



City of Falls City

299 Mill St • Falls City, Oregon • 97344
Ph. (503) 787-3631 • www.fallscityoregon.gov

PUBLIC NOTICE: City Council Meeting

Date: Monday, September 28, 2020 **Time:** 6:00 pm

Location: The FC Community Center, Telephone, Web Application, in writing

How to Attend and/or Participate:

1. **In-Person:**
 - a. Falls City Community Center, 320 N. Main St. Falls City, OR 97344
 - b. 10 Person Maximum Capacity
1. **Call-in:**
 - a. (425) 436-6370, Code: 251514(#)
 - b. You will be muted, but may "raise your hand" to indicate you wish to comment. Please visit freeconferencecall.com for a tutorial
2. **Web Application:** Download the Freeconferencecall.com web application
 - a. Meeting ID: manager3208
 - b. You will be muted, but may "raise your hand" to indicate you wish to comment.
3. **Write-In:** Using regular mail or email.
 - a. info@fallscityoregon.gov; 299 Mill St. Falls City, OR 97344

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WORK SESSION AGENDA

1. **CALL TO ORDER & ROLL CALL**

Jeremy Gordon, Mayor ___ Dennis Sickles ___ Lori Jean Sickles ___
Jennifer Drill ___ Tony Meier ___ Cliff Lauder ___ TJ Bailey ___
2. **PLEDGE OF ALLEGIANCE**
3. **MOTION TO ADOPT THE ENTIRE AGENDA**
4. **WORK SESSION**
 - a. Council Training (City Attorney)
 - b. City Manager Recruitment Process (City Manager Pro Tem)
5. **ADJOURN**

AGENDA REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: David Clyne, City Manager Pro Tem
SUBJECT: Recruitment Process
DATE: September 28, 2020

SUMMARY – Review the proposed recruiting process and timeline with City Manager Pro Tem to provide guidance.

BACKGROUND – The City retained my services primarily to assist in recruiting a new regular City Manager and provide operational continuity in the duration. Attached to this report is an outline of a proposed in-house recruitment process and a possible timeline for execution.

REQUEST - I am seeking a level of comfort with a process and thoughts on the type of applicant you are seeking or changes you may wish in the process.

ALTERNATIVES - NA

PREVIOUS COUNCIL ACTION – Attached is a copy of the 2018 report to Council relative to the hire of the prior City Manager, Mac Corthell for informational purposes.

FINANCIAL IMPLICATIONS - Limited impact due to savings from my contract which may be offset by some proposed IT improvements and any cash payouts for accrued liabilities to the former CM.

STAFF RECOMMENDATION - NA

EXHIBIT

- Proposed Falls City City Manager Hiring Process and Timeline
- Proposed Timeline
- 2018 staff report

PROPOSED MOTION - NA

Proposed Falls City City Manager Hiring Process and Timeline

- **Develop Announcement (City Manager Pro Tem)**
 - Two forms of announcement to be developed; 1) a community flyer providing information about the city and position; and 2) short advertisement suitable for posting online and in relevant media.
- **Place Announcement (CMPT)**
 - Announcement placed in League of Oregon Cities website, free and/or low cost recruiting sites (e.g. LinkedIn, etc.) and possibly in target area print media. Also, target-mailed to HR Departments in larger cities in Oregon.
- **First Review and selection of interviewees (CMPT and Mayor)**
 - An initial deadline will be set for a first review of candidates. The Mayor and CMPT will jointly evaluate and select top three to five for interviews by full in-person City Council interviews. Candidates will be notified by CMPT.
- **Interviews and Selection (Mayor and City Council)**
 - Council, with assistance from CMPT, will conduct in-person interviews and select the preferred candidate subject to successful background review.
- **Contract Negotiations/Background Investigation (CMPT and City Attorney)**
 - CMPT will check references and criminal background. Assuming acceptable results, contract negotiations will ensue.
- **New CM starts**
 - Depending upon notice requirements the candidate will need with the current employer, it is anticipated that the new CM could begin work as early as sometime in November under the proposed timeline.

AGENDA REPORT

to: City Council
from: Mayor Gordon
subject: City Manager Contract
date: 05/10/2018

SUMMARY

In consultation with the City Attorney and Interim Manager, the Mayor negotiated the proposed employment contract with Council's City Manager selection, Macahan Corthell.

BACKGROUND

The Falls City Charter mandates that the City of Falls City employ a City Manager as administrative head of the City government. Manager Ungricht is retiring from his position as City Manager and graciously agreed to serve as Interim Manager until the City hires a replacement.

The City Council authorized Mayor Gordon and Interim Manager Ungricht to conduct a recruitment to identify viable candidates for City Manager to interview before Council. They were able to secure three quality candidates at no cost to the City.

Macahan Corthell interviewed before Council, along with two other candidates, and scored highest out of the three candidates as determined by the City Council. Mayor Gordon consulted with the Interim Manager, The Mid-Willamette Valley Council of Governments and conducted his own research to determine a salary range within which to begin negotiations. The lower end of City Manager salaries fall between \$60,000-\$70,000/year. The mayor and the candidate agreed on terms for an employment contract to put before The City Council.

The previous year's effort to hire and train a less experienced candidate was not successful.

PREVIOUS COUNCIL/COMMITTEE ACTION

On March 8, 2018, The City Council authorized Manager Ungricht and Mayor Gordon to conduct a recruitment for City Manager candidates.

On April 25, 2018, The City Council scored the interviews of three City Manager candidates and collectively selected Macahan Corthell as the top candidate.

ALTERNATIVES/FINANCIAL IMPLICATIONS

- A. Hire the COG to conduct a recruitment at a cost of approx. \$5,500 or hire an outside recruitment firm
- B. Hire an experienced interim manager and ask them to help recruit/train (approx. \$80,000-100,000 salary)

EXHIBIT:

- A. City Manager Employment Contract
- B. Macahan Corthell Bio

PROPOSED MOTION

I move that the City Council of the City of Falls City authorize Mayor Gordon to sign the proposed employment contract between the City of Falls City and Macahan Corthell.