

**CITY OF WOODBURN CITY COUNCIL
SPECIAL MEETING AGENDA
MARCH 31, 2008 – 6:30 P.M.**

KATHRYN FIGLEY, MAYOR
WALTER NICHOLS, COUNCILOR WARD I
RICHARD BJELLAND, COUNCILOR WARD II
PETER MCCALLUM, COUNCILOR WARD III
JAMES COX, COUNCILOR WARD IV
FRANK LONERGAN, COUNCILOR WARD V
ELIDA SIFUENTEZ, COUNCILOR WARD VI

CITY HALL COUNCIL CHAMBERS – 270 MONTGOMERY STREET

1. **CALL TO ORDER AND FLAG SALUTE**
2. **ROLL CALL**
3. **GENERAL BUSINESS** – *Members of the public wishing to comment on items of general business must complete and submit a speaker's card to the City Recorder prior to commencing this portion of the Council's agenda. Comment time may be limited by Mayoral prerogative.*
 - A. **Award of Contract for City Administrator Executive Search Services**
Recommended Action: Award a contract for the City Administrator Executive Search Services to the Prothman Company and authorize the Interim City Administrator to execute an agreement for services in the amount of \$17,500 plus related expenses. **1**
 - B. **Appointment of Administrator Pro Tem**
Recommended Action: Appoint Assistant City Administrator Terrie Stevens Administrator Pro Tem for the period of April 8, 2008 through April 11, 2008. **3**
4. **ADJOURNMENT**

“Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comuniquese al (503) 980-2485.”



March 31, 2008

TO: Honorable Mayor and City Council
FROM: Terrie Stevens, Assistant City Administrator
SUBJECT: **Award of Contract for City Administrator Executive Search Services**

RECOMMENDATION:

It is recommended the City Council award a contract for the City Administrator Executive Search Services to the Prothman Company, and authorize the Interim City Administrator to execute an agreement for services in the amount of \$17,500, plus related expenses.

BACKGROUND:

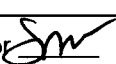
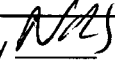
On February 11, 2008, the City Council authorized the City Administrator to solicit proposals from executive search firms to conduct a City Administrator recruitment. A request for proposals (RFP) was prepared and distributed to seven firms. Five firms responded to the RFP. The City Administrator and Assistant City Administrator rated and ranked those proposals. Firms were ranked on, among other criteria, experience, recruitment approach, capacity to provide services, and responsiveness to the RFP. Based on that evaluation, representatives of the three firms that appeared to best meet the City's needs were invited to interview. Interviews were held by phone on March 24, 2008. Reference checks were conducted immediately thereafter. Service fees factored marginally in the preliminary evaluation, and were not used as initial selection criterion.

DISCUSSION:

The five firms responding to the RFP were:

- League of Oregon Cities
- Avery and Associates
- Bob Murray and Associates
- Prothman Group
- Waldron and Associates

Of those, Murray and Associates, Prothman Group and Waldron and Associates were invited to interview with the Mayor, Councilor Bjelland and Assistant City

Agenda Item Review: City Administrator  City Attorney  Finance _____

Administrator Stevens. All three firms made strong showings in the interview process. They each have significant experience conducting local government recruitments, will tailor their approach to clients' needs, and have sufficient size and staffing resources to complete the recruitment in a timely manner. All have conducted hundreds of recruitments, including City Administrator positions in Oregon. The Prothman Group, however, fared more favorably in the reference check process. Additionally, Prothman Group agreed to match the fees of the lowest price proposal.

Prothman will work with City staff and Council Members, to validate desirable characteristics in a qualified candidate; develop recruitment materials; market the position by advertising in general and focused locations and through personal and network contacts; conduct qualifications screening and preliminary interviews; recommend finalists to the Mayor and City Council for a hiring decision; complete background checks; and assist as needed in negotiating an employment contract. Prothman will provide these services for \$17,500. Related expenses are estimated from \$5,500 -\$8,000. It is estimated that the recruitment can be completed in approximately 14-16 weeks.

With your approval, a services agreement will be executed with Prothman Group. Prothman will then commence this engagement immediately.

Pursuant to Public Contracting Law, each firm submitting a proposal was provided a copy of a Notice of Intent to Award Contract on March 28, 2008, related to this selection process. As of this writing, no protests were received. Based on recent communications with these firms, it is unlikely that any protests will be received.

FINANCIAL IMPACT:

As indicated, the costs for the Executive Search Services and associated expenses are \$23,000-\$25,500.



Agenda Item

March 31, 2008

TO: Honorable Mayor and City Council
FROM: Scott D. Russell, Interim City Administrator
SUBJECT: Appointment of Administrator Pro Tem

RECOMMENDATION:

It is recommended the City Council Appoint Assistant City Administrator Terrie Stevens Administrator Pro Tem for the period of April 8, 2008 through April 11, 2008.

BACKGROUND:

In order to fulfill Oregon Department of Safety Standards and Training requirements to maintain my certification as a police officer 24 hours of annual training is required in the area of executive training. This can be most efficiently accomplished through my attendance of training at the annual Oregon Association of Chief's of Police Conference which is this year held in Pendleton from April 8th through April 11th. Pursuant to Section 21(e) of the Woodburn Charter, the City Council shall appoint an administrator pro tem whenever the Administrator is absent from the City. The Pro Tem Administrator shall possess the powers and duties of the Administrator, but may not appoint or remove a City officer or employee except with approval of the majority of the Council. Assistant City Administrator Stevens has the skills needed to successfully fulfill this role and I will make myself available to her as needed to resolve any questions.

FINANCIAL IMPACT:

There is no financial impact associated with the recommended action.

Agenda Item Review: City Administrator _____ City Attorney _____ Finance _____