



LOCAL GOVERNMENT
PERSONNEL SERVICES

August 11, 2023

Richard Meyers, City Manager
City of Cottage Grove
400 E Main St.
Cottage Grove, OR 97883
citymanager@cottagegrove.org

RE: Executive Recruitment Proposal

Dear Mr. Meyers,

We look forward to providing you this proposal and outline as you prepare to hire Cottage Grove's next City Manager.

Over the last couple of years, LGPS (Local Government Personnel Services) has developed a recruitment package that supports the requisition of new leadership. Support for this package is completed with existing LGPS/LCOG (Lane Council of Governments) staff and myself, the LGPS Program Manager. We offer this base package for a not to exceed amount of **\$13,500.00**. Should there be a need to exceed \$13,500.00, LGPS will notify the City and obtain the appropriate approvals before moving forward.

Executive Recruitment Experience/Credentials

Executive Recruiter, Howard Schussler. Mr. Schussler presents the following qualifications to help lead this executive recruitment:

- 30+ Years of Experience in HR (Human Resources)
- Silverton City Manager, Executive Recruitment Support
- Oakridge City Manager, Executive Recruitment Support
- Lowell City Manager, Executive Recruitment Support
- Coquille Public Works Director, Executive Recruitment Support
- Lane County Administrator (*Interim* Human Resources Director)
- Consultant, Contractor, Lane Council of Governments

Executive Recruiter/Program Manager, Stacey Marple. Ms. Marple presents the following qualifications:

- 7+ Years of Government Based Recruitment, University of Oregon
- City of Toledo, City Manager Support
- City of Union, City Manager Support



- SHRM-CP, (Society for Human Resource Management, Certification)
- Master's Degree in Adult Education
- LGPS Program Manager

Timeline

A detailed outline is provided on page 4.

LGPS References and Controls

Recruitment References

City of Yamhill, Oregon (2022)

- *Sharon Bregante-Candau, s.b.candau@cityofyamhill.org*
- *Yvette Potter, Mayor, y.potter@cityofyamhill.org*

City of Coburg, Oregon (2022)

- *Anne Heath, Anne.heath@ci.coburg.or.us*
- *Nancy Bell, Mayor, sammy.egbert@ci.coburg.or.us*
*City Recorder Sammy Egbert can connect you to the Mayor.

City of Toledo, Oregon (2023)

- *Judy Richter, judy.richter@cityoftoledo.org*
- *Rod Cross, Mayor, rod.cross@cityoftoledo.org*

Cost Controls

Our Executive Recruiter works directly with an assigned LCOG Fiscal Analyst. The Fiscal Analyst supports the development, tracking, and routing of the IGA (Intergovernmental Agreement) and provides periodic reports through our fiscal system to track costs. They also prepare and route the invoices.

The do-not-exceed includes all labor hours, travel time, sourcing, background checks, and administrative support.

Contract Administration

Work between LGPS and the City is done through an IGA. The IGA is prepared by the Program Manager, then routed through several internal LCOG approvers, including our attorney, Division Director, and Executive Director. We utilize Caselle, an integrated financial and project management software system to manage time and prepare invoices and DocuSign to administer approvals. Our template IGA is attached.

Coordination with Elected Officials

Our staff are well versed in collaborating with elected officials (city councils) and other city government staff. This experience has been developed over years of coordinating, managing, and supporting government agencies, including counties, municipalities, and special districts with a variety of HR consultative projects such as; representation during labor disputes, classification and compensation studies, union contract negotiations, and executive

recruitment. We have been in front of boards and councils to understand their individual perspectives, present information, and answer questions related to our projects.

Scheduling

Our Executive Recruitment staff have the flexibility to meet with the city through online remote options and in person. We predict the recruitment will utilize both formats in order to accomplish the tasks timely and in consideration of keeping costs down.

Knowledge of City Manager Position

Although there are often similar competencies required for a City Manager/Administrator role regardless of the City, we understand that the unique characteristics of a City may influence who is most aligned to serve them. Beyond the general required competencies (personnel and operational management, budget/finance, and public relations) we want to extract from you, what special qualifications a successful candidate will need. One of the first meetings our Executive Recruiter will facilitate with the City is to seek understanding of several components including:

- Current state of affairs and historical context of the city
- Workplace culture
- Organizational structure
- Characteristics of the council and council goals

General Notes

- Meetings will likely be held both in person and remotely.
- The timeline is our best-case scenario, knowing it may have fluctuations due to internal scheduling, entity schedules, and candidate availability. It is not uncommon to cycle through more than one round in order to find the best candidate for your needs.

I welcome any questions you may have, please don't hesitate to give me a call.

Thank you for the opportunity to help you with this important recruitment.

Stacey Marple
Program Manager, LGPS
541-682-3638
smarple@lcog.org

Outline of Events

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|---|--------------------|
| 1. Authorization to Proceed: Prepare IGA | August 25, 2023 |
| 2. Meet With City: Job Research, Position Description and Wage Review | August 28, 2023 |
| • <i>Interview individual councilors, Mayor, and ther stakeholders</i> | |
| • <i>Develop list of qualifications, competencies, and cultural understanding</i> | |
| 3. Meet With City: Finalize Timeline and Documents | |
| • <i>Fliers, posting, application materials, screening tools, sourcing</i> | August 30, 2023 |
| 4. Go Live: Job Posting and Targeted External Sourcing | September 01, 2023 |
| 5. Application Tracking and Review: LGPS (Smartsheet) | <i>Ongoing</i> |
| 6. Meet With City: Status Check on Applicants (Open Until Filled) | September 14, 2023 |
| 7. Initial Interviews: LGPS | September 15, 2023 |
| 8. Meet With City: Present Candidate Recommendations (Executive Session) | September 25, 2023 |
| Second Interview Preparation | |
| 9. Notify Advancing Candidates: LGPS Arrange and Schedule Interviews | September 26, 2023 |
| 10. Second Interviews: Council/Mayor, On Site (or remotely) | October 02, 2023 |
| 11. Meet With City: Debrief Second Interviews, Determine Finalists | October 09, 2023 |
| 12. Third Interviews: Council/Mayor/Community, On Site | October 23, 2023 |
| 13. Help Prepare Final Offer | TBD |
| 14. Conduct Background/Reference Checks | TBD |
| 15. Provide Final Offer | TBD |
| 16. Notify Non-Advancing Candidates | TBD |
| 17. Discuss Contract, Route to Manager /legal /HR for Review | TBD |