

RESOLUTION NO. 08/09-21
CITY OF DAYTON, OREGON

Title: *Approval of Mid Willamette Valley Council of Governments (COG) service agreement for recruitment of new City Manager*

WHEREAS, the City of Dayton is in need of a new City Manager; and

WHEREAS, the City of Dayton reviewed proposals for recruitment of new City Manager with League of Oregon Cities and with COG; and

WHEREAS, the COG was the lowest responsive bidder;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Dayton, Oregon:

- 1) **THAT** Council Direct the Interim City Manager to enter into a contract between Dayton and the COG for an amount not to exceed \$4,800 for the purposes of recruiting a New City Manager for the City of Dayton.
- 2) **THAT** this resolution shall become effective October Nov, 3rd 2008.

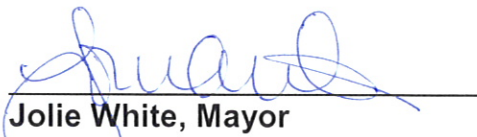
ADOPTED this 3rd day of **November, 2008**.

In Favor Blackburn, Evers, Webb, White

Opposed None

Absent Dickson, Hensley

Abstained None

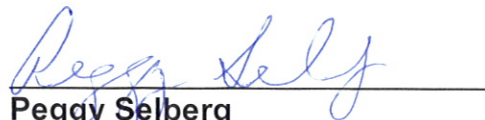


Jolie White, Mayor

11/15/2009

Date of Signing

ATTESTED BY:



Peggy Selberg
City Recorder

11/13/2008

Date of Enactment

Attachment - Exhibit A



Mid-Willamette Valley Council of Governments

105 HIGH STREET S.E. • SALEM, OREGON 97301-3667 • www.mwvcog.org
PHONE: 503-588-6177 • FAX: 503-588-6094 • email: mwvcog@mwvcog.org
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Getting things done together!

October 17, 2008

Mayor Jolie White
City of Dayton
P.O. Box 339
Dayton, Oregon 97114

Dear Mayor White:

The Mid-Willamette Valley Council of Governments (hereinafter referred to as "COG") would be pleased to discuss with you further the possibility of coordinating the recruitment process for a new City Manager for the City of Dayton.

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
- Meet with the City Council to draft a position profile
- Draft and place the position advertisement
- Receive applications and send acknowledgement letters
- Screen applications down to those which most closely fit the position profile
- Respond to inquiries from candidates during the recruitment process
- Perform background checks on finalist(s) chosen by the Council
- Work with the Council in determining the interview process and the development of interview questions
- Facilitate the interview process, as required
- Send out regret letters to unsuccessful candidates at appropriate times during the recruitment process.

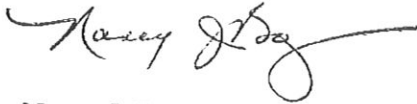
Based on the services outlined above, the total cost of this project is \$4,800.00, including background checks on a maximum of four (4) finalists for the position. Additional background checks would be billed to the City at \$350 per background check. The City of Dayton will pay one-half of the project cost upon acceptance of this proposal and the remainder upon project completion. The City will be directly responsible for actual advertising costs and any finalist travel expenses (e.g., lodging, meals, and mileage) incurred during the recruitment process. Should the City significantly broaden the scope of services, the COG reserves the right to renegotiate the cost of the project.

MEMBER GOVERNMENTS—COUNTIES: Marion, Polk, Yamhill. CITIES: Amity, Aumsville, Aurora, Cariton, Dallas, Dayton, Detroit, Dundee, Falls City, Gervais, Hubbard, Idanha, Independence, Jefferson, Keizer, Lafayette, McMinnville, Monmouth, Mt. Angel, Newberg, Salem, Scotts Mills, Sheridan, Silverton, St. Paul, Stayton, Sublimity, Turner, Willamina, Yamhill. SPECIAL DISTRICTS: Chehalem Park & Recreation District, Chemeketa Community College, Idanha-Detroit Rural Fire Protection District, Marion County Fire District #1, Salem Area Transit District, Salem-Keizer School District 24J, Willamette Education Service District, Yamhill Soil & Water Conservation District. INDIAN TRIBE: Confederated Tribes of the Grand Ronde Community.

The staff of the Mid-Willamette Valley COG is prepared to commence this project immediately upon acceptance of this proposal by the City of Dayton. If you would like us to proceed with this proposal, please sign the attached Service Agreement Memorandum (Attachment) and return to the COG.

Please feel free to call if you have any questions or would like to discuss this proposal further either at a Council meeting or otherwise. I look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Nancy J. Boyer", with a long horizontal flourish extending to the right.

Nancy J. Boyer
Executive Director

ATTACHMENT

SERVICES AGREEMENT MEMORANDUM

Upon the request of the City of Dayton, the Mid-Willamette Valley Council of Governments agrees to perform the services outlined in the attached contract proposal. The cost of these services to the City is \$4,800.00.

PROJECT IDENTIFICATION: DAYTON CITY MANAGER RECRUITMENT

BILLING SCHEDULE: The City will pay one-half of the project cost upon acceptance of this proposal and the remainder upon project completion. 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

By: _____
Nancy J. Boyer -- Executive Director

Accepted, this _____ day of _____, 2008

CITY OF DAYTON

By: _____
Authorized Official