

1. 9:30 A.M. Agenda

Documents:

[2023-05-04 City Council WS And Regular Meeting.pdf](#)

2. Meeting Material

Documents:

[Eillen Stein Screening Interview.pdf](#)

[Pioneer City Of Yachats_Support Letter_Mayor.pdf](#)

[Risk Letters.pdf](#)

[Jensen Strategies - Yachats CM Proposal.pdf](#)

[Prothman City Manager Proposal.pdf](#)

[Draft Interim City Manager Employment Agreement Yachats 2023.Pdf](#)

[LCOG Yachats Executive Recruitment Proposal 2023_04.Pdf](#)



CITY OF YACHATS
CITY COUNCIL WORK SESSION AND REGULAR MEETING
Yachats OR
Thursday May 4, 2023 at 9:30 am
To Be Held Via Zoom

Join Zoom Meeting
<https://us02web.zoom.us/j/84651149572>
Meeting ID: 846 5114 9572

AGENDA

Council Work Session

- I. Interim City Manager: Review Screening Interview and action plan

Immediately Following Work Session - Regular Council Meeting

- I. Announcements, Proclamations, and Correspondence
- II. Public Comment - limited to items not on the agenda
(5-minute limitation per person)
- III. New Business
 - a. City Council / Planning Meeting Schedule: Housing and Parking
 - b. Drought and Fire Risk Analysis – Summer 2023. Preliminary discussion and plans.
 - c. Grant Process and Shovel Ready Project Planning Taskforce: Introductory discussion
- VI. Old Business
 - a. Water Sustainability Meeting SWLCPUD
 - b. Resiliency Study Status
 - c. Commons Engineering Report
 - d. Recruiter Proposals for Permanent City Manager
- VII. Other Business
 - From Mayor
 - From Council
 - From Staff

The Yachats City Council meetings are open to the public and interested citizens are invited to attend via Zoom. 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. The meeting are 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. 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 05/02/2023 By: Kimmie Jackson Deputy City Recorder

Interview Notes: Eileen Stein, 4/28/23

(Note that answers were more fluid and comprehensive than reflected in this summary)

Eileen outlined her extensive City Manager (CM) experience: Eleven years in Sisters, Three Years in Mt Angel, and four in West Linn. She noted that Sisters and West Linn ended via a separation agreement as councils turned over. She also has Public Works experience. She has been serving in Clackamas County in Interim roles and is now looking to serve as a City Manager, either interim or permanent.

She noted that she has interviewed for the CM of Coburg (population about 1,200) and as interim manager in Canby (population, 18000). She also noted that she interviewed in Carlton where a prior manager, Shannon Beauclaire, now serves.

Eileen stated that: She has a “strong collaborative style”, is an “effective communicator” and is an “ethical, forward-thinking strategic leader”.

Question: What do you see as the role of Interim Manager

Keep city business going. Respond to Council expectations. For example, if organizational changes are needed, execute to the will of the council.

How do you see the role of the CM in a small community without the department heads as you had in previous positions?

Will definitely be a change and challenging as there is simply less staff. Having full control of staff versus delegating will be a change. That said, I have served in all the roles (HR, Public Works, CIP, Budget, etc) and feel well versed in them. I will keep the council informed of personnel issues. While I will welcome input from the council, it is important that they do not micromanage staff or deployments. I believe in informing the council of (non-personal) staffing issues but believe the context and the matter-at-hand impact how it is presented.

How do you work with staff? Meeting, counseling, training, etc.

Given the small size, mostly one-on-one. The emphasis is on moving toward department and council work goals. If appropriate, there would be all staff or group meetings. She believes in seeking out different perspectives from staff, council, and citizens.

How would you work with Commissions and citizen groups?

In Sisters we had similar demographics of experienced, talented individuals serving on multiple commissions and I think I handled it well over my eleven years. It takes tact and understanding as expectations are often set by others in the community so clear feedback is sometimes required. However, in a small community, the talents and ability of these commissions are critical to success – we really need their talents and abilities. They can identify problems and develop solutions. Sometimes they can be given some seed money to explore options to present to the CM and council.

How do you envision living in the community? Hybrid vs Full-time residence. How soon are you available?

I have a vacation scheduled for a wedding in the second week of May but I am immediately available other than that – unless one of my other offers comes through. I would want to live in the community and housing is a question. (City pays, allowance, higher salary, etc.).

What are your expectations re. salary

Somewhere around \$120K depending on contract terms, local housing (She lives in Salem). I also will ask to continue my professional development activities (the Board of Directors of Oregon League of Cities, Portland State University Local Government Advisory Board, and teaching (winter quarter only)).

Screening Councilors notes:

Eileen was very personable. She smiled, asked questions, spoke candidly about her past experiences. Eileen was calm, relaxed, and confident in her knowledge and experience working with the council-manager form of government. She has significant experience in multiple areas of city business. She communicated her need to individually reach out to and meet with city staff and commissions. She emphasized her experience working collaboratively with others.

Recommendations for next steps:

Yachats' City Councilors:

1. Create a uniform list of interview questions. Each Councilor prepares 4-5 questions (some will overlap from other people's ideas) we can come up with a concise list of questions to be used with any number of candidates (comparing "Apples to Apples"). For this Interim City Manager position, time is of the essence, and we can use this template now.
2. Determine the soonest time a quorum of City Council can meet with this candidate, and decide if we want to move forward NOW? Again, time is of the essence.
3. Salary.com compares City Manager job salaries across Oregon (and other states). This is what they share:
 - City Manager salaries in Oregon in 2023 typically range between \$101,173 - \$129,430.
 - Coburg City Manager position is advertised at \$ 75,000 - \$ 120,000 (Eileen has applied and interviewed for their permanent position)
 - Canby Interim City Manager position on Salary.com = \$ 111,628 (Eileen has applied and interviewed for the interim position)

April 26, 2023

Laurel Leverrier, Assistant Administrator
Telecommunications Program, Rural Utilities Service
U.S. Department of Agriculture (USDA), Stop 1510, Rm 4212-S
1400 Independence Ave., SW Washington, DC 20250-1510

Dear Ms. Leverrier,

The Yachats City Council is in support of Pioneer Connects application for funding under the USDA's Community Connect Grant Program to extend its fiber network south of Yachats. This will provide improved service to our extended community.

This project will bring fiber-to-the home to rural unincorporated areas of Lincoln and Lane Counties. These communities lack full internet service which affects their business and personal access to the internet. Improved service will enhance the capability of this tourist-dependent area to attract visitors. Families in this area, many with less than average income, will greatly benefit from improved Internet connections for remote learning, remote work opportunities, and other purposes. This will be especially important for the rental properties and multiple Bed and Breakfasts in this area as they can provide a competitive experience for their customers who must compete with businesses in Yachats that have this level of service. These businesses bring visitors to Yachats, itself a small city of 1000, to shop and eat in our restaurants.

Pioneer Connect has served this area for seventy years when there were no options. A copper-wire DSL network serves this area, but copper wire internet speeds are limited given the sparsely populated rural areas due to the technology's technical limitations. A fiber-to-the-home network in the area south of Yachats will provide customers with much higher connectivity. Pioneer Connect appears to be the only entity willing to provide this high-speed access. Without Pioneer Connect, it is unlikely that these homes and businesses will receive the connection speed to thrive and compete in today's world. Additionally, this project will allow Pioneer Connect to offer fiber-to-the-home, at some future point, to provide Yachats's residents with a high-speed dedicated connection competitor to our current service provider.

The city of Yachats believes that service to areas south of our city addresses the objectives of the Community Connect Grant Program. We endorse this application and support full funding.

Craig Berdie

Mayor, City of Yachats

From: Tracy Cahn
Sent: Monday, April 3, 2023 5:13 PM
To: Craig
Subject: a message on risk

Hello Craig,
Thank you for all your hard work.
I agree with you as to how much risk.
It is risky to walk on the beach, do you close the beach????

I love the artistic bench on 7th in the peace park. My daughter and I have sat and had lunch many times and we have never been harmed.

As for the trail down to the beach right there, it is slippery. Maybe a few stairs would be nice. but the water coming from the ground can't be stopped. So I guess it is what it is.

A trail through the forest is going to have uneven ground, let the forest be a forest. If there was a section of a sidewalk that had been raised by a tree root that would need to be marked or leveled as people expect a sidewalk to be even and that is best for handicapped.

Last but not least, I would love to see the pedestrian walkway where Ocean Dr. meets Hwy 101 across from Ona be developed. I think the plans I saw were very attractive.

That is just my little 2 cents, take them for what they are worth.
I have lived full time here since Jan. 2019. I have owned my home here in Yachats since 2012.

Tracy Cahn

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Tracy
Silver Sands Photography by Tracy
Silver Sands Photo |
Mailing Address: PO Box 486, Yachats, OR 97498
Cell Phone: 530-518-7431

Smile =D

From: Kevin Square
Sent: Monday, April 3, 2023 2:09 PM
To: Craig
Subject: Risk

Hi Craig.

Risk tolerance has a part to play at both the public and personal level.

I submit that risk can be mitigated or minimized but rarely eliminated. I also suggest the following may be some of the most effective ways to minimize risk.

Awareness, attention and commonsense.

Signage does help with the 1st two. The 3rd is an individual / personal responsibility. Signage re sneaker waves as an example.

If there is a barrier and signage that says 'don't do it' or 'at your own risk' that's about the limit of public responsibility.

Drive by the parking area north of the sea lion caves and see how many people make a choice to stand on, or on the straight drop down side of, the wall to get a better picture. That's an individual risk tolerance decision.

There are those at the stone shelter on the cape who will sit on the wall and dangle their feet over. That's a personal choice. Each person looks at their (or a) path and decides if it's the right one for them.

Ski hills have difficulty ratings: awareness.

I for one choose not to free climb a cliff face: commonsense - for me anyway.

I choose to watch where I'm going when walking or driving: attention.

The hard part is finding the balance. The line between public and personal responsibility.

Kevin

From: Bob Keller - Wave Gallery
Sent: Tuesday, April 4, 2023 5:07 PM
To: Craig
Subject: safety and fearful people

i vote for living with risk. i don't know how many landmark trees i've mourned because some timorous person thought a branch might fall on somebody.

there's a near-obsession with safety among some segments of the populace.

bob

WAVE Gallery

Featuring photography by Bob Keller

In the **Greenhouse Marketplace**
An Art Destination

2118 North Coast Highway
Yachats, OR 97498 USA
541.547.4405
art@wave-gallery.com
<http://www.wave-gallery.com>

10:00-5:00, closed Tue-Wed

From: Morgen Brodie
Sent: Wednesday, April 5, 2023 2:50 PM
To: Craig
Subject: Message on Risk

Thanks for raising the questions related to risk. My preference would be to have nature-themed background posts in appropriate areas around town, such as wetlands, trails, 804, etc. that say something to this effect:

Please recognize that the appeal of Yachats for both residents and visitors lies in its natural wild beauty. Seas, hillsides and trails require safe and respectful navigation. Please pay attention and exercise reasonable caution.

Some adaptation could also be posted at the skate park. A "caution: hikers" sign might help SOB.

Perhaps someone can speak to the legal floor for assumption of risk. But I'm not in favor of altering our landscape or village to accommodate a lack of common sense.

I have no clue anymore what would reach people who persist in letting their children swim in the ocean.

Morgen Brodie
258 W 2nd

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Sent from Gmail Mobile

From: John Pedersen
Sent: Wednesday, April 5, 2023 5:36 PM
To: Craig
Subject: Risk Message

Hi Craig,

I just read your message on risk in the April newsletter and I wanted to reach out with my thoughts and feelings.

We cannot remove risk from our lives. Living in our society is inherently risky. Its my feeling that as a society we are losing our ability to tolerate risk, AND, take personal responsibility for keeping ourselves safe. I am a firm believer that we should not legislate to remove every possible risk....governing to the lowest common denominator will only lead our society down a bad hole that we cannot get out of.

If a trail has roots and someone is unsteady on their feet, perhaps they shouldn't take the trail. If a bench is "too close" to the cliff for some folks, well maybe they should find a "safer" place to sit. We cannot dumb down everything to accommodate every possible risk level that people have. We all make choices every day about our abilities and willingness to take risk....that shouldn't stop when it comes to public places. Our government cannot remove all risk for every member nor should we try.

Thanks for listening

John Pedersen

From: Glenn Millar
Sent: Thursday, April 6, 2023 4:59 PM
To: Craig
Subject: Fwd: great column this month in the newsletter

Craig,
thanks for putting personal touch on the topic of risk. I think we put far too much emphasis on removing risk in our society. In reality, we are only acknowledging the risk once we see it happen, be it a daily occurrence or once in a lifetime 6 sigma event. I love my children as much as anybody can, but the saying "if it saves just one child.." has ruined more lives than it has ever saved. No, we don't want to pave 'dangerous' trails, no we don't want to move benches that a minority might deem unsafe. Those that don't like the trail or bench location can avoid them.

