

1. 10:00 A.M. Agenda

Documents:

[2021-05-12 Special Council Agenda.pdf](#)

2. Meeting Materials

Documents:

[CM Transition Planning Executive Summary.pdf](#)

[2016 Prothman City Admin Search Doc.pdf](#)

[2017-05-30 Prothman Recruit - Yachats City Manager Position Profile.pdf](#)

[City Of Yachats And Thomas J Lauritzen.pdf](#)



**CITY OF YACHATS
SPECIAL COUNCIL WORK SESSION MEETING
Yachats OR
Wednesday, May 12, 2021 at 10:00 am
To Be Held Via Zoom**

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/82840637805>

Meeting ID: 828 4063 7805

One tap mobile

+12532158782,,82840637805# US (Tacoma)

+13462487799,,82840637805# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 828 4063 7805

Find your local number: <https://us02web.zoom.us/j/82840637805>

Council Meeting

- I. City Manager Position
- II. Financial Services Agreement
- III. Lighting Ordinance – 2nd Vote

The Yachats City Council meetings are open to the public and interested citizens are invited to attend. These are open meetings under Oregon law, but a work session is not a community forum; audience participation is at the discretion of the Council. Meetings are audio-recorded. Public meeting minutes are available for review at City Hall. The meeting place is accessible to persons with disabilities. For accommodations, please call (541) 547-3565, or Oregon Relay 1-800-735-2900 TDD) two days in advance. City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice.

Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance.

Posted 05/06/2021

City of Yachats, Oregon
City Manager Transition Planning
Executive Summary
March 17, 2021

Mary Ellen O'Shaughnessey, City Council member, and Tom Lauritzen, former Budget Committee Chair, and long-time Finance Committee Chair, were tasked by Council to team up and begin planning for the departure of our incumbent City Manager, Shannon Beaucaire. Ms. Beaucaire has accepted a City Manager role with the City of Carlton and will be leaving her position in early April.

City Staff interviewed: Shannon Beaucaire, Dave Buckwald, Heather Hoen, Kimmie Jackson, Rick McClung, Anita Stites (temporary administrative assistant).

Contract Staff interviewed: Sue Forty, Janet Cline, Ellen Valentine.

The Goals that we identified for the interviews were:

- 1 – Identify operational changes that should survive a change in management.
- 2 – Understand the background and planning for ending the COG contractual relationship.
- 3 – Capture information that may be useful for the next City Manager
- 4 – Document any areas needing immediate attention

Process:

Approximately 20 hours was spent interviewing staff and contractors. We structured our interview questions to understand, from each interview, how they perceived their impact on those under their management control, what operational processes had been implemented and how effective they were, what operational issues still needed to be addressed, what changes proved valuable and should be retained, which changes did not work and should be discarded, how could an Interim City Manager provide value and what issues were of immediate concern. Each interview was conducted from a questionnaire specific to each role. Councilor O'Shaughnessey asked the questions and Tom Lauritzen served as scribe, with follow-up questions, if necessary. The recommendations below are based on the conversations with the employees.

Our recommendations are:

1. Internal controls covering segregation of responsibilities for cash handling, billing and vendor authorization need to be recreated, reducing split responsibilities, and implementing higher-level management oversight. After re-creation of the internal control processes is complete, individual job descriptions can be developed that clearly document how work flows through the office and what responsibilities are contained in each position.
2. Consistent and timely communication with the staff is critical in order to build and maintain a healthy, respectful work environment.

3. The City should continue to utilize the Springbrook suite of financial software. Interviews documented that our staff have mastered access and use of the system and use Springbrook to monitor costs in their respective areas of responsibilities.
4. Continuing education opportunities should be made available when it would be beneficial for the employee and workplace.
5. The Interim City Manager (ICM) is expected to work with the two PW Leads on a regular basis in order to provide the necessary and required administrative support to this department.
6. One of the major tasks assigned to the Community Services Coordinator is Project Management. Project Tracking and Project Management skills bring visibility and focus to Capital Projects authorized by the Budget process and should be continued and expanded. Project Management tools and expertise should be leveraged across all Capital projects conducted by the City.
7. A discussion should be held with the PW Leads about capital improvement projects that are needed to protect the city infrastructure.
8. Facilities should continue to be prepared for the eventual opening to the public using OHA (Oregon Health Authority) guidelines. Additionally, ADA accommodations that would best serve our citizens should be explored.
9. Necessary steps must be taken to fill the City Accountant position and begin the transition from COG to an internal service model.
10. One of the COG resources, Janet Cline, working remotely from Colorado, was also contracted, by Yachats, for specific supervisory and internal control tasks. Yachats should leverage this existing contract to provide specific skills to help in the transition to the internal service model for accounting and finance.

Mary Ellen and Tom would welcome the opportunity to discuss the findings and recommendations with the Mayor and the Interim City Manager.

