

June 3, 2013
Noon
Newport, Oregon

CITY COUNCIL WORK SESSION

Councilors present: Beemer, Sawyer, Busby, Saelens, Roumagoux, Allen, and Swanson.

Staff present: Smith, Hawker, and Scofield.

Others present: Bob Gibson, Human Resources Consultant, handling the recruitment of a City Manager; and Dave Morgan with News Lincoln County.

Roumagoux called the meeting to order and the roll was taken.

1. Roumagoux asked for additional work session items that are not listed on the agenda, for this or future work sessions. There were none.
2. Saelens recused himself as he continues to be interested in applying for the City Manager position, and believes it is not appropriate to be involved.
3. Hawker introduced Bob Gibson, human resources consultant, who will be coordinating the recruitment of a new City Manager.
4. Bob Gibson presented a brief bio of his educational and work experience. He stated that his goal is to find the best City Manager for the City of Newport. Gibson noted that the recruitment is not a "cookie cutter" process, as the process needs to be sensitive to issues of the city.

Gibson talked about the advertisement for the position. He stated that the ad will be run nationwide, regionally, and statewide, with the goal of finding as many qualified applicants as possible. He stated that every applicant will be required to submit an application package consisting of a letter of application, city application form, and resume. He added that on receipt of an application, the supplemental questions would be sent to the applicant. The deadline for submitting responses to the supplemental questions will be two weeks after the application deadline.

Gibson reported that all applications will be available to Council. He stated that he would screen applications to determine whether the applicant meets minimum qualifications. He added that the City Council will receive the applications with the supplemental questions after the initial cut. He noted that the next challenge will be to review the applications and responses to supplemental questions, and he asked whether Council wished to appoint a small committee to perform this review, or opt to have the entire Council conduct the review. He reminded Council that confidentiality is critical as some of the applicants will be currently employed. Gibson cautioned against Council calling folks in applicants' communities.

Busby suggested that staff members be included as a part of the selection process.

Gibson reviewed the process after finalists have been selected. He stated that he would like to invite five to seven applicants so that at least four show up. He added that probably not all of them will be a good fit, and that the challenge is to find the best fit for the city and community.

Gibson discussed the standard interview and the management assessment center. He stated that the traditional interview consists of a series of probing questions. He added that either approach allows Council to get to know the candidate and allows the applicant to tell their story. He reviewed the prior selection process, noting that there were several panels, including one from staff, one of City Council, and another with city managers from other communities. Allen suggested a panel of community stakeholders/leaders. Gibson noted that an assessment center is a process of job related exercises that panels can observe. Gibson recommended a mix of the standard interview with a limited number of assessment center exercises. He noted that the process would take one and one-half to two days. He suggested that a tour of the city could be included as part of the process, as well as a meet and greet for the community.

Allen asked about the cost of Gibson's services. Gibson reported that he will also be working with Jeri Knudson, recently retired HR Director from West Linn, and that the fee would be \$8,000. He noted that he would be utilizing the city's HR Generalist, JJ Scofield.

Gibson reported that advertisements would be placed in: Jobs Available; ICMA, OCCMA, Oregonian, city website, League of Oregon Cities and other municipal leagues. He noted that once the ad is placed, six weeks should be allowed for receipt of application materials.

A discussion ensued regarding the interview dates.

Allen stated that narrowing the field to five to seven candidates should have the involvement of the entire City Council. Gibson noted that Council will receive a packet for each candidate with evaluation sheets. After individual reviews, Council can review the applications as a group.

A discussion ensued regarding compensation and at what level it should be set. It was noted that a comparison with other communities is valuable, but it still needs to mesh with the city. Gibson suggested looking at population, geographic location, and the external market, and internal alignment.

Sawyer, noting that a sitting Councilor may be a candidate, asked whether the Councilor can participate in the selection process if he withdraws his candidacy. It was noted that he could.

A discussion ensued regarding qualifications. Busby suggested that it should not be a requirement for the candidates to have experience in local government. Swanson asked whether an undergraduate degree should be required. Gibson noted that the

candidate's bodies of knowledge is important. Gibson noted that when experience is substituted for education, the formula is that two years of experience would count for one year of education.

Gibson suggested that once interviews have concluded, and a successful candidate has been selected, that a hands-on background review should occur. Allen asked whether Gibson would still conduct a thorough background check, and Gibson noted that he could check listed references. He recommended that a group of Councilors go to the candidate's community and talk to folks, check newspapers, etc.

Gibson noted that an advertisement must be developed, and a salary range established. Gibson agreed to attend the June 17 work session to discuss the draft advertisement, salary range, and the following questions: (1.) What attributes in your City Manager are important to you? (2.) What needs to happen for the first six months of a new City Manager's Tenure to be a success? And (3.) What are the three most critical issues facing the City of Newport? Gibson added that the responses to these questions are important in developing and designing the profile. It was agreed that Resolution No. 3631, and its associated public hearing, would appear on the agenda of July 1, 2013.

Having no further business, the meeting adjourned at 1:22 P.M.