

SEASIDE CITY MANAGER RECRUITMENT

START-UP MEETING

AGENDA

1. Introductions
2. Project Schedule
 - a. Overview
 - b. Dates of Note (City conflicts, vacations, etc.)
 - c. City Council Meeting Flexibility
 - d. Revisions (if any)
3. Communication/Logistics Protocols
4. Position Profile Development
 - a. Community Input Options (Zoom session, online survey)
 - b. Staff Input – Survey and/or Zoom Session
 - c. Stakeholder Zoom Interviews (12)
5. Preliminary Questions
 - a. Salary Range
 - b. Residency Requirement
 - c. Organizational Structure (In-house vs. Outsourced Services)
 - d. Unions
 - e. Current Council Expectations for Recruitment Process
 - f. Preliminary Applicant Pool Considerations (i.e., geography, diversity)
 - g. Early Candidate Interest: Internal or External
6. Base Information / Material Requested (see list)
7. Other Topics
8. Next Steps
 - a. Interview Scheduling / Logistics
 - b. Background Materials

Proposed Stakeholder Interview List

Scope includes 12:

1. Mayor Jay Barber
2. Council President Steve Wright
3. Councilor Dana Phillips
4. Councilor David Posalski
5. Councilor Tita Montero
6. Councilor Tom Horning
7. Councilor Randy Frank
8. City Manager Mark J. Winstanley
9. City Recorder Kim Jordan
10. Police Chief Dave Ham
11. Fire Chief Joey Daniels
12. Public Works Director Dale McDowell
13. Planning Director Kevin Cupples
14. Library Director Esther Moberg
15. Building Official, Bob Mitchell
16. Finance Director ?
17. HR Director?

Requested Background Material

Position Details	<ul style="list-style-type: none"><input type="checkbox"/> Past / current job description<input type="checkbox"/> Prior recruitment materials<input type="checkbox"/> Salary and benefits (inc. if PERS and if 6% is picked up)
City Information	<ul style="list-style-type: none"><input type="checkbox"/> Contact info: Council, Dept Heads<input type="checkbox"/> Charter<input type="checkbox"/> Organization Chart<input type="checkbox"/> Vision plan / Strategic Plan / Council Goals<input type="checkbox"/> Demographics (if available)
Graphics	<ul style="list-style-type: none"><input type="checkbox"/> Electronic Logo (High resolution)<input type="checkbox"/> Pictures (High resolution)
Background Information on Seaside	<ul style="list-style-type: none"><input type="checkbox"/> Statistics<input type="checkbox"/> City facilities<input type="checkbox"/> Community Amenities<input type="checkbox"/> Tourist attractions