

## **RESOLUTION NO. 2649**

### **A RESOLUTION APPROVING THE PROCEDURES FOR THE RECRUITMENT AND SELECTION OF THE CITY MANAGER IN COMPLIANCE WITH ORS 192.660(7)(d).**

#### **THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:**

1. That the City Manager has informed the City Council that it is his intention to retire in August 2025.
2. That the Council has commenced the necessary and desirable professional recruitment process to recruit a successor City Manager.
3. That the Council intends by this Resolution to adopt hiring standards, criteria, policy directives, and a timeline in connection with such recruitment and hiring in compliance with the requirements of ORS 192.660(7)(d) and ORS 192.660(2)(a).
4. That on April 8, 2025 the City Council conducted a public hearing and provided the public an opportunity to comment on the procedures set out in this resolution for the recruiting process of the City Manager and the proposed hiring standards, criteria, policy directives, and timeline.
5. That the Council by adopting these hiring standards in compliance with the requirements of ORS 192.660(7)(d) and ORS 192.660(2)(a) permits the City Council to review, select, and interview finalist candidates for the City Manager position while meeting in executive session.
6. That following a consensus of the City Council reached in executive session selecting the top candidate, the authorized City Officials, in consultation with employment law counsel, shall be directed to negotiate terms and conditions of an employment agreement and conditional offer of employment with the consensus candidate for the City Manager position.
7. That subsequent to successful negotiations and conditional acceptance of employment, the City Council, in accordance with the Oregon Open Meetings Law, shall approve the final action of appointing the City Manager and approving the employment agreement during an open public meeting.

#### **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TROUTDALE:**

Section 1. The City Council hereby adopts the standards, criteria, and policy directives which the City will use as a guideline in recruiting and considering City Manager candidates during the selection process which shall be in substantially conformity to the following Exhibits to Staff Report: Exhibit A. City Manager Position Profile and Policy Directives, Exhibit B. City Manager Hiring Procedures and Schedule, Exhibit C. City Manager Salary Survey and Recruitment Range, Exhibit D. City Manager Job Description.

Section 2. When the Council is engaged in the steps that involve the discussion and selection for further consideration of individual candidates and the interviewing of candidates, the Council may elect to conduct the discussions and interviews in executive session, subject to the provisions of the Oregon Open Meetings Law. However, the final action on hiring a City Manager will be taken in an open meeting.

Section 3. The City Attorney, Ed Trompke, and Finance Director and City Personnel Officer, Erich Mueller, (each a "City Official") are designated to act individually and/or jointly and cooperatively, on behalf of and in the best interest of the City consistent with the direction of the City Council, and without further action by the City Council, the City Officials are hereby, authorized, empowered and directed to implement the recruitment process on behalf of the City, and to take any other action as may be advisable, convenient, necessary, or appropriate to give full force and effect to the terms and intent of the resolution, and the execution thereof by any such City Official shall be conclusive as to such determination.

Section 4. The Finance Director is authorized to disburse funds, as necessary to fulfill the intent of this resolution terms and conditions of a professional recruitment services contract, costs associated with candidate interviews, and is further directed to implement all such actions necessary to ensure budgetary compliance.

Section 5. This Resolution shall take effect immediately upon adoption.

**YEAS: 7**

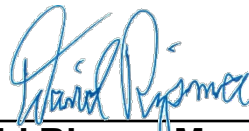
**NAYS: 0**

**ABSTAINED: 0**



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**Sarah Skroch, City Recorder**  
**Adopted: April 8, 2025**



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**David Ripma, Mayor**  
**Date: April 15, 2025**