

**TOPPENISH CITY COUNCIL
Study Session Minutes
March 2, 2015**

CALL TO ORDER

Mayor Belton called the meeting to order at 5:00 p.m.

ROLL CALL

Present: Mayor Loren Belton and Councilmembers Zachary Dorr, Clara Jiménez, Mark Oaks, Derald Ortloff, Randy Taylor, and Blaine Thorington.
Staff Present: City Manager William C. Murphy (CM Murphy) and Executive Assistant/Deputy City Clerk Heidi Riojas.

**RECEIVE UPDATE FROM COMMITTEE MEMBERS ABOUT PROCESS FOR
REPLACING THE CITY MANAGER AFTER HIS RETIREMENT**

Mayor Belton reported on the progress of the two meetings between City Manager Murphy (CM Murphy) and the committee members to establish a process for replacing the City Manger after his retirement. The committee members determined the priorities to be creating a job description, determining the salary range, and deciding on the search criteria. Mayor Belton stated that the committee members reviewed job descriptions from the Cities of Yakima, Normandy Park, Pasco, and Walla Walla as guides for drafting a job description. A draft job description was included with the Study Session Agenda for Council to review and comment.

CM Murphy reported that he recommends Council consider rewriting portions of the evaluation to reflect the job description to improve on evaluating the performance. In addition, CM Murphy stated that there will be discussion on establishing the City profile to give to prospective applicants, writing the job announcement, deciding where to publish the announcement, creating a process for the selection, the negotiations, the contract, and if needed, appointing an interim City Manager.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 5:15 p.m.

LOREN BELTON, MAYOR

HEIDI RIOJAS, CMC
EXECUTIVE ASSISTANT/DEPUTY CITY CLERK