The examples you and I cited are a mere fraction of the daily issues one can find if one looks for 'danger'. Let's remind ourselves about personal responsibility and stop with the big brother approach to making the world "safe" for everyone.

Glenn

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Glenn Millar

541-668-6078

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Glenn Millar

541-668-6078

mobile: (415)-656-9764

From: Nancy Resnick
Sent: Friday, April 7, 2023 6:34 PM
To: Craig
Subject: Risk prioritization- delineators a must!

Hi Craig,

Thanks so much for your April message and for all that you do.

I wanted to offer my perspective that the delineator project is the very highest priority. My house is at 12 Gender Drive and each time I walk to/from town I am fearful of being hit by a car on 101. It is simply a tragic fatality waiting to happen and we are all on notice of this unacceptable risk.

Please see what can be done to make this path of travel much safer through this very reasonable and obvious mitigation strategy of installing delineators.

Thanks for listening and warmest regards,

Nancy

Nancy Resnick

12 Gender Drive

(707) 362-0276

Nancyresnick@yahoo.com

Sent from my iPhone

From: Debbie Coxey
Sent: Saturday, April 8, 2023 11:57 AM
To: Craig
Subject: Re: Risk Tolerance Comment

Sent from my iPhone

> On Apr 5, 2023, at 10:29 AM, Debbie Coxey <debbiecoxey@gmail.com> wrote:

>

> I am a permanent resident of Yachats, for many years, and have always wondered why we are constantly admonished the risks regarding our water supply, when the powers that be, continue to issue so many new building permits? Certainly this doesn't make good sense! In all my years here, I have never seen so many new homes being built at the same time. Talk about "urban sprawl", how can this go on in such a small village? The "face" of our Yachats is changing rapidly and not in a good way.

> Respectfully,

> Deborah Sutton-Coxey

>

>

> Sent from my iPhone

From: Adam Altson
Sent: Friday, April 14, 2023 6:36 PM
To: Craig
Subject: Risk

Greetings Craig,

I meant to send this to earlier, sorry for the delay.

We all take risks every time we get out of bed. And much more so when we leave the house, drive to the store, walk into town, etc. We cannot live our lives risk-free, no matter how nice that might sound. We (the city) cannot go overboard with signs and barricades and the like to prevent any mishaps. It would be very costly and it wouldn't be perfect anyway. I have heard mention of something called "Recreational Immunity". I'm not sure about the legality or implications of that, but it seems like it should be considered before we go overboard trying to prevent accidents. I've been to many parks around the country. Parks like the Grand Canyon don't have signs every 25 feet warning you to stay away from the edge. Or a fence surrounding the entire canyon. People need to have common sense. And if they don't, no amount of preventative measures we try to put in place will help.

Thanks for soliciting input on this topic, looking forward to hearing what others have to say.

Adam
Stormwatcher's Retreat

There is really no such thing as bad weather, only different kinds of good weather. ~John Ruskin

From: John & Kathy Theilacker

Sent: Monday, April 17, 2023 7:53 AM

To: Craig

Subject: Response to City of Yachats April Newsletter "A Message on Risk" article

Thank you for your thoughtful article in the April newsletter and request for input. I think that some level of risk is acceptable in Yachats to maintain the natural beauty that defines the Oregon coast. Up and down our coast one finds open pathways and viewing areas that inherently require visitor care and consideration when proceeding.

The bench areas located between (7th Street) Oceanview/Peace Park to the 4th Street intersection are frequented because of their natural unobstructed beauty, part of what makes Yachats so attractive. They are wonderful spots to pause and whale watch, view a sunset, or simply gaze out and be calmed by the beautiful view and ocean sounds. They are no different than many paths north and south of Yachats in state or national parks. Non-paved trails in a treed area by their very nature have roots and other obstacles that need to be watched out for. Tighter controls hastily chosen could stifle the natural beauty without actually reducing the risk.

Much like a home inspector identifies potential risks ranging from minor to serious, it is unsurprising that an insurance company would point out anything that gives the appearance of a basic risk. There is risk everywhere. However, some recommendations went farther than necessary, could change the character of the area, and could pose a different risk.

People make choices every day, including how close to the edge of a drop-off they choose to stand, or whether they think they have the balance to walk a narrow or forest path or traverse a rocky area. Some will choose to ignore deterrents (signs, ropes, or rocks) and walk behind a guard rail or fence, or stand on the rocks, to get closer to the edge for viewing. From Astoria to Brookings, the Oregon coast has miles of coastline paths, including cliffs, with unobstructed views. Beachcombers need to watch out for sneaker waves and be aware of the tides. One suggestion is to add more extensive cautionary warnings to the visiting Yachats page of the City's website. (For instance, Oregon state parks offers tips for safe beach exploring: <https://stateparks.oregon.gov/index.cfm?do=v.page&id=96>)

Below are my thoughts regarding risk tolerance as it relates to the items you referenced:

- 7th Street Oceanview/Peace Park: I appreciate the artistic bench and feel it blends appropriately with the natural and calming character of the park. While it is not a standard bench, in what way is it risky? The clearly worn path is to a lower viewing area and a less defined path goes to the beach. A cautionary sign at the upper level may be appropriate.
- 6th Street bench: I agree that erosion has caused the southwest corner of the bench's concrete slab to be quite close to the edge and moving the bench back is wise (west of the current big rocks; no seat belt required). I've heard discussion that two-man rocks are proposed to mark the ledge. I think adding rocks at the ledge could pose the greater risk of people sitting or standing on the rocks or trying to get around the rocks. And, over time (granted a long time), bluff erosion could undermine these rocks.
- Yachats Ocean Drive: Along the river, several sections of Yachats Ocean Drive require walking on an extremely narrow shoulder. This is a common path to/from the state park to

enjoy the beauty of the Yachats River where it meets the ocean. I am in strong support of moving forward with the pedestrian walkway along Yachats Ocean Drive to create a safer walking path for both visitors and residents.

- Hwy 101 delineators: Providing a safer path from the business area to south of the bridge is important.
- Skate Park: I don't have much experience with a skate park but will comment my surprise that more attention was given to the liability issues in the natural park areas than the liabilities in a man-made park where the planned activity is physically risky by nature.

Respectfully,

Kathy Theilacker
Yachats full-time resident

From: John Purcell
Sent: Monday, April 17, 2023 10:10 AM
To: Craig
Subject: A Message on Risk response

Craig,

Thank you for your well-timed piece on "Risk" in our monthly newsletter.

I support the responsibility of the City to mitigate unreasonable risk factors where practical through common sense measures as they relate to the situation at hand: reasonable signage and the removal of obvious trip hazards in front of a shoreline cliff face; the repair of an off-balance or defective bench on City property.

But I also recognize that there is risk in everything we do. As "Doors" front man Jim Morrison said, "Nobody gets out of here alive". I believe strongly that we all bear a responsibility not only to ourselves but to our Community to be mindful of our own abilities and to conduct ourselves in a manner that provides a reasonable expectation of personal safety. Simply put I believe that we all have our own personal tolerance for risk and our own levels of physical ability. We need to own those personal limitations and not impose them on those whose abilities and tolerances might exceed our own.

Thank you for what you do and please thank our City field staff for what they do to keep us safe.

John Purcell

"Nature is not a place we visit. It is home."

Gary Snyder

"Nature is not a place we visit. It is home."

Gary Snyder

From: Craig
Sent: Thursday, April 27, 2023 1:01 PM
To: Craig
Subject: FW: Risk

From: **W John Moore** <wjm1008@yahoo.com>
Date: Thu, Apr 6, 2023 at 3:49 PM
Subject: Risk
To: Craig Berdie <cberdie@gmail.com>

Your message in this month's newsletter was interesting. You're quite right about risk taking. Geez - when we were kids, we helped paint the interior of our house to save money, and yes, that was with lead-based paint and we cleaned the brushes with turpentine. We played in the park on swings and went high enough to pull the swing supports off the ground, we spun the merry go round as fast as possible so we could throw each other off if possible, and we all survived. We rode our bikes without helmets (couldn't get them in those days), and we survived. We built go karts from scrap lumber, using ball bearings for wheels - we'd get the ball bearings free from truck repair shops. They were full of grease, and we'd clean them by rinsing them out with gasoline that we brought back from the gas station in 2 pound coffee cans, and cleaned them with our bare hands. And we all survived and grew up healthy. Sure, we got bruised and banged up from time to time, and we learned the hard way sometimes what to do and what not to do. Now kids can't do any of those things, and our State government is about to ban new installations of gas stoves for crying out loud. Sure, all of those things involve some degrees of risk. Life itself involves risks.

I feel the same about the risks involved with the trails - for crying out loud, we can't fix stupidity through legislation.

Anyway, if you'd like to read those emails, let me know and we can meet somewhere.

John

From: genevieve diamond
Sent: Saturday, April 22, 2023 10:21 PM
To: Craig
Subject: Re Risk

Greetings, Craig!
We can't protect everyone from every risk.
There is no end to risk, no matter where we go.

People need to be reminded that they are responsible for themselves.
They (we) need to be aware of where they are and what they're doing.

Here's my suggestion:
Place signs at all entrances of the city limits; for example:
ENTER AT YOUR OWN RISK
STAY ALERT AND ENJOY YOURSELF

Really, this nanny society is too much!

Best wishes,
Jennifer Lee McKay

P.S. Welcome aboard!

From: James Paul
Sent: Thursday, April 20, 2023 4:18 PM
To: Craig
Subject: Risk

As you have requested, this will briefly give you my initial thoughts on the kinds of risks referred to in your brief article in risk.

Although my wife and I are entering our 80's, we still enjoy walking regularly in Yachats. We have lived for eight years south of the bridge on Yachats Ocean Road. In a previous life I was a trial attorney for 40 years litigating business disputes primarily.

On the risk spectrum, personally I fall more on the assume-the-risk side, especially when people are engaging in recreational activities which inherently expose all participants to some danger.

If I was asked to assess the city's exposure to liability for these risks one of the first things I would do is collect all applicable insurance policies and sit down with a competent attorney, experienced in advising municipalities, counties and the state in such matters, to identify what is and is not covered by those policies, and to try to be sure the coverage limits are appropriate. Agents for the insurance carriers may be helpful as well in this assessment.

I practiced in Hawaii, California and in Japan but not Oregon. Nevertheless, I am confident such an assessment will identify if any additional (or reduced) coverage is prudent and whether there are any gaps which need to be addressed. As I am sure you know, some insurers are more than willing to engage in such assessments and to make specific suggestions to the city to reduce the city's exposure. And a list of action items for the city to consider will surely be one result of this process.

Hope you are not too discouraged by the chaos and uncertainty the city finds itself in. We and many others are impressed with your experience and perspective. And we're all aware that you and the council are volunteers under a lot of pressure doing your best to weather the storm and right the ship. You will succeed . All the best.

Jim Paul 268 Yachats Ocean Road

Sent from my iPad

Citizen Requesting Anonymity

Living here full time has been a dream of ours for almost a decade- we knew Yachats was our place to land and we found our forever home and community where we will live out the rest of our lives. God (or Goddess) Willing and the Creek Don't Rise.

Your message in the April Newsletter on risk and the request to hear other community member's thoughts led me in a different direction. The risk of losing the community that has been built here and what being a full time Yachats community member means for all full-timer/half-timers alike.

While we are still brand new and have not yet found our "sea legs" (my mother passed away just 2 months after we moved here) we very much desire to be active citizens. I feel a strong pull to protect this place as many before me have done.

We were deliberate in choosing Yachats to live out the second half of our lives because of the strong sense of community we felt every single visit we came. We choose living on the hill because of the neighborhood feel. I have neighbors whom have been full time here over 25 years.

I believe strongly in personal responsibility and keeping Yachats a little wild while allowing folks the autonomy to decide what is safe for themselves. I know the trails from Horizon Hill are used by neighbors and myself almost daily to go to the post office and into town. We understand the inherent risk while being grateful for the access and how special they are and these same trails could be the liability you mention for tourists.

Do we create more liability by allowing short term rentals and B&B's in these more challenging spaces? Using the winding narrow road up the hill to walk or even drive isn't much better especially to people unfamiliar. Allowing more permits would create more risk and then what happens? Do we then have to put in light pollution and sidewalks on the hill too? I digress.

I don't believe we need to pave our trails or remove benches. Once that starts when does it end? Everything paved and behind glass? Perhaps we could push ODOT for some delineators and mitigate some risk but there is risk anywhere you look especially if you're looking for it. I first learned about the skate park standing on line in the post office listening to a community member talk about how silly allowing a dangerous skate park while removing a bench.

What is the greatest risk, in my opinion as a very new resident is the risk of losing our community to folks buying and applying for short term rental or bed and breakfast licenses and thus not solving the housing issue and just creating a work around to the short term rental lottery system and calling on neighbors to police.

While I have only been here for a short time I know of more than a couple homes that are secretly unlicensed and secretly rented. No neighbor wants the job to police this or tattle on a neighbor and allowing more bed and breakfast situations will only exacerbate this issue.

