



MAY 22, 2018
City of Port Angeles Council Special Meeting Agenda
City Council Chambers, 321 East 5th Street

The Mayor may determine the order of business for a particular City Council meeting. The agenda should be arranged to best serve the needs and/or convenience of the Council and the public. The Mayor will determine time of break. Hearing devices are available for those needing assistance. The items of business for the Special Council meeting may include the following:

A. Call to Order Special Meeting at 4 p.m. –*Executive Session will be held, under authority of RCW 42.30.110(1)(i), in order to discuss potential litigation with legal counsel, for approximately 30 minutes.*

B. Agenda Items

1. City Manager Internal Recruitment Process / *Authorize Mayor to Sign Professional Services Agreement*
.....B-1
2. Continuity of Operations Planning (COOP) Worksession / *Presentation and Discussion*

C. Executive Session

Held under authority of RCW 42.30.110(1)(i), in order to discuss potential litigation with legal counsel, for approximately 20 minutes.

D. Return to Open Session

Action may follow Executive Session. If so, Council will return to open session prior to taking any action.

E. Adjournment

CITY OF



PORT ANGELES

WASHINGTON, U. S. A.

CITY COUNCIL MEMO

DATE: May 22, 2018

TO: City Council

FROM: **ABBI FOUNTAIN, HUMAN RESOURCES MANAGER**

SUBJECT: **City Manager Internal Recruitment Process**

Summary: City Manager Dan McKeen recently announced his intent to retire prior to the end of 2018. Greg Prothman, President of Prothman recruiting firm, has provided the City a scope of work to assist with an internal recruitment process. According to the scope of work, Mr. Prothman will evaluate internal candidate Nathan West and provide the City Council an evaluation report and make a recommendation as to Mr. West's ability to serve in the role of City Manager.

Funding: The total professional fee for Prothman is \$6,500 plus expenses associated with travel.

Recommendation: Based on input from the City Council, Human Resources recommends the City Council authorize Mayor Bruch to sign the professional services contract with Prothman.

Background/Analysis:

A strong organization understands the benefit of having well qualified, trained and interested managers who are actively seeking to advance into higher level positions. With succession planning in mind, the City Manager's office has a *Continuity of Services Plan* which ensures that the activities of the office continue during absences.

During the past six years, Nathan West, Community and Economic Development Director has been the primary Acting City Manager in City Manager Dan McKeen's absence. Mr. West's understanding of all City operations, demonstration of high problem-solving skills and his ability to work well with City Council, staff and the community provides him the necessary qualifications to act in this capacity.

With the recent announcement of Manager McKeen's retirement, City Council began discussions on a process to select the next City Manager. City Council determined that Nathan West is a strong potential candidate for the position. City Council requested that the City consult with an

executive level recruiting firm to interview City Council and Department Directors to identify ideal candidate traits and conduct an evaluation of Mr. West and to provide an evaluation report and recommendation to the City Council as to the Mr. West's ability to serve in the role of City Manager.

Greg Prothman, President of Prothman recruiting firm, has provided a scope of work to evaluate Mr. West's skills, talents and abilities as they relate to the position of City Manager for the City of Port Angeles. Topics covered in the evaluation will include:

- Management/leadership style
- Communication style
- Budgeting
- Involvement in the community
- Strategic visioning
- Council interaction skills
- Personnel skills
- Knowledge of all city departments
- Fit with ideal candidate traits

Once the candidate interview is completed, Mr. Prothman will provide the City Council an evaluation report and make a recommendation as to the candidate's ability to serve in the role of City Manager and to identify areas (if any) that might need support and additional training.

Funding Overview:

The total professional fee for Prothman is \$6,500 plus expenses associated with travel. An external recruitment process typically costs \$25,000.

Attachment: Prothman City Manager Evaluation – Scope of Work



May 15, 2018

Abbi Fountain
City of Port Angeles
321 E 5th St
Port Angeles, WA 98362

Dear Ms. Fountain;

You have inquired if Prothman would be able to assist the City in the evaluation of the Community & Economic Development Director, Nathan West, as a potential candidate for city manager. Following for your review is our proposed scope of work leading to an evaluation of Mr. West's skills, talents and abilities as they relate to the position of city manager for the City of Port Angeles.

City Manager Evaluation – Scope of Work

1. Identify Ideal Candidate Traits

- Conduct an interview with the City Council
- Conduct an interview with the Department Directors

2. Develop Ideal Candidate Traits Document

- Send to City Council for review and edits
- Update as needed

3. Conduct Candidate Interview

Review the following topics:

- Management/leadership Style
- Communication Style
- Budgeting
- Involvement in the Community
- Strategic Visioning
- Council Interaction Skills
- Personnel Skills
 - Hiring
 - Progressive Discipline
 - Labor Issues
- Knowledge of all city departments
- Fit with ideal candidate traits

4. Develop Candidate Evaluation Report

5. Deliver Report to the City Council and Make Recommendations

Anticipate two trips to Port Angeles, the first is to interview the City Council and Department Directors. The second is to deliver the evaluation report to the City Council, make a recommendation as to the candidate's ability to serve in the role of city manager and to identify areas (if any) that might need support and additional training.

