

**John Day City Council  
January 26, 2016  
7:00 PM  
Council Chambers  
AGENDA**

1. **OPEN AND NOTE ATTENDANCE**
2. **APPROVAL OF CITY COUNCIL MINUTES OF JANUARY 12, 2016**
3. **APPEARANCE OF INTERESTED CITIZENS – At this time Mayor Lundbom will welcome the general public and ask if there is anything they would like to add to tonight’s agenda.**

**ACTION ITEMS:**

4. **REVIEW FOR ADOPTION JOHN DAY CITY MANAGER HIRING PROCEDURES**

Attachments:

- John Day City Manager Hiring Procedures
- John Day City Manager Profile (Appendix A)
- Job Announcement (Appendix B)
- Sample Thank You letter (Appendix C)
- Suggested Interviewing Techniques
- Sample Interview Questions
- Sample Oral Interview Rating Form
- Scoring Sheets for City Manager Candidates
- Sample Letter about selection process/timeline
- Sample Announcement of New City Manager
- Council Committees Roster
- ORS 192.660 (2)(a) and ORS 192.660 (7)(d)
- City Manager’s Job Description(s)

**OTHER BUSINESS:**

5. **OTHER BUSINESS AND UPCOMING MEETINGS**

Attachments:

- LOC Bulletins
- Message from PSU regarding Population Forecast Program

**ADJOURN**

**TO:** John Day City Council

**FROM:** Peggy Gray, City Manager

**DATE:** January 22, 2016

**SUBJECT:** Review for Adoption John Day City Manager Hiring Procedures  
Attachments:

- John Day City Manager Hiring Procedures
- John Day City Manager Profile (Appendix A)
- Job Announcement (Appendix B)
- Sample Thank You letter (Appendix C)
- Suggested Interviewing Techniques
- Sample Interview Questions
- Sample Oral Interview Rating Form
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- City Manager's Job Description(s)

**BACKGROUND:**

At our last council meeting I announced my retirement date of July 1, 2016. At that time Mayor Lundbom stated he wanted to begin the recruitment process for a new city manager as soon as possible. I informed the Council that City Attorney Jeremy Green has assisted other cities numerous times with the process and recommended to the council that we use his services.

Attached you will find several documents that City Attorney Green has prepared for your city manager recruitment process. Please note that the Council can make any changes to these documents as you feel necessary; we have, however, included a tentative schedule for your consideration.

Page 2 – Hiring Procedures, Step 4 – Screen the Applicants - City Attorney Green and I discussed using the Administrative Committee to screen the applicants (Council Committees Roster attached). City Attorney Green also suggests asking a member of our community to assist in the screening process. I thought that was an excellent idea, we included it in the hiring procedures; however, again this is up for Council discussion.

Page 3 – Hiring Procedures, Step 6 – Interviews - City Attorney Green wanted to point out that the procedures state the city will not pay travel expenses for interviewees. Travel expenses are very cost prohibitive; however, the hiring procedures do state that if the Council is not able to select the city manager following the first set of interviews, a second interview with the top finalist may be necessary. The city will consider paying travel expenses for candidates for the second interview. City Attorney Green and I also discussed the possibility of using Skype or FaceTime as an alternative.

Page 3 – Hiring Procedures, Step 7 – Negotiations and Selection – Once the new city manager is selected by the City Council; this is where City Attorney Jeremy Green steps back in and will assist the Council in negotiating an employment contract with the new city manager. City Attorney Green will prepare a draft employment contract for the council’s review and consideration.

Included in your council packets you will also find draft documents of the city manager profile, job announcement, sample thank you letters, suggested interviewing techniques, sample interview questions, sample oral interview rating form, scoring sheets and a sample press release announcing your new city manager. Again, these are your documents, and can be amended as necessary by the Council.

Lastly, included in your council packets are two city manager job descriptions. The job description with the city logo is the City’s version of the city manager’s job description, the second job description was developed by City Attorney Jeremy Green; we would like the council to review both job descriptions prior to the city council meeting and adopt one of the job descriptions subject to any modifications the council deems necessary or appropriate. The Council could consider adopting the City’s version of the job description, but could add certain sections from the job description that City Attorney Jeremy Green provided.

**RECOMMENDATION:**

Adoption of the hiring procedures is necessary under Oregon law in order for the council to hold an executive session for the purpose of considering the employment of the new city manager (see ORS 192.660(2)(a) and ORS 192.660(7)(d) attached).

Suggested motion:

I move the John Day City Council adopt the John Day City Manager – Hiring Procedures and the City Manager Job Description as presented [or as amended by the Council].

**TO:** John Day City Council

**FROM:** Peggy Gray, City Manager

**DATE:** January 22, 2016

**SUBJECT:** Other Business and Upcoming Meetings  
 Attachments:

- LOC Bulletins
- Message from PSU regarding Population Forecast Program

**OTHER BUSINESS:**

1. LOC Bulletins are included in your council packets.
2. Portland State University – Population Forecast Program. In the past, Oregon law required that counties prepare coordinated population forecasts according to “generally accepted” demographic methods, which yielded forecasts produced with a highly diverse set of methods. It was discovered that the prohibitive cost of forecasting meant that not all communities could update their forecasts on a regular basis. In 2013 the Oregon Legislative approved legislation assigning coordinated population forecasting to the Population Research Center (PRC) at Portland State University. To that end, PRC will be holding a series of public meetings to announce population forecasts for local areas. Grant County’s meeting is scheduled for Friday, March 4, 2016 in Burns from 1:00 p.m. to 2:30 p.m. at the Harney County Community Center.
3. Councilor Louis Provencher attended the LOC Small Cities meeting in Prairie City on January 21, 2016; he will update the city council at the council meeting.

**UPCOMING MEETINGS:**

January 25, 2016	9 a.m. Grant County Airport	NEACT/SEACT Meeting Governor’s Transportation Vision Panel
January 28, 2016	9 a.m. Grant County Airport	Meeting with the Director of Aviation
February 1, 2016	1:00 p.m. Council Chambers	Wastewater Treatment Plant Operator interviews
February 9, 2016	7:00 p.m. Council Chambers	Regular City Council meeting