Respectfully submitted on March 17, 2021:

Mary Ellen O'Shaughnessey

Tom Lauritzen



CITY ADMINISTRATOR

\$65,000 - \$80,000

Plus Excellent Benefits

Apply by
March 27, 2016
(open until filled)

PROTHMAN



OPPORTUNITIES & CHALLENGES

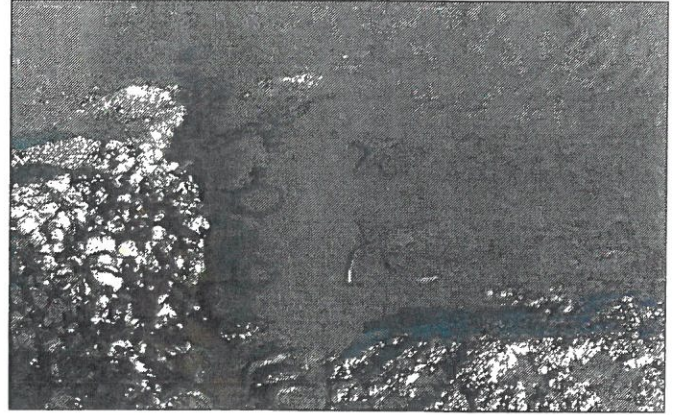
Leadership Opportunity: The Yachats City Council recently adopted a new management plan presented to them by a volunteer Task Force on restructuring the City's organization. The center piece for the report is the new City Administrator position. The first City Administrator for Yachats will set the tone for staff leadership and support the Mayor with broader community leadership as well. Stepping forward in the right manner with this key new position is essential for the success of the community. Several transitions are scheduled to take place once the City Administrator is in position and contributing to these accomplishments. The transitions involve staff changes and reassignments as well as preparing for a new Mayor next year. People will be turning to the administrator to provide both expertise and continuity with the transitions as they move forward.

Collaborative Culture: The current level of project activity has increased the complexity of managing Yachats, and the city management structure has been challenged to keep pace with the demands. Yachats is striving to build a collaborative organizational culture which can tackle the new complex demands, and focus on continually improving service delivery through collaborative staff and volunteers working together towards clear objectives.

Task Management: A US Forest Services contract in which operation of the US Forest Service sewer and water treatment plants was done by the City of Yachats ended in November 2015. The contract was found to "significantly impact effectiveness" of the Public Works Department in an organizational study done in October 2015. The Council is also looking for a decision maker to resolve conflicts with priority setting for use of Public Works resources, and to create a formal maintenance program for major assets of the City to create an organizational process which will free up Public Works employees to perform the City's Capital Improvement Project and other key responsibilities.

Finance Department Improvements: The City of Yachats is in the process of moving from a financial recording process that included extensive manual effort, to an updated process. Now, the Council is looking towards the City Administrator to provide guidance and motivation towards ex-

ploring new ideas in creating a plan for long term financial analysis and funding, and updating the old financial processes. The Administrator will need to make decisions on best practices and help Council consider key financial policies as the update project moves forward.



IDEAL CANDIDATE PROFILE

The City of Yachats is seeking an experienced City Administrator who understands all aspects of municipal government and has previous experience in an organization recognized for excellent customer service and continuous improvement. He or she will be adept at municipal financial projections, accounting techniques and best practices in personnel and labor relations.

The ideal candidate will be a proven leader who can support the elected leaders or step to the front when issues and situations call for it. The successful new Administrator will value volunteerism, knowing that a small community thrives and survives on a network of volunteers getting work done with passion and energy. Change management will be a practiced skill resulting in a steady hand being used to steer the staff to achieve Council goals.

The successful candidate will be experienced in helping to form a vision for a community where the Mayor and Council drive the process and the new Administrator works closely with them to formalize, share and explain the vision to internal and external stakeholders.

The ideal candidate will be approachable and responsive, and must embrace effective community engagement and involvement in City affairs. Reaching out to citizens and inspiring community involvement and trust will be a high priority.

Candidates should be able to organize and express ideas through excellent oral and written communication to a wide variety of audiences. The new City Administrator will also be an excellent listener working closely with City Council, City staff and the community.

The selected candidate will be politically astute and must be able to accept and support decisions in a positive manner and take a collaborative approach in providing City services. The successful candidate will have excellent organizational development skills, will delegate appropriately, and have the ability to foster a strong team environment. He or she will be a skilled practitioner and effective team player and have a track record of implementing policies and systems to create and maintain a high-performance, customer service focused, organizational culture.

EXPERIENCE & EDUCATION

A bachelor's degree from a four-year college or university in public administration, business administration, or closely related field is required. A master's degree in a related field is preferred. Eight years of experience, with a minimum of four years of related experience as a City Administrator or Manager, Assistant City Administrator/Manager, or exempt level department head, is strongly desired. The selected candidate will be a member or can achieve membership in good standing with the International City/County Management Association.

COMPENSATION & BENEFITS

- **\$65,000 - \$80,000 DOQ**
- Family Medical, Dental, and Vision
- Paid Holidays and Sick Leave
- Oregon PERS

Please visit: www.yachatsoregon.org



The City of Yachats is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 27, 2016** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



www.prothman.com

371 NE Gilman Blvd., Ste 350
Issaquah, WA 98027
206.368.0050

CITY MANAGER

City of Yachats, Oregon

The City Manager is the chief administrative officer of the City of Yachats, serving at the pleasure of the council, with first-line supervision conducted by the Mayor. Most of the duties of this classification involve working with community leaders, city employees, contract service providers and the general public. Actions taken are on broad policy, planning and budget decisions of the City operations, under the general supervision and at the direction of the Mayor and Council.

