

RESOLUTION NO. 809

A RESOLUTION TO DECLARE THE POSITION OF CITY MANAGER OPEN.

WHEREAS, the City Council declares that the City Manager position is open; and
WHEREAS, the City Attorney, Michael E. Kohlhoff, has been appointed as Interim City Manager; and

WHEREAS, the City Charter, Section 21 (b) requires that the City Council appoint a City Manager not later than six months upon the adoption of this resolution.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The City of Wilsonville agrees to hire L.G.P.I. (Local Government Personnel Institute) to conduct a recruitment and hiring process referred to as CARS.
2. The City of Wilsonville agrees to pay the fee of \$2,300.00 for the CARS services as outlined in the attached memo.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 4th day of March, 1991, and filed with the Wilsonville City Recorder this same date.

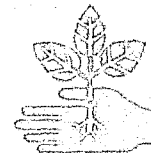

GERALD A. KRUMMEL, Mayor

ATTEST:


VERA A. ROJAS, CMCA City Recorder

SUMMARY of Votes:

Mayor Krummel AYE
Councilor Chandler AYE
Councilor Carter AYE
Councilor Van Eck AYE



City of
WILSONVILLE
in OREGON

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ADMINISTRATION
MEMORANDUM

DATE: FEBRUARY 27, 1991
TO: HONORABLE CITY COUNCIL PRESIDENT AND CITY COUNCILORS
FROM: DEE THOM, ADMINISTRATIVE ANALYST
SUBJECT: CITY MANAGER RECRUITMENT

Historically, the City Council has used two recruiting firms to assist in the recruitment and selection process to hire a City Manager. The League of Oregon Cities was selected in 1980, and Larry Sprecker of Public Management Association was selected in 1985 to conduct a recruitment and selection process.

The City's decision to use outside consultants in both instances proved to be most beneficial. They have the trained staff and other resources required to conduct a thorough and successful search for a City Manager.

L.G.P.I. (Local Government Personnel Institute) has outlined their CARS service to include the following:

1. Work with the City Council to draft a profile for the City Manager position.
2. Draft and place advertisements.
3. Applications will be sent to L.G.P.I., if the City so desires. Acknowledgment letters over the Mayor's signature will be sent to all candidates applying.
4. Respond to inquiries concerning the recruitment status during the process.
5. Screen the applications down to those which most closely fit the developed profile and forward our recommendations to the Council for further local screening. (However, all applications will be sent to the City for review.)
6. Background checks will be performed on those candidates chosen by the Council.

Memorandum: City Mgr. Recruitment
February 27, 1991
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7. Packets of information will be prepared on the finalists for the Mayor and each Council member to be used to select the candidates to be interviewed for the position.
8. Assist the City Council in preparation of the interview process.
9. Send out rejection letters as appropriate in the process.

Recommendation:

I recommend the City Council select L.G.P.I. to conduct a recruitment and hiring process for the City Manager position for the fee of \$2,300.00.

djt:pjm