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City of Falls City  
City Council Work Session Meeting Minutes  
Tuesday September 28, 2020 6:00 PM  
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

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**Council Present:** Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

**Staff Present:** David Clyne, City Manager Pro-Tem; Ross Williamson, City Attorney; Jamie Ward, City Recorder Via Conference line.

**1. Call to Order and Roll Call**

Mayor Gordon called the meeting to order at 6:00PM.

**2. Pledge of Allegiance**

Mayor Gordon led the pledge.

**3. Motion to adopt the entire Agenda**

A motion was made by Councilor T. Meier and seconded by Councilor T. Bailey to adopt the entire agenda. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

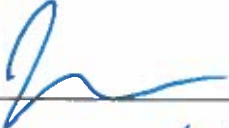
**4. Work Session**


- a. Power Point Presentation on Councilor Duties and Responsibilities given by Falls City Attorney Ross Williamson (Scanned copy available at [www.fallscityoregon.gov](http://www.fallscityoregon.gov)).
- b. City Manager Pro-Tem David Clyne went over the recruiting process and timeline to provide guidelines for the recruiting process (see exhibit A).

**5. Adjourn**

No Motion Made

The meeting adjourned at 8:04 p.m.

  
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Mayor, Jeremy Gordon

Attested:  \_\_\_\_\_  
City Clerk, Jamie Ward

## 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.

**PROJECT TIMELINE - FALLS CITY CITY MANAGER RECRUITMENT**

	September				October				November				December				
	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4
Develop Announcement																	
Place Announcement																	
Application Response Period																	
First Review and Selection of Finalists																	
Interviews and Selection																	
Contract Negotiation/Background Investigation																	
New CM Starts																	