Perhaps a little off your intended topic however your question inspired me. Now I have a question for

you- as a new community member how can I best serve and add value to our village? How could I be of best use to you Mayor and the place we share and call home? I am already volunteering in some capacity as a tidepool ambassador. I am looking to help you directly.

I appreciate your time considering my length email.

Respectfully,
Name Withheld



City Manager Recruitment Proposal

Prepared for:

City of Yachats

April 2023

By:



April 27, 2023

Mayor Craig Berdie
City of Yachats
501 Hwy 101 N
Yachats, OR 97498

Dear Mayor Berdie,

Thank you for the opportunity to submit a proposal to conduct a recruitment for the City of Yachats.

There are several factors that set Jensen Strategies apart from other recruitment firms:

1. We are the only private firm wholly based in Oregon that specializes in Oregon executive recruitments for city and county local governments.
2. Key members of our recruitment team are former public administrators and bring a first hand understanding to the positions we are recruiting.
3. We know Oregon recruitment, public meetings, and public records law to help our clients avoid unnecessary hiring process liabilities.
4. We have completed multiple and recent executive recruitments for other Oregon Coast cities including Seaside, Warrenton, Cannon Beach, Astoria, and North Bend.
5. Our firm works regularly with Oregon jurisdictions on other types of projects such as facilitation, collaborative decision-making, strategic planning, organizational development, mediation, and policy analysis. Through this work, we stay current on issues facing Oregon local governments and understand their challenges.
5. Our firm works with cities across the state so we are well connected to identify and vet potential candidates that may be the best fit for our recruitment clients.
6. We treat our candidates with dignity and respect throughout our recruitment processes.
7. Jensen Strategies is an Oregon-certified Emerging Small Business (ESB) # 9880.

We appreciate the opportunity to submit our proposal to assist the City of Yachats with this recruitment. It will be our pleasure to partner with the City on this important search.

We certify our firm is able to perform all work as outlined in this scope of work. The terms of our proposal are valid for 90 days. Please do not hesitate to contact me with any questions or requests for additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'EJ', followed by a long horizontal line.

Erik Jensen

Principal

Jensen Strategies, LLC

1750 S. Harbor Way, Suite 350

Portland, OR 97201

(503) 477-8312

erik@jensenstrategies.com

Project Scope

Overview: Our objective is to help you select the best candidate to serve as the City of Yachats' next City Manager. Our recruitments are structured to attract a wide range of qualified applicants, who we vet using our administrative experience and our knowledge of your city's needs to present you with the best possible candidates for the position. We commit to working in close partnership with the City of Yachats (City), following a process designed to make the best use of your time and resources.

The following scope of work is designed to follow these parameters. The final scope will be revised, if needed, to meet the specific needs of the City.

Phase 1: Start-up / Candidate Profile Development

- 1.1 Start-up meeting:** We will begin the recruitment by meeting via Zoom with the current City Manager and/or other designated City representatives to refine the project scope. The proposed process and timeline will be amended as necessary, respecting any scheduling considerations or special requests. This initial phase will also include collaboration to define the geographic and professional breadth of the recruitment, and identify the key stakeholders who will help inform the candidate profile development.

Deliverables: Zoom meeting with designated City staff, final project scope and timeline, geographic and professional refinement, and determination of key stakeholders.

- 1.2 Stakeholder Interviews:** Our team will conduct Zoom interviews with the Mayor, City Council, City executive management, and City Recorder to gather background information on major issues facing the City and initial perspectives on what the City is looking for in its next City Manager. In our experience, the individual interviews provide highly valuable qualitative information that can help us find the best candidates for your City's needs.

Deliverables: Up to 12 stakeholder interviews.

- 1.3 Background Research:** We will familiarize ourselves with any key documents (plans, financial information, etc.) as well as the culture and values of both the organization and the community.

Deliverables: Jensen Strategies' understanding of Yachats.

- 1.4 Stakeholder Meetings and Surveys:** To gather information on the desired attributes for Yachats' next City Manager, we will facilitate one external stakeholder Zoom or in person meeting open to the public. We will also conduct two online surveys, one for the community and one for City staff input. Our team will seek an open and dynamic exchange of ideas to capture the full range of attributes Sandy would like to see in its next City Manager. We also have the ability to provide Spanish written and verbal translation services for these surveys and meetings. City staff will be responsible for promoting the community input meeting and staff survey.

Deliverables: One Zoom or in person public meeting and two online surveys for community and City staff input.

- 1.5 Initial Candidate Profile Draft:** Drawing upon the input gathered from our interviews, stakeholder meeting(s) and surveys, we will develop a draft candidate profile containing the knowledge, skills, abilities, education, and work experience desired for the position, as well as more intangible traits such as management approach and personality. Also, based on our research and information gathered, we will also prepare policy priorities and hiring procedures consistent with the requirements of ORS 192.660.

Deliverables: Candidate profile initial draft.

- 1.6 Draft Finalization:** We will discuss our draft candidate profile with the current City Manager and management staff, as desired, to validate and finalize the draft in advance of meeting with the City Council. These discussions will take place over conference calls and/or Zoom meetings.

Deliverables: Conference calls and/or Zoom meetings as necessary to finalize the candidate profile draft. Final draft of candidate profile.

- 1.7 Review and Adoption of Candidate Profile and Hiring Process:** We will attend a City Council work session by Zoom to present the draft profile including a discussion of any changes/alterations. Following the work session, we will make any changes desired by the Council, and will submit the final profile and hiring process for formal Council approval.

Deliverables: Participation in one City Council work session. Preparation of official candidate profile and hiring process for Council adoption.

Phase 2: Position Advertisement

- 2.1 Recruitment Brochure Development:** Upon City Council formal adoption of the hiring process and candidate profile, consistent with the requirements of ORS 192.660, our team will develop a professional, comprehensive recruitment brochure designed to attract the highest quality applicants. Organization-specific information will be incorporated into the brochure, including an overview of department functions/services, staff size, budgetary information, and current challenges and policy priorities. Community information will be added, including a description of the environment with quality of life details, economic highlights such as important industries and major employers, and a listing of public agencies with overlapping jurisdiction. The brochure will conclude with position compensation information, including salary and benefits package, as well as information on how to apply for the position and the recruitment timeline.

Deliverables: Development of one recruitment brochure in PDF format.

- 2.2 Position Advertisement:** We will execute a comprehensive position advertisement process designed to attract a variety of qualified and well-suited candidates. Our approach will be multi-faceted, and will include advertising the position on high-profile managerial and specialization-specific websites, within professional publications and periodicals, with venues that reach out to diverse candidate populations, and in other forums as appropriate. We will also directly contact qualified managers within our extensive professional network to inform them of the opening.

Deliverables: Multi-faceted advertisement approach. Proactive contact of qualified planning professionals.

Phase 3: Candidate Screening

We will carefully vet all submitted applications, conduct in-depth interview processes, and provide the City with all the information necessary to make the best choice for finalists and the successful candidate. We will also maintain written contact with candidates to keep them updated on the recruitment process.

- 3.1 Initial Application Screening:** Candidates will provide a resume, a cover letter, and a Jensen Strategies supplementary application form. Our team of former public administrators will review applications against the adopted City Manager profile, remove all non-responsive applications, and determine which candidates best fit the City's needs.

Deliverables: Initial application screening.

- 3.2 Semi-Finalist Zoom Interviews:** We will conduct preliminary Zoom interviews with the candidates who best fit the candidate profile, as well as all veterans who meet the position's minimum qualifications (as required by Oregon law). In preparation for the interviews, we will conduct an internet search regarding each candidate, to identify any high profile work-related media.

Deliverables: Preliminary Zoom interviews and internet research for up to 10 candidates.

- 3.3 Recommendation of Finalists:** We will attend an executive session of the City Council in-person to present the results of our initial review process and recommendations of up to four finalists. For transparency purposes, we will provide briefing notebooks with information on all the candidates we interviewed. During the session we will answer Council questions and assist in facilitating a discussion to help them reach consensus on up to four finalists. Subsequently, the Council will announce the finalists in a regular business meeting after we notify the selected finalists and receive permission for public disclosure of their candidacy.

Deliverables: Recommendation of up to four finalist candidates with supporting information on all candidates interviewed by Zoom. Attendance, presentation, and facilitation at a City Council executive session. Council consensus on up to four finalists.

- 3.4 Background Checks on Finalists:** We will work with our partner, Legal Locator Service (www.legallocatorservice.com), to perform comprehensive background checks on all finalists. Background checks will include at a minimum:

- County criminal searches
- State criminal searches
- Federal criminal searches
- National criminal database searches
- Sex offender searches
- Motor vehicle searches
- Education/degree verification
- Employment verification
- Credit checks
- Civil litigation

Deliverables: Identification of any concerning issues found during background checks of up to four candidates.

- 3.5 Reference Checks on Finalists:** We will take the necessary time to vet the candidates with the references they provide, as well as other knowledgeable contacts we may be aware of, asking incisive questions to gain a comprehensive understanding of their abilities as managers and potential fit for the City.

Deliverables: Reference check summaries for up to four finalists.

- 3.6 Finalist Receptions:** Prior to the final interviews, two receptions (In-person or Zoom depending on the status of the pandemic and City policy) will be held to provide opportunities to interact with the finalists, ask them questions, and form general impressions of the candidates. The first reception will be open to the City staff, and the second reception will be open to members of the public. At both receptions, attendees will be provided an opportunity to provide feedback concerning their impressions of the finalists, to inform the Council's final selection process. As noted before, we have the resources to provide Spanish translation for the meetings and feedback surveys. The City will be responsible for promoting both receptions.

Deliverables: Coordination, development, and implementation of two in-person or virtual finalist receptions. Feedback survey for participants.

- 3.7 Finalist Interviews:** Finalists will be interviewed in-person by three panels consisting of (1) the City Council, (2) a panel of local government administrators from other jurisdictions, and (3) a panel of key community members. An optional department manager panel may also be included if desired. Panelists will receive an informational packet containing interview guidelines, questions, and comprehensive information on each finalist. After panel interviews have been completed, we will summarize the findings and recommendations to be shared during Council deliberations and selection.

Deliverables: Coordinating, orienting, and providing briefing materials for the finalist panels. Moderate panel interviews. Written summaries of the feedback and observations from panel interviews and receptions if relevant.

- 3.8 Council Deliberations and Selection:** The Council will convene in executive session. At the session, we will provide summary material on all input received during the finalist interview process, references, and background checks. We will facilitate the Council's discussion in identifying their selected candidate.

Deliverables: Attendance, presentation, and facilitation at City Council executive session to reach consensus on a selected candidate.

Phase 4: Contract Negotiations

- 4.1** As requested by the City, we will assist in the contract negotiations with the selected candidate. We recommend the City Attorney lead the negotiations.

Deliverables: Assistance provided to the City in contract negotiations, not to exceed four hours.

ADJUSTMENTS TO RECRUITMENT PROCESS

Jensen Strategies is dedicated to providing a recruitment process that meets the City's expectations and produces an outcome that generates wide support. We commit to working closely with the City and are more than willing to adjust our process as needed to meet the specific needs of Yachats.

Professional Liability Insurance

Jensen Strategies carries a professional liability insurance policy through The Hanover Insurance Group in the amount of \$2 million.

Guarantee

Jensen Strategies stands by our work. If the candidate selected by the City resigns or is terminated for cause within **one year** of the hire date, we will conduct replacement recruitments for no additional professional fee. In this event, the City would only be responsible for paying the expenses as outlined above associated with the additional recruitment. This guarantee assumes that the selected candidate signs an employment agreement with the City prior to starting work.

Proposed Timeline

The following schedule is only a sample time frame. The consultant will work with the City to develop a schedule that meets its needs.

Date	Actions
Week 1	Start-up meeting with City to finalize scope and timeline
Weeks 2 and 3	Stakeholder interviews Virtual public input meeting Staff online survey
Week 4	Initial candidate profile draft and finalization
Week 5	City Council work session re: draft candidate profile and hiring process
Week 6	Council official adoption of candidate profile/hiring process
Week 7	Recruitment brochure development
Weeks 8 - 11	Position advertisement
Week 12	Initial application screening
Week 13	Preliminary Zoom interviews
Week 14	Recommendation and selection of finalists
Weeks 15 - 17	Background/reference checks on finalists
Week 18	Finalist receptions, interviews, and selection

Project Budget

Professional Fee: Jensen Strategies' fees includes all staff time, meetings and communication with the City, preparation of documents and advertisements, candidate profile development, application screening, communications with candidates, interviews, reference checks, candidate travel coordination, preparation/facilitation/moderation of stakeholder meetings and interview panels, and other tasks related to the recruitment. Travel time will be billed at half of the team member's fee. Our professional fees for the approach offered is:

Professional Fees: \$26,500

Direct Expenses: Expenses are the responsibility of the City. Whenever possible, we will wait for your approval before incurring expenses. Though we tailor each recruitment to our clients' individual needs, expense items typically include:

- Fees for advertising the position online and in publications (typically less than \$2,500)
- Background checks for finalists (typically less than \$1,000 for up to four finalists)
- Document printing and binders (typically less than \$300)
- Graphic art design (typically less than \$1,000)
- Consultant travel expenses (mileage charged at current IRS mileage rate, lodging at no more than \$200/night/person, \$60 daily per diem per person)
- Optional contractual services to support department head interview panel (\$750)

Estimated expenses for this recruitment are \$6,000 plus any out of state candidate travel and lodging expenses if relevant.

