

## RESOLUTION No. 541-21

### A RESOLUTION APPROVING A CONTRACT FOR H.R. SERVICES FOR HIRING OF A PERMANENT & INTERIM CITY MANAGER WITH THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

**WHEREAS**, the Mid-Willamette Valley Council of Governments (MWVCOG), a voluntary intergovernmental association of which the City of Donald is a member, provides human resources services on a contract basis under the provisions of ORS Chapter 190; and

**WHEREAS**, Resolution No. 375-15 signed on January 13, 2015 authorizes the City Manager to sign contracts with prior approval from the Donald City Council; and

**WHEREAS**, the City of Donald City Manager Heidi Bell submitted her resignation letter to the City Council at the August 10, 2021 meeting stating that her last day of employment with the City of Donald is October 1, 2021; and

**WHEREAS**, the City of Donald is in need of hiring an interim to fill the gap in time between Manager Bell's last day and the start date for a new permanent City Manager; and

**WHEREAS**, it is in the best interest of the City to use the COG's human resource services for facilitating the hiring process for the interim and permanent city manager, because the COG has in-depth knowledge about the City's needs and current work; and

**WHEREAS**, the parties have negotiated the terms of the agreement and desire to enter into said agreement, which is attached hereto as Exhibit A.

#### **NOW, THEREFORE, THE CITY OF DONALD RESOLVES AS FOLLOWS:**

**Section 1.** The Donald City Council approves the intergovernmental agreement between the City and the Mid-Willamette Valley Council of Governments for human resource services for the purposes of hiring an interim and permanent city manager, which is attached hereto and by this reference incorporated herein as Exhibit A.

**PASSED and ADOPTED** by the City Council of the City of Donald at their regular meeting on this 14<sup>th</sup> day of September 2021 by the vote of 6 ayes and 0 nays.

**DATE:** September 14, 2021

  
Rick Olmsted, Mayor

**ATTEST** by City Manager this 14<sup>th</sup> day of September, 2021

  
Heidi Bell, City Manager

## RECRUITMENT SERVICES AGREEMENT

Upon the request of the City of Donald, the Mid-Willamette Valley Council of Governments agrees to perform the services outlined in the Scope of Services.

PROJECT IDENTIFICATION: Donald City Administrator Recruitment

SCOPE OF SERVICES: The scope of services for the recruitment process may, at the discretion of the Council, include any or all of the following activities:

- Develop a **recruitment timeline** based on the Council's decisions regarding placement of advertisements and the associated deadlines; the process that the Council determines is appropriate, Council availability, etc.
- Meet with the City Council to draft a **position profile**. The profile is a key component of a successful recruitment and includes the desired knowledge, skills, training, and experiences that the city is looking for in a City Administrator. This profile will form the basis for the screening of applications, interview questions and candidate evaluation.
- Draft and place the **position advertisements**.
- Receive applications and send **acknowledgement letters** to all applicants.
- **Screen applications** down to those which most closely fit the position profile
- **Respond to inquiries** from candidates during the recruitment process
- Perform **background/reference checks** on finalist(s) chosen by the Council. The base fee includes up to five (5) backgrounds at no additional charge. Additional background/reference checks will be billed to the City at \$500 per additional background.
- Work with the Council in designing the **interview process** and the development of **interview questions**.
- **Facilitate the interview process**.
- Send out **regret letters** to unsuccessful candidates at appropriate times during the recruitment process.

Items not included in the fee charged by the COG include actual advertising costs and travel for candidates and related expenses of candidates for participating in interview processes or the costs of the interview process such as meals and facilities. The COG does not charge for COG staff travel costs. The City would be responsible to have its legal counsel prepare or review any proposed employment contract with the person being hired as City Manager. The COG would assist in negotiating a contract, if requested by the City, as part of the inclusive fee.

**COST:** As set by the COG Board, the fee for those services for cities of your size is \$7000. (See attached Resolution 2021-06.) Should the City significantly broaden the scope of services, the COG reserves the right to renegotiate the cost of the project.

If you wish Mid-Willamette Valley Council of Governments to proceed with this project, please have an authorized official acknowledge acceptance of this proposal by signing and returning this services agreement memorandum to the COG.

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS



\_\_\_\_\_  
Scott Dadson, Executive Director

8-19-21

\_\_\_\_\_  
Date

CITY OF DONALD, OREGON

Heidi Bell, City Manager  
Signed by (print name and title)

  
\_\_\_\_\_  
Signature

August 20, 2021

\_\_\_\_\_  
Date

Attachment: MWVCOG Board Resolution 2021-06 setting fee for service rates