

**MINUTES
FAIRVIEW CITY COUNCIL WORK SESSION
FAIRVIEW CITY HALL
1300 NE VILLAGE STREET
FAIRVIEW, OREGON 97024**

June 2, 2004 -- 4:30pm

**I. CALL TO ORDER/
ROLL CALL**

Mayor Weatherby called the meeting to order at 4:40pm.

PRESENT: Mayor Mike Weatherby
Councilor Darrell Cornelius
Councilor Steve Owen
Councilor James Raze
Councilor Larry Cooper

ABSENT: Councilor Sherry Lillard
Councilor Jim Trees

STAFF PRESENT: Mary Jo Briggs, City Administrator
Laura Zentner, Finance Director
John Andersen, Community Development
Director
Caren Huson, City Recorder

**II. CITY ADMINISTRATOR
RECRUITMENT**

Ken Strobeck of the League of Oregon Cities presented background information on the services they provide for City Administrator recruitment. Mr. Strobeck commented that the League is not a headhunter or professional organization for recruitment; they will advertise, accept phone calls, accept resumes in their office, send letters, etc. This service would be convenient for the City as they would not be on the front line of receiving phone calls. Mr. Strobeck advised that the Council be careful in their selection of a City Administrator and not be hasty in their decision. Mr. Strobeck distributed a packet of information which contained a draft timeline of the recruitment process, a list of publications where they would place ads, and added that they usually receive between 60-70 applications. Mr. Strobeck added that they will work with the Council in developing a profile for the position; when the application process is closed, they will provide a preliminary screening and recommend 8 to 10 individuals for interviews and will assist in scheduling those interviews.

Councilor Cooper asked how many times the ad would appear in the League's newsletter. Mr. Strobeck responded that the ad would run only once in the June Newsletter.

Council concurred that the ad did not need to state a major field of study for the Bachelors Degree. Council also concurred that there was no need to advertise in local newspapers.

In discussing a profile for the City Administrator, the following suggestions were offered: experience in economic development and business recruitment; experience in finance; people skills; public safety levy; full-service experience. For administrative ability, Council wished someone who was progressive, a motivator, and a team leader.

In terms of budget and finance, Council preferred someone who had managed a levy and successfully passed a levy. In regards to labor relations and personnel, the candidate should have experience with unions; have been a chief personnel officer for a city, well versed in Human Resources, not a micro manager, be able to energize staff, be a good communicator, and hold people accountable. Community Relations: open and accessible to community. Council Relations: strong enough to stand up to Council on issues; bring ideas to Council; be a part of the team; understand that they run the City (CEO); respect decisions of Council; and, bring ideas to Council and defend their positions. Intergovernmental Relations: important to work with regional power players; be assertive for City; political savvy; interactive with counterparts. Innovation/major achievements: commercial/industrial land use. Councilor Raze stated that he would like someone who would stick around awhile. Councilor Cornelius suggested that language be added to the contract regarding a longevity bonus.

Council discussed the choice of a labor negotiator; Council consensus was to contract with Mike Snyder.

Mary Jo Briggs, City Administrator, mentioned that an idea had been presented to the City by the City of Troutdale in sharing services. Troutdale had proposed providing nuisance abatement assistance or human resource assistance to the City in turn for Fairview assisting them with economic development. Councilor Owen stated that he was not in favor of the proposal as Fairview police would be handling nuisance enforcement. Councilor Cornelius commented that the sharing of services will probably have to occur at some point as cities could not afford to provide their own specialists, but perhaps this proposal was not one that would work. Council consensus was not to pursue the offer from Troutdale.

III. ADJOURNMENT

Councilor Owen moved and Councilor Raze seconded the motion to adjourn. Mayor Weatherby adjourned the Work Session at 6:50pm.

AYES: 5

NOES: 0
ABSTAINED: 0

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Mayor Mike Weatherby

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Dated:

Caren C. Huson Quiniones
City Recorder