Jensen Strategies will submit invoices to the City on a monthly basis for services rendered, with payment due in 30 days.

Recruitment Experience

Jensen Strategies has conducted, or is currently conducting, national recruitments for the following clients and positions.

City of Ashland, OR	City Attorney (currently recruiting) Deputy Public Works Director (currently recruiting)
City of Astoria, OR	City Planner (2022)
City of Cannon Beach, OR	City Manager (2017) Community Development Manager (2018) Emergency Manager (2018)
City of Carlton, OR	City Manager (2021)
City of Cornelius, OR	City Manager (2022)
City of Estacada, OR	City Manager (2022)
City of Fairview, OR	City Manager (2022)
City of Hood River, OR	City Manager (2021) Building Official (2018) Finance Director (2023)
City of North Bend, OR	City Administrator (2020)
City of Scappoose, OR	City Manager (2021) Finance Administrator (2022) Police Chief (2022)
City of Seaside, OR	City Manager (2022)
City of Sheridan, OR	City Manager (2021)
City of Sisters, OR	City Manager (2017) City Manager (2023)
City of Stayton, OR	City Manager (2022)
City of Warrenton, OR	City Manager (2022) Public Works Director (2023)
Port of Hood River, OR	Finance Director (2022)
Washington County, OR	Chief Human Resources Officer (2020) Benefits and Leave Manager (2020) Employee and Labor Relations Manager (2021)

Team Profiles

Erik Jensen, Principal

Erik Jensen is the Principal and Founder of Jensen Strategies, LLC. He established the firm in 2012 after serving over 20 years as a public administrator, project manager, and public affairs consultant in Oregon and Washington. Erik has led numerous processes helping Northwest organizations navigate future policy and operational planning as well as recruiting upper-level public managers.



Erik has assisted local governments and public policy organizations to set strategic courses of action for current and future decision-making. As a seasoned facilitator, strategic planner, recruiter, and organizational and public policy development expert, he has led significant initiatives for numerous entities including cities, counties, and professional organizations. These projects have included upper-level recruitments, city council retreats, strategic planning processes, community vision action planning, organizational assessments, committee facilitation, and public policy feasibility studies.

As an experienced facilitator and trained mediator, Erik has helped clients build partnerships and reach consensus among diverse interests. Erik believes the best policy and organizational development initiatives are objective, inclusive, well informed, and lead to tangible outcomes. He emphasizes the importance of balancing community and organizational interests, involving key stakeholders, and ensuring the process is well informed to build sustainable results.

Before forming Jensen Strategies, Erik was the Administration Department Director for the City of Hillsboro overseeing several organization-wide functions including city-wide projects (e.g., visioning, strategic planning, sustainability), legislative relations, community and media relations, and franchise management. Earlier, as a project manager for the same department, he led external and internal policy initiatives such as development and implementation of the international award-winning Hillsboro 2020 Vision. He led the process to develop the City's first operational strategic plan. Prior to the City of Hillsboro, Erik was a public affairs consultant with another firm where he facilitated public engagement processes for large, high-profile projects such as Portland CSO Program, and Oregon Arena Project. He has also held staff positions at the Oregon Legislature and political campaigns.

Erik has a Bachelor of Arts degree in Political Science from Lewis and Clark College and a Master of Public Administration degree from the University of Washington. He is a member of the International City/County Management Association (ICMA) and the Oregon City/County Management Association (OCCMA). Erik currently serves on the Alumni Board of Lewis and Clark College.

Amelia Wallace, Associate

Amelia Wallace, Associate, has been with Jensen Strategies since the Fall of 2020 providing recruitment support, facilitation, policy analysis, and product development for clients. She earned her Master of Public Administration (MPA) from the University of Washington Evans School of Public Policy & Governance in Seattle with a concentration on public financial management, local government service, and policy analysis.

Amelia is from the Tennessee Valley and earned her Bachelor's in Politics with Honors from Oberlin College in Ohio. She started her career with three cycles of campaign organizing for local and statewide elections. While happily retired from campaigns, her experience organizing and training maintains her passion for civic engagement and community development. She also served as an AmeriCorps member building partnerships and running youth biking safety and Safe Routes to School programs.

While in Seattle, Amelia immersed herself in a variety of professional and academic activities. In her work, she served as the graduate intern for the City of Seattle Department of Transportation Curbside Management team providing parking policy research, supporting COVID-19 business relief efforts, and coordinating neighborhood engagement and communication about new Link light rail stations. In her final consulting project for her degree, she worked with the Seattle Office of Civil Rights to develop qualitative analysis data as part of the City's Race and Social Justice Initiative. Outside of class, she led the local University of Washington International City/County Management Association (ICMA) student chapter which offers an assortment of professional development events and networking opportunities including conferences and paid fellowship opportunities to support students' work with small cities across Washington state.



Emily Rehder, Operations Manager

Emily Rehder is the Operations Manager joining the team in the spring of 2021. She manages office operations, directs project support, coordinates marketing efforts, leads graphic design work, and oversees the firm's online presence including the website and social media.

Emily is responsible for candidate management during our recruitment process. Her attention to detail and understanding of timeliness to the customer and candidates is remarkable. She works with our associates in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client.

Emily's experience as a manager stems from running a successful supplemental education center for 11 years. Emily holds a Bachelor's degree in American Studies with an emphasis on Minorities in Education from UC Berkeley.

Originating from Garden Grove, CA, Emily moved to Oregon over a decade ago and enjoys the seasons and the beauty that the Pacific Northwest offers. She enjoys spending time with her family and dog, Lucy, traveling, reading, hiking, swimming, and wine tasting at all the amazing Oregon wineries.



Ellen Conley, Consultant

Ellen Conley is Of Counsel with Jensen Strategies specializing in public manager recruitments, public finance, policy analysis, and executive management recruitment. She began working with the firm in 2014 and assists clients with recruiting public executives and high level financial and policy analysis. She also advises clients on human resource issues and processes.



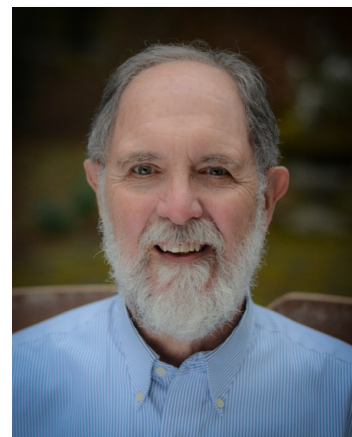
Ellen is the former Assistant City Manager for the City of Hillsboro where she oversaw multiple departments including Finance, Human Resources, Information Services, Parks & Recreation, and Library. Prior to Hillsboro, she was a Deputy County Administrator for Washington County with administrative responsibilities for the Departments of Land Use & Transportation, and Assessment & Taxation. In addition, she was charged with the development of the County's annual \$500 million budget. She has also held the positions of Assistant Finance Director and Administrative Analyst in other local government jurisdictions. Ellen has a Bachelor of Business Administration from Oregon State University and Master of Public Administration from Lewis and Clark College.

When Ellen isn't working, she enjoys the serenity of the outdoors around her rural Montana home. She spends her leisure time hiking, horseback riding, and rafting with her husband Doug and their two dogs.

Dave Waffle, Consultant

Dave Waffle is a retired City Manager with more than 45 years of municipal management experience.

His most recent positions include Interim Assistant City Manager and Assistant Finance Director for the City of Beaverton, Oregon. Prior to joining Beaverton, Dave served as city manager for six Oregon and Wisconsin cities. In retirement, he serves as a volunteer Senior Advisor to the Oregon City/County Management Association (OCCMA), providing support for local government managers and administrators.



He is known for his collaborative approach to intergovernmental relations, community development activities, community engagement best-practices, government ethics and public finance knowledge. He led many regional committees (e.g., solid waste, libraries & broadband services), several statewide advisory committees (e.g., finance, small cell telecommunications) and local government professional organizations in Wisconsin and Oregon. Locally, Dave was in leadership positions for Oregon's Tualatin River basin with the Tualatin River Watershed Council, Clean Water Advisory Commission and the Tualatin Riverkeepers. While City Manager, he helped the City of Cornelius, Oregon gain the Health and Community Services Award from the International City/County Management Association (ICMA) in 2010 for a community engagement project expanding recreation and health services for families who have disabled children. He now serves Cornelius as the chair of their Planning Commission.

He holds a master's degree in Public Affairs from the University of Oregon and a bachelor's degree from Michigan State University. He is a Life Member of ICMA and OCCMA.

Bill Peterson, Consultant

Bill Peterson has nearly 40 years of public sector municipal management and five years as a financial officer in the construction industry. He provides the Jensen Strategies team support in the fields of public finance, public executive recruitment, project management, policy analysis, and utility management.

Bill began managing cities in 1974, initially as an assistant to a Mayor in Riverton Wyoming, where he was soon named the City Administrator. Bill then went on to Hermiston, OR, Grants Pass, OR, and Wood Village, OR, as City Manager. He also served for five years as the chief administrative and financial officer for a construction company in Grants Pass, OR, between city management jobs. He has specific experiences managing public and private financing, urban renewal, solid waste, and utility districts, as well as a range of policy and administrative skills acquired in managing full service municipal governments.

Bill holds a Bachelor's degree in Political Science from the University of Wyoming and has completed extensive post graduate work in Public Administration.

Bill is an avid woodworker, backpacker, fly fisher, along with a dedication to his wife and partner Lari. Three grown children and their partners, and eight grandchildren. Bill and Lari also love to travel, with an affinity for cruises.



Michael McElwee, Consultant

Michael McElwee contributes to the Jensen Strategies team, with particular emphasis in the areas of strategic planning, capital asset management, area revitalization, real estate development, urban renewal, policy development and management recruitment.

Michael currently serves part-time as Executive Director for the Hood River County Education Foundation, a 501(c)3 that provides funding for college scholarships, teacher grants and efforts to improve student access to extra-curricular activities. Michael retired in 2022 after serving for 16 years as Executive Director for the Port of Hood River where he managed a diverse portfolio that included the Hood River Interstate Toll Bridge, Ken Jernstedt Airfield, high-use recreational facilities and several office and light industrial parks. A particular focus of the Port's economic development efforts during his tenure was the revitalization of the Hood River Waterfront. Michael formerly served for 14 years as Development Manager for the Portland Development Commission, the city's urban renewal agency. In that position, he led numerous planning, capital construction and neighborhood revitalization efforts on Portland's east side. Michael holds a Bachelor of Landscape Architecture degree from the University of Oregon and a Certificate of Special Studies in Administration & Management from Harvard University.



In his spare time, Michael enjoys recreational pursuits throughout the Columbia River Gorge including backpacking, skiing and trail running. He is also active as a backyard beekeeper and serves as a volunteer in several capacities for the Hood River County School District.

Dr. Stacy Thompson, Consultant

Dr. Stacy Thompson, Founder and CEO of Strategic Transitions Consulting, has more than 25 years of experience in higher education. As an educator, she has dedicated her life's work to supporting education as a practice of freedom with a focus on addressing issues of disenfranchisement and exclusion. She supports student success in instruction and services by creating innovative programs and strategically aligning resources.



Stacy started her career in higher education as Early Childhood Development in 1993. She began as a tenured faculty member in Child Development in 1999 at Merritt College in Oakland, CA. After 15 years in the classroom, she became the Dean of Academic Pathways and Student Success at Merritt College and served in that position for over six years. Dr. Thompson also served as the Vice President of Academic Services at Chabot College in Hayward, CA providing overall vision, leadership, planning, and direction for the instructional programs.

As a consultant, Stacy specializes in supporting institutions with setting and reaching programmatic goals by facilitating the evaluation, creation or enhancement of internal delivery systems. She also provides professional growth opportunities to faculty, classified staff and administrators, in groups or individually, who wish to advance their careers.

Stacy holds a Doctorate of Education in Educational Leadership and a Master's Degree in Education and Early Childhood Education from Mills College in Oakland, CA. She also holds a Bachelor's Degree in Political Science from Lewis and Clark College in Portland, OR.