The City Manager shall keep the Mayor and Council advised of the affairs and needs of the City; see that the provisions of all ordinances are administered to the satisfaction of the Mayor and Council; ensure that all terms of franchises, leases, contracts, permits and privileges granted by the City are fulfilled; supervise and control personnel in their service to the City; organize or reorganize the departmental structure of City government; prepare and transmit to the Council an annual budget; supervise City contracts and operations of all City-owned public utilities and property; perform other duties, as the Mayor and Council may prescribe, consistent with the position. The City Manager may sit with the Council and take part in all Council discussions, but has no voting privilege on matters.

As the chief administrative officer, the City Manager shall plan and direct the activities of all City departments, either directly or through others. The Manager may also serve as City Recorder.

DISTINGUISHING FEATURES

The City Manager shall have control and general supervision over all city employees and appointive city officers (unless specifically excluded herein). This position operates under Oregon law and Yachats City Charter, Municipal Code, policies and directives of the Yachats Mayor and City Council.

SUPERVISION RECEIVED

Work is performed under the general direction of the Mayor and Council, as appropriate.

SUPERVISION EXERCISED

The City Manager delegates the assignments and evaluates the work of all City employees. All staff and contract service providers report to the City Manager and are under this position's general supervision. The City Manager has the power to employ, discipline, reward or dismiss any employee, pursuant to the personnel rules adopted by the City Council and the Yachats Employee Handbook, and, for union members, consistent with the collective bargaining agreement. An employee may also be transferred from one department to another by the City Manager, under the same provisions and restrictions.

The City Council, CIS (City/County Insurance Services) pre-loss attorney and City Attorney must be made aware of any disciplinary process that may culminate in the dismissal of any employee or contract service provider. Such dismissal of an employee may be appealed by the employee to the City Council.

Exhibit "A"

The City Attorney and Municipal Judge operate independently of the City Manager, and are not included in the City Manager's scope of authority, power of appointment or removal.

PERFORMANCE AREAS

The City Manager shall:

1. Attend all Council meetings, unless excused therefrom by the Mayor or a Council member. Commission and committee meetings will also be attended, as appropriate. Keep the Mayor and Council advised of the affairs and needs of the City and its various departments, via monthly reports, or more frequently, if requested.
2. Ensure enforcement of all City ordinances, including the provisions for all franchises, leases, contracts, permits, licenses and privileges granted by or operating within the City.
3. Authorize vendors for City departments. All purchases shall be made in accordance with the policies and guidelines of the City.
4. Be responsible for analyzing, interpreting, preparing and proposing to the City Budget Committee the annual budget projections, and such supporting exhibits necessary to present a comprehensive annual financial plan.
5. Supervise all public utilities owned and operated by the City, and have general supervision over all real, personal and intellectual property of the City.
6. Act as business agent of the City for the sale of real property or personal property, and all matters relating to franchises, contracts and leases.
7. Be accountable for the operations of all City services. Analyze and supervise the functions, duties and activities of the various committees, commissions and services of the City, and make recommendations to the Council as appropriate.
8. Develop and organize projects and programs and assist in carrying them through to conclusion.
9. Chair the Finance Committee and annual CIP process, with input on City operations needs.
10. Custodian of record for all personal, intellectual and real property owned by the City.
11. Analyze, create, discover or implement leading practices designed to increase administrative and operational efficiency within the City.
12. Exercise tact, patience and professional courtesy while acting on behalf of the City.
13. Attend various meetings, as appropriate, as a representative of the City of Yachats.
14. Supervise all City employees, directly or indirectly; conduct evaluations and goal-setting.
15. Perform such other related duties as may be assigned by the Mayor or Council.

EMPLOYMENT STANDARDS

The City Manager shall:

1. Be appointed by the Mayor and City Council, serving a term designated by written contract. May be removed without cause by a majority vote of the Mayor and Council.
2. Receive such compensation as agreed upon by a majority vote of the Mayor and Council, in addition to the benefits provided to all other employees of the City (e.g., PERS, insurance).

Exhibit "A"

3. Need not be a resident of the City of Yachats or State of Oregon, but shall reside within one hour drive of Yachats within six months of date of appointment.
4. Be qualified to be bonded for the performance of duties of the office, paid for by the City.

EDUCATIONAL REQUIREMENTS

Bachelor's degree in a related field

RELATED EXPERIENCE

A minimum of five years of progressively responsible public or business management experience, including knowledge of Federal and state law, as related to the operation of an Oregon municipality.

KNOWLEDGE/SKILLS/ABILITY

Possess a working knowledge of the principles and practices of municipal budget law, contracting, finance, accounting, grant funding, reporting and personnel management; assigning and supervising the work of others; basic knowledge of public works procedures; municipal government authority; functions, organization, intergovernmental relationships; all modern office practices, procedures and methods; and general knowledge of legal requirements and procedures involved in conducting elections.

Maintain cooperative and harmonious working relationships with City employees, the Mayor and City Council, general public, representatives of business, governmental organizations, non-profits, legislative and administrative officials, and volunteers.

Supervise and evaluate the activities of employees, properly delegate responsibilities to the appropriate areas, while maintaining accountability for the overall delivery of City services; develop and prepare effective, readily-understood correspondence, administrative and financial reports, and public relations information.

Act as the public information officer for the City for requests from the public or media.

