



**TALENT CITY COUNCIL  
COUNCIL STUDY SESSION MINUTES  
TOWN HALL  
March 30, 2018 — 12:00 p.m.**

*Study Session, Regular Council & TURA meetings are being digitally recorded and will be available on the City website: [www.cityoftalent.org](http://www.cityoftalent.org).*

The City Council of the City of Talent will meet in a Council study session at 12:00 p.m. on Thursday, March 30, 2018, in City Hall, 110 E. Main Street. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to the City Recorder at 541-535-1566, ext. 1012.

The City Council reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the study session and/or meeting.

**1. Call to Order/Roll Call at 11:45 a.m.**

<b>Members Present:</b> Mayor Ayers-Flood Councilor Land Councilor Berlant Councilor Dolan	<b>Members Absent:</b> Councilor Pederson (Excused) Councilor Baker (Excused) Councilor Harrison (Excused)
<b>Also Present:</b> Ryan Martin, Interim City Manager/Finance Director	

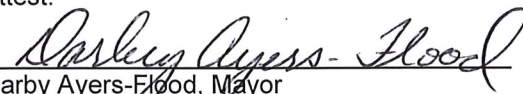
**2. Developing Scope of HR Consultant from RVCOG**

The workgroup discussed the proposed HR scope from Ann Marie at Rogue Valley Council of Governments. Changes were made that are shown in Exhibit A.

Respectfully submitted by:

  
\_\_\_\_\_  
Ryan Martin, Interim City Manager

Attest:

  
\_\_\_\_\_  
Darby Ayers-Flood, Mayor

## Exhibit A

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### City of Talent

#### City Manager Recruitment – Project Scope

Phase 1 – Estimated time to complete: 2 weeks

- ~~Complete review and update of position job description~~ Review compliance of job description and make necessary changes
- Review job application to ensure current requirements are met
- ~~Determine/Recommend~~ where to advertise job opening
- ~~Determine/Recommend~~ position salary range
- ~~Determine/Recommend~~ closing date for applications
- Determine who will receive application packets – The Council workgroup prefers you receive the applications directly but that they also receive a copy (perhaps scanned and emailed)
- Create job announcement
- Post job opening in determined locations

Phase 2 – Estimated completion: by application closing date

- ~~Co-Develop/develop~~ screening profile (desired skills/experience and rating scale) and process (written questions, phone interviews, series of in-person interviews, etc.)
- Receive applicant packets and send acknowledgements
- Apply Veterans' Preference points as applicable

Phase 3 – Estimated time to complete: 1 to 2 weeks

- Review and rate applications using screening profile (developed in Phase 2)
- ~~Select/Recommend~~ candidates to move to next step in process (determined in Phase 2)

Phase 4 – Estimated time to complete: 2 to 3 weeks

- ~~Schedule and perform interviews~~ Meet to co-determine scheduling and interview process
- Notify applicants not chosen for interview
- Schedule and perform second-round interviews, if necessary – Depends on process determined in item one of Phase 4

Phase 5 – Estimated time to complete: 1 to 2 weeks

- ~~Select/Recommend~~ top candidate(s)

- ~~Conduct background (if necessary) and reference checks~~Co-determine background and reference check procedure
- ~~Determine top applicant and make employment offer~~Recommend top applicant
- Complete negotiations and agree on a start date – Negotiations will likely be between the Mayor, attorney, and chosen applicant with final approval by the Council
- Notify interviewees who were not chosen