References

Jensen Strategies has the honor of being recommended by:

Jessica Engelke, Mayor

City of North Bend

835 California Avenue

North Bend, OR 97459

541-756-8500

jengelke@northbendcity.org

Steve Wright, Mayor

City of Seaside

989 Broadway

Seaside, OR 97138

503-984-5324

swright@cityofseaside.us

Henry Balensifer, Mayor

City of Warrenton

225 S Main Ave

Warrenton, OR 97146

971-606-0293

hbalsifer@ci.warrenton.or.us

Michael Preedin, Mayor

City of Sisters

520 East Cascade

Sisters, OR 97759

541-719-8848

mpreedin@ci.sisters.or.us

Sample Recruitment Brochures



CITY MANAGER
City of Warrenton, Oregon



POPULATION

6,352

BUDGET

\$37.3 MILLION

FTE POSITIONS

60

CITY DEPARTMENTS

Administration

Building

Community Development

Finance

Fire

Library

Marinas

Police

Public Works

Water Treatment

Sewer

Engineering

Sanitation

BENEFITS

Medical/Dental/Vision

PERS Retirement

Deferred Compensation

Life Insurance

Disability Insurance

COMMUNITY

Historic Parks

Water Recreation

Trails & Hiking

Community Pride

Safe

Small Town Character



CITY MANAGER

CITY OF WARRENTON, OREGON

\$110,000 to \$140,000 plus excellent benefits

THE COMMUNITY

The City of Warrenton (population 6,352) sits on the northwestern tip of the Oregon Coast in Clatsop County. Bordered by the mighty Columbia River to the north and the Pacific Ocean on the west, Warrenton is home to a rich natural environment, where elk may be seen and the surrounding offers uncompromised forest, beach, river, and mountain beauty. Residents and visitors relish the outdoor recreation opportunities including hiking, biking, boating, kayaking, fishing, clamming, crabbing, and more. Located off Oregon's iconic Coastal Highway 101, the City enjoys a small town feel with easy access to broader region's assets including other coastal area attractions and a 1.5 hour drive away from the Portland metropolitan area.

Incorporated in 1899, Warrenton was founded upon a thriving maritime industry. The City's economic legacy, including forestry, commercial fishing, seafood processing, and boat building, continue to shape Warrenton's character. Today, Warrenton is one of the fastest growing cities on the Oregon Coast, offering ample retail and shopping amenities that draw influxes of regional visitors. Substantial commercial, industrial, and mixed-use lands available position Warrenton for continued positive economic development.





THE COMMUNITY (CONT.)

Home to historic landmarks such as Fort Stevens Historic Area, Fort Clatsop National Memorial, and Lewis & Clark National Historic Park, the town takes pride in the area's history, including the distinction of electing Oregon's first female Mayor in 1913. An abundance of beach access and walking trails embrace the City's natural orientation, including the Netul, Fort to Sea, Pacific Coast trails, as well as the Fort Stevens Trail Network. Two marinas and Oregon's public beaches provide access to the water recreation Warrenton offers, also recognized as a destination for sport fishing competitions. This confluence of natural beauty, history, and retail convenience give the community an outsized footprint in the region and attract a high volume of visitors. With a local library, community center, popular dog park, and spirit of volunteerism, Warrenton offers an active feel with a welcoming and safe small-town atmosphere.

THE ORGANIZATION

The City of Warrenton employs a Council-Manager form of government with the legislative and policy-making body composed of a 5-member Commission including the Mayor that are all elected at large. The Commission appoints the City Manager as well as City Attorney and Municipal Judge. The City Manager is the City government's administrative head and is responsible for all City business administration. City departments include Administration, Finance, Community Development, Building, Police, Fire, Public Works, Library, and Marinas. The City employs 60 full-time equivalent employees, and its 2021-2022 budget is approximately \$37.3 million.

THE POSITION

Under the direction and supervision of the City Commission, the City Manager serves as the chief administrative officer of the City government and is responsible for implementing the policies enacted by the Commission. The City Manager assumes full leadership and accountability for all City operations, hiring of key personnel, provides leadership and expert guidance, spearheads long-term planning efforts, and serves as a

critical link between the policy-making and operational functions of the City.

THE IDEAL CANDIDATE

The ideal candidate possesses and has demonstrated the following attributes:

- **Strong leadership and management abilities** to provide clear direction, manage multiple departments, balance priority initiatives, develop and inspire staff, and foster a professional and responsive organizational environment. Skills to help the organization envision and plan for long-term growth and other challenges are essential. Value and practice teamwork, collaboration, transparency, and inclusivity. In this context, the Manager is expected to be supportive of staff as their primary representative with the City Commission and community while promoting a culture of accountability and high quality work. Employ a management style that is highly organized, ethical, approachable, humble, team-oriented, respectful of all viewpoints, objective, patient, and friendly.
- **Strong public finance skills** to take a comprehensive financial planning approach that supports the City Commission goals, long-term service needs, and utilizes

a broad spectrum of revenue approaches. An ability to strategically balance multiple operations and projects, seek new revenues, and integrate the City's vision, goals, and policy direction into financial planning. Experience with Oregon budget law and requirements as well as urban renewal financial management is helpful.

- **A strong understanding of public infrastructure planning, maintenance, construction, and funding** for a variety of water, wastewater, stormwater, and flood mitigation project planning. An ability to manage and finance work for infrastructure improvement and maintenance while planning for residential and commercial/industrial growth. Capability to work and engage effectively with the County, regulatory agencies, inter-governmental partners, and large employers on key infrastructure projects planning and implementation is necessary.
- **Strong communication skills** to effectively engage multiple City audiences including City Commission, staff, local government officials, businesses, community groups, nonprofit organizations, and citizens. Practices accessibility, transparency, and timely communication with all groups. A communication style that respects and encourages productive two-way dialogues is necessary. An ability to communicate orally and in writing with clarity, substance, and conciseness.
- **Ability to foster effective Commission relations** through responsiveness, accessibility, inclusivity, and collaboration. Proactively inform the commission on issues important to them and address as appropriate. Maintain neutrality and regular communications with Commission members. Be actively aware of City operations and legal obligations to assist the Commission in their role as the City's governing body and to serve as effective representatives of the community.
- **Economic development and urban renewal experience** to provide effective management of funds and implement multiple initiatives underway. Experience planning and implementing long term initiatives to foster local economic development and plan for growth. An understanding of Oregon land use planning is helpful.
- **Human resource planning and management** experience to provide and sustain an effective City workforce using fiscally responsible strategies. An ability to foster and maintain contemporary personnel policies and initiatives to promote an attractive and efficient workplace environment is important. Experience with labor negotiations and working with unions is important.
- **Ability to foster effective intergovernmental relations** to continue and expand collaborative working relationships and pursue mutually beneficial cooperation opportunities with peer local governments, the County, the State, and other agencies. An ability to develop cost effective and clear working agreements through transparency, collaboration, and accountability.





- **Proactively inform and engage the community** in City activities and decisions that may impact them. Willingness to be engaged and visible in the community, accessible, open-minded, a listener, and employ an even-handed approach to differing views and interests. Maintain, strengthen, and expand the City's community involvement approaches to facilitate and encourage citizen engagement in City decision-making, and uphold the principles of transparency, inclusion, and public participation.
- **Knowledge and experience funding and managing transportation improvement projects** in coordination with external partners. Experience with street maintenance and safety improvements, traffic management, and beautification is important. An ability to facilitate constructive and innovative multi-agency approaches is beneficial.
- **Appreciation of the unique Warrenton community attributes** that make it a welcoming town with a strong sense of community. Appreciate Warrenton's character, where community members care for one another and value the natural beauty, events, and recreational amenities that foster a sense of community. Willing to integrate themselves into the City and community.
- **Thorough understanding of city government roles** including the Council-Manager form of government and the proper roles of bodies and individuals within such

governments. Ability to help the City Commission, staff, and advisory bodies operate effectively with each other and within their legally defined roles.

POLICY PRIORITIES

The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:

- **Long-term Strategic Financial Planning & Fund Management**

Due to state property tax limitations, the City of Warrenton faces a persistent low tax revenue despite growth and increased demand for services. To address service and infrastructure needs, the City has undertaken multiple funding approaches for both capital and service provision. These financial tools include an Urban Renewal District (URD) as well as numerous federal grants (including \$1.274 million in American Rescue Plan Act funds) to support a variety of infrastructure projects. In addition, the renewal processes for the Library and Police levies will be coming up soon. The next City Manager will be expected to take a comprehensive financial view of these existing and potential revenues and align them with City services and infrastructure needs in the context of long-term growth impacts.

- **Public Infrastructure Improvements**

To accommodate growth and manage Warrenton's unique geographic location, the City is undertaking a number of



major infrastructure projects including but not limited to, water, wastewater, stormwater, and flood mitigation systems that need varying levels of additional planning, financing, and implementation. Water infrastructure improvements are underway with the construction of a \$2.6 million-dollar new water line. The Wastewater Treatment Plant (WWTP), is undergoing expansion and updating. Warrenton's stormwater system is also in need of repair and capacity improvements. Flood mitigation work consists of approximately \$20 million in levy and dike recertification management in the next five years and planning for potential insurance and other impacts of FEMA flood map updates underway. The next City Manager will be expected to lead the diverse aspects of these projects including rate assessment, ordinance development, and capacity planning. Additionally, the next City Manager will be responsible for reviewing and negotiating existing intergovernmental agreements with other local government partners for water and wastewater services while retaining sufficient capacity for the City.

■ **Community & Economic Development**

Warrenton takes pride in its community and has undertaken a number of efforts to foster local economic

development and enhance the attractiveness of the community. To support this work, the City implemented an Urban Renewal District that was highly successful and overperformed by \$4 million dollars, necessitating rapid development and implementation of appropriate and strategic urban renewal projects. Continued local economic development as well as work to provide affordable housing options for the local workforce are anticipated. The next City Manager is expected to continue these initiatives and facilitate a vision in the context of the community's growth.

■ **City Facilities & Workforce Planning**

The Municipal Building/Center is 20 years old and in good condition however lacks sufficient space for all City staff to function effectively or support increased service demands from a growing population. Additionally, the building's current site is vulnerable to natural disaster impacts risking the City's ability to provide continuity of service in an emergency. The next City Manager will need to perform long term analysis to plan for future level of service needs in the context of growth and limited revenues, to seek options, and to build consensus around potential solutions to address these issues. While seeking long term solutions, the next City

Manager will need to utilize creative planning, financing, and human resource skills to ensure City has sufficient staff and space in its current operating capacity to meet existing responsibilities.

• **Street & Traffic Management**

Warrenton has several state highways and routes within the City that are managed by the Oregon Department of Transportation (ODOT). To provide proper maintenance, appropriate street design features, as well as the opportunity implement desired beautification measures, the City of Warrenton wants to increase its role and participation in decisions related to maintenance, funding, and improvements of these roadways with ODOT. The City Manager will be expected to facilitate this relationship and advocate for measures to appropriately manage traffic and other impacts generated by the high volume of daily nonlocal visitors and shoppers that come to the area.

EDUCATION/EXPERIENCE

A bachelor’s degree in public administration, planning, political science, or related field, and at least three years of upper-level government management experience are required or an equivalent combination of education and experience. An advanced degree in Public Administration or related field, and/or five years of increasingly responsible public sector experience is preferable. Experience and/or training in public finance, planning or urban renewal, human resources, and union relations is highly desired.



RECRUITMENT PROCESS

Applications Due	June 19, 2022
Semi-Finalist Online Video Interviews	Week of June 27, 2022
Finalist Week	July 26-29, 2022

For additional details, application materials, and instructions on how to apply, please visit www.jensenstrategies.com/recruitment/warrentoncitymanager

Questions may be directed to:
Emily Rehder, Jensen Strategies, LLC
503-477-5615 or emily@jensenstrategies.com

The City of Warrenton is an Equal Opportunity Employer.

Photos Courtesy of: Astoria-Warrenton Area Chamber of Commerce & Joni Kabana



CITY MANAGER
CITY OF SEASIDE, OREGON



CITY MANAGER

CITY OF SEASIDE, OREGON

\$126,000 to \$156,000 plus excellent benefits

POPULATION

7,115

BUDGET

\$33.4 MILLION

FTE POSITIONS

81

CITY DEPARTMENTS

[Business Office](#)

[Building](#)

[Finance](#)

[Fire & Rescue](#)

[Human Resources](#)

[Planning](#)

[Police](#)

[Public Library](#)

[Public Works](#)

[Cemetery](#)

[Engineering](#)

[Sewer](#)

[Streets & City Parks](#)

[Water](#)

[Seaside Municipal Airport](#)

[Seaside Civic &](#)

[Convention Center](#)

BENEFITS

Medical/Dental/Vision

Excellent Retirement Benefits

Life Insurance

COMMUNITY

Historic District & Promenade

Beaches

Water Recreation

Trails & Hiking

Community Pride

International Events



THE COMMUNITY

The City of Seaside (population 7,115), part of Clatsop County, sits at the mouth of the Necanicum River on Oregon's North Coast. Seaside is an iconic tourist destination, with Oregon's Coastal Highway 101 running through town, the community offers a stunning natural environment in addition to ample recreation, local attractions, and famous convention events and sport tournaments. From serving as the final destination of Hood to Coast, the largest running and walking relay in the world, to the attractions like the Seaside Aquarium and the shopping and restaurants of the Historic Gilbert District, Seaside has a variety of amenities and events to draw tourists locally and around the world. The City's scenic beauty, historic charm, and vibrant atmosphere is treasured by residents and tourists alike.