COMPENSATION TYPE

Monthly salary with no paid overtime. Hours required in excess of 40 hours per week, such as meetings, travel and training attendance, may be flexed, hour for hour, but have no monetary value.

City Manager shall receive the same benefits as all other employees, including vacation hours, sick leave hours, PERS, insurance and an annual cost of living increase, effective July 1 of each year.

EXEMPTION STATUS

Exempt

CITY MANAGER

City of Yachats, Oregon

The City Manager is the chief administrative officer of the City of Yachats, serving at the pleasure of the council, with first-line supervision conducted by the Mayor. Most of the duties of this classification involve working with community leaders, city employees, contract service providers and the general public. Actions taken are on broad policy, planning and budget decisions of the City operations, under the general supervision and at the direction of the Mayor and Council.

The City Manager shall keep the Mayor and Council advised of the affairs and needs of the City; see that the provisions of all ordinances are administered to the satisfaction of the Mayor and Council; ensure that all terms of franchises, leases, contracts, permits and privileges granted by the City are fulfilled; supervise and control personnel in their service to the City; organize or reorganize the departmental structure of City government; prepare and transmit to the Council an annual budget; supervise City contracts and operations of all City-owned public utilities and property; perform other duties, as the Mayor and Council may prescribe, consistent with the position. The City Manager may sit with the Council and take part in all Council discussions, but has no voting privilege on matters.

As the chief administrative officer, the City Manager shall plan and direct the activities of all City departments, either directly or through others. The Manager may also serve as City Recorder.

DISTINGUISHING FEATURES

The City Manager shall have control and general supervision over all city employees and appointive city officers (unless specifically excluded herein). This position operates under Oregon law and Yachats City Charter, Municipal Code, policies and directives of the Yachats Mayor and City Council.

SUPERVISION RECEIVED

Work is performed under the general direction of the Mayor and Council, as appropriate.

SUPERVISION EXERCISED

The City Manager delegates the assignments and evaluates the work of all City employees. All staff and contract service providers report to the City Manager and are under this position's general supervision. The City Manager has the power to employ, discipline, reward or dismiss any employee, pursuant to the personnel rules adopted by the City Council and the Yachats Employee Handbook, and, for union members, consistent with the collective bargaining agreement. An employee may also be transferred from one department to another by the City Manager, under the same provisions and restrictions.

The City Council, CIS (City/County Insurance Services) pre-loss attorney and City Attorney must be made aware of any disciplinary process that may culminate in the dismissal of any employee or contract service provider. Such dismissal of an employee may be appealed by the employee to the City Council.

Exhibit "A"

The City Attorney and Municipal Judge operate independently of the City Manager, and are not included in the City Manager's scope of authority, power of appointment or removal.

PERFORMANCE AREAS

The City Manager shall:

1. Attend all Council meetings, unless excused therefrom by the Mayor or a Council member. Commission and committee meetings will also be attended, as appropriate. Keep the Mayor and Council advised of the affairs and needs of the City and its various departments, via monthly reports, or more frequently, if requested.
2. Ensure enforcement of all City ordinances, including the provisions for all franchises, leases, contracts, permits, licenses and privileges granted by or operating within the City.
3. Authorize vendors for City departments. All purchases shall be made in accordance with the policies and guidelines of the City.
4. Be responsible for analyzing, interpreting, preparing and proposing to the City Budget Committee the annual budget projections, and such supporting exhibits necessary to present a comprehensive annual financial plan.
5. Supervise all public utilities owned and operated by the City, and have general supervision over all real, personal and intellectual property of the City.
6. Act as business agent of the City for the sale of real property or personal property, and all matters relating to franchises, contracts and leases.
7. Be accountable for the operations of all City services. Analyze and supervise the functions, duties and activities of the various committees, commissions and services of the City, and make recommendations to the Council as appropriate.
8. Develop and organize projects and programs and assist in carrying them through to conclusion.
9. Chair the Finance Committee and annual CIP process, with input on City operations needs.
10. Custodian of record for all personal, intellectual and real property owned by the City.
11. Analyze, create, discover or implement leading practices designed to increase administrative and operational efficiency within the City.
12. Exercise tact, patience and professional courtesy while acting on behalf of the City.
13. Attend various meetings, as appropriate, as a representative of the City of Yachats.
14. Supervise all City employees, directly or indirectly; conduct evaluations and goal-setting.
15. Perform such other related duties as may be assigned by the Mayor or Council.

EMPLOYMENT STANDARDS

The City Manager shall:

1. Be appointed by the Mayor and City Council, serving a term designated by written contract. May be removed without cause by a majority vote of the Mayor and Council.
2. Receive such compensation as agreed upon by a majority vote of the Mayor and Council, in addition to the benefits provided to all other employees of the City (e.g., PERS, insurance).

Exhibit "A"

3. Need not be a resident of the City of Yachats or State of Oregon, but shall reside within one hour drive of Yachats within six months of date of appointment.
4. Be qualified to be bonded for the performance of duties of the office, paid for by the City.

EDUCATIONAL REQUIREMENTS

Bachelor's degree in a related field

RELATED EXPERIENCE

A minimum of five years of progressively responsible public or business management experience, including knowledge of Federal and state law, as related to the operation of an Oregon municipality.

