4<sup>th</sup>, 2014. The City Council directed staff to seek a City Attorney with an employee status of either, full-time or part-time, as well as recruiting contractual City Attorney services. This would give maximum flexibility to the Council to determine what the best fit would be in going forward with City Attorney services in the future. The resolution allows the review of applications/proposals to be done in executive session.

At the August 18, 2014, City Council meeting, Councilor Allen indicated the Council may want to consider extending the advertising period for candidates/proposals for City Attorney; since the job announcement could have appeared on a number of attorney list serves, in addition to the Oregon State Bar Association Monthly Bulletin, the "Newport News-Times", and the League of Oregon Cities website. Please note these are the sites that have been used in previous recruitment efforts for City Attorney. If, after reviewing the proposals/applications, the City Council feels there would be a benefit by extending the time period to allow for additional exposure of this position on the various list serves identified by Councilor Allen, then this action can be taken when the Council closes the executive session and reconvenes into open session on the 25<sup>th</sup>.

A second alternative would be to select the candidates for the scheduled interview on September 4<sup>th</sup>, complete those interviews and then make a determination, if the Council believes there is not an appropriate fit from the candidates interviewed to re-advertise the City Attorney's position. The selection of the City Attorney is one of two positions that are directly employed by the City Council within the City of Newport. In the interim, we are continuing to utilize the services of Speer Hoyt for legal matters. If the Council determines that additional time needs to be spent on recruitment, the Council and staff can continue to rely upon Speer Hoyt for our legal services.

Respectfully submitted,

Spencer Nebel  
City Manager



## **Peggy Hawker**

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**From:** David Allen  
**Sent:** Tuesday, August 19, 2014 3:37 PM  
**To:** Peggy Hawker; Spencer Nebel  
**Cc:** City Council  
**Subject:** Information for Aug. 25 meeting

Peggy - per your request, the following is a recap of the information I mentioned toward the end of last night's council meeting during councilor reports. As you and Spencer noted last night, one job application and four RFP responses were submitted for the city attorney announcement for a total of five under consideration at this point. Since I will be out of town for the Aug. 25 special meeting and executive session, please include this e-mail in the council packet materials.

Online site or listserv for city attorney announcement:

- 1) Oregon City Attorneys Association listserv;
- 2) Career Center online site for Oregon State Bar (OSB);
- 3) OSB Government Law Section listserv;
- 4) OSB Administrative Law Section listserv;
- 5) OSB Real Estate/Land Use Section listserv;
- 6) Career Center online sites for Univ. of Oregon Law School and Willamette Univ. Law School (note: I was able to confirm that the online site for Lewis & Clark Law School was used).

If these are used for the announcement, several hundred attorneys or more could be reached. Let me know what direction the council chooses on Aug. 25 in case you need any listserv contact information. Thanks. --David