Incorporated in 1899, Seaside values its rich history of exploration, economic development, and tourism. The area has been home for Clatsop, Chinook, and other tribal communities and past archeological digs uncovered artifacts as old as two thousand years and comprise some of the artifacts on display in the Seaside Historical Society Museum. It is also located just 15 miles south of a Lewis and Clark Expedition base camp, leading to the "Salt Works" development, now the frequented Lewis and Clark Salt Cairn National Monument, which was established in the Seaside's Cove in 1806 to provide much needed salt for the expedition's food preservation. Today, Seaside's coastal charm and abundance of activities maintain its reputation as a thriving tourist destination.





THE COMMUNITY (CONT.)

Walkable streets, miles of coast, parks, beaches, the Historic Seaside Promenade, Necanicum Estuary, and the Sunset Empire Parks and Recreation District (including an indoor pool) provide ample opportunities for residents and tourists to recreate and enjoy the area's beautiful surroundings. The beaches and water recreation provide excellent fishing, clam digging, kayaking, and surfing opportunities. The recently renovated Seaside Civic and Convention Center supports internationally renowned events in addition to other popular attractions that happen annually in the City such as the

largest beach volleyball tournament in the world, hosting the Pacific Basketball League, and many others. The Funland Arcade and Seaside Carousel Mall continue to provide generations of visitors with fun and shopping in the city. Seaside's welcoming small community offers a sense of big city adventure with unequivocal coastal beauty.

THE ORGANIZATION

The City of Seaside employs a Council-Manager form of government with the legislative and policy-making body composed of a 6-member Council and the Mayor. Four Councilors are elected from each of the four Wards, one Councilor is elected at large from Wards One and Two, one Councilor is elected at large from Wards Three and Four, and the Mayor is elected from the City at large and has a vote on Council matters. The Council appoints the City Manager as well as City Attorney and Municipal Judge. The City Manager is the City government's administrative head and is responsible for all City business administration. City departments include Administration, Building, Finance, Fire & Rescue, Human Resources, Planning, Police, Public Library, Public Works, the Seaside Civic and Convention Center, and the Seaside Municipal Airport. The City employs 81 full-time equivalent employees, and its 2021-2022 budget is approximately \$33.4 million.

THE POSITION

Under the direction and supervision of the City Council, the City Manager serves as the chief administrative officer of the City government and is responsible for implementing the policies enacted by the Council. The City Manager assumes full leadership and accountability for all City operations, hiring of key personnel, provides leadership and expert guidance, spearheads long-term planning efforts,

and serves as a critical link between the policy-making and operational functions of the City.

THE IDEAL CANDIDATE

The ideal candidate possesses and has demonstrated the following attributes:

- **Strong leadership and management abilities** to provide clear direction, manage multiple departments, balance priority initiatives, and foster a professional and responsive organizational environment. Management experience to support staff development and organization policy updates for effective service is important. Value and practice collaboration, transparency, personal growth, and empathy. Supportive of staff as their primary representative with the City Council and community while promoting a culture of accountability, fairness, and high-quality work. Employ a management style that is highly organized, personable, communicative, inclusive, respectful, even-tempered, professional, and approachable is desired. Experience to manage human resources and union relations is essential.
- **Strong public finance skills** to continue the City's responsible fiscal management by anticipating, planning, and adequately funding services and financial needs as well as provide continuity of financial duties through staff transitions. Ability to utilize a broad spectrum of revenue approaches to strategically integrate financial

planning with the City's long-term goals. Experience in a tourism-based economy as well as skills to facilitate City accounting system upgrades and Oregon budget law requirements is important.

- **Strong communication skills** to effectively engage multiple City audiences including City Council, staff, local government officials, businesses, community groups, nonprofit organizations, residents, visitors, and tourists. Demonstrates a commitment to accessibility, transparency, and timely communication. A communication style that actively encourages and respects two-way dialogues and is responsive to community concerns. Skills to effectively communicate complex policy issues with all audiences and to help build consensus on civic issues. An ability to communicate orally and in writing with clarity, substance, and conciseness.
- **Ability to foster effective intergovernmental relations** to build and maintain collaborative working relationships and actively represent Seaside in the region. Ability to manage ongoing projects and build new or expanded relationships with peer local governments, the County, the State, and other agencies through cost effective agreements, collaboration, proactive communication, and accountability.
- **Relevant emergency planning experience** to support ongoing disaster, emergency, and public safety needs working in coordination with multiple agencies. Proactively addresses infrastructure improvements,

interagency planning, community training, and public notification system needs. Skills to effectively communicate information to the community and other audiences regarding tsunami, earthquake, and other emergency preparedness plans and resources is important.

- **A knowledge and experience with public infrastructure management, planning, maintenance, and funding** for bridges, streets, wastewater, and other improvement projects. Experience developing traffic management approaches in areas impacted by tourism and with elevated emergency risks is beneficial. Ability to engage community and intergovernmental interests to build project approaches, planning, and implementation will be important.
- **Ability to foster effective Council relations** through responsiveness, accessibility, and inclusivity. Proactively stays aware of City operations and informs the Council on issues important to them to facilitate informed, strategic decision-making processes. Ability to maintain and enhance an environment that promotes Council's ability to collaborate, set goals, and navigate challenging civic and other issues is beneficial.
- **Demonstrated experience in housing policy** approaches to support supply and affordability in a tourism-based economy. Expertise to appropriately manage housing developments, assess buildable land, and ability to engage the community in building shared visions of growth is helpful. Knowledge of Oregon land use law in





addition to rules related to wetlands, watersheds, and state managed forest lands, as well as experience to address issues related to houseless communities important.

- **Proactively inform and engage the community** in City activities and decisions that may impact them. Willingness to be accessible, open-minded, a listener, while committing to follow through on citizen inquiries and employing an even-handed approach to different views and interests. Maintain, strengthen, and expand the City's community involvement approaches to uphold the principles of transparency, inclusion, and public participation. Serve as a visible leader in the community and region.
- **Appreciation of the unique Seaside community attributes** that make it a friendly town with a strong sense of community. Embraces Seaside's distinctive environment and willing to integrate themselves into the City and community.
- **Thorough understanding of city government roles** including the Council-Manager form of government and the proper roles of bodies and individuals within such governments. Ability to help the City Council, staff, and advisory bodies operate effectively with each other and within their legally defined roles.

POLICY PRIORITIES

The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:

- **Emergency Preparedness & Public Safety**

Given its coastal location and proximity to the Cascadia Subduction Zone, Seaside is committed to enhancing emergency planning efforts. In addition, as a tourist destination, the impacts on the community increase public safety challenges and concerns and the City has undertaken significant efforts to address these needs. Preparation for natural disasters will require ongoing and long-term work to prioritize, plan, and finance needs. These needs include repair of four of seven critical bridges, street improvement to accommodate traffic flow if emergency exodus is needed to safe sites such as the recently constructed disaster prepared school building, establishment of safe pathways to evacuate, emergency shelter options, and others. Furthermore, the City's regular influx of up to 60,000 visitors/tourists contributes to local and regional public safety strains that the City Manager will need to help address. These include supplementing public safety funding, supporting negotiations for plans to consolidate regional 911 dispatch operations cost effectively while providing adequate coverage, and pursuing strategies to maintain appropriate levels of paid and volunteer firefighters.

- **Tourism Management**

Seaside, one of the oldest tourist destinations in the state, is host to a number of locally, nationally, and internationally renowned events that dramatically increase the City's population. The Seaside community regularly accommodates a substantial tourism influx, peaking during



the summer months, that generates additional public resource strains related to traffic, litter, and other public safety concerns such as illegal fireworks. As such, the City seeks a manager to effectively lead and leverage tourism related policies, financial revenue and cost implications, additional community public safety and emergency planning demands, while pursuing long term quality of life goals for the community. The City Manager will also be responsible for effective coordination and support of the Convention Center and Seaside Municipal Airport.

■ Housing Supply

Like many cities, Seaside has experienced a rise in housing supply issues including lack of affordable workforce housing and impacts from people without shelter that are generating community concern. As a destination community, there are a large number of second homes, remote workers, and vacation properties that the City Manager will need to help address through effective policy and other approaches to accommodate housing for residents including the local workforce. Additionally, there have been ongoing and increasing social service and public safety challenges related to unsheltered people living in the city. The City Manager

will need to engage with the community and work with appropriate agencies and partners to identify potential solutions. Approaches may include providing effective oversight for the recently approved 200 housing and apartment units and other ongoing developments, assessments of buildable land, options to expand the City's Urban Growth Boundary respectful of borders challenging geographic constraints and federal lands, and effective allocation of Urban Renewal District funds.

■ City Staffing

The City of Seaside has a number of important projects underway and has benefited from long tenured employees but is now facing several current and future Department Head and key staff retirements in addition to increased service demands and the need to optimally organize staff responsibility assignments. Additional analysis will be required to assess appropriate staffing levels to manage impacts from hiring freezes as a result of COVID-19, tourism, and city growth. Ability to effectively manage succession planning, union relations, and labor contract negotiation are also important. The City Manager will need to help preserve institutional memory, provide continuity of operations, and recruit for

RECRUITMENT PROCESS

Applications Due

April 18, 2022

Preliminary Online Video Interviews

Week of April 25, 2022

Finalist Interviews & Selection

May 17-20, 2022

To apply:

For additional details, application materials, and instructions on how to apply, visit jensenstrategies.com/recruitment/seaside-citymanager

Questions may be directed to:

Emily Rehder
Jensen Strategies, LLC
503-477-5615
emily@jensenstrategies.com

*The City of Seaside is
an Equal Opportunity
Employer.*



these upper management positions. Skills to effectively staff the city workforce while maintaining a collaborative working environment will be important.

▪ Public Infrastructure Improvements

Seaside has begun major efforts to update and improve the City's wastewater treatment and sewer system including addressing leaks and investing in a \$3-4 million dollar sewage dryer and other needed updates. These projects are intended to ensure adequate local capacity as well as provide opportunities to offer wastewater treatment services for nearby communities as well as generate revenue from associated energy production. The City Manager will be expected to oversee implementation of this infrastructure improvement and expansion including facilitating financing through bonds, American Rescue Plan Act (ARPA), and other measures as well as negotiation of mutually beneficial arrangements for services with peer communities.

The City is also actively engaged with the Oregon Department of Transportation's work on a \$7 million dollar project to improve the safety and efficiency of Highway 101, which runs through town, by adding a turn lane. Ongoing coordination with the agency and mitigation of construction impacts on businesses, residents, and visitors/tourists will be important. Traffic and road improvements are also needed to provide adequate infrastructure and communication to establish safe access to the new disaster prepared school building.

EDUCATION/EXPERIENCE

A bachelor's degree in public administration, planning, political science, or related field, and at least three years of upper-level government management experience are required. An advanced degree in Public Administration or related field, and/or five years of increasingly responsible public sector experience is preferable. Experience and/or training in public finance, human resources, union relations, and emergency planning is highly desired.





JENSEN STRATEGIES

(503) 477-5615

1750 S Harbor Way,
Suite 350
Portland, OR
97201

www.jensenstrategies.com



Proposal

City Manager Recruitment Services



Leadership is Key to the Sustainability of Any Organization

Character, integrity, and the commitment of a leader inspires those in the workplace to go the extra mile and can greatly influence the team's success in achieving its objectives.

Finding great leaders is what we do!



Executive Recruitment

Interim Staffing. Application Software. Job Board.

STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Founded in 2002, Prothman specializes in providing executive recruitment services to cities, counties, districts, and other governmental agencies throughout the western half of United States. Driven by our passion for local government, Prothman is known and respected for outstanding customer service, quality candidate pools, and our knowledge of local government.

OUR EXPERTISE

Firsthand Knowledge of Local Government: Our lead consultants have dedicated their careers to local government and joined Prothman upon retiring from their distinguished careers. Our 20 years of recruiting experience, combined with each of our consultants' 30+ years of local government experience, provides our clients with a solid and effective team that can handle any senior level or highly specialized position recruitment.

Recruitment Knowledge and Experience: The Prothman team has conducted over 550 recruitments and interim placements. We have read and screened over 16,000 resumes, and we have personally interviewed over 7,000 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

OUTREACH EXPERTS

Our ability to connect to potential candidates is unmatched. Our thorough approach to each recruitment ensures to our clients that we are casting the widest net possible to find the right candidate that will fit your needs. Our outreach program includes personal contacts and networking, individual direct mail job announcement campaigns, individual email job announcement campaigns, extensive utilization of social media, thorough advertising placements, and other creative strategies specific to the position.

OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community, as well.

CONTACT INFORMATION

Owner/CEO: Sonja Prothman - sonja@prothman.com, 206.368.0050
371 NE Gilman Blvd., Suite 310, Issaquah, WA 98027
www.prothman.com
www.prothman-jobboard.com
Submittal Date: April 17, 2023

COMMITMENT TO PROVIDE SERVICE

Prothman commits to performing all services represented in this proposal.