KNOWLEDGE/SKILLS/ABILITY

Possess a working knowledge of the principles and practices of municipal budget law, contracting, finance, accounting, grant funding, reporting and personnel management; assigning and supervising the work of others; basic knowledge of public works procedures; municipal government authority; functions, organization, intergovernmental relationships; all modern office practices, procedures and methods; and general knowledge of legal requirements and procedures involved in conducting elections.

Maintain cooperative and harmonious working relationships with City employees, the Mayor and City Council, general public, representatives of business, governmental organizations, non-profits, legislative and administrative officials, and volunteers.

Supervise and evaluate the activities of employees, properly delegate responsibilities to the appropriate areas, while maintaining accountability for the overall delivery of City services; develop and prepare effective, readily-understood correspondence, administrative and financial reports, and public relations information.

Act as the public information officer for the City for requests from the public or media.

COMPENSATION TYPE

Monthly salary with no paid overtime. Hours required in excess of 40 hours per week, such as meetings, travel and training attendance, may be flexed, hour for hour, but have no monetary value.

City Manager shall receive the same benefits as all other employees, including vacation hours, sick leave hours, PERS, insurance and an annual cost of living increase, effective July 1 of each year.

EXEMPTION STATUS

Exempt

CITY ADMINISTRATOR

City of Yachats, Oregon

The City Administrator is the chief administrative officer of the City of Yachats, serving at the pleasure of the council, with first-line supervision conducted by the Mayor. Most of the duties of this classification involve working with community leaders, city employees, contract service providers and the general public. Actions taken are on broad policy, planning and budget decisions of the City operations, under the general supervision and at the direction of the Mayor and Council.

The City Administrator shall keep the Mayor and Council advised of the affairs and needs of the City; see that the provisions of all ordinances are administered to the satisfaction of the Mayor and Council; ensure that all terms of franchises, leases, contracts, permits and privileges granted by the City are fulfilled; supervise and control personnel in their service to the City; organize or reorganize the departmental structure of City government; prepare and transmit to the Council an annual budget; supervise City contracts and operations of all City-owned public utilities and property; perform other duties, as the Mayor and Council may prescribe, consistent with the position. The City Administrator may sit with the Council and take part in all Council discussions, but has no voting privilege on matters.

As the chief administrative officer, the City Administrator shall plan and direct the activities of all City departments, either directly or through others. The Administrator may also serve as City Recorder.

DISTINGUISHING FEATURES

The City Administrator shall have control and general supervision over all city employees and appointive city officers (unless specifically excluded herein). This position operates under Oregon law and Yachats City Charter, Municipal Code, policies and directives of the Yachats Mayor and City Council.

SUPERVISION RECEIVED

Work is performed under the general direction of the Mayor and Council, as appropriate.

SUPERVISION EXERCISED

The City Administrator delegates the assignments and evaluates the work of all City employees. All staff and contract service providers report to the City Administrator and are under this position's general supervision. The City Administrator has the power to employ, discipline, reward or dismiss any employee, pursuant to the personnel rules adopted by the City Council and the Yachats Employee Handbook, and, for union members, consistent with the collective bargaining agreement. An employee may also be transferred from one department to another by the City Administrator, under the same provisions and restrictions.

The City Council, CIS (City/County Insurance Services) pre-loss attorney and City Attorney must be made aware of any disciplinary process that may culminate in the dismissal of any employee or contract service provider. Such dismissal of an employee may be appealed by the employee to the City Council.

The City Attorney and Municipal Judge operate independently of the City Administrator, and are not included in the City Administrator's scope of authority, power of appointment or removal.

PERFORMANCE AREAS

The City Administrator shall:

1. Attend all Council meetings, unless excused therefrom by the Mayor or a Council member. Commission and committee meetings will also be attended, as appropriate. Keep the Mayor and Council advised of the affairs and needs of the City and its various departments, via monthly reports, or more frequently, if requested.
2. Ensure enforcement of all City ordinances, including the provisions for all franchises, leases, contracts, permits, licenses and privileges granted by or operating within the City.
3. Authorize vendors for City departments. All purchases shall be made in accordance with the policies and guidelines of the City.
4. Be responsible for analyzing, interpreting, preparing and proposing to the City Budget Committee the annual budget projections, and such supporting exhibits necessary to present a comprehensive annual financial plan.
5. Supervise all public utilities owned and operated by the City, and have general supervision over all real, personal and intellectual property of the City.
6. Act as business agent of the City for the sale of real property or personal property, and all matters relating to franchises, contracts and leases.
7. Be accountable for the operations of all City services. Analyze and supervise the functions, duties and activities of the various committees, commissions and services of the City, and make recommendations to the Council as appropriate.
8. Develop and organize projects and programs and assist in carrying them through to conclusion.
9. Chair the Finance Committee and annual CIP process, with input on City operations needs.
10. Custodian of record for all personal, intellectual and real property owned by the City.
11. Analyze, create, discover or implement leading practices designed to increase administrative and operational efficiency within the City.
12. Exercise tact, patience and professional courtesy while acting on behalf of the City.
13. Attend various meetings, as appropriate, as a representative of the City of Yachats.
14. Supervise all City employees, directly or indirectly; conduct evaluations and goal-setting.
15. Perform such other related duties as may be assigned by the Mayor or Council.

EMPLOYMENT STANDARDS

The City Administrator shall:

1. Be appointed by the Mayor and City Council, serving a term designated by written contract. May be removed without cause by a majority vote of the Mayor and Council.
2. Receive such compensation as agreed upon by a majority vote of the Mayor and Council, in addition to the benefits provided to all other employees of the City (e.g., PERS, insurance).

3. Need not be a resident of the City of Yachats or State of Oregon, but shall reside within one hour drive of Yachats within six months of date of appointment.
4. Be qualified to be bonded for the performance of duties of the office, paid for by the City.

EDUCATIONAL REQUIREMENTS

Bachelor's degree in a related field

RELATED EXPERIENCE

A minimum of five years of progressively responsible public or business management experience, including knowledge of Federal and state law, as related to the operation of an Oregon municipality.

KNOWLEDGE/SKILLS/ABILITY

Possess a working knowledge of the principles and practices of municipal budget law, contracting, finance, accounting, grant funding, reporting and personnel management; assigning and supervising the work of others; basic knowledge of public works procedures; municipal government authority; functions, organization, intergovernmental relationships; all modern office practices, procedures and methods; and general knowledge of legal requirements and procedures involved in conducting elections.

Maintain cooperative and harmonious working relationships with City employees, the Mayor and City Council, general public, representatives of business, governmental organizations, non-profits, legislative and administrative officials, and volunteers.

Supervise and evaluate the activities of employees, properly delegate responsibilities to the appropriate areas, while maintaining accountability for the overall delivery of City services; develop and prepare effective, readily-understood correspondence, administrative and financial reports, and public relations information.

Act as the public information officer for the City for requests from the public or media.

COMPENSATION TYPE

Monthly salary with no paid overtime. Hours required in excess of 40 hours per week, such as meetings, travel and training attendance, may be flexed, hour for hour, but have no monetary value.

City Administrator shall receive the same benefits as all other employees, including vacation hours, sick leave hours, PERS, insurance and an annual cost of living increase, effective July 1 of each year.

EXEMPTION STATUS

Exempt



CITY MANAGER

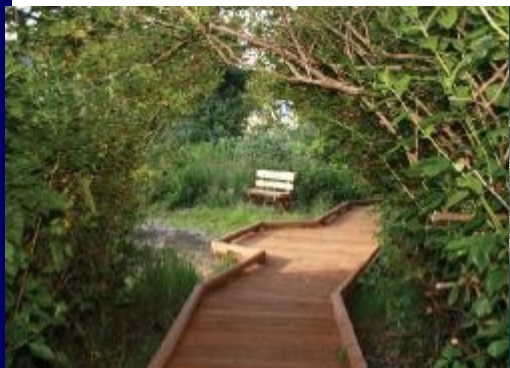
DOE, STARTING AT \$70,000

Plus Excellent Benefits

Apply by

(open until filled)

***P*ROTHMAN**



WHY APPLY?



Located on the scenic Oregon Coast along Highway 101, Yachats borders lush forested mountains to the east and rhythmic Pacific surf to the west. Its stunning natural scenery and outdoor recreational

opportunities make Yachats a popular tourist destination. Residents enjoy the perks of small town life with major urban cities nearby, including Portland just 3 hours to the northeast and Eugene, 2 hours to the east.

Yachats is committed to maintaining its unique character and sense of community while enhancing what makes it a special Pacific Northwest coastal town. If you are a public sector professional looking to lead a community toward a bright and exciting future while preserving its charm and protecting its natural beauty, this is the



right position for you.

THE COMMUNITY

Incorporated in 1967, the City has a population of approximately 700, which can grow up to more than 4,000 at peak tourist season in July. Yachats boasts over two miles of rocky shoreline, with a number of beautiful, clean, sandy beaches in between. The Yachats River winds through the Siuslaw National Forest to the east, and the Cape Perpetua Scenic Area to the south. This stunning 2,700-acre park includes Devil's Churn, Cook's Chasm, Spouting Horn, Thor's Well, and the Cape Perpetua Overlook; the highest drivable point on the Oregon Coast. The Cape also includes 26



miles of interconnected hiking trails through old growth rain forest and breathtaking vistas.

Yachats enjoys a mild maritime climate and excellent air quality. The consistent breeze on the beaches makes Yachats one of the best places in the world for walking on the beach or windsurfing. Residents and visitors also enjoy nearby golfing, surfing, kayaking, fishing, sailing, hiking, cycling, rock hunting, whale watching, tide pooling, kite flying and boating. Yachats is both a tourist destination and a popular retirement center, with tourism driving the local economy. In 2007, Budget Travel named Yachats one of the "10 Coolest Small Towns", and in 2011, well known travel writer Arthur Frommer named Yachats as his seventh-favorite travel destination in the world.

This historic community is home to many cultural events, including the Yachats Music Festival in the summer, Mushroom Festival in October, and the Celtic Music Festival in November. Theatrical events, educational talks, nightly live music and family-oriented events are a common sight in Yachats. The area also offers a delightful mix of shops, art galleries, coffee houses, restaurants, wine bars, pubs and lounges, and astonishing ocean views. Yachats is a creative and talented community that boasts, with tongue in cheek, that it is the "Home of the World's Largest Ocean."

THE CITY

Yachats operates under a mayor-council form of government. The City Council is non-partisan, and comprised of four elected Council Members each serving four-year terms, and an elected Mayor who serves a two-year term. Yachats operates with a General Fund of just under \$890,000. The full 2016-2017 budget can be viewed online at

<http://yachatsdocuments.info/library/Download.aspx?docid=4354>.

City departments include Public Works and City Hall, run by 8 FTEs. The City also employs contract workers for the positions of City Attorney, Judge, Planner, Code Enforcement, Mowing, Facilities Support, Engineering Design, and Technical Support. Unpaid volunteers are in charge of the Library, City Museum, Park & Trail Construction and Maintenance, and Invasive Plant Control. Various commissions and committees work in collaboration with City Council to offer a full range of city services, including Public Works & Streets, Planning, Parks & Commons, Library, Budget, Finance, Marketing, Little Log Church & Museum, and Emergency Planning. Neither police nor fire services are a City function. They are provided by Yachats Rural Fire District, Oregon State Police and Lincoln County Sheriff's Office.

During the recent economic downturn, most coastal cities were faced with varying degrees of belt-tightening, and in many cases this involved budget cuts. The City of Yachats did experience this. Recognizing the challenge early, the Council initiated a multi-year marketing program to attract visitors to the community and there were staff reductions. The small size of full-time staff; the large volunteer effort and Council's willingness to innovate with technology and contracting for engineering and construction services helps in keeping down the long-term operational budget. With the Finance Committee focused on long-term funding needs and creative financial solutions, the



community is in good financial shape for at least the next five years.

THE POSITION

The City Administrator was a newly-created position for the City of Yachats last year, but was later changed to City Manager, when the full list of duties was realized. Appointed by the City Council, the City Manager serves at the pleasure of the Mayor and City Council. The City Manager is responsible for working with community leaders, City employees, contract service providers and the general public; general supervision over appointive City officers; and recruiting, interviewing, hiring, supervising, delegating assignments, disciplining, rewarding and evaluating all City employees.

Other responsibilities include:

- The City Manager's responsibilities are divided into these sub-categories: Chief Administrative Officer, Chief Financial Officer, Public Works Director (unclassified), Budget Officer, Elections Officer and City Recorder.
- Accountable for all City operations
- First point of contact for general public
- Advise Mayor/Council of affairs/needs of City
- Attend and represent City at various meetings
- Attend all Council meetings
- Sit with and take part in Council discussions
- Implement policy with some Council direction
- Coordinate information flow
- Primary contact for City contractors
- Organize departmental structure of City
- Prepare ordinances/resolutions for review
- Implement leading efficiency practices
- Supervise public works programs, facilities
- Not required to work with Public Works crew
- Meet, work with governmental agency reps
- Confer with department heads on programs
- Supervise all City-owned properties, utilities
- Recommend legislation to improve compliance
- Develop/revise City policies for Council review
- Analyze problems, recommend solutions
- Maintain thorough knowledge of Municipal law
- Dispose of complaints in best interest of all
- Cooperative work with staff, public, Council
- Direct, follow safety procedures for work areas
- All staff, contractors report to City Manager
- Provide ordinance enforcement; issue citations
- Provide for all ordinances to be administered
- Approve, assign employee training
- Review/approve overtime accrual, time sheets
- Perform annual employee evaluation
- Discipline employees under AFSCME contract
- Investigate complaints against employees
- Periodic review of position descriptions

- Plan and direct all departmental activities
- Analyze/advise all committees/commissions
- Develop/organize projects and programs
- Advise public of service interruptions
- Investigate reports of service failures; resolve
- Maintain accurate/orderly records of work
- Generate/maintain correspondence, reports
- Chair Finance Committee and annual CIP
- Authorize vendors and all purchases
- Provide supporting exhibits for finance plan
- Ensure all terms of franchises/leases/contracts
- Maintain knowledge/administer grant programs
- Maintain insurance records on all property
- Supervise recording of assessment liens
- Invest City funds; responsible for process
- Obtain contractor estimates/bids/quotes
- Draft/finalize staff reports, forward to Council
- Perform follow-up action for Council decisions
- Work with engineer/attorney/planner projects
- Fiscal supervision of budget; expense control
- Business agent for City property sales
- Administer budgeting and finance functions
- Supervise preparation of annual budgets
- Prepare Budget Message, publish notices
- Act on budget decisions for operations
- Oversee/perform all elections duties
- Prepare canvass of votes, post notices
- Ensure documents are filed with County Clerk
- Observe all deadlines, verifications, filings
- Perform/assign all City Recorder obligations
- Supervise management of records, archives
- Ensure minutes of proceedings are kept
- Countersign all writings authorized by Council
- Prepare committee/commission agendas
- Prepare Council agenda, with support data
- Custodian of record for all City data/property
- Publish monthly newsletter and calendar
- Oversee/perform maintenance of all records

OPPORTUNITIES & CHALLENGES

Leadership Opportunity: The Yachats City Council recently adopted a new management plan presented to them by a volunteer task force on restructuring the City's organization. The center piece for the report was the new City Manager position, designed to set the tone for staff leadership and support the Mayor and Council with broader community leadership, as well. Stepping forward in the right manner with this key new position is essential for the success of the community. Transitions in the past year involve staff changes and reassignments, as well as preparing for a new Mayor this past January.

People turned to the Manager to provide both expertise and continuity with the transitions as they move forward.

Collaborative Culture: The current level of project activity has increased the complexity of managing Yachats, and the city management structure has been challenged to keep pace with the demands. Yachats is striving to build a



collaborative organizational culture which can tackle the new complex demands, and focus on continually improving service delivery through collaborative staff and volunteers working towards clear objectives.

Task Management: The Council looks for a decision maker to resolve conflicts with priority-setting for use of Public Works resources; create a formal maintenance program for major assets of the City; and establish an organizational process which will free up Public Works employees to perform City's Capital Improvement Projects.

Finance Department Improvements: The City of Yachats has recently moved from a financial recording process that included extensive manual effort, to an updated process. Now, the Council is looking to the City Manager to provide guidance and motivation in exploring new ideas to create a plan for long-term financial analysis and funding. The Manager will need to make decisions on best practices and help Council consider key financial policies, as major projects move forward.

IDEAL CANDIDATE PROFILE

The City of Yachats is seeking an experienced City Manager who understands all aspects of municipal government and has previous experience in an organization recognized for excellent customer service and continuous improvement. He or she will

be adept at municipal financial projections, accounting techniques and best practices in personnel and labor relations.

The ideal candidate will be a proven leader who can support the elected leaders, or step to the front when issues and situations call for it. The successful new Manager will value volunteerism, knowing that a small community thrives and survives on a network of volunteers getting work done with passion and energy. "Change management" will be a practiced skill resulting in a steady hand being used to steer staff to achieve Council goals.

The successful candidate will be experienced in helping to form a vision for a community where the Mayor and Council drive the process and the new Manager works closely with them to formalize, share and explain the vision to internal and external stakeholders.

The ideal candidate will be approachable and responsive, and will embrace effective community engagement and involvement in City affairs. Reaching out to citizens and inspiring community involvement and trust will be a high priority. The new manager should be able to organize and express ideas through excellent oral and written communication to a wide variety of audiences. The new City Manager will also be an excellent listener working closely with City Council, City staff and the community, as a whole.

The selected candidate will be politically astute and must be able to accept and support decisions in a positive manner, taking a collaborative approach in providing City services. The successful candidate will have excellent organizational development skills, will delegate appropriately, and have the ability to foster a

strong team environment. He or she will be a skilled practitioner and effective team player and have a track record of implementing policies and systems to create and maintain a high-performance, customer service focused, organizational culture.

The Council operates under a philosophy of deep involvement in a long list of desired accomplishments. They have assigned themselves Council Goals with "Shepherding Tasks" and each of them has chosen four to six goals to be in charge of and work towards fulfillment. These range from "provide for the effective governance of the City" to "provide and facilitate opportunities for self-growth, education and participation in programs and projects to enhance quality of life" to "foster 7th-generation thinking".

EXPERIENCE & EDUCATION

A bachelor's degree from a four-year college or university in public administration, business administration, or a closely-related field is required. A master's degree in a related field is preferred. Eight years of experience, with a minimum of four years of related experience as a City Manager or City Administrator, Deputy City Manager, or exempt level department head, is strongly desired.

COMPENSATION & BENEFITS

- **\$70,000 - \$80,000 DOQ**
- Family Medical, Dental, and Vision
- Paid Holidays and Sick Leave
- Oregon PERS



Please visit: www.yachatsoregon.org

The City of Yachats is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **xxxxxxx** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically.

To **apply online**, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



www.prothman.com

371 NE Gilman Blvd., Ste 350
Issaquah, WA 98027
206.368.0050

City of Yachats and Thomas J Lauritzen

Services Agreement/Memorandum of Understanding

This is an agreement between the City of Yachats and Thomas J Lauritzen (Service Provider) for temporary accounting services covering the period of transition from Council of Governments (COG) to a permanent staffing solution determined by the Interim City Manager and the Yachats City Council.

The Service Provider will fill two roles during the transition, transaction specialist and City Accountant. The first role will entail entering accounts payable transactions into the City's Springbrook financial system and conducting the bi-monthly payroll process. The second role will be serving as the City Accountant, as needed, to analyze financial reports, enact Council/Interim City Manager decisions into the financial software, report on financial conditions, make financial and organization recommendations as requested, provide staff training as directed, interview candidates for positions authorized by City decisions and to provide any financial support requested by the Interim City Manager or City Council. The Service Provider may also transition transaction processing (first role) to existing City staff, as directed by the Interim City manager or City Council.

During this transition period Service Provider acknowledges the existing contract between the City and Janet Cline, an independent Service Provider with specialized knowledge of the City's Springbrook software system and will work harmoniously with Janet Cline to deliver the best possible financial and reporting services that we can collectively deliver.

The Service Provider understands that this agreement is temporary and can be terminated by the City of Yachats at any time without reason. Service provided under this agreement will be compensated at a rate of \$55 per hour, consistent with the rate paid to Janet Cline. The Service Provider is currently applying for a Yachats Business License. It is understood that this Services Agreement is less than full time, meaning it will be conducted on a part time basis for the transition period from COG to the City's authorized final staffing model.

Effective May 10, 2021

For the City – Lee Elliott, Interim City Manager

Service Provider – Thomas J Lauritzen