STATEMENT OF QUALIFICATIONS - PROJECT TEAM

Gary Milliman - Lead Consultant

Recognized by the International City/County Management Association (ICMA) with the highly prestigious Career Excellence Award, Gary has served as a City Manager in cities with populations ranging from 2,800 to 105,000 in Oregon and California. Gary retired as City Manager in Brookings, Oregon, and is currently serving as a Senior Advisor for the Oregon City County Management Association. Gary also served as City Manager in the cities of South Gate, Cotati, Fort Bragg and Bell Gardens, California, as well as serving as Southern California Director for the League of California Cities. Having completed an undergraduate degree in journalism, Gary earned a Master of Public Administration degree from the University of Southern California (USC) and completed the Senior Executives in State and Local Government program at Harvard University.

Steve Worthington - Project Support

Steve joined Prothman in 2012 and brings over 30 years of successful leadership in local government and is currently serving his third four-year term as a Council Member for the City of University Place, Washington, and is now serving as Mayor, as well. Prior to retirement after six years as the City Manager for the City of Fife, WA, Steve served as Community Development Director for six years in Fife and for nine years for the City of Cheney, WA. Steve was also an economic development specialist for the Spokane Economic Development Council, a member of the Association of Washington Cities Legislative Task Force, and an Economic Development Board Tacoma/Pierce County Trustee. Steve has a Bachelor of Arts degree in Speech Communications from the University of Washington, and a Master of Public Administration degree from Eastern Washington University.

Sonja Prothman - Project Support

As owner and CEO, Sonja directs the day-to-day operations of the Prothman Company and has over 17 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the “elected official” side of government – a vital perspective for understanding our clients’ needs. Sonja also brings private sector expertise, having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor’s degree in Communications from the University of Washington.

Barry Gaskins - Project Support

Barry has been a key member of the Prothman team for 18 years and is responsible for office and candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his bachelor’s degree from California State University.

Jared Eckhardt - Project Support

Jared has been a key member of the Prothman team for over seven years and is responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with Sonja and the lead consultant on each client’s outreach strategies. Jared also functions as recruitment support as a secondary lead consultant on recruitments and special projects. Jared graduated from the University of Washington, earning his BA in Communications.

AVAILABILITY & SCHEDULE

We are ready to start when you are!

One of our first tasks will be to coordinate and commit to a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. We provide you with our cell phone numbers so that you have direct access to your lead consultant and support staff.

SAMPLE SCHEDULE

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
Weeks of April 17 & 24, 2023	Work Contract. Meet via Zoom for stakeholder interviews. Gather information for position profile. Send profile for review and edits.
May 1, 2023	Post Profile and Start Advertising
May 8, 2023	Send Direct Mail
June 4, 2023	Application Closing Date
Weeks of June 5 & 12, 2023	Prothman screens applications & interviews top 6 - 12 candidates
Week of June 19 - 23, 2023	Meet via Zoom or travel to Yachats to review semifinalists and pick finalists, and design final interviews
Week of July 10 - 14, 2023	Travel to Yachats for Final Interview Process

This supports a late August 2023 start date.

REFERENCES

Tillamook County Transportation District, OR - General Manager, just completed

Contact: Linda Adler, Board Member
lindamc123@ymail.com, 503.812.8893

City of McMinnville, OR - City Manager, City Attorney & City Engineer (sourcing), recently completed

Contact: Vicki Hedges, HR Manager
vicki.hedges@mcminnvilleoregon.gov, 503.434.7405

City of Troutdale, OR - Public Works Director, City Manager

Contact - Erich Mueller, Finance Director
erich.mueller@troutdaleoregon.gov, 503.674.7231

EXECUTIVE SUMMARY

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 21 years. We have worked for small organizations like the City of Yachats, Oregon, (population 1,000), and Morrow County, Oregon, (population 12,000), to medium size cities like McMinnville, Oregon, (population 34,666), to large counties like Clatsop County, Oregon, and King County, Washington. We understand politics, Board and Council dynamics, and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to, and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right “fit” for our clients.

Some of our Executive Management Recruitments - In Progress

County Administrator – Morrow County, OR; City Administrator – City of Ephrata, WA; County Administrator – Hood River County, OR; Deputy City Manager – City of Tacoma, WA; City Manager – City of Rawlins, WY; Chief Executive Officer – Link Transit, WA; Chief Financial Officer – Columbia 911 Communications District, OR; Chief Financial Officer – Ben Franklin Transit, WA; Parks & Recreation Director – City of Loveland, CO; Marine Terminals Business Development Manager – Port of Bellingham, WA; General Manager – Manchester Water District, WA.

PROPOSED SCOPE OF WORK

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Review the scope of work and project schedule
- ◆ Review compensation and decide if a salary survey is needed

Information Gathering and Research *(Soliciting Input)*

We will meet via Zoom and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next City Manager.

We will:

- ◆ Meet with the Mayor and City Council
- ◆ Meet with the Current City Manager
- ◆ Meet with Staff, as directed
- ◆ Meet with other stakeholders, as directed
- ◆ Review all documents related to the position

Position Profile Development *(Identifying the Ideal Candidate)*

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate’s “fit” within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate’s qualifications**
 - Years of related experience and ideal personality traits
- ◆ **Organization-specific information**
 - Description of the organization, position and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy (*Locating Qualified Candidates*)

We recognize that often the best candidates are not actively looking for a new position - **this is the person we want to reach and recruit**. We have an aggressive recruitment strategy which involves the following:

- ♦ **Print and Internet-based Ads** placed regionally and nationally in professional publications, journals and on related websites.
- ♦ **Targeted Direct Mail Brochures** sent to hundreds of highly qualified city and county management professionals who are not actively searching for a new position.
- ♦ **Personal Candidate Outreach** via networking and thousands of personal emails from our database of ICMA city/county management professionals.
- ♦ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities, and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 5 to 10 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation (*Choosing the Finalists*)

We will prepare and send to you (electronically or hard copy) candidate packets which include each candidate's application materials and the results of the personal interviews and publication search.

We will meet via Zoom or travel to Yachats and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews.

We will discuss the planning and design of the final interview process during this meeting.

4. Prepare Materials and Process for Final Interviews

Final Interview Process (*Selecting the Right Candidate*)

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews and Evening Reception**
 - **Deciding on Candidate Travel Expenses**
- ◆ **Background Checks**

Background checks include the following:

 - **References**
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
- ◆ **Candidate Travel Coordination**

After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Packets**

The Final Interview Packets include the candidates' application materials and sample interview questions and are the tool that keeps the final interview process organized.
- ◆ **Final Interviews with Candidates**

We will travel to Yachats and facilitate the interviews. The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Candidate Evaluation Session:** After the interviews are complete, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or interview sessions if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

5. Warranty

Repeat the Recruitment

If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

6. Guarantee

Replacement Recruitment

Prothman will guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

FEE & EXPENSES

Professional Fee

The fee for conducting a city manager full recruitment with a one-year guarantee is \$18,500, however, to acknowledge that Yachats is small city, the fee is \$14,500. The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all correspondence and all on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Professional fees are billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion of the final interviews.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Yachats will be responsible for reimbursing expenses Prothman incurs on your behalf for each recruitment. Expenses for each recruitment include:

- Trade journal, LinkedIn, and associated website advertising (approx. \$1,600 - \$1,900)
- Direct mail announcements (\$1,600)
- Consultant travel: mileage at IRS rate, travel time at \$40 per hour, lodging if needed (approx. \$450 - \$700 per trip)
- Final Interview Packets and Shipping: No Charge
- Background checks performed by Sterling (approx. \$170 per candidate)

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Equal Opportunity

We can assure you that we recognize the importance and wisdom of a diversity rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.

EXAMPLE OF POSITION PROFILE



OREGON

COUNTY ADMINISTRATOR

\$108,300 - \$152,388 DOQ

Plus Excellent Benefits

Apply by

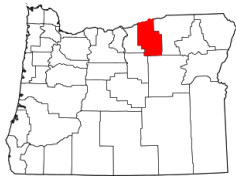
March 12, 2023

(First Review, Open Until Filled)

PROTHMAN



MORROW COUNTY



Nestled in Northern Oregon along the Columbia River, Morrow County is a collective combination of natural agricultural lands, abundant recreational activities, and vast forest, mountain, and river views. With a total population of roughly 12,000, Morrow County covers 2,049 acres of land which encompasses five incorporated cities, 11 unincorporated communities, and a ghost town.

The largest city in Morrow County is the City of Boardman. With a population of roughly 4,400, Boardman is known for its agriculture, food processing, livestock, and recreation opportunities. Due to its location adjacent to the Columbia River, Boardman residents and visitors enjoy river views with public access to sandy beaches, large grass parks, walking trails, and water activities with boat access through the Boardman Marina. Also located in Boardman is the SAGE (Sustainable Agriculture and Energy) Center; an interactive visitor and museum center which highlights the sustainability of the agriculture and energy industry. The center provides hands on exhibits of technology used by local industries and farmers to demonstrate the process of farm to table.



Also located in Boardman is the Port of Morrow, which serves the community with four industrial parks and is prominently known as a food processing center. The Port of Morrow (Port) is the second largest Port (behind the Port of Portland) and is likely the largest single owner of vacant industrial land within the State of Oregon. The Port contributes to the economic competitiveness of Oregon and the United States by serving as the main point for freight distribution, export, and value-added production of agricultural products (grains, root vegetables, cattle, and milk/dairy products) that are primarily grown in Oregon, Washington, Idaho, Montana, and Wyoming.



Over the past several years, the Port of Morrow succeeded in diversifying the local/regional economy by accommodating state-of-the-art clean energy production facilities as well as high technology data centers. Economic sectors now served by the Port of Morrow include agriculture, food processing, livestock, transportation, warehousing, and freight distribution, information, advanced communications, energy, waste management, and recreation.

To the south of Boardman in the foothills of the Blue Mountains in central Morrow County, the County seat of Heppner offers small town living, affordable housing, a mild climate, and close access to outdoor activities. Locals enjoy recreation all year long, especially during the colder months when cross country skiing, snowshoeing, and snowmobiling are possible. The City's close proximity to the Umatilla National Forest and major Morrow County parks allow for activities to extend year-round to include hiking, golfing, fishing, camping, boating and more.

Just 33 miles south of Heppner is Morrow County's OHV (Off Highway Vehicles) Park, which offers visitors 9,000 acres of recreational wonderland. The Park offers multiple camp site areas, children's playgrounds, vast trails for quads, motorcycles and other off-road vehicles, fishing ponds, hiking trails, a golf area, mud pit, public shower and restroom areas, and on-site park staff. Other major Morrow County parks such as Cutsforth Park and Anson Wright Park also offer an abundance of RV camping locations, trail systems for hiking and off-roading, and many BBQ and picnic areas.



THE ORGANIZATION

Operating from offices in the city and county seat, Heppner, Morrow County is governed by a three-member Board of Commissioners serving overlapping four-year terms. The Commissioners serve as the Executive Branch and perform legislative and quasi-judicial functions of the County. The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, and appointing non-elected officials, boards, commissions, and committees. Morrow County employs approximately 135 FTEs and operates on a FY 22-23 budget of approximately \$80 million including a Capital Improvement Project budget with over \$2 million for future buildings that include a new Circuit Court building and a Public Transit facility, and \$18,095 for the Columbia River Heritage Trail: A Community Millennium Trail. County departments include: Assessment & Tax, Clerk/Elections, County Administration, District Attorney, Emergency Management, Fair Office, Finance, Human Resources, Justice Court, Juvenile Department, Planning, Public Health, Public Works, Sheriff, Surveyor, Public Transit, Treasurer, and Veterans Services.



THE POSITION

Under the direction of the Board of County Commissioners, the County Administrator (CA) is responsible for implementing BOC policy, managing County operations, oversight of the County's budget, and supervisory authority over Department Directors. The person in this position will advise, assist and act as agent as directed by the BOC. The CA has responsibility and authority to assure County functions are carried out efficiently and effectively, and will provide leadership and administrative guidance to all elected and appointed Department Directors and processes as assigned by the BOC.

For a full job description, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

1. The County has three newly serving Commissioners who are bringing new ideas to the County and are eager to work with the County's next County Administrator.
2. The County Administrator will work on several Feasibility Studies challenges. The Feasibility Study includes the Courthouse remodel, a new Circuit Court building, and a rapidly growing County staff. With the growing County Staff, the County will need to prepare for growth in terms of space.
3. The County has a number of rapidly growing communities which present the County with many positive opportunities in the future.

EDUCATION & EXPERIENCE

- A bachelor's degree in business administration or related field, preferably supplemented by a master's degree in business or public administration, or a related field.
- Five (5) years of professional, progressively responsible experience in an administrative, managerial or supervisory capacity which includes experience in budget preparation, personnel administration, and program development, implementation and management.
- Any equivalent combination of experience, education, and training that would allow a candidate to perform the duties of this position will be considered.

COMPENSATION & BENEFITS

- **\$108,300 - \$152,388 DOQ**
- Excellent Medical, Vision and Dental Insurance (92.5% Employer Paid)
- Life Insurance (\$12,000 Plan) – employer paid
- LTD and AD&D – employer paid
- Potential Hiring Bonus
- Potential Relocation Allowance
- Vacation and Sick Leave – 12 days each per year to start. PTO can be negotiated to be front loaded.
- 12 Paid Holidays
- 40 hours of Administrative Leave per year (extra leave to help alleviate OT worked by exempt employees)
- 401(a) Retirement Plan (Employee 6%, County contributes 9%)
- Voluntary Employee Contribution to Deferred Compensation
- Supplemental AFLAC Products
- Air Life Flight Insurance provided by Morrow County
- A County Cell Phone for Business Use
- Potential Hiring Bonus and Relocation Allowance



**For more information on
Morrow County, please visit:
www.co.morrow.or.us**



Morrow County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 12, 2023** (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 "**Open Recruitments**", select "**Morrow County, OR – County Administrator**", and click "**Apply Now**", or click [here](#). 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., Suite 310
Issaquah, WA 98027
206.368.0050

EXAMPLE OF INVITE LETTER



City of McMinnville

OREGON

CITY ATTORNEY

\$110,232 - \$165,312

Plus excellent benefits.

First Review:
November 20, 2022
(Open Until Filled)

Apply at www.prothman.com

Dear Colleague,

Prothman is currently recruiting for the **City Attorney** position for the **City of McMinnville, Oregon**. We invite you to review the position details on the back page, and if you find that this position is not right for you, we kindly ask you please pass this on to other professionals you know who may be ready for this next step in their career.

Thank you for your consideration and help!

PROTHMAN



THE COMMUNITY



McMinnville is an easy-going, progressive city nestled in the heart of Oregon's Willamette Valley. The city's historic downtown has been recognized by the

American Planning Association as one of its prestigious Great Streets in America. McMinnville's central location means its nearly 35,000 residents aren't far from the scenic Oregon Coast, the State Capitol, the "Big City" of Portland, or the slopes of Mt. Hood. Home to world-class pinot noir, McMinnville attracts winemakers and food and wine tourists from around the globe. Whether it's a glass of pinot on Third Street or a bike ride through the Willamette Valley, there is always something fun to do in McMinnville.

There is an abundance of opportunities for families of all types in McMinnville. The local school district boasts a high school graduation rate of over 90% and there are plenty of opportunities for higher education at Chemeketa Community College or Linfield University, one of the nation's most respected small universities. Childcare is also available at a variety of privately managed daycare and pre-school centers throughout the area, and the city also offers plenty of senior services through Yamhill County, NorthWest Senior & Disability Services, and the city-owned City of McMinnville Senior Center.

THE CITY

The City of McMinnville operates under the Council-Manager form of government with the Mayor, elected city-wide, and six Council members representing three different wards. In addition to the City Council, the City has numerous commissions and committees to help guide policy decisions related to topics such as diversity, equity, and inclusion, urban renewal, landscape review, and the municipal airport.



The City operates on a 2022 budget of \$137 million with 175 full-time employees in the following departments: Administration (City Manager's Office, Finance, Human Resources, Legal, Communications), Planning & Building, Parks & Recreation, Library, Police, Fire, Information Services, and Public Works (Engineering, Operations, Wastewater Services, and Municipal Airport).

THE DEPARTMENT & POSITION

McMinnville's City Attorney's office provides legal advice to the Mayor, City Council, Planning Commission, and all City departments, boards, and commissions. The office is responsible for prosecution of traffic and ordinance violations and misdemeanor offences in Municipal Court, as well as preparing all ordinances and resolutions for Council action, and maintaining city codes and assists with the administration of the Human Resource services, including collective bargaining.



The City Attorney is appointed by the City Council under Charter and receives general direction from the Mayor and City Council. Working closely with the City Manager and other department heads as part of the City's executive team, the City Attorney will provide general counsel to the Mayor and the City Council, and professional legal services for all aspects of City government. The new Attorney's ability to work effectively on a high-performing executive team as well as with a variety of cross-departmental and cross-functional teams is critical. The City Attorney will provide objective, timely, and cost-effective legal advice that supports the City's policy goals, organizational strategy, and ensures the City, its employees, and its elected officials all comply with the law. This position provides functional supervision for legal action involving the City, the interpretation and application of laws and ordinances affecting the City, and the preparation of legal documents and legal opinions for the City.

Please visit www.prothman.com to review the full position profile and compensation package, and to learn more about Prothman.

EMPLOYMENT AGREEMENT
City Manager pro tem
(City of Yachats, Oregon/_____)

THIS EMPLOYMENT AGREEMENT ("Agreement") is made and entered into on _____, 2023, by and between the City of Yachats ("City"), Oregon and _____, an individual (hereinafter "_____" or "Interim City Manager"), both parties collectively hereinafter "Parties".

In consideration of the mutual covenants contained in this Agreement, the sufficiency of which is acknowledged by the signatures of the Parties of this Agreement, the Parties agree as follows:

- 1) Purpose. The purpose of this Agreement is to provide for a term of employment for _____ as the Interim City Manager for City.
- 2) Duties. The City hereby agrees to employ _____ as the Interim City Manager during the time needed for the recruitment and hiring of a successor permanent City Manager. _____ will perform the duties of City Manager for the City as specified and limited in the City Charter, laws and ordinances, and will perform other legally permissible and proper duties and functions as the City Council will, from time to time assign. _____ agrees that they will, at all times, loyally and conscientiously perform all of the duties and obligations required of him, as either expressly or implied by laws, ordinances, personnel rules and terms of this Agreement. _____ will be subject to the direction and control of the City Council. The City shall provide the customary staffing, facilities and tools necessary for performance of the City Manager position, including but not limited to a fully furnished office, staff support, office supplies, computer, cellular telephone, business cards, etc.
- 3) Housing. The City shall provide housing or costs for same during the term of this Agreement, as follows: _____
- 4) Term of Employment/Termination. _____ will be employed by the City as a temporary employee. This employment will be for an unspecified period of time commencing _____, 2023, and terminating at a time to be determined by the City Council. Any termination may be with or without cause. The City Council may use its full discretion in this determination and its determination will be final and will not require showing of any cause or proof.

- 5) Resignation. _____ may voluntarily resign from this position at any time, but will attempt to provide the City seven (21) days notice in advance of the effective date of a resignation.
- 6) Compensation – Salary. The City will pay _____ a gross monthly salary of \$_____, payable at the same time each month that other employees are paid, and subject to required payroll taxes/payments. This amount will be pro-rated for any partial month _____ may work at the beginning or end of his employment.
- 7) Compensation – Overtime. The City Manager position is exempt from overtime under the Fair Labor Standards Act. Accordingly, _____ is not eligible for overtime compensation.
- 8) Compensation – Employee Benefits. As a temporary employee _____ will not be enrolled in the Oregon PERS plan or other employee benefits programs, including any health/dental/vision plans nor any personal leave benefits (sick leave, vacation leave, personal time off, etc.) extended to permanent employees of the City.
- 9) Compensation – Personal Vehicle Use. _____ will not be assigned a City vehicle. Instead, _____ will use his personal vehicle for business related travel while performing duties under this Agreement. City will pay a mileage reimbursement at the current IRS allotted mileage rate. _____ shall not be reimbursed for mileage to and from his permanent residence outside of Yachats.
- 10) No reduction in Compensation. The City will not, at any time during the term of this Agreement, reduce the salary, compensation, or other financial benefits of _____.
- 11) Professional Organizations and Meetings. The City agrees to pay for the attendance of the Interim City Manager at professional meetings and conferences when the City Council and the Interim City Manager agree that such attendance is in the best interest of the City.
- 12) Reimbursement of Expenses. The City will reimburse _____ for all sums necessarily incurred and paid by him in the performance of his duties. _____ will submit a standard City reimbursement form, accompanied by required documentation and receipts as required by City policy and monetary limits.
- 13) Bonds. The City will bear the full cost of purchasing and maintaining any fidelity or other bonds as required for _____ during the term of this Agreement.

- 14) Office Hours/Time. _____ will establish and maintain regular office hours at City Hall consistent with the City's ordinary business hours. He will spend additional time in the performance of his duties for the City as necessary or as may be required from time to time by the City Council, including but not limited to City Council and City Commission/Committee meetings. Each holiday observed by the City will be considered eight hours worked.
- 15) Applicability of Personnel Rules. All provisions of City ordinances, policies and regulations pertaining to City personnel will apply to _____ as they would to other management employees of the City, except as modified by this Agreement.
- 16) Indemnity. The City will defend, indemnify and hold _____ harmless from all claims and actions arising out of _____'s employment which pertain to actions of _____ within the course and scope of his employment with the City, provided _____ acted in a manner which was reasonable and which would be commonly expected of a City Manager. It is noted that the City Charter limits the powers of an Interim City Manager with regard to the hiring and termination of City employees, requiring consent by the City Council on such actions. All provisions of this section will survive the termination of this Agreement and remain in effect after termination of _____'s employment with the City.
- 17) Notice. Any notice required or desired to be given pursuant to this Agreement will be given in writing by personal delivery or sent by certified mail, return receipt requested, postage prepaid to the Parties to this Agreement at their last known addresses. Notice will be deemed given as of the date of personal service or as of the date five (5) days following deposit of the notice in the United States mail.
- 18) Entire Agreement. Except as provided in this section, this Agreement contains the entire agreement concerning the employment of _____ and is not inclusive of any prior agreements, promises, inducement, representations, or warranties made by either Party pertaining to the employment of _____. Exceptions may be made either when the City makes modifications which apply to all employees of the City and _____ agrees to have this Agreement so modified, or as may be mutually agreed to, in writing, between the Parties.
- 19) Binding Effect. This Agreement will be binding upon the Parties and their respective successors in interest, heirs, and personal representatives.

_____’s rights and interest arising under this Agreement are personal and may not be assigned.

- 20) Governing Law. This Agreement will be governed by the laws of the State of Oregon.
- 21) Severability. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement or portion thereof will be deemed severable and will not be affected and will remain in full force and effect.
- 22) Amendment/Modification. This Agreement will not be amended or modified except in writing and signed by the Parties.
- 23) Attorney Fees. In the event either Party initiates any suit, action, or appeal on any matter relating to this Agreement, the Court before which such suit, action, or appeal is taken will award, to the prevailing party, attorney fees that the Court deems reasonable and this award and all allowable costs may be either added to or deducted from the balance due under this Agreement or be a separate obligation, as appropriate.

Approved by the Yachats City Council on: _____, 2023.

Attest: _____

City of Yachats, Oregon

By: _____

Date:

Date:



April 24, 2023

Craig Berdie, Mayor
City of Yachats
PO Box 345
Yachats, OR 97498

RE: Executive Recruitment Proposal

Dear Mayor Berdie,

Thank you for taking time out of your schedule to visit with LGPS Program Manager, Stacey Marple. She has consulted with me regarding your inquiry into our Executive Recruitment services. We look forward to responding to your request for services as you prepare to hire Yachats's next City Administrator.

Over the last couple of years, LGPS (Local Government Personnel Services) has developed a recruitment package that supports the requisition of new leadership. Support for this package is completed with existing LGPS/LCOG (Lane Council of Governments) staff and myself, the Executive Recruitment Consultant. We offer this base package for a not to exceed amount of \$10,500. Past recruitments for Veneta, Lowell, and Silverton have run less than our quoted not to exceed amount.

Not to Exceed Includes:

- An executive recruiter that will be responsible for all work associated with the activities outlined below
- Travel expenses associated with this recruitment (if required)
- Advertising
- Background check for the finalist(s)
- Administrative support for collection of resumes, posting ads, and other work required to complete the recruitment

General Notes:

- Meetings will likely be held both in person and remotely.
- The timeline is our best-case scenario, knowing it may have fluctuations due to internal scheduling, entity schedules, and candidate availability.

Outline of Events

- | | |
|---|------------------------------|
| 1. Authorization to Proceed | Apr 28, 2023 |
| 2. Meet With City: Job Research, Position Description Review
(Location and Sophistication of Municipality) | May 04, 2023 |
| 3. Finalize Timeline, Prepare Document Drafts
(Fliers, Posting) | May 05, 2023 |
| 4. Meet with City: Finalize Documents | May 10, 2023, <i>week of</i> |
| 5. Go Live: Job Posting, External Advertising | May 15, 2023 |
| 6. First Applicant Screening
(Job open until filled) | June 12, 2023 |
| 7. Present Candidates to Hiring Official: On Site
(Executive Session) | June 21, 2023 |
| 8. Notify Advancing Candidates: Arrange and Schedule Interviews | TBD |
| 9. Council Interviews Finalists: On Site | TBD |
| 10. Help Prepare Final Offer | |
| 11. Conduct Background Check | |
| 12. Provide Final Offer, if desired | |
| 13. Notify Non-Advancing Candidates | |
| 14. Discuss Contract as Requested, turn over to Manager /legal /HR | |

If there are any other questions you might have, please don't hesitate to give me a call. I am available any time.

Thank you for the opportunity to help you with this important recruitment,

Ross Schultz
for Local Government Personnel Services
city-x.ross@gmail.com
503-